|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Specific Site:***  | **River Cleddau, Haverfordwest** | ***Risk assessor:***  | **SC** | ***Date:* 06/04/2012** |
| ***Activity:***  | **General Kayak and Canoe Training** | ***Training Officer:***  | **RL** | ***Date:* 18/03/2018** |

***Coach in this document refers to a Coach or a Leader. This document only addresses issues specific to the site and must be read in conjunction with the club generic risk assessment. In addition a coach should carry out their own dynamic assessment of the conditions, the group, the activity etc, before and during the session. The coach must not lead activities in situations they are not prepared for. The Club will always support the decision of a coach to cancel, abort, or change the activity for safety reasons.***

***Description of Venue:*** *(Access point, limits of the operating area):*

River Cleddau: between the water board extraction weir and town weir at the council offices. Access points discussed below. The section north of Bridge Meadows recreational area is narrower with more current so higher level of precautions have been included for operating in this area. This risk assessment does not cover canoe polo at this site.

***Class of Water:*** *(Hazard Level: Very Sheltered, Sheltered, Moderate, Advanced AND Type: Inland, Sea, Surf, White Water, see document“BCU Terms of Reference for Coaches and Leaders” British Canoeing website for more detail)*

A guide to water level is available at <http://rloi.naturalresources.wales/ViewDetails?station=4098> however actual levels must confirm visually.

Very Sheltered Inland Water: Section from Bridge Meadows recreational area to New Bridge when water level is 150mm below platform at the county council launch site (gauge reading 0.67m).

Sheltered Inland Water: Whole section when water level is below platform at county council (gauge reading 0.84m). At this level there is approximately 3½ minutes float time from upstream of New Bridge to the wear.

*(Level 1 Coach or Canoe Wales certificate of competence can run trips on* ***Very Sheltered Water*** *with site specific training)*

*(Level 1 Coach with 3 star for water type or Canoe Wales certificate of competence for water type can run trips on* ***Sheltered Water*** *with site specific training)*

For this site a Level 1 coach who holds any 4 star or 5 star leadership award can run **Sheltered Water** trips with site specific training.

***Nearest Emergency Telephone / Help:***

There are numerous options in town or in retail park.

***Summary of Site Specific Issues a Coach should include in their briefing:***

1. Stay within 10m of coach (unless activity needs 20m) and in line of site.
2. Footwear.
3. Youths to wear helmets. Adults to wear helmets for games and if required by the coach / leader.
4. What to do in event of a Capsize.
5. Do not go downstream past New Bridge (from river it is the one after the footbridge) or return to the landing point unless directed by the coach.
6. Stay away from trees in river.
7. Avoid low trees if possible; watch out for dangling fishing tackle.
8. Clean boats before transporting to other freshwater sites due to invasive species.

***Coach Equipment required*** *(above that normally expected)*

* Advise throw line for “Sheltered” water trips.

***Additional Comments:***

* Do not let people seal launch Club boats from the concrete surfaces.
* **Do not damage Fishing Monitors:**  Whilst this is outside the remit of this risk assessment Level II coaches or 4\* leaders may under their own dynamic risk assessment paddle their group over the town weir when flooded by incoming tide. The town weir will flood above approximately 6.5m Milford Haven. The Pembrokeshire’s River Trust has installed sensitive fish monitors at the top of the fish ladder. Hence, the weir must be paddled on the far left or far right when flooded to ensure this equipment is avoided. Any paddler ignoring these instructions will take personal liability for the damage to this equipment. At no time should the fish ladder be paddled by a club member.

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Probability** | **Severity** | **Action required** |
| **Inadequate supervision** (River is relatively narrow with a number of bends) | **2** | **3** | Coach performs a dynamic risk assessment to identify any requirement for additional support on the water.Coaches must always have line of site of all paddlers in their charge.Below Bridge meadows:Coach to student ratio 1:6 increasing to 1:8 for Level II coach or above. Maximum group size, multiple coaches, 14 paddler’s total. When more paddlers are on the water they should operate as independent groups in different locations.Above Bridge Meadows:Coach to student ration 1:6, maximum group size 7. |
| **Multiple Capsize** (Uncontrolled situation) | **2** | **3** | This venue is only suitable for a group of complete novices in very sheltered conditions. For “Sheltered” water most paddlers should have experience of a capsize in outside conditions. |
| **Head Injury** | **2** | **4** | Helmets must be worn when required. |
| **Town Weir (Drowning)** | **2** | **5** | At high water levels the town weir becomes extremely dangerous with high potential for loss of life. The right hand side can be exceptionally dangerous.Coaches must operate within their remit of “Very Sheltered” or “Sheltered” water as defined above.A BCU “moderate water” river qualification with appropriate dynamic risk assessment will be required to use the site when water level is above platform at county council (gauge reading 0.84m).The area below the New Bridge should not normally be used. However, prior to the new river access, the county council launch site just above the weir may be used when water level is 200mm below platform (gauge reading 0.62m). Two coaches should be present, one to supervise launching, the other to guard the weir. Open canoes must not launch here with any form of downstream wind.Any concerns, launch higher up the river. |
| **Tree Entrapment (Drowning)** | **1** | **5** | Below the Main Road Bridge this is unlike to be a problem. The following refers to above the Main Road BridgeIf paddling upstream do not proceed past a tree where more than 25% of the river flowing underneath it without BCU “moderate water” qualification.If planning to paddle downstream the river should be visually inspected prior to the trip to ensure it is clear.  |
| **Cold Shock and Hyperthermia** | **1** | **4** | To avoid cold shock paddlers under the guidance of a level 1 coach should wear a wetsuit or drysuit that covers their torso from October to May.  |
| **Rubbish (Personal injury)** | **3** | **2** | Potential for glass/ metal debris. All paddlers must wear footwear with a sole that will not fall off when swimming. I.e. no wetsuit socks or flip flops. This site should not presently be used for capsize practice. In the future the club hope to identify an area which can be used for this activityCoaches should watch for major rubbish like shopping trolleys and take their group elsewhere. The location of such rubbish should be reported so the club can arrange its removal.  |
| **Fishing Tackle (Personal injury)** | **1** | **3** | All paddlers should be briefed to avoid overhanging trees where possible and where they must pass under them to watch out for fishing tackle, particularly where a hook may be present. If safe to do so, the coach should attempt to remove. |
| **Capsize** | **3** | **1** | All coaches are trained to deal with this situation. The site has a number of steep banks and an X rescue is likely to be the fastest rescue method, though in town swimming to the east bank will work well.The group should be briefed not to follow a coach below the High Street Bridge unless instructed to do so.If a swimmer drifts below the New Bridge the coach should assess the safest way to rescue the paddler. The only safe egress is on the left bank. A swimmer may need help lifting themselves out of the water here. Any concerns discard their equipment and concentrate on the paddler.  |
| **Capsize on Launch** | **3** | **2** | At low water levels the river can be 30 to 40 cm below the launch platform height. The coach must have knowledge of suitable boat entry and exit methods for this situation. |
| **Games** | **2** | **2** | The area above the Footbridge and just below the Old Town Bridge is ideal for water games. All coaches should have assessed the risk of their games and ensure appropriate protective equipment is used. |
| **Landing and Launching (**Changing circumstances) | **2** | **2** | This site is subject to high spring tides. A coach should check the tide tables before undertaking a trip. Level 1 Coaches should not use the site when a tide above 6.8m is predicted during their session until they are familiar with the site (5 or more coaching sessions). Coaches should be aware that launching and landing locations and tree hazards could be affected.  |
| **Invasive species (Environmental Damage)** | **2** | **Envirom-ental High** | This section of the River Cleddau is heavily contaminated with Invasive species. Boats must be cleaned prior to use in other freshwater areas to prevent the spread of Japanese Knot Weed and Himalayan Balsam. |

|  |  |
| --- | --- |
| **Probability**1 - Almost unknown2 - Rare3 - Occasional4 - Frequent5 - Generally occurs | **Severity**1 - no treatment required2 - Minor first aid needed3 - Injury requiring first aid and medical follow up4 - Major injury requiring immediate hospitalisation5 – DeathEnvironment (Low, medium high) |

Risk assessment review record

This risk assessment must be reviewed every three years, if there is a significant change to the hazards identified or if there is an incident that requires its review and amendment.

Reviews should be recorded below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Revision** | **Reviewer (Print and Sign)** | **Comments (reason for review / amendments)** | **New risk assessment issued (Y/N)?** |
| 04/01/2014 | 1 | SC | Initial Issue of document | n/a |
| 18/03/2018 | 2 | RL | Review of all risk assessments. River gauge web link amended. | Y |
| 28/12/18 | 3 | SC | Minor modification of references | Y |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Risk Assessment Level 1 Coach Training Sign off Sheet**

**(Level 1 Coaches and Canoe Wales Certificate of Competence Holders should complete training facilitated by the training officer to operate independently at this site. This form documents who has completed this training)**

|  |  |  |
| --- | --- | --- |
| **Name** | **BCU Level III sign to confirm level 1 coach training.** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |