

# Leeds Canoe Club Risk Assessment

## Kirkstall Festival

### General Information

Date of risk assessment	March 23		
Activities	Kirkstall festival		
Hazard Identification and Risk Assessment			
Likelihood (L)	1 = Low	2 = Medium	3 = High
Severity (S)	1 = Slight	2 = Serious	3 = Major
Risk level = Likelihood X Severity			
Overall Assessment of Risk			
Overall risk level with existing controls	Low		
Overall risk level after all actions completed	Low		
Is this acceptable?	Yes		
Date assessment due to be reviewed	April 24		

March 23 reviewed by Duncan - safety officer

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#### Hazard Identification and Risk Assessment

Hazard	People at risk	Existing controls	Risk level (RL)			OK?	Recommendations
			L	S	RL		
Drowning	Participants	<p>Adequate levels of supervision at all times.</p> <p>Participant's buoyancy aids are correctly fitted.</p> <p>Ensure all coaches/leaders/assistants are working within their ability/remit.</p> <p>Before participants enter the water ask them if they have any medical issues or injuries. Discuss with participants all foreseeable hazards, including what to do in the event of an emergency</p>	1	3	3	Yes	

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Children (under 18's) and vulnerable adults	Under 18's and vulnerable adults	<p>Children and vulnerable adult policy and procedure in place.</p> <p>Parental consent for all under 18s (part of membership form, or paper consent form for under 18s non-members and individuals paddling without parents).</p> <p>Parents/carers to be responsible for getting children/vulnerable adults to and from clubhouse. They should not arrive unaccompanied unless with prior agreement from session leader.</p>	1	3	3	Yes	
Injury (due to inappropriate use of equipment)	Participants	Adequate levels of supervision at all times.	1	2	2	Yes	
Injury (due to alcohol)	Participants	Consuming alcohol immediately prior to paddling is not advisable. Anyone obviously drunk will be turned away.	1	3	3	Yes	

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Minor injuries on the water	Participants	<p>Helmets are mandatory for all kayaking. Optional for open boating on flat water.</p> <p>Helmets should be a good fit, and properly secured.</p> <p>Leaders advised to carry their own first aid kits.</p>	1	2	2	Yes	
Infections, leptospirosis (Weil's disease) and other water borne diseases.	Participants	<p>Participants made aware of dangers of leptospirosis and other waterborne diseases.</p> <p>Recommend participants shower after paddling, and/or wash hands before eating.</p>	1	3	3	Yes	
Hypothermia	Participants	<p>All participants should wear appropriate clothing for a taster session, advice where necessary</p> <p>Ensure that a first aider is available at all times.</p>	1	3	3	Yes	
Trapping (caused by trees)	Participants	<p>Leaders to ensure that paddlers are aware of the hazards on the water and aware what to do in the event of an emergency.</p>	2	2	4	Yes	

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Entrapment in canoes and kayaks	Participants	Leader to check with novice paddlers prior to them getting on the water, and give capsizes brief as necessary.	1	3	3	Yes	
Heat/sun stroke	Participants	Participants advised to carry water. Take a break when required First aider to be available at all times.	1	3	3	Yes	
Changing weather conditions	Participants	Weather forecast is checked before the event and changing weather conditions monitored throughout the event.  If the weather conditions become unsuitable, paddling will be stopped.	1	2	2	Yes	
Unremitted helpers		May be new to helping to the club, to be briefed of event safety. Included in the ratio of safety capacity	2	1	2	yes	
Safe Capacity	All members and leaders	Remitted Leaders to sign up prior to event. Safe paddler ratio as per BC recommendations. Leaders to be approved at committee for remit Monitor amount of people on water to ensure we are in safe capacity	2	1	2	yes	Safety officer to ensure leaders are updated and remitted Event co-ordinator to ensure enough remitted leaders and in place. ask for further help when required.

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Weir below Abbey	Participants and club members	<p>leaders in place to ensure safe distance away from the weir and to assist any paddler when required.</p> <p>All leaders briefed prior to event so everyone is aware of area and how to assist</p> <p>Participants informed of boundaries</p>	1	3	3	yes	
Water conditions	Participants	If the water conditions become unsuitable, paddling will be stopped.	1	3	3	Yes	
Slips, trips and falls	Participants	Horseplay discouraged.	1	2	2	Yes	
Major injuries	Participants	<p>As per minor injuries.</p> <p>Kirkstall festival staff has first aiders to can support as required</p>	3	1	3	Yes	Accidents recorded and sent to British canoeing as soon as able
Manual handling and lifting/securing boats on car roofs.	Drivers, participants	Good manual handling practice used.	1	2	2	Yes	Leader/ event co-ordinator to monitor participants – avoid participant carrying boats where possible especially through crowds

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