

High Adventure OEC Risk Assessment - **Canoeing**

Minimum Leader qualification	BCU Level 2	Minimum Assistant qualification	In house assessed
Max group size with Leader	12	Max group size with assistant	14

Hazard	People at risk	Pre-control	On session control	Risk (minimal, manageable, unacceptable)
Injuries while carrying equipment	All staff & participants	All staff aware of correct methods of carrying equipment	Minimum of 4 to lift any boat, when strapped to a trolley minimum of 2 to guide it. Safe lifting to be explained & demonstrated. Supervision at all times.	Manageable
Loading / unloading trailer	HA staff	All staff briefed on lifting procedures and not to work alone.	Staff only to lift boats on / off the trailer. (older groups may assist under direct supervision)	Manageable
Drowning	All staff & participants	All sessions run by qualified staff	Group to be issued with safety equipment and briefed on what to do should they fall in	Manageable
Hypothermia	All staff & participants	Groups clothing to be checked prior to session, weather conditions to be checked	All participants to be monitored for signs of hypothermia	Manageable
Equipment failure	All staff & participants	Regular equipment checks and records kept	Visual and handling check of equipment.	Manageable
Lack of canoeing experience	Participants	Thorough briefing on the equipment and basic canoeing techniques	Practice of basic skills and set area to canoe in. Keep group under close control and check wind direction.	Minimal

Essential equipment

Personal - Helmet, buoyancy aid, paddle. *Check for warm clothing, windproof top, and appropriate footwear*

Group - Canoes *1 boat per 2 or 3 participants*

Leader - Throw line, 1st aid kit, flask with warm drink

Site specific details

Ponden - gr; SD 992 369 - EMERGENCY PHONE (private) SD 998 372				
Below water hazards	All staff & participants	Staff awareness - wall may be a hazard in certain water levels		Minimal
Weir & Dam wall	All staff & participants	Wind direction	Check participant abilities in sheltered areas	Manageable

Foulridge (canal) - gr; SD 888 426 - EMERGENCY PHONE (private) SD 693 733				
Other users	All staff & participants		Brief group to immediately go to bank when narrowboats passing.	Minimal

Low Bradley (canal) - gr; SE 001 481 - EMERGENCY PHONE (payphone) SE 003 485				
Other users	All staff & participants		Brief group to immediately go to bank when narrowboats passing.	Minimal
Passing low bridges	All staff & participants	Some of the bridges need to be portaged	Safe entry and exit of canoes Lifting techniques	Manageable

Gargrave (canal) - gr; SD 925 542 - EMERGENCY PHONE (private) SD 923 542				
Parking	All staff & participants	HA staff to be briefed on parking system (Anchor Inn)	Group to unload in staff car park, bus & trailer to be left in main carpark	Minimal
Lock, overflow & narrowboats	All staff & participants	Everyone aware to only use area beyond bridge; below lock	Brief group to immediately go to bank when narrowboats passing.	Minimal

Lower Ribble (river G1) - gr; SD 716 415 to SD 662 357 - EMERGENCY PHONE (payphone) SD 715 388 <i>plus private at access & egress</i>				
Logistics	All staff & participants	Extra staff needed to drop-off and pick up OR two vehicles for shuttle		Minimal
Weir	All staff & participants	Leader must be familiar with the river and know where to exit for the portage NO-ONE TO RUN THE WIER!!!	Use an early get out to avoid the risk of an unintended run	Manageable

Leigh (canal) - gr;- Landranger sheet 103 624 251 EMERGENCY PHONE (private) <i>pub at car park</i>				
Parking	All staff & participants	This is a pub car park but the pub doesn't open during the day, alternative parking is available opposite if asked to move		Minimal
Narrowboats	All staff & participants		Brief group to immediately go to bank when narrowboats passing.	Minimal

Sparth (res) - gr; SE 055 125 - EMERGENCY PHONE (payphone) SE 059 131				
Access / Egress	Staff	Only staff to lift boats onto the water due to high wall		Minimal
Water levels	All staff & participants		In extreme high or low water use the canal	Minimal

Windermere (lake) - gr; - EMERGENCY PHONE <i>in wardens hut</i>				
Below water hazards	All staff & participants	Staff awareness		Minimal
Staying in area	All staff & participants	Staff awareness of wind	Brief group to stay close to shore Keep group in shelter water areas	Manageable
Blue- Green Algae	All staff & participants		Make sure group shower after session	Manageable

River Calder (river)(Sowerby Bridge) gr 104 062 234 Emergency phone on high street Grade 2 - 3 in very high water				
Cant egress at steps get washed further downstream	All staff and participants	Not be run if the water levels reach the egress point	Brief groups on egress point have a member of staff there depending on water levels	Manageable
Stopper at first drop	All staff and participants	Brief group	Member of staff on the banking river right	Manageable
Weils disease	All staff and participants	Brief group		Manageable

River Aire (river) Bingley to Hirst Wood gr 104 103 395 to 107 393 Grade 1-2				
First Weir	All staff and participants	portage		Manageable
Rugby Club Rapids	All staff and participants	Brief group	Excellent skills area	Manageable
Portage to canal	All staff and	Staff to help all young people		Manageable

	participants		
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Assessed by	HA OEC Ltd	Renewal date	This Risk Assessment is renewed in October each year as a matter of course, but is also reviewed & amended on a weekly / monthly basis subject to any changes that occur to High Adventure OEC Ltd Normal Operating Procedure.
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