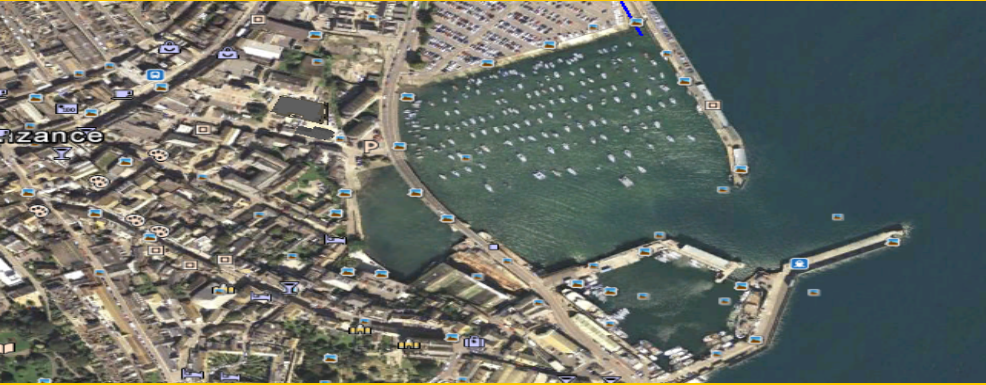



	Kayaking Risk Assessment		Assessed By			
			C Jennings		08/12/2014	
Sessions will be run at Venues where instructors have site specific knowledge.			Instructor ratio:_____, this will vary on groups ability and age. All instructors/guides will be first aid qualified and have access to a communication device for emergencies along with safety equipment for sea rescues.			
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
Impact						
Rock Falling From Above	Low	High	Group / Instructor	Helmets worn on, or near to the water. Suitable venue choice Briefing & supervision	None	Activity Lead Instructor
Slips Trips and Falls	Medium	Low	Group / Instructor	PPE, Instructor to highlight danger areas, suitable footwear to be worn Participants to be supervised at risk areas	None	Activity Lead Instructor
Fall From Height	Low	High	Group / Instructor	Effective group management Briefing & supervision	None	Activity Lead Instructor
Impact from boat	Low	Mod	Group / Instructor	Participants to be briefed of risk. Surf landings to be controlled by instructor. Participants in moving water to be managed and briefed. Surfing sessions to be set up in controlled manor with entry and exit paths	None	Activity Lead Instructor / Participant
Impact from paddle	Low	Mod	Group / Instructor	Participants to be briefed before paddle sport games, helmets to be worn	None	Activity Lead Instructor / Participant
Being swept onto rocks	Medium	Medium	Group / Instructor	Correct landing technique to be demonstrated in sheltered water, conditions should suit groups ability	None	Activity Lead Instructor
Entrapped hands / Fingers	Medium	Low	Group / Instructor	Participants to be briefed briefing to be reinforced before rafting or moving towards hazard	None	Activity Lead Instructor
Drowning						
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
entrapment under the water	Low	High	Group / Instructor	Out of boat rescues to be practiced in areas appropriate to group ability. Advanced rescues in hazardous areas to be closely supervised by instructor	None	Activity Lead Instructor / Participant
unpredicted tidal changes	Low	High	Group / Instructor	Instructor to have local area knowledge and training, position and drift to be constantly observed	None	Activity Lead Instructor / Participant
Capsize	High	High	Group / Instructor	Capsize drill to be demonstrated at start of session, Instructor to encourage participants to practice drill. Participants to be briefed before start of session, in capsize and rescue drill	None	Activity Lead Instructor / Participant
Entrapment in kayak	Low	High	Group / Instructor	Instructor to ensure correct fit of equipment and demonstrate exiting kayak at start of session. All participants to be briefed before getting on the water	None	Activity Lead Instructor / Participant
sudden immersion into cold water (dry drowning etc	Low	High	Group / Instructor	Group members to wear appropriate clothing and instructor to monitor participants after submersion / capsize	None	Activity Lead Instructor / Participant
Effects of temperature						
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
inadequate personal clothing or equipment used during or after the session	High	Low	Group / Instructor	CCH instructor should advise customers to wear sunscreen and carry some spare in the vehicle for emergencies.	None	Activity Lead Instructor / Participant
sunburn	High	Medium	Group / Instructor	On very hot days the CCH Instructor should be aware of the possibility of group members overheating, water to be carried in CCH vehicle and given away freely.	None	Activity Lead Instructor / Participant
submersion hypothermia, for example, being swept o out to sea	Low	High	Group / Instructor	Instructor to check regularly that all group members are warm enough.	None	Activity Lead Instructor / Participant
over-exposure to cold and windy conditions	Medium	Medium	Group / Instructor	Thermal blanked and spare warm clothing to be carried in vehicle.	None	Activity Lead Instructor / Participant
exposure to high temperatures, hyperthermia, sunburn and dehydration.	Medium	Medium	Group / Instructor	Group to undertake activity in suitable clothing and equipment.	None	Activity Lead Instructor / Participant
Rough Seas/storms and	Low	High	Group / Instructor	Activity will not commence rough conditions, instructor will assess the sea conditions based on the wind/swell forecast and the conditions on the day. Dynamic risk	None	Activity Lead Instructor / Participant
Other						
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				

Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
General			Group / Instructor	Code of Practice applies Suitably qualified & experienced instructor (includes First Aid) Clear briefings & supervision All accidents, near misses and incidents are recorded and appropriate action undertaken as required. Safety reviewed in staff	None	Activity Lead Instructor
Tiredness/Fatigue	Medium	Medium	Group / Instructor	Instructor to tailor session to weakest members ability. Safety equipment will be carried at all times, if necessary to tow a participant and suitable get out points will be stated.	None	Activity Lead Instructor
Loosing Contact	Low	High	Group / Instructor	Instructor to maintain effective group spacing appropriate to conditions	None	Activity Lead Instructor
Getting Lost	Low	High	Group / Instructor	Instructor to have local area knowledge and training, position and drift to be constantly observed	None	Activity Lead Instructor
Weil's Disease	Low	High	Group / Instructor	Ensure that all participants are aware of waterborne disease and the general signs and symptoms of the disease. Encourage all participants to wash their hands as soon after the activity. Encourage participants to take showers if they either fall in or decide to swim in a river.	None	Activity Lead Instructor
Anglers	Low	Low	Group / Instructor	Instructor to control group position to avoid anglers lines.	None	Activity Lead Instructor
Entanglement In Lines	Low	High	Group / Instructor	Capsize drill not to be practiced near fishing buoys or moored watercraft	None	Activity Lead Instructor
Other Water Users	Low	High	Group / Instructor	Instructor to brief group of danger presented by other water users and control group appropriately	None	Activity Lead Instructor
Sewage Outfall / Pollution	Low	High	Group / Instructor	Instructor to brief group of danger area, and avoid sewage outfalls or polluted areas.	None	Activity Lead Instructor
Weather / Sea Conditions	Low	High	Group / Instructor	Instructor to assess weather conditions and ensure conditions are appropriate to groups ability.	None	Activity Lead Instructor
Leaving/Entering Caves	Medium	Medium	Group / Instructor	Instructor to assess whether caves can be entered safely conditions and group ability.	None	Activity Lead Instructor / Participant
Venue						
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
Vehicle Park May Be Some Distance From Venue	Mod	Low	Group / Instructor	Ensure all equipment is taken to site	None	Activity Lead Instructor
No Toilet Facilities At Site	High	Low	Group / Instructor	Group members to be aware and encouraged to visit toilet before activity	None	Activity Lead Instructor
No Telephone or VHF signal At Venue	High	Mod	Group / Instructor	Instructor to carry appropriate means of communication for venue and understand its limitations	None	Activity Lead Instructor
Equipment						
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
Wear and Tear	Low	High	Group / Instructor	All equipment to have pre and post use checks as SOP #2 Equipment to be assessed for serviceability by competent person in accordance with SOP #2	Ongoing	Activity Lead Instructor / Equipment Inspector

Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
Fitting	Low	High	Group / Instructor	Fitting of equipment to be assessed by activity lead instructor. Participants that remove equipment to be assessed by lead instructor for correct equipment fit when returning to activity, participants to be briefed not to alter fit of equipment during activity. Final checks to be carried out before each climb or descent of participants equipment by activity instructor.	Ongoing	Activity Lead Instructor
Staff						
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
Instructing staff must all have current and appropriate NGB qualifications	Low	High	Group / Instructor	PZCC Committee to check instructor NGB qualifications once per year and on induction. Qualification to be recorded as per SOP 1	None	PZCC Committee
Staff Ratios	Low	Mod	Group / Instructor	Sessions to be within ratios detailed in Annex D of Risk Management Policy. Special Arrangements For Young or Disabled Participants are detailed in annex E of the Risk Management policy	None	PZCC Committee
Staff Fitness	Low	Mod	Group / Instructor	Staff to attend Induction session to evaluate performance.	None	PZCC Committee
Staff Training	Low	High	Group / Instructor	PZCC Committee to observe the instructors competence, manner, rapport with children and teachers etc.	None	PZCC Committee
Emergency						
Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
Emergency Situation	Low	High	Group / Instructor	Emergency Action Plan as Per Annex F of PZCC Committee Risk Management policy	None	Activity Lead Instructor
Activity specific assessment						
Sheltered Water Induction PZ Harbour						
						
Walk In / Out Impact hazard	Low	Low	Low	Sheltered water induction area to have easy access and short carry	None	Activity Lead Instructor
Environmental Impact	Medium	Low	Environment	Footpaths to be used, instructor to brief group to minimise environmental L1 or I2 Coach working under direct supervision of I3 coach. BCU 4* Sea may work as assistant if approved by technical advisor	None	Activity Lead Instructor
Staff Qualifications	Medium	Medium	Group / Instructor	Other Water Users, Anglers, Commercial Traffic, Fall From Height, Slipway slippery, Entanglement in mooring lines see kayaking risk assessment for control measures	None	PZCC Committee
Site Specific Dangers	Low	Medium	Group / Instructor	Good VHF and Mobile Communications in Harbour Area	None	Activity Lead Instructor
Communications	Medium	Medium	Group / Instructor		None	Activity Lead Instructor
Safe Areas / Escape Routes	Easy escape via harbour slipway, harbour steps, Abby slip or Abby steps. Defibrillator in PSCC. Close parking and toilet facilities					
Open Water Induction Mounts Bay Mullion Harbour to Tata Du						

Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
						
Walk In / Out Impact hazard	Low	Low	Group / Instructor	Walk In across roads carrying kayaks, over uneven ground. Distance to water at low tide is over 500m. Instructor to supervise and brief group. Group ability to be considered.	None	Activity Lead Instructor
Environmental Impact	Medium	Low	Environment	Instructor to brief group to minimise environmental impact	None	Activity Lead Instructor
Tidal Flows	Low	Medium	Group / Instructor	Tidal Flows are weak but erratic in mounts bay, session to be suitable for groups ability.	None	Activity Lead Instructor
Swell Conditions	Low	Medium	Group / Instructor	Mounts Bay exposed to swell from East to West in direction. Instructor to confirm conditions suitable for group. Normally Safe landings can quickly change to surf beaches	None	Activity Lead Instructor
Weather	Low	Medium	Group / Instructor	Instructor to confirm condition suitable for group. Upmost caution to be exercised in offshore winds.	None	Activity Lead Instructor
Staff Qualifications	Medium	Medium	Group / Instructor	BCU L2 Coach with or Instructor assessed by Technical Advisor	None	PZCC Committee officers
Communications	Medium	Medium	Group / Instructor	Erratic Mobile Signal, Good VHF Coverage	None	Activity Lead Instructor
Danger Areas	Low Bar has can have heavy dumping surf, Cudden Point has signafantly stronger tidal flow than surrounding area, Submerged offshore rocks can cause					
Safe Areas / Escape Routes	As Per Journey Plan					
Journey Plan				Journey Plan as per SOP7 held at PZCC Committee office		
Moderate Water Tuition / Journeys Mullion to Porthgwarra						
						
Walk In / Out Impact hazard	Low	Mod	Group / Instructor	Walk In across roads carrying kayaks, over uneven ground. Distance to water at low tide is over 500m. Instructor to supervise and brief group. Group ability to be considered.	None	Activity Lead Instructor
Environmental Impact	Medium	Low	Environment	Instructor to brief group to minimise environmental impact	None	Activity Lead Instructor
Tidal Flows	Low	Medium	Group / Instructor	Tidal Flows are weak but erratic in mounts bay, session to be suitable for groups ability.	None	Activity Lead Instructor
Swell Conditions	Low	Medium	Group / Instructor	Mounts Bay exposed to swell from East to West in direction. Instructor to confirm conditions suitable for group. Normally Safe landings can quickly change to surf beaches	None	Activity Lead Instructor
Staff Qualifications	Medium	Medium	Group / Instructor	BCU L3 Coach or BCU 4* Sea Leader	None	PZCC Committee officers
Weather	Low	Medium	Group / Instructor	Instructor to confirm condition suitable for group. Upmost caution to be exercised in offshore winds.	None	Activity Lead Instructor
Danger Areas	Normally safe landings when exposed to swell become popular surf beaches, reef at Porth Leven to be approached with caution, limited safe landings from Tata Du to Porthgwarra. Numerous reefs west of mounts bay cause unexpected breaking waves. Tidal flows signafantly increase west of Tata Du					
Safe Areas / Escape Routes	AS Per Journey Plan					
Journey Plan				Journey Plan as per SOP7 held at PZCC Committee office		
Advanced Water Tuition / Journeys Lizard to Sennen						

Hazard	Risk		Who May Be Harmed	Control Measure	Further Action Required	Responsibility
	Likely Hood	Consequence				
						
Walk In / Out Impact hazard	Mod	High	Group / Instructor	Difficult and strenuous access, Instructor to assess suitability for group	None	Activity Lead Instructor
Environmental Impact	Medium	Low	Environment	Instructor to brief group to minimise environmental impact	None	Activity Lead Instructor
Staff Qualifications	Medium	High	Group / Instructor	BCU L5 (Sea) Coach for Tuition BCU 5* Sea For Journeys	None	PZCC Committee officers
Tidal Flows	Low	High	Group / Instructor	Numerous Tidal races form around west coast, Instructor to ensure conditions suitable for group	None	Activity Lead Instructor
Swell Conditions	Low	High	Group / Instructor	West Cornwall Exposed to heavy swell, instructor to ensure conditions suitable for Group	None	Activity Lead Instructor
Weather	Low	High	Group / Instructor	Instructor to confirm condition suitable for group. Upmost caution to be exercised in offshore winds.	None	Activity Lead Instructor
Communications	Medium	High	Group / Instructor	Communications are Erratic along coastline, Appropriate means of communication to be carried and its limitations understood by instructor	None	Activity Lead Instructor
Danger Areas		As Journey plan				
Safe Areas / Escape Routes		As Journey plan				
Journey Plan		Journey Plan as per SOP7				