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| **Work/Activity: Surf Trips** | | | | | |
| **[Enter details of what activity you are risk assessing. Include locations, times, dates, numbers of people, duration and activity descriptions]**  **Weekend Surf Trips Friday-Sunday at various locations around England and Wales throughout the year. Trips to Perranporth, Cornwall 12th-14th October and Rhossilli, Wales (Date TBC). Length of paddling on each day of trip (Saturday and Sunday) tend to be between 1-4 hours long depending on levels of the water. Paddling will be done as a large group, including several more experienced paddlers and at least 2 onshore observers. Activities include Kayak surfing as well as surfing (undertaken at the discretion of the individual).**  **Medical History is recorded at the beginning of the year or when membership is paid. Any changes to medical history are recorded once change has been notified.** | | | | | |
| Group:  Southampton University Canoe Club 2018/2019 | | | Assessor(s):  Jacob Weiss (President)  Harriet Ridler (Safety Secretary) | Contact: [ny1f15@soton.ac.uk](mailto:ny1f15@soton.ac.uk) | |
| 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. | -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.  Before anyone goes in the sea, the committee present check that kit is worn and fitted correctly. | |
| Checks schedules | Frequency |  | | |  |
| **[please detail equipment/ safety checks – who, what and where]**  Record of club kit is kept and maintained throughout the year. Kit, relevant to surf trips, contains but is not limited to kayaks, paddles, buoyancy aids, helmets, dry cags, spray decks, rescue equipment and wetsuits.  Many members have personal kit. Personal kit is scrutinised in the same way as club kit when brought on club surf trips.  Annual Safety Meeting occurs prior to any trips taking place. This is scheduled for the 3rd of October with attendance mandatory. Safety briefings also occur at the beginning of each trip.  All new members of the club are checked that they are able to swim 50 metres. This is conducted in either their first pool or river session. Only members who have been swim checked are allowed to participate in club trips.  Any incidents or near miss incidents that fall under this task are reported and reviewed in line with this risk assessment. | **[please detail frequency of checks to be done]**  All kit will be checked twice a year in the club inventories. Record of the check is kept and updated throughout the year. Kit Secretary Mathew Lamont is responsible for ensuring that the checks are carried out.  First aid kits are checked frequently throughout the year. Safety Secretary Harriet Ridler is responsible for ensuring the checks are carried out.  All kit taken on trips is checked as it is packed. The committee members running the trip are responsible for ensuring the check is carried out. For Perranporth Surf Trip this is Social Secretary's Rachel Lancaster and Dan Plewman. For Rhossili Surf Trip this is TBC. |  | | |  |
| 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.]**   * **Perranporth beach is lifeguarded at weekends between the times of 10am and 6pm. Safe surf area assessments are undertaken by the RNIL.** | | |

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| **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** |

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| 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. The club will carry additional fluids for anyone suffering with overheating.  All members must wear a buoyancy aid and helmet on water at all times.  Water borne illnesses, are discussed at length at annual safety meeting, first aid kits are always carried so help can be provided. 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 | 2 | 1 | 2 | Members advised on weather conditions before entering the water | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. | 2 | *1* | *2* |  |
| 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 consitution 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. | 3 | 2 | 6 | Paddlers supervised by someone BCU trained. Prior to entering the water, they are advised on what is considered safe paddling | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. | 3 | *2* | *6* |  |
| 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. 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. Ropers 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 in order to avoid injury. Rescuers and swimmers should be ready to release the rope if the tension gets to great or the swimmer is being held underwater. Rescuers should also ensure there are no metal items (eg Karabiners) that could hit a swimmer on the end of a throw bag. | 1 | 2 | 2 | Rescues and equipment to be used only by those BCU WWSR trained or equivalent, others providing assistance do so at their own risk. Using ropes or slings requires a paddler to carry a knife in the event of entrapment.  All members must wear a buoyancy aid and helmet on water at all times.  First aid kits are always carried so help can be provided.  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. | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. | 1 | *2* | *2* |  |
| 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 have to 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.  All members briefed before entering the water all members required to attend annual safety meeting in which use of rescue equipment and how to receive rescue is covered, members are required to adhere to these precautions. | 1 | 5 | 5 |  | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. |  |  |  |  |
| Carrying boats to get on at the sea, walking to the shoreline after a swim. | Cutting foot on sharp objects on sea bed or beach | Paddlers not wearing appropriate footwear and stepping on sharp object while out of a boat | Advise paddlers to wear appropriate footwear.  Paddlers without suitable footwear will not be allowed to paddle.  Risks of injuries covered at the annual safety meeting. Wearing the right footwear is highlighted.  First aid kits are kept on the shore so assistance can be provided. | 3 | 1 | 3 |  | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. |  |  |  |  |
| Carrying boats to the get on at the sea | Slipping on rocks | Anyone carrying a boat to the river could potentially slip and injure themselves including cuts, bruises, broken bones, and head injury, and any rocks on the beach can be slippy. | Advise paddlers to wear appropriate footwear.  Paddlers without suitable footwear will not be allowed to paddle.  Paddlers are also pre-warned the rocks could be slippy and are advised to take care when walking.  Paddlers not allowed to enter water without appropriate footwear  First aid kits are kept on the shore so assistance can be provided. | 3 | 1 | 3 |  | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. |  |  |  |  |
| 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 and 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 at all times.  ‘Swims’ are discussed at length at annual safety meeting, attention is drawn to aggressive swimming.  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. | 1 | 2 | 2 |  | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. | 1 | 2 | 2 |  |
| Paddling/Swimming | Riptides | Possibility of hypothermia or drowning if the person is not retrieved. | Where possible paddling will be undertaken at lifeguarded beaches, furthermore, at least two responsible paddlers will be observing the group from the shore, with a phone to call the coastguard if necessary. Less experienced paddlers will also paddle in a “buddy system”, paddling in pairs. | 2 | 4 | 8 | Paddlers are briefed on safety, particularly safe areas to paddle, before entering the water | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. | 2 | 4 | 8 |  |
| 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 at all times.  Paddlers advised on what is appropriate clothing in regards to weather conditions. Those using ropes must also carry knives in the event by entrapment by rope | 2 | 4 | 8 |  | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary. | 2 | 4 | 8 |  |

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| ***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: |
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| **Reviewed By:** | | **Comments:** | |
| **Responsible person (SA/DM):** | Date: | |  |
| **SUSU H&S manager (where applicable):** | Date: | |  |