

Risk Assessment



Date:	19.05.26
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Assessors Name:	Bill Norris	Review Date:	19.05.27
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Description of assessment	Bell Boat in Sheltered Water Environment
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Location Details	TBC
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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Restricted/ Confined spaces	Paddlers getting arms trapped between boat and bank	'Paddle up drill' performed prior to entering a confined space.	Helm to steer centre line and reduce speed	Helm to be briefed	Pre-launch Brief	
Locks	Paddlers falling into lock, sustaining injury or being caught in strong currents	<p>The Helm should ensure that there are enough competent adults on board to be able to position the boat. The crew should be trained in handling the boat before using the locks.</p> <p>Be aware of other pleasure boats as they approach and leave the locks and, wherever possible, keep the boat clear of these vessels.</p> <p>It is important to know of the rules, regulations and conventions governing</p>	Only qualified Bell Boat Helms to take the boat through locks.	Helm to be briefed	Pre-launch Brief	

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		<p>the use of the water and conduct whilst on the water.</p> <p>In terms of other water traffic there are two main considerations:</p> <p>Avoid entering locks with other boats, especially on small rivers and canal locks unless instructed by the lock keeper. Tie up the boat as instructed by the lock keeper or local regulations. Keep the paddlers always seated.</p> <p>The water must be let in and out in a controlled way, ensuring that the flow is not too excessive. Use only one lock paddle and let the lock fill slowly until the paddle is covered. Be ready to quickly close the paddle if needed.</p> <p>There must be an adult on the boat going through the lock. This adult can control the ropes, pulling in or letting out dependent on whether the lock is fulling up or emptying.</p>				
Injury or drowning while paddling	<p>Participants and volunteers</p> <p>Participants – Drowning, Secondary drowning, Hypothermia, Entrapment Sharps Injuries</p>	<p>Buoyancy aids (BA)/Personal Floatation Device (PFD) appropriately sized and fitted.</p> <p>All Leaders/Coaches have been deployed by the club including first aid and safeguarding checks.</p> <p>Appropriate First Aid kits available and are to be taken out on trips.</p>	Ensuring paddlers paddle in groups, no lone paddling permitted.	Helms and all coaches / leaders present on the trip	On location safety brief	

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		<p>All trip members briefed as required.</p> <p>Ensuring that all participants are competent for the trip.</p>				
Other water users	Participants incur contact injuries	Avoid other water users including swimmers, anglers, powered and unpowered craft and model boat hobbyists.	Members briefed at start of the trip to be aware.	Helm and all coaches / leaders present on the trip	On location safety brief	
Infection from Microorganisms	Members and guests infected with leptospirosis or viral/bacterial illness e.g. from blue green algae	<p>Members to be educated on potential risks.</p> <p>All leaders and Coaches first aid trained.</p> <p>Participants advised to wash their hands before eating.</p> <p>Discourage capsize or swimming practise after heavy rainfall.</p>	Members briefed at start of trip to be aware.	Helm and all coaches / leaders present on the trip	On location Safety Brief	
Slips, Trips and Falls	<p>Participants and General Public: Head Contact</p> <p>Strains, Sprains and Breaks</p>	<p>All members to be briefed at the beginning of the activity.</p> <p>Care to be taken at launching/egress points to reduce the possibility of slips/trips while entering or exiting boats.</p>	Members briefed at start of trip to be aware	Helm and all coaches / leaders present on trip	On location Safety Brief	
Manual Handling	Participants and Volunteers Musculoskeletal harm	In the event of taking the Bell Boat out of the water, a minimum of 6 adults are required to left and carry	Members briefed at start of trip to be aware	Helm and all coaches / leaders present on trip	On location safety brief	

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Hypothermia	Participants and Volunteers Heatstroke or Sunburn	Members briefed at start of the trip; participants advised via booking form on kit requirements.	Dynamic assessment on the day, appropriate action may be required	Helm	Prior day and on day	
Hyperthermia	Participants and Volunteers Heatstroke or Sunburn	Members briefed at induction; participants advised via booking form of kit requirements Leader carries first aid kit and emergency shelter.	Dynamic assessment on the day, appropriate action may be required	Helm	Prior day and on day	
Change in weather conditions	All participants	Members suitably equipped for prevailing conditions and groups carrying sufficient supplies to cope. Wind/wave heights to be monitored to stay within the competence of the group.	24 hours before trip, assessment to be made if the trip needs to be cancelled or postponed. Further dynamic assessment prior to the start and during trip.	Helm	On day	
Lightning Strike	All participants	If thunder and lightning are audible/visible, there is a risk of a lightning strike. The safest option is to check in advance and not to get on the water if thunder and lightning are forecast.	Dynamic assessment ongoing during the trip, safe exits identified	Helm	On day	
Pre-existing medical conditions	All participants	Understanding who is on the trip and their needs.	Emergency contact details collected on the day of the trip. Participants requested to disclose any medical conditions in confidence to the Trip Leaders.	Helm	On day	
Safeguarding Failure	All participants	Compliance with Paddle UK Safeguarding policies and procedures	Action to be taken by coaches and leaders, if required.	All coaches / leaders	On day	

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Illness and fatigue	All participants	Paddlers to inform leader	Correct supervision and group control by leader. Dynamic risk assessment – first aid kit, food and water, evacuation procedures and assistance identified.	Helm	On day	
Equipment Unserviceable	Paddlers on trip	Leader to check at start of the trip. Paddler cannot paddle with serviceable equipment.	Basic repair kit carried by leader	Helm	On day	

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