

Paddle UK – Sudbury Canoe Club – Come and try it on Friars Meadow Risk Assessment

Activity: Friars Meadow Come and Try it		Location/Site: Friars Meadow		This is a Coach Led Club Activity, to be organised and led by Coaches/Instructors		
Notes	<p>This is an event involving members of the public who are not club members. A higher degree of supervision and care is therefore necessary since many of the participants will be new to paddlesports. This RA assumes that before the event, a lead coach/instructor (the “Lead”) is designated to organise and supervise the event.</p> <p>If a barbecue is run, an individual needs to be designated as the barbecue supervisor. A further person needs to be designated as the “check in” individual. A further person needs to be designated as the “bank supervisor” individual. These three roles may be shared between several people during the day so long as at all times there is someone responsible for each.</p> <p>In addition there will need to be enough “SCC helpers” to supervise participants on the water – these will either be qualified Paddle UK Coaches/instructors or others assessed by the Lead as suitably experienced to supervise and deal with any emergency that may arise..</p>					
Hazard	Who might be harmed?	What are we doing about the risk to control it?	What further action is necessary to control the risk?	Action by whom?	Action by when?	Done
General risks	All	Overall higher level of risk than in activities restricted to club members. Participants new to paddlesports at risk of drowning, injury, etc. and of causing risks	Lead coach/instructor to be appointed to run the event. Safety briefing at start for the SCC team on risks	Lead individual	Start of event	

		to others who may need to effect rescues				
Manual handling on set up/tidy away, trips and slips	SCC team	Practise safe manual handling techniques, double up to carry heavy items, wear suitable shoes. Set up of site to be done with care for trip hazards for SCC helpers and participants	Safety briefing	Lead individual	Start of event	
Barbecue (risk of burns)	All	Individual to be designated to supervise the barbecue, to take responsibility for safe set up and supervise to ensure appropriate care taken (esp with children)	See previous box	Designated barbecue individual	Start of event and throughout event	
Food Safety	All	Individual to be designated to supervise the barbecue, to take responsibility for appropriate food safety practices	See previous box	Designated barbecue individual	Start of event and throughout event	
General risks – Check in process	All	Need information about allergies, medical conditions etc and emergency contact details. Parental consent for juniors. Individual to be designated to gather these details as participants are checked in. No participant to be allowed to participate without check in	See previous box	Designated check in individual	Throughout event	

General risks – kit and clothing	Participants	All participants to be kitted out with suitable BA, kayak/canoe and paddle by SCC. Participants to provide their own clothing and shoes but these need to be suitable for the conditions. Bank supervisor to assess each participant before they go on the water to ensure each is suitably dressed for the conditions and is in a suitable craft	See previous box	Bank supervisor	Throughout the event	
Drowning	All	Properly fitting Buoyancy aids to be worn at all times on the water. Participants on the water to be supervised by SCC helpers. SCC helpers will either be qualified Paddle UK Coaches/instructors or others assessed by the Lead as suitably experienced to supervise and deal with any emergency that may arise. Sensible ratios to be adopted - typically this will be one SCC helper to 2 participants, but this will depend on the situation – e.g. participants making a	Bank supervisor to check that anyone going on the water is properly kitted out with well fitted BA and that participants are being supervised on the water by an appropriate SCC helper	Bank supervisor – SCC helpers	Throughout the event	

		<p>short journey to lady Island might need lower ratios than participants playing on paddleboards near the launch point at Friars Meadow.</p> <p>Free swimmers are allowed depending on numbers at discretion of Lead due to the informality of the event provided there is adequate bank or water support</p>				
Entering and leaving the water	All – injury to individual, damage to bank	No seal launching. SCC helpers to help with launch and landing.	Supervision	Bank supervisor – SCC helpers	Throughout the event	
Carrying boats	All	All boat manoeuvres off or from the water including emptying after capsize and completion of sessions are overlooked by SCC helpers who have been trained to BC standards	Covered in pre session briefing, and encouragement of good practice needed throughout session	SCC helpers	Throughout the event	
Pollution	All	Litter bag to be on site, care taken to collect litter during event..	Good practice shared in safety briefing, and encouragement of good practice needed throughout session	SCC helpers	Throughout the event	

Slips and trips	All	Care on set up of site	Pre session briefing to encourage good practice	SCC helpers	Throughout the event	
Entrapment	All	Dynamic assessment from bank or river and appropriate action taken.	Covered in pre session briefing. Supervision by SCC helpers	SCC helpers	Throughout the event	
Head Injury	all	No seal launching, no paddling of weirs. Participants reminded to take care with paddles.	Encouragement of good practice needed throughout session	SCC helpers	Throughout the event	
Child Protection/Safeguarding	Participants	Normal club good practice adhered to e.g all coaches DBS checked, no adult left alone with juniors or vulnerable adults.	Guidelines for SCC child protection and vulnerable adult policy followed. Encouragement of good practice needed throughout session	SCC helpers	Throughout the event	
Collision with other river users	Participants	Warnings/etc given to participants. When on water, any participants supervised by SCC helpers	Pre session briefing and encouragement of good practice throughout session	SCC helpers	Throughout the event	
Cuts, bruises, other injuries, etc	All	First Aid kit on site. Mobile phone on site. SCC helpers aware of how to call emergency services and where to tell them to come Friars Meadow what three				

		words “debt.whizzing.flame”				

Signed DH and NMcG

Date 4 May 2025 Next review December 2025

Reviewed by Safety officer and Chair May 2024 – to be reconsidered December 2025