

***Activity Methods Of Work  
Updated 25/11/2017***

Canoeing And Kayaking

## Kayaking & Canoeing

**Site Kayaking & Canoeing is split into Four distinct areas**

- 1. British Canoe Union Courses**
- 2. Activity Kayaking or Canoeing as part of an activity session**
- 3. Casual Hire**
- 4. Membership of Centre**

**The following pages are dedicated to the methods of working that will be adopted by all instructors on the site. Failure to comply with the directives is considered a serious offence that can lead to dismissal.**

**Risk assessments for each section will follow the methods of operation.**

# Waterland Risk Management

## British Canoe Union Courses And Taster Sessions

Waterland is a recognised centre by the British Canoe Union and the following methods of operation will apply: -

### Students

1. All **students** will have completed a relevant booking and medical form before commencement on a sailing course.
2. All **students** will have been sent a kit requirements list before commencement on the course.
3. All **students** will at all time whilst afloat wear an approved and tested flotation aid supplied or authorised and fitted by the company.
4. All **students** whilst on Canoeing or Kayaking activity will wear appropriate footwear.
5. All **students** will at all times undertake to follow the requirements concerning health and safety of the instructor in charge of the kayak/canoeing session or course and failure to undertake those requirements may mean removal from the course.
6. All **students** will take appropriate care of kit that has been supplied.

### Instructors

1. All instructors for British Canoe Union Courses will be to the standards recognised by the B.C.U at the time that the course is run, a Coach at Level 2 will approve the session before the session commences.
2. All instructors will be responsible for making themselves aware of any medical issues concerning their students.
3. All instructors will be responsible, in the first instance, of making a dynamic risk assessment for the conditions for Kayaking or Canoeing. If any instructor has doubt of the student's ability to cope an alternative activity or other method of teaching must be adopted.
4. All instructors are responsible to brief the **students** in the appropriate method for kit care.
5. All instructors will make sure at all times; the students are supervised.
6. No instructor will allow any **student** to go on activity unless footwear is worn.
7. All participants in Canoeing or Kayaking activities which involve instruction will wear helmets when more then one group of similar activity is afloat at a time.

# Waterland Risk Management

8. The instructor has the role to designate the Kayaking or Canoeing area in conjunction with the Level 2 Instructor.

## **The Senior Instructor (Coach 3 Minimum)/Level 2 Coach**

The Senior Instructor/Level 2 Coach of the centre is responsible to the Health & Safety Officer for the safety of Kayaking & Canoeing activities. The Health and Safety Officer delegates the responsibility for British Canoe Union Courses, activity sessions, Public Hire or Membership to the Senior Instructor/Level 2 Coach of the Centre but does not delegate the responsibility for site safety unless the Senior Instructor/Level 2 Coach and the Safety Officer are the same person.

1. The Senior Instructors/Level 2 Coach role is to make the instructors aware of their obligation to follow the methods of working statements above.
2. The Senior Instructor/Level 2 Coach in conjunction with the Safety Officer has overriding authority to decide if a session or course takes place. In that he/she will assess the weather against the ability of the students and take heed of the instructor responsible for the group and his / her opinions. If the Senior Instructor/Level 2 Instructor decides that the activity is unsafe it will not take place.
3. The Senior Instructor/Level 2 Instructor in conjunction with the instructors will make sure that all paperwork and certificates are completed as appropriate.
4. The instructors work under the direction of the Senior Instructor/Level 2 Instructor.
- 5.

## **Staffing**

Staffing ratios for courses and activity sessions will be as the British Canoe Union requirements.

1 Instructor to 8 persons (Kayaking, 12 at discretion of the Senior Instructor).  
Minimum standards to instruct sessions are B.C.U UKCC Level One with FRST and First Aid EFAW

For activity sessions only the Senior Instructor/Level Two Coach may permit up to 12 persons per 1 instructor. This is dependent on conditions of the day and location of activity.

# Waterland Risk Management

1 Instructor to 6 open boats, 12 people Minimum standards to instruct sessions is B.C.U UKCC Level One with Canoe one star.

## Casual Hire Of Equipment

No person, under the age of eighteen may hire equipment unless their parent is on site and in physical contact with Waterland staff. Waterland reserve the right to refuse hire to any person that in the opinion of the company does not reach the standards expected to hire.

Minimum to hire open boats, basic ability to understand where to sit and can be informed by staff.

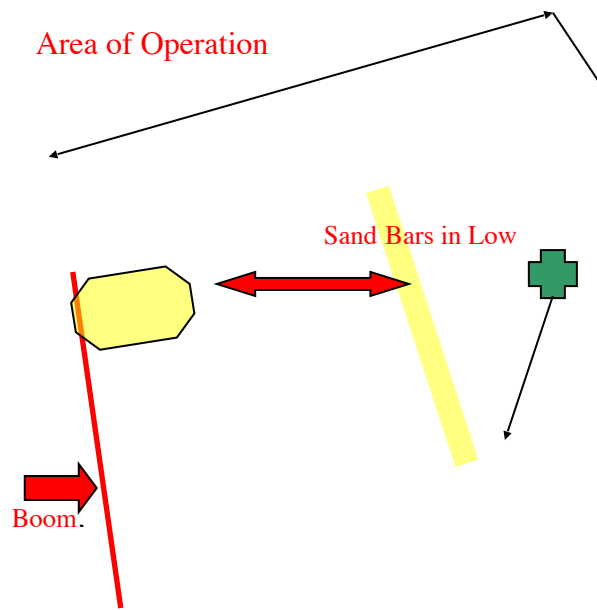
With canoe's/kayaks staff must inform the hirers that they need to keep the south side of the large island. Staff will inform hirers that the equipment being hired is Outdoor Equipment and there is a real chance that capsized may happen and the hirers will get wet. Staff will give the hirers adequate time to effect a rescue of the capsized craft but if the hirers indicate a requirement for assistance then a powerboat will attend.

Hire of equipment can be suspended at any time due to a wind speed increase or any other adverse weather condition. This is taking into account that the risk to the hirer would prevent them obtaining their enjoyment of the session.

Waterland reserve the right to refuse hire to any person that in the opinion of the company does not reach the standards expected to hire.

# Waterland Risk Management

Area of Operation  
Area of Operation



## Membership

Canoe or kayak members must never paddle alone on the lake, and therefore an additional person standing on the bank or in the craft must be present all times when boating is going on.

# Waterland Risk Management

## KAYAK SLIDE AT LAKE 32, SPRATSGATE LANE

RISK ASSESSMENT 25th November 2015

RISK	WHO TO	CONSEQUENCE	MITIGATION
structural failure	anyone	serious/fatal injury	design checked by David Smith Associates (Northampton) Consulting Engineers
deterioration or damage	anyone	serious/fatal injury	annual inspection at start of season observation of users
falling from platform	users	serious/fatal injury	guardrails to current Building Regulations operating rules (supervision)
falling from ramp	users	serious injury	guardrails to current Building Regulations
falling on ramp	users	minor injury	non slip surface
impact injury	kayaker	serious injury	operating rules (helmet) (clear area)
drowning	kayaker	serious/fatal injury	operating rules (water safety cover)
unauthorised use	anyone	serious/fatal injury	locked gates / vigilance of site operator

### OPERATION RULES

Use of the slide will be restricted to authorized users only.

The gates to the ramp and the open waterside edge of the platform must be locked when the slide is not in use.

The slide is to be used only by persons in kayaks.

One kayak at a time.

Maximum number of persons on platform at any time not to exceed 6.

No climbing on the slide or supporting structure

Any damage to be reported to Equipment Officer/Committee Member immediately

### Platform Supervisor.

A coach/qualified person to be on the platform at all times when the slide is in use.

The supervisor is responsible for signing the keys out and back in at the end of the session.

### Safety Paddler

A rescue capable/experienced person on the water adjacent to the splash down area.

The Platform Supervisor must ensure that the Rules are followed and in particular that:

- 1 the kayaker has helmet and spray deck fitted,
- 2 the Safety Paddler is in position and has signalled "all clear"
- 3 the kayak departs centrally down the slide.
- 4 the gates are locked at the end of the session

The Safety Paddler's responsibility

- 1 Ensure that the splash down area is kept clear of boats and swimmers
- 2 Give all clear/stop signal to platform supervisor
- 3 Provide assistance/rescue as necessary.