



Sudbury Canoe Club Risk Assessment Form

Venue:

River Stour/Sudbury Quay south to Cornard Weir and Henny Swan Weir and north to Salmon Steps/Brundon.

Name and position of person doing check:

Nick Kempson – Equipment Officer
Steve Timms – Chairman

Date of formal checks:

9/2/19				
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Playing/training area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (e.g. check floor, roof leaks, lighting, heating, security and welfare arrangements). **Yes** **No**

(If no, please outline the hazard, who may be at risk and action taken, if any.)

Car park and launch ramp make sure adults supervise kids. DRA portages as safe and free from obstacles (check before landing). Weirs – DRA before running at Cornard/Henny/Salmon Steps and make sure top and bottom safety cover in place. On river, give warnings and be vigilant for skulls.

Equipment

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity?

(e.g. check there is no equipment left from other activities or obstructions left in the sporting area.) **Yes** **No**

(If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

Annually check all equipment (e.g. BA tests). For each paddle, equipment officer or delegated volunteer in charge of handing out equipment to check in working order and appropriate for size of paddler i.e. BA and paddle, boat. Issues to be updated as appropriate.

Participants

Check that the attendance register is up-to-date with medical information and contact details. Check that performers are appropriately attired for the activity.

Is/are the register(s) in order? **Yes** **No**

(If no, please outline current state and action taken, if any.)

Duty individual charged with sign on to check all participants signed on with up to date information.

Are performers appropriately attired and safe for activity? **Yes** **No**

(If no, please outline unsafe equipment/attire and action taken, if any.)



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checked by duty officers and duty coaches on the day.

Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? **Yes** **No**
(If no, please outline the issues and action taken, if any.)

Emergency vehicles can access the Quay car park, the road next to Cornard Weir and the Henny Swan. A mobile needs to be taken on the water and emergency numbers kept with the trailer/sign in duty officer vehicle to support any emergencies.

Is a working telephone available? **Yes** **No**
(If no, please outline the issues and action taken, if any.)

Must be a mobile, Duty coach to check.

Safety information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club? **Yes** **No**

(If no, please outline what information is missing and action taken, if any.)

This needs to be reviewed and uploaded to the website.

Does the club need to take any further action? (If yes, please specify.)

Yes, agree procedure and upload.

Signed:

Date:

Name:

