



PORT of PLYMOUTH CANOEING ASSOCIATION

CLUB OPERATING POLICY

Revision April 2018



RECORD OF REVISIONS TO PPCA OPERATING POLICY DOCUMENT

DATE	DESCRIPTION OF REVISIONS MADE	AUTHORISED PERSON MAKING REVISIONS	NOTES
25.1.18	<ol style="list-style-type: none"> 1. Table inserted for record of revisions. 2. Font colour and text centring sorted on cover page 3. 'Revision' on front cover changed to January 2018 4. Re-ordered table of contents: constitution and rules put first, followed by club policies. 5. Table of contents made more detailed (and automated). 6. Heading styles standardised throughout document (e.g. fonts, case, and wording). 7. Draft changes to complaints and disciplinary procedure for review by club committee. 8. Incident report section added, previous text removed 9. Updated session register and float plan (non-white-water) added (July 2017 revision). 10. Updated session register (white water) added. 11. Risk assessment section removed, replaced with new sections for sea kayaking (pending) and white water. 	Bob Grose, Secretary	1, 2, 3: After discussion with Ken Hamblin, Chair
Feb-Mar 2018	<ol style="list-style-type: none"> 1. Further editing of complaints and disciplinary procedure. 2. Editing to make formatting consistent. 3. Removal of duplicate appeals process. 4. Insertion of sea kayaking risk assessments 5. Editing incident reporting section 6. Table of contents updated 	Ken Hamblin, Bob Grose KH, BG KH BG BG BG	All items edited following discussion Ken Hamblin, Bob Grose, for submission to committee for approval.
April 2018	<ol style="list-style-type: none"> 1. Addition of more detail to anti-discrimination definitions, pp. 5, 20. 2. Revised white-water risk assessment, addition of risk assessments for training and general Mount Batten-based activities; proof-reading/minor corrections 3. Proof-reading corrections 4. Inclusion of Privacy Policy 	BG BG BG BG	Previous definitions not comprehensive, reference to 2010 Equalities Act added on advice of committee member.

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CLUB CONSTITUTION AND CLUB RULES

CONSTITUTION

RULE 1. NAME

This organisation shall be known as the '**Port of Plymouth Canoeing Association**', hereinafter referred to as the '**PPCA**' and shall be affiliated as a club with British Canoeing.

RULE 2. PURPOSE AND AIMS

The main purposes of the club are to provide facilities for and to promote participation in the amateur sports of kayaking, canoeing and other paddlesports in the Plymouth area and from time to time in other locations when travelling for club trips.

The aims of the **PPCA** are:

- a. To promote paddle-sport through the association of a community of like-minded individuals.
- b. To encourage skills development, and promote current best practice.
- c. To offer recreational activities that provide a safe, enjoyable and enlightening experience for members.

RULE 3. MEMBERSHIP

- Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, gender reassignment, marital status, religion or other beliefs.¹ However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members. An appeal arising under this Rule, whether the appellant is a member or non-member, will be heard according to the appeals system described in the Guidelines for a Complaints and Disciplinary Procedure, below.

RULE 4. SUBSCRIPTIONS

a. The club treasurer, acting as an elected representative of the members of **PPCA**, will recommend the amount due for membership subscriptions on the basis of accounts and will adopt a figure only after formal approval of the club committee.

b. Details of the accounting process will be available at each AGM.

c. **PPCA** membership shall fall into one of the following categories;

- i. Honorary
- ii Family
- iii Adult
- iv Youth
- v Young person
- vi Introductory
- vii Paddlepower

1. The club will not tolerate discrimination under the categories listed or any other categories listed in the Equalities Act 2010 or later anti-discrimination legislation.

d. All annual subscriptions shall be due 12 calendar months from the date of the last payment. Members who have not paid their annual subscription one month after this date shall be deemed to have resigned and will not be entitled to enjoy the benefits of the club. Only members aged 16 years or more, at the time of an AGM, are entitled to vote.

RULE 5. CONSTITUTIONAL AMENDMENTS

a. Constitutional rules shall not be generally added to or altered except upon a motion for amendment signed by not less than ten members and delivered to the chairman one month prior to the AGM. The Chairman will ensure that such proposed revised versions of the constitution will be supplied to the members no later than one week before the appropriate AGM. A motion for change will be put to the vote at the AGM, and shall be carried only on the basis of a majority in favour of change.

b. The Committee can call an EGM if they deem it necessary to make a Constitutional Rule change if the AGM is more than 3 months away and will advise all club members of this EGM by giving 21 days' notice and the proposed details of the Constitutional Rule change. The EGM must have a majority in favour to carry this Constitutional Rule change.

RULE 6. CLUB RULES

Club rules will be determined by the committee, on the basis of considered proposals from committee members or club coaches. Such rules will be publicised in the club newsletter and shall also be available from the club leader.

RULE 7. ACCOUNTS

All accounts of financial transactions as kept by the **PPCA** Treasurer shall be audited at least once each year, by two other committee members, to ascertain the correctness of income and expenditure accounts and the balance sheet. A copy of the club accounts shall be made available to all members attending the AGM. Another copy shall be posted in the member's boathouse.

RULE 8. CLUB COMMITTEE

a. The honorary club president is not elected, but appointed by the club committee, and holds office for two years. The club president may be re-appointed by club committee at the end of each term.

b. The following honorary officers shall be elected annually at the AGM, and shall form the club committee. This committee is responsible for the overall management of the club.

Chair
Equipment Officer
Membership Secretary
Welfare Officer
Youth Development Officer
Intro Course Coordinator

Vice Chair
Club Leader
Treasurer
Secretary
Publicity officer

c. The club leader can also select an assistant from the body of the membership. The assistant club leader will then become a co-opted member of the committee.

d. No one may hold more than one post on the committee

RULE 9. COMMITTEE MEETINGS

The committee will aim to hold monthly meetings, all committee members are expected to make every effort to attend.

At least two thirds of the elected committee are to be present, as a quorum, for issues requiring formal committee approval.

RULE 10. CO-OPTION OF MEMBERS

To deal with extra-ordinary issues, the committee shall have the authority to co-opt club members, with their agreement, to working groups as necessary and according to their talents.

RULE 11. ANNUAL GENERAL MEETINGS

The **PPCA** will hold an AGM, and shall give members at least one month's notice of the venue, date and time of the meeting. No less than two thirds of the club committee and 6 ordinary members constitute an AGM quorum.

RULE 12. EXTRA-ORDINARY GENERAL MEETINGS

An EGM shall be held within 6 weeks of a requisition presented, in writing, by not less than 15 members, or should the committee deem it necessary. Such a requisition shall state the business to be raised and the names of the signatories. Notice of the date, time and venue for any EGM, and the topic raised shall be communicated to all members at least 3 weeks before that meeting. A committee quorum and no less than 6 ordinary members shall form a quorum for any EGM.

RULE 13: NON-PROFIT MAKING

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

RULE 14. DISSOLUTION

Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports. Repayment of any unspent grant may be made to a grant-making body if that was a condition of the original grant.

RULE 15. VOTING

All members over the age of 16 may vote. Family memberships have a maximum entitlement of two votes.

RULE 16. SAFETY RULES

Club activities will follow British Canoeing safety guidelines. All members must also comply with club rules. Ignorance of club rules shall not be taken as an excuse for any breach thereof.

RULE 17 TRUSTEES

There shall be a minimum of three Trustees of the club who shall be appointed by the Committee from all eligible **PPCA** members. A Trustee shall hold office during his/her lifetime or until he/she shall resign or by notice in writing given by the committee.

- a. A Trustee must be a member of the **PPCA** club. He/she cannot be a trustee if:
- i. Under 18 years of age.
 - ii. Anyone convicted of deception or dishonesty, unless the conviction is spent.
 - iii. Someone who is an undischarged bankrupt.
 - iv. Anyone disqualified as a company director.

b. Property of Club vested in Trustees of PPCA

All the property of the **PPCA**, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the **PPCA**. On the death, resignation or removal from office of a Trustee, the Committee shall nominate a new Trustee in his/her place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all **PPCA** property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Secretary for the time being is hereby nominated as the person to appoint new Trustees of the **PPCA** within the meaning of Section 36 of the Trustee Act 1925 and he/she shall by Deed duly appoint the person or persons so nominated by the Committee.

c. Power of Trustees

The Trustees shall in all respects act, in regard to any property of the **PPCA** held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any **PPCA** property so held for the purpose of raising or borrowing money for the benefit of the **PPCA** in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgage shall be concerned to enquire whether any such direction has been given.

d. Indemnity of Trustees from the Club

The Trustees shall be effectively indemnified by the Committee out of the assets of the **PPCA** from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the **PPCA** vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the PPCA (This includes all property held by the **PPCA**).

e. Limitation of Liability of Club Trustees

(To be incorporated in every contract, lease, license or other agreement entered into by the Trustees of the PPCA)

The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the **PPCA** shall be limited to the assets of the **PPCA**.

The Committee shall ensure that the nominated Trustees are a fit and Proper Persons as per recommendation made by the HMRC in that the new Trustees sign a declaration that they are a fit and proper person to be a charity Trustee (in accordance with Rule 17b)

f. It is the duty of the Membership Secretary to ensure that all trustees are qualified at sections 17a and 17b at the beginning of each year.

PPCA Constitution 2017

CLUB RULES

ADULT CLUB RULES

These rules apply to all members of the **Port of Plymouth Canoeing Association** over the age of 18 years.

Rule 1: Behaviour

All members must respect their coaches and their decisions.

Any member acting in a manner prejudicial to the interests of the club will be subject to disciplinary action.

Any member found abusing club equipment or using club/members' equipment without approval will be subject to disciplinary action.

Such disciplinary action can include suspension or expulsion as seen fit by the committee.

The Club will not tolerate any foul language to any member of the **PPCA** or any member of the public when at a club meeting and will not tolerate racist or homophobic remarks. All members will respect other members of the club whatever their ethnicity, cultural, religious beliefs or faith.

You should not be alone with any junior/ youth club member apart from a member of your family.

Decisions about suspension and expulsion (and about refusing membership) will be made by the committee.

A person who is expelled or whose membership is refused has the right to appeal.

An appeal should happen only if less formal options such as discussions (including discussions facilitated by friends) have not worked.

The appeals process is set out in the Complaints and Discipline Procedure section.

Rule 2: British Canoeing

Members will comply with all British Canoeing rules and regulations.

Club activities are open to all members provided he / she holds a BC 1 Star certificate or has satisfied the club leader as to their proficiency.

Rule 3: Restriction and Bye-laws

Members will comply with the restrictions and byelaws of the Queen's Harbour Master in Plymouth Sound, the Coastguard and any other such authority.

Rule 4: Session Leaders

All **PPCA** official sessions will be led by qualified coaches/leaders.

The session leader has the authority to cancel the session, restrict the numbers or set a minimum standard level of ability of those attending.

Rule 5: Use of Safety Equipment

Session leaders will insist on the use of safety equipment appropriate to the activity. Failure to comply will prevent an individual or group from participating in that activity.

A correctly-fitting buoyancy aid will be worn at all times during activities on or near the water. Helmets will be worn where there is a significant risk of injury from capsize or collision at speed and on all club white water, surfing or rock hopping trips.

Rule 6: Club Activities

These rules apply to all **PPCA** organized activities.

All other paddling activities are “private or peer paddling trips” where the **PPCA** has no responsibility/liability.

Rule 7: Session Registration

All participants attending sessions must fill in the registration forms before the session start.

Report any health concerns at the start of the sessions to the session leader.

Provide a contact phone number of somebody to contact in case of any incidents.

Participants must report all injuries or incidents to the session leader at the end of the session who will then inform the Club Leader.

Rule 8: Use of Club Equipment

No club equipment is to be used for white water paddling unless signed out from the equipment officer.

Any damage must be reported as soon as possible to the Equipment Officer.

No club equipment is to be used for private paddling trips unless agreed with the Club leader or Chair and signed out from the equipment officer

Rule 9: PPCA Equipment Storage Shed (Shed No. 1)

Access to a key for this shed (can only be obtained from Mount Batten Reception by showing a valid key card and signed out at reception)

This is restricted to session leaders or their nominated assistants.

The shed is to be kept clean, tidy and safe at all times by all members.

Equipment and boats should be moved according to manual handling techniques and in a safe manner as directed by the session leader.

Rule 10: Members Storage Shed (Shed No. 2)

Club members may store one or more kayaks or canoes in this shed subject to available space and the annual fee being paid.

The Fee is for your boat and is non-transferable from person to person.

All boats are to be stored in a slot upright leaning against the wall or on the trolley or horizontal bars and secured for safety.

Applications for the storage of all boats must be approved by the Membership Secretary responsible for the organisation of the shed.

All personal equipment must be identified.

The shed is to be kept clean, tidy and safe at all times.

Personal access to this shed is restricted to adults only. Keys are available at the discretion of the Membership Secretary.

The shed is to be kept secured at all times when not in use.

Rule 11: Personal Equipment

All personal equipment used during club sessions shall be 'fit for purpose'.

All boats will be fitted with adequate buoyancy.

End grabs/toggles must be correctly fitted.

Paddles should be free from sharp edges etc.

Rule 12: Termination of Membership

Members wishing to terminate (or failing to renew) membership will be required to remove all personal equipment (boats paddles etc.) stored in the members shed within 4 weeks of the end of the membership.

All keys issued are to be returned to the Membership Secretary.

Any member whose membership is terminated by the committee will be required to remove all personal equipment (boats paddles etc.) stored in the members shed immediately and return any keys issued.

In neither case will they be entitled to repayment of any portion of the fee paid under Rule 10.

The PPCA reserve the right to dispose of any equipment left in the members' or club sheds by a lapsed member. Any proceeds from such disposal will be paid into the club funds.

Rule 13: Complaints and Disciplinary Procedure

The club's Complaints and Disciplinary Procedure is intended to ensure that any member of PPCA who has a complaint, or who feels they have been treated inappropriately by another member or by the club, has recourse to a fair and transparent procedure for having their concern dealt with. The details of the Procedure are set out in the section following the Adult and Junior Club Rules.

JUNIOR CLUB RULES

These rules apply to any member of the **Port of Plymouth Canoeing Association** under 18 years of age.

Rule 1 Behaviour

- All members must respect their coaches and their decisions.
- Any member acting in a manner prejudicial to the interests of the club will be subject to disciplinary action.
- Any member found abusing club equipment or using club / member's equipment without approval will be subject to disciplinary action.
There will be no jumping from any object into the water, unless the session coach has assessed the water depth to see if it is safe to do so.
- The club will not tolerate any foul language, racist or homophobic remarks to any member of the **PPCA** or any member of the public when at a club session.
- All members will respect other members of the club whatever their ethnicity, cultural, religious beliefs or faith.
- You should not be alone with any adult apart from a member of your own family.

- Decisions about suspension and expulsion (and about refusing membership) will be made by the committee.
- A person who is expelled or whose membership is refused has the right to appeal. An appeal should happen only if less formal options such as discussions (including discussions facilitated by friends) have not worked.
- The appeals process is set out in Complaints and Discipline Procedure section.

Rule 2 British Canoeing

- All Members will comply with the BC rules and regulations.
- Club activities are open to all members aged 9 years or older.

Rule 3 Session Leaders

- All PPCA official sessions will be led by qualified coaches.
- The session leader has the authority to cancel the session, restrict the numbers or set a minimum standard level of ability of those attending.

Rule 4 Use of Safety Equipment

- Session leaders will insist on the use of safety equipment appropriate to the activity. Failure to comply will prevent an individual or group from participating in the activity.
- A correctly fitting buoyancy aid will be worn at all times during activities on or near the water.
- A safety helmet will be worn by all under 18s during activities on or near the water.

Rule 5 Club Activities

- These rules apply to all **PPCA** activities.
- All other paddling activities are 'private paddling trips' where the **PPCA** has no responsibility or liability.

Rule 6 Session Registration

- All participants attending sessions must fill in the registration form before the session starts.
- All participants must report any health concerns at the start of the session to the session leader.
- All participants must provide a contact phone number of a parent or guardian on the Registration Sheet.
- Participants must report all injuries and incidents to the session leader at the end of the session who in turn must then inform the Club Leader after completing a British Canoeing Incident Report Form.

Rule 7 Use of Club Equipment

- Members should pair up with another member, parent / helper to carry kayaks to the water's edge.
- No club equipment is to be used for white water paddling unless signed out from the equipment officer.
- Any damage must be reported as soon as possible to the equipment officer to maintain the safe state of all club equipment.
- No club equipment is to be used for private paddling trips unless agreed with the Club Leader / Chair and signed out from the equipment officer.

Rule 8 Members Shed

- Club members may store one or more kayaks or canoes in this shed, subject to available space and the annual fee being paid.
- All boats are to be stored upright in a dedicated slot or on the trolley or horizontal bars and secured for safety.

- Applications for the storage of all boats must be approved by the Membership Secretary.
- All personal equipment must be identified.
- The shed is to be kept clean, tidy and safe at all times.
- Personal access to this shed is restricted to adults only.
- The shed is to be correctly secured at all times when not in use.

Rule 9 Personal Equipment

- All personal equipment used during club sessions shall be 'fit for purpose'.
- All boats will be fitted with adequate buoyancy, end grabs / toggles and be fit for purpose.
- Paddles should be free from sharp edges etc.

Rule 10 Termination of Membership

- Members wishing to terminate (or failing to renew) membership will be required to remove all personal equipment (boats, paddles etc.) stored in the members shed within 4 weeks of the end of their membership.
- Any member whose membership is terminated by the committee will be required to remove all personal equipment (boats, paddles etc.) stored in the members shed immediately.
- In neither case will they be entitled to repayment of any portion of the fee paid under rule 8.
- The PPCA reserve the right to dispose of any equipment left in the members or club sheds by a lapsed member. Any proceeds from such disposal will be paid into the club funds.

Rule 11 Complaints and Disciplinary Procedure

In the event of a junior member wishing to lodge a complaint, the Club's Complaints and Disciplinary Procedure will apply, subject to mediation where relevant by the parent or guardian. The Procedure is set out in detail in the Complaints and Discipline section

Updated March 2017; March 2018

GUIDELINES FOR A COMPLAINTS AND DISCIPLINARY PROCEDURE

Introduction

The object of these guidelines is to ensure good practice with regard to any member of PPCA who may have a complaint or feel that they have been unfairly treated by another member or by the club, so that that complaint is dealt with at the appropriate level in a fair and timely manner.

They are intended to supplement and assist in the application of PPCA's Operating Policy, including the constitution and club rules.

The guidelines should be used at the level appropriate to the complaint. Their use in resolving complaints may or may not include disciplinary actions.

At the start of the process, the parties should be informed that the club's complaints and disciplinary procedure will be followed, and where on the club website they can find it. The parties should be kept informed about the process as it develops, including next steps and the expected timescales. Information will be treated confidentially and shared only on a need to know basis, unless there is an agreement between the parties to do otherwise.

Where an individual who is raising a complaint or is the subject of a disciplinary case is under the age of 18 years it is obligatory that their parents or legal guardians are informed and that the individual is accompanied during any hearing or appeal. In such cases, or where other aspects of potential vulnerability arise, the club's Welfare Officer will also be involved in the procedure.

Complaints and Disciplinary Procedure

An individual with a complaint about treatment by another member or by the club should set out their grievance, in writing, in the first instance to the Chair or Secretary of the Committee. The Chair, Secretary and Club Leader will identify a Dispute Sub-Committee of three club members, including at least one Committee member, within 14 days of the complaint being received. The Dispute Sub-Committee will appoint a chair from among its members.

If the complaint involves a Committee member, the Committee will refer it to the President and Trustees, who will take on the roles assigned to Committee members in the paragraph above.

The Chair of the Sub-Committee will inform the Respondent(s) of the contents of the complaint. The Respondent(s) will then be given the opportunity to submit their account of the complaint either verbally or in writing to the Sub-Committee within 14 days of being informed of the complaint.

Informal discussions

As a matter of principle, all complaints should be resolved through informal discussions if possible. The Chair of the Dispute Sub-Committee will therefore ask the Complainant and the Respondent about whether they wish to see if the matter can be resolved in this way, or whether they would prefer to go straight to a formal hearing. These informal discussions may provide an opportunity for both the parties to clarify any misunderstandings or help identify the issues in the dispute.

The Sub-Committee will advise the parties about the procedure, for example who may attend and how the meeting will be conducted.

The Sub-Committee will arrange for discussions with both the parties together or, if the parties prefer, individually.

The Complainant and the Respondent have the right to be accompanied at any stage of these enquiries or appeals.

In preparation, the Sub-Committee may seek information from others who know about the incident which is the subject of the complaint. Such information will be treated in confidence.

If the parties are able to come to an agreement at this stage, their agreement is binding. If they are not able to come to an agreement or if they wish to proceed to a formal hearing, the notes of the discussions may be referred to in the hearing or appeal.

These discussions will be well recorded and shared with the parties within 7 days. The parties should confirm, if possible, that the notes are a fair and correct record of the discussion. This is not an opportunity for the parties to add to the content of the discussion; additional information can be provided at the hearing if one is requested.

Hearing

If either of the parties is not satisfied with the outcome of the informal discussions, or if they wish to proceed with a formal hearing, the request should be sent to the Chair of the Sub-Committee within 14 days of the receipt of the notes of the informal discussions having been finalised. The Sub-Committee will inform the other party that a hearing is to be held and will invite both parties to submit their account or further accounts of the incident to the sub-Committee, in writing, within 14 days of this invitation.

It is important that both parties agree to the membership of the Sub-Committee. If agreement on membership cannot be reached, the decision of the Committee Chair will be final.

The Sub-Committee may wish to take advice from anyone with relevant expert knowledge if needed. Any such person must be independent of the dispute.

The members of the Sub-Committee should be aware of the possible outcomes of the hearing in line with all aspects of the Club's Operating Policy.

The Sub-Committee may meet both parties together or, if the parties or Sub-Committee members prefer, individually. The Sub-Committee must give a fair and independent hearing to both sides within an appropriate and agreed timescale, preferably within 14 days of written accounts having been received from the Complainant and Respondent. However, it is recognised that it can take time to identify and convene Sub-Committee members and any investigations that may be deemed necessary.

All discussions will be well recorded.

If either party chooses not to attend the hearing, the Sub-Committee has the right to proceed with the hearing based on written submissions.

The outcome of the hearing may or may not include recommendations for disciplinary action, as considered appropriate by the Sub-Committee.

The Sub-Committee will report its findings and recommendations back to the Club Committee within 14 days of the last hearing, along with enough explanation to make sure the findings and recommendations are clear. The Committee will consider the Sub-Committee's findings and recommendations and will decide whether to accept or amend them. The Committee will then communicate its decisions to both parties in writing within 7 days of the Committee meeting.

If the outcome of the hearing is unacceptable to either party they have the right of appeal.

Appeal procedure

If either party wishes to appeal against the outcome of the hearing they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the Chair and Secretary of the Committee (or the President if the complaint involved a Committee member) within 14 days of the outcome of the hearing being known. An appeal should be granted where there is a “strong arguable case” that:

- ☐ Relevant information was ignored or not considered by the Sub-Committee; or
- ☐ The disciplinary process was tainted by unreasonable bias or conflict of interests; or
- ☐ The provisions of the complaints and disciplinary procedure were not adhered to; or
- ☐ The original panel exceeded its jurisdiction; or
- ☐ The findings of the original panel were irrational or in contravention of club rules or British Canoeing guidance.

In the event that an appeal is thought justified, the Committee will appoint an independent appeal panel to consider the appeal, none of the members of which will have had any prior involvement in the matter. The appeal panel should be constituted along the same principles as the hearings Sub-Committee outlined above.

The chairman of the appeals panel should convene a hearing of the appeals panel in a timely manner and, in consultation with the other panel members, will decide the conduct of the proceedings. If appropriate s/he may request written submissions and the appeals panel may or may not require the parties to attend.

All discussions should be well recorded.

The outcome and sufficient reason to explain the outcome of the appeal panel will be communicated to Club Committee within 14 days of the appeal panel hearing and both parties will be informed of the final outcome as soon as possible after this.

The outcome of the appeal will be final

Powers of a Disciplinary Committee

The Committee may impose such sanctions as it thinks fit including the following:

- (a) Rejecting the Complaint in which case no sanctions shall be imposed on the Member
- (b) Warning or Reprimanding the Member
- (c) Suspending the Member from the Club for a specific period of time
- (d) Expelling the Member from the Club
- (e) Imposing such lesser sanctions as it deems appropriate.

Updated March 2018.



CLUB POLICIES

HEALTH AND SAFETY POLICY

It is the intention of the **PPCA** to ensure its activities are carried out in accordance with British Canoeing guidelines and recommendations.

The **PPCA** will take all reasonably practicable steps to ensure the safety and welfare of its members and other persons affected by its day to day activities, to ensure a safe environment the club will provide the following:

- ┆ Safe equipment
- ┆ Adequate instruction and coaching to its members.
- ┆ A safe and healthy environment including safe access and egress to its activities.
- ┆ Minimize the risk to its members in handling, storage of equipment used in its activities.
- ┆ Only use qualified and updated coaches relevant to their experience.
- ┆ Encourage discussion in any matters regarding health and safety.

All the coaches are responsible for monitoring health and safety in the club and it is their duty to follow BC guidelines when employed on a club activity, reporting back to the club leader as appropriate.

All Coaches must have read and understood the relevant Risk Assessment's for the activities they are leading which are contained in the section 3 Risk Assessments

Risk assessments have been carried out and are available to all coaches as well as being displayed in the club shed. A copy of this health and safety policy will also be displayed in the club shed.

All members are expected to observe the following:

- ┆ Take reasonable care for the health and safety of themselves and others.
- ┆ Co-operate with the club committee and its officers.
- ┆ Inform an officer of the club or coach of any breach of health and safety.

The club encourages all forms of training to its coaches and members.

All equipment will be maintained in a serviceable and working manner and be fit for the purpose it was designed for, also complying with the relevant British standards. The club sheds are to be kept in a reasonable and tidy manner, all boats stored in the correct way and restrained as required.

It is the policy of the club to operate within the child protection guidelines as laid down by BC a copy of which is to be displayed in the club shed.

This policy will be reviewed on a regular basis and updated to include any change in BC guidelines.

This policy will be displayed in the club shed for all members to have access to and it will be deemed to have been read by all members, it needs full co-operation of the members for it to be implemented. All Club policies, rules and procedures are combined in the Club Operating Policy document. A copy is available in the Club shed or on the club website www.pPCA-canoe-club.org.uk/

EQUITY POLICY STATEMENT

This club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddle sport at all levels and in all roles of our sport, irrespective of their age, gender, ability, disability, religion, race, ethnic origin, nationality, colour, social status, or sexual orientation, or gender reassignment.² This includes members, volunteers, participants, supporters and coaches.

The Club recognises that discrimination is unacceptable and will not tolerate direct or indirect discrimination.

The Club will take, or support, positive action to eliminate individual and institutional discrimination.

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, victimisation, harassment and abuse.

All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and the club's management committee is responsible for implementing, maintaining and dealing with any breaches of this policy.

The Club regards any incidence of discriminatory behaviour as serious misconduct and will deal with this according to club disciplinary procedures.

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of the sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

2. The club will not tolerate discrimination on the grounds of the categories listed or any other categories listed in the Equalities Act 2010 or later anti-discrimination legislation.

CHILD PROTECTION AND HARASSMENT **POLICY**

The Club is fully committed to safeguarding the well-being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

We believe that taking part in Paddlesports should be a positive and enjoyable part of children's lives and to achieve this have the following aims:

Club Coaches and Helpers should follow BC Code of Conduct.

Club Coaches and Helpers should read and adhere to the BC Child Protection and Harassment Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.

The Club will ensure that anyone working with young people undertake a screening procedure.

All Club Coaches and Helpers are made aware of the Club Code of Conduct (displayed in the Club shed).

The Club will obtain medical details of all paddlers which will be made known to Coaches where appropriate.

Only qualified updated Coaches will be responsible for the running of sessions, Helpers will be able to work along Coaches. The PPCA actively encourage Helpers to gain qualifications and assist Coaches to stay updated.

The Club has appointed a Welfare Officer to be responsible for dealing with any issues concerning Child Protection, if the Welfare Officer is not available then the Club Leader should be contacted.

The Club will adopt and regularly review a Health and Safety Policy.

PRIVACY POLICY

At the Port of Plymouth Canoeing Association (PPCA), we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who register on our website and/or join PPCA by whatever means, how we use it, the conditions under which we may disclose it to others, how we keep it secure, and your rights in relation to your personal data.

By registering on our website or by becoming a PPCA member, you are agreeing to be bound by this Policy.

This Policy may change from time to time. Any questions regarding this Policy and our privacy practices should be sent by email to secretary@ppca-canoe-club.org.uk.

Who are we?

Port of Plymouth Canoeing Association, affiliated to British Canoeing.

How do we collect information about you?

We obtain information about you through these specific actions:

- Membership applications
- Boat storage applications
- Session registers
- Newsletter mailings
- Booking club equipment
- Introductory courses

What type of information is collected about you?

The personal information we collect includes:

- Name
- Address
- E-mail
- Telephone number
- Date of Birth
- Age
- British Canoeing member number
- British Canoeing qualifications
- Emergency contact name
- Emergency contact number
- Parent / Guardian details
- Car registration
- Any special needs
- Signature

How is your information used?

We may use your information to:

- Process your membership

Carry out our obligations arising from your membership
Notify you of changes to our Club
Send you communications which you have requested and that may be of interest to you.

How long do we retain your information?

We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual's PPCA membership lapses your information will be securely kept for a period of 3 years for the purposes of maintaining achievement scheme records, after which your information will be deleted.

Who has access to your information?

Nominated Committee members only
We will not sell or rent your information to third parties.
We will not share your information with third parties for marketing purposes.

How you can access and update your information?

The accuracy of your information is important to us. You can check the information we hold is correct by emailing secretary@ppca-canoe-club.org.uk

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them by using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

What are your rights?

- (a) the right to access:
You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The copy will be provided free of charge.
- (b) the right to rectification:
You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- (c) the right to erasure:
In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a PPCA member and wish the data not to be held for our standard 3 year period.
Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the PPCA to fulfil its obligations.

- (d) the right to restrict processing:
In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.
- (e) the right to object to processing:
You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.
- (f) the right to data portability:
To the extent that the legal basis for our processing of your personal data is:
 - (1) consent; or
 - (2) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract,and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.
- (g) the right to complain to a supervisory authority:
If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office: <https://ico.org.uk>
- (h) the right to withdraw consent:
To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to PPCA or via email to secretary@ppca-canoe-club.org.uk

CODE OF CONDUCT FOR CLUB COACHES

LEADERS AND HELPERS

By following these guidelines you will help protect both the children in our sport and our Coaches, Leaders Helpers from wrongful allegations:

Coaches, Leaders and Helpers must respect the rights, dignity and worth of every person and treat everyone equally.

Coaches, Leaders and Helpers must develop an appropriate working relationship with participants, especially children, based on mutual trust and respect. Coaches Leaders and Helpers must not exert undue influence to obtain personal benefit or reward.

Coaches, Leaders and Helpers must encourage and guide participants to accept responsibility for their own behaviour.

Coaches should hold up to date nationally recognised BC coaching qualifications.

Coaches must ensure the activities they direct or advocate are appropriate for the age, Maturity, experience and ability of the individual.

Coaches should clarify with the participants, and where appropriate their parents, exactly what is expected of them and what participants are entitled to expect from the coach.

Coaches Leaders and Helpers should always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.

Coaches, Leaders and Helpers should not be under the influence of drink, drugs or any substance.

Coaches, Leaders and Helpers must consistently display high standards of behaviour and appearance.

Coaches, Leaders and Helpers should be aware of the power that a coach develops with participants and avoid any intimacy (sexual or otherwise).

Coaches Leaders and Helpers should be aware of situations with participants that could be construed as compromising and actions that others could perceive as being outside the coaching role.

Coaches, Leaders and Helpers should report any concerns within the area of Child Protection in confidence and without delay to the Club Welfare Officer.

POLICY FOR USING EXPERIENCED PADDLERS TO RUN CLUB TRIPS

The **PPCA** is fully committed to providing BC qualified coaches on all of its named club sessions. However, to enable the Club Leader to fully staff all of the club paddling trips it may be necessary at times to utilise experienced club paddlers who are not coaches or leaders to run Club Sea and white water trips. The use of club experienced paddlers is to be the 'exception and not the norm' and a last resort when qualified coaches are not available.

The guidelines (below) are to be followed when considering using experienced club paddlers to run **PPCA** club trips. These guidelines not only ensure the club is adequately covered by our insurance but that we are also fulfilling our duty of care ensuring the safety of our club paddlers when taking part in trips being led by experienced club paddlers. Being a nominated leader on a club session brings with it a certain degree of commitment and responsibility. All named leaders must be suitably qualified and experienced to ensure they can fulfil the role of leading a club trip.

Guidelines

The Club Leader forwards the name(s) of experienced paddlers he or she would like to be endorsed for leading club trips to the committee.

The Club Leader may consult with senior coaching staff to ascertain the suitability of the named paddler.

The Club Leader will also forward the suggested remit of the paddler (Moderate White Water / Moderate Tidal Water / Sea etc.).

All paddlers leading club trips are to be in date for the following:

- (a) *Recognised First Aid Qualification (Mandatory).*
- (b) *Child Protection (online basic Paddlesafe Child Protection Course) (Mandatory).*
In date DBS (Mandatory).
- (c) *White Water Safety and Rescue Training (Recommended / White Water).*
- (d) *Coastal Navigation and Tidal Planning (Recommended / Sea).*
- (e) *Marine Radio Short Range Certificate (Recommended / Sea).*
- (f) *To be fully conversant with the latest Club Operating Policy particularly guidance notes for coaches / risk assessments / accident reporting and session registers.*

The club committee will then check the paddler fulfils the above criteria and endorse the named experienced paddler to lead club trips as nominated. Their name will then be recorded on a list of experienced club paddlers and noted in committee minutes. The remit of the named experienced club paddler leading trips will also be noted.

POLICY FOR EXTENDING A CLUB COACH'S OPERATING REMIT

The **PPCA** club is fully committed to providing BC qualified coaches to all of its named sessions. However to enable the Club Leader to fully staff all of the club paddling trips it may be necessary at times to utilise existing experienced club coaches and extend their operating remit.

The guidelines (below) are to be followed when extending a coach's remit to run **PPCA** club trips. These guidelines not only ensure the club is adequately covered by our insurance but that we are also fulfilling our duty of care ensuring the safety of our club paddlers when taking part in trips being led by extended remit club coaches. Being a nominated leader on a club session brings with it a certain degree of commitment and responsibility. All named leaders must be suitably qualified and experienced to ensure they can fulfil the role of leading a club trip.

Guidelines

The Club Leader forwards the name(s) of coaches he would like to be endorsed. The Club Leader may consult with senior coaching staff to ascertain the suitability of the named coach. The Club Leader will also note the suggested remit of the paddler (Moderate White Water / Moderate Tidal Water / Sea etc.). All coaches leading club trips are expected to be in date for the following:

- (a) *Recognised First Aid Qualification (Mandatory).*
- (b) *Child Protection (online basic Paddlesafe Child Protection Course) (Mandatory).*
In date DBS (Mandatory).
- (c) *White Water Safety and Rescue Training (Recommended / White Water).*
- (d) *Coastal Navigation and Tidal Planning (Recommended / Sea).*
- (e) *Marine Radio Short Range Certificate (Recommended / Sea).*
- (f) *To be fully conversant with the latest Club Operating Policy particularly guidance notes for coaches / risk assessments / accident reporting and session registers.*

The club committee will then check the coach fulfils the above criteria and will endorse the named coach to lead club trips as nominated. Their name will then be recorded on a list of coaches with an extended remit and noted in the committee minutes. The remit of the named coach will also be noted.



SESSION REGISTERS AND RISK ASSESSMENT FORMS

PPCA SESSION REGISTER (for all club sessions except rivers)

Revised July 2017

The session leader **MUST** ensure that all persons attending the session have registered their details below.

The session leader **MUST** ensure that the relevant sections of the Float Plan on the back have been completed.

Date:

Session type:

Name	Name of emergency contact	Contact phone number
(Session Leader)		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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21		
22		
23		
24		
25		

Continue on another sheet if necessary

Notes: Please report details of any accidents, incidents that occurred during the session. If required a separate British Canoeing Incident Report form must be filled out and forwarded to the Club Leader as soon as possible. See the Incident Reporting section of the Club Policy Document for details.

FLOAT PLAN (All club sessions)	
High water	
Low water	
Neaps or springs	
General weather	
Wind direction/strength	
Sea state	
Sunset	
Group equipment carried:	
Mobile phone	
VHF radio	
Tow line	
First aid kit	
Spare clothing	
Torch / lights	

Additional information required for paddling trips			
Launch time		Estimated return time	
Trip details / waypoints / escape routes			

PPCA WHITE WATER SESSION REGISTER

Revised 2018

The session leader MUST ensure that all persons attending the session have registered their details below

DATE		RIVER		
NAME	EMERGENCY CONTACT	CONTACT TEL	COACH	HELPER
1 Session Leader				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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23				
24				
25				

SESSION NOTES: Incidents, injuries, problems that occurred during the session must be recorded on a BC Incident Report Form and forwarded to the Club Leader as soon as possible.



PORT OF PLYMOUTH CANOEING ASSOCIATION
70 Lawrence Road, Plymouth PL9 9SJ, United Kingdom
www.pcca-canoe-club.org.uk



Risk Assessment: Use of Mount Batten Centre

RA Activity Details:	PPCA General use of the Mount Batten Centre	RA Reference No:	PPCA 001		Date of RA:	Apr 2018	
Area:	Mount Batten Centre	Pre-Control Risk Score:	Medium		RA Review Date:	Apr 2019	
Guidance Documents Referenced:	Canoe England Safety Guidelines for Paddlers, Clubs and Volunteers, BC Coach and Leadership Prerequisites, PPCA Club Operating Policy	Post Control Risk Score:	Low	Low	Medium		High
RA Completed By:	Tony Sickelmore	Risk Change Controls Needed [YES or NO]:		No			
RA Approved By:	Ken Hamblin	Dynamic Risk Assessment Required (YES or NO)		No			

'This generic risk assessment covers activity predominantly within the confines of the Mount Batten Centre (MBC) and immediate area surrounding the MBC. It does not include water based activities as they are covered within previous Risk Assessments and has been compiled to fulfill our insurance requirements and the moral obligation of the PPCA. The purpose of a risk assessment is to identify and manage the hazards and risks that may be incurred by all those participating in training sessions, be it student, coach or assistants, and to then examine what controls and management are necessary to reduce those risks and if necessary, and possible, identify any further actions that may be required by either the club or its members to reduce the risks as low as reasonably practicable.

It should be expected by those taking part in water sports of this nature that minor 'injuries', for example blisters, bumps and bruises, are 'normal' occurrences and do not constitute a 'significant' risk within the context of risk assessment. Consequently these factors do not form part of this written risk assessment. The following should be noted:

- All training sessions will be sanctioned by the Club Leader and the Session Leader (or his nominated representative) is duly authorized, qualified and experienced to conduct the training taking place.
- Members may be required to visit the shed(s) outside of club authorized activities, if they are on their own they should ensure a responsible person knows where they are and what time they are expected to return.
- Activities around the MBC include: Access/egress to & from the car parks, removing/replacing craft into the boat sheds, preparing craft outside the boat sheds, use of facilities within MBC (showers etc) and action to be taken in the event of fire.

All accidents, incidents or near misses must be reported to the Club Leader using the incident report form in the Club Operating Policy. Details of any incident which results in injury requiring hospital attendance / treatment will also be passed to British Canoeing for their records on sports injuries and to form a record for the insurance company in case of any resulting claim.

LIST ALL ACTIVITIES BEING UNDERTAKEN DURING THE TRIP	LIST ALL POTENTIAL HAZARDS IN COMPLETING THE ACTIVITY	PRE CONTROL MEASURES RISK SCORE (High, Medium, Low)			LIST ALL EXISTING PREVENTATIVE MEASURES & INCLUDE ALL NEW PREVENTATIVE MEASURES THAT HAVE BEEN IDENTIFIED, THAT COULD BE IMPLEMENTED TO REDUCE THE RISK TO AS LOW AS REASONABLE PRACTICABLE	POST CONTROL MEASURES RISK SCORE (High, Medium, Low)			NAME PERSON RESPONSIBLE FOR THE ACTION OR ACTIVITY
ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Access/egress from & to the MBC car parks.	Trips and falls leading to personal injuries, particularly if: (1) Carrying a kayak / canoe/ equipment. (2) At the end of a session due to fatigue. (3) Inclement weather, hours of darkness, snow/ice. (4) Unfamiliar with the layout, particularly youngsters. (5) The steep steps at end of sheds (adjacent the dive shed)		M		PPCA familiarisation brief should include a walk around MBC car parking area to highlight pedestrian routes.			L	Individual(s) concerned
Access/egress from & to the MBC car parks.	Collision with vehicles whilst crossing the through road leading to serious injury or death.		M		PPCA familiarisation brief should include a walk around MBC car parks to highlight pedestrian routes. Young persons should be accompanied to/from the car park area by a responsible person if required.			L	Individual(s) concerned
Moving club boats from/to the Mountbatten Storage sheds and the various launch locations e.g. slipways, pontoons, rocky beach, steps.	(1) Muscle strain/injury to the person(s) moving the kayak due to kayak weight/shape. This includes disabled persons, young persons and other beginners. (2) Collision with other members/members of the public/other users of Mountbatten club causing personal injuries. (3) Collision with vehicle/trailer causing personal injuries. (4) Personal injury due to kayaks/equipment toppling over within the sheds.		M		(1) Manual handling techniques taught from the first club kayak lesson. Boats to be moved around by 2 people if required. Use of trolleys to move kayaks encouraged. Consideration of environmental conditions, e.g. wind whilst carrying kayaks. Adults/coaches/assistants to supervise young/vulnerable/disabled persons. (2) Young person's/beginners/disabled taught from the first club kayak lesson to be aware of their surroundings and other persons in the area. Adults/coaches to supervise young/vulnerable/disabled persons. (3) Members made aware of Gig club trailer movements and vehicles coming in and out of the courtyard area. Move boats and equipment out of the courtyard area as soon as practicable. Do not block access for other courtyard users. Adults/coaches/assistants to be aware of vehicle movement within the area and give verbal warnings of approaching vehicles. (4) Ensure securing straps are in place on boat trailer and vertical storage bays after use.			L	Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Use of access 'bridge' (brow) and pontoons to launch and recover kayaks, canoes etc.	<p>(1) Difficulty of access/egress using the 'bridge' at low water due to steepness, especially for disabled people/wheelchair users.</p> <p>(2) Tripping on cleats or other objects on the pontoon leading to personal injuries including falling into the water, falling into craft moored alongside.</p> <p>(3) Accidentally falling off the pontoon into the water leading to possible drowning.</p> <p>(4) Intentionally jumping from the pontoon into the water causing personal injuries due to shallow water.</p> <p>(5) Personal injuries from wood splinters on the pontoon, both hands and feet.</p> <p>(6) Risk of disease to individuals e.g. leptospirosis, bird faeces.</p> <p>(7) Fire on craft moored alongside due to fuel storage leading to personal injuries/death.</p> <p>(8) Access/egress during inclement weather including snow, sleet, rain, winds, and darkness.</p>		M		<p>(1) Familiarisation briefing to students/visitors to include discussing use of the bridge at low water and highlight that vulnerable users must seek assistance before crossing to the pontoon. Responsibility lies with coach/helpers to ensure they carry out dynamic risk assessment as to the angle of the bridge.</p> <p>(2) Familiarisation visit to the pontoon, led by the coach/designated helper, to point out trip hazards, both static (cleats) and 'occasional' (mooring lines). Point out various vertical ladders fitted to the side of the pontoon to aid climbing out of the water. Mountbatten can be used as an example.</p> <p>(3) All PPCA members, students and visitors must wear a buoyancy aid whilst on a pontoon. Coaches/helpers must point out that 'horseplay' is not allowed on pontoons, adequate footwear must be worn and no running on the pontoon.</p> <p>(4) Students/visitors to be instructed that all injuries, including minor incidents such as splinters, must be reported to the club/helpers.</p> <p>(5) Students/visitors must be reminded during safety briefs that cuts/open wounds must be covered with a suitable dressing before engaging in water based activities.</p> <p>(6) PPCA club members/students/visitors made aware in the event of a fire the person discovering the fire must raise the alarm (shouting fire, fire fire). Personnel must evacuate the pontoon by the safest means possible (this may include jumping into water and swimming to shore or escaping via canoe/kayak/ other craft). If safe to do so, all personnel should muster near the club shed (or other designated area) for a head count by the coach/helpers. Ensure the Emergency Services have been called dialling 999.</p> <p>(7) Students on taster sessions/1* courses would not be expected to encounter these conditions whilst undertaking training. Coaches/assistants/helpers must always be aware of the changing weather conditions and be constantly conducting their own dynamic risk assessment. Training must be curtailed and students brought to the club shed before conditions deteriorate. Pontoons are illuminated during hours of darkness, coach/assistants must not overly rely on this illumination. Students on 2* courses and above may still use a pontoon in inclement weather as part of their training and to gain experience, this should be closely monitored by the coach.</p>			L	Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Use of slipways to launch and recover kayaks, canoes etc.	<p>(1) Muscle strain/injury to the person(s) moving the kayak due to kayak weight/shape.</p> <p>(2) Slips, trips and falls on the slipway due to 'fixed' items on the slipway (cleats) or environmental conditions (algae) leading to personal injuries.</p> <p>(3) Falling off the side or 'end' of the slipway leading to personal injuries including drowning.</p> <p>(4) Unexpected wave action onto the slipway causing canoes/kayaks to collide with people causing personal injuries.</p> <p>(5) Craft colliding with other personnel particularly</p>		M		<p>(1) Familiarisation briefing to students/visitors to include discussing use of the pontoon, at all tide states, and highlight that vulnerable users must seek assistance before using the slipway. Brief to include correct movement of craft to/from the slipway.</p> <p>(2) Familiarisation visit to the slipway, led by the coach/designated helper, to point out trip hazards, both static (cleats) and 'occasional' (algae, debris, other craft/users). The 2 slipways at Mountbatten can be used as examples.</p> <p>(3) All U18 students must wear a helmet and BA whilst using the slipway to launch & recover. Familiarisation brief to include vertical edges to the side and end of slipways. Where possible when launching and recovering use the central area of the slipway.</p> <p>(4) Familiarisation brief to warn students that passing craft can cause waves to hit the slipway therefore all students to clear the slipway as soon as possible. Coaches/assistants are responsible for monitoring the launch/recovery activity and give sufficient warning should waves be seen coming in.</p> <p>(5) Students must be taught to launch/recover to the slipway when it is clear there is room for them to do so. Students are taught to move their kayak/canoe & paddle(s) to a safe area of the slipway as soon as possible before returning to assist other students if required. Coaches/assistants must control the number of people/craft on the slipway to ensure it does not get over crowded. Coaches/assistants must also monitor the wave action coming onto the slipway and ensure this water is within acceptable limits for the group's capability.</p> <p>(6) Students on taster sessions/1* courses would not be expected to encounter rough wave conditions whilst using a slipway to launch or recover, other sheltered areas must be used.</p> <p>Coaches/assistants/helpers must always be aware of the changing weather conditions and be constantly conducting their own dynamic risk assessment. It is unlikely that slipways are illuminated during hours of darkness therefore coaches/assistants may need to consider other areas in which to launch/recover. Students on 2* courses and above may still use slipways in inclement weather as part of their training syllabus and to gain experience, this should be closely monitored by the coach.</p>			L	Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Preparing canoes/kayaks outside the club sheds prior to paddling and on return.	Collision with vehicles, Gig trailers and other persons with kayaks leading to personal injuries.		M		(1) Young persons/beginners/disabled taught from the first club kayak lesson to be aware of their surroundings and other persons in the area. Adults/coaches to supervise young/vulnerable/disabled persons. (2) Members made aware of Gig club trailer movements and vehicles coming in and out of the courtyard area. Move boats and equipment out of the courtyard area as soon as practicable. Do not block access for other courtyard users. Adults/coaches/assistants to be aware of vehicle movement within the area and give verbal warnings of approaching vehicles. (3) If required boats are moved around by 2 persons to reduce the risk of collision with other people.			L	Coaches, assistants, individual paddler
Fire, within the MBC or at the PPCA sheds.	Personal injuries/death due to smoke inhalation or flames.		M		(1) Familiarisation briefing should include: (a) At the club sheds the fire alarm call points, nearest portable firefighting equipment and escape routes. (b) No smoking policy around the club sheds and highlight the fuel storage containers opposite the sheds. (c) MBC Fire Routine, posters are posted around the centre. (2) Young persons/disabled should be shown fire escape routes leading to the car park at the rear of the building. (3) In the event of a fire alarm sounding the senior member present must instruct everyone to move immediately to the rear car park, muster those present, identify if anyone is missing and report to the MBC Fire Marshal. (4) No one is to leave the area until advised safe to do so by MBC Fire Marshal or the Fire Brigade.			L	Individual(s) concerned
Use of showers/toilet facilities	Slips and falls due to wet flooring leading to personal injuries		M		During the familiarisation tour it should be pointed out that though the flooring is specially manufactured for wet areas individuals should exercise caution. MBC cleaning staff put out portable warning signs when they are cleaning floors etc, individuals are to take note and exercise caution, avoiding the area if at all possible.			L	Individual(s) concerned
Use of the facilities on the 1 st floor	Slips, trips and falls on the access stairs		M		The familiarisation tour, if required, can include showing both the inside and exterior stairs to reach facilities on the 1 st floor. It can be noted that use of the stairs can be avoided by using the internal lift.			L	Individual(s) concerned



PORT OF PLYMOUTH CANOE ASSOCIATION
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Risk Assessment: Training Sessions

RA Activity Details:	PPCA Training Sessions	RA Reference No:	PPCA 002			Date of RA:	Mar 2018	
Area:	Coastline & Estuaries United Kingdom	Pre-Control Risk Score:	High			RA Review Date:	Mar 2019	
Guidance Documents Referenced:	(1) Canoe England Safety Guidelines for Paddlers, Clubs and Volunteers, BC Coach and Leadership Prerequisites, (3) PPCA Club Operating Policy	Post Control Risk Score:	Low	Low	Medium		High	
RA Completed By:	Tony Sickelmore	Risk Change Controls Needed [YES or NO]:	No					
RA Approved By:	Ken Hamblin	Dynamic Risk Assessment Required (YES or NO)	Yes					

This generic risk assessment covers training sessions predominantly within the local area of the club sheds at Mountbatten (including Plymouth Sound) but can also be applicable within UK waters and has been compiled to fulfil our insurance requirements and the moral obligation of the PPCA. The purpose of a risk assessment is to identify and manage the hazards and risks that may be incurred by all those participating in training sessions, be it student, coach or assistants, and to then examine what controls and management are necessary to reduce those risks and if necessary, and possible, identify any further actions that may be required by either the club or its members to reduce the risks as low as reasonably practicable.

It should be expected by those taking part in water sports of this nature that minor 'injuries', for example blisters, bumps and bruises, are 'normal' occurrences and do not constitute a 'significant' risk within the context of risk assessment. Consequently these factors do not form part of this written risk assessment. The following should be noted:

- All training sessions will be sanctioned by the Club Leader and the Session Leader (or his nominated representative) is duly authorized, qualified and experienced to conduct the training taking place.
- Appropriate safety equipment will be carried by the Session Leader, Coaches and other designated 'helpers'. Session leaders are to be first aid trained (& in-date) and carry an appropriate first aid kit.
- Training activities include: Intro courses, Taster Sessions, British Canoeing 'Star awards' (in kayak and canoe including white water sessions), Sit On Top craft, Stand Up Paddle boards and training sessions within swimming pools.
- Session leaders are to inspect craft, paddles and associated paddling equipment used by non-club members to ensure the equipment is in good order and suitable for the paddler.
- Disclosure & Barring Service (DBS, formerly known as Criminal Records Bureau, CRB) checks have been conducted on all Session leaders, coaches and 'helpers'.
- Session Leaders and coaches may prevent anyone from paddling that they believe unfit to do so, or that they believe not of sufficient experience or skill to handle the conditions, or if to allow them onto the water may jeopardise the safety of themselves or others, or place unnecessary risks on others.

Prior to launching and starting a training session the Session Leader should conduct their 'dynamic risk assessment' and use this information to form part of his group briefing prior to getting on the water.

All accidents, incidents or near misses must be reported to the Club Leader using the incident report form in the Club Operating Policy. Details of any incident which results in injury requiring hospital attendance / treatment will also be passed to British Canoeing for their records on sports injuries and to form a record for the insurance company in case of any resulting claim.

LIST ALL ACTIVITIES BEING UNDERTAKEN DURING THE TRIP	LIST ALL POTENTIAL HAZARDS IN COMPLETING THE ACTIVITY	PRE CONTROL MEASURES RISK SCORE (High, Medium, Low)			LIST ALL EXISTING PREVENTATIVE MEASURES & INCLUDE ALL NEW PREVENTATIVE MEASURES THAT HAVE BEEN IDENTIFIED, THAT COULD BE IMPLEMENTED TO REDUCE THE RISK TO AS LOW AS REASONABLE PRACTICABLE	POST CONTROL MEASURES RISK SCORE (High, Medium, Low)			NAME PERSON RESPONSIBLE FOR THE ACTION OR ACTIVITY
ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Moving club boats from/to the Mountbatten Storage sheds and the various launch locations eg slipways, pontoons, rocky beach, steps.	(1) Muscle strain/injury to the person(s) moving the kayak due to kayak weight/shape. This includes disabled persons, young persons and other beginners. (2) Collision with other members/members of the public/other users of Mountbatten club causing personal injuries. (3) Collision with vehicle/trailer causing personal injuries. (4) Personal injury due to kayaks/equipment toppling over within the sheds.		M		(1) Manual handling technique's taught from in the first club kayak lesson. Boats to be moved around by 2 people if required. Use of trolleys to move kayaks encouraged. Consideration of environmental conditions, e.g. wind whilst carrying kayaks. Adults/coaches/assistants to supervise young/vulnerable/disabled persons. (2) Young person's/beginners/disabled taught from the first club kayak lesson to be aware of their surroundings and other persons in the area. Adults/coaches to supervise young/vulnerable/disabled persons. (3) Members made aware of Gig club trailer movements and vehicles coming in and out of the courtyard area. Move boats and equipment out of the courtyard area as soon as practicable. Do not block access for other courtyard users. Adults/coaches/assistants to be aware of vehicle movement within the area and give verbal warnings of approaching vehicles. (4) Ensure securing straps are in place on boat trailer and vertical storage bays after use.			L	Coaches, assistants, individual paddler
Kayak/Canoe training in or near estuaries	Contaminated water leading to illness / infection e.g. Leptospirosis		M		Students/club members advised to cover cuts and abrasions before the paddle. Session Leader, if required, discuss possibility of Weil's disease. Advice given to shower as soon as possible and to follow good personal hygiene before eating.			L	Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Use of access 'bridge' (brow) and pontoon's to launch and recover kayaks, canoes etc.	<p>(1) Difficulty of access/egress using the 'bridge' at low water due to steepness, especially for disabled people/wheelchair users.</p> <p>(2) Tripping on cleats or other objects on the pontoon leading to personal injuries including falling into the water, falling into craft moored alongside.</p> <p>(3) Accidentally falling off the pontoon into the water leading to possible drowning.</p> <p>(4) Intentionally jumping from the pontoon into the water causing personal injuries due to shallow water.</p> <p>(5) Personal injuries from wood splinters on the pontoon, both hands and feet.</p> <p>(6) Risk of disease to individuals eg leptospirosis, bird faeces.</p> <p>(7) Fire on craft moored alongside due to fuel storage leading to personal injuries/death.</p> <p>(8) Access/egress during inclement weather including snow, sleet, rain, winds, and darkness.</p>		M		<p>(1) Familiarisation briefing to students/visitors to include discussing use of the bridge at low water and highlight that vulnerable users must seek assistance before crossing to the pontoon. Responsibility lies with the coach/helpers to ensure they carry out dynamic risk assessment as to the angle of the bridge.</p> <p>(2) Familiarisation visit to the pontoon, led by the coach/designated helper, to point out trip hazards, both static (cleats) and 'occasional' (mooring lines). Point out various vertical ladders fitted to the side of the pontoon to aid climbing out of the water. Mountbatten can be used as an example.</p> <p>(3) All PPCA members, students and visitors must wear a buoyancy aid whilst on a pontoon. Coaches/helpers must point out that 'horseplay' is not allowed on pontoons, adequate footwear must be worn and no running on the pontoon.</p> <p>(4) Students/visitors to be instructed that all injuries, including minor incidents such as splinters, must be reported to the club/helpers.</p> <p>(5) Students/visitors must be reminded during safety briefs that cuts/open wounds must be covered with a suitable dressing before engaging in water based activities.</p> <p>(6) PPCA club members/Students/visitors made aware in the event of a fire the person discovering the fire must raise the alarm (shouting fire, fire fire). Personnel must evacuate the pontoon by the safest means possible (this may include jumping into water and swimming to shore or escaping via canoe/kayak/ other craft). If safe to do so, all personnel should muster near the club shed (or other designated area) for a head count by the coach/helpers. Ensure the Emergency Services have been called dialling 999.</p> <p>(7) Students on taster sessions/1* courses would not be expected to encounter these conditions whilst undertaking training. Coaches/assistants/helpers must always be aware of the changing weather conditions and be constantly conducting their own dynamic risk assessment. Training must be curtailed and students brought back to the club shed before conditions deteriorate. Pontoons are traditionally illuminated during hours of darkness but the coach/assistants must not overly rely on this illumination. Students on 2* courses and above may still use a pontoon in inclement weather as part of their training syllabus and to gain experience, this should be closely monitored by the coach.</p>			L	Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Use of slipways to launch and recover kayaks, canoes etc.	<p>(1) Muscle strain/injury to the person(s) moving the kayak due to kayak weight/shape.</p> <p>(2) Slips, trips and falls on the slipway due to 'fixed' items on the slipway (cleats) or environmental conditions (algae) leading to personal injuries.</p> <p>(3) Falling off the side or 'end' of the slipway leading to personal injuries including drowning.</p> <p>(4) Unexpected wave action onto the slipway causing canoes/kayaks to collide with people causing personal injuries.</p> <p>(5) Craft colliding with other personnel particularly</p>		M		<p>(1) Familiarisation briefing to students/visitors to include discussing use of the pontoon, at all tide states, and highlight that vulnerable users must seek assistance before using the slipway. Brief to include correct movement of craft to/from the slipway.</p> <p>(2) Familiarisation visit to the slipway, led by the coach/designated helper, to point out trip hazards, both static (cleats) and 'occasional' (algae, debris, other craft/users). The 2 slipways at Mountbatten can be used as examples.</p> <p>(3) All students must wear a helmet and buoyancy aid whilst using the slipway to launch & recover. Familiarisation brief to include vertical edges to the side and end of slipways. Where possible when launching and recovering use the central area of the slipway.</p> <p>(4) Familiarisation brief to warn students that passing craft can cause waves to hit the slipway therefore all students to clear the slipway as soon as possible. Coaches/assistants are responsible for monitoring the launch/recovery activity and give sufficient warning should waves be seen coming in.</p> <p>(5) Students must be taught to launch/recover to the slipway when it is clear there is room for them to do so. Students are taught to move their kayak/canoe & paddle(s) to a safe area of the slipway as soon as possible before returning to assist other students if required. Coaches/assistants must control the number of people/craft on the slipway to ensure it does not get over crowded. Coaches/assistants must also monitor the wave action coming onto the slipway and ensure this water is within acceptable limits for the group's capability.</p> <p>(6) Students on taster sessions/1* courses would not be expected to encounter rough wave conditions whilst using a slipway to launch or recover, other sheltered areas must be used. Coaches/assistants/helpers must always be aware of the changing weather conditions and be constantly conducting their own dynamic risk assessment. It is unlikely that slipways are illuminated during hours of darkness therefor coaches/assistants may need to consider other areas in which to launch/recover. Students on 2* courses and above may still use slipways in inclement weather as part of their training syllabus and to gain experience, this should be closely monitored by the coach.</p>			L	Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Use of beaches and steps to launch or recover kayaks, canoes etc.	<p>(1) Slips, trips and falls due to uneven surfaces, unstable rocks, kelp/seaweed, and algae on rocks or foreign objects causing personal injuries.</p> <p>(2) Moving the canoe/kayak from the beach to 'hard standing' eg crossing railings, lifting/lowering craft.</p> <p>(3) Accessing/egressing the canoe/kayak whilst the craft may be unstable eg perched on rocks, leading to falls/capsizing/personal injury.</p> <p>(4) Capsize whilst launching/recovering craft due to unbalancing, wave action, collision with other craft/paddler.</p> <p>(5) Launching/landing in surf conditions leading to capsize and possible personal injuries due to contact with seabed/beach.</p>		M		<p>(1) As trainees progress they are introduced to beach (& steps) launching & recovery and methods used to reduce the risk of falling eg identifying a clear route, recognising 'green slippery algae' and avoiding stepping onto it.</p> <p>(2) Some beaches are surrounded by edge protection railings or walls which will require careful handling of students and kayaks. Coaches/assistants are required to supervise this activity and ensure students are capable of the task before allowing the activity to continue.</p> <p>(3) Accessing and egressing a canoe/kayak is part of the training syllabus regardless of what course is being undertaken. This training is to be supervised by a coach/assistant who is trained to assist in such situations.</p> <p>(4) Capsizing whilst launching and recovering is an expected occurrence whilst canoeing/kayaking and all coaches/assistants are trained in how to assist someone who has capsized.</p> <p>(5) Coaches/assistants will regularly conduct visual checks of fitted spray decks to ensure the 'release handle' is in the correct position.</p> <p>(6) Under 18's must wear helmets when paddling with the club. If 'surf training' is taking place all paddlers must wear a helmet. If unexpected surf is encountered all adult paddlers must be strongly advised that helmets should be worn. Session Leader to assess surf conditions & the group's ability. If necessary seek more sheltered launching/landing point.</p>			L	Coaches/assistants/individual paddler
Kayak/Canoe training – Playing games	<p>(1) Capsizing due to drifting into hazards eg pontoons, moored craft etc leading to personal injuries (shallow water) or drowning.</p>		M		<p>(1) Coach/Session leaders should keep proper control over games in progress. They should consider the location of the game and associated risks of shallow water. They must be aware of the tidal flow and where the group are being pushed, eg drifting into hazards, pontoons and moored craft etc.</p> <p>(2) Members involved in the games need to be instructed as to the risks of 'aggressive' play. Coaches/helpers must curb any overly aggressive behaviour of any paddler.</p> <p>(3) All PPCA members under 18, and all students under instruction, must wear correct safety equipment, eg buoyancy aids & helmets whilst on the water.</p>			L	Coaches/assistants

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Use of 'obstacles' to launch or recover kayaks, canoes etc, eg hanging vehicle tyres	<p>(1) Slips, trips and falls due to uneven surfaces, unstable objects, kelp/seaweed, and algae on rocks or foreign objects causing personal injuries.</p> <p>(2) Moving the canoe/kayak from/to the Obstacle may involve lifting/lowering craft which could cause muscle strain or personal injuries.</p> <p>(3) Accessing/egressing the canoe/kayak whilst the craft may be unstable eg wave action, leading to falls/capsizing/personal injury.</p> <p>(4) Capsize whilst launching/recovering craft due to unbalancing, wave action, collision with other craft/paddler.</p>		M		<p>(1) As trainees progress they are introduced launching & recovery from 'obstacles' an example is the vehicle tyres hanging from the walls at the Mount batten Centre. Students are taught methods used to reduce the risk of falling eg working in pairs for added security, recognising 'green slippery algae' and avoiding stepping onto it.</p> <p>(2) Some access/egress points are surrounded by edge protection railings or walls which will require careful handling of students and kayaks. Coaches/assistants are required to supervise this activity and ensure students are capable of the task before allowing the activity to continue.</p> <p>(3) Accessing and egressing a canoe/kayak whilst on the water is part of the training syllabus regardless of what course is being undertaken. This training is to be supervised by a coach/assistant who is trained to assist in such situations.</p> <p>(4) Capsizing whilst launching and recovering is an expected occurrence whilst canoeing/kayaking and all coaches/assistants are trained in how to assist someone who has capsized.</p> <p>(5) Coaches/assistants will regularly conduct visual checks of fitted spray decks to ensure the 'grab handle' is in the correct position.</p> <p>(6) Under 18's/students must wear helmets when paddling with the club.</p>			L	Coaches/assistants
Kayak/Canoe training (general)	Environmental conditions leading to hypothermia, hyperthermia and other personal injuries.	H			<p>(1) All students/paddlers encouraged to disclose any pre-existing illnesses/medical conditions. Under 18's must have a disclosure form signed by a parent/guardian.</p> <p>(2) All paddlers to be wearing clothing suitable for the anticipated weather conditions/water temperature.</p> <p>(3) Session Leader/coaches to monitor environmental conditions during the paddle</p> <p>(4) Paddlers to bring their own sunscreen and water bottle. Coaches will reiterate this at the briefing.</p> <p>(5) Paddlers undertaking 2 & 3* training are briefed to bring food, drink and spare clothing for the training (if required).</p> <p>(6) All paddlers will have completed 1* training as a minimum before being allowed to progress to more advanced training/paddling trips.</p> <p>(7) Session Leader/coaches are first aid trained and first aid equipment is carried within the group.</p>			L	Coaches/assistants

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Kayak/Canoe training Wet Drills	Wet Drills leading to cold immersion, hypothermia, drowning or personal injuries.	H			<p>(1) Coaches/Session Leaders to ensure that environmental conditions eg water temperature, is sufficiently 'warm' for wet drills to be undertaken.</p> <p>(2) Buoyancy aids must be worn and be of suitable size. Canoe/ kayak will be suitable for the paddler & in good condition. Spray deck is the right size for the kayak, spray deck release handle in good condition. Paddlers are wearing adequate clothing for wet drills.</p> <p>(3) Wet drills for 1*/introduction courses will take place within the confines of the Mountbatten Pontoon until such time students are deemed capable of moving to adjacent areas. Paddlers on 2 & 3* courses, wet drills can be undertaken at locations deemed safe by the coach.</p> <p>(4) Where practical, within the syllabus, wet drill should be undertaken at the end of the training session close to shore based locations so students can use hot showers/facilities to rewarm.</p> <p>(5) Session Leader, coaches / helpers appropriately qualified, experienced, first aid trained and 1st aid kit available. Rescue plans (including escape routes) made and discussed amongst Session Leader / coaches.</p> <p>(7) If a paddler is displaying symptoms of hypothermia the paddler should be treated as a casualty. If possible apply dry clothes/hat/gloves etc., use tow lines to get the casualty ashore.</p> <p>(7) If necessary make a 'Mayday' or 'Pan Pan' VHF call for assistance.</p>			L	Coaches/assistants
Kayak training – Swimming Pool	<p>Specific hazards within the confines of a swimming pool include the following hazards:</p> <p>(1) Slips, trips and falls</p> <p>(2) Drowning</p> <p>(3) Entrapment</p> <p>(4) Head injuries</p> <p>(5) Upper body injuries due to lifting/carrying kayak</p>		M		<p>(1) Member's reminded no running within the pool area.</p> <p>(2) Members should be comfortable in a water environment. BA's are not a requirement, can be worn if required. Paddlers to be able to exit a capsized kayak, & should be a 'helper' within the vicinity. Swimming pools should have a lifeguard on duty during a pool session.</p> <p>(3) Members should be able to swim without a buoyancy aid and able to exit a kayak upside down. If a member can't roll or prevent a capsize then there will be one to one ratio or one to two ratio with a 'helper'/coach.</p> <p>(4) All cuts and abrasions must be covered with a suitable waterproof dressing.</p> <p>(5) Helmets must be worn by all those on or in the water, eg in a kayak or coaches. No rolling in shallow water or near the side of the pool.</p> <p>(6) Members are instructed by coaches to lift loads safely and work within their lifting limit. If a capsized kayak is full of water then two members will be required to empty the kayak safely</p>			L	Coaches/assistants

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Kayak/canoe training (General)	Collision with shipping or other craft leading to personal injury/death.	H			(1) Coaches must identify hazardous areas such as shipping lanes, port/harbour entrances. (2) If possible the group should keep close to the shore and conduct training away from other water users/hazardous areas. (3) Cross shipping lanes by the shortest and route. (4) Coaches should observe any yacht/dinghy racing and not cause an obstruction, particularly with student paddlers. (5) Coaches are to be aware of designated bathing areas and transit slowly keeping a watch for swimmers. (6) Avoid paddling into areas designated as "Water Skiing" or high speed craft, e.g. jet skis. (7) Coaches to have a knowledge of the Collision Regulations.			L	Coaches/assistants
Kayak/canoe training (General)	Paddling in darkness (both planned/unplanned) possible collision with static objects/shipping leading to capsize/personal injuries/death.	H			(1) Coaches must aim to have all students under tuition within a safe area, eg the confines of Mount Batten pontoon, before darkness comes in. (2) Paddlers are required to carry white lights/head torches/cylumes (light sticks). (3) Paddlers without lights placed centre of the group. (4) If possible the group should paddle close inshore to avoid the possibility of collision with larger craft/shipping. (5) If shipping lanes need to be crossed this should be at right angles, by the shortest (but safest) route and the group should move as quickly as possible.			L	Coaches/assistants
Kayak/canoe (General)	Paddling in restricted visibility e.g. fog, torrential rain leading to lost paddler(s), collision with other vessels/capsizes/ personal injuries/death.	H			(1) Coaches should understand the weather forecast for their training period and anticipate restricted visibility and plan accordingly taking into consideration the group's ability, particularly students under tuition. (2) If visibility becomes restricted Coaches to get all paddlers into a tight group, buddy up, and conduct a headcount. (3) Use local knowledge/compass to get a bearing to nearest safe coastline. (4) In fog the group should paddle to shallow water/coastline to reduce risk of collision with other vessels. (5) In fog the group should remain quiet and listen for other water borne craft. If risk of collision is imminent use whistles to indicate position. (6) In the event of a collision and injuries are sustained a 'Mayday' or 'Pan Pan' VHF call should be made seeking assistance.			L	Coaches/assistants


Dynamic Risk Assessment

The dynamic risk assessment is the final link in this risk assessment process, it takes place within circumstances that are unforeseeable and / or are changing constantly (e.g. a white water river). It is this final assessment which we rely upon to allow us to carry on our paddling activities safely, and to make carefully considered judgments. The dynamic approach is a continuous thought process.

Prior to launching and conducting a training session, gather information, evaluate situations and then apply your judgment to decide the most appropriate course of action. Hazards must be identified continuously and the risk to all concerned considered throughout the training session.

Front Cover PPCA 'Training' Dynamic Risk Assessment Rear Cover PPCA 'Training' Dynamic Risk Assessment

PPCA 'Training' Dynamic Risk Assessment Aide Memoire
Only discuss the pertinent & relevant points (or use question & answer technique, involve the group!)
1. Everyone signed the session register / headcount.
2. Any personal health issues?
3. Weather? Temperature (including water)? Tide times? Sunset?
4. Warm up / Stretch / Everyone correctly dressed? Food? Drink? Survival bags?
5. Safety kit carried e.g. 1 st aid kit? Tow lines? Mobile phone / Comms? Survival bags?
6. Actions on capsize?
7. Actions on injuries?
8. Actions on crossing shipping lanes/other craft etc?
9. Brief outline on training session, any questions?
10. Any Questions?

PPCA 'Training' Dynamic Risk Assessment Aide Memoire

For use by all Session Leaders, Coaches & Helpers on PPCA training sessions.



PORT OF PLYMOUTH CANOEING ASSOCIATION
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Risk Assessment: White Water Kayaking

RA Activity Details:	White Water Kayaking	RA Reference No:	PPCA 003		Date of RA:	Apr 2018	
Area:	Local Rivers (e.g. Dart)	Pre-Control Risk Score:	Medium		RA Review Date:	Nov 2019	
Guidance Documents Referenced:	(1) Canoe England Safety Guidelines for Paddlers, Clubs and Volunteers (2) PPCA Club Operating Policy	Post Control Risk Score:	Low	Low	Medium		High
RA Completed By [Name]:	Tony Sickelmore	Risk Change Controls Needed [YES or NO]:		No			
RA Approved By [Name]:	Ken Hamblin	Dynamic Risk Assessment Required (YES or NO)		Yes			

This generic white water kayaking risk assessment has been compiled to fulfill our insurance requirements and the moral obligation of the PPCA. The purpose of a risk assessment is to identify and manage the hazards and risks that may be incurred by all those participating in white water kayaking, to then examine what controls and management are necessary to reduce those risks and if necessary, and possible, identify any further actions that may be required by either the club or its members to reduce the risks as low as reasonably practicable.

It should be expected by those taking part in white water kayaking that minor 'injuries', for example blisters, bumps and bruises, are 'normal' occurrences and do not constitute a 'significant' risk within the context of risk assessment. Consequently these factors do not form part of this written risk assessment.

The following should be noted:

- All trips will be sanctioned by the Club Leader and the Session Leader (or his nominated representative) is duly authorized, qualified and experienced to lead the paddle.
- Appropriate safety equipment will be carried by the Session Leader, Coaches and other designated 'helpers'.
- Escape Routes and 'Action in the event of an emergency' will have been pre-planned by the Session Leader. Session Leader must carry an Ordnance Survey map of the area and be able to give a 6 fig grid reference to the Emergency Services if required.
- In the days leading up to a PPCA Club paddle taking place the Session Leader is responsible for studying the weather and other environmental conditions to assess if the river conditions are suitable for the intended group, e.g. intermediate or beginners. The result of this deliberation should be promulgated when a decision has been made, ideally 24 hrs before the intended start time.
- Session Leaders and Coaches may prevent anyone from paddling that they believe unfit to do so, or that they believe not of sufficient experience or skill to handle the conditions, or if to allow them onto the water may jeopardise the safety of themselves or others, or place unnecessary risks on others.

At the launch location the Session Leader should conduct his 'dynamic risk assessment' and use this information to form part of his group briefing prior to getting on the water.

All accidents, incidents or near misses must be reported to the PPCA Committee using the incident report form in the Club Operating Policy. Details of any incident which results in injury requiring hospital attendance / treatment will also be passed to British Canoeing for their records on sports injuries and to form a record for the insurance company in case of any resulting claim.

LIST ALL ACTIVITIES BEING UNDERTAKEN DURING THE TRIP	LIST ALL POTENTIAL HAZARDS IN COMPLETING THE ACTIVITY	PRE CONTROL MEASURES RISK SCORE (High, Medium, Low)			LIST ALL EXISTING PREVENTATIVE MEASURES & INCLUDE ALL NEW PREVENTATIVE MEASURES THAT HAVE BEEN IDENTIFIED, THAT COULD BE IMPLEMENTED TO REDUCE THE RISK TO AS LOW AS REASONABLE PRACTICABLE	POST CONTROL MEASURES RISK SCORE (High, Medium, Low)			NAME PERSON RESPONSIBLE FOR THE ACTION OR ACTIVITY
ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Moving club kayaks from the Mountbatten Storage sheds to vehicles	(1) Muscle strain/injury to the person(s) moving the kayak to kayak weight/shape. (2) Collision with other members/members of the public/other users of Mountbatten club causing personal injuries. (3) Collision with vehicle/trailer causing personal injuries. (4) Personal injury due to kayaks/equipment toppling over within the sheds.		M		(1) Manual handling technique's/lifting etiquette taught from first club kayak lesson. Boats to be moved around by 2 people if required. Consideration of environmental conditions, e.g. wind whilst carrying kayaks. Adults/coaches to supervise young/vulnerable persons. (2) Young person's/beginners taught from first club kayak lesson to be aware of their surroundings and other persons in the area. Adults/coaches to supervise young/vulnerable persons. (3) Members made aware of dive boat trailer movements and vehicles coming in and out of the courtyard area. Move boats and equipment out of the courtyard area as soon as practicable. Do not block access for other courtyard users. (4) Ensure securing straps are in place on boat trailer and vertical storage bays after use.			L	Individual Paddler
Transporting club kayaks by vehicle to the rendezvous point	Kayak not secured correctly to the vehicle causing a danger to other road users	H			(1) Members shown how to stow kayaks on a vehicle roof using appropriate roof bars and straps during training sessions. (2) Ropes and straps can work loose. Stop regularly to check them. (3) The driver of the vehicle should satisfy himself that the kayak(s) are secure before driving away.			L	Vehicle Driver

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Moving club/private kayaks from vehicles to the river bank/river entry area.	(1) Muscle strain/injury to the person(s) moving the kayak to kayak weight/shape. (2) Slips and trips due to uneven and slippery ground.		M		(1) Manual handling techniques/lifting etiquette taught from first club kayak lesson. Boats to be moved around by 2 people if required. Consideration of environmental conditions, e.g. wind whilst carrying kayaks. Adults/coaches to supervise young/vulnerable persons. (2) Young person's/beginners taught from first club kayak lesson to be aware of their surroundings and other persons in the area. Adults/coaches to supervise young/vulnerable persons. (3) Members to be reminded adequate footwear is required.			L	Individual Paddler
Group control before launching.	(1) Slips and falls causing personal injury. (2) Drowning.		M		(1) No one to enter their kayak until club coach is satisfied everyone has signed onto the session register and a head count has been taken. (2) All persons must be wearing a buoyancy aid and helmet anywhere near the water/river. (3) No one to enter their kayak until a trip brief has been given by the Session Leader (or his nominated representative). This brief will include details from the dynamic risk assessment factoring in such details as weather, water flow rates, water temperature and any other details which have significantly altered causing any changes to the plan.			L	Session Leader
Kayaking the river	Contaminated water leading to illness / infection e.g. Leptospirosis		M		Members advised to cover cuts and abrasions before session. Coach, if required, discuss possibility of Weil's disease. Advice given to shower as soon as possible and to follow good personal hygiene before eating.			L	Session Leader

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Kayaking down the river	Capsizing leading to drowning or personal injuries.	H			(1) Buoyancy aids must be worn and be of suitable size. Kayak will be suitable for the paddler, in good condition and with buoyancy bags fitted. Helmets to be worn by all paddlers. Spray deck is the right size for the kayak, grab loop in good condition. (2) Groups will be split between beginners, intermediate etc. Beginners are to have sufficient coaches/helpers. Beginners will have received sufficient information on capsize drill/what to do in an emergency. (3) Session Leader, coaches / helpers appropriately qualified, experienced, first aid trained and 1 st aid kit available. Rescue plans (including escape routes) made and discussed amongst Session Leader / coaches.			L	Session Leader
Kayaking down the river	Capsizing causing hypothermia from cold immersion and/or exposure which could result in death, collapse or other symptoms.	H			(1) Paddlers briefed start of the season regarding suitable clothing (plus survival bags) for white water kayaking. (2) Beginners clothing should be checked for suitability by Session Leader / coach's prior to paddling. (3) Beginners will have received sufficient information on capsize drill/what to do in an emergency. (4) Session Leader / coach's appropriately qualified, experienced, first aid trained and 1st aid kit available. Rescue plans (including escape routes) made and discussed amongst coaches / Leaders.			L	Session Leader
Kayaking down the river	Capsize resulting in head injuries or other personal injuries.	H			(1) Helmet to be worn by all paddlers whilst on the water. (2) Session Leader / coaches appropriately qualified, experienced, 1st aid trained and 1st aid kit available. Rescue plans (including escape routes) made and discussed amongst coaches / leaders.			L	Session Leader
Kayaking down the river	Collision with other paddlers/static objects leading to capsize/personal injuries.		M		(1) Helmet to be worn by all paddlers whilst on the water. (2) Beginners will have received sufficient information on capsize drill/what to do in an emergency. (3) Session Leader / coaches appropriately qualified, experienced, first aid trained and 1st aid kit available. Rescue plans (and escape routes) made and discussed amongst Session Leader & coaches.			L	Session Leader

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Kayaking down the river	Entanglement with fishing lines possibly leading to cuts from hooks.			L	(1) The group to be aware that should anglers be seen on the river bank a verbal warning is passed back alerting the group to a possible hazard. (2) If a fishing line is spotted in the water a verbal message should be passed to the group of the position and paddlers take avoiding action. Techniques for avoiding problems (such as edging and leaning) should be demonstrated in preparation. (3) If entanglement takes place Session Leader / coaches will take appropriate action, apply first aid if required and exchange any details required with the anglers involved. An 'Accident Report' will be completed, as detailed in the Club Operating Policy and the Club Leader informed when possible (if required).			L	Session Leader
Kayaking down the river	Wildlife e.g. Swan attack			L	(1) If swans (or other animals likely to attack) are seen Session Leader / coaches must direct the paddling group to give the swans (or animal) a wide berth and avoid disturbing them if possible. (2) Paddlers must be briefed to keep clear particularly if there are young swans/animals in the vicinity.			L	Session Leader
Kayaking down the river	Entrapment in rocks or trees leading to drowning / personal injuries.		M		(1) Session Leader / coaches should be aware and alert for the danger of entrapment in rocks and trees and have the practical skills and experience to avoid such hazards and enable a safe rescue should it become necessary. (2) Where conditions and situations may have changed (fallen trees etc.), the Session Leader / coach should take steps to ensure that all rapids are safe. This may require the scouting of rapids from the banks in advance. (3) Attendance on a 'white water safety and rescue' course is required for session leaders / coaches and all regular club white water paddlers are encouraged to attend one.			L	Session Leader

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Kayaking down the river	Rapids (unknown), river conditions unknown / uncertain		M		(1) Session Leader / coaches to hold the group in a safe location whilst they assess the situation/conditions. (2) If there is doubt safety cover should be deployed e.g. experienced paddlers at strategic points, rescue throw lines made ready. (3) The weakest paddlers in a group may be asked to 'portage' a rapid for their own safety and confidence. At any time, members of the group should be given the opportunity to 'portage' rapids that they feel uncomfortable about paddling.			L	Session Leader
Kayaking down the river	Environmental conditions leading to hypothermia, heat stroke and other personal injuries.		M		(1) Session Leader / coaches to constantly monitor environmental conditions as part of their ongoing assessment during the paddle. (2) All paddlers should bring their own sunscreen and water bottle. (3) All paddlers are briefed to bring food & drink for the trip.			L	Session Leader
Kayaking down the river	Locks / Weirs /Stoppers / Holes leading to entrapment, capsize, drowning or personal injury.	H			(1) Session Leader / coaches to hold the group in a safe location whilst they assess the situation/conditions. (2) If there is doubt safety cover should be deployed e.g. experienced paddlers at strategic points, rescue throw lines made ready. (3) The weakest paddlers in a group may be asked to 'portage' a rapid for their own safety and confidence. At any time, members of the group should be given the opportunity to 'portage' rapids that they feel uncomfortable about paddling.			L	Session Leader
Kayaking down the river	Shoulder and upper limb injuries			L	(1) Helmet to be worn by all paddlers' whilst on the water. (2) Beginners will have received sufficient information on capsize drill/what to do in an emergency. (3) Session Leader / coach's appropriately qualified, experienced, first aid trained and 1st aid kit available. Rescue plans (and escape routes) made and discussed amongst Session Leader & coaches.			L	Session Leader

Dynamic Risk Assessment

The dynamic risk assessment is the final link in this risk assessment process, it takes place within circumstances that are unforeseeable and / or are changing constantly (e.g. a white water river). It is this final assessment which we rely upon to allow us to carry on our paddling activities safely, and to make carefully considered judgements. The dynamic approach is a continuous thought process.

Prior to launching, gather information, evaluate situations and then apply your judgement to decide the most appropriate course of action. Hazards must be identified continuously and the risk to all concerned considered throughout the trip.

Front Cover PPCA White Water Dynamic Risk Assessment Rear Cover PPCA White Water Dynamic Risk Assessment

PPCA White Water Kayaking Dynamic Risk Assessment Aide Memoire
Only discuss the pertinent & relevant points (or use question & answer technique, involve the group!)
1. Everyone signed the session register / headcount.
2. Any personal health issues?
3. Weather? Water levels / flow / temperature?
4. Warm up / Stretch / Everyone correctly dressed? Food? Drink? Survival bags?
5. Care on the river bank, BS + helmet to be worn.
6. Safety kit carried e.g. 1 st aid kit? Throw lines? Mobile phone / Comms? Survival bags? Spare paddles?
7. Actions on capsize?
8. Actions on injuries?
9. Actions on rapids / obstacles etc?
10. Any Questions?





PORT OF PLYMOUTH CANOEING ASSOCIATION
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Risk Assessment: Sea Kayaking

RA Activity Details:	Sea Kayaking	RA Reference No:	PPCA 004		Date of RA:	Apr 2018	
Area:	Coastline & Estuaries United Kingdom	Pre-Control Risk Score:	High		RA Review Date:	Apr 2019	
Guidance Documents Referenced:	(1) Canoe England Safety Guidelines for Paddlers, Clubs and Volunteers (2) PPCA Club Operating Policy	Post Control Risk Score:	Low <input type="checkbox"/>	Low	Medium <input type="checkbox"/>		High <input type="checkbox"/>
RA Completed By [Name]:	Tony Sickelmore	Risk Change Controls Needed [YES or NO]:		No			
RA Approved By [Name]:	Ken Hamblin	Dynamic Risk Assessment Required (YES or NO)		Yes			

This generic risk assessment for sea kayaking in UK waters has been compiled to fulfill our insurance requirements and the moral obligation of the PPCA. The purpose of a risk assessment is to identify and manage the hazards and risks that may be incurred by all those participating in sea kayaking, to then examine what controls and management are necessary to reduce those risks and if necessary, and possible, identify any further actions that may be required by either the club or its members to reduce the risks as low as reasonably practicable.

It should be expected by those taking part in sea kayaking that minor 'injuries', for example blisters, bumps and bruises, are 'normal' occurrences and do not constitute a 'significant' risk within the context of risk assessment. Consequently these factors do not form part of this written risk assessment. The following should be noted:

- All trips will be sanctioned by the Club Leader and the Session Leader (or his nominated representative) is duly authorized, qualified and experienced to lead the paddle.
- Appropriate safety equipment will be carried by the Session Leader, Coaches and other designated 'helpers'. As a minimum this should include a VHF radio, spare clothing, survival bag, 1st Aid kit, tow lines, flares, food and hot drink.
- Escape Routes and 'Action in the event of an emergency' will have been pre-planned by the Session Leader. Session Leader must carry an Ordnance Survey map (or marine chart) of the area being paddled and be able to give a 6 fig grid reference (or lat/long reference) to the Emergency Services if required.
- In the days leading up to a PPCA Club paddle taking place the Session Leader is responsible for studying the weather and other environmental conditions to assess if the sea conditions are suitable for the intended group. The result of this deliberation should be promulgated when a decision has been made, ideally 24 hrs before the intended start time.
- Session Leaders and Coaches may prevent anyone from paddling that they believe unfit to do so, or that they believe not of sufficient experience or skill to handle the conditions, or if to allow them onto the water may jeopardise the safety of themselves or others, or place unnecessary risks on others.

At the launch location the Session Leader should conduct their 'dynamic risk assessment' and use this information to form part of his group briefing prior to getting on the water.

All accidents, incidents or near misses must be reported to the PPCA Committee using the incident report form in the Club Operating Policy. Details of any incident which results in injury requiring hospital attendance / treatment will also be passed to British Canoeing for their records on sports injuries and to form a record for the insurance company in case of any resulting claim.

LIST ALL ACTIVITIES BEING UNDERTAKEN DURING THE TRIP	LIST ALL POTENTIAL HAZARDS IN COMPLETING THE ACTIVITY	PRE CONTROL MEASURES RISK SCORE (High, Medium, Low)			LIST ALL EXISTING PREVENTATIVE MEASURES & INCLUDE ALL NEW PREVENTATIVE MEASURES THAT HAVE BEEN IDENTIFIED, THAT COULD BE IMPLEMENTED TO REDUCE THE RISK TO AS LOW AS REASONABLE PRACTICABLE	POST CONTROL MEASURES RISK SCORE (High, Medium, Low)			NAME PERSON RESPONSIBLE FOR THE ACTION OR ACTIVITY
ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Moving club sea kayaks from/to the Mountbatten Storage sheds and vehicles	(1) Muscle strain/injury to the person(s) moving the kayak to kayak weight/shape. (2) Collision with other members/members of the public/other users of Mountbatten club causing personal injuries. (3) Collision with vehicle/trailer causing personal injuries. (4) Personal injury due to kayaks/equipment toppling over within the sheds.		M		(1) Manual handling technique's taught from in the first club kayak lesson. Boats to be moved around by 2 people if required. Use of trolleys to move kayaks encouraged. Consideration of environmental conditions, e.g. wind whilst carrying kayaks. Adults/coaches to supervise young/vulnerable persons. (2) Young person's/beginners taught from the first club kayak lesson to be aware of their surroundings and other persons in the area. Adults/coaches to supervise young/vulnerable persons. (3) Members made aware of dive boat trailer movements and vehicles coming in and out of the courtyard area. Move boats and equipment out of the courtyard area as soon as practicable. Do not block access for other courtyard users. (4) Ensure securing straps are in place on boat trailer and vertical storage bays after use.			L	Individual Paddler
Transporting club kayaks by vehicle to the rendezvous point	Sea kayak not secured correctly to the vehicle causing a danger to other road users	H			(1) Members shown how to secure sea kayaks on a vehicle roof using appropriate roof bars and straps during training sessions. (2) Ropes and straps can work loose. Stop regularly to check them. (3) The driver of the vehicle should satisfy himself that the kayak(s) are secure before driving away. (4) No personal gear should be left in the kayak during transit and it is recommended hatch covers are removed.			L	Vehicle Driver

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Moving sea kayaks from the Mountbatten Storage sheds to launch point(s) / moving sea kayaks from vehicles to launch point (on trips away from Mountbatten) and visa versa.	<p>(1) Muscle strain/injury to the person(s) moving the kayak due to kayak weight/shape.</p> <p>(2) Collision with other members/members of the public causing personal injuries.</p> <p>(3) Collision with vehicle/trailer causing personal injuries.</p> <p>(4) Slips & trips due to wet surfaces, undergrowth, algae on slipways/rocks and uneven ground causing personal injuries.</p>		M		<p>(1) Manual handling technique's/lifting etiquette taught from first club kayak lesson. Boats to be moved around by 2 people if required. Use of trolleys to move kayaks encouraged. Consideration of environmental conditions, e.g. wind whilst carrying kayaks. Adults/coaches to supervise young/vulnerable persons.</p> <p>(2) Young person's/beginners taught from first club kayak lesson to be aware of their surroundings and other persons in the area. Adults/coaches to supervise young/vulnerable persons.</p> <p>(3) Members made aware of dive boat trailer movements and vehicles coming in and out of the courtyard area. Move boats and equipment out of the courtyard area as soon as practicable. Do not block access for other courtyard users.</p> <p>(4) Paddlers should be wearing suitable footwear for sea kayaking activities.</p> <p>(5) Paddlers are taught on various courses the hazards surrounding kayaking launch points and steps to take to reduce the risk of slipping/tripping.</p>			L	Individual Paddler
Group control before launching.	<p>(1) Slips and falls causing personal injury.</p> <p>(2) Drowning.</p>		M		<p>(1) No one to enter their kayak until Session Leader is satisfied everyone has signed onto the session register and a head count has been taken.</p> <p>(2) All persons must be wearing a buoyancy aid and suitable clothing for the anticipated conditions.</p> <p>(3) No one to enter their kayak until a trip brief has been given by the Session Leader (or their nominated representative). This brief will include details from the dynamic risk assessment factoring in such details as weather, water temperature, distance & route, tide times and any other details which have significantly altered causing any changes to the plan.</p>			L	Session Leader
Sea Kayaking (General)	Launching/landing in surf conditions leading to capsize and possible personal injuries due to contact with seabed/beach.		M		<p>(1) Under 18's must wear helmets when paddling with the club.</p> <p>(2) All adult paddlers strongly advised that helmets should be worn in surf conditions.</p> <p>(3) Session Leader to assess surf conditions & the group's ability. If necessary seek more sheltered launching/landing point.</p>			L	Session Leader

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Sea Kayaking (general)	Environmental conditions leading to hypothermia, heat stroke and other personal injuries.	H			(1) All paddlers encouraged to disclose any pre-existing illnesses/medical conditions to the Session Leader prior to launching. (2) All paddlers to be wearing clothing suitable for the anticipated weather conditions/water temperature. (3) Session Leader/coaches to constantly monitor environmental conditions as part of their ongoing assessment during the paddle and take appropriate action if required, e.g. alter the route to sheltered conditions. (4) Buoyancy aid to be worn by all paddlers whilst on the water. (5) All paddlers should bring their own sunscreen and water bottle. (6) All paddlers are briefed to bring food, drink and spare clothing for the trip. (7) All paddlers will have completed 1* training as a minimum before being allowed to sea kayak. (8) The Session Leader can assign an experienced paddler to accompany a novice to sea kayaking. (9) Session Leader/coaches are first aid trained and first aid equipment is carried within the group.			L	Session Leader
Sea Kayaking in or near estuaries	Contaminated water leading to illness / infection e.g. Leptospirosis		M		Members advised to cover cuts and abrasions before the paddle. Session Leader, if required, discuss possibility of Weil's disease. Advice given to shower as soon as possible and to follow good personal hygiene before eating.			L	Session Leader
Sea Kayaking (general)	Capsizing (including wet exit) leading to drowning or personal injuries.	H			(1) Buoyancy aids must be worn and be of suitable size. Sea kayak will be suitable for the paddler, in good condition and hatch covers fitted. Spray deck is the right size for the kayak, grab loop in good condition. (2) Minimum standard for sea kayak paddlers is experienced 1* undertaking 2* training. (3) Capsize and rescue drills undertaken during club training sessions. (4) Session Leader can nominate experienced paddlers to 'buddy up' with less experienced paddlers. (5) During a capsize rescue those paddlers not involved in the rescue to group together. (6) Session Leader, coaches / helpers appropriately qualified, experienced, first aid trained and 1 st aid kit available. Rescue plans (including escape routes) made and discussed amongst Session Leader / coaches.			L	Session Leader

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Sea Kayaking (general)	Capsizing & wet exit causing hypothermia from cold immersion and/or exposure which could result in death, collapse or other symptoms.	H			<p>(1) Environmental conditions usually promulgated on PPCA website/Facebook 24 hrs before the trip with comments made about dress etc.</p> <p>(2) Paddlers are briefed regarding suitable clothing during club training sessions.</p> <p>(3) All paddlers will have received sufficient practice on capsize drills and wet exits during club training sessions.</p> <p>(4) During a capsize rescue those paddlers not involved in the rescue to group together.</p> <p>(5) On completion of rescue Session Leader will re-assess the situation to determine if a change of plan is required, e.g. paddle to nearest landing point to change into dry clothing (paddlers encouraged during training to carry spare clothing plus survival bag)</p> <p>(6) Session Leader / coach's appropriately qualified, experienced, first aid trained and 1st aid kit available. Rescue plans (including escape routes) made and discussed amongst coaches / Leaders.</p> <p>(7) If a paddler is displaying symptoms of hypothermia the paddler should be treated as a casualty. If possible apply dry clothes/hat/gloves etc., use tow lines to get the casualty ashore.</p> <p>(8) If necessary make a 'Mayday' or 'Pan Pan' VHF call for assistance.</p>			L	Session Leader
Sea Kayaking (Rock hopping)	Collision with other paddlers/static objects (including fishing pots/buoys etc) leading to capsize/personal injuries.		M		<p>(1) Helmet to be worn by all paddlers' whilst rock hopping.</p> <p>(2) All paddlers will have received sufficient information and training on capsize drill & wet exits during club training sessions.</p> <p>(3) Session Leader/coaches to keep the paddlers as a group.</p> <p>(4) Session Leader / coach's appropriately qualified, experienced, first aid trained and 1st aid kit available. Rescue plans (and escape routes) made and discussed amongst Session Leader & coaches.</p>			L	Session Leader
Sea Kayaking close to shore	Entanglement with fishing lines possibly leading to cuts from hooks.			L	<p>(1) The group to be aware that should anglers be seen on the shore a verbal warning is passed back alerting the group to a possible hazard.</p> <p>(2) If a fishing line/float is spotted in the water a verbal message should be passed between the group and pointing out the position and paddlers to take avoiding action.</p> <p>(3) If entanglement takes place Session Leader / coaches will take appropriate action, apply first aid if required and exchange any details required with the anglers involved.</p>			L	Session Leader

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Sea Kayaking (General)	Wildlife encounter e.g. Swan attack or jelly fish sting leading to personal injuries.			L	(1) If swans (or other animals likely to attack) are seen Session Leader / coaches must direct the paddling group to give the swans (or animal) a wide berth and avoid disturbing them if possible. (2) Paddlers must be briefed to keep clear particularly if there are young swans/animals in the vicinity. (3) If jelly fish are spotted a verbal message should be passed amongst the group warning of the danger. Someone stung by a jellyfish should be treated as a casualty and brought to shore in case symptoms become severe and a 999 call is required.			L	Session Leader
Sea Kayaking (General)	Sea conditions/wind/ tidal streams, tide races and overfalls leading to group splitting up, lost paddler(s) and capsize.		M		(1) Session Leader to have studied the paddling area in particular any tidal streams, tide races, overfalls likely to be encountered. (2) Session Leader to assess ability of the group and change route if necessary. (3) Session register to be filled out by all paddlers before getting on the water. Float plan to be filled out by Session Leader. Detailed safety briefing to be given by the Session Leader before launching. Trip leader to regularly carry out a head count of the group. (4) If required i.e. a large group or poor visibility lead and rear paddlers should be nominated to control the spread of the group. (5) Session Leader to carry a compass and relevant maps / charts of the area. (6) In case of capsize & wet exit normal rescue drills to be conducted as per club training sessions.			L	Session Leader
Sea Kayaking (General)	Collision with shipping or other craft leading to personal injury/death.	H			(1) Session Leader, during their planning of the trip, must identify hazardous areas such as shipping lanes, port/harbour entrances. (2) Where possible the group should keep close in to shore. (3) If required to cross shipping lanes do so by the shortest and safest route taking into account the relative speed of other craft. (4) Trip leaders should observe racing lines of dinghy and yacht races and not cause an obstruction. (5) Trip leaders are to be aware of designated bathing areas and keep clear if possible or transit slowly keeping a watch for swimmers. (6) Avoid paddling into areas designated as "Water Skiing" or high speed craft, e.g. jet skis. (7) Session Leaders should have a knowledge of the Collision Regulations.			L	Session Leader

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Sea Kayaking (General)	Paddling in darkness (both planned/unplanned) possible collision with static objects/shipping leading to capsize/personal injuries/death.	H			(1) All paddlers are encouraged to carry white lights/head torches/cylumes (light sticks). (2) If there are paddlers without lights they must be placed within the centre of the group. (3) If possible the group should move and paddle close inshore to avoid the possibility of collision with larger craft/shipping. (4) If shipping lanes need to be crossed this should be at right angles and the group should move as quickly as possible. (5) If necessary a VHF call to the Coastguard can be made.			L	Session Leader
Sea Kayaking (General)	Paddling in restricted visibility e.g. fog, torrential rain leading to lost paddler(s), collision with other vessels/capsize/personal injuries/death.	H			(1) Session Leader to get all paddlers into a tight group and conduct a headcount. (2) Use compass/float plan/map or chart to get a bearing to nearest safe coastline. (3) In fog the group should paddle to shallow water/coastline for safety to reduce risk of collision with other vessels. (4) In fog the group should remain quiet and listen/be vigilant for other water borne craft. If risk of collision is imminent use whistles to indicate position. (5) In the event of a collision and injuries are sustained a 'Mayday' or 'Pan Pan' VHF call should be made seeking assistance.			L	Session Leader

Dynamic Risk Assessment

The dynamic risk assessment is the final link in this risk assessment process, it takes place within circumstances that are unforeseeable and / or are changing constantly (e.g. a white water river). It is this final assessment which we rely upon to allow us to carry on our paddling activities safely, and to make carefully considered judgements. The dynamic approach is a continuous thought process.

Prior to launching, gather information, evaluate situations and then apply your judgement to decide the most appropriate course of action. Hazards must be identified continuously and the risk to all concerned considered throughout the trip.

Front Cover PPCA Sea Kayak Dynamic Risk Assessment

Rear Cover PPCA Sea Kayak Dynamic Risk Assessment

PPCA Sea Kayak Dynamic Risk Assessment Aide Memoire
Only discuss the pertinent & relevant points (or use question & answer technique, involve the group!)
1. Everyone signed the session register / headcount.
2. Any personal health issues?
3. Weather? Temperature (including water)? Tide times? Sunset?
4. Warm up / Stretch / Everyone correctly dressed? Food? Drink? Survival bags?
5. Safety kit carried e.g. 1 st aid kit? Tow lines? Mobile phone / Comms? Survival bags? Spare paddles?
6. Actions on capsized?
7. Actions on injuries?
8. Actions on bad weather/strong tidal flow etc?
9. Any specific navigation challenges?
10. Any Questions?

PPCA Sea Kayak Dynamic Risk Assessment Aide Memoire

For use by all Session Leaders, Coaches & Helpers on PPCA Sea Kayak paddles.

INCIDENT REPORTING

All accident and incidents (including near misses) must be registered in the Mountbatten Accident Book if paddling in that locality. This Book is held in the front office of the Mountbatten Water Sports Centre. If you are paddling in any other area then please note the requirements needed to complete a report. (See the British Canoeing Report Form, below).

We are all covered by the British Canoeing BC insurance policy but this reporting system is for ALL canoeing incidents whether you are a member of British Canoeing or not. Incidents reported should include near misses as this information will help the BC to identify canoeing issues and to establish an accurate picture of safety and other concerns across the country. The BC will use this information to advise members and improve safety for everyone. So please include incidents such as those with other water users, access issues, pollution, environment, canoeing safety etc. as well as major incidents or accidents.

If you have been involved in an incident as a result of a canoeing activity you should complete the form.

A link to the online version of the form, and a link to a pdf version, can be found at:
<https://www.britishcanoeing.org.uk/go-canoeing/incident-reporting>

All information recorded by hand should subsequently be submitted on the online form.

BC's online guidance also states that, if an incident has occurred which results in

- . An injury to a person
- . If medical assistance was provided or an ambulance called
- . Reported under RIDDOR (major incidents in the work place)
- . Damage was caused to property, equipment vehicles etc

then the incident MUST also be reported to the BC insurers the details of which can also be found on the British Canoeing Incident Reporting website (see the link above).

All reports must be forwarded to the PPCA Club leader as soon as possible after the event so that he/she can take the necessary action.

Club First Aid Provision

All Coaches are required to hold a valid First Aid Certificate as a part of their qualifications.

On Club trips all Coaches or Session Leaders must ensure that they are in possession of a First Aid Kit.

At Mount Batten there is a First Aid Kit sited in the Mount Batten Water Sports Centre reception area.

British Canoeing Incident Report Form

This is a hard copy of the section headings in the BC online form that can be accessed via the link, above.

Personal – Details of the person submitting the report:

1. Name
2. Email address
3. Club/centre you are involved with (if any)
4. Member of British Canoeing or Home Nations YES/NO (please delete as appropriate)
5. Please state your role or connection with the incident e.g. Leader, coach, group member, event organiser etc

Incident

- a. Name of individual/s involved (if different)
- b. Date of incident
- c. Where did the incident happen?
- d. Please describe the incident. *Include any relevant conditions such as weather, temperature, Grade of white water, sea/river conditions etc.*