



Sudbury Canoe Club Risk Assessment Form

Venue:¹

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

Name and position of person doing RA check:

David Harkness– Safety Officer
Kyrstie Hall– Chair
Tony Wheadon- Equipment Officer

Date of formal checks:

8/6/22				
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Paddling area

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

Is the area fit and appropriate for activity? **Yes** **No**

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

Car park (danger of cars), launch ramp/portages (slippery). Make sure adults supervise kids and all are aware of dangers. DRA portages as safe and free from obstacles (check before landing). Weirs – Helmets mandatory, 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 (paddle to river right) and

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.)

Equipment officer to annually check all equipment (e.g. BA tests). For each paddle, Leader or delegate 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 paddlers 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.



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

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

To be checked by leader/delegate on the day. BA mandatory, helmets for running weirs

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. Road access at Brundon. 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 Leader to check.

Paddling on the river

DRA hazards **Yes** **No**

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

See above re launch ramp/portages, weirs, skulls and fishing enthusiasts.
Risk of drowning – ensure BAs worn, suitable ratios of experienced paddlers to less experienced (no more than 6/1 inexperienced), throw lines, paddler briefing and Leader vigilance.
Hypothermia/Dehydration – appropriate clothing, check participants have drinks and snacks
Manual handling – encourage safe practice and carrying boats in twos



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Safety information

Check that health and safety information is 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.)

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



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N.B. Risk assessment form should be checked at the start of each season and any resultant changes made to the club's code of practice. Notes may be added below and dated in response to Dynamic Risk assessment during weekly paddle when necessary.

Date:	Risk:	Signature:
