

1. Risk Assessment - General

<p>Islington Boat Club Paddlesport Risk Assessment: Sheltered Water Date of assessment: 05.07.2023 - Darren Greenwood Reviewed: 04.07.2024- Darren Greenwood Reviewed: 09.09.2024 - Darren Greenwood Reviewed: 04/03/2025 - Darren Greenwood Reviewed: 20/03/2025 - Darren Greenwood Reviewed: 15/05/2025 - Darren Greenwood Reviewed: 03/06/2025 - Darren Greenwood</p>	<p>Reviewed by: Darren Greenwood Chief Operating Officer</p>	<p>Next Review Due:19.03.2026</p>
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<p>General Safety Procedures:</p> <p>Standard Operating Area Map</p> <p>Primarily:</p> <p>City Road Basin</p> <p>Secondary:</p> <p>1.</p> <p>Islington Tunnel Entrance (Eastern Entrance)</p> <p>To</p> <p>Stuarts Lock</p> <p>&</p> <p>2.</p> <p>Stuarts Lock</p> <p>To</p> <p>Haggerston Road Bridge No. 47</p>	<p>All paddlesport instructors delivering activities on behalf of Islington Boat Club must hold the appropriateBCU/Paddle UK Coaching accreditation.</p> <p>Safety procedures and risk disclosure will be included in all client briefings.</p> <p>Instructor / client ratio should not exceed the ratios for Sheltered water (Within the Standard Operating Area)</p> <p>Kayaking/Canoeing:</p> <p>Schools / Youth Club: ages 8 – 17 years: 1:15 for Level 2 Coach and 1:10 for a Paddle Sport Instructor/Level 1 Coach</p> <p>Private/External Groups: ages 8 – 17 years 1:12 Up to 1-15 on discretion of COO (Chief Operating Officer) BCAB Level 3 coach/ UKCC Level 2 Coach and 1:6 for a Paddle Sport Instructor/UKCC Level 1 Coach</p> <p>SEN/PRU Groups: 1:4 BCAB Level 3 coach/ UKCC Level 2 Coach and 1:2 for a Paddle Sport Instructor/UKCC Level 1 Coach (Participants numbers can be extended on the discretion of COO dependent on the level of need within the group)</p> <p>Adults Groups (over 18s): 1:12 BCAB Level 3 coach/ UKCC Level 2 Coach and 1:6 for a Paddle Sport Instructor/UKCC Level 1 Coach</p> <p>Stand Up Paddle Boards:</p> <p>Groups with no previous experience:</p> <p>1:6 BCAB Level 3 coach/ UKCC Level 2 Coach and 1:3 for a Paddle Sport Instructor/UKCC Level 1 Coach</p> <p>Groups with a minimum of Paddle Start competency, Ratio to be approved under the discretion of the COO:</p> <p>1:10 BCAB Level 3 coach/ UKCC Level 2 Coach and 1:5 for a Paddle Sport Instructor/UKCC Level 1 Coach</p> <p>Bell Boating:</p> <p>1:10 BCAB Level 3 coach/ UKCC Level 2 Coach and Paddle Sport Instructor/UKCC Level 1 Coach</p> <p>With the exception of Bell Boats, groups entering the main canal navigation must have a minimum of a BCAB Level 3 Coach Award/UKCC Level 2 to lead the session</p> <p>All clients and instructors will wear appropriate equipment for the prevailing conditions including: a properly fitted buoyancy aid or lifejacket, checked by the instructor; suitable clothing and lighting if applicable.</p> <p>Lead Instructor to assess and ensure that groups have a competent level of skill and risk awareness to navigate the canal safely.</p> <p>Groups should only cover distance within their physical ability, time constraints and weather conditions. This is to be dynamically risk assessed by the lead instructor before proceeding into secondary operating areas.</p> <p>Instructors will be readily equipped with suitable safety and rescue equipment including IBC mobile phones, for the working area and group numbers. Instructors will have contingency plans/working locations for all activities.</p>
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1. Risk Assessment - Paddlesports

Ref:	Hazard & Consequence	Who is at Risk	Control measures that must be in place to achieve the retained risk rating	Risk Rating			Actions / Comments	Staff Responsible
				S	L	RR		
1	Drowning	ALL	<ul style="list-style-type: none"> All paddlers must wear appropriate buoyancy aids for their size/weight and relevant safety/fitting checks carried out by the instructor prior to accessing the water. Clients will be briefed on the correct procedure for capsizes. The instructor is responsible for determining the swimming ability of participants. Non swimmers may take part at the discretion of the Chief Operating Officer, all participants to wear buoyancy aids when on or near water All instructors are to have a valid, suitable first aid qualification (minimum 8 hours) and have adequate training in entrapped/unconscious casualty rescues. 	3	1	4	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
2	Entrapment	ALL	<ul style="list-style-type: none"> All clients will be briefed on the correct procedure for performing a capsize drill. Nervous clients and non-swimmers should be offered open cockpit craft when available – also maintain due regard for possible entrapment/trip risks associated with ropes / painter lines / shoelaces / hoods / drawstrings / jewellery etc. 	2	2	6	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
3	Immersion to cold water	ALL	<ul style="list-style-type: none"> Appropriate clothing will be worn for the prevailing conditions. If paddling away from home water, appropriate spare clothing will be taken. Activities that have a high risk of immersion will not take place unless the clients have appropriate equipment. 	2	2	6	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches

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4	Hypothermia	ALL	<ul style="list-style-type: none"> Appropriate clothing will be worn for the conditions and lesson content; instructors will be aware of clients' comfort, signs of hypothermia and carry spare kit/safety provisions as necessary. 	1	3	4	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
5	Lifting and Carrying	ALL	<ul style="list-style-type: none"> Clients will be briefed on correct lifting and carrying procedures. Instructors to supervise activities to ensure that correct procedures are followed. 	2	2	6	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
6	Water Quality	ALL	<ul style="list-style-type: none"> Instructors will brief clients on water quality and hygiene procedures. Any obvious water contaminants will be avoided and sessions cancelled at the instructors' discretion. 	1	3	4	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
7	Weil's Disease	ALL	<ul style="list-style-type: none"> Participants are advised to cover cuts or abrasions with waterproof dressings. Participants are advised to cover cuts or abrasions with waterproof dressings. Hands should be washed or sanitised after contact with water and before eating If a participant does become fully immersed, a shower must be taken as soon as possible after leaving the water. 	2	1	4	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches

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7	Loss of Visibility (night paddling, low fog etc.)	ALL	<ul style="list-style-type: none"> Sufficient individual lighting will be provided, so as to be visible by other water users. Judgments on best route, areas to perform skill based instruction etc. will be made by the lead instructor 	1	1	2	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
8	Other Users	ALL	<ul style="list-style-type: none"> Groups will be briefed on other water users (e.g. fishermen, boats and other craft, etc.) associated potential hazards/risks and the actions required to avoid/mitigate such risks when encountered; etiquette; consideration for such users and causing minimum disruption to them. 	1	1	2	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
9	Slips, trips and falls	ALL	<ul style="list-style-type: none"> In building, on bankside, craft transportation; entry/exit from craft and water. Groups will be briefed on the potential risks, safe manual handling/lifting practices and due caution in wet/slippery conditions/prevaling conditions. No running on bankside or inside building/changing areas. 	2	2	6	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches

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10	Injury	ALL	<ul style="list-style-type: none"> Crushing; limbs; head injury; injuries associated with lifting and carrying, contact with other boats, bankside, locks and other such potential hazards. All instructors will hold relevant/current First Aid certification; Instructors must carry an appropriate First Kit on all sessions. Groups will be managed with due regard to potential risks and relevant instruction/advice provided to minimise potential injury. 	2	2	6	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
11	Heat stroke/ Exhaustion/ Dehydration	ALL	<ul style="list-style-type: none"> Instructors will maintain due consideration of prevailing weather conditions; participants to wear suitable attire. Instructors to carry bottled water; activities will be suitable to group ability level/prevailing conditions. Clients should be advised to wear sunscreen if the conditions warrant this. N.B. Instructors staff must NOT offer sunscreen to youth / vulnerable participants at any time. On hot days/ long journeys; consumption of water should be encouraged for all members of the group. 	1	2	3	<ul style="list-style-type: none"> Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings Individual session risk assessments conducted by Chief Operating Officer considering group specifics. 	Chief Operating Officer Senior Instructor Instructors & Coaches
12	Thunderstorm	ALL	<ul style="list-style-type: none"> All participants get off the water in a safe and calm manner. Wait for 30 Mins after latest Clap / Lightning before safe to relaunch Wait time can be decreased on discretion of lead instructor upon dynamically risk assessing progress of storm 	2	2	6	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches Chief Operating Officer
13	Specifics relating to ingress/exit to/from	ALL	<ul style="list-style-type: none"> Group management when getting on/off water – instructors advise all paddlers to remain in 	1	3	4	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures 	Chief Operating Officer

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	water		specified areas until all participants have accessed safely and been given direct instruction to move off. <ul style="list-style-type: none"> Only suitable areas of the bankside are to be used for ingress and egress; avoiding moored boats or poor quality banking. 				<ul style="list-style-type: none"> Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings Individual session risk assessments conducted by Chief Operating Officer considering group specifics. 	Senior Instructor Instructors & Coaches
14	Islington Boat Club basin setting	ALL	<ul style="list-style-type: none"> Instructors are required to assess potential risks when conducting any activities in this area and always move the entire group away from the area to such a distance/location that activities may be conducted safely and without risk of harm from overhead. 	1	3	4	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings Individual session risk assessments conducted by Chief Operating Officer considering group specifics. 	Chief Operating Officer Senior Instructor Instructors & Coaches
15	Paddling at twilight	ALL	<ul style="list-style-type: none"> Due to loss of visibility staff carry head torches Group to stay between leaders Staff to carry whistles to aid communication 	2	2	6	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings Individual session risk assessments conducted by Chief Operating Officer considering group specifics. 	Chief Operating Officer Senior Instructor Instructors & Coaches
16.	Underwater Hazards	ALL	<ul style="list-style-type: none"> Instructor to dynamically risk assess canal bed and route ahead for potential hazards Instructors to take necessary action to avoid hazards if safe or portage (Walk around hazard via land) Instructors to brief group on how to pass hazards in a safe manner Instructors to report any new hazards 	3	1	6	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings Individual session risk 	Chief Operating Officer Senior Instructor Instructors & Coaches

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							assessments conducted by Chief Operating Officer considering group specifics.	

1. Risk Assessment - Operational Area Procedures

Ref:	Hazard & Consequence	Who is at Risk	Control measures that must be in place to achieve the retained risk rating	Risk Rating			Actions / Comments	Staff Responsible
				S	L	RR		
17.	Canal, Main Navigation	ALL	<ul style="list-style-type: none"> See general risk assessment section Max ratios must not exceed in basin ratios Group must be assessed by lead instructor to be of competent ability to recognise and avoid hazards Instructors to carry IBC mobile phone Instructors to carry a first aid kit when leaving the basin 	2	2	6	<ul style="list-style-type: none"> Ongoing review, near miss and accident book to review procedures. 	Chief Operating Officer Senior Instructor Instructors & Coaches
18.	Fishing Lines	ALL	<ul style="list-style-type: none"> See Other Users Prior to leaving basin group to be briefed on hazards Lead instructor on session to ensure groups skill level is sufficient to avoid hazards 	1	3	4	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
19.	Canal Traffic	ALL	<ul style="list-style-type: none"> See Other Users Prior to leaving basin group to be briefed on hazards Lead instructor on session to ensure groups skill level is sufficient to avoid hazards Lead Instructor to ensure group hold onto wall in a safe area to allow traffic to pass 	1	3	4	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches

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20.	Wildlife	ALL	<ul style="list-style-type: none"> Prior to leaving basin group to be briefed on nesting birds/nests Lead instructor on session to ensure groups skill level is sufficient to avoid hazards 	1	2	3	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
21.	Members of the public	ALL	<ul style="list-style-type: none"> See Other Users Prior to leaving basin group to be briefed on hazards 	2	1	3	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
22.	Locks & Weirs	ALL	<ul style="list-style-type: none"> See slip, trips & falls Lead Instructor to manage portage of lock (carrying boats around) Group should be of competent physical ability to carry out task, on judgement of lead instructor Participants are forbidden to use/opertae lock when in paddlesport craft 	3	2	8	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches

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23.	Tunnel Entrance/oncoming boats	ALL	<ul style="list-style-type: none"> Group not to enter tunnel under any circumstances Group to steer clear of tunnel entrance See paddling at twilight 	1	1	2	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
24.	Underwater Hazards eg. Litter, Trolleys etc.	ALL	<ul style="list-style-type: none"> See underwater hazards 	2	2	6	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches
25.	Distance from base	ALL	<ul style="list-style-type: none"> Due to not being in visual contact with base, instructors to take emergency phones to keep a line of contact with the club and ensure this is noted on board in instructor area Staff to follow session procedures If leaving operating area, staff to confirm with manager or Chief Operating Officer before proceeding 	1	2	4	<ul style="list-style-type: none"> No action Annual review Ongoing Paddle UK / governing body best practice reviews in team and instructor meetings 	Chief Operating Officer Senior Instructor Instructors & Coaches

Paddlesport Risk Assessment: Inland Waterway

SEVERITY OF IMPACT		
Descriptor	Score	Impact on service and reputation
Minor	1	Minor First Aid
Serious	2	Hospital or additional support needed
Dangerous	3	Life changing or Death

LIKELIHOOD OF OCCURRENCE		
Descriptor	Score	Frequency
Low	1	May occur in organisational life or once every 10 years
Medium	2	May occur within 1 to 5 years
High	3	Certain or near certain

TOTAL SCORE		
Descriptor	Score	Action Required
Low	2 to 4	ACCEPTABLE RISK
Med	5 to 8	CAUTION / MONITOR RISK
High	9 to 12	TAKE URGENT ACTION TO REDUCE RISK BEFORE UNDERTAKING ACTIVITY

Severity of Impact	Moderate	3	6	9	12
	Insignificant	1	2	3	4
Severity of Impact			1	2	3
x			Remote	Probable	Highly Probable
Likelihood of Occurrence					
+			Likelihood of Occurrence		
Likelihood of Occurrence					