

Risk Assessment

Purpose

The purpose of this risk assessment is to help identify hazards associated with this club trip/club activity and to evaluate the risks to determine what measures should be taken to protect the safety, health and welfare of Wild Water Kayak Club (WWKC) members.

For a club trip/club activity to take place, the following mandatory conditions must be satisfied:

- [1] No less than three members should be participating in the club trip/club activity.
- [2] Adequate safety equipment should be in place.
- [3] A satisfactory risk rating of Low or Medium must be achieved.

Step A – Group Leader

The WWKC club member with the most experience/highest skill award on the day of the event is the leader of the club trip/club activity where practicable/available to do so should complete this risk assessment. A Group Leader/Safety Co-ordinator **must** have a minimum of:

- [1] Level 3 award in kayaking/canoeing skills.
- [2] Rescue Emergency Care (REC) 3 qualified
- [3] Valid River Safety Rescue certification

On this day the Group Leader(s)/Safety Co-ordinators are:

- [1] _____
- [2] _____
- [3] _____

Step B: Describe the Club Trip/Club Activity

Provide a short description of the club trip or club activity by completing the following details:

Event: _____
Date: _____
Location: _____
Weather conditions _____
Water level: _____

Step C: Briefing with all Paddlers – completed by (Name) _____

Perform a (bank speech) briefing with all paddlers to include a minimum of the following topics and tick to confirm when discussed:

1	Inform paddlers of trip plan, including duration, direction and what potential hazards to expect.	
2	Inform paddlers that all paddling PPE (helmet, buoyancy aid etc) to be fitted correctly and worn at all times.	
3	Inform paddlers to stay together and get to know who will be in front and behind the paddler.	
4	Inform paddlers to bring or wear appropriate clothing/footwear/drinking water/sun cream based on expected weather conditions.	
5	Inform paddlers to exercise caution on rivers banks to avoid slips, trips, falls.	
6	Group Leader will reserve the right to refuse participation in any club trip or club activity if persons are not equipped or dressed for the type of trip and weather conditions.	
7	Group Leader to request paddlers to declare any allergies or necessary medication that may have to be administered.	
8	Inform paddlers what to do in case of the Group Leader being in an accident requiring outside help.	
9	Group Leader will reserve the right to finish the club trip/club activity early should any paddler in the group become uncooperative in such a manner that it poses a risk to any paddler.	
10	Request paddlers to declare (and leave immediately) if they have any symptoms of Covid-19 such as a cough, fever, high temperature, sore throat, breathlessness, tiredness, flu like symptoms or generally feel unwell.	
11	Inform paddlers that they are responsible for their own safety, they are paddling at their own risk and by consent. Inform paddlers that they are responsible for keeping informed of, and adhering to public health guidelines and club protocols. Paddlers must have an awareness of the risk of contracting Covid-19 by not adhering to public health guidelines and that other paddlers may have Covid-19 but not display any symptoms.	

Risk Assessment – River Kayaking / Canoeing

Step D: Complete the Risk assessment.

Complete the risk assessment below, recording the risk as:

- High - where there is a failure to meet the mitigating actions
- Medium - if only some of the mitigating actions are in place
- Low - where all mitigation actions are in place

Possible Hazards	Rating	Mitigating Actions needed to reduce risk
	High Medium Low	
Risk of drowning		<ul style="list-style-type: none"> • All paddlers to have a minimum of L2 certification from Canoeing Ireland and to be able to swim. • Correctly fitting helmet and buoyancy aid to be worn at all times when on or near the water.
Risk of serious injury		<ul style="list-style-type: none"> • Group Leader to ensure that all paddlers are briefed on possible hazards on the water. • Functioning equipment, in good condition, to be worn/used at all times, helmet and buoyancy aid to be worn at all times.
Distance/length of time required for outside medical assistance and managing known allergies.		<ul style="list-style-type: none"> • Comprehensive first aid kit and a mobile phone to be carried by the first aid qualified Group Leader. • Group Leader(s) should be aware of any pre-existing medical conditions, (including allergies of group), and should know how to act in accordance with these, including maintaining supplies if required. • Request paddlers to declare (and leave immediately) if they may have any symptoms of Covid-19, if so, advise to self-isolate and contact their GP. • Group Leader(s) to use all reasonable and practical ways to avoid spreading contamination if administering first aid.
Weather		<ul style="list-style-type: none"> • Group Leader to check weather forecast to ensure that there are weather warnings in place. <i>-High - if Red/Orange warning</i> <i>-Medium - if Yellow warning</i> <i>-Low - if no warnings</i>
Getting lost		<ul style="list-style-type: none"> • Group Leader should be aware of exact location in case outside help is required. A mobile phone to be carried by the Group Leader. • Group Leader to do a headcount, including themselves, at the start and frequently throughout the trip.
Water and related hazards, including rocks / trees etc		<ul style="list-style-type: none"> • Group Leader(s) to, where possible, assess in advance and then continually assess hazards and organise the running of the river in an appropriate way. • If hazards cannot be safely removed or passed, paddlers should bypass by using an alternative route which may include portage.
Should any of the hazards in the risk assessment be deemed a high risk , the activity cannot commence , until the risk is reduced to at least a medium rating. For any hazards identified as medium risk , please indicate in the comments section below why it acceptable to start the club trip/club activity.		
Comments		

Risk assessment completed by:

_____ (Print) _____ (Sign) _____ (Date)