

# GENERIC RISK ASSESSMENT TEMPLATE: RINGWOOD CANOE CLUB

(Not intended to be fully comprehensive)

DATE CARRIED OUT: 18/05/2021 , 26/6/2022

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 bouyancy aid correctly fitted</p> <p>Instruction in capsize procedures for new members Check nothing in boat /shoes likely to snag/trap Check footrest positions in kayak 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/to">https://what3words.com/products/what3words-app/to</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	<p>Check and advise new members on suitable shoes</p> <p>Care to be taken at launching/egress points to reduce the possibility of slips/trips while entering/exiting boats</p>	<p>Check on new members by trip leaders.</p>	
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> <p>Appropriate First Aid kits held by trip leaders.</p>	<p>Assist new members- find out their needs.</p> <p>Review of those needing First Aid updates</p>	September 2022
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.rtwf.co.uk/kayaking-rules-and-regulations">https://www.rtwf.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 bouy / dive flag (A flag )</p>	<p>Briefing-Paddlers to stay in a close group crossing navigation channels.</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>New members to be checked by trip leader</p> <p>Continuous dynamic risk assessment. of river levels/conditions</p>	

		Location appropriate trip briefing before launching and when approaching hazards.	Consider portage for some/all paddlers  If concussion is suspected, participant should attend further medical assessment	
OVER HANGING TREE OR STRAINERS	Paddlers	Previous knowledge of the river invaluable.  Experienced 'scout' to lead Briefing includes hand signals to stop others in group Folding saw carried -used if of help to reduce hazard	Recent Internet and local info to be sought where able.  Consider portage for some/all paddlers	
POLLUTION AND WATER QUALITY /infections  Leptospirosis - lakes/ rivers/ canals	Paddlers	Promote hand sanitizing before eating Food in sealed containers and dry bags. Advise to cover cuts.  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. Avoid intentional capsizes /rescue training in poor conditions  Reminder of symptoms added to weekend info trip sheets. Some rivers more likely than others for extra reminders . Referral to club website info Link to details of Leptospirosis with new member info	
NIGHT PADDLING  avoiding collisions  Paddler Disorientation  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) Promotion of high visibility and reflective clothing, boats and kit.  Route planning to consider use of navigational lights and sounds rather than solely upon geography which may be less distinguishable in dark  Increased discipline of group to stay close for safety and visibility. Consider Buddy system - several smaller discrete groups rather than single large group. Consider methods of verbal checkins to ensure party is not too separated.	Leader experienced with landmarks /navigation marks    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	
Change in Weather Conditions	All Participants	Members suitably equipped for prevailing conditions and groups carrying sufficient supplies to cope  Flow rates/wave heights to be monitored to stay within the competence of the group		
Lightning strike	All Participants	If thunder and lightning are audible/visible, there is a risk of a lightning strike. The safest option is to check in advance and not to get on the water if thunder and lightning are forecast		
Pre-existing medical conditions	All Participants	Understanding who is on the trip and their needs. Consider completing a record detailing any  conditions and emergency contact details		

## 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 eg deteriorating weather conditions 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. 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. 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. 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