

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 injuries 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

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 and suitable depth for falling in
- 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 capsized drill in line training received



Normal Operating Procedure (inc. Risk Assessment) Canoeing

- III. possible hazards at the venue
- c. Ensure that all questions/concerns have been addressed before group get onto the water.
- d. Ensure all games/exercises are appropriate to age range/ability of the group and in line with Party Leaders expectations.
- e. Rafting games should be used to a minimum and only where weather restricts other games.
- f. If raft games are used, guest may only stand when inside their own cockpit/ seating area.
- g. For any balance games, jumping in, or activities that could lead to falling in, the water must be at least shoulder depth of the tallest guest where this is taking place. Consideration and assessment of risk must also be given to the bed suitability - hidden hazards; rocks; debris; etc. If in question these activities must not take place.
- h. Ensure rescues are dealt with efficiently and with minimum risk to Self, Group and Casualty.
- i. Ensure action to safeguard the group is taken if a change in weather conditions/water levels occurs.
- j. 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.
- k. Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety.
- l. 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