

# Risk & Operational Assessment Activities / Canoeing

Next Review: Dec 2025

Centre: Whitemoor Lakes	Assessed By: Nicola Whiting (Chief instructor) Robin Jones (Senior Instructor) Chris Browning (senior instructor) Luke Austin (Senior Instructor) Alex Jones (Senior Instructor)	ASSESSED	ASSESSED		
		May 2013	Nov 2016	March 2023	
		Nov 2013	Nov 2017	Dec 2023	
		Nov 2014	Nov 2018	Dec 2024	
		Nov 2015	Nov 2019		
		April 2021	April 2022		

Overview- Canoeing is offered as a 1.5 hour taster session on our 40 acre lake or as part of a progressive course. The session will be run by 2 staff both of whom will have a minimum of BC Paddle Explore award and PSRC award plus in-house assessed, one of the staff will also have a minimum of BC Paddle sports instructor. (Freelance staff will have a minimum of BC Paddle sports instructor) Ratio 2:12+1 or 3:24 or 2:16 (under special circumstances with consent from the group leader)

STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE
List significant hazards here:	List groups of people who are at risk from the hazards you have identified:	List the Control Measures for the identified risks:	Identify any residual risk remaining after the control measures have been put in place:	Identify any benefits that may result from exposure to the perceived and residual risk for participants:
<b>Drowning</b>	Instructors Guests Public	Buoyancy aids Coach responsibilities Safe working practice PSRC Award First aid trained staff	Instructors may panic and forget what they have been trained	The perceived risk is reduced, and it is not as bad as they first thought.
<b>Capsizing</b>	Instructors Guests	Teaching of capsize drill	Weather elements or unstable rocking of the canoe by paddlers.	Instructors are there to help them back onto their boat. Feeling of safety.
<b>Entrapment</b>	Instructors Guests	Equipment safety checks Safety Rules Knives and whistles are carried by instructors.	Instructors may panic and forget what they have been trained	

<b>Head Injury</b>	Instructors Guests	Helmets Safety Rules	Injury to area not protected by helmet.	Encourages awareness of potential hazards and risk
<b>Water Quality (Weil's /algae)</b>	Instructors Guests	Hand sanitiser/showing facilities.	Small amount in water	Encourages proper hygiene practices
<b>Wildlife</b>	Instructors Guests	Briefing about any animals	The Unpredictable nature of animals.	Having the lake open creates a natural outdoor environment from which groups benefit.
<b>Adverse weather</b>	Instructors Guests Public	Centre is within 200m of the north shore Adequate clothing for the environment, survival shelters available if needed. First aid and near miss forms. Maybe cancelled due to lightening or high winds	Weather-wind and/or rain/Sun/lightning	Exposure to cold/heat and inclement weather has proven positive developmental effects and teaches people about their limitations. Having the lake open creates a natural outdoor environment from which groups benefit.
<b>Unauthorized access</b>	Instructors, guests, member of the public	Signage, safety talk at beginning of group's stay, Area left tidy after use, no paddles to be left by the lake.	Misuse of equipment by outside parties/ trespassers.	Having the lake open creates a natural outdoor environment from which groups benefit.
<b>Injury from poor Manual handling</b>	Guests Instructors	Brief and demo given to best practice	Risk of participants injuring themselves through poor technique remains. Mistakes can still be made, human nature.	Can relate to all forms of work and life, so adaptive depending on circumstances.
<b>Swim/water games</b>	Guests Instructors	Boundaries with clear instructions to anyone entering the water. Instructor to be ready with throwline and to be stood in the water.	Guests choose to ignore rules. Clear rules were not given.	Opportunity to have fun in a safe environment to create memories