

Axe Vale Canoe Club (AVCC) – Risk Register

GENERIC RISK ASSESSMENT

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Environmental Definitions & Deployment Guidance for Instructors, Coaches, Leaders and Coaching assistants

Paddle UK has issued guidance on how instructors, coaches and leaders can operate in different environments and at recommended ratios.

<https://britishcanoeingawarding.org.uk/wp-content/files/01042018BCABEnvironmentalDefinitionsDeploymentGuidanceForInstructorsCoachesLeadersV2-4Jan23.pdf>

In addition to instructors, coaches and leaders, AVCC recognises and values a number of experienced paddlers who act as coaching assistants supervised by leaders and coaches.

AVCC and Paddle UK recognise that instructors, coaches and leaders will be able to increase or decrease the recommended ratios of coach/leader to participant depending on the following variables.

1. Experience and skill level of coach/leader and assistants supervising the participants.
2. Conditions and familiarity with the environment being paddled.
3. Experience of the participants.

The decision on whether sufficient coach/ leader cover is available on any given day or trip is made by the most experienced coach/leader on the day.

AVCC Leaders can, if they wish, lead “mixed craft journeys” as long as they have understanding of the different craft, how to rescue and the environment they paddle in. <https://britishcanoeingawarding.org.uk/wp-content/files/01012021BCABLeadingMixedCraftJourneysV1-1Oct21.pdf>

Leader and Coach Update & Accreditation with Paddle UK

AVCC coaches and leaders must maintain their Continuous Professional development (CPD), safeguarding and first aid training in order to be deployed as coaches/ leaders by the club on any of its activities.

For British Canoeing you may read Paddle UK/Paddle England as necessary.

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Written Trip Planning

Trip organisers will keep a written record of paddling trip on WebCollect, which includes the name and number of participants to ensure all paddlers are safely accounted for.

What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Slips, Trips and Falls causing injury	All members and visitors	<p>Leader to inspect area of operation. All under 18 year olds will wear a paddlesport helmet when doing paddlesport including getting on and off the water. Shoes that cover the whole foot, to be worn at all times outside changing rooms.</p> <p>Briefings before paddling with new paddlers include instructions on hazard awareness and injury avoidance. (marina, slipway, vehicles, boats)</p> <p>Avoid use of canoeing foam mats with novice paddlers.</p> <p>First aid kit is kept in the clubhouse along with injury record book.</p> <p>Leaders carry first aid kits when paddling.</p>		

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What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Drowning	All members	<p>Approved Buoyancy aids in good condition, to be worn at all times (must be EN393 or IS 12402)</p> <p>Leaders are qualified in accordance with site specific risk assessments.</p> <p>Coaching includes safe practice with capsize and rescue information.</p> <p>Group to be briefed on capsize drill and know what to do when a rescue is taking place.</p> <p>LINE OF SIGHT essential for all AVCC paddling and promoted at coaching and reminded at briefings.</p> <p>When taking part in race paddling (including Axe Race) all paddlers are responsible for ensuring fellow paddler safety and in the case of capsize or difficulty giving assistance to any paddler. This must take priority over participating in the race and is stated at race briefing on the day as well as on race rules on entering.</p>	<p>Regular Capsize and rescue practice sessions are run by the club</p> <p>Ross Dell</p>	Annually
Losing contact with a paddler	All members	<p>LINE OF SIGHT essential for all AVCC paddling and promoted at coaching and reminded at briefings.</p>	<p>Written trip plans to be made in advance of trip to ensure all paddlers are safely accounted for</p>	
Lifting and carrying Injury from lifting, carrying or retrieving equipment	All	<p>AVCC committee, coaches and Leaders promote and uses safe methods of lifting in all club activities.</p>		

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What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Cold Injury (Hypothermia)	All	<p>Leaders ensure that paddlers have appropriate clothing. Paddlers are advised to carry spare clothing and Cags on all trips, even if weather seems fair. Leaders carry spare clothing.</p> <p>Coaching includes risks of cold injury and prevention information.</p> <p>Recommended Kit list available on AVCC website to include advice on wearing and bringing appropriate clothing including spare.</p>		
Overheating (Hyperthermia)	All	<p>Leaders ensure that paddlers have appropriate clothing and carry sufficient water, available to them when paddling. Recommended Kit list available on club website</p> <p>Leaders ensure breaks and rest take place if overheating is likely given conditions and encourage paddlers to keep hydrated.</p> <p>Coaching includes risk of overheating and prevention</p>		
Tidal Flows	All	Leaders to know tide times, flows and range and then plan appropriately depending on group.		
Weather	All	<p>Leaders to obtain weather forecast prior to trip and plan appropriately.</p> <p>Leaders to be aware of any Met Office Weather Warnings.</p>		

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What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
<p>Infections from contaminated water including Weil's Disease and other water borne infections.</p>	<p>All</p>	<p>Leaders and coaches to use Surfers Against Sewerage website or App (as recommended by Paddle UK) to be informed on local river/ coastal pollution incidents.</p> <p>Leaders and coaches to make a dynamic assessment of water quality and contamination risk based on pollution incidents but also observed water quality and the state of the tide in terms of how this could affect the activity.</p> <p>Leaders and coaches to modify activity, or location of activity, as necessary or, if necessary, cancel the activity.</p> <p>Ensure everyone is aware of waterborne disease risk and the general signs and symptoms of the disease. Information is available on AVCC website regarding risks of these infections</p> <p>Encourage everyone to wash hands as soon as practicable after session and before eating. Use of Hand Gel to be promoted by coaches and leaders when stopping for food/ drink break in an environment that could contain contaminated water.</p> <p>Thoroughly wash and cover any exposed wound that occurs during paddling especially with static water paddling. Trained first aiders available on all AVCC trips.</p> <p>Encourage all paddlers to carry hand gel to use when getting off the water particularly after static water paddling</p>	<p>Trip/ Event Leader</p> <p>Resources:</p> <p>https://www.sas.org.uk/water-quality/sewage-pollution-alerts/</p> <p>https://paddleuk.org.uk/water-quality-dont-get-sick-doing-what-you-love/</p> <p>https://paddleuk.org.uk/new-national-sewage-spill-map-released-by-water-uk/</p>	

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What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Anglers, lines and hooks could cause injury or entrapment.	All	<p>Briefing to include Group awareness that encourages all to watch for Anglers and dynamically update fellow paddlers in group.</p> <p>Group to steer away from anglers and their lines whenever possible and ask for or follow directions given by anglers if safe to do so.</p>		
Injury or accident from driving kit to trip location and unloading vehicles		<p>Boats should be loaded on vehicles using safe lifting technique and with minimum 2 persons for each boat.</p> <p>Individual vehicle drivers are responsible for driving, safely carrying passengers and safe securing and carriage of roof loaded equipment.</p> <p>Encourage use of high visibility clothing when unloading close to busy roads and visibility is reduced.</p>		
Accident due to “severe weather”	All	<p>AVCC trips do not take place if MetOffice Red (Red) or Amber (Amber) weather warnings are in place on the day of the trip. In the case of Yellow (Yellow) weather warnings, the trip organiser must consult with other leaders on the trip as well as an independent leader who is not taking part in the trip before completing the trips risk assessment.</p>		

Axe Vale Canoe Club (AVCC) – Risk Register

Whitford, Boss Hill Cross and Axe Estuary (Very Sheltered/Sheltered Inland water)

Club Leader Status: British Canoeing leader any discipline covering River Axe environment, with minimum British Canoeing Award (formerly 3-star) level in ‘other craft’; British Canoeing Instructor or coach.

British Canoeing Award (formerly 3-star) competent paddlers may be used as assistants where needed as deemed necessary by Leaders.

Participants: Beginners, BC Explore standard, AVCC club standard and above; Club Standard adult group can paddle without club leader, if approved.

The final decisions about the trip and participants must come from the highest qualified leader/coach at the time.

What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Putting-in and getting out	All	No paddler to get on the water unless instructed to by Leader. After launching at club, Groups will stay clear of moored boats and keep to the centre of the 2 pontoons in front of club slip way.		
Tidal flow, exposed estuary, boat traffic at high tide	All	Leader: group control covered during briefing. Consider: assigning lead and rear paddlers Keep group to RIVER RIGHT to avoid boat traffic when paddling downstream towards river Axe mouth. Tow line, First-Aid Kit are carried by leader		

Ratio: 1:6

Ratio is advisory only. Leaders can be supported by experienced & competent paddlers as determined by group leader.

Axe Vale Canoe Club (AVCC) – Risk Register

Seaton to Beer/ Seaton to Beer Head/ Seaton to Slabs (Moderate Tidal/water Sea)

Club Leader Status: British Canoeing leader any discipline covering Sea environment, with minimum British Canoeing Award (formerly 3-star) level in ‘other craft’;

British Canoeing Award (formerly 3-star) competent paddlers may be used as assistants where needed as deemed necessary by Leaders.

Participants: Depending on assessment of conditions and group by the leader, it can include Beginners and above.
The final decisions about the trip and participants must come from the highest qualified leader at the time.

What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Entering and exiting river Axe mouth	All	Marshalling is to be used when entering or exiting river mouth by all AVCC members. Need to observe for incoming/out-going craft covered in coaching and briefings Paddle in the air signal by marshal indicates river entrance is clear.		
Tidal flow at mouth too strong	All	Leaders to be aware of forecast e.g. flood/ heavy rain and spring tide and be ready to cancel trip. Launch and land before fast flow/river mouth and carry boats e.g. over shingle.		
Waves dumping on beach, risk of paddler injury when landing or with paddler collision.	All	Leaders brief paddlers before or during paddle to ensure <u>one paddler per wave</u> when landing in surf. Competent paddlers should land on beach first, assist others. Paddle sport helmets must be worn in a Surf Environment.		

Axe Vale Canoe Club (AVCC) – Risk Register

What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Putting-in and getting out alone, lone paddling, drowning	All	No paddler to get on the water unless instructed to by Leader. Groups will stay clear of moored boats and keep to the centre of the pontoons. Line of sight is maintained.		
Capsize in flow at river mouth	All	Leaders to ensure group are aware of risks and, if necessary, stop and inspect flow with group from bank. Kayak paddlers to wear helmet in river mouth tidal flow in line with AVCC safety policy.	Group Leaders	
Capsize at sea	All	Leaders ensure paddlers taking part in trips have skills including rescue abilities. Maintain group cohesion. Assigning lead and rear paddlers. Tow line, First-Aid Kit taken by leaders.	Club to arrange Regular rescue practice to include deep water rescue.	
Offshore and strong winds	All	Max Force 4		

Ratio: 1:6

Ratio is advisory only. Leaders can be supported by experienced & competent paddlers as determined by group leader.

Axe Vale Canoe Club (AVCC) – Risk Register

Summer Sea Trips (Moderate Tidal/water Sea)

Club Leader Status: British Canoeing leader any discipline covering Sea environment, with minimum British Canoeing Award (formerly 3-star) level in ‘other craft’;
British Canoeing Award (formerly 3-star) competent paddlers may be used as assistants where needed as deemed necessary by Leaders.

Participants: Experienced Club standard and above.

The final decisions about the trip and participants must come from the highest qualified leader at the time.

What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Deteriorating weather conditions	All	Appropriate safety, communication and spare kit carried by all leaders. Spare clothing and equipment carried by all paddlers. Weather forecast is checked on day of trip by leader.		
Exhaustion	All	Get out points identified before trip takes place. Total distance for trip set by weakest paddler		
Capsize at sea	All	Maintain group cohesion. Assigning lead and rear paddlers. Tow line, First-Aid Kit, Group Shelter taken by leaders.	Club to arrange Regular rescue practice to include deep water rescue.	
Offshore and strong winds	All	Max Force 4 depending on group ability.		
Emergency	All	VHF radio and other communication equipment		

Ratio: 1:6

Ratio is advisory only. Leaders can be supported by experienced & competent paddlers as determined by group leader.

Axe Vale Canoe Club (AVCC) – Risk Register

River Trips Grade 2 – e.g. River Dart, River Barle

Club Leader Status: BC leader any WW discipline (with minimum BC Award level in ‘other craft’).
British Canoeing Award (formerly 3-star) competent paddlers may be used as assistants where needed as deemed necessary by Leaders.

Participants: Club standard and above.

The final decisions about the trip and participants must come from the highest qualified leader/coach at the time.
(If possible, split into discipline specific groups with the relevant 4 star leader in charge)

What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Cold Injury (Hypothermia)	All	Paddlers encouraged to wear Appropriate clothing for time of year and carry Spare clothing. Leaders bring equipment to deal with cold injury e.g. shelter, Group Shelter Tape/ sling, First-Aid Kit, Spare paddle/splits Website gives detailed advice on what equipment needed by participants, to bring on trips.		
Lost Equipment	All	Leaders carry spare equipment including spare paddle to deal with incidents. Leaders are aware to notify police if boats are lost ASAP.		
Exhaustion	All	Paddlers maintain physical fitness throughout the season. Get out points identified in advance, so trip can be finished earlier if needed.		

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What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Overhangs, Strainers, Stoppers, Weirs (capsize, trapping, drowning)	All	Assignment of roles in group, scouting, signals. Safety roles (throw lines, catch boats) at high-risk sites (e.g. in high water or difficult weirs). Leader to brief group. Deploy safety if appropriate Avoidance – walk around, if necessary, inspection before paddling, if necessary.		

Ratio: 1:4

Ratio is advisory only. Leaders can be supported by experienced & competent paddlers as determined by group leader.

Axe Vale Canoe Club (AVCC) – Risk Register

River Trips Grade 3 – e.g. River Dart Loop Section

Club Leader Status: BC leader any WW discipline (with minimum BC Award level in 'other craft').
British Canoeing Award (formerly 3-star) competent paddlers may be used as assistants where needed as deemed necessary by Leaders.

Participants: Experienced club standard and above

The final decisions about the trip and participants must come from the highest qualified leader/coach at the time.
(If possible, split into discipline specific groups with the relevant 4 star leader in charge)

What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
Cold Injury (Hypothermia)	All	Paddlers encouraged to wear Appropriate clothing for time of year and carry Spare clothing. Leaders bring equipment to deal with cold injury e.g. shelter, Group Shelter Tape/ sling, First-Aid Kit, Spare paddle/splits Website kit lists		
Lost Equipment	All	Leaders carry spare equipment including spare paddle to deal with incidents. Leaders are aware to notify police if boats are lost ASAP.		
Exhaustion	All	Paddlers maintain physical fitness throughout the season. Get out points identified so trip can be finished earlier if needed.		
Overhangs, Strainers, Stoppers, Weirs (capsize, trapping, drowning)	All	Assignment of roles in group, scouting, signals by qualified leader.		

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What are the hazards?	To who?	Risk control	Any further action required? Timescale? Person Responsible?	Completed Date:
		Safety roles (throw lines, catch boats) at high-risk sites (e.g. in high water or difficult weirs). Leader to brief group. Deploy safety if appropriate Avoidance – walk around, if necessary, inspect, if necessary.		

Ratio: 1:4

Ratio is advisory only. Leaders can be supported by experienced & competent paddlers as determined by group leader.

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Environment Definitions are set down by Paddle UK

<https://britishcanoeingawarding.org.uk/environmental-definitions-and-technical-advice/>