

## DEVIZES CANOE CLUB (DCC)

### RISK ASSESSMENT 2018 version 2.0

#### INTRODUCTION

##### General Statement

DCC is committed to maintaining safe and healthy conditions on and off the water at the Lower Wharf club site and on organised club events elsewhere. The club's aim is to prevent accidents and instances of paddling-related ill health by ensuring that all activities carried out at the club premises or undertaken by members as part of a club organised event are managed so as to avoid, reduce or control all foreseeable risks to the health and safety of anyone who affected by such activities, so far as is reasonably practicable.

##### Relevant Policies

This risk assessment MUST be read in conjunction with the following relevant policies:

1. The DCC Safety & Operating Policy (revised 2016) is the authoritative policy document governing health, safety and operating procedures for paddling activities. It includes content on first aid, prevention of disease and risk assessment.
2. The DCC Facilities Management Policy (revised 2017) is the authoritative document covering the maintenance and safe use of the built estate.
3. The DCC Safeguarding Policy and guidelines for use of changing rooms.

##### Outline of Activities

DCC is based at Lower Wharf, Devizes, Wiltshire SN10 1JN. The club leases the site from Wiltshire Council, Wadworth & Co Ltd and the Canal & Rivers Trust (CRT)

DCC is an active club with organised daily sessions on the canal, indoors, pool sessions and regular paddling trips. The club organises development programme from novice to elite paddlers and novice introductory courses. Adult club members access the club independently to paddle and facilities are available 24/7 to adult members for unsupervised training.

All participants at DCC MUST be members unless on an introductory course or be arrangement is a BC member or adult member at another affiliated club.

#### SCOPE

This Risk Assessment applies to the Lower Wharf estate and local waters. It is co-sponsored by the club's H&S Officer, Facilities Manager and Senior Coach.

DCC conducts paddlesport activities from Lower Wharf and other sites with access to water. Occasionally activities or specific locations away from Lower Wharf may carry additional risks which need to be assessed on a case by case basis in the location in which they are to be carried out. This generic risk assessment is intended to provide a template to be used by coaches when assessing specific activities, water courses, launch and recovery sites prior to their use.

## Risk Assessment

<b>Assessment Number</b>	01/2018	<b>Risk Assessor</b>	Mark Bouch
<b>Club Name:</b>	Devizes Canoe Club		
<b>Date Prepared:</b>	24 <sup>th</sup> February 2018	<b>Review Date</b>	24 <sup>th</sup> February 2019
<b>Address/Location</b>	1. Lower Wharf, Devizes, Wiltshire SN10 1JN	2. Local water (K&A Canal)	
<b>Activity assessed</b>	Generic DCC operations		

<b>Key To Assessment:</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
	Minor impact/injury	Moderate impact/injury requiring repair/treatment	Major impact/injury with serious consequences

## General Risks

<b>Hazards</b>	<b>People at Risk</b>	<b>Precautions/controls required to reduce the level of risk to the lowest practicable level</b>	<b>Residual Risk Low/Medium/high</b>
Use of kitchen and kitchen equipment	Members, volunteers, visitors	<ul style="list-style-type: none"> <li>The club is to nominate a L2 Food Hygiene trained volunteer as the responsible person to authorise kitchen users</li> <li>Use in accordance with published hygiene and safety instructions</li> <li>Kitchen hygiene and safety instructions to be displayed in kitchen and kept up to date</li> <li>Supervision by adults at all times</li> <li>Kitchen electrical equipment to be PAT tested and labelled</li> </ul>	LOW
Indoor Trip/Fall/Slip hazards	Members, volunteers, visitors	<ul style="list-style-type: none"> <li>Working area to be kept clean and tidy</li> <li>Cables protectors or duct tape to be used for any trailing electrical leads</li> <li>Activity within the club building should be conducted at walking pace.</li> <li>Loose equipment (weights, dumbbells etc) is not to be left in a traffic route between the main door and kitchen, disabled toilet or emergency exit.</li> </ul>	LOW
Indoor training activities including gymnasium equipment	Members, volunteers, visitors	<ul style="list-style-type: none"> <li>Gymnasium/ergometer equipment to be stored in a safe place so as not to impede access</li> <li>Move ergometers so they don't impede access and safe movement between doors and emergency exits</li> </ul>	LOW

		<ul style="list-style-type: none"> <li>Gymnasium activities to be assessed for safety and potential risks identified</li> <li>Ensure that all risks identified for a specific activity are verbally briefed by a coach before the activity starts. This may include: <ul style="list-style-type: none"> <li>Safe use of equipment provided</li> <li>Demonstration of safe technique</li> </ul> </li> <li>Coaches to ensure that participants understand and follow instructions</li> <li>Check location of first aid point and qualified first aider.</li> <li>No unsupervised use by juniors</li> </ul>	
General risk of outdoor activities on dry land	Members, volunteers, visitors	<ul style="list-style-type: none"> <li>Working area to be kept clean and tidy</li> <li>Each activity to be assessed for safety and potential risks identified</li> <li>The full brief for every activity is to be reviewed by the consultant to identify any specific risks</li> <li>Ensure that all risks identified for a specific activity are verbally briefed by a coach before the activity starts. This may include: <ul style="list-style-type: none"> <li>Safe use of equipment provided</li> <li>Demonstration of safe technique</li> </ul> </li> <li>Coaches to ensure that participants understand and follow instructions</li> <li>Check location of first aid point and qualified first aider.</li> <li>Ensure paddlers suitably dressed for the activity they are undertaking, the time they will spend outdoors and prevailing weather conditions</li> </ul>	LOW
Risk of fire in club premises	Members, volunteers, visitors	<ul style="list-style-type: none"> <li>FM policy to cover: <ul style="list-style-type: none"> <li>Fire Safety policy in operation</li> <li>Fire Safety assessment review</li> <li>Serviceability of fire exits and fire equipment</li> <li>Emergency procedures</li> <li>Fire drills</li> </ul> </li> <li>No indoor activity is ever to involve naked flame, accelerants, solvents or flammable aerosols (e.g. enamel paints)</li> <li>Fire doors are to remain closed</li> <li>At events attendees to be reminded of fire emergency procedures</li> </ul>	LOW
Welfare of junior paddlers and risks associated with safeguarding juniors, vulnerable adults and their coaches	Coaches, paddlers, volunteers and visitors	<p>DCC Safeguarding and Welfare policies to cover:</p> <ul style="list-style-type: none"> <li>All adults with supervisory role involving juniors (coach or volunteer) to be DBS checked before taking over role</li> <li>Changing room use by adults during junior sessions to be restricted and always supervised by parent and duty coach</li> <li>Junior paddlers not to be left unattended at the club</li> <li>No adult to be left alone with a junior at any time (at club or events away from the club)</li> </ul>	LOW
Vehicle access and hazards associated with vehicle	Members, volunteers, visitors	<ul style="list-style-type: none"> <li>Minimise vehicle access to Lower Wharf</li> <li>Ensure compliance with traffic and access policies</li> </ul>	LOW

movement and kayak/canoe loading/unloading		<ul style="list-style-type: none"> <li>Restrict speed on Lower Wharf road and report offenders to the committee</li> <li>Coaches supervising activity to ensure paddlers are moved away from manoeuvring vehicles</li> <li>Only club duty coaches and disabled blue badge parking permitted to park at the club unless loading/unloading</li> </ul>	
Risk associated with removal from or replacement in the boat storage shed	Members, volunteers, visitors	<ul style="list-style-type: none"> <li>Club members in organised sessions to be supervised to ensure safety during transit of boats from store</li> <li>Ensure K2s or heavy boats lifted/moved by two people</li> <li>Activities to be conducted outside the fenced yard to avoid conflict with boats being taken out of or replaced in storage</li> <li>Boats and boat trailers are not to impede ramp access to the main door or step access to changing facilities at any time</li> </ul>	LOW

### Paddling Specific Risks

Hazards	People at Risk	Precautions/controls required to reduce the level of risk to the lowest practicable level	Residual Risk Low/Medium/high
Risk of collision on the water	Paddlers	<ul style="list-style-type: none"> <li>Duty coach to supervise and assess conditions and canal traffic</li> <li>Site lines from Lower Wharf kept clear (so far as is practical) to ensure a safe view for paddlers leaving the landing stage in either direction.</li> <li>Paddlers instructed to avoid leaving from or returning to Lower Wharf whilst powered craft are passing the landing stage.</li> <li>Novice paddlers to stay clear of the K&amp;A Town Lock gates (immediately to the West of the club). Coaches to advise inexperienced paddlers to portage or turn at least 25 metres before the lock.</li> <li>All paddlers to be briefed on navigation and passing rules (right hand side of centre line at all times and overtaking boat gives way)</li> <li>All paddlers to exercise caution when overtaking canal traffic. If in doubt wait for adequate space and give plenty of space to the larger vessel.</li> <li>Paddlers to take account of the effects of strong wind on manoeuvrability.</li> </ul>	LOW/MEDIUM
General risks of injury to	Paddlers	<ul style="list-style-type: none"> <li>Novice paddlers to be instructed and assessed before allowed unsupervised use of equipment</li> </ul>	MEDIUM

<p>inexperienced paddlers</p>		<ul style="list-style-type: none"> <li>• Coaches to ensure novices taking part in courses must have read, understood and signed a membership form or participation statement which outlines their responsibilities and risks.</li> <li>• Courses are led by qualified coaches and/or experienced DCC paddlers</li> <li>• Supervision ratio at least 1 instructor to 8 inexperienced students and in line with BC guidelines.</li> <li>• At least one coach should be on the water before any students.</li> <li>• Session plans are to familiarise participants with good, safe practice including the requirement for capsized drills, spray decks, buoyancy aids, clothing, manual handling and Weil's disease.</li> <li>• Disruptive paddlers may be removed from organised training sessions if there is a risk to safety.</li> </ul>	
<p>Manual handling: loading and unloading/carrying boats and portage drills</p>	<p>Paddlers</p>	<ul style="list-style-type: none"> <li>• Training in manual handling and portaging to be an integral part of DCC sessions and courses.</li> <li>• Use of correct lifting techniques to be demonstrated and encouraged (knees bent, protect the back).</li> <li>• Minimise lifting and carrying by sharing the load and ensuring paddlers are physically able to carry boats.</li> <li>• All Boats carried down the steps to the waterside horizontal on a parallel line in order to avoid unlevel load bearing and damage to both boat and paddler.</li> <li>• Avoid risk of damage to equipment and paddlers by correct use of boat stands and exercise caution when conditions are windy.</li> </ul>	<p>LOW/MEDIUM</p>
<p>General paddling injuries including MSK, blisters, cuts and bruises</p>	<p>Paddlers</p>	<ul style="list-style-type: none"> <li>• Paddlers aware that canoeing and kayaking are 'assumed risk' sports that carry a risk of accident and injury.</li> <li>• Warm up or stretch before paddling to be included in all organised sessions.</li> <li>• Coaches to train paddlers in appropriate paddling techniques to avoid injury.</li> <li>• Coaches be aware of banned games by BC such as Gunnel Running with kayaks or Pass The Paddle with kayak blades.</li> <li>• Ensure training in rescue techniques that avoid excessive strain when handling water-filled boats and/or heavy paddlers in the water.</li> <li>• Exercise sufficient control over group activities to reduce risks of paddler injury from other participant's boat or paddle.</li> <li>• Ensure paddlers under training are asked about pre-existing injuries and their duty to inform their coach or activity leader of any medical conditions or pre-existing injuries.</li> <li>• Dress suitably at all times talking into account the general condition of the canal bank, exposed metal and woodwork, anti-slip materials, nettles and brambles.</li> </ul>	<p>LOW/MEDIUM</p>

		<ul style="list-style-type: none"> <li>Coaches to know the location of the nearest first aid kit</li> </ul>	
Risk of accidents when training at night	All paddlers	<ul style="list-style-type: none"> <li>Winter Rules published for the period October to April govern paddling outside daylight hours.</li> <li>General hazards have increased likelihood at night, so on-the-water activities should be restricted to experienced paddlers or closely supervised.</li> <li>Paddlers to be aware of risks from floating debris and potential head injuries from low bridges</li> <li>Paddler lighting in accordance with Winter Rules to be checked before departure from Lower Wharf</li> <li>Junior level and ratio to be assessed with conditions and distance on location.</li> </ul>	MEDIUM
Risk of waterborne disease and contamination	Paddlers, Volunteers, Visitors	<ul style="list-style-type: none"> <li>All paddlers to be made aware that river/canal environments carry a risk of waterborne disease or infection (e.g. Weil's Disease or EColi).</li> <li>All paddlers to be directed to read information notice on Leptospirosis (Weil's disease).</li> <li>Information of waterborne disease available on the club website and notice board.</li> <li>Paddlers to be advised on prevention of waterborne disease, for example covering cuts and grazes and washing hands prior to eating.</li> <li>Risk of cross contamination to be reduced by rinsing all DCC, private boats and equipment with fresh water before and after travel to another watercourse.</li> </ul>	LOW/MEDIUM
Risk of cold (or hot) weather illness	Paddlers, Volunteers, Visitors	<ul style="list-style-type: none"> <li>All paddlers to be offered advice about appropriate and suitable clothing.</li> <li>Paddlers to be reminded of risks of excessive exposure to sunlight.</li> <li>Session activities to be appropriate to local conditions.</li> <li>Coaches to prevent paddlers in organised sessions getting on the water in clothing that is unsuitable for the conditions.</li> <li>Paddlers to be advised to have plenty of warm clothes to change into after an activity.</li> <li>Paddlers to be encouraged to carry spare clothing, drinks and high energy foods depending on the activity and conditions.</li> <li>Sessions cancelled if activities/clothing are inappropriate to conditions.</li> </ul>	MEDIUM
Allergic reaction/onset of illness	Paddlers, Volunteers, Visitors	<ul style="list-style-type: none"> <li>Anyone (including members of the public) can suffer from an allergic reaction, asthma or any other pre-existing condition.</li> <li>As part of membership application and course induction participants to be asked about pre-existing injuries.</li> <li>Paddlers to be made aware of their duty to inform coaches of any medical conditions or pre-existing injuries (for example, asthma) that may be relevant.</li> </ul>	LOW

		<ul style="list-style-type: none"> <li>Members and participants advised to have appropriate medicines readily available (e.g. epipen, inhalers etc).</li> </ul>	
General risk of slips, trips and falls when accessing canals/rivers	Paddlers and volunteers/supporter on bankside	<ul style="list-style-type: none"> <li>Buoyancy aids to be worn by all juniors and adult paddlers when on or close to the water unless specifically exempted by club rules.</li> <li>All paddlers to wear buoyancy aids after dark and when club Winter Rules in force</li> <li>Adult helpers and supporters to take care at any landing stage/access point where surfaces may be slippery.</li> <li>Suitable footwear for marathon paddling is mandatory for paddlers</li> <li>Duty coaches are to be particularly vigilant in cold weather when there is a risk of ice on landing stages and access points</li> </ul>	
Risk of on the water accident and/or injury including entrapment and drowning due to capsize	All paddlers	<ul style="list-style-type: none"> <li>All paddlers to be aware that canoeing and kayaking are assumed risk water sports that may carry attendant risks including accidental injury or death.</li> <li>All activities to take place in accordance with the Club's published Safety &amp; Operating Policy.</li> <li>Participants MUST confirm that they are confident in water and able to swim at least 50 metres in light clothing.</li> <li>All participants to wear buoyancy aids unless specifically exempted by club rules.</li> <li>Coach to ensure buoyancy aids are appropriate size, worn correctly and checked for condition.</li> <li>Coach to check boats and personal equipment including footwear.</li> <li>Coach to check that paddlers have long laces on trainers, excess webbing on B.Aids, unfastened clothing, long hair tied back, to avoid snagging on boats.</li> <li>Coach able to rescue a capsized paddler trapped in their boat.</li> <li>Boats are to be fitted with sufficient buoyancy to float when capsized.</li> <li>Coaches to be trained in emptying boats and rescue techniques</li> <li>Coach to check appropriate craft used for paddler ability and water conditions.</li> <li>Leaders to carry safety equipment reflecting the conditions and group ability.</li> <li>Coaches and activity leaders may prevent anyone from paddling that they believe is unfit to do so, or lacking sufficient experience or skill to manage the conditions.</li> <li>All accidents, incidents or near misses must be reported to DCC using the incident report form in the office. Details of any incident resulting in injury requiring hospital attendance / treatment will also be passed to British Canoeing.</li> </ul>	LOW/MEDIUM
Boat transport on vehicles or trailers	Members, volunteers and supporters	<ul style="list-style-type: none"> <li>Any boats carried on the club trailer are to be securely fastened with tiedowns. The vehicle driver is accountable for ensuring the load is safe</li> </ul>	LOW/MEDIUM

		<ul style="list-style-type: none"> <li>• Advice to be provided that privately owned cars, roof-racks and boats are NOT the club's responsibility.</li> <li>• Advice to be provided to all members that roof racks should be securely fixed to vehicles and boats should be securely tied to roof racks using tie-down straps.</li> <li>• Loading and unloading to be included in course instruction</li> <li>• DCC to maintain public liability insurance for club boats and kit.</li> </ul>	
Risk from aggressive swans and wildlife	All paddlers	<ul style="list-style-type: none"> <li>• Advise paddlers to be considerate towards wildlife and not antagonise swans.</li> <li>• Avoid swans with cygnets on the canal as they tend to protect their young.</li> <li>• If paddlers need to pass close to swans, avoid getting between them and their young.</li> <li>• Paddlers should portage if necessary to avoid swans posing a threat to paddlers.</li> </ul>	MEDIUM
Risk of injury resulting from very occasional conflict with members of the public.	All paddlers	<ul style="list-style-type: none"> <li>• Paddlers should be made aware of occasional verbal abuse and throwing of missiles by members of the public.</li> <li>• Stay away from moored canal barges. Don't bump their boats and be always friendly!</li> <li>• Don't get in or out of the canal on private property without permission.</li> <li>• Look out for and avoid anglers. Give anglers space and opportunity to move their fishing tackle. Steer a straight course and be friendly!</li> <li>• Avoid confrontation or verbal exchange if people throw things or abuse paddlers.</li> <li>• Coaches to take care to avoid risks to pedestrians when cycling on the towpath.</li> <li>• Report all incidents to the Duty Coach. Duty Coach or a committee member will decide whether to call Police if the incident is serious.</li> </ul>	LOW