PORT OF PLYMOUTH CANOE ASSOCIATION
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Risk Assessment: Pool Training Sessions

RA Activity Details:	PPCA Pool Training Sessions	**RA Reference No:**	PPCA 00X			**Date of RA:**	Oct 2026		
Area:	Swimming Pool	**Pre-Control Risk Score:**	High			**RA Review Date:**	Oct 2027		
Guidance Documents Referenced:	(1) Canoe England Safety Guidelines for Paddlers, Clubs and Volunteers, BC Coach and Leadership Prerequisites, (3) PPCA Club Operating Policy (4) Scouts Policy Organisation and Rules	**Post Control Risk Score:**	**Low☛**	Low	**Medium☛**		**High☛**		
RA Completed By:	Damean Miller	**Risk Change Controls Needed [YES or NO]:**			No				
RA Approved By:	Mark Perry	**Dynamic Risk Assessment Required (YES or NO)**			Yes				

This generic risk assessment covers training sessions predominantly at Ivybridge public swimming pool. 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 Coach ~~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.
- 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 coaches will hold wither BCU accredited coaching qualification.
- 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.

Commented [AC1]: Scouts not really relevant

Commented [HN2]: Its usually the Coach has overall responsibility.

Commented [AC3R2]: Sanctioned by Club Leader. Session Leader is the coach

Commented [AC4]: "Carried" not really relevant . Do we take a First Aid kit or reliant on Ivybridge Pool?

Commented [HN5]: Usually members only.

Commented [AC6R5]: Maybe change to participants

Commented [HN7]: Spelling

Commented [AC8]: CRB really out of date now. Not sure all helpers DBS checked - I'll send a list to Al

Commented [AC9]: Last sentence not making sense. TBH Leaders approved by PPCA

Commented [AC10]: Not appropriate for pool, but they could prevent anyone from entering the pool for whom they felt the session was inappropriate?

All accidents, incidents or near misses must be reported to the Club Leader, and Club Safety Officer, who will liaise with Canoe England Safety Team PUK Safety Representative. Details of any incident which results in injury requiring hospital attendance / treatment will also be passed to ~~British Canoeing~~Paddle UK for their records on sports injuries and to form a record for the insurance company in case of any resulting claim.

Hazard / Activity	Risk – how might they be harmed	Who might be harmed	What controls are already in place	Further mitigation or controls	Action by who	Action by when
Manual handling of kayaks on the pool side	Slippery / uneven surfaces. Lifting from pool storage brackets. Trip, slips and falls	Paddlers, supporters and coaches / helpers	All members in attendance to be aware of where people are moving kayaks around. Safe lifting techniques to be briefed.			
Placing / launching kayaks in the pool	Stretching or over-reaching. Falling into the pool.	Paddlers, supporters and coaches / helpers	Safe lifting techniques to be used as briefed. Assistance to be provided to reduce the risk of overreaching.			
Removing kayaks from the pool.	Stretching or over-reaching. Falling into the pool. Lifting excessive weights of boats full of water.	Paddlers, supporters and coaches / helpers	Safe lifting techniques to be used as briefed. Assistance to be provided to reduce the risk of overreaching. Briefing to include the risk if the weight of a full boat of water. Kayaks should be emptied whilst in the water and not dragged onto the side to be emptied.			
Entering or exiting the kayak ~~form~~ from the pool side.	Losing balance / falling into the pool. Unexpected submersion. Impact with the pool side or floor.	Paddlers & Swimmers	Coach or session helper to assist with supporting a floating kayak. Helmets to be worn by all in / on the water before entering and during the ~~s~~session.			
Wet exit capsize drill	Paddler panics. Entrapment.		A coach or competent person should discuss the process with the kayaker to ensure understanding. Demonstrate as necessary - Ensure spray deck is correctly fitted prior to performing drill (ensure release loop is not snagged). Once capsized, follow the correct exit procedure by pulling on the release loop to release the spray deck, place hands on each side of the			

Commented [AC11]: Is that right?

Commented [HN12]: Governing Body?

Commented [HN13]: All at risk.

Commented [HN14]: Cover all aspects.

			cockpit combing and performing a 'forward ~~role'~~ roll' Practice drill in the dry, on the pool-side first			
Non exit paddler to paddler rescue (X, T, HoG, Paddle present)	Buddy is unable to right the capsized kayak Kayaker panics, drowning		A coach or competent person should discuss the process with the kayaker and the kayaker's buddy to ensure understanding. Demonstrate as necessary Ensure that the kayaker's buddy is capable of righting a capsized kayak. Demonstrate as necessary The coach or competent person to supervise/advise novices until the drill can be performed safely and confidently If buddy cannot right the kayak, an eskimo rescue or ~~the kayaker should~~ wet exit should be performed .	Masks not to be worn in the pool so as to avoid any delay in CPR		
Rolling	Kayaker is unable to self-right kayak. Tiredness due to repeated exercises. Paddle or kayak impact on helper / coach / other paddler	Paddler Coach or helper	A coach or competent person should discuss the process with the kayaker and the kayaker's buddy to ensure understanding. Demonstrate as necessary, The coach or competent person to supervise/advise ~~novices~~ paddlers until the drill can be performed safely and confidently Mix up activities to provide rests between exercises. Coach / helper to check in with paddler to ensure they are not fatigued. Coach / helper / all paddlers to wear ~~suitable PPE to minimise any impact injury~~ helmet			
Executing paddling techniques	Person hit by moving paddles/blades, moving craft	Coaches, helpers, members – in the water	All persons to wear helmets,	Risk raised during briefing		

Commented [HN15]: New line added self explanatory.

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



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

PPCA 'Training'
Dynamic Risk Assessment Aide Memoire

Commented [AC16]: Damean I think this card is never used and of very limited value in all activities and even less relevant for pool sessions! Looks like Nigel of the same opinion!

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. 1st 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? 11. Pre-session Briefing by Lead Coach to include: 11.1 Welcome & Orientation of the structure (e.g. Pool location, Changing, Showers. Toilets, Exits) 11.2 Observing building signage and rules. 11.3 PPCA Pool rules (e.g. Wearing helmets, avoid colliding with pool edges, no seal launching, washing out personal craft prior to using in the pool).. 11.4 Working together, buddy system. 11 5 Caution when bringing craft from outside, darkness, slippery grass.

Commented [HN17]: This is already covered in the application page when paying for the session on the club website.

Commented [HN18]: Headcount covered confirmed by the Coach sending names/numbers to Club Leader, post session.

Commented [HN19]: Not relevant, session in swimming pool

Commented [HN20]: Ditto

Commented [HN21]: Ditto

Commented [HN22]: We are in a swimming pool, unless the structure has it moved into The Sound? Not relevant.

Commented [AC23]: Damean, there is no mention of the pool attendant in this. As per discussion the other evening I think we could at least expect them to raise the alarm if a kayak has been capsized with paddler in it unobserved by PPCA team and this could be referenced as an additional mitigation

Commented [HN24]: Covers my general briefing.