

**Mobile - British Canoeing Courses - Risk Assessment**

The following document covers the hazards of a mobile British Canoeing Courses with Everyone's Adventure and the actions to be taken to reduce the risk of those hazards. All session staff will have access to appropriate first aid equipment and deal with incidents and emergencies inline with the Everyone's Adventures emergency action plan. This Document has helped form the operating document that all Everyone's Adventures staff work to. This document will be reviewed where appropriate.

| <b>Hazard</b>                       | <b>Who is at risk</b> | <b>Action taken to reduce risk</b>   |
|-------------------------------------|-----------------------|--|
| Existing medical conditions         | Clients & staff       | Good pre-activity equipment lists & pack<br>Instructor aware of medical conditions within group (Everyone's Adventure's participation agreement)<br>Teams, timings and content adjusted to fit with groups ability<br>Medication required be available during activities (Kept on their person in a dry bag)   |
| Falls and slips                     | Clients & staff       | Staff will complete a safety check of the location prior to the session starting and will inform the group of any hazards that the site/venue present.<br>Brief group to be aware of surroundings, uneven and slippery ground. Attention drawn to features and safe movement<br>Good footwear to be worn (Close toe shoes)<br>Group control<br>Clear briefing & good organisation when setting up and sizing equipment to set the tone of the activity<br>Verbally instructed that climbing is forbidden (Participants must remain ground level) |
| Physical contact                    | Clients & staff       | Clear briefing & good organisation when setting up and sizing equipment to set the tone of the activity<br>Promote no-run policy<br>Encourage team work  |
| Lifting and carrying                | Clients & staff       | Correct moving and manual handling of equipment encouraged (Demonstrations are very useful)<br>Instructor awareness of capability, strength and difficulties of terrain<br>Encourage team work   |
| Injuries to feet & hands            | Clients & staff       | Good pre-activity equipment lists.<br>Correct closed toe footwear to be worn<br>Participants will be briefed not to put their hands between boats.   |
| Dehydration and sun stroke          | Clients & staff       | Good pre-activity equipment lists.<br>A drink is listed on the 'What to bring' list which is sent as part of the groups booking confirmation.<br>Hats & sunscreen strongly encouraged  |
| Hypothermia                         | Clients & staff       | Good pre-activity equipment lists.<br>Warm clothing to be worn (waterproofs encouraged in wet conditions)<br>The instructor will carry a spare warm top/ wind proof top.<br>If rescues and wet sections of course will take place at the end of the course where possible.   |
| Lack of ability & understanding     | Clients               | Participants Briefed on safe use and given correct equipment at the start of the session<br>Instructor ensures everyone knows the area of land and water to be used<br>Instructor ensures time to practice and covers basic skills, safe movement and ask any questions.<br>Instructors will use appropriate areas and time scale for the group's skill level  |
| Crossing roads                      | Clients & staff       | if/ when crossing a road the instructor will assess and brief the group with the safety option.<br>Clear briefing given to group.<br>Instructor will use a designated crossing when available.   |
| Getting lost / separated from group | Clients               | Group sizes are limited to 6 participants.<br>The instructor will maintain C.L.A.P at all times . Communication, Line of sight, Avoidance, positioning.<br>Instructor aware of ability in the group<br>Regular briefings, check points and regrouping.   |
| Environmental                       | Clients & staff       | Due care taken on slippery surfaces.(slipways, banks and steps)<br>long trousers worn to protect against tics, bites & stings<br>Visual check of site for deadwood prior to and during sessions  |

|                                       |                    |  |
|---------------------------------------|--------------------|--|
|                                       |                    | Due care taken around any spillages (petrol etc) & reported where possible   |
|                                       |                    | Use of weather report to highlight adverse conditions  |
|                                       |                    | Course will only take place where the body of water offers the appropriate features suitable of the course. (for example, sheltered water for discover award, rapids for the Whitewater award and tide for the sea kayak award)  |
|                                       |                    |  |
| Checking and fitting PPE              | Clients & staff    | The buddy check system will be used.   |
|                                       |                    | Participants will be required to wear a buoyancy aid and closed toe shoes on every course. A helmet may be required in some environments and/or due to the course content.   |
|                                       |                    | The instructor will be complete a final check before getting on the water.   |
|                                       |                    |  |
| Drowning                              | Clients & staff    | Course will only take place where the body of water offers the appropriate features suitable of the course. (for example, sheltered water for discover award, rapids for the Whitewater award and tide for the sea kayak award)  |
|                                       |                    | The instructor will maintain C.L.A.P at all times . Communication, Line of sight, Avoidance, positioning.  |
|                                       |                    | Visual check of site for any entrapment hazards prior to and during sessions   |
|                                       |                    | Instructor aware of ability in the group   |
|                                       |                    | All Participants will be wearing a checked and fitted buoyancy aid.  |
|                                       |                    |  |
|                                       |                    | The instructors will hold at least a paddle sport instructor, FSRT and first aid certificates.   |
|                                       |                    |  |
| Cuts, Scrapes and Bruises             | Clients & staff    | The instructor will carry a first aid kit with them throughout the activity.   |
|                                       |                    | Participants will be give clear instructions before each task.   |
|                                       |                    | A demonstration and support will be given before each task.  |
|                                       |                    | Report and action any learnable outcomes.  |
|                                       |                    |  |
| Incident requiring emergency services | Clients & staff    | Refer to Everyone's Adventure Emergency Action Plan.   |
|                                       |                    | The site will be scouted before the activity date.   |
|                                       |                    | The instructor will use their industry training and experience to remove the group from the water, contact the emergency services and provide any first aid required.  |
|                                       |                    | The instructor will carry a form of communication on them.   |
|                                       |                    | The instructor will carry a first aid kit with them throughout the activity.   |
|                                       |                    |  |
| COVID - 19                            | Clients & Staff    |  |
|                                       |                    | Group sizes are limited 6 participants per booking (this is subject to review in accordance with government guidance and experienced instructors advice.)  |
|                                       |                    | We strongly recommend that participants who are displaying symptoms or have been in contact with someone who has had the virus within the last 14 days contact the booking offices and not attend the session.   |
|                                       |                    | Participants are encouraged to go to the toilets and wash their hands before handling any equipment.   |
|                                       |                    | Activity groups under Covid19 restrictions agree that at least one adult must remain by the water to help children/participants maintain safety measures during breaks. This applies to Family bubbles (closed bubbles), socially distanced bubbles (open bubbles)and socially distanced groups. |
|                                       |                    | When briefing the group the instructor will use an area which offers ample room for participants to social distance. This will be demonstrated and regularly mentioned throughout the participants experience.   |
|                                       |                    | Each participant will use 1 set of equipment (boat, paddle, BA and helmet) for the whole of their session and will be encouraged only to touch things they need to.  |
|                                       |                    | The instructor will carry a mask and gloves to be able to administer first aid.  |
|                                       |                    | The instructor will put on a mask whenever they get closer than 2 metres of a participant. (This includes any rescues)   |
|                                       |                    | Participants are encouraged to wear masks. (this is listed on the 'What to bring' list.)   |
|                                       |                    | Courses will take place outdoors until government restrictions are lifted..  |
|                                       |                    |  |
| <b>Completed by</b>                   |                    | Dan Pritchard  |
| <b>Date</b>                           |                    | 01/03/2021   |
|                                       |                    |  |
|                                       |                    |  |
| <b>Reason for review</b>              | <b>Reviewed on</b> | <b>Reviewed by</b>   |