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| Work/Activity: River trips | | | |
| Trips that take place on graded moving water, apart from Woodmill Weir on the River Itchen which has it’s own RA.  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:  Tywi and Wye: 1/10/19🡪3/10/19  November Dart: 15/11/19🡪17/11/19  Christmas Dart: 29/11/19🡪1/12/19  North Wales: 13/12/19🡪15/12/19  January Dart: 24/1/20🡪26/1/20  Lakes trip: 7/2/20🡪9/2/20  Scotland trip: 20/3/20🡪29/3/20  Further dates may be added as the year progresses and these will be communicated to members, which may take place on any river in the UK, subject to the restriction that nobody on a club trip will paddle rivers above grade 4(5), unless they are themselves a leader/backer with the experience and judgement to make the decision for themselves about whether they are safe to paddle it due to the inherent level of danger on a grade 5 river. Paddlers will only be allowed to paddle rivers which they possess an appropriate level of skill and experience for in the opinion of the leaders and the committee.  Numbers / Groups: Under normal circumstances, each group taken on a river will have 1 SQEP leader, 1 SQEP backer per every two novices, with up to four intermediate paddlers (a maximum ratio of 2:6). Under circumstances where no novices are in a group, it will be sufficient to have one leader for four intermediate paddlers provided the intermediates have WWSR and are in the top end of the intermediate bracket (1:4).  Where a leader holds a recognised British Canoeing qualification and is operating in remit for that qualification, they may operate on a ratio of 1:6 up to 2(3) and 1:4 up to 4(5) without a backer as recommended in the British Canoeing Guidance. Due consideration should be given to the relative experience levels of group members and conditions on the day when this arrangement is used.  We define a Beginner as someone who is relatively new to white water, who may not always be able to control where they position their kayak or perceive hazards. They frequently swim and require close supervision.  An intermediate is anyone who can accurately control their kayak on white water. At the bottom end of this category, they may still swim however will be able to assist with their own rescue. At the top end of this category, any swims will be rare with a reliable roll, they will hold WWSR and will be able to assist the leaders and backers with rescues.  We may contract out the leadership of river groups to external companies, in which case their risk assessment and insurance will take precedence for the group. However, we will exercise due diligence by asking to see their risk assessment to confirm that appropriate risk control measures are in place.    Medical history recorded when membership is paid. Any changes to medical history are recorded once change has been notified. | | | |
| Group: Southampton University Canoe Club 19/20 | | Assessor(s):  Samuel Tweedle (President)  Jack Simmons (Safety secretary)  Oscar Guillier (Kit secretary) | 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 all leaders. No person who is not already backing will be allowed to back without WWSR, however in recognition of the experience already gained existing backers will not be required to gain this qualification, but they will be strongly encouraged to. Record is kept by the club. Safety secretary Jack Simmons holds responsibility to ensure this list is regularly updated.  In order for a member to lead or back, they must be approved by both the committee and the pool of existing leaders- either can veto a decision. |
| Checks schedules | Frequency |
| All kit will be checked twice a year in the club inventories. Any damage is reported and kit is repaired or replaced before it is used again. Current Acting kit secretary (Oscar Guillier) 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 after each use and maintained by the acting safety secretary (Jack Simmons). Each leader running a group will be given a safety kit to take in their kayak whilst on the river.  Annual Safety Talk is given at the beginning of each academic year. Attendance, or an induction with a SQEP committee member covering the same content, 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 safety talk. |  |
| 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.]  Where an external contractor is used to run a group on a trip, the management of the group falls under their operational procedures, risk assessments and insurance. However, we will conduct due diligence when appointing to include ensuring their risk assessments are suitable and they hold the appropriate qualifications. | |

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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 |
| Paddling | Overheating, hyperthermia | Hyperthermia can be caused be dehydration.  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 leaving for the trip, and to therefore pack appropriately * River leaders are advised to carry additional fluids for anyone suffering with overheating. | 3 | 1 | 3 | * Proactive measures include making sure members whilst kayaking wear appropriate clothing for the weather conditions and do not overwork themselves. * Fluids are carried in boats or stored at the get offto ensure that members have access to hydration to combat symptoms. | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 2 | 1 | 2 |  |
| Paddling | Injury | Head injuries  Bumps, cuts, grazes, injuries from capsize.  Harm from exiting a boat unintentionally, cuts on feet from sharp objects on the river bed when walking to the bank after a swim. | 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. | 3 | 3 | 9 | * Make reasonable endeavours to ensure that appropriate footwear is worn throughout the sessions in and out of the boat. * Having an appropriate number of experienced paddlers present in each river group; one leader and one backer * Ensure that safety kit such as buoyancy aids and helmets are always worn when paddling * Covering and disinfecting any cuts sustained to prevent infection * Discussing safe swimming with members, to ensure that no injuries are sustained, or water ingested (prevents infection and diseases such as Weil’s disease and Hepatitis A) * There will be a first aid trained person in every river group, and at least two first aiders on a trip, who are trained in recognising the symptoms of concussion. | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 2 | 3 | 6 |  |
| Use of rescue equipment and 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 kit secretary (Oscar Guillier) 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). * Club throwlines are stored unpacked and re packed before they are used on the water to ensure there are no snags. * All rope users must never let the rope slide through their hands, it should always be passed from one hand to another. * Only people who have been trained in the use of a piece of rescue equipment should attempt to use it. * 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 so that we may be confident that should a member exit the boat there is no immediate danger of becoming trapped in a rapid. * 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 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. | 2 | 2 | 4 | * Making sure that there is appropriate teaching of throwline use * Making sure a knife is carried by anyone using a rope so that they can be freed easily if they become entangled. (Rope knifes are also stored within safety kits which are taken on trips by leaders and backers) | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 2 | 2 | 4 |  |
| 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 | Only persons with white water safety and rescue or site-specific training should attempt a full body immersion rescue to prevent injury to inexperienced rescuers | 2 | 3 | 6 | Make reasonable endeavours so that nobody attempts an intentional full body immersion unless they have been trained how to do so. | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 2 | 3 | 6 |  |
| 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 | * 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. * 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, both at the safety meeting and prior to a feature on the rivers. * Advised on how to receive safely. 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 | 5 | 5 |  | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 1 | 5 | 5 |  |
| Paddling | Weil’s disease, Leptospirosis, Hepatitis A and other waterborne diseases | Coming into contact with a surface that has the bacteria on it or swallowing river water contaminated with 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. | 3 | 2 | 6 | * Ask club members on every trip if they have any cuts, the club will provide plasters from the safety kits as needed. * Members are advised to read up on various illnesses that can be caused because of submersion in water; discussed at annual safety meeting. * Paddlers to be briefed on the symptoms of Weil’s disease and Hepatitis A and the actions to take themselves if concerned. * President (Samuel Tweedle) to monitor any paddlers reporting symptoms and to collaborate with other water users to reduce risk of infectious spread if required. | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 2 | 2 | 4 |  |
| 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 | * Cuts are covered immediately with waterproof plasters to prevent infection | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 2 | 1 | 2 |  |
| Paddling | Entrapment in tree branches extending from the river banks | Unaware paddlers not paying attention to their surroundings drifting into trees due to the river’s 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/possesses suitable experience to make this decision with the safety of the group in mind. * If the tree cannot be avoided assistance will be provided for portage | 1 | 5 | 5 |  | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 1 | 5 | 5 |  |
| Carrying boats to get on and off the river | Slipping on rocks, colliding with rocks, boat or paddle | Anyone carrying a boat to, from or during portage may slip and fall causing cuts, bruising, broken bones and head injuries. | * Paddlers are advised to wear appropriate footwear. 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. * Paddlers are encouraged to carry boats In pairs if they do not believe they can safely shoulder carry without hurting their back or tripping. * While seal launching other members are advised to keep clear to minimise chance that they will be struck by boat during launch. * All members must wear a buoyancy aid and helmet on the water and on pontoons 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. (Within the safety kits). | 3 | 2 | 6 |  | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 3 | 2 | 6 |  |
| 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 to prevent injuries and prevent drowning. * Members briefed on safety at annual meeting. Briefed on potential hazards such as what can cause entrapments and pins and what to do in these situations. * Paddlers are advised on how to receive safety lines in a safe manner. * 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 | * Paddlers are encouraged to rest post swim to ensure they are okay, and reassurance is given by leaders as needed. * Welfare reps have attended look after your mate training | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 3 | 2 | 6 |  |
| Attempting to prevent a capsize | Shoulder injuries and dislocations | Paddlers using poor technique to high brace | * All freshers taught the proper high bracing technique in pool/river sessions by members who have been appropriately trained to do so. * All members to point out to someone if they identify a bad high brace so technique can be rectified. * At least one first aider who knows how to deal with a dislocation in each group. Triangular bandages in first aid kits. | 2 | 4 | 8 |  | Pool coaches  Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 1 | 4 | 4 |  |
| Seal Launching | Various impact injuries | The person seal launching  Other people in the vicinity | * Seal launch spots to be chosen such that there is no rocks which are likely to cause the kayak to overturn while entering the water * Someone must have a visual on the spot where the paddler will land and ensure that it is clear before they are released. * Paddlers are taught good bracing technique to reduce risk of dislocation on impact with the water. | 3 | 3 | 9 |  |  | 2 | 3 | 6 |  |
| Portaging | Slips, trips falls.  Muscle strains  Impact from submerged rocks while Norwegian portaging | Anyone carrying kayaks during portage.  Anyone nearby when kayaks are being portaged that could be hit by falling gear/people. | * All participants to be told in safety talk to wear sturdy footwear with good grip. * If terrain is particularly difficult encourage participants to be encourage to carry one between two. * When making a decision to Norwegian portage, leaders to give consideration to entry height, depth of water and proximity to any downstream hazards. Participants to be told not to enter water with joints locked. | 3 | 2 | 6 |  | Kayakers who are suitably experienced/ 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 secretary (Jack Simmons) | 3 | 2 | 6 |  |

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