

Kayaking-Offsite

Leaders Name:

Other Staff:

Group Size:

Location:

HAZARD		WHO MIGHT BE HARMED	RISK CONTROL MEASURES
General (see also site specific general hazards)	All hazards	All Participants and Staff	British Canoeing Union (BCU) qualified Instructors to ensure safe supervision of participants. All participants to be briefed clearly throughout session. Weather forecast check prior to session. Procedures and Guidelines in place by Surrey County Council. Group leaders to read and agree conditions of use of the Surrey Outdoor Learning and Development sessions. Instructors to carry first aid kit, medical details, mobile phone, spare equipment. Participants assessed for suitability before commencing offsite activity. Mobile backup staff in case of emergency. Group leader must bring completed medical forms for all participants and ensure participants with any medical conditions are known, any appropriate medication is carried. Pre site visit and risk assessment completed by Surrey Outdoor Learning and Development (S.O.L.D) staff.
Human	Carrying and lifting	All Participants and Staff	Instructor to ensure boats are carried in pairs.
	Lifting boats off trailers	All Participants and Staff	Instructor / coaches to brief on good lifting technique and ensure boats are carried with suitable numbers
Environmental	Weirs	All Participants	Assessment of suitability before use and supervision of transition. Define paddling area. Helmets to be worn.

Environmental	Broaching, entrapment, recirculated in stopper	All Participants	Appropriately qualified BC instructor for remit. Group briefs on staying clear of such risks including weirs and how to manage. Staff to benchmark/assess groups ability to take avoiding action to prevent entering an area of entrapment, weir or stopper. Staff to carry throw line and to have local knowledge of any such risks and ways to manage them. Craft to have contents [barrels etc..] lashed down to avoid additional injury from loose objects.
Environmental	Slipping on rocks when accessing or egressing river	All Participants and Staff	Venue dependant -helmets worn by all participants, prior safety brief given.
Environmental	Cold - immersion, exposure	All Centre Visitors and Staff	Protective clothing provided. Follow National Governing Body guidelines. Have the means or duty worker available to come and collect so participant maybe warmed up.
Environmental	Exposure / Sunburn	All Participants and Staff	Ensure all participants are wearing appropriate clothing and protection from the weather. Check detailed weather forecast before commencing activity.
Environmental	Drowning - capsize, falling overboard, falling in from bank	All Participants and Staff	Participants must wear buoyancy aids. Staff to brief and supervise safe selection including size and condition, use, entering and exiting craft and the water. Staff trained in CST/FSRT/PSRC rescue techniques. Groups to remain in close proximity and line of site and hearing distance of the instructor. Participants briefed in a capsize drill and to shout swimmer/raise the alarm to the instructor
Equipment	Strainers	All Participants and Staff	BCU qualified instructor. Group to be made aware of hazard and its dangers.
Equipment	Locks	All Participants and Staff	All participants are under the supervision of qualified instructors who are all aware of the dangers involved. When using locks advice to be taken from Lock Keeper who is on duty.
Equipment	Hit by paddle	All Participants	Group made aware of danger.
Equipment	Other vessels (moored and navigating)	All Participants	Ensure knowledge of the International Regulations for the Preventions of Collisions at Sea (IRPCS) and regulation on the river. Group to have knowledge of IRPCS prior to trip.

Equipment	Entrapment and entanglement	All Participants and Staff	BCU qualified instructor, check footrests, choice of footwear, clothing, ensure participants are instructed how to use spray decks. Participants to be taught correct rope and sheet practices and techniques. Supervised by instructor / coach. Any equipment carried should be appropriately secured with no long loose trailing lines or loops. Safety brief given on capsize and air pocket of upturned kayak. Staff to carry an easily accessible water knife. Staff are aware of the stages of rescue for entrapment: swift response, count heads, right the boat, free the participants then rescue the participant. Any lines should be kept short, tidy, elastic maintained so that fixtures and fitting do their job effectively.
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