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| Work/Activity: Woodmill Weir session  |
| Low water river session involving playing in Woodmill weir on the river Itchen, with time varying depending on tide but always in daylight hours. Sessions are run with at least one SQEP paddler to 8 people. There must always be at least two experienced paddlers for this activity, and at least three people, however this may be relaxed if there are other water users on the weir. Activities include freestyle kayaking, learning and teaching new paddling strokes, capsize and rolling training, learning white water skills such as safely paddling into white water and learning to swim safely, practising rescue skills. *Please note: British Canoeing guidance explicitly states that the ratios they suggest are for guidance only and that the local situation may warrant alternative arrangements. We have assessed that while Woodmill Weir is moderate water, a higher ratio of novices to SQEP paddlers is justified as only one person is in the Weir at a time and should a paddler take a swim the weir is not retentive in normal conditions and paddlers will be within their depth very soon and easily able to self rescue. Should the water be above the surfer’s right block, consideration should be given to decreasing ratios as the weir becomes more retentive.*  |
| Group: Southampton University Canoe Club | Assessor(s): Jack Simmons (Safety Secretary) | Contact: sucanoelcub@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>
* <https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Environmental-Definitions-Deployment-Guidance-for-Instructors-Coaches-Leaders-Apr18-v1-1.pdf>
 | **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 SQEP has gained suitable experience paddling, and in the checking and up keeping of kit. To be counted as SQEP in the ratios, a person will hold WWSR or have completed site specific training on rescuing from Woodmill weir from someone who holds a WWSR certificate. |
| 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 we launch from the university Watersports centre, their risk assessments will cover risks associated with their site such as slippery launching areas. |

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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 | Overheating  | 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 entering. Coaches are advised to carry additional fluids for anyone suffering with overheating.Club members are advised to check weather for the day and dress appropriately. |  1 | * 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 in changing rooms to ensure that members have access to hydration to combat symptoms.
 | Any committee members present at a session; over seen by Safety secretary (Jack Simmons) |  1 |   |
|  Paddling |  Injury  | 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, or to the weir when the water is too low to paddle from the water sports centre to the weir. |  |  2 | * Make reasonable endeavours to ensure 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
* 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)
* Assessing the weir’s level and comparing against a paddler’s ability. Preventing inexperienced paddlers from attempting a difficult wave to prevent injuries
 | 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 |  1 |   |
| Entrapment in kayak |  Drowning | Potential risk to all paddlers. Capsizing and not being able to roll up, not being able to get out of boat, or getting trapped underwater whilst unable to leave the boat. | 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. 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>. This therefore ensures no one paddles alone and that an experienced paddler is present to oversee and prevent accidents.Potential hazards that could cause a paddler to get stuck under water are avoided as best as possible.  | 3 | * Members are briefed that we are an extreme sports society. At times this will include risk of injury.
* There will never be a paddler alone.
* If the situation is dangerous the priority should be of personal safety before coming to the aid of others.
* Members are taught precautions should such events arise; we have an annual safety meeting and/or paddlers should be given a thorough briefing before the session.
* Members of the club counted within the ratios have also completed White Water Safety and Rescue or have undertaken site specific training. Both cover the rescue of a paddler that has been forced to exit their boat.
* By September 2019, all peg style footrests will have been phased out of all boats used on the rivers in favour of foam and/or full plate footrests.
 | Any committee members present at a session; over seen by Safety Secretary (Jack Simmons)  | 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 are stored unpacked and re packed before they are used on the water to ensure there are no snags.
* New members are taught how to accept a throwline in the water (by catching it, rolling onto back, and holding it over one shoulder and under the armpit to minimise risk of catching round the neck).
* 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.
 |  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)
 | 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. Overseen by safety secretary Jack Simmons |  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 | Hypothermia, Injury from hitting sub-surface objects, entrapment, drowning, head injury, shock, broken bones, entrapment, collision with casualty |  4 | 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. | Any committee members present at a session; over seen by Safety Secretary (Jack Simmons) |  2 |   |
| Hypothermia | The 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. |  4 |  Check club members clothing is suitable for the weather and water conditions at every session This would be a combination of a dry cag, wetsuit or drysuit with thermals | Any committee members present at a session; over seen by Safety Secretary (Jack Simmons) |  2 |   |
| Entrapment by trees | Becoming 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. |  3 | Inexperienced paddlers have been warned to always be aware while paddling on a river and experienced paddlers should always be near be near to inexperienced paddlers incase incident shall occur. Trees are always avoided as entrapment is common if moving water passes through branches. Incidents involving tree entrapment are rare. One should assume there were extreme circumstances such as unusually high water if this were to be the case. In this scenario these secretarytions of the river will be inspected and passed through cautiously or portaged.  | Any committee members present at a session; over seen by Safety Secretary (Jack Simmons) |  3 |   |
| Weils disease and leptospirosis | Contracting the disease.  | 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. |  4 | Ask club members at every session if they have any cuts, the club will provide plasters as needed. Members are advised to read up on various illnesses that can be caused as a result of submersion in water; discussed at annual safety meeting. | Any committee members present at a session; over seen by Safety Secretary (Jack Simmons) |  2 |   |
|  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. | 2 | Paddlers will be allowed as long as they require to feel comfortable.  | Any committee members present at a session; over seen by Safety Secretary (Jack Simmons) | 2 |  |
| Carrying boats from the University Water Sport’s centre to the weir at Woodmill canoe shop | Slipping on rocks | Anyone carrying a boat to the weir could potentially slip and injure themselves including cuts, bruises, broken bones, and head injury, as the water levels are too low to paddle to the weir and the rocks on the river bed can be slippery.  | Paddlers are advised to wear appropriate footwear and if their footwear is thought to be inappropriate they ~~aren’t allowed to paddle~~ are informed of the risks and advised to change their footwear. Paddlers are also pre-warned the rocks could be slippery and are advised to take care when walking. | 2 | It will be ensured at every session that the appropriate footwear is being worn by club members.  | Any committee members present at a session; over seen by Safety Secretary (Jack Simmons) | 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 |
| 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 |