**Civil Service Canoe Club**

Whitewater Trips - Pre-launch form

The trip leader is responsible for the completion of the three sections of this form in advance of the trip launching.

Section A: Trip specific details

|  |  |
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| **Key personnel / group** | |
| Date: |  |
| Trip leader [one name- safety lead] |  |
| Qualified first-aider(s) |  |
| Paddlers with safety and rescue training |  |
| Paddlers with whitewater safety and rescue training |  |
| All participants – describe level of experience with whitewater | * Experienced in leading on grade 2/3 – * Experienced in running and co-leading grade 2/3 - * Developing experience on grade 2/3 – * Limited experience on grade 2 – |
| Total number of participants |  |
| Do any participant have medical conditions to be aware of [what adaptations have been made] |  |
| **Trip details (Option A)**  **River and stretch will be chosen depending on levels and any further reports of trees down** | |
| Name of River |  |
| Starting and finishing points | *Starting point:*  *Finishing point:* |
| Intermediate landing points with vehicular or pedestrian access |  |
| Grade of proposed stretch of river |  |
| Length of trip (km) |  |
| Expected duration of trip (hrs) |  |
| Sunset time  Dusk time |  |
| Known and likely hazards on river (e.g. weirs, trees down) |  |
| Portages (definite or possible) |  |
| Any other key features on river (e.g. rapids, bridges, tributaries) |  |
| **Trip details (Option B)** | |
| River |  |
| Starting and finishing points |  |
| Intermediate landing points with vehicular or pedestrian access |  |
| Grade of proposed stretch of river |  |
| Length of trip (km) |  |
| Expected duration of trip (hrs) |  |
| Sunset time  Dusk time |  |
| Known and likely hazards on river (e.g. weirs, trees down) |  |
| Portages (definite or possible) |  |
| Any other key features on river (e.g. rapids, bridges, tributaries) |  |
| **Trip details (Option C)** | |
| River |  |
| Starting and finishing points |  |
| Intermediate landing points with vehicular or pedestrian access |  |
| Grade of proposed stretch of river |  |
| Length of trip (km) |  |
| Expected duration of trip (hrs) |  |
| Sunset time  Dusk time |  |
| Known and likely hazards on river (e.g. weirs, trees down) |  |
| Portages (definite or possible) |  |
| Any other key features on river (e.g. rapids, bridges, tributaries) |  |
| **Weather and water conditions** | |
| Water levels |  |
| Forecast rainfall |  |
| Forecast air temperature (max & minimum) & sunshine |  |
| Forecast wind speed & direction |  |
| **Non-paddler key contact** | |
| Land-based contact |  |

Section B: Risks

**If you assess that this trip entails risks not captured in the central risk assessment and specific assessment for trips of this type** [link to risk assessments on website] then please set these out below:

|  |  |  |
| --- | --- | --- |
| **What is the hazard?** | **Who might be harmed and how?** | **What mitigations are you putting in place?** |
| N/A |  |  |

Section C:

|  |  |
| --- | --- |
| **Checklist for trip leader** | |
| **Conditions** | Checkmark with solid fill |
| Have you checked the river’s water levels, and adjusted the trip if necessary? |  |
| Have you checked the weather forecast, and adjusted the trip if necessary? |  |
| Have you checked the latest hazards on this river, and adjusted the trip if necessary? |  |
| Have you advised participants on appropriate clothing for the temperature and conditions? |  |
| Have you reminded participants to bring appropriate provisions and personal items with them, relevant to the conditions [water/ snacks/ lunch/ sun block/ spare dry clothes/ mobile phone]? |  |
| **Group** | Checkmark with solid fill |
| Are you content that all members of the group have at least the minimum level of proficiency/ experience/fitness for this trip? |  |
| Are you content that the balance of experienced to less experienced kayakers on the trip is appropriate? |  |
| Have you confirmed with the group if they have any medical conditions that you should be aware of and agreed appropriate procedures? |  |
| Are all participants comfortable with the protocol in the event that they capsize? |  |
| Have you explained the plan for the trip to the group including highlighting the personal risk entailed in participation in kayaking? |  |
| Have you confirmed that all members of the group have seen the detailed risk assessment relating to trips of this type? |  |
| **Equipment** | Checkmark with solid fill |
| Do all participants have appropriate and well-fitting paddling kit [boat, correct handed paddle, spray deck, buoyancy aid, helmet]? |  |
| Are you content that you and the more experienced paddlers have the right safety kit with them [throwlines, knives, first aid kit, group shelter, mobile phones for emergency communication]? |  |
| Is everyone aware of who is carrying the first aid kit? |  |

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| **Trip reviewed by** | **Date** |
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