

## HXCC Home Water Risk Assessment

**Date of Assessment**      March 2015  
**Signed**                      L Ford

**Assessment Review Date**      March 2016  
**Date**                              18/3/15

**Activity:** Club coached sessions on 'Home Waters' - all year round

**Home Waters are defined as:** the stretch of the river Calder from below the Double Weir down to the egress steps at the bottom of the white water course and the canal between Luddendenfoot and Salterhebble locks (**see note below re circular trips**). *A map of the club's 'home waters' is attached.*

Hazard	Who might be harmed	Is the risk adequately controlled	What further action is necessary to control the risk
<b>Water levels / River Conditions</b>	Club Members & Guests	Sessions to be lead by appropriately qualified Coaches/ Leaders approved by Committee – <b>see below for rules applying to the approved list</b> . Coaches to be familiar with <b>River Conditions Policy</b> and must check river levels prior to sessions starting. All club activities to be run in accordance with River Conditions Policy for the prevailing water conditions. Recent / forecast weather and river levels to be monitored and sessions shortened / amended as required	Coach Induction annually to acknowledge policy. Leader judgement calls to be upheld.
<b>Manual Handling</b>	Club Members & Guests	All paddlers to be taught good lifting techniques and used throughout activities. Particular advice and care needed lifting around access to wooden bridge and on egress steps. Young people to carry kayaks in pairs (with other paddlers / parents). Team lifts to be used for open canoes.	Good practice to be reinforced by coaches throughout all activities
<b>Equipment</b>	Club Members & Guests	All equipment to be checked regularly by Equipment Officer as per Equipment Policy. Coaches to visually inspect equipment prior to use. Any defective equipment to be clearly marked and put out of use and reported to Equipment Officer for repair / replacement. Coaches to check and replace defective airbags in kayaks.	Ongoing inspection and removal/reporting of defective equipment
<b>Drowning</b>	Club Members & Guests	Participants should be able to swim in canoeing clothing (inc Buoyancy Aid) Buoyancy Aids complying with CE standards to be worn at all times. BAs sized and fitted for individuals. Checks are made by leaders. BAs undergo flotation checks annually as laid out in BCU guidelines. Sessions to be lead by appropriately qualified Coaches/ Leaders approved by Committee – see below for rules applying to the approved list.	Ongoing inspection and removal/reporting of defective equipment
<b>Hypothermia / Hyperthermia</b>	Club Members & Guests	All to wear warm clothing as appropriate to the weather conditions – coaches to advise paddlers accordingly. Beginners course information to be clear on equipment required.	Coach advice and judgement calls to be upheld.

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		Some spare waterproof tops available at the club for use. Leader to make a judgement on shortening / cancelling sessions.	
<b>Head / Spinal injuries</b>	Club Members & Guests	<b>Kayaking</b> - Helmets to be worn at all times. <b>Open Canoe</b> – helmets to worn at all times on white water and at all times by juniors. Coach judgement call on adults wearing helmets on flat water depending on experience of paddlers and nature of activity. Coach / leader to ensure helmets are correctly fitted. Helmets comply with BC guidelines, are in good condition, to be checked by Equipment Officer annually.	Coach judgement calls to be upheld.
<b>Entrapments</b>	Club Members & Guests	Tree debris removed from main flow of river. Group briefed on avoiding overhanging branches, and 'feet up' defensive swimming.	Visual inspection, avoidance or removal as required
<b>Foot Injury</b>	Club Members & Guests	Suitable shoes to be worn at all times to protect feet from broken glass / sharp debris on the river / river bank. Beginners course information to be clear on equipment required.	Coaches to reinforce to all paddlers
<b>Slips, Trips &amp; Falls</b>	Club Members & Guests	Wooden bridge deck to be monitored for a skid risk and maintained as appropriate. Advice to be given by coaches on potential hazards of walking over rocks, especially when wet or icy – including to spectators where relevant	
<b>Water Quality</b>	Club Members & Guests	All groups (and parents) to be made aware of risk of water-borne diseases and encouraged to shower / wash after paddling. Cuts to be covered while paddling in accordance with BC guidance. Any obvious signs of water pollution should be reported to the Environment Agency whose number is displayed on the club notice board and to club Access and Environment Officer.	Coaches to cancel / run session away from pollution as appropriate.
<b>White Water course</b>	Club Members & Guests	Spray decks should be worn in kayaks and slalom canoes - all paddlers in the group to have at least done a full capsized drill with spray deck prior to paddling the white water course. Paddlers should be of one star standard or above to ensure they can hold a straight course to line up for drops. Sessions to be lead by appropriately qualified Coaches / Leaders approved by Committee (see below for rules applying to approved leaders). <b>Also see water levels for appropriate activities at different river levels.</b>	Coaches to check river levels and run sessions in accordance with River Conditions Policy
<b>Puzzle Weir</b>	Club Members & Guests	Entrapment – danger from a partial collapse of the face of the weir which will worsen. Group leaders to ensure they inspect the weir prior to shooting and avoid the collapsed section or portage as necessary	Coach to inspect and respond accordingly

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<b>Rapid below Puzzle Weir</b>	Club Members & Guests	Potential entrapment hazard from debris lodged on bridge pillars below the rapid – coaches to inspect and avoid/provide safety as appropriate.	Coach to inspect and respond accordingly
<b>Unintentional overtaken by darkness</b>	Club Members & Guests	Ensure adequate daylight for the proposed activity (particularly round trips) and ensure return to below County Bridge at dusk. Use river lights for slalom course after dusk. River lights to be properly maintained.	See below for intentional after dark paddling
<b>Intentional Paddling after dusk</b>	Club Members & Guests	Paddling after dark should only be done by experienced paddlers. Coaches must know where each paddler is at all times and be aware of the additional risks arising from reduced visibility. <b>Paddling above County Bridge:</b> Coaches should make an assessment whether there is sufficient ambient light to safely run the session. <b>Paddling on the white water course:</b> River lights to be on after dusk. For groups that intend to paddle after dusk. River lights to be properly maintained.	Coach judgement calls to be upheld.
<b>Intentional Swimming</b>	Club Members & Guests	Coaches ensure the activity is appropriate to the experience of the group, river conditions, prevailing weather and participants clothing. Coaches to ensure adequate boat or bank based safety is in place for the activity. Prior to activity groups to be properly briefed (potential entrapment hazards, safe swimming, water quality issues etc). Spray decks to be removed to reduce snagging risk.	Coach judgement calls to be upheld.
<b>Canal Hazards</b>	Club Members & Guests	Coaches to brief paddlers on the dangers posed by operating locks and ensure all keep away from and not passage through locks. Coaches to be aware of other craft using the canal and ensure paddlers know what to do when other craft are approaching.	

**Rules applying to club approved list of coaches and group leaders on Home Waters only**

The white water sections (slalom course and between Puzzle weir and foot bridge) on the home waters are classified as Grade 2 (in Green or Amber conditions).

The Club Committee recognises that there are members of the club who are familiar with the white water sections of Home Waters, and have skills and experience to assist on club sessions on Home Waters even though they do not have the coaching/leading qualification required to have a remit at these levels. These will preferably be in the process of gaining coaching or river leader qualifications.

A list of coaches and approved assistants is maintained by the committee (Coaching Officer) who can operate as follows:

Coach / Leader	Green River Conditions	Amber River Conditions	Red / Black River Conditions
<b>UKCC or BC Level 3 UKCC L2 with Mod Water Endorsement 4 Star (WW Holder)</b>	Within BC remit / ratios	Within BC remit / ratios	No club sessions on the river
<b>UKCC L3 WW discipline training UKCC L2 with in date 4 star WW training</b>	May coach on white water sections. Ratio of 1:6 paddlers	Flat water sections only within BC remits / ratios	No club sessions on the river
<b>BC or UKCC Level 2 UKCC Level 1</b>	May coach on white water sections provided there are at least two coaches or a coach assisted by an Approved club leaders. Ratio of 2 leaders to up to 8 paddlers	Flat water sections only within BC remits / ratios	No club sessions on the river
<b>Approved club leader</b>	May assist a coach on white water sections. (e.g. be the second leader with a coach and 8 paddlers).	Assisting a coach on flat water sections within BC remits / ratios	No club sessions on the river

### **Circular trips from the club**

Within the provision of this risk assessment it is possible for coaches to undertake a circular trip from the club up the canal and back down the river Calder from **below the double weir**. (Egress the canal immediately before bridge 4, follow the footpath across the field and bridge to access the river below the double weir.) Before undertaking a circular trip coaches must be familiar with the crossing point between the canal and river and seek advice from the club's Coaching Officer if required.

Other club trips on the Calder either **above or running the double weir or on the river downstream of the white water course** are outside of Home Waters and must be under the supervision of a suitable qualified BC coach (BC L3, UKCC L3 or UKCC L2 with moderate water endorsement) with an appropriate trip risk assessment.

### **Bank-based Coaching**

*This is particularly pertinent to slalom coaching, but also applies to general white water or freestyle coaching on home waters.*

Coaches may undertake bank based coaching of their group on the flat or white water based on the above remits and coaching ratios. Coaches who hold BC Slalom Coach qualifications or have attended the Slalom Discipline Modules may coach from the bank under the remit or their qualification.

When undertaking bank-based coaching the coach must undertake a risk assessment of the activity (based on the ability level of paddlers in the group and the prevailing conditions/water level) and ensure that adequate safety cover is in place for the duration of the activity and brief paddlers accordingly. This safety cover could range from additional competent paddlers acting as safety boats, the coach on bank with a throw line, or competent paddlers within the group providing safety cover.

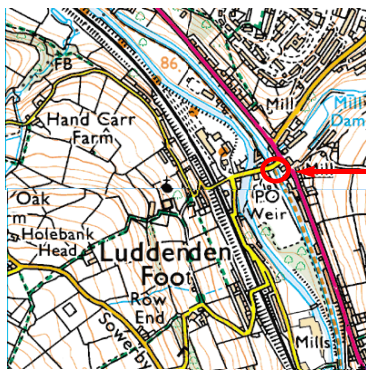
# Halifax Canoe Club Home Waters Map

**Halifax Canoe Club Home Waters are defined as:**

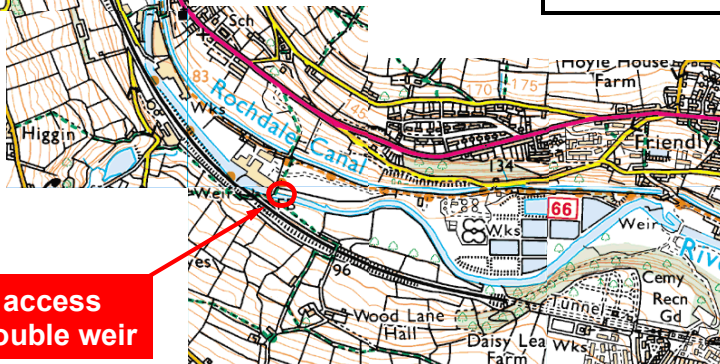
- the stretch of the river Calder from below the Double Weir down to the egress steps at the bottom of the white water course

and

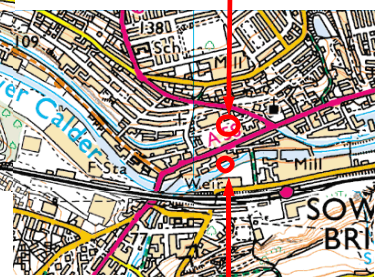
- the canal between Luddendenfoot and Salterhebble locks (canal locks must be portaged)



**Canal at  
Luddendenfoot**



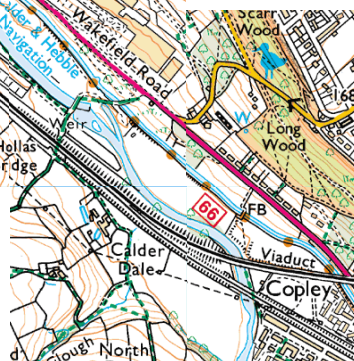
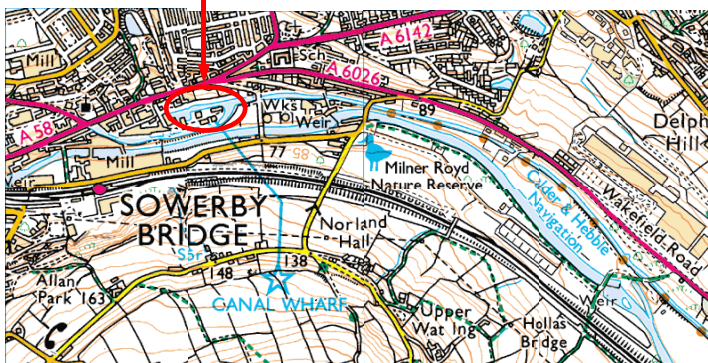
**River access  
below double weir**



**Canal access  
Market car park**

**River egress white  
water course steps**

**Canal access  
Sowerby Bridge Marina**



**Salter Hebble  
Locks**

