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| **Risk assessor:** | **RL** | **Date: 27/12/2018** |
| **HSE Officer:** | **SL** | **Date: 08/01/2019** |

**General Hazard Analysis and Control Measures**

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| **Hazard** | **Risk** | **Control Measures** |
| Impact of individual with vehicle | Low | Members ensure that vehicles are parked safely, preferably in lay-bys, parking bays or car parks. Extra caution is observed when transporting boats across roads (for example, Broad Haven, Dale and Gelliswick). Children are supervised by nominated adults at venues where this risk is heightened. |
| Loading and unloading boats causing musculo-skeletal injuries | Low | Training in manual handling to be a part of all beginners’ sessions and repeated occasionally for other club members.  Ensure muscles are warmed and loosened prior to lifting. Get out of vehicle and have a wander around / warm up before unloading.  Use of correct lifting techniques.  Minimise lifting and carrying by; sharing, use of slings, trolleys, minimising carry distance, load / unload boats near to the water’s edge.  Particular caution is taken with junior and older members. A club member able to offer advice on lifting and carrying techniques will be present at every club event. |
| Physical exertion/Fitness to paddle/musculo-skeletal injury | Medium | All participants abide by the instructions and decisions of the activity leader.  All waterborne activities commence with a group safety briefing covering hazards, group control, signals, emergency action, any participant illness and roles.  Welfare Officer is available to discuss any individual concerns or needs of club members in confidence.  Leader endeavours to determine that participants are fit to undertake event. Participants exhibiting signs of exhaustion, illness, or the influence of drugs or alcohol are excluded from participation. No Club activity will involve the consumption of alcohol before or during paddling. No member will deliberately endanger themselves or others on the water.  Paddlers are trained in appropriate paddling techniques to avoid injury and minimise fatigue.  Training in on-water rescue methods avoiding excessive strain when handling waterlogged boats and paddlers in the water forms a key part of club training.  Event leaders take account of competency of group prior to launch.  Appropriate safety equipment is available and employed for any member needing support on the water. For sea trips this might include: Tow line, first aid kit, map, compass, emergency shelter etc. For river this might include: Throw line, knife, first aid kit, towing sling, emergency shelter etc. |
| Emergency | Low | No club water based activity shall take place with less than three participants.  Pre-launch risk assessment includes consideration of well-being of group members.  All members carry a whistle for raising alarm on the water.  At least one member of the group is trained to carry out first aid response and resuscitation techniques.    Passage planning will include contingency for escape or refuge.  Each group will carry a means of electronic communication plus additional means of communication appropriate to the trip. For sea trips additional equipment might include: flares, mobile phone, VHF radio, ePIRB etc. |
| Accidental Capsize | Medium | Members wear a correctly sized and fitted buoyancy aid on the water.  All members are trained in rescue methods for capsized boats.    Rolling a kayak is practised in training sessions. |
| Entrapment following capsize | Low | Members are trained in correct means of exit following capsize and subsequent rescue techniques.  Members will wear appropriate clothing and footwear to ensure safe, unrestricted exit.  Paddlers encouraged to remain in a tight group on the water. |
| Drowning | Low | All paddlers to wear a correctly sized and fitted buoyancy aid.  Participants should be confident in water and able to swim at least 50 metres in light clothing.  Leaders must be trained in rescue methods for capsized boats  Paddlers to be instructed in capsize procedures.  Participants to be advised to stay a safe distance from river banks, trees and other obstacles.  Appropriate safety and rescue methods for type of craft and water being paddled will be included in club training schemes.  Leaders must be fully conversant with appropriate safety and rescue methods for type of craft and water being paddled  Leaders to have first aid training including resuscitation techniques. |
| Shoulder Injury | Low | Train paddlers during pool sessions how to perform high strokes safely to avoid shoulder dislocation. |
| Close proximity to rocks or other hazards | High | Head protection is worn by all beginners and youth members. Other members to wear head protection when there is a significant risk of impact with rocks etc. All group participants to wear head protection when requested by their group leader or refrain from the specific risky activity.  Leader or experienced member to carry out dynamic risk assessment of sea conditions, submerged hazards and potential for harm from immediate environment. Experienced members supervise less experienced paddlers at all times.  Consider placing an experienced member at the rear of the group. |
| Hyperthermia/Hypothermia/Excess sun exposure | Low | Leaders ensure all paddlers are appropriately clothed for the activity  Leader is trained to recognise symptoms of stress due to adverse temperature or exposure. Appropriate equipment is carried on the water to provide initial response.  Leader ensures that particular care taken of capsized paddler, post rescue. |
| Allergic reaction, seizure, coma or other life threatening onset of illness | Low | Leaders to check if any paddlers have serious illnesses such as diabetes, epilepsy, allergy or asthma before paddling.  Leader to ensure appropriate medicines (e.g. inhaler, epi' pen, etc) are easily available or not allow such paddlers afloat.  Leaders trained in first aid. |
| Weather conditions | High | Leader obtains a reliable local weather forecast and decides whether or not to proceed, taking account of competency of group.  Dynamic risk assessment of prevailing environmental conditions conducted by leader prior to launch.  Passage plan includes suitable emergency escape routes and refuges. |
| Waterborne disease and Pollution | Low | Pre-launch risk assessment considers potential for contact with bacterial, chemical or algal contaminants.  Members are reminded of the need to cover cuts and abrasions when paddling on inland waters |
| Collision with other water users | Low | Pre-launch risk assessment considers potential hazards.  In surf conditions, the leader will segregate members according to experience and enforce surf etiquette to ensure separation from surfers and other users.  On white water, appropriate scouting technique is used to ensure no blind/out of control running of features.  A safe separation distance is maintained from other waterborne leisure craft as well as commercial shipping, particularly in low visibility or poor light conditions. |
| Foot Injury | Medium | Good foot wear appropriate for the location should be worn. Particular care should be taken near habitation where glass and sharp metal could be present.  Paddlers should be aware of weaver fish at low tide. |
| Conflict | Medium | Passage planning includes advice on access on inland waters  Pre-launch risk assessment raises awareness to potential hazards of fencing blocking/crossing rivers  Members are reminded to be considerate to anglers and other users of the waterway and to behave in a non-confrontational manner on the water at all times. |

**Specific Generic Risks Associated with White Water Paddling: (References below to kayak may refer to canoe also).**

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| Swimmer rescue | High | Paddlers taught how to safely self-rescue.  Leaders should be trained in appropriate rescue techniques and paddlers taught how to assist.  Each leader should carry a throwline. Each experienced paddler should normally try to carry a throwline. |
| Entrapment in Trees | Medium/ High | River leaders to dynamically access the risk of tree hazards. These include overhanging bank trees, undercut trees and associate roots, trees fallen into the river, trees washed downstream and blocking river passage by both visible and submerged trees. Particular care should be taken after recent high water events when hazards could have moved.  No club trip will be run when a river is in spate due to the high risk from trees.  Paddlers advised to negotiate around any tree hazard and be taught the correct action to avoid entanglement. River leader trained in appropriate rescue techniques. |
| Entrapment in Throw line | Low | A knife should normally be carried when a throwline is taken.  Throw lines should be “clean”. I.e. free from knots. |
| Entrapment on Rock | Low | Where a risk use kayaks with key hole cockpit.  Paddlers taught to lean downstream when they might hit a rock.  Dynamic risk assessment of river to identify potential problems.  Leaders trained and equipped for kayaker rescue in this situation. |
| Weir and Manmade constructions | Medium | All weirs should be visually checked each season and dynamically assessed before running them. The risk of exposed reinforcing steel work and the danger of any associated stopper should be considered.  All Manmade structures should be treated with caution because of steel reinforcement and sharp edges. |
| Sharp Rocks | Low | Areas near quarries, human construction and landslides frequently have sharp rocks and other debris in the river. |
| Sumps and Undercuts | High | Great care should be taken anywhere significant quantities of water flow under rocks or undercuts |
| Fishing Equipment | Low | Watch for fishing equipment especially hooks dangling from trees. |
| Invasive Species | High | Paddles to ensure river equipment is washed when moving between different paddling locations to prevent spread of Japanese Knot Weed and other invasive species. |

Exceptions:

The club authorises the following exceptions:

1. Buoyancy aids are not required in the pool for normal training activities. They may also be removed for rolling practice at Sheltered Water situations where the kayaker could stand in the water. In both situations they will either be supervised on a one to one basis or a dedicated life guard appointed for the area.
2. Provisions in this general assessment e.g. swim 50m, can be wavered subject to a specific risk assessment for the event approved by the Chair, Health and Safety officer or Training officer.

Risk assessment review record

This risk assessment must be reviewed every three years, if there is a significant change to the hazards identified or if there is an incident that requires its review and amendment.

Reviews should be recorded below:

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| **Date** | **Revision** | **Reviewer (Print and Sign)** | **Comments (reason for review / amendments)** | **New risk assessment issued (Y/N)?** |
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Reviewed on 3/1/19 by SC, RL and checked by SL and readopted by the HWKC Committee January 2019. Next review due January 2020