

Risk Assessment: Date: checked 06/04/24

Nearest First Aid equipment: Crew room/mobile bag

Activity: Kayak/Canoe

Nearest Telephone: Brighton Watersports mobile

Emergency Rally Point (car park):

Location: Piddinghoe Lake; This session will be run in line with BSUPA/ASI/BCU Paddle sport criteria

Notes: all Instructors will have a familiarisation session at the lake prior to instructing this will cover:

- How to make safe unattended sailing/windsurf equipment if it looks like members have forgotten to put away (always search for the owner first)
- Shallow parts of the lake sheltered parts of the lake, any underwater hazards of the lake.
- Working with sailors/windsurfers/fisherman. Signalling avoidance etc.

<b>Hazard</b>	<b>To Whom</b>	<b>Preventative Measures</b>	<b>Instructor Notes</b>
Drowning, Injury or ailment caused by the water	All	All participants must be correctly fitted with Buoyancy Aids. Vigilant Observation from trained, qualified Instructors must be maintained with effective group control. All instructors must be evaluated for safety procedures by a qualified in-house assessor prior to running session to ensure all instructors are aware and able to perform any safety and rescue procedures required during the session.	BA's must be fitted and checked by qualified instructor prior to entering the water. Consider positioning to maximise group control. Minimize the time spent out of the boat, in the water. Ensure BA's are kept on as fitted for the duration of the session.
Injury induced by environmental conditions	All	Vigilant instruction and careful group control should reduce chances of injury under normal circumstances, including access and egress where required. Regular weather checks leading up to the session and a dynamic assessment on the day may lead to cancellation or relocation of the session, at the discretion of Responsible party. Centre must keep up to date with local environment.	Instructors must check conditions before session. Regular weather readings are recorded in the weather record log. Restrictions with wind speeds above 30knts. Talk through shallow parts of lake. Bouy's can be used to anchor against if wind is strong. Talk through sheltered parts of the lake i.e South wind shelter next to club house. Check emergency exit points around

			lake and access to them
Injury or Ailment Due to inadequate Clothing/Equipment	All	<p>Leaders must ensure that <b>NO</b> denim is to be worn on the water.</p> <p>Ensure no items of clothing/Jewellery can present issues of entanglement.</p> <p>Replace with wetsuits where possible.</p> <p>Any and all safety equipment provided by the centre <b>MUST</b> be checked by an instructor and <b>MUST</b> be worn at all times as fitted.</p> <p>Attention must be kept to the condition and comfort of guests.</p> <p>Equipment should be regularly checked for good and safe condition.</p> <p>Broken or faulty equipment is to be logged and removed from circulation.</p>	<p>Ensure to take the time to find the correct fit of BA or wetsuit.</p> <p>Prevent removal of safety equipment throughout the session.</p> <p>Leashes are optional on low winds as these can cause a trip hazard.</p>
Injury during entrance/exit to lake	students	<p>Entrance and exit via wooden pontoons/jetties or ramps. Assistance should be provided if requested or if assistance is clearly required. No standing on equipment near shoreline or pontoons.</p> <p>During set up, ensure there is more than 1/3 of a paddle length between vessels to prevent clashing paddles and potential contact with participants.</p> <p>Proper manual handling practices ensure canoes are carried by no less than two people, only to be lowered to the water by qualified instructors.</p> <p>If conditions worsen whilst on the water, upon return to the shore, only one vessel must exit at a time to maintain control. In which case, the paddler must be sent to shore out of their boat, for their boat to be received by a land based instructor.</p>	<p>Instructors must point out no diving from the jetty's/pontoons due to shallow water. Demonstrate how to exit/enter lake.</p> <p>Any requests for aid, regardless of conditions must be honoured</p>
Injury caused by vessels or equipment being used during the session.	All	<p>Boat users/Participants are to be instructed on proper use of the paddles.</p> <p>Also instructed to be aware of other boats on the session and communicate verbally when a collision is approaching.</p> <p>Users told to all shout 'Swimmer!' when a capsize occurs and pause their functions until the swimmer is back in their vessel.</p>	<p>Games and activities should be paused if there is a capsize.</p> <p>Instructors to aid and assist with righting the vessel and rider.</p>
Injury due to land/waters edge hazards i.e sail boats/windsurf equipment rigged on land/waters edge. Debris on land	All	<p>Make sure all members' equipment is secure and will not move with increase wind, this includes moored boats. Clear any debris that may cause injury especially in wind picks up. Check area where customers may walk for broken glass, sharp objects that may cause injury.</p>	<p>Instructors to communicate with club members regarding their kit. Outline your operating area. If there is no club member present, secure equipment as per familiarisation session.</p>
Injury Due to other water users. Sail and windsurf races	All	<p>Ensure all students aware of racecourse and avoid.</p> <p>Clear boundaries set at beginning of the session with rescue points clearly illustrated to participants.</p>	<p>Instructors are to avoid race areas.</p> <p>Consider Positioning during the session.</p>

		Ensure all students are aware of what to do when a sail/windsurf is coming towards them.	Build confidence down wind of sailors and windsurfers. Advise race co-ordinators of your area of operation and intention and level of competence
Injury Due to Improper Use of Equipment	Students	The session must begin with a brief including the correct way to use the equipment. Vigilant instructors must ensure that the equipment is being used safely and correctly for the duration of the session. leashes are optional on low winds, these can be a trip hazard	All equipment must be checked regularly for faults. All equipment that is fitted must be checked by the instructor prior to entering the water. Secure leash to the back of the board if necessary
Injury or distress due to poor ability	students	Adequate ratio of participants to instructors must be maintained, Radio comms must be maintained, effective group control and awareness will keep the group together and skill gap should remain concealed.	Any participants who desire to leave the session must be assisted out or met by a member of staff on the bank. To be arranged by Radio Comms. Instructors must be aware of any pre-existing medical condition. Fitness level to be monitored
Injury, distress or inconvenience to public due to standard operations	Public	This is a private lake, any guest of students should be made aware of hazardous areas and should keep clear of operating area. Crew to be vigilant to keep their group within the safe boundaries.	Any members of the public who are attending as guests should signed that they have read the club byelaws
Injury or damage caused by improper equipment safety and condition	Gear	Ensure the participant is fitted with the correct size for them, fitted correctly. Equipment should be cleaned and maintained to reduce wear and tear; Guests must be informed on the best way to handle the equipment and must return to stores on termination of session. Equipment must be stored, used and maintained sensibly and correctly. A full equipment check should be conducted and recorded at least once per year.	

#### Equipment Requirements:

- First Aid grab bag
- PPE
- Radio Comms
- Mobile Phone

#### Emergency Contacts:

- Brighton Watersports: 01273 232160
- Adam Chinery: 07877235945

- Nourishment; Food, Water
- Spare Parts and Clothes

Conducted By: Joe Williams