

Specific Safety Procedures – Kayaking / Canoe

K1 Description:

K1.1 Kayak sessions taking place on lochs, lochans, rivers or inland sheltered sea waters. (Not including expeditions or overnight camps.)

K2 Learning Outcomes:

K2.1 Group dynamics, skills acquisition, fun.

K3 Instructor:

	Description	Level of qualification
K3.1	Sheltered tidal waters; sheltered inland waters (inc. grade 1 rivers) lochs less than 100m wide at any point.	Level 2 Coach (Instructor)
K3.2	Sea and large lochs – activities close to a suitable beach.	Level 2 Coach (Instructor with 4 star (sea) (sea proficiency)
K3.3	Large lochs (journeys) White water (Grade 2)	Level 3 Coach (S.I. inland)
K3.4	Advanced white water (Grade 3 and above)	Level 3 Coach (S.I. Inland) with 5 star inland. (Advanced inland proficiency)
K3.5	Purpose built ponds	Kayaking requires level 2 coach. Canoe requires internal pass out.

K4 Site Knowledge:

K4.1 Awareness and understanding of local current, rip tides and tidal flows is essential.

K5 Participant Requirements:

K5.1 Ready access to warm dry clothes.

K6 Equipment:

K6.1 Kayaks;

- Kayaks should not be fitted with central buoyancy which extends beyond the knees.

- Kayaks should have adequate buoyancy to ensure that they do not

sink and reduce the risk of 'needling'

- Kayaks should be fitted with suitable foot rests. Kayaks for use in white water must be fitted with full plate foot rests.
- Kayaks should be fitted with suitable deck lines and toggles.
- Only kayaks with a suitably sized cockpit should be used.
- Kayaks should be designed for intended use.

K6.2 Life jackets/buoyancy aids;

- For sessions taking place on the sea participants must wear B.S.I standard life jackets.
- For sessions taking place anywhere other than the sea participants must wear B.SI. standard buoyancy aids.

K6.3 Spray decks;

- All participants must wear a spray deck.
- Spray decks may only be attached to cockpit once participant has completed a capsize drill.
- Spray decks must have an effective means of removal from cockpit rim.

K6.4 Instructor equipment;

- Instructor should be equipped with a tow line at all times.
- White water instructors should be equipped with both a tow and a throw line.

K6.5 Helmets;

- For sessions taking place on rivers all participants must wear a B.S.I. standard helmet.

K7 Ratios:

K7.1 - Rivers (grade 3 and above); 1 instructor to 4 participants.

- Rivers (grade 1 and 2); 1 instructor to 6 participants.
- Other areas; 1 instructor to 8 participants.

K8 Weather:

K8.1 Sessions taking place on inland sheltered sea waters or large lochs (over 100m) must not take place with an off shore wind.

K8.2 Any risk of wind or waves separating the group or causing extreme difficulties for participants should result in cancellation.

K8.3 Instructors should be aware of the increased effects of the sun when on water and should take precautions to reduce the risk of sun burn/heat stroke.

Specific Safety Procedures – Open Canoe.

C1 Description:

C1.1 Open canoe sessions on lochs and lochans.

C2 Learning Outcome:

C2.1 The learning outcome will vary depending on Participant needs and may include aspects of personal and social development, challenge, adventure, group dynamics and fun.

C3 Instructor:

Description	Level of Qualification
Purpose built ponds	Internal pass out system
Lochs (close to suitable beaches). Sheltered tidal and inland waters.	Level 2 Canoe coach (Instructor)
Lochs over 100m wide. Canoe journeys	Level 3 Canoe Coach (Senior Instructor) with 5 star Canoe Proficiency (Advanced Proficiency)

C4 Site Knowledge:

C4.1` Suitable access point to water to ensure safe entry and exit from canoes.

C4.2 Contact local land owners to determine any access restrictions or conservation areas.

C4.3 Knowledge of local currents which could lead to difficulties managing the group.

C4.4 Clearly define boundaries within which to operate the session.

C5 Participant Requirements:

C5.1 Participants do not have to be able to swim, but should be confident and have a desire to take part.

C5.2 Suitable briefing on the aims and objectives of the session.

C5.3 Awareness of emergency procedures in the event of the instructor being incapacitated.

C6 Equipment:

C6.1 Canoes:

- Should have adequate buoyancy for the proposed activity.
- All equipment must be attached to the canoe firmly.
- All rope attachments should have short “tails to prevent snagging in event of a capsize.

C6.2 Kayak Equipment:

- Paddle per person

- Buoyancy-aid per person (BSI. Standard)
- First-aid Kit and Incident card
- Safety Bag (Sleeping bag, camp mat, shelter, food)
- Trangia/Flask (hot drink)

C6.3 Personal equipment:

- Suitable footwear.
- Warm clothing.
- Windproof outer layer.
- Hat and Gloves.
- Spare Warm Clothing (kept dry).
- Food for the day.

C6.4 Instructor Equipment:

- Tow-line.
- First-aid Kit.

C7 Ratios:

C7.1 One instructor to eight participants (1:8)

C7.2 The ratio will vary depending on the nature of the session e.g. introductory and extended journey.

C8 Weather:

C8.1 Sessions taking place on sheltered sea lochs or inland lochs over 100m must not take place with an offshore wind.

C8.2 Any risk of wind or waves separating the group or causing extreme difficulties for the participants should result in cancellation.

Risk Assessment – Open Canoe

Hazards Identify significant hazards which could cause harm:

1. Instructor.
2. Site Selection.
3. Participants.
4. Equipment.
5. Ratio.
6. Weather.

How will people be exposed to Hazard?

1. Insufficient knowledge of safety procedures.
2. Water conditions / site selected unsuitable.
3. Group behaviour and approach negative.
4. Equipment faulty / not checked properly / not carried.
5. Group size too large.
6. Off shore wind deteriorating conditions.

Risk Evaluate risks arising from each hazard (High, Medium, Low)

1. High.
2. High.
3. Medium.
4. High.
5. Medium.
6. High.

Action Prescribed risk management strategies to remove hazard or reduce risk:

1. Instructor meets leadership requirements (W3; C3)
2. Criteria for site selection observed (W4; C4)
3. Participant safety briefing. (W5; C5)
4. Equipment checked. (W6; C6)
5. Effective group management (W3.4; C7)
6. Continually assess weather conditions. (W8; C8)

Monitor How are risk management strategies monitored?

1. Instructor pass out system.
2. Course Report.
3. Participant Evaluation Form.
4. Near-miss folder.
5. Incident Book.

6. Weather Forecasts.

Review Review date for this risk assessment:

Risk Assessment – Kayaking

Hazards Identify significant hazards which could cause harm:

1. Instructor.
2. Site Selection.
3. Participants.
4. Equipment.
5. Ratio.
6. Weather.

How will people be exposed to Hazard?

1. Insufficient knowledge of safety procedures.
2. Water conditions / site selected unsuitable.
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Risk Evaluate risks arising from each hazard (High, Medium, Low)

1. High.
2. High.
3. Medium.
4. High.
5. Medium.
6. High.

Action Prescribed risk management strategies to remove hazard or risk:

1. Instructor meets leadership requirements. (W3, K3)
2. Criteria for site selection observed. (W4, K4)
3. Participant safety briefing. (W5, K5)
4. Equipment checked. (W5.5, W5.10, W6, K6)
5. Effective group management. (W3.4, K7)
6. Continually assess weather conditions. (W8, K8)

Monitor How are risk management strategies monitored?

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