

| Hazard Ref. | Hazard Description | People at Risk | Initial Assessment | | | Control Measures – Prevention | Residual Risk | | | Actions – Contingent |
|-------------|---|-----------------------------|--------------------|---|---|---|---------------|---|---|---|
| 30 | Risk to by-passers/general public (non club members) of slipping or falling in the River from the Club Pontoon (which is frequently slippery from bird droppings). | Paddlers and passers-by | 3 | 2 | 6 | Club members should never encourage and in fact should discourage non members and by-passers/general public from using the club pontoon because the club cannot be responsible for their safety and an incident may cause constraints on club operations. Pontoon bird mess is to be cleaned off before use with brush and water. Ice to be cleared off and rock salt put down. Paddlers are trained to exercise care at all times on pontoon and walkway. Warning Sign to be placed to deter general public from entering the pontoon walkway. | 2 | 2 | 4 | If any person is seen by a club member to have fallen into the water, shout loudly for help and use the Throw-lines which are located at the canoe sheds front door. Call 999 if the person cannot be recovered or if their physical condition is in any doubt. There are three first aid kits in the club house and canoe sheds house. There is a list of first aiders on the club notice board. |
| 31 | The walkway access to the pontoon rises and falls with the tide and at low tide (especially during annual draw-off) become very steep. In cold conditions the access walkway is also prone to icing (despite being manufactured from high grip material). This combination makes slips and falls very likely. | All paddlers and passers-by | 3 | 3 | 9 | Any Coach or Peer Paddler using the pontoon, should make a dynamic risk assessment as to whether the pontoon or its connecting access walkway is safe to use. During cold weather, assistive ropes should be fitted to the sides of the access walkway. These ropes are only for the use of trained paddlers. Non-members/passers-by should be actively discouraged from using the walkway or the pontoon (which are private) at all times. | 2 | 3 | 6 | If a club member sees that any person has fallen into the water, shout loudly for help and use the throw-lines which are located at the canoe sheds front door. If the person cannot be recovered or if their physical/medical condition is in any doubt, call 999. If anyone takes a fall onto the access walkway or pontoon, it should be reported on the club reporting system. |
| 32 | Portaging (lifting/carrying/handling) boats between the pontoon and the boat-shed (and vice-versa) may cause injury to paddlers and/or pedestrians/passers-by. This is particularly important when fast moving cyclists and joggers/runners on the footpath do not avoid, slow | All | 2 | 4 | 8 | -Portage defensively across the Thames path! Cyclists and joggers/runners frequently travel much too fast at this point. Look both ways and if necessary get a club mate to 'direct traffic'. Stop until you get a clear space to cross/turn. - Movement instruction given and reminded by Coaches in all training sessions. - Ensure there are enough people for the size and weight of boat. - Don't struggle with a boat, if you need help, ASK. Club mates are always willing to help with a lift. | 2 | 2 | 4 | If the boat that you are portaging hits a member of the public, report it on the online incident reporting link (even if they were travelling too fast at the time or if it appears that they were at fault). Coaches and senior club members should assist by acting to diffuse a potentially difficult situation with a smile, good nature and positive words. If a member of the public is otherwise injured (i.e. not hit by a boat) in conjunction with a portaging boat, invite them to come in to have their injuries treated by a club first aider. Show hospitality and treat them, as if for shock. Be sure to fill in an accident form (in every first aid box) AND complete |

| 33 | Boats, trestles and other club equipment outside any of the club entrances, particularly adjacent to the Thames path, which may cause an obstruction. | All | 3 | 3 | 9 | It is outside of the clubs control, when runners, cyclists, cars and vans sometimes travel along the Thames path, much too fast to be safe and they also sometimes try to 'race the incoming tide'. Generally they lose that race, which pushes their trajectory towards the club walls. This may not be the clubs fault, yet it is still important that all club members play their part and continue to act reasonably by being aware of those hazards, especially when on the flood tide. | 2 | 2 | 4 | Each of us bears responsibility for our own personal safety and for our own decisions in this respect. If members of the general public get into difficulties due to excess of speed, lack of awareness of the tide or other environmental factors, club members should not put themselves at risk, instead remain courteous and assist wherever possible, as good citizens. On the notice board, there is a list of club first aiders and there are three first aid kits in the club and a defibrillator in the galley area. |
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| 34 | Defective and / or unclean toilets and showers, may cause illness/sickness | All | 2 | 3 | 6 | Club cleaning contractors to clean regularly. Members and club volunteers to make sure areas are kept tidy. Hot and cold running water is available. Sufficient heating for winter and ventilation. | 2 | 1 | 2 | Any paddlers with sickness should be sent home from training by Coaches to prevent passing on bugs (e.g. eye and ear infections or colds). |
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| 35 | If kitchen hygiene lapses, it may contribute to spread of disease | All | 2 | 3 | 6 | Kitchen is to be kept tidy and clean after use by whoever uses it. Hot and cold running water and cleaning materials are available for cleaning. Regular cleaning to be carried out by the club cleaner. | 2 | 1 | 2 | Any bouts of stomach upset should be reported to Committee, to remove further incidence. |
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| 36 | If boats, paddles and equipment are not left tidy in boat sheds they may cause trip and fall and minor injuries. This is made worse when a high tide flows under the boat shed doors. | All | 3 | 3 | 9 | All boats to be stored properly and securely on appropriate racking. Paddles to be stored correctly in holders. Novices and Juniors to be trained and supervised to keep the canoe sheds clean and tidy. Boats stored on racks should be secure and not overloading/tipping off the rack. | 2 | 2 | 4 | Minor injuries to be treated by a club first aider (see the list on the notice board). Fill in the accident sheet which is in the first aid box. Report problems to a committee member so that causes can be rectified. |
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| 37 | Building defects may cause injury and/or incident (eg blown light bulbs causing darkness which increases trip and fall hazard). | All | 3 | 2 | 6 | Once reported all building defects to be corrected as soon as possible. | 3 | 1 | 3 | All building defects to be reported to House Steward |
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| 38 | Fire in the clubhouse and/or boat sheds | All | 4 | 3 | 12 | Fuel is only kept in a separate fire-resistant storage. Gas hobs and ovens are only operated by responsible, adult club members. Kitchen hob and oven are never left unsupervised when in use. All members should know the emergency evacuation procedure. Non-smoking policy is strictly enforced within all parts of the club. There is a fire alarm system fitted to the clubhouse which is regularly serviced and tested. There are fire extinguishers positioned around the club house. | 3 | 2 | 6 | Use the emergency evacuation procedure. If a fire occurs, set off the alarm by pressing one of button alarm. All members to leave the building and move immediately and without panic, to the first assembly area, in Buccleuch Gardens, 200m upstream of the club house. |
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| 39 | Incorrect use of gym equipment and/or horseplay may cause injury. | All | 4 | 3 | 12 | Juniors may only train in the gym, when they are in Coached groups. Adult club members may use gym equipment when trained and assessed as competent. Gym equipment must be used properly for correct training. Gym equipment must be put away properly after use. | 4 | 1 | 4 | Reckless or irresponsible misuse of gym equipment by any adult or junior should be reported to a Committee member. Action to be taken to ensure that the repeated misuse does not cause an accident or injury. Incidents involving juniors should also be reported to a Safeguarding Member. |
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| 40 | Defective equipment in the gym may contribute to the cause of an injury. | All | 2 | 3 | 6 | All equipment used in the gym during a session is checked for defects and appropriate fixings by the participant, prior to use. If a fault is found the item should not be used and the item should be reported to the Committee. | 2 | 2 | 4 | If any defects in gym equipment are found, the equipment is to be reported to the Committee and taken out of use until fixed. |
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| 41 | Misuse of ergo paddling machines may cause injury or damage. | All | 2 | 4 | 8 | <p>Assembly of Paddling machines must be by an adult who understands how to assemble the equipment properly. The locking mechanism must always be pulled tight in position</p> <p>Nobody is allowed on the Paddling machines if they have poor technique without proper supervision to ensure safe paddling technique is used. Only Coaches or adults with the relevant knowledge should instruct those using Paddling machines. The exception to this is those who have been assessed as having the correct technique and are experienced in the use of Paddling machines.</p> <p>Members must move carefully around machines when they are in use.</p> <p>Paddling machines are sometimes stored upright/vertical. Careful lowering under adult supervision is required so they do not fall down and cause injury to persons. Coaches running ergo sessions should ensure that sufficient space is left between the rear most paddlers to ensure safe passage along the walkway for other club members. Members passing behind group ergo classes should take care to not walk-into a working ergo machine and if necessary should pause and make themselves aware to the supervising Coach.</p> | 2 | 2 | 4 | Injuries sustained when using ergo paddling machines or moving around ergo machines should be reported on first aid form, which is in every first aid kit. Any defects found in gym equipment are to be reported to the Committee and taken out of use until fixed. |
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| 42 | A boat trailer which is improperly or insecurely loaded may cause an accident or incidents on road or at rest | All | 3 | 3 | 9 | <p>Boats and other equipment to be properly loaded and securely tied down before moving any trailer. Double check before driving off. Ensure equipment is securely loaded into trailer bottom compartment. Check trailer wheels, tyres, and structure to ensure it is roadworthy. Tyre Pressures and brakes in particular must be checked.</p> | 2 | 2 | 4 | If a trailer loading issue arises and cannot be resolved, it should be reported to the supervising Coach or to a Committee member before the trailer leaves. The Coach or Committee member is responsible for asking the right questions to ensure that the trailer will only travel when it is safe to do so. |
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| 43 | A boat trailer which is incorrectly towed may cause an accident or incident, either on the road or at rest | All | 3 | 3 | 9 | <p>Ensure driver of tow has the correct license to tow a trailer.</p> <p>Ensure boats and equipment loaded on trailer are properly secured.</p> <p>Check that indicators and lights work.</p> <p>Ensure correct number plate for tow vehicle is attached to trailer.</p> <p>Make sure jockey wheel is lifted up.</p> <p>Make sure tow hitch is securely attached and breakaway connection.</p> <p>Attach brightly coloured end markers If overhang of boats is over 3.1m from furthest end of trailer attach red rear warning light.</p> <p>Ensure people towing trailer are aware of the above. If not then there are to be made aware.</p> <p>Check boats and equipment are securely loaded.</p> | 2 | 2 | 4 | In the event of an accident with a club trailer, the tow driver must have all necessary phone numbers (including their own insurance company, road/recovery services and appropriate Committee members) and documentation before starting any journey, however short. |
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| 44 | Dropping a boat or equipment may cause damage to boat or equipment or injury to person. | All | 3 | 2 | 6 | <p>Sufficient number of lifters and special care required to load/unload trailer especially from the upper racks. This also applies to upper racks in the boat shed.</p> <p>Safe lifting techniques used by all those involved.</p> <p>Coaches to take charge of inexperienced adult paddlers and juniors.</p> | 2 | 2 | 4 | Damage caused by dropped boats and/or equipment should be reported to a committee member immediately. Injuries are reported on the accident report forms which are in all three fixed club first aid kits. |
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| 45 | An existing medical condition of any member may be exacerbated by use of land or water based club equipment | All | 4 | 2 | 8 | <p>Club members have a duty of care to themselves and to the club, to report any medical conditions to a Coach, Committee member or other responsible club member adults, if they have any medical condition which may potentially affect them while they are using the club or associated facilities. This may include ensuring that the member makes others aware of the need for inhalers, epi-pens, pills or other medicines.</p> | 2 | 2 | 4 | A list of club first aiders is located on the club notice board. If in doubt, call 999 for emergency services. |
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| 46 | Severe Allergic reaction to <i>food or drink from the galley</i> (possibly even for the first time in someone's life). | All | 4 | 3 | 12 | Anaphylaxis (pronounced ana- fill – axis) is a medical emergency, common causes of anaphylaxis include food, wasp/bee venom (stings) and medication. Allergies to pollen, foods, venom etc are common and people with allergies can have an anaphylactic reaction for the first time (without having an adrenaline auto-injector). In the galley, club members regularly show hospitality and goodwill to other club members and they are all volunteers. Food and drinks made, supplied or offered in the galley are almost certainly home made and intended to be offered to friends and club mates. We are all individually responsible for taking reasonable care of our own health and safety by asking about the contents of any food or drink that we may be offered in the galley. If you or someone you know are Allergic to any substance, the right thing to do, is to tell your Club mates. If you have an epi pen, make sure that they know where to find it and how to use it. Avoid contact with allergens, know the symptoms and signs of allergic reactions. | 3 | 2 | 6 | Recognising the signs and symptoms early and treating quickly with the medicine 'adrenaline' is vital to save life. This includes calling 999 if needed. Club Coaches and some other club members are trained in First Aid including Anaphylaxis. |
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| 47 | Major incidents, for example a gas leak, fire, explosion or bomb scare. | All | 4 | 3 | 12 | At or near clubhouse, note the importance of observation and the need to report to Committee members, suspicious persons, reporting of fires, unusual smells, unusual bags and packages. | 2 | 2 | 4 | All members to be aware of Club Emergency Procedures. Emergency situation controller takes charge. All coaches must have mobile phones on them with relevant contact details. All major incidents are reported to a Committee member without delay. The Coach must assist drafting an incident report for British Canoeing. |
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| 48 | Risk of kitchen knife causing injury | Galley users | 3 | 1 | 3 | Kitchen knives must only be used by adult club members in the galley (not by juniors). Store the knives on the magnetic board. Wash knives after use and replace on the board. No horseplay is ever allowed with knives. | 2 | 1 | 2 | In the event of an injury, there is a first aid kit in the galley area. There is a list of first aiders on the notice board. |
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| 49 | Risk of a gas ring fire or an oven fire | Galley Users | 4 | 1 | 4 | The gas rings and gas oven must only be used by adult club members. Instructions for use are posted on the wall behind the gas oven and these must be followed, for the safety of all. The adult who put the food on the ring or into the oven, is responsible for supervising that food preparation. | 3 | 1 | 3 | In the event of a gas ring fire or an oven fire, turn off the gas at the main cock and at the oven. There is a fire extinguisher in the galley which should be used for one quick try. Call emergency services 999. |
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| 50 | If there is a smell of gas in the galley, it is a risk of fire and/or explosion. | Galley users All club members | 4 | 2 | 8 | All gas taps to be turned off immediately after use. After cleaning oven and/gas ring, double check gas taps are turned off. All adult members to know where the gas main cut-off valve is located and how to operate it. | 2 | 2 | 4 | Turn off gas tap at main gas cut-off valve. Open doors and windows. Check the oven and gas hob to see if a gas tap has been left on and if so, turn it off. If the source of the gas leak cannot be located within 2 minutes, call the gas emergency number on 0800 111999. |