



Ribble Canoe Club Generic Risk Assessment

March 2015

This document is a publication of a generic risk assessment conducted by the Ribble Canoe Club Committee and Coaches with regard to the general activities of the Ribble Canoe Club. The purpose of this risk assessment is to define possible hazards to the club's members and general public, and to ensure that the measures/controls that the Ribble Canoe Club have in place are sufficient to minimise the chance of the risk actually happening. It is acknowledged that canoeing and kayaking is a risk sport and as such it is impossible to completely eliminate all hazards/risks.

This risk assessment must be periodically reviewed and updated, especially if new facilities, activities or venues are introduced.

Ribble Canoe Club must show:

- i. That a proper check was done (via discussion/correspondence with coaches, committee members or any other concerning body).
- ii. Identification of parties who might be affected (normally our club members).
- iii. That potential hazards have been taken into consideration.
- iv. Precautions in place are reasonable and the remaining risk is *low*.

Ribble Canoe Club must take action if:

- i. A hazard is identified that does not have an appropriate control in place for it. The risk is the damage that that hazard could possibly produce and the controls need to be applied to the risk to fetch that risk of harm down to a level deemed acceptable by RCC officials.

NB. An activity will not take place if the risk of harm remains too high despite having the relevant controls in place.

This risk assessment is for Ribble Canoe Club coached and supervised activities. The assessments and awarding of the classifications i.e. probability, severity and final evaluations are set by Ribble C.C. Safety Officials.



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The following pages list all common Hazards, Risks and Controls identified as part of this risk assessment. The risk assessment has been grouped into Hazard/Risk groups for ease of use. (A written risk assessment does not remove the need for continuous dynamic risk assessment through all activities).

Each identified risk/hazard is broken into two groups; *severity* and *probability* with each awarded a score rating. The *severity* score identifies how serious the hazard/risk is if it were to occur. The *probability* score identifies how often that risk/hazard is likely to occur. These scores are then multiplied together to derive the initial risk evaluation *rating*. The controls are put in place to reduce the initial risks evaluated which results in a Final Evaluation assessment rating of **GREEN** for 'acceptable' or **RED** for 'Activity MUST Cease Immediately'.

The scoring system for each item is as follows:

Severity

The severity score is a number between 1 and 4 and defines the severity of risk/hazard when it happens. The severity scoring system is as follows:

- 1 = Trivial
- 2 = First aid injury (e.g. Small cuts and bruises).
- 3 = Medical Treatment Required (e.g. Casualty, Hospital)
- 4 = Serious (e.g. Immediate Ambulance or Medical Evacuation Required)

Probability

The probability score is a number between 1 and 4 that defines the likely probability of the risk/hazard actually happening. The probability scoring system is as follows:

- 1 = Rare / Unlikely
- 2 = Occasional / Likely
- 3 = Common / Very likely
- 4 = Routine / Certain



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Initial Evaluation Rating

The initial *evaluation rating* is evaluated by multiplying the score in severity (a) with the score in probability (b). This results in the final risk rating defined as:

1	Trivial
2 - 3	Tolerable
4	Moderate
6 - 8	Serious
9 - 12	Substantial
13 -16	Intolerable

Ribble Canoe Club shall take immediate action if the initial *evaluation rating* score is greater than 6 (**AMBER**). If the final evaluation rating falls in the intolerable group (**RED**), it is essential that the activity in question is ceased immediately until sufficient controls are in place to manage the risk effectively. In the likelihood that a control cannot manage that risk, then the activity shall be permanently ceased.

Any new additional controls must be circulated to all Committee Members, Club Coaches and Club Members through the Ribble Canoe Club communication systems. This includes club session policy, Committee, Coaching Forum and websites.



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Last Review Date: March 2015

Assessors: RCC Committee

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
1.	Deep water (as encountered paddling in; canals, lakes, rivers, seas)	1.Drowning	4	4	16	<p>1a. Buoyancy aids should be worn. Buoyancy aids appropriately sized and fitted.</p> <p>1b. Suitable sized canoes and kayaks.</p> <p>1c. Capsize drill with all novices has been demonstrated in controlled conditions to RCC standards.</p> <p>1d. Coaches / Leaders appropriately qualified, experienced. All L2 qualified coaches and above hold first aid certificate..</p> <p>1e. Coaches/Leaders advised to keep groups away from bank and canal side edges.</p> <p>1f. Buoyancy aids available to non-swimmers on canal bank (by request).</p>	Controls have made activity safe to within acceptable levels
2.	Non-Swimmers	1. Drowning	4	4	16	<p>1a. Very close and adequate supervision by Coach / Leader and buoyancy aid to be worn at all times.</p> <p>1b. Members advised to keep away from bank and canal side edges.</p> <p>1c. Buoyancy aids available to non-swimmers on canal bank (by request)</p>	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
3.	Shallow water	1. Entrapment 2. Head contact	4 4	3 3	12 12	2a. Coaches/ Leaders knowledge of site 2b. Consider moving to deeper water 2c. Helmets worn 2d. Coach/Leaders supervision at site	Controls have made activity safe to within acceptable levels
4.	Contaminated water	1. Leptospirosis 2. Blue Green Algae 3. Other water-borne infections	4 4 3	2 1 1	8 4 3	1/2a. All members advised to cover cuts and abrasions before session 1/2b. Junior members directed by Coach/Leader to cover cuts and abrasions before session. 1c. Any flu like symptoms to be reported immediately to GP 1d. GP to be made aware of the possibility of Weil's disease 1e/2c. Advise all participants to wash their hands immediately afterwards. 1f/2d. Advice given to shower as soon as possible and to follow good personal hygiene before eating. 2a. Communicate with British Waterways / Environmental Agency making them aware of the contaminant.	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
5.	Hypothermia from cold immersion and/or exposure	1. Death 2. Collapse 3. Confusion	4	4	16	1/2/3a. All members, Coaches and Leaders shall wear suitable clothing at all times when completing paddling activities. 1/2/3a. All paddlers clothing should be checked for suitability by Coach / Leader prior to paddling. 1/1/3a. Coaches / Leaders appropriately qualified, experienced and All L2 qualified coaches and above hold first aid certificate.	Controls have made activity safe to within acceptable levels
6.	Hyperthermia from very hot weather	1. Death 2. Collapse 3. Confusion 4. Illness	4	4	16	1/2/3/4a. In very hot weather Coaches and Leaders should check that sun protection is being used; hats are worn; and that there is plenty of drinking water/rehydrating fluid available for all paddlers. 1/2/3/4a. All members, Coaches and Leaders shall wear suitable clothing at all times when completing paddling activities. 1/2/3/4a. All paddlers clothing should be checked for suitability by Coach / Leader prior to paddling. 1/1/3/4a. Coaches / Leaders appropriately qualified, experienced All L2 qualified coaches and above hold first aid certificate	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
7.	Boat Racks / Container at R.C.C.	1. Lifting injury as a result of lifting boats. 2. Falling objects (boats). 3. Nettle stings. 4. Cuts from sharp edges on rack.	2 2 2 3	2 1 2 2	4 2 4 6	1/2a. BCU manual handling briefings, recommendations and training to be followed and completed at all times. Members to complete a basic warm-up before any manual lifting of boats. Supervision by coaches where appropriate. Pairing up to reduce the risk of injury with leader knowledge of different types of canoe and kayak moving (See attached photos in appendix). 3a. People to be warned of nettles and any allergies or EpiPen holders to be ascertained prior to paddling. 4a. Annual inspection and repair of racks sharp edges to be covered/padded (Organised by Quartermaster in conjunction with Committee).	Controls have made activity safe to within acceptable levels
8.	R.C.C. walkway, steps from H&D Container – uneven and slippery surfaces.	1. Falling off edge of steps resulting in injury. 2. Slipping/falling whilst carrying boats. 3. Manual handling injuries (result of carrying equipment).	3 3 2	2 2 2	6 6 4	1 / 2a. Wear correct foot wear, Buoyancy Aids and Helmets. 3a. Adhere to correct manual handling techniques (pair up whenever possible to carry equipment - see attached photos in appendix).	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
9.	Paddling on the Lancaster Canal	1. Capsize resulting in head injuries. 2. Contact with other paddlers. 3. Fishing lines (entanglement and cuts from hooks). 4. Collision with other canal users. 5. Cuts from glass/litter on riverbanks. 6. Leptospirosis/Weils Disease (see contaminated water hazard). 7. Attack by swans	4 2 2 4 4 4 2	1 2 2 1 2 2 2	4 4 4 4 8 8 4	1/2a. Helmets to be worn. 1/2a. Adequate capsizes drill tuition. 1/2/3/4a. Supervision from L1/L2 Club Coach or higher or leader acceptable to R.C.C. 3b. Care and to be taken when approaching fishermen. 4b. Adhere to canal regulations (move to your right and give way to oncoming canal boats) unless it is more appropriate and common sense to move to another and/or more safer area. 5a. Report/protect any litter/glass that may injure any canal/walkway users. 6a. See contaminated water hazard above. 7a. Never approach any swans or their young in their natural environment; ensure a wide berth when paddling past the swans/nest.	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
10.	Treales Road (between Hand & Dagger and Canal)	1. Being run over by a road vehicle. 2. Manual handling injuries (result of carrying equipment). 3. Slipping on mud and falling. 4. Cuts from glass in mud or other litter. 5. Tripping and falling.	4	3	12	1a. Use the pathway/steps down to the canal behind the Hand & Dagger boat container whenever possible. 1b. Follow the Highway Code when crossing any roads (if possible use another paddler to observe traffic whilst others carry boats across to canal or river) 2/3a. Load sharing to allow better observation of oncoming traffic. 4a. Report/protect any litter/glass that may injure any road/pedestrian users. 5a. Adequate foot protection must be worn at all times.	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
11.	River/Sea Paddling (General - applicable to all activities on Rivers/Sea). Possible additional hazard examples on rivers and sea are; strainers, weirs, holes, overfalls, tide races etc.	1. Collision and entrapment with moored boats. 2. Collision with other paddlers/water users. 3. Unsuitable weather conditions. 4. Pollution in river that is ingested causing illness. 5. Entanglement and entrapment. 6. Drowning. 7. Leptospirosis / Weil's Disease. 8. Falling whilst raft running.	4 4 4 4 3 4 4 2	2 2 3 2 2 4 2 2	8 8 12 8 6 16 8 4	1/2/3/5a. Club Coaching, training, experience and briefings. Publishing Tide Tables. 1/2b. BCU 1, 2 and 3 star training and awards. 3a. Leader assessment of conditions on day. Group supervision. 3b/4/5a. Dynamic on-site risk assessment to also be completed by leaders prior to paddling. Club coaches/Leaders to carry first aid kits, shelter and emergency details of all paddlers on trip. 4a. For ingestion of polluted water see contaminated water hazard above. 5a. White-water/Sea Safety and Rescue training to be completed by leaders. 6a. For drowning see deep water hazard above. 7a. For Leptospirosis see contaminated water hazard above. 8a. For falls, bruising and paddling injuries all coaches should carry first aid kits and also be first aid trained and up to date in their use.	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
12.	Fulwood Swimming Pool (Generic club – also see Fulwood Leisure Centre Risk Assessments)	1. Slipping on poolside resulting in fall and injury. 2. Manual Handling of kayaking equipment. 3. Being hit by a paddle or boat.	3 2 2	2 2 2	6 4 4	1a. Adhere to pool rules/pool risk assessments and follow the instruction of the pool Lifeguard and/or Ribble C.C. pool supervisor. 1b/2a. Adequate BCU coach supervision. Lifeguard pool cover. 3a. Limit boat numbers/paddlers in pool. 3b. First aid kit located poolside and first aid trained Life Guard and Pool Supervisor.	Controls have made activity safe to within acceptable levels
13.	R.C.C. Car Parks (H&D and Fulwood Pool – General).	1. Being run over or hit by a car. 2. Lifting injuries resulting from lifting kayaks to car roof racks. 3. Falling or tripping on steps from car park to the pool. 4. Cuts from broken glass and rubbish in car park.	4 2 3 4	3 2 2 2	12 4 6 8	1a. Follow the Highway Code when crossing any roads (if possible use another paddler to observe traffic whilst others carry boats across car parks) 2/3a. Load sharing to allow better observation of oncoming traffic. 2b. BCU manual handling guidelines. 4a. Report/remove/protect any litter/glass that may injure any carpark/pedestrian users.	Controls have made activity safe to within acceptable levels
14.	Children and vulnerable adults.	1. Children and vulnerable adult abuse	4	2	8	1a. BCU Child Protection policy and Coaches Code of Conduct followed. 1b. Sympathetic and confidence building coaching techniques to be utilised where/when necessary. 1c. CRB checks or Self-declaration forms completed by coaches. Involvement of teachers/group leaders/parents in activity.	Controls have made activity safe to within acceptable levels

Ref No	Hazard	Risk	Severity (a)	Probability (b)	Initial Risk Evaluation (axb)	Control(s)	Final Evaluation (after controls are in place)
15.	Pre-existing medical conditions	1. Asthma 2. Epilepsy 3. Diabetes 4. Heart condition	4 4 4 4	3 3 3 3	12 12 12 12	1-4a. Medical info forms completed and shown to the coach. 1-4b. Inhaler /Medication available on person and coach aware of location and use. 1-4c. All L2 qualified coaches and above hold first aid certificate. 1-4d. All members with pre-existing medical conditions should check with their own Doctors that they are healthy/fit enough to meet the demands of Paddlesport prior to commencement of activities.	Controls have made activity safe to within acceptable levels

Artificial Whitewater Courses Used by Ribble C.C.

The artificial sites used have site specific risks listed in their own risk assessments; all coaches should read these assessments prior to commencing paddling on site.

March 2015 Assessment Completed by: RCC Committee



Chairman

Date: 24 March 2015

Date to be Reviewed: March 2016

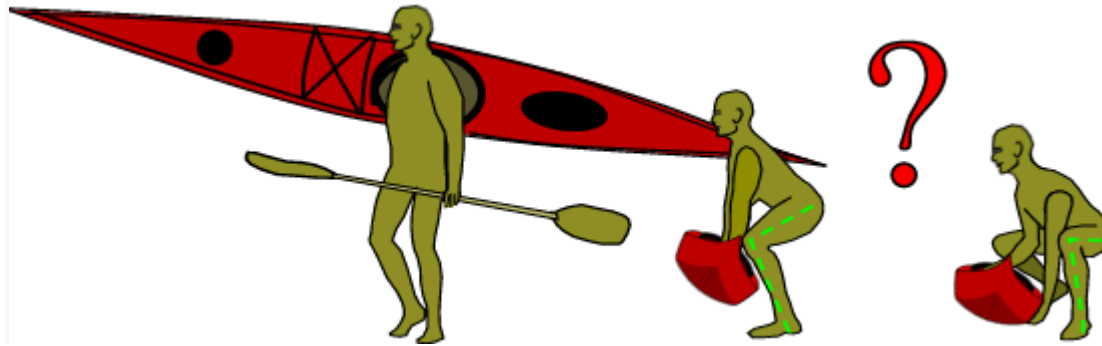
Appendix: Correct Manual Handling techniques promoted by Ribble Canoe Club



Ribble C.C. promotes working in teams to share the load and reduce the risk of injury.



Ribble C.C. promotes the use of safe and approved mechanical methods of transporting craft.



As a last resort, if you have to transport a craft alone, think for a second and then please ensure that approved and correct safe manual handling techniques are utilized.



Please also take care when loading and ensure that all kayaks, canoes etc are safely secured to vehicles prior to transport. It is a criminal offence and can be extremely dangerous to other if you neglect this area.