

Paddlesports



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PURPOSE	<p>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, working together in a small team. Kayaks, Canoes & SUPs To acquire a series of progressive skills, building confidence and personal ability</p>	OUTCOMES	<p>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.</p>
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	Required	Recommended	Suggested
EQUIPMENT CONCERNS	<p>Personal – Buoyancy aid & personal medication. <i>Also check for warm clothing and appropriate footwear</i> Extra buoyancy in boats, airbags, buoyancy blocks or bulkhead compartments SUPs adequately pumped up and accompanied by appropriate leash. Appropriate size and type of craft and paddle/poles for individuals. Helmets where appropriate eg. in closed cockpit kayaks in shallow water and rocky shorelines. Throwline for moving water sessions. Boats marked with centre name and telephone number. Balers available for canoes Leaders - Basic first aid kit, towline/strop/ability to tow a craft, knife, phone (with OS Life 360), whistle</p>	<p>Waterproof/windproof layer Wetsuits for longer sessions and according to weather Spraydecks (depending on craft) Seal launch mat used on concrete or rocky areas.</p>	<p>Materials/resources for games. (There are books at Adventureology for ideas) Poles and ropes for rafted canoes</p>

	Before leaving	Pre-session briefing	End of session
STANDARD OPERATING PROCEDURES	<ul style="list-style-type: none"> ● Advise "late back" contact of plans and late back procedures ● Notify coastguard of plans for sea journeys ● Advise that glasses should be tied on for spectacle wearers. ● Foot wear to be worn especially in shallow water. ● Any medication to be kept at hand, and location shared with group ● Life jackets (instead of buoyancy aids) must be used for Epileptics 	<ul style="list-style-type: none"> ● Dangers relating to lifting and carrying craft, 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, eg Fishermen and swimmers 	<ul style="list-style-type: none"> ● Boats are secured and cleaned on racks at the end of the session. ● All paddling kit is accounted for and stored safely. ● Kit & boats washed down with fresh water after sessions on sea, in UK craft must be washed when transferring from one body of water to another AND before return to the IOM

	<ul style="list-style-type: none"> • Check groups buoyancy aids, helmets and spray decks (if used), and Appropriate dress to the craft and conditions • Weather check & Assess the group size in relation to prevailing conditions, location and group ability and tutor/adult/student ratios. 	<ul style="list-style-type: none"> • Group control signals and boundaries of paddling area before going afloat. • Briefing for action in event of capsize and spray deck release (if worn). 	<ul style="list-style-type: none"> • Buoyancy Aids, Spray Decks, Helmets, Cags & Wetsuits are returned to stores • De-brief the group • Confirm return with "late back" contact & Coastguard (if on the sea) • Complete any paperwork necessary
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All Craft - Sheltered Water & Pool Sessions

Minimum Leader Qualification	BCAB Coach Award or equivalent + rescue qualification	Minimum Assistant Qualification	In house assessed
Max group size with Leader	8 craft	Max group size with Assistant	12 craft

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 Paddle UK 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 wear buoyancy aids & be 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 SUPs to be positioned fins down (or fins removed) when on land Supervisions at all times	Manageable
Head Injury	Staff & Participants	Helmets to be worn when appropriate by beginners, when doing capsize drills, in shallows where there is a risk of head injury, when surf is apparent & on rivers when necessary SUP's & Canoes - ensure Participants and Staff kneel/sit on the craft when in shallow water or close to hard surfaces, eg other craft and rocks	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 / layby 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	Staff, Participants, Wildlife & General Public	Equipment (Boats, Paddles, Wetsuits, Buoyancy Aids etc) to be kept clean Washed down with fresh water if moving from one location to the other Educate group on dangers of waterborne infectious diseases, such as Weils & BlueGreen Algae, wash hands before eating/drinking, only drink from own water bottle, avoid unnecessary immersion in or contact with water, particularly if there is an algal scum or bloom.	Minimal
Canoe & rafted canoes swamping	Staff & Participants	Carry balers & when canoes are rafted leave adequate space between the craft to reduce splash over.	

Site Specific Risks – Coastal/Surf

Minimum Leader Qualification	BCAB Sea Kayak Coach Moderate Water, Sea Kayak Leader or equivalent	Minimum Assistant Qualification	In house assessed
Max group size with Leader	6 craft	Max group size with Assistant	8 craft

NB: Required leader and assistant qualifications are dependent on sea conditions and operating areas, please seek the advice of Paul Melling if you are unsure.

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 wildlife 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

Additional equipment

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	BCAB White Water Kayak/Canoe Coach (Moderate Water), White Water Kayak/Canoe Leader or equivalent	Minimum Assistant Qualification	BCAB Personal performance Award + Paddlesport Safety & Rescue training
Max group size with Leader	Must have an assistant	Max group size with Assistant	6 craft

NB: Required leader and assistant qualifications are dependent on grade of river and type of craft, please seek the advice of Paul Melling if you are unsure.

Hazard	People at Risk	Control Measures	Risk (minimal, manageable, unacceptable)
Broken tow 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 Group to be aware of emergency plan in case both Leader and Assistant are incapacitated	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

Additional equipment

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 – 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.
- Coastguard 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 offshore 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

Locations – Inland Lochs/Lakes

- 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/SUP Procedures (Copies of and altered procedures will be shared with relevant parties)