

2021

**Risk Assessment for Canoe Sessions at Hillsborough Leisure Centre - Sheffield Canoe Club
Rev – 28.08.21**

Hazard	Risk	Level	Control	Action
STORAGE OF EQUIPMENT BEFORE/AFTER/DURING SESSIONS				
Storage of boats and paddles	Injury to those collecting/returning equipment to storage area	LOW	Supervision to ensure equipment stored safely	All under 18's to be supervised when collecting/returning equipment
Carrying equipment to poolside	Injury from slipping	LOW	Ensure boats and paddles are carried in a safe manner	Make paddlers aware of possible risk
Transfer of boats from poolside into pool	Injury by contact with boat Injury from tripping	LOW	No boats in pool until clear of swimmers/others	Supervision of boats on poolside area prior to session – club officials
Transfer of paddles from poolside	Injury from tripping	LOW	Store in baby pool during session	Supervision of paddles on poolside area prior to session – club officials
Storage of buoyancy aids/helmets during session	Injury from tripping	LOW	Store in gazebo area within café	
IN POOL DURING SESSION				
Head injury in pool or on poolside	Concussion/ Drowning	HIGH	Ensure walking on side of pool Helmets to be worn in pool by paddlers/coaches/helpers Buoyancy aids worn by all under 18year olds First aid to be given – alert pool lifeguard	All accidents reported to Hillsborough and entered in Canoe Club accident book All under 18year olds to be accompanied by an adult who doesn't have to paddle Contact details to be provided when booking in

Boats in water during session	Injury from collision to paddlers/coaches/helpers in water	LOW To MEDIUM	Front of boats to be securely padded with foam and tape	Club officials to check each session, and replace as necessary
Sea boats in pool – longer length	Injury to other paddlers/coaches/helpers	LOW To MEDIUM	Sea boat use confined to area behind boom 1 sea boat only to be in pool	Sea boat is for rolling practise only under supervision
Spraydecks	Trip whilst walking Trapped in boat	MEDIUM	All spraydecks to have a loop securely fastened When walking tuck loop into waistband Not to be used by novices	Club officials to check loops on spray decks are secure every session – take out of commission any which are not and arrange repair
Buoyancy aids	Ill fitting buoyancy aids are ineffective	MEDIUM	Buoyancy aids are available for all paddlers but must be worn by all under 18's and checked by coach	Club official to check buoyancy aids are in good repair and comply with current British Canoe Union regulations
Helmets	Ill fitting helmets can come off or cause choking	MEDIUM	Helmets worn by all in pool Checked for fit by coach	Club official to check helmets are in good repair and comply with current BCU regulations
Accusation of abuse	If a paddler needs to be pulled from a boat by coach Changing areas Reprimanding inappropriate behaviour	HIGH	Paddlers are the responsibility of coaches T shirts and shorts to be worn over swimwear by all in water Under 18's must be accompanied by responsible adult No changing on poolside	Club officials to enforce this All coaches and helpers are CRB checked Club official may at their discretion ask a paddler to leave the water
Capsizing – planned and accidental	Head injury through contact with side/floor of pool and/or paddle/boat Drowning	MEDIUM	Helmets to be worn by all paddlers in water Coaches and helpers to supervise within water	All coaches have first aid qualification Raise alarm with pool lifeguard Report any injury to pool lifeguard
Coaches/helpers standing in pool	Head injury from contact with paddlers boat/paddle/helmet	MEDIUM	Helmets to be worn by coaches and helpers in pool	Club officials to enforce this

Incorrect ratio of paddlers to coaches/helpers	Capsizing Collision	LOW	1 coach plus 1 helper to 8 paddlers	Increase according to paddlers needs eg if all novices or if a paddler requires 1:1 supervision
Novice paddler	Accidental capsize Trapped in boat Panic	HIGH	No spraydeck to be worn Ensure coach/helper is aware Extra coach/helper for 1:1 support if necessary	Once novice paddler feels suitably confident correct capsize procedure is taught
Collision of paddlers in boats	Injury to upper body	LOW	Correct supervision ratio No leisure swimmers in pool	Club official may ask paddler to leave pool if non-accidental collision occurs after one warning
Use of balls during session	Head injury from ball	LOW	Only use soft balls	
Wave machine in action	Collision of boats Drowning	MEDIUM	Deploy coach/helper to supervise 'blind spot' areas around pirate ship	Club official requests wave machine ONLY if paddlers are competent
Boats on poolside when wave machine in action	Unmanned boats colliding with paddlers	HIGH	Prior to wave machine starting all boats on poolside to be moved behind the baby pool	
Background Music	Paddlers unable to hear instructions Coaches/helpers unable to give instruction to paddlers/officials/lifeguards	HIGH	Music NOT to played during canoe sessions	Club official to ask for it to be switched off prior to paddlers entering water Leisure centre supervisor to inform their staff no music during canoe session
MEMBERS OWN EQUIPMENT (boat, paddles, buoyancy aid, helmet, spray deck)				
Carrying boats and paddles into the building through the reception area	Injury to public/staff/canoe club members	HIGH	Supervised entry through side door	Club officials to ensure members are aware and to discourage members bringing own boats except specialist boats

Contamination from members own equipment	Contamination of pool and surrounding areas	MEDIUM	All equipment to be thoroughly washed and rinsed prior to bringing to pool	All members wishing to bring their own equipment to be aware of this. Club officials to check cleanliness of equipment and disallow any in the pool which in their opinion are contaminated or likely to be Discourage members from bringing own equipment except specialist boats
Members own boats/paddles in pool	Injury from collision to paddlers/coaches/helpers in water	MEDIUM To HIGH	Fronts to be securely padded with foam and tape	Club officials to check this and disallow any boat from pool which in their opinion is inadequately padded Discourage members bringing own boats except specialist boats
NON PADDLING PARENTS/CLUB OFFICIALS/SPECTATORS				
Non-paddler in water	Drowning Slipping Head injury	LOW	Paddlers, coaches/helpers only to be in pool	
Moving around poolside/beach area	Injury through falling/slipping	MEDIUM	Walking only on poolside	
General public, children, vulnerable adults	Accusation of verbal/physical abuse	MEDIUM	Comply with BCU regulations Paddlers in the water are the responsibility of the coaches	In event of a problem club to follow BCU guidelines
PERSONAL BELONGINGS				
Personal belongings, Including cars	Theft Damage	HIGH	Use lockers Cars parked at own risk	Everyone is responsible for their own personal belongings – the club and/or Hillsborough cannot be held responsible