

INVERNESS CANOE CLUB PADDLE SPORTS RISK ASSESSMENT AND RISK MANAGEMENT

Introduction

This Risk Assessment and management guidance is provided to inform all those paddling with Inverness Canoe Club (“ICC”). It ensures compliance with British Canoe (BC) Paddlesafer v3 <https://www.britishcanoeing.org.uk/uploads/documents/Paddlesafer-V3.pdf>. and Scottish Canoe Association (SCA) <https://www.canoescotland.org/resources/safety#gsc.tab=0>

The Club wants everyone to have fun on the water and to do so as safely as possible, however paddle sport is a risk activity. The aim of the Club’s procedures is therefore to i) manage rather than the completely eliminate risk ii) maximise safety and iii) ensure paddlers are alert to the effect of foreseeable risks.

ICC has a culture of safety and shared responsibility. Everyone has a responsibility for their own safety; to ensure their actions do not put themselves and others at risk, to avoid foreseeable harm and, under the direction of the Leader/ Coach, to render assistance when required according to their skills and abilities.

ICC risk management toolkit is made up of: Trips Policy, Generic Risk Assessment (all paddlers), Supplementary Activity Risk Assessment (Coaches/Leaders for risks not covered in the generic risk assessment), dynamic risk assessment undertaken on the day and incident/near miss safety & injury prevention, management and reporting.

All Coaches/Leaders should: hold the appropriate BC/SCA Coach/Leader qualification (or equivalent) and current first aid recorded with the SCA (or equivalent body). Have current experience and skills for their qualification. Lead/Coach within remit: BC Environmental Definitions and Deployer Guidance: <https://www.britishcanoeingawarding.org.uk/guidance-documents/>. Follow SCA/ICC Risk Assessment and Management Processes. Follow the ICC Trips Policy <https://drive.google.com/drive/folders/1zuZgWCEEimw8n6vML63cYw8eQ6b15emh>

ICC paddlers should: be familiar with the Generic Risk Assessment, Trips Policy and follow ICC Participants Guidance: <https://drive.google.com/drive/folders/1zuZgWCEEimw8n6vML63cYw8eQ6b15emh>

ICC Risk Management Process

1. **Generic Risk Assessment:** for all Paddlers as it covers key risks associated with club paddling activities: see appendix 1
2. **Supplementary Risk Assessment:** completed by the Coach/Leader if there are risks additional to the generic risk assessment or a more detailed scope for an event is required: see appendix 2. This can be sent out to paddlers as part of the pre-planning to enable paddlers to self-assess their competence for the activity and ensure they have a role in risk awareness.
3. **Pre-paddle Briefing:** A pre-launch briefing should be given by the Coach/Leader that includes a review of applicable areas in the Generic risk Assessment, Supplementary Risk Assessment if required, identification of 'incident lead'.
4. **Dynamic Risk Assessment:** A dynamic risk assessment undertaken by the Coach/Leader on the day is an essential part of risk management. This may be shared with other Coaches/Leaders or the group as a whole.
5. **Incident / Near-Miss Safety & Injury Reporting:** Coaches/Leaders will be familiar with BC/SCA incident management processes. Incident / Near-miss reporting of incidents that could result in harm or injury or where learning shared from the incident will benefit paddler safety helps ICC learn and make changes to avoid incidents in the future. SCA examples for reporting: collision, hitting obstacles, capsize, entrapment, slips/trips, musculoskeletal injury, pre-existing medical, equipment failure, non-adherence to navigation/access code see appendix 3.

A report is completed by Incident Lead within 48hrs and escalated to the Trips Group for review, with a learning and implementation plan shared prior to next trip/activity with Coaches/Leaders. The form can be downloaded from BC at <https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Incident-Report-Form-March-v1.docx>

6. Review Measures

Review of measures and assessments is undertaken after an incident / key learning or annually to ensure the assessments are kept up to date: see appendix 4.

APPENDIX 1: GENERIC PADDLE SPORTS RISK ASSESSMENT

HAZARD	WHO MIGHT BE HARMED?	HOW MAY THE RISK BE ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION MAY BE REQUIRED?	Review comments / review date
Weather, Temperature, Wind, Visibility	Paddlers	<ol style="list-style-type: none"> 1. Planning takes into account recent weather forecasts, tidal/flow/ river levels, abilities/ fitness of all members of the group, ratio of Leaders/Coaches to paddlers 2. Individuals are aware of their own competence 3. Anticipated conditions, required skills, kit explained as part of booking info and pre-launch briefing <ol style="list-style-type: none"> a. Spare dry clothing, First Aid kit, PPE: all paddlers b. Coach/Leaders: spare clothing, hot drinks, high energy foods, etc. 4. Coach/Leaders continually monitor participants for e.g. hypothermia, sun stroke, exhaustion 5. Coach/Leader satisfied all paddlers can perform a capsize drill and re-enter their boats, with assistance, on the water or swim their boat and paddle to the shore. New members undergo training and are deemed competent before participating in club activities 6. Contact should be maintained within the group at all times 	<ol style="list-style-type: none"> 1. All club activities comply with the ICC Trips Policy & generic risk assessment. Activity specific risk assessment is completed by the Leader/Coach if there are additional risks <ol style="list-style-type: none"> a) Coaches/Leaders identify environmental water risk when advertising events: very sheltered (A), sheltered(A), moderate (B, WW2(3)), advanced (B, WW Canoe 3(4) kayak 4(5) b) Coach/Leader: participant ratios comply with 'BC Deployer Guidance 2. Paddlers all familiar with ICC Participants Guidance and generic risk assessment. If a supplementary risk assessment has been required, this is sent to paddlers in advance of the activity 3. Pre-launch briefing as part of risk management 4. Coach/Leader dynamic risk assessment and regular monitoring paddlers condition. 	Standard process for activity risk assessment Leaders/Coaches: test of change, evaluate.

Water Flow & Tide	Paddlers	<p>Planning takes into account recent weather forecasts, tidal flow/river levels and abilities/ fitness of all members of the group</p> <p>Anticipated conditions explained as part of the pre-launch briefing</p> <p>Paddlers aware of their own competence.</p>	<p>Route planning risk assessment</p> <p>Standard prelaunch briefing.</p> <p>Leader dynamic risk assessment of conditions, paddlers ability and energy level.</p>	
Moving and Handling	Paddlers	<p>Safe moving and handling is included in beginners/new members induction.</p> <p>Regular moving and handling awareness for ICC members in manoeuvring boats.</p> <p>Paddlers individually risk assessment.</p> <p>Club equipment is stored to enable ease of access</p>	<p>Standard Process for induction for beginners/new start members.</p> <p>Manual handling guidance and safety training provided to competent paddlers throughout the season e.g. safe moving boats, personal risk assessment.</p>	
Other Water Users	<p>Paddlers On shore support</p> <p>On shore support</p>	<p>Paddlers are aware of other water users in harbours, rivers, locks and canal systems. Where appropriate briefing will include awareness of other water users and relevant rights and responsibilities set out in the Scottish Outdoor Access Code.</p> <p>Act respectfully both on and off the water.</p> <p>Leaders should be aware of the potential dangers within the particular environment the group is paddling in.</p>	<p>Paddler etiquette guidance sea, surf and river.</p> <p>Leader activity specific risk assessment of local risks.</p> <p>Paddler behaviours in pre-launch briefing for activity</p> <p>Leader dynamic risk assessment.</p>	
Pollution, Water Quality, Infection from Waterborne Diseases e.g. Weil's disease	Paddlers	<p>Water quality assessed visually prior to session: blue green algae.</p> <p>Made aware of flotsam.</p> <p>All cuts and abrasions to be covered.</p> <p>Hands should be washed before eating food.</p> <p>Advised to bathe soon after immersion.</p>	<p>Onsite risk assessment. Avoid intentional capsizes in poor conditions.</p>	

Weirs and Manmade Features	Paddlers Coaches	Helmets to be worn when paddling in associated rough water. Man-made features are given particular attention due to possibility of recirculating currents and hidden hazards. Consider avoidance if doubts over safety.	Coach/Leader risk Ax. Appropriate skill and awareness training.	
Overhanging Trees or Strainers (Sieves) Submerged, Stoppers	Paddlers Coaches	Briefing and information ensures paddlers are aware to negotiate around trees, both overhanging and floating. Advised as to correct action in event of entanglement. Carry appropriate rescue equipment. Operate line of sight paddling and do not paddle without inspection of lines. Consider options to change path or avoid hazards, Paddlers encouraged to undertake WWSR training and carry the appropriate rescue	Coach dynamic risk assessment. Paddler skills development and competence. Rescue equipment: throwline length 15- 25m, min diameter 8 mm, 3-5m length of climber's tape, whistle, river knife, Two large HMS screw gate karabiners. Buoyancy aid with quick release chest harness. In addition: prusik, collapsible saw and duct tape.	

<p>Capsize Entrapment Drowning</p>	<p>Paddlers</p>	<ol style="list-style-type: none"> 1. Wearing of buoyancy aid 2. Buoyancy aids are maintained in line with Paddlesafer3 guidance 3. ICC equipment is maintained and compliant with Paddlesafe3 and manufactures guidance. 4. Paddlers are responsible for ensuring their equipment is compliant. 5. Coaches/Leaders are satisfied that all paddlers have the knowledge to perform a capsize drill and be able to re-enter their boats, with assistance, on the water. New members participate in training and are deemed competent before participating in club activities 6. Relevant supervision for novices and participants on ICC activities 7. Coaches/Leaders hold the appropriate SCA/BC Coaching Awards or equivalent 8. More than one means of summoning assistance carried within the group, appropriate safety equipment accessible within the group 9. Group discipline should be maintained at all times 	<ol style="list-style-type: none"> 1. Supervisors to ensure buoyancy aid correctly fitted. 2. ICC and Personal Buoyancy aids tested annually and recorded in safety management data base 3. Record of annual checks on equipment. 4. Induction sessions for beginners and new members <ol style="list-style-type: none"> a) Regular water safety training available to club members throughout the season including capsize drills in righting an unconscious paddler 5. Coach/Leader activity specific risk assessment standard process <ol style="list-style-type: none"> a) Coach/Leader dynamic risk assessment b) Activity specific risk assessments for activities undertaken regularly by ICC using BC environmental definition. c) Site specific guides to share knowledge of particular environments 6. Annual audit of Coaches/Leaders qualifications via SCA by Lead Coach <ol style="list-style-type: none"> a) Development plan for Coaches and Leaders. 7. Trips Policy & Participant Guidance 	<p>Safety Management data base of equipment checking required</p> <p>Standard induction process</p> <p>Calendars include regular water safety sessions</p>
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<p>Trauma: Head injury Musculoskeletal injuries, slips, falls, Past Medical History</p>	<p>Paddlers, Parents Leaders & others</p>	<p>Coaches ensure paddlers use an efficient paddling technique, appropriate paddle. ICC sessions include dynamic warm up. Present Medical History declared in briefing. Appropriate footwear to be worn. Where conditions require it, helmets should be worn. Risk assessment of landing stages, areas of particular risk identified and avoided. Equipment is maintained and stored to enable safe moving & handling.</p>	<p>Introduction, ongoing training. Standard process for activity pre brief. Activity risk assessment. Leader activity risk assessment. Leader dynamic risk assessment. Risk assessment guide of frequently used sites. Appropriate checks on storage facilities</p>	
<p>Medical Emergency: anaphylaxis, heart attack, asthma, stroke, Medical History</p>	<p>Paddlers</p>	<p>Coaches/Leaders are aware of relevant illnesses/disability. Paddlers should ensure that appropriate medicines (e.g. inhaler, EpiPen, etc.) are easily available at all times and that they Leader/other participants aware of its location. Paddling is an accessible activity. Coaches/Leaders will adapt/modify the activity where possible in collaboration with the person.</p>	<p>Pre trip briefing standard process. Coaches/Leaders aware of Emergency Response Plan</p>	

Lone Paddling	Lone Paddlers	<p>Lone paddling is practiced. It significantly increases risk compared to paddling in a group. Lone paddling is the individual's responsibility.</p> <p>Lone paddling generally should not form part of ICC activities. An exception maybe when a coach or leader may need to separate themselves from a group for incident-management reasons (for example rescue of a paddler that has become separated from the group). NB. Solitary practice with bankside support does not constitute lone paddling.</p>		
Night Paddling	Paddlers	Paddlers aware of guidance around night paddling: small groups, adequate lighting, risk assessed conditions and participants		
Faulty Equipment	Paddlers	<p>ICC maintain club equipment in good working order</p> <p>Individuals maintain their own equipment in good working order</p>	ICC annual checks of boats, SUP's PFD's, helmets, trailers as per Paddlesafe and manufactures guidance.	

APPENDIX 2:



Supplementary Activity Risk Assessment



Location of Activity:

Date of Activity:

Brief Description of Activity:

Name of Organiser:

Contact No:

Emergency contact:

Name of Leader / Coach:

Contact No:

Signed:

1. All attendees are following BC Paddlesaver V3 guidance , Inverness Canoe Club generic risk assessment 2021 & ICC Trips Policy.
2. Additional specific risks are captured in the supplementary risk assessment below completed by the Leader/Coach.
3. Assessment is to identify the key hazards and to take into account prevailing and forecast conditions along with the capability and skills of the group.
4. An on-going Dynamic risk assessment will be done on the day by the Coach / Leader to ensure the safety of all and the preservation of life.

Please review which items are applicable, add any others that are relevant and fill in suitable control measures.	Yes / No	Detail/Control measure / comments / further info
CONDITIONS		
Weather - wind, conditions, temperature, exposure rain fall?		
Sea state – swell, frequency, historical conditions?		
Tides – tide times HW / LW, heights, times of races?		
River levels / in flood / grading suitable/ access/ construction work/changes/ reported hazards?		
KEY HAZARDS		
Include tidal races, river features, rapids, weirs, exposed coasts, offshore over-falls, any expected changes to conditions etc.		

PLANNING		
Is the trip suitable for all those attending?		
Are extra safety measures required for trainees, young persons or inexperienced paddlers? Buddy systems needed?		
Trip planning reviewed and prepared?		
Coach / leaders within remit for trip?		
Numbers of coaches / leaders sufficient for attendees 1/12, 1/6, 1/4 ratio?		
Safe start point – suitable parking, unrestricted access?		
Safe exit point – suitable parking, unrestricted access?		
Emergency get out points and safe havens identified?		
Does the coastguard need informed?		
Does a landowner or body need to be contacted for parking or special access arrangements?		
EQUIPMENT		
Club equipment available for Activity – Trailers, Boats, PPE?		
PPE – Participants properly equipped – BA, Clothing est.?		
Rescue/safety equipment – e.g. VHF, PLB, GPS, first aid, group shelter, repair kit, spare clothing, food / water? (as appropriate.)		
COVID 19		
Does this activity comply with GOV / SCA COVID19 guidance?		

Have participants been reminded of social distant paddling?		
GENERAL		
Has the Risk assessment been discussed and/or sent to all attendees prior to activity?		
Pre – start shore side briefing with all attendees?		
All attendees are fit to undertake the trip/event?		
Any medical issues brought to lead coach / leader?		
Paddler’s cards issued?		
OTHER		

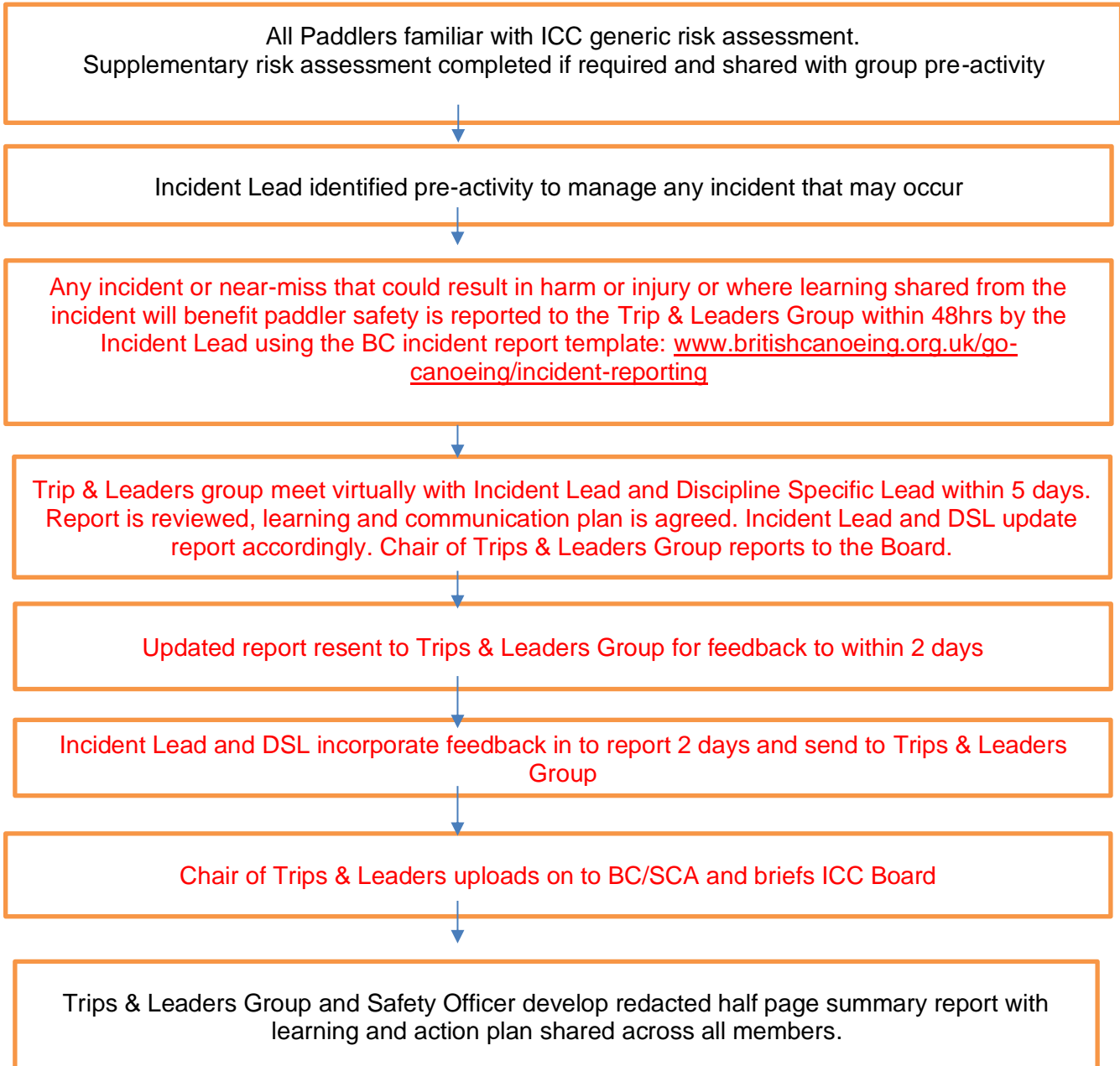
APPENDIX 3:

INVERNESS CANOE CLUB PROCESS FOR SAFETY & INJURY INCIDENT/NEAR MISS REPORTING, REVIEW AND SHARING OF LEARNING

SCA examples for reporting: collision, hitting obstacles, capsizes, entrapment, slips/trips,
musculoskeletal injury,

pre-existing medical, equipment failure, non-adherence to navigation/access code...

Processes marked as red are confidential



Significant incident/near miss learning should ideally be shared prior to the next activity/trip to avoid recurrence of safety or injury risk.

APPENDIX 4: REVIEW RECORD

Risk Assessment Review Process			
Activity	Responsible	Source	Date
Develop ICC Risk Assessment Process to comply with BC/SCA guidance	Safety Officer: Amanda Trafford Discipline Lead: Euan Avery	2017 ICC RA, BC/SCA paddlesaferv3. Prior experience	May 2020
Review and inform RA development	ICC Board & Trips & Leaders Group incl Discipline Specific Leads (DSL), Lead Coach	Comments incorporated	June -July 2020
Review RA to reflect new Trips Policy	Safety Officer: Amanda Trafford Discipline Lead: Euan Avery	SCA/BC guidance, Trips Group: Vice Chair, DSL's, Safety Officer, SCA.	March 2021
Ongoing review in response to new guidance, incident learning	Safety Officer Trips & Leaders Group ICC Board	SCA/BC guidance, ICC Incident reporting	Ongoing
Annual review			March 2022