



Normal Operating Procedure (inc. Risk Assessment) Kayaking (+ sit-on-tops)

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Drowning – primary and secondary.
- b. Entrapment – in equipment, in water or underwater and surrounding wildlife.
- c. Hypothermia.
- d. Hyperthermia.
- e. Slips, trips, falls or being pushed – onto wet surfaces, into water, onto equipment.
- f. Injury to participants when not wearing adequate footwear.
- g. Injuries when constructing, lifting, moving & carrying equipment.
- h. Lightning.
- i. Equipment failure – in craft/equipment used by participants or safety craft operated by instructors.
- j. Injury caused by activities running in the close proxy and other raft games.
- k. Lost person/s and injuries due to moving water, high winds, large waves, poor visibility.
- l. Paddle injuries, specifically to the head.
- m. Bites, stings, infections, and allergic reactions from wildlife in and around the water.

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Instructor Qualifications:	Trained and assessed as competent by a BCCU L2 Coach or Centre Operations Manager.
Instructor – Participant ratio:	1:15 (16 if the 16 th is the accompanying adult)
Total group size:	15
Active participation:	1:15



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1. Equipment Requirements

Per Instructor and Participant:

- 1x Buoyancy aid
- 1x Helmet
- 1x Wetsuit (optional, depending on the weather)
- Spray deck for CCK (instructor only)

Per Activity Base:

- An area used for secure storage of equipment
- A clearly set aside area for damaged boats must be in place
- An obvious launch point suited to repeated launch of plastic kayaks (for both the kayaks and the environment)

2. Specific Clothing Requirements (participant & instructor)

- Suitably closed toe footwear that stays on in water
- Clothing suitable for conditions (no denim)

3. Session Preparation

- a. Assess general water quality and weather. Adverse weather session plans should follow the ACOP.
- b. Inspect venue for debris.
- c. Offsite venues must be checked against local operating procedures e.g. river height/wind level cut offs by suitably qualified or experienced senior staff.
- d. If offsite follow local sign out procedure.

4. Session Instruction

- a. Give a short and clear safety briefing which must include:
 - i. Outline of session, boundaries and avoiding other activities in the area.
 - ii. A dry land demo of a capsize drill in line with training.
 - iii. Possible hazards at the venue.
- b. Ensure that all questions/concerns have been addressed before group get onto the water.
- c. Ensure all games/exercises are appropriate to age range/ability of the group and in line with party leaders' expectations as well weather conditions on the day.
- d. Participants must be split group down into groups of 10 or less for teaching/games and only brought together into large groups when games require larger numbers.
- e. Ensure rescues are dealt with efficiently and with minimum risk to self, group and casualty.
- f. Ensure all participants and staff wear the correct PPE at all times throughout the session, if they are removed for any reason they must be checked by a qualified member of staff before re commencing the activity.
- g. Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety.



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- h. Spray decks may only be used on session when authorised by the relevant head of department and that participant is comfortable and familiar with their use.
- i. All spray decks must have a release mechanism that is checked by the lead instructor prior to use.
- j. Rafting games should be used to a minimum and only where weather restricts other games.
- k. If raft games are used, guest may only stand when inside their own cockpit/seating area.
- l. If moving around a raft of kayaks guests must crawl on all fours.
- m. Swimming games used as time fillers are to operate within the guidance of the Water Safety Management NOP.

5. Session Conclusion

- a. Kayaks to be stored away in line with the ACOP.
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