



# NEW FOREST KAYAK AND CANOE CLUB

## Generic risk assessment for pool sessions

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| <i>Created on:</i>                 | <i>22<sup>nd</sup> November 2022</i>   |
| <i>Created by:</i>                 | <i>Justin Davis (chair)</i>  |
| <i>Last committee review date:</i> | <i>Oct 2<sup>nd</sup> 2023 (Justin Davis, Annie Hallam, Vicky Burden, Rob Salmon, Robert Wright, Ya Huang, Mark Shakespeare)</i> |
| <i>Next Review due:</i>            | <i>oct 2024</i>  |

| Hazard/activity   | Risk - How might they be harmed  | Who might be harmed      | <u>Who</u> is responsible and<br><u>What</u> are we already doing to control the risks?  | What further action do we need to take to control the risks? | Who needs to carry out the action | When is the action needed by? | Done |
|---|--|--------------------------|--|--|-----------------------------------|-------------------------------|------|
| General kayaking/rolling                                      | Other paddlers struck by kayak or paddle   | Paddlers/helpers/coaches | Paddlers and assistants are <b>strongly advised</b> to wear helmets when coaching/practising rolling in the pool.  | 25/09/2023<br>Advise that helmets should be worn.            | Paddlers/coaches                  | November 2023 pool sessions   |      |
| General kayaking/rolling                                      | Other paddlers struck by kayak or paddle   | Paddlers                 | Pool co-ordinator/session supervisors – restrict the number of boats in the pool to:<br>- 8 sea kayaks maximum (or 10 mixed – 6 sea kayaks and 4 small boats)<br><br>- All paddlers to be advised to maintain a safe separation from other pool users.   |  |                                   |                               |      |
| Manual handling of kayaks on pool side and into the pool area | Slippery/uneven surface Trips, Slips & falls, manoeuvring boats around the corner into the pool area | Paddlers                 | - All sea kayaks should be lifted, carried and manoeuvred by two paddlers at all times to avoid injury.<br>- All paddlers to be aware of where people are before moving kayaks around<br>- As far as possible keep back from the pool edge when moving around or handling kayaks Communicate with other people around you Request assistance if required |  |                                   |                               |      |
| Placing kayaks in pool/                                       | Stretching or over-reaching<br>Falling into the pool   | Paddlers                 | - As above, plus: Lay kayak on pool-side then slide it into the pool Know your limitations and request assistance if required  |  |                                   |                               |      |

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| Removing kayaks from pool   | All above plus exceeding ability to lift a flooded kayak                | Paddlers | <ul style="list-style-type: none"> <li>- All of the above, plus: Assess volume of any water in kayak (1L = 1Kg) Use the pool-side to support the nose of the kayak. Turn kayak over so that it is upside-down and empty any excess water. Right kayak and slide onto pool-side</li> <li>- Know your limitations and request assistance if required</li> </ul>  |  |  |  |  |
| Entering or exiting kayak from pool-side                                | Losing balance/falling into the pool<br>Unexpected submersion           | Paddlers | <ul style="list-style-type: none"> <li>- Use a buddy to steady the kayak whilst entering until you are able and confident to perform the manoeuvre unassisted</li> </ul>   |  |  |  |  |
| Wet exit capsize drill (with standby buddy alongside)                   | Kayaker unable to quickly exit the kayak<br>Kayaker panics, drowning    | Paddlers | <ul style="list-style-type: none"> <li>- A coach or competent person should discuss the process with the kayaker to ensure understanding. Demonstrate as necessary</li> <li>- Ensure spraydeck is correctly fitted prior to performing drill (ensure release loop is not snagged). Once capsized, follow the correct exit procedure by pulling on the release loop to release the spraydeck, place hands on each side of the cockpit combing and performing a 'forward roll' Practice drill in the dry, on the pool-side first</li> </ul>  |  |  |  |  |
| Capsize drill with rescue by buddy while kayaker remains in their kayak | Buddy is unable to right the capsized kayak<br>Kayaker panics, drowning | Paddlers | <ul style="list-style-type: none"> <li>- A coach or competent person should discuss the process with the kayaker and the kayaker's buddy to ensure understanding. Demonstrate as necessary</li> <li>- Ensure that the kayaker's buddy is capable of righting a capsized kayak. Demonstrate as necessary. The coach or competent person to supervise/advise novices until the drill can be performed safely and confidently</li> <li>- If buddy cannot right the kayak, the kayaker should wet exit (as above). The assistant should make sure that the paddler is comfortable performing a wet exit before practice starts.</li> </ul> |  |  |  |  |

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| General Paddling/rolling              | Kayaker getting cold and wet, particularly following an unexpected capsize<br>Lead to hypothermia | Paddlers | <ul style="list-style-type: none"> <li>- Ensure that all paddlers are wearing suitable clothing for the pool conditions. A cold kayaker should be advised to warm up in the shower or dry off and change. The kayaker should be supervised until it is clear that they are warm and well. If required, seek medical attention for the kayaker</li> </ul>  |  |  |  |  |
|                                       |   |          |   |  |  |  |  |
| Other Safety Precautions & Equipment: |   | Paddlers | <ul style="list-style-type: none"> <li>- All kayakers will be required to wear a buoyancy aid (BA) at all times whilst in kayaks – unless they are working directly with a buddy or the session is specifically for skills without a BA and supervised appropriately (for example, Greenland Style Rolling sessions) There will be a basic First Aid kit available on the pool side There is pool-side rescue equipment readily available – such as floats, ropes and reach-poles</li> </ul>  |  |  |  |  |
| Emergency Evacuation Procedure:       |   | Paddlers | <ul style="list-style-type: none"> <li>- In the event of a serious incident it may be necessary/appropriate to vacate the pool area.</li> <li>- Examples of incidents that might require evacuation of the swimming pool are as follows: • Power failure • Fire • Structural damage • Serious Injury • Water Contamination • Drowning</li> <li>- Raising the Alarm In the event of a serious incident the participant/coach discovering the incident will: 1. If appropriate, dial 999 and/or raise the alarm at the nearest break glass 2. Stop the pool session and instruct all participants and coaches to prepare to vacate the</li> </ul> |  |  |  |  |

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|  |  |  | <p>pool area* 3. Instruct all club members and visitors to vacate the pool area by the nearest exit and meet at the assembly point 4. Inform the Oaklands School representative of the incident</p> <p>*Note: in the event of a fire, everybody is to leave the building IMMEDIATELY via the nearest exit/fire exit and meet at the assembly point Assembly point The assembly point for all participants and coaches is the CAR PARK area adjacent to the swimming pool. All participants and coaches to ask for any missing persons and report their findings to the individual who raised the alarm who will liaise with the Oaklands School representative and/or rescue services.</p> |  |  |  |  |
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