

Insert risk matrix – 1-5 1 being lowest risk etc.

<b>Date:</b> 01/05/2017 Reviewed: 03/04/2018 Updated: 10/06/18		<b>Carried out by:</b> Kal Webb & Nathaniel Hind (UKCC Level 2) Reviewed by: Nathaniel Hind (UKCC Level 2)		<b>Next Assessment Due:</b> 03/04/2019	
<b>General Safety Procedures</b>		The instructor will hold the appropriate BCU Coaching/UKCC accreditation. Safety procedures and risk disclosure will be included in all client briefings. Instructor / client ratio should not exceed the ratios recommended by British Canoeing (Flat water under 18s 1:8, over 18's 1:10, Bell Boating 1:10, moving water up to 1 to 6, appropriate to group, weather and instructor qualifications). All clients and instructors will wear appropriate equipment for the prevailing conditions including: a properly fitted buoyancy aid or lifejacket, checked by the instructor; suitable waterproof clothing and lighting. Instructors will be readily equipped with suitable safety and rescue equipment for the working area and group numbers. Instructors will have contingency plans/working locations for all activities			
<b>Hazards</b>	<b>Persons Affected</b>	<b>Procedures/ Controls</b>	<b>Level of Risk</b>	<b>Action</b>	<b>Staff Responsible</b>
Drowning	All	All paddlers must wear appropriate buoyancy aids for their size/weight and relevant safety/fitting checks carried out by the instructor prior to accessing the water. Clients will be briefed on the correct procedure for capsizes. The instructor is responsible for determining the swimming ability of participants. Non swimmers may take part at the discretion of the senior worker with agreement from the instructor. All senior instructors are to have a valid, suitable first aid qualification (minimum 16 hours) and have adequate training in entrapped/unconscious casualty rescues.	1 x 5 = 5 Low Risk	No action, annual review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings	Instructors and senior staff
Entrapment	All	All clients will be briefed on the correct procedure for performing a capsize drill. Nervous clients and non-swimmers should be offered open cockpit craft when available – also maintain due regard for possible entrapment/trip risks associated with ropes/painters/shoelaces/hoods/drawstrings etc.	2 x 3 = 6 Reasonable Risk	Ongoing review, near miss and accident book to review procedures	Instructors and senior staff
Immersion to cold water	All	Appropriate clothing will be worn for the prevailing conditions. If paddling away from home water, appropriate spare clothing will be taken. Activities that have a high risk of immersion will not take place unless the clients have appropriate equipment.	3 x 2 = 6 Reasonable Risk	No action, annual review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings	Instructors and senior staff
Hypothermia	All	Appropriate clothing will be worn for the conditions and lesson content; instructors will be aware of clients' comfort, signs of hypothermia and carry spare kit/safety provisions as necessary.	1 x 5 = 5 Low Risk	No action, annual review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings. Individual session risk assessments conducted by Senior	Instructors and senior staff

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				Instructor considering group specifics	
Lifting and Carrying	All	Clients will be briefed on correct lifting and carrying procedures. Instructors to supervise activities to ensure that correct procedures are followed	2 x 3 = 6 Reasonable Risk	Ongoing review, near miss and accident book to review procedures	Instructors and senior staff
Water Quality	All	Instructors will brief clients on water quality and hygiene procedures. Any obvious water contaminants will be avoided and sessions cancelled at the instructors' discretion.	1 x 5 = 5 Low Risk	No action, annual review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings	Instructors and senior staff
Loss of Visibility (night paddling, low fog etc.)	All	Sufficient individual lighting will be provided, so as to be visible by other water users. Judgments on best route, areas to perform skill based instruction etc. will be made by the lead instructor.	1 x 2 = 2	No action, 6 month review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings.	Instructors and senior staff
Other Users	All	Groups will be briefed on other water users (e.g. fishermen, boats and other craft, etc.) associated potential hazards/risks and the actions required to avoid/mitigate such risks when encountered; etiquette; consideration for such users and causing minimum disruption to them.	1 x 5 = 5 Low Risk	No action, 6 month review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings	Instructors and senior staff
Slips, trips and falls	All	In building, on bankside, craft transportation; entry/exit from craft and water. Groups will be briefed on the potential risks, safe manual handling/lifting practices and due caution in wet/slippery conditions/prevaling conditions. No running on bankside or inside building/changing areas.	2 x 3 = 6 Reasonable Risk	Ongoing review, near miss and accident book to review procedures	Instructors and senior staff
Injury	All	Crushing; limbs; head injury; injuries associated with lifting and carrying, contact with other boats, bankside, locks and other such potential hazards. All instructors will hold relevant/current First Aid certification; Instructors must carry an appropriate First Kit on all sessions. Groups will be managed with due regard to potential risks and relevant instruction/advice provided to minimise potential injury.	2 x 3 = 6 Reasonable Risk	Ongoing review, near miss and accident book to review procedures. First Aid training relevant and current for all instructors	Instructors and senior staff
Heat stroke/ exhaustion/dehydration	All	Instructors will maintain due consideration of prevailing weather conditions; participants to wear suitable attire; instructors to carry bottled water; activities will be suitable to group ability level/prevaling conditions.	1 x 5 = 5 Low Risk	No action, 6 month review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings. Individual	Instructors and senior staff

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		<p>Clients should be advised to wear suncream if the conditions warrant this.</p> <p>On hot days/ long journeys; consumption of water should be encouraged for all members of the group.</p>		<p>session risk assessments conducted by Senior Instructor considering group specifics.</p>	
<p>Specifics relating to ingress/exit to/from water and use of seal slide)</p>	All	<p>Group management when getting on/off water – instructors to advise all paddlers to remain in specified area until all participants have accessed safely and been given direct instruction to move off. Seal slide must only be used by clients with appropriate skill level under direct instructor supervision at all times. Instructor to assess potential risks relating to group size/ages/abilities prior to each session. Only suitable areas of the bankside are to be used for ingress and egress; avoiding moored boats of poor quality banking.</p>	<p>1 x 5 = 5 Low Risk</p>	<p>No action, annual review, ongoing British Canoeing/governing body best practice reviews in team and instructor meetings. Individual session risk assessments conducted by Senior Instructor considering group specifics.</p>	Instructors and senior staff
<p>Specifics relating to local vicinity/Pirate Castle setting (added June 2018)</p>	All	<p>Group management and safety considerations in relation to conducting activities on the canal between the Pirate Castle’s jetty and the public play area immediately opposite at Gilbey’s Wharf. Due to the elevated position of the play area, all instructors and support staff must always be vigilant and aware of the potential (low) risk of play area users throwing objects/missiles towards the towpath and/or canal, which could potentially cause injury to instructors and/or group participants. Instructors are required to assess potential risks when conducting any activities in this area and always move the entire group away from the area to such a distance/location that activities may be conducted safely and without risk of harm from overhead.</p>	<p>1 x 5 = 5 Low Risk</p>	<p>Ongoing review, near miss and accident book to review procedures. First Aid training relevant and current for all instructors</p>	Instructors and senior staff