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| Work/Activity: Pool Sessions |
| Kayaking in Jubilee Sports Centre at Southampton University Highfield Campus. With up to 50 people in the pool area (maximum 15 people in pool boats and people in the pool coaching. A SQEP session lead may conduct a dynamic risk assessment to allow multiple people to coach a single boat, or a single person to coach multiple boats. This in turn may lead to more people being in the pool at once, although unlikely. Coaches will only be asked to coach a number of boats appropriate to their level of experience, up to a maximum of 8.The times that these sessions take place at are 21:00 to 22:00 on Mondays and 12:30 to 14:00 Saturdays (flexible) and run throughout the academic year (2019/2020), in addition to any extra sessions we may be able to gain from time to time. Each session will normally consist of slots in a pool/playboat with coaching from a SQEP member of the club. During these slots the person being coached will be taught kayaking techniques such as bracing and rolling. Once a kayaker has reached a competent level in which they can safely exit a boat in the event of a capsize it is acceptable for them to not have someone coaching them. Medical history recorded when membership is paid.  |
| Group: Southampton University Canoe Club 19/20 | Assessor(s): Euan Donovan-Hill (Training Secretary)Jack Simmons (Safety secretary) | 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 satisfy pool requirements, at least one coach should hold a FSRT, WWSR or recognised BC coaching/leadership qualification. The training sec (and in their absence the most qualified/ experienced coach present) will take the role of session lead.-To ensure that there is only a maximum of 15 boats in the pool at a time. -That every beginner/novice has appropriate coaching. -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 to avoid collisions.- They have the training that the Jubilee Sports Centre requires- They will deal with any first aid  |
| 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 and sustain, bruises, cuts, broken bones, head injuries | * Make reasonable endeavours to ensure that members take their time getting into boats to avoid injuries via slipping
 |  4 |   | Any Committee members present at the session; over seen by the current acting training secretary (Euan Donovan-Hill). |  2 |   |
| Paddling in a pool/play boat | Overexertion leading pulling a muscle whilst doing a paddle stroke or role. | Injuries may occur to the paddler themselvesPulled or torn muscles, injured joints. | * Encourage and teach members to perform sufficient warm up stretches to prevent injuries when paddling
 |  2 |   | Any Committee members present at the session; over seen by the current acting training secretary (Euan Donovan-Hill). |  1 |   |
| 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 and cause injury to the affected person | * Make people in the pool aware of paddlers around them and to stay out of the way of paddlers if not coaching them.
* Coaches are to be vigilant to where the paddle is and where it is going to be when coaching.
* Tell people in boats that if they need to be rescued (righting their boat upright by the coach) to let go of the paddle.
* Coaches should move paddle out of the way when rescuing people in a boat to prevent collision when surfacing
 |  4 |   |   Any Committee members present at the session; over seen by the current acting training secretary (Euan Donovan-Hill). |  2 |   |
| 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 and are unable to roll. In the most serious case if the person cannot exit the boat or roll themselves upright this can result in drowning.  | * Ensure that all members have performed a spray-deck test before any other paddling to confirm they know how to and are able to safely exit their boat.
* Coaches to observe paddlers during said spray-deck test and rescue as needed. Coaches to ensure they are fully able to complete the test before moving on to other training.
* All novice paddlers will have a coach until they become more experienced to ensure they are under supervision. Only more experienced paddlers who are safely able to leave their kayak will be observed by a coach who has two or more students.
* Paddlers are taught that if they need rescue to tap loudly on the underside of their boat when submerged. This alerts those nearby (Coaches or nearby paddlers) that a rescue is needed and will then be performed.
 | 3 |   |  Any Committee members present at the session; over seen by the current acting training secretary (Euan Donovan-Hill). |  3 |   |
| 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 paddlers are taught to push out with their legs to propel them out into the water, where they can then surface.
* Any obstructions (Such as damaged foot pegs or foot rests) to be checked regularly by the Kit Secretary (Oscar Guillier)
* Members taught to tap the bottom of their kayak when in need of a rescue, nearby paddlers or swimmers to perform rescue as needed
 |  3 | * Experienced/FSRT members, as well as lifeguards, to observe on hearing taps on kayak, in case assistance is required.
 |  Any Committee members present at the session; over seen by the current acting training secretary (Euan Donovan-Hill). Pool boats to be inspected regularly by acting kit secretary (Oscar Guillier). |  3 |   |
| Exiting a capsized boat | Head Injuries  | The person exiting a capsized pool/playboat may hit their head on the boat, paddle, poolside or other boat when resurfacing | * Ensure that when training paddlers remain a safe distance from other paddlers, swimmers and the edge of the poolside to prevent injuries when resurfacing.
 |  2 |   | Any Committee members present at the session; over seen by the current acting training secretary (Euan Donovan-Hill). |  2 |   |
| Carrying out a kayaking manoeuvre (for example a roll).  | Cramp  | The person carrying out a kayaking manoeuvre may experience cramp. | * Teach paddlers that they are at risk of getting cramp when kayaking
* Encourage paddlers to stretch and warmup before-hand to prevent cramp
 |  2 |   | Any Committee members present at the session; over seen by the current acting training secretary (Euan Donovan-Hill). | 2 |   |
| Swimming when out of a kayak | Death from drowning | Paddlers when exiting boats, swimmers, coaches, 20 people playing games at the end of the pool.Drowning due to physical exertion or inability to swim. | * All those who join Southampton University Canoe Club must be able to swim 50 metres and be confident in the water.
* All members are required 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 secretary (Euan Donovan-Hill) and safety secretary (Jack Simmons) |  3 |   |
| 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.
 |  3 | * 1:1 instruction to ensure all novice kayakers are kept away from other coaching members.
 | Any Committee members present at the session; over seen by training secretary (Euan Donovan-Hill). |  3 |   |
| Coaching | Incorrect advice on technique leading to eventual injury | The person being coached |  | 6 | * Site specific training led by a SQEP will ensure that all coaches are coaching the correct technique
* Less experienced coaches will be monitored by more experienced coaches.
 | All coaches at the session overseen by training secretary Euan Donovan-Hill | 3 |  |
| Defects with kayaks | Injury from sharp edges on bare skin | Users of the kayaks | * All kayaks to be regularly inspected before use and problems notified to the kit sec
* Sharp edges to be taped over
 | 3 |  | All coaches at the session overseen by training secretary Euan Donovan-Hill | 2 |  |
| Use of overthrusters | Entrapment resulting from use | Users of overthrusters | * People will only use an overthruster if they have a rock-solid roll, hand roll and t-rescue
* Everyone using an overthruster must get into their boat with their thruster in-situ as this ensures they are able to get out again should they need to.
 | 4 |  | All coaches at the session overseen by training secretary Euan Donovan-Hill | 2 |  |

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| Reviewed By: | Comments: |
| Responsible person (SA/DM): | Date: |  |
| 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 |