



<b>Risk Assessment</b>			
<b>Risk Assessment for the activity of</b>	<b>Surf Trips</b>	<b>Date</b>	<b>24/09/23</b>
<b>Unit/Faculty/Directorate</b>	<b>Southampton University Canoe Club</b>	<b>Assessor</b>	<b>Connor McFarlane (President) Ayla Kuloglu (Vice President) Edward Charleton (Safety Sec)</b>
<b>Line Manager/Supervisor</b>		<b>Signed off</b>	
<b>Reviewed by SQEP:</b>	<b>Max Smith</b>	<b>Comments:</b>	<b>WWSR, 2 day first aid</b>

Weekend Surf Trips Friday-Sunday at various locations around England and Wales throughout the year. Conditions to be dynamically assessed before arriving at the beach and someone experienced in beach based watersports will continue to dynamically assess the conditions throughout the day, ending the session early if necessary. Specific conditions to be taken into account such as shore based dangers (rocks, reefs etc), strong offshore winds, tides and currents when choosing the beach.

Paddlers will not go beyond the first sets of breakers unless they themselves have the experience and judgement to make the decision for themselves about whether they are safe to paddle it due to the inherent level of danger of going further out to sea. If they do go "out back" they must ensure there is adequate safety cover.

Paddling will be done as a large group, the group will be comprised of novices, several more experienced paddlers and at least 2 onshore observers who possess first aid qualifications and likely hold WWSR or FSRT. There will be an SQEP present on the water who will provide safety cover for anyone out of range of the onshore observers.

Provisional date to include a scheduled trips on 13/10/23 - 15/10/23

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We define a novice as someone who has not had rescue training, who may not always be able to control where they position their kayak or perceive hazards. They may swim and require close supervision. We define an SQEP as someone who has relevant rescue and paddling experience who will likely hold the WWSR and/or FSRT qualifications.

Activities include surfing primarily kayaks but can extend to a variety of crafts, where mixed craft are being used, the group leaders should additionally have demonstrated competence in rescuing the other craft in use.

Medical History is recorded at the beginning of the year or when membership is paid by the Safety secretary. Any changes to medical history are recorded once change has been notified.

## **Guidance/standards/Reference documents:**

This risk assessment was written using guidance from:

1. SUSU
2. <http://www.hse.gov.uk/Risk/faq.htm>
3. <https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Environmental-Definitions-Deployment-Guidance-for-Instructors-Coaches-Leaders-Apr18-v1-1.pdf>

## **Checks Schedule:**

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.

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. 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.

All kit will be checked twice a year in the club inventories. Record of the check is kept and updated throughout the year. The Kit Secretary is responsible for ensuring that the checks are carried out.

First aid kits are checked frequently throughout the year. The Safety Secretary is responsible for ensuring the checks are carried out.

Any incidents or near miss incidents that fall under this task are reported and reviewed in line with this risk assessment.

## **Competence Requirements:**

All committee members and coaches have the responsibility of completing all scheduled checks competently.

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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) is possessed by certain members and a record is kept by the club.

Before anyone goes in the sea, SQEPs will check kit is worn and fitted correctly.

Safety talk to be given prior to getting on the sea. Two SQEPs will provide safety cover on the shore, both of whom must possess a first aid qualification. Groups to be flexible, but will most likely comprise one SQEP to two novices in a “Buddy System” which will help keep track of numbers on shore and out to sea.





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Transmission/ contraction of Covid 19.	Members contracting COVID-19 and falling ill.	Everyone.	3	2	6	<p>All members should be aware of the current COVID-19 guidelines laid out by the government and we expect them to abide by these.</p> <p>If a member is displaying symptoms or have tested positive for COVID-19, they will be asked not to attend.</p>	2	2	4	



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Overexertion whilst paddling.	Overheating, hyperthermia and dehydration.	The paddler.	3	4	9	<p><b>Experienced kayakers are trained to look for common signs of discomfort in other paddlers.</b></p> <p><b>Club members are encouraged to take water with them in boats and communicate if they are beginning to feel too hot.</b></p> <p><b>Club members are advised on what the weather/water conditions are like before leaving for the trip, and to therefore pack appropriately.</b></p> <p><b>Water bottles kept on shore with safety cover and clearly pointed out at the start of the day</b></p>	2	3	6	<p>2 First aiders will be present on the beach to help mitigate and prevent the onset of hyperthermia.</p> <p>Welfare secretary to have attended SUSU training to be better equipped help the people affected in the aftermath.</p>



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Capsizing.	Head injuries as a result of hitting rocks, sand near the shore or other debris underwater.  Bumps, cuts, grazes and other injuries from rocks or other debris.	The paddler.	3	4	9	Paddlers are briefed on the beach before entering the water at the beginning of a trip, paddlers must also be competent swimmers and capable of understanding instructions  Ensure that PPE such as buoyancy aids and helmets are always worn when paddling  Paddlers are advised to tuck forward when capsizing to help mitigate injury  There will be two first aid trained persons on the shore and at least two on a trip, who are trained in recognising the symptoms of a concussion.	2	2	4	



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Capsizing resulting in a swim.	Harm from exiting a boat unintentionally, cuts on feet from sharp objects on the seabed when walking to the beach after a swim.	The paddler	3	2	6	<p><b>Make reasonable endeavours to ensure that appropriate closed toe footwear is worn throughout the sessions in and out of the boat.</b></p> <p><b>Discussing safe swimming in the context of the sea and breaking waves to be with members on the beach before hand</b></p> <p><b>Members are informed of the correct way to exit a boat in order to minimise risk of injury in the talk before hand.</b></p>	2	2	4	

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<p>Carrying boats to out to sea/returning to shore after a swim.</p>	<p>Cutting foot on sharp objects on seabed or beach. Slipping on rocks. Weever Fish Stings.</p>	<p>The paddler.</p>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>6</b></p>	<p><b>Advise paddlers to wear appropriate closed toe footwear.</b></p> <p><b>Paddlers without suitable footwear will not be allowed to paddle.</b></p> <p><b>First aid kits are kept on the shore so assistance can be provided.</b></p> <p><b>Paddlers are advised to adopt safe manual handling techniques when carrying boats to and from the shore and when in water to keep the boat between themselves and the shore</b></p> <p><b>Paddlers are pre-warned that rocks may be slippery and are advised to take care when walking.</b></p> <p><b>Ensure first aiders are additionally briefed on the treatment of weever fish stings as outside the scope of most FA courses.</b></p>	<p><b>2</b></p>	<p><b>2</b></p>	<p><b>4</b></p>	<p>2 First aiders will be present on the beach to help deal with any injuries sustained</p> <p>First aiders advised that weever fish stings should be treated by immersion in warm/hot water</p>
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<p>Capsizing resulting in swimming.</p>	<p>Hypothermia.</p>	<p>The paddler</p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>12</b></p>	<p><b>Experienced kayakers are trained to look for common signs of hypothermia in other paddlers.</b></p> <p><b>Warm up exercises can be conducted or cold paddlers can be placed in survival bags/shelters to prevent the onset of hypothermia.</b></p> <p><b>Club members are advised on what the weather/water conditions are like before leaving for the trip (with specific mention of wind chill on exposed beaches), and encouraged to bring thermals with them.</b></p> <p><b>Members are encouraged to communicate if they are beginning to feel cold and experienced members will check on them throughout the session.</b></p> <p><b>PPE such as wetsuits, cags and buoyancy aids provided which provide protection against getting cold</b></p>	<p><b>2</b></p>	<p><b>3</b></p>	<p><b>6</b></p>	<p><b>2 First aiders will be present on the beach to help mitigate and prevent the onset of hypothermia.</b></p> <p><b>Welfare secretary to have attended SUSU training to be better equipped help the people affected in the aftermath.</b></p>
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Capsizing resulting in swimming.	Psychological harm.	All paddlers, but particularly novice paddlers.	3	2	6	<p><b>Paddlers are encouraged to rest post swim to ensure they are okay, and reassurance is given by members as needed.</b></p> <p><b>Safety cover on the shore to be vigilant for swimmers to offer quick assistance</b></p> <p><b>Smaller group sizes and increased safety cover allow for swifter rescues which reduce the likelihood of psychological harm from a bad swim</b></p>	3	2	6	<p>Welfare secretary to have attended SUSU training to be better equipped help the swimmer in the aftermath.</p> <p>Action plan to be put in place for checking in on the mental wellbeing of the paddler/anyone affected, especially if an injury has occurred.</p>



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Attempting to prevent a capsize.	Shoulder injuries and dislocations.	The paddler.	2	3	6	<p><b>Correct technique and hazards taught during initial pool sessions</b></p> <p><b>All members are to point out to a paddler if they identify a bad high brace so technique can be rectified.</b></p> <p><b>At least two first aiders who knows how to deal with a dislocation present on the trip. Triangular bandages in first aid kits.</b></p> <p><b>Previous history of relevant injuries (I.e. past dislocations) to be established by leaders/committee before kayaking.</b></p>	1	3	3	

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<p>Using Rescue Equipment and throwlines</p>	<p>Rope can cause injury through rope burn when handled inappropriately.</p> <p>Rope can be snagged in water and if attached incorrectly can cause entrapment or death through drowning.</p>	<p>The Swimmer and the Rescuer</p>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>6</b></p>	<p><b>Members must attend the annual safety meeting which will cover how to accept a throwline.</b></p> <p><b>Club throwlines are stored unpacked and re-packed before they are used on the water to ensure there are no snags.</b></p> <p><b>It is ensured that only people who have been trained in the use of a piece of rescue equipment attempt to use it.</b></p> <p><b>When throwlines are used it is also important that the areas around the throwline are clear from other people in order to avoid injury.</b></p> <p><b>Throwlines have very limited use in surf and can lead to increase risks if used improperly and will therefore not be used as a primary rescue technique and only to be used in circumstances in which they are the only viable method of rescue</b></p>	<p><b>1</b></p>	<p><b>2</b></p>	<p><b>2</b></p>	
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<p>Entrapment - Capsizing and not being able to roll up</p> <p>Not being able to get out of boat</p> <p>Getting stuck under water and not getting out</p>	<p>Entrapment resulting in Drowning</p>	<p>The Paddler</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p><b>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.</b></p> <p><b>Briefed on potential hazards such as what can cause entrapment, prior to going onto the water.</b></p> <p><b>Members are taught to bang loudly on the underside of their boats indicating that they need a “hand of God” or T Rescue</b></p> <p><b>Advised on how to rescue safely. Only experienced members trained to provide a rescue are encouraged to do so.</b></p> <p><b>The safety of Self (rescuer) and the group is to be ensured before conducting rescues.</b></p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Welfare secretary to have attended SUSU training to be better equipped help the people affected in the aftermath.</p> <p>SQEPs to be looking for overturned boats and make nearby paddlers aware</p> <p>No boats to be left unattended upside in the surf to avoid confusion</p> <p>2 First aiders will be present on the beach to help deal with any injuries sustained as a result of entrapment</p>
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Carrying Boats	Injury to back and/or body	Person carrying boat and/or people around them	3	2	6	<p>Paddlers are advised to lift boats utilising safe manual handling techniques 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 where appropriate.</p> <p>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</p>	2	2	4	



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Floating Kit	Various injuries caused by being struck by equipment carried by a wave	Rescuers  Other Water Users	4	2	8	<p><b>Rescuers to hold floating kit inshore of them</b></p> <p><b>Keep a firm grip on floating kit when a wave hits</b></p> <p><b>Novices advised not to hold onto floating equipment whilst returning to shore</b></p> <p><b>Shout a warning to people inshore if kit is accidentally released and runs away, if the boat is lost completely then the coast guard must be informed</b></p> <p><b>Helmets and buoyancy aids must be worn which provide a degree of impact protection</b></p>	3	2	6	At least 2 first aiders will be present on the beach to deal with any injuries as a result of a collision

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<p>Collisions with other water users</p>	<p>Injuries as a result of those collisions</p> <p>Damage to equipment</p>	<p>Paddlers</p> <p>People providing safety cover</p> <p>Members of the public</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p><b>Surfing to take place outside of designated swimming zones with minimal water users</b></p> <p><b>Good group control to be exercised by committee and SQEPs to restrict our activities to a small area of the beach so there is plenty of space for the public</b></p> <p><b>Paddlers to be briefed that if collision is unavoidable, it may be safer to overturn and swim</b></p> <p><b>Those out of kayaks are advised to be aware of their surrounds and ensure that they are able to move out of the way of an incoming kayak if necessary</b></p> <p><b>Buoyancy aids and helmets must be worn and provide an element of collision protection</b></p> <p><b>Consideration to be given to the prevailing conditions and whether or it will affect the ability of paddlers to position their boats, when deciding whether to run or call off the session.</b></p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>At least 2 first aiders will be present on the beach to deal with any injuries as a result of a collision</p>
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			<b>k</b>	<b>p</b>	<b>o</b>		<b>k</b>	<b>p</b>	<b>o</b>	
			<b>e</b>	<b>a</b>	<b>r</b>		<b>e</b>	<b>a</b>	<b>r</b>	
			<b>l</b>	<b>c</b>	<b>e</b>		<b>l</b>	<b>c</b>	<b>e</b>	
			<b>i</b>	<b>t</b>			<b>i</b>	<b>t</b>		
			<b>h</b>				<b>h</b>			
			<b>o</b>				<b>o</b>			
			<b>o</b>				<b>o</b>			
			<b>d</b>				<b>d</b>			
						<b>All paddlers will have been taught and reminded of basic control strokes such as stern rudders</b>				
						<b>Paddlers surfing the more powerful waves 'out back' will be familiar with the right of way rules.</b>				



<p>Drifting into an unsafe area (e.g collisions with rocks/reefs)</p>	<p>Various impact injuries</p>	<p>The Paddler  The Rescuer</p>	<p><b>4</b></p>	<p><b>3</b></p>	<p><b>12</b></p>	<p><b>If lifeguards are present at the beach, they are to be consulted about the safe area to paddle in. This area will be chosen by the most experienced SQEPs to avoid such dangers.</b></p> <p><b>Good group control to be exercised by committee and SQEPs to restrict our activities to a small area of the beach to avoid drifting into hazards</b></p> <p><b>Buoyancy aids and helmets must be worn which provide a degree of impact protection.</b></p> <p><b>Rescuers to ensure the safety of the group and self before attempting to conduct a rescue of anyone who has drifted too close to hazards</b></p>	<p><b>2</b></p>	<p><b>3</b></p>	<p><b>6</b></p>	<p>At least 2 first aiders will be present on the beach to deal with any injuries as a result of an impact</p> <p>Welfare secretary to have attended SUSU training to be better equipped help the people affected in the aftermath.</p>
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Riptides	Hypothermia, drowning and being dragged out to sea	The Swimmer	3	5	15	<p><b>During the beach briefing, members will be briefed on what to do if caught in a rip tide, including how to spot one and that they are to swim parallel to the shore and not to fight the rip directly</b></p> <p><b>Where possible paddling will be undertaken at lifeguarded beaches. Lifeguards will be consulted on the safe areas to paddle and surf</b></p> <p><b>Less experienced paddlers will also paddle in the “buddy system”</b></p> <p><b>There will be an SQEP present on the water who will provide safety cover for anyone out of range of the onshore observers.</b></p>	1	4	4	<p>2 shore observers will be present on the beach with phones that can be used to contact coast guard if necessary</p> <p>2 First aiders will be present on the beach and can administer first aid to anyone who has been caught by a rip tide and made it back to shore if needed</p> <p>Buoyancy aids must be worn by paddlers which helps prevent which helps prevent exhaustion from swimming against a rip tide</p>
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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

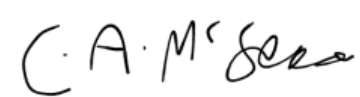
Responsible manager's signature:



Print name: Edward Charleton

Date: 24/09/23

Responsible manager's signature:



Print name: Connor McFarlane

Date: 24/09/23





## Assessment Guidance

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

L I K E L I H O O D	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
		<b>IMPACT</b>				

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

Identify the impact and likelihood using the tables above. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.

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

