

Risk Assessment Record Sheet:**KAYAKING & CANOEING**

Activity/situation: Kayaking / Canoeing / Sit on Kayaks
Qualification of staff: BCU Level 1 Coach + on-site assessed
Qualification of assistant: Competent adult (3* or equivalent)

| General Associated Hazards: | Associated Risks: | Who is at Risk: | Existing Control Measures: | Responsibility: |
|---|---|-------------------------------|--|--|
| Clients health unsuitable for activity | Asthma attacks, heart attacks, epilepsy etc. | All group members | Health check for participants | Group leader, staff and participants |
| Clients ability unsuitable for activity | Injuries or pulled muscles | All group members | Assess groups ability and adjust session accordingly | Group leader, staff and participants |
| Clients Behaviour unsuitable for activity | Injuries | All group members | See Health and Safety Policy - Client Behaviour | Group leader, staff and participants |
| Weather | Extreme cold, lightening, high winds | All group members, Instructor | Sensible clothing to be worn, weather conditions noted and relative action taken, staff aware of all symptoms of hypothermia. | Activity instructor and participants |
| Injury to clients | Various, including, breaks, sprains, cuts, bruises etc. | All group members | See Health and Safety Policy – On-site Emergency Procedures See Instructor File – Session and Procedure Standards in-house training. | Health and Safety Manager, Senior Instructor and Activity Instructor |
| Equipment Failure | Fatality | All group members | Staff to carry out regular equipment checks. | Health and Safety Manager, Senior Instructor and Activity Instructor |
| Incorrect sizing of equipment | Falling | All group members | Assess groups size and equip accordingly. Only clients with correctly sized equipment may participate | Activity instructor and Group leader |

| Specific Associated Hazards: | Associated Risks: | Who is at Risk: | Existing Control Measures: | Responsibility: |
|--|---|--|--|--|
| Lakeside edges/Liner/ Jetty | Slipping, drowning, head injuries or minor injuries | All group members, Instructor spectators | Roped boundary near main area, Posts with ropes around lake to assist egress of swimmers. Life rings around lake, buoyancy aids worn at all times and a 1:8 ration depending on the nature of the group. | Health and Safety Manager, Senior Instructor, Activity Instructor |
| Paddles and boats | Head injuries | All group members, Instructor | Ensure associated dangers are mentioned in safety talk. Monitor throughout session. Group to wear helmets where necessary. | Activity instructor |
| Injury from jumping off the jetty | Injuries, sprains, breaks etc. | All group members | All clients should be made aware of shallow water and associated dangers, appropriate signs warning of shallow water. | Health and Safety Manager, Senior Instructor and Activity Instructor |
| Jewellery | Injury to fingers / ears | All group members | Remove all jewellery | Activity instructor and Group leader |
| Lifting and Carrying | Back / muscle injuries | All group members, Instructor | Demonstrate correct lifting procedure. | Activity Instructor and Group leader |
| Entrapment | Drowning, sprains, dislocations | All group members, Instructor | Explain and demonstrate capsize procedure, appropriate footwear to be worn by all group and instructors. | Activity instructor |
| Boat landing on client in event of a capsize | Impact injuries | All group members, Instructor | Explain and demonstrate capsize procedure, helmets to be worn where necessary. | Activity Instructor and Group leader |
| Poor quality water | Risk to health | All group members, Instructor | Visual check of water, regular water quality checks. | Centre Manager |
| Unsupervised canoes | Unsupervised use leading to injuries or drowning | Other site users | Boats should not be left unsecured. | Senior Instructor and Activity Instructor |

Date of Risk Assessment: 06/01/15**Name:** John Wareing