

Canoeing**Responsible Chief Instructor:****Ash Cato**

Assessment by: Simon Fishwick	First Date: March 2012	Target Date for review:
Approved by: Ash Cato	First Date: 5 June 2014	Easter 2024

DESCRIPTION OF ACTIVITY: Training sessions or travel in canoes or kayaks, with supervision from an Instructor and/or with safety boat in attendance

Frequency: As required

Duration: Typically 2 hour sessions

Note: In this RA, the term “canoe” includes open canoes, kayaks, sit-on-tops and any similar paddled craft.

Significant Hazards & Level of Risk	Those who might be harmed	Control Measures(CM's):	Additional CM's required? Or Further Action Planned	Residual Rating
Competence of paddlers				
Novice/inexperienced paddlers may not know what they are doing leading to accidents and potential injuries	Participants	Novice paddlers must be instructed in how to embark/disembark, how to sit and how to hold and use a paddle before leaving the Staithe area. Groups containing novices should be accompanied by an Instructor (preferably in a canoe/kayak) and/or Safety Boat. If a Safety Boat does not accompany the group, it must be readily available on the Staithe or Broad as appropriate. The Instructor in charge must carry communications equipment to summon a safety boat when necessary.		
General				
Equipment use or misuse	.	All equipment to be checked by an instructor before going afloat and at the end of the session. Paddles checked for sharp edges etc No canoe shall leave the Staithe until adequate safety cover is available.		

Significant Hazards & Level of Risk	Those who might be harmed	Control Measures(CM's):	Additional CM's required? Or Further Action Planned	Residual Rating
Capsize & Entrapment				
<p>After a capsize,</p> <ol style="list-style-type: none"> Participants may surface under open canoes and hence be invisible to safety crews Participants may become trapped in boat caught in lines, seats, etc. 	Participants	<p>Participants must be instructed on what to do after a capsize (surface clear of boat, stay with boat etc)</p> <p>Participants must be instructed what to do to signal entrapment.</p> <p>Safety crews must attend any capsized boat as soon as possible.</p> <p>Safety Boats shall carry serrated knives to cut ropes etc in the event of entrapment.</p> <p>On attending a capsize, a Safety Boat crew will right the boat immediately upon arrival if the occupants are not all accounted for.</p>	Fit righting lines to canoes?	
Group dispersal				
		<p>Participants shall be instructed to stay within 25m (shouting distance) from the leader.</p> <p>All boats shall stay within the designated area.</p> <p>Canoeing area to be limited in windy conditions</p>		
Bad weather				
Forecast bad weather beyond the expected capabilities of the participants to cope.	Participants	<p>Instructors shall check weather forecasts before the start of the session, and limit the activity accordingly in consultation with BTAC Principal/ Chief Instructor.</p> <p>Canoeing on the broad is permitted only with the express permission of the Centre Principal or a BCU Level 3 Coach.</p>		

Significant Hazards & Level of Risk	Those who might be harmed	Control Measures(CM's):	Additional CM's required? Or Further Action Planned	Residual Rating
Caught out by bad weather beyond the expected capabilities of the participants to cope.	Participants	The instructor in charge should summon a safety boat to escort canoes to safer areas. If necessary canoes can be tied in line astern to keep them together and ease course keeping. The instructor should not form part of the line but remain free to give assistance if needed.		
Dangers from other water users (eg hired powercraft)				
Collisions with other craft, who may be being driven by people of limited competence and experience.		Participants shall be instructed to remain close to the right bank when in the river and clear of the navigable channel when on the Broad. Where it is necessary to cross the navigable channel on the Broad, canoes shall do so in close groups and at right angles to the line of the channel.		
Swamping & Sinking				
Boats may fill with water or sink if not positively prevented.	Participants	All canoes should have sufficient buoyancy to support a weight of 112lbs with the gunwales clear of the water when swamped. Regular buoyancy/swamping stability checks on all boats.	Formal buoyancy tests to be logged. Failures to be fitted with temporary buoyancy bags, or taken out of service until repaired.	

Significant Hazards & Level of Risk	Those who might be harmed	Control Measures(CM's):	Additional CM's required? Or Further Action Planned	Residual Rating
<p>Rafted canoes (“Cata-canoes”) Open canoes may be rafted together using lashed poles (a) as a method of dealing with bad weather which might otherwise capsize canoes, or (b) as a method of providing a more stable platform when canoeing with nervous or less-able participants.</p>				
Fingers etc being crushed between two canoes	Participants	An adequate gap (c. 100mm or more) shall be left between canoe hulls lashed together. This space shall be monitored during the activity to ensure that the lashings are not slipping. If necessary, the gap may be maintained by the insertion of packing between the hulls. Participants must be warned not to hold onto gunwales, nor to insert fingers etc between the hulls/poles/lashings		
<p>Canoe Sailing (See also Expeditions by water)</p>				
Inexperienced participants may have accidents leading to injuries and loss of enjoyment.	Participants	Sailing of rafted canoes (see above) may be permitted (a) as an impromptu exercise using improvised equipment; or (b) using manufactured rigs, by those with some knowledge of dinghy sailing in which case BTAC procedures shall be followed as for sailing dinghies. Sailing of monohull canoes shall be permitted only when a participant has a tested minimum competence either a) in a canoe, or b) in dinghy sailing, preferably both. BTAC procedures shall be followed as for sailing dinghies.		

REVIEWS:

Date of review:	Reviewed by:	Comments:
May 2018	S Fishwick	No changes
March 2020	A Cato	No changes
June 2022	A Cato	Minor adjustments

