

**PHOENIX CANOE CLUB & OUTDOOR CENTRE – RISK ASSESSMENT FORM – GENERAL WATERSPORTS ON FLAT WATER**  
**ASSESSMENT BY PHIL ATKINSON, CENTRE DEVELOPMENT DIRECTOR – REVIEWED MARCH 2023**

Hazard / Risk	Priority	Action / Risk Control	By whom
<b>Water</b>			
Drowning	Medium	<ul style="list-style-type: none"> <li>First Aid staff available at all times during opening hours</li> <li>All participants are supervised (maximum ratio as SOP's) at all times whilst involved in water sports, i.e. on land, and whilst on the water.</li> <li>Participants are briefed about the risks and, where appropriate, given de-limited areas (safe areas, no-go areas, etc.)</li> <li>All participants, observers and support staff wear buoyancy aids at all times whilst beyond the slipway</li> <li>All participants are fully briefed on "capsize drills"</li> </ul>	Staff, Volunteers, reservoir users and others.
Bacterial contamination leading to irritation of the digestive tract	Low	<ul style="list-style-type: none"> <li>Briefing provided by the instructor on the importance of washing hands after the activity, before eating, drinking, etc.</li> <li>Any cuts/grazes should be washed in clean water and covered where appropriate.</li> </ul>	Staff, Volunteers, reservoir users.
Algae contamination leading to irritation of the skin and digestive tract and poisoning	Low	<ul style="list-style-type: none"> <li>Participants are advised to wash soon after the activity and to shower if they have fallen into the water.</li> </ul>	Staff, Volunteers, reservoir users.
Separation from group	Medium	<ul style="list-style-type: none"> <li>Instructors to count heads regularly</li> <li>Participants to be briefed on effect of wind, avoidance of overhanging trees and bushes and keeping with their group</li> </ul>	Staff, Volunteers, reservoir users.
Launching / retrieving boats	Medium	<ul style="list-style-type: none"> <li>Brief participants not to walk on the slipway below the waterline as the concrete is slippery</li> <li>Coach to ensure that boats are properly emptied before being carried back to the sheds.</li> </ul>	Staff, Volunteers, reservoir users.
<b>Collisions</b>			
Collision with rafts, sailing dinghies, windsurfers, kayaks, canoes or the bottom. Participants injured	Medium	<ul style="list-style-type: none"> <li>Group well briefed prior to launching raft on what to do if the craft capsizes</li> <li>All crafts are accompanied by support boat (canoe/kayak or powerboat) and observed by an instructor (max ratio as SOP's).</li> </ul>	Staff, Volunteers, reservoir users.

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		<ul style="list-style-type: none"> <li>Instructors carry knife capable of cutting any ropes in the event of an emergency.</li> <li>Instructors check the reservoir beforehand to ensure there are no obstructions.</li> <li>Users instructed to work together to minimize collision impacts.</li> </ul>	
Injuries caused by paddle use / booms / raft poles	Medium	<ul style="list-style-type: none"> <li>Briefing provided on the dangers of paddles, booms, raft poles</li> <li>All users should demonstrate correct technique and safe handling of equipment.</li> </ul>	Staff, Volunteers, reservoir users.
<b>Equipment</b>			
Equipment checks	Low	<ul style="list-style-type: none"> <li>Instructors to check all equipment in use is serviceable for the activity. Participants should be encouraged to check their own equipment to instil a “safety ethos”</li> <li>All faulty equipment is to be removed from use, identified with a tag and logged into the equipment book</li> <li>Improvised rafts should be checked by the staff in charge of the activity before launching on water and any necessary adjustments made.</li> </ul>	Staff, Volunteers, reservoir users.
<b>Weather Conditions</b>			
Lightning can cause severe injuries	Low	<ul style="list-style-type: none"> <li>All water activities cancelled or halted during severe weather conditions which include lightning</li> </ul>	Staff, Volunteers, reservoir users.
Injury or ill health caused due to exposure to severe weather conditions	Low	<ul style="list-style-type: none"> <li>Instructors are to ensure appropriate clothing is worn and that participants are able to change soon after becoming wet/cold.</li> </ul>	Staff, Volunteers, reservoir users.
Hot weather Hyperthermia/sunburn	Medium	<ul style="list-style-type: none"> <li>Water users advised to take precautions against over-heating/sun. Course users advised to avoid dehydration.</li> <li>A source of cool, clean and potable water in sufficient quantities is provided</li> <li>Staff to advise use of suitable sun protection</li> </ul>	Staff, Volunteers, reservoir users.
Cold weather Hypothermia	Medium	<ul style="list-style-type: none"> <li>Participants are to wear clothing or wetsuits appropriate for the prevailing conditions.</li> <li>Mobile phones/radios are to be carried by all instructors</li> <li>Main building is a short distance away from the location</li> </ul>	Staff, Volunteers, reservoir users.

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		<ul style="list-style-type: none"> <li>All participants should have a dry change of clothing and spare footwear.</li> </ul>	
<b>Illness From Existing Medical Conditions</b>			
Users unable to take/access their emergency medication resulting in possible life threatening illness	Low	<ul style="list-style-type: none"> <li>Medical questions asked prior to activity</li> <li>Users unable to take/access their emergency medication resulting in possible life threatening illness</li> <li>Trained first aiders on site at all times</li> </ul>	Staff, volunteers, participants
<b>On land</b>			
Vehicles	Low	<ul style="list-style-type: none"> <li>Ensure all vehicles on site are driven slowly in the compound area and are aware of Centre Users especially when reversing.</li> <li>Ensure vehicles are parked neatly and away from the activity areas with their engines off.</li> </ul>	Staff, Volunteers, reservoir users.
Public access	Low	<ul style="list-style-type: none"> <li>Brief all youth participants on “stranger danger”</li> <li>Brief all participants on dogs and dog walkers in area</li> <li>Ensure buildings and valuables are locked when not occupied</li> </ul>	Staff, Volunteers, reservoir users.
Uneven ground / sharps	Low	<ul style="list-style-type: none"> <li>Brief all participants on uneven ground, high steps, nettles, barbed wire.</li> <li>Maintain slipway and pontoons to avoid trip and slip hazards</li> </ul>	Staff, Volunteers, reservoir users.
Fire	Low	<ul style="list-style-type: none"> <li>Ensure all participants are aware of fire drill, emergency exits and Emergency Assembly Point.</li> <li>Ensure all fire alarms, detectors and extinguishers are checked and in good working order</li> </ul>	Staff, volunteers, participants
Separation from group	Medium	<ul style="list-style-type: none"> <li>Instructors to count heads at regular intervals</li> <li>Brief participants on keeping together and with instructor</li> </ul>	Staff, Volunteers, reservoir users.
Catering	Low	<ul style="list-style-type: none"> <li>Ensure all participants are aware of the need to wash hands before eating or drinking</li> <li>Staff to ensure all food preparation surfaces are kept clean and tidy and fridge / cupboards are clean and stocked with food and drink within its “eat by” date</li> </ul>	Staff, volunteers, participants