

Specific Safety Procedures – Kayaking / Canoe

K1 Description:
K1.1 Kayak sessions taking place on lochs, lochans, rivers or inland sheltered sea waters. (Not including expeditions or overnight camps.)

K2 Learning Outcomes:
K2.1 Group dynamics, skills acquisition, fun.

K3 Instructor:

	Description	Level of qualification
K3.1	Sheltered tidal waters; sheltered inland waters (inc. grade 1 rivers) lochs less than 100m wide at any point.	Level 2 Coach (Instructor)
K3.2	Sea and large lochs – activities close to a suitable beach.	Level 2 Coach (Instructor with 4 star (sea) (sea proficiency)
K3.3	Large lochs (journeys) White water (Grade 2)	Level 3 Coach (S.I. inland)
K3.4	Advanced white water (Grade 3 and above)	Level 3 Coach (S.I. Inland) with 5 star inland. (Advanced inland proficiency)
K3.5	Purpose built ponds	Kayaking requires level 2 coach. Canoe requires internal pass out.

K4 Site Knowledge:
K4.1 Awareness and understanding of local current, rip tides and tidal flows is essential.

K5 Participant Requirements:
K5.1 Ready access to warm dry clothes.

K6 Equipment:
K6.1 *Kayaks;*

- Kayaks should not be fitted with central buoyancy which extends beyond the knees.
- Kayaks should have adequate buoyancy to ensure that they do not sink and reduce the risk of 'needling'
- Kayaks should be fitted with suitable foot rests. Kayaks for use in white water must be fitted with full plate foot rests.
- Kayaks should be fitted with suitable deck lines and toggles.
- Only kayaks with a suitably sized cockpit should be used.
- Kayaks should be designed for intended use.

K6.2 *Life jackets/buoyancy aids;*

- For sessions taking place on the sea participants must wear B.S.I standard life jackets.
- For sessions taking place anywhere other than the sea participants must wear B.S.I. standard buoyancy aids.

K6.3

Spray decks;

- All participants must wear a spray deck.
- Spray decks may only be attached to cockpit once participant has completed a capsize drill.
- Spray decks must have an effective means of removal from cockpit rim.

K6.4

Instructor equipment;

- Instructor should be equipped with a tow line at all times.
- White water instructors should be equipped with both a tow and a throw line.

K6.5

Helmets;

- For sessions taking place on rivers all participants must wear a B.S.I. standard helmet.

K7

Ratios:

K7.1

- Rivers (grade 3 and above); 1 instructor to 4 participants.
- Rivers (grade 1 and 2); 1 instructor to 6 participants.
- Other areas; 1 instructor to 8 participants.

K8

Weather:

K8.1

Sessions taking place on inland sheltered sea waters or large lochs (over 100m) must not take place with an off shore wind.

K8.2

Any risk of wind or waves separating the group or causing extreme difficulties for participants should result in cancellation.

K8.3

Instructors should be aware of the increased effects of the sun when on water and should take precautions to reduce the risk of sun burn/heat stroke.

Risk Assessment – Kayaking

Hazards	Identify significant hazards which could cause harm:
1.	Instructor.
2.	Site Selection.
3.	Participants.
4.	Equipment.
5.	Ratio.
6.	Weather.
How	How will people be exposed to Hazard?
1.	Insufficient knowledge of safety procedures.
2.	Water conditions / site selected unsuitable.
3.	Group behaviour and approach negative.
4.	Equipment faulty / not checked property / not carried.
5.	Group size too large.
6.	Off shore wind / deteriorating conditions.
Risk	Evaluate risks arising from each hazard (High, Medium, Low)
1.	High.
2.	High.
3.	Medium.
4.	High.
5.	Medium.
6.	High.
Action	Prescribed risk management strategies to remove hazard or risk:
1.	Instructor meets leadership requirements. (W3, K3)
2.	Criteria for site selection observed. (W4, K4)
3.	Participant safety briefing. (W5, K5)
4.	Equipment checked. (W5.5, W5.10, W6, K6)
5.	Effective group management. (W3.4, K7)
6.	Continually assess weather conditions. (W8, K8)
Monitor	How are risk management strategies monitored?
1.	Instructor pass out system.
2.	Course report.
3.	Participant Evaluation Form.
4.	Near-miss folder.
5.	Incident Book.
6.	Weather Forecasts.
Review	Review date for this risk assessment: