

# Paddlesports



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<b>PURPOSE</b>	<p>Personal challenge coupled with responsibility for self and others.</p> <p>A safe and enjoyable educational experience in a different environment</p> <p>Means of journeying safely, being self sufficient and self propelled. (Kayaks)</p> <p>Means of journeying safely, working together in a small team. (Canoes)</p> <p>To acquire a series of progressive skills, building confidence and personal ability</p>	<b>OUTCOMES</b>	<p>Sense of achievement and meeting challenge</p> <p>Shared responsibility, trust in peers (buddy system), and safety awareness</p> <p>Increased understanding of water environments; wind, temperature</p> <p>Introduction to possible lifetime activity.</p> <p>Create an activity and an atmosphere where an element of perseverance is required for success.</p>
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	Required	Recommended	Suggested
<b>EQUIPMENT CONCERNS</b>	<p>Buoyancy aids, sized correctly</p> <p>Extra buoyancy in boats, airbags, buoyancy blocks or bulkhead compartments</p> <p>Appropriate size and type of boat and paddle for individuals.</p> <p>Helmets where there is a possibility of head injury eg. from games or capsize in shallow water and rocky shorelines.</p> <p>Throwline for moving water sessions.</p> <p>Boats marked with centre name and telephone number.</p> <p>Balers available for canoes</p>	<p>Waterproof/windproof layer</p> <p>Wetsuits for longer sessions and according to weather</p> <p>Spraydecks</p> <p>Seal launch mat used in concrete or rocky area.</p>	<p>Materials/resources for games. (There are books at Ardwhallan for ideas)</p> <p>Poles and ropes for rafted canoes (These are kept in the boathouse)</p>

	Before leaving the centre	Pre-session briefing	End of session
<b>STANDARD OPERATING PROCEDURES</b>	<ul style="list-style-type: none"> <li>● Tie glasses on for spectacle wearers.</li> <li>● Footwear to be worn especially in shallow water.</li> <li>● Any medication to be kept at hand</li> <li>● Life jackets (instead of buoyancy aids) must be used for Epileptics</li> <li>● Check groups buoyancy aids, helmets and spray decks.</li> <li>● Appropriate dress to the conditions</li> <li>● Weather check</li> <li>● Assess the group size in relation to prevailing conditions, location and group ability and tutor/adult/student ratios.</li> </ul>	<ul style="list-style-type: none"> <li>● Dangers relating to lifting and carrying boats, buddy system etc.</li> <li>● Dangers relating to unloading and moving trailers.</li> <li>● Dangers relating to site e.g. dock edge, slipway and run-off.</li> <li>● An appreciation of other water users Fishermen</li> <li>● Group control signals and boundaries of paddling area before going afloat.</li> <li>● Briefing for action in event of capsize and spray deck release (if worn).</li> </ul>	<ul style="list-style-type: none"> <li>● Boats are secured and cleaned on racks at end of session.</li> <li>● Kit is returned to the Boathouse and it is locked</li> <li>● Kit &amp; boats washed down with fresh water after sessions on sea</li> <li>● Buoyancy Aids, Spray Decks, Helmets, Cags &amp; Wetsuits are returned to stores neatly or hung up in the drying room if necessary</li> <li>● De-brief the group</li> <li>● Complete Session Sheet and any other paperwork necessary</li> </ul>

- Advise shore agent and coastguard of plans (for sea journeys)

## Generic Risks, Injebreck Reservoir & Pool Sessions

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.

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 Carry 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

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

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 contains 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

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

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)**