| **Risk Assessment** |
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| **Risk Assessment for the activity of** | **Artificial Whitewater Courses** | **Date** | **26/08/2024** |
| **Unit/Faculty/Directorate** | **Southampton University Canoe Club** | **Assessor** | **Madeleine McGuigan (President)****Alexander Wilson (Vice President)****Ruby-Lee Allen (Safety Secretary)****Alasdair Woodward (Kit Secretary)** |
| **Line Manager/Supervisor** |  | **Signed off** |  |
| **Reviewed by SQEP** | ***Connor McFarlane*** | **Comments** | **WWSR, 2 day first aid** |

This risk assessment covers the club’s trips that take place on artificial whitewater courses (not including the National White Water Centre on the river Tryweryn, which is covered by our river trips risk assessment). Activities that occur include coaching, practising of skills such as bracing, rolling, paddling technique and swimming, and paddling on graded course features. These trips take place on whitewater courses in the UK, with exact dates and locations communicated to members. Paddlers will only be allowed to paddle courses which they possess an appropriate level of skill and experience for, as determined by the committee. Appropriate committee members and suitably qualified and experienced persons (SQEPs), i.e. leaders, will be asked to read this risk assessment and the acting safety secretary will remind them not to act outside of its remit. Any incidents or near-miss incidents that occur during these trips will be reported and reviewed in line with this risk assessment.

Numbers/groups: on courses where the operator provides safety staff and/or the course is a loop with a pool at the bottom (e.g. Cardiff), each group on the course will have one SQEP leader (equivalent to higher end of a river trip intermediate paddler), per every three novices, and at least one person with White Water Safety and Rescue (WWSR) or equivalent present to provide safety cover. Where a course is staffed, the operator will have their own first aid procedure in place which we will follow, if required.

Where a course does not have additional safety staff provided and/or continues into a natural river (e.g. Nene, under normal circumstances), bank safety cover will be organised, whereby the person on the course bank has the relevant rescue qualifications (i.e. WWSR). Groups on this type of course must then have one SQEP per group. Intermediate paddlers may form self-sufficient peer paddling groups and look after each other. All ratios may be disregarded for events where comprehensive safety is provided by the organisers.

Where mixed craft are being used, the group leader should have additionally demonstrated competence in rescuing the other craft in use.

A novice is someone who is relatively new to white water, may not always be able to control where they position their kayak, or perceive hazards. They may swim (capsize and exit their kayak) frequently and require close supervision.

An intermediate paddler is anyone who can accurately control their kayak on white water. At the lower end of this category, paddlers may still swim however they will be able to assist with their own rescues. At the higher end of this category, any swims will be rare with a reliable roll, they will likely hold the White Water Safety and Rescue (WWSR) qualification or have equivalent experience, and will be able to assist with rescues mid-course. All intermediates must be capable of performing a deep-water rescue at the bottom of the course.

An SQEP is someone who has relevant rescue and paddling experience who will likely hold the White Water Safety and Rescue (WWSR) and/or Foundation Safety and Rescue Training (FSRT)/Paddlesport Safety and Rescue Course 2 (PSRC 2) qualification.

We may contract out the leadership of course groups to external companies, in which case their risk assessment and insurance will take precedence for the group. However, we will exercise due diligence by asking to see their risk assessment to confirm that appropriate risk control measures are in place.

Members’ medical histories are recorded at the beginning of the year or when membership is paid, before the first river trip, with any changes recorded.

**Guidance/standards/reference documents:**

This risk assessment was written using guidance from:

1. SUSU (Southampton University Students’ Union)
2. https://paddleuk.org.uk/wp-content/uploads/shared-files/british-canoeing-central-documents/Environmental-Definitions-4Jan23.pdf

**Checks Schedule**

A safety kit inventory takes place every year where the condition and expiry dates of all safety kit items are recorded, with updates made throughout the year. First aid kits are also checked regularly throughout the year. It is the responsibility of the safety secretary to ensure these checks are carried out. Safety kits and group shelters are often kept on land in an easily accessible place, as on artificial whitewater courses, this is the easier alternative to carrying them in boats. The safety kits and group shelters are maintained after trips by the safety secretary. If safety kit items are used, if able to, members are to inform the safety secretary in a timely manner so kits can be checked and items can be replaced.

A record of club kit is also maintained throughout the year and contains, but is not limited to, kayaks, paddles, buoyancy aids, helmets, dry cags, spray decks, rescue equipment, and wetsuits. All kit will be checked at least once a year and any updates will be added to the relevant inventories. Any potential for obstructions in kayaks (such as damaged foot pegs or foot rests), and defects, to be regularly inspected by the kit secretary to prevent entrapment. It is the responsibility of the kit secretary to ensure these checks are carried out. Damage should be reported by anyone who discovers it. The kit should then be repaired or replaced before it is used again.

All members must have attended the safety talk that occurs at the beginning of each year, or a catch-up safety briefing, whereby attention is drawn to whitewater safety procedures. Attendance is compulsory to be able to attend trips. Members must also be present for the safety briefing that is given by an SQEP before entering the water. In addition, all new members of the club must complete a 50m swim test and spray deck test in their first pool session. Only members who have successfully completed the swim test and spray deck test are allowed to participate in club sessions and trips. A river session must also be attended for members to participate in club trips.

Before entering the water, an SQEP will check that members’ kit is worn and fitted correctly and is suitable for its purpose.

**Competence Requirements:**

All committee members have a responsibility to ensure the events that take place are safe and enjoyable. All committee members present also have a responsibility to look out for everyone on these trips and all club members are responsible for adhering to this risk assessment.

The welfare secretary should have attended the relevant training by SUSU, and alongside the welfare sub-committee, will manage any welfare concerns raised, for example bullying and harassment. The welfare secretary and sub-committee are made known to all members at the annual safety talk and the welcome talk.

All committee members and coaches have the responsibility of completing all scheduled checks competently. Those running and helping to run the trips have had suitable kayaking experience to assess the quality of the kit. SQEPs will check that members’ kit is worn and fitted correctly before they enter the water.

The WWSR qualification, or equivalent, must be possessed by all people leading novices. A record of who possesses the WWSR qualification is kept by the club. The president is responsible for ensuring this list is regularly updated.

In order for a member to lead novices on an artificial whitewater course, they must be approved by the committee. As a guide, they will hold the WWSR qualification, any swim will be an incredibly rare occurrence, and they will be capable of coaching three novices down the course with due regard to other water users.

Leaders are responsible for adhering to this risk assessment within their groups.

**Risk Assessments Linked:**

Where an external contractor is used to run a group on a trip, the management of the group falls under their operational procedures, risk assessments, and insurance. However, we will exercise due diligence when appointing them by ensuring their risk assessments are suitable and that they hold the appropriate qualifications.

Where we are taking part in an organised event, such as NSR or equivalent, the event organisers will have their own risk assessment and safety management plan in place.

In the event that we are required to provide our own bankside safety cover on an artificial course, we will ensure that all safety personnel are appropriately trained in water safety and rescue techniques. We will engage only WWSR trained individuals who are qualified to provide bankside safety support on artificial courses. All bankside safety personnel will have demonstrated competence in throwline use and other rescue techniques, and will be equipped with the necessary safety equipment, including throwlines and personal protective equipment.

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Transmission/ contraction of Covid 19. | Members contracting COVID-19 and falling ill. | Everyone. | **3** | **2** | **6** | **All members should be aware of the current COVID-19 guidelines laid out by the government and we expect them to abide by these.****If a member is displaying symptoms or has tested positive for COVID-19, they will be asked not to attend.** | **2** | **2** | **4** |  |
| Overexertion whilst paddling. | Overheating, hyperthermia, exhaustion, and dehydration. | The paddler | **3** | **4** | **12** | **Experienced kayakers are trained to look for signs of these illnesses in other paddlers.****Club members are encouraged to take water with them in their boats and communicate if they are beginning to feel too hot, tired, or dehydrated.****Paddlers can be escorted to the changing rooms if they need to get changed or take shelter and cool down.****Club members will be informed that it is possible to end their session at any time, or to take a break and resume at any time.****Club members are advised on what the weather and water conditions are like before leaving for the trip, and to pack accordingly.****Group leaders are advised to carry additional fluids for anyone suffering from dehydration.****Snacks, which are carried by leaders and other members, will be offered throughout the day.** | **2** | **3** | **6** | At least one first aider will be present in each group to help mitigate and prevent the onset of these illnesses.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected.999 to be called in an emergency. |
| Prolonged exposure to cold environments. | Hypothermia | The paddler | **3** | **4** | **12** | **Experienced kayakers are trained to look for signs of hypothermia in other paddlers.****Warm up exercises can be conducted or cold paddlers can be placed in survival bags/shelters or escorted to changing rooms where they can take shelter and change into warm kit. This will help prevent/manage hypothermia.****Club members will be informed that it is possible to end their session at any time, or to take a break and resume at any time.****Club members are advised on what the weather and water conditions are like before the trip, and are encouraged to bring thermals.****Members are encouraged to communicate if they are beginning to feel cold and experienced members will check on them throughout the day.****Personal protective equipment, such as wetsuits, cags, and buoyancy aids, must be worn as these provide protection against getting cold.****Snacks, which are carried by leaders and other members, will be offered throughout the day.** | **2** | **3** | **6** | A first aider will be present in each group to help mitigate and prevent the onset of hypothermia.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected.999 to be called in an emergency. |
| Unconscious paddler. | Drowning if not rescued in time. | The paddler, observers. | **2** | **5** | **5** | **No boats will be left upside down in the water when nobody is in them to avoid confusion between an empty boat that is upside down, and an unconscious paddler.****Paddlers to be aware of their surroundings and ensure adequate spacing to avoid collisions.****Members to rescue (or alert a SQEP to rescue) a flipped boat with no movement.** **If the paddler is unconscious when the boat is flipped upright, the rescuer will bring the boat and the paddler to the bank/a safe area where the casualty will be removed from the boat. Rescuers will be careful not to submerge the casualty’s face into water. Rescuers will then perform first aid.** | **1** | **5** | **5** | 999 to be called in an emergency/if serious injury has been sustained.Hospital visit advised in serious cases.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected. |
| Capsizing | Head injuries as a result of hitting blocks, the floor of the course, or other features of the course.Bumps, cuts, grazes, and other injuries from hitting blocks or other structures.Injury from exiting a boat. | The paddler. | **3** | **3** | **9** | **Before entering the water, paddlers are briefed of these dangers.****Paddlers must be competent swimmers and capable of understanding instructions.****Ensure personal protective equipment, such as buoyancy aids and helmets, are always worn when paddling.****Safety cover within groups to be vigilant to offer quick assistance to swimmers.****Paddlers are encouraged to rest post-swim to ensure they are okay, and reassurance to be given by members where needed.****Smaller group sizes allow for increased safety cover and swifter rescues.****Paddlers are advised to tuck forward when capsizing to help mitigate injury.****Paddlers are taught in advance of the trip how to exit their boat and perform safe swimming after capsizing to avoid injury.****Paddlers are to look out for assistance and instructions from safety cover on the bank for safe places to exit the course.** | **2** | **2** | **4** | There will be a first aid trained person in every group, and at least two first aiders on the trip, who are trained in recognising the symptoms of a head injury/concussion.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected.999 to be called in an emergency.Hospital visit advised in cases of severe head injury/concussion. |
| Capsizing | Psychological harm | All paddlers, but particularly novice paddlers. | **3** | **2** | **6** | **Paddlers are encouraged to rest post-swim to ensure they are okay, and reassurance to be given by members where needed.****Safety cover within groups to be vigilant to offer quick assistance to swimmers.****Smaller group sizes allow for increased safety cover and swifter rescues which can reduce the likelihood of psychological harm from a bad swim.****Paddlers will be informed on the location of changing rooms/shelter if they wish to end their session early or take a break under shelter.** | **3** | **2** | **6** | At least one first aider will be present in each group to treat any injuries sustained.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected. |
| Preventing a capsize. | Shoulder injury, e.g. dislocation. | The paddler | **3** | **3** | **9** | **The correct technique to prevent capsizing (e.g. high and low braces) and injuries are taught during pool sessions.****All members to alert a paddler if they identify a bad brace technique so it can be rectified.****Previous history of relevant injuries (i.e. previous dislocations) to be established by leaders/committee before the trip.** | **1** | **3** | **3** | At least one first aider trained to manage this injury will be present in each group. Triangular bandages are in first aid kits.999 to be called in an emergency. |
| Carrying boats to or away from the course. | Cuts on feet from sharp objects on the ground.Slipping on slippery ground surfaces. | The paddler | **3** | **2** | **6** | **Advise paddlers to wear appropriate, closed toe footwear in and out of the boat. Paddlers without suitable footwear will not be permitted to paddle.****Paddlers are warned that surfaces may be slippery and to be aware of their surroundings, and to take care when walking. Advise paddlers to be aware of where they put their hands when climbing up a course bank.** | **2** | **2** | **4** | First aid kits and first aiders will be present to treat injuries. |
| Carrying boats | Injury from carrying the boat e.g. strain, bruising.Obstructed vision on the side the boat is being carried, which can result in hitting people in the surrounding area with the boat. | The person carrying the boat, those in the surrounding area. | **3** | **2** | **6** | **Paddlers are advised to use safe manual handling techniques and carry boats on their shoulders when carrying boats on their own, or by using the straps at the ends of the boats when carrying them in pairs.****People carrying boats to be aware of their surroundings.****People to be aware of others carrying boats around them.** | **2** | **2** | **4** |  |
| Collision with rafts. | Associated impact injuries i.e. bruises, broken bones, concussion.Entrapment if paddler is caught underneath. | The paddler | **3** | **3** | **9** | **Raft operators at courses will be SQEP under the risk management process of the course operator.****Leaders to ensure that appropriate spacing from rafts is left at the top of the course before taking beginners down.****All paddlers to be briefed to look up and downstream before leaving an eddy and always leave an eddy between themselves and a raft.****Paddlers to be briefed on etiquette rules - rafts have upstream, downstream and playing priority.****If making contact with a raft from upstream, members will be advised to keep their upstream edge up as if it was a rock and lean into it.****Club members will be informed that paddlers have downstream priority and to be aware of other paddlers when either exiting eddies or playing on a wave/feature.****When playing on a feature, members to be aware of paddlers coming downstream and must be prepared to allow them to pass.** | **1** | **3** | **3** | At least one first aider will be present in each group to treat any injuries sustained. |
| Using throwlines. | Rope burn if handled incorrectly.Shoulder injury.Entrapment or death by drowning if rope is used incorrectly. | The swimmer and/or rescuer. | **3** | **2** | **6** | **Members must attend the annual safety talk which will cover how to accept and throw a throwline.****At courses where safety cover is provided, the course staff will perform throwline rescues. On courses without, it is ensured that only people who have been trained in the use of throwlines should attempt to use them.****The condition of the club throwlines are checked during the safety kit inventory to ensure there are no snags or knots. Individuals with their own throwlines are responsible for checking these.****Only people who have been trained in the use of a piece of rescue equipment should use it.****River knife to be carried by rope users and to be used to cut the rope to prevent entanglement.****The area around where the throwline is being used should be kept clear from other people to avoid injury.****Rescuers must always put their own safety (and the rest of the group) first. An appropriate rescue space must be chosen, and the immediate area downstream should be assessed.****Time permitting, rescuers should ensure there are no metal items (e.g. carabiners) on the end of the rope that could hit the swimmer.****Rescuers should consider getting assistance with holding a line under tension.****Rescuers and swimmers should be ready to release the rope if the tension becomes too great or if the swimmer is being held underwater.** | **1** | **2** | **2** | 999 to be called in an emergency.Where any entrapment is a more likely possibility, safety will be set up to cover this. |
| River knives | Cutting oneself on the river knife. | Anyone handling the river knife. | **3** | **2** | **6** | **River knives to be carried and used by responsible and competent members.****River knives to be used only when needed and for their intended purpose.****Safety cap and/or locking mechanism (if available) to be employed when not in use/knife to be folded in its cover when not in use to prevent the user cutting themself.** | **2** | **2** | **4** | First aiders will be present in paddling groups to treat any injuries sustained. |
| Capsizing and not being able to roll back up.Not being able to get out of the boat underwater.Getting stuck under water and being unable to get out. | Entrapment resulting in drowning. | The paddler | **2** | **5** | **10** | **All members must perform a spray-deck test before paddling to confirm they can exit their boat safely.****Before entering the water, members are briefed on potential hazards, such as the causes of entrapment and what to do if this occurs.****Members are to shout if they see someone who is upside down in a boat and is in need of a rescue.****Before entering the water, the boat should be checked that it is the appropriate size for the paddler.****Members are taught to bang loudly on the underside of their boats to indicate that they need a ‘Hand of God’ or T Rescue.****Members are taught how to rescue safely. Only experienced members trained to provide a rescue are encouraged to do so.****The safety of the rescuer and the group is to be ensured before conducting rescues.** | **1** | **5** | **5** | SQEP to look for overturned boats and make nearby paddlers aware to prepare for an efficient rescue.No boats are to be left unattended upside down in the water to avoid confusion.Where any entrapment/recirculation is a more likely possibility, safety will be set up to cover this.Novices to be staggered when paddling down features to provide sufficient safety cover to rescue the paddler and their equipment in a timely manner, without placing the rest of the group at risk, and to avoid multiple rescues at one time.At least one first aider will be present in each group to treat any injuries sustained.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected.999 to be called in an emergency. |
| Dangerous course hazards, i.e. retentive holes. | Death from drowning. | The paddler | **2** | **5** | **10** | **Features to be scouted by leaders and backers, before anyone paddles them, to dynamically assess the danger levels of the features.****If a feature is deemed too dangerous by the leaders/backers, the group is to portage the feature.****The skill, experience and ability of the paddler is to be considered when deciding whether a paddler should attempt to paddle through a feature.** | **1** | **5** | **5** | In the event that someone is stuck in a feature, paddlers that are capable of performing a rescue will attempt to do so, with considerations taken in regards to the safety of oneself and the group.First aiders will be present to treat any injuries sustained.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected.999 to be called in an emergency. |
| Live baiting (rescue by intentional full body immersion into water). | Hypothermia, injury from hitting sub-surface objects, entrapment, drowning, head injury, shock, broken bones, collision with casualty. | The rescuer and rescuee. | **2** | **5** | **10** | **Live-baiting will only be attempted after non-immersion rescue options have been exhausted, or if a livebait is the only viable method of rescue.****Only persons with the White Water Safety and Rescue (WWSR) qualification should attempt a full body immersion rescue to prevent injury to themselves and the paddler.****Normal paddling personal protective equipment must be worn (i.e. helmet and white water buoyancy aid).** | **1** | **5** | **5** | At least one first aider will be present in each group to treat any injuries sustained.Where any entrapment/recirculation is a more likely possibility, safety will be set up to cover this.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected.999 to be called in an emergency. |
| Seal launching (entering the water from a height). | Associated impact injuries, i.e. broken bones.Collision with another paddler upon entry in the water.Injury when dragging the boat up the slope, i.e. slipping, shoulder injury. | The paddler who is seal launching, anyone involved in transporting the boat up to the launching spot, those in the vicinity of the paddler. | **3** | **4** | **12** | **Seal launch spots to be chosen where there are no blocks which are likely to cause the kayak to overturn while entering the water, or cause injury.****Someone must have a visual on the spot where the paddler will land and ensure that it is clear before they begin sliding down the slope.****Paddlers are taught good bracing technique to reduce the risk of shoulder dislocation on impact with the water.****Safety cover within groups to be vigilant to offer quick assistance to swimmers. At least one rescue trained person (WWSR or equivalent) to be in the area in case of a swim.****Robust rope and carabiner to be used to clip to the kayak and drag it up the slope. Members to take care when dragging the kayak and use good technique when doing so to avoid injury.****Paddlers are warned that the slope may be slippery and to be aware of their surroundings, e.g. mud, and to take care when walking. Advise paddlers to be aware of where they put their hands when climbing up the slope.** | **1** | **4** | **4** | At least one first aider will be present in each group to deal with any injuries that may result from, for example, a collision with blocks or another paddler.999 to be called in an emergency. |
| Floating Kit | Injury from being struck by floating kit, especially if carried by a flow. | Anyone in the vicinity of floating kit. | **3** | **2** | **6** | **If able to hold floating kit, hold it downstream and away from the face and oneself.****It is often better to let go of kit so the swimmer can focus on swimming. The kit can be retrieved by SQEPs.****A warning is to be communicated to nearby people if kit is released and within their vicinity.****Helmets and buoyancy aids must be worn which provide a degree of impact protection.****Only SQEPs who are competent in retrieving kit should do so.** | **2** | **2** | **4** |  |
| Collisions with other water users. | Associated injuries i.e. bruises.Damage to equipment. | The paddlers | **4** | **2** | **8** | **Good group control to be exercised by SQEPs to spread groups out so there is plenty of space for groups to paddle separately.****Paddlers to be briefed that if collision is unavoidable, it may be safer to capsize and swim.****Buoyancy aids and helmets must be worn and provide an element of collision protection.****All paddlers will have been taught and reminded of basic control strokes which will allow for quick direction changes to avoid collisions.****Club members will be informed that paddlers have downstream priority and to be aware of other paddlers when exiting eddies or playing on a wave/feature.****If there is someone playing on a feature, club members to attempt to eddy out and to avoid going down the feature as not all members of the public follow course etiquette.****Novices to be staggered when paddling down features to avoid multiple rescues needing to be performed at one time.****Leaders to communicate when it is safe for a paddler to continue paddling, or when paddlers should stop paddling.** | **3** | **2** | **6** | At least one first aider will be present in each group to treat any injuries sustained. |
| Ingesting or exposure to bacteria/viruses in river water (some courses are pumped with water from local rivers). | Contraction of Weil’s disease, Hepatitis A, or other waterborne diseases. | The paddler. | **3** | **4** | **12** | **Everyone should wash hands thoroughly after paddling the course or handling kit.****Club members to use plasters and/or electrical tape (located in club first aid kits) to cover any cuts.****Some waterborne illnesses, what to do and the reporting process if a member has contracted one, will be covered at the annual safety talk.****Illnesses contracted from paddling to be reported to the safety secretary, who keeps a record of such illnesses, and to the centre where the paddling took place.****If required, collaborate with other water users and the Environmental Protection Agency to reduce the risk of infectious spread.** | **2** | **4** | **8** | Members to seek medical advice from 111 or their GP if they show symptoms of a waterborne illness, and to disclose that they have been paddling. |
| Blocks | A swimmer may hit or become pinned by a block. | The swimmer. | **3** | **2** | **6** | **What to do if a swimmer encounters and is pinned by a block is covered in the safety talk and in the group leader’s safety briefing.****Group leaders will exercise good group control by avoiding routes with dangerous blocks, if required, and if possible.****Blocks to be pointed out by group leaders before approaching them so members can decide whether to avoid them and take an alternative route.****Paddlers are encouraged to rest post-swim to ensure they are okay, and reassurance to be given by members where needed.****Safety cover within groups to be vigilant to offer quick assistance to swimmers.****Smaller group sizes allow for increased safety cover and swifter rescues.** | **2** | **2** | **2** | At least one first aider will be present in each group to treat any injuries sustained.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of the paddler/anyone affected. |
| Poisonous plant life on course bank. | Paddlers may come in contact with poisonous plants, such as hogweed, on the course bank. | The paddler. | **2** | **2** | **4** | **Members to report any sighting of poisonous plant life to the group leader, who will inform paddlers to remain clear of it and use other parts of the course bank.****Monitor for adverse reactions to the poisonous plant, e.g. rashes.** | **1** | **2** | **2** | At least one first aider will be present in each group to treat any injuries sustained.Consult a GP if adverse reactions become worse or do not disappear. |

| ***PART B – Action Plan*** |
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| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
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|  |  |  |  |  |  |
| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Ruby-Lee Allen | Date: 16/08/2024 | Print name: Madeleine McGuigan | Date: 22/08/2024 |

**Assessment Guidance**

| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| --- | --- | --- | --- |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

| Impact | Health & Safety |
| --- | --- |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |



| Likelihood |
| --- |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |