

Risk Assessment Form

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

Venue:		Southwater Lake		Venue Contact Name & Contact Details:	Southwater Lake Cripplegate Lane, Southwater West Sussex RH13 9UN
Address: (Include postcode)		Horsham Kayak Club Cripplegate Lane, Southwater West Sussex RH13 9UN			
Group:		Club or Event Participants		Location of first-aider:	Paddle Sport Instructor
Date:				Time	18:00
Head Coach		Kevin Davidson		Location of telephone:	Mobiles to be used
Participants:	Number:	8		Location of toilets:	Behind Café at the location
	Age:	18+		Location of changing rooms:	Behind café at the location
	Ability:	Mixed		Location of first-aid kit:	With Paddle Sport Leader and in the clubhouse
Lead coach name:		Paddle Sport Coach		Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood		Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Additional notes:	
(please ✓ appropriate box):		Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		This risk assessment is for the Southwater lake venue used by Horsham canoe club	
		Emergency action plan (EAP): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Name of person conducting risk assessment:	Signed:	Date:
Kevin Davidson		03/10/2024

Risk Assessment - Lake

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Poor Lake Quality	C, L, P, V	Likelihood: M Impact: H	× Yes L. E, W	Check Lake water quality with the local Lake committee.	C, L	Likelihood: L Impact: L	
Lake water Levels	C, L, P, V	Likelihood: M Impact: M	× Yes L. W	Check Water Levels with the local Lake committee.	C, L	Likelihood: M Impact: M	
Microorganisms (infection) Leptospirosis, Viral/bacterial illness Blue green algae	C, L, P, V	Likelihood: M Impact: H	× Yes L.	Members to be educated on potential risks All Leaders and Coaches first aid-trained Posters/signs in the clubhouse to wash hands after contact with Lake water Participants were advised to wash their hands before eating Discourage capsizing or swimming after heavy Rainfall	C, L	Likelihood: M Impact: M	
Known obstruction e.g. Fallen trees	C, L, P,	Likelihood: Impact:	× Yes L	Members to be educated on potential risks All Leaders and Coaches BCU trained	C, L	Likelihood: M Impact: L	

Risk Assessment – Lake (Continued)

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium /Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
OVERHANGING TREE	C, L, P, V	Likelihood: M Impact: M	× Yes L. W	<p>Paddlers are advised to stay away from fallen trees, both overhanging and floating.</p> <p>Advice given as to correct action in the event of entanglement</p> <p>Appropriate tree management on site.</p> <p>All club members briefed as required</p>	C, L	Likelihood: M Impact: L	

Risk Assessment – Weather

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Change in Weather Conditions	C, L, P, V	Likelihood: M Impact: L	× Yes L	<p>Check weather before event www.metcheck.com</p> <p>Members suitably equipped for prevailing conditions and groups carrying sufficient supplies to cope</p> <p>In the case of severe conditions retreat to club lockup and sit out or abandon depending on the duration</p>	L, C	Likelihood: M Impact: L	
Lightning Strike	C, L, P, V	Likelihood: Impact:	× Yes C, L, W	<p>Check weather before the event https://www.lightningmaps.org/</p> <p>If Lightning Forecast consider cancelling the event</p>	C, L	Likelihood: L Impact: M	

Risk Assessment – Participants

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
<p>Injury or drowning while paddling on a Lake</p> <p>Participants and Volunteers</p> <p>Participants - Drowning, Secondary drowning, Hypothermia, Entrapment Sharps injuries</p>	P, V	Likelihood: M Impact: L	× Yes L	<p>Buoyancy aids (BA)/Personal Flotation Device (PFD) appropriately sized and fitted</p> <p>All Leaders/Coaches deployed by the club have had first-aid training and safeguarding checks</p> <p>Appropriate First Aid kits are available and are readily available at the clubhouse</p> <p>A defibrillator is available outside the café at the venue. Location on venue map at the end of this document.</p> <p>All Lake participants briefed as required</p>	C, L	Likelihood: L Impact: L	
Head Injuries	P, V	Likelihood: L Impact: M	× Yes FA, C, L	<p>All club members briefed as required</p> <p>Consider wearing head protection</p> <p>If a concussion is suspected, the participant should attend further medical assessment</p>	C, L	Likelihood: L Impact: L	

Risk Assessment – Participants (Continued)

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Slips Trips and Falls	P, V, L, C	Likelihood: M Impact: L	× Yes FA, C, L	All areas are to be kept tidy at all times to remove trip hazards All members are to be briefed at the beginning of the activity Care is to be taken at launching/egress points to reduce the possibility of slips/trips while entering/exiting the boat, particularly on the main slipway to the lake.	C, L	Likelihood: L Impact: L	
Pre-existing medical condition	P, V, L, C	Likelihood: M Impact: L	× Yes L	Complete Medical form Understand who is on the Lake and their needs. Consider completing a record detailing any conditions and emergency contact details	C, L	Likelihood: M Impact: L	
Safe Guarding Failure	P, V	Likelihood: L Impact: L	× Yes C	Ensure all leaders and coaches Compliance with British Canoeing Safeguarding policies and procedures	C, L	Likelihood: L Impact: L	

Risk Assessment – Participants (Continued)

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Hypothermia	C, L, P, V	Likelihood: M Impact: M	× Yes L	Check Weather for Event Members briefed at induction, and participants advised via booking form on kit requirements Coaches and Leaders all first aid trained	L	Likelihood: L Impact: L	
Sunburn	C, L, P, V	Likelihood: L Impact: L	× Yes L	Check Weather for Event Members briefed at induction, and participants advised via booking form on kit requirements Coaches and Leaders all first aid trained	L	Likelihood: L Impact: L	

Risk Assessment – Participants (Continued)

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Dehydration	C, L, P, V	Likelihood: M Impact: L	× Yes L	Check Weather for Event Members briefed at induction, and participants advised via booking form of kit requirements Coaches and Leaders all first aid trained and spare water carried on long events	L	Likelihood: L Impact: L	
Hyperthermia	C, L, P, V	Likelihood: M Impact: M	× Yes L	Check Weather for Event Members briefed at induction, and participants advised via booking form of kit requirements Coaches and Leaders all first aid trained	L	Likelihood: L Impact: L	
Choking	C, L, P, V	Likelihood: L Impact: M	× Yes L	Participants briefed on eating while participating. Instructions are given on using the café after the event has finished.	L	Likelihood: L Impact: L	

Risk Assessment – Participants (Continued)

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Other Lake Users	C, L, P	Likelihood: M Impact: L	× Yes L	Members briefed at induction Members to take extra care of other lake users, Model boats, Fishermen etc.	L	Likelihood: L Impact: L	
Lost Paddlers	C, L, P	Likelihood: M Impact: M	× Yes L	Briefing on group etiquette. Inform a leader if they are leaving	L	Likelihood: L Impact: L	
Animal bites, insect stings etc.	C, L, P	Likelihood: L Impact: M	× Yes L	Brief Group on allergies and reactions to bites. Ensure those with major reactions have the relevant EPI pen.	L	Likelihood: L Impact: L	
Group Dispersal	P, V	Likelihood: M Impact: L	× Yes L	Members must observe good group practices to ensure that group dispersal does not increase the risk of other hazards Control to be maintained by the group leader Group briefed on group etiquette on the river	L	Likelihood: L Impact: L	

Risk Assessment – Equipment

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required : (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Manual Handling	P, V, L, C	Likelihood: L Impact: L	× Yes L	<p>Members briefed on good manual handling techniques for boats/kit. Tying boats onto cars is left to the discretion of individual car owners</p> <p>Leaders/Coaches attended appropriate training as a minimum</p> <p>Members to be advised to share carrying boats/kit where possible</p> <p>Additional buoyancy fitted where possible and airbags checked for inflation</p>	C, L	Likelihood: L Impact: L	
Equipment Failure	C,L,P	Likelihood: L Impact: L	× Yes L	<p>Annual checks of equipment</p> <p>Members briefed at induction on the procedure for checking kit before sessions and how to report</p> <p>Any faulty equipment reported and removed from use</p> <p>Spares are available in clubhouse to correct minor faults</p>	C, L	Likelihood: L Impact: L	

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Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):



Generic Risk Assessment Codes

People at Risk	Hazard Risk Rating	Person Responsible	Measures to Reduce risk to low
			Controls
P - Participants C – Coaches FA – First Aider L = Leader S = Spectators H - Others: specify V - Volunteers	H = High M = Medium L = Low	L = Paddle Sport Leader E = Event Organiser M = Event Manager F = Event First Aider W = Website resource	<ol style="list-style-type: none"> 1. Normal operating procedures for Club Event followed 2. Water quality checked regularly by Organiser 3. Coaches and Leaders available for Event. 4. First Aiders on site 5. First aid kits on Site.