

Risk Assessment



Date:	05/08/2026
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Assessors Name:	Simon Wiles	Next Review Date:	05/08/2027
Description of assessment	Risk assessment for Paddling activity at Telford Canoe Club, Jackfield Rapids site. Club Base: Three containers (boat store, changing/toilets, storage) on riverside site Activities Covered: Whitewater kayaking, freestyle, SUP, coached sessions, peer paddling, club events.		
Location Details	Telford Canoe Club, The Lloyds, Telford TF8 7HJ What 3 words- https://what3words.com/boards.submerge.earplugs		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1. Site Specific Hazards:						
Access via single vehicle gate and parking area. – Unauthorised access, vehicle / pedestrian interaction.	Club members and visitors	Vehicle gate kept clear for emergency access. Access code not to be shared with non members Access code to be changed at least annually, or if code shared Speed limit on site Car park marshalls for events	N/A	N/A	N/A	N/A

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Containers used for storage and changing—risk of congestion or trip hazards.	Club members	Containers organised to avoid trip hazards. Only coaches / river leaders to enter storage containers	Further organisation of Boat storage container – move launch ramp	Club Committee	Sept 2026	
Containers – Risk of injury due to falling from top of containers	Club members / Members of public	No ladders left available on site to access roof of containers	'Danger keep off, no unauthorised access' signs to be added in visible location for each container	Safety Officer	Sept 2026	
Footpath access to other members of the public	Members of public	Clear signage to keep clear of access and egress points Signage to advise of closure dates for events	Contact PCSO officer for assistance dealing with antisocial behavior	Club Chairman	Sept 2026	
Other river users – watercraft traffic and fisherman	Members of public	Right of way given to downstream river traffic Fisherman use of river. Advise to keep clear of river between Access and Egress points – Signage	No Fishing signage to be installed	Club Committee	Sept 2026	
Manual handling of boats from Containers / car park to river	Club members	River leaders to instruct less experienced members on correct / most appropriate manual handling techniques	N/A	N/A	N/A	N/A
Event safety (including camping events)	Club members and Spectators	Subject to a separate event specific risk assessment	N/A	N/A	N/A	N/A
2. Equipment Hazards						
Faulty or ill-fitting equipment (helmets, BA, spraydecks).	Club members	Regular inspection of boats, PPE, and rescue gear.	Equipment refresh policy to be established	Club Committee	Annually	

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		Quarantine and replace damaged helmets, buoyancy aids, and spraydecks. River leaders to perform checks on all participants prior to launching All club members to wear suitable equipment in accordance with club policy when paddling independently				
Damaged boats or paddles.	Club members	Regular inspection of boats, PPE, and rescue gear. Quarantine and replace damaged boats and paddles River leaders to perform checks on all participants prior to launching	Equipment refresh policy to be established	Club Committee	Annually	
Throwlines or rescue gear not available or misused.	Club members	River leaders to carry appropriate throwlines and rescue equipment	N/A	N/A	N/A	N/A
Inadequate emergency kit provision (first aid / Fire)	Club members	Safety officer to ensure First aid kit / accident book is suitably refreshed Safety officer to ensure Fire extinguisher in date Emergency Action plan documented on Club website in Welcome pack and Standard operating procedures	Regular checks	Safety officer	Monthly	

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Communications failure in event of incident	Club members	River Leader to carry mobile phone in waterproof pouch.	N/A	N/A	N/A	N/A
Chemical hazards – Fuel for mower Gas for BBQ Cleaning chemicals	Club members	COSHH storage guidance for all onsite chemicals Locked container for gas / Fuel PPE for volunteers using cleaning agents in toilets	COSHH sheets to be provided and stored with accident book	Safety officer	Sept 26	
3. Environmental Hazards						
Seasonal high water levels and strong currents.	Club members	Use river level gauges and weather forecasts before sessions. Sessions planned according to river level, weather, and paddler ability. Clear communication of session plan and hazards before launching. River leader to monitor river level changes throughout session.	River level guidance to be published on club website indicating river level cut off for club beginner activities	Club Committee	Dec 2026	
Pollution / Water Quality Events - Storm overflows, agricultural runoff, or industrial spills can make Jackfield unsafe.	Club members	Check river pollution alerts EA website Cancel sessions after known sewage discharge events.	Add a dynamic water-quality check to session planning / link on club website - Bathing waters data - sample history	Club Committee	Dec 2026	

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Cold water temperatures, especially winter, particularly after rescues	Club members	Cold-weather clothing guidance provided. Sessions shortened or cancelled in extreme conditions.	N/A	N/A	N/A	N/A
Submerged hazards (rocks, debris, tree branches), and strainers after high water events / upstream garden work	Club members	Visual inspection of rapids prior to paddling session by all users and river leaders All abnormal hazards to be reported to club committee for clearance All reported abnormal hazards to be publicised via club website / social media, and if necessary, signage on site, if they cannot be removed in a reasonable timeframe.	N/A	N/A	N/A	N/A
Bank erosion / Land slippage	Club members	Visual inspection of banks and monitoring of any known areas (holes etc) River leaders to check bank stability after floods. Mark unsafe areas with temporary cones or tape.	Filling of any new holes	Safety officer	As appropriate	

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Slippery banks, uneven ground, mud.	Club members	Participants briefed on safe movement around slippery banks. Care to be taken at rocks at access and egress points. Helmets to be worn at all times until back at containers, or vehicles.	N/A	N/A	N/A	N/A
Weather extremes (heat, cold, storms).	Club members	Cancel sessions during flood conditions or thunderstorms. River leaders to ensure suitable weather conditions for group, and suitably equipped	N/A	N/A	N/A	N/A
Overgrown access paths	Club members	Regular maintenance of club site to be undertaken,	Annual site clean up	All members	Annual May / June	
Night / Low-Light Paddling	Club members	No sessions to be planned for night / dusk Any events with camping on site to have specific briefing to prohibit night time paddling	N/A	N/A	N/A	N/A
4. Participant Hazards						
Waterborne Disease (Leptospirosis / Weil's Disease)	Club members	All paddlers to wash hands before eating and cover cuts. Avoid swimming/capsize practice after heavy rainfall	Display information on symptoms and when to seek medical help.	Safety Officer	Oct 26	

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		(supported by other club RAs).				
Medical conditions not disclosed.	Club members	River leaders to collect participant medical information, Signup for club events via website	N/A	N/A	N/A	N/A
Injury Risks from Paddling Technique (Shoulder, Wrist, Back Injuries)	Club members	Warm-up routine before sessions. River leaders to coach on correct technique	N/A	N/A	N/A	N/A
Ear Injuries (Swimmer's Ear, Surfer's Ear) – Cold water paddling and repeated immersion (e.g. freestyle)	Club members	Ear plugs recommended, particularly for winter paddling.	Provide information on symptoms.	Safety officer	Dec 2026	
Fatigue, cold shock, panic.	Club members	River leader to monitor participants	N/A	N/A	N/A	N/A
Paddler capsize leading to swimming rapids / river	Club members	Paddlers instructed on safe swimming, self-rescue, and defensive swimming. Non swimmers to be accompanied 1:1	N/A	N/A	N/A	N/A
Entrapment (boat or foot)	Club members	No unnecessary swimming or wading in rapids	N/A	N/A	N/A	N/A

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		Suitable rescue equipment to be carried by river leaders Suitably trained river leaders				
Inexperience or poor skill match to conditions.	Club members	River leaders to assess participant capability	Mandatory safety briefing for all new paddlers. Encourage progression through Paddle UK awards.	All river leaders	Ongoing	
River leader capability / Capacity	Club members	All river leaders to hold appropriate Paddle UK qualifications, and experience for the session, conditions, and group size Participant signup via club website Dynamic risk assessment to be undertaken as scenarios / situations arise	Annual coach CPD including rescue practice.	All river leaders	Annually	
Group spacing / runaway paddlers	Club members	Maximum group size to follow Paddle UK recommendations according to leader qualification and assistants Clear upstream/ downstream boundaries for sessions. Buddy system for juniors and beginners.	N/A	N/A	N/A	N/A

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Lone Paddling	Club members	No solo paddling unless suitably experienced All members to report any unsafe activities to Club Committee	N/A	N/A	N/A	N/A
Safeguarding issues	Club members particularly Juniors	See Safeguarding & welfare policy	N/A	N/A	N/A	N/A