

Generic Risk Assessment

Version 5 : Feb 2020



Agreed by the Committee Feb 2020

How does this work?

Kayaking is an 'Assumed Risk' Activity. This is made clear on the CKC membership form¹. Risks can (and are) minimised to an acceptable level but are not removed.

This document is the master risk 'static' assessment for the club – it references out to other documentation rather than repeating it. This risk assessment is updated and agreed by the committee at least annually. In the event of any near miss or incident the CKC Incident procedure (Ref 1) must be completed by the relevant leader and discussed at the subsequent CKC Committee Meeting (i.e. advise safety officer and/or fill in the incident book, or – if serious – use the full British Canoeing form and procedure). This risk assessment should be reviewed in light of that incident.

It is structured into 5 parts to avoid excessive repetition:

1. General risks (applies to all trips/sessions and other club events in all locations).
2. Club site (Only applies to activities at Brentford Boating Base).
3. Thames Sessions (Only applies to Thames trips).
4. Trips away from the Thames (Applies to all trips away from the Thames).
5. Lent Kit (Applies to kit lent to members for Personal use).

Risk ratings are POST (after) mitigation (i.e. the likelihood/consequence ratings assume the control measures listed have been put into place and are being followed).

This is a generic (or static) risk assessment. Leaders, event organisers and participants will – in addition – need to conduct **dynamic risk assessments** during any and all trips/events so they can respond appropriately to changes in the conditions / environment / team.

Definitions

SEVERITY:	Very High = death, multiple deaths
	High = Major injury requiring medical intervention
	Moderate = Injury requiring more than 3-days absence from work
	Minor = Minor injury
LIKELIHOOD:	Very High = more likely to happen than not on each event.
	High = Possible, anticipated on more than one club event per annum
	Medium = Unlikely, Expected to happen on one club event per annum
	Low = Unlikely to occur
	Very Low = Extremely unlikely to occur.

References

1. 2020-Incident reporting procedure (google drive & website)
2. 2020-CKC Thames Leaders rules (google drive & website)
3. 2020-CKC Non-Thames Leader rules (google drive & website)
4. 2020-Club Operating and safety Procedures a guide for all members (google drive & website)

¹ Guest signs to say they have read this if they are going out as a guest with us

6. 2020-Kit Loan policy – inc Trailer (google drive & website)

General – apply to all sections below (Site, Thames, ...)

Hazard	Risk and Rating: Who may be harmed & how	Control measure	Additional Controls
Wrong Information/ Instruction	Leader, Participant and/or public Medium Likelihood : High Consequence.	Assessed as Adequately controlled Key Club paperwork reduced to a small number of key documents, gathered together and prominently displayed on the website / google drive.	Continuous Dynamic risk assessment. Review & simplify website
Drowning (and secondary drowning)	Leader & Participant if they are unable to swim or entrapped in a boat/vegetation/rescue equipment. Low Likelihood: Very High Consequence	Assessed as Adequately controlled Club Trips & Thames Sessions only led by either qualified (external) coaches or club members who meet specified safety standards at Ref 2 & 3. Lone/solo paddling is prohibited (min group of 2 experienced paddlers or 3 if leading inexperienced paddlers) All <u>club session participants</u> to be minimum of BC Discovery / 1* standard, read the club operating instructions ref 4 and follow leader's instructions Taster Sessions to run when/where no tide is present, without spraydecks and with at least 1 coach/experienced kayaker for every 3 novices & discuss entrapment rescues Trips graded in accordance with Op Procedure. Ratio of less experienced participants to experienced to be set by the event organiser taking account of the specific environment Leaders/Coaches to assess the participants suitability and weather/water conditions before starting as per club operating instructions Ref 4.	Continuous Dynamic risk assessment Annual BA test (by Kit Officer) Taster Sessions under strict control. All sessions start with a discussion on everyone's capabilities /injuries /intent
Hypothermia	Leader & Participants if they are wearing inadequate clothing and/or immersed for a prolonged period Low Likelihood: High Consequence.	Assessed as Adequately controlled Club Trips & Thames Sessions only led by either qualified (external) coaches or club members who meet specified safety standards at ref 2& 3 – including rapid rescue techniques & first aid. Trips graded in accordance with Op procedures & all participants to be minimum of BC Discovery /1* standard, read the club operating instructions ref 4 and follow leader's instructions – including on clothing (worn and carried). Leaders/Coaches to assess the participants suitability and weather/water conditions before starting as per club operating instructions Ref 4.	Continuous Dynamic risk assessment Ensure adequate clothing carried by all participants to accommodate getting wet / weather changes.
Water Borne Illness	Leaders & Participants could contract a water-borne illness through injections or open wound	Assessed as Adequately controlled Club Trips & Thames Sessions only led by either qualified (external) coaches or club members who meet specified safety standards at Ref 2 & 3 – including	Avoid intentional capsizes when pollution levels are high.

	Low Likelihood: Moderate Consequence.	awareness of the water-borne risks. All participants to have read the club operating instructions Ref 4 and follow leader's instructions – including keeping wounds being covered with waterproof dressings, clean hands before eating & showering after paddling	Where possible monitor impact of sewage discharges (advice from PLA and twitter); take particular care after heavy rain
Boat Handling & poor paddling technique (Muscular / tendon Injury) [moving boats off water]	Participants & Leaders could suffer muscular injury from lifting / handling boats out of the water and/or paddling. Medium Likelihood: Moderate Consequence.	Assessed as Adequately controlled Club Trips & Thames Sessions only led by either qualified (external) coaches or club members who meet specified safety standards – including lifting, handling and paddling. All participants to be minimum of BC Discovery / 1* standard, read the club operating instructions Ref 4, follow leader's instructions, have opportunity to warm up and wear appropriate footwear. Boats stored on top shelf must only be moved by people sufficiently tall and in sufficient numbers to do so safely. The bottom three rows of boats are to be used routinely. Leaders/Coaches to assess the participants suitability before starting as per club operating instructions.	Regular liaison with BBA "landlord" and focus on risks associated with changing boat storage arrangements. Redo moving /lifting boat technique posters
Over exertion	Leader and participants Medium Likelihood: Minor Consequence.	Assessed as Adequately controlled Club Trips & Thames Sessions only led by either qualified (external) coaches or club members who meet specified safety standards and carry specified kit (inc Tow Line) Ref 2 & 3. Trips graded, and grading communicated in accordance with Op Procedures. All participants to be minimum of BC Discovery / 1* standard, read the club operating instructions Ref 4 and follow leader's instructions. Leaders/Coaches to assess the participants suitability and weather/water conditions before starting as per club operating instructions.	Leader always has a tow line in case needing to bring an exhausted person back.
Club session Participants	Leader, Participants and the public could be harmed by participants that are not acting as expected (lack of cooperation, unexpected / unreasonable-behaviour etc) Low Likelihood: High Consequence.	Assessed as Adequately controlled All participants to be minimum of BC Discovery / 1* standard, read the club operating instructions (Ref 4) and follow leader's instructions. All trips graded in accordance with Op Procedures & that grading communicated. Participants judged by the leader to be under excessive influence of alcohol or other substances can be refused participation by the leader (Ref 4)	Non-member participants need to fill in the form and the leader will need to carefully assess competency to participate
Taster Session participants	Leader, Participants and the public could be harmed by participants that are not acting as expected	Assessed as Adequately controlled Taster sessions only held when no tide, acceptable weather, no spraydecks, and one coach/helper for every 3 novices. Specific pre-brief held for coach/helpers.	Monitor and learn from taster events; as they happen rarely write down the learning points. On annual

	Low Likelihood: High Consequence.	All taster participants briefed in advance, engaged by text to confirm what they need to bring and repeat brief on arrival.	no-tide day - there are beaches to take novice paddlers to if any problems.
Food Poisoning	Leader, Participant & Public could sustain food poisoning by eating contaminated food. Low Likelihood: Minor Consequence.	Assessed as Adequately controlled Leaders & Participants to bring their own food on trips and are encouraged to bring hand sanitiser. Club events (e.g. BBQ) to ensure appropriate hygiene and thoroughly cooked food. Brentford Boating Arch to ensure kitchen hygienic and regular removal of rubbish.	
Obstacles / slippery surfaces (Slip/Trip)	Leaders, Participants & public moving between boat-storage area and boat-launch point (on a trip or at club site). Algae, uneven surfaces & mud are slippery. Glass/litter may be present. Medium Likelihood: Moderate Consequence.	Assessed as Adequately controlled Brentford Boating arch, local authority and PLA to maintain site (inc. slipway) & remove rubbish. Algae on wooden launch sites can be particularly slippery so care must be taken. On trips launch sites assessed for hazards by trip leader & participants briefed. All participants to have read the club operating instructions Ref 4, follow leader's instructions and wear appropriate non-slip, closed-toe footwear with an appropriate sole (so glass will not go through). Particular care to be taken of rowing machines, paddleboard machine and/or 360's Paddle boards' fins	Regular liaison with BFCST authority and focus on good housekeeping by all tenants and any risks associated with changing tenants.
Stings, rashes & scratches	Leaders & participants could sustain minor stings / scratches from vegetation on site and/or glass in the grass, and when using hands to push kayak over short section of shallow water & inadvertently pushing down on glass or something sharp resulting in a cut Medium Likelihood: Minor Consequence.	Assessed as Adequately controlled PLA & local council and BBA to maintain the site (inc slipway). On trips launch sites assessed for hazards by trip leader & participants briefed. All participants to have read the club operating instructions Ref 4, follow leader's instructions and be encouraged to wear appropriate non-slip / closed-toe footwear.	Advice on footwear for new members on website
Mental Health	Kayaking incidents and near misses can be scary occasions.	Assessed as adequately controlled. Leader guidance and incident procedure require all participants to take time to de-brief after any incident (in a pub/coffee shop). Leaders of any incidents are supported by the Committee.	

Unsuitable Equipment	<p>Leaders and participants are at increased risk of muscle Injury / capsize if the equipment chosen is not well maintained and or not suitable for the individual.</p> <p>Low Likelihood: Minor Consequence.</p>	<p>Assessed as Adequately controlled</p> <p>Club equipment maintained regularly (organised by Kit-Officer); all club members to 'tag' defective equipment as per Operating Instructions ref 4. All participants to use suitably sized Boat/BA/Paddle/Deck & Cag on every trip. In addition all leaders to carry spare paddle, tow-line and mobile (Ref 2 & 3). All Paddlers to check footpegs are correctly positioned before, and just after launching. Club Trips & Thames Sessions only led by either qualified (external) coaches or club members who meet specified standards. All participants to be minimum of BC Discovery / 1* standard, read the club operating instructions and follow leader's instructions. Leaders/Coaches to assess the participants suitability, their equipment choices and weather/water conditions before starting as per club operating instructions.</p>	
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Club-Site - BBA

Hazard	Risk and Rating: Who may be harmed & how	Control measure	Additional Controls
Getting Boats out	All participants moving boats, particularly from the higher shelves, could be injured moving them.	<p>Assessed as Adequately controlled</p> <p>Bottom three rows of boats to be routinely used; minimum of two people needed using appropriate lifting techniques.</p> <p>Top Shelf boats to be moved with care by a minimum of three people all of an appropriate height.</p> <p>Scaffolding corners all cut and padded to avoid hazards.</p> <p>Trip hazards in the arch minimised.</p>	Check for trip hazards left by other Arch users on arrival.
Fire	<p>Leader, Participant & Public could be injured or die from burns or smoke inhalation.</p> <p>Low Likelihood: High Consequence.</p>	<p>Assessed as Adequately controlled</p> <p>BFCCST ensures risks are minimised, control measures are well signed/enforced and mitigations (inc emergency exits) are clear.</p>	Regular liaison with BBA authority and focus on risks associated with changing tenants.
Electric	<p>Leader, Participants & public could be electrocuted with the site.</p> <p>Low Likelihood: High Consequence.</p>	<p>Assessed as Adequately controlled</p> <p>BFCCST ensures risks are minimised, control measures are well signed/enforced and regular testing in place</p> <p>CKC electric equipment (charging VHF Radios and Boat Lights) well maintained and regularly checked by Kit Officer.</p>	
Tools	Leaders, Participants & public using tools to maintain club equipment on site could suffer injury.	<p>Assessed as Adequately controlled</p> <p>Hazardous Equipment Maintenance to be completed only by participants who are confident of their abilities and under the</p>	Particular care take on kit-days

	Low Likelihood: High Consequence.	supervision of the Kit Officer. Use of power-tools to be avoided where possible.	
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Thames Sessions

Hazard	Who may be harmed & how	Control measure	Additional Controls
Thames Environment	<p>Leader, Participant and public are at increased risk of drowning/injury in a busy, and potentially polluted environment. Unfamiliar individuals may be at risk of getting lost/stranded.</p> <p>Low Likelihood: High Consequence.</p>	<p>Assessed as Adequately controlled</p> <p>Thames leaders are explicitly qualified in accordance with ref 2, and carry desk-mounted aide-memoirs on all Thames trips Ref 2. Thursday evenings can be joined by suitably experienced non-members to try out the club. in accordance with Club Op Procedures (ref 2)</p>	<p>Take particular care when river levels are high and/or after high rain fall (pollution levels are high) and/or when Richmond Lock / Weir is undergoing maintenance (Oct/Nov).</p> <p>Beginners sessions when no tidal flow (Thames barrier shut)</p>
River Traffic (inc when crossing)	<p>Leader, participant and public are at risk of injury (and drowning) in a collision with other river traffic, or whilst taking sudden action to avoid a collision.</p> <p>Low Likelihood: High Consequence.</p>	<p>Assessed as Adequately controlled</p> <p>Follow the current 'Paddlers Code'; crossing of the Thames to only to be undertaken by the group together on instruction of the trip leader, crossing at 90 Deg to the banks at a point with good visibility</p> <p>Thames Sessions only led by either club members who meet specified standards (inc following the paddlers code); Thames trips to be notified to PLA before setting off and on return; leader to check for events on the river when planning trip. VHF to be carried down-river of Battersea power station. All participants to be minimum of BC Discovery / 1* standard, read the club operating instructions and follow leader's instructions.</p>	Note new Paddlers code
Obstacles on river	<p>Leader, participant and public are at risk of injury (and drowning) in a collision with a fixed river obstacle (eg fishing line, Pontoon, Bridge, Weir or House-boat, or buoys), or whilst taking sudden action to avoid a collision.</p> <p>Low Likelihood: High Consequence.</p>	<p>Assessed as Adequately controlled</p> <p>Follow the current 'Paddlers Code'; group stays together, shout to tell whole group about upcoming obstacles and how to avoid them.</p> <p>Thames Sessions only led by either club members who meet specified standards (inc following the paddlers code).</p> <p>All participants to be minimum of BC Discovery / 1* standard, read the club operating instructions and follow leader's instructions.</p>	
Launching	<p>Participants and Leaders are at greater risk of slips/trip, capsize and/or collision with river traffic while launching.</p>	<p>Assessed as Adequately controlled</p> <p>Launch Forwards, and leader to steady then 'push' boats off for inexperienced participants. Launching backwards is</p>	

	Medium Likelihood: Moderate Consequence.	desirable, to avoid damage to skegs, by experienced participants confident in the water/weather conditions. Thames Sessions only led by club members who meet specified safety standards. All participants to be minimum of BC Discovery / 1* standard, read the club operating instructions Ref 4 and follow leader's instructions. Leaders/Coaches to assess the participants suitability and weather/water conditions before starting as per club operating instructions.	
Paddling in Dark	Participants and leaders are at greater risk of slips/trips, capsize and/or collisions with river traffic/fixed obstacles when paddling in the dark. Low Likelihood: High Consequence.	Assessed as Adequately controlled When Paddling in low light, dusk and/or dark all CKC kayaks are to carry at least two lights – on front and back. Thames Sessions only led by club members who meet specified safety standards. Club paddles/BAs all have reflective patches, as do most kayaks. All participants to be minimum of BC Discovery/ 1* standard, read the club operating Instructions Ref 2 and follow leader's instructions.	Club Thames lights to be regularly checked and batteries replaced by Safety Co-ord. Where possible ensure lights are not blinding other river users.
Solo Paddling	Lone paddlers are at greater risk as they are less visible than a group and no-one is able to rescue / raise the alarm if trouble occurs. High Likelihood: High Consequence.	Not allowed thus Assessed as Adequately controlled Minimum group size is set as 2 experienced paddlers, or 3 if any participant is inexperienced.	

Trips, away from the Thames

Hazard	Who may be harmed & how	Control measure	Additional Controls
Peer Paddles	Participants	Peer paddles are restricted to those at BC Sea Kayak Award / 3* standard or above (ie competent members of the group). A organiser may sort out the logistics of the trip, and a on-water coordinator be appointed to keep people together and make any decisions needed – but everyone is responsible for themselves and must do their own dynamic risk assessment. On water coordinators can use the trips towards Sea Kayak Leader / 4* logbooks.	All organisers must be vigilant on who joins trips.
Travel/traffic	Participants, Leaders and the public could suffer injury or death as a result of a travel (esp road) accident – to include a boat coming off	Assessed as Adequately controlled Trip travel to be managed carefully. Only suitably licenced and experienced individuals to drive (esp with trailer). Long trips to consider	Dynamic risk assessment – plan travel

	a roof/trailer causing an accident. Low Likelihood: High Consequence.	breaking the journey (inc overnight stops). Boats to be attached to roof racks/trailer in accordance with club guidelines Ref 5 and checked by the driver before setting off, and after each stop. Travel time to be considered in trip planning.	
Trailer	Participants, Leader and Public could suffer injury, or death, as a result of the club trailer being in-appropriately used (inc pulled by a vehicle, and set-up when it is not attached to a vehicle) Low Likelihood: Very High Consequence.	Assessed as Adequately controlled Only club members with a trailer licence, and suitable experience may use the Trailer (ref 6). Trailer maintenance, including annual service, is responsibility of kit officer. Trailer has safety back up attachment which MUST be used when it is being pulled by a vehicle.	Dynamic risk assessment by driver required to ensure the trailer is safe, maintained, loaded and attached correctly – and the driver is sufficiently rested to undertake the journey.
Accommodation	Accommodation (Inc camping) has potential to cause injuries (or death) through fire, electrocution, gas, and hypothermia. Low Likelihood: High Consequence.	Assessed as Adequately controlled Trip leaders and participants to assure themselves that accommodation is of a suitable standard – fire exits & safety equipment are identified on arrival. Any concerns to be raised with the trip leader & group at the earliest opportunity.	
Unfamiliar environment	Leader and Participants are at greater risk when participating in events in unfamiliar surroundings. Risk of getting lost / stranded. Medium Likelihood: High Consequence.	Assessed as Adequately controlled Trip Leaders and participants all need to research trip locations, specific hazards (inc tides, currents, weather, obstacles etc) and share this with whole group. Trips only led by external (qualified) coaches or Club Members with suitable qualifications/experience for the environment (as per ref 2 & 3). Peer paddles organised in accordance with Club op procedures ref 4.	Continuous Dynamic Risk Assessment by all participants

Equipment borrowed from the club

Hazard	Who may be harmed & how	Control measure	Additional controls
Kit usage	Users of equipment borrowed from CKC, are at increased risk of all hazards identified as the club cannot ensure our control measures are in place during its use. Medium Likelihood: High Consequence.	Assessed as Adequately controlled Kit may be borrowed in accordance with 'Borrowing Kit policy', explicitly at the risk of those borrowing it. Ref 6	