

Risk Area: Paddlesport (Canoes; Kayaks; SOTs)

Owner: Head of Operations

Date of next review: 08.04.26

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<b>Drowning</b>	Staff and Visitors by falling off of craft or during capsizes	<ul style="list-style-type: none"> <li>• Buoyancy Aids must be worn, include CE mark and 50N</li> <li>• BC Qualified Instructors or</li> <li>• Trained and assessed UKSA in house instructors</li> <li>• VHF Radio carried or appropriate means of communications</li> <li>• EAP in place</li> <li>• Staff trained in EAP completion</li> <li>• Buoyancy Aids are checked by instructors before use for fit and function</li> <li>• Adherence to operating procedures</li> <li>• Self-inflating lifejackets should be available for guests that have injuries or disabilities which prevent them from turning themselves face up after falling in the water</li> <li>• Water confidence sessions provided prior to going afloat.</li> <li>• Capsize drills covered promoting student safety</li> <li>• All craft (closed cockpit and kayak) to carry secondary buoyancy (foam or floats) to keep craft afloat when capsized.</li> </ul>				

<b>Collisions</b>	Staff and visitors by colliding with other craft, or head injuries resulting from paddles	<ul style="list-style-type: none"> <li>• Helmets must be worn</li> <li>• Use of operating procedures</li> <li>• EAP is in place</li> <li>• Guests are briefed on the importance of being aware of your paddle</li> <li>• BC Qualified Instructors or</li> <li>• Trained and assessed UKSA in house instructors</li> <li>• IC to ensure operating areas are correct for group sizes and abilities.</li> <li>• SI afloat to monitor sessions and offer support where necessary</li> <li>• Paddle briefing to be done ashore which covers special awareness and being mindful of those around you.</li> </ul>				
<b>Hypothermia</b> Cold	Staff and visitors due to environmental conditions	<ul style="list-style-type: none"> <li>• BC/In house assessed. Qualified Instructors</li> <li>• Wetsuits must be worn (At CI's Discretion)</li> <li>• Clothing appropriate to conditions, no jeans, no foul weather gear only. This includes appropriate footwear, ideally ankle high thick neoprene boots.</li> <li>• Additional clothing to be brought on sessions where temperature is low</li> <li>• Length of sessions to be shortened to allow for colder temperatures.</li> <li>• Appropriate drinks and sugary food to be taken on sessions.</li> </ul>				
<b>Hyperthermia</b> Hot	Staff and visitors due to environmental conditions	<ul style="list-style-type: none"> <li>• BC/In house assessed. Qualified Instructors</li> <li>• Instructors make sure guests are drinking enough water during the day</li> <li>• Instructors make sure sun-cream and sun protective clothing is suitable</li> <li>• Water and sun-cream to be brought on sessions where temperature is high</li> <li>• Regular checks on students to be done</li> <li>• Sessions length to be adjusted to allow for comfort breaks.</li> <li>• Prolonged exposure to direct sunlight to be minimized.</li> </ul>				

<b>Group Control Whilst Afloat</b>	Visitors behavior and conduct impacting safety	<ul style="list-style-type: none"> <li>• All Guests receive a safety briefing before going afloat</li> <li>• Use of operational procedures</li> <li>• IC to ensure SOPs are applied to all sessions</li> <li>• All Guests are given a paddling area to stay within</li> <li>• IC to ensure session plans and locations are appropriate</li> <li>• SI Afloat to check on control of sessions and offer support where necessary</li> <li>• Additional staff allocated for groups Risk Assessed as requiring additional support (special needs or behavioral concerns as an eg)</li> </ul>				
<b>Guest Medical Issues</b>	Visitors not declaring medical info.	<ul style="list-style-type: none"> <li>• All guests must have completed a medical form before going afloat.</li> <li>• All instructors must check if there any medical issues with the group they are taking out.</li> <li>• Medicines must be placed in a dry bag and kept with instructor at all times.</li> <li>• Medication must be given back to the student at the end</li> <li>• If a guest has a medical issue which may warrant an individual risk assessment the chief instructor will make sure this is completed</li> <li>• Group leader to attend session if needed</li> <li>• Guests with additional needs will require separate risk assessment prior to arrival.</li> </ul>				
<b>Manual Handling</b>	Injury whilst lifting the kayaks	<ul style="list-style-type: none"> <li>• Instructors to demonstrate correct technique</li> <li>• Instructors to lift down kayaks off stacks and out of racks in groups of more than 2 persons</li> <li>• Instructors to carry kayaks for young students who struggle (2 staff or 4 students)</li> <li>• Adult students to carry kayaks in pairs or groups of four for younger students</li> </ul>				

<b>Entrapment</b>	Staff and visitors, Risk of drowning or secondary drowning through entanglement when in the water	<ul style="list-style-type: none"> <li>• Instructor to demonstrate how to exit a kayak / canoe without a spray deck</li> <li>• Instructor to demonstrate how to exit a kayak with a spray deck if fitted</li> <li>• Instructor to demonstrate how to exit a kayak /canoe without a spray deck when inverted</li> <li>• Instructor to demonstrate how to exit a kayak with a spray deck fitted when inverted</li> <li>• Means for summoning assistance</li> <li>• Consider ability of group and allocate equipment accordingly</li> <li>• Consider choice of location according to ability</li> <li>• All craft to carry secondary buoyancy floats (bags or foam) to keep craft afloat when capsized.</li> </ul>				
<b>Seal Launching - Hitting the Bottom</b> Ankle injury Back injury	Visitors, improper technique resulting in injury	<ul style="list-style-type: none"> <li>• Seal launching should not be carried out if the water line is below the yellow line which is marked on the first concrete pile of the fuel pier.</li> <li>• Seal launching must be approved by the IC in charge regardless of the tidal conditions.</li> <li>• Depth checks must be performed. Directly in line with proposed site, depth should be at least 1 full paddle length deep.</li> <li>• Private pontoons and 'green protected' areas are not to be used. Consult with IC if unsure prior to delivery</li> <li>• Seal launching only to be done under supervision and a spotter in the water to support the student in the event of a capsize.</li> <li>• Students to be clear of the water area where the launching is taking place.</li> <li>• No exaggerated motions when launching to be made (high lifts or twists)</li> </ul>				
<b>Seal Launching - Landing flat</b> Back injury	Visitors, improper technique resulting in injury	<ul style="list-style-type: none"> <li>• Instructor to launch each student in a way that ensures the nose of boat enters the water first, low lift of the tail only so much as to allow for a slide entry.</li> </ul>				
<b>Seal Launching - Capsizing on impact</b> Entrapment	Visitors, improper technique resulting in injury	<ul style="list-style-type: none"> <li>• If any student is about to be launched, there must be qualified instructor in the water ready, to deal with any incidents (FSRT qualified).</li> </ul>				

<b>Seal Launching - Kayak landing on top of another or swimming student</b> Head injury - trauma	Visitors, improper technique resulting in injury	• There must be no swimming students in the immediate area whilst launching. If a student capsizes and falls out of boat, wait until they are clear before launching the next				
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