# Section 1: Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

|  |  |
| --- | --- |
| **Hazard Severity (a)** | Likelihood of Occurrence (b) |
|
| 1 – Trivial (eg discomfort, slight bruising, self-help recovery)**2 – Minor** (eg small cut, abrasion, basic first aid need)**3 – Moderate** (eg strain, sprain, incapacitation > 3 days)**4 – Serious** (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)**5 – Fatal** (single or multiple) | **1 – Remote** (almost never)**2 – Unlikely** (occurs rarely)**3 – Possible** (could occur, but uncommon)**4 – Likely** (recurrent but not frequent)**5 – Very likely** (occurs frequently) |

The risk rating (high, medium or low) indicates the level of
response required to be taken when designing the action plan.

**Trivial Minor Moderate Serious Fatal**

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| --- |
| **Rating Bands (a x b)** |
| **LOW RISK****(1 – 8)** | **MEDIUM RISK****(9 - 12)** | **HIGH RISK****(15 - 25)** |
|  |  |  |
| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly  | **-STOP THE ACTIVITY-**Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

**Remote**

**Unlikely**

**Possible**

**Likely**

**Very likely**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

# Section 2.01: Pool Sessions

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| Risk Assessment Record |
| Risk Assessment of: STV Pool Sessions | Assessor(s):Jessica Pinnell | Date: 20/03/2025 |
| Overview of activity / location / equipment / conditions being assessed: Activity: Each week this generally includes 3x 1hr general skill sessions and 1x 2hr polo session. Participant skill levels range from complete beginner to advanced paddler. Number of paddlers ranges from 6-18 on the water at any one time. Activities are always supervised by a minimum of one responsible, competent paddler. Lifeguards are present but will only assist a person who is no longer in a kayak.Location: Sessions run at the STV swimming pool.Equipment used is as follows: Polo buoyancy aids; spray decks; polo helmets; polo balls; polo goals; polo kayaks.Conditions: Controlled indoors environment. |  |
| Generic or specific assessment?Specific assessment | Context of assessment Annual Review Handover 25 |

| # | Hazard(s) identified | Persons affected | Existing controls & measures | A | B | A x B | Additional controls required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Drowning | All persons on water; bystanders | * Lifeguards present to assist any person not in a kayak
* Session leader has skills and experience to assist any person trapped in a capsized kayak (Coaching Sec is responsible for ensuring a competent person is present as leader for every session)
* Swim test is used to assess swimming competence following SU swim test procedure.
* Before using a spray deck, paddler competence should be assessed with spray deck familiarisation by a session to ensure they know how to exit the kayak safely.
 | 5 | 1 | 5 |  |
| 2 | Collision of person and boat/paddle | Anyone Paddling | * Boat control is taught from beginning.
* Exercises are tailored to the abilities of the group.
* Pool sessions limited to 18 boats.
* Helmets to be worn during high contact-risk activities e.g. Polo tackle drills; polo games.
* Boats fitted with foam padding on either end. Repair/replacement of padding to be organised by Kit Sec when required
 | 4 | 2 | 8 |  |
| 3 | Slipping on poolside | Anyone in Swimming pool | * Inform people of pool rules that are to be abided by.
* Running on poolside is prohibited.
* Good manual handling practise when moving equipment on poolside
 | 4 | 2 | 8 |  |
| 4 | Head injury | Anyone on Water | * Training should be clear of pool sides unless specifically required for the drill. When required, participants should be made aware of the risks of collision with the poolside.
* When it cannot be ensured that persons will remain clear of the poolside (eg polo matches), helmets should be worn.
* For more information on attire ([https://www.thesubath.com/pageassets/resources/sport/Facility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fresources%2Fsport%2FFacility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf&data=05%7C01%7Csu-canoe%40bath.ac.uk%7C845cd8fb596440f5d98208da4ab8e019%7C377e3d224ea1422db0ad8fcc89406b9e%7C0%7C0%7C637904455128283850%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=poZQv6%2Bj5VwMbEOsjK5pcyvB2YicOSu5fwkxtfC3iPg%3D&reserved=0))
* Participants to be instructed in the safe entry/exit of the kayak at the poolside. Participants should be encouraged to ask for help if they are struggling to enter/exit safely.
 | 3 | 2 | 6 |  |
| 5 | Collision of Ball and person | Anyone on Water | * Balls should only be thrown to persons aware of the game/ exercise.
* Helmets must be worn during activities where a ball is thrown (eg polo matches and training)
 | 2 | 3 | 6 |  |
| 6 | Lifting Kayaks | Anyone paddling | * Participants informed of the safe method of transporting kayaks. If necessary, two persons should be used to move a heavy load.
 | 3 | 2 | 6 |  |
| 7 | Kayak entrapment | Anyone paddling | * A capsize itself is very low risk as there is no specific training required for a participant to be able to safely exit the boat in a pool environment. Occasionally people will panic and try and only half-exit the boat, resulting in it taking a few seconds for both their feet to be freed from the boat. Anyone having passed the swim test or wearing a buoyancy aid will have their head above water, so there is no significant risk to this, However, we should take this opportunity to educate and ensure they do not repeat the error.
* During capsize of a kayak, it is possible (though very unlikely- we have not seen this in recent club memory) that the paddler may become entrapped in the boat.
* Following the club’s “Competent Coaches” process (<https://www.thesubath.com/canoe/coaching/competentcoaches/>), a person with Leadership-level experience will be running the pool session and is equipped with the skills to right an upside-down kayak, removing the drowning risk and allowing the paddler to become freed.
 | 5 | 1 | 5 |  |
| 8 | Kayak sinking | Anyone in pool | * Kayaks are neutrally buoyant when filled with water, so cannot sink to the bottom of the pool under normal circumstances. The only way this could happen would be if the internal foam structure was severely damaged or removed. This is protected against with yearly maintenance schedule, and no warning signs of this have been observed in club memory.
* Sunken boat poses small risk to other paddlers in the pool if they were to collide with it. The session leader should ensure the group is managed to not result in a dangerous collision.
* Boats may be recovered by any club member using a deep-water rescue technique, or by pushing the boat to the side of the pool and using a poolside rescue.
 | 1 | 1 | 1 |  |
| 9 | Coaches swimming | Experienced session participants | * On occasion we will coach from an in-water position, as this allows for better control and support of participants who are learning to roll the kayak in particular. Common practise for this skill is for a water-based coach to be present as they can easily right the kayak if the participant is unable to roll.
* Risks include drowning, and head injury due to collision with a kayak or paddle.
* Coaches must only enter the pool under calm conditions (eg during a rolling session, but not when kayaks are travelling at speed) to significantly reduce the risk of head injury
* Buoyancy aids must be worn
* Coaches must be confident in their ability tread water and ability to support learner
* Coaches should stay near the pool edge to facilitate quick exits if needed
 | 5 | 1 | 5 |  |
| 10 | Fire Evacuation Procedures | Everyone Present | Fire evacuation procedures in place on site, participants to follow the instruction of facility staff members. Paddlers to paddle to side, exit boats, and leave them on the side. | 4 | 1 | 4 |  |
| 11 | Dehydration/Exhaustion | Anyone paddling | * Participants suggested to bring water to pool sessions, water is also readily available within the STV
 | 2 | 1 | 2 |  |
|  | Assessor signature: | Print name:SAM FOOTE | Review date: 01/06/2025 |