

BSCC Risk Assessment

Operator	Bishop's Stortford Canoe Club		
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Date of Assessment:	9 November 2016	Assessment review date:	22 November 2017
Approved:	David Cayford (BSCC Safety Officer) & Danny Beazley (Coach)	Approval Date:	22 November 2016

ACTIVITY:	General club paddling	LOCATION:	BSCC Clubhouse, Southmill Lock, Bishop's Stortford & along the River Stort
DATE OF EVENT	N/A		

Group Leader refers to the person taking charge of the session or group who may be a coach or experienced paddler. At the discretion of the group leader, further preventative measures may be deployed to take into account the nature of the activity on the day, the ages/abilities of paddlers and prevailing conditions.

HAZARD	PERSONS AT RISK	LEVEL OF RISK	CONTROL
Drowning	Paddlers	Low - Moderate <ul style="list-style-type: none"> Mostly experienced, or supervised by experienced paddler(s) Shallow river River generally no wider than approx 20 metres 	All but the most experienced paddlers will usually be wearing Buoyancy Aids – see the Buoyancy Aid Policy for details. First Aiders in attendance.
Hypothermia	Paddlers	Low <ul style="list-style-type: none"> Dependent upon weather conditions Junior paddlers will be supervised 	New paddlers are given printed advice on suitable clothing. The group leader will ensure that all paddlers are wearing clothing suitable for the prevailing weather conditions. In cold weather, paddlers will return as soon as practicable to the clubhouse, where hot showers, dry clothing, and warm drinks will be available. First Aiders in attendance.
Sunburn/ Sunstroke	Paddlers	Moderate	The group leader will remind paddlers that they should be wearing sunscreen, hats and suitable clothing. For longer journeys in hot weather paddlers will be advised to carry drinking water.

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Collision with other river users	Paddlers Other river users	Low <ul style="list-style-type: none"> Mostly experienced or supervised by experienced paddler(s) 	All paddlers will be alerted by the group leader to the potential hazards presented by powered craft. Where possible oncoming skippers will be alerted to the presence of canoeists by the group leader. Where necessary the group leader will ask paddlers to move to the side of the river and hold station until the craft has passed.
Collision with other paddlers	Paddlers	Low <ul style="list-style-type: none"> Mostly experienced or supervised by experienced paddler(s) 	Paddlers will be advised by the group leader to maintain adequate distance between each other's boats to prevent collision. Dynamic risk assessment by all to avoid situation.
Collision with natural hazards or river debris	Paddlers	Low <ul style="list-style-type: none"> Mostly experienced or supervised by experienced paddler(s) Low levels of rubbish present in the river 	Group leaders will make forward observation of the river to ensure no trees or other hazards are causing an obstruction. Where practicable any obstructions will be removed. If it is not possible to remove any obstruction paddlers will be warned by the group leader of the position of the hazard. Paddlers will be advised to wear foot protection.
Swans	Paddlers	Low – Moderate <ul style="list-style-type: none"> Aggressive behaviour is generally seasonal 	Paddlers will be advised of any known swans resident or nesting in the vicinity of the day's trip, how to recognise aggressive behaviour and appropriate evasive action to be taken. A dynamic risk assessment will be made by group leaders based upon the circumstances encountered.
Trip hazards on towpath	Paddlers Spectators Walkers	Moderate <ul style="list-style-type: none"> There is sufficient BSCC land adjacent to the clubhouse for canoeists' equipment to be placed without impinging on the towpath 	All paddlers and spectators will be reminded that the towpath is a right of way and must be kept clear at all times. Periodic checks will be made to ensure that no boats, paddles or other equipment are causing an obstruction.
Anglers	Paddlers	Low <ul style="list-style-type: none"> Closed season on Stort 15 March-15 June 	If any anglers are fishing, paddlers will be warned and asked to ensure that they keep clear of the lines.
Disease	Paddlers Spectators	Low	Hot showers and hand washing facilities are available in the club house. First aid kit and clean dressings are kept at the club house in the event of injury. The most serious disease risk is Weils disease and this is well publicised in the canoeing community. All attending the club will be made aware of the need for hygiene when taking part in water based activities. New members and guests are given written information about the disease and posters are prominently displayed at the club.
Lightning	Paddlers	Low	In the event of lightning, the session will be brought to a close and the group leader will ensure all paddlers get off the water as soon as possible.
Injury from Lifting/Carrying Equipment	Paddlers	Low - Moderate	Group leaders will ensure that all new paddlers are alerted to the risks inherent in lifting and handling boats. They will also instruct new paddlers how to lift and carry their boats whilst minimising the risk of injury.
Canoes and equipment	Paddlers	Low	Equipment owned by BSCC is regularly checked to ensure it is in safe condition. Any equipment not found to be safe will be taken out of service until repaired.

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Locks	Paddlers	Low – Moderate	Paddlers will portage around locks rather than pass through. Paddlers may enter the lock to disembark but must not enter the lock with powered craft.
Paddling in low light or after dark	Paddlers	Low – Moderate <ul style="list-style-type: none"> Experienced paddlers Powered craft do not operate after dark 	Paddling after dark is recommended to take place only in structured training groups of 3 or more.
General	Paddlers	N/A	The group leader will brief the group prior to paddling commencing and outline all potential hazards along with actions expected to be taken. Paddlers should not paddle alone.
Compound/Gym Doors	All	Low	Doors will be hooked back when open to prevent injury.
Gym equipment	All	High	The gym must not be used by under-18s except under the supervision of an approved person. The gym should not be used by anyone alone.
Road crossings	Paddlers	Moderate	Paddlers will be made aware of the dangers crossing Pig Lane or Spellbrook Lane. Coaches will be reminded of their duty of care when escorting paddlers down river. Juniors are not permitted to travel below Pig Lane lock without the supervision of a coach
Club hygiene	All	Low	All paddlers and guests using the club facilities are reminded of the need to wash hands before handling food or drink. Anti-bacterial soap is provided at all sinks, paddlers are encouraged to shower
Fire	All	Low	Club fire plan has been published All reminded of the need to not keep flammable materials in the main clubhouse
Vehicles	All	Low	5mph speed limit whilst on lane and site Traffic calming measure on lane All drivers reminded of the speed limit – signs clearly displayed
Toilets	All	Low	2 internal toilets provided at the club – 1 accessible to disabled visitors Disinfectant and anti-bacterial soap in the toilet areas
Catering	All	Low	Food preparation supervised by a member with a food hygiene certificate All food prepared in clean conditions
Barbecue	All	Low	BBQ strictly supervised all those not involved in food preparation kept away from the food preparation area
Rafts – entrapment or injuries	Paddlers	Low	All rafting participants required to wear a Buoyancy Aid. Rafts will be inspected with regard to risk of abrasion/puncture injuries before use. Rafting will only take place when additional supervision is in place and First Aiders are in attendance.