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| Work/Activity: Pool Sessions |
| Kayaking in Jubilee Sports Centre at Southampton University Highfield Campus. With up to 40 people in the pool area (maximum 10 people in pool boats and 10 people in the pool coaching, within the shallow end of the pool) plus 20 people playing games in the deep end of the pool. The times that these sessions take place at are 21:00 to 22:00 on Mondays and Thursdays and run throughout the academic year (2017/18). Each session consists of three twenty minute slots in a pool/playboat with one on one coaching from a member of the club. During these slots the person being coached will be taught kayaking techniques such as bracing and rolling which requires the person in the boat to roll underwater. When someone is in a playboat (when someone is competent in a kayak) they may not have someone coaching them. Once a kayaker has reached a competent level in which they can safely exit a boat in the event of a capsize and/or be able to roll, they too may not have someone coaching them. The remaining 20 people who are not within a kayak will be able to play team games in the deep end of the pool at a sufficient and safe distance from the remaining kayakers. Furthermore, members may stand in the shallow end at a sufficient and safe distance from the kayakers. Anyone not in a boat and within the pool, shall be referred to a ‘swimmer’ in this risk assessment.Medical history recorded when membership is paid. Can be produced if necessary. |
| Group: Southampton University Canoe Club | Assessor(s): Oliver Daziel (Current acting training sec) | Contact: sucanoeclub@gmail.com |
| Guidance/standards/Reference documents  | Competence requirements |
|  | **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] |
| -Coach-Committee-Jubilee Sports Centre Lifeguards  | -This person has experience of kayaking and knows how to and teach how to roll and brace. This person can rescue a boat (roll the boat back upright when someone in the boat rolls over). This person knows how to perform and teach a spray deck test (when someone pulls the spray deck off when they roll underwater to get themselves out of the boat). -To ensure that there are only ten boats in the pool at a time. That every beginner/novice has someone coaching them. Making sure that boats are lifted and bailed safely. -Ensure the kayakers are a safe distant from other kayakers and those playing in the deep end of the pool- They have the training that the Jubilee Sports Centre requires |
| Risk assessments linked |
| [Parts of activity falling under different risk assessments:Swimming in the pool – Jubilee Sports Centre Pool Risk AssessmentsFire risk – Jubilee Sports Centre Fire Risk Assessment |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| Getting in a boat |    Slipping over whilst getting in |    The person getting in boat. Slipping on the floor by the side of the pool or tripping on the side of the boat. |   Tell people not to rush to get in the boat and be wary of tripping on the side of the boat. Tell them the floor if slippery. |  2 |   |  Any Committee members present at the session; over seen by the current acting training sec. |   |   |
|   Paddling in a pool/play boat |    Pulling a muscle whilst doing a paddle stroke or role. |   To the paddler. |   Tell the person to warm up and stretch before getting in the boat to avoid injury. |  2 |   |    Any Committee members present at the session; over seen by the current acting training sec. |   |   |
|   Paddling in a pool/play boat |   Hitting someone or yourself with the paddle |   The paddler and people in the pool around them. The paddle may hit someone on the head or other part of the body. |   Make people in the pool aware of paddlers and to stay out of the way of paddlers if not coaching them. Coaches be vigilant to where the paddle is and going to be with the person they are coaching. Tell people in boats that if they need to be rescued (righting their boat upright) to let go of the paddle. Coaches should move paddle out of the way when rescuing people in a boat. |  2 |   |    Any Committee members present at the session; over seen by the current acting training sec. |   |   |
|   Paddling in a pool/play boat |   Entrapment |  If the person rolls upside down in the boat with a spray deck on and cannot pull it off. In the most serious case if the person cannot exit the boat or roll themselves upright this can result in drowning.  |  The first thing someone is taught when they get in a boat with us is a spray deck test. This is where we tell them how to pull the spray deck off once upside down in the water. We tell them to lean forward and find the strap to pull at the front of the boat which will pull the spray deck off. Then we say to push themselves out of the boat. Doing this will enable them to exit the boat in a safe manner. After we tell them what to do they are supervised doing this so if they have any difficulty they can be helped by someone coaching them. Normally everyone can do this after their first try however if they cannot they are supervised and helped until they can do this properly. Everyone who is being coached initially will have someone coaching within rescuing distance of them (once someone can roll confidently they do not require coaching as they can upright and rescue themselves). If someone capsizes and for some reason cannot pull their deck off or roll upright someone will rescue pull their boat upright. The person will alert someone to rescue them by tapping on their boat which is taught before the spray deck test. | 3 |   |    Any Committee members present at the session; over seen by the current acting training sec. |   |   |
|   Paddling in a pool/play boat |   Entrapment |    Legs getting stuck in the boat and stopping the person from exiting it. In extreme cases someone may be unable to exit the boat potentially resulting in drowning. | When taught the spray deck test everyone is taught to bring their legs together and push themselves out of the boat if they don’t fall out straight away (normally they fall out straight away). Pushing themselves will bring their hips and pelvis out of the boat and subsequently their legs. The boats are checked frequently to see if anything inside can cause entrapment. Also, everyone is taught to tap on their boats to alert people around that they need rescuing. |  3 |   |    Any Committee members present at the session; over seen by the current acting training sec. |   |   |
|  Exiting a capsized boat |  Head Injuries  |  The person exiting a capsized pool/playboat may hit their head on the boat when resurfacing. |  Tell people when being taught the spray deck test that they need to be aware of what is above them when trying to resurface from a capsized boat. Therefore, they will be out of the way of the boat when resurfacing. Reiterating this on subsequent coaching sessions. |  2 |   |  Any Committee members present at the session; over seen by the current acting training Sec. |   |   |
|  Carrying out a kayaking manoeuvre (for example a roll).  |  Cramp  |  The person carrying out a kayaking manoeuvre may experience cramp |  Tell the kayaker that they are at risk of getting cramp when in a boat. Ask them to warm up and stretch before getting in a boat  |  2 |   |    Any Committee members present at the session; over seen by the current acting Training Sec. |   |   |
|   20 people playing team games in the deep end of the pool  |  Head/body injuries from contact between the boat and/or paddle with the swimmers |  The swimmer, by getting hit by a boat and/or paddle |  Ensuring those being coached in the kayaks remain in the shallow end, this will be verbally instructed to those paddling, while the coaches will ensure sufficient spacing between the two group are maintained. The more experienced kayakers who require no coaching will be verbally instructed to remain away from the area designated for swimmers to play a game. |  2 |   |    Any Committee members present at the session; over seen by the current acting Training Sec. |   |   |
|  |  Drowning | The swimmers playing games in the deep end of the pool. Drowning may occur due to physical exertion.   |  All those who join Southampton University Canoe Club must be able to swim 50 metres and be confident in the water. All members are asked to swim 50 metres on their first pool/river session, as well as receiving written confirmation from the club member on their sign-up form. Any members who cannot swim 50 metres, and are not overly confident in the water are asked not to play in the deep end and instead remain on the pool side until it’s their turn for one-on-one coaching. |  3 |   |    Any Committee members present at the session; over seen by training sec (Tom Knowles) |   |   |
| Having people who aren’t within a kayak standing/ swimming within the pool | Head/body injuries from contact between the boat and/or paddle with the swimmers |   The swimmer, by getting hit by a boat and/or paddle |  Paddlers and swimmers will be verbally told to remain a safe and sufficient distance from one another.  |   |   |   |   |   |

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| Reviewed By: | Comments: |
| Responsible person (SA/DM):Oliver Daziel | Date:29/08/17 |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |