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| Work/Activity: River Session  |
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| [Enter details of what activity you are risk assessing. Include locations, times, dates, numbers of people, duration and activity descriptions]Flat water river session at the University Water Sports Centre with time varying depending on tide but always in daylight hours. Duration of up to 3 hours. Sessions are run with up to 30 people, allowing for 4 coaches minimum. Activities include paddling, learning and teaching new paddling strokes, team games, capsize and rolling training and swimming. Medical History recorded when membership is paid. |
| Group: Southampton University Canoe Club | Assessor(s): Harriet Ridler | Contact: 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. | Every committee member and coach has gained suitable experience paddling, and in the checking and up keeping of kit. WWSR possessed by several members. Record kept and available on request.BCU insurance on club craft |
| 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.]  |

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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 |
| Paddling | 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. Coaches are advised to carry additional fluids for anyone suffering with overheating. |  1 | Annual Safety Meeting to cover “appropriate clothing” to wear whilst paddling in different weather conditions.  |  Any committee members present at a session; over seen by Safety Sec  |  1 |   |
|   |  Injury  |  Bumps, cuts, grazes, injuries from capsize. Harm from exiting a boat (swimming), cuts on feet from sharp objects on the river bed.Open cuts can subsequently lead to infection, see risk assessment for Weil’s Disease below.  |  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 Proactive measures are making sure that appropriate footwear is worn at the sessions in and out of the boat, having an appropriate number of experienced paddlers present at the river session, that safety kit including helmets and buoyancy aids are worn.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.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 | If someone gets any cuts telling them to get off the river and disinfect the cut and cover it up to reduce the chances of infection. Everyone to be aware of the risks involved with being in the river (Infections etc….) and tell them to go to the doctor if they feel unwell after being in the river. Encourage safe swimming to reduce the likelihood of injury.  |  The committee members that are present at the river change every week. The action is therefore taken by the committee members present at the river session |  2 |   |
|  |  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 and confidently get out of their boat. 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 must wear a buoyancy aid and helmet on water and on the pontoon at all times.Only those BCU WWSR trained will be required to perform a rescue, others helping do so at their own risk, the safety of the rescuer must be considered when performing a rescue. | 3 |  |  Any committee members present at a session; over seen by Safety Sec  | 3 |  |
|  | HypothermiaThe body going into shock. | Hypothermia can be caused by exposure to cold temperatures. Wearing inappropriate paddling clothing for the weather conditions may also increase the risk of getting hypothermia. Shivering and slurred speech are indicators of hypothermia. |  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. Paddlers who are feeling cold are advised to get out of boat and increase body temperature through cardiovascular exercise.Water borne illnesses, are discussed at length at annual safety meeting, first aid kits are always carried so help can be provided.  |  4 | Check club members clothing is suitable for the weather and water conditions at every session. Paddlers to wear thermals and extra layers (not cotton) under our kit we provide to them if the temperature levels are low (reducing risk hypothermia). | Any committee members present at a session; over seen by Safety Sec |  2 |  |
|  | Entrapment by treesBecoming entangled in tree branches extending out from the banks |  Paddlers not paying attention to their surroundings drifting into tree’s caused by 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.All members must wear a buoyancy aid and helmet on water and on the pontoon at all times.Only those BCU WWSR trained will be required to perform a rescue, others helping do so at their own risk. |  3 | Annual Safety Meeting to cover the importance of staying away from overhanging branches. Training to include paddling technique to enable inexperienced paddlers to gain confidence in being able paddle away from trees and overhanging branches. |  Any committee members present at a session; over seen by Safety Sec  |  3 |  |
|  |  Contracting Weils disease and leptospirosis |  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.Water borne illnesses, are discussed at length at annual safety meeting, first aid kits are always carried so help can be provided.  |  4 |  Ask club members at every session if they have any cuts, the club will provide plasters as needed.  |  Any committee members present at a session; over seen by Safety Sec  |  2 |  |
|  Using Rescue Equipment/Safety Kits |  Rope used in tension, inappropriate use of rescue 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, available on request. 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 (e.g. Karabiners) that could hit a swimmer on the end of a throw bag. |  4 |  Making sure that there is appropriate teaching of throwline use, making sure safety kits are carried and that they are carrying a knife (Throwlines could become entangled) and guide novices on how to throw a throwline and catching a line correctly. |  The committee members that are present at the river change every week. The action is therefore taken by the committee members present at the river session |  2 |   |
|  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 |  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 |  Ensure that nobody attempts an intentional full body immersion unless they have been trained how to do so. Acceptable training would be White Water Safety and Rescue training. All members must wear a buoyancy aid and helmet on water and on the pontoon at all times. | 2 |  |  Any committee members present at a session; over seen by 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 sessions 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. | 2 | Paddlers will be allowed as long as they require to feel comfortable.  |  Any committee members present at a session; over seen by Safety Sec  | 2 |  |
| Carrying and launching boats | Back strain or other injury sustained | Manual Handling - Those not familiar with heavy lifting may cause an injury due to muscle strain | Members advised to carry boats in pairs to minimise muscle strain any carrying alone do so at their own risk. Members advised to stay clear while a boat is launching to minimise chance of collision.Members shown how to empty boats of water safely without straining back muscles. | 2 |  |  Any committee members present at a session; over seen by Safety Sec |  |  |

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| Reviewed By: | Comments: |
| Responsible person (SA/DM): Harriet Ridler | Date: 27/08/2018 |  |
| SUSU H&S manager (where applicable): | Date: |  |

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

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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 |
| 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 |