

TCC – Club Risk Assessment.



The following document is the official Totnes Canoe Club risk assessment.

It is to be reviewed annually as a minimum or in the occurrence of an incident.

River/Location	General Club Activity, Canoe Shed, Travelling to Paddle Area, Participation, Travelling back.	Last Review Date	(AGM) Feb 2014
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Activity:	ALL CLUB ACTIVITIES – includes travel, canoeing, kayaking.
Notes:	Involves Trips from grade 1-5, slow to fast moving water for groups with varying degrees of abilities
General Comments:	<ul style="list-style-type: none"> [Review of Risk Assessment and Briefing to be completed at the start of each trip. [Reference to be made to route map / Trip plan. [Time after trip to record any “Lessons Learned”.
Emergency Equipment Required:	<p>The group should take the following equipment as the minimum on any outdoor trip where appropriate: -</p> <ul style="list-style-type: none"> [First Aid Kit [Throw-lines / Rope [Bothy / shelter [Spare clothing [Exposure bag [Repair kit [Whistle [Split paddles [Mobile phone [Cash <p>This is subject to any additional items as specified in the BCU guidelines.</p>

TCC – Club Risk Assessment.

Hazard Effect

Degree of Personal Injury	Amount of Property Damage	Environmental Impact	HE Rating
Fatality	Major Loss > £1M	Total loss of containment	A
Likely permanent disability	Significant damage loss £100K > £1M	Significant loss of containment, Limited ability to control	B
Hospital Stay	Moderate Damage £25k > £100K	Significant loss of containment, only workplace affected	C
Lost time injury Medical treatment by Doctor	Minor Loss £5k > £25k	Minor loss of containment, only workplace affected	D
Simple First Aid	Loss < £5k	Slight loss of containment.	E

Probability

Likelihood of event occurring and resulting in the Hazard	P Rating
Will occur more than once per quarter = nearly every time.	H = High
Will occur at least once a year, but less than quarterly = sometimes.	M = Medium
Will occur less than once a year = hardly ever.	L = Low

Risk Chart

HE	P	R	Control Actions
A	H	15	Immediate action required. Activity must not proceed. Activity must be re-defined, or further control measures put in place to reduce risk, these controls again must be subject to a full assessment and accepted before the activity may commence.
B	H	14	
C	H	13	
A	M	12	Activity may only proceed following direct authorisation following consultation with any specialist personnel and full assessment team.
B	M	11	
C	M	10	
D	H	9	Wherever possible the task should be re-defined to take account of the hazards involved or the risk should be reduced further prior to the activity taking place.
A	L	8	Activity may proceed, however only under strict supervision and monitoring. Must review all areas of the assessment to see if risks may be further reduced before activity is allowed to proceed.
B	L	7	
C	L	6	
D	M	5	Acceptable measures, however review to see if risk can be reduced still further.
E	H	4	
E	M	3	
D	L	2	Acceptable level of risk, no need to consider further measures. Review to ensure that level of risk does not increase.
E	L	1	

TCC – Club Risk Assessment.

Risk values are taken from the included Risk Chart.

Hazard Identified	Hazard Effect	Risk Evaluation			Control Measures	Action	Residual Risk			
		HE	Prob	Risk						
Use the check list as a guide and be specific	Type of Injury / Equipment damage or Environmental impact	Risk Chart			Required (Including existing and proposed)	Person Responsible	Date Completed	Refer to the evaluation forms		
		HE	Prob	Risk				HE	Prob	Risk
Drowning	Fatality	A	M	12	1. Ability to swim min 50m in light clothing. 2. Wear correct Protective Equipment: Buoyancy Aid, Helmet, Dry Suit or Wet Suit Long Johns & Cagoule. Wet Suit Boots, Scull Cap + Extra layer(s) of clothing during cold weather. 3. Prior knowledge of Trip to be undertaken 4. Group discussion and Trip Plan review prior to start of Trip.	Individual & Group or Coach	Prior to start of activity.	D	L	2
Trip or Fall on river Bank / Boat Shed	Hospital Stay	B	M	11	1. Personal Awareness. 2. Footwear:- Wet suit boots with good grip. 3. Manual Handling procedures.	Individual	Prior to and during activity	E	L	1
Collision / Trapped / Stopper. (Being swept into a rock, and or	Fatality	A	M	12	1. Personal awareness. 2. Hazards to be highlighted prior too, and during trip. 3. Bank support to be	Group / Coach	Prior to and during activity.	D	L	2

TCC – Club Risk Assessment.

becoming trapped due to water pressure or caught in Stopper.)					placed with throw lines if appropriate. 4. Protective equipment as above (see Drowning). 5. Must have completed minimum Capsize & Rescue training					
Manual handling. (Lifting / Carrying canoe & equipment).	Permanent Disability	B	M	11	1. Personal awareness 2. Ask for assistance when required. 3. Share loads between two people. 4. Correct posture	Individual & Group or Coach.	Prior to and during activity	E	L	1
Repetitive Strain Injury (While Paddling)	Permanent Disability	D	M	5	1. Match canoe size to individuals size / weight. 2. Adjust footrest & seat to suit individual. 3. Regular rest breaks to stretch muscles 4. Keep open loose grip on paddle. 5. Correct Posture	Individual & Group or Coach	Prior to and during activity	E	L	1
Low temperatures. Hypothermia (Water / weather)	Fatality	C	M	10	1. Wear protective clothing as above. 2. Carry survival bag or Group Shelter, 3. Dry clothing & hot drink.	Individual & Group or Coach.	Prior to activity starting	D	L	2
Entanglement. (Getting caught in debris or overhanging trees)	Fatality	A	M	12	1. Personal Awareness. 2. Hazards to be highlighted prior too and during trip.	Group or Coach	Prior to activity starting	D	L	2
Capsize	Fatality	A	M	12	1. Correct protective clothing as above. 2. Must have completed minimum Capsize &	Individual & Group or Coach	Prior to activity starting	D	L	2

TCC – Club Risk Assessment.

					Rescue training. 3.Air Bags fitted in Canoe. 4.'Grab Tails' / handle attached to fore & aft of canoe. 5.Carry survival bag, Dry clothing & Hot drink.					
Adverse Weather	Medical Treatment	D	M	5	1.Awareness of expected weather conditions. 2.Protective clothing & equipment as above	Group & Coach	Prior to and during activity	E	L	1
Individuals with Disability or Medical condition.	Medical Treatment	A	L	8	Individuals should inform the Group or Coach if they are suffering from any medical condition or disability, which may affect their performance.	Individual	Prior to and during activity	E	L	1
Environment.	Damage, Access, Litter,	E	L	1	1.Only use approved access points to river. 2.Do not trespass on private land. 3.Remove all your litter 4.Respect other river users	All	During activity	E	L	1
Transport	Fatality	A	L	8	1.Highway code to be followed. 2.Trailer load to be balanced and canoes secured correctly. 3.Trailer not to exceed 50 MPH. 4.All drivers should be fully comprehensive insured if carrying passengers.	Individual	Prior to activity	E	L	1
Weil's Disease	Fatality	A	L	8	1.Protect open cuts etc. 2.Wash after paddling.	Leader to inform group.	Prior to activity	D	L	2

TCC – Club Risk Assessment.

					3.Avoid stagnant water. If suffering Flu-like symptoms after a few days seek medical attention and inform Doctor of water sport activity.					
Lymes Disease	Fatality	A	L	8	1.Avoid exposed skin in areas where infected Ticks are known (see appendix). Common symptom is slowly expanding rash spreading out from tick bite, usually after 5 to 14 days. Typical symptoms also include fever, headache, and fatigue. Keep tick - See Doctor	Leader to inform group.	Prior to activity	D	L	2
Loss of Group Control	Damage, Injury	D	H	9	1. All coaches to be qualified to BCU standard or equivalent 2. Coaches identified to Group	Coach	Prior to activity	E	L	1

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Appendix

- [Lymes Disease - Areas where infection has been acquired in the UK include Exmoor, the New Forest, the South Downs, parts of Wiltshire and Berkshire, Thetford Forest , the Lake District, the Yorkshire moors and the Scottish Highlands, but the infection can occur in other areas where ticks are present.