

Activity: Open Canoeing



Risk Assessment

Hazard	Risk level			Control Measure	Other Measures
	L	M	H		
Staff Qualifications	●			BCU Level 1 coach or higher	Copy of all qualification are kept in the office and check by Senior Team
Activity base.	●			Sheltered area such as lakes reservoirs and river Wye at Glasbury Canal in Brecon.	Site specific training.
Carrying the canoes	●			Customers are advised on how to correctly carry the canoes.	All staff receives manual handling training. And advise customers on carrying the Canoes.
Extreme weather.	●			Weather checked daily, suitable venue chosen in the event of high winds, very high water.	Staff monitor the weather and chose appropriate venue to conditions..
Safety equipment. Buoyancy aids and helmets	●			All wear CEN approved buoyancy aids and helmets. Instructors ensure that all safety equipment is fitted correctly	All equipment is checked before use and bi-annually and records kept in the office.
Hypothermia.		●		Suitable warm clothing and waterproofs are worn by customers. Wetsuits are also available if needed.	Staff carry exposure bag, spare warm clothing and hot drink and group shelter and monitor the group throughout the day.
Heat exhaustion and heatstroke		●		On warm and hot days, customers are advised to apply sun cream and to carry plenty of water for the day, and to wear sun hats.	Clothing is checked before the start to have the right clothing, hats, cream and plenty of water taken. Instructors monitor the group throughout the session.
Trips & slips	●			Customers are advised when carrying the canoes to and from the water that the ground can be wet and slippery and need to take extra care.	Supervised by the instructors.
Capsizing	●			Customers given safety brief on what to do in the event of capsize.	Staff trained on how to deal with capsize and close supervision of customers.
Trees and wildlife	●			Customers briefed on how to avoid over hanging trees, rocks, wildlife, and other users.	Staff monitor customers at all times

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Harmful substances Wiels disease .	●			Customers are advised to wash their hand and shower at the end of session	Wiels disease, monitored by BMA
Drowning.	●			All staff and customers wear a CEN Buoyancy aids. All can swim or confident in water. Records on each customer kept in the office.	Instructional staff monitor the customers throughout the session especially when there is a capsized.
Loading and unloading trailers	●			Customers are shown on the correct loading and unloading of canoe from the trailer.	Customers are supervised by BMA Staff when loading and unload canoes and BMA staff ensure that they are secure.
Injury to Clients or Staff	●			All staff are first aid trained and carry first aid	All staff are qualified and have a minimum of 8 hours all staff carry mobile phone.
Groups with Disability or learning difficulty	●			Canoes are rafted together to make a large raft. Competent persons places in the back of the canoe to help steer.	Instructors to keep good group supervision.
Glasbury to Whitney					
Staff Qualifications	●			Level two coach with four star or level one coach in-house trained and assessed	Copy of all qualification and training are kept in the office.
Weirs and rapids.	●			Customers are briefed on the best route through the rapid and weir.	Specific instruction and close supervision given by instructors.
Trees and Wild Life	●			Customers briefed on how to avoid over hanging trees, rocks, wildlife, and other users.	Staff monitor customers and environment at all times
Oxbow and Bridge Supports	●			Customers briefed on how to avoid any obstacles	Instructors control the group and place themselves between any obstacles and the canoes.
Capsized and Swims on Moving Water		●		Customers given safety brief on what to do in the event of capsized and to let the canoe go and swim for the bank.	Staff trained on how to deal with capsized and close supervision of customers.
Fishermen	●			Customers are advised to lookout for fishermen on the banks and standing in the river.	Staff keep extra vigilance whilst traveling down stream

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Brecon Canal					
Staff Qualifications	●			BCU Level 1 coach or higher	Copies of all qualification are kept in the office.
Fishermen	●			Customers are advised to lookout for fishermen on the banks.	Staff keeps extra vigilance for fishermen.
Motorized craft	●			Customers are advised to pull over to the towpath side of the canal and allow the craft to pass.	Staff keeps extra vigilance for other boats
Getting in and out of the canoe		●		Customers are advised to help each other in and out of the canoes.	Staff give extra support where needed.
Locks and roads	●			Customers get out! and carry the canoes around any locks and across any roads.	Staff instruct supervise the getting in and out at the lock and crossing any roads
Lakes and open Water					
Staff Qualifications	●			BCU Level 1 coach or higher	Copies of all qualification are kept in the office.
Poor Visibility	●			Customers are kept together at all times.	Instructors keep good group control and eye on weather. Raft up if necessary.
Wind & Waves	●			Customers kept together and use best sheltered area In the event of high winds alternative venue used.	Instructor to keep good group control and eye on weather – Raft up if necessary and use sheltered areas.
Fishermen	●			Customers are advised to lookout for fishermen on the banks.	Staff keeps extra vigilance for fishermen.