

Elmbridge Canoe Club Risk assessment

Elmbridge Canoe Club – Operational Risk assessment December 2022

Event description:

This risk assessment covers the general activities associated with routine club operations. This includes all water based and land based training held at **Elmbridge Canoe Club, Walton Lane, Weybridge, KT13 0PU**. This includes

- **Water based activities.** Our club sessions typically operate on the Thames between Chertsey and Sunbury locks and will use both navigation routes around Desborough island. Occasionally the sessions will run further on both the Thames, Wey Navigation and Canal. This risk assessment covers all club organisation training sessions on the river Thames and local canals. Paddlesports on the tidal Thames are not covered by this assessment. We are a flat water racing kayak club and this risk assessment does not include any white water or weir shooting/paddling.
- **Land based activities.** This covers club organised gym sessions held in our clubhouse gyms and outdoors on the equipment by our boat shed
- **Misc activities. This covers** activities not directly associated with training activities in and around our clubhouse

Events & races will be captured by separate risk assessment.

This assessment has been split into the following parts:

- Part 1: Water based activities
- Part 2: Stand-up paddle boarding (Elmbridge SUP school)
- Part 3: Land based activities
- Part 4: Generic risks associated with club operations
- Part 5: Action plan

Assessment carried out by: Bruce Price - ECC Safety Officer (on behalf of the committee)

Date assessment was carried out: 17th December 2022

Part 1: Risk assessment for Water based activities

What are the hazards?	Who might be harmed and how?	Controls	Residual Risk estimation	What further action do you need to consider to control the risks?	Review comments / review date
Risk of drowning or injury. This includes the hazards caused by inexperience paddlers	Paddlers and water-based coaches	- All coaches to use dynamic risk assessment to determine requirements for paddlers in their groups based on river conditions and paddler experience - Paddle sport introductions for novices will mandate the use of buoyancy aids - Coaching ratios to be set based on river conditions. These will typically be 1:8 for routine club sessions, but will increase with group experience. - Each coached group must have an approved club coach. Club coaches can be supplemented by coach assistants as needed. Coach assistants will be appointed by a senior club coach who deems them competent for their role. - Coaches will carry out head count checks before, during and after each session - Instructions and training will be provided for all paddlers covering what to do in the event of a capsize. - Safety briefing to be given before each event for the beginners paddler sessions - Coached river-based sessions for juniors will only be during daylight hours. Exceptions can be granted by the coach for the top group. - Junior paddlers are not permitted to paddle outside of established group sessions	Low	Dynamic risk assessments to be completed by all coaches before and during training. Group training will be cancelled if the coaches don't feel it is safe at any time. PFDs to be checked annually	Annually or as needed in dynamic risk assessment
Hypothermia during winter trainings	Paddlers, Coaches	- Correct clothing to be worn by all paddlers for the weather conditions. - Coaches to assess suitability of paddler clothing in cold weather before the water-based sessions start - Coaches to monitor anyone getting cold or at risk of hypothermia during the session or after a capsize. - Coaches are first aid training which includes awareness of hypothermia. - Warm shower and hot drink are available at the club	Low	Dynamic risk assessments to be completed by all coaches before and during training. Group training will be cancelled if the coaches don't feel it is safe at any time.	Annually or as needed in dynamic risk assessment

		Spare clothes to be available at the club during winter			
Hazards associated with river levels and flows	Paddlers, Coaches	- Coaches to complete dynamic risk assessment of river levels and flow to assess if it is safe for that specific training group to take place. - Coaches to make sure paddlers are aware of the hazards of trees and entrapment in high flow conditions. - The Environment agency river condition/warnings can be used as a guide where appropriate. - Beginners will use PFDs in all river conditions. (Exceptions can be granted by coaches in summer with consent from a parent or guardian). - All juniors must wear PFDs in red board conditions if their coach deems the river conditions are suitable for training.	Low	Dynamic risk assessments to be completed by all coaches before and during training. Group training will be cancelled if the coaches don't feel it is safe at any time.	Annually or as needed in dynamic risk assessment
Slips, trips and falls associated with the portages.	Paddlers, Coaches	- The vast majority of coached sessions will not include portages - If portages are required, the club coach will give clear instructions of portage layout and hazards before the session starts - The Sunbury portage can be very slippery and/or partially submerged depending on river levels	Low	None	Annually
Hazards due to close proximity of locks and weirs	Paddlers, Coaches	- All access to weirs and locks are well sign posted and should be easily avoided by the paddlers. - Only the senior groups will be paddling near the Sunbury weirs and will be briefed by the coaches - Particular care should be taken around the Sunbury/Walton weirs in red river conditions	Low	None	Annually
Hazards due to medical conditions or poor fitness	Paddlers & coaches	Prior medical conditions to be declared by paddlers or guardians of junior paddlers during the annual registration. This can be updated as needed.	Low	None	Annually

		- Coaches to monitor the physical well-being of all paddlers during training - Warm-up and Warm-downs to be included in all training sessions - All club coaches are first aid trained			
Injury from collision with other competitors or river users	Paddlers & coaches	- Paddlers to be aware of the river rules and be courteous to other river users. - Coaches to monitor river users including Rowers, SUPs and river swimmers to ensure their groups are giving appropriate space to other river users. - All incidents and near misses to be reported	Low	River incident reporting system to be established to record all near misses.	Annually or as needed in dynamic risk assessment
Illness from pollution, water quality or waterborne illness	Paddlers	- Paddlers advised to shower after river use and any submersion - Coaches to advise parents if a junior member swims. - Paddlers to be aware of Weils disease symptoms and seek medical advice if they get symptoms - Coaches to notify the EA if any pollution incident is evident	Low	None	Annually
Safeguarding hazards for juniors and at risk participants	Paddlers	- ECC safeguarding to be following for all water-based activities - Coaches to monitor for any aggressive or non-inclusive behaviour among the paddlers in their groups. The ECC paddler charter contains what is deemed acceptable. - Report any incidents to the club safeguarding officer - Paddler and parent briefing to be provided for all junior paddlers progressing into the top group.	Low	None	Annually
Injury around landing stage	Paddlers	Paddlers to wear shoes if entering the water by the club landing stage. This is to prevent injury from glass which may be present on the river bed	Low	None	Annually
Injury from damaged equipment	Paddlers	- All paddlers to let their coach know if any of their equipment (boats or paddlers) are damaged - All damaged equipment to be removed from use until it can be appropriately repaired	Low	None	Annually

First aid provision	Paddlers, Coaches, Parents	- All coaches are first aid trained - First aid box is located in the clubhouse by the galley. Safety officer is responsible for monitoring and restocking the first aid kit - GDPR compliant first aid reporting book is available in the galley. Coaches to record all first aid injuries.	Low	None	Annually
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Part 2: Risk assessment for water based SUP activities (Elmbridge SUP school)

What are the hazards?	Who might be harmed and how?	Controls	Residual Risk estimation	What further action do you need to consider to control the risks?	Review comments / review date
Risk of drowning or injury during coached SUP session This includes the hazards caused by inexperience SUP paddlers	Paddlers and water-based coaches	- All coaches to use dynamic risk assessment to determine requirements for paddler based on river conditions and paddler experience - Paddle sport introductions for novices will mandate the use of buoyancy aids - Coaching ratios to be set based on river conditions. These will typically be 1:8 for routine club sessions. - Each coached group must have an approved club coach. The SUP coaches will be approved by the SUP school coaches. - SUP coaches can be supplemented by coach assistants as needed. Coach assistants will be appointed by a senior club coach who deems them competent to support club coaches. - Coaches will carry out head count checks before, during and after each session - Safety briefing to be given before each event for the beginners' paddler sessions - Coached SUP sessions will only be arranged during daylight hours. - All SUP paddlers to use the leash provided. A briefing on how to do this will be provided by the coach	Low	Dynamic risk assessments to be completed by all coaches before and during training. Group training will be cancelled if the coaches don't feel it is safe at any time. PFDs to be checked annually	Annually or as needed in dynamic risk assessment

Risk of drowning or injury SUP rentals This includes the hazards caused by inexperience SUP paddlers	Paddlers	- SUP rentals to only occur during the summer when river conditions are suitable - Participants declare medical fitness and swimming ability before rental can begin. - Safety briefing to be held by a club SUP coach before participants launch their SUPs - SUP novices and u18s must wear PFDs. - SUP rentals can only operate during daylight hours - Emergency contact information to be held for all participants. - All SUP users to use the leash provided. A briefing on how to do this will be provided by the coach	Medium	SUP rentals paddlers to be advised that this is a hazardous sport. They are responsible for their own safety and need to be aware of the hazards involved. This is captured in the waiver form to make sure participants are aware of any risks present	Annually
Hazards associated with river levels and flows	Paddlers, Coaches	- SUP Coaches to complete dynamic risk assessment before any rentals or coached session can take place. This should take into account paddler experience, fitness as well as the river and weather conditions - The Environment agency river condition/warnings can be used as a guide where appropriate. - There will be no SUP rentals or coached sessions during Amber and Red conditions	Low	Dynamic risk assessments to be completed by all coaches SUP activities. This includes coached and board rental activities	Annually or as needed in dynamic risk assessment
Injury from collision with other competitors or river users	Paddlers & coaches	- Paddlers to be aware of the river rules and be courteous to other river users. - Where relevant Coaches to monitor river users including Rowers, SUPs and river swimmers to ensure their groups are giving appropriate space to other river users. - All incidents and near misses to be reported	Low	River incident reporting system to be established to record all near misses.	Annually or as needed in dynamic risk assessment
Illness from pollution, water quality or waterborne illness	Paddlers	- Paddlers advised to shower after river use and any submersion - Coaches to advise parents if a junior member swims. - Paddlers to be aware of Weils disease symptoms and seek medical advice if they get symptoms - Coaches to notify the EA if any pollution incident is evident	Low	None	Annually

Safeguarding hazards for juniors and at risk participants	Paddlers	- ECC safeguarding to be following for all water-based activities - SUP Coaches to monitor for any aggressive or non-inclusive behaviour among the paddlers in their groups. Report any incidents to the club safeguarding officer	Low	None	Annually
Injury around landing stage	Paddlers	Paddlers wear shoes if entering the water by the club landing stage. This is to prevent injury from glass.	Low	None	Annually
Injury from SUP manual handling	Paddlers	- Paddlers to be show how to carry a SUP prior to any coached or rental session - Care to be taken when crossing the tow path, or in windy conditions. - SUPs to be stored in a way to prevent injury when not in use	Low	None	Annually
First aid provision	Paddlers, Coaches, Parents	- All coaches are first aid trained - First aid box is located in the club house by the galley. Safety officer is responsible for restocking the first aid kit - GDPR compliant first aid reporting book is available in the galley. Coaches to record all first aid injuries.	Low	None	Annually

Part 3 - Risk assessment for land based activities

What are the hazards?	Who might be harmed and how?	Controls	Residual Risk estimation	What further action do you need to consider to control the risks?	Review comments / review date
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Hazards due to medical conditions or poor fitness	Competitors, or spectators	- Prior medical conditions to be declared by paddler or guardians of junior paddlers during the annual registration. This can be updated as needed. - Coaches to monitor the physical well being of all paddlers during training - Warm-up and Warm-downs to be included in all training sessions - All club coaches are first aid trained	Low	None	Annually
Injury from gym equipment (downstairs gym)	Gym participants	- All indoor training in the downstairs gym to be supervised by a club coach - Junior members are not permitted to use the gym equipment outside coached sessions - Coaches to ensure gym users are aware how to use the weights and free weights and to provide instructions on the exercise and any equipment being used - Coaches to make sure the gym isn't overcrowded and to make sure all equipment is put away after each session	Low	None	Annually
Injury from gym equipment (upstairs gym)	Gym participants	- All indoor training in the upstairs gym to be supervised by a club coach - Junior members are not permitted to use the gym equipment outside coached sessions - Coaches to ensure gym users are aware how to use the weights and free weights and to provide instructions on the exercise and any equipment being used - Care to be taken when handling the paddle machines. Correct manual handling practices to be used - Coaches to make sure the gym isn't overcrowded and to make sure all equipment is put away after each session	Low	None	Annually
Injury from gym equipment (outdoor gym)	Gym participants	- All outdoor training using the outdoor gym to be supervised by a coach. - The outdoor gym equipment can become slippery when wet. The coach will ensure appropriate	Low	Dynamic risk assessment to be completed.	Annually

		sessions are set based on the weather conditions. This will be covered by dynamic risk assessment. • Ensure the external lights are on and adequate lighting is available during hours of darkness • The sessions are to be run in well-lit areas only during hours of darkness. • Club coaches to monitor participants to ensure any risks from injury is managed. This included the monkey, and parallel bars where a fall from height is possible. • Coaches to ensure appropriate clothing is being worn during winter training. • Signs put up stating the equipment is not to be used by non-club members to prevent use by the public			
Injury during training run or jog	Participants	• For more senior groups, road runs are permitted away from the club but will be supervised by the club coach at all times. • High visibility vests must be worn by all junior members. • Coach to monitor the group and complete a headcount check before and after each run • Coach to make sure the group are running in suitable areas to prevent injury. • Coaches to ensure appropriate clothing is being worn during winter training.	Low	Dynamic risk assessment to be completed.	Annually
Slips, trips and falls when moving around the club	Competitors, Spectators, Event Organisers and Members of the Public	• The external stair ways can be slippery. Signs are in place at the top and bottom of the stair to notify race participants and supporters • All equipment to be put away when not in use and after each training session.	Low	None	Annually

Part 4 - Risk assessment for generic club activities

What are the hazards?	Who might be harmed and how?	Controls	Residual Risk estimation	What further action do you need to consider to control the risks?	Review comments / review date
Vehicle traffic accessing the site causing injury to someone	Club members, members of the public	- Access to the site is via public road - Parking is available at the club house and in the adjacent public car park - Care to be taken when parking to avoid any pedestrian injury	Low	None	Annually
Building fire causing injury	Club members	- If the fire alarm sounds, members are to evacuate and assemble in the muster point. - Fire exits are all sign posted & lit for evacuation at night. There are a number of exits from the main club room, top gym, bottom gym and boat shed, all clearly signposted. - The boat shed door leading to the club house is a self-closing door, which will automatically close when the fire alarm is raised. - The ECC meeting point is located at the bottom of the external staircase leading out to the grass area, outside the building. - The Fire Extinguishers are located at the top of main stairs, inside the club room on left-hand side on entry, bottom of stairs beside self-closing fire door & fire blanket in kitchen. - The Club Fire Officer and Chubb are responsible for maintenance of fire extinguishers and alarm system	Low	None	Annually
Slips, trips and falls when moving around the club house	Competitors, Spectators, Event Organisers and Members of the Public	- The external stair ways can be slippery. Signs are in place at the top and bottom of the stair to notify race participants and supporters - Care to be taken as the internal stairs and changing room floor can become slippery when wet	Low	None	Annually

Risk of injury around the galley	Galley volunteers, club members	- Galley volunteers to be briefed on the equipment they need - Sign posted to ensure restrict galley access to the galley team when food is being prepared - U18's not to use the kitchen equipment - Electrical equipment / sockets to be PAT tested to avoid the risk of electric shock.	Low	None	Annually
Risk of illness due to hygiene or allergic reaction from galley service	Galley volunteers, club members	- Members purchasing food to make galley staff aware of any allergies - All food to have allergy information visible where relevant - Galley staff to be briefed on galley hygiene requirements including regular hand washing.	Low	None	Annually
Risk of drowning by public using the landing stage	Paddlers, Coaches and member of the public	- Sign posted on the landing stage to identify it is private property and remind the public this is not for public use. - Limited additional mitigations possible	Low	None	Annually
Risk of injury through Manual handling	Paddlers, Coaches	- Paddlers to be taught correct lifting techniques for lifting and carrying their boats from the boat shed to the river - Small junior paddlers to pair up to carry their boats - Boat preparation is monitored by group coaches	Low	None	Annually
Risk of injury through boat movement from boathouse to landing stage	Paddlers, Coaches and member of the public	- Paddlers to look out for towpath users when crossing from the club to the landing stage - Paddler to only store boats in the established laydown areas by the club boat shed or grass areas by the river banks. Tow path to be kept clear at all times	Low	None	Annually
Injury by public using the club spaces (Club room and upstairs gym)	Public	- Fire plans and safety routes to be shared by those using the club facilities - Club users must complete their own risk assessment to ensure risks are identified and managed as appropriate.	Low	Separate risk assessment to be prepared by users of club space for any public events. ECC events will also have separate risk assessments	

Major emergency	Competitors, marshals and spectators	• In the event of a major injury the club emergency procedures will be followed. Team members all have access to emergency service via 999 • First aid equipment is available at the club for minor injuries. All incidents should be reported • Access for emergency vehicles to be maintained • The group coach will act as response coordinator	Low	Relevant incident to be reported to BC via their online form. This includes: An injury to a person, medical assistance being provided by an ambulance, RIDDOR reportable incident, Significant damage to	Annually
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Section 5 - Summary of action plan

This table summarises the follow-up actions highlighted in the risk assessment above, and identifies who is accountable for follow-up. This will be reviewed annually to verify ongoing actions are still active.

ACTION	Comment	Who is accountable	Review comments / review date
Dynamic risk assessments to be completed by all coaches before and during training. This include water and land based training.	Need to consider river conditions, buoyancy aid usage, clothing, river traffic etc. The coach has the final decision on the safe running of river and land based sessions. Land based safety briefing to be in place for all beginner sessions or where river risks require additional focus.	Safety officer to brief coaches Coaches accountable for dynamic risk assessment	Club coaches briefed - Completed Jan 2023
Dynamic risk assessments to be completed by SUP school coaches before and during rental or coached sessions	Need to consider river conditions, buoyancy aid usage, clothing, river traffic etc. The coach has the final decision on the safe running of river and land based sessions	Safety officer to brief coaches Coaches accountable for dynamic risk assessment	Club coaches briefed - Completed Jan 2023
PFDs to be checked annually	Visual inspection of club BAs	Safety Officer	Annual - completed Dec 22
Club coaches to be briefed on the new incident reporting process	Share location of incident form Remind coaches to proactively report river near misses.	Safety Officer	Jan 2023 - Complete