

Risk assessment for Kirkcudbright Canoe Club

Club / Venue name: Kirkcudbright Canoe Club @
Kirkcudbright Swimming Pool
Assessment carried out by: Kirkcudbright Canoe Club
Date assessment was carried out: 1/11/2020
Date of next review: 1/11/2021

Important links on managing risk: [Scotland's route map through and out of the crisis](#)
[HSE Health and Safety - Risk assessment advice](#)
[Getting your coaches ready for sport](#)
[SCA Updated Phase 3 Guidance](#)
<http://www.kirkcudbrightswimmingpool.co.uk/covid-info/>

Kirkcudbright Swimming Pool will have its own risk assessment, this risk assessment is specifically for Kirkcudbright Canoe Club pool sessions taking place in Kirkcudbright Swimming Pool.

Responsibilities of Canoe Club

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Management of the reinstatement of organised canoe club sessions	Paddlers and Coaches could become ill or infected	Normal first aid and safety procedures for group paddles apply A COVID Officer has been appointed for the group to oversee how Kirkcudbright Canoe Club mitigates the risk of COVID-19 during the pandemic.	All coaches to complete the e-learning for COVID Officers.	Kirkcudbright Canoe Club Coaches	1/11/2020	1/11/2021

Hygiene, health & safety

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Lack of hand washing /sanitising leading to increased risk of spread of bacteria/virus	Paddlers and Coaches may become infected	Hand washing facilities with soap will be available at Kirkcudbright Swimming Pool and all participants should practice good hand hygiene before and after sessions.	Paddlers and Coaches will be reminded to follow Scottish Government guidance before sessions take place.	All paddlers and coaches.	1/11/2020	1/11/2021

Virus spread between pool users through close contact or contaminated surfaces.	Paddlers & Coaches & other pool users.	Face Masks should be worn before and after activity in non-playing areas of the facility (including reception, locker rooms and storage areas and elsewhere required by the pool management). Face coverings do not need to be worn when undertaking physical activity, exercise or showering/changing.		All Paddlers and Coaches	1/11/2020	1/11/2021
Virus spread between pool users in changing areas / showers through close contact or contaminated surfaces.	Paddlers, Coaches and other pool users.	Every 2nd changing room is locked to allow for social distancing, also one shower is taped off for the same reason. Participants should follow Kirkcudbright Swimming Pool signage when using these areas. Kirkcudbright Swimming Pool require we ask users to wipe down all surfaces touched with the wipes provided. To help minimise use of both changing rooms and shower areas it may be worthwhile to arrive already changed and shower at home before and after sessions.		All Paddlers and Coaches	1/11/2020	1/11/2021

Cleaning

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Spread of Coronavirus (COVID-19) in the building through touch points in the building	Paddlers, Coaches, pool staff and gym / pool users could become ill or infected	Kirkcudbright Swimming Pool staff will be cleaning even more than normal but ask that the pool users also play their part, especially in the gym, by wiping down all surfaces have touched with the wipes provided.		All Paddlers and Coaches	1/11/2020	1/11/2021
Boats and equipment could become contaminated by bacteria / viruses	Paddlers and Coaches could become ill or infected	Only one paddler per boat, paddle & spray deck during pools sessions. Boats, paddles, spray decks, buoyancy aids etc should be sanitised between sessions. Submersion in a chlorinated pool is viewed as sufficient. While putting equipment away, points of contact must be minimised, and we would		All Paddlers and Coaches	1/11/2020	1/11/2021

ask paddlers wipe down the boats using the wipes provided by Kirkcudbright Swimming Pool.

Physical distancing

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Getting infected by close contact to other pool users.	Paddlers, Coaches, pool staff and gym / pool users could become ill or infected	Kirkcudbright Swimming Pool has a one-way system in place which we will adhere to while using Kirkcudbright Swimming Pool. Every 2nd changing room is locked to allow for social distancing, also one shower is taped off for the same reason, the spectator area is closed until further notice.		All Paddlers and Coaches	1/11/2020	1/10/2021
Paddlers getting in and out of the pool.	Paddlers and Coaches could become ill or infected	Participants should try and give each other space when getting in and out of boats in the pool and adhere to the one-way system in place.		All Paddlers and Coaches	1/11/2020	1/11/2021
Paddlers in the pool	Paddlers and Coaches	We will be restricted to 6 paddlers in the pool for each session. All Paddlers will need to maintain a 2m distance while in the pool. Coaches will remain on the side.		All Paddlers and Coaches	1/11/2020	1/11/2021
Travel to the venue	Paddlers and Coaches	No car sharing is currently permitted due to Scottish Government and SCA Guidance, all paddlers and coaches should only share cars with members of their own household when travelling to the venue.		All Paddlers and Coaches	1/11/2020	1/11/2021
Drop off of participants	Paddlers – risk of infection between participants and those providing transport.	Maintain physical distancing between participants and those providing transport. Drivers should avoid waiting to pick up and drop off participants in foyers Participants should avoid arriving early. Parents that are collecting children should		All Paddlers and Coaches	1/11/2020	1/11/2021

arrive at a planned time so that participants from different sessions do not mix.

If a Parent /Guardian is required to assist their child changing after the activity this needs to be managed so that 2m physical distancing can be maintained.

Spectators unknowingly infected	Paddlers, Coaches and other pool users.	Kirkcudbright Swimming Pool spectator area is closed until further notice and no spectators are currently allowed during sessions.		All Paddlers and Coaches
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Symptoms of COVID-19

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Paddlers turning up despite feeling unwell	Paddlers and Coaches	<p>Paddlers and coaches should not attend if they feel unwell and to follow Scottish Government guidance.</p> <p>1. If anyone becomes unwell with any of the identified symptoms of COVID-19 during club sessions they will be sent home and advised to follow the self-isolation guidance from Scottish Government</p> <p>2. The club will ensure that it records and contact details coaches and paddlers for each session are taken to aid Test & Protect.</p>		All Paddlers and Coaches	1/11/2020	1/11/2021
Paddlers turning up to sessions with flu-like symptoms	Paddlers and Coaches	<p>1. Should be tactfully asked to return home and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times.</p> <p>2. The Club will ensure that it records and contact details of all participants for each session are taken to aid Test & Protect.</p>		All Paddlers and Coaches	1/11/2020	1/11/2021

First aid

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Withdrawal of first aid to a person in need could put their life at risk	Paddlers and Coaches	Coaches have completed their first aid training and should have at least one first aid kit available. Preservation of life given priority.	1. Strict hygiene protocols in place to be adhered to in order to reduce transmission. 2. First aiders should carry appropriate PPE (gloves and resuscitation masks) in their first aid kits to reduce the risk of transmission where first aid is required.	Coaches	1/11/2020	1/11/2021

Inform

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Users unaware of changes to procedures	Paddlers and Coaches		1. Club members, paddlers and coaches will be kept informed of changes and expectations via social media.	COVID Officer	1/11/2020	1/11/2021

Sport-specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Risk of Drowning	Paddlers	Lifeguard available (Kirkcudbright Swimming pool) Follow and comply with Kirkcudbright Swimming Pool safety protocols. Children should not be left unsupervised during the session. Coaches must be fully conversant with appropriate safety and rescue methods for type of craft and		Kirkcudbright Swimming Pool & Coaches	1/11/2020	1/11/2021

		water being paddled Coaches hold first aid qualification including resuscitation techniques.			
Lifting and moving boats	Paddlers – risk of musculoskeletal injury caused by poor handling techniques	Coaches to deliver safety briefing on correct lifting and carrying techniques. In order to mitigate the risk of spreading COVID-19 we will ask that paddlers lift the boat they are using. Where multiple people are required e.g. sea kayaks / canoes / helping children we ask that paddlers stick to household groups wherever possible and where not possible maintain a 2m distance between themselves and use hand sanitizer between handling other people's boats.	All Paddlers and Coaches	1/11/2020	1/11/2021
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 including appropriate PPE e.g. gloves and resuscitation masks. Participants asked to share relevant previous & existing medical issues and if required to carry their medication on their person (e.g. inhalers) 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. bivvy bag, survival shelter etc.) to be carried.	Coaches	1/11/2020	1/11/2021
Slips & trips and falls	Paddlers & Coaches – risk of injury	Follow Kirkcudbright Swimming Pool safety signage. Keep any equipment being used out of the way. Wear sensible footwear for the poolside.		1/11/2020	1/11/2021
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 spray deck if being used. Safety briefings will be delivered online before events as well as on the water. All boats fitted with fail safe or full plate footrests.		1/11/2020	1/11/2021

		Suitable footwear worn - not too big.		
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.	1/11/2020	1/11/2021
Struck by paddle	Paddler – risk of cuts and bruising	All paddlers should be maintaining a 2m distance between boats to comply with current guidance. Ensure safe distance between boats is maintained whilst practicing strokes.	1/11/2020	1/11/2021
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.	1/11/2020	1/11/2021

Organised coached activities

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Paddlers turning up without booking	Paddlers and Coaches	All paddlers attending the pool sessions must book in advance. Bookings will be taken online to avoid the risk of infection being spread via paper forms. Any payment will be taken via BACS to minimise cash handling		Paddlers and Coaches	1/11/2020	1/11/2021
Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines	Paddlers and Coaches	Paddlers and Coaches are encouraged to practise hand hygiene and to follow Scottish government guidance to minimise the risk of infection. Paddlers and Coaches to be reminded of the importance of physical distancing and to give other pool users space when getting in and out of the water or using changing rooms. Paddlers will be encouraged to leave promptly following the end of the session in order to prevent crowding in shared areas.		Paddlers and Coaches	1/11/2020	1/11/2021
Cleaning kit between sessions	Paddlers and Coaches	Boats should be wiped down with the provided wipes between each session. Paddlers and Coaches will be reminded of Scottish Government Guidance and the importance of sanitizing equipment between uses.		Paddlers and Coaches	1/11/2020	1/11/2021
Maximum numbers / session capacity allowing for physical distancing	Paddlers and Coaches	Numbers in the pool are restricted to 6 paddlers per session. The club will continue to consider the capacity of each session based on space available, activity to be delivered and amount of movement per participant required to ensure compliance with Scottish Government guidance on physical distancing. Paddlers and Coaches to be reminded regularly of the importance of physical distancing		Paddlers and Coaches	1/11/2020	1/11/2021

Delivering coached activities

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Coaches continue to run the session if feeling unwell with COVID-19 symptoms	Paddlers and Coaches	<p>Paddlers and coaches should not to attend if they feel unwell and to follow Scottish Government guidance.</p> <p>1.If anyone (paddler or coach) becomes unwell with any of the identified symptoms of COVID-19 during club sessions they should go home and follow the self-isolation guidance from Scottish Government.</p> <p>2. The club will ensure that it records and contact details coaches and paddlers for each session are taken to aid Test & Protect.</p> <p>3. Where there is no other coach to continue the session, the session will be cancelled and come to an end.</p>		Coaches	1/11/2020	1/11/2021
Paddlers turning up to sessions with flu-like symptoms	Paddlers and Coaches	<p>1. Should be tactfully asked to return home and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times.</p> <p>2. The Club will ensure that it records and contact details of all participants for each session are taken to aid Test & Protect.</p>		All Paddlers and Coaches	1/11/2020	1/10/2021
Session activities leading to increased risk of spread of bacteria/virus	Paddlers and Coaches	We will only run activities and sessions where physical distancing is possible and will continue to follow SCA and Scottish Government Guidance.			1/11/2020	1/10/2021
Withdrawal of first aid to a person in need could put their life at risk	Paddlers and Coaches	<p>Coaches have completed their first aid training and should have at least one first aid kit available. There should be one on site for Kirkcudbright Swimming Pool.</p> <p>Preservation of life given priority.</p>	<p>1. Strict hygiene protocols in place to be adhered to in order to reduce transmission.</p> <p>2. Coaches should carry appropriate PPE in their first aid kits (gloves and resuscitation masks) in case of medical emergencies.</p>	Coaches	1/11/2020	1/11/2021