

We all have a responsibility to assess the risks of all aspects and to implement precautions that will reduce significant risks.

ACTIVITIES:

# Canoeing & Kayaking

Date of Assessment:

Assessed by:

27th March 2018

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Description of hazard	Who is at risk	Frequency of serious injury: low, med or high?	Risk of serious injury: low, med or high	What action or precautions are needed?	Further action required ?
Prerequisite				<ul style="list-style-type: none"> <li>• This activity is to be led by someone that is either a qualified canoe/kayak instructor in the case of GB, or someone who has completed a recognised kayaking course or has relevant experience and so is considered qualified to do so in the case of BB.</li> <li>• If in doubt as to whether the leader person is acceptable please check either with GB or BB HQ for insurance purposes.</li> <li>• In the case of GB: a hazardous activity form must be completed before this activity takes place as an insurance requirement.</li> <li>• Ensure appropriate emergency equipment is available for prevailing conditions.</li> <li>• Ensure participants can swim a minimum of 50m.</li> </ul>	
Participants falling in the water & capsize	ALL	MEDIUM	MEDIUM	<ul style="list-style-type: none"> <li>• Participants to wear buoyancy aids and to be supervised at all times whilst near the water's edge.</li> <li>• Buoyancy aids and helmets to be worn by everyone using a canoe/kayak.</li> <li>• Participants to be told how to safely get in and out of canoes/kayaks prior to getting on the water.</li> <li>• Participants only to get into a canoe/kayak when told to do so and under supervision.</li> <li>• Participants to be told to follow instructions at all times whilst on the water's edge and on the water.</li> <li>• Participants who push others and try to capsize friends are to be removed from this activity with no second chance – a clear warning is to be given to all at the start of the activity.</li> <li>• All activities to be closely supervised.</li> </ul>	

Description of hazard	Who is at risk	Frequency of serious injury: low, med or high?	Risk of serious injury: low, med or high	What action or precautions are needed?	Further action required ?
Drowning	ALL	LOW	HIGH	<ul style="list-style-type: none"> <li>• As for Participants falling in the water</li> <li>• Capsize drill explained to reduce possibility of participants not making clean exit from upturned craft – “dry” capsize demonstrated on land beforehand.</li> <li>• Spray decks are not to be used by anyone who has not completed BCU 1 star.</li> <li>• Participants to be told that should someone enter the water that they are to immediately stop what they are doing until that young person is safe. Paddling is to stop and paddles held over the kayaks to allow rescue to take place without risk of anyone being hurt by a paddle. Only continue to paddle if your own safety is at risk or asked to move or assist the rescue by activity leaders.</li> </ul>	
Injuries	ALL	LOW	MEDIUM	<ul style="list-style-type: none"> <li>• Helmets are to be worn by ALL those using a canoes/kayaks to prevent head injuries from paddles or as a result of falling in the water.</li> <li>• Appropriate clothing and footwear to be worn at all times.</li> <li>• Risk of injury from sharpe objects, slips, trips and falls and equipment (eg paddles and canoes)</li> </ul>	
Disease	ALL	LOW	MEDIUM/HIGH	<ul style="list-style-type: none"> <li>• The group leader will ensure that areas of stagnant water are avoided.</li> <li>• Unless the water is tested and known to be clean, swimmers are advised to keep their heads above water and not to drink/swallow water if possible.</li> <li>• Open cuts should be covered up before kayaking to prevent dirty water entering the wound.</li> <li>• Participants will wash their hands and any cuts / wounds with soap and clean water afterwards and before eating.</li> <li>• If participants feel unwell after the activity they should seek medical advice and explain that they have been kayaking and the area where they were kayaking. i.e. River Medway, Tonbridge.</li> </ul>	
Hypothermia	ALL	LOW	HIGH	<ul style="list-style-type: none"> <li>• Appropriate clothing worn for expected conditions.</li> <li>• Awareness of participants condition throughout activity</li> <li>• Appropriate emergency equipment readily available.</li> </ul>	

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Lifting and manual handling hazards	ALL	LOW	MEDIUM	<ul style="list-style-type: none"> <li>• Group appropriately briefed and observe demonstration of good lifting and carrying techniques before activity commences.</li> <li>• Where possible two Participants per boat when carrying on land.</li> <li>• Experienced leader to supervise loading / unloading of boats.</li> </ul>	
Inexperience of participants	ALL	LOW	MEDIUM	<ul style="list-style-type: none"> <li>• Group to receive introductory briefing to include, as appropriate the following:               <ul style="list-style-type: none"> <li>· Basic paddling techniques</li> <li>· Clearly defined area of operation</li> <li>· Actions in the event of capsize</li> <li>· Local hazards e.g. other water users, weirs etc</li> </ul> </li> <li>• Levels of competence established before activity on water commences.</li> <li>• Activity to be adapted to and appropriate for abilities of group.</li> </ul>	
Exposure to weather, prolonged immersion in water	ALL	LOW	MEDIUM/HIGH	<ul style="list-style-type: none"> <li>• Group leader to ensure that:               <ul style="list-style-type: none"> <li>· Participants are appropriately clothed for the prevailing conditions.</li> <li>· Time on the water is limited according to the group and water temperature and the session will finish if individuals start to show signs of cold or fatigue.</li> </ul> </li> <li>• Obtain weather forecast prior to activity.</li> <li>• Monitor weather and water conditions throughout activities. Risk of sunburn, heat stroke, hypothermia.</li> <li>• Ensure participants have sufficient food and drink if required.</li> </ul>	

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Equipment	ALL	LOW	MEDIUM	<ul style="list-style-type: none"> <li>• Craft to be used are suitable for the prevailing water and weather conditions.</li> <li>• If Participants use their own equipment (boats/buoyancy aid etc), these are to be inspected by the leader prior to commencing activity.</li> <li>• Unsuitable equipment will not be permitted to be used.</li> <li>• As far as possible with the equipment available, boat and paddle sizes are suitable for each individual and footrests are adjusted appropriately.</li> <li>• Spray decks are not to be used by anyone who has not completed BCU 1 star.</li> <li>• Participants to wear appropriate clothing and footwear for the activity. Footwear must be worn in canoes/kayaks.</li> </ul>	
Individual becomes separated from rest of group	ALL	LOW	MEDIUM	<ul style="list-style-type: none"> <li>• Participants to re-group at appropriate intervals, and wait for everyone to be accounted for before continuing.</li> <li>• Leaders maintain awareness of all participants.</li> <li>• Participants to be briefed regarding procedures if they become separated from the rest of the group.</li> </ul>	
Trees, Weirs, Low Bridges, Fishermen, other craft and other water users	ALL	MEDIUM	MEDIUM	<ul style="list-style-type: none"> <li>• Make participants aware of other river users.</li> <li>• If risks to other water users from our activities are identified, our activity will be modified.</li> <li>• Encourage and aid participants in using opposite side of the river to other static river users eg houseboats, fishermen</li> <li>• Instruct participants to move to edge of river when encountering other moving river users eg scullers, rowing boats, powered craft</li> </ul>	