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| **Work/Activity: Surf Trips** | | | | | | |
| **Weekend Surf Trips Friday-Sunday at various locations around England and Wales throughout the year.**  **Paddling will be done as a large group, including several more experienced paddlers and at least 2 onshore observers who are either WWSR qualification holders or RNLI lifeguards. Activities include Kayak surfing. 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.**  **Medical History is recorded at the beginning of the year or when membership is paid by Daniel Hobbs (Safety secretary). Any changes to medical history are recorded once change has been notified.** | | | | | | |
| Group:  Southampton University Canoe Club 2019/2020 | | Assessor(s):  Joshua M’Caw (President)  Daniel Hobbs (Safety 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**](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. | -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 (Daniel Hobbs) holds responsibility to ensure this list is regularly updated.  -Those BC 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.  Safety kits and shelters taken to the beach are checked after each trip and maintained by the acting safety secretary (Daniel Hobbs). At least two safety kits and shelters will be brought to the beach.  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 Sec Eric Williams is responsible for ensuring that the checks are carried out.  First aid kits are checked frequently throughout the year. Safety Secretary (Daniel Hobbs) 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.]**   * Perranporth beach is lifeguarded at weekends between the times of 10am and 6pm. Safe surf area assessments are undertaken by the RNLI. | | | |

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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** |

| 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 should be aware of the current covid guidelines laid out by the government and we expect them to abide by these. | 3 | 2 | 6 | * If a member is displaying symptoms or have tested positive for COVID-19, they will be asked not to attend. | Any committee members present at a session; over seen by Safety secretary (Daniel Hobbs) | 2 | 2 | 4 |  |
| Paddling | Overheating, hyperthermia | Dehydration can lead to hyperthermia.  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 wear appropriate clothing for the weather conditions and do not overwork themselves, whilst kayaking. * Fluids are carried in boats or stored on the beach 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. Over seen by the current acting safety secretary (Daniel Hobbs) | 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 seabed when walking to the shore after a swim.  Weever fish stings | * 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 on the beach * 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. * There will be at least two first aid trained persons present on the beach 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. | 3 | 2 | 6 |  | 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 (Daniel Hobbs) |  |  |  |  |
| Paddling | Drowning | Potential risk to all paddlers. Capsizing and not being able to roll up, not being able to get 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, prior to going onto the water. * Advised on how to rescue safely. Only an experienced member trained to provide a rescue are encouraged to do so. * The safety of Self (rescuer) and the group is to be ensured before conducting rescues. | 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 (Daniel Hobbs) | 1 | 5 | 5 |  |
| Carrying boats to get on at the sea, walking to the shoreline after a swim. | Cutting foot on sharp objects on seabed 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 sea 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 (Daniel Hobbs) |  |  |  |  |
| 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 group 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 the water and on the pontoon at all times to prevent injuries and prevent drowning. * Only an experienced member trained to provide a rescue can provide 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 (Daniel Hobbs) | 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 or three’s with a balance of experience. | 3 | 4 | 12 | Paddlers are briefed on safety, particularly safe areas to paddle, before entering the water  Paddlers briefed on what to do if caught in a riptide | The committee members organising the trip are responsible for ensuring that qualified and experienced kayakers are mitigating the risk.  Overseen by the current acting Safety Secretary (Daniel Hobbs). | 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 | Cold water, sub-surface objects, entrapment hazards, other water users, floating equipment. | Hypothermia, Injury from hitting sub-surface objects, entrapment, drowning, head injury, shock, broken bones, collision with casualty | * 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 (Daniel Hobbs) | 2 | 3 | 6 |  |
| Attempting to prevent a capsize | Shoulder injuries and dislocations | Paddlers using poor technique to high brace | * Correct technique and hazards taught during initial pool sessions * 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. | 2 | 3 | 6 | Previous history of relevant injuries (I.e. past dislocations) to be established by leaders/committee before kayaking. | Pool coaches  Kayakers who are suitably experienced/ qualified to lead people down rivers as well as the committee members responsible for the organization of each trip. Over seen by the current acting safety secretary (Daniel Hobbs) | 2 | 3 | 6 |  |
| Collisions with other water users | Injuries resulting from collisions  Damage to equipment | Paddlers, people providing safety cover and members of the public | * Surfing to take place in designated zone where beach is lifeguarded to deconflict with 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 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 | 2 | 6 |  | Kayakers who are suitably experienced/ qualified to lead people down rivers as well as the committee members responsible for the organization of each trip. Over seen by the current acting safety secretary (Daniel Hobbs) |  |  |  |  |
| Rescuing Kit | Being struck by equipment carried by a wave | Rescuers  Other 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 |  | Kayakers who are suitably experienced/ qualified to lead people down rivers as well as the committee members responsible for the organization of each trip. Over seen by the current acting safety secretary (Daniel Hobbs) |  |  |  |  |
| Carrying Boats | Injury to back and/or body | Person carrying boat and/or people around them | * Paddlers are advised to lift boats with legs and carry them on their shoulders when carrying boats on their own. If they do not feel comfortable carrying boats on their own they are encouraged to carry them in pairs. | 3 | 2 | 6 | People carrying boats are advised to be aware of their surroundings and anyone in an area where boats are carried are told to be aware of people carrying boats around them | Any member carrying boats, overseen by Safety Secretary (Daniel Hobbs) | 1 | 2 | 2 |  |

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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): Jake Southern (Whitewater Leader)** | Date: 16/08/2022 | | **BC MWWL + AWWSR** |
| **SUSU H&S manager (where applicable):** | Date: | |  |