**Paddlesports**

Document updated 18/05/17 by: Paul Melling & Jenny Lantry

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| **PURPOSE** | Personal challenge coupled with responsibility for self and others.  A safe and enjoyable educational experience in a different environment  Means of journeying safely, being self sufficient and self propelled. (Kayaks)  Means of journeying safely, working together in a small team. (Canoes)  To acquire a series of progressive skills, building confidence and personal ability | **OUTCOMES** | Sense of achievement and meeting challenge  Shared responsibility, trust in peers (buddy system), and safety awareness  Increased understanding of water environments; wind, temperature  Introduction to possible lifetime activity.  Create an activity and an atmosphere where an element of perseverance is required for success. |

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|  | **Required** | **Recommended** | **Suggested** |
| **EQUIPMENT CONCERNS** | Buoyancy aids, sized correctly  Extra buoyancy in boats, airbags, buoyancy blocks or bulkhead compartments Appropriate size and type of boat and paddle for individuals.  Helmets where there is a possibility of head injury eg. from games or capsize in shallow water and rocky shorelines.  Throwline for moving water sessions.  Boats marked with centre name and telephone number.  Balers available for canoes | Waterproof/windproof layer  Wetsuits for longer sessions and according to weather  Spraydecks  Seal launch mat used in concrete or rocky area. | Materials/resources for games. (There are books at Ardwhallan for ideas)  Poles and ropes for rafted canoes (These are kept in the boathouse) |

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|  | **Before leaving the centre** | **Pre-session briefing** | **End of session** |
| **STANDARD OPERATING PROCEDURES** | * Tie glasses on for spectacle wearers. * Footwear to be worn especially in shallow water. * Any medication to be kept at hand * Life jackets (instead of buoyancy aids) must be used for Epileptics * Check groups buoyancy aids, helmets and spray decks. * Appropriate dress to the conditions * Weather check * Assess the group size in relation to prevailing conditions, location and group ability and tutor/adult/student ratios. * Advise shore agent and coastguard of plans (for sea journeys) | * Dangers relating to lifting and carrying boats, buddy system etc. * Dangers relating to unloading and moving trailers. * Dangers relating to site e.g. dock edge, slipway and run-off. * An appreciation of other water users Fishermen * Group control signals and boundaries of paddling area before going afloat. * Briefing for action in event of capsize and spray deck release (if worn). | * Boats are secured and cleaned on racks at end of session. * Kit is returned to the Boathouse and it is locked * Kit & boats washed down with fresh water after sessions on sea * Buoyancy Aids, Spray Decks, Helmets, Cags & Wetsuits are returned to stores neatly or hung up in the drying room if necessary * De-brief the group * Complete Session Sheet and any other paperwork necessary |

**Generic Risks, Injebreck Reservoir & Pool Sessions**

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| Minimum Leader Qualification | Current BCU Level 2 (Level 1 if approved by Head of Centres on the day) | Minimum Assistant Qualification | In house assessed |
| Max group size with Leader | 8 | Max group size with Assistant | 12 |

Instructors should be able to show evidence of having run a minimum of 6 sessions yearly and should be involved with regular training sessions.

Relevant First Aid and British Canoe Union membership must be kept up to date.

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| **Hazard** | **People at Risk** | **Control Measures** | **Risk (minimal, manageable, unacceptable)** |
| Drowning | Staff & Participants | All sessions run by qualified staff  Group to be issued with buoyancy aids & briefed on what to do should they capsize | Manageable |
| Injuries while carrying equipment, loading/unloading trailer | Staff & Participants | All staff aware of the correct methods of lifting & carrying equipment  Safe lifting to be explained & demonstrated  Supervisions at all times | Manageable |
| Head Injury | Staff & Participants | Helmets to be worn by beginners & when doing capsize drills, in shallows, when surf is apparent & on rivers | Manageable |
| Equipment Failure | Staff & Participants | Regular equipment checks & records kept  Visual & handling checks before and during session | Manageable |
| Hypothermia | Staff & Participants | Group clothing to be appropriate to weather conditions before the session  All participants to be monitored for signs of hypothermia  Session length and content (ie wet games) should be appropriate to the temperature | Manageable |
| Heat Exposure/Sun Burn | Staff & Participants | Sun cream to be available  Group to keep covered up and in shade where possible | Manageable |
| Being hit by cars on Road | Staff & Participants | Unload & load trailer in safe area, ie on slipway  Groups to be escorted by member of staff on roads | Manageable |
| Injury from fishing hook | Staff & Participants | Footwear to be worn when walking around  Ask fishermen to stop casting while group is passing through  Cary first aid kit | Minimal |
| Pollution in the water/reservoir | Staff, Participants, Wildlife & General Public | Boats to be kept clean  Washed down with fresh water if moving from one location to the other | Minimal |

**Essential equipment**

Personal – Buoyancy aid, paddle, cag, spray deck (if using), helmets (if appropriate) & personal medication. *Also check for warm clothing and appropriate footwear*

Group – Boats & buoyancy

Leader – Basic first aid kit, towline, knife, phone, whistle

**Site Specific Risks – Coastal/Surf**

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| Minimum Leader Qualification | UKCC BCU Moderate Water Sea Level 2 or 4\* Leader | Minimum Assistant Qualification | In house assessed |
| Max group size with Leader | 6 | Max group size with Assistant | 8 |

**NB:** Required leader and assistant qualifications are dependant on sea conditions and operating areas. Please see the Isle of Man Government’s “Safety in Outdoor Education” booklet for further details

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| **Hazard** | **People at Risk** | **Control Measures** | **Risk (minimal, manageable, unacceptable)** |
| Getting lost in fog | Staff & Participants | Weather forecast before setting out, if thick fog forecast rearrange to inland Venue  Shore agent to have route and emergency procedures to carry out | Minimal |
| Being blown offshore | Staff & Participants | Communications to be carried  Detailed weather forecast | Manageable |
| Broken paddles | Staff & Participants | Spare paddles and tow lines to be carried | Minimal |
| Damage to boat | Staff & Participants | Repair kit to be carried | Minimal |
| Medical emergency | Staff & Participants | Communications (inc flares) to be carried at all times as well medical sheets available for paramedic use  Personal medication should be carried at all times | Manageable |
| Group capsize | Staff & Participants | Group has appropriate training for the event and instructor and assist understand their role to play in this event | Manageable |
| Collision with other water users | Staff, Participants | Flares and VHF radio to be carried to alert local shipping of your presence | Manageable |
| Injury by sea creatures | Staff & Participants | First aid kit to be carried which contain vinegar and due consideration to wild life and breeding areas. | Minimal |
| Instructor incapacitated | Staff & Participants | Instructor to have a good level of fitness and experience for level they are working  Assistant to take over and activate appropriate emergency plan | Manageable |
| Being caught in tidal streams or overfalls | Staff & Participants | Good local knowledge of the areas and planned in accordance with tides and wind  Continuous on-going training | Manageable |

**Essential equipment**

Personal – Buoyancy aid, paddle, cag, spray deck, helmets (if appropriate) & personal medication. *Also check for warm clothing and appropriate footwear*

Group – Boats & buoyancy, snacks & drinks

Leader – Group first aid kit, towline, knife, phone, VHF radio (leader must hold licence), whistle, flares, split paddles, repair kit, pump, bivvi bag, spare clothing & medical info for the group

**Site Specific Risks - Rivers**

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| Minimum Leader Qualification | UKCC BCU Moderate White Water Level 2 or 4\* Leader | Minimum Assistant Qualification | BCU 2 Star & FSRT |
| Max group size with Leader | Must have an assistant | Max group size with Assistant | 6 |

**NB:** Required leader and assistant qualifications are dependent on grade of river and type of craft. Please see the Isle of Man Government’s “Safety in Outdoor Education” guidelines for further details

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| **Hazard** | **People at Risk** | **Control Measures** | **Risk (minimal, manageable, unacceptable)** |
| Broken to or loss of paddles | Staff & Participants | Spare paddles and tow lines to be carried | Minimal |
| Damage to boat | Staff & Participants | Repair kit to be carried | Minimal |
| Medical emergency | Staff & Participants | Communications to be carried at all times as well medical sheets available for paramedic use  Personal medication should be carried at all times | Manageable |
| Capsize | Staff & Participants | Group has appropriate training for the event and instructor and assistant understand their role to play in this event  If capsize is expected leader or assistant to be in position of most usefulness | Manageable |
| Instructor incapacitated | Staff & Participants | Instructor to have a good level of fitness and experience for level they are working  Assistant to take over and activate appropriate emergency plan | Manageable |
| Entrapment (Stoppers, Weirs & pinning situations) | Staff & Participants | Leader to ensure that journey is suitable to the groups abilities  Throw lines & rescue kit to be carried  Where possible hazards to be assessed before committing to them | Manageable |
| Overhanging trees and unseen obstacles | Staff & Participants | Make group aware of possible hazards and select safe route  Portage to avoid hazards if necessary | Manageable |
| Flooding | Staff & Participants | Check water levels before setting out  Check previous and expected rainfall before setting out  Get off the water and to safety if levels rise rapidly | Manageable |

**Essential equipment**

Personal – Buoyancy aid, paddle, cag, spray deck, helmets & personal medication. *Also check for warm clothing and appropriate footwear*

Group – Boats & buoyancy, snacks & drinks

Leader – Group first aid kit, towline, throw line, rescue kit, knife, phone, whistle, split paddles, repair kit, bivvi bag, spare clothing & medical info for the group**Locations – Injebreck Reservoir**

* In agreement with the Water Board, who kindly allow us to use the Reservoir, and DAFRA, who keep it stocked for fishing we have two designated launching areas. The first is at the slipway at the south end and the second is 400m up from there where we store our boats and equipment. Where possible prior warning should be given to other users of the reservoir by means of a sign placed at the location of launching with session times on.
* Keeping other users and wildlife in mind shouting should be kept to a minimum
* Vehicles should be parked clear of the slipway after unloading
* Swimming is not allowed in the water and only in structured sessions is entry into the water allowed as part of a rescue or confidence building exercise.
* All staff operating session on behalf of Ardwhallan Outdoor Education Centre will have an appropriate qualification and be signed off for use of the reservoir by a senior member of Adventure Education. Groups are to be encouraged to use the toilets at Ardwhallan as there are no provisions at the reservoir.

**Locations – Coastal**

* We have no formal agreement with any parties for this activity.
* Harbours are owned by the DOI and they should be informed of any activities happening inside the harbour walls.
* Coast Guard should be informed before you embark on a journey and upon return
* You must put in place a shore agent and late back procedures
* Take particular care with actual or forecast off shore winds and rip currents (especially in large surf)
* Local access agreements should be acknowledged and adhered to.
* Vehicles should be left in such a manner so as not to cause an danger or obstruction
* If changing in public areas ensure group does so discreetly
* Check tide times, heights & strength
* Care should be taken if paddling near by breeding/gathering areas of any wildlife
* If watching wildlife, let them come to you, not you to them

**Locations – Rivers**

* Vehicles should be left in such a manner so as not to cause an danger or obstruction
* If changing in public areas ensure group does so discreetly
* Adhere to local access agreements
* Be aware of other water users.
* Care should be taken if paddling near by breeding/gathering areas of any wildlife
* If watching wildlife, let them come to you, not you to them

**Instructors must keep up to date with any changes to these Kayaking/Canoeing Procedures (Copies of and altered procedures will be posted in the staff room and staff notified)**