

Kirkcudbright Canoe Club Risk Assessment

The five steps to risk assessment are - 1. Identify any hazards, 2. Decide who might be harmed, and how, 3. Evaluate the risks, 4. Record your findings, 5. Review and revise.

Completed the risk assessment for the location and activity and then rate the hazards as LOW, MEDUIM or HIGH.

Risk assessments will be reviewed at the beginning of each summer season.

Location:	Various	Activity:	Generic paddling closed cockpit kayaks and open canoes	Prepared by:	Steven Young	Date:	15.04.16
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What are the hazards?	Who might be harmed and why?	What are you already doing?	Do you need to do anything else to control this risk?	Responsibility / Due & Completed dates	Risk Rating
Moving water (Overhanging trees, weirs, rocks, submerged objects etc.)	Paddler – risk of entrapment	Coaches to deliver safety brief to their group before getting on the water, incl hazards and communication signals. Water level monitored throughout, on-going hazard management and route selection by instructor. Weirs to be inspected – speed & amount of water to be taken into account. Access / Egress knowledge of area being used. Helmets to be worn on moving water.	No further action at this stage		MED
Car parks and roads	Paddlers – risk of collision with vehicles	Read venue RA beforehand. Be aware of other vehicles.	No further action at this stage		MED
Medical emergency or injury	Paddlers – risk of exacerbated medical issue caused by activity	Coach to have first aid qualification relevant to award First aid kit carried by coaches. Participants asked to share relevant previous & existing medical issues. Mobile phones and contact numbers for emergency services. Coach has contingency plan for lack of phone signal. Any medication required must be present and available. Fastest access routes to be known by the coach so as to advise emergency services. Group to carry spare clothing. Suitable equipment (e.g. bivvi bag, survival shelter etc.) to be carried.	No further action at this stage		MED

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Deep water	Paddlers – risk of drowning	<p>Coaches to deliver safety brief to their group before getting on the water.</p> <p>Coaches must be fully conversant with appropriate safety and rescue methods for type of craft and water being paddled</p> <p>Coaches hold first aid qualification incl resuscitation techniques</p> <p>All paddlers to wear a correctly sized and fitted buoyancy aid on and near the water</p> <p>Dry-land capsizе drill to be practiced, when needed.</p>	No further action at this stage		MED
Lifting and moving boats	Paddlers – risk of musculoskeletal injury caused by poor handling techniques	<p>Coaches to deliver safety briefing on correct lifting and carrying techniques.</p> <p>Use multiple people to carry kayak/canoe (e.g. 2 per kayak, 4 per canoe), where possible.</p>	No further action at this stage		LOW
Immersion in cold water	Paddlers – risk of cold water shock, hypothermia	<p>Coaches to deliver safety brief to their group before getting on the water.</p> <p>Coaches to ensure all paddlers are appropriately clothed for the activity.</p> <p>Coaches to ensure group carries appropriate equipment to deal with mild and severe hypothermia i.e. spare clothing, hot drink and high energy foods.</p> <p>Coaches to ensure that they take particular care of capsizе victims.</p> <p>Coaches should be prepared to stop or have a break during the session.</p> <p>All club members to undertake training that includes preventing, diagnosing and dealing with hypothermia</p>	No further action at this stage		LOW
Slips & trips and falls	Paddlers – risk of various injuries	<p>Read venue RA beforehand.</p> <p>Clear debris and/or obstructions, if possible.</p> <p>Ensure clear working area.</p> <p>Wear appropriate footwear.</p>	No further action at this stage		LOW

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Cold muscles and limbs	Paddlers – risk of musculoskeletal injury	Coaches to deliver safety brief to their group before getting on the water. Ensure proper stretching and warm up routine is carried out as an integral introduction to each session.	No further action at this stage		LOW
Kayak	Paddler - risk of entrapment following capsize	All beginners to be briefed and trained in correct means of exit following a capsize, including releasing of spraydeck if being used. All boats fitted with fail safe or full plate footrests. Suitable footwear worn - not too big.	No further action at this stage		LOW
Equipment Failure	Paddlers – risk of various injuries	All equipment to be fit for purpose. All equipment to be checked prior to use. Damaged equipment to be removed from use till repaired or replaced.	No further action at this stage		LOW
Struck by paddle	Paddler – risk of cuts and bruising	Coaches to deliver safety brief to their group before getting on the water. Ensure safe distance between boats is maintained whilst practicing strokes.	No further action at this stage		LOW
Collision with other water users	Paddlers – risk of various injuries	Read venue RA beforehand. Coaches aware of potential dangers e.g. water skiing areas etc. On surf have defined area and follow surf etiquette, or if beginners then separate them from other users. On white water use appropriate scouting technique to ensure no blind / out of control running of features. In harbours and estuaries be aware of commercial, amateur and deep draught shipping that can collide with small craft	No further action at this stage		LOW

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Interaction with the public	Paddlers – risk of various injuries	<p>Paddlers to be aware of the Scottish Outdoor Access Code.</p> <p>Give the public right of way.</p> <p>Avoid blocking paths and access points.</p> <p>Act considerately and in a non-confrontational manner on the water, when arriving and leaving</p>	No further action at this stage		LOW
Sun and high temperatures	Paddlers – risk of sunburn, hyperthermia and exposure	<p>Coaches to ensure group carries appropriate equipment to deal the weather (e.g. sun hat, sun glasses, high factor sun-lotion or sun block etc.)</p> <p>Coaches to ensure their group has sufficient fluids to remain hydrated and monitor the state of individuals within their group.</p> <p>Coaches should be prepared to stop or have a break during the session.</p>	No further action at this stage		LOW
Weather and its effects	Paddler – risk of various injuries	<p>Coaches to obtain reliable local weather forecast and be ready to change plans as appropriate.</p> <p>Plans to include suitable emergency escape routes / refuges.</p> <p>Plans to allow for worst possible weather / swell / spate.</p> <p>Coaches will cancel the session should conditions exceed group capacity.</p>	No further action at this stage		LOW
Contaminated water	Paddler – risk of contracting water-borne disease	<p>Water quality of venue to be checked prior to event.</p> <p>All cuts and grazes to be covered with waterproof plasters.</p> <p>Hands to be washed before eating.</p> <p>Equipment to be rinsed with clean fresh water after each activity.</p>	No further action at this stage		LOW
Animal droppings	Paddlers – risk of contracting zoonosis	<p>Warn everyone to look out.</p> <p>Check area before use.</p> <p>Wash clothing and body if contact occurs.</p>	No further action at this stage		LOW

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Unqualified coach	Paddlers	Coaches to hold relevant coaching qualification and work within terms of reference. Coaches to maintain status by completing coaching updates at required intervals.	No further action at this stage		LOW
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