

**Risk assessment – Shetland Canoe Club - Sea Kayaking**

**Qualified Coaches and Leaders are expected to dynamic risk assess and alter their session accordingly.**

Environment	Hazard	Possible injury	Those affected by Hazard	Controls measures in place to reduce risk
<b>General</b>	Manual Handling	Strains; twists; pulls; minor injury	Coaches/leaders; Paddlers; Helpers	<ul style="list-style-type: none"> <li>• Warm up sufficiently and understand correct lifting techniques</li> <li>• Carry kayaks between at least 2 people</li> </ul>
	Slips, trips and falls	Strains, twists; minor injury;	Coaches / leaders; Paddlers Helpers	<ul style="list-style-type: none"> <li>• Awareness of what is underfoot;</li> <li>• Safe access and egress of sites considered</li> </ul>
	Vehicles and trailers	Collisions; Major injury	Coaches/leaders; Paddlers; Helpers; Bystanders	<ul style="list-style-type: none"> <li>• Be aware of manoeuvring vehicles and trailers</li> <li>• Where necessary have someone directing reversing vehicles and trailers</li> </ul>
	Paddlers		Coaches/leaders; Paddlers;	<ul style="list-style-type: none"> <li>• Coaches/leaders to ensure they are aware of any medical conditions, etc., that may affect participation of paddler.</li> <li>• Ensure appropriate medication is available if required</li> <li>• Coaches to continuously dynamic risk assess session</li> <li>• Appropriate ratio of coaches to paddlers</li> </ul>
<b>On the water</b>	Capsize	Drowning; impact injury; exhaustion	Coaches/leaders; Paddlers	<ul style="list-style-type: none"> <li>• PPE – buoyancy aid; appropriate clothing</li> <li>• Coach/ leader to carry out appropriate safety briefing</li> <li>• The group will be led within recommended ratio and by a suitably qualified coach/ leader</li> </ul>
	Hit by paddle/boat	Cut or bruise; minor injury	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Coach/ leader to carry out appropriate safety briefing</li> <li>• Use of appropriate PPE</li> </ul>
	Entrapment	Drowning	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Use of appropriate PPE</li> <li>• Coach/leader to carry out appropriate safety briefing</li> </ul>

				<ul style="list-style-type: none"> <li>• Supervision by qualified coaches/ leader</li> </ul>
	Exposure to cold	Hypothermia	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>• Dress appropriately for weather conditions;</li> <li>• Coach/ leader and/or participants to carry spare clothing;</li> <li>• At least one group shelter to be carried;</li> </ul>
	Exposure to heat	Hyperthermia ; sunburn; dehydration	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>• Dress appropriately for weather conditions;</li> <li>• Coach/ leader to advise participants to wear sunscreen before going on the water (if necessary)</li> <li>• Carry sufficient water</li> </ul>
	Water or weather state causing problems with capsize or separation of group	Drowning; exhaustion; hypothermia	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>• Appropriate sources of weather forecasting utilised;</li> <li>• Coach/ leader qualification appropriate to area of operation;</li> <li>• Appropriate planning based on conditions/group skills and abilities;</li> <li>• Use of craft fit for purpose;</li> <li>• Two methods of alerting distress to be carried within the group</li> </ul>
	Water Pollution	Infections; Weils disease; poisoning; sewage	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>• Knowledge of any outfalls and avoid where possible;</li> <li>• Participants advised to use plasters to cover known wounds;</li> <li>• Participants advised to use Soap and hot water to clean wounds discovered later;</li> </ul>
	Other water users	Collisions; entanglement ; arguments;	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>• Appropriate planning based on conditions/group skills and abilities;</li> <li>• Coach / leader to carry out appropriate safety briefing</li> <li>• General awareness of other activities in the area.</li> <li>• The group will carry and listen to a VHF radio.</li> </ul>
<b>Journey</b>	<b>As for general and on the water plus the following</b>			<b>As for general and on the water plus the following</b>
	Launching in surf/ surf landing	Capsize and swim; minor injury	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>• Appropriate planning based on conditions/group skills and abilities;</li> <li>• Coach/ leader to carry out appropriate safety briefing</li> <li>• Assistance to launch less experienced paddlers and help them to land safely.</li> </ul>

				<ul style="list-style-type: none"> <li>Any equipment on deck to be secured.</li> </ul>
	Tides and currents, overfalls	Separation of group; capsize; conditions different to those expected	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>Appropriate planning based on conditions/group skills and abilities;</li> <li>Coach to carry out appropriate safety briefing</li> <li>The qualified coach will check weather forecast &amp; tidal flow for the area of operation</li> <li>Coach/ leader qualification appropriate to area of operation</li> <li>Escape routes and rendezvous points defined and all participants informed.</li> </ul>
	Caves	Capsize in restricted space; loss of control of group; minor injury;	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>Coach/ leader to carry out appropriate safety briefing</li> <li>Groups to wait until everyone is out of the cave before moving on;</li> <li>Be aware of potential sources of swell in the area, e.g. large vessels; sea conditions</li> <li>Watch out for undercut ledges and narrow spaces</li> <li>Consider limiting the number of persons in the cave at one time</li> <li>The qualified coach/ leader will carry a torch</li> <li>Coaches/leaders and paddlers to wear helmets when appropriate to the conditions, at the request of the lead coach/leader. When requested by the coach or leader it is expected that wearing a helmet will be mandatory for participation.</li> </ul>
	Traffic	Collision; capsize; injury	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>Awareness of regular traffic in the area, e.g. ferries; fishing boats</li> <li>Knowledge of local harbours and how to contact them if required.</li> <li>Knowledge of basic rules of the road;</li> <li>Maintain a good lookout</li> <li>Carry a VHF radio to listen for other traffic and for contact if required.</li> </ul>
	Poor visibility	Separation of group; individuals becoming disoriented and lost	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>Coach to carry out appropriate safety briefing</li> <li>Group control to be maintained</li> <li>Maps and compasses to be carried where possible/ practicable;</li> <li>Communications plan set-up in advance</li> </ul>
	Getting lost/ delayed	Changing conditions; incident occurrence;	Coach/ leader; Paddlers	<ul style="list-style-type: none"> <li>Appropriate planning based on conditions/group skills and abilities;</li> <li>Coach to carry out appropriate safety briefing</li> <li>Passage plan left with shore contact</li> <li>Communications plan with shore contact</li> </ul>

		exhaustion		<ul style="list-style-type: none"> <li>• VHF radio and mobile phones to be carried.</li> </ul>
	Faulty or worn equipment	Inability to complete trip; capsize; delays created by slower paddling than anticipated	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Equipment to be checked by owner/lead coach</li> <li>• Repair kit; spare paddles to be carried within the group</li> </ul>
<b>Rock-hopping</b>	<b>As for general and on the water plus the following</b>			<ul style="list-style-type: none"> <li>• <b>As for general and on the water plus the following</b></li> </ul>
	Collision with rocks	Damage to kayaks; capsize; cuts, bruises; minor injury	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Coach/ leader to carry out appropriate safety briefing</li> <li>• Supervision by qualified coach/ leader</li> <li>• Use of appropriate PPE for the activity</li> <li>• Coaches/leaders and paddlers to wear helmets when appropriate to the conditions/activity, at the request of the lead coach/leader. When requested by the coach or leader it is expected that wearing a helmet will be mandatory for participation.</li> </ul>
	Boat holed during trip	Inability to complete trip; injury; capsize;	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Appropriate planning based on conditions/group skills and abilities;</li> <li>• Repair kit and first aid kit to be carried within the group;</li> <li>• Escape routes planned and highlighted to shore contacts</li> <li>• VHF and mobile phones to be carried;</li> </ul>
<b>Towing</b>	<b>As for general and on the water plus the following</b>			<ul style="list-style-type: none"> <li>• <b>As for general and on the water plus the following</b></li> </ul>

	Collision between kayaks	Injury; strains; dislocation; cuts, bruises	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Coach/ leader to carry out appropriate safety briefing</li> <li>• Appropriate planning based on conditions/group skills and abilities;</li> <li>• Quick release mechanisms on towlines;</li> </ul>
	Rope entanglement	Injury; throttling; rope burn		<ul style="list-style-type: none"> <li>• Coach/leader to carry out appropriate safety briefing</li> <li>• Appropriate planning based on conditions/group skills and abilities;</li> <li>• Quick release mechanisms on towlines;</li> <li>• Appropriate use and placement of towlines;</li> <li>• Coach/leader to carry a knife</li> </ul>
<b>Rescues</b>	<b>As for general and on the water plus the following</b>			<ul style="list-style-type: none"> <li>• <b>As for general and on the water plus the following</b></li> </ul>
	Increased exposure to cold water	Hypothermia; inhalation of water; drowning	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Coach to carry out appropriate safety briefing</li> <li>• Use of appropriate PPE</li> <li>• Supervision by qualified coaches/leaders</li> </ul>
	People in the water with moving kayaks	Collision; minor injury; cuts; bruises; drowning	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Coach/leader to carry out appropriate safety briefing</li> <li>• Use of appropriate PPE</li> <li>• General awareness by all participating;</li> </ul>
	People entering kayaks from the water	Collisions; strains; cuts; bruises; exhaustion	Coach/leader; Paddlers	<ul style="list-style-type: none"> <li>• Coach/leader to carry out appropriate safety briefing</li> <li>• Use of appropriate PPE</li> <li>• Supervision by qualified coaches/leaders</li> </ul>