



Cuckmere Valley Canoe Club

Unit 1 Tates, Avis Way, Newhaven, BN9 0DH

www.cvcc.org.uk

Risk Assessment

April 2015

This document is a publication of a risk assessment conducted by the Cuckmere Valley Canoe Club (CVCC) committee and instructors with regard to the general activities of the CVCC. The purpose of this risk assessment is to define all possible hazards to the club's members and general public, and to ensure that the measures/controls that the CVCC have in place are sufficient to minimise the chance of the risk actually happening.

It is acknowledged that canoeing and kayaking is a risk sport and as such it is impossible to completely eliminate all hazards/risks.

This risk assessment must be periodically reviewed and updated, especially if a new facilities, activities or venues are introduced.

The CVCC must show:

- i. That a proper check was done (via discussion/correspondence with instructors, committee members or any other concerning body).
- ii. Identification of parties who might be affected (normally our club members).
- iii. All *obvious* hazards have been taken into consideration.
- iv. Precautions in place are *reasonable* and the remaining risk is *low*.

The CVCC must take action if:

- i. A hazard is identified that does not have an appropriate control in place for it.
- ii. An activity is identified that even with appropriate controls, the remaining risk remains too high.

Exclusions

This risk assessment does not take into account any risks associated with away trips.

The Risk Assessment

The following pages list all risks, hazards and controls identified as part of this risk assessment. The risk assessment has been grouped into activity/location groups for ease of use.

Each identified risk/hazard is broken into two groups; *severity* and *frequency* with each awarded a score rating. The *severity* score identifies how serious the hazard/risk is if it were to occur. The *frequency*

score identifies how often that risk/hazard is likely to occur. These scores are then multiplied together to derive the final *risk rating*.



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When awarding scores for *severity* and *frequency*, existing controls currently in place must be considered. For example, consider a novice paddler going surfing without supervision. The severity rating is likely to be 4, but with proper instructor supervision, this score would probably become 1 (i.e. the instructor would recognise conditions are beyond the paddlers capability and not allow them to participate in the particular activity).

The scoring system for each item is as follows:

Severity

The severity score is a number between 1 and 4 and defines the severity of risk/hazard when it happens. The severity scoring system is as follows:

- 1 = Trivial
- 2 = First aid injury (e.g. Small cuts and bruises).
- 3 = Medical Treatment Required (e.g. Casualty, Hospital)
- 4 = Serious (e.g. Ambulance Required)

Frequency

The frequency score is a number between 1 and 4 that defines the likely frequency of the risk/hazard actually happening. The frequency scoring system is as follows:

- 1 = Rare / Unlikely
- 2 = Occasional / Likely
- 3 = Common / Very likely
- 4 = Routine / Certain

Risk Rating

The final *risk rating* is evaluated by multiply the score in severity (a) with the score in frequency (b). This results in the final risk rating defined as:

- | | |
|--------|-------------|
| 1 | Trivial |
| 2 - 3 | Tolerable |
| 4 | Moderate |
| 6 - 8 | Serious |
| 9 - 12 | Substantial |

The CVCC shall take action if the final *risk rating* score is greater than 6. If the final risk rating falls in the intolerable group, it's essential that the activity in question is ceased immediately until sufficient controls are in place to manage the risk effectively. In the likelihood that a control cannot manage that risk, then the activity shall be permanently ceased.

Any new additional controls must be circulated to all club instructors and members through the CVCC communications. This includes club session briefings.



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Activity Location	Risks (Hazards)	Severity (a)	Frequency (b)	Risk Rating (a*b)	Controls in Place
a. Boat Racks	<ul style="list-style-type: none"> 1. Lifting injury as a result of lifting boats. 2. Falling objects (boats). 3. Slipping/falling off racks 	<ul style="list-style-type: none"> 1 2 2 	<ul style="list-style-type: none"> 1 1 1 	<ul style="list-style-type: none"> 1 2 2 	BCU manual handling briefings and recommendations. Pairing up. Annual inspection and repair of racks. Signage to stop juniors removing high level boats.
b. Slipway	<ul style="list-style-type: none"> 1. Slipping/falling 2. Manual handling injuries (result of carrying equipment). 	<ul style="list-style-type: none"> 2 1 	<ul style="list-style-type: none"> 1 2 	<ul style="list-style-type: none"> 2 2 	BCU manual handling briefings and recommendations. Pairing up. Clear & sweep slipway of slippery weed and mud.
c. Car Park	<ul style="list-style-type: none"> 1. Being run over or hit by a car. 2. Lifting injuries from lifting kayaks to & from car roof racks. 3. Falling or tripping 4. Cuts from broken glass and rubbish in car park. 	<ul style="list-style-type: none"> 4 1 2 2 	<ul style="list-style-type: none"> 1 1 1 1 	<ul style="list-style-type: none"> 4 1 2 2 	BCU manual handling briefings and recommendations. Pairing up. Duty coach to enforce sensible parking in car park. Coaches to monitor car park for broken glass and remove.
d. Meanders	<ul style="list-style-type: none"> 1. Collision with other paddlers/water users. 2. Drowning. 3. Leptospirosis / Weil's Disease. 4. Falling whilst raft running. 5. Bruising during normal paddling activity in canoe/kayak. 6. Muscle/strain/joint injuries from general paddling. 7. Weather conditions resulting in exposure / hypothermia 8. Capsize resulting in head injuries. 	<ul style="list-style-type: none"> 2 4 3 2 1 2 4 3 	<ul style="list-style-type: none"> 2 1 1 2 1 1 1 1 	<ul style="list-style-type: none"> 4 4 3 4 1 2 4 3 	Instructor briefing at start of session & warm up. Helmets & buoyancy aids to be worn & adjusted. Suitable clothing for weather conditions. Weil's Disease guidance issued to members on joining. Instructor assessment of conditions on day. Group supervision.



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Activity Location	Risks (Hazards)	Severity (a)	Frequency (b)	Risk Rating (a*b)	Controls in Place
e. River	<ol style="list-style-type: none"> 1. Collision with other paddlers/water users 2. Drowning. 3. Leptospirosis / Weil's Disease. 4. Bruising during normal paddling activity in canoe/kayak. 5. Muscle/strain/joint injuries from general paddling. 6. Weather conditions resulting in exposure / hypothermia 7. Capsize resulting in head injuries. 8. Tidal conditions beyond paddler capability. 9. Unsuitable weather conditions. 10. Slipping on steps when launching or exiting from Main River. 11. Boat falling from top of steps onto paddlers below. 	<p>2 4 3 1 2 4 3 2 2 3 4</p>	<p>2 1 1 1 1 1 1 2 2 2 2</p>	<p>4 4 3 1 2 4 3 4 4 6 8</p>	<p>Inspection of river conditions by instructor. Appropriate safety equipment (helmets, PFD). Weather protection (cags, etc). L1 coach supervision required in flat conditions. L2 coach or higher in all other conditions. Do not exceed paddler's limits (coach discretion). Sensible footwear to be worn by all. No paddler should be below boats being dragged up steps.</p>
f. Beach / Sea	<ol style="list-style-type: none"> 1. Collision with other paddlers/water users. 2. Drowning. 3. Bruising during normal paddling activity in canoe/kayak. 4. Muscle/strain/joint injuries from general paddling. 5. Weather conditions resulting in exposure / hypothermia 6. Capsize resulting in head injuries. 7. Conditions beyond paddler capability. 8. Entanglement/injury from fishing equipment. 9. Impact Injuries from looping onto beach in dumpy surf. 10. Offshore winds blowing paddlers out to sea. 11. Rip tide, currents & tidal conditions carrying paddlers out to sea. 12. Cut hazards from rubbish on beach. 13. Other water users/ dogs 	<p>2 4 1 2 4 3 2 2 3 3 3 2 2</p>	<p>2 1 1 1 1 1 2 1 2 2 2 1 1</p>	<p>4 4 1 2 4 3 4 2 6 6 6 2 2</p>	<p>Instructor briefing on arrival at beach. Inspection of weather, tide & surf conditions. Appropriate safety equipment (helmets, PFD, footwear). Weather protection (cags, etc). L2 coach supervision required in flat conditions. L3 coach or higher in surf conditions. Do not exceed paddler's limits (coach discretion).</p>

g. Pool Sessions	1. Slipping on poolside resulting in fall and injury.	2	2	4	Adhere to pool rules. Adequate BCU coach supervision. Lifeguard cover. Limit on numbers in pool.
	2. Manual Handling of kayaking equipment.	2	1	2	
	3. Being hit by a paddle or boat.	2	2	4	
	4. Bruising during normal paddling activity in canoe/kayak.	1	2	2	
	5. Muscle/strain/joint injuries from general paddling.	2	2	4	
	6. Drowning	4	1	4	