

Risk assessment for Kirkcudbright Canoe Club

Club / Venue name: Kirkcudbright Canoe Club

Assessment carried out by: Kirkcudbright Canoe Club

Date assessment was carried out: 10/10/2020

Date of next review: 1/10/2021

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](#)

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. | Kircudbright Canoe Club Coaches | 10/10/2020 | 1/10/2021 |

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 facilities leading to increased risk of spread of bacteria/virus | Paddlers and Coaches may become infected | Paddlers and Coaches are encouraged to carry hand sanitizer with them and to follow Scottish government guidance. | Coaches will carry spare hand sanitizer however we will encourage Paddlers to use their own to limit the risk of virus transmission. | All paddlers and coaches. | 10/10/2020 | 1/10/2021 |
| Lack of hand washing /sanitising leading to increased risk of | Paddlers and Coaches may become infected | Paddlers and Coaches are encouraged to carry hand sanitizer with them and to follow Scottish government guidance | Paddlers and Coaches will be reminded to follow Scottish Government guidance before club paddles take place. | All paddlers and coaches. | 10/10/2020 | 1/10/2021 |

spread of
bacteria/virus

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 |
|---|---|--|---|------------------------------------|---------------|-----------|
| Boats and equipment could become contaminated by bacteria / viruses | Paddlers and Coaches could become ill or infected | We are avoiding bringing any shared club kit to organised trips. All paddlers and coaches are responsible for handling and cleaning their own kit by following the current SCA and Scottish Government Guidelines. Any club kit borrowed in the future will be disinfected between use. | | All Paddles and Coaches | 10/10/2020 | 1/10/2021 |

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 |
|---|---|--|---|------------------------------------|---------------|-----------|
| Car Park and Access to the water where paddlers may find it difficult to adhere to physical distancing guidelines | Paddlers and Coaches could become ill or infected | Paddlers and Coaches are encouraged to carry hand sanitiser with them and to follow Scottish government guidance to minimise the risk of infection. The club is staggering how many paddlers get on the water at once to try and reduce the number of people getting on the water at once and to avoid bottlenecks and crowding in car parks. | Where it is difficult to maintain physical distancing masks will be encouraged. | All Paddlers and Coaches | 10/10/2020 | 1/10/2021 |
| Paddlers getting on and off the water. | Paddlers and Coaches could become ill or infected | Paddlers and Coaches will be staggered getting on and off the water to help maintain physical distancing. | | All Paddlers and Coaches | 10/10/2020 | 1/10/2021 |

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| Paddlers on the water | Paddlers and Coaches | All Paddles and Coaches will maintain a 2m distance while paddling. | | All Paddlers and Coaches | 10/10/2020 | 1/10/2021 |
| Travel to the venue | Paddlers and Coaches | No car sharing is permitted due to Scottish Government and SCA Guidance, all paddlers and coaches should only share cars with members of their own household this includes shuttle runs for river trips. | | All Paddlers and Coaches | 10/10/2020 | 1/10/2021 |

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 | Paddlers and coaches should not attend if they feel unwell and to follow Scottish Government guidance. 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 2. The club will ensure that it records and contact details coaches and paddlers for each session are taken to aid Test & Protect. | | All Paddlers and Coaches | 10/10/2020 | 1/10/2021 |
| Paddlers turning up to sessions with flu-like symptoms | Paddlers and Coaches | 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. 2. The Club will ensure that it records and contact details of all participants for each session are taken to aid Test & Protect. | | All Paddlers and Coaches | 10/10/2020 | 1/10/2021 |

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 |
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| 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 per trip. 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 | 10/10/2020 | 1/10/2021 |

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 informed of changes and expectations on them via social media on each trip. | | 10/10/2020 | 1/10/2021 |

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 |
|------------------------------|-------------------------------------|--|---|---|----------------------|---------------|
| Deep water | Paddlers – risk of drowning | Coaches to deliver safety brief to their group before getting on the water this may have to be given prior to the event to comply with current Scottish Government Guidance on physical distancing. Coaches must be fully conversant with appropriate safety and rescue methods for type of craft and water being paddled Coaches hold first aid qualification including resuscitation techniques. All paddlers to wear a correctly sized and fitted buoyancy aid on and near the water. | Coaches should carry appropriate PPE in their first aid kits (gloves and resuscitation masks) in case of medical emergencies. | | 10/10/2020 | 1/10/2021 |

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| | | Dry land capsize drill to be practiced in an area where physical distancing can be maintained when needed. | | |
| 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 their own boats. 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. | 10/10/2020 | 1/10/2021 |
| Car parks and roads | Paddlers – risk of collision with vehicles | Read venue RA beforehand. Be aware of other vehicles | 10/10/2020 | 1/10/2021 |
| Moving water (Overhanging trees, rocks, submerged objects etc.) | Paddlers – risk of entrapment | Coaches to deliver safety brief to their group before getting on the water, inc. hazards and communication signals this may need to be delivered online before the event and also while on the water in order to maintain physical distancing. 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. | 10/10/2020 | 1/10/2021 |
| 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. | 10/10/2020 | 1/10/2021 |

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| | | <p>Fastest access routes to be known by the coach so as to advise emergency services.</p> <p>Group to carry spare clothing.</p> <p>Suitable equipment (e.g. bivvy bag, survival shelter etc.) to be carried.</p> | | |
| 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 this will be given online before the event and once on the water in order to maintain physical distancing.</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 capsize 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> | 10/10/2020 | 1/10/2021 |
| Slips & trips and falls | Paddlers – risk of various injuries | <p>Clear debris and/or obstructions, if possible.</p> <p>Ensure clear working area. Wear appropriate footwear.</p> | 10/10/2020 | 1/10/2021 |
| Cold muscles and limbs | Paddlers – risk of musculoskeletal injury | <p>Coaches to deliver safety brief to their group before getting on the water. This will be delivered online before the event and once on the water in order to maintain physical distancing.</p> <p>Ensure proper stretching and warm up routine is carried out as an integral introduction to each session. Warmups can take place either in an area where physical distancing can be maintained or on the water.</p> | 10/10/2020 | 1/10/2021 |
| Kayak | Paddler - risk of entrapment following capsize | <p>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.</p> <p>All boats fitted with fail safe or full plate footrests.</p> <p>Suitable footwear worn - not too big.</p> | 10/10/2020 | 1/10/2021 |

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| Equipment Failure | Paddlers – risk of various injuries | <p>All equipment to be fit for purpose.</p> <p>All equipment to be checked prior to use.</p> <p>Damaged equipment to be removed from use till repaired or replaced.</p> | 10/10/2020 | 1/10/2021 |
| Struck by paddle | Paddler – risk of cuts and bruising | <p>Coaches to deliver safety brief to their group before getting on the water. This will be delivered online before the event and once on the water.</p> <p>All paddlers should be maintaining a 2m distance between boats to comply with guidance.</p> <p>Ensure safe distance between boats is maintained whilst practicing strokes.</p> | 10/10/2020 | 1/10/2021 |
| Collision with other water users | Paddlers – risk of various injuries | <p>Read venue RA beforehand.</p> <p>Coaches should be aware of potential dangers e.g. water-skiing areas etc.</p> <p>On surf have a defined area and follow surf etiquette or if beginners then separate them from other users.</p> <p>On white water use appropriate scouting technique to ensure no blind / out of control running of features.</p> <p>In harbours and estuaries be aware of commercial, amateur and deep draught shipping that can collide with small craft.</p> | 10/10/2020 | 1/10/2021 |
| Interaction with the public | Paddlers – risk of various injuries | <p>Paddlers should be aware of the Scottish Outdoor Access Code and act considerately and in a non-confrontational manner while on the water.</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> <p>Paddlers should maintain a 2m distance between themselves and members of the public.</p> | 10/10/2020 | 1/10/2021 |
| 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, sunglasses, high factor sun-lotion or sun block etc.) – in order to maintain physical distancing, it is advised that paddlers carry their own equipment rather than sharing.</p> | 10/10/2020 | 1/10/2021 |

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| | | Coaches to ensure their group has sufficient fluids to remain hydrated and monitor the state of individuals within their group. Coaches should be prepared to stop or have a break during the session. | | |
| Weather and its effects | Paddler – risk of various injuries | Coaches to obtain reliable local weather forecast and be ready to change plans as appropriate. Plans to include suitable emergency escape routes / refuges. Plans to allow for worst possible weather / swell / spate. Coaches will cancel the session should conditions exceed group capacity. | 10/10/2020 | 1/10/2021 |
| Contaminated water | Paddler – risk of contracting water-borne disease | Water quality of venue to be checked prior to event. All cuts and grazes to be covered with waterproof plasters. Hands to be washed before eating. Equipment to be rinsed with clean fresh water after each activity. Hand sanitizer should be carried and used in line with current Scottish Government guidance. | 10/10/2020 | 1/10/2021 |
| Animal droppings | Paddlers – risk of contracting zoonosis | Warn everyone to look out. Check area before use. Wash clothing and body if contact occurs. | 10/10/2020 | 1/10/2021 |
| 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. | 10/10/2020 | 1/10/2021 |

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 | <p>All paddlers attending an organised trip must book in advance.</p> <p>Bookings will be taken online to avoid the risk of infection being spread via paper forms.</p> <p>Any payment will be taken via BACS to minimise cash handling</p> | | Paddlers and Coaches | 10/10/2020 | 1/10/2021 |
| Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines | Paddlers and Coaches | <p>Paddlers and Coaches are encouraged to carry hand sanitizer with them and to follow Scottish government guidance to minimise the risk of infection.</p> <p>The club is staggering how many paddlers get on the water at once to try and reduce bottlenecks with paddlers getting on and off the water.</p> <p>Paddlers and Coaches to be reminded regularly of the importance of physical distancing</p> <p>Paddlers encouraged to wait in own vehicles when the car park area is crowded.</p> <p>Paddlers will be encouraged to leave promptly following the end of the session in order to prevent crowding in car parking areas.</p> | | Paddlers and Coaches | 10/10/2020 | 1/10/2021 |
| Cleaning kit between sessions | Paddlers and Coaches | <p>Paddlers and coaches will be using their own kit and will be responsible for cleaning their kit between sessions to reduce contamination not just to themselves but also to the environment.</p> <p>Paddlers and Coaches will be reminded of Scottish Government Guidance and the importance of sanitizing equipment between uses.</p> | | Paddlers and Coaches | 10/10/2020 | 1/10/2021 |
| Maximum numbers / session capacity allowing for physical distancing | Paddlers and Coaches | <p>The club will 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.</p> <p>Paddlers and Coaches to be reminded regularly of the importance of physical distancing</p> | | Paddlers and Coaches | 10/10/2020 | 1/10/2021 |

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 | 10/10/2020 | 1/10/2021 |
| 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 | 10/10/2020 | 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. | | | 10/10/2020 | 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 per trip.</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 | 10/10/2020 | 1/10/2021 |