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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Pool Sessions** | | **Date** | **21/11/22** |
| **Unit/Faculty/Directorate** | **Southampton University Canoe Club** | **Assessor(s)** | **Daniel Hobbs (Safety Secretary)** **Connor McFarlane (Training Secretary)**  **Joshua M’Caw (President)** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***Joshua M’Caw***  ***Connor McFarlane***  ***Daniel Hobbs*** | |

Kayaking in Jubilee Sports Centre at Southampton University Highfield Campus. With up to 50 people in the pool area (maximum 15 people in pool boats, plus people in the pool). A SQEP session lead may conduct a dynamic risk assessment to allow multiple people to coach a single boat, or a single person to coach multiple boats. This in turn may lead to more people being in the pool at once, although unlikely. Coaches will only be asked to coach a number of boats appropriate to their level of experience, up to a maximum of 8.

To satisfy pool requirements, at least one coach should hold a FSRT, WWSR or recognised BC coaching/leadership qualification. The training sec (and in their absence the most qualified/ experienced coach present) will take the role of session lead.

Each session will normally consist of slots in a pool/playboat with coaching, as well as members using the pool for their own kayaking skills improvement. Once a kayaker has reached a competent level in which they can safely exit a boat in the event of a capsize it is acceptable for them to not have someone coaching them.

Medical history recorded when membership is paid.

**[Parts of activity falling under different risk assessments]:**

* **Swimming in the pool – Jubilee Sports Centre Pool Risk Assessments**
* **Fire risk – Jubilee Sports Centre Fire Risk Assessment**

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Transmission/Contraction of Covid-19 |  | Everyone | **3** | **2** | **6** | **All members should be aware of the current covid guidelines laid out by the government and we expect them to abide by these.** | **2** | **2** | **4** | If a member is displaying symptoms or have tested positive for COVID-19, they will be asked not to attend. |
| Slipping over whilst getting in a boat | Slipping on the floor by the side of the pool or tripping on the side of the boat and sustain, bruises, cuts, broken bones, head injuries | The person getting in boat. | **3** | **3** | **9** | **Make reasonable endeavours to ensure that members take their time getting into boats to avoid injuries via slipping** | **1** | **3** | **3** | In the event of injury the Lifeguards will take over first aid |
| Overexertion leading pulling a muscle whilst doing a paddle stroke or role. | Injuries may occur to the paddler themselves.  Pulled or torn muscles, injured joints. | User/paddler | **2** | **3** | **6** | **Encourage and teach members to perform sufficient warm up stretches to prevent injuries when paddling** | **1** | **3** | **3** | In the event of injury the paddler will exit the boat to the side of the pool and the Lifeguards will take over first aid |
| Hitting someone or yourself with the paddle | The paddle may hit someone and cause injury to the affected person | Paddler and people in vicinity | **4** | **3** | **12** | **Make people in the pool aware of paddlers around them and to stay out of the way of paddlers if not coaching them.**  **Coaches are to be vigilant to where the paddle is and where it is going to be when coaching.**  **Tell people in boats that if they need to be rescued (righting their boat upright by the coach) to let go of the paddle.**  **Coaches should move paddle out of the way when rescuing people in a boat to prevent collision when surfacing** | **2** | **3** | **6** | In the event of injury the Lifeguards will take over and rescue or perform first aid  In the event of a swimmer becoming unconscious, the Lifeguards will take over and perform a rescue |
| Entrapment in a boat Unable to remove spray deck | If the person rolls upside down in the boat with a spray deck on and cannot pull it off and are unable to roll. In the most serious case if the person cannot exit the boat or roll themselves upright this can result in drowning. | Paddler | **3** | **5** | **15** | **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.**  **Coaches to observe paddlers during said spray-deck test and rescue as needed. Coaches to ensure they are fully able to complete the test before moving on to other training.**  **All novice paddlers will have a coach until they become more experienced to ensure they are under supervision.**  **Paddlers are taught that if they need rescue to tap loudly on the underside of their boat when submerged. This alerts those nearby (Coaches or nearby paddlers) that a rescue is needed and will then be performed.** | **1** | **4** | **4** |  |
| Entrapment in boat Leg stuck in boat | Legs getting stuck in the boat and stopping the person from exiting it. In extreme cases someone may be unable to exit the boat potentially resulting in drowning. | Paddler | **3** | **5** | **10** | **When taught the spray-deck test paddlers are taught to put their hands on the sides of the cockpit and push themselves out into the water, where they can then surface.**  **Any obstructions (Such as damaged foot pegs or foot rests) to be checked regularly by the Kit Secretary (Eric Williams)**  **Members taught to tap the bottom of their kayak when in need of a rescue, nearby paddlers or swimmers to perform rescue as needed** | **1** | **4** | **4** | In the event of injury the Lifeguards will take over and rescue or perform first aid  In the event that the paddler is unable to exit the boat, Members of the club will notify the lifeguard and take the paddler to the side of the pool and help remove the paddler from the boat to the side of the pool then the lifeguards will take over. |
| Paddler Becoming unconscious in the boat either due to impact or incapacitation, or the paddler becoming trapped inside the boat | Paddler’s kayak flips over and the paddler begins drowning | Paddler | **3** | **5** | **15** | **Paddlers are aware of who is around them and provide adequate spacing to avoid hitting each other**  **If a Paddler flips over and is entrapped, they will be taught to bang the bottom of their boat loudly to indicate they require rescue**  **Nearby Paddlers or members will rescue the Paddler if they have been trained to do so, or alert the nearest Coach, Committee member or trained person to rescue the Paddler**  **Members will notify Committee members and rescue Paddlers immediately if they notice a flipped boat with no movement**  **If the Paddler is unconscious when the Boat is flipped upright, the rescuer will notify the Lifeguard Immediately and bring the boat to the side of the pool. Members of the club will remove the Casualty from the boat onto the side of the pool and then the lifeguards will take over.** | **1** | **5** | **5** |  |
| Exiting Capsized Boat | The person exiting a capsized pool/playboat may hit their head on the boat, paddle, poolside or other boat when resurfacing | Paddler | **3** | **3** | **9** | **Ensure that when training paddlers remain a safe distance from other paddlers, swimmers and the edge of the poolside to prevent injuries when resurfacing.** | **2** | **3** | **6** | In the event of injury the Lifeguards will take over and rescue or perform first aid  In the event of a swimmer becoming unconscious, the Lifeguards will take over and perform a rescue |
| Cramp when carrying out a kayaking manoeuvre (for example a roll) | The person carrying out a kayaking manoeuvre may experience cramp | Paddler | **2** | **2** | **4** | **Make paddlers aware that they are at risk of getting cramps when kayaking.**  **Encourage paddlers to stretch and warmup before-hand to prevent cramps.** | **1** | **2** | **2** |  |
| Swimming when out of kayak | Death from drowning | Paddlers exiting boats, swimmers, coaches | **2** | **5** | **10** | **All those who join Southampton University Canoe Club must be able to swim 50 metres and be confident in the water.**  **All members are required to swim 50 metres on their first pool/river session.** | **1** | **5** | **5** | In the event of injury the Lifeguards will take over and rescue or perform first aid  In the event of a swimmer becoming unconscious, the Lifeguards will take over and perform a rescue |
| People not in kayaks swimming/standing in the pool | Head/body injuries from contact between the boat and/or paddle with the swimmers | Swimmer | **2** | **3** | **6** | **Paddlers and swimmers will be warned to remain a safe and sufficient distance from one another.** | **1** | **3** | **3** | 1:1 instruction to ensure all novice kayakers are kept away from other coaching members.  In the event of injury the Lifeguards will take over and rescue or perform first aid  In the event of a swimmer becoming unconscious, the Lifeguards will take over and perform a rescue |
| Coaching kayaking techniques | Incorrect advice on technique leading to eventual injury | Paddler being coached | **2** | **4** | **8** | **Site specific training led by a SQEP will ensure that all coaches are coaching the correct technique**  **Less experienced coaches will be monitored by more experienced coaches.** | **1** | **2** | **2** | In the event of injury the paddler will exit the boat at the side of the pool and the Lifeguards will take over and perform first aid |
| Defects with kayaks | Injury from sharp edges on bare skin  Entrapment | All users of kayaks | **2** | **2** | **4** | **All kayaks to be regularly inspected before use and problems notified to the kit sec**  **Sharp edges to be taped over** | **1** | **2** | **2** | In the event of injury the Lifeguards will take over and perform first aid |
| Use of overthrusters | Entrapment resulting from use | Paddler | **2** | **5** | **10** | **People will only use an overthruster if they have a strong roll, and t-rescue**  **Everyone using an overthruster must get into their boat with their thruster in-situ and prove they are able to get out again should they need to.** | **1** | **4** | **4** |  |
| Carrying boats | Injury to back and/or body and other people in vicinity | Person carrying boat, those around carried boat | **3** | **3** | **9** | **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 then they are encouraged to carry them in pairs.** | **1** | **3** | **3** | 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 |
| Music played too loudly on poolside | Instructions and information may not be heard over the music | Pool users, Lifeguards | **2** | **2** | **4** | **Music is not played too loudly, if there is music playing it is checked that 2 people can have a conversation at normal volume next to the music source.** | **1** | **2** | **2** | Music is stopped anytime it is necessary or if an incident occurs. |
| Speaker on poolside | Speaker falls into pool or is splashed, damaging speaker or causing harm to pool users | Pool users | **3** | **1** | **3** | **Bluetooth speakers used will be placed at least 1.5m from the edge of the pool, and will be at least IPX4 rated** | **2** | **1** | **2** |  |
| Damage to poolside | Pool may need maintenance to fix damage, Pool users could get hurt by pool damage | Pool users | **2** | **2** | **4** | **All paddlers and coaches are advised to be wary of the pool edge and to be careful about damaging the poolside. All paddlers will use pool entry and exit methods where the risk to damaging the pool is low.** | **1** | **2** | **2** | Any damage that is found or caused by paddlers will be reported immediately to Sport and Wellbeing |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |