

## Activity Risk Assessment: - Canoeing / Kayaking – Off Site

Carlton Lodge recognises that using a suitably trained / qualified instructor will vastly reduce the inherent risks of the activity. Therefore all Carlton Lodge Activities will be led by suitably trained / qualified instructors.

No	Hazard	Who it affects	Unmanaged risks	Control Measures	Managed risks
1	Loading / Unloading boats	Instructors & Group	Medium	<ul style="list-style-type: none"> <li>Boats removed /replaced on trailer under the supervision of an instructor.</li> <li>Boats always to be carried by two or more people.</li> <li>Take account of terrain and the condition of the bank sides.</li> <li>Ensure adequate spacing between boats when carrying on land.</li> <li>Good brief on manual handling.</li> </ul>	Low
2	Bank side hazards	Instructors & Group	Medium	<ul style="list-style-type: none"> <li>Awareness of wet slippery and uneven banks.</li> <li>Make group aware of anglers (hooks, lines &amp; floats), ensure quiet passage on opposite bank if appropriate.</li> <li>Brief the group to keep away from jetties and pontoons.</li> </ul>	Low
3	Being struck by paddle.	Instructors & Group	Medium	<ul style="list-style-type: none"> <li>Brief group to keep a safe distance apart when they have paddles.</li> <li>Brief the group on correct carrying methods.</li> <li>Staff control during session.</li> <li>Safety briefing on games before they are played.</li> <li>Group and instructors to wear an appropriately fitting helmet</li> </ul>	Low
4	Drowning.	Instructors & Group	High	<ul style="list-style-type: none"> <li>All instructors and group must wear correctly fitting buoyancy aids.</li> <li>Both instructors must carry and be able to use a throw line.</li> <li>Instructor to brief group on staying close or within stated boundaries.</li> <li>Avoid group wearing heavy/bulky clothing that may weigh down when wet.</li> </ul>	Low
5	Exposure	Instructors & Group	Medium	<ul style="list-style-type: none"> <li>Check weather reports for the day.</li> <li>Ensure adequate clothing/waterproofs are worn.</li> </ul>	Low

				<ul style="list-style-type: none"> <li>• Tailor sessions (duration and activities/games etc)</li> <li>• Carry spare clothing, food, flask and shelter.</li> <li>• Make arrangements for alternative landing and pick up points.</li> <li>• Discourage voluntary capsize and splashing.</li> </ul>	
6	Infection	Instructors & Group	Medium	<ul style="list-style-type: none"> <li>• Cover all cuts etc before going on the water.</li> <li>• Advise all group to shower fully after finishing water activities.</li> </ul>	Low
7	Motor craft	Instructor & Group	High	<ul style="list-style-type: none"> <li>• Inform the group of the procedure when motor craft approach.</li> <li>• Keep the group at a safe distance from motor craft.</li> <li>• Instructor vigilance to ensure early warning of craft and give time to react.</li> <li>• Follow the waterway code and the canoeists code of conduct</li> </ul>	Low
8	Heat exhaustion	Instructors & Group	Medium	<ul style="list-style-type: none"> <li>• Carry sufficient liquids/ foods for conditions.</li> <li>• Check weather reports for the day.</li> <li>• Wear appropriate clothing for conditions.</li> </ul>	Low
9	Weir	Instructors & Group	Low	<ul style="list-style-type: none"> <li>• Launch into river via the canal.</li> <li>• Advise all Group of the danger and advise to stay away from the top of the weir.</li> <li>• Take account of wind speed and direction.</li> <li>• Do not cross the buoyant barrier.</li> </ul>	Low
10	Canal Locks	Instructors & Group	Medium	<ul style="list-style-type: none"> <li>• Brief to keep away from locks when in use.</li> <li>• Do not use the locks at all</li> </ul>	Low
11	Hypo/hyperthermia	Instructors & group	Medium	<ul style="list-style-type: none"> <li>• Instructors should ensure that the group is appropriately clothed for the weather (e.g. Waterproofs, hat, gloves, warm clothes, sun-lotion etc.)</li> <li>• Instructors should ensure that group is appropriately hydrated and monitor the state of all individuals within the group.</li> <li>• Instructors should be prepared to stop or have a break during the session.</li> <li>• Group needs safety bag readily available. Instructor to ensure this.</li> </ul>	Low