LINCOLN CANOE CLUB RISK ASSESSMENTS



List of Risk Assessments for club activites

LIST OF RISK ASSESSMENTS FOR CI	un at	LIV	<u>ites</u>			
	Υ	٨	Click onto each Risk			
Risk Calculations	Х		Assessment Name to Link to page			
01 Use of Club Facilities	х					
02 Landing Stage						
03 Normal Water Conditions	Х		Click onto this icon found on			
04 High Water Conditions	Х		each page to return to Index			
05 Flood Water Conditions	х					
06 Winter Canoeing	Х					
07 Withdrawn	$\stackrel{\wedge}{\mapsto}$					
08 Club Circuit Training	Х					
09 Manual Handling Assessment	х					
10 Fire Risk Assessment	Х					
11 Pool Sessions	х					
12 Running						
13 Organised Events	Х					
	х					
Others (please specify) Added as separate documents ie Leptospirosis, SUP use, Coronavirus.						

Review History:-

Name of Assessor - R Guest Re-	Initial Assessment	Date
assessed by D Farley	Landing Stage Improvements	Date
Re-assessed by D Farley	New Landing Stage	Date
Re-assessed by D Farley Re-assessed by D Farley	General risk assessment review	Date Date
Re-assessed by D Farley	Review due to high number paddling in winter	Date
Re-assessed by D Farley	General review, Monday circuit made generic	Date
	Gen review, Expanded activities - Running & Events	
Reviewed by P Banfield	General review. Tues school circuits withdrawn.	Date

11-Jun-20 11-Jun-20 11-Jun-20 11-Jun-20 11-Jun-20 11-Jun-20 21-Jan-24





Risk Calculations

Calculation of Risk Assessment Level

Risk = Hazard severity x Likelihood of occurrence x Frequency of exposure							
(a) Ha	zard Severity						
5	Fatality						
4	Major						
3	Moderate						
2	Minor						
1	Trivial						
(b) Like	elihood of Occurence						
5	Likely >70%						
4	Probable 50-70%						
3	Possible 30-50%						
2	Improbable 10-30%						
1	Unlikely <10%						
(c) Free	quency of Exposure						
0.9	Infrequently, less than	once per year					
1	Annually, once per yea	r or less than once per month					
1.1	Monthly, once per moi	nth or less than once per week					
1.2	Weekly, at least once p	er week or less than once per day					
1.3	Daily, once per day or l	ess than once per hour					
1.4	Hourly, once per hour	or less than constantly					
1.5	Constantly						
(d) Cal	culation of Risk Rating						
	Risk Rating	<u>Score</u>	<u>Action</u>				
	Acceptable risk	0 to <5	Acceptable risk - no action				
	Low risk	5 to <10	Tolerable risk - Monitor				
	Medium risk	10 to <16	Action to commence within 2 months				
	High risk	16 to <21	Action to commence within 1 week				
	Very High risk	21 to <26	Immediate action				
	Extreme risk	26 to 37.5	Stop the activity				

RA Ref Number	Hazard	Action Required	Who	When



USE OF CLUB FACILITIES ASSESSMENT

Brief Description of the Task

Use of the Club Facilities - canoe store and club house

				resio	lual ri	isk ra	ting
Hazard		Persons at	Control measures in place to reduce the	TCSIC	uarr	ISK TO	ung
No	Hazard	Risk	risks	Sev	Lik	Frq	Result
RA1	Risk of fire	Paddlers & Visitors	See fire risk assessment - Note no COMBUSTABLE materials to be stored under the stairs at any time - this is an escape route. Travel distance within guidelines and automated fire detection systems fitted so not to require additional fire escape route.	4.0		1.2	4.8
RA2	Slips trips & falls in all areas except stairs	Paddlers & Visitors	Housekeeping standards to be maintained keeping all corridors and landings clear of materials and debris.	3.0	1.0	1.3	3.9
RA3	Slips trips & falls on stairs	Paddlers & Visitors	Stairs can become slippery under wet conditions or in certain types of shoes. Use of non-slip material on stair treads and appropriate signage for depicting use of stairs & handrails.	3.0	1.0	1.2	3.6
RA4	Risk of shock or electrocution from electrical fittings and appliances	Paddlers & Visitors	Fixed installation testing carried out and bi-annual PAT testing carried out. Defective appliances discarded. MONITOR - through bi-annual PAT testing checks with recorded results.	3.0	2.0	1.1	6.6
RA5	Risk of attack or assault from members of the public	Paddlers & Visitors	Club located in public area of the University and during club canoeing sessions other members are in the locality. If lone member is in the club then the front door can be easily locked to secure premises.	3.0	1.0	1.1	3.3
RA6	Lacerations caused by sharp objects due to defective furniture	Paddlers and Visitors	Club house furniture checked and any defective furniture is discarded.	2.0	1.0	1.3	2.6
RA7	Risk of members falling from upstairs windows	Paddlers and Visitors	Window openings at 1.2 mts above the floor and windows can be locked to prevent opening.	4.0	1.0	1.2	4.8
RA8	Risk of members falling through panes of glass in lower panels	Paddlers and Visitors	Toughened Glass used in the building is compliant with BS6206.	4.0	1.0	1.1	4.4
RA9	Risk of injury or restricted use of club by disabled persons with mobility restrictions	Paddlers & Visitors	Club is fitted with stair lift to allow access to upper areas. All upper areas have door access at a suitable width to accommodate disabled wheelchairs and people with restricted mobility. Toilets fitted with the required handrails and supports.	3.0	1.0	1.1	3.3
RA10	Evacuation of disabled persons with mobility restrictions from the upper areas of the club in an emergency		Exremely low attendance frequency of people with mobility restrictions. Rescue would be aided by the emergency services.	4.0	1.0	1.1	4.4

Ref Number	2
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LANDING STAGE RISK ASSESSMENT

Brief Description of the Task

Use of the landing stage for access and egress to the water by canoes and canoeists

** Risk assessment review after structural modification to landing stage in 2008 ** ** Risk Assessment Reviewed after new Build in 2012**

				resid	lual r	isk ra	ting
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the risks	Sev	Lik	Frq	Resul
RA1	Risk of drowning by fall into water.	Paddlers	Inexperienced or young paddlers wear buoyancy aids. The water in the area of the landing stage is only 400mm deep therefore there are no deep water risks. The landing stage has recently been significantly increased in length and width so people can pass or place equipment on the landing stage without risk of knocking someone into the water.	4.0	1.0	1.2	4.8
RA2	Slips trips & falls during normal conditions.	Paddlers	For younger paddlers descending the steps with canoes is a 2 person lift for canoes >13Kg. This is trained out during the induction courses. The steps are in good condition and have non-slip edges for extra security when descending the steps.	3.0	1.0	1.3	3.9
RA3	Slips trips & falls during wet or icy conditions.	Paddlers	The coach in charge of the session monitors the conditions on the landing stage and advises of the due care to be taken. Monitor responsibility COACHES - informal checks.	3.0	2.0	1.3	7.8
RA4	Cuts or injury as a result of debris on the bottom of the pool in the locality of the landing stage.	Paddlers	Bottom dredged by the club periodically to ensure no large debris in the area. Paddlers instructed to wear footwear in canoes to prevent injury to feet which are most vulnerable body area.	2.0	2.0	1.2	4.8
RA5	Slips trips or falls using landing stage at night.	Paddlers	Landing stage illuminated by adjacent street lamp - infrequent club activity during dark periods.	3.0	1.0	1.1	3.3
RA6	Lacerations caused by sharp objects such as nails or wood splinters	Paddlers	Condition of landing stage monitored by coaches and senior members of the club. Any maintenance work is carried out immediately and discussed at committee. During construction of the new landing stage screws were used to eliminate the risk from protruding nails.	2.0	2.0	1.2	4.8
RA7	Stability of landing stage due to rotting timbers and other structural defects.		Condition of the landing stage is formally reviewed annually and any remedial work necessary is discussed at committee meeting. This is carried out at the time of oiling the timbers, usually in the spring.	2.0	2.0	1.1	4.4
RA8	Hazards to members of the public created by landing stage.	Members of the Public	Landing stage does not impact in any way on the existing footpath, therefore members of the public are not exposed to any additional risk	3.0	1.0	1.5	4.5
RA9	Canoeing activities on or near the landing stage endangering members of the public.	Members of the Public	The landing stage is only used to enter and exit the water. Any blockage of the footpath by canoes or canoeists is cleared quickly so obstruction is of very short duration. Visibility on the footpath is good so canoeists and members of the public are very visible to each other.	2.0	1.0	1.3	2.6
RA10	Boats and other craft causing hazards near the landing stage.	Paddlers	Boat traffic cannot navigate near to the landing stage. Boats moored on the end pontoon cause a visibility problem when manoeuvring around the pontoon but boat traffic in the area is light.	2.0	2.0	1.1	4.4

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Ref Number	3



NORMAL WATER RISK ASSESSMENT

Brief Description of the Task

Canoeing on local waters of Lincoln under normal water conditions, using all types of canoe during organised club sessions

Normal water conditions are indicated by a green light at the entrance to the Lower River Witham at Wigford Way bridge.

				resic	lual r	isk ra	ting
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the risks	Sev	Lik	Frq	Result
RA1	Injury or drowning due to capsize		Paddlers must be competent paddlers and these people must paddle in groups of no less than 3 unless accompanied by an experienced paddler. All competent paddlers must wear appropriate buoyancy aids.	2.0	1.0	1.2	2.4
RA2	Collision with other craft including motorised vessels		Paddlers are instructed to keep clear of all other craft and not paddle within moorings.	2.0	1.0	1.2	2.4
RA3	Injury or drowning due to high banks		Competent paddlers must not use the High Street section of water unless accompanied by an experienced paddler - All paddlers using the town stretch of water must notify others of their excursion.	2.0	1.0	1.0	2
RA4	Injury or drowning due to weirs or other such obstacles		Paddlers canoeing on or near weirs must be accompanied by a qualified coach who will assess the local conditions.	2.0	1.0	1.0	2
RA5	Injury due to cold weather conditions, including ice		See winter weather risk assessment.				0
RA6	Injury due to attack from swans or other such wildlife		Paddlers should avoid swans and other such wildlife and not antagonise them. Club paddlers paddle in groups and are able to render assistance should it be required.	2.0	2.0	1.2	4.8
RA7	Injury due to collision with bridges or such obstacles		Competent paddlers must not use the upper Witham stretch of water unless accompanied by an experienced paddler.	2.0	1.0	1.2	2.4
RA8	Injury due to works taking place on the river		Canoeists must avoid work equipment on the river and obey any local warning signage.	1.0	1.0	1.0	1
RA9	Illness due to water borne diseases		Observe notices and advice issued by British Canoeing and other water user groups. Shower after canoeing activities.	2.0	2.0	1.2	4.8
RA10	Injury due to high winds		Competent canoeists must be accompanied by an experienced canoeist.	1.0	2.0	1.2	2.4
RA11	Injury due to risk of paddling in darkness		Only the most experienced canoeists should paddle in darkness and never alone. Appropriate navigation lights to be used.	1.0	2.0	1.2	2.4
RA12	Risks associated with paddling during thunderstorms		Canoeists must get off the water as soon as possible in the event of a storm.	1.0	3.0	1.2	3.6
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HIGH WATER RISK ASSESSMENT

Brief Description of the Task

Canoeing on local waters of Lincoln under high water conditions, using all types of canoe during organised club sessions

High water conditions are indicated by a steady red light at the entrance to the Lower River Witham at Wigford Way bridge.

Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the risks	Sev	Lik	Frq	Resul
RA1	Injury or drowning due to capsize		Competent paddlers must be accompanied by experienced paddlers and must paddle in groups of no less than 3. All competent paddlers must wear appropriate buoyancy aids.	2.0	1.0	1.2	2.4
RA2	Collision with other craft including motorised vessels		Paddlers are instructed to keep clear of all other craft and not paddle between moorings.	2.0	1.0	1.2	2.4
RA3	Injury or drowning due to high banks		Competent & experienced paddlers must not use the High Street section of water unless accompanied by a coach who will assess water conditions - All paddlers using the town stretch of water must notify others of their intended location. MONITOR - coaches to ensure that activities in this area are with the appropriate coaches.	2.0	3.0	1.0	6
RA4	Injury or drowning due to weirs or other such obstacles		Paddlers canoeing on or near weirs must be accompanied by a qualified coach who will assess the conditions. MONITOR - coaches with risk assessment if organised session outside of normal territorial waters.	2.0	3.0	1.0	6
RA5	Injury due to cold weather conditions, including ice		See winter weather risk assessment.				0
RA6	Injury due to attack from swans or other such wildlife		Paddlers should avoid swans and other such wildlife and not antagonise them. During club sessions paddlers paddle in groups to render assistance if required.	2.0	2.0	1.2	4.8
RA7	Injury due to collision with bridges or such obstacles		Competent paddlers must not use the upper Witham stretch of water unless accompanied by an experienced paddler.	2.0	1.0	1.2	2.4
RA8	Injury due to works taking place on the river		Canoeists must avoid work equipment on the river and obey any local signage.	1.0	1.0	1.0	1
RA9	Illness due to water borne diseases		Observe notices and advice issued by the BCU and other water user groups. Shower after canoeing activities.	2.0	2.0	1.2	4.8
RA10	Injury due to high winds causing waves of approximately 300mm or more on the water		Competent canoeists must be accompanied by an experienced canoeist.	1.0	2.0	1.2	2.4
RA11	Risk of injury paddling in darkness		Paddlers must never paddle alone in darkness.	1.0	2.0	1.2	2.4

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FLOOD WATER RISK ASSESSMENT

Brief Description of the Task

Canoeing on local waters of Lincoln under Flood water conditions, using all types of canoe during organised Club sessions

Flood water conditions are indicated by a flashing red light at the entrance to the Lower River Witham at Wigford Way bridge.

				resid	lual r	isk ra	ting
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the risks	Sev	Lik	Frq	Result
RA1	Injury or drowning due to capsize		Competent paddlers must be accompanied by experienced paddlers and they must paddle in groups of no less than 3. All paddlers must wear appropriate buoyancy aids.	2.0	1.0	1.2	2.4
RA2	Collision with other craft including motorised vessels		Paddlers must keep clear of all other craft and not paddle close to or in between moorings.	2.0	1.0	1.2	2.4
RA3	Injury or drowning due to high banks		Competent & experienced paddlers must not use the High Street section of water unless accompanied by a coach who will assess water conditions - All paddlers using the town stretch of water must notify others of their intended location. MONITORING METHOD - coaches to ensure that activities in this area are with the appropriate coaches.	2.0	3.0	1.0	6
RA4	Injury or drowning due to weirs or other such obstacles		Paddlers canoeing on or near weirs must be accompanied by a qualified coach who will assess the conditions. MONITORING METHOD - coaches with risk assessment if organised session outside of normal territorial waters.	2.0	3.0	1.0	6
RA5	Injury due to cold weather conditions, including ice		See winter weather risk assessment.				0
RA6	Injury due to attack from swans or other such wildlife		Paddlers should avoid swans and other such wildlife and not antagonise them.	2.0	2.0	1.2	4.8
RA7	Injury due to collision with bridges or such obstacles		Competent paddlers must not use the upper Witham stretch of water unless accompanied by a qualified coach.	2.0	1.0	1.2	2.4
RA8	Injury due to works taking place on the river		Canoeists must avoid work equipment on the river and obey any local signage.	1.0	1.0	1.0	1
RA9	Illness due to water borne diseases		Observe notices and advice issued by the BCU and other water user groups. Shower after canoeing activities.	2.0	2.0	1.2	4.8
RA10	Injury due to high winds causing waves of approximately 300mm or more on the water		Competent canoeists must be accompanied by an experienced canoeist.	1.0	2.0	1.2	2.4
RA11	Risk of injury paddling in darkness		In flood water conditions paddlers must never paddle in darkness.	1.0	2.0	1.2	2.4

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WINTER CANOEING RISK ASSESSMENT

Brief Description of the Task

Canoeing on local waters of Lincoln in winter conditions i.e. October to March inclusive Specific parts of this assessment apply when air temperatures are below 5 deg C or when ice has formed on the water

residual risk rating Hazard Persons at Control measures in place to reduce No Risk the risks Lik Result Hazard Sev Frq Injury or drowning due to capsize in cold waters Competent paddlers must be accompanied by experienced paddlers and they must paddle in groups of no less than 3. All paddlers must wear RA1 2.0 1.0 1.2 2.4 appropriate buoyancy aids and appropriate winter clothing. Club members must not attempt to walk on any ice Falls though Ice that may have formed. RA2 2.0 1.0 1.2 2.4 Risks of Hypothermia whilst canoeing Canoeists must observe the well being of each othe at all times for the signs of hypothermia. All canoeists must have appropriate clothing for the conditions - for the inexperienced paddlers the RA3 2.0 2.0 1.0 4 coaches will check paddlers are wearing suitable clothing. All coaches to undergo aquatic first aid training. Risks due to lone canoeing in Winter Paddlers must paddle in groups of two or more. Paddlers should also paddle where members of the RA4 2.0 2.0 1.0 4 public are likely to be on hand for assistance - i.e. Fossdyke canal.

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CLUB CIRCUIT TRAINING RISK ASSESSMENT

Brief Description of the Task

Weekly winter circuit training at Lincoln Canoe Club, Brayford Pool, Lincoln All participants of this session are members of Lincoln Canoe Club

				resid	lual r	isk ra	ting
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the risks	Sev	Lik	Frq	Result
RA1	Risk of injury setting up or breaking down equipment used for the training sessions	Club Members	A club coach or someone with appropriate experience in stage exercise (responsible person) will supervise setting up all equipment.	3.0	1.0	1.2	3.6
RA2	Risk of injury due to inadequate warm-up exercises.	Club Members	The coach / responsible person will ensure that an appropriate warm-up routine is performed before each session.	2.0	1.0	1.2	2.4
RA3	Risk of injury due to equipment failure or unsecured equipment	Club Members	All equipment will be inspected by the coach / responsible person to ensure it is in good condition and assesmbled correctly.	3.0	1.0	1.2	3.6
RA4	Risk of injury due to equipment not being in the correct place or position	Club Members	All equipment will be inspected by the coach / responsible person to ensure it is set out correctly.	3.0	1.0	1.2	3.6
RA5	Risk of injury due to participant not being in good health prior to starting or during the session	Club Members	All participants are club members. The coach / responsible person will be aware of any health restrictions. Individual's performance during the session will be monitored and any adverse health effects will be recognised. All those under 18 are required to complete a consent form signed by a parent / guardian.	3.0	1.0	1.2	3.6
RA6	Risk of injury due to participant not performing the exercises correctly	Club Members	The coach / responsible person will ensure that all participants receive training of each excercise through demonstration.	2.0	1.0	1.2	2.4
RA7	Risk of injury by falling off equipment	Club Members	The coach / responsible person will supervise the group to ensure that all participants perform the exercises correctly.	3.0	1.0	1.2	3.6
RA8	Risk of injury due to fire or other facilities emergency	Club Members	The coach / responsible person has been given training on the facilities emergency proceedures and has instructed the group on alarm recognition, emergency exits and muster points.	3.0	1.0	1.2	3.6
RA9	Risk of medical injury / emergency	Club Members	The coach / responsible person is trained in basic first aid and telephones are available for summoning the emergency services.	3.0	1.0	1.2	3.6
RA10	Risk of injury through inappropriate behaviour	Club Members	The session can only commence if there is a coach / responsible person present who will continuously monitor the behaviour of all participants.	3.0	1.0	1.2	3.6
	COMMUNICATION - This session is a routine session during will be communicated to all part	-					





MANUAL HANDLING

Brief Description of the Task(s)

Carrying canoes to the water Launching canoes Removing / replacing canoes from / to racking

		T:-1. :f		resid	lual r	isk rati	ng
Hazard No		Tick if Applic.					
			Current controls measures in place	Sev	Lik	Frq	Result
	TASKS						
MH1	Holding away from trunk	ü	Always adopt correct lifting posture for handling canoes.	2.0	2.0	1.2	4.8
MH2	Twisting	ü	Always adopt correct lifting posture for handling canoes.	2.0	2.0	1.2	4.8
МН3	Stooping	ü	Always adopt correct lifting posture for handling canoes.	2.0	2.0	1.2	4.8
MH4	Reaching upwards	ü	When lifting canoes from racks seek assistance if reach cannot be gained from normal standing posture.	2.0	2.0	1.2	4.8
MH5	Large vertical movement	NA					
MH6	Carrying long distances	ü	Use two persons to carry equipment a long distance.	2.0	2.0	1.2	4.8
MH7	Strenuous pushing or pulling	NA					
MH8	Unpredictable movement of load	ü	Ensure that ground conditions are stable, especially the landing stage steps which can be slippery.	2.0	2.0	1.2	4.8
МН9	Repetitive handling	NA					
MH10	Insufficient rest or recovery	NA					
MH11	Workrate imposed by process	NA					
	LOADS						
MH12	Heavy (>25kg male / 20kg female)	ü	Use two persons for the heavier GP craft or open canoes.	1.0	1.0	1.2	1.2
MH13	Bulky / unwieldy	ü	Use two persons for the heavier GP craft or open canoes.	1.0	1.0	1.2	1.2
MH14	Difficult to grasp	ü	Use two persons for the heavier GP craft or open canoes.	1.0	1.0	1.2	1.2
MH15	Unstable / Unpredictable	ü	Use two persons for the heavier GP craft or open canoes.	1.0	1.0	1.2	1.2
MH16	Intrinsically harmful (hot, sharp etc)	NA					
	Work Environment			L	L		
MH17	Constraints on posture	NA					
MH18	Poor floors	NA					
MH19	Variations in levels	NA					
MH20	Hot / cold / humid conditions	NA					

MH21	Strong air movements	NA					
MH22	Poor lighting conditions	NA					
	Individual Capability						
MH23	Require unusual capability	ü	Persons under 16 years should not attempt to lift or carry GP canoes unaided.	2.0	2.0	1.2	4.8
MH24	A hazard to those with health problem	ü	Those with a health problem must not attempt to lift equipment unless accompanied.	2.0	2.0	1.2	4.8
MH25	Hazard to those pregnant/new parent	ü	Pregant persons must not attempt to lift equipment.	2.0	2.0	1.2	4.8
MH26	Require special training / information	NA					
	Other Factors						
MH26	Movement or posture hindered by	NA					
	Clothes or PPE						

Ref Numbe	r 10



FIRE ASSESSMENT - sheet 1

Site Location

Lincoln Canoe Club

Club Premises - Brayford South

Hazard No		Yes	N0	NΔ	Control Measures to reduce risk
	Fire Safety Measures	ies			001111011111111111111111111111111111111
F1	Are all flammable substances and combustables stored correctly?	Х			Only small amounts of canoe repair material stored in steel cupboard. Quantity no more than 1 Litre allowed.
F2	Are heating appliances fixed in position and a safe distance from combustable materials & guarded?	Х			Portable fan heaters in changing rooms and lounge, but warden checks ensure these are switched off.
F3	Are electrical cables of a minimum length?	Х			
F4	Are cables run only where damage is unlikely and not under floor covering or in door ways?	Х			
F5	Is upholstery of furniture in good condition?	Х			
F6	Is the area free of an accumulation of rubbish which could catch fire or set alight?	Х			Regular cleaning activities to ensure that housekeeping standards are maintained.
F7	Is the area free from evidence of unauthorised smoking?	Х			Building is a no smoking building.
	Means Of Escape				
F8	Are there sufficient exits for the number of people present?	Х			Club occupancy low - 5 times / week and for 1 hour / session. No casual members of the public attending.
F9	Do exits lead to a place of safety?	Х			
F10	Are all gangways and escape routes free from obstruction?	Х			Regular housekeeping to maintain standards.
F11	Are all fire doors clearly labelled with appropriate signage?	Х			
F12	Can all fire safety signs and fire exit notices be clearly seen?	Х			
F13	Are all self closing door in good working order?			Х	No fire self closing doors.
F14	Are all escape routes adequately illuminated?	Х			
F15	Where appropriate do emergency doors open in the direction of travel and without the use of a key?	Х			
F16	Are all floor surfaces on escape routes free from tripping and slipping hazards?	Х			Regular housekeeping to maintian standards.
F17	Are all vents and service ducts suitably protected to prevent the spread of fire, heat or smoke?			Х	
F18	Is the Emergency Escape Lighting in working condition?	Х			Emergency lighting checked Monthly.



FIRE ASSESSMENT - sheet 2

Hazard No		Yes	Yes N0		Control Measures to reduce risk
	Fire Fighting				
F19	Is there sufficient fire fighting eqipment of the correct type and suitably located and available for use?	Х			On all exits and maintained annually.
F20	Have fire extinguishers been serviced in the last year?	Х			Serviced annually.
F21	Are fire sprinkler head unobstructed?			Х	
	Fire Alarm				
F22	Is the fire alarm in working order?	Х			Checked weekly and serviced annually.
F23	Can the alarm be raised without anyone being placed at risk from fire?	Х			Call points on all exits.
F24	Are the fire alarm call points unobstructed and clearly visible or suitably indicated?	Х			Call points on all exits.
	Fire Instructions				
F25	Are fire instructions clearly displayed throughout the workplace	Х			On main exit / Entrance and on notice board.
F26	Have workplace personnel been trained in fire instructions - ask them!	Х			Committee (wardens) trained in fire prevention & use of extinguishers.
	Records				
F27	Are fire drill records kept and are they up to date			Х	Fire drills not carried out due to low occupancy.
F28	Are personnel training records kept and are they up to date			Х	
	Contractors				
F29	Are contractors in the area aware of fire instructions - ask them!			Х	No contractors used.
F30	Do contractors have a valid Permit to Work			Х	No contractors used.
F31	Is all contractor equipment in good working order and suitable for the intended work			Х	No contractors used.
F32	Is the general Emergency Plan suitable for the intended work			х	No contractors used.

Ref Number





POOL SESSIONS RISK ASSESSMENT

Brief Description of the Task

Canoeing teaching sessions at The Priory City of Lincoln Academy Swimming Pool For both Club and Non-Club members learning how to roll and basic canoeing skills

				resio	lual r	isk ra	ting
Hazard		Persons at	Control measures in place to reduce the	resid		l sk ra	ung
No	Hazard	Risk	risks	Sev	Lik	Frq	Result
RA1	Injury or drowning in the swimming pool	Paddlers and Instructors	RSA Lifeguard is present on poolside during all sessions. Buoyancy aids are worn by all paddlers in canoes and instructors in the deep end.	2.0	1.0	1.2	2.4
RA2	Risk of injury due to collision with canoes	Paddlers and Instructors	Buoyancy aids are worn by paddlers and instructors in deep water. Session carefully supervised to control canoe mobility.	2.0	1.0	1.2	2.4
RA3	Risk of Injury though striking by paddles	Paddlers and Instructors	Use of paddles is restricted with no unsupervised canoe mobility. Protective headgear to be worn by paddlers.	2.0	1.0	1.2	2.4
RA4	Risk of injury due to misbehaviour pool side	Paddlers and Instructors	Appropriate Instructor / paddler ratio to be observed. All padddlers made aware of poolside rules in briefing before session starts.	2.0	1.0	1.2	2.4
RA5	Injury due to fire or similar emergency event	Paddlers and Instructors	All instructors to make themselves aware of pool fire and evacuation procedures. Emergency briefing to be carried out during start-of-session briefing.	2.0	1.0	1.2	2.4
RA6	Risk of injury as a result of paddler ability/illness	Paddlers	Paddlers asked at start of briefing to declare illnesss/injury. Paddlers closely supervised for signs of any problems in health / ability.	2.0	1.0	1.2	2.4
RA7	Risk of injury due to facility defects	Paddlers and instructors	Instructors to aquaint themselves with the condition of the facilities relevant to the canoeing activity. Instructors will bring any relevant defects to the attention of the Facility representative immediately.	2.0	1.0	1.2	2.4
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Running Risk Assessment

Brief Description of the Task

Running sessions from the club as part of an athlete's training program

These sessions mainly use the main roads in the Lincoln City Centre and / or the University campus

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Hazard		Persons at	Control measures in place to reduce the				
No	Hazard	Risk	risks	Sev	Lik	Frq	Result
RA1	Risk of injury due to collision with a pedestrian	Runners and Instructors	All runners to wear hi-visibility clothing to incease visibility to all pedestrians.	2.0	1.0	1.2	2.4
RA2	Risk of injury due to collision with a vehicle or other road user	Runners and Instructors	All runners to stop at each road junction before crossing - running along the road is not permitted. Ensure that the particulalry young people (Under 12's) use routes that do not involve crossing any roads, or in the dark they only run on the University campus.	2.0	1.0	1.2	2.4
RA3	Risk of injury due to slips, trips and falls	Runners and Instructors	Choose routes that are well lit and in good condition. Assess conditions carefully for ice in cold weather.	2.0	1.0	1.2	2.4
RA4	Risk of harm to young people - assault, accident	Runners and Instructors	Ensure that the route is well understood and that the coach maintains visual contact with all participants. Ensure that all runners know the correct route and that they follow this route.	2.0	1.0	1.2	2.4
RA5	Risk of harm to under 12 paddlers	Runners and Instructors	Ensure that the slowest persons are accompanied by an older runner and remain in visual contact with the coach from the club. This may require preplanned stops to allow the group to re-form so that visual contact is maintained.	2.0	1.0	1.2	2.4
RA6							0
RA7							0
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Organised Events Risk Assessment

Brief Description of the Task

Attending organised competitions and events

These events are those organised by the host club on their local waters

					residual risk rating			
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the risks		Lik	Frq	Result	
RA1	Risk of injury due to capability of paddlers	Paddlers	The coach to assess the capability of a paddler to compete in the event before entry is made.	2.0	1.0	1.1	2.2	
RA2	Risk of injury due to weather/water conditions	Paddlers	The coach to assess the weather and water conditions on the day and follow advice from the event organisers - this may result in a paddler being withdrawn from the event. In all instances the advice or instruction from the event organiser will be followed at all times.	2.0	1.0	1.1	2.2	
RA3	Risk of injury due to poor event organisation aspects	Paddlers	The coach to assess the organisation of the event. This must meet or exceed the standards set by Lincoln. If there is any doubt about safeguards provided by the organisers then the coach may withdraw competitors.	2.0	1.0	1.1	2.2	
RA4	Risk of harm due to illness of a Lincoln paddler	Paddlers	The coach will assess the wellness of the paddlers before the start of the event. If there is any doubt about the wellness of a paddler then the coach may insist that the paddler is withdrawn from the event. Monitor - Coach to assess the well being of paddlers.	3.0	2.0	1.1	6.6	
RA5	Risk of injury due to a prevailing & known medical condition of a Lincoln paddler (parental consultation to be considered)	Paddlers	The coach will have assessed the capability of a paddler to compete before the paddler is entered into the event. If the illness is of significance (epilepsy, severe asthma or similar) the coach shall ensure that the organisers are aware of the illness, either at the time of entry or before the race. Monitor - coaches to be aware of any underlying medical conditions of the paddlers & advise event organisers if deemed necessary.	3.0	2.0	1.1	6.6	
RA6							0	
RA7							0	