

Axe Vale Canoe Club (AVCC) – Risk Register

GENERIC RISK ASSESSMENT

What are the hazards?	To who?	Risk control	Any further action	Review/date
Slips, Trips and Falls	All	Leader to inspect area of operation. All under 18 year olds will wear a safety helmet when on the water. Shoes to be worn at all times outside changing rooms.	Safety briefing to all those new to the club or taster sessions and courses. (marina, slipway, vehicles, boats)	
Drowning	All	Buoyancy aids to be worn at all times; Leaders are qualified in accordance to site specific risk assessments.	Group to be briefed on capsize drill and know what to do when a rescue is taking place.	
Lifting and carrying	All	Leader promotes and uses safe methods.		
Hypothermia	All	Leaders ensure that paddlers have appropriate clothing. Cags are carried on all trips. Leaders carry spare clothing.	Kit list available on website	
Hyperthermia	All	Leaders ensure that paddlers have appropriate clothing and carry sufficient water.	Kit list available on website	
Tidal Flows	All	Leaders to know tide time and range and plan appropriately.		
Weather	All	Leaders to obtain weather forecast prior to trip and plan appropriately.		
Weil's Disease	All	Ensure everyone is aware of waterborne disease and the general signs and symptoms of the disease. Encourage everyone to wash as soon as practicable after session.	Information available on website	
Anglers	All	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.		

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

Club Leader Status: 4-star leader any moving water discipline (with minimum 3-star in ‘other craft’); UKCCL1; UKCC L2; BCU L2 coaches.

3-star competent paddlers to be used as assistants where needed.

Participants: Beginners, 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	Review/date
Putting-in and getting out	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.		
Tidal flow, exposed estuary, boat traffic at high tide	All	Leader: group control	Consider: assigning lead and rear paddlers Tow line, First-Aid Kit	

Ratio: 1:6

Leader supported by one, minimum 3-star/level 1, component paddler

Axe Vale Canoe Club (AVCC) – Risk Register

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

Club Leader Status: 4-star leader any moving water discipline (with minimum 3-star in 'other craft').
3-star competent paddlers to be used as assistants where needed.

Participants: Beginners, Club standard and above; Experienced 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 at the time.

What are the hazards?	To who?	Risk control	Any further action	Review/date
Entering and exiting mouth	All	Marshalling at mouth to observe for incoming/out-going craft		
Tidal flow at mouth too strong	All	Launch and land on beach and carry boats over to basin		
Waves dumping on beach	All	Competent paddlers on beach first, assist others.		
Putting-in and getting out	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.		
Capsize at sea	All	Maintain group cohesion. Assigning lead and rear paddlers. Tow line, First-Aid Kit		
Offshore and strong winds	All	Max Force 3.		

Ratio: 1:6

Leader supported by one, minimum 3-star/level 1, component paddler

Axe Vale Canoe Club (AVCC) – Risk Register

Summer Sea Trips (Moderate Tidal/water Sea)

Club Leader Status: 4-star leader any moving water discipline (with minimum 3-star in 'other craft').
3-star competent paddlers to be used as assistants where needed.

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	Review/date
Deteriorating weather conditions	All	Spare kit carried by all paddlers; Flares carried by leaders, group shelter, Weather forecast		
Exhaustion	All	Get out points identified	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		
Offshore and strong winds	All	Max Force 3 to 4.		
Emergency	All	VHF radio		

Ratio: 1:4

Leader supported by one, minimum 3-star, component paddler

Axe Vale Canoe Club (AVCC) – Risk Register

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

Club Leader Status: 4-star leader any WW discipline (with minimum 3-star in ‘other craft’).
3-star competent paddlers to be used as assistants where needed.

Participants: Club standard and above; 3-star adult group can paddle without club leader

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	Review/date
Hyperthermia	All	Appropriate clothing for time of year. Spare clothing. Group Shelter Tow line, First-Aid Kit, Spare paddle/splits	Website kit lists	
Exhaustion	All	Get out points identified		
Overhangs, Strainers, Stoppers, Weirs (capsize, trapping, drowning)	All	Assignment of roles, 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	

Ratio: 1:4

Leader supported by one, minimum 3-star, component paddler

Axe Vale Canoe Club (AVCC) – Risk Register

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

Club Leader Status: 4-star leader any WW discipline (with minimum 3-star in 'other craft').
3-star competent paddlers to be used as assistants where needed.

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	Review/date
Hyperthermia	All	Appropriate clothing for time of year. Spare clothing. Group Shelter Tow line, First-Aid Kit Spare paddle/splits		
Exhaustion	All	Get out points identified		
Overhangs, Strainers, Stoppers, Weirs (capsize, trapping, drowning)	All	Assignment of roles, 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	

Ratio: 1:4

Leader supported by one, minimum 3-star, component paddler

Axe Vale Canoe Club (AVCC) – Risk Register

River Trips Grade 4 – e.g. Upper Dart Section

Club Leader Status: 5 WW Star leader – discipline specific.

Participants: Experienced 3 star and above

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	Review/date
Hyperthermia	All	Appropriate clothing for time of year. Spare clothing. Group Shelter Tow line, First-Aid Kit Spare paddle/splits		
Exhaustion	All	Get out points identified		
Overhangs, Strainers, Stoppers, Weirs (capsize, trapping, drowning)	All	Assignment of roles, 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	

Ratio: 1:4

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Very Sheltered Water

Quiet canals with easy bankside access and egress; small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions; specified sites on gentle, slow moving rivers. The definition implies weather conditions which are not in themselves likely to cause problems. Care must be exercised when water temperatures are low.

Sheltered Inland Water

Flat water rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Discretion and common sense must apply when considering the use of lakes/lochs. To operate further than 200 metres from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish lochs) must always be a consideration. Suitable lagoons or sections of sheltered bays of larger lakes can sometimes be designated "Sheltered" or even "Very Sheltered" water by careful and sensible selection. The definition implies normal conditions. Care must be exercised when water temperatures are low.

Moderate Tidal Water/Sea

The definition involves: A stretch of coastline or estuary in close proximity to the shore, with easy landing, not involving fast tidal streams, tidal races, or overfalls, winds not above force 4 (force 2 if offshore when greatest of caution must be exercised); the upper reaches of some estuaries; launching and landing through moderate surf.

Grade 2 Free passage. Irregular Stream, irregular waves. Medium rapids, small stoppers, eddies, whirlpools and pressure areas.

Grade 3 Route recognisable. High irregular waves. Larger rapids. Stoppers, eddies, whirlpools and pressure areas. Isolated boulders, (small) drops and numerous obstructions in stream.

Grade 4 Route not always recognisable. Heavy continuous rapids. Heavy stoppers, whirlpools and pressure areas. Boulders obstructing stream, big with undertow.