



# **GENERIC RISK ASSESSMENT**

Newbury Canoe Club



**Hazard** is anything that may cause harm, e.g. working at height on a ladder.

**Risk** is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a 'possible' likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a 'moderate' impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.

**Dynamic Risk Assessment** compliments generic and specific risk assessment. It is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.

Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed

Likelihood (L)		Multiplied by	Impact (I)		Equals	Risk Score Calculation							
						Likelihood							
						Impact							
1 – Remote / Rare	2 – Unlikely	Multiplied by	1 – Minor	2 – Moderate	Equals								
3 – Possible	4 – Probable		3 – Major	4 – Severe									
5 – Highly Probable (Almost Certain)			5 – Critical										
			<i>Note: impact number is unlikely to change with control measures</i>										

**5 Step Process** → **Step 1** – Identify the hazards    **Step 2** – Decide who might be harmed and how    **Step 3** – Evaluate the risks and decide on precautions (control measures)    **Step 4** – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures    **Step 5** – Review your risk assessment and update as necessary

**Note – Paddlers refer to instructors teaching trainees or club members who have achieved Discover or Explore (or similar) qualification**

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above <i>If Yes, move to column (n). If No, identify additional controls (Step 3e)</i>	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
1.	Canoeing / Kayaking	Extreme weather conditions. Hypothermia Hyperthermia Sunburn Non freezing cold injuries	Multiple injuries / fatality to personnel, perm staff and instructors.		2	3	6	Yes	N/A				Paddlers to check if everyone is appropriately hydrated.  Paddlers to check the correct clothing is worn throughout.  Any additional risk will be highlighted during the dynamic risk assessment.
2.	Canoeing / Kayaking	Capsize	Injuries to paddlers	Paddlers to be trained in dealing with a capsize in all craft used  Utilise local and other Paddlers knowledge of the area and any potential risk.	4	2	8	Yes	N/A				Paddlers to dynamically assess the route choice and water levels throughout.
3.	Canoeing / Kayaking	Weirs	Injuries to paddlers/death	Weirs are to be avoided  Paddlers should point out to other paddlers where weirs are located.  Paddlers should stay at least 5m away from Bandstand weir	1	4	4	Yes	N/A				Visitors to the club to be briefed on weirs by club members
4.	Canoeing / Kayaking	Underlying medical issues	Multiple injuries / fatality to Paddlers	Paddlers to be fit and healthy.  Paddlers are not to be under the influence of alcohol.	2	2	4	Yes	N/A				Paddlers to monitor each other throughout the training period and give advice and



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				<p>Paddlers to make instructors aware of any medication that could impact their health.</p> <p>Paddlers to be aware of any religious beliefs that has impacted their ability to consume food throughout the training period and consider if training is appropriate.</p> <p>Paddlers to carry a first aid pack to deal with any injuries / casualties that may occur.</p> <p>Before applying for a course, candidate to declare that they are medically fit to attend.</p>									guidance when needed.
5.	Canoeing / Kayaking	Other water users	Injuries to paddlers	<p>Paddlers to ensure they look out for and are aware of other craft operating</p> <p>Paddlers are instructed to abide by Canal and River Trust guidelines - "Share the Space" and DW Code of Conduct During daylight hours possible hazards are clearly visible</p> <p>Paddlers to assess likely capability of other craft operators, e.g. holiday boaters, stag parties.</p> <p>Paddlers to engage with any other water users that may be working in the same area to deconflict.</p>	4	1	4	Yes	N/A				<p>Paddlers to ensure that sightings and concerns are disseminated to the group.</p> <p>Paddlers to dynamically risk assess whilst on the water</p>
6.	Canoeing / Kayaking	Other canal users	Injuries to paddlers and non paddlers	<p>Paddlers must be aware and respectful of other canal users.</p> <p>Paddlers must give way to other users on the towpath, especially when portaging, even if portaging competitively</p> <p>Extra care to be taken around dogs</p>	2	2	4						Paddlers to dynamically risk assess whilst on the water
7.	Canoeing / Kayaking	Injury from low bridges	Injuries to paddlers	<p>Paddlers are advised to portage around any low bridges if they are in doubt as to whether they can pass safely underneath.</p> <p>Paddlers should be aware of different bridge heights in different water conditions</p>	2	4	8						<p>Paddlers to dynamically risk assess whilst on the water</p> <p>Paddlers to be alert to the possibility of concussion injuries in the event of a collision with a bridge. Paddlers who feel they may be concussed should get off the water and seek medical assistance</p>
8.	Canoeing / Kayaking	Lighting	Injuries to paddlers/death	Paddlers must come off the water in the event of lighting and seek appropriate shelter	1	5	5						Paddlers to dynamically risk assess whilst on the water
9.	Canoeing / Kayaking	Muscular strain and skeletal injuries	Injuries to paddlers	Correct lifting and carrying techniques to be adhered to	3	2	6	Yes	N/A				Instructor(s) is to ensure that they brief and demonstrate



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													each activity that they expect the candidate to undertake.  Paddlers to constantly monitor the exercise.
10.	Canoeing / Kayaking	Equipment failure	Injuries to paddlers	The correct equipment is to be used for activities.  Club equipment to be maintained to an appropriate standard for flat water canoeing .  Only serviceable equipment can be used.  Equipment committee member and Paddlers to monitor equipment.	1	4	4	Yes	N/A				If a piece of equipment is deemed to be unserviceable it should be returned to the club and the equipment member advised
11.	Canoeing / Kayaking	Clothing	Injuries to paddlers	Suitable and serviceable footwear and clothing is to be worn.	1	2	3	Yes	N/A				Paddlers to monitor  If a Paddlers clothing is unserviceable they should refrain from paddling until they have appropriate equipment.
12.	Canoeing / Kayaking	Paddler incompetence	Injuries to paddlers	Paddlers to be briefed at the start of a training period by the lead paddler, or conduct a personal dynamic risk assessment if no lead paddler.  Appropriate, safe, and efficient training to be provided to alleviate incompetence.  Effective questioning to be used to confirm paddlers subject knowledge.  Paddlers must ensure they work within the remit of the award and qualification.	2	2	4	Yes	N/A				Instructor(s) to provide Paddlers with close supervision in training. Paddlers to self manage within their experience and qualification.
13.	Canoeing / Kayaking	Safety and rescue	Injuries to paddlers	Paddlers to select an appropriate suitable venue  Instructor to ensure they have briefed their students on potential hazards they may encounter during the training day.  Correct lifting and carrying techniques to be adhered to	2	4	8	Yes	N/A				Paddlers to continue to monitor conditions throughout the training period to minimise potential risk.  Paddlers to dynamically risk assess whilst on the water.
14.	Canoeing / Kayaking	Canal hazards	Injuries to paddlers	Paddlers to be aware of the various types of terrain they may encounter during the activity.  Paddlers to be more aware when moving over uneven ground / loose rock.	2	4	8	Yes	N/A				Paddlers to pass on information whilst traveling along the stated route.  Paddlers to continue to monitor each other throughout the training period to minimise potential risk.  Paddlers to dynamically risk assess whilst on the water.



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15.	Canoeing / Kayaking	Falls from height (steep ground)	Injuries to paddlers	Paddlers to select an appropriate venue suitable for the candidates.  Paddlers to make dynamic risk assessments when undertaking the activity.  Paddlers to highlight any potential fall sights, holes, drops or edges and slippy ground to each other.	2	4	8	Yes	N/A				Any additional risk will be highlighted during the dynamic risk assessment.
16.	Canoeing / Kayaking	Drowning, entrapment, and head injuries	Injuries to paddlers	All paddlers must be able to swim 50m in canoeing clothing without a buoyancy aid.  Additional equipment to be used depending on activity.  Rescue techniques to be demonstrated and practised in a safe and appropriate scenario.  Water levels to be checked prior to the activity commencing.	2	4	8	Yes	N/A				Paddlers to dynamically assess the route/line choice and water levels throughout.  Dynamically assess paddlers wellbeing
17.	Canoeing / Kayaking	Flash floods	Injuries to paddlers	Observation of weather forecast by paddlers  Dynamic risk assessing to be conducted throughout the training period.	1	4	4	Yes	N/A				Paddlers is to ensure they have a plan  Water levels to be confirmed by the relevant agencies and observation prior to the activity commencing.
18.	Canoeing / Kayaking	Water pollution	Injuries to paddlers	Paddlers to be aware of any environmental hazards that they may encounter such as Weil's disease and limes disease  If water pollutions are found such as oil, diesel and other hazardous substances, the activity will be amended as necessary. Report if practical  Students to carry a suitable amount of water with them always which has been from designated tap / location.	2	3	6	Yes	N/A				Paddlers to monitor health and wellbeing throughout the activity.
19.	Canoeing / Kayaking	Benighted	Injuries to paddlers	A separate risk assessment should be conducted for paddling in the dark	1	1	1	Yes	N/A				
20.	Canoeing / Kayaking	Group separation	Injuries to paddlers	Paddlers should consider before setting out what they will do if they become lost.  A phone should be carried in the group	2	1	2	Yes	N/A				
21.	Canoeing / Kayaking	Indigenous hazardous plants and insects	Injuries to paddlers	Paddlers to look out for and avoid overhanging trees, especially where there is flow  Be aware of stinging nettles and insects	1	2	2	Yes	N/A				Paddlers to monitor throughout the activity

**NOTES**

**Risk = Likelihood x Impact**

Likelihood		Definition
5	<b>Highly Probable (Almost Certain)</b>	Is expected to occur in most circumstances
4	<b>Probable</b>	Will probably occur at some time, or in most circumstances
3	<b>Possible</b>	Fairly likely to occur at some time, or some circumstances
2	<b>Unlikely</b>	Is unlikely to occur, but could occur at sometime
1	<b>Remote / Rare</b>	May only occur in exceptional circumstances

Impact		Definition (Health Safety and Environment)
5	<b>Critical</b>	<ul style="list-style-type: none"> <li>Multiple fatalities or permanent, life changing injuries.</li> <li>Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species.</li> <li>Multiple incidents causing a major environmental impact.</li> </ul>
4	<b>Severe</b>	<ul style="list-style-type: none"> <li>A single death or multiple life-threatening injuries.</li> <li>Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation.</li> <li>Single incident causing a major environmental effect or multiple incidents causing significant effect.</li> </ul>
3	<b>Major</b>	<ul style="list-style-type: none"> <li>Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life.</li> <li>Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation.</li> <li>Single incident causing significant environmental impact.</li> </ul>
2	<b>Moderate</b>	<ul style="list-style-type: none"> <li>Multiple injuries requiring first aid.</li> <li>Moderate damage to an area, and that can be remedied internally.</li> <li>Multiple incidents causing minor environmental effect.</li> </ul>
1	<b>Minor</b>	<ul style="list-style-type: none"> <li>An Injury requiring first aid</li> <li>Limited short-term damage to an area of low environmental significance/ sensitivity</li> <li>Incidents causing minor environmental impacts</li> </ul>

**Step 5** - Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:

- where required by local instructions/procedures;
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
- if there is reason to doubt the effectiveness of the assessment.
- following an accident or near miss.
- following significant changes to the task, process, procedure, equipment, personnel or management.
- following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).

Risk Management		
Risk Rating	Authorisation	How Risk should be managed
1 – 3 (Very Low)	LCpl to OF3 (Sub-unit Comd)	<b>Review periodically</b> to ensure conditions have not changed and working within ALARP and risk appetite.
4 – 9 (Low)	OF4 (CO, HoE or CI)	
10 – 14 (Medium)	OF5 / 1* Commander	<b>Good risk mitigations</b> to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.
15 – 19 (Medium to High)	2* Div HQ	<b>Requires active management</b> – review of desired outcome with additional resources or change to output requirements.
20 (High)	3* / 2* Commanders HC, Fd Army & JHC	<b>Contingency plans</b> may suffice together with limited risk mitigations to achieve risk ALARP and tolerable.
25 (Very High)	4* CGS	<b>Operational capability</b> where the required outcome impacts on defined military capability.