

Activity	Hazard	Who might be harmed	Risk Rating	Control Measure	New Risk Rating
<p><b>Kayaking/Canoeing</b>  <b>Helping Riverside</b></p>	<p>Drowning</p>	<p>Participants                      Coaches                      Helpers</p>	<p>15</p>	<p>All participants must be able to swim 25m                      All participants must wear a Buoyancy Aid                      All buoyancy aids will pass a 50N test at the start of each season                      Personal buoyancy aids are allowed at the discretion of the Coach/Approved                      PersonInstructor training, knowledge, supervision and experience.                      Assessment of student ability and tailoring of sessions accordingly.                      All participants wear correctly fitted and checked buoyancy aids when on and near the water.                      Volunteer awareness and ability to rescue.                      Use of throw lines.                      Dry land capsize and rescue brief.                      Avoid participants wearing large footwear and heavy clothing.                      Before being allowed to use a spray deck participants must be able to exit an upturned kayak with a spray-deck on. Ideally all new participants should capsize during their first session &amp; show a controlled exit of the boat. (subject to weather/river conditions)                      Annual safety training for coaches &amp; leaders on site prior to sessions.                      Coach ratio up to 10 participants 1 coach, 1 helper                      Coach ratio up to 20 participants 1 coach, 3 helpers</p>	<p>4</p>

<b>Kayaking/Canoeing</b>	Injury from paddles or boats	Participants Coaches Helpers	12	<p>Trained first aider on site.</p> <p>Coach to use 1<sup>st</sup> aid kit on site if accessible.</p> <p>Coaches and Bridge Leaders to carry a 1<sup>st</sup> Aid Kit in their boat</p> <p>Coach to ensure participants to behave responsibly and adhere to code of conduct.</p> <p>Coaches to be aware of people in water when setting activities and exercise appropriate group control.</p> <p>Damaged equipment is reported as per operating procedures.</p> <p>Incident forms to be completed if necessary.</p>	3
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<b>Kayaking/Canoeing</b>	Infection	Participants Coaches Helpers	12	Cover all cuts/new piercings etc. Ensure/encourage minimum time is spent in the water. Advise all participants to shower after finishing water activities via poster on door. Guidance notice in group accommodation regarding Weil's disease	3
<b>Kayaking/Canoeing Helping Riverside</b>	Moving boats	Participants Coaches Helpers	6	Correct lifting techniques used to lift and move boats 2 people to carry boats from container to the water Ensure boats are empty of water before leaving jetty	2
<b>Kayaking/Canoeing</b>	Trapped in the boat	Participants	12	Brief group on techniques for getting out of boat. Coach to ensure that they are sufficiently close to perform a rescue if needed.	4
<b>Kayaking/Canoeing Helping Riverside</b>	Bank side obstacles (branches, jetties etc)	Participants Coaches Helpers	10	Brief group to stay away from obstacles. Coaches to position themselves between obstacles and group where possible / necessary. Maintain bank and manage vegetation growth.	2
<b>Kayaking/Canoeing Helping Riverside</b>	Dock	Participants Coaches Helpers	10	Make group aware of the potential of falling off the dock when removing kayaks from the water. Warn of underwater obstacles next to the dock. No jumping from the dock unless under direct supervision of the coach & helper. Brief group on conduct whilst on the dock. When getting in/out of a kayak make sure someone is stabilising it. Do not allow participants to swim up to dock and make sure they swim up slipway.	2

				SUP launching should be done in a kneeling position until well clear of the concrete jetty.	
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<b>Kayaking/Canoeing</b>	Injury when launching kayaks	Participants	10	Make sure the Coach/helper pushes the boat in slowly. Make sure the second Coach/helper is on the water before the participants.	4
<b>Kayaking/Canoeing Helping Riverside</b>	Strain injury from emptying boats.	Participants Coaches Helpers	6	Advise group to bend knees and keep a straight back. Coaches/Helpers to follow correct manual handling procedure. Be vigilant of boats falling onto group members.	2
<b>Kayaking/Canoeing</b>	Hypo/hyperthermia and exposure	Participants Coaches Helpers	10	Coaches should ensure that the group is appropriately clothed for the weather ( e.g. Waterproofs, hat, gloves, warm clothes, sun lotion) Coaches should ensure that group is appropriately hydrated and monitor the state of all individuals within the group. Coaches should be prepared to stop or have a break during the session.	4
<b>Kayaking/Canoeing Helping Riverside</b>	Existing medical conditions	Participants	10	Medical consent forms collected prior to session via Webcollect. Medical details & member’s emergency contact details to be regularly updated and kept in a secure place. These details are also available to LWCC committee members, leaders, coaches, door persons who have Webcollect Admin access	2

				<p>Parents should remain on site for duration of activity.</p> <p>Group leaders to check for medical conditions before session and to be aware of any medical treatment carried by paddler.</p> <p>All coaches &amp; bridge paddle leaders should carry a mobile phone to allow access to details and contact emergency services.</p>	
<b>Kayaking/Canoeing Helping Riverside</b>	Road Safety	Participants Coaches Helpers		<p>No boats should be left in the road</p> <p>Children should stay off the road either on the grassy area next to the river or close to the container.</p> <p>When using the Cricket Pavillion users should take care walking down the road to the container. Younger children should be accompanied by their parents.</p> <p>A leader or door helper should park their car to block the exit of the car park in front of the container</p>	
<b>Kayaking/Canoeing Helping Riverside</b>	Observation	Participants Coaches Helpers		<p>All club members should remain vigilant to inappropriate behaviour, any suspected cases should be reported to the Welfare Officer at the earliest opportunity.</p> <p>Members to be aware they are changing in a public space with young people about.</p> <p>All coaches &amp; leaders should have completed Safeguarding training.</p>	

Lower Wharf Canoe Club – Risk Assessment  
Site – River Ouse, Bishopthorpe (W3W Book.Truth.Armed)

Date of Assessment- April 2025  
Assessment by – Ann Mitchell & Jim Philpott

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<b>Kayaking/Canoeing Helping Riverside</b>	Unsafe River conditions	Participants Coaches Helpers	20	Coach to check river levels on UK River App If River levels are above the steps on left side of slipway do not run session. If river level is over jetty area consider whether it is safe to run the session depending on abilities The lead coach or Trip leader has the ultimate decision to run a trip or cancel.	6

**Risk Assessment Terminology**

**'Hazard'**: Something that has the potential to cause harm (this includes people, equipment and environment)

**'Risk'**: The likelihood that the hazard will result in harm

**'Control Measure'**: Actions taken to reduce the risk of the hazard causing harm

**Risk Assessment Matrix**

The table below is used to calculate risk levels for the selected operations. The Likelihood and Severity levels are estimates based on accumulated data from accident and near miss incidents and from observations of working practices.

Likelihood (L)	Severity (S)				
	1 (Insignificant)	2 (Minor)	3 (Moderate)	4 (Major)	5 (Catastrophic)
1 (Very unlikely)	1	2	3	4	5
2 (Unlikely)	2	4	6	8	10
3 (Likely)	3	6	9	12	15
4 (Very Likely)	4	8	12	16	20
5 (Certain)	5	10	15	20	25

Low Risk	Current control measures are sufficient
Medium Risk	Risk level acceptable with care and attention to control measures
High Risk	Risk level unacceptable, work must stop until further controls are in place
Extreme Risk	Operations must cease immediately and a full evaluation carried out. Operations must not restart without approval from the Managing Director