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| **Work/Activity: Sea Trips** | | | | | | |
| **Sea kayaking trips organised on an ad-hoc basis in Summer Term.**  **Paddling will be done as a large group, including an suitably qualified/experienced Activity Leader, and potentially several more SQEP paddlers depending on group size. The ratio of SQEP paddlers to beginners will not exceed 1:4 in moderate water, or 1:8 in sheltered water.**  **Medical History is recorded at the beginning of the year or when membership is paid by Hannah Gower/Kate Scott-Taylor (Safety secretary/elect). Any changes to medical history are recorded once change has been notified.** | | | | | | |
| Group:  Southampton University Canoe Club 2019/2020 | | Assessor(s):  Samuel Tweedle (Vice President-Elect) | | | 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] | |
| Activity Leader  Activity Assistant  Radio Operator | Responsible for the safety of the whole trip. Must hold an FSRT, be a leader or a backer, as well as possessing an additional watersports leading or instruction qualification which demonstrates competency in tidal waters (this doesn’t necessarily have to be a kayaking qual).  Assists with safety cover. Must hold FSRT, as well as having prior experience in tidal waters.  This role may be done by one of the above people. They are responsible for using the VHF radio and shall hold an RYA VHF license. **It is a legal requirement to hold one of these unless operating on channel 37A/P4** | |
| Checks schedules | Frequency | |  | | |  |
| **[please detail equipment/ safety checks – who, what and where]**  Record of club kit is kept and maintained throughout the year. Kit, relevant to sea trips, contains but is not limited to kayaks, paddles, buoyancy aids, helmets, dry cags, spray decks, rescue equipment and wetsuits.  Many members have personal kit. Personal kit is scrutinised in the same way as club kit when brought on club sea trips.  Safety briefings occur at the beginning of each trip.  All new members of the club are checked that they are able to swim 50 metres. This is conducted in either their first pool or river session. Only members who have been swim checked are allowed to participate in club trips.  Any incidents or near miss incidents that fall under this task are reported and reviewed in line with this risk assessment. | **[please detail frequency of checks to be done]**  All kit will be checked twice a year in the club inventories. Record of the check is kept and updated throughout the year. Kit secretary is responsible for ensuring that the checks are carried out.  First aid kits are checked frequently throughout the year. Safety Secretary is responsible for ensuring the checks are carried out.  All kit taken on trips is checked as it is packed. The committee members running the trip are responsible for ensuring the check is carried out. | |  | | |  |
| 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.]**   * Covid precautions are covered by the risk assessment ‘Day trip covid addendum’ | | | |

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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 | 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 off to ensure that members have access to hydration to combat symptoms. | Kayakers who are suitably experienced/ qualified to oversee a group of less experienced/fresher paddlers, as well as committee members organising the trip. | 2 | 1 | 2 |  |
| Supervised paddling | Injury | Head injuries  Bumps, cuts, grazes, injuries from capsize.  Harm from exiting a boat unintentionally, cuts on feet from sharp objects on the sea bed when walking to the shore after a swim.  Weever fish stings |  | 3 | 2 | 6 | * 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 group * 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 group, and at least two first aiders on a trip, who are trained in recognising the symptoms of concussion. * Ensure first aiders are additionally briefed on the treatment of weever fish stings as outside the scope of most FA courses. | Kayakers who are suitably experienced/ qualified to oversee a group of less experienced/fresher paddlers, as well as committee members organising the trip. | 3 | 2 | 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. * Briefed on potential hazards such as what can cause entrapment what to do in these situations * Advised on how to receive safely. Only those BCU FSRT 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 experienced supervising paddlers must ensure that their personal safety is secure before performing a rescue. | 1 | 5 | 5 |  | Kayakers who are suitably experienced/ qualified to oversee a group of less experienced/fresher paddlers, as well as committee members organising the trip. | 1 | 5 | 5 |  |
| Carrying boats to get on at the sea, walking to the shoreline after a swim. | Cutting foot on sharp objects on sea bed or beach  Slipping on rocks | Paddlers not wearing appropriate footwear and stepping on sharp object while out of a boat  Anyone carrying a boat to the river could potentially slip and injure themselves including cuts, bruises, broken bones, and head injury, and any rocks on the beach can be slippery. | * Advise paddlers to wear appropriate footwear. * Paddlers without suitable footwear will not be allowed to paddle. * Wearing the right footwear is highlighted. * First aid kits are kept on the shore so assistance can be provided. * Paddlers are pre-warned that rocks may be slippery and are advised to take care when walking. | 3 | 1 | 3 |  | Kayakers who are suitably experienced/ qualified to oversee a group of less experienced/fresher paddlers, as well as committee members organising the trip. Over seen by the current safety secretary ( | 2 | 1 | 2 |  |
| Swimming | Psychological harm  Hypothermia  Drowning due to prolonged immersion | All paddlers are susceptible but particularly new, novice paddlers could experience psychological harm due to taking ‘bad’ swims that scare them. | * Paddling within limits will ensure the likelihood of an ‘all in’ situation is negligible so any swims can be appropriately mopped up. * FSRT qualifies people to deal with an all-in rescue | 3 | 5 | 15 | * Paddlers are encouraged to rest post swim to ensure they are okay, and reassurance is given by leaders as needed. * Appropriately trained people in rescue will be present who are able to perform deep water rescues * Only competent paddlers will be taken on sea paddles * Waterproof VHF to be kept on person rather than in boat so in the unlikely event of an all in help can still be summoned if boat lost. | Kayakers who are suitably experienced/ qualified to oversee a group of less experienced/fresher paddlers, as well as committee members organising the trip. | 3 | 3 | 9 |  |
| 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. |  | 2 | 3 | 6 |  |
| Attempting to prevent a capsize | Shoulder injuries and dislocations | Paddlers using poor technique to high brace | * 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. | 3 | 4 | 12 |  |  | 2 | 4 | 8 |  |
| Collisions with other water users | Injuries resulting from collisions  Damage to equipment | Paddlers and members of the public | * Good group control to be exercised by session leader to ensure plenty of space for the public and control over the positioning of the group by the leader * Session leader to be SQEP which includes knowledge of the IRPCS * Buoyancy aids and helmets provide an element of collision protection * Consideration to be given to the potential impact and likelihood of a collision in the prevailing conditions when deciding whether to run or call off the session. * All paddlers will have been taught and reminded of basic control strokes such as sweeps. * **Under no circumstances will club paddling trips cross commercial shipping lanes or ferry routes unless radio contact has been made with harbour authorities and permission given** * Leaders to carry a whistle to attract attention in poor visibility | 3 | 3 | 9 |  |  | 2 | 3 | 6 |  |
| Poor Visibility | Getting lost  Collisions | Paddlers and members of public | * Compass to be carried by leader * Laminated chart of operating area to be carried with escape points marked * Leader to be SQEP in navigating in fog * Whistle to be carried for attracting attention in fog. | 3 | 3 | 9 |  | 2 | 3 | 6 |  |  |
| Strong Winds | Inability to return to shore  Sea state increasing the risk of swims |  | * Sea trips not to operate in a mean wind speed above 20kts without consulting a Level 2 Coach * Forecasts to be checked prior to undertaking the trip- if they are likely to result in unsafe situations an alternative location will be used or the trip cancelled * Leader to keep an eye out for weather fronts and consider moving group to a more sheltered location if required * Escape plan to be made for if weather conditions worsen on all trips (this could include an alternative get off which is more downwind). * VHF radio to be carried by a trained operator * Appropriate distance to be kept from rocks taking into account the sea state | 3 | 3 | 9 |  | 2 | 3 | 6 |  |  |
| Strong Tides | Inability to return to shore |  | * Tide times and flows to be checked prior to departure * Excessively strong currents taking you away from the get on to be avoided * Back up plan to be made for if people can’t paddle against the tide- alternative get offs? Raft up on a mooring and wait it out? * **The club will not paddle overfalls or tidal races** | 4 | 3 | 12 |  |  | 2 | 3 | 6 |  |
| Paddler Fatigue | Inability to return to shore |  | * Paddler fatigue levels to be frequently checked by leader and taken into account. * Back up plan to be made taking into account ways of shortening route * Appropriate towing devices to be carried. | 4 | 3 | 12 |  |  | 2 | 3 | 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.*** | |
| **Name:** | Date: |
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| **Reviewed By:** | | **Comments:** | |
| **Responsible Person: Andy Lamont** | 25/04/21 | | President |
| **SQEP Signoff (SA/DM):**  **Sam Tweedle** | Date:18/04/2021 | | British Canoeing L2 Coach. Also holds RYA senior instructor and powerboat instructor which ensures competency in tidal waters. |
| **SUSU H&S manager (where applicable):** | Date: | |  |