

# GENERIC RISK ASSESSMENT TEMPLATE: RINGWOOD CANOE CLUB

(Not intended to be fully comprehensive)

DATE CARRIED OUT: 18/05/2021 ASSESSMENT CARRIED OUT BY: Cindy Buckley

| HAZARD   | WHO MIGHT BE HARMED?                               | HOW MAY THE RISK BE ADEQUATELY CONTROLLED?   | WHAT FURTHER ACTION MAY BE REQUIRED?  | Review comments |
|--|--|--|---|-----------------|
| DROWNING   | Paddlers   | <p>Wear buoyancy aid correctly fitted</p> <p>Instruction in capsizing procedures for new members<br/>Check nothing in boat /shoes likely to snag/trap<br/>Check footrest positions in kayak<br/>Check new members can swim</p> <p>Relevant supervision for novices</p> <p>Wear well fitted helmets when appropriate to avoid head injuries contributing</p> <p>Promote high visibility in boats, paddle kit and clothing to avoid collisions and to aid rescue</p>   | <p>New members to be checked by trip leader</p> <p>eg Buddy system with experienced paddler</p> <p>Promote club members to download the app <a href="https://what3words.com/products/what3words-app/fo">https://what3words.com/products/what3words-app/fo</a> to aid finding and communicating your location in emergency</p> |                 |
| HYPOTHERMIA  | Paddlers   | <p>Adequate clothing/cags/dry suits etc.</p> <p>Warm drinks</p> <p>Appropriate group shelters/survival bag /foil blankets to be carried within the group</p>   | <p>New members to be checked by trip leader. If no adequate clothing can be borrowed trip leader can decline paddler for that event</p> <p>Continuous dynamic risk assessment and attention to fatigue levels</p> <p>Knowledge of emergency egress points</p>   |                 |
| HYPERTHERMIA                                       | Paddlers   | <p>Cold drinks</p> <p>Promote wearing of hats</p> <p>Sunscreen</p> <p>Sunglasses</p>   | <p>Continuous dynamic risk assessment and attention to fatigue levels</p> <p>Knowledge of emergency egress points</p>   |                 |
| SLIPS TRIPS AND FALLS                              | Paddlers   | Check and advise new members on suitable shoes   |   |                 |
| SPRAINS, STRAINS AND SOFT TISSUE INJURIES          | Paddlers   | <p>Encouraged to ask for help with lifting/carrying boats All members help each other.</p> <p>Encourage appropriate Warm up and warm down activity pre and post paddle.</p>  |   |                 |
| COLLISIONS with other boats /water traffic/users   | <p>Paddlers</p> <p>Beach users</p> <p>Swimmers</p> | <p>Awareness of navigation channels, rules and rights of way Link on website and new members pack <a href="https://www.rhwl.co.uk/kayaking-rules-and-regulations">https://www.rhwl.co.uk/kayaking-rules-and-regulations</a></p> <p>Promotion of high visibility clothing, boats and kit.</p> <p>Land at empty shore or with great care. Assessment of appropriate sequence of landings - Experienced vs less experienced paddlers as conditions necessitate</p> <p>Awareness of buoy / dive flag (A flag )</p> |   |                 |
| WEIRS AND MAN MADE FEATURES MOVING WATER AND ROCKS | Paddlers   | <p>Wear well fitted helmets when appropriate</p> <p>Previous knowledge of the feature/river invaluable.</p> <p>Ensure adequate safety cover in place</p> <p>Location appropriate trip briefing before launching and when approaching hazards.</p>  | <p>New members to be checked by trip leader</p> <p>Continuous dynamic risk assessment. of river levels</p> <p>Consider portage for some/all paddlers</p>  |                 |
| OVER HANGING TREE OR STRAINERS                     | Paddlers   | <p>Previous knowledge of the river invaluable.</p> <p>Experienced 'scout' to lead</p> <p>Briefing includes hand signals to stop others in group</p> <p>Folding saw carried -used if of help to reduce</p>  | <p>Recent Internet and local info to be sought where able.</p> <p>Consider portage for some/all paddlers</p>  |                 |

|   |                              |   |   |  |
|---|------------------------------|---|---|--|
|   |                              | hazard  |   |  |
| POLLUTION AND WATER QUALITY /infections<br><br>Leptospirosis - lakes/ rivers/ canals            | Paddlers                     | Promote hand sanitizing before eating<br>Food in sealed containers and dry bags.<br>Advise to cover cuts.<br><br>Advise any flu like symptoms to be reported immediately to their GP and make them aware of the possibility of Weil's disease   | Risks higher in spate conditions.<br>Avoid intentional capsizes /rescue training in poor conditions<br><br>Reminder of symptoms added to weekend info trip sheets. Some rivers more likely than others for extra reminders . Referral to club website info<br>Link to details of Leptospirosis with new member info |  |
| NIGHT PADDLING<br><br>avoiding collisions<br><br>Paddler Disorientation<br><br>Group Separation | Paddlers                     | Each boat to display a white light to abide by COLREGs. (care with regards to usage so as not to impact night vision of other group members)<br>Promotion of high visibility and reflective clothing, boats and kit.<br><br>Route planning to consider use of navigational lights and sounds rather than solely upon geography which may be less distinguishable in dark<br><br>Increased discipline of group to stay close for safety and visibility. Consider Buddy system - several smaller discrete groups rather than single large group.<br>Consider methods of verbal checkins to ensure party is not too separated. | Leader experienced with landmarks /navigation marks<br><br>Greater focus on predictability of appropriate Sea and Weather conditions  |  |
| ROAD TRAFFIC ACCIDENTS  | Paddlers and shuttle drivers | Promote clear details of shuttle destination for easy use of satnavs as safer alternative to visual contact.. Promote first driver of any shuttle convoy to travel well below speed limit to ensure rear driver not speeding/stressed/lost.   | Reminder added to weekend info trip sheets  |  |

## Appendix B

### Guidance Notes On How To Assess The Risks In Activities Associated Within Our Sport

There are five basic steps:

|   |   |
|---|---|
| Look for the hazards<br>eg deteriorating weather conditions<br>increasing river levels. | Ignore the trivia and concentrate on significant hazards e.g. group capsize leading to drowning with too many paddlers of low experience.<br>A loose boat in surf heading for a crowded beach   |
| Decide who may be harmed and how  | Paddlers, other beach and water users   |
| Evaluate the risks  | Consider how likely it is that each hazard could cause harm.<br>Decide whether, after all precautions have been taken, significant risks remain and whether the existing precautions are adequate For example level of supervision, adequate briefing, etc. |
| Record findings   | The Risk Assessment must be suitable and sufficient.<br>In addition a simple record of most important and key findings will demonstrate efforts to prevent accidents and support the review the assessments.  |
| Review assessment and revise it if necessary  | Where there is a change of circumstances, for example change of venue, deteriorating weather conditions, an experienced paddler withdraws from the event or in the light of experience  |