Exmoor Canoe Club – Since 2004.

Generic Risk Assessment – Sheltered Water - Adults Trip

Checked and amended by Dan Barnett 23/02/2024

Hazard	Those at Risk	Risk Control	Further Action
General	All participants	Activity to be organised and supervised by a suitably qualified coach/leader. Either with BCU qualification or signed off by club internal verification procedure	
Slips and trips	All participants	Participants to be made aware of site conditions with reference specifically to slipways, banks, moorings, bracken, brambles, roots, equipment. Appropriate footwear to be worn at all times (no flip flop type shoes) Participants instructed to keep paddles and other equipment in boats when not in use.	Coaches/Leaders to enforce need for good behaviour in managing risk.
Cuts and grazes	All participants	Coaches/Leaders to brief groups about likely causes, for example brambles, and their avoidance. Appropriate equipment to be worn.	See also slips and trips.
Manual handling injury	All participants	Participants to be taught nature of risk. Appropriate warm-up exercises before any lifting. Coaches/Leaders to demonstrate correct techniques for removal of boats from trailers lifting from the ground.	Refer to BC guidance.
Trailer or Storage Rack related injury	All participants	Participants to be made aware of risks specific to trailer – tipping, tripping, crush injury, head or other injury from falling boats, brake release. Coaches/Leaders to clearly instruct and demonstrate system for unloading/loading and assign roles to individuals where appropriate. Helmets to be worn at Coaches/Leaders discretion. Juniors should always be supervised when moving boats and equipment.	Coaches/Leaders to be aware of physical issues such as dyspraxia in group.
Entrapment in boat	All participants	Kayaks: Boats to be outfitted before paddling, especially footrest adjustment. Participants to be briefed to ensure feet are not behind footrests and laces are inside shoes, or wet shoes preferred.. Capsize practice to be encouraged after demonstration. Spray decks not to be used until calm wet exit observed. Open Canoes: Paddlers to be briefed about capsize and seating arrangements; no legs under thwarts or yokes. Rafts: Instructor to assess risk before launch. Continuous observation from safety boat and / or shore throughout.	
Submersion	All participants	All participants to wear approved buoyancy aid and to be instructed in correct fitting and checking.	
Cold water shock	All participants	Introductory sessions to be conducted on inland water in summer months. Staff to encourage immersion through capsize drills and games during these sessions, and to	

		carefully observe individual reactions. Progression to colder water (rivers) dependent upon individual habituation. Participants to wear appropriate wet suits and cags if needed.	
Unconsciousness	All participants	First Aid qualified staff to accompany every group. If appropriate, participants to be made aware of the need for an unconscious casualty to be turned face up in the water immediately.	
Head injuries	All participants	Participants to wear approved helmet appropriate to the activity. Coaches/Leaders to be clear about risks of games and capsize drills on flat water if helmets are not being worn.	
Hypothermia, hyperthermia, sunburn	All participants	All participants to be adequately clothed and equipped for the activity and conditions. All participants to be trained to recognise the signs, symptoms and causes of the onset of hypothermia, hyperthermia and sunburn as appropriate. First Aid qualified Coaches/Leaders to accompany (or be present) every group. Journeying groups to carry appropriate preventative equipment – spare clothing, emergency shelters, hot drink kit / extra water, suncream. and means of emergency communication.	Coaches/Leaders to brief groups at their discretion – ie not novices on a taster session.
Other water users	All participants	Participants to be briefed about other water users, their activities and action upon encountering them. For other water craft, right of way should be established. For fishermen, safe distance should be established.	Coaches/Leaders should not hesitate to move a group from a busy area.
Water borne infection	All participants	Coaches/Leaders to assess water quality bearing in mind venue, season and level of flow if river or estuary. Participants to be briefed to not drink the water, and to wash hands if possible before eating. Cuts and grazes to be covered with waterproof plaster. Staff to be aware of leptospirosis and its symptoms.	
Adverse weather	All participants	Coaches/Leaders to obtain weather forecast where appropriate. Participants to have appropriate equipment and clothing to meet the worst possible weather scenario.	Coaches/Leaders to plan sessions flexibly.
Existing medical conditions	Those concerned	Main leader to ask all participants to make them aware of any relevant medical conditions before they get on the water. If there is a serious medical condition a doctor's letter agreeing to participation should also be sought. If anaphylactic reactions are to be expected adrenalin pens should be carried by the participant. Coaches/Leaders and Coaches/Leaders trained in using the device.	