



# LINCOLN CANOE CLUB

## RISK ASSESSMENTS

### List of Risk Assessments for club activities

	Y	N
Risk Calculations	X	
01 Use of Club Facilities	X	
02 Landing Stage	X	
03 Normal Water Conditions	X	
04 High Water Conditions	X	
05 Flood Water Conditions	X	
06 Winter Canoeing	X	
07 Tuesday Circuit Training	X	
08 Club Circuit Training	X	
09 Manual Handling Assessment	X	
10 Fire Risk Assessment	X	
11 Pool Sessions	X	
12 Running	X	
13 Organised Events	X	
Others (please specify)	Added as separate documents ie SUP, Covid-19	

Click onto each Risk Assessment Name to Link to page



Click onto this icon found on each page to return to Index.

### Review History:-

Name of Assessor - R Guest  
 Re-assessed by D Farley  
 Re-assessed by D Farley  
 Re-assessed by D Farley  
 Re-assessed by D Farley  
 Re-assessed by D Farley  
 Re-assessed by D Farley

Initial Assessment
Landing Stage Improvements
New Landing Stage
General risk assessment review
Review due to high number paddling in winter
General review, Monday circuit made generic
Gen review, Expanded activities - Running & Events

Date	11-Jun-20
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Date	11-Jun-20
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**Risk Assessment Review (enter due date)**

Jun-22



# Risk Calculations

## Calculation of Risk Assessment Level

$$\text{Risk} = \text{Hazard severity} \times \text{Likelihood of occurrence} \times \text{Frequency of exposure}$$

### (a) Hazard Severity

5	Fatality
4	Major
3	Moderate
2	Minor
1	Trivial

### (b) Likelihood of Occurrence

5	Likely >70%
4	Probable 50-70%
3	Possible 30-50%
2	Improbable 10-30%
1	Unlikely <10%

### (c) Frequency of Exposure

0.9	Infrequently, less than once per year
1	Annually, once per year or less than once per month
1.1	Monthly, once per month or less than once per week
1.2	Weekly, at least once per week or less than once per day
1.3	Daily, once per day or less than once per hour
1.4	Hourly, once per hour or less than constantly
1.5	Constantly

### (d) Calculation of Risk Rating

<u>Risk Rating</u>	<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





## USE OF CLUB FACILITIES ASSESSMENT

### Brief Description of the Task

Use of the Club Facilities - canoe store and club house

								residual risk rating			
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the 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	1.0	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. <b>MONITOR - through bi-annual PAT testing checks with recorded results.</b>	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		Extremely low attendance frequency of people with mobility restrictions. Rescue would be aided by the emergency services.	4.0	1.0	1.1	4.4				



## 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\*\***

							residual risk rating			
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the risks	Sev	Lik	Frq	Result			
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. <b>Monitor responsibility COACHES - informal checks.</b>	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.	Paddlers Members of the public	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			

















## MANUAL HANDLING

### Brief Description of the Task(s)

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

residual risk rating

Hazard No		Tick if Applic.	Current controls measures in place	residual risk rating			
				Sev	Lik	Frq	Result
<b>TASKS</b>							
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
MH3	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
MH9	Repetitive handling	NA					
MH10	Insufficient rest or recovery	NA					
MH11	Workrate imposed by process	NA					
<b>LOADS</b>							
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					
<b>Work Environment</b>							
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					
<b>Individual Capability</b>							
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					
<b>Other Factors</b>							
MH26	Movement or posture hindered by	NA					
	Clothes or PPE						

**FIRE ASSESSMENT - sheet 1**

Site Location

Lincoln Canoe Club

Club Premises - Brayford South

Hazard No		Yes	NO	NA	Control Measures to reduce risk
	<b>Fire Safety Measures</b>				
F1	Are all flammable substances and combustibles stored correctly?	X			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 combustible materials & guarded?	X			Portable fan heaters in changing rooms and lounge, but warden checks ensure these are switched off.
F3	Are electrical cables of a minimum length?	X			
F4	Are cables run only where damage is unlikely and not under floor covering or in door ways?	X			
F5	Is upholstery of furniture in good condition?	X			
F6	Is the area free of an accumulation of rubbish which could catch fire or set alight?	X			Regular cleaning activities to ensure that housekeeping standards are maintained.
F7	Is the area free from evidence of unauthorised smoking?	X			Building is a no smoking building.
	<b>Means Of Escape</b>				
F8	Are there sufficient exits for the number of people present?	X			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?	X			
F10	Are all gangways and escape routes free from obstruction?	X			Regular housekeeping to maintain standards.
F11	Are all fire doors clearly labelled with appropriate signage?	X			
F12	Can all fire safety signs and fire exit notices be clearly seen?	X			
F13	Are all self closing door in good working order?			X	No fire self closing doors.
F14	Are all escape routes adequately illuminated?	X			
F15	Where appropriate do emergency doors open in the direction of travel and without the use of a key?	X			
F16	Are all floor surfaces on escape routes free from tripping and slipping hazards?	X			Regular housekeeping to maintain standards.
F17	Are all vents and service ducts suitably protected to prevent the spread of fire, heat or smoke?			X	
F18	Is the Emergency Escape Lighting in working condition?	X			Emergency lighting checked Monthly.

**FIRE ASSESSMENT - sheet 2**

Hazard No		Yes	NO	NA	Control Measures to reduce risk
	<b>Fire Fighting</b>				



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



## 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

							residual risk rating	
Hazard No	Hazard	Persons at Risk	Control measures in place to reduce the 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 paddlers 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 illness/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 acquaint 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	
							0	
							0	
							0	







## 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	Sev	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. <b>Monitor - Coach to assess the well being of paddlers.</b>	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. <b>Monitor - coaches to be aware of any underlying medical conditions of the paddlers &amp; advise event organisers if deemed necessary.</b>	3.0	2.0	1.1	6.6				
RA6							0				
RA7							0				
							0				
							0				