

ACTIVITY - Canoeing

MINIMUM INSTRUCTOR QUALIFICATION -

(Taster Session) HLAC In-House Trained w/British Canoeing FSRT

(Training course) British Canoeing Paddlesport Instructor

INSTRUCTOR : PARTICIPANT RATIO - Taster Session 1:12 Training - 1:8

REVIEWED BY - Laurence James

DATE - 24/03/2023

Risk	Who Might Be Harmed	Measures to Minimise Risk
Injury from paddles	Participants Volunteers Instructors	<ul style="list-style-type: none"> <li>• Full safety brief given prior to start of activities.</li> <li>• Helmets to be worn by all under 16s.</li> <li>• Ensure effective group control and supervision.</li> <li>• Ensure Instructor : participant ratios are maintained.</li> </ul>
Capsize and entrapment	Participants	<ul style="list-style-type: none"> <li>• Full safety brief given prior to start of activities, including what to do in the event of a capsize.</li> <li>• Ensure effective group control and supervision.</li> <li>• Ensure Painters are tucked away in bungees.</li> <li>• Ensure Instructor : Student ratios are maintained.</li> <li>• Regular kit checks.</li> </ul>
Injury whilst afloat	Participants	<ul style="list-style-type: none"> <li>• Full safety brief given prior to going afloat.</li> <li>• Ensure effective group control and supervision by instructors throughout activities.</li> <li>• Ensure Instructor : Participant ratios are maintained throughout activities.</li> <li>• Helmets to be worn by all participants under 16.</li> <li>• Buoyancy aids to be worn by all participants.</li> </ul>
Injury whilst on land	Participants Volunteers Instructors	<ul style="list-style-type: none"> <li>• Full safety brief given prior to start of activities.</li> <li>• Instructors trained in the relevant manual handling guidelines.</li> <li>• Instructors to supervise getting out craft and equipment.</li> <li>• Area of operation to be checked for slips and trips hazards prior to start of activities.</li> </ul>

Drowning	Participants Volunteers Instructors	<ul style="list-style-type: none"> <li>• Full safety brief given prior to start of activities.</li> <li>• Correct clothing and Buoyancy aids to be worn by all participants on the water.</li> <li>• Radios to be carried by all instructors.</li> <li>• Instructors to be trained in the relevant rescue techniques.</li> <li>• Instructors to hold the relevant first aid qualifications.</li> <li>• Ensure all medical qualifications are understood by instructors.</li> <li>• Continuous and effective supervision by instructors throughout activities.</li> <li>• First aid kit available in the building.</li> </ul>
Injury from portage of boats	Participants, instructors, volunteers	<ul style="list-style-type: none"> <li>-Canoes should be lifted using correct manual handling procedures.</li> <li>-Minimum of 2 people to carry a canoe, if you are struggling, you should ask more people for assistance.</li> <li>-You must wear closed-toe shoes when handling this boat.</li> <li>-Canoes should be carried using the handles at the bow and stern, and the yokes in the middle.</li> <li>-If someone needs to put the boat down, they should communicate “stop” and wait until everyone has stopped before lowering the boat in unison.</li> </ul>
Injury from rescues	Participants, Instructors	<ul style="list-style-type: none"> <li>-Instructor should be First aid, and FSRT trained to ensure rescue is carried out correctly</li> <li>-Participants should be briefed on what to do while being rescued by an instructor</li> <li>-Instructor should follow correct manual handling while lifting the boat for emptying.</li> <li>-Instructor should ensure that the participants hands are on their lap during the emptying process to prevent entrapment.</li> <li>-Instructor and participant should be in constant communication while emptying the boat to prevent injuries.</li> <li>-Instructor should utilise the participants buoyancy aid to assist with getting the participant in their boat to prevent strains.</li> </ul>