

# Minima Risk Assessment – Generic Flat Water



NOTE: Before completing a risk assessment please read the guidance notes document.

<b>Date:</b>	2 <sup>nd</sup> April 2024
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<b>Description of Assessment:</b>	Minima Generic Flat Water Risk Assessment (including reservoirs)
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<b>Location Details:</b>	Flatwater rivers, e.g. Medway, Wey Navigation, Thames, Basingstoke Canal etc.
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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Injury or drowning whilst on the river</p> <p>Risk Increases when someone swims or water levels increase</p>	<p>All Participants (including coaches or leaders)</p> <p>Drowning, Secondary drowning, Hypothermia, Entrapment, Sharps injuries</p>	<p>Buoyancy aids to be appropriate, fitted and worn whilst on the water</p> <p>All coaches are first/aid and safeguarding checked</p> <p>Coaches or Leaders to have an up to date First Aid kit and taken out on the trip</p> <p>All participants to be briefed before launching</p> <p>All participants are competent for the trip</p> <p>All participants to provide the name and contact details of their emergency contact.</p> <p>Coach or Leader or Leader to keep this information safe and accessible during trip.</p> <p>The Coach or Leader or Leader for this flat water river trip will be responsible for enforcing this risk assessment</p>	<p>Coach or Leader or Leader to get on the water before the group gets on the water</p> <p>Rescue any swimmer as soon as possible and ensure they are safe.</p> <p>Coach or Leader or Leader provide first aid and seek medical assistance if required.</p> <p>Ensure the rest of the group is safe i.e. remain in an eddy until rescue is complete.</p> <p>Coaches or leaders and any patrol boats to monitor safety of group.</p>	<p>Coach or Leader</p> <p>Coach or Leader</p> <p>Coach or Leader</p> <p>Coach or Leader, patrol boat crews</p>	<p>During the trip</p> <p>Immediately someone capsizes or swims</p> <p>During the trip</p> <p>During the trip</p> <p>During the trip</p>	

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<p>Head injuries</p>	<p>All Participants (including coaches or leaders)</p>	<p>All participants to consider wearing a helmet, if there are weirs or canoe shoots on this river trip.</p> <p>Location specific risk assessments identify hazards where helmets are to be worn as mandated by best practice and in this situation helmets are to be provided by individual paddlers.</p>	<p>Provide first aid and seek medical assistance if concussion is suspected.</p>	<p>Coach or Leader</p>	<p>Immediately an incident occurs</p>	
<p>Microorganisms (infection)</p>	<p>All Participants (including coaches or leaders)</p> <p>Leptospirosis, viral/bacterial illness Blue green algae</p>	<p>Participants and club members to be educated on potential risks and actions they should take.</p> <p>All Coaches or Leaders first aid trained</p> <p>Participants advised to wash their hands before eating lunch</p> <p>Discourage capsize or swimming especially downstream of Sewage Treatment plants /outflow</p>	<p>Shower after the river trip.</p> <p>Clean cuts and puts plasters on them.</p> <p>Check if swimmers/"rollers" are ok - 2 or 3 days after the trip, if not they may need to see GP and mention possibility of Weil's disease.</p>	<p>Participants</p> <p>Coach or Leader</p> <p>Coach or Leader</p>	<p>After the trip</p> <p>During the trip</p> <p>After the trip.</p>	
<p>Slip, Trips and Falls</p>	<p>Participants, Coaches or Leaders and General Public :</p> <p>Could result in personal injury, e.g. Head contact, strains, sprains and breaks</p>	<p>All areas to be kept tidy at all times to remove trip hazards</p> <p>All members briefed before craft are unloaded from cars</p> <p>Extra care to be taken launching, portaging and landing due to uneven surfaces</p> <p>Inspect the river at the start of the trip, on each day.</p> <p>Ensure safety cover is provided on all features as appropriate to the features.i.e. either boat based or bank based with throw line etc.</p> <p>Ensure there is a Coach or Leader who can act as a safety boat with each group.</p> <p>Coach or Leader to be aware of his surroundings in case of emergency and to know emergency egress/ access points, by referencing, guide books</p>	<p>Coach or Leader to get on the water before the group gets on the water</p> <p>Continue to make a "dynamic risk assessment" of the trip as the trip progresses (finish the trip early if risks continue to rise); e.g. Inspect all the hazards e.g. weirs before negotiating these features.</p> <p>Coach or Leader provide first aid and seek medical assistants if required</p>	<p>Participants &amp; Coach or Leader</p> <p>Participants &amp; Coach or Leader</p> <p>Participants</p> <p>Coach or Leader</p> <p>Coach or Leader</p>	<p>Before and during the trip</p> <p>At the start of the trip</p> <p>During the trip</p> <p>During the trip</p> <p>Before the start of the trip and during the trip</p> <p>During the Trip</p> <p>Before and During the trip</p>	

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		<p>and maps for information about the river, including access and egress points and hazards.</p> <p>When crossing roads check for oncoming traffic.</p> <p>Coach or Leader to have contact details for Club Home contact in case of emergency</p>		<p>Coach or Leader</p> <p>Coach or Leader</p> <p>Participants &amp; coach</p> <p>Coach or Leader</p>		
Hypothermia	<p>All Participants (including coaches or leaders)</p> <p>Suffering from cold and exposure</p>	<p>All participants advised of kit requirements on the forum posting for the trip. Further briefing before launching</p> <p>Coaches or Leaders first aid trained</p> <p>Carry spare clothes and a hot drink</p> <p>Carry a survival bag or bothy suitable for the conditions</p> <p>Coaches or Leaders monitor the group for early sign of onset of hyperthermia, i.e. person does not respond to instructions, they start to slow down, the shiver, alert ness drops etc.</p>	<p>Take a hot shower at the end of the day</p> <p>Coach or Leader provide first aid and seek medical assistants if required</p> <p>Provide spare clothing, hot drink and first aid if required</p> <p>Use a bothy or survival bag as appropriate and huddle together to keep warm, put on warm clothing.</p>	<p>Participants &amp; coach</p> <p>Coach or Leader</p> <p>Coach or Leader</p> <p>Coach or Leader</p> <p>Coach or Leader</p> <p>Coach or Leader</p>	<p>Before and at beginning of the trip</p> <p>Before and during the trip</p> <p>During the trip</p>	
Hyperthermia	<p>All Participants (including coaches or leaders)</p> <p>Heatstroke Sunburn</p>	<p>All participants advised of kit requirements on the forum posting for the trip. Further briefing before launching</p> <p>Coaches or Leaders first aid trained</p> <p>Ensure everyone drinks plenty of cold fluids on a warm day.</p> <p>Wear Sun hats and long sleeve clothing</p>	<p>Coach or Leader provide first aid and seek medical assistants if required</p> <p>Coach or Leader to take plenty of spare cold drinks and sun tan lotion and spare hats</p>	<p>Participants &amp; coach</p> <p>Coach or Leader</p>	<p>Before and at beginning of the trip</p> <p>Before and during the trip</p>	

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Equipment failure	All Participants (including coaches or leaders) Lacerations Entrapment	Annual checks of all club equipment Any faulty equipment reported to Paddlesport Secretary and removed from use Members briefed on how to check equipment. Participants to confirm they have checked their own personal paddling equipment including craft	Coach or Leader to be aware of any equipment becoming damaged during the trip and report to the Quartermaster accordingly.	Paddlesport Secretary Coach or Leader  Coach or Leader Participants	Annually Before, during and after the trip	
Change in Weather conditions  Risk increase due to cold Water, Strong wind Cold air temperature Strong river current,	All Participants (including coaches or leaders)  Suffering from cold and exposure or Heatstroke Sunburn  The changing weather conditions may cause the paddler to exert more energy.  Paddler may become tired or exhausted	Members suitably equipped for the conditions Eat a good breakfast at the start of the day. Take hot drinks and packed lunch.  Coaches or Leaders carrying additional kit including emergency shelter  River levels to be monitored before and during the trip so as to stay within the competence and safety of the group.	Individual paddlers inform the Coach or Leader when they feel tired or cold.  Eat lunch at lunch time  Coach or Leader to offer first aid if participants is affected by the changing weather conditions  Continue to make a "dynamic risk assessment" of the changing weather conditions	Participants and Coaches or Leaders  Participants and Coaches or Leaders  Coach or Leader  Coach or Leader  Coach or Leader	Before and during the trip  Lunch time During the trip Immediately a participant is affected by changing conditions  During the trip	
Lightning strike	All Participants (including coaches or leaders)  Could result in personal injury,	If thunder and lightning are audible/visible, there is a risk of a lightning strike. The safest option is to check in advance and not to get on the water if thunder and lightning are forecast	Get of the water if thunder and lightning occur during the water and seek safe shelter	Coach or Leader and participants	Before and during the trip	
Pre-existing medical conditions	All Participants (including coaches or leaders)  Could result in personal ill health	Understanding who is on the trip and their needs.	Coach or Leader to keep this information safe and accessible during trip.	Coach or Leader  Participants	Before and during the trip  Before the trip	

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	e.g. due to Diabetes and Epilepsy	Participants complete their relevant medical conditions and emergency contact details on Booking trip form.				
Safeguarding incident	<p>All Participants (including coaches or leaders) and general public</p> <p>Various forms of abuse including physical, psychological, and sexual etc.</p> <p>Allegations of misconduct</p>	<p>Compliance with British Canoeing policies and procedures</p> <p>All participants will be expected to follow the Club's code of conduct (Adult and Junior)</p> <p>Parents or Guardians to be responsible for their children's welfare.</p> <p>Ensure there are two adults of mixed gender left to accompany all juniors at all times when waiting for shuttles or when getting changed.</p> <p>The Coach or Leader will record the details of any safeguarding allegations on the Safeguarding alert form after the event and take appropriate follow up action.</p>	<p>Do not leave a young person alone in the car</p> <p>Do not leave a young person alone on the bank.</p> <p>Any participant to report concerns of abuse either to the Coach or Leader or to the Club Welfare Officer</p>	<p>Coach or Leader &amp; Participant</p> <p>Coach or Leader &amp; Participant</p> <p>Coach or Leader &amp; participant</p> <p>Coach, Participants and Parents</p> <p>Participants, Coach, and Parents</p>	<p>Before and during trip</p> <p>Before and during the trip</p> <p>Before, during and after the trip</p> <p>Before, during and after the trip</p> <p>Before, during and after the trip</p>	
<p>Group Dispersal</p> <p>Poor Group management - increases risk of all identified risks</p>	<p>All Participants (including coaches or leaders)</p> <p>Could result in personal injury.</p> <p>Paddler may become separated from the group.</p>	<p>Participants must observe good group practices to ensure that group dispersal does not increase the risk of other hazards</p> <p>All trips need to maintain the correct ratio of members to Coach or Leader i.e. 6:1 plus safety boater.</p> <p>The group needs to be informed of how to communicate with each other on the river.</p> <p>The group needs to understand the signals/ instruction given by the leader and follow them accordingly.</p>	<p>Coach or Leader to get on the water before the group gets on the water</p> <p>Coach or Leader and safety boater with each group.</p>	<p>Coach or Leader</p> <p>Participants</p> <p>Coach or Leader</p> <p>Coach or Leader</p> <p>Coach or Leader</p>	<p>Before and during the trip</p> <p>Before and during the trip</p> <p>Before and during the trip</p>	

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Spread of NNIS (Non Native Invasive Species)	All Participants (including coaches or leaders)	Follow Check, Clean, Dry especially at the end of the trip. Ensure all water in craft is drained by the side of the river. Use sponges to mop out		Coach or Leader & participants	Before, during and after the trip	
Fallen trees	All Participants (including coaches or leaders)  Could result in personal injury, e.g. Head contact, strains, sprains and breaks	Care to be taken for the duration of the trip especially on bends where there is a flow. Paddle in single file rather than spread across the river and keep apart.  Consider carrying pruning equipment	Inspect the river at the start of the trip, on each day.  Continue to make a "dynamic risk assessment" of the associated risks	Coach or Leader & participants  Coach or Leader  Coach or Leader	During the trip  During the trip  Before and during the trip	
Strainers	All Participants (including coaches or leaders)  Could result in personal injury  Head contact, strains, sprains and breaks	Care to be taken especially when the flow/ small rapids are close to the banks	Avoid low trees and strainers wherever possible  Continue to make a "dynamic risk assessment" of the associated risks	Coach or Leader & participants  Coach or Leader	During the trip	
Manual handling – potential risk to self when handling equipment	All Participants (including coaches or leaders)  Could result in personal injury, e.g. strains, sprains and breaks	Good manual handling techniques to be used at all times. i.e. before lifting ensure you Stop, Assess, Formulate and Evaluate a plan.  Ensure boats have air bags or built in bulkheads to aid with emptying.	When lifting ensure you have a balanced stance; a good grip; bend knees and keep back straight; and communicate. Share the lifting with others.	Coach or Leader & Participants	Before, during and after the trip	
Access	All Participants (including coaches or leaders) and the general public  This can involve a variety of risks including abuse from locals or land owners	Follow local access agreements.  Access the river via public rights of way or public spaces e.g. footpaths or car parks.  Be courteous to local residents.  Be thoughtful about parking cars – in car parks if possible and if secure.	When accessing the water avoid seal launching in order not to avoid damaging the bank.  Coaches or Leaders support members to access/ egress boats on/ off the water safely.	Coach or Leader & Participants  Coach or Leader	Before, during and after the trip  During the trip	

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	Or personal injury when getting onto and off the water	Be considerate about noise levels and general disturbance.	Use access points/ egress points and pontoons when provided	Coach or Leader & Participants	During the trip	
Other river users e.g. other boats and fisherman	All Participants (including coaches or leaders) and the general public  Possible abuse from locals or land owners	Always paddle on the right hand side of the river or canal unless asked to paddle on the other side of the river by fisherman or because of hazards e.g. weirs, or because of local arrangements which need to be followed e.g. on the Tidal Thames above Putney paddle on left because of rowers.	Be courteous to other river users e.g. fisherman and other boat uses.  Do not challenge or antagonise other river users.  Follow the instructions given by officials e.g. Lock keeper	Coach or Leader & participants  Coach or Leader & participants	During the trip  During the trip	
Transport - There is a risk to passengers when travelling in a vehicle.	All Participants (including coaches or leaders) and general public  Could result in personal injury when travelling in a car.	Drivers are responsible for all the passengers they transport in their vehicle.  All drivers must abide by the highway code  All drivers must ensure their vehicle is safe to drive and is fully insured for passengers, MOT and Taxed  All drivers to take regular brakes and not to drive when tired or unfit to drive.  Drivers not to travel alone with juniors, another adult passenger must be present in the car at all times.  There should be an adult male and an adult female in the car when transporting both junior males and females.  Any children must travel in a vehicle with their parent or guardian.	Vehicles to be in communication, e.g. via mobile phone, with the leader in the case of incidents or accidents.	Coach, drivers and participants  Drivers  Drivers  Drivers  Drivers & coach or leader  Drivers and coach or leader	Travelling to and from the trip  Travelling to and from the trip  Travelling to and from the trip  Travelling to and from the trip  Travelling to and from the trip  Travelling to and from the trip	
Transport -There is a risk to equipment when it is transported on vehicles.	All Participants (including coaches or leaders) and general public	All members briefed before craft are loaded onto the cars of off loaded from the cars  Drivers are responsible for all the equipment they transport for the club.	Coach or Leader  Drivers to inform the Paddlesport Secretary of any	Coach  Drivers	At the start of the trip  Travelling to and from the	



