PORT OF PLYMOUTH CANOEING ASSOCIATION
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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:**	Feb 2024	
Area:	Mount Batten Centre	**Pre-Control Risk Score:**	Medium				**RA Review Date:**	Feb 2025	
Guidance Documents Referenced:	Canoe England Safety Guidelines for Paddlers, Clubs and Volunteers, PUK Coach and Leadership Prerequisites, PPCA Club Operating Policy	**Post Control Risk Score:**	**Low☛**	Low	**Medium☛**		**High☛**		
RA Review Completed By:	Damean Miller	Risk Change Controls Needed [YES or NO]:			No				
RA Approved By:	Mark Perry	Dynamic Risk Assessment Required (YES or NO)			No				

'This generic risk assessment covers activity predominantly within the confines of the Mount Batten Centre (MPUK) and immediate area surrounding the MPUK. 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 MPUK 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 MPUK (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 Paddle UK 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 MPUK 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 MPUK car parking area to highlight pedestrian routes.			L	Individual(s) concerned
Access/egress from & to the MPUK 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 MPUK 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.	(1) Difficulty of access/egress using the 'bridge' at low water due to steepness, especially for disabled people/wheelchair users. (2) Tripping on cleats or other objects on the pontoon leading to personal injuries including falling into the water, falling into craft moored alongside. (3) Accidentally falling off the pontoon into the water leading to possible drowning. (4) Intentionally jumping from the pontoon into the water causing personal injuries due to shallow		M		(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. (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. (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. (4) Students/visitors to be instructed that all injuries, including minor incidents such as splinters, must be reported to the club/helpers. (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			L	Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
	water. (5) Personal injuries from wood splinters on the pontoon, both hands and feet. (6) Risk of disease to individuals e.g. leptospirosis, bird faeces. (7) Fire on craft moored alongside due to fuel storage leading to personal injuries/death. (8) Access/egress during inclement weather including snow, sleet, rain, winds, and darkness.				activities. (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. (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 Explore 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.				

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
Use of slipways to launch and recover kayaks, canoes etc.	(1) Muscle strain/injury to the person(s) moving the kayak due to kayak weight/shape. (2) Slips, trips and falls on the slipway due to 'fixed' items on the slipway (cleats) or environmental conditions (algae) leading to personal injuries. (3) Falling off the side or 'end' of the slipway leading to personal injuries including drowning. (4) Unexpected wave action onto the slipway causing canoes/kayaks				(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. (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. (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. (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				Coaches, assistants, individual paddler

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
	to collide with people causing personal injuries. (5) Craft colliding with other personnel particularly		M		launch/recovery activity and give sufficient warning should waves be seen coming in. (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. (6) Students on Start and Discover sessions/ 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 therefore coaches/assistants may need to consider other areas in which to launch/recover. Students on Explore 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.			L	

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 MPUK or at the PPCA sheds.	Personal injuries/death due to smoke inhalation or flames.				(1) Familiarisation briefing should include: (a) At the club sheds the fire alarm call points, nearest portable firefighting equipment and escape routes.				Individual(s) concerned

ACTIVITY	HAZARD	H	M	L	CONTROL MEASURES	H	M	L	ACCOUNTABILITY
			M		(b) No smoking policy around the club sheds and highlight the fuel storage containers opposite the sheds. (c) MPUK 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 MPUK Fire Marshal. (4) No one is to leave the area until advised safe to do so by MPUK Fire Marshal or the Fire Brigade.			L	
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. MPUK 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 1st 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 1st floor. It can be noted that use of the stairs can be avoided by using the internal lift.			L	Individual(s) concerned