

Risk Assessment - off site - astrixed sections must be tailored to individual trips

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Hazard	Who might be harmed	Probability (1,2 or 3)	Severity (A, B or C)	How is risk Controlled	Action by Whom	Special Circumstance Control	Residual Risk
Water levels - high water, flood water	All	3	A	Trip leader/Coach assesses level and changes plan or cancels if deemed to be unsuitable for individual or group.	Trip leader /Coach	Abandon session if water levels not suitable.	NIL
Road Traffic accidents	All	3	A	All drivers deemed competent and reliable by trip leader.	Trip leader Drivers	* Driving hours to include adequate rest. Boats to be transported in a safe and secure manner.	acceptable
Head Injury - underwater obstacles, paddle blades	All	3	A	Protective helmets to be worn during all river based activities - on water and bank. First aid kit to be carried at all times. Throwline, carabiners and slings to be carried. Dynamic assessment of individual river features.	Coaches/Leaders assisted by participants	Participants must be of suitable ability for the trip. Briefing prior to paddle and at points on river as necessary. Mobile carried. Whitewater training session.	acceptable
Drowning	All	3	A	Pre activity brief. Careful consideration given to paddling area. CE marked and checked PFD to be worn at all times on and near the water. Vigilance to be maintained by coaches, helpers and students. Dynamic assessment of individual river features.	Trip leader, helpers and students	Ensure that students do not remove PFD under any circumstance when on or near water. Throw line to be carried at all times by coach.	acceptable
Water Obstructions - trees, wild life, poor bank conditions, underwater obstructions	All	2	B	Coaches/Leaders suitably experienced and trained. Dynamic assessment of individual river features.	Coaches /Leaders assisted by participants	Pre paddle briefing and before relevant features on the river. Group descent systems used where necessary. Expected features to be within capabilities of group.	acceptable

Equipment failure	All	3	B	Check all gear used by participants. Ensure equipment is suitable for purpose and is worn correctly.	BCU qualified coaches, helpers and students	Review suitability of equipment to be used for individual students	acceptable
Medical conditions - pre diagnosed, issues arising on water, injuries sustained whilst taking part in activity	All	3	B	Consent/medical forms to detail relevant information. First Aid trained staff. Relevant activity insurance taken out by individuals to include medical for overseas trips. Activities to be carried out in accordance with relevant guidelines.E.U. Health Insurance Card.	BCU qualified coaches, helpers and students	* Coach to be made aware of pre existing medical conditions at start of activity. Review suitability of proposed activity. Mobile phone to be carried on river journeys to raise help if necessary.	acceptable
Exposure to weather - Hypo / hyper thermia, dehydration	All	3	B	Correct protective kit worn for conditions. Trained coaches/leaders. Hot conditions warrant carrying water, sunscreen. Adapt trip to conditions. Dynamic risk assessment.	BCU qualified coaches, helpers and students	Briefing. Checks at start and during activity. Awareness. Mobile carried. Proximity of road.	acceptable
Bank hazards, slipping, manual handling/climbing issues whilst portaging.	All	3	B/A	Training in manual handling. Advice and assistance given where needed. Appropriate protection or alternative routes.	BCU qualified coaches, helpers and students	Smaller and less able paddlers to be given extra help with manual handling.	acceptable
Cooking and campcraft	All	3	B	Appropriate cooking equipment used under supervision.	All	Stress safe use of equipment and ignition procedure.	acceptable
Off water Camping/residential areas/roads	All	3	A	Dynamic risk assessment of area by trip leader and briefing as necessary. Ensure that camping sites are suitable for young persons. If necessary restrictions put in place. Importance of trust and responsibility. Level of supervision required assessed. Young persons to share tents with same sex. Buddy systems to be used so individuals do not go off unaccompanied.	Trip Leader, helpers and all participants	Specific vigilance as and when required	acceptable

Other People	All	3	A/B/C	Dynamic risk assessment by trip leader and helpers. If there is a problem measures taken to reduce contact between parties. Buddy systems to be used so individuals do not go off unaccompanied.	BCU qualified coaches, helpers and students	Involvement of relevant authorities if necessary.	acceptable
Alcohol/substance abuse	All	3	A-C	Club code of conduct to be followed - no person should use drugs. Alcohol consumed responsibly by over 18 helpers, coaches if deemed acceptable by trip leader	Trip Leader, helpers and participants		acceptable

Footnote. Home contact details will be carried by trip leader. For overseas trips a copy will also be left with a designated contact person in U.K.

Risk Rating

Risks need to be assessed to ensure that harm is avoided and that in the event of an incident, swift, effective and appropriate action is taken to minimise consequences.

The formula below is intended to indicate the scale of risk. Risk is based on the severity of harm or consequences and the likelihood or probability of the hazard causing harm.

Likelihood/probability

1 = can occur

2 = infrequent

3 = rare

Severity/consequence

A = death / major injury / major damage or loss to property or equipment.

B = over 3 day injury / damage to property or equipment

C = minor injury / minor damage to property or equipment

Using the risk rating formula to estimate the risk

(i) Assign a number from 1 to 3 to denote the likelihood of the event causing the hazard to be realised

(ii) Assign a letter from A to C to denote the severity of harm or consequences of the hazard

(iii) Look up the combination in the risk rating chart and link it to the action criteria

Risk Rating Scale

	A (serious)	B (harmful)	C (minor)
1 (often)	A1	B1	C1
2 (infrequent)	A2	B2	C2
3 (rare)	A3	B3	C3

A1 Unacceptable. Must receive immediate attention to remove or reduce risk.

A2/B1 Urgent: must receive attention as soon as possible to reduce hazard or risk

A3/C1 Attention required to verify if hazard (A) or risk (1) can be reduced. Check if satisfactory systems are in place

B2 Check if hazard or risk can be reduced and that satisfactory procedures are in place and followed.

B3/C2 acceptable. Review from time to time

C3 acceptable





