

DCU Canoeing Club - Risk Assessment Oct 2020

Hazard / Activity	Controls Already in Place	Risk Category (High/Medium/Low)	Further Controls Being Implemented to Reduce Risk	Date to be Completed
<p>Scope: Swimming pool, Rivers (various Grades) and Open Water.</p> <p>Training and competency</p>				
<p>Inexperienced club member</p>	<p>Safety procedures explained in full to all club members.</p> <p>Coaches satisfied that the difficulty is suitable for inexperienced members.</p> <p>Grade of water will be assessed to ensure suitability for all members.</p>	<p>L</p>	<p>None identified</p>	<p>Ongoing training and day of activity</p>
<p>Group Separated/lost member</p>	<p>Group trained to stay in assigned groups.</p> <p>Group trained in use of hand signals for communication.</p> <p>Line of sight between front and rear maintained</p> <p>Group all stop at pre-determined points to regroup.</p> <p>If individual is separated they should be advised to get to safe area and await contact from group leader.</p>	<p>L</p>	<p>None identified</p>	<p>Ongoing training and day of activity</p>

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	Experienced paddler at back of group to round up less experienced.			
Adverse Weather	<p>Weather and tidal forecast checked multiple times in advance of setting out.</p> <p>Dynamic risk assessment conducted on the day at the location to check actual weather conditions, debris, water levels, trees, temperature, grade of water, holes, safe landing spots, meeting points.</p> <p>All club members dressed appropriately for temperature/conditions.</p>	M-L	<p>Visual inspection of route prior to setting off. Grade of river to be clearly communicated to all club members. Buddy system for less experienced members.</p> <p>Local knowledge obtained.</p>	At preplanning stage and day of activity
Coaches not available without notice	<p>Club charter specifies that coaches must be present for activity to take place.</p> <p>If coach is not present activity must be rescheduled.</p>	L	None identified	Day of activity
Group Size	Minimum recommended group size is 3 persons. Activity will be cancelled if numbers are not adequate.	L	None identified	Day of activity

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Insurance	<p>All members must have paid subscriptions with NGB to attend activities.</p> <p>Non DCU students are not permitted to attend activities</p>	L	Travel insurance purchased if required.	
Equipment				
Equipment Check prior to trip	<p>Kayaks, paddles, helmets, buoyancy aids and spray decks checked several days before trip to ensure all components are in perfect working order. Damaged gear is either repaired if appropriate or removed and destroyed.</p>	L	All equipment to be visually checked prior to entering water	1 week ahead of trip and on day of activity.
Packing equipment from storage facility	<p>Equipment moved to destination only in road worthy vehicles with appropriate roof racks etc.</p> <p>Appropriate straps to be used to secure equipment on roof racks</p> <p>Members are trained to secure canoes to roof racks.</p>	L	<p>Club officer to ensure there are adequate number of vehicles to move gear safely to destination ahead of time.</p> <p>If not suitable vehicle must be hired in advance or trip cannot go ahead</p>	1 week ahead of trip
Travelling to destination	Vehicles are appropriately taxed, insured, drivers to have full license	M	Plan journey to allow adequate rest breaks for driver	1 week ahead of trip and day of

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	<p>and must drive with care and attention.</p> <p>Appropriate straps to be used to secure equipment on roof racks</p> <p>Check load regularly to ensure it has not come loose</p>		<p>Car pool to limit number of drivers necessary to run the trip (This is changed if you refer to our COVID-19 RTP Risk Assessment).</p>	
<p>Parking and unpacking vehicles</p>	<p>Cars will be parked/unloaded in a safe and legal location.</p> <p>Ensure boats have not come loose and pose a fall hazard when straps are removed</p>	<p>L</p>	<p>Appropriate parking and unloading area to be identified prior to setting out on trip and location to be communicated to all club members.</p>	<p>1 week ahead of trip</p>
First Aid				
<p>Inadequate First Aid</p>	<p>A trained first aider must be present at all club activities.</p> <p>First Aid kit checked and replenished prior to every trip.</p>	<p>L</p>	<p>Training in first aid for club members (REC3)</p>	<p>Day of activity</p>
Emergency Procedure				

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Accidental Capsize	<p>Helmets worn at all times.</p> <p>Rolling techniques taught in swimming pool.</p> <p>All members have practiced capsized drill in swimming pool with experienced paddlers observing.</p> <p>All members are able to swim.</p> <p>Group leaders equipped with appropriate rescue equipment including knife, throwlines, tow lines and chest harnesses, mobile phone, first aid kit, spare clothes, group shelter, torch.</p> <p>Self-rescue techniques taught and practised in controlled conditions.</p> <p>River safety and rescue course run.</p> <p>Safety setup on features which may pose a higher risk.</p>	M-H	<p>At least one person trained in first aid should be present on all trips.</p> <p>Dynamic risk assessment to identify emergency procedure for the exact conditions.</p> <p>Arrangements for emergency services if required are agreed particularly area description, conditions for EMTs, distance from hospital.</p> <p>Knowledge of local area including access and egress in case of emergency</p>	1 week ahead of trip and on day of activity.

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Guidelines for Behaviour				
Inappropriate behaviour by club member	<p>All club members advised of guidelines for behaviour and disciplinary procedures for breaches.</p> <p>Non club members are not permitted to attend club activities.</p> <p>Members who behave in a manner that may place their safety or the safety of others at risk will be asked to leave.</p> <p>Members are not permitted to partake in activity if they are suspected or known to have consumed alcohol or drugs.</p>	L	Certain activities may attract poor behaviour. Dynamic risk assessment to take account of all factors.	Day of activity
Site Specific Hazards				
Water Bourne Diseases	<p>All members advised of dangers, avoidance, symptoms and treatment of water borne diseases.</p> <p>Never drink water from lake or river.</p> <p>Cover cuts and abrasions with waterproof plasters.</p> <p>Wear suitable footwear when walking in water.</p>	L-M	Dynamic risk assessment to be conducted on day of activity particularly in identifying algae bloom	Ongoing training and assessment of water on day of activity

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	<p>Do not splash water on face to cool down.</p> <p>Wash hands and face with clean water after being on the water.</p> <p>Wash hands before consuming food or drink on the water.</p> <p>Hose down all equipment after potential contamination.</p> <p>Wash and dry all clothing before reuse.</p>			
Water specific hazards	<p>Proposed trip route is preplanned and communicated with all members.</p> <p>Grade of route communicated to all club members.</p> <p>Responsible person told about activity and when you are due back.</p> <p>Local knowledge sought at planning stage if possible.</p>	L-M	<p>Dynamic Risk Assessment to be conducted on the day prior to anyone entering water.</p> <p>Full route must be observed or if not local knowledge sought.</p>	At preplanning stage and day of activity