

BAC CANOE/KAYAK INSTRUCTION - RISK ASSESSMENT

Site Specific Hazards - Action - Instructor must be aware of any site specific hazards that they may encounter at the venue being used - they must consult with local experts where necessary and brief the group accordingly. Particular attention must be paid to river conditions, weirs, locks and overhanging obstacles.

Other Water Users - including Ferries and Pleasure trips - Action - Brief group on arrival - ensure the group are aware of the presence of other users and how to react when in proximity.

Water Quality & Health Hazards - Action - Organisers of groups given a Water Quality Statement and asked to sign that they have informed parents that there are health risks in any water course.

Buoyancy Aids - Action - Instructors must ensure that Buoyancy Aids are worn by everyone and that they fit and are worn/adjusted correctly - all equipment subject to a weekly check and Buoyancy aids over three years old are tested as per the BCU recommendations.

Broken Glass/Sharp Objects - Action - All group members must wear reasonably protective footwear.

Walls/Obstructions/Other Paddlers and Water Users - In order to protect the canoeists head, Watersports Helmets must be worn by all canoeing groups on any grade of water.

Correct/Incorrect storage of equipment - Action - all equipment to be stored and organised as per the recommendations of the Nominated Person for Canoeing and the manufacturers instructions. Records of Purchase, Usage, Life Expectancy and Technical Data must be kept. A method of identifying 'sets' of equipment must be used.

Equipment Defects - Action - Instructors must inform Avonquay of any equipment defect ASAP and the item withdrawn from service. All equipment to be inspected on a weekly basis - records to be kept and the Centre Manager informed of defects ASAP.

Call-out of Emergency Services - Action - If radio equipment or a mobile phone is not available/effective, the instructor must be able to locate the nearest telephone.

Quality of Instructors - Action –All Instructors must have the minimum BCU Qualification for the grade of water being undertaken and have been Police cleared under the Criminal Records Bureau.

Unsupervised Activity - Action - No person shall be on the water without a supervising instructor.

Incapacity of Instructor/Supervision - Action - All groups must also be accompanied by a competent adult.

Carrying of Equipment - Action - must only be carried out under the direct supervision of the Instructor - Heavy and difficult items such as canoes must be shared between individuals on the instructors advice.

Accidents & dangerous occurrences - Action - A First Aid Kit must be carried by all instructors. Incidents must be recorded on the record sheets located in the BAC Store (Avonquay).

Roadside Entry & Exit to Water - Action - The Instructor and supervising adult must ensure that loading/unloading craft is done safely with due regard to road users and local residents.

Use of Vehicle - Action - Where instructors transport groups to canoeing venues, the Instructor must have obtained the Local Authorities Minibus Driver Assessment Qualification. Seat belts must be used by all passengers and gangways must not be obstructed by equipment.

Special Needs Groups – Clients falling into this category are identified as being an additional hazard in themselves. They can be unpredictable, have special medical conditions and be very challenging for all staff concerned – Action – Such groups must only be accepted after discussion with the Centre Manager. A Risk Assessment specific to that group must be worked out with all staff involved and sites chosen must acknowledge the special factors and extra risks involved.

The Centre Manager and the Nominated Persons responsible for the above activity will consult with Instructional Staff with regard to the identified hazards and actions. There will be an annual review of this document at the end of the year, with any new hazards identified for the following year.