



# SKC Safety Management Framework

Approved by Sligo Kayak Club Committee	Date Approved: 29.04.2021	
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## Section 1: Introduction

### 1. Sligo Kayak Club Committee Members 2021

- Brendan Timon Chairperson
- Derek Butler Secretary
- Sean Nolan Treasurer
- Heather Wilson Training Officer
- Trish Kelly Children's Officer
- Anne Marie Frizzell Safety Officer

**Sligo Kayak Club Website:** <http://sligokayakclub.com/>

**Sligo Kayak Club Facebook:** <https://www.facebook.com/SligoKayakClub/>

#### **To be read in conjunction with the following documents and resources**

1. Sligo Kayak Club Operational Document
2. Sligo Kayak Club Membership Manual
3. Canoe Ireland Safety Video Resources <https://www.canoe.ie/safety-video-resources/>

### 2. Purpose

The safety of paddlers is paramount, and Sligo Kayak Club is committed to implementing a range of measures to maintain the safety of all paddlers.

The purpose of this document, therefore, is to identify kayaking related hazards and risks, and to identify a range of safety measures to mitigate risk and to optimise the safety of Sligo Kayak Club members and kayaking event participants.

Such measures will adhere to guidance provided by Canoeing Ireland and Public Health Guidance on Covid 19

[gov.ie](http://www.gov.ie) - [Symptoms of COVID-19 and how to protect yourself \(www.gov.ie\)](http://www.gov.ie)

[gov.ie](http://www.gov.ie) - [COVID-19 \(Coronavirus\): Stay Safe Guidelines \(www.gov.ie\)](http://www.gov.ie)

For a club paddle to take place, the following conditions should be satisfied:

- 1) No less than three should be.
- 2) Adequate safety equipment should be in place.
- 3) A satisfactory risk rating of Low or Medium must be achieved.

### 3. Scope

The Sligo Kayak Club Safety Framework applies to all members of Sligo Kayak Club and all non-members who participate in Sligo Kayak Club Events

### 4. Leaders

The pleader will be identified prior to the event/activity.

The designated leader will act as the safety coordinators for the event/activity.



There may be a team of club leaders/instructors involved in an event/activity, but the designated leader will make the safety calls for the event/activity

## 5. Leader Status

To become a leader within Sligo Kayak Club you must lead 2 trips on suitable water (lake for static leader, river for river leader) under supervision of a River Leader already established within the club. On these 2 trips you must show you are able to execute all of the leader's responsibilities and suggested behaviours for the water you are leading on.

Once the 2 trips are concluded, the supervising river leader submits a recommendation (in writing) to the committee and the prospective leader. From this recommendation they can approve or deny a leader status.

A denial must be supplied with reasons for denial clearly stated, showing areas of the responsibilities and behaviours that the prospective leader was not able to meet.

Leader status must be had for leading any club led activity.

ICU/BCU cert holders must go through same process as everyone else to be a club leader.

Leader status should be under review if the leader has not taken part in a club event in over 3 months. If this happens, they must contact the Sligo Kayak Club Committee, to ask for their leader status to be reinstated.

This is to encourage Leaders to maintain a level of involvement in the club.

All club leaders will have an opportunity to undertake First Aid/ Remote Emergency Care training

All club leaders must submit themselves for Garda Vetting procedures.

All club leaders and committee members must complete a recognised Safeguarding Child Protection course, and undertake refresher training/updates as required

All club leaders provide their efforts on a purely voluntary basis only

\*Refer to Club Operational Document for Freelance ICU/BCU Instructors

## 6. Leader(s) Responsibilities:

On any club activity, the leader's duties start when the boathouse is opened and do not end until the boathouse is closed

Leaders have the right and responsibility to refuse attendance to a led event for any practical reason. Such reasons may include - leader is not confident in the persons' suitability to paddle at this session or, leader is not happy that the club member (or the members parents if member is under 18) will abide by the relevant codes of conduct.

## 7. Club Events (Separate to SKC Peer Paddles Sessions and Training Courses)

When organising Club Events Sligo Kayak Club Committee and those involved in the organising and management of the Event, are responsible for:

- Preparing an Event Plan
- Completing an Event risk assessment
- Preparing an Event Emergency Management Plan
- Ensuring an Incident Form is completed (if an incident occurs)
- Examining potential hazards and carrying out risk assessments
- Checking participants experience/capabilities prior to the event
- Ensuring that the correct gear is used on any trip/event
- Ensuring that participants receive a full Event Briefing/Beach Speech
- Checking water levels, tides, and weather reports, etc.
- Making dynamic risk assessments throughout the trip/event.



- Checking participant numbers before, during & after the event.
- Being continually aware of the physical and psychological condition of the group, controlling the pace and effort of the group appropriately
- Ensuring, as far as is reasonably possible, that participants do not get into situations beyond their capabilities.
- Delegating appropriate responsibility to other leaders /participants
- Notifying appropriate persons of safe completion of the event as required (e.g Coast Guard, Events Safety/ Rescue Co-ordinators)

## 8. All Paddle Events

### Event Briefing Speech/Beach Speech

A Briefing/Beach Speech will be conducted by the leader with all paddlers prior to embarking on the water

The Briefing/Beach Speech will include all **D.I.C.E** items

- **Define** Boundaries
- **Identify** Hazards
- **Communication** Plan (Audio/Visual)
- **Emergency** Action Plan

\*A Sligo Kayak Club **Group/Session Leader Checklist** is available for use by group leaders

Depending on the type of paddle, and the level of experience of participants, the leader may include the following items in the Briefing/Beach Speech

Item No	Briefing Item	Type of Paddle/Paddlers
1.	Trip plan, including duration, direction, and what potential hazards to expect.	All
2.	Known hazards on the river e.g trees/strainers//holes/siphons/rocks which could cause kayak pinning/ Eddies etc	River
3.	All paddling PPE (helmet, Personal Flotation Device, Spraydeck, neoprene wetsuit, appropriate footwear, and other PPE as advised by Group leader(s) to be fitted correctly and worn at all times.	All
4.	Inform paddlers to stay with the group at all times and get to know who will be in front and behind you. Paddlers to be assigned in pairs/Buddy system as deemed appropriate	All
5.	Reminder on safe entry and exit from kayak and safe entry and exit from water	Novice/Juniors
6.	Brief paddlers on tides, weather and risks associated with swells, changes in wind or weather conditions and the plan of action in the event of an emergency arising	Sea
7.	Inform paddlers to bring or wear appropriate clothing / footwear/ sun-cream / drinking water, based on the expected conditions.	Novice/Juniors
8.	Group leader will reserve the right to refuse participation in any trip / event if persons are not equipped or dressed for the type of trip and weather conditions.	All



<b>Item No</b>	<b>Briefing Item</b>	<b>Type of Paddle/Paddlers</b>
9.	Paddlers should be instructed what to do in case of the leader being in an accident requiring outside help.	All
10.	Remind adult paddlers to park vehicles in a manner that does not cause an obstruction to others using the site/area	All
11.	Instruct paddlers that equipment must be positioned away from walkways or paths so that it does not pose a tripping hazard for other paddlers or members of the public	All
12.	Remind paddlers that when moving equipment, they must do so in a safe manner that does not pose a risk of injury or harm to self or others	All
13.	Group Leader will reserve the right to finish the trip / activity early should any member of the team become uncooperative in such a manner that it poses a risk to any paddler.	All
14.	Inform paddlers to exercise caution on rivers banks to avoid slips, trips, falls.	River
15.	Extraction Points	All



## Section 2: Hazards and Risk Control Measures Guidance Document

**This Guidance Document applies to all Sligo Kayak Club paddles**

It identifies potential hazards that may pose a risk to the safety of paddlers and actions/control measures to be taken to mitigate such risks

\*Prior to all **Major Sligo Kayak Club Events**, the organising committee and the event leader(s) will consider the risks associated with the event and will complete an Event Plan. Additional actions/control measures deemed necessary to mitigate risks (additional to what is included in this guidance document) will be agreed

A decision as to whether it is safe to proceed with a paddle will be based on the identified risks and the adequacy of the control measures in place. The leader will make the final call on safety grounds

### Three Golden Rules of Kayaking

These three golden rules of kayaking apply at all times to all kayaking.

1. Never paddle alone (Less than 3 should never be)
2. Always wear a Buoyancy Aid and helmet
3. You must be able to swim (with buoyancy aid)

**All refers to:** Pool, River/Inland Waterway and Sea Kayaking Trips/Events

Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
Emergency Situation	Slow or ineffective resolution putting injured or ill parties or group at further risk.	Leaders have an appropriate a kayaking qualification. Sligo Kayak Club Training Register will be maintained Leaders carry First Aid Kits on all paddles	All



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>A charged mobile phone or VHF radio should be carried by group leader(s) to ensure communication with emergency services (112 and 999 emergency contact numbers known to all group leaders)</p> <p>First aid to be given on site, in the event of a minor or low risk injury</p> <p>Any injury/illness impacting on the ability of the paddler to continue, will be deemed a high-risk injury</p> <p>All high-risk injuries must be taken to the closest extraction point.</p> <p>If this is not possible, or in the event of the paddler requiring urgent care, the emergency services should be contacted to extract the individual from the water</p> <p>Next of Kin will be contacted by the leader or a member of the committee</p> <p><b>Information Resources</b>  <a href="https://youtu.be/iOdEi4n_iEo">https://youtu.be/iOdEi4n_iEo</a></p>	
Supervision	Risk to safety of paddlers if adequate supervision is not in place for the event or if group leads are not appropriately experienced to safely lead a group	<p>Max ratio of instructor/leader to paddler to be 6:1 reduced to 4:1 where leader does not have instructor qualification.</p> <p>All leaders to be of appropriate skill level and experience for the water conditions and level of paddlers in attendance</p>	<b>All</b>
Drowning	Risk of drowning	<p>The 'Golder Rules of Paddling' Poster will be displayed at Sligo Kayak Club facility and on SKC website</p> <p>All paddlers to be of a standard equivalent to L2 certification from Canoeing Ireland or to be in the process of attaining this standard</p> <p>All paddlers must be able to swim.</p> <p>Correctly fitting buoyancy aid (Personal Flotation Device) and helmet, to be worn at all times when on or near the water.</p>	<b>All</b>





Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>Paddlers are required by Irish law to wear a 50 Newton CE/ISO certified buoyancy aid while kayaking</p> <p>Paddlers should wear a helmet when canoeing/kayaking in moving water, inland or coastal.</p> <p>Paddlers should ensure that their helmet is CE or ISO approved for Canoeing/kayaking and that it fits correctly and protects the temples and back of the paddlers head</p> <p>Paddlers to carry out personal equipment safety checks carried out prior to every paddle</p> <p>Safety checks be carried out in pairs and overseen by group leaders(s)</p>	
Injury/Harm	Risk of injury prior to, during or following a paddle arising from but not limited to these hazards or incidents; slips, trips, and falls, manual handling related injuries, being hit by paddles when launching or when exiting the water, collision with paddlers on launch or when exiting water, foot injury due to glass, rocks, or other sharp hazards at the launch site or in the water, injuries	<p>Paddlers should seek to avoid injury by stretching, warming up, staying fit and developing good paddling techniques.</p> <p>The designated group leader to ensure that all paddlers are briefed on possible hazards on the water, prior to entering the water</p> <p>Equipment safety checks to be carried out all paddlers, prior to entering the water. *This should be carried out in pairs and overseen by group leaders(s)</p> <p>Correctly fitting buoyancy aid (Personal Flotation Device) and helmet, to be worn at all times when on or near the water</p> <p>If concerns are raised in relation to a buoyancy aid being used by a paddler, the buoyance aid should be inspected by a group leader(s)</p> <p>Paddlers are advised to wear correctly fitting footwear at all time to minimise risk of trips, slips or falls, cuts or other foot injuries</p>	<b>All</b>



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>All paddlers to be of sufficient standard as to be able to control their boat safely on the water</p> <p>If a paddler is not using/wearing the required equipment, or, if their equipment is not functioning or in good condition, they will be required to change equipment (if this is available). If functioning equipment is not available, the paddler will not be allowed participate in the event</p> <p>A first aid kit should be carried by group leaders</p> <p>A charged mobile phone or VHF radio should be carried by group leader(s) to ensure communication can be established with emergency services</p> <p>All attendees to be advised of the known hazards associated with slippery, uneven surfaces, or other sharp/dangerous surfaces or hazards on slipways/steps/paths due to moss or scum or irregular surfaces at entry and egress points, or sharp hazards in the water e.g rocks, glass or other sharp objects.</p> <p><b>Additional actions to reduce risk when undertaking a trip/activity with Novice/Junior paddlers</b></p> <p>Instruction on safe lifting and carrying of kayaking equipment will be given to Novice/Junior paddlers during training and a reminder at the pre-paddle Briefing/Beech Speech</p> <p>Instruction on the safe entry and exit from a kayak will be given to Novice/Junior paddlers during training and as part of the pre-paddle Briefing/Beech Speech</p> <p>Novice/Junior launch and water exit activities to be supervised by group leader(s)</p>	



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>Novice/Juniors paddlers to be monitored on the water by group leader(s) to ensure adequate spacing is maintained and that caution is exercised when in close proximity to other paddlers</p>	
<p>Medical Emergencies</p>	<p>Risk associated with distance from shore and length of time required to get assistance in the event of a paddler being unwell/injured or for other medical emergencies</p>	<p>Group leaders to carry first aid kit</p> <p>First Aid Training/Remote Emergency Care training be available for group leaders</p> <p>A charged mobile phone or VHF radio should be carried by group leader(s) to ensure communication with emergency services (112 and 999 emergency contact numbers known to all group leaders)</p> <p>All club members must complete a Sligo Kayak Club membership form and are responsible for disclosing any physical or medical/health conditions that may impact on their safety or wellbeing during a paddle</p> <p>Parents/Legal Guardians must complete the membership form on behalf of their child.</p> <p>Event participants (non-club members) must complete an event registration form and are responsible for disclosing any physical or medical/health conditions that may impact on their safety or wellbeing during an event</p> <p>*It is the responsibility of all adult paddlers and the Parents/Legal Guardians of junior paddlers participating in any Sligo Kayak Club paddle, to notify group leader(s) of any pre-existing medical or health condition which may impact on their ability to complete a paddle, or which may require first aid or medical intervention during a paddle e.g. asthma, known allergies diabetes, or other medical conditions.</p> <p>It is the responsibility of adult paddlers to bring with them, any medical supplies they require for their condition.</p>	<p><b>All</b></p>



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>It is the responsibility of Parents/Legal Guardians of junior paddlers to inform the group leaders of any medical supplies the junior paddler has with them and to provide written instructions on what to do and whom to contact in the event of a medical emergency during a paddle</p> <p>All club members must confirm that they have read and understood the Sligo Kayak Club Covid-19 Protocol for Return to Paddling, prior to participating in a paddling event.</p> <p>An online Covid 19 Return to Paddling Safety Declaration Form. must be completed by all paddlers</p> <p>Parents/Legal Guardians must complete the Covid 19 Return to Paddling Safely Declaration Form on behalf of their child.</p> <p>All club members should make themselves aware of how Covid-19 is spread and, how to protect themselves and others from Covid-19</p> <p><b>Information/Resources</b>  <a href="https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/#how-covid-19-is-spread">https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/#how-covid-19-is-spread</a>  <a href="https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/#how-covid-19-is-spread">gov.ie - Symptoms of COVID-19 and how to protect yourself (www.gov.ie)</a>  <a href="https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/#how-covid-19-is-spread">gov.ie - COVID-19 (Coronavirus): Stay Safe Guidelines (www.gov.ie)</a>  <a href="https://www.canoe.ie/covid-19/">https://www.canoe.ie/covid-19/</a></p> <p>On the day of the event, any paddler who has any symptoms of Covid-19 or is generally feeling unwell must declare this to the group leader (s) and must leave immediately and comply with Public Health Covid 19 Guidelines <a href="https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/#how-covid-19-is-spread">gov.ie - Symptoms of COVID-19 and how to protect yourself (www.gov.ie)</a></p>	



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p><b>Common symptoms of COVID-19 include:</b></p> <ul style="list-style-type: none"> <li>• a fever (high temperature - 38 degrees Celsius or above)</li> <li>• a new cough - this can be any kind of cough, not just dry</li> <li>• shortness of breath or breathing difficulties</li> <li>• loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>The list of paddlers participating in the event will be maintained by the group leader and will be made available as requested by the Public Health service for contact tracing purposes</p> <p>Group leader(s) who have to administer first aid to a paddler prior to, during, or following a paddle, will adhere to Covid 19 guidelines for the prevention and control of infection, including wearing a face mask, use of disposable gloves (unless skin condition negates against use of gloves) and the use of hand sanitiser.</p> <p>First aid materials used will be securely disposed of to prevent cross contamination</p> <p>First aid to be given on site, in the event of a minor or low risk injury</p> <p>Any injury/illness impacting on the ability of the paddler to continue, will be deemed a high-risk injury</p> <p>All high-risk injuries must be taken to the closest extraction point.</p> <p>If this is not possible, or in the event of the paddler requiring urgent care, the emergency services should be contacted to extract the individual from the water</p> <p>Next of Kin will be contacted by the leader or a member of the committee</p>	



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
Heat / cold / extreme weather/water conditions	Risk associated with weather exposure e.g. from Heat / Cold / Extreme weather or cold-water shock arising from falling into water	<p>All leader(s) will be aware of the risks associated with wind speed, wind direction especially offshore winds, tides, tidal flows, temperature, rainfall and water levels and any moving water inland or coastal.</p> <p>Leaders to check river flows and weather forecasts in advance of an event and be prepared to change plans taking into consideration the following:</p> <ol style="list-style-type: none"> <li>1. Wind speed</li> <li>2. Wind direction especially offshore winds</li> <li>3. Tides</li> <li>4. Tidal flows</li> <li>5. Temperature</li> <li>6. Rainfall</li> <li>7. Water levels and any moving water inland or Coastal</li> </ol> <p>The designated leader in consultation with other group leaders will decide on whether the event should proceed based on potential safety risks associated with weather warnings and water flow</p> <p>Paddler must be of appropriate skill and experience to paddle rough water and conditions.</p> <p>All paddlers must wear appropriate wet/dry gear according to weather and water conditions</p> <p>Junior paddlers and their Parents/Legal Guardians are advised that junior paddlers should wear neoprene hood/cap and gloves to minimise heat loss in cold weather conditions</p> <p>Paddlers are advised to wear sunblock/protective cream to minimise the risk of sunburn or windburn</p>	All



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>Appropriate thermal shelter should be available in the event of a paddler suffering from extreme cold</p> <p>Condition of paddlers to be monitored by group leader(s) and the time on the water may be reduced to minimise risk of harm to paddlers arising from exposure to extreme heat, cold or wind</p> <p>Paddlers are advised to have dry clothes to change into following a paddle</p> <p>Parents/Legal Guardians are responsible for ensuring junior paddlers are collected immediately after a paddle, so they are not standing around in wet gear becoming cold</p> <p>Paddlers are advised to have a warm drink/warm food available to consume after a paddle on cold days.</p> <p>Parents/Legal Guardians are responsible for ensuring junior paddlers are provided with warm drinks/ food and dry clothing after a paddle</p>	
Dehydration	Risk of paddlers become dehydrated while on the water	Paddlers are advised to carry fresh drinking water in their boats, and to ensure an adequate supply of drinking water if going out on the water for an extended time period	<b>All</b>
Repetitive Strain Injury (RSI)	A repetitive strain injury caused by repetitive use of wrists in a fixed position while paddling	<p>Paddlers should complete thorough and correct warm-ups which can prevent this occurring.</p> <p>Paddlers should relax their grip on the paddles</p> <p>Paddlers should take breaks during a paddle if experiencing discomfort</p> <p>Paddlers who have any underlying medical condition which may put them at risk of repetitive strain injury should seek medical advice prior to paddling and should</p>	<b>All</b>



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		disclose the medical condition in their membership form/registration form and to the leader on the day of the event	
Shoulder dislocation	Shoulder dislocation due to incorrect paddling technique (bad bracing and rolling etc.)	Adhere to correct paddling technique at all times Junior/novice paddlers to be supervised to ensure correct technique is used	<b>All</b>
Surfer's Ear	Risk of developing surfer's ear arising from exposure to cold water and wind when ears are wet	Paddlers to wear wetsuits/dry suits while paddling Avoid paddling during extremely cold or windy conditions. Paddlers should be advised to keep ears warm at all times and consideration may be given to wearing ear plugs, wetsuit hood, neoprene hat or a swim cap Parents/guardian to ensure junior paddlers wear appropriate gear to minimise risk of surfers' ear	<b>All</b>
Falling in Water	Risk of falling into the water when entering or exiting kayak	Paddlers to undergo instruction on the safe entry to and exit from a kayak as part of their training (Trainees)  All attendees at a Sligo Kayak Club paddle event must to be competent in safely entering and exiting a kayak	<b>All</b>
Capsizing on launch	Risk of capsizing on launch	Paddlers must undertake launch training	<b>All</b>
Capsizing in moving water	Risk of capsizing in moving water	Paddlers to be of appropriate skill level to be able to roll on capsizing or wet exit safely. Safety kayaker to be appropriately positioned at river features to be able to render assistance to capsizers as relevant to river features posing a risk	<b>All</b>
Failed seal launch	Risk of injury or harm associated with a failed seal launch	Seal launch to only be attempted by those of appropriate skill level and to be carried out only under supervision	<b>All</b>
Missing paddler/being separated from group	Risk of paddler being separated from group as a result of drifting or their inability to keep up with the group, getting lost, or being left behind ,or paddling ahead of the group.	The leader(s) should be aware of exact location of the paddle group at all times in the event that outside help is required. A charged mobile phone or VHF radio should be carried by group leader(s) to ensure communication with emergency services (112 and 999 emergency contact numbers known to all group leaders)  Group leader to do a headcount, including themselves, at the start of, and frequently during the paddle	<b>All</b>





Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>If a Buddy system is being adopted, this should be to be agreed prior to embarking on the water</p> <p>When taking novice paddlers on the water there should be designated <u>lead paddler(s)</u> at the front of the group and a <u>tail paddler(s)</u> at the back of the group to ensure no kayakers drift out of sight, or get left behind or lost, or paddle ahead. These roles should be agreed prior to embarking on the event</p> <p>Paddlers ability should match the nature of the event.</p> <p>Paddlers should not attempt a paddle that is above their ability level or fitness level.</p> <p>Group leaders will determine if it is safe for a paddler to participate in an event based on the paddler's ability, experience and level of training undertaken</p>	
Damage to public property	Risk of damage to public property arising from moving kayaks equipment prior to and following a club trip or event(e.g carrying to/from container, put-in & take-out of water, taking equipment off/putting equipment on vehicle roof racks	<p>Safe lifting and moving of kayak equipment to be addressed during training courses</p> <p>Novice paddlers to move equipment as instructed by and under supervision of club leaders</p> <p>Club equipment to be stored correctly and safely in the club container</p> <p>Paddlers to adhere to safe practices in the securing, loading/unloading of kayaks from roof racks</p> <p><b>Information/Resources</b></p> <p><a href="https://www.canoe.ie/safety-video-resources/">https://www.canoe.ie/safety-video-resources/</a></p> <p><a href="https://youtu.be/sYF9Toy087A">https://youtu.be/sYF9Toy087A</a></p> <p><a href="https://www.canoe-shops.co.uk/faqs/how-to-transport-canoes-kayaks.htm">https://www.canoe-shops.co.uk/faqs/how-to-transport-canoes-kayaks.htm</a></p>	<b>All</b>



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
Nuisance	Risk of being perceived as nuisance, or causing inconvenience to members of the public, or those living in the vicinity where paddlers are entering and exiting the water	<p>All paddlers will show courtesy and respect to fellow paddlers and members of the public Paddlers who fail to adhere to group leader instructions, or fail to behave in a safe and respectful manner, prior to, during, or immediately following a paddle may be refused participation in future Club events</p> <p>Junior paddlers to wait in a designated area as instructed by group leader(s) until Parents/Legal Guardians/ arrive or until the group enters the water</p> <p>All paddlers to position equipment away from walkways or paths so that it does not pose a tripping hazard or an obstruction to other paddlers or members of the public</p> <p>Paddlers must stay with their equipment until it is being moved to the designated storage area or onto the water. Paddlers are responsible for the safe storage of personal belongings and these are not to be left in the vicinity of the site prior to, during or following the paddle which could cause a tripping hazard or obstruction to a member of the public or other paddlers</p> <p>Paddlers to park vehicles in a manner that does not cause an obstruction, or pose a hazard to members of the public, or other site users</p> <p>All communication with members of public during a SKC trip/event to be handled by the designated group leader or by a member of the SKC Committee present</p>	All
Visibility/Loss of light	Risks to paddler safety associated with challenges with visibility due to light conditions or obstacles	<p>Group leader(s) to assess light conditions before paddle and to call off/shorten the duration of the paddle if visibility becomes compromised and poses a potential risk to paddler safety</p> <p>Event plan should include duration of the paddle and expected light conditions.</p>	All



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		The group leader(s) should be aware at all time of the light conditions, length of time on the water, and length of time remaining to exit	
Strong Wind	Rising or strong wind presenting a challenge to paddling	Forecast to be reviewed in advance of event and to be monitored throughout the event by group leader(s.)  Decision on whether it is safe to continue to paddle or, if a paddle plan adjustment is required, will be made by group leader(s)	All
Swells/Waves	Risks to paddler safety associated with swells or waves	Group leader(s) to monitor conditions and to adjust paddle plan as required	All
Biosecurity <i>Invasive non-native species can outcompete and kill native species, can block waterways for boats and kayaks and can increase the risks of flooding.</i>	Risk of the introduction or spread of diseases and alien invasive species of plant or animals to the Garvogue river or any other catchment visited by Sligo Kayak Club members or visiting clubs, as a result of non-adherence to the 'Check Clean Dry' approach for boats, paddles, trailers, equipment, shoes and clothing that are moving between waterways.	Sligo Kayak Club has adopted a 'Leave No Trace' principle of 'take only pictures and leave only ripples' and will promote awareness of good practice in relation to Biosecurity among members.  Sligo Kayak Club members are advised to adopt the ' <b>Check, Clean, Dry</b> ' approach when boats, equipment or clothing/footwear are being moved between water bodies, for club events or for leisure activities.  Equipment includes: Kayaks, canoes, wet suits, cags, personal flotation devices, spray skirts, helmets, leashes and paddles.  <b>Equipment Cleaning Guidance</b> Milton can be used as a disinfectant, either make a solution or a spray or by washing gear. Kayaks/canoes/paddles can be disinfected with a Milton solution. This should be followed by a 48-hour drying period. Where complete drying is not possible items can be sprayed or wiped down with disinfectant. Milton and a spray pump is available in the SKC boathouse.	River/ inland waterways



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p><b><u>Sligo Kayak Club events involving visiting clubs/participants</u></b></p> <p>As part of the registration process all participants will be requested to adhere to the following:            Ensure their boats and kit are drained of water, cleaned thoroughly before they leave home waters and arrive at the Sligo Kayak Club event.</p> <p>This involves, inspecting all canoes, kayaks and boats for aquatic vegetation, mud, materials or living organisms/materials. All such materials should be removed prior to leaving home site.</p> <p>Non club participants will be required to submit a declaration as part of event registration process, that all boats, trailers, and related kayaking equipment, have been checked, cleaned, and dried prior to arrival at the event site.</p> <p><b>Sligo Kayak Club participating in away events:</b></p> <p>Sligo Kayak Club members must take personal responsibility for maintaining biosecurity via Check, Clean Dry procedure for all boats, equipment, and clothing/footwear prior to departure to away events.</p> <p>Sligo Kayak Club will enquire with the organisers of the away event on the availability of wash stations at the event site</p> <p>Sligo Kayak Club members will bring their own cleaning equipment and disinfectant to away events. (Milton Solution in Spray Bottles/Containers)</p> <p>Prior to leaving any location:</p> <ul style="list-style-type: none"> <li>• Water must be drained from boats</li> <li>• Boats should be inspected (inside and out) and all other gear inspected.</li> <li>• All attached plant and animal material, mud, or debris to be removed and safely disposed of.</li> </ul>	



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<ul style="list-style-type: none"> <li>All gear to be thoroughly rinsed and disinfected followed by a 48-hour drying period following an away event</li> </ul> <p><b>Information/Resources</b>  <a href="https://www.canoe.ie/wp-content/uploads/2017/09/stopthespread.pdf">https://www.canoe.ie/wp-content/uploads/2017/09/stopthespread.pdf</a>  <a href="https://www.canoe.ie/water-access/">https://www.canoe.ie/water-access/</a>  <a href="http://invasivespeciesireland.com/what-can-i-do/check-clean-dry/">http://invasivespeciesireland.com/what-can-i-do/check-clean-dry/</a>  <a href="https://www.cumbria.gov.uk/eLibrary/Content/Internet/534/578/41836144542.pdf">https://www.cumbria.gov.uk/eLibrary/Content/Internet/534/578/41836144542.pdf</a>  <a href="https://www.sportireland.ie/sites/default/files/media/document/2020-08/blue-way-development-and-management-guide-full-report.pdf">https://www.sportireland.ie/sites/default/files/media/document/2020-08/blue-way-development-and-management-guide-full-report.pdf</a></p>	
Weils Disease/ Leptospirosis	Risk of contracting Weil's Disease from direct contact with infected urine or a polluted water environment. Bacteria can enter through skin abrasions or via eyes, nose, or mouth.	<p>Leptospirosis Information Poster to be displayed at Sligo Kayak Club facility and on Sligo Kayak Club website</p> <p>Paddlers to bring own fresh drinking water and never consume river/lake water</p> <p>Paddlers to wear wetsuit/dry suit while paddling</p> <p>Paddlers to always wear footwear to avoid cutting feet.</p> <p>Paddlers to ensure open cuts/abrasions are covered with waterproof plasters/dressings while paddling</p> <p>Paddlers and parents/guardian of junior paddlers to read Sligo Kayak Club Operational Manual which sets out information on Weils disease</p> <p>Avoid capsize drill or rolling practice in suspect waters.</p> <p>Paddlers should, shower as soon as possible after completing a paddle</p> <p>Paddlers to contact their GP immediately, if they experience any flu like symptoms or generally feel unwell after returning from a paddle</p> <p><b>Information/Resources</b>  <a href="https://www.hpsc.ie/a-z/zoonotic/leptospirosis/factsheet/">https://www.hpsc.ie/a-z/zoonotic/leptospirosis/factsheet/</a></p>	River/Lake
Water related hazards general	Water related Hazards-general	For river trips above grade one all participants are recommended to have completed RSR1/2	River



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>Group leader(s) to, where possible to assess hazards in advance and then continually assess hazards during the event and organise the running of the river in an appropriate way relative to the hazards.</p> <p>If hazards cannot be safely removed or passed, paddlers should bypass by using an alternative route which may include portage.</p> <p>The designated group leader will make the safety calls on the day of the event</p>	
Trees/strainers	Risk of harm or injury arising from trees or strainers on the river which could cause obstruction to paddlers	<p>River route to be scouted by group leaders and decision made on whether river is safe to paddle.</p> <p>Group to be briefed on any such hazards if present, and what to do to avoid.</p>	<b>River</b>
Holes/siphons	Risk of harm or injury arising from holes, or siphons in the paddling zone	<p>River route to be scouted by group leaders and decision made on whether river is safe to paddle</p> <p>Group to be briefed on any such hazards if present, and what to do to avoid.</p>	<b>River</b>
Rocks/Pinning	Risk of harm or injury from rocks which could pose a risk of potential kayak pinning	<p>River route to be scouted by group leaders and decision made on whether river is safe to paddle</p> <p>Group to be briefed on any such hazards if present and what to do to avoid</p>	<b>River</b>
Eddies	Risk of harm or injury due to shallow, small, or recirculating eddies	<p>River route to be scouted by group leaders and decision made on whether river is safe to paddle</p> <p>Group to be briefed on any such hazards if present and what to do to avoid</p>	<b>River</b>
Tides	Risks to paddler safety associated with incoming or outgoing tides	<p>Tide times to be checked in advance of the event.</p> <p>Paddlers to be briefed on tide movements.</p> <p>Paddlers to be monitored at all time by group leader(s)</p>	<b>Sea</b>
Objective dangers	The planned journey may encounter tide-races, over-falls, or stretches of exposed coastline beyond the paddling ability of group members or group leaders.	<p>Sea trips to be led by Instructor qualified to Level 3 or above in line with Canoeing Ireland guidelines</p> <p>Use maritime maps, guides, charts, and weather reports, combined with knowledge of individuals' paddling abilities in the group and plan accordingly.</p>	<b>Sea</b>



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
		<p>Ratios of leaders / guides to paddlers and choice of routes / conditions will comply with the leader's qualifications and experience More experienced members of the group should monitor and support the less experienced throughout the journey.</p> <p>In advance of a sea trip the event leader will contact the Coastguard and inform the Coastguard of the following</p> <ul style="list-style-type: none"> <li>• Where you are going</li> <li>• How many in group</li> <li>• Estimated time group will be off water</li> </ul> <p>At the end of the trip the event leader will contact the Coastguard and will inform the Coastguard that the group is off the water.</p>	
Other parties not fully informed of event plan prior to departure	Concerned friends and relatives either raise an alarm unnecessarily or fail to raise the alarm when needed	<p>Inform friends and relatives of the paddle plan including estimated times of its start and finish. Identify a nominated land-based contact person This person should be kept informed of any changes of plan, or issues of concern during the event by the event leader. In planning the trip, the group leader(s) will determine if it is necessary to advise the Coastguard or the Harbour / Port Authorities of the trip plan and return time</p>	<b>Sea</b>
Launching in surf or dumping waves	Risk of capsize	<p>Experienced group members to get afloat first and in a position to hold the group together beyond the breakers (consider rafting) Experienced kayakers to help less experienced members, by entering the water and supporting their kayak during the launch Consider asking a confident group member to man a 'surf watch' in case someone capsizes before they clear the shore</p>	<b>Sea</b>
Entering caves and rock formations	Risk of injury to paddlers or capsize from wakes generated by passing boats	<p>Only enter caves in suitable conditions Be watchful for passing vessels which may have a large wake Consider splitting the group into smaller numbers to enter caves Observe for undercut rock ledges</p>	<b>Sea</b>



Hazard	Risk Description	Actions/Control Measures to Mitigate the risk	Type of Paddle
Coastline without easy 'get outs'	Difficulty/inability to land in the event of an incident/emergency	<p>Brief group in advance so everyone knows what to do if an incident occurs away from an area with a suitable landing zone</p> <p>Ensure group is capable of paddling to the next stop</p> <p>Event leader(s) to keep the group a suitable distance from cliff faces, but be aware of the dangers of a strong offshore wind and associated downdraft or katabatic gusts</p>	Sea
Seagoing vessels/traffic	Risk of injury or capsizing from other sea going vessels (e.g. Local ferry, yachts, fishing vessels, and other commercial craft crossing)	<p>Event leader(s) to check ferry timetables in advance of the event</p> <p>Event leader(s) to seek advice in advance of the planned trip from the coastguard or port authority</p> <p>All paddlers to keep a good look out for other sea going vessels</p>	Sea
Sea Conditions including tides and currents not appropriate for group	The journey or activity may impose risk above the capability of some participants physically or mentally.	<p>Leaders will conduct 'dynamic' appraisal of the group, environment, and weather. Wind against tide can produce very different conditions from wind over tide, especially near overfalls therefore the group leader should only enter the water if they are confident the group has the skills and fitness to deal with the conditions</p> <p>Leaders will undertake a dynamic risk assessment through the event</p>	Sea





## Appendix 1 Group/Session Leader Checklist

### Group/Session Leader Checklist

SELF		
-	I am dressed & equipped for the conditions	All sessions
-	I have an ouch pouch (minimum) or first aid kit	All sessions
-	I have a whistle and mobile phone or VHF radio	All sessions
-	I have a throw rope/tow rope/knife/sling/kisu/spare paddle/dry clothes/warm drink/VHF radio/other	As required
TEAM		
-	All are dressed for the conditions; all have required PPE	All sessions
-	All are of appropriate experience/capabilities	All sessions
-	I am aware of any medical issues	All sessions
-	I have a count/record of all attendees	All sessions
-	All have agreed paddle buddies	As required
-	All are carrying hand sanitizer/wipes	Recommended
GEAR		
-	All equipment has been checked	All sessions
-	All kayaks are water worthy	All sessions
-	We have completed boat washes as needed	As required
CONDITIONS		
-	I have checked the detailed weather forecast	All sessions
-	I have assessed tides, temperature, winds, water levels, other	As required
-	I have identified known hazards or other risks	All sessions
SESSION/TRIP PREP.		
-	I have a clear trip plan incl. departure/arrival time	All sessions
-	I have completed a beach speech	All sessions
	<b>Define</b> Area/boundaries	
	<b>Identify</b> Hazards	
	<b>Communication</b> Plan (Audio/Visual)	
	<b>Emergency</b> Plan	
-	I identified the emergency extraction point(s)	All sessions
-	I know to call 999 or 112 in an emergency	All sessions
-	I have informed Coast Guard/ Emergency Services in advance	As required



## Appendix 2: Event Plan

**\*To be completed for all Major Club Events organised by Sligo Kayak Club**

Sligo Kayak Club Event Plan	
<b>Event Name</b>	
<b>Event Organiser(s)</b>	
<b>Event Leader(s)</b>	
<b>Event Safety Coordinator</b>	
<b>Brief description of nature/format of event</b>	
<b>Dates of event:</b>	
<b>Event venues/locations:</b>	
<b>Event start time:</b> <b>Event finish time:</b> <b>Event duration (hours):</b>	
<b>Distance:</b>	
<b>Event Parameters – (River and Sea Events)</b> <b>Grade of Water:</b> <b>Minimum Water Level:</b> <b>Maximum Water Level:</b>	
<b>Number of Participants</b>	
<b>Participant Types</b>	
<b>Ability of Participants</b>	

Pre-Event-Checklist	Yes /No Comment
Event Leaders are qualified for the roles they will perform	
For river trips above grade one all participants have completed RSR1/2	
An event risk assessment has been undertaken, by the Event Leader(s) (A copy is retained for inspection if required)	
As part of the registration process all participants will be required to submit a declaration as part of event registration process, that all boats, trailers, and related kayaking equipment, have been checked, cleaned, and dried prior to arrival at the SKC event site	
Event Leaders will carry a first aid kit	
Participants will be given meeting information	
Participants- <ul style="list-style-type: none"> <li>• Will be asked to provide current medical and medication information</li> <li>• Will be informed of and asked to accept the level of risk</li> <li>• Will be asked about their competence and capability</li> <li>• Will be asked to follow the instructions and directions of their leader(s)</li> <li>• Will be asked to adhere to Covid-19 guidelines</li> </ul>	
<ul style="list-style-type: none"> <li>• Participant personal details, including medical and emergency contact details will be recorded and will be accessible by the event leader for use in an emergency</li> </ul>	

Pre-Event-Checklist	Yes /No Comment
<p>The Event organiser/leaders will be aware of emergency procedures for the event including:</p> <ul style="list-style-type: none"> <li>• Exit routes/points.</li> <li>• Communication methods and protocols.</li> <li>• Emergency contact details (Coastguard, base contact, etc)</li> </ul>	
<p><b>Leader(s) Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• The leader's duties start when the boathouse is opened and do not end until the boathouse is closed</li> <li>• Leaders have the right and responsibility to refuse attendance to a led event for any practical reason. Such reasons could include, leader is not confident in their suitability to paddle at this session, leader is not happy that the club member (or the members parents if member is under 18) will abide by the relevant codes of conduct.</li> </ul> <p>Event leaders(s) will take responsibility for:</p> <ul style="list-style-type: none"> <li>• Ensuring that all participants are given clear and concise instructions about <ul style="list-style-type: none"> <li>○ Personal responsibilities prior to and whilst on the water.</li> <li>○ Personal equipment needs</li> <li>○ Communication on and off the water.</li> <li>○ Spacing, group management matters and signals to be used during the event.</li> <li>○ Rescue and emergency procedures</li> </ul> </li> <li>• Examining likely hazards and carrying out risk assessments.</li> <li>• Checking participants experience/capabilities</li> <li>• Ensuring must that correct gear is used on any trip.</li> <li>• Ensuring that participants receive a full Event Briefing/Beach Speech</li> <li>• Checking water levels, tides, and weather reports, etc.</li> <li>• Making dynamic risk assessments throughout the trip/event.</li> <li>• Checking participant numbers before, during &amp; after the event.</li> <li>• Being continually aware of the physical and psychological condition of the group, controlling the pace and effort of the group appropriately.</li> <li>• Ensuring, as far as is reasonably possible, that participants do not get into situations beyond their capabilities.</li> <li>• Delegating responsibility to other leaders as appropriate</li> <li>• Notifying appropriate persons of safe completion of the event as required</li> <li>• Ensuring there are sufficient leaders and an appropriate leader-to-paddler ratio for the event</li> <li>• Carrying appropriate navigation and communication equipment for the trip</li> <li>• Bringing appropriate towing systems, throw bags, and repair kits</li> <li>• In the event of an incident or accident ensuring an incident report form is completed</li> </ul>	
<p><b>Completed by:</b></p>	
<p><b>Date Completed</b></p>	

## Appendix 3: Event Risk Assessment

\*Refer to Sligo Kayak Club **Hazard and Risk Control Measures Guidance Document**, for Risk Description and Actions/Control Measures to mitigate risks in relation to each of the identified hazard

### Risk Rating

- **High**, where there is a failure to meet the mitigating actions
- **Medium**, if only some of the mitigating actions are in place
- **Low**, where all mitigation actions are in place.

Should any of the hazards identified in an event risk assessment be deemed a high risk, the event should not commence, until the risk is reduced to at least a medium rating.

\*Refer to: Canoe Ireland Safety Resources <https://www.canoe.ie/safety-video-resources/>

Hazard	Risk Rating ~If medium risk specify why it is deemed acceptable to proceed with the event	Specify any additional mitigating actions/control measures to be taken for this event
<b>Hazard</b>		
Emergency Situation		
Supervision		
Drowning		
Injury/Harm		
Medical Emergencies		
Heat / cold / extreme weather/water conditions		
Dehydration		
Repetitive Strain Injury (RSI)		
Shoulder dislocation		
Surfer's Ear		
Falling in Water		
Capsizing on launch		
Capsizing in moving water		
Failed seal launch		
Missing paddler/being separated from group		
Damage to public property		
Nuisance		
Visibility/Loss of light		
Strong Wind		
Swells/Waves		
Biosecurity <i>Invasive non-native species can outcompete and kill native species, can block waterways for boats and kayaks and can increase the risks of flooding.</i>		
Weils Disease/ Leptospirosis		
Water related hazards general		
Trees/strainers		
Holes/siphons		
Rocks/Pinning		
Eddies		
Tides		
Objective dangers (Sea)		



Hazard	Risk Rating ~If medium risk specify why it is deemed acceptable to proceed with the event	Specify any additional mitigating actions/control measures to be taken for this event
Other parties not fully informed of event plan prior to departure		
Launching in surf or dumping waves		
Entering caves and rock formations		
Coastline without easy 'get outs'		
Seagoing vessels/traffic		
Sea Conditions including tides and currents not appropriate for group		
<b>Completed by</b>		
<b>Date Completed</b>		

## Appendix 4: Event Emergency Management Plan

<b>Event Emergency Management Plan</b>	
<b>Sections to be completed as relevant to the Event</b> <b>Date of the Event</b> <b>Completed by:</b> <b>Date completed:</b>	
<b>Section</b>	<b>Details/ Actions to be taken in the Event of an Emergency</b>
<b>List of Emergency Service and Contact Numbers</b> <ul style="list-style-type: none"> <li>• An Garda Síochána</li> <li>• Fire Service</li> <li>• Ambulance Service</li> <li>• Coast Guard</li> </ul>	
<b>Name of Nearest Hospital:</b> Phone: Address: Distance: Drive Time:	
<b>Contact details Next of kin</b> Specify where contact details of Parent/Guardian/Next of Kin are held	
<b>Contacting Next of Kin</b> Identify who is responsible for contacting the parent/guardian/Next of Kin of paddlers in the event of an incident/accident	
<b>Rescue Coordinator for the event:</b> Qualification: Contact No No. of Rescue Personnel: Rescue Qualifications & Number of each: Location(s): (attach map)	
<b>First Aid Coordinator for the event:</b> Qualifications: Contact No No. of First Aid Staff Will there be an ambulance on site? Location(s): (attach map)	
<b>Stewarding Coordinator for the event:</b> Contact No: No. of Stewards: Location(s): (attach map)	
<b>Equipment Check Procedure:</b>	
<b>Car Park Break In</b>	Contact An Garda Síochána
<b>Traffic Accident</b>	Contact An Garda Síochána Ambulance Service and Fire Services as necessary
<b>Public Disturbance</b>	Contact An Garda Síochána
<b>Minor Incident on water</b>	Treat at scene Administer First Aid if required



<b>Event Emergency Management Plan</b>	
<b>Sections to be completed as relevant to the Event</b> <b>Date of the Event</b> <b>Completed by:</b> <b>Date completed:</b>	
<b>Section</b>	<b>Details/ Actions to be taken in the Event of an Emergency</b>
	Remove paddler from water if necessary Seek medical attention for paddler if required Inform Next of Kin Event leader to complete Incident report form
<b>Major Incident/Emergency on Water</b>	Treat at scene Administer First Aid if required Contact Emergency Services Remove paddler from water Inform Next of Kin Event leader to complete Incident report form
<b>Minor Injury/illness</b>	First Aid treatment to be administered onsite if required Any injury/illness impacting on the ability of the paddler to continue, will be deemed a high-risk injury  All high-risk injuries must be taken to the closest extraction point.  If this is not possible, or in the event of the paddler requiring urgent care, the emergency services should be contacted to extract the individual from the water  Maintain the safety of paddlers  Event leader to complete Incident report
<b>Major Injury/illness</b>	All high-risk injuries must be taken to the closest extraction point.  If this is not possible, or in the event of the paddler requiring urgent care, the emergency services should be contacted to extract the individual from the water  Next of Kin/parent/Legal Guardian will be contacted by the event leader or a member of the committee  Maintain the safety of other paddlers Event leader to complete Incident report



## Appendix 5: Incident Report Form

### Sligo Kayak Club Incident Report Form

**Form Completed by:**

**Date Completed:**

**Please state your role or connection with the Incident:**

#### Incident Details

**Date of Incident:**

**Names of individual(s) involved**

**Where did the incident happen?**

Incident Type	Please choose the most relevant description
Injury	
Medical Condition/Illness	
Incident involving other River/Water User	
Access/Navigation	
Environmental/Pollution/Wildlife	
Emergency Service/Third Party Call Out	
Equipment Failure	
<b>Other</b> Please provide details	

**Please describe the incident in as specific detail as possible**

*Include here any relevant conditions such as weather, temperature, grade of white water, sea/river conditions, level of paddler etc.*

Did the incident require medical treatment	Please choose all that apply
No	
Yes – via an onsite first aider/paramedic	
Yes – attended A&E (not admitted to hospital)	
Yes – admitted to hospital for less than 24 hrs.	
Yes – admitted to hospital for more than 24 hrs.	
Other Please provide details	

#### Incident Review

**Review completed by:** (Names & Roles in SKC)

**What was the outcome of the incident?**

**Provide details of follow up communication from Sligo Kayak Club with the person(s) involved in the incident, or their Next of Kin**

**Is there any follow up action required from Sligo Kayak Club arising from this incident?**

Yes

No





**If Yes specify what action is required and who is responsible**

<b>Action Required</b>	<b>Person(s) Responsible</b>	<b>Update on Actions</b>	<b>Status Open/Closed</b>

**What can be learned by Sligo Kayak Club from this Incident**

**Date Incident Closed:**

**Closed by:**





## Appendix 7: SKC Covid 19 Risk Assessment

SKC COVID-19 Risk Assessment									
Control Area	Hazard	Description of risk	Severity	Probability	Risk Rating	Controls in Place	Severity	Probability	Residual Risk
General Session Attendance	Transmission from known/unknown infected person.	Person infected with Covid-19 attends session poses potential transmission risk.	4	3	12	Those experiencing any symptoms of infection must not attend sessions. Member declaration to be signed in advance of session attendance. Members to adhere to physical distancing guidance at all times, avoiding close contact. Close contact is defined as spending more than 15 minutes face-to-face within 2 metres of another person. Members must follow hygiene protocols.	4	1	4
General Session Attendance	Transmission from known/unknown infected person.	Members potentially impacted are not readily identifiable	4	3	12	Members required to book sessions in advance and to be recorded electronically by group leader each night. Note: The club member with the most experience/highest skill award on the day of the event is the leader. Session attendance to be recorded electronically for each session. Breaches of social distancing guidelines (e.g. for purposes of rescue or administering first aid) to be specifically recorded.	4	1	4
General Session Attendance	Group Control	Group numbers too large to control within club area.	4	4	16	Attendance to be number limited according to CI guidance. Two leaders to be nominated for each session.	4	1	4



SKC COVID-19 Risk Assessment									
General Session Attendance	Group Control	Number of juniors may make it potentially difficult to ensure safety & hygiene protocols followed.	4	4	16	Protocol for Return to Paddling to be completed by parents or guardians who have a responsibility to talk through protocol with juniors.	4	1	4
General Session Attendance	Unknown members of the public	Club members could come into contact with unknown members of the public in the vicinity of the club house	4	4	16	Safety signage in place to alert members of the public to social distancing protocol. Members to be instructed to not engage with members of the public who do not maintain physical distancing. Breaches to be reported to Group Leader or Committee member.	4	2	8
General Session Attendance	Transmission through surface contamination	Transmission of covid-19 through contact between people or handling of forms, keys etc.	4	3	12	Members forms and other forms to be converted to e-forms. Key box not allowed to be used due to cross contamination risk; it is recommended for members to carry their keys with them or use the key hangar on the container door.	4	1	4
Container Opening	Transmission through surface contamination	Person infected with Covid-19 contaminates contact surfaces of containers.	4	3	12	Group leader or key holder opening container to exercise hand hygiene in line with public health guidelines. Door contact surfaces to be cleaned down at end of session.	4	1	4
Container Opening	Transmission through air	Person infected with Covid-19 transmits virus through coughing or sneezing.	4	4	16	Members to adhere to physical distancing guidance at all times. Members to follow coughing/sneezing etiquette. Members with any symptoms resembling those of a covid-19 infection	4	1	4



SKC COVID-19 Risk Assessment									
						must follow public health advice and not attend any club events.			
Gear Re- moval/Use/Stor- age	Transmission through surface con- tamination	Person infected with Covid- 19 contaminates contact surfaces of kayaks or other equipment.	4	3	12	All club gear to be sanitized after use and before storage. Club to provide necessary cleaning equipment.	4	1	4
Gear Re- moval/Use/Stor- age	Transmission through air	Inability to maintain ade- quate social distancing.	4	4	16	Number of members entering either container at any time is limited to two people who must keep their visit brief and attempt to follow physical distanc- ing guidance (<2m, <15 mins)	4	1	4
Sessions/Peer Paddles	Group Control	Person infected with Covid- 19 transmits virus through coughing or sneezing.	4	3	12	Member to follow physical distancing guidance (<2m, <15 mins) at all times while on the water. Group rafting up is not allowed unless members are fami- ly, living together or an agreed pod. Members to follow coughing/sneezing etiquette. Members with any symptoms resem- bling those of a covid-19 infection must follow public health guidance and not attend any club events.	4	1	4
Sessions/Peer Paddles	Member requires on-water rescue	Members gets into difficulty requiring rescue and breach of physical distancing guide- lines	4	3	12	Where assisted rescue is required it must be effected in a timely manner (<1-2min). Peer or club paddles must follow rou- tine safety and risk guidance, be cog- nizant of the ability of all members in	4	1	4



SKC COVID-19 Risk Assessment									
						attendance and ensure that all paddlers remain within their comfort zone.			
Sessions/Peer Paddles	Member requires first aid	Member needs first aid resulting in breach of physical distancing guidelines	4	4	16	Where first aid is required, use of relevant PPE is mandatory. Face masks should be worn by those administering first aid and those receiving first aid. Those administering first aid are advised to also wear disposable gloves. First aid kits should be carried by at least 1 Group Leader or designee on each session and should contain the appropriate PPE required to allow administration of first aid in an emergency.	4	2	8
<b>Approval</b>	<b>Name</b>	<b>Date</b>	<b>RA Revision</b>						
Chairman	Brendan Timon	29.04.2021	01						
Secretary	Derek Butler	29.04.2021	<b>RA Date</b>						
Safety Officer	Anne Marie Frizzell	29.04.2021	07-Apr-21						



## Appendix 8 SKC: Night Paddle Risk Assessment

SKC Night Paddle Risk Assessment									
Type of Event or Session	Night Paddle		Assessment Team			Trish Kelly SKC Flat Water Paddle Leader	Grade of Water	1	
Location	Garavogue		Put-in / Take-out			Doorly Park slipway	Assessment Date:	29.10.2021	
Control Area	Hazard	Description of risk	Severity	Probability	Risk Rating	Controls in place / Actions (inc. responsibility & date)	Severity	Probability	Residual Risk
At Site	Trip hazard	Risk of tripping over gear or steps in car-park of put in or take out	3	2	6	Lighting to be used to illuminate car park area	3	1	3
Put-In	Injury from paddles	Being hit by paddles which launching in close proximity to other paddlers launching	2	2	4	All launch activities to be supervised by group leader (s). Paddlers to be reminded to exercise caution when in close proximity to others.	2	1	2
On the Water	Capsize	Capsizing in dark	2	4	8	Paddlers to be of appropriate skill level to be able to wet exit safely. Paddlers to remain in groups of min three people at all times	2	2	4
On the Water	Collision with other paddlers	Bumping into other paddlers resulting in physical injury	2	2	4	Paddlers to be monitored on the water to ensure adequate spacing is maintained and to ensure paddler behaviour is appropriate.	2	1	2
On the Water	Hypothermia	Getting hypothermia due to excessive time in water or inappropriate clothing	4	2	8	Paddlers must wear appropriate wet/dry gear for conditions. All paddlers to have change of warm clothes at take-out.	4	1	4



SKC Night Paddle Risk Assessment									
Type of Event or Session	Night Paddle		Assessment Team			Trish Kelly SKC Flat Water Paddle Leader	Grade of Water	1	
Location	Garavogue		Put-in / Take-out			Doorly Park slipway	Assessment Date:	29.10.2021	
Control Area	Hazard	Description of risk	Severity	Probability	Risk Rating	Controls in place / Actions (inc. responsibility & date)	Severity	Probability	Residual Risk
						Warm drinks to be available at take out.			
On the Water	Cold water shock	Paddler experiencing cold water shock after falling into water	3	2	6	Paddler must be of appropriate skill and experience to paddle cold water conditions. Leader to have sufficient training and experience for dealing with such situations. Leader must have means of calling for medical assistance if required.	3	1	3
River Specific Hazards	Visibility	Challenges with visibility due to light conditions or obstacles	3	1	3	Ensure paddlers stay in groups of three. Lighting to be used launching and getting off water. Safety lighting to be carried in the event of on water emergencies	3	1	3
River Specific Hazards	Weather conditions	Exposure to rough weather conditions presenting challenges to padding	3	1	3	Forecast to be reviewed in advance of session and to be monitored throughout session. Decision on whether or not it is safe to paddle to be made by group lead.	3	1	3





SKC Night Paddle Risk Assessment									
<b>Type of Event or Session</b>	Night Paddle		<b>Assessment Team</b>			Trish Kelly SKC Flat Water Paddle Leader	<b>Grade of Water</b>	1	
<b>Location</b>	Garavogue		<b>Put-in / Take-out</b>			Doorly Park slipway	<b>Assessment Date:</b>	29.10.2021	
<b>Control Area</b>	<b>Hazard</b>	<b>Description of risk</b>	<b>Severity</b>	<b>Probability</b>	<b>Risk Rating</b>	<b>Controls in place / Actions (inc. responsibility &amp; date)</b>	<b>Severity</b>	<b>Probability</b>	<b>Residual Risk</b>
River Specific Hazards	Isolation/being left behind	Risk of being separated or left behind	2	1	2	Group leader to be of sufficient training to be able to select appropriate group control method for conditions. Group members to be reminded to look out for each other.	2	1	2
Take-out	Collision with paddles at take-out	Bumping into other paddlers resulting in physical injury	1	1	1	All paddlers to be of sufficient standard as to be able to control their boat safely on the water. Group leader must be able to control the group safely and deal with any disruptive paddlers on the water.	1	1	1
<b>View "Ratings" tab for Assessed Risk Level instructions. Any hazard with a severity of 5 may warrant special policy or procedure. All risks of 15 or greater must have sufficient controls or actions in place to reduce risk to at most moderate level.</b>									
<b>Approval</b>	<b>Name</b>	<b>Date</b>	<b>RA Revision</b>						
Chairman	Brendan Timon	22.11.2021	00						
Secretary	Derek Nolan	22.11.2021	<b>RA Date</b>						
Safety Officer	Anne Marie Frizzell	29.10.2021	29-Oct-21						