



CHELSEA KAYAK CLUB

RISK ASSESSMENT AND MANAGEMENT PROCESSES

Version 12: February 2026

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Introduction

How does this Risk Assessment work?

Kayaking is an 'Assumed Risk' Activity. This is made clear on the CKC membership and annual subscription Disclaimer.

Risks can (and are) minimised to an acceptable level but are not removed.

To minimise risks we encourage members into:

- Taking responsibility for your own safety both on and off the water.- Awareness and application of the Control Measures identified in this Club Risk Assessment and Management Register
- Ensuring that your actions both on and off the water do not put others at risk.
- Using your specific skill, knowledge and experience to protect others from any foreseeable risks.
- In law we have a Duty of Care to others. This means that we owe a duty to our neighbours not to cause them injury by our negligent acts and omissions. A dynamic approach to decision making is recommended which considers the environment, individual abilities and the activity being undertaken. The recording of decisions is encouraged and seen as good practice. Likewise the reporting of incidents to Paddle UK is a way of sharing experience that can be used to inform future practice, identify issues within the sport and help keep others safe.
- To have a safety ethos, meaning that risk awareness is freely discussed and updates in training and incident management is part of our regular activities.
- Chelsea Kayak Club is an adult only club therefore it is not applicable to have children's safeguarding risks included in our policies.

General Principles:

- This risk assessment is updated and agreed by the Committee periodically (usually after updates or annually).
- In the event of any near miss or incident the CKC incident procedure reporting form (see the References section below, Reference 1) must be completed by the relevant leader and discussed at the subsequent CKC Committee Meeting.
- The Club safety officer to review the incident reported at the time and to assess level of action to be taken. Also these incidents or near misses are to be part of the yearly AGM reporting process.
- If the Incident needs to be escalated, support and advice can be taken by contacting the Paddle UK Safety Team.
- This risk assessment process and document should also be reviewed in light of that incident.

It is structured into 2 parts:

1. Risks and Hazards Relating to Trip Preparation Processes, Pre Trip, Post Trip, Maintenances process.
2. Risks and Hazards Relating to on the Water Based Kayaking Trip Activities

RISK ASSESSMENT PROCESS

Using a Matrix System of Likelihood Occurring 1 – 5, and Severity of Risk 1-5.

Each Hazard or risk has been considered Pre Control Measures and the Scoring has been applied post Control measures in place.

Definitions

LIKELIHOOD:

5	Very High = more likely to happen than not on each event.
4	High = Possible, anticipated on more than one club event per annum
3	Medium = Unlikely, expected to happen on one club event per annum
2	Low = Unlikely to occur
1	Very Low = Extremely unlikely to occur.

SEVERITY:

5	Critical – Death or Multiple deaths
4	High - Major injury requiring urgent / critical medical intervention
3	Serious, Injury requiring emergency but not critical hospital intervention and or with prolonged absence from work or ADL's.
2	Moderate - Injury requiring more than 3-days absence from work
1	Low Severity, Minor Injury

A score of < 2. Risk or Hazard does not need to be entered/ considered.

A Score of > 15 Needs to have a Control measure to ensure that this activity is not part of the club activities.

Note that:

- Chelsea Kayaking club only paddles Sea Kayaks with sit inside cockpits and not any other craft or boat.
- This document is the master risk 'static' assessment for the club – it references out to other documentation rather than repeating it.

References

References referred to in the table below:

1. 2025-Incident reporting procedure (google drive & website)
2. 2025-CKC Thames Leaders rules (google drive & website)
3. 2025-CKC Non-Thames Trips, Rules (google drive & website)
4. 2026 CKC Sea Trips, Risk Assessment Proforma
5. 2026-Club Standard Operating Procedures (google drive & website)
6. 2025-Kit Loan policy – on website
7. Paddler Safer - Paddle UK guidance 2025. [Paddlesafer-V9-2025](#)

SECTION ONE: RISKS AND HAZARDS RELATING TO KAYAKING PREPARATION PROCESSES. – PRE TRIP/ POST TRIP / MAINTENANCE/ OFF WATER

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating <u>Post Control Measure</u>	Risk Review Process Occurrences
1	<p>Unsuitable Equipment.</p> <p>Poorly maintained PPE.</p> <p>Inadequate clothing.</p> <p>Kayaks not being maintained.</p> <p>PPE outliving recommended period of use.</p>	<p>Leaders and participants are at increased risk of:</p> <p>Risk of capsize.</p> <p>Risk of drowning,</p> <p>Risk of physical injury</p> <p>Risk of hypothermia</p> <p>Risk heat stroke</p> <p>Risk of impact on other participants</p> <p>Muscle injury</p>	<p>Club equipment maintained regularly (organised by Kit-Officer); and that there is a kit check process of documentation and Actions with dates.</p> <p>All paddlers must wear Buoyancy Aids at all times on the water.</p> <p>All club members to ‘tag’ defective items and raise the issue with the Lead or Coach so that can be added to the Kit Reporting WhatsApp. So that the Kit Officer is alerted.</p> <p>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).</p> <p>All paddlers to check foot pegs are correctly positioned before, and just after launching.</p> <p>Club Trips & Thames Sessions only led by either qualified (external) coaches or Club members who meet specified standards.</p> <p>All participants to be minimum of Discover Award standard to join in CKC led paddles on Thames.</p> <p>All participants to be minimum level of paddler of or equivalent to PUK Explore Award to join in sea trips run by CKC.</p> <p>All participants must follow Leader’s instructions.</p>	<p>L3 X S5 = 15</p> <p>Medium Likelihood / Severity Critical</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p><i>If any new measure or control identified? Yes, as per green items.</i></p> <p><i>New measure or control initiated March 2026.</i></p> <p><i>New measure or control date implanted or complete April 2026.</i></p> <p>Assessed as adequately controlled.</p>

Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating <u>Post Control Measure</u>	Risk Review Process Occurrences	
		<p>Leaders/Coaches to assess the participants suitability, their equipment choices and weather/water conditions before starting as per Club operating instructions.</p> <p>All equipment going on non Thames trips should be checked at the Club base before loading onto transport to go away on the trip. Ideally this should be done by an experienced member.</p> <p>Participants could complete a pre-trip check list for their boat, club equipment and personal equipment. Pre Trip Equipment Checks proforma is to be made available on website and is optional to use but a paddler is expected to arrive ready to paddle in the conditions expected with all the correct kit in working order . – New Proforma for 2026.</p> <p>When loaning kit keep the same principles in mind.</p> <p>Equipment, kit and boats must be thoroughly rinsed in fresh water on return from every sea trip to remove salt water, sand and grit (especially inside the cockpit, the footrests and skegs).</p>			
2.	Kit usage, being borrowed and used inappropriately.	Users of equipment borrowed from the Club, are at increased risk of all hazards identified in 2. as the club cannot ensure our control measures are in place during its use.	Kit may be borrowed in accordance with ‘Borrowing Kit policy’, explicitly at the risk of those borrowing it. Ref 5 – see website documents.	L3 X S4 = 12 Medium Likelihood / Severity Major	<i>Reviewed by Club Safety and Risk Working Group January 2026.</i> <i>If any new measure or control identified? No</i>

Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
3. Infectious viruses or respiratory infections confined indoor spaces.	Users of both the Arches and passers-by may contract respiratory infections, which can cause minor to moderate illness, or more serious if their own immune processes are impaired Eg Influenza, pneumonia, strep A, pertussis, Covid-19 through contact with people in a confined space eg in doors in the Arches, or in shared transport.	<p>Consider wearing a face mask if you have respiratory symptoms and could be at risk to others.</p> <p>If travelling in enclosed transport environment, ensure you wash your hands after leaving this environment.</p> <p>Living safely with infectious viruses or respiratory infections within Club premises confined indoor spaces.</p> <p>Get vaccinated if in the allocated at risk groups. Let fresh air in to enclosed spaces. Remember the basics of good hand hygiene.</p>	Unlikely Likelihood 1/ Moderate severity 1. = 2	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>Assessed as adequately controlled.</p> <p>Post Control measures in place.</p>
4. Fire.	Leader, participant & public could be injured or die from burns or smoke inhalation.	<p>The operating leaseholder of The Arches ensures risks are minimised, control measures are well signed/enforced and mitigations (including emergency exits) are clear.</p> <p>Fire incident instructions are visible.</p> <p>Regular liaison with operating Leaseholder (currently Active 360 Business).</p> <p>Also review if any new risks when changing tenants.</p> <p>If camping and open fires are being used to take due care.</p>	L2 X S4 = 8 low Likelihood / Severity Major	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No</p>

Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
5. Electrical Hazards.	Leader, participants & public could be electrocuted within the site.	<p>The operating leaseholder ensures risks are minimised, control measures are well signed/enforced and mitigations (including emergency exits) are clear.</p> <p>Fire incident instructions are visible.</p> <p>Any Club electric equipment (e.g. charging VHF Radios) well maintained and a review and checking / recording process is in place by Kit Officer.</p> <p>If leasing or renting property on trips away to familiarise oneself of the premises on arrival.</p>	L1 X S4 = 4 low Likelihood / Severity Major	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No</p>
6. Use of Tools.	Allocated Members, and or allocated volunteers and or contracted persons who might have the need for using tools to maintain Club kit or premises.	Equipment maintenance using hazardous equipment to be completed only by participants who are confident of their abilities and under the supervision of the Kit Officer. Use of power-tools to be avoided where possible.	L2 X S4 = 8 low Likelihood / Severity Major	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No</p>
7. Travel / traffic. Reduced Driver alertness.	Participants, leaders and the public could suffer injury or death as a result of a travel (especially road) accident, including a boat coming off a roof/trailer causing an accident.	<p>Trip travel to be managed carefully. Only suitably licenced and experienced individuals to drive (especially with a trailer).</p> <p>For long trips consider breaking the journey (including overnight stops).</p> <p>Boats to be attached to roof racks/trailer in accordance with Club guidelines Ref 5 and checked by the driver before setting off, and at each stop.</p> <p>Travel time to be considered in trip planning.</p> <p>Dynamic risk assessment as part of planning travel.</p>	L 2 x S 5 = 10	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p>

Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
				<p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>
<p>8. Accommodation – Risks of use of irregular accommodation</p>	<p>Club members.</p> <p>Accommodation (including camping) has the potential to cause injuries (or death) through fire, electrocution, gas, or hypothermia.</p> <p>Extreme weather related risks. Tent blowing down or inhabitant not staying dry as the tent is not able to cope with some environmental conditions that might occur.</p>	<p>Trip organisers 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 organiser and group at the earliest opportunity.</p> <p>Encourage participants to ensure the tent they choose to bring on a trip (which is normally a personal purchasing decision by the participant) is of appropriate quality and suitable for the likely conditions it is to be used in, either a campsite or for wild camping.</p>	<p>L2 X S4 = 8</p> <p>low Likelihood / Severity Major</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
<p>9. Risks related to use of a trailer for transporting sea kayaks.</p>	<p>Participants, leader and public could suffer injury, or death, as a result of the Club trailer being inappropriately used (including pulled by a vehicle, and set-up when it is not attached to a vehicle).</p>	<p>Only Club members with a trailer licence, and suitable experience may use the trailer (Ref 6). If the Club is responsible for a trailer, trailer maintenance, including an annual service, is the responsibility of the Kit Officer.</p> <p>The trailer has safety back up attachment which MUST be used when it is being pulled by a vehicle.</p> <p>From 2024 the Club trailer has been on permanent loan to PDCC. With the option to use if need be. And from November 2025, it has been transferred for storage to a Emsworth Outdoor Centre. Again with agreement to be available for CKC use if need be and the following applies:</p> <p>A dynamic risk assessment by the driver is required to ensure the trailer is safe, maintained, loaded and attached correctly, and the driver is sufficiently rested to undertake the journey.</p>	<p>L2 X S5 =10 low Unlikely/ Severity Major</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No</p>
<p>10 Physical injury. Head injury. Muscular / ligament / tendon Injury / bruising.</p>	<p>All participants, leads coaches.</p> <p>Boat handling, getting boats in out of the water</p> <p>Storage of boats</p> <p>Transportation of boats on vehicles. Putting boats on and off vehicles.</p>	<p>Club Trips & Thames Sessions only led by either qualified (external) coaches or qualified leads.</p> <p>All trips leads and coaches are up to date with their First Aid certification and there is always a certified up to date first aide on every trip.</p> <p>That this First Aider is knowledgeable about concussion and head injury management.</p> <p>Club members who meet specified safety standards – including lifting, handling and paddling.</p>	<p>Likelihood 2 x consequence 4 = 8</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No</p> <p>Assessed as adequately controlled.</p>

Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating <u>Post Control Measure</u>	Risk Review Process Occurrences
		<p>All participants to be minimum of Discover Award, to have read the Club Standard operating instructions Ref 4, follow leader's instructions, have opportunity to warm up and wear appropriate footwear.</p> <p>Leaders/Coaches to assess the participants suitability before starting as per Club Standard operating instructions.</p> <p>In Arch 2, 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.</p> <p>Trip hazards in the Arches to be controlled as much as possible and minimised. Action to be taken when a new trip hazard is identified.</p> <p>Storage of paddles needs to be accessible to all participants and in a way that avoids them falling onto people. Paddles of 215 cm or longer on the higher storage area and paddles of 210 and shorter stored on the lower storage area.</p> <p>Regular liaison with The Arches current operating leaseholder, on risks associated with changing boat storage arrangements. If matters arise discuss with the Arches Management Liaison officer.</p> <p>Alert participants to the information on the Cage storage door about safe moving /lifting boat technique posters.</p> <p>Particular care to be taken of rowing machines, weights in exercise studio, paddleboard machine and/or check for trip hazards left by other Arch users on arrival.</p>		

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating <u>Post Control Measure</u>	Risk Review Process Occurrences
			<p>Trip hazards in the Arches to be controlled as much as possible and minimised. Action taken when a new trip hazard is identified.</p> <p>New members to be shown the potential hazards on their first visit to use of the Arches by each Thames Lead or delegated to experienced member.</p>		

SECTION TWO. RISKS AND HAZARDS RELATING TO ACTUAL ACTIVITY AND ENIRONMENT DURING KAYAKING TRIPS ON THE WATER

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
11.	<p>Wrong or incorrect Information /Instruction</p> <p>Mis / wrong / lack of actual understanding of the information or instruction.</p>	<p>Leader, Participant and/or public.</p> <p>Risk of injury, harm related to all kayaking hazards if unaware or not up to date with guidance and protocols in place.</p>	<p>That the key Club paperwork are reduced to a small number of key documents, prominently displayed on the website for easy access to all participants i.e Club Standard Operating Procedures, Risk Management Control Measures and process. Kayaking progression and Gradings of trips, Committee Meeting Minutes, AGM Safety Officer yearly updates. Continuous dynamic risk processes occurring for all trips.</p> <p>Coaches and Leaders are up to date with the necessary training and necessary CPD (Paddles Up).</p> <p>That the Coaches and Leaders to correctly brief and de brief participants before trip and ideally at end of each trip.</p> <p>Coaches / Leaders to request participants to acknowledge that communications instructions are understood when on the water.</p> <p>Club members receive reminders that they all have a personal responsibility to take due care and to keep up to date with the current policies and procedures of the club. That they have signed a Disclaimer as per of membership subscription.</p> <p>Continuous dynamic risk assessment for all trips by Lead or Coach using any local knowledge (eg in conjunction with information resources available regarding, weather, sewage, tides and flow).</p>	<p>L2 X S5 = 10.</p> <p>Medium Likelihood / Severity Serious</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Use of WhatsApp CKC Community and emails to send updates and reminders which can be used by all active members.</p> <p>All participants should be able to hear clearly enough to understand instructions given (If deaf or partial impaired hearing that hearing aids can be worn).</p> <p>All participants have the cognitive capacity to understand instructions and if Leads or coaches feel that a person is not able to understand them to support them in another way to help them understand the information being given.</p> <p>Participants who evidently and persistently do not follow the given instructions will be informed that there is a concern about safety on the water, and if necessary appropriate measures to be taken.</p>		
12.	Drowning (and secondary drowning)	<p>Leader & Participant.</p> <p>If they are unable to swim or become entrapped or unable to escape certain situations, eg in a boat, cliff, cave, rocks gully, vegetation.</p> <p>Sea or outdoor conditions that are not within the current experience of participant.</p>	<p>All trips led by the correctly agreed and Certified Leads and Coaches.</p> <p>(Up until December 31st 2026, trips to be only led by Extended Remit agreed Leads, Certified Thames Leads, or by External Official provider Coaches or Leads).</p> <p>Post 1st January 2027 trips to be only led by Certified Sea Kayak Leads, Paddle Sport Leads (who may have done further assessment to lead with control measures in place if outside certain environmental parameters).</p>	Likelihood 1 x consequence 5=5	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Lone/solo paddling is prohibited (min group of 2 experienced paddlers or 3 if leading inexperienced paddlers).</p> <p>All participants MUST be able to swim a minimum of 50 m in clothing in order to participate in any trip as per Club Standard Operating Procedures, Ref 5.</p> <p>All <u>Club session participants</u> to be minimum of Discover Award.</p> <p>Participants and Club members to have read the Club Standard operating instructions Ref 5 and follow leader's instructions.</p> <p>Taster Sessions to run when/where no or low tidal movement is present, or when beaches are present, without spray decks and with at least 1 coach/experienced kayaker for every 3 novices & discuss rescues.</p> <p>Trips graded in accordance with Club Standard Operating Procedures. Ref 5.</p> <p>Ratio of less experienced participants to experienced to be set by the event organiser taking account of the specific environment.</p> <p>Leaders/Coaches to assess the participants suitability and weather/water conditions before starting as per club operating instructions Ref 4.</p> <p>Training of Taster and Discover courses to be delivered by appropriately trained and competent trainers.</p>		<p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Periodic (usually annually) buoyancy aid test (by Kit Officer).</p> <p>Club equipment checked before each use by paddlers.</p> <p>Any kit taken away for longer trips away from the Club's location, or kit used from recognised providers to be thoroughly checked that it is safe for use and assessed on receipt.</p> <p>Taster sessions under strict control of Coaches and on shore members assisting event.</p> <p>All sessions start with a discussion on everyone's capabilities /current injuries /intentions for the session.</p> <p>Trip lead to take into consideration if a participant is new, has done previous trips outside the club, if their experience is inside a cockpit or not, or has had recent use of spray decks and capsize drill has occurred.</p> <p>Relevant training for developing existing members to become leaders and or coaches.</p> <p>Use of Trip Risk Assessment (2026) and Trip Planning guide for all sea trips.</p>		

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
13.	<p>Hypothermia and Cold Water Shock</p> <p>Cold water temperature under 15 degrees.</p> <p>Cold environmental temperature – under 8 Celsius.</p>	<p>Leader & Participants.</p> <p>If they are not wearing adequate and appropriate clothing for the environmental air and sea conditions that they might be exposed to.</p> <p>And/or immersed for a prolonged period.</p> <p>Sudden change or drop in temperature causing anxiety and hyperventilation.</p>	<p>All Trips Led by the correctly agreed and Certified Leads and Coaches.</p> <p>(Up until December 31st 2026, Trips to be only led by Extended Remit agreed Leads, Certified Thames Leads, or by External Official provider Coaches or Leads.</p> <p>Post 1st January 2027 Trips to be only led by Certified Sea Kayak Leads, Paddle Sport Leads (who may have done further assessment to lead with control measures in place if outside certain environmental parameters).</p> <p>All trips leads and coaches are up to date with their First Aid certification and there is always a certified up to date first aider on every trip.</p> <p>Trips graded in accordance with Operating Procedures & all participants to be minimum of Paddle UK Discover Award level or equivalent.</p> <p>If no recent (within two years) update in training or have not been paddling in a sea kayak with a spray deck the participant will need further training or an update in practice.</p> <p>Participants to ensure they read the club Standard Operating Procedures ref 5 and follow leader’s instructions – including on clothing (worn and carried).</p>	<p>Likelihood 3x consequence 3 = 9</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Participants in externally provided club trips should complete the pre-trip check list for their boat, club equipment and personal equipment.</p> <p>Pre Trip Equipment Checks Proforma could be used by participants– New Proforma for 2026.</p> <p>Paddlers are expected to arrive ready to paddle in the conditions expected with all the correct kit in working order.</p> <p>Leaders/Coaches to assess the participants suitability to do any planned activity or trip very carefully.</p> <p>Leaders and coaches to make a Risk assessment of the weather/water conditions before starting as per club Standard operating Procedures Instructions Ref 4.</p> <p>Continuous dynamic risk assessments are evident and occurring for every trip on the water.</p> <p>Ensure adequate clothing carried by all participants to accommodate getting wet / weather changes.</p> <p>Use of Trip Risk Assessment (2026) and Trip Planning guide for all sea trips.</p> <p>Depending on the trip/ environment trip leader to take, spare clothes, emergency shelter, storm cag or large cag to go over BA of cold person.</p>		

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>To help and support person in the water to stay calm despite cold water shock effect.</p> <p>Knowledge how to access nearest Defibrillator in emergency situations.</p>		
14	<p>Weather Related Risks that have not been forecasted.</p> <p>Winds strength that is outside agreed remit, or beyond acceptable control for sea kayaks. offshore winds, fog, thunderstorms, and lightning,</p>	<p>All Participants.</p> <p>Incidents out at sea that could cause injury, drowning or cold water immersion.</p>	<p>Be aware and use appropriately all-Weather forecasting Apps to plan the trip correctly.</p> <p>Leaders have the knowledge when on the water to assess rapidly changing conditions and to be able decide the correct course of actions.</p> <p>Leadership training and certification of leads and coaches should ensure knowledge of risks and when to call off trips.</p> <p>Club Trip Risk assessment to include Matrix Scoring system which the score outcome indicates if to go ahead with trip or not</p> <p>Carry emergency communication systems that work in the setting.</p>	<p>L 2 x S 5 = 10</p> <p>Likelihood 3 Consequence severity 4 = 12</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>
15.	Entrapment in cockpit	Some participants if unfamiliar with the use of spray decks and exiting cockpit when capsized.	They have undertaken Discover level training or equivalent and have been signed off as able to use a spray deck, being able to put it on and off the kayak they are using.	Likelihood 1 Consequence severity 5 = 5	Reviewed by Club Safety and Risk Working Group January 2026.

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>All participants to have under gone capsiz drills and training and that they have refreshed this training within a two-year period.</p> <p>For new members and participants to demonstrate their ability on dry land to remove their cockpit.</p> <p>All participants must be wearing a correctly fitted and certified Buoyancy Aid.</p> <p>Many of the club neoprene spray decks have a top knee strap which will pull up the spraydeck and facilitate it coming off if the paddler brings their knees up.</p> <p>For paddlers to check that the spray deck pull loop is not tucked under the spray deck and free to access quickly.</p>	Entrapment Likelihood 1, Consequence severity 2 = 2	<p>If any new measure or control identified? Yes, as per green items</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>
16	Head Injury	<p>All participants.</p> <p>Blow to head minor or significant, causing concussion or more serious brain injury.</p>	<p>Helmets to be used in rocky environments, shallow environments, surfing, inside caves especially if there is even a small amount of swell. Rock hopping environment and tide races.</p> <p>All trips leads and coaches are up to date with their First Aid certification and there is always a certified up to date first aider on every trip.</p> <p>That this First Aider is knowledgeable about concussion and head injuries management.</p> <p>Briefings when to use helmets pre trip and during trip as well as before each possible hazard environment.</p>	Likelihood 3 Consequence severity 4 = 12	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			If participant has not brought a helmet with them then they will be not allowed to take part in the risk/ hazard environment – depending on the leaders’ assessment.		New measure or control date implanted or completed April 2026. Assessed as adequately controlled.
17	Water Borne Illness Contagious Infections. Other illness or ill health occurrences whilst undertaking club events.	Leaders and Participants could contract viral infections, bacterial infections, parasitic infestations which could be either water-borne, aerosol, hand to mouth ingestion or open skin contamination causing mild, moderate or severe illness and or death.	<p>Club Trips & Thames Sessions only led by either qualified (external) coaches or club members who meet specified safety standards at Ref 2 & 3.</p> <p>Including awareness of Club infection prevention, of the water-borne risks, infectious air borne diseases and current NHS/PLA guidance.</p> <p>If sewage outflows is a known issue in a particular area of water that the trip lead checks online the recent discharge outflows – these available on the front page of the website Thames Water icon.</p> <p>Consider not to go onto these environments unless there has been two high tides and ebbs since the last discharge.</p> <p>All participants to have read the Club operating instructions Ref 4 and follow leader’s instructions – including keeping wounds or breaks to skin covered with waterproof dressings.</p> <p>Clean hands before eating & showering after paddling.</p>	Likelihood 1x consequence 4 =	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? NO</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Avoid intentional capsizes when pollution levels are high.</p> <p>Where possible monitor impact of sewage discharges (advice from PLA and online tools); take particular care after heavy rain.</p> <p>Follow NHS guidance on specific illnesses.</p> <p>Ideally encourage all members to maintain a healthy lifestyle, to maintain a good level of cardiovascular fitness and immunity.</p> <p>Advise club members not to attend events if they have symptoms of ill-health.</p> <p>Remind people of potential risk of micro-organisms invasion into body due to broken skin, ingestion, inhalation or aerosol, direct contact with mucous membranes. To wash skin with any breaks in it quickly after contact with likely unclean water.</p> <p>Hygiene measures to be explained to all participants. To advise and frequently remind participants to wash hands thoroughly after trips. Not to eat using hands if hands have not been washed. To consider <u>any</u> breaks to skin anywhere on body (eg between toes) as potential entry to body for infection.</p>		

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
18	<p>Muscular skeletal physical type injuries and strains whilst actively paddling on the water.</p> <p>Sudden dynamic mechanism onset or repetitive strain onset</p>	<p>All Participants.</p> <p>Poor paddling technique.</p> <p>Excessive force of doing a dynamic action or activity.</p> <p>Tiredness due to prolonged period of time paddling.</p> <p>Poor positioning of paddler in the boat/ kayak.</p> <p>Poorly fitting equipment.</p> <p>Equipment that is not suitable for size shape or fitness of the participant.</p>	<p>For Leads and Coaches to be aware of paddlers with pre existing physical injuries and strains. Encourage participants to make Leads aware of these issues before the trip starts.</p> <p>Club Trips & Thames Sessions only led by either qualified (external) coaches or all trips leads and coaches are up to date with their First Aid certification and there is always a certified up to date first aider on every trip.</p> <p>Ensure that the paddler is fitted with the correct size of kit, Eg foot rests, back rests, BA fitting, boat size.</p>	<p>Likelihood 3</p> <p>Consequence 2</p> <p>= 6</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>
19	<p>Over Exertion</p> <p>Physical symptoms of:</p> <p>Unable to keep up with group.</p> <p>Becoming unusually short of breath.</p> <p>Becoming dizzy.</p>	<p>All Participants, Leads and Coaches and guests.</p> <p>Impact to the body's cardiovascular and respiratory systems and function causing impaired oxygen supplies to the major organs.</p>	<p>All trips Led by the correctly agreed and Certified Leads and Coaches.</p> <p>(Up until December 31st 2026, Trips to be only led by Extended Remit agreed Leads, Certified Thames Leads, or by External Official provider Coaches or Leads).</p> <p>Post 1st January 2027 Trips to be only led by Certified Sea Kayak Leads, Paddle Sport Leads (who may have done further</p>	<p>Likelihood 2 x</p> <p>consequence 5 =</p> <p>10</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
	Complaining or expressing concern that is having chest pains.		<p>assessment to lead with control measures in place if outside certain environmental parameters).</p> <p>Trips graded, and grading communicated in accordance with Club Standard Operating Procedures.</p> <p>All participants to be minimum of Discover Award, have read the club Standard operating instructions Ref 4 and follow leader's instructions.</p> <p>Leaders/Coaches to assess the participants suitability and weather/water conditions before starting as per Club Standard operating instructions and Non Thames Leader Policy Rules Ref 3.</p> <p>Lead to try to be aware of the fitness and stamina level of each participant before starting on a trip and to keep track of throughout. When someone is identified as being or becoming tired the Leader organises support/prioritise rest and recovery.</p> <p>Leader to ensure there are schedule breaks in the trip plan.</p> <p>Ensure and encourage participants have opportunity to advise the lead or coach of any current illness or ill health concerns they have.</p> <p>That paddlers who have any injury or illness will tire more easily.</p>		<p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Use of Trip Risk Assessment (2026) and Trip Planning guide for all sea trips.</p> <p>Leader always has use of a tow line in case needing to bring an exhausted person back.</p> <p>All leaders and coaches to be up to date with required level of First Aid and Basic Life support, anaphylaxis training and choking First Aid. Not to go on any trip unless there is at least one person who is current with their First Aid qualification.</p> <p>Participants to be encouraged to let the lead know if they feel tired or unwell.</p> <p>Awareness of how to call for emergency assistance and how to locate nearest defibrillator.</p>		
20	<p>Tidal River Environments and Estuaries with likelihood of increased flow and force of the water stream</p> <p>e.g. River Thames</p>	<p>All leaders, coaches, participants and guests.</p> <p>Increased risk of drowning/injury in tidal stream environment, relating to the power and speed of the flow of water against human powered vessel.</p> <p>If unfamiliar environment individuals may be at risk of</p>	<p>Trips on these environments need to be led by paddlers who are agreed Leads for the Thames (Pre January 2027 Thames Leaders are explicitly qualified in accordance with Ref 2.).</p> <p>For the Thames Lead to ensure full dynamic risk assessment occurs for any trip on the Tidal Thames if the PLA warning flag is showing Yellow or Red.</p> <p>Using the UK Government Environment Agency website showing current River Conditions to consider decision making on the force of the fluvial flow in the section of the Thames the Lead is planning to go out on. (Using the link on the Club website.</p>	Likelihood 2 x consequence 5 = 10	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
		<p>getting into a danger due to being lost/stranded.</p> <p>Potential illness from contaminated, polluted waters in tidal and estuary environments see number 13 of this document.</p>	<p>Specifically, the section 'Molesey to Teddington Lock' coloured board notifications).</p> <p>Increased flow rate may occur when Richmond Lock / Weir is undergoing maintenance (usually Oct/Nov).</p> <p>The Thames Lead needs to consider the conditions and warning flags. When the PLA is showing the Red Ebb Flags the Thames Lead should consider not to go paddling, However, the Lead may assess that the trip could be considered if set as C Grade and that the participants level of fitness is considered to be suitable for the strength of the flow on that day and they are satisfied with their risk assessment.</p> <p>If fluvial flow is stronger than anticipated it is up to the leader to change the direction or cancel the paddle if needed.</p> <p>Pre-trip brief on the bank before paddling to ensure hazards all understood and prepared for, including the increase in the flow.</p> <p>Consider water levels and risks of flow rate by looking at the water level in cubic metres per second as monitored by Richmond Canoe Club using the link on the CKC website. If paddling in the dark consider greater than 150m³/sec as a cut off not to paddle, If paddling in daylight considers 250m³/sec as cut off. The lead needs to take into account the increased flow if</p>		<p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>going upriver from Kew due to narrowing of the river and increased branches from trees.</p> <p>If the flow is significantly stronger than the average paddle, ideally all participants to be minimum of Explore Award level. To have read the Club operating instructions and follow leader's instructions.</p> <p>That the Lead is up to date with the paddlers skill and experience level and has agreed for this paddler to be safe for the conditions that might be occurring on the trip.</p> <p>Beginners sessions to be when no or reduced tidal flow and low fluvial flow (e.g. neap tide, Thames barrier shut or around low tide Green PLA Flag).</p> <p>For Leads, and coaches to impart their knowledge in a calm concise way to help participants follow all the instructions as given, correctly.</p> <p>To encourage regular members and participants to be knowledgeable about the Rowing Zones, rowers craft behaviour and the PLA paddling code.</p> <p>Post January 1st 2027 trips on these environments need to be lead by Certified Sea Leads or Paddle Sport Leads who have been certified to Lead in familiar environments with agreed risk process assessment in place.</p>		

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
21	<p>Hazards relating to water or river traffic and static obstacles.</p> <p>that are in the tidal or fluvial flow in busy shipping and boating environments. Which could be the Thames River, harbour entrances, shipping channels</p> <p>Entanglement with debris, fishing lines.</p>	<p>Leader, participant and public.</p> <p>Risk of injury (and drowning) in a collision with other river traffic, or whilst taking sudden action to avoid a collision, due to the power or speed of the water flow causing human powered boats not to be in full control to avoid potential collisions.</p>	<p>Trips on these environments need to be Lead by paddlers who are agreed Leads for the Thames (Pre January 2027 Thames leaders are explicitly qualified in accordance with Ref 2.)</p> <p>Post January 1st 2027 trips on these environments need to be lead by Certified Sea Leads or Paddle Sport Leads who have been certified to Lead in familiar environments with agreed risk process assessment in place.</p> <p>All Participants to be aware of the current PLA 'Paddlers Code'; crossing of the Thames to only to be undertaken by the group together on instruction of the trip leader, crossing at 85-95 degrees to the banks at a point with good visibility. (Paddlers will adjust the angle of ferry glide as needed by the speed of the flow).</p> <p>Thames Sessions only led by either club members who meet specified standards (including following the PLA Paddler's Code);</p> <p>Down-river of Battersea power station: 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.</p> <p>For Leads, and coaches to impart their knowledge in a calm concise way to help participants follow all the instructions as given, correctly.</p>	<p>Likelihood 1 x consequence 5 = 5</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>To encourage regular members and participants to be knowledgeable about the Rowing Zones, rowers craft behaviour the PLA paddling code.</p> <p>All participants to be minimum of Discover Award level. To have read the Club operating instructions and follow leader's instructions. That the Lead for the trip is up to date with the paddlers participants current skill and experience level and has agreed for this paddler to be safe for the conditions that might be occurring on the trip.</p> <p>All Leads and coaches to carry a knife with them to enable entanglement to be released quickly.</p> <p>All participants to be regularly briefed on the hazards of debris, ropes and fishing lines. To paddle out beyond than where fisherman cast their lines.</p>		
22.	<p>Obstacles / slippery surfaces causing slips, trips or falls.</p> <p>Potential bodily physical injury breakage to bones, head injury.</p>	<p>Leaders, Participants & public.</p> <p>The moving of people with or without carrying of loads, between boat-storage area and boat-launch point (on a trip or at the Club site). Algae, uneven surfaces & mud are slippery. Glass/litter may be present.</p>	<p>On all trips ensure: That the launch / landing sites / rest areas are assessed for hazards by trip leader.</p> <p>That participants especially those new to kayak related activities are warned by more experienced participants the high likelihood of slippery surfaces in relation to water and seaweed covered surfaces eg rocks and slipways.</p> <p>Ensure participants are briefed on arrival to environment. For launching at Kew site the options are considered appropriately.</p>	<p>For generic slips trips and falls.</p> <p>Likelihood 2 x consequence 3 =6</p> <p>For slips trips and falls involving the steps.</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
		Use of steps to access the river on the West side of Kew Bridge.	<p>That is, either the slipway foreshore or the steps on the West side of Kew Bridge.</p> <p>All participants to have read the club Standard Operating Procedures/ 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).</p> <p>The local authority and PLA to maintain site (including slipway) & remove rubbish. Algae on wooden launch sites can be particularly slippery so care must be taken</p> <p>Regular liaison with the Arches leaseholder and tenants in regard to ensuring good housekeeping is maintained by all tenants and any risks associated with changing tenants.</p> <p>That all participants are also mindful of their own responsibility to risk assess and act when required to avoid risk for themselves and others.</p> <p>A dynamic risk assessment on the day must be done to assess if it is appropriate to use the steps as the best option or not. Do not use the steps even if alternative access to river is only very muddy (risk of harm and physical injury out weighs muddy boats and people).</p> <p>If appropriate to use the steps then decide if further clearing of steps needed.</p>	Likelihood 2 x consequence 5 =10	<p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Instructions to be given to participants by the Lead on the potential hazards of the steps.</p> <p>Lead or Coach to advise on best method of the carrying of the boats down the steps. <u>For supervision to occur ideally during the process/ activity.</u></p> <p>If any participants are not easily able to carry the boats then do not use the steps as it is not good team management if only the fittest or strongest participants are responsible for taking the boats to the foreshore.</p> <p>Ensuring that Leads are aware of these relatively new responsibilities.</p> <p>All trips leads and coaches are up to date with their First Aid certification and there is always a certified up to date first aide on every trip.</p> <p>That this First Aider is knowledgeable about concussion and head injuries management.</p>		
23.	<p>Hazards related to the launching and landing of kayaks.</p> <p>On foreshores, beaches, sandy or rocky, or</p>	<p>Participants and Leaders.</p> <p>There is a greater risk of capsizing with waves and wakes.</p> <p>Slips/trips entering or exiting kayaks.</p>	<p>Trips on these environments need to be Lead by paddlers who are agreed Leads for the Thames (<u>Pre January 2027 Thames leaders are explicitly qualified in accordance with Ref 2.</u>).</p> <p><u>Post January 1st 2027 trips on these environments need to be lead by Certified Sea Leads or Paddle Sport Leads who have been</u></p>	Likelihood 5 x consequence 2 = 10	Reviewed by Club Safety and Risk Working Group January 2026.

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
	<p>slipways on rivers/ estuaries.</p> <p>Launching in surf or landing in surf or breaking waves.</p>	<p>collision with river traffic while launching.</p>	<p>certified to Lead in familiar environments with agreed risk process assessment in place.</p> <p>For Lead to launch first or if possible, to delegate an experienced paddler to do so / assist inexperienced paddlers to launch and land safely.</p> <p>For the more inexperienced paddlers to launch forwards and if needed for the lead or coach to steady them on a gentle push off.</p> <p>All participants to be minimum of Discover Award level.</p> <p>That the Lead for the trip is up to date with the paddlers participants current skill and experience level and has agreed for this paddler to be safe for the conditions that might be occurring on the trip.</p> <p>To have read the Club operating instructions and follow leader's instructions.</p> <p>Surf landings to be managed in a control way by the Lead as per PUK Leader training in moderate water conditions. To brief participants on paddle strokes and techniques to manage landing in surf. To avoid riding the breaking wave by reverse paddling.</p> <p>If a kayak appears to be in collision with other sea participant, to accept to capsize their boat to avoid collision.</p>		<p>If any new measure or control identified? Yes, as per green items</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			Wave height not to exceed 1m. Further Risk Assessment and mitigation / control measure to be implemented if outside agreed remit for trip as per Ref 8 PUK Environmental Conditions Definitions.		
24.	Risk to the Rescuer. Towing kayaks without training or experience.	Participants and Leads or Coaches. Risk of further injury, drowning, cold water shock whilst being recovered if rescue is not executed appropriately. Or risk to rescuer or assistant from drowning, cold water shock, due to collision or entanglement.	Trips on these environments need to be Lead by paddlers who are agreed Leads for the this trip (Pre January 2027). Post January 1 st 2027 trips on these environments need to be lead by Certified Sea Leads or Paddle Sport Leads who have been certified to Lead in familiar environments with agreed risk process assessment in place. To have working set of equipment at close hand with knowledge of how to use, such as: <ul style="list-style-type: none"> ▪ Tow lines or throw ropes, with quick release system and knife on person. ▪ VHF radios; Personal Location Beacons (PLBs), a flare. ▪ Paddle floats. ▪ Sources of information for the venue to include weather forecasts, tidal information, swell and surf. ▪ First Aid Kit. ▪ Set of warm clothing. Warm drink. ▪ Group shelter. 	Likelihood 2 x consequence 4 = 8	Reviewed by Club Safety and Risk Working Group January 2026 . If any new measure or control identified? Yes , as per green items New measure or control initiated March 2026 New measure or control date implanted or completed April 2026 Assessed as adequately controlled

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			Correct decision making of when to tow; getting support from others in the group, how to attach correctly to the craft being towed. If a paddler towing needs assistance as tired. How to implement the different types of tows and rescues according to the conditions / environment in. How to brief and if need be instruct other paddlers on the correct use and management of tows and the need for emergency cutting, quick release using a knife.		
25.	Paddling in the dark. Either on the River Thames or elsewhere.	Participants and leaders. Greater risk of slips/trips, capsize and/or collisions with river traffic/fixed. Obstacles when paddling in the dark. Getting lost and disorientated.	Assessed as adequately controlled. When paddling in low light, dusk and/or dark all Club kayaks are to carry at least two lights – on front and back. Ensure lights are secured so that they do not fall/hang over the side of the boats deck. Thames Sessions only led by Club members who meet specified safety standards. Club paddles/buoyancy Aids (BAs) all have reflective patches, as do most kayaks. Not to wear a head torch but to carry one to use only for specific tasks. All participants to be minimum of Paddle UK Discover Award standard, read the Club Standard operating Instructions Ref 4 and follow leader’s instructions.	Likelihood 2 x consequence 5 = 15	Reviewed by Club Safety and Risk Working Group January 2026. If any new measure or control identified? Yes, as per green items. New measure or control initiated March 2026. Assessed as adequately controlled.

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			Skills and training in night navigation encouraged or that the lead is familiar with the area.		
26.	<p>Risk of other Club participants causing harm to each other.</p> <p>Emotionally or physically.</p> <p>Lack of duty of care to each other.</p>	<p>Leader, participants and the public could be harmed by participants that are not acting as expected (lack of cooperation, unexpected / unreasonable behaviour etc).</p>	<p>Non-member participants need to fill in the ICE/medical form and the leader will need to carefully assess competency to participate.</p> <p>Use digital systems for sign up to trip, with email in advance for communication and sign off acceptance that participant has understood Club terms and conditions (on web page, no hardcopy forms).</p> <p>All participants to be minimum of Discover Award level paddler. To have read the club operating instructions (Ref 4) and follow Leader's instructions. All trips graded in accordance with Operating Procedures & that grading communicated.</p> <p>Participants judged by the Leader to be insufficiently skilled/fit, under excessive influence of alcohol/other substances can be refused participation by the Leader (Ref 4).</p> <p>To know and follow the CKC Code of Conduct policy.</p> <p>Leads and or participants to be aware of people's current emotional wellbeing. Status and if need be put in measures that may support these people.</p> <p>Club members to be aware of privacy relating to internet use, never to share or disclose information about fellow members and</p>	<p>Likelihood 2 x consequence 5 = 10</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			to be aware / comply with the legislation pertaining to this, eg Data Protection Act, GDPR and Online Safety Act.		
27.	Food Poisoning. Allergy reactions. Choking.	Leader, Participant & Public. Could sustain food poisoning by eating contaminated food. Could have a physical reaction (minor or severe (anaphylaxis) to an allergen either by direct contact or ingestion. Could inadvertently inhale food particle blocking airway leading to respiratory distress or failure.	Participants with pre existing allergic disposition to carry with them at all times their own first aid medications to self-administer if need be in the event of any minor or major allergic reaction or a physical response to unknown or known allergen eg insect bites, nut allergy. All leaders and coaches to be up to date with required level of First Aid and Basic Life support, anaphylaxis training and choking First Aid. Not to go on any trip unless there is at least one person who is current with their First Aid qualification. If any participant has a known anaphylaxis history they should declare it and carry their own auto injector of adrenaline. Leaders & participants to bring their own food on trips and are encouraged to bring hand sanitiser. At Club events (e.g. BBQ) ensure appropriate hygiene and thoroughly cooked food when bringing cake / treats to share, be clear what the ingredients are. Leaseholder of The Arches and participants of all user groups to the Arches to ensure kitchen is hygienically maintained.	Food poisoning. Likelihood 1 x consequence 1 =1 Allergic reaction. Likelihood 1 x consequence 5 =5 Choking/blocked airway. Likelihood 1 x consequence 5 =5	Reviewed by Club Safety and Risk Working Group January 2026. If any new measure or control identified? No Assessed as adequately controlled.

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>If the environmental conditions are such that biting insects might be evident, encourage participants to wear appropriate clothing and insect repellent.</p> <p>Discourage participants to eat when paddling on the water unless they have stopped in order to take a break (to eat/ drink).</p> <p>Knowledge of local access to defibrillator.</p> <p>Available VHF, Phone or other messaging system to contact emergency services.</p>		
28.	<p>Related to the skin and eyes.</p> <p>Stings, rashes, scratches abrasions, breaks to skin causing secondary infection of skin/ tissue.</p> <p>Sunburn to skin / eyes.</p>	<p>Leaders & participants.</p> <p>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.</p> <p>Biting insects in the outdoor environment can cause swelling local to the bite which can be alarming, cause distress, local swelling and redness to skin.</p>	<p>PLA and local council and the leaseholder have responsibility to maintain the site to reduce risk of hazards, including outdoor litter.</p> <p>Advice needs to be given to new participants and members on appropriate footwear. All participants to have read the club operating instructions Ref 4 and follow Leaders or coaches instructions. To be encouraged to wear non slip appropriate footwear which are closed toe.</p> <p>All leaders and coaches to be up to date with required level of First Aid.</p> <p>If there is a likelihood of biting insects on any trip depending of the time of year and location of activity the trip lead or coach</p>	Likelihood 2 x consequence 1 = 2	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
		<p>Usually only temporary (swelling that does settle within hours or days is not considered significant). Some people can have wider full limb swelling.</p> <p>Insect bites can occur also on facial areas which can cause lip swelling.</p> <p>Exposure of skin to harmful UV sun rays causing skin to burn. Which can cause skin cancers.</p> <p>Eye burn from water reflection or sun exposure.</p>	<p>could remind participants of this risk as a forewarn and reassurance.</p> <p>Leads and all participants to encourage and remind each other to apply sun protection cream before each trip and that it is encouraged that hats with peaks and long sleeves to arms and snoods on the neck are used.</p> <p>Appropriate sun glasses to be used.</p>		
29.	<p>Mental health adverse situation arising.</p> <p>Adverse situation arising from neurodiverse behaviour traits.</p>	<p>Leaders & participants.</p> <p>Kayaking can be anxiety making.</p> <p>Incidents and near misses can be scary occasions with potential to cause anxiety, and potentially panic symptoms.</p> <p>Also lack of confidence for any activity might occur.</p>	<p>Leads and coaches are to be:</p> <p>-sensitive and aware of participants behaviours, mannerisms or that they are acting in a way that is not considered their normal behaviour.</p> <p>-sensitive to any neurodiverse traits that the participant might find challenging in this activity and to consider appropriate diversion strategies to help them be able to manage the situation better.</p>	<p>Mild Anxiety Likely Likelihood 4/ Moderate severity 2. = 8</p> <p>Severe Anxiety: Reasonable Likelihood 3, Severe severity 3 = 9</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
		<p>This might manifest as anger, boldness due to ego overriding. Also can manifest behaviour as person becoming withdrawn/ quiet.</p> <p>Anger: aggressive vocally and physically to other participants or coach/ lead.</p> <p>Silence, becoming withdrawn: not acting on instructions.</p> <p>Withdrawing from the activity required or not part of the group.</p> <p>Leads, coaches and participants can potentially bring to any kayaking session their own mental health issue(s) that affect them in everyday life and could manifest with potential consequences whilst they are on the water – either to themselves or other participants.</p> <p>Participants may be affected by being high percentage on a</p>	<p>Leads and coaches to know how to sensitively and calmly cope with any challenging participant behaviour so that it will not adversely affect anyone else.</p> <p>Leader guidance and incident procedure recommends all participants to take time to de-brief after any incident at the end of a trip.</p> <p>Leaders or any witnesses of any incidents are to be supported by the Safety and Welfare Officer and if appropriate the Club Committee might be advised.</p> <p>Participants involved have adequate opportunity to be able to share and discuss their feelings about any anxiety of mood changes they are experiencing because of Club based activity.</p> <p>Make Leaders and coaches aware of Mental Health First Aid training as optional and training in neurodiversity encouraged</p> <p>Neurodiverse Sport - Sign Up to NdS In The Community — Neurodiverse Sport.</p> <p>If any participant or coach or lead is aware of anyone struggling with mental health please contact the Club Welfare Officer.</p> <p>Also if there are any concerns regarding safeguarding eg bullying or overbearing control also please see whistle blowing policy and Safeguarding policy and follow correct procedures.</p>	<p>Very Depressed suicidal Very unlikely 1, Severity Major = 4</p> <p>Neurodiversity ASD, Aspergers, Reasonable likelihood 3, Severity Severe 3 = 9</p>	<p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
		spectrum diagnosis of a known neurodiverse behaviour trait eg Aspergers, Autism Spectrum Disorder, Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder etc.			
30.	<p>Risks to participants of trips who are led by Certified Sea Kayak Lead (SKL) who has not kept up to date, or lack appropriate fitness, to be able to apply hazard control measures or possibly lead a sea trip safely.</p>	<p>All Participants.</p> <p>All The hazards related to the risk of paddling on the sea in all Environments of the Sea .</p>	<p>Post January 1st 2027 trips on these environments need to be led by Certified Sea Leads or Paddle Sport Leads who have been certified to Lead in familiar environments with agreed Risk process assessment in place.</p> <p>As per Club Guidance document Non Thames Lead Rules.</p> <p>Paddle UK SKL Training and qualifications experience and knowledge.</p> <p>Membership sign up participants declare their fitness to paddle and level of training and understanding of the trip grading process.</p> <p>All participants receive a pre activity safety briefing including capsizement management and rescue procedures. Before every session and if necessary reinforced before hazardous environment being entered.</p> <p>There must be a published trip plan in advance of the trip start. CKC Trip Risk Assessment done and filed, if outside remit.</p>	<p>Unlikely Likelihood 1/ Serious severity 3. = 3</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			The club Chairperson needs to be aware of the current level of fitness and recent kayaking activities of the clubs Sea Kayak Leads even if they are Certified.		
31.	Risks related to sea trips which are led by agreed Extended Remit Leads.	CKC agreed Extended Remit Leads, and participants. The hazards involved in paddling on the sea in all grades of Moderate Water Sea Conditions or less.	<p>Trips on these environments need to be Lead by paddlers who are agreed Leads for the Thames (Pre January 2027 Thames leaders are explicitly qualified in accordance with Ref 2. And items listed below)</p> <p>Post January 1st 2027 trips on these environments need to be lead by Certified Sea Leads or Paddle Sport Leads who have been certified to Lead in familiar environments with agreed risk process assessment in place.</p> <p>As per Club Guidance document Non Thames Lead Rules. Ref 3.</p> <p>Trips occurring under the agreed Club Extended Remit must only be led by paddlers within the agreed terms and conditions. The defined circumstances of extended remit are:</p> <p>The paddler/ member must already be a Club Thames Leader, which already have these existing requirements, which in summary are:</p> <p>To have completed:</p> <ul style="list-style-type: none"> i. Kayak sea leader (moderate water) training at least once. ii. Coastal Navigation & Tidal Planning (CNTP) 	Unlikely Likelihood 1/ Serious severity 3. = 3	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<ul style="list-style-type: none"> iii. Aquatic first aid iv. Foundation safety and rescue training (FSRT) or PSR v. To be at a Sea Kayak Award or above level paddler. vi. To have been supervised as competent by two existing Thames Leaders. vii. Have knowledge of the PLA paddling code. <p>The paddler/ member must be a currently active sea paddler, i.e., has been paddling on the sea at least once within the past 6 months.</p> <p>The paddler/ member must demonstrate recent sea kayak training (within past three years).</p> <p>The paddler/ member must have recently been Leading Thames trips, 3 or more within the past 12 months.</p> <p>The paddler/ member must be familiar with the trip location and have paddled previously in similar conditions (or lesser conditions).</p> <p>The other paddlers in the group must be at least Explore (2*) qualified, or known to the trip leader as a paddler at this level or above.</p>		

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>Whatever the level of paddler it is still within the discretion of the Trip Lead to decide if any particular paddler is competent enough to join the trip.</p> <p>All participants receive a pre activity safety briefing including capsize management and rescue procedures. Before every session and if necessary reinforced before hazardous environment being entered.</p> <p>There must be a published trip plan of the trip start. CKC trip Risk Assessment done and filed.</p>		
32.	Peer Paddles.	<p>Peer Paddle Participants.</p> <p>All the risks related to paddling on the sea in all grades of Sea Conditions</p>	<p>Peer paddles are restricted to paddlers that are of an equivalent to Sea Kayak Award or experienced at or above this level (previous award of 3* standard) i.e. competent members of the group, who currently active paddlers and up to date with these conditions, in fitness and deep-water rescue incident management.</p> <p>Have had recent experience if moderate water conditions and not only in sheltered or very sheltered water.</p> <p>An organiser may sort out the logistics of the trip, and an 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.</p>	Unlikely Likelihood 2/ Serious severity 4. = 8	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? Yes, as per green items.</p> <p>New measure or control initiated March 2026.</p> <p>New measure or control date implanted or completed April 2026.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			<p>All organisers must be vigilant on who joins trips in regards to criteria they must have experience and recent activities/ training.</p> <p>Participants must have their own specific liability insurance.</p> <p>If using Club equipment to have declared responsibility for reviewing the kit as safe to use and they have chosen to use this kit exempting CKC from responsibility.</p> <p>A discussion MUST be had before launching in regards to the most experienced on the day and agreed process for incident management and an allocation agreement to the taking charge of any incident. With a nominated person identified and a reserve person identified.</p>		Assessed as adequately controlled.
33.	Solo Paddling. Inadvertent Lone Paddler.	<p>Solo Paddle Participants.</p> <p>All the risks related to paddling on the sea in all grades of Sea Conditions.</p> <p>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.</p>	<p>Planned sole paddling is not permitted as a Club activity.</p> <p>If any member participates in a Solo paddle it outside the CKC remit.</p> <p>Minimum group size is set as 2 experienced paddlers, or 3 if any participant is inexperienced.</p> <p>If two paddlers or more are in a trip and an incident occurs that results in a lone paddler being the only person not incapacitated, then it is likely emergency services need to be called in.</p>	<p>High Likelihood: High 5</p> <p>Consequence Major 4 = 20</p>	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No.</p> <p>Assessed as adequately controlled.</p>

	Hazard Identified	Who may be harmed & how	Control Measures	Risk Score, Likelihood and Severity Rating Post Control Measure	Risk Review Process Occurrences
			All paddlers to have the correct ICE numbers available to the onshore contact. Knowing how to access communications system of the incapacitated fellow paddler(s).		
34.	Unfamiliar environment. Trips that have not been done by the club previously.	Leader and participants are at greater risk when participating in trips in unfamiliar surroundings. Risk of getting lost / stranded.	<p>Club trip that has not been previously done by the lead can only be led by a qualified certified Sea Kayak Leader (SKL) or Advanced Sea Kayak Leader (ASKL).</p> <p>Trip Leaders and participants all need to research trip locations, specific hazards (including tides, currents, weather, obstacles etc) and share this with whole group.</p> <p>Trips only led by external (qualified) coaches or Club Members with suitable qualifications/experience for the environment (as per Ref 2 &3).</p> <p>Peer paddles organised in accordance with Club Operating Procedures Ref 4.</p> <p>Use of Trip Risk Assessment (2026)</p> <p>Use a Trip Planning guide for all sea trips.</p> <p>Continuous dynamic risk assessment.</p>	Low Likelihood: 1 Consequence Major 4 = 4	<p>Reviewed by Club Safety and Risk Working Group January 2026.</p> <p>If any new measure or control identified? No</p> <p>Assessed as adequately controlled.</p>