

Crouch Kayak Club Risk Assessment - Sea Kayaking and Canoeing from BSC

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Review/ comment/ date
Transport and parking	Paddlers, leaders, coaches and/or public	Ensuring the club's equipment is in roadworthy condition. Servicing trailers regularly. Ensuring paddlers are aware how to securely load equipment to vehicles. Advising not to park in dangerous places that might put other road users at risk.	Continuous dynamic risk assessment.	Visual check of tyres and lights on trailer. Trailer to be serviced annually, and before long trips Drivers are responsible for checking loads on trailers and roof racks.	Before each trip Annually on or before anniversary of previous	26/05/2026

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Slips, trips and falls	Paddlers, leaders, coaches and/or public	Identifying trip hazards. Making all paddlers aware of potential hazards. Advising paddlers not to leave boats lying around where people could trip. Leaders/coaches monitoring locations.	Remove trip hazards where possible.	Identified paddle leader	Prior to each paddle	26/05/2026

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Sprains, strains and injuries.	Paddlers, leaders and coaches	Ensuring paddlers are aware of correct manual handling techniques. Investing in trolleys to assist with moving the boats. Showing paddlers the correct posture and technique for paddling.	Ongoing training in paddling techniques. Ongoing advice on manual handling techniques. Extra trolleys ordered.	Paddle leaders, coaches and aspiring leaders/instructors/coaches Equipment officer	Before, during and after paddle	26/05/2026
Overexertion, dehydration, and fatigue management		Importance of water for rehydration is included in briefing	Ensure spare water bottles are available in boat store		After each paddle	30/6/26
Jetty	Paddlers, leaders and coaches	All paddlers are advised to check tides before paddling and be aware of the water flowing under the jetty. Paddlers are aware of the risks and advised to enter and exit the boat on the correct side of the jetty/slipway to avoid entrapment under the jetty/slipway.	Include details of where to enter the water in the paddle briefing. Check condition of the jetty/slipway surface before launching and when returning.	Paddle leader	In briefing prior to paddle	26/05/2026

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Weather and environmental conditions	Paddlers, leaders and coaches	Assessing weather conditions prior to paddle. Consulting weather maps, forecasts, and tide conditions. Having a pre-planned procedure in place. Having adequate qualified coaches and leaders. Paddle against the tide on the way out and with the tide on the way back if weaker paddlers are out.	Planning for all weather-related conditions. Ensure procedures and guidance are understood by all. Continuous dynamic risk assessment.	Committee members and paddle leaders in consultation with committee	Prior to advertising paddle and again in the hour before starting the paddle	26/05/2026

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Collision with other boats and water users	Paddlers, leaders, coaches and/or public	Instructing paddlers to be aware of other vessels on the water, including stationary boats. Paddlers advised to take appropriate/avoiding action. Paddlers should understand the rules of the river and behave accordingly.	Power should give way but paddlers can move in to shallower water to avoid larger craft. Continuous dynamic risk assessment.	Paddle leader Experienced paddlers in the group	Advise in briefing At appropriate times in the paddle	26/05/2026

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Injury and drowning	Paddlers, leaders and coaches (person capsizing and person rescuing)	All paddlers must wear buoyancy aids. Beginners should learn rescue skills in the swimming pool (where possible) before paddling on the rivers/sea and should be competent swimmers. Paddlers are taught how to exit the boat if they capsize and how to rescue others. Ensuring trained paddlers/coaches are on the paddle to assist a rescue. Lead paddlers/coaches to carry first aid kit, radio/phone and flares. Undertake complete pre-paddle briefing session.	Leaders/coaches to ensure buoyancy aids are fitted correctly. Regular checks on equipment before and during sessions and trips. Ongoing rescue skills training.	Paddle leader can ask paddlers to check their neighbours buoyancy aid Paddle leader to oversee	Each paddle briefing	26/05/2026

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Hypothermia	Paddlers, leaders and coaches	Paddlers advised to wear suitable clothing for the weather conditions. Adjustment to clothing as required by conditions. Aware of the signs of hypothermia. Carry hot drinks in thermos.	Group leader to carry emergency foil blanket and/or change of clothing. Point out that even when air temperatures are high, the water can be really cold Wear neoprene layer when for these situations	Paddle leader to coordinate and advise.	During briefing	26/05/2026

Emergency assistance	Paddlers, leaders and coaches	All participants to carry medical information card. Lead coach to carry contact details of coastguard and emergency services on all paddles. Appropriate radios or mobile phones to be used. Know the correct procedure for emergencies. Correctly qualified coaches/leaders in attendance. Throwlines, first aid and appropriate kit to be carried.	Have an emergency plan in place for the venue. Keep paddlers emergency contact details/health conditions to hand on trips via Membership mojo access. Medical conditions asked for in briefing	Paddle leaders	Each paddle session	26/05/2026
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Faulty equipment	Any paddler	Equipment officers supervise cleaning and checking equipment at the beginning of the season Equipment washed and checked after each paddle Reporting system for faults in book	Number kayaks (hire kayaks), making it easier to identify and report defects. List which kayak is used by whom each week. Laminated 'DO NOT USE' labels to clip onto equipment needing repair	Equipment officer Paddle leader Andy to laminate	End of July 2026 On each club paddle	30/06/2026
Lone working	Lone Working	No club paddles solo. No getting kayaks down from top rack without assistance. Another responsible adult present when supervising venerable paddlers	Ensure that kayaks that may be accessed by an individual are not on the top racks.	Equipment officers	As additional kayaks are put into storage	30/06/26



Inappropriate behavior	Any member	Code of conduct available on website	Draw attention of new members to the code of conduct in the welcome letter	Chairman	End of July 2026	1 st July
Reviewed by:	Roger Smith (Safety Officer)		 Signed:			Date: 26/05/2026

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