



## Normal Operating Procedure (inc. Risk Assessment ) Kayaking (+sit on tops)

### 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 a BCCU L2 Coach or Centre Operations manager

Instructor – Participant ratio: 1:15 (16 if the 16<sup>th</sup> is the accompanying adult)

Total group size: 15

Active participation: 1:15



## Normal Operating Procedure (inc. Risk Assessment ) Kayaking (+sit on tops)

- **Equipment Requirements**

- **Per Instructor and Participant**

- 1x Buoyancy Aids
- 1x Helmet
- 1x Wetsuit (optional, depending on the weather)
- Spray deck for CCK (instructor only)

- **Per Activity Base:**

- An area used for secure storage of equipment
- A clearly set aside area for damaged boats must be in place
- An obvious launch point suited to repeated launch of plastic Kayaks (for both the kayaks 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. Adverse weather session plans should follow the ACOP
- b. Inspect venue for debris.
- c. Offsite venues must be checked against local operating procedures e.g. river height/ wind level cut offs by suitably qualified or experienced senior staff.
- d. If offsite follow local sign out procedure

- **Session Instruction**

- a. Give a short and clear safety briefing which must include:
  - a. outline of session, boundaries and avoiding other activities in the area
  - b. a dry land demo of a capsize drill in line with training
  - c. possible hazards at the venue
- b. Ensure that all questions/concerns have been addressed before group get onto the water.
- c. Ensure all games/exercises are appropriate to age range/ability of the group and in line with Party Leaders expectations as well weather conditions on the day.
- d. Participants must be split group down into groups of 10 or less for teaching/ games and only brought together into large groups when games require larger numbers.
- e. Ensure rescues are dealt with efficiently and with minimum risk to Self, Group and Casualty.
- f. Ensure all participants 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.
- g. Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety.



## Normal Operating Procedure (inc. Risk Assessment ) Kayaking (+ Sit on tops)

- h. Spray decks may only be used on session when authorised by the relevant Head of Department and that participant is comfortable and familiar with their use.
  - i. All spray decks must have a release mechanism that is checked by the Lead instructor prior to use
  - j. Rafting games should be used to a minimum and only where weather restricts other games.
  - k. If raft games are used, guest may only stand when inside their own cockpit/ seating area.
  - l. If moving around a raft of kayaks guests must crawl on all fours.
  - m. Swimming games used as time fillers are to operate within the guidance of the Water Safety Management NOP
- 
- **Session Conclusion**
  - Kayaks 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