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| Work/Activity: High river session | | | |
| Flat water river session primarily on the River Itchen, but potentially on other locations which fit the definition of very sheltered or sheltered water given by British Canoeing, with time varying depending on tide but always in daylight hours. Sessions are run on a ratio of at least one experienced paddler to 8 people. Where a single experienced paddler is taking a group out on their own, they must consider whether they are able to sufficiently respond to an incident and modify the activity if they aren’t. A minimum of three people is required for a club session to run. Activities include flatwater freestyle, learning and teaching new paddling strokes, team games, capsize and rolling training, social journeys, rescue practice and swimming. | | | |
| Group: Southampton University Canoe Club 2020/2021 | Assessor(s):  Andrew Mylroi Lamont (President)  Katherine Scott-Taylor (Safety Secretary)  Josh M’Caw (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 |
| [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.]  If operating 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. |

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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 should be aware of the current covid guidelines laid out by the government and we expect them to abide by these. | 6 | Testing will be encouraged before attending sessions, and to not attend sessions if they have symptoms of covid 19 or test positive. If they test positive, we will ask them to inform anyone who they came into contact with in the 2 days before they’ve tested positive.  Members will be encouraged to wash hands regularly to minimise risk of transmission  All club kit including, paddles, spray decks and boats will be washed between users to minimise the risk of transmission | Any committee members present at a session; over seen by Safety secretary (Katherine Scott-Taylor) | 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 are advised on what the weather/water conditions are like before entering. Coaches are advised to carry additional fluids for anyone suffering with overheating. | 1 | Proactive measures include making sure members whilst kayaking wear appropriate clothing for the weather conditions and do not overwork themselves. | Any committee members present at a session; overseen by Safety Sec (Katherine Scott-Taylor) | 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).  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 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 | 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 (Katherine Scott-Taylor) | 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 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 | 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 (Katherine Scott-Taylor) | 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. | Any committee members present at a session; over seen by Safety Sec (Katherine Scott-Taylor) | 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 (Katherine Scott-Taylor) | 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 club members 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 (Katherine Scott-Taylor) | 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 (Katherine Scott-Taylor) | 2 |  |

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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  Andrew Mylroi Lamont (President) | Date: 28/08/2021 | 10 years paddling experience |
| SQEP sign off:  Sam Tweedle | Date: 28/08/2021 | British Canoeing Level 2 Coach, five years of experience as instructor at a centre, including under social distancing restrictions. |
| SUSU H&S manager (where applicable): | Date: |  |

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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. |
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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |