

**Poole Harbour Canoe Club  
Risk Assessment Record**

Ref no: PH 4

Assessor(s)  
  
**Bill Jaggs , Mark Taylor & Andy Coomes**

Activity  
  
**Riverside Wimborne – Site Specific including Flatwater/Racing Sessions**  
**PLEASE ALSO READ APPENDIX FOR INFO ON SITE AND CLUB GENERIC RISK ASSESSMENT WHICH COVERS ISSUES SUCH AS DROWNING,HYPOTHERMIA etc**

Date of assessment 02.01.18

Last assessment date 25.10.17

**PLEASE NOTE:** This Risk Assessment **MUST** be read and used in conjunction with the club Generic Paddling Risk Assessment. It is also essential that all coaches carry out ongoing Dynamic Risk Assessments.

	Hazards Identified	Risk Group	Existing Controls	S	L	Risk Rating
1	<b>Moving traffic</b> on road and in car parking areas	<b>All</b>	<ul style="list-style-type: none"> <li>Ensure that vehicles are parked away from footpaths and entrance to building.</li> <li>Ensure that vehicles are parked with space to allow unloading without risk to paddlers, general public or property.</li> <li>Overflow car parking to be directed to alternative parking after offloading.</li> </ul>	4	1	4
2	Damage to equipment from <b>moving traffic</b>	<b>Equip</b>	Ensure that all equipment is kept out of corridors of traffic movement	1	1	1
3	<b>Slips and Trips</b> on footpath to water, landing stage and on floating pontoon all of which can be slippery in wet conditions	<b>PM, IM, DM</b>	<ul style="list-style-type: none"> <li>Coach/lead paddler to check access immediately prior to session and to advise paddlers accordingly.</li> <li>Use of handrails and other assistance to be promoted particularly for users with mobility issues.</li> </ul>	1	2	2
4	<b>Injuries</b> from lifting boats in and out of water and in and out of storage in Boat House and Container.	<b>PM, IM</b>	Coaches to promote safe boat handling techniques when putting boats into and taking boats out of water. Safe handling techniques to be employed when loading boats in overhead storage in Boat House and in Container.	1	2	2
5	<b>Attack</b> from <b>Swans</b> . In nesting season Swans above the Town Bridge can become aggressive and attack passers-by causing injury.	<b>PM,IM</b>	<ul style="list-style-type: none"> <li>Coaches to monitor and avoid going near the swans if aggressive behaviour is displayed. Note nest sites such as inside island.</li> <li>Make participants aware of the risks and monitor at all times.</li> </ul>	2	2	4

6	<b>Collision with other water users.</b> Canford School rowers also use this stretch of water.	<b>PM,IM,MP</b>	<ul style="list-style-type: none"> <li>The general rule on this stretch of water is opposite to the norm. Participants should be advised to keep to the left of the river to avoid rowers.</li> <li>Coach to carry whistle to be able to alert people to others presence.</li> </ul>	1	3	3
7	<b>Flatwater/Racing Sessions – risks of drowning hypothermia etc.</b> By the very nature of these sessions normal Club guidelines are not always appropriate. For example paddlers may sometimes paddle alone and/or not wear Buoyancy aids. Rescue could take longer in the event of capsize etc	<b>PM, J, IM, DM</b>	<ul style="list-style-type: none"> <li>Information and Guidelines attached to this Appendix address the way in which sessions will be operated and controlled. Application of this guidance mitigates the risks and identifies to participants and coaches how control of who is on the water, the boundaries of paddling and safety aspects (including use of BAs and paddling alone) are to be addressed whilst still allowing effective training to take place.</li> <li>Coaches and Helpers are made aware of the Safety and Rescue Briefing Note included in the Appendix. A copy is displayed at Riverside.</li> </ul>	4	1	4
8	<b>Entrapment - in fishing lines and also in trees or obstacles in high water levels and flows</b>	<b>PM, J, IM</b>	<ul style="list-style-type: none"> <li>Identify potential risk and instruct participants to give fisherman and their lines a wide berth.</li> <li>If discarded tackle is found then coaches should carefully remove it from the river</li> <li>Obstacles caused by fallen trees or as is the case at October 2017 by tree vegetation trapped on Town Bridge to be monitored – as appropriate advice given to paddlers or area of obstacle totally avoided.</li> </ul>	2	2	4

**Risk Groups:** **PM**=Paddling Member (at least one star), **J**=Junior, **IM**=Inexperienced Member, **DM**=Member with disabilities, **V**=Volunteer (Land Based), **MP**=Member of the public, **OA**=Outside Agencies, **C**=Contractor, Other – **Specify**

**Severity of Risk:** 1=Low, 2=Medium, 3=High, 4=Very High

**Likelihood of Risk:** 1=Unlikely, 2=Occasional, 3=Likely, 4=Inevitable

## APPENDIX: PHCC at Riverside Wimborne - Information

**Welcome.** The purpose of this note is to provide you with some guidance and some helpful do's and don'ts for use of the site and river. There are two sections the first applicable to all users and the second with additional information for racing/flat water training sessions.

### Section 1 - information for all users

1. **Public Use** - the Club does not have sole use of the car park, landing stage or pontoon. Please respect other users and in particular Dreamboats (row boat hire) when they are using the pontoon.
2. **Car Parking** - please park tightly towards the river end of the car park. Do not park so that the Scout Hall doors cannot be opened. Additional parking may be available on the road and at certain times in parts of the nearby Industrial Estate next to the Market – follow Coaches instructions please do not just park and assume it is OK.
3. **River Use** - this section of river is also used by rowers from Canford School. If rowers are out keep left of them (pass right side to right side) and give way if in doubt - rowing boats hurt!!
4. **Safety - Hygiene** - this is a fresh water river. Make sure you wash your hands before eating. Keep cuts and abrasions covered when on the water. Although we are not aware of any specific cases of Weill's Disease on this river; it is a possibility so if you experience flu like symptoms within 2 weeks of being on any fresh water paddling location tell your GP - just in case. **Swans** - in the Spring nesting season swans above the road bridge (towards Julian's Bridge) can be aggressive - take care!
5. **Environment and Care of Site** - it goes without saying we should not leave litter. Great if we can also care for the environment by picking up litter left by others particularly if we find it in the river. If you are bringing or taking boats and equipment that has been used or will be used in other fresh water areas it is strongly recommended they are cleaned and dried or disinfected to prevent fungal contamination and invasive species spread. The nearby river Allen native crayfish are at risk from a fungal infection carried on damp equipment and it may be too late for them now. See advice at:  
[https://www.youtube.com/watch?feature=player\\_embedded&v=wFJ\\_nW83QkY](https://www.youtube.com/watch?feature=player_embedded&v=wFJ_nW83QkY)
6. **New Paddlers to the Club/Membership** - we welcome new paddlers. If you want to keep coming after 2 or 3 sessions please join the Club. This supports the cost of things like providing equipment and training coaches but more importantly ensures you and we are covered by our insurance through Canoe England. It is easy to join through our website [www.pooleharbourcanoecub.uk](http://www.pooleharbourcanoecub.uk) Please also ensure that you complete a Paddler Consent Form which includes health and next of kin/emergency contact details on your first attendance. If any of this information changes update your form please.

### Section 2 - Club Racing Boat and Flatwater Sessions

1. **Let's start on time and together** - please arrive in time to book in for the session and be ready to get on the water at the session start time. For example for the Saturday morning 9am to 10.15am session arrive to be ready at the pontoon for 9.00am. This helps coaches to get the best out of the session for everyone. When Wednesday evening sessions are running be ready on the water for 6.30pm.
2. **Donation** - we are currently requesting a £1 donation for every paddler attending. (If you use Club equipment an additional £2 for Adults and £1 for Juniors please). This money is going towards the costs associated with the development of the Riverside site for the benefit of the Club and its members.

3. **River limits for sessions** - the paddling area is from just above the road bridge upstream of the pontoon to the suspension bridge just downstream of Canford School Boat House. Do not paddle outside of these limits unless you are with a coach or have obtained their agreement. Thanks. In high flow conditions turns should be made at Canford School Boat House not the suspension bridge – to avoid Canford Weir in case of rescue situation!

4. **Buoyancy AIDS (BA)/Footwear** - the general rule is that if you are in any doubt (weather, water levels, competence to deal with flows etc) wear a BA. BAs must have a whistle. **Juniors** (under 18 years) **must** always wear BAs, **Senior paddlers** who are not at Divisional level 6 or above must always wear BAs. **Senior paddlers** (Division 6 and above paddler standard) can choose not to wear BAs in British Summer Time. So when the clocks change BAs on please.

**All Paddlers must wear BAs when paddling in the dark.** BAs must have a whistle.

**All paddlers should wear protective footwear.**

5. **Paddling Sessions when it is Dark** - only experienced (Divisional paddler standard) can paddle when it is dark. They must have a light on and attached to them so their position can be identified.

**October 2017**

#### **GUIDANCE TO PADDLERS (Guardians/Parents) ATTENDING FLATWATER/K BOAT SESSIONS AT RIVERSIDE**

1. **ON YOUR FIRST VISIT FILL IN A PADDLER CONSENT FORM WHICH AMONGST OTHER THINGS DETAILS NAME OF KIN AND HEALTH INFORMATION. IF INFORMATION CHANGES; UPDATE YOUR FORM. NOTE: UNLESS OTHERWISE AGREED PARENTS/GUARDIANS MUST STAY ON SITE WHILE THEIR YOUNGSTERS ARE ON THE WATER.**

2. **SIGN IN ON REGISTER IN BOAT HOUSE AND PUT TAG ON NUMBER BOARD. FOLLOW RULES ON WEARING BAs (with whistle), FOOTWEAR, RIVER LIMITS, AND LIGHTS WHEN DARK.**

3. **DO NOT GET ON UNTIL YOU HAVE COACH PERMISSION. FOLLOW THEIR GUIDANCE AT ALL TIMES.**

4. **WE TRY TO PADDLE/TRAIN IN GROUPS (PAIRS) SO STAY WITH ALLOCATED GROUPS IF YOU ARE PUT IN ONE. ARRIVE READY TO BE ON THE WATER AT SESSION START TIME. IF YOU ARRIVE LATE WAIT AT PONTOON AND JOIN GROUP AS IT PASSES ADVISING COACH THAT YOU HAVE GOT ON WATER.**

5. **IF YOU SEE A CAPSIZED PADDLER MAKE SURE THEY ARE OK, IF WITHIN COMPETENCE HELP RESCUE IF NOT LET COACH KNOW IMMEDIATELY. USE WHISTLE TO ATTRACT ATTENTION IF NECESSARY.**

6. **GETTING OFF - LET COACH KNOW IF YOU GET OFF EARLY. ALWAYS TAKE TAG OFF BOARD AND PUT EQUIPMENT YOU HAVE USED AWAY IN A CLEAN CONDITION.**

#### **GUIDANCE TO COACHES INVOLVED IN LEADING FLATWATER/K BOAT SESSIONS AT RIVERSIDE**

1. **IF YOU ARE LEAD COACH ARRIVE @30 MIN BEFORE SESSION – BRING MILK FOR DRINKS, UNLOCK/CHECK TOILETS, CHECK PONTOON/LANDING STAGE AND CLEAR RUBBISH, OPEN BOAT HOUSE, ENSURE REGISTER AND TAG BOARD READY, MAKE SURE ADEQUATE SAFETY/FIRST AID EQUIP AVAILABLE. (FIRST AID KIT, SURVIVAL BAGS AND THROW LINE IN BOAT HOUSE). BRIEF OTHER COACHES IN WHAT IS GOING ON. NORMALLY THERE WOULD BE BEGINNER, JUNIOR, PROGRESSION AND/OR COMPETITION TRAINING GROUPS.**

2. **IF YOU ARE A COACH ARRIVE IN GOOD TIME TO DISCUSS SESSION WITH LEAD COACH. TAKE SUITABLE RESCUE/SAFETY EQUIP (SLING or THROWLINE) IN COLD CONDITIONS.**

3. **MAKE SURE YOU ARE AWARE OF THE REQUIREMENTS OF THE CLUB'S GENERIC PADDLING RISK ASSESSMENT AND THIS SITE SPECIFIC RISK ASSESSMENT. WITH LEAD COACH CONDUCT A DYNAMIC RISK ASSESSMENT ON CONDITIONS ON THE DAY – NO RECORDING REQUIREMENT. THIS COULD COVER ISSUES SUCH AS WHO IS ALLOWED ON THE WATER IF CONDITIONS ARE HIGH, RIVER LIMITS TO BE APPLIED, MAKING SURE CLOTHING IS APPROPRIATE TO CONDITIONS ETC.**

4. **SO FAR AS PRACTICAL ENSURE REQUIREMENTS OF THIS DOCUMENT - IE. RULES ON WEARING BAs (with whistle), FOOTWEAR, RIVER LIMITS, AND LIGHTS WHEN DARK ETC ARE FOLLOWED. IF PADDLERS REFUSE TO COMPLY MAKE SURE THE LEAD COACH IS AWARE.**

5. **MAKE SURE PEOPLE GET ON AS PART OF THE SESSION - YOU KNOW WHAT THEY ARE DOING EVEN IF NOT PART OF A GROUP.**

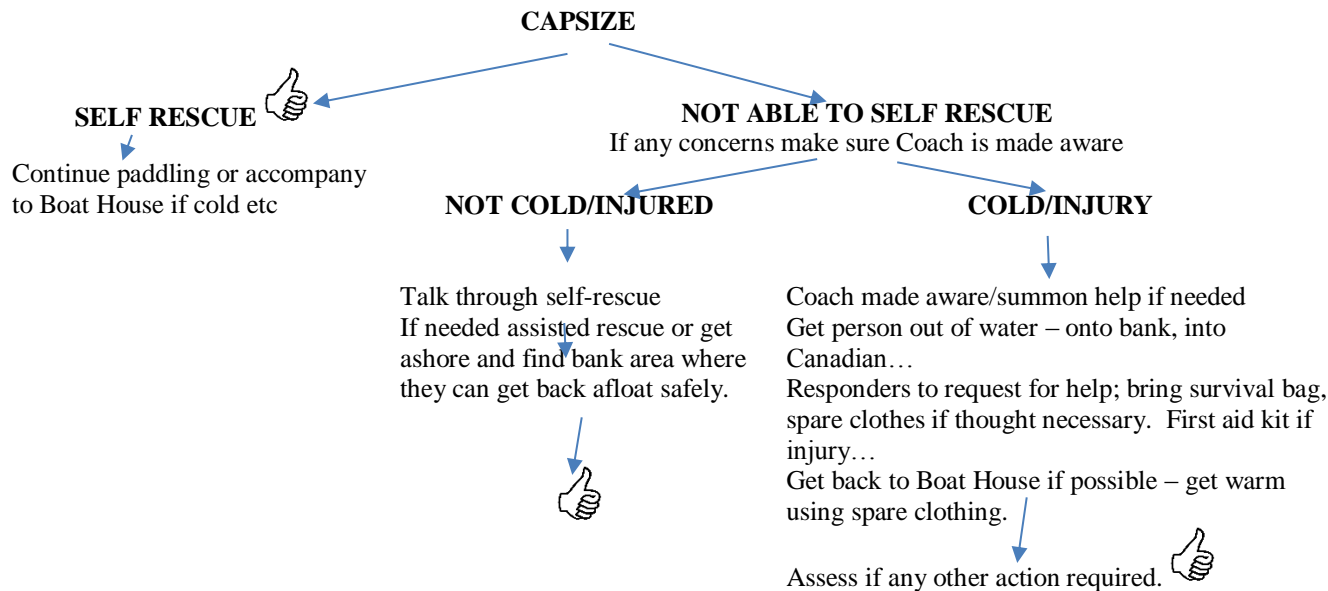
6. **LEAD COACH MAKE SURE ALL PADDLERS ARE ACCOUNTED FOR AFTER SESSION. SAVE REGISTER AND COLLECT MONEY TO PASS ON TO BILL JAGGS.**

7. **LEAD COACH MAKE SURE SITE SECURE BEFORE LEAVING.**

**THANKS**

## PHCC Riverside Wimborne - Safety and Rescue Briefing Note for Racing Sessions

1. **Boat House Equipment** – please make sure that you know where to find and how to use the following: First Aid Kit, Rechargeable Torch, Throwline, Plastic Survival Bags and Emergency Clothes in Black dry bag.  
Please also note that all Club BAs are fitted with whistles and boats have airbags (to make rescues easier – this is also recommended for personal kit).
2. **Coaches Equipment/Considerations** – Coaches, particularly in colder weather are asked to carry a sling or throwline, light cag to assist in rescue situations. If a coach or individual is going outside of the normal session paddling limits (Town Bridge to Canford School suspension bridge) they must advise the Lead Coach of that fact and have sufficient coach/experienced paddler cover to deal with rescue situations. In colder conditions it is useful to have an Open Canoe on the water or tied up at the Pontoon ready to assist in rescue situations.
3. **Paddler Equipment** – Paddlers are asked to comply with Club guidance in respect of safety such as when BAs should be worn, lights in the dark and the need to wear shoes.
4. **Rescue Principles for Racing Boats.**
  - The aim is that paddlers should be able to self-rescue in most situations. So, if necessary they should be encouraged to do this. Self-rescue will normally involve turning the boat upright before swimming it to the side. Then emptying it (using appropriate techniques) and getting back in or getting on to the bank and finding another place to get afloat again.
  - Where Self Rescue is not an option then rescuers should support the paddler without putting themselves at risk and ensure a Coach is notified.



**Priorities for Responders** – 1. Personal safety (Do not put yourself in Danger), 2. Well being of person being rescued and others assisting rescue, 3. Retrieval of boats equipment have lowest priority.

Ask a Coach if you need further advice or guidance.