MORAY KAYAKING CLUB RIVER - LAND ENVIRONMENT ACTIVITY RISK ASSESSMENT FORM

Canoeing is “an assumed risk‟, “water contact‟ activity however serious accidents are very rare. More people drown whilst cycling than canoeing. Accidents can be avoided by a combination of training, based on the accepted code of technique and safety; and experience gathered over a number of years, where techniques are acquired and practiced under the shadow of a leader.

Accidents can be placed in three broad categories:

- Lack of knowledge – as the saying goes “fore-warned is fore-armed‟. You can never know enough.
- Over-estimation of ability – common with inexperienced canoeist.
- Carelessness – may affect both novice and expert. Ensure you have sound knowledge of the skills, techniques and equipment you are using by undertaking adequate training and practice.

Dept / Sub-Unit / Unit / Formation:	Moray Kayak & Canoe Club	**Assessor** (No, Rank, Name):	Jason kelly
Activity/ Exercise Name:	Kayak/Canoeing/Stand up Paddle Board	**Assessor’s signature:**	Original Signed
Generic or Specific Risk Assessment:	Generic	**Assessment Date:**	30/09/24
		Review Date:	30/09/25

Ser	Describe Activity (Step 1)	Identify Hazards and Risks (Step 2)	Who or what might be harmed and how? e.g. • paddlers - fatality • general - injury • Environment – spill (Step 2a)	Identify Existing control measures (Step 3)	Assess level of risk with the existing controls measures in place (Step 4) Likelihood x Severity = Risk level	Is residual risk acceptable? (Yes / No) (Step 5)	Additional controls measure that can be implemented to reduce risk (Step 6)	Reassess level of risk with additional control measures now in place (Step 7) Likelihood x Severity = Risk level	Is residual risk acceptable ? (Yes / No) (Step 8)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

	Kayak, Canoe, Stand up Paddleboard	Extreme weather conditions	All Participants of activity.	1. Daily risk management meeting. 2. Observation of daily weather and forecast. 3. Choice of venue. 4. Dynamic risk assessment. 5. Weather lecture. 6. All planners and staff are aware of the effects, signs and symptoms of heat	Medium	No	1. Confirm water levels with River Agencies, river apps and websites.	Medium	Yes
	Kayak, Canoe, Stand up Paddleboard	Flash Floods.	All Participants of activity.	1. Daily risk management meeting. 2. Observation of daily weather and forecast. 3. Choice of venue. 4. Dynamic risk assessment. 5. Weather lecture.	Medium	No	1. Confirm water levels with River Agencies, river apps and websites.	Low	Yes

	Kayak, Canoe, Stand up Paddleboard	1. Swimming. 2. Entrapment. 3. Head collision on rocks.	All Participants of activity.	1. Daily risk management meeting. 2. Choice of venue. 3. Appropriate PPE. 4. Correctly fitted PPE. 5. Buoyancy aid 50-70 KN. 6. Practice capsize drills. 7. Solid group leadership. 8. Selection of the appropriate water conditions. 9. Effective throw bag rescues practice conducted. 10. Dynamic risk assessment. 11. Weather lecture. 12. River hazards lecture.	Medium	No	1. When working in Mod/Adv water, controlled practice from all participants in swimming in a white water environment.	Medium	Yes
	Kayak, Canoe, Stand up Paddleboard	1. Challenging Terrain. 2. Submerged Objects. 3. Strainers.	All Participants of activity.	1. Brief participants of the general hazards. 2. Dynamic risk assessment. 3. River hazards lecture. 4. Local knowledge. 5. Appropriate swimming techniques.	Low	Yes			

	Kayak, Canoe, Stand up Paddleboard	1. Capsize kayaker	All Participants of activity.	1. Appropriate briefing to group and individuals. 2. Clear instructions issued when capsize occurs. 3. Practice of capsize drills completed in swimming pool or flat water by every participant	Medium	No	1. When working in Mod/Adv water, controlled practice from all participants in swimming in a white water environment.	Medium	Yes
	Kayak, Canoe, Stand up Paddleboard	1. Fallen Trees. 2. Slipways. 3. Embankments.	All Participants of activity.	1. Brief students of the local hazards. 2. Dynamic risk assessment. 3. Appropriate application of the CLAP principle.	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. Other water users. 2. Overcrowding.	All Participants of activity.	1. Brief participants of other water users accordingly. 2. Dynamic risk assessment. 3. Engage with other users.	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. Re-occurring medical issues.	Any Participant that does not declare injury prior to activity	1. Participants are to self-declare “fit to attend”. 2. Participants declare previous issues. 3. 1st Aid carried by instr. 4. Mobile phone to be	Low	Yes			

	Kayak, Canoe, Stand up Paddleboard	1. Muscular and skeletal injuries.	All Participants of activity.	1. Awareness of lifting and carrying skills. 2. Management and encouragement for two person lift of a laden craft. 3. All boats fitted with air bags/buoyancy.	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. Slips, trips and falls.	All Participants of activity.	1. Awareness of terrain. 2. Identifying hazardous areas. 3. Selection of appropriate venues.	Medium	No	1. All PPE to be worn within the river/bank environment.	Medium	Yes
	Kayak, Canoe, Stand up Paddleboard	1. Rock fall.	All Participants of activity.	1. Awareness of terrain. 2. Identifying hazardous areas. 3. Selection of appropriate venues. 4. Use of PPE.	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. Equipment Failure	All Participants of activity.	1. Equipment used for specified use. 2. Maintained iaw manufactures instructions. 3. Only serviceable equipment used. 4. Equipment checked at point of issue and before use.	Low	Yes			

	Kayak, Canoe, Stand up Paddleboard	1. Water pollution.	All Participants of activity.	1. Choose appropriate water collection areas. 2. Avoid flood conditions.	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. Rope burns.	All Participants of activity.	1. Correct rope techniques employed iaw WWSR guidelines/practices.	Low	Yes			

	Kayak, Canoe, Stand up Paddleboard	Hot and Cold Climatic Conditions	All Participants of activity.	1. Daily risk management meeting. 2. Observation of daily weather and forecast. 3. Choice of venue. 4. Dynamic risk assessment. 5. Weather lecture. 6. All planners and staff are aware of the effects, signs and symptoms of heat and cold illness. 7. Briefing to all students. 8. Correct use of clothing and equipment. 9. Appropriate PPE (glasses, sun cream, hats). 10. Daily and dynamic risk management. 11. Hydration. 12. Recognition of signs and symptoms. 13. Employment of the buddy, buddy system.	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. Benighted	All Participants of activity.	1. minimum of 1 head torch carried by the group.	Low	Yes			

	Kayak, Canoe, Stand up Paddleboard	1. Group separation	All Participants of activity.	1. All participants are closely monitored at all times. 2. Separation is prohibited (unless in emergency). Line of sight maintained	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. participant incompetence.	Any Novice participant	1. Participants briefed appropriately. 2. Close supervision. 3. Selection of appropriate river/venue and activity for skill levels.	Low	Yes			
	Kayak, Canoe, Stand up Paddleboard	1. Indigenous hazardous flora and	All Participants of activity.	1. Appropriate supervision. 2. Briefings on flora and fauna.	Low	Yes			

Notes for Completion

Step 1. **Describe the activity**. The activity may consist of one single training practice such as top roping and abseiling training or a complex series of events during a course, single exercise. It is important that the whole scope of the exercise is taken into account and fully described. Describe the activity in column (b).

Step 2. **Identify the hazards associated with the activity**. Identify whether or not all the elements of the SST/SSW (**Safe person, practice, equipment and place**) are in place. If they are, record the relevant information in the form of a Range Action Safety Plan or Exercise Action Safety Plan as part of the exercise coordinating instructions or an Annex to the instructions and there is no need for further risk assessment. If they are not all in place, identify if there are any hazards not covered by the SST/SSW. Six factors should be considered in the identification of hazards to be recorded in column (c) of the risk assessment form; these are

a. People –paddlers, controlled personnel and the general public.
b. Equipment
c. Material – equipment , food, water, transport / etc.
d. Procedures – driving hours (driving schemes)
e. The environment – the most important factors are likely to be climate, weather and terrain.

Step 2a. Who or what may be harmed and how? Think paddlers or general public, plus how could affect the environment e.g. fuel spill and list them in column (d)

Step 3. **Identify existing control measures**. Existing controls are in the main to be found in the close observance of drills and instructions laid down by the Service authorities, by range standing orders, by site specific risk assessments, or in GRAs. Existing controls should be listed in column (e) of the risk assessment.

Step 4. **Assess the level of risk**. Likelihood x Severity = Risk level

Step 5. **Is the residual risk acceptable?** Identify any residual risks taking into account existing controls, decide whether there is any residual risk remaining and whether that risk is **'Acceptable'** or '**Not Acceptable'** Answer the question **'Is the residual risk acceptable?**' Enter **Yes** or **No** in column (g) of the risk assessment. If the answer is **No**, proceed to Step 6. If the answer is **"Yes"** the risk assessment should be signed and dated by the Exercise Director/Authorising Officer who has directed the activity to take place.

Step 6. **Identify the need for any further controls**. Hazards categorised as having residual risks (Not Acceptable) will need further control measures applied. The additional control measures required should be listed in column (h) of the risk assessment. These additional controls need to be agreed with the Exercise Director/Authorising Officer who should identify whether the controls bring the activity back inside policy or the SSW/SST. (**Safe person, practice, equipment and place**)

Step 7. **Reassess levels of risk**. Reassess the levels of risk with the additional control measures now in place.

Step 8. **Is the residual risk acceptable?** Identify any residual risks taking into account the existing and additional controls and decide whether risk remaining is **'**Acceptable' or 'Not Acceptable'. Answer the question 'Is the residual risk acceptable?' Enter **Yes** or **No** in column (j) of the risk assessment. If the answer is **"Yes"** the risk assessment should be signed and dated by the Exercise Director/Authorising Officer who has directed the activity to take place. If the answer is No, proceed to Step 9.

Step 9. **risk decision**. The residual risk which remains after all possible controls have been put in place should be considered by all persons taking part in activity

Note – It should be made clear to all planning staff that all the control measures (the existing ones and additional ones, plus any that has imposed on the day) shall[1] be in place for the activity.

Step 10. Review the risk assessment.
All risk should be regularly reviewed at a frequency proportional to the risk i.e.
High risks – 6-monthly
Medium risks – Annually
Low risks – Every 2-3 years
Or more frequently if:

1. If there is reason to doubt the effectiveness of the risk assessment
2. If there are significant changes i.e. to the task, process, equipment, personnel or management.
3. Immediately following any accident, incident or near miss.
4. Following the introduction of a vulnerable person i.e. “new or expectant mother”

Dynamic Risk Assessment
Dynamic Risk Assessment compliments generic and specific risk assessment. Regardless of completing this form, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment.

Dynamic Risk Assessment Changes				
Authorising Officer (individual conducting dynamic risk assessment)	**Name**	**Post**	**Date**	**Signature**

Reason for carrying out a dynamic risk assessment	**Conclusion drawn**	**New limitations/restrictions to be put in place**	**Remarks**
(E.g. weather changes, injuries to personnel, etc)			