

# Risk Assessment Form

## River Trips Inc. Chipstead



Assessment Completed by: H & S Committee

Date of assessment: 23<sup>rd</sup> September 2017

Dynamic risk assessment will continually be done during the duration of the trip, both on and off the river.

| <i>Hazard</i>   | <i>Who May Be Affected</i> | <i>Risk Rating</i>             | <i>Severity Rating</i>         | <i>Control Measures</i>   | <i>Any Further Action</i>  | <i>Responsibility Of</i> |
|---|----------------------------|--------------------------------|--------------------------------|---|--|--------------------------|
| <i>List significant hazards which may result in serious harm or affect several people</i> |                            | <i>Low<br/>Medium<br/>High</i> | <i>Low<br/>Medium<br/>High</i> | <i>List existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures). Is any specialist equipment needed?</i>  | <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do so</i>        |                          |
| <b>OFF RIVER</b>  |                            |                                |                                |   |  |                          |
| Accident travelling to trip   | All                        | Low                            | High                           | Everyone should make themselves aware of their legal responsibilities when driving to trips including those regarding safe loading of roof bars.<br><br>Trip organiser to discuss typical travel arrangements with new club members, including the loading of roof bars if necessary. | If the Committee has any serious concerns about a members driving, any member will be advised not to accept the offer of a lift. | All                      |
| Behavioural Issues  | All                        | Low                            | Low                            | All attendees to read the Bromley Canoe Club Code of Conduct. Agreeing to abide by this when attending a trip.<br><br>Coaches / river leaders & officials to read the BCU Coaches & Officials code of conduct, as displayed on BCC website.   | Incidents to be reported to Trip Organiser and Committee for investigation and follow-up action if required.                     | All                      |
| Illness / Medical   | All                        | Low / Medium                   | Medium                         | Trip attendees are asked to make trip organiser aware of any medical conditions/allergies and any changes to their condition.<br><br>BCC encourage members to undertake first aid courses and keep their qualifications up to date and to carry the relevant first aid equipment.     | Trip Organiser / river leader / committee to make decision if additional support required for any illnesses                      | Trip Attendees           |
| Fire  | All                        | Low                            | High                           | On arrival at site trip attendees should familiarise themselves with the centres fire procedures.   |  | Trip Attendees           |
| Hazards associated with Youth Member on Trip (under 18)                                   | Youth Members              | Low                            | Low                            | Completed Trip Consent Form given to the Trip Organiser & responsible adult if not the child's parent/guardian.   |  | Youth Member / Guardian  |

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|   |                            |                                |                                | Parent / Guardian or responsible adult is not required to be in the same group on the river or indeed may not be on the river, responsibility can be passed to river leader or coach. Lead Coach to agree younger paddler can attend and that their ability matches the trips aims. Suitable coach identified to lead young paddler if needed. |   |  |
| <b>On Water</b>   |                            |                                |                                |  |   |  |
| Leadership of group   | All                        | Low                            | High                           | List of suitably qualified and or experienced river leaders / coaches to be maintained by the committee.   | List to be kept up to date  | Committee                                      |
| Suitability of water levels to trip participants  | All                        | Low / Medium                   | High                           | Weather/releases checked by lead coach in an aim to predict if water levels will change whilst on river and assess if this will adversely affect the trip.   | Lead coach will advise on the suitability of the water level.   | Lead Coach                                     |
| Waterborne Diseases / Water Quality   | All                        | Low / Medium                   | Low (Rare cases can be High)   | If reason to believe water quality may be an issue, trip organiser to check Environment Agency website or centre to check for specific information e.g. Holme Pier Point.  | Coaches to be aware of waterborne diseases and other environmental issues and to issue warning to group needed            | Trip Organiser                                 |
| Injury  | All                        | Low / Medium                   | Medium                         | Only those with suitable experience for the water level/grade should paddle.<br><br>Encouraged to warm up before getting on the water.<br><br>Coaches/river leaders should discuss and concerns regarding a paddlers experience with the attendee and if necessary advise them not to paddle.  | Trip attendees are encouraged to attend White Water Safety Courses that highlight risks and methods of avoidance.         | Coaches / river leader and individual paddlers |
| Hypothermia / Hyperthermia  | All – especially beginners | Low                            | Medium                         | Coaches / river leader to check all on the river are wearing suitable clothing/kit.<br>Those who appear to be suffering from the elements should be given assistance and action taken to stop deterioration.<br>Group shelters should be carried within the group when deemed necessary as per weather conditions                              | Those not wearing appropriate kit should be advised not to get on the water.  | Coaches / Trip attendees                       |

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| Fatigue   | All – especially beginners | Medium                         | Low                            | Only those with suitable experience should attend the trip (as detailed on the website guide to trips). If paddlers are showing signs of fatigue, breaks to be taken until they recover, or are evacuated from the river.   | If evacuated from the river and awaiting collection steps need to be taken to prevent hypo/hyper thermia onset whilst awaiting collection. | Coaches / River Leader   |
| Capsize   | All Paddlers               | Medium                         | High                           | Paddlers must wear appropriate safety equipment to protect themselves in the event of a capsize.<br><br>Paddlers must make sure their boat is fitted correctly and the foot plate/rest is adjusted to the correct position. Boats should not be outfitted so that exiting the boat is hindered.<br><br>Snag hazards within boat to be minimised.<br><br>Paddlers are taught best practice when awaiting a rescue or attempting an Eskimo roll.  |  | All                      |
| Full Body Immersion into water (swimming)   | All                        | Medium / High                  | High                           | Coaches / river leaders to give an appropriate swim brief prior to getting on the river.<br><br>Paddlers to wear appropriate personal protective equipment (PPE).<br><br>Competent paddlers and/or those trained in White Water Rescue to assist in the event of a person in need of assistance.<br><br>Groups should carry throwlines in order to aid a 'swimmer', whilst keeping the risk to the rescuer low (anyone using throwlines should carry a knife at all times).<br><br>Once recovered, aftercare is very important. Swimmers should be asked if they are injured and coaches / river leader to be alert for the signs of hypothermia or other injuries. | Paddlers are encouraged to attend White Water Safety Courses to learn how to avoid swimming and learn how to swim safely.                  | Experience Paddlers      |

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|  |   |                                |                                | New paddlers are taught how to receive a throwline in the water.  |   |                          |
| Intentional Full Body Immersion into water (rescuing). In exceptional circumstances it is necessary for a competent paddler, to enter the water in order to aid another swimmer in distress. | Paddlers who have made a decision to perform a rescue | High                           | High                           | <p>Only competent persons should enter the water to aid a swimmer and or retrieve equipment.</p> <p>Rescuers should put their own safety and group safety first before entering the water. They should never be asked /pressured into entering the water. It is recognised that entering the water will always carry a risk, each paddler should assess the risks before entering the water.</p> <p>Appropriate PPE must be worn and used at all times e.g. Chest harnesses secured to enable quick release. All paddlers involved in rescues involving ropes should carry a knife.</p> |   | Individual Paddlers      |
| Drowning   | All   | Low                            | High                           | <p>Buddy checks are encouraged and appropriate swim brief to be completed prior to getting onto the water.</p> <p>Good river running practice will be adopted e.g. safety cover set up when appropriate.</p> <p>If someone is not deemed experienced enough to run a feature they will be advised to portage it.</p> <p>Where necessary river leader / coach should make paddlers aware of risks associated by particular features/rapids.</p>  | All paddlers are encouraged to undertake a White Water Safety course to protect themselves as a paddler and act as a skilled rescuer. | Coaches / River Leader   |
| Using rescue equipment /safety kit   | All involved in rescue                                | Low / Medium                   | High                           | <p>Club rescue equipment to be regularly inspected for damage.</p> <p>Rescuers must always put their own safety first and then the rest of the group.</p> <p>The immediate area downstream of any rescue should be assessed for potential dangers.</p>  | All paddlers are encouraged to do White Water Safety course to protect themselves as a paddler and act as a skilled rescuer.          | All                      |

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|   |                            |                                |                                | <p>Prior to lines being deployed across a river, someone should be positioned upstream to warn oncoming paddlers.</p> <p>Rescuers need to be aware of the potential forces of a line under tension and should consider the appropriateness of the equipment they are using e.g. Rescue line rather than throwline. Rescuers should consider getting assistance. Ropes should never be wrapped around a hand.</p> <p>Rescuers and swimmers should be able to release the rope if necessary.</p> <p>Only those carrying a knife should be involved in rescues involving ropes.</p> |   |                          |
| Faulty / Inappropriate equipment  | All                        | Low                            | Medium                         | Paddlers should check their equipment before they get on the river – notifying trip organiser of any faulty equipment. All equipment for outdoor use to be inspected for damage/ wear and tear on a bi annual basis. All faulty and inappropriate equipment to be remove from service until repaired or replaced.  |   | All                      |
| Lack of daylight  | All                        | Low                            | Medium                         | <p>Rivers should only be entered if there is suitable time to paddle it within the available light, taking into account any foreseeable risks.</p> <p>Night time paddling to be undertaken with appropriate lighting / equipment.</p>  |   | All                      |
| Other water users / wildlife  | All                        | Low                            | Low                            | <p>Paddlers to be aware of and show consideration to other river users e.g. rafts, power boat, hot dogs, wildlife, fisherman etc.</p> <p>Paddlers to understand river etiquette and who has right of way.</p>  |   | All                      |
| <b>Overnight Trips</b>  |                            |                                |                                |  |   |                          |
| Security Issues   | All                        | Low                            | Low                            | <p>How to secure accommodation will be advised to all those on the trip by trip organiser.</p> <p>Trip attendees are advised to secure boats when not in use.</p> <p>Trip attendees must secure club boats when not in use.</p>  |   | All                      |

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| Catering Issues   | All                        | Low                            | Low /Medium                    | If self-catering, food will be organised by trip organiser who will ensure that, to the best of their ability, appropriate storage is available and cooking facilities meet reasonable food hygiene requirements.<br><br>Refer to trip guidelines.   | Any issues with accommodations facilities to be reported to accommodation owners.   | Trip Organiser           |
| <b>River Specific</b>   |                            |                                |                                |  |   |                          |
| Pinning   | All                        | Low / High                     | Low / High                     | The risk of pinning should be assessed based upon the river, the grade and water levels. This may need to be kept under review as rapids are assessed/ inspected during the trip.<br><br>Only competent/trained paddlers should assist in the rescue of a pinned person and/or boat.   | Briefed to lean onto rocks  | Experience Paddlers      |
| Generic River Hazards   | All                        | Low / High                     | Low / High                     | Weirs, bridges, foot entrapments, undercuts, siphons, specific rapids, gorges, trees and barbed wire are all examples of risks but not an exhaustive list to be anticipated and managed when on a river trip.<br><br>The trip organiser should check, but not rely on, up to date guidance prior to going on a trip to see if there are any new hazards given. Good river leading should reduce the risk of any of the above.<br><br>If the lead group finds an unexpected hazard it may be necessary to send someone upstream to brief groups behind. |   | All                      |
| <b>White Water Course</b>   |                            |                                |                                |  |   |                          |
| Pinning   | All                        | Low                            | Low                            | Pinning should only occur at the man-made features of the course against the artificial blocks. Safety cover is to be provided as per the agreed aerial plan of the course, with appropriate rescue equipment in these areas.  | Briefed to lean onto blocks   | All                      |