



## Generic Risk Management Plan for Paddle Sport (including canoeing and kayaking) on Open Water

Any operator holding a current AALA license covering paddle sport will have evidenced satisfactory risk assessment and operating procedures, insurance and staff competence, qualification and maximum ratios etc.

This is a summary of generic risks which may present during a 'normal' paddle sport session and the control of such risk. In any case risk in the outdoors is additionally managed on the dynamic nature of the environment and groups undertaking the sessions and where instructors are in any doubt they are advised to consult with an appropriate technical expert and/or cancel the session/change venue if they have any concerns about the safe running of that session on the day.

Risk / Hazards	Control Measures
Drowning	<p>The instructor should be aware of participants' swimming ability</p> <p>The planned activity should be consistent with the participants' water confidence and swimming ability</p> <p>Participants should wear correctly fitting PFD's throughout the activity</p> <p>Clear briefing to group on emergency procedure on entry of water</p>
Slips, Trips and Strains	<p>Suitable warm up / choice of activity and choice of activity sites</p> <p>Participants should wear appropriate footwear</p> <p>The instructor should indicate where and when known hazards exist and instruct participants in the management of those hazards</p> <p>The instructor should vigilantly monitor and manage the safe use of all equipment and systems at all times during the activity</p>
Effects of Weather- (including water) Hypo/er thermia. Sun/Glare Wind etc.	<p>The instructor should gain an up to date weather forecast for the area to be used</p> <p>Should conditions dictate participants should have access to suitable protective clothing and/or sufficient warm, wind proof and waterproof clothing to minimise heat loss</p> <p>Should conditions suggest that hypothermia poses a significant hazard the instructor should have access to a group shelter, spare clothes emergency, food and equipment to provide warm drinks</p>

Summary of Generic Risks continued:

<b>Risk / Hazards</b>	<b>Control Measures</b>
Water Bourne Diseases	<p>The instructor should indicate where and when known hazards exist and instruct participants in the management of those hazards; this should include the covering of open cuts and abrasions with waterproof dressings. Should there be a possible concern then DCWW Warden should be notified</p> <p>Participants should wear appropriate footwear</p> <p>Participants should shower as soon as possible after the activity</p> <p>The instructor should avoid venues where contamination is suspected</p>
Bio Security	<p>All group users must comply with current DCWW advice on the risk management of bio-security on open water</p> <p>For full information including information on specific sites please visit: <a href="https://secure.fera.defra.gov.uk/nonnativespecies/home/index.cfm">https://secure.fera.defra.gov.uk/nonnativespecies/home/index.cfm</a></p> <p>When necessary boats and equipment should be washed, cleaned and stored in accordance with the guidelines found at the website link above</p>
Man Made Features- Spillways, Dams, Buildings and underwater obstructions	<p>Instructor to be familiar with the sites and potential obstacles including the risk assessments and documents produced by DCWW</p> <p>Groups to be kept away from Spillways at all times by remaining inside the zones detailed in the Passport Maps</p>
Entrapments and/or Entanglement	<p>The instructor should indicate where and when known hazards exist and instruct participants in the management of those hazards</p> <p>Canoes and kayaks and all craft used should be maintained in good working order inline with best practice</p> <p>The instructor should ensure that the participants' clothing or footwear is not so it will cause additional risk of entrapment</p> <p>Instructor to be aware of the 'clean line' approach to rope work and equipment and carry a knife at all times</p> <p>When constructing and building a raft instructor should be familiar with the type of construction and be equipped to deal with a trapped or entangled participant</p>

Summary of Generic Risks continued:

Risk / Hazards	Control Measures
Environment and Wildlife	<p>Instructor should be mindful of seasonal restrictions and wildlife/environmental habitats</p> <p>Organisation must be signed up to the SWOAPG Environmental Charter (<a href="http://www.swoapg.org.uk/environmentalcharter">www.swoapg.org.uk/environmentalcharter</a>)</p> <p>Group to be briefed on action and educated where possible about the wildlife and environment at the sites</p> <p>Instructor to report any concerns or questions to DCWW warden</p>
Other Water Users- Fishermen Other Groups Sailing etc.	<p>Group to be kept in approved paddle sport zone</p> <p>Instructor to brief group on any action and lead group in a safe and responsible way around other water users</p> <p>Instructor to report and issues or concerns to the DCWW Warden</p>
Group separation and All in Rescue	<p>The instructor should give clear briefing on action should the situation arise.</p> <p>Group to be led by suitably qualified and experienced instructor who is aware of the specific site conditions that may prevail and increase this risk (wind, weather etc.)</p>

Instructors should work within the operational remit of their relevant Canoeing, Kayaking or Paddle Sport award. During such training and assessment process best practice, equipment, group control, experience, personal skills and also how to deal with an emergency situation relevant to the remit of the award held should be demonstrated and deemed at the suitable standard to award a pass on the day. Currently there are 2 qualification structures in place to cover these sports:

**UKCC** –Level 2 in paddle sport (for sheltered bays) or Level 2 in paddle sport with Open Water Endorsement (for open water)

**BCU** ('old' coaching scheme) – Level 2 inland kayak or canoe coach (discipline specific for sheltered bays) or Level 3 inland kayak or canoe coach (discipline specific for open water)

In addition it should be noted that the 4 Star leadership Award (Discipline Specific) could be used to lead small groups of peers on such water (within remit of the award) and may be used in situations such as staff training etc. However, the qualification is not intended to be used as a method of evidencing competence for leading novice groups on the water.

Staff leading groups who do not fall into the categories above may be working on a 'Sign Off' from a technical advisor should submit their risk management plans and procedures, including details of their technical advisor in addition to the BBNPA with the Passport Application.

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