**Revision 2 Updated: Jun 2020**

**Risk Assessment – River Kayaking / Canoeing**

**Your CLUBNAME Safety Officer is NAME PHONE NUMBER**

**Purpose**

The purpose of this risk assessment is to help identify hazards associated with this trip / activity and to evaluate the risks to determine what measures should be taken to protect the health and safety of CLUBNAME Club members.

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

1. No less than three should be.
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 CLUBNAME club member with the most experience/highest skill award on the day of the event is the leader of the trip / activity where practicable/available to do so should complete this risk assessment. A group leader / club safety co-ordinator **must** have a minimum of:

* Level 3 award in kayaking / canoeing skills.
* Rescue Emergency Care (Rec) 3 qualified
* Valid River Safety Rescue certification

On this day the group leaders/safety co-ordinators are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step B: Describe the Trip / Activity**

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

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weather conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water level: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step C: Briefing with all Paddlers – completed by (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |
| --- | --- | --- |
|  | Trip plan, including duration, direction and what potential hazards to expect. |   |
| 1.
 | All paddling PPE (helmet, pfd etc) to be fitted correctly and worn at all times. |   |
| 1.
 | Inform paddlers to stay together and get to know who will be in front and behind you. |   |
| 1.
 | Inform paddlers to bring or wear appropriate clothing / footwear/ sun-cream / drinking water, based on the expected conditions. |   |
| 1.
 | Group leader will reserve the right to refuse participation in any trip / event if persons are not equipped or dressed for the type of trip and weather conditions. |   |
| 1.
 | Group Leader to request paddlers to declare any allergies or necessary medication that may have to be administered. |   |
| 1.
 | Paddlers should be instructed what to do in case of the leader being in an accident requiring outside help. |   |
| 1.
 | Group Leader will reserve the right to finish the trip / activity early should any member of the team become uncooperative in such a manner that it poses a risk to any paddler. |   |
| 1.
 | Inform paddlers to exercise caution on rivers banks to avoid slips, trips, falls. |   |
|  | Request paddlers to declare (and leave immediately) if they may have any symptoms of covid-19 such as a fever (a temperature of 38 degrees Celsius or above), a cough of any sort, shortness of breath or breathing difficulties, generally feel unwell. |  |
|  | Inform paddlers that they are responsible for their own safety, they are paddling at their own risk and by consent. Paddlers should make themselves aware of the risk of contracting Covid-19 by not adhering to HSE guidelines. Be aware that other paddlers may have Covid-19 and not display any symptoms.  |  |

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**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.

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| --- | --- | --- |
| **Possible Hazards** | **Rating** | **Mitigating Actions needed to reduce risk** |
| **High / Medium****/ Low** |
| Risk of drowning |   | * All paddlers to have a minimum of L2 certification from canoeing Ireland and to be able to swim.
* Correctly fitting buoyancy aid and helmet to be worn at all times when on or near the water.
 |
| Risk ofserious injury |   | * Lead 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, helmets and buoyancy aids to be worn at all times.
 |
| Distance / length of time required for outside medical assistance and managing known allergies. |   | * 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 the team, 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 contact their GP.**
* Group leader(s) to use all reasonable and practical ways to avoid spreading contamination if administering first aid.
 |
| Heat / Cold / Extreme Weather |   | * Group leader to check weather forecast to ensure that there are weather warnings in place.
* *High if Red / Orange warning*
* *Medium if yellow warning*
* *Low if no warnings.*
 |
| Getting lost |   | * 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 event.
 |
| Water and Related Hazards, including rocks / trees etc |   | * 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 trip / activity. |
| **Comments** |  |

**Risk assessment completed by:**

 (Print) (Sign) (Date)

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**Step E: Risk assessment Declaration Form**

***EVENT DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Paddler Declaration:**

I hereby declare that in signing this document, I have read and understood the information in this document, I am a current member of Canoeing Ireland, I am aware of the dangers of participating in this event, I disclaim any right or claim or responsibility upon the group leader(s)/safety co-ordinators and/or CLUBNAME Club, I acknowledge that I am responsible for my own safety, I have declared any **medical** (including allergies), respiratory, or other condition(s), including symptoms of **any infectious/contagious diseases (including covid-19)** to the group leader(s). To my knowledge I have not been in contact with any persons infected with any such diseases (including covid-19) within the past 14 days. I have not travelled or returned from a foreign country within the past 14 days. I consent to my information below being retained by CLUBNAME, and used if necessary for any legal process.

*(Parents of child participants (under 18 years) to sign on child’s behalf, providing name of each child, Child must be a current member of Canoeing Ireland also).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paddler Name** | **Signature** | **Certified Paddling Skill Level** | **Phone No.** | **Next of Kin Phone No.** |
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Continued: … / ***EVENT DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Paddler Declaration:**

I hereby declare that in signing this document, I have read and understood the information in this document, I am aware of the dangers of participating in this event, I disclaim any right or claim or responsibility upon the group leader(s)/safety co-ordinators or upon CLUBNAME Club, I acknowledge that I am responsible for my own safety, I have declared any **medical** (including allergies), respiratory, or other condition(s), including symptoms of **any infectious diseases** to the group leader(s). I consent to my information below being retained by CLUBNAME, and used if necessary for any legal process.

*(Parents of child participants (under 18 years) to sign on their behalf, providing name of each child).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paddler Name** | **Signature** | **Certified Paddling Skill Level** | **Phone No.** | **Next of Kin Phone No.** |
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