

# Risk Assessment Form

## West Wickham Leisure Centre



Assessment Completed by: H & S Committee:

Date of assessment: 10/09/17

Review date: 07/09/2017

Sessions take place on Monday evenings between 20:00 and 22:00 throughout the year including school holidays, excluding bank holidays.

Sessions are structured as follows:

20:00 – 20:30	Under 16's & accompanying adults are given priority – including both informal coaching and BCU Paddle power coaching sessions.
20:30 – 21:00	
21:00 – 22:00	Open to all participants 16 and over – open session and informal coaching

A swimming lane is available for non-paddlers.

This Risk Assessment will be updated as necessary and reviewed annually and shared with West Wickham Leisure Centre management for review and comment.

Related documentation: BCC Code of Conduct, BCC Pool Rules, Pool Rota organised by Dutyman, BCC Pool Induction.

All BCC policy documents can be viewed by visiting: <https://www.bromleycanoeclub.org.uk/policies>

Members fulfilling their duty as 'Yellow Shirt' will have completed the BCC Yellow Shirt training. (Effective from end Feb 2013)

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<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 Medium High</i>	<i>Low Medium 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>	
Slips, trips and falls Manual Handling Minor injuries including Banging head or other body parts on poolside or other boats and Paddle strikes to body parts.	All	Low - Medium	Low - Medium	Club members should be aware of BCC Code of Conduct & BCC Pool Rules. Adult member should be present in pool store before equipment moved Yellow Shirt to check pool store area is clear of hazards before moving equipment new members shown how to safely lift / carry boats & store them in a safe manor as part of Pool Induction. Yellow Shirt and WWLC (West Wickham Leisure Centre) Lifeguard to ensure no running on poolside. Yellow Shirt to ensure that members standing in boats do so a suitable and safe distance from the edge of the pool. Yellow Shirt and committee members to promote safe, fun paddling. Members taught to and are to use correct lifting, emptying and rescue techniques for water logged boats. Members are to lift within personal capacity, assistance to be given when required.		All
Behavioural Issues	All	Low	Low	All club members to read the Bromley Canoe Club Code of Conduct. Agreeing to abide by this when becoming a member as per the constitution. Duty Yellow Shirt club to highlight behaviour to anyone not following pool rules during the first hour. Committee members to promote safe, fun paddling during the second adult only hour. Maximum number of boats per session is 16.	Incidents to be reported to the Committee for investigation and follow-up action if required.	All Yellow Shirt, club members.
Illness / Medical / Additional Needs	All	Low	Low	Members are asked to talk to committee member on reception if they have any additional needs or requirements or have any changes to their condition. Committee member on reception may request member to inform lifeguard and/or Duty Yellow Shirt member.		All
Fire	All	Low	High	West Wickham Leisure Centre is responsible for evacuation in the event of a fire.		WWLC
Water quality	All	Low	Low	West Wickham Leisure Centre is responsible for checking water quality. BCC to ensure that external hazards are not introduced by ensuring club members bringing their own boats/equipment to pool sessions wash it in the showers before entering water.	None	All

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<i>List significant hazards which may result in serious harm or affect several people</i>		<i>Low Medium High</i>	<i>Low Medium 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>	
Drowning	All	Low	High	All new participants complete BCC Pool Induction before being allowed to participate in sessions. Anyone not able to complete the 2 length swim, but deemed confident in the water, will be allowed to participate with a buoyancy aid. Yellow Shirt monitors the paddling area during first hour – providing advice to avoid potential incidents and is confident to deal with rescue from boat if required. Members monitor adult session - providing advice and guidance and confident to deal with rescue from boat if required. WWLC lifeguard supervises the pool. An adult club member will wear yellow shirt during adult session to act as a point of contact for the WWLC lifeguard - this person may or may not be in the water.		Yellow Shirt
Equipment and overcrowding of boats	All	Low	Low	Club members should check equipment before using it – notifying Duty Yellow Shirt of any faulty equipment. Yellow Shirt to notify committee member (Equipment Officer) about any faulty equipment. Maximum number of boats in pool per session to be 16, assuming the swimming lane is present. Max number of boats without swimming lane to be 20. Max number of persons to be in the open boat at any one time to be three persons as per club rules		All
Other water users	All	Low	Low	Members to be aware of other paddlers and swimmers. Paddlers should not paddle into the swimming lane.  Non paddlers should not be in paddling area unless coaching. Coaches/river leaders should discuss and concerns regarding a members experience with the member and if necessary advise member not to paddle.		All