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| **DESCRIPTION OF TASK / ACTIVITY** | **Water Sport Activities (Canoeing/Kayaking/Stand up Paddle Boarding)**  This generic Risk Assessment should be used as a basis for preparing an event specific Risk Assessment.  It sets out general hazards and control measures for a canoeing excursion (this can be used with the generic Risk Assessment for trekking for overnight camping).  Elements may be removed if they are not applicable and additional elements may be added to address specific hazards of an excursion, activity or participants’ needs.  It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific excursion. |
| **LOCATION** |  |

| **Item** | **What are the hazards?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Anything else you need to do to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
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| 1 | Inappropriate activity plan | * Supervisors will hold an appropriate qualification for the route and/or activity * Supervisors will hold an appropriate First Aid qualification * Supervision ratios will be a maximum of 1:8 * Group members will appropriately trained and prepared for the route and planned activities * Route and activities have been planned to suit the abilities and needs of individual group members | In preparing excursion specific Risk Assessment you can add details of supervisor’s qualification  Is supervisor familiar with the route/training area?  Does supervisor need to do a physical assessment of the route to ensure it is appropriate for this group?  Supervision ratios may need to increase to meet individual needs |  |  |  |
| 2 | Inadequate or faulty equipment | * Leaders will visually check equipment at time of issue * Check to include serviceable of water craft and their suitability for the planned activity * If participants are using their own equipment the leader will ensure it is serviceable, suitable for the expected conditions and nature of the activity * Leaders will check that participants have appropriate clothing and equipment * Leaders will make a final check of equipment prior to the activity starting, ensuring where necessary, that it is correctly fitted and that all participants are adequately clothed and equipped | Activities may have to be adjusted or curtailed if participants have inadequate clothing or equipment  Personal Flotation Devices and (where used) Helmets must be serviceable and regularly maintained. |  |  |  |
| 3 | Water Designation and Grade | * Supervisors are experienced in local conditions and will be trained to NGB or Moray Council standards in group management, instructional techniques and emergency procedures * Personal Flotation Devices must be worn when on or near water * Helmets must be worn in accordance with Best Practice * Route/training area has been chosen taking account of the nature of the activity, the ability level of the group, weather conditions and the equipment available * Participants will be briefed on hazards specific to the route or area being used and will be instructed in the skills and techniques needed to avoid them or deal with them * Leaders will ensure that safety equipment appropriate for the specific route and activity is carried * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if participants are unable to continue  Participants to be briefed on water safety  Parts of the route may require close supervision of the group or individuals |  |  |  |
| 4 | Water entry /Capsize | * Instructors/Supervisors must hold relevant NGB and First Aid qualifications * Leader will be aware or any non or weak swimmers in the group * Personal Flotation Devices must be worn when on or near water * Participants will introduced to the activities in a progressive manner, including coaching in appropriate techniques from having entered the water and capsize drills | This may include  Supervisors to be aware of individual needs and abilities  Participants to be briefed on water safety  Parts of the route or training area may require close supervision of the group or individuals |  |  |  |
| 5 | Impact with other boats or objects | * Personal Flotation Devices must be worn when on or near water * Helmets must be worn when there is a risk of capsize or striking overhead branches * Instructors/Supervisors must hold relevant NGB and First Aid qualifications * Instructors/Supervisors to be familiar with the venue * Participants will be briefed on water etiquette and respect for other users | Consider mandating use of helmets for inexperienced groups |  |  |  |
| 6 | Location - Delayed access to medical assistance | * Supervisors have appropriate First Aid qualifications for the planned route/Training area * Appropriate first aid equipment will be carried by the supervisor and the group * Group members have be briefed on the actions to take in the event of an incident or emergency * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Support vehicle to be at activity location | Consider First Aid training for group members if they are to operate under remote supervision |  |  |  |
| 7 | Remote Location - Group late or lost | * Groups will operate as a team under the supervision of an adult leader * Supervisors to be aware of Phone signal limitations for the training area * Teams will use pre-planned training areas or routes * Teams have been trained to navigate at the standard required for the route, including relocation procedures if lost * Teams will be briefed on the supervision plan and communication plan * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | Consider specifying equipment to be used if groups are likely to be out after dark; torches, survival shelters, tents, etc |  |  |  |
| 6 | Weather  Current weather conditions  Rapid changes to conditions  Changes to water conditions | * Supervisors will obtain information on weather and other relevant factors and make an assessment of conditions prior to the start of the activity * Leaders will ensure that each participant is appropriately clothed, carries sufficient food and that additional food, clothing and equipment is available to suit the expected conditions and nature of the activity * Leaders will carry emergency equipment, including bivvy bag or shelter * Leaders will be First Aid trained to the level required by the NGB or Moray Council (whichever is higher) * Group members will be trained to recognise early signs of hyperthermia or heat exhaustion and carry out the appropriate actions * Supervisors will modify or curtail the activity if prevailing conditions are inappropriate for the group or the planned activity | Consider needs of individual group members with additional support needs  Consider pre-planned wet weather routes |  |  |  |
| 7 | Loading, unloading and carrying Water craft | * Participants to be briefed on correct manual handling techniques for handling Water craft * Participants to be briefed on specific hazards at the venue * Unloading, loading and moving Water craft to be a supervised activity * Helmets should be worn during this operation | Consider adding specific advice on manual handling techniques  Consider known hazards at the venue; proximity to roads, busy car parks, hazards to pedestrians from moving boats, steep river banks and other obstacles |  |  |  |
| 8 | Pre-existing medical conditions | * Parents must complete consent and medical information forms * Supervisors must familiarise themselves with any pre-existing medical conditions * Leaders will be First Aid trained to the level required by the NGB or Moray Council (whichever is higher) * Group members are to briefed on appropriate First Aid for possible medical conditions * All staff and group members to be briefed on the location and use of any inhalers or auto-injectors carried by members of the group | Consider adding details of any pre-existing medical conditions |  |  |  |
| 9 | Insect and animal bites and stings  Other natural hazards | * Group members must be briefed on potential hazards, safety precautions and appropriate First Aid, including Ticks and Lime’s disease, insect stings and adder bites * Participants to be briefed on water quality and Weil’s disease |  |  |  |  |
| 10 | Inappropriate behavior | * Code of conduct agreed with all group members prior to the expedition | Consider adding details for supporting specific individuals |  |  |  |
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| **Prepared by:** | |  | **Date:** |  | | |
| **Date for review:** |  | | |
|  | | | | | | |
| **Checked and Approved by:** | |  | **Date:** |  | | |