|  |  |  |  |
| --- | --- | --- | --- |
| Work/Activity: River trips | | | |
| Trips away from the university ‘Water sport Centre’ that take place on moving water.  Activities that take place include coaching, practice of skills such as bracing and rolling, paddling down graded river features, practicing paddling technique and swimming ability.  Safety precautions also tested i.e. what the protocol is if a member capsizes their Kayak.  Dates to include scheduled trips on:  Usk – 26th –28th October  Dart – 9th-11th November  Tywi and Wye – 23rd-25th November  Christmas Dart – 7th-9th December  North Wales – 14th-16th December  January Dart – 25th – 27th January  Lakes – 8th – 10th February  NSR – 1st -3rd March  Scotland – Dates TBC  Times: trips take place between a Friday evening until the Sunday evening with no paddling to take place on a Friday evening. Kayaking/ time spent on the rivers is between 2 and 6 hours depending on river levels, river grading and the members of the club attending each trip. Time of day on a river is typically between 10am and 5pm.  Numbers / Groups: Numbers that go on trip up to 30, each group taken on river will have 1 leader (qualified) 1 backer (qualified) per every two novices. Intermediates can be added to group.    Medical history recorded when membership is paid. **Any changes to medical history are recorded once change has been notified.** | | | |
| Group: Southampton University Canoe Club | | Assessor(s):  Jacob Weiss  Harriet Ridler | Contact: [sucanoeclub@gmail.com](mailto:sucanoeclub@gmail.com) |
| Guidance/standards/Reference documents | | Competence requirements | |
| [Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.]  [e.g.]   * http://www.hse.gov.uk/Risk/faq.htm | | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience, or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| All committee members and coaches have the responsibility of completing all checks scheduled competently.  River Leaders and Backers are responsible for adhering to this risk assessment within their river groups. | -Those running and helping to run the trips have had suitable kayaking experience to assess the quality of kit.  -White Water Safety and Rescue (WWSR) possessed by certain members. Record is kept by the club. Safety Secretary Harriet Ridler holds responsibility to ensure this list is regularly updated.  -Craft insured by BCU  -Those BCU trained or equivalent. |
| Checks schedules | Frequency |
| **All kit will be checked twice a year in the club inventories. Any damage reported and kit is repaired or replaced before it is used again. Current Acting Kit Sec is responsible for ensuring the inventories are carried out.**  Before anyone gets onto the river, the committee present check that kit is worn and fitted correctly, and is suitable for purpose.  Safety kits taken on rivers are checked frequently. The current acting Safety Sec is responsible for ensuring that these checks are carried out.  Annual Safety Talk is given at the beginning of each academic year. Attendance is compulsory for all members. Attention is drawn to river safety procedures within this talk. No member is allowed on any river trips unless they have attended the trip. |  |
| Risk assessments linked | |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.] | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RISK GRADING SYSTEM**  Identify from the list of categories listed in the column opposite which description best fits the risk you are assessing.  Now look at the column below to determine the impact or possible impact.  Reading down from the top row and across from the side row will give a risk score and a risk colour. | **INSIGNIFICANT (1)**  **No identifiable;**  **Ill Health** or **Injury** (emotional, psychological, or physical)  **Property** or other damage or  **No disruption** to Service  **Finance** Less than £100 (can be resolved at department level) | **MINOR (2)**  **Not permanent (Probably be resolved in one month);**  **Ill Health** or **Injury** (emotional, psychological, or physical)  **Property** or other damage and **continuation of service**  **Finance** Less than £1,000 but greater than £100 | **MODERATE (3)**  **Semi-permanent (likely to be resolved within one year)**  **Ill Health** or **Injury** (emotional, psychological, or physical)  **Property** or other damage or  **Restricted service.**  **Local adverse publicity**  **Finance** Less than £10,000 but greater than £1,000 | **MAJOR (4)**  **Permanent (Loss of function);**  **Ill Health** or **Injury** (emotional, psychological, or physical)  **Property** or other damage or  **Temporary** Service closure  **National adverse publicity**  **Finance** Less than £100,000 but greater than £10,000 | **CATASTROPHIC (5)**  **Death;**  **Ill Health** (emotional, psychological, or physical)  **Property** or other damage or  **Extended Service closure**  **International** **adverse publicity**  **Finance** greater than £100,000 |
| **CERTAIN (5)**  This type of event will happen (and frequently) | **5** | **10** | **15** | **20** | **25** |
| **HIGH PROBABILITY (4)**  This type of event may happen (50/50 chance) | **4** | **8** | **12** | **16** | **20** |
| **POSSIBLE (3)**  This type of event may happen (occasionally) | **3** | **6** | **9** | **12** | **15** |
| **UNLIKELY (2)**  This type of event is unlikely to happen (remote chance) | **2** | **4** | **6** | **8** | **10** |
| **RARE (1)**  Cannot believe this type of event will happen (in the foreseeable future) | **1** | **2** | **3** | **4** | **5** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | HARM: who, how | Current control measures: Proactive/Reactive | Current risk | | | Additional control measures: Proactive/Reactive | Action by whom? | Residual risk | | | *check SA/DM* |
| Likelihood | Severity | Total | Likelihood | Severity | Total |
| Overheating | The body producing more heat than the body can regulate | Hyperthermia can be caused be dehydration (not taking in enough fluids). Wearing inappropriate paddling clothing for the weather conditions may also increase the risk of overheating. Headaches are common indicators of overheating. | Experienced kayakers are trained to look for common signs of discomfort in other paddlers.  Club members are advised on what the weather/water conditions are like before entering. Advise is given on how to dress accordingly.  River leaders are advised to carry additional fluids for anyone suffering with overheating. | 2 | 1 | 2 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organization of each trip. Over seen by the current acting Safety Sec |  |  |  |  |
| Supervised paddling | Injury through unsupervised paddling | Bumps, cuts, grazes, injuries from capsize. Harm from exiting a boat (swimming) | Supervised paddling for SUCC means adhering to Rules 6 and 7 in Appendix A of the SUCC constitution found here <http://canoe.susu.org/wp-content/uploads/2011/07/SUCC-Constitution-2008.pdf> It should be highlighted that rule 6 can be waved at the discretion of the committee to the area north of Northam Bridge. All paddlers must evaluate the risks themselves in accordance to the rest of the risk assessment.  Members must attend annual safety meeting and be briefed before entering the water at the beginning of a trip, if there are reasonable levels of confidence in the paddlers abilities then they will be allowed to paddle. | 2 | 2 | 4 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip |  |  |  |  |
| Using Rescue Equipment/Safety Kits | Rope used in tension, inappropriate use of safety kit equipment | Rope can cause injury through rope burn when handled inappropriately. Rope can be snagged in water and if attached incorrectly can cause harm through drowning. | Club throwlines must be regularly inspected for damage. This is completed in the club inventory which can be produced if necessary. The current acting safety secretary is responsible for ensuring this happening.    Members are briefed on safety protocol at annual safety meeting. New members are taught how to accept a throwline in the water (by catching it, rolling onto back, and holding it over one shoulder).  All rope users must never let the rope slide through their hands, it should always be passed from one hand to another. Although those trained in BCU WWSR (or to the standard of) should use a throwline in a rescue. Rescuers must always put their own safety (and the rest of the group first). An appropriate rescue space must be chosen, and the immediate area downstream should be assessed. Rescuers should consider getting assistance with the holding of a line under tension. Ropes should never be wrapped around a hand to avoid entrapment. When throwlines are used it is also important that the areas around the throwline are clear from other people to avoid injury. Rescuers and swimmers should be ready to release the rope if the tension gets too great or the swimmer is being held underwater. Rescuers should also ensure there are no metal items (e.g. Karabiners) that could hit a swimmer on the end of a throw bag.  Only those BCU WWSR or equivalent trained will be required to carry out rescues. Those without aid at their own risk. Those using ropes must also carry knives in the event of entrapment by ropes. | 3 | 1 | 3 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organization of each trip over seen by the current acting Safety Sec |  |  |  |  |
| Intentional Full Body Immersion into water (rescuing). In exceptional circumstances it is necessary for a competent paddler, to the enter the water in order to aid another swimmer in distress. | Hypothermia, Injury from hitting sub-surface objects, entrapment, drowning, head injury, shock, broken bones, entrapment, collision with casualty | Injury can occur from hitting objects in the water when attempting to perform a rescue. Performing rescues using faulty/damaged equipment can also cause the paddler to be put in danger. In these scenarios the number of people in the water has been doubled, so the risk of harm is greater. Affects all paddlers who have decided to perform a rescue. | Only paddlers who have been trained in rescue (to the standard of BCU WWSR) should enter the water to aid another swimmer. Rescuer's need to spot the dangers and put their own safety (and the safety of the rest of the group) first before entering the water. Rescuers should only enter the water if they deem it safe, and should never be asked/pressured into entering the water by any club member. Appropriate PPE must be worn always.  Members are briefed on weather conditions and are advised accordingly. It is the individuals’ personal responsibility to ensure that they are dressed appropriately. Necessary kit such as a wet suit is provided additional warmth should be carried by the individual. Pre –existing cuts should be covered before entering the water, first aid kits are carried in each river group so covering may be provided.  Members briefed on safety risks at annual safety meeting. | 2 | 3 | 6 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip  Over seen by the current acting  .Sec |  |  |  |  |
| Paddling | Drowning | Potential risk to all paddlers. Capsizing and not being able to roll up, not being able to out of boat, or getting stuck under water and not getting out before drowning | All paddlers before learning any other kayaking skills must be competent and demonstrate that they can safely get out of their boat safely. No one ever paddles alone and safety and rescue equipment is always carried to ensure that if anyone experiences difficulty someone experienced is there to help. Potential hazards that could cause a paddler to get stuck under water are avoided as best as possible.  Members briefed on safety at annual meeting. Briefed on potential hazards such as what can cause entrapment what can cause a pin and what to do in these situations. Advised on how to receive safety. only those BCU WWSR or equivalent trained can provide a rescue; others do so at their own risk. The safety of the group is paramount to the safety of an individual therefore the river leader must ensure that their personal safety is secure before performing a rescue. | 1 | 4 | 4 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip  Overseen by the current acting Safety sec. |  |  |  |  |
| Being in Water. | Weil’s disease and leptospirosis  Contracting the disease. | Come into contact with a surface that has the Leptospira bacteria on it or swallow river water containing the bacteria | Advise everyone to wash hands thoroughly after being on the river, or handling kit in the sheds. Advise people to cover up any cuts or scrapes with waterproof plaster to reduce chance of infection.  Briefed on risks at annual safety meeting, advised that all cuts grazes to be covered before entering the water, club provides first aid kits therefore covering can be provided | 1 | 3 | 3 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip overseen by the current acting Safety Sec. |  |  |  |  |
| Swimming | Cutting foot on sharp objects on river bed | Paddlers not wearing appropriate footwear and stepping on sharp object while out of a boat | Advise paddlers to wear appropriate footwear, and if they don’t have appropriate footwear, not to allow them to paddle.  Paddlers are advised to swim defensively i.e. on their backs feet up and feet first. Most easily avoided entrapment while limiting contact with river bed | 2 | 1 | 2 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip  Over seen by the current acting Safety Sec. |  |  |  |  |
| Paddling | Entrapment -  Becoming entangled in tree branches extending out from the banks | Paddlers not paying attention to their surroundings drifting into trees caused by the river current. | Experienced paddlers keep an eye on the group. If another paddler is getting too close to the overhanging branches, ask them to paddle away to a safe distance.  Entrapment by trees is both rare and serious. Trees are avoided at all cost, if the tree cannot be avoided then the river must be portaged until downstream is clear. A river leader is qualified to make this decision with the safety of the group in mind. If the tree cannot be avoided assistance will be provided. | 2 | 1 | 2 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip overseen by the current acting Safety Sec. | 2 | 3 | 6 |  |
| Carrying boats to the get on of the river | Slipping on rocks | Anyone carrying a boat to the river could potentially slip and injure themselves including cuts, bruises, broken bones, and head injury, as the water levels are too low to paddle to the weir and the rocks on the river bed can be slippery. | Paddlers are advised to wear appropriate footwear and if their footwear is thought to be inappropriate they aren’t allowed to paddle or are assisted by other paddlers. Paddlers are also pre-warned the rocks could be slippery and are advised to take care when walking. Boats are walked in pairs to minimise strain on back muscles. While launching other members are advised to keep clear to minimise chance that they will be struck by boat  All members must wear a buoyancy aid and helmet on water and on the pontoon at all times.  Common incidents that occur on the “get on” are discussed at the annual safety meeting. First aid kits are carried with each group in case of accidents. | 3 | 2 | 6 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip. Over seen by the current acting Safety Sec. |  |  |  |  |
| Swimming | Psychological harm | All paddlers are susceptible but particularly new, novice paddlers could experience psychological harm due to taking ‘bad’ swims that scare them. | Competent paddlers leading the leaders are aware of this risk and so are encouraged to debrief with paddlers where they feel it is necessary and ensure they are happy and are encouraged to get back in their boat as soon as they are comfortable to.  All members must wear a buoyancy aid and helmet on water and on the pontoon at all times.  Members briefed on safety at annual meeting. Briefed on potential hazards such as what can cause entrapment what can cause a pin and what to do in these situations. Advised on how to receive safety.  Only those BCU WWSR trained will be required to perform a rescue, others helping do so at their own risk, the safety of the group is paramount to the safety of an individual, leaders will make decisions accordingly. | 3 | 2 | 6 |  | Kayakers who are qualified to lead people down rivers as well as the committee members responsible for the organisation of each trip  Overseen by the current Acting Safety Sec. |  |  |  |  |

|  |  |
| --- | --- |
| *Declaration by users: I confirm that I have read this risk assessment, will implement the controls outlined herein,*  *and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment.* | |
| Name: | Date: |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | | Comments: | |
| Responsible person (SA/DM):  Harriet Ridler (Safety Sec) | Date:  29/08/18 | |  |
| SUSU H&S manager (where applicable): | Date: | |  |