



Pool Session Safety Document

- *The risk assessment below is intended as an assessment of the hazards and risks for pool sessions. British Canoeing guidelines should be followed at all times.**
- *Qualified and/or competent persons (agreed by club committee) in appropriate numbers should be present pool side and on the water. Participating paddlers should have the ability & skills appropriate to the activity in which they are participating.**
- *In addition to the below risk assessment, a dynamic risk assessment which is on-going throughout the training, coaching or activity must be used to monitor variable hazards. This element of the risk assessment is not documented but is as important as the others. This must be undertaken primarily by the coach(s) or leader(s) in charge but should also be informed by all other leaders, assistants & paddlers.**

***Within the dynamic risk assessment process process The British Canoeing mnemonic 'CLAP' should be applied:**

C - Communication. Is there a system in place for frequent communication with the people I am responsible for? If people are out of range of my voice how do I communicate with them (whistle, use of signals etc)

L - Line of Sight. Can I see all the people I am responsible for? If they go out of sight what arrangements have I made to ensure they are being looked after (eg move an assisting paddler to visually watch that section)

A - Avoid the problem. Have I create a scenario where those on the water are naturally moving away from potential hazards?

P - Position of maximum usefulness. Where am I positioned in relation to those I am responsible for and the identified site specific hazards? In What order are those on the water paddling a set course? Are the more experienced paddlers in a position to be able to assist those requiring assistance?

Section 1: Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (eg discomfort, slight bruising, self-help recovery)	1 – Remote (almost never)
2 – Minor (eg small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (eg strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Serious (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Section 2: Pool Sessions

Risk Assessment Record

Risk Assessment of: Pool Sessions	Assessor(s): Michael Dalby	Date: 14/10/2022
Overview of activity / location / equipment / conditions being assessed: Activity: Pool sessions run for 90 minutes total and are often broken down into 2x 45 mins sessions. Participant skill levels range from complete beginner to advanced paddler. Number of paddlers ranges from 4-20 on the water at any one time. Leisure centre management have imposed a maximum of 20 boats in the pool at any one time. Activities are always supervised by a minimum of one BCAB L1 Paddlesport Instructor but usually at least one L1 Coach. All supervisors have FSRT qualification and first aid training. Lifeguards are present but will only assist a person who is no longer in a kayak. Location: Sessions run at Witham Leisure Centre. Equipment used is as follows: Club boats, Club paddles, Club Spraydecks, Club Buoyancy Aids. Occasionally used: Club Throwlines, Club, Club Paddlefloats, Club Slalom Gates. Conditions: Controlled indoors environment (Swimming pool)		
Generic or specific assessment? Generic risk assessment	Context of assessment Annual update 2022	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Drowning	Anyone on or off the water	<ul style="list-style-type: none"> • Lifeguards present to assist any person not in a kayak • Session leaders, coaches and supervisors have skills and experience to assist any person trapped in a capsized kayak (Coaching lead & committee are responsible for ensuring competent person (s) are present for every session) • Swim test is used to assess swimming competence, all participants to be able to swim one width minimum. • Before using a spray deck, paddler competence should be assessed to ensure they know how to exit the kayak safely. 	5	1	5	<p>Pre session briefing – action required in the event of a capsize. Coaches/Leaders to check that paddler has demonstrated ability to wet exit.</p> <p>Swim check at pool sessions.</p>
2	Collision of boat/paddle and person	Anyone on the water	<ul style="list-style-type: none"> • Boat control is taught from beginning • Exercises are tailored to the abilities of the group • Pool sessions limited to 20 boats • Helmets to be worn during high contact-risk activities (e.g. polo) 	4	2	8	<p>All members to be aware of the club & leisure centre's 'Pool Rules'</p>

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
3	Slips/Trips/Falls	Anyone on or off the water	<ul style="list-style-type: none"> • Everyone briefed on correct pool behaviour (no running etc). • Leaders/coaches to check participants are wearing appropriate clothing and/or safety gear being worn • First aid kit stored in pool cupboard • Good manual handling practice when moving boats /equipment 	4	3	12	<p>First aid kit to be updated yearly.</p> <p>Accident book to be updated.</p> <p>Inform all new participants of the risks of the poolside at the beginning of the session. To include: No running No horseplay</p> <p>Care to be taken when moving equipment</p>
4	Lifting & handling of Kayaks/Canoes	Anyone on or off the water	<ul style="list-style-type: none"> • Kayaks and canoes are heavy and awkward. They need to be lifted from vehicles and onto/off of the water. Use of correct lifting techniques to be used and encouraged (knees bent, protect the back). Minimise risks by sharing load, use of slings, trolleys, minimal carry distance. 	3	2	6	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
5	Head injury	Anyone on or off the water	<ul style="list-style-type: none"> • Training should be clear of pool sides unless specifically required for the drill. When required, participants should be made aware of the risks of collision with the poolside. • When it cannot be ensured that persons will remain clear of the poolside (eg polo matches), helmets should be worn. • For more information on attire (https://www.thesubath.com/pageassets/resources/sport/Facility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf) • Participants to be instructed in the safe entry/exit of the kayak at the poolside. Participants should be encouraged to ask for help if they are struggling to enter/exit safely. • Use of SUPs should be avoided. Members should give advance notice if they want to use a SUP and gain permission from committee/coaches. If permission is granted only one allowed in pool at a time. 	4	2	8	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
6	Boat Entrapment	Anyone paddling	<ul style="list-style-type: none"> • A capsizing itself is very low risk as there is no specific training required for a participant to be able to safely exit the boat in a pool environment. Occasionally people will panic and try and only half-exit the boat, resulting in it taking a few seconds for both their feet to be freed from the boat. Anyone having passed the swim test or wearing a buoyancy aid will have their head above water, so there is no significant risk to this. However, we should take this opportunity to educate and ensure they do not repeat the error. • All paddlers should demonstrate a wet exit under supervision at their first session. • Leaders should have an appropriate level of experience to be able to manage an entrapment situation. • The spray deck used should be the correct size for the cockpit and the participant. Paddlers should check the grab loop on the spraydeck is correctly positioned before moving off. 	5	1	5	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
7	Kayak sinking	Anyone on the water	<ul style="list-style-type: none"> Kayaks are neutrally buoyant when filled with water, so cannot sink to the bottom of the pool under normal circumstances. The only way this could happen would be if the internal foam structure was severely damaged or removed. This is protected against with yearly maintenance schedule, and no warning signs of this have been observed in club memory. Sunken boat poses small risk to other paddlers in the pool if they were to collide with it. The session leader should ensure the group is managed to not result in a dangerous collision. Boats may be recovered by any club member using a deep-water rescue technique, or by pushing the boat to the side of the pool and using a poolside rescue. 	1	2	2	Participants advised to avoid empty/upturned boats
8	Swimming	Anyone on the water	<ul style="list-style-type: none"> On occasion coaches will work from an in-water position, as this allows for better control and support of participants who are learning to roll the kayak in particular. Common practise for this skill is for a water-based coach to be present as they can easily right the kayak if the participant is unable to roll. Risks include drowning, and head injury due to collision with a kayak or paddle. Coaches must only enter the pool under calm conditions (eg during a rolling session, but not when kayaks are travelling at speed) to significantly reduce the risk of head injury Occasionally a paddler will exit their boat after a capsize. The risks are as above. Those who end up swimming are advised to swim to the side and exit the water directly. 	5	1	5	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
9	Fire/Evacuation	Anyone attending the session	<ul style="list-style-type: none"> All participants should follow Witham Leisure Centre's fire & evacuation procedures. Those on the water should paddle to the side & exit their boat immediately, leaving their boat where it is. Centre staff are trained and will take charge All participants advised to leave kit by the door rather than in centre provided lockers. In the event of evacuation kit can be taken on the way out so participants are not left outside in the cold with wet kit on. 	5	1	5	
10	Power cuts	Anyone attending the session	<ul style="list-style-type: none"> As above paddlers should paddle to the side and exit their boat immediately. Centre staff are trained and will take charge. Participants should follow the directions given to them by centre staff. Emergency lighting is in place. 	4	1	4	

Assessor signature: Michael Dalby (BCC Chair 2022 - 2023)	Print name: Michael Dalby	Review date: 14/10/2022
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Section 3: Site specific assessment:

Bramston Canoe Club Risk Assessment

Name of river/area: NOT APPLICABLE	Assessor signature:	Print name:	Assessment date:
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