



Holme Pierrepont Canoe Club Risk Management Strategy

This document has been produced with the aim of identifying and managing risks that may be incurred by all those participating in activities with Holme Pierrepont Canoe Club (HPPCC).

It is important to note that all activities involving water have a degree of risk attached. This document does not seek to remove that risk, but seeks to identify the risks, examine what controls and management are necessary and identify any further actions that may be required by either the club or its members.

Safety is the responsibility of every paddler within the club and the appropriate management of risk takes place when all those involved contribute to the process.

The Risk Management process has been split into three distinct parts:

- A Generic risk assessment for basic canoeing activities
- Site-specific risk assessments for the Winfield Pool, Slalom Course and swimming pool
- Dynamic risk assessments that are completed by each coach, leader or instructor, prior to the commencement of a session

Further site specific risk assessments should be completed as required for individual activities.

Of these the generic and site-specific assessments are recorded within this document; the dynamic assessment is completed by each instructor as the session takes place and progresses. This is not recorded but enables the instructor to alter the session according to conditions and the paddlers within the group.

Separate risk assessments will be undertaken for individual trips and events.

The club has a policy of reviewing all incidents and near misses to ensure that any appropriate revisions can be made to this document.

This document is to be reviewed every year.

Document reviewed

January 2023

Approved by

Dawn Scott
Chair of Trustees.

Generic Risk Assessment

Hazard	Who is at Risk	Severity	Likelihood	Existing control measures	Risk	Further controls / other action
Drowning	Coaches Paddlers	High	Low	All paddlers to wear approved BA's that have been correctly fitted, regardless of craft, this includes SUPs	Low	SUP paddlers should wear a quick release waist mounted leash, for all activities.
Hypothermia	Coaches Paddlers	Medium	Low	Instructors and coaches to check that all participants are appropriately equipped with sufficient clothing of an appropriate type At times of particularly cold weather coaches may turn away paddlers who are incorrectly dressed for a session.	Low	New paddlers to be advised if clothing is inadequate and a supply of cags to be available for use on a session. New members directed to the club website for information.
Back Injuries	Coaches Paddlers Parents and Volunteers	Medium	Medium	All paddlers shown correct manual handling techniques Equipment stored appropriately in a safe manner Junior boats to be stored on lower racks	Low	All new paddlers to be issued with guidance and advice at their first session
Weil's Disease	Coaches Paddlers	Medium	Low	Paddlers to be regularly reminded of the risk.	Low	New paddlers to be directed to section on website informing them of the risk of Weils disease and signs and symptoms.

Shoulder and upper limb injuries	Coaches Paddlers	Medium	Low	Good manual handling techniques to be demonstrated at all times especially when moving boats and accessing kit from the top racks of shelving. Coaches/Instructors/Leaders are to be shoulder 'aware' when teaching strokes and techniques.	Low	
Head Injuries	Coaches Paddlers	Medium	Low	Games to be closely supervised and participants warned about dangers from paddles and competitive games in close contact. All Kayakers should wear a helmet on broken or disturbed moving water. Canoeists and Stand Up Paddle Boarders should make an appropriate safety decision. All paddlers (Kayak / Canoe / SUP) under 18 will wear helmets on disturbed or broken moving water.	Low	To be especially careful during the summer when there are many new and inexperienced paddlers
Slips, trips and falls	Coaches Paddlers Spectators	Low	Medium	All those near the water to be warned especially after rain or after boats have been emptied	Medium	Parents especially to be warned when helping at end of sessions

Site Specific
Winfield Pool

Hazard	Who is at Risk	Severity	Likelihood	Existing control measures	Risk	Further controls / other action
Drowning	Coaches Paddlers	High	Low	<p>All sessions to be led by a qualified instructor / coach / leader . Groups within a session to be managed by Instructors or coaches, where necessary under appropriate supervision. Some sessions may be led by instructors or coaches under training where appropriate supervision is provided.</p> <p>No paddlers allowed to paddle alone</p> <p>No paddlers to be on the water until a coach is on the water or until appropriate bank support is provided</p> <p>All paddlers to wear approved BA's</p> <p>SUP paddlers to wear an appropriate quick release waist mounted leash.</p>	Low	

Head injury from capsized drills	Paddlers under instruction	Medium	Low	All instructors to check depth of water before allowing paddlers to perform capsized or rescue drills	Low	Helmets may be recommended dependant on the craft being rescued.
Head injuries or other injuries from falling from SUPs	Paddlers and coaches	Medium	Low	SUP paddlers should kneel until they are in deeper water and away from banks, only then should they stand.	Low	
Musculoskeletal injuries	Coaches and paddlers	Medium	Low	<p>Good manual handling techniques are to be emphasised at all times and instructors and coaches should demonstrate best practice at all times.</p> <p>Coaches and instructors should decide on appropriate warm up activities either on the bank or on the water.</p> <p>Good paddling technique should be demonstrated at all times.</p> <p>Boats should be equipped with air bags where appropriate to make emptying easier.</p>	Low	

Weed and Algae	Coaches Paddlers	Low	Low	Instructors to ensure that if weed and algae is on the surface or just below the surface that paddlers are warned of the dangers of performing capsize drills and where possible activities should take place in weed free areas	Low	Monitor weather and water conditions.
Hypothermia	Coaches Paddlers	Medium	Low	<p>Coaches to check all paddlers in their groups for appropriate clothing at the start of session.</p> <p>Activities with a high likelihood of capsize should be run at the end of the session.</p> <p>Coaches should ensure that participants have a change of clothing available.</p> <p>During periods of cold weather coaches and instructors can turn away paddlers who are not correctly dressed.</p>	Low	

Hyperthermia – Heat Exhaustion and Heat Stroke	Coaches and paddlers	High	Low	In periods where the temperature is particularly high, Instructors / Coaches and Leaders should monitor their group for signs of Hyperthermia. Paddlers to be informed where water is available i.e.NWSC building Extra layers of clothing should be shed where possible.	Low	Particular attention should be paid to those who are paddling in wetsuits and haven't got wet.
Sun burn	Coaches and paddlers	Low	Low	Instructors, Coaches and Leaders should check that paddlers are appropriately dressed for the session. Paddling without a top on should be discouraged.	Low	Paddlers to be encouraged to use sun block.

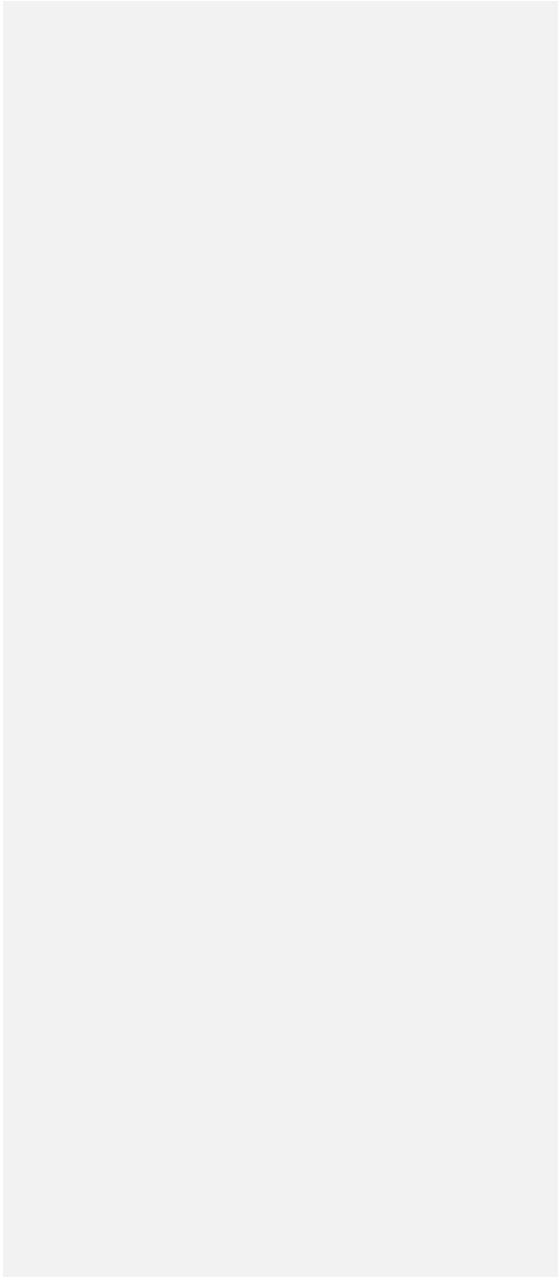
Site Specific Slalom Course

Hazard	Who is at Risk	Severity	Likelihood	Existing control measures	Risk	Further controls / other action
Drowning	Coaches Paddlers	High	Low	<p>Paddlers using the course on a club session without a club coach or instructor present should ensure that they meet the requirements of the NWSC for competency.</p> <p>All groups of paddlers under training to be led by either an appropriately qualified coach with the appropriate remit or a club member who has been signed off with a site specific endorsement to lead, coach or mentor on the course.</p> <p>All paddlers to wear approved buoyancy aids, helmets and suitable clothing</p> <p>SUP paddlers must wear a quick release waist mounted leash in addition to a buoyancy aid.</p> <p>All coaches with groups must have access to at least one throwline</p> <p>All paddlers under instruction should be given training on defensive and aggressive swimming and how to be rescued by a throwline on their first session on the course.</p>	Low	

				All those using throwlines should wear a BA even if on the bank		
Head Injuries	Coaches Paddlers	Medium	Low	All paddlers using the course must wear an appropriate helmet	Low	
Slips, trips and falls	Coaches Paddlers Spectators	Medium	Medium	All to be made aware of dangerous areas of the course and the risks of slipping on wet concrete Parents / spectators should be encouraged not to approach the waters edge without a BA and helmet. This should particularly be applied at the end of the session when boats are being recovered and emptied Parents should have the dangers of trying to assist paddlers from the course explained to them	Medium	
Back Injuries	Coaches and paddlers	Medium	Low	All boats must be equipped with appropriate air bags to facilitate recovery of capsized boats	Low	All coaches to stress good lifting techniques and rescue techniques
Falling from SUP boards	Paddlers	Medium	Medium	All paddlers using a SUP board on the course must wear elbow and knee pads of an appropriate design as well as a BA and helmet.		

Commented [DS1]: Need to check with Beth as to whether this is still a requirement or regarded as best practice.

				<p>SUP paddle leashes must be attached from the waist using a quick release system, and not around the paddlers leg.</p> <p>SUP paddlers should kneel until they are in deeper water and away from banks, only then should they stand.</p>		
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River Trips from HPPCC

Hazard	Who is at Risk	Severity	Likelihood	Existing control measures	Risk	Further controls / other action
Drowning	All those participating	High	Low	<p>All groups must consist of a minimum of 3 paddlers.</p> <p>Paddlers under training to be led by qualified coaches, leaders or instructors where appropriately signed off.</p> <p>All paddlers to wear approved buoyancy aids</p> <p>The group should carry safety equipment appropriate to the level of trip being undertaken.</p> <p>Paddlers must be briefed at the start of every trip about becoming 'detached' from the main group and paddling alone.</p>	Low	
Collision with other river craft	All those participating	Medium	Low	<p>All paddlers to be aware of the rules of the river.</p> <p>Paddlers are to avoid marinas and moored boats wherever possible</p>	Low	Advise paddlers to inform fellow paddlers if rowers are heading towards them

				<p>Paddlers should be extra vigilant at the entrance to Colwick Marina</p> <p>An extra vigilant watch is to be kept for un-coxed rowing craft which can not see other river users.</p>		
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Hypothermia / Hyperthermia	All those participating	Medium	Low	Groups should make the decision as to the appropriate level of equipment required at the start of each trip depending on the prevailing weather conditions		
Group unable to make headway on the river	All those participating	Medium	Low	<p>All those venturing on to the river should have the competency to paddle in the prevailing conditions and should turn around if conditions worsen outside their level of competency.</p> <p>Any paddlers taking a SUP out on to the River must demonstrate their ability to paddle standing up competently before leaving the lake.</p>	<p>A grab bag of a first aid kit and a tow line is available to groups going up the river and should be collected from, and returned to, the compound at the end of the trip. (is this really there? And if so who checks its condition?)</p>	

Commented [DS2]: The bag is there, or was a couple of weeks ago, the first aid kit should be checked along with the others every 6 months. The tow line should be in the bag, if not I would suggest that we get another one

Groups returning from a River Trip on a Club session should report back to the Coach in Charge of the Session.

Any groups undertaking activities away from HPPCC must complete a full risk assessment of the activity and follow the advice in the club standard operating procedures.

Swimming Pool Risk Assessment

Hazard	Who is at Risk	Severity	Likelihood	Existing control measures	Risk	Further controls / other action
Drowning	Coaches Paddlers	High	Low	All paddlers to be accounted for throughout the session and to be kept in direct eye line	Low	
Back Injuries	Coaches Paddlers	Medium	Medium	All paddlers shown correct manual handling techniques Equipment stored appropriately in a safe manner	Low	All new paddlers to be issued with guidance and advice at their first session
Shoulder and upper limb injuries	Coaches Paddlers	Medium	Low	All coaching to be overseen by BCU qualified and competent coaches	Low	
Head Injuries	Coaches Paddlers	Medium	Low	Games to be closely supervised and participants warned about dangers from paddles/boats and competitive games in close contact.	Low	
Swimmer / Paddler collisions	Coaches Paddlers Non-paddlers	Medium	Medium	Ensure non paddlers (due to the nature/structure of the session) are not in the pool and on the pool-side being aware of where the boats are	Low	Advise against general swimming by students in water awaiting their turn in a boat
Slips, trips and falls	Coaches Paddlers Spectators	Low	Medium	All those near the water/on pool side to be warned about potential slip hazard and told not to run	Medium	