This risk assessment considers hazards and risks arising from the participation in general recreational paddlesports at and adjacent to Spelthorne Kayak and Canoe Club. The assessment is in four parts, considering risks associated with; **General Welfare**, the **Club House**, **Outside Areas**, **On / Near the Water**.

Notes:

1. In ‘person at risk’ column, ‘all’ may include coaches, other paddlers, students, on-shore helpers, members and non-members etc.
2. The term ‘leader’ refers to experienced paddlers. All paddlers have a duty of care towards others. More-experienced club members, then, as well as committee members and coaches, have a responsibility to monitor and advise the less experienced and junior paddlers.

# General Welfare

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| **What are the hazards?** | **Person at risk of harm, and how?** | **Risk already controlled by?** | **What further action is necessary?** | **Action by whom, and by when / Completed** |
| Abuse / discrimination | Children, young people and other vulnerable people at risk of abuse or discrimination | -Club has formal Club Rules and Code of Conduct  -Club has an appointed Welfare Officer(s) with terms of reference set by BCU  -Coaches work to formal BCU code of conduct  -Coaches supervising groups on own are required to submit to a check by DRB | Committee to consider displaying BCU ‘Paddlesafe’ literature and  providing junior members with ‘Paddlesafe’ leaflet. | Chair – 23/04/2014  Chair – 23/04/2014 |

# Club house (excluding boat storage areas)

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| What are the hazards? | Person at risk of harm, and how? | Risk already controlled by? | What further action is necessary? | Action by whom, and by when / Completed |
| Slips, trips & falls | All users may suffer injury if they slip or fall etc, e.g. on stairs / steps, on wet floors | -Stairs & fire escape have hand rails  -Floor mat provided at entrance to reduce water ingress  -Changing rooms have slip resistant surface  -Appropriate lighting throughout building  -Toilets & changing rooms are provided at ground floor level for less able users  -No storage on stairs or thoroughfares  -No trailing leads/cables  - Coaches/trainers to advise during any formal training sessions  -First aid kit maintained in club house | -Coaches/trainers/adults to warn of risk of fall from open window on first floor.  -Display sign(s) showing location of first aid kit. | DH/22nd July 2013 |
| Burns / scalds | All users may suffer burns or scalds from either hot water supply or appliances | -Hot water supply has thermostatic control valve  - Coaches/trainers advise during any formal training sessions | -Coaches/trainers/adults to monitor use of appliances.  Display sign(s):Caution – Hot Water by Urn . | DH/22nd July 2013 |
| Electricity | All users may suffer electric shock or burn from faulty equipment or installation |  | -Committee to consider arranging regular check of any equipment.  -Any new installation or maintenance carried out on electrical services to be certified as according to statutory requirements. |  |
| Gas | No risk; club house does not have mains supplied gas. | Not applicable | None | Not applicable |
| What are the hazards? | Person at risk of harm, and how? | Risk already controlled by? | What further action is necessary? | Action by whom, and by when / Completed |
| Ergo equipment | All users may suffer injury through use/misuse | - Coaches/trainers advise during any formal training sessions  Conditions of use procedure in preparation | -Monitor for defects/damage and report to committee | Coaches/trainers/users |
| fire | All users could suffer injury resulting from a fire | -Fire exits marked  -Fire escape from first floor provided, to enable ready exit  -Fire doors installed, with self-closers  -Coaches/trainers advise fire precautions at any session held on first floor | -Conduct and record a formal fire risk assessment, and take necessary action accordingly  -Install fire blanket in kitchen | Committee |
| Hazardous substances | Anyone using chemicals for cleaning etc at risk from injury caused by e.g. contact with chemicals, inhalation of vapors | -Domestic type products only are used for cleaning etc  -Products stored out-of-site | Consider need for secure (locked) storage for products | Committee |

# Outside areas (including boat storage areas)

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| What are the hazards? | Person at risk of harm, and how? | Risk already controlled by? | What further action is necessary? | Action by whom, and by when / Completed |
| Vehicles / traffic | All users could suffer injury as a result of impact with moving vehicle in car park adjacent to club house | -Warning users  - Coaches/trainers/leaders advise |  |  |
| Lifting / handling injury | Anyone lifting or moving boats could suffer injury through mishandling or lifting excessive weight | - Coaches/trainers advise during any formal training sessions  -Coaches/trainers/leaders to supervise handling of boats |  |  |
| Stairs leading into Pump-room | Coaches and Adult Volunteers  Injuries by Slips/trips/falls when handling boats on the stairs. | Safety Training  No admission to non-trained staff or Adults or Children | Reinforced by Coaches and those trained |  |
| Stored equipment | Anyone entering boat storage areas could suffer injury resulting from a collapsing stack of boats or associated equipment (e.g. paddles) | -Racks provided for some boats  -Racks provided for paddles  -Lighting provided in inside storage areas  - Coaches/trainers advise during any formal training sessions  -Coaches/trainers/leaders supervise storage and removal of boats |  |  |

# On or near the water

Notes

1. The following risk assessment is based on the typical placid water conditions in the river between **Bell Weir Lock** to **Penton Hook Lock.** A further risk assessment must be made before paddling in other locations, or during more extreme river and weather conditions and at night.

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| What are the hazards? | Person at risk of harm, and how? | Risk already controlled by? | What further action is necessary? | Action by whom, and by when / Completed |
| Drowning | Everyone | - All participants on water or pontoon must wear personal flotation devices.  - All coaches & volunteers near water (e.g tow-path, pontoon) must wear personal floatation devices. | Coaches to check personal floatation properly fitted before taking to water/area.  All members should be water confident wearing a Buoyancy Aid. |  |
| Drowning | All paddlers at risk of drowning following a capsize. | - Safety Briefing & practice prior to getting onto the water  -Club rules and Code of Conduct  -Buoyancy aids are available  -Buoyancy aids worn in accordance with club rules  -Buoyancy aids kept in good condition  -Coaches/leaders check buoyancy aids are worn correctly  -WW Boats fitted with buoyancy to enable them to float when capsized  -All members are required to be water confident wearing a buoyancy aid  -Recommend the use of spray deck only after completion of successful capsize, observed by a coach. | -Consider adding Club rules and Code of conduct to website  -Damaged/defective buoyancy aids to be disposed of  -Damaged/defective boats to be marked and isolated  -Consider routine testing / inspection of buoyancy aids  - Coaches/trainers/leaders to advise | -Committee  -Coaches/committee  -All  -Committee  -All |
| What are the hazards? | Person at risk of harm, and how? | Risk already controlled by? | What further action is necessary? | Action by whom, and by when / Completed |
| Slips, trips & falls | All at risk of slips on wet, icy or muddy river banks / slipway.  All at risk of fall from high bank, into river or onto landing stage. No running on pontoon, near water’s edge, or in building. No hands in pockets in such cases. | -Coaches/leaders warn before put-in and at get-out  - Coaches/trainers advise during any formal training sessions  - All Volunteers to keep vigilant. | -Conduct an assessment of pros & cons of installing guard rail above landing stage, and hand rail on steps to landing stage | -Committee |
| Hypothermia | All paddlers at risk, particularly following immersion, rain, wind, etc  On-shore helpers also at risk. | -Coaches/leaders monitor clothing worn by paddlers  -Coaches/leaders monitor paddlers  - Coaches/trainers advise during any formal training sessions  - Hot & cold drinks available at all times. Coaches to carry safety equipment.  -Web site & Welcome Pack includes guidance about suitable clothing. | Weather observation |  |
| Impact injury | All paddlers at risk from impact from other paddlers e.g. impact from paddle or boat | -Coaches/leaders warn before, and monitor during, games  -Coaches/leaders monitor during trip  - Coaches/trainers advise during any formal training sessions | If need be, issue head protection during activities i.e. polo |  |
| Weather/river conditions | All paddlers at risk from being unable to return to club house due to wind or river conditions | - Trips planned to minimize risk of hazard occurring  -Coaches/leaders consider weather/river conditions before any session, and monitor whilst afloat  -Coaches/leaders consider need to carry First Aid Kit & Safety Equipment (e.g. tow-line) | -Cancel/alter session as appropriate |  |
| What are the hazards? | Person at risk of harm, and how? | Risk already controlled by? | What further action is necessary? | Action by whom, and by when / Completed |
| General injury | All at risk of suffering blisters, joint / muscle injuries | -Coaches suggest warm-up exercises  -Coaches monitor and advise paddlers |  |  |
| Other river users | All paddlers could suffer injury colliding with other river users or obstructions; e.g. other craft (including powered & non-powered), anglers, overhanging trees, underwater obstructions | -Coaches/leaders advise ‘rules of the river’ and monitor when afloat  - Coaches/trainers advise during any formal training sessions  -Coaches/leaders encourage all paddlers to monitor their own and others safety |  |  |
| Lifting / handling injury | Anyone lifting or moving boats could suffer back or muscle injury through mishandling or lifting excessive weight | -Coaches/leaders encourage correct stance when lifting/emptying boats  -Coaches/leaders encourage lifting/emptying boats in pairs  -Trolley available for large/heavy boats  - Coaches/trainers advise during any formal training sessions |  |  |
| Sunburn, effect of heat (hyperthermia) | All paddlers at risk of sunburn and effect of excessive heat | -Coaches/leaders encourage paddlers to ‘slip, slop, slap’ (wear shirt & hat and use sun-block)  -Coaches/leaders encourage carrying of own drinks  - Coaches/trainers advise during any formal training sessions |  |  |
| Overtaken by darkness | If paddling in dark, paddlers at risk from injury by collision or capsize | Trips planned to \_minimize risk of hazard occurring |  |  |
| What are the hazards? | Person at risk of harm, and how? | Risk already controlled by? | What further action is necessary? | Action by whom, and by when / Completed |
| Environmental | All paddlers at risk from pollution, toxic plants, water borne diseases | -Web site includes information about Weil’s Disease and Giant Hogweed  -Covering wounds before paddling and showering after  - Coaches/trainers advise during any formal training sessions  - There are antiseptic wipes available in the clubhouse that claim to be effective against Weil’s  Wash hands before eating  Notice board stating fact. | If feeling the symptoms of flu after paddling  seek advice from GP if unwell after session. |  |
| Debris on ground/river bed | Everyone | All users to wear suitable footwear at all times. | None |  |
| Weirs & locks and other built river structures | All paddlers and bank support helpers at risk due to more extreme water conditions and structures; increased flow, stoppers, eddies, falls from height etc | -Coaches/leaders to conduct dynamic risk assessment at site |  |  |
| Rescued /Trapped  paddler | Session paddler | Checking that equipment is in good working order and is appropriate,  Paddle is briefed on how to exit the boat in case of a capsize.  trained Coaches and Leaders . | Maintain equipment  Coaches/Leaders update rescue training |  |
| SUP Boards | SUP Board Paddlers  Injury from bank by falling  At risk from collision with others using the water | Briefing of how to take a knee when 2 board lengths away from bank-side and/or wear helmets.  Briefing – space awareness | Continued observation and support for safe practice. |  |