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**Civil Service Canoe Club**

Pool Sessions - Risk assessment

**This risk assessment was last updated on 25 September 2024**

**The review date for this risk assessment it: 25 September 2025**

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| What are the hazards? | Who might be harmed and how? | What are we already doing to control the risks? |
| Water/ drowning  | Risk to participants from drowning if they capsize and are unable to exit boat or cannot make it safely to poolside. | Participants in the activity to be asked to confirm that they could swim at least 30 metres in the clothing they intend to wear if required to do so. Nobody should participate in the activity if they are under the influence of alcohol or recreational drugs.Volunteer leaders to ensure all participants are issued with a boat of a suitable fit (i.e., cockpit not too tight). Leaders to ensure all participants know how to remove their spray deck and exit their boat safely with supervised exit tests for beginners/ returners. Adjustable floor to be set by leisure centre staff to a depth of between 1.3 metres and 1.5 metres.Nobody to launch boats until a rescue trained leader is present and activity to be suspended if rescue trained leaders leave the training pool area (eg to return to the storage area to assist late-comers).Everyone participating to be vigilant and observe paddling activity in case anyone capsizes and remains trapped underwater, so alarm is raised with a rescue trained paddler.Participants to “buddy up” with someone when deliberately practising eskimo rolls.[Wearing of buoyancy aids not mandatory in the pool, because the water is shallow and not moving.] |
| Lifting/carrying heavy loads | Risk to participants and volunteers running the session of back injury from carrying and handling boats.  | Racking for boats has been constructed to make it easier to lift the boats. Store room to be kept clear of any tripping hazards by swimming pool operators (eg cleaning equipment). Leaders to inform participants of appropriate lifting and carrying techniques for boats. Participants to be encouraged to carry one boat between two people.  |
| Slipping/ falls  | Risk to participants and volunteers of walking on the wet pool side. | Leisure centre to maintain pool and centre properly.All participants to be conscious of the risk of slipping and take care (no running on the pool side). Trained first aiders to familiarise her/himself with location of a first-aid kit.  |
| Exertion triggering medical occurrence | Risk to participants and volunteers if a medical episode occurs during the session.  | Participants to let group leader know of any serious medical condition which may have an impact on participation in physical activity, e.g., heart condition, epilepsy. Leaders to familiarise him/herself with the emergency procedures for raising alarm within leisure centre. Trained first aiders to familiarise her/himself with the location of a first-aid kit. |
| Capsize leading to hitting the poolside or being struck by the boats or paddles of other participants.  | Risk to participants and volunteers of hitting side of pool/ paddles of others during session, particularly when practicing rolls, playing games or accidentally capsizing. Damage to the neck or spine from diving into shallow water | Leaders to ensure the number of boats in the pool at any given time allows for participants to keep an appropriate distance from each other. Leaders to encourage participants to practice manoeuvres a safe distance from the edge of the pool. Leaders to supervise any games properly and immediately challenge and correct any dangerous play. |
| Injury from diving into the pool | Risk of injury to head, neck and spine from diving into shallow water | Pool floor to be set by pool staff at between 1.3 and 1.5 metres depth (as displayed on the gauge).Anyone rescuing someone in difficulty should in the first instance attempt to do so from their kayak (in accordance with their kayak rescue training), rather than from the water. |
| Fire or gas leak (eg chlorine) | Risk to participants from burns or other injury from a fire or a gas leak in the leisure centre | Leisure centre to maintain effectively smoke alarms and other emergency equipment. Leaders to identity the location of nearest emergency exits. Leaders to suspend activity immediately if alarm sounds and encourage participants to evacuate affected area. |