

Jersey Canoe Club Guidebook

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COMMITTEE

Elected Positions

Chair

Vice Chair

Secretary

Treasurer

4 Elected Committee Members

Please refer to the constitution for details of the above positions

Non-Elected Positions

Safeguarding Officers

Safety Officer

Membership Secretary

Competition Secretary

CLUB SESSIONS

Definition

A Club session is any session that is led by a Club leader and has been advertised on the Club WhatsApp.

Usually they fall within the following categories:

These run from the end of March to the beginning of September and are open for all club members. They take place at St Catherine's. The meeting time is 6.00 pm for a 6.30 pm launch. Please try and be on time as it is frustrating to have to wait for people to get ready. Each year a number of courses, focusing on paddle skills, are available for beginners. These are the first steps towards the PaddleUK awards. Sessions are free to fully paid-up members of the Club.

Although many people are apprehensive about capsizing, it does happen to everyone, at some time, so it is a really good idea to practice at the first opportunity. Certainly, within your first two sessions you should have completed your first controlled capsized. Please refer to the Wet Exit Policy.

Buoyancy aids, paddles and spraydecks are available at the clubhouse.

Pool sessions

These run from the middle of September to the end of March for all club members at Les Quennevais pool, meet at 7.15pm for a 7.30pm start until 9.00pm. At present the cost of a session is £5. These sessions are a perfect opportunity for you to continue to perfect your skills and if you wish start to learn to roll.

Short boats, buoyancy aids, paddles and spraydecks are available for use at the pool.

Appropriate clothing at the Pool is a swimming costume and a t-shirt or rash vest. For personal comfort when capsizing a face mask or nose clip is recommended.

Sunday morning sessions. (plus Thursday evenings in Summer)

These run all year round and you will need to organise your own kayak and equipment (which can be borrowed from the clubhouse or your own). They depart from different bays around the Island. The venue is dependent upon the weather and tides. Each week these are led by different club members who are PaddleUK qualified Sea Kayak or Advanced Sea Kayak leaders (usually 2 per session). Details of the paddles are posted on the club WhatsApp group, normally on the Saturday afternoon.

The normal on the water time is 10, so please arrive in plenty of time to get ready. The sessions normally last 2 hours. Please check the WhatsApp message for any different timings.

Day paddles (e.g. Wednesday Club Paddles)

A day paddle is a completely different experience to a Sunday morning or Tuesday evening session, for example you may land on rocks and reefs for lunch, spend a much longer time paddling, do open water crossings and experience more challenging conditions. Remember it is possible that you may return from a paddle after dark. They can be hard work but are

among the most rewarding aspects of kayaking. It is also excellent preparation for when you start taking part in overnight trips.

For your first day trip, pick a day that is suitable for your experience, if you are relatively inexperienced or a nervous paddler choose a nice day when the sea is calm and winds are light. You want your first day paddle to be a good experience.

Club Session responsibilities – all Paddlers

1. Duty of care. Even though paddle sport is an assumed risk sport all Club members will owe a duty of care (consistent with their age/skill/experience/qualifications) to their fellow paddlers on all trips or activities regardless of how the trip is defined. This includes a duty to take reasonable care for their own health and safety and that of others who may be affected by what they do or not do and also a duty to speak out clearly if a member feels that a proposed trip is beyond their abilities or acceptable level of risk or beyond the abilities of another group member. All members should encourage such openness
2. Members with medical or physical conditions which could impact on the safety of themselves, or other group members, must disclose these to the Paddle Leader on arrival for the session. They must ensure they have any requisite medication with them.
3. Wear appropriate kit (see Recommended Kit List Appendix 1) including helmet if you are paddling near rocks
4. Follow the instructions from the leader(s)
5. If you see someone is in difficulty, check that they are ok. If they are not, help them if you can or alert another group member to assist but do not put yourself at risk
6. Stay in touch with the group (within 50 metres), remember to look behind you if you are paddling at the front
7. Advise leader before leaving the group

It is your responsibility to keep people in your group safe. Note - Leaders must hold a minimum of the PaddleUK Sea Kayak leader award. Paddlers who are in training for this award are encouraged to act as Assistant Leaders. Ensure that the paddle you are organising is within remit to your qualification. All leaders must have an appropriate up to date First Aid qualification and have completed a PaddleUK approved Safeguarding course, be current in terms of CPD.

Sea Kayak Leader

No more than 2 nautical miles between landings

Ratio 1:8, reduced to 1:6 in moderate conditions. Please note that the trainee leader cannot be counted as a leader for the purposes of participant ratios

Weather conditions – upper limit force 4 (in open water), weather conditions can exceed this as long as the planned paddle takes advantage of sheltered coastline. Maximum gusts of force 7

Coastal only

Advanced Sea Kayak Leader

Ratio 1:6 in moderate conditions

Weather conditions – consideration of maximum wind gusts and sea conditions appropriate to the group

Offshore / Headlands

Trainee Leader

To be included on the rota for sessions, you should hold a current first aid certificate and have completed the PaddleUK online safeguarding course.

If you are a Sea Kayak Leader, running a session, and feel that the conditions or numbers of attendees may exceed your remit, you should seek an Advanced Leader to assist with the paddle, requesting this in advance of advertising the session.

Some simple actions will help you:

1. Carry appropriate First Aid and rescue equipment, especially a tow rope, see Recommended Kit List - Appendix 1
2. Complete a Specific Risk assessment form - Appendix 2
3. Complete a Paddle Sheet with participating members emergency contact numbers, send copy to riskassessments@jerseycanooclub.co.uk after the session
4. Operate in accordance with the generic risk assessment - Appendix 3
5. If you believe that you and your assistant leaders cannot keep the whole group safe, cancel the session. Your word is absolute. Don't succumb to pressure from the group or your peers. Your word is final. If you cancel any session for any reason the committee will back you
6. Provide a pre session briefing to include relevant hazards, group management, adequacy of kit (including emergency kit) carried in the group, who is in charge of the paddle and any other relevant roles. Using the framework ABCDE.
7. Check for relevant medical/physical considerations
8. Confirm members are water confident and that the members' own clothing and equipment and any Club clothing or equipment they are using is appropriate and in good order
9. Confirm members are familiar with Wet Exit policy and exclude non-compliant paddlers
10. If you consider any paddler is not sufficiently competent to take part in the proposed paddle, then stand them down / make alternative arrangements for them
11. Dependent upon conditions, group size and competency of paddlers, be satisfied there are enough designated leaders on the paddle. Co-opt additional suitably qualified leaders from the group as necessary. Consider upper limit of ratio to be 1 leader : 8 paddlers, with this reduced to 1:6 in moderate water conditions.
12. Brief those leaders assisting with the paddle on what you want them to do.
13. Communicate with the group during the paddle so all paddlers know what is happening
14. Make a report of any incidents
15. Be at the waters edge until all participants are ashore, unless you otherwise communicate with paddles that they are no longer part of the "official" session

Insurance

- Club members have third party liability and professional indemnity insurance for any Club Activity
- Club members who are Paddle Leaders are also covered by insurance when they coach and lead groups on Club Activities
- Whilst paddling on Peer Activities membership of the Club does not give the benefit of insurance and members will only have the benefit of the BC policy if they are individual members of BC.
- After any incident involving non-trivial injury on a Club Activity the Paddle Leader must inform the Chairman or Secretary and must complete the incident report form available from BC and Peer paddlers who have the benefit of BC 3rd party insurance are urged to do so if an incident occurs for which they might be held liable.

STANDARD OPERATING PROCEDURES

This outlines the Standard Operating Procedures for kayaking sessions with the Jersey Canoe Club.

Kayaking leaders must hold the BC Sea Kayak Leader, as a minimum. Stand up Paddleboard leaders should hold the SUP Coastal Leader or SUP Coach Award. A 16 hour Outdoor First Aid certificate and a Safeguarding course must also be held and both should be valid. Assistant leaders should have completed their Sea Kayak Leader Training. The Club should keep an up to date list of members qualifications and any renewal dates for First Aid and Safeguarding.

Minimum Equipment Required for the leader of the session

It is the responsibility of the leader to carry equipment which is appropriate to the conditions on the day. The Club paddles throughout the year and in different environments so it is impossible to give a definitive list of what should be carried on every paddle.

As a minimum the following should be carried on every paddle:

- 1.) Tow line
- 2.) VHF
- 3.) Appropriate First Aid Kit

All of the other equipment carried is based on the judgement of the leader as a result of their experience plus weather and tidal conditions, the nature of the paddle etc. For example, what is required for a surf session at Belcroute is totally different to an overnight trip to Sark

Before the Session

All leaders must complete a Risk Assessment for the session based on weather and tidal conditions. It is recommended that this is completed as a collaboration between the Leader and Assistant Leader.

Leaders should arrive at the venue early so that they can review existing weather and swell conditions. It is important that leaders confirm that the conditions are what they were expecting. Leaders must have good understanding of the weather and tidal flows. During the session the leaders should monitor conditions and be aware of any unexpected changes.

The nominated person should collect the emergency contact details for all people attending the session. Everyone attending should be a current Club member. If they are not, they must complete a membership form and join as a temporary member.

The leader or assistant should give a safety briefing to all members of the group, prior to launching. The framework MYABCDE is a useful aide memoire.

During the session

Whilst the majority of the paddlers attending the sessions are experienced there are times when the leader may need to offer encouragement or coaching to some members of the group. Scenarios where this may be necessary include tide races, launching and landing through surf, strong winds, rock hopping and on open crossings. Group members are generally very appreciative of such assistance.

Hazards

Leaders must be aware of the areas around the coast, which can present challenging conditions. This knowledge comes from experience. All Club leaders are encouraged to maintain and develop their skills through regular paddling and training.

Other Craft: Many vessels operate in the waters around the island, especially during summer months. Leaders should pay attention to other water users, ensuring that they don't interfere with their operation. When running sessions to the offshore reefs or the other islands, groups should inform Jersey Coastguard on Channel 82. It is important that all Leaders and Assistants are aware of buoyage, particularly if paddling in areas which the Club visits such as Morbihan and Guernsey.

When launching and landing group members should be vigilant of swimmers who may be in the area.

Leaders should monitor the weather and be prepared to adjust the session if necessary. If lightning is encountered the group should leave the water as soon as possible and seek shelter. If lightning is forecast leaders should monitor the appropriate Apps.

Rescues

Capsizing is an inevitable aspect of paddling. If possible, the person closest to the casualty should perform the rescue. This will allow everyone to gain experience in real life situations, which helps to make the sessions safer. Sometimes it may be necessary for more experienced paddlers to assist. The leader should only perform the rescue as a last resort. It is Club policy that all members of the Club should perform a rescue every year and be rescued. Ideally this should be carried out as early as possible, each year.

The ability to tow a casualty is an essential skill. All members of the group should be encouraged to carry a tow line and regularly practice its use.

In the event of an accident club Emergency Operation Plan must be adhered to at all times.

At the end of the session

It is good practice to review the session with the group, discussing any incidents and if appropriate complementing those members of the group who have performed well in challenging conditions and demonstrated progress with certain skills.

Any accidents, incidents or near misses should be recorded with the Committee and discussed at the next Committee meeting.

If there is a serious incident only the Chair, Vice Chair or designated member of the Club should speak with the authorities or the media.

TRAINING

Basic knowledge and skills

The Club arranges courses that teach essential skills. This includes the fundamentals of kayak handling, including forward and reverse paddling, maintaining direction and control, for example turning and support strokes.

In addition, before going out on one of the other Club paddles, as opposed to a formal training session, you should be comfortable with the following skills:

- Launching and landing
- You should be able to perform a capsize drill and be comfortable being rescued by another kayaker. It is even better if you are able to assist with the rescue of another paddler.
- Self-rescues, understand what these are and be willing to practise, particularly on the sea.
- Check the weather forecast (wind direction and force, sea state, swell) plus the time of high and low water plus the size of the tide. Is it a Spring or a Neap? This will help you understand the conditions and to decide whether they suit your ability. It will also help when deciding what clothing to wear. Remember, just because it's a warm sunny day doesn't mean that the sea is going to be calm!

During the winter months a Coastal Navigation and Tidal Planning course is normally organised and is useful.

JCC WEST EXIT TRAINING

Purpose

To help ensure general paddler safety on club paddles. Each club paddler must prove they are competent at wet exiting their kayak in a safe and composed manner. This is to help reduce the risk of entrapment issues and possible drowning.

Timings

The club will conduct two main wet exit training sessions a year. One in spring at the start of outdoor Tuesday evening sessions based at the JCC club house. The other in Autumn just before pool sessions start. i.e. ahead of winter Sunday paddling sessions. However the training can be completed at any time of the year if required.

Who needs to qualify?

Everyone who paddles regularly with the club on the sea. Leaders, Coaches and general club paddlers.

Visitors and overseas members

If the visitor(s) experience level is known to the session leader or they can provide evidence of any training which would include a wet exit and deep-water rescue. Then they can take part in the paddle session. Ideally this should be established in advance to avoid any embarrassment or disappointment in not being able to join in with the session.

How do you qualify?

By demonstrating to a qualified club coach or leader that you can safely wet exit your kayak in a composed and calm manner. This is to be conducted under the following conditions.

- Starting with the spray deck on and being released underwater
- Test conducted in the sea, in deep water, where the participant can't touch the bottom
- During sheltered water conditions.
- While wearing full kayaking gear. Cag, dry/wet suit, BA, spray deck, helmet.

Definition of a club qualified club coach or leader

Any club coach or leader who is active on the current club session rota.

How long is the wet exit training valid?

1 Year from the time the test was taken.

Recording

Date, name of paddler and tag number will be recorded on a spreadsheet and kept in club records. A security (ie single use) plastic tag will be issued to the paddler and displayed on their buoyancy aid at club paddles. This way club coaches and leaders can visually identify who has completed their wet exit training and who hasn't.

Implementation

Any club paddler who attends more than 3 club paddles and does not complete their wet exit training can be refused to participate if further club paddles at the discretion of the paddle session leader.

OFFSHORE ISLANDS AND REEFS

Once you have gained experience paddling in the waters around the coast of Jersey you will be considering to explore the islands nearest neighbours. Before heading offshore, it is recommended that you gain the following experience around the island.

1. A minimum of 2 day trips. This will ensure that you have the personal fitness for these longer paddles and you will have the knowledge to start to make decisions about the appropriate equipment to carry.
2. The ability to handle tidal races and fast-moving waters. Five miles offshore is not the place to learn how to ferry glide.

It is suggested that you complete the offshore paddles in the following order. Each one providing the potential for more challenging conditions. Les Ecrehous shouldn't be your first offshore paddle.

1. The Towers
2. The Paternosters
3. Les Dirouilles
4. Les Ecrehous
5. Sark and Minquiers

Paddling offshore is an incredibly rewarding experience but there are no short cuts to gaining the experience to ensure that it is as safe as possible.

CLUB TRIPS OVERSEAS

Over the years the Club has run a number of overseas trips. Every year there is a paddle on the Thames in London, a camping trip to Morbihan in southern Brittany and occasionally a week paddling on Gozo, near Malta.

There are restrictions on who can attend the London weekend because of the need to hold certain British Canoeing qualifications before being allowed to paddle on the tidal Thames in London. Some years it has been possible to obtain double sea kayaks, which has opened up this trip to the wider membership but it can't be guaranteed every year.

The Morbihan trip is open to all Club members but those going should have experience of paddling in local tide races as the water can move at speeds approaching 10 knots in certain areas on Spring Tides.

The trips which have been arranged to Gozo have been open to all members but not everyone will be able to paddle everywhere due to restrictions imposed by Transport Malta. To be able to access all sections of the coast members should hold the British Canoeing Sea Kayak Award as a minimum.

Before going on any overseas paddle, it is recommended that members have completed a minimum of 3 day trips in local waters, ensuring that they have the experience to gain maximum benefit from paddling away from the island.

To ensure that Club members have the opportunity to gain the necessary experience (in particular day trips) it will be necessary to adjust the nature of Club paddles slightly. Day trips will need to be offered on certain days at the weekends.

COMPETITIONS

Jersey Canoe Club is primarily a recreational club but each year a number of competitions are held with trophy prizes. These include long, middle and sprint distance races and a surf competition. These competitions are scheduled, run and judged by a competition secretary. Dates can vary due to suitable tides and weather conditions but are generally held in the summer months. Trophies are awarded at the annual dinner ?? and are engraved with the year and name of the winner. The following year, these trophies are then cleaned and returned to the club secretary or competition secretary ready to be engraved for the next recipient.

List of trophies awarded

Competition	Conditions of competition or criteria for awarding trophy	Categories eligible
Long Distance	St Helier to Greve De Lecq Paddlers must carry a VHF radio and have the sea kayak award as minimum. A paddler without the award can arrange to paddle with someone who holds the award, but they must stay together for the race.	Male/Female Senior/Veteran/Super veteran
Middle Distance	Green Island to St Catherine's	Male /Female
Sprints	A short race held at St Catherine's, along part of the breakwater. This is held 7 in identical craft	Male/Female
Surf	Surfing in kayaks, either surf kayaks or short boats (not Sea Kayaks)	

AWARDS & TROPHIES

The committee also award trophies to club members who have demonstrated particular attributes in their paddling or who have shown commitment to supporting club activities. (See appendix for list of trophies and competition secretary job description)

Endeavour	Most improved paddler who has recently joined the club	Male/Female
The Thelland Brick award	Either an amusing 'incident' or a paddler who has done a lot for the club	Any member
Snow De La Haye	A paddler who appreciates getting on the water whenever possible	Any member
Chairperson's award	Awarded at the discretion of the chairperson to someone who has put time and effort into the club	Any member
The Ancient Mariner	A 'mature' but regular paddler	Members over 65
The Mansell Trophy	A paddler who has shown long term commitment to and love of the sport.	Any member

USE OF CLUB EQUIPMENT

Clubhouse

The clubhouse is your space and can be used for a variety of purposes.

If you would like to use the space, please feel free. There is an honesty pig, for any drinks that are consumed from the fridge. (Tea, Coffee & Hot Chocolate are free). Please ensure the upstairs is left clean and tidy after use. Please do not leave food in the clubhouse.

Equipment

There are a variety of craft that the club have for use, this includes sea kayaks, double kayaks, short boats and SUPs. There are paddles, spray decks and cags.

Boats and kit are free for use on club sessions.

Boats can be borrowed, for a small fee, for non-club sessions. Boats should be returned to the clubhouse as soon as possible after their use. All boats should be available at the clubhouse for the Tuesday evening sessions. Please check with a committee member prior to taking any craft, to check that they have not already been booked out. *The club cannot be held responsible for any incidents during non-club sessions.*

All kit should be rinsed and dried / left to dry after use.

During the winter months, boats can be rented for a longer period without having to return them to the club.

If, prior to or during use, there are any issues / defects with the boat and equipment, please report it to a member of the committee.

Any damages done to a borrowed boat should be reported to a committee member as soon as possible.

Pool Sessions (Between September and March each year)

The club provides a couple of sea kayaks and mostly short pool boats for pool sessions during the winter. There are spray decks and paddles provided but you are welcome to bring your own. The use of these boats is included in the price of pool admission (which is charged to cover the cost of hiring the pool).

Trailer

The club owns a trailer which can be borrowed.

COMMUNICATIONS AND SOCIAL MEDIA POLICY

This policy has been developed to inform our club members about using social media (*Facebook, YouTube, Twitter, Tik Tok, Instagram and all other social networking sites and forums*) so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

Managing online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- Each social media account will be password-protected, and at least 2 members of the club will have access to each account and password
- The account will be monitored by at least two designated Club Members in order to provide transparency, who will have been appointed by the club committee
- The designated Club Members managing our online presence will seek advice from our designated Safeguarding officer to advise on safeguarding requirements
- Designated Club Members will remove inappropriate posts by club members, explaining why, and informing anyone who may be involved.
- The club will make sure all club members are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online.
- Identifying details such as a club members home address, place of work or telephone number shouldn't be posted on social media platforms
- By attending club activities, permission for photographs or videos will be assumed for posting on social media.
- If an individual wishes to not be included in social media, they need to make the Club Members responsible for social media aware.

Online Behaviours

While we encourage members to post to our social media channels, this code of conduct states the expected behavioural standards expected on social media. Here is some specific dos and don'ts to consider before posting on social media:

- Be careful, respectful and positive. You are personally responsible for what you post. If in doubt, don't post it.
- Think about your image. What do I want people to think about you or the club?'
- Consider who you are interacting with and if the content is suitable for all audiences.
- Respect confidentiality within the club. With respect to announcements, coaching advice and training sessions.
- Be smart about protecting yourself, your privacy, and confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully and your privacy settings.
- Don't post content that discriminates against individuals or groups on the basis of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation.
- Don't write anything on social media channels that you wouldn't feel comfortable seeing in a newspaper or hearing on TV. Everything you write is treated as a direct quote i.e. Don't post what you wouldn't say to someone face to face.
- Don't speak negatively about other club members, competitors, officials or governing bodies. Never use slurs, personal insults or obscenity. Be professional and respectful.
- Be in the right state of mind when you make a post. Don't post when you're angry, upset, or your judgement is impaired in any way. As things can go viral very quickly.

- Don't engage in on-line disputes and discourage family or friends to argue on your behalf.

What we expect from our Club Members

- Club Members should be aware of this policy and behave in accordance with it
- Club Members should seek the advice of the designated Safeguarding officer if they have any concerns about the use of the internet or social media
- Club Members should make sure when posting about the club or its activities, any content posted on their own public personal accounts is accurate and appropriate.
- Any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our safeguarding procedure

Policy Breach

Club members who breach this policy (and other related policies) will face a warning in the first instance, persistent breaches will be dealt with through the clubs' grievance and disciplinary policy.

Any breaches of a safeguarding nature will be addressed through the clubs safeguarding policy and procedure and where appropriate will be reported to British Canoeing.

Reporting inappropriate posts

Whilst the club will try to moderate social media posts, if you do have any concerns or would like to make a complaint please contact a member of the club committee.

WhatsApp Etiquette

The purpose of the main JCC WhatsApp group is to communicate information related to paddling sessions, training opportunities and social events. Also, the odd kayaking related item(s) for sale.

To post club paddles on the main WhatsApp groups, you need to be a designated club leader or be posting on behalf of a leader.

Please be mindful of the timing of your posts, and keep them between the hours of 07:00 to 22:00.

When requested to respond via Private message, please do so. As it keeps the original post more visible for other to read and consider.

Please keep the number of photos to a minimum and only when it helps explain your point. For example, when showing the condition of items for sale. Please do not post multiple trip photos.

Please do not respond publicly saying you are not attending club events/paddles. If you have a need to inform a leader or organiser of your attendance or non-attendance, please do so privately.

Sub WhatsApp Groups

The other club sub-WhatsApp groups include Wednesday Paddle, Paddle Leaders and Committee. If you would like to join any of these groups, please speak to a member of the committee.

Other groups will be created for club events or trips as appropriate. The content of these groups is a little more relaxed and can include trip photos.

APPENDICES

1. Recommended Kit List
2. Risk Assessment Form
3. Generic Risk Assessment

RECOMMENDED KIT LIST

NB: due to the varying nature of activities, the paddle leader may not require all these items to be carried

Personal (every member)	Group (split between)	Leader (carried individually)
<ul style="list-style-type: none"> • Head Torch • Whistle • Food/Drink • Spare Clothes • visual and/or verbal means of communication • Dry Bag • Personal 1st Aid Kit • Survival Bag • Towline • Waterproofs 	<ul style="list-style-type: none"> • Splits • Towline • Emergency Shelter • Pump • Repair Kit • money • flares • Spare hatch covers 	<ul style="list-style-type: none"> • Visual Comms (Flares, Strobes, etc) • Verbal Comms (Radio, Phone, Spot/EPIRB) • 1st Aid Kit • Towline • Storm Shelter • Repair kit • Map/chart • compass • spare clothes • Hot drink



Jersey Canoe Club Kayaking Activity Risk Assessment

Leader _____ Location **Select Location** Date _____ Reference _____ Start Time **10:00**
 Lighting **Night time Activity** Activity **Coastal Paddle - Along & Back** Duration **More than 6 hours** Visibility **Fog forecast**
 Wind **North** F6+ Swell **More than 6ft** Sea State **Rough, waves >2.5 <4** High Tide **10** 55 Tide Height **12** .90

Potential Hazard	Risk level	Existing Control Measures	Additional Conditions affecting or mitigating risk	Residual risk acceptable?
Weather & Tide	High	The BCU qualified leader of the group will: 1. Obtain weather forecast, tidal information & daylight timing prior to the session 2. Apply extra caution in offshore winds & night time conditions 3. Take into account Group capabilities		No
Medical conditions & Previous Injuries	High	The group will be briefed about the activity and asked about any injuries or medical conditions (e.g. strains, sprains, asthma, diabetes) Essential medication (e.g. inhalers) should be carried on the session		No
Slips and Falls	High	The BCU qualified leader of the group will: 1. Carry a first Aid kit and be a qualified first aider. 2. Carry a VHF radio or mobile phone to call for assistance 3. Check participants have appropriate protective clothing & buoyancy aid		No
Manual Handling: Lifting & carrying	High	It is recommended that kayaks should be carried in pairs or 2 persons to one kayak where necessary. Kayak trolleys are recommended, if available.		No
Hypothermia/Hyperthermia	High	Suitable clothing to be worn as advised Hot/cold drinks to be carried as appropriate to the conditions Survival bag will be carried by group leader		No
Capsize & Drowning	High	The BCU qualified leader of the group will: 1. Ensure that the group wear clothing appropriate to the conditions		No
Other	None			Yes

Dynamic Risk Assessments will be done prior to, and during the activity. Send completed form to risk.assessment@jerseycanoeclub.co.uk

GENERIC RISK ASSESSMENT

Hazards arising from activity	Control measure(s) in place to reduce risk from each hazard	Arrangements to ensure the control measure(s) continue to be effectively implemented
Weather		
Hyperthermia / sunburn / dehydration	<p>Note- all Paddle Leaders for Club activities must have current First Aid qualifications</p> <p>Ensure participants are made aware of the dangers when appropriate. The need to cover up and protect the head to be of prime importance. Paddle Leaders to carry spare clothing, drink and sunblock where appropriate.</p>	
Hypothermia	<p>Ensure participants are made aware of the dangers when appropriate. The need to cover up and protect the head to be of prime importance. Paddle leaders to recognise signs and symptoms of hypothermia and know how to respond according to severity i.e. mild, moderate, severe states. Paddle Leaders to ensure that participant clothing is appropriate to the prevailing weather conditions. Paddle Leaders to carry an appropriate group shelter and survival bag in their safety kit. Location of local telephones to be known by Paddle Leaders or portable communications to be carried throughout the activity</p>	Paddle Leaders to carry appropriate spare clothing throughout the activity.
Rapid change of conditions	<p>Paddle Leader to check forecast prior to and on the day of the activity Ongoing assessment of weather conditions and group appropriately dressed for the environment Review / change route if necessary.</p>	Ongoing assessment of weather conditions
Strong winds	<p>Paddle Leader to check forecast prior to and on the day of the activity. Ongoing assessment of weather conditions and group appropriately dressed for the environment</p>	Review / change route if necessary.
Environment		
Drowning	All participants must be water confident. Paddle Leader to check on participants swimming ability prior to commencing the activity. All wear appropriate, correctly fitting approved buoyancy aids	Float testing of club buoyancy aids carried out annually
Head Injury	Helmets will be worn for all club activities if the session includes non-placid inland moving water or if the nature of the session dictates. Paddle Leader responsible in checking helmet fits participant correctly where appropriate i.e. beginner First aid kit carried by Paddle Leader.	Inspection of club helmets annually

Injury	Appropriate equipment/footwear to be worn and first aid kit to be carried	All paddle leaders should carry first aid kit. Annual inspection of first aid kit
Capsize	Ensure all participants know how to safely exit their boats. Ensure that the remainder of the group know what to do while a rescue is in progress before getting on the water	Adherence to Wet Exit Policy Club to organise safety and rescue training
Equipment		
Injury from poor manual handling	All participants instructed to lift according to manual handling recommendations. Straight backs and in small groups wherever possible.	Leaders to reiterate at club sessions
Injury due to damaged equipment.	All club equipment to be checked prior to issuing.	Regular monitoring of condition of all club equipment
People		
Collisions with other boat users	Paddle Leaders to ensure appropriate leadership for the prevailing conditions. Participants to avoid positioning themselves in such a way as to cause collisions.	
Pre-existing medical condition	Paddle Leaders to ask for any relevant medical conditions of the entire group prior to trip. All participants to carry relevant prescription medications.	
Separation of group	Clear briefings and familiarity with 'lost group' procedures. Participants briefed as to the distance they are allowed from Paddle Leader's supervision. A clear system of recall to be arranged prior to the session. Paddle Leaders to ensure that contact is not lost at the back of the group.	