



Inverness Canoe Club Risk Checklist

Activity:

Location:

Assessed by Organiser:

Assessment date:

HAZARD	TICK ALL RELEVANT FOR TRIP	WHO AT RISK	Preventative Measures	WHO RESPONSIBLE
1. Lack of Risk Awareness		All Paddlers	The Club General Risk Assessment will be available for review on the Club website. Becoming a member of the Club and participating in Club organised events requires acceptance that you have read and understood the General Risk Assessment.	All Club members/paddlers
2. Paddler Competence		All Paddlers	It is Club policy that a Coach or Leader should accompany all paddlers at BCU 2* level or below. Peer paddlers should be paddling at BCU 3* level or above, although the ability to roll is not essential. Paddlers must identify any health issue which may affect their paddling to the trip organiser/coach/leader prior to the trip/activity beginning.	Trip organiser, coach, leader All paddlers
3. Weather/water conditions		All paddlers	Prior to departure, assessment of weather and water conditions, as well as the competence of the group, will determine whether to proceed. The trip/activity could be cancelled, amended or re-located.	Trip organiser, coach, leader
4. Equipment		All paddlers	All paddlers must ensure they are equipped with own change of dry/warm clothes, own first aid kit, whistle and ideally other means of attracting attention e.g. VHF radio, flares, mobile, SPOT, EPIRB, PLB, torches and glow sticks; All kayaks and equipment must be serviceable and seaworthy; White water kayaks with footpegs should not be used on moving waters; All paddlers must wear buoyancy aids and ensure that they are fitted correctly; If using VHF radios on the sea, they should be switched on to channel 77, unless another channel has been agreed prior to departure. A radio check should be carried out once on the water.	All paddlers, coach, leader



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5. Trip Route		All paddlers	<p>All peer groups, leaders and coaches should have a map, compass and consider carrying a GPS.</p> <p>All paddlers should be briefed, understand and agree the route before departure.</p>	<p>Coach, leader, trip organiser, peer paddlers</p> <p>All paddlers</p>
6. Paddler Discipline		All paddlers	<p>All paddlers should stay together as a group, and should remain close enough to each other to be in verbal and visual contact at all times.</p> <p>Group sizes will be determined by the conditions and the experience of the paddlers; Each group of sea paddlers will include a paddler carrying a VHF radio; Where paddling in a single group of 10+, a front and rear paddler should be identified; ideally both of these paddlers should carry a radio; If conditions require it, consider setting up a buddy system; Particular attention should be paid to close paddling in poor visibility or at night, when the assignment of a number to each paddler is desirable, and regular sequential countdowns being called out by the party.</p>	<p>All Paddlers</p> <p>Coach, leader, trip organiser, peer paddlers</p>
7. Change in water/weather conditions during trip		All paddlers	<p>Where there are major changes in weather/water conditions during the trip, the route may be amended, curtailed or abandoned. The size and composition of the paddling groups may be changed. Paddlers should follow the direction of the Coach/Leader at all times.</p>	<p>Trip organiser, coach, leader</p>
8. Tidal streams, overfalls, headlands		All paddlers	<p>Before approaching any feature, an assessment should be made of the best time to approach, taking into account the experience of the group, tide cycle and weather conditions.</p>	<p>Peer paddlers, coach, leader</p>
9. Communication Difficulties		All paddlers	<p>Group discipline as described in 6. above should be observed at all times; Each group of paddlers should have a minimum of 1 radio to allow inter-group communication.</p>	<p>All paddlers</p>
10. Capsize or Major Incident		All paddlers	<p>Controls 1-9 will minimise the risk of capsized or major incident. All paddlers must have been trained in capsized drill and be able to re-enter their boat, with assistance, on the water; All peer paddlers must be competent in aiding the re-entry of a paddler on the water; In the event of a capsized/major incident, a peer paddler/coach/leader will oversee the management of the incident. Unless asked to perform a specific task or advised otherwise, all paddlers must hold their position in their group until the incident is under control.</p>	<p>All paddlers</p> <p>Peer paddlers, coach, leader</p>



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11. Change of plan, splitting of group		All Paddlers	Ultimate control of the group is the responsibility of the nominated leader. This will usually be the most senior coach/leader present. All paddlers must follow their direction at all times. If conditions deteriorate and the leader elects to divert to safety or change the plan then it is incumbent on all within the group to follow suit; there is strength in numbers and the leader may need your help should conditions worsen. Those who split from the group do so at their own risk and must realise that they may be putting the remainder of the group at greater risk by continuing on their own.	All paddlers
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Contact Information

In the event of any incident, it can be essential to have a contact number for each paddler and also emergency contact details. A number of incidents have arisen in the paddling community in the past where the group has become separated and the rescue has been hampered because it has been unclear whether all paddlers were off the water. Shared contact details within the group helps avoid this situation. In the event of illness or injury, emergency contact numbers can also be useful. Members do provide such details at annual membership renewal, but they may not be appropriate to a particular day's paddling, may change, and will not routinely be available to the leader or event organiser.

It is recommended that each event organiser collects names and contact details for all participants, together with any medical issues or requirements, prior to the start of each trip. This information will be retained by the event organiser or trip leader for the duration of the trip - with all participants being made aware of the location of that information (e.g. trip leader's day hatch).

These details can be collected by using a form in WebCollect at the time of booking (which then allows the organiser to print off a summary sheet before the event), by issuing members with a paper event form, or by collecting information on a single sheet before the start of a trip. To aid this, a proforma for either of the last two options can be found on the ICC website, under Trip Information [[insert link?](#)]. The Membership Secretary can advise on setting up forms in WebCollect.

To access members' details in an emergency, contact the President, Vice-president, Secretary, Treasurer, or Membership Secretary, who are the only committee members with full access to the membership database.

The Membership Directory, which includes the majority of adult members, also provides members' telephone numbers, and can be found in the Members' Area of the ICC website (<http://invernesscc.org.uk/index.php/join-the-club>).