

Activity: Kayaking

Hazard	Risk level			Control Measure	Other Measures
	L	M	H		
Staff Qualifications	●			BCU Level 1 coach or higher	Copy of all qualification are kept in the office and check by Senior Team
Activity base.	●			Sheltered lakes reservoirs such as river Wye at Glasbury Canal in Brecon.	Site specific training.
Carrying the kayaks	●			Customers are advised on how to correctly carry the kayaks.	All staff receives manual handling training. And advise customers on carrying the kayaks.
Extreme weather.	●			Weather checked daily, suitable venue chosen in the event of high winds, very high water.	Staff monitor the weather and chose appropriate venue to conditions..
Safety equipment. Buoyancy aids and helmets	●			All wear CEN approved buoyancy aid and helmets. Instructors ensure that all safety equipment is fitted correctly	All equipment is checked before use and bi-annually and records kept in the office.
Hypothermia.		●		Wetsuits and waterproofs tops are worn by customers.	Staff carry exposure bag, spare warm clothing and hot drink and group shelter and monitor the group throughout the day.
Trips & slips		●		Customers are advised when carrying the kayaks to and from the water that the ground can be wet and slippery and need to take extra care. Helmets also worn.	Monitored by Staff
Capsizing	●			Customers given safety brief on how to escape from kayak in the event of capsize.	Staff trained on how to deal with capsize and close supervision of customers.
Trees and wildlife	●			Customers briefed on how to avoid over hanging trees, rocks, wildlife, rapids and other users.	Staff monitor customers at all times
Harmful substances Wiels disease .	●			Customers are advised to wash their hand and shower at the end of session	Wiels disease, monitored by BMA
Drowning.	●			All staff and customers wear a CEN Buoyancy aid and helmet. All can swim or are water confident. Full briefing given on how to and were to swim before getting on water.	Instructional staff monitor the customers throughout the session especially when there is a capsize.

Activity: Kayaking Continued...

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Loading and unloading trailers	•		Customers are shown on the correct loading and unloading of kayaks form the trailer.	Customers are supervised. By BMA Staff when loading and unload kayak from the trailer and ensure that they are secure.
Injury to Clients or Staff	•		All staff are first aid trained and carry first aid	All staff are qualified and have a minimum of 8 hours all staff carry mobile phone.
Glasbury to Whitney				
Staff Qualifications	•		Level two coach with four star or level one coach in-house trained and assessed	Copy of all qualification and training are kept in the office.
Weirs and rapids.	•		Customers are briefed on the best route through the rapid and weir.	Specific instruction and close supervision given by instructors.
Trees and Wild Life	•		Customers briefed on how to avoid over hanging trees, rocks, wildlife, and other users.	Staff monitor customers and environment at all times
Oxbow and Bridge Supports	•		Customers briefed on how to avoid any obstacles	Instructors control the group and place themselves between any obstacles and the kayaks.
Capsize and Swims on Moving Water		•	Customers given safety brief on how to escape from kayak in the event of capsize and to let the kayak go and adopt the best swim position i.e. feet pointing downstream.	Staff trained on how to deal with capsize and close supervision of customers.
Fishermen	•		Customers are advised to lookout for fishermen on the banks and standing in the river.	Staff keep extra vigilance whist traveling down stream