



Normal Operating Procedure (inc. Risk Assessment) Open Canoeing

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- Drowning – primary and secondary
- Entrapment – in equipment, in water or underwater and surrounding wildlife
- Hypothermia
- Hyperthermia
- Slips, trips, falls or being pushed – onto wet surfaces, into water, onto equipment
- Injury to participants when not wearing adequate footwear
- Injuries when constructing, lifting, moving & carrying equipment
- Lightning
- Equipment Failure – in craft/equipment used by participants or safety craft operated by instructors
- Injury caused by activities running in the close proxy and other's raft games
- Lost person/s and injures due to moving water, high winds, large waves, poor visibility.
- Paddle injuries, specifically to the head
- Bites, stings, infections, and allergic reactions from wildlife in and around the water

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Instructor Qualifications: Trained and assessed as competent by an approved PGL assessor

Instructor – Participant ratio: 1:15 + 1 Acc. Adult with provision made for lone working, (accompanying adult present or immediately adjacent to other staffed activity bases)

Total group size: 15

Active participation: 1:15



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Equipment Requirements

Per Instructor and Participant

- 1x Buoyancy Aids
- 1x water/wind resistant jack (at instructors discretion)
- Paddle and canoe

Per off site groups (up to grade 2 water)

- 1 x Offsite First Aid Kit
- 1 x Group shelter
- Spare paddles
- 1x Route plan with emergency egress points
- 1x Mobile phone (only 1 per group/session)
- 1x Money and centre contact details
- 1x Clothing suitable for dealing with cold/immersion hazards for up to three participants

Non shelter environments

- Additional buoyancy for all boats where appropriate to craft
- Rescue kit appropriate to the venue

Per Activity Base:

- 1x Throw line
- An area used for secure storage of rafting equipment
- A clearly set aside area for damaged boats must be in place
- An obvious launch point suited to repeated launching of canoes (for both the canoes and the environment)

Specific Clothing Requirements

Participant & Instructor:

- Suitably closed toe footwear that stays on in water
- Clothing suitable for conditions (No denim)

Session Preparation

- a. Assess general water quality and weather
- b. Inspect venue for debris
- c. Offsite venues must be checked against site specific operating procedures e.g. river height/ wind level cut offs by suitably qualified or experienced senior staff.

- **Session Instruction**

- a. Demonstrate and check correct fitting of Personal Protective Equipment (PPE).
- b. Give a short and clear safety briefing which must include:
 - I. outline of session and boundaries
 - II. a dry land demo of a capsize drill in line training received
 - III. possible hazards at the venue
- c. Ensure that all questions/concerns have been addressed before group get onto the water.



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- d. Ensure all games/exercises are appropriate to age range/ability of the group and in line with Party Leaders expectations.
- e. Ensure rescues are dealt with efficiently and with minimum risk to Self, Group and Casualty.
- f. Ensure action to safeguard the group is taken if a change in weather conditions/water levels occurs.
- g. Ensure all guests and staff wear the correct PPE at all times throughout the session, if they are removed for any reason they must be checked by a qualified member of staff before re commencing the activity.
- h. Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety.
- i. Swimming games used as time fillers are to operate within the guidance of the Water Safety Management NOP

Session Conclusion

- a. If the group has been offsite follow local sign in procedure
- b. Canoes to be stored away in line with the ACOP

FOR CENTRE USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE