



Name of activity	Paddlesport on centre waters kayak and Canoe. Separate documents for rafted canoes and canoe sailing		Reference number							
Location of activity	South to 6mph sign, north to Grubbin's point and up to 100m offshore		Ratio for activity			2:12 or 1:6				
Level of qualification needed to lead	UKCC Level 2 or UKCC level 1 and 3 star in relevant discipline in old scheme Paddle sport Leader or Level 2 Coach relevant discipline in new scheme. Plus, in house training and assessment by assessor approved by health and safety team and TA.									
Level of qualification needed to second	UKCC level 1 in old scheme or new Paddle sport Instructor and in-house training and assessment, or Paddlesports Leader. Plus, in house training and assessment by assessor approved by health and safety team and TA.									
This document must be read in conjunction with	Activity Standard Operating Procedures and Water Sorts Generic Risk Assessment									
Key: L – Likelihood, S – Severity, R – Risk					Risk Score 1- 2 = Low 3- 4 = Medium 5- 6 = High					
Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R	
Issuing equipment	Blow to head by paddle	Staff and participants –paddles may be swung round	1	1	2	Brief on expected behaviour	1	1	2	
Manual handling	Muscular – skeletal	Staff and participants – rescuing upturned boats	2	2	4	Manual handling techniques supervised by trained staff	1	2	3	
						Additional buoyancy fitted				
						Staff trained in best practice				



Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
Capsize	Drowning	Staff and participants – entrapment under or in boat	2	3	5	Staff brief in capsize drill	1	3	4
						Staff ensure buoyancy aids worn and correctly fitted			
						Participants fitted to boats to reduce chance of entrapment			
						Staff able to perform unconscious casualty rescue			
Trapping fingers against and in pontoon- jetty	Impact injury	Participants may trap fingers or grab hold between slats and trap fingers	1	1	2	Staff brief to keep fingers away from pontoon- jetty	1	1	2
Head injury	Death	Staff and participants – injury to head from capsize or games	2	3	5	Staff manage games to minimise risk of head injury	1	3	4
						Place paddles in water not across boats during rafted activities			
						When standing in boats ensure in deep water and boat separation			
						Helmets worn when playing ball and, close proximity games and moving around boats.			
						Pre-planned rescue sessions wear helmets			



Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
Other lake users	Injury and verbal abuse	Staff and participants -collision between craft, abuse from other users	2	3	5	Staff to be aware of other lake users needs	1	3	4
						Staff brief group to stay clear of other craft			
						Staff keep group away from fishermen and lines			
						Staff briefed to not inflame situations			
Wildlife	Injury and illness	Staff and participants – injury from aggressive animals or illness form handling wildlife	1	3	3	Staff keep group away from restricted areas	1	1	2
						Staff keep group away from groups of swans and geese			
						Staff brief in good hygiene			
Algal Blooms	Rash, Skin Irritation, Illness	All water users	2	3	5	Advice testing and warnings provided by Environment Agency, Staff check launch area, avoid heavily affected areas. Limit wet activities Shower after session if algal blooms present	1	3	4



Kayak Specific									
Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
Entrapment	Entrapment of feet	Staff and participants – oversized footwear may become trapped in boat	2	3	5	Staff assess foot wear for appropriateness prior to going on water	1	3	4
						Boats to be safety checked for entrapment hazards by staff Choice of Boat			
Entrapment by spray deck	Entrapment by spray deck	Participants –may panic about deck, forget how to use deck or trap in grab loop.	2	3	5	No spray decks in less lead approved by Lead and HSO	1	3	4
						Staff brief how to use spray decks each use			
						Staff always ensure grab loops accessible			
						Staff to be in rescue position in case needed.			



National Centre, Lakeside

Activity Risk Assessment – Paddlesport Centre Waters

YMCA National Centre, Lakeside Newby Bridge
LA12 8BD Telephone 015395 39000



Written by: Ian Adey	Date November 2013	Signature Ian Adey
Reviewed by: Tom Sibbald Fiona Corfe	Date January 2018	Signature T Sibbald F Corfe
Reviewed by: Tom Sibbald Fiona Corfe	Date January 2019	Signature T Sibbald F Corfe