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| Work/Activity: River Taster Session | | | |
| Flat water river session on the River Itchen, introducing new club members to paddling and kayaking with the club. Activities will include paddling techniques, team games and swimming led by current committee members and experienced club members. This will take place on 4 dates during the university welcome period 2020:  October 3rd, 4th, 10th and 11th  The sessions will be run following current Government and British Canoe Covid-19 guidance.  Assessment of whether this activity could increase burden on the emergency services: Flat water is incredibly low risk in the areas we operate, and is arguably lower risk than going for a cycle. We will be operating on reduced SQEP ratios in order to reduce any risk of us needing emergency service input, and as such view the only risk of needing emergency service input being a medical issue, which is equivalently as risky as any other form of exercise. As our SQEP paddlers will have been able to evacuate any unconscious person to an accessible location, we take the view that any potential demand placed on the emergency services will be no greater than people performing other forms of exercise, and as such is an acceptable risk. | | | |
| Group: Southampton University Canoe Club 2020/2021 | Assessor(s):  Euan Donovan-Hill (President)  Hannah Gower (Safety Secretary)  Max Smith (Training 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> * <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 person has gained suitable experience paddling, and in the checking and up keeping of kit. In order to be counted as experienced in the ratios for sheltered water a person will normally hold an FSRT certificate or higher level qualification, or have attended site specific training in rescues by a SQEP person. This requirement may be relaxed by the president on an individual basis in the case where an individual’s abilities far exceed the required standard. At least one competent person should hold a one day first aid certificate or higher. | |
| Risk assessments linked |
| As this will run from the University Watersports Centre, risks associated with the premises such as slippery launching areas, fire risks, asbestos and storage of chemicals will be dealt with by sport and wellbeing’s RAs.  Canoe Club high river session 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 |
| General | Transmission/ contraction of Covid-19 | Everyone | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these.  Individuals attending the taster session will be instructed on the watersports centre covid-19 procedures before attendance. | 6 | Individuals to be told not to come to sessions if they are displaying Covid-19 symptoms or living with someone who is.  Individuals who fall into higher risk groups advised not to attend.  Signups will be in place to allow greater control of numbers at the sessions and to keep a record to assist with track and trace. Paddler groups will be reduced in size to a maximum of 6 members present from separate households.  Maximum of 30 members present on site at one time, separated into groups of up to 6 from different households.  Reduced coaching ratio to reflect the fact a greater degree of judgement on whether to intervene is required. Now 1:5 maximum per SQEP paddler. This can be reduced at the discretion of the SQEP paddler.  Paddlers advised to wash hands upon arrival and before leaving. Face masks should be worn at the boatyard site at all times when not kayaking, especially when paddlers are within buildings such as the toilet blocks, kit shed, and boat shed. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| Kayaking | Transmission/ contraction of Covid-19 | Everyone | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these.  Individuals attending the taster session will be instructed on the watersports centre covid-19 procedures before attendance. | 6 | Boats to remain at least 2m from each other- easy to visualise in a kayaking setting as a paddle length is roughly 2m long.  If 2m distance is not possible, a 1m distance with mitigations such as not being face-to-face should be applied.  Busy areas will be avoided as much as possible. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| Launching boats/exiting water | Transmission/ contraction of Covid-19 | Everyone | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these.  Individuals attending the taster session will be instructed on the watersports centre covid-19 procedures before attendance. | 6 | Individuals should maintain social distancing at all times including at entry and exit points.  Groups of 6 individuals will be staggered to avoid congestion.  Individuals should carry their own boat and kit to and from the water.  Committee members can assist individuals by instructing them whilst socially distanced.  Committee members will not approach individuals to assist with launching as was normally done pre-coronavirus. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| Closure of the changing rooms, use of the toilets only | Hypothermia | Everyone | All members will be aware of the closure of the changing rooms by sports & wellbeing signage onsite. | 4 | Paddlers warned when signing up for the session that changing facilities are not available and advised to only attend if they can bring appropriate kit to keep themselves warm on their journey home after the session (such as a towel robe).  Paddlers advised to turn up and go home changed as far as reasonably possible to prevent use of the changing rooms and putting people into close proximity.  Individuals attending the taster session will be instructed on boatyard Covid procedures before attendance.  Committee members will also direct individuals to ensure no facilities are used incorrectly or become crowded: the changing rooms will be open for socially distanced use of the toilets. The shower and changing facilities will not be available for club use until the boatyard staff decide it is safe to do so.  The toilets will be regularly cleaned by the boatyard staff.  Where possible, activity on the water will try and limit the risk of swimming, carrying out activities/games that have a low risk of swimming. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 2 |  |
| Sharing equipment | Transmission/ contraction of Covid-19  Allergic reaction to Milton fluid | Everyone | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these.  Individuals attending the taster session will be instructed on the watersports centre covid-19 procedures before attendance. | 6 | Coronavirus can survive for up to 3 day on plastic surfaces and 1 day on other equipment if the surfaces are not disinfected.  Club equipment to by dunked in or sprayed with Milton, (a viricidal fluid effective on coronaviruses) after use.  Equipment which cannot be dunked in Milton will be quarantined for 72 hours after use. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| Use of Milton fluid to disinfect kit | Incorrect use leading to production of chlorine gas    Allergic reactions    Skin irritation    Environment-al damage | Members making solution /cleaning kit |  | 4 | **All users to be told not to mix with anything other than water**.  All individuals to be warned this is happening in case anyone is allergic to Milton.  Milton fluid COSHH sheet to be displayed in the kit shed and in the cage. Suitable protective gloves to be worn during dilution and dunking of equipment. Milton fluid dunk bucket only to be made by appropriately briefed personnel to ensure correct concentration and reduce risk of incorrect dilution.  First aiders are trained to deal with allergic reactions and will be provided with additional briefing on dealing with chemical issues.  Bucket must not be disposed directly into the river Itchen to reduce the risk of environmental damage. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 2 |  |
| Coaching | Transmission/ contraction of Covid-19 | Everyone | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these. | 6 | No hands-on coaching will take place.  All coaching will follow social distancing rules and boats will remain 2m apart or 1m plus mitigations.  Coaches should make responsible decisions and not push their paddlers far outside of their comfort zone as this may increase the risk of those individuals requiring a rescue. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| Rescues | Transmission/ contraction of Covid-19,  Knock on effects of coronavirus control measures increasing the risk of drowning | Everyone | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these. | 6 | We have to adopt a common-sense approach to rescuing recognising that we have to balance the risk from Covid of intervention and the risk of drowning from non-intervention.  Spraydeck tests to incorporate additional spraydeck-less drill and land drill to reduce the risk of intervention being required. Once people have been spraydeck tested, they will be allowed to swim, and self-rescue their boat rather than rescued in most circumstances. New paddlers attending the tasters will not wear spraydecks.  Paddlers should make responsible decisions and only paddle/practise skills well within their capabilities to reduce risk of requiring a rescue.  Coaches are already able to spot entrapments and will rescue these in the usual way.  Coaches to run a session which they expect all participants to be able to self-rescue from. The self-rescue nature of the session will be made clear to members on the advertisement of the session during the signup.  If a rescue with contact is required, a record will be kept of the individuals involved for track and trace purposes. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| Storing kayaks | Transmission/ contraction of Covid-19  Injury from incorrect technique when lifting heavy boats | Everyone  Narrow passing places due to crowded nature of the boat shed meaning 2m distancing is difficult | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these.  Individuals attending the taster session will be instructed on the watersports centre covid-19 procedures before attendance. | 6 | One person in front of the boat rack at a time (1 in 1 out policy). Individuals will put their own boat away.  Maintain 2m social distancing or 1m with mitigations. If possible, face masks should be worn.  Use lower racked boats only to reduce the physical risk of doing this.  Individuals will be advised to wash hands after touching surfaces in communal space. Communal surfaces (eg. door handles) will be cleaned before and after club use as the virus can exist on surfaces for 72 hours. The club will have disinfectant on site to do so.  Committee members will be present to direct individuals and ensure social distancing procedures are followed. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| Getting equipment from shed | Transmission/ contraction of Covid-19 | Everyone  Narrow passing places due to crowded nature of the kit shed meaning 2m distancing is difficult | All members will be aware of the social distancing control measures put in place by the UK government, and so we reasonably expect that members will abide by these.  Individuals attending the taster session will be instructed on the watersports centre covid-19 procedures before attendance. | 6 | Maintain 2m social distancing or 1m with mitigations. Face masks should be worn if possible. 1 person in the shed at a time with socially distanced queueing outside before entry.  Individuals will be advised to wash hands after touching surfaces in communal space. Communal surfaces (eg. door handles) will be cleaned before and after club use as the virus can exist on surfaces for 72 hours. The club will have disinfectant on site to do so. Committee members will be present to direct individuals and ensure social distancing procedures are followed. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 3 |  |
| 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/taster attendees are advised on what the weather/water conditions are like before entering. | 1 | Proactive measures include making sure members whilst kayaking wear appropriate clothing for the weather conditions and do not overwork themselves. Individuals will be encouraged to bring fluids to the session to hydrate when necessary. | Any committee members present at a session; overseen by Safety Sec (Hannah Gower) | 1 |  |
| Paddling | Injury | Bumps, cuts, grazes, injuries from capsize. Harm from exiting a boat (swimming), cuts on feet from sharp objects on the river bed. |  | 2 | 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 paddlers wear thermals and extra layers (not cotton) under our kit we provide to them if the temperature levels are low (reducing risk hypothermia), buoyancy aids are worn, 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, make sure everyone are 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 and telling people about safe swimming (reactive measure for this – when someone if swimming encourage them to swim safely).  All individuals attending the session will be provided with information on what is recommended to be worn beforehand and committee members will be present to check correct gear is worn before getting on the river.  The club recognises that British Canoeing guidance does not stipulate that helmets must be worn for flat water activity and instead leaves it as a judgement call for the person running the session. The session leader shall consider whether a significant risk of head injury exists in determining if the group wears helmets. | The action is taken by the committee members present at the river session | 2 |  |
| Paddling | Entrapment in kayak, leading to potential drowning | Potential risk to all paddlers. Capsizing and not being able to roll up, not being able to get out of the 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. | 3 | Members of the club counted within the ratios have also completed one or both of either Foundation Safety and Rescue Training or White Water Safety and Rescue, or have undertaken site specific training. Both of these 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 Sec (Hannah Gower) | 3 |  |
| 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 death 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). 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. 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 a knife is carried by anyone using a rope so that they can be freed easily if they become entangled. | The action is 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 | 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. | 4 | Ensure that nobody attempts an intentional full body immersion unless they have been trained how to do so. | Any committee members present at a session; over seen by Safety Sec (Hannah Gower) | 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 individuals clothing is suitable for the weather and water conditions at every session. | Any committee members present at a session; over seen by Safety Sec (Hannah Gower) | 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 to inexperienced paddlers. | Any committee members present at a session; over seen by Safety Sec (Hannah Gower) | 3 |  |
| Weil’s disease and leptospirosis, Hepatitis A and other waterborne diseases | Contracting the disease. | Meet a surface that has the 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.  Advice all paddlers to avoid drinking any water, as any could contain the bacteria | 4 | Ask individuals at every session if they have any cuts, the club will provide plasters as needed.  Paddlers to be briefed on the symptoms of Weil’s disease and Hep A and the action to take if they are concerned.  President to monitor any paddlers reporting symptoms and to collaborate with other water users to reduce risk of more people getting infected if required.  *Please note: The two serious cases of waterborne diseases reported last year were deemed by medical professionals to be as a likely result of a dead body found just above Woodmill earlier this year reported widely in the news, and as such we do not believe there should be any change to the residual risk score due to the freak nature of the incident. Should any illnesses be reported on this stretch similar to those potentially linked to the first dead body, committee will monitor news reports so that in the very unlikely event of a recurrence appropriate information can be passed in a timely manner.* | Any committee members present at a session; over seen by Safety Sec (Hannah Gower) | 3 |  |
| 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 to continue as long as they feel comfortable, otherwise will be taken ashore and cared for until they feel more at ease. | Any committee members present at a session; over seen by Safety Sec (Hannah Gower) | 2 |  |

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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  Euan Donovan-Hill (President) | Date: 25/09/2020 |  |
| SQEP sign off:  Euan Donovan-Hill | Date: 25/09/2020 | British Canoeing Level 1 Coach, five years of experience as instructor at a centre, including under social distancing covid-19 restrictions. Site specific training and experience. |
| 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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| 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. |