



It should be expected by those taking part in any paddlesport activity that such minor things, for example blisters, bumps and bruises, are ‘normal’ occurrences and do not constitute a risk within the context of risk assessment. This point should be highlighted during the pre-activity briefing, so that paddlers are aware of this. Consequently these factors do not form part of a written risk assessment.

Whilst Hayle Canoe Club has made every attempt to produce comprehensive risk assessments, all individuals must assess their own risks given changing conditions and personal competence.

N.B. Coaches, session or trip leaders 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.

Generic Risk Assessments

Hazard	Who might be harmed	Controls	Further Actions
Drowning	All paddlers	PFD's, compliant with CEA standards, to be worn at all times. Correct fitting of PFD's to be checked by coaches each session. Boat and paddlers regularly checked. Ensure adequate supervision.	Ensure capsizing drills are practised and rescue training given. All paddlers to have an induction course.
Hypothermia	All paddlers	Suitable clothing must be worn. Coaches/leaders to check and take spare dries/windproofs. On trips have food, drinks and sufficient rest stops. Find shelter from the cold/wind (e.g. inside a vehicle/building or a group shelter) Constant appraisal by coach/activity leader, particularly on cold windy days and when doing rescues. Coach/activity leader awareness of weather forecast / conditions. Plan the day accordingly. Ensure good communication throughout activity and adequate supervision of novice paddlers. First aid training of coaches/leaders Activities with a high likelihood of capsizing should be run at the end of the session	Ongoing dynamic risk assessments by coaches/leaders. Guidelines given in induction course.

Hazard	Who might be harmed	Controls	Further Actions
Slipping/tripping	All paddlers and bystanders	Adequate footwear to be worn at all times. Use designated paths and take extra care when walking over slippery rocks, steep ground, and uneven surfaces and surfaces with sea weed and algal growth e.g. slipways.	Maintain litter free site (check for glass and other sharps carefully). Induction course to cover HCC requirements.
Manual handling of boats	All persons on site	Use correct manual handling techniques. Instruction given on correct handling of boats e.g. no twisting, carry one between two, etc. Ensure boats have proper carrying handles as appropriate. Also correct technique for emptying boats and canoes. Boats to be removed and replaced in store by authorised people only.	Induction plan to include basic manual handling of kayaks and canoes.
Manual handling of trailer	All	Use vehicle to move trailer whenever possible, Use jockey wheel. Use as many people as possible to man-handle trailer. The heavier it is the more people. Be aware of slopes e.g slipways and the trailers tendency to run away.	Guide training.
Surfing collision	All paddlers and other water users	Surfers keep well clear of other water users. 'Rules'/right of way to be made clear. If swimming keep to seaward side of boat, Tapes to be fitted. Helmets to be worn. Only paddle in conditions you can handle	Guidelines given by coach/leader and in training sessions. Surfing etiquette to be made clear. Encourage safe person concept.
Whitewater head/spinal injury.	All paddlers	Helmet & PFD to be worn at all times. Ensure adequate supervision	Induction plan to show areas to avoid as a beginner.
Entrapment in closed cockpit kayak due to capsize	All paddlers	Kayaks use spray decks to seal the paddler into the cockpit. Participants should not paddle with a spray deck unless they have performed a spray deck test. This test requires them to exit a boat with a spray deck using safe techniques. The spay deck used should be the correct size for the cockpit and the participant	All equipment is regularly checked. This includes the grab loops on the spray decks.
Sunburn / heat exhaustion	All paddlers	All participants to bring own sunscreen and waterbottle. All to use sunscreen, hats and covering clothing as appropriate.	
Head injury – hit by paddle/ during capsize	All paddlers	Helmets to be worn in harbour and when required by coaches/session leader.	
Panic on capsize	All paddlers	All new paddlers to be briefed by an appropriately qualified instructor on what should happen if a capsize occurs by walking/talking it through on dry land before going afloat. All members should be trained in capsize procedures and have practiced capsize drills.	As soon as practical, all new paddlers to do wet exits from capsized boat and repeat over several sessions.

Site Specific Risk Assessments

Site	Hazard	Who might be harmed	Controls	Further Actions
Hayle Harbour	Collision with other water users	All water users	Ensure adequate supervision of novice paddlers. Induction programme to include instructions on keeping clear of other craft - give way to everything, pull into bank.	Teach safe person concept
	Losing control of boats in currents/entrapment injury/drowning	All water users	Ensure adequate supervision. Capsize/self-rescue and group rescue to be practised. Training to be given asap in paddling in moving water.	Induction to indicate where and when swift currents may occur. Hazard locations will be displayed on a map in the club house.
Pool sessions	Collision due to close proximity in games	All paddlers	Helmets to be worn	
	Panic, entrapment or drowning upon capsize	Non-members and paddlers not known to the club	All non-members and paddlers not known to the club must demonstrate a wet exit to a coach and be made aware of how to signal for help when capsized	
Inlet tunnels to Carnsew Pool on incoming tide	Entrapment/drowning	All paddlers	On incoming tide stay outside of area bounded by the tunnel exit and the crab pots.	Induction – hazard awareness Written info & shown in person
Both sluices on incoming tide	Very swift currents flow into Carnsew Pool, risk of capsize, injury from submerged rocks/drowning	All paddlers	Avoid sluices unless competent to handle conditions. First aid kit, towlines and throwlines to be taken when training on sluices. Ensure adequate supervision. Capsize/recue drills to be practised. Helmets & pfds to be worn at all times. CAUTION – holding stopper can develop.	Induction plan as above. Plan to show where we train. Info on tide states and access sluices.
Carnsew Pool on outgoing tide	Entrapment/drowning in tunnels	All paddlers	Do not paddle in Carnsew pool when the sluices ae running unless accompanied by a coach/leader. In all cases stay well clear of the tunnels.	Map with hazardous areas and tide state to be displayed in clubhouse. Induction course to be given to new members

New exit/entrance from Carnsew	Entrapment/ crushing by gates	All paddlers	DO NOT PADDLE THROUGH THE MITRE GATES AT ANY TIME (Orders of Hayle Harbour Authority)	
Surfing off river channel on outgoing tide	Capsize and being swept out to sea, hypothermia, drowning	All paddlers	Surfing only in groups on outgoing tide. Towlines to be carried. Flares to be carried. VHF to be carried. Training given in rescue techniques in the surf. Correct clothing to be worn. Exercise strict caution in the river channel..	Induction to include briefing on risks and what to do if the worst happens. Club paddlers encouraged to learn to roll reliably in surf. Winter pool sessions and training at sea. Encourage safe person concept. Give information on safer banks to surf on away from river mouth.
Hayle river channel on outgoing tide	As above	All paddlers	Paddlers need to be aware that at high tide waves may not be breaking at river mouth but as the tide drops hazardous conditions may develop with breaking surf. This could lead to capsize and being swept out to sea.	Be aware of swell and wind conditions. Practice rolling/rescues. Carry flares, VHF radio. Paddle in groups.
HCC Clubhouse Kitchen area	Gas fuelled equipment. Hot cooking equipment	All clubhouse users	Control on who enters the cooking area – no minors. Only agreed volunteers to use equipment. Gas equipment to be serviced regularly?	Provide a fire blanket & fire extinguisher.
Traffic management on training nights and fundays	Collision with vehicles and/or equipment being off loaded	All participants	Only coaches and authorised helpers to park in club compound. Road cone used to control parking.	
Funday	Panic or capsize	All participants	Dry land talk, demonstration and practice of capsize drill.	Note any issues as they arise and apply further controls if needed.

	Injury through unsafe lifting of boats.		Close supervision of participants off water and guidance on safe lifting of boats.	
	Participants paddling/driftng out of safe area.		Close supervision of participants on water. Keep line of sight at all times. Ensure coaching/supervising ratio correct. Make boundaries clear to participants.	

Dynamic Risk Assessment

The dynamic assessment is the final link in a 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.

As an event/activity progresses, you will need to 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. The benefits of proceeding with a task must be weighed carefully against the risks.