|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specific Site:**  | **Solva Harbour** | **Risk assessor:**  | **RL** | **Date: 14/01/2015** |
| **Activity:**  | **General Kayak and Canoe Training** | **Review:**  | **SC** | **Date: 27/11/2018** |

***Coach in this document refers to a Coach or a Leader. This document only addresses issues specific to the site and must be read in conjunction with the club generic risk assessment. In addition, a coach should carry out their own dynamic assessment of the conditions, the group, the activity etc, before and during the session. The coach must not lead activities in situations they are not prepared for. The Club will always support the decision of a coach to cancel, abort, or change the activity for safety reasons.***

***Description of Venue:*** *(Access point, limits of the operating area):*

Solva Harbour from the upstream limit of the harbour to the harbour mouth. The seaward limit of the area covered is a line drawn across the headlands at the mouth of the harbour through the rocks at the harbour entrance. This risk assessment does not cover canoe polo at this site.

***Class of Water:*** *(Hazard Level: Very Sheltered, Sheltered, Moderate, Advanced AND Type: Inland, Sea, Surf, White Water, see document“BCU Terms of Reference for Coaches and Leaders” British Canoeing website for more detail)*

Very Sheltered Water: Within 50m of the boat ramp at the carpark inside the boat moorings with local wind less than force 3 and not from a Northerly direction. This only occurs near high tide.

Sheltered Tidal Water: Wind of force three or less within the port and negligible swell. Off shore winds in excess of force two. This is likely to occur with northerly winds, particularly to the seaward side of the sailing club quayside.

*(Level 1 Coach or Canoe Wales certificate of competence can run trips of* ***Very Sheltered Water*** *with site specific training)*

*(Level 1 Coach with 3 star for water type or Canoe Wales certificate of competence for water type can run trips on* ***Sheltered Water*** *with site specific training)*

***Nearest Emergency Telephone / Help:***

There is no mobile phone reception in lower Solva. Land line phones may be available in the pub, café or other shops in the vicinity of the harbour car park.

***Summary of Site Specific Issues a Coach should include in their briefing:***

1. Exposed edges and drops around the car park.
2. Vehicles moving about the car park.
3. Stay within 10m of coach (unless activity needs 20m) and in line of site.
4. Footwear.
5. Walking over seaweed and other slippery surfaces when the water depth becomes shallow.
6. Youths must wear helmets. Adults should wear helmets when playing games or asked by the coach / leader.
7. What to do in event of a Capsize.
8. Stay away from moored boats.
9. Be aware of moving boats and stay clear.

***Coach Equipment required*** *(above that normally expected)*

* Advise tow line for “Sheltered” water trips.

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Probability** | **Severity** | **Action required** |
| **Multiple Capsize** (Uncontrolled situation) | **2** | **3** | This venue should not be used in stiff northerly winds which may result in local offshore winds above force 2. The venue is protected from most wind directions but this protection varies in the harbour particularly as you move closer to the entrance. Coaches should dynamically assess the conditions and move further into the harbour when wind speeds in excess of force 3 or sea swell are encountered. Due to the limited bank access, leaders should assess their group carefully and stay close to easy egress points with very inexperienced paddlers.For “Sheltered” water most paddlers should have experience of a capsize in outside conditions. |
| **Head Injury** | **2** | **4** | Helmets must be worn when required. |
| **Cold Shock and Hyperthermia** | **1** | **4** | To avoid cold shock paddlers under the guidance of a level 1 coach should wear a wetsuit or drysuit that covers their torso when the offshore sea temperature is less than 15 degC.  |
| **Rubbish (Personal injury)** | **2** | **2** | Potential for glass/ metal debris. All paddlers must wear footwear with a sole that will not fall off when swimming. I.e. no wetsuit socks or flip flops.  |
| **Capsize** | **3** | **1** | All coaches are trained to deal with this situation. Tidal movements are negligible therefore conventional ‘X’ rescue will be most appropriate. Access on to the banks of the harbour is very limited at high tide.  |
| **Games** | **2** | **2** | Areas away from boat moorings are ideal for water games. Care should be taken to avoid the main channel on the west side of the harbour which is used by larger boats entering and leaving the moorings. All coaches should have assessed the risk of their games and ensure appropriate protective equipment is used. |
| **Landing and Launching (**Changing circumstances) | **3** | **2** | This site is subject to tidal variations and dries approximately 2 hours after high tide. When the tide is low it is necessary to float empty boats down the stream and walk with them. This will require walking over slippery seaweed and rocks. Suitable footwear must be worn. Consider the mobility of paddlers likely to attend the trip.  |
| **Boat movements within the harbour** | **4** | **2** | The harbour is a busy leisure port with some commercial use. Boats frequently enter and leave the harbour near high tide. Larger motorised boats have limited manoeuvrability in the shallow harbour. Activities should not be carried out within the mooring area or the main channel on the west side of the harbour. Paddlers should move out of the way of larger boats. |
| **Unloading boats and changing.** | **3** | **3** | Access is from the car park at the head of the harbour. Paddlers should be aware of the risks of other moving cars in the area. Where possible, park cars at the south end of the car park near the slipway to reduce the potential for conflict with moving vehicles and other car park users.The edges of the harbour have minimal protection against falling. Paddlers to keep away from these exposed edges particularly when lifting and moving equipment. |

|  |  |
| --- | --- |
| **Probability**1 - Almost unknown2 - Rare3 - Occasional4 - Frequent5 - Generally occurs | **Severity**1 - no treatment required2 - Minor first aid needed3 - Injury requiring first aid and medical follow up4 - Major injury requiring immediate hospitalisation5 – DeathEnvironment (Low, medium high) |

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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Revision** | **Reviewer (Print and Sign)** | **Comments (reason for review / amendments)** | **New risk assessment issued (Y/N)?** |
| 18/3/18 | -- | RL | No change. | N |
| 28/12/18 | 2 | SC | References updated and mistake removed. | Y |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Risk Assessment Level 1 Coach Training Sign off Sheet**

**(Level 1 Coaches and Canoe Wales Certificate of Competence Holders should complete training facilitated by the training officer to operate independently at this site. This form documents who has completed this training)**

|  |  |  |
| --- | --- | --- |
| **Name** | **BCU Level III sign to confirm level 1 coach training.** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |