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| **Work/Activity: Southbourne Trip** |
| **A one day trip to Southbourne beach planned for Saturday 24th October 2020. The activity will be surf kayaking providing for freshers to meet club members and try out some kayaking.** **Paddling will be following current Covid-19 government guidelines, with individuals separated into groups of 6 including at least 1 experienced club member. The club will provide kit including boats which will be transported to the beach and be disinfected before and after use. Individuals must make their own way to the beach via public transport or other means taking responsibility for themselves to follow social distancing.** **Should individuals wish to undertake other activities in the surf such as bodyboarding and surfing, this is done at an individual’s own risk and judgement and outside the scope of the club’s safety management system.** |
| Group:Southampton University Canoe Club 2020/2021 | Assessor(s): Sam Tweedle (Vice President) | Contact: 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. | -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 certain members. Record is kept by the club. Safety Secretary Hannah Gower holds responsibility to ensure this list is regularly updated. -Those BCU trained or equivalent.Before anyone goes in the sea, the committee present check that kit is worn and fitted correctly.  |
| 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 surf 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 surf 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 Andrew Lamont is responsible for ensuring that the checks are carried out. First aid kits are checked frequently throughout the year. Safety Secretary Hannah Gower 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. For the Surf Trip this is Social Secretary's Alex White, Callum Hall and Hannah Gibbs’ responsibilities.  |  |  |
| Risk assessments linked |  |  |
| **Coronavirus precautions are covered in the trips 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* |  |
| 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
 | 3 | 5 | 15 | * Members to be told not to come if they are displaying Covid-19 symptoms or living with someone who is
* Signups to be re-instigated to allow control of numbers and to keep a record to assist with track and trace
* Reduced size of paddler groups. Maximum 6 members present from separate 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
* Members who fall into higher risk groups advised not to attend
 | Any committee members present at a session; overseen by Safety Sec (Hannah Gower)  | 2 | 5 | 10 |  |
| 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
 | 3 | 5 | 15 | * No hands on coaching unless people live together, hands off coaching is acceptable as long as social distancing is maintained
* 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
* Entry/exit at access points will be staggered to maintain social distancing
* Busy areas will be avoided as much as possible
 |  | 1 | 5 | 5 |  |
| 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
 | 3 | 5 | 15 | 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 Milton, (a viricidal fluid effective on coronaviruses) after use.   As a result, sessions must not take place more frequently than once every three days unless a 1 person 1 piece of equipment rule is followed across the sessions. This applies to all equipment which cannot be dunked in Milton.  | Any committee members present at a session; overseen by Safety Sec (Hannah Gower)  | 1 | 5 | 5 |  |
| Use of Milton disinfectant | Incorrect use leading to production of chlorine gas   Allergic reactions  Skin irritation   Environment-al damage  | Members making solution /cleaning kit  |  | 2 | 3 | 6 | **All users to be told not to mix with anything other than water** Members 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 sea to reduce the risk of environmental damage.  | Any committee members present at a session; overseen by Safety Sec (Hannah Gower)  | 1 | 5 | 5 |  |
| 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
 | 3 | 5 | 15 | * 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
* 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 sessions which they expect all participants to be able to self-rescue from
* The self-rescue nature of these sessions 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
 |  | 2 | 5 | 10 |  |
| 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
* Observing paddlers are advised to keep fluids ashore to provide hydration should it be needed
 | 3 | 1 | 3 | * 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 adequate fluids to the trip to ensure they can stay hydrated
 | 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 acting safety secretary (Hannah Gower)  | 2 | 1 | 2 |  |
| Supervised paddling |  Injury  | Head injuriesBumps, 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. 1:5 maximum per SQEP paddler. This can be reduced at the discretion of the SQEP paddler
* 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 persons throughout the groups who are trained in recogonising a concusion
* 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. Over seen by the current acting safety secretary (Hannah Gower)  | 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 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 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. Over seen by the current acting safety secretary (Hannah Gower)  | 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 beachSlipping on rocks | Paddlers not wearing appropriate footwear and stepping on sharp object while out of a boatAnyone 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 acting safety secretary (Hannah Gower)  |   |  |  |   |
| 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 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 at all times to prevent injuries and prevent drowning.
* Briefed on potential hazards such as what can cause entrapments and pins and what to do in these situatios.
* 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 oversee a group of less experienced/fresher paddlers, as well as committee members organising the trip. Over seen by the current acting safety secretary (Hannah Gower)  | 3 | 2 | 6 |  |
| Paddling, Swimming | Riptides | Possibility of hypothermia or drowning if the person is not retrieved. | * Where possible paddling will be undertaken at lifeguarded beaches
* Where lifeguards are not available, at least two responsible paddlers will be observing the group from the shore, with a phone to call the coastguard if necessary.
* Less experienced paddlers will also paddle in a “buddy system”, paddling in pairs. Social distancing will be maintained between the pair members.
 | 2 | 4  | 8 | Paddlers are briefed on safety, particularly safe areas to paddle, before entering the waterThe committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk. | 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 acting safety secretary (Hannah Gower)  |  2 |  4 |  8 |   |
| 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 oversee a group of less experienced/fresher paddlers, as well as committee members organising the trip. Over seen by the current acting safety secretary (Hannah Gower)  | 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 |  | 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 acting safety secretary (Hannah Gower)  | 2 | 4 | 8 |  |
| Collisions with other water users | Injuries resulting from collisionsDamage to equipment | Paddlers, people providing safety cover and members of the public | * Surfing to take place between black and white flags where beach is lifeguarded to avoid swimmers
* Good group control to be exercised by committee to restrict our activities to a small area of the beach so there is plenty of space for the public
* Paddlers to be briefed that if collision is unavoidable it may be safer to overturn and swim.
* People providing safety cover must always be aware of what is going on offshore from them
* 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.
* Paddlers surfing the more powerful waves ‘out back’ will be familiar with the right of way rules.
 | 3 | 3 | 9 |  |  | 2 | 3 | 6 |  |
| Rescuing Kit | Being struck by equipment carried by a wave | RescuersOther Water Users | * Rescuers to hold rescued kit inshore of them
* Keep a firm grip on rescued kit when a wave hits
* Shout a warning to people inshore if kit is accidentally released and runs away
 | 4 | 2 | 8 |  |  | 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.*** |
| **Name:**  | Date:  |
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| **Reviewed By:** | **Comments:** |
| **Responsible person (SA/DM):****Andy Lamont** | Date:26/04/21 |  |
| **SQEP Signoff:** **Sam Tweedle** | Date:26/04/21 | L2 Coach |
| **SUSU H&S manager (where applicable):** | Date: |  |