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| **Name of Section or Activity** | 4th Knowle Sea Scouts  Kayaking & Canoeing at Olton Mere | **Date of risk assessment** | **23/03/2021**  **V2 21/04/2021** | **Name of who undertook this risk assessment** | Susie Hawker / Tim Harrison / Simon Cooper / Chris Harrison | **COVID-19 readiness level transition** | Red to Amber |

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| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Venue: Olton Mere, Warwick Road, Solihull, B92 7AN**  **Activities planned: Watersports: Kayaking and Canoeing only** | | | |
| Hazard: Leader Competence  Risk: Personal injury | Scouts and Leaders | Section leaders must check that all leaders at the activity have up to date safety and safeguarding accreditations.  At least one leader present must have a current first aid certification  All leaders supervising a group on the water must hold the relevant permit on Compass  If a third party instructor is used, the leader in charge must check that their insurance and qualifications as per the operating manual |  |
| Hazard: insufficient supervision  Risk: personal injury | Scouts and leaders | The correct leader to scout ratios must be met as per POR for activity.  Scouts are supervised at all times, both on and off the water  The leader in charge on the night will ensure that arrangements for contacting the emergency services are in place. This might be taking a mobile phone on the water, the use of radios or another suitable method. |  |
| Hazard: Insufficient daylight  Risk: personal injury | Scouts and leaders | Water activities will only take place during daylight hours. |  |
| Hazard: Covid 19  Risk: Infection spread due to pre covid 19 operating procedures and activities at the Mere | Scouts and leaders | Prior to Covid 19, every Explorer and Scout member at 4th Knowle and their leaders would be at the Mere every week between the start of June and the end of July. They would usually attend as part of two or three groups per night and there would be around 35 people onto the water at one time in bellboats, kayaks and canoes. There would be no social distancing and equipment would be used multiple times in one evening.  To minimise the use in one evening of equipment such as boats and paddles, but still giving the young people the same opportunities as before, extend the watersports season from the start of May to the first week in August and reduce the number of attendees in a night. Scouts will attend one week and Explorers the next.  Prevent the reuse in an evening of a buoyancy aid which is close to a person’s face and could aid the transmission of Covid 19 by purchasing more buoyancy aids (done March 2021, at the cost of £1000).  To aid social distancing, bell boating has not been included in this RA as an activity as it is not possible for the paddlers to maintain a 2m distance from each other, although they are all facing in the same direction.  Canoes have been included; but there will only be two paddlers per canoe rather than the usual three, both facing in the direction of travel and sat at either end of the canoe to maintain a 2m distance.  Kayaks are all single occupancy and so paddlers will be able to maintain a 2m distance from each other so have also been included |  |
| Hazard: COVID-19  Risk: Infection spread at event location | Scouts and leaders | No limit to group size due to Covid as per current scouting requirements. Adjust as necessary following advice from HQ.  Attendance at the sessions has been arranged in such a way to reduce the number of paddlers at one time compared to pre covid  At all times where possible social distancing rules will apply and Scout reminded during safety briefing.  Hands to be sanitised at container prior to touching equipment and again at the end of the event. Sanitiser to be provided.  Scouts reminded not to touch their faces or to put their hands in their mouths whilst at the Mere (Covid and Weils Disease prevention)  Activities whilst on the water are chosen to enable social distancing to take place – eg no rafting up  Craft have been chosen such that they enable social distancing to be maintained eg no bell boats allowed, use kayaks and canoes (with 2 paddlers)  Only one group allowed on the pontoon at a time. Previous group must have either left the pontoon in their crafts or on foot before another group may access the pontoon. |  |
| Hazard: COVID-19  Risk: Infection spread at arrival location | Scouts and leaders | Car share discouraged via parent email prior to event  Adult to meet with their group at drop off point – Olton Mere Sailing Club Car Park – main boat entrance.  Drop off point all in car park with space for cars to park and turn.  Parents encouraged to stay in vehicles rather than spectate and to leave as soon after the event as possible.  There will be 2 or 3 sessions per evening with reduced numbers in each so that there are less people arriving or leaving at the same time  Arrival and departures are staggered by 15 minutes to avoid cross over of pedestrian traffic  Safety briefing including the Scout Association COVID code at start of event  Hands to be sanitized under supervision where required, including before touching equipment and after touching equipment |  |
| Hazard: Late arrivals  Risk: Scout left unattended | Scouts | Use of event register to book scouts in as they arrive  Contact parent/carer if scout does not arrive as planned and no contact has been made  Ten minute time allowance in plan of event for arrivals before groups go on the water |  |
| Hazard: Canal Slipway  Risk: Boats taken down slipway into grate- personal injury | Scouts and Leaders | Risk of boats going down the slipway/overflow towards canal. Risk is only a problem during high water episodes. A 25m exclusion zone enforced round slipway/overflow. |  |
| Hazard: Canal Slipway Pump  Risk: Boats taken towards pump – personal injury | Scouts and Leaders | Risk of boats going down the slipway toward canal. Risk is only a problem when pump is turned on during extreme low water conditions in canal network. A 25m exclusion zone enforced round slipway pump (ties in with slipway exclusion zone). |  |
| Hazard: Incorrect clothing  Risk: Personal injury | Scouts and Leaders | Scouts and leaders to wear the correct attire for Olton Mere – wetsuit or old clothes – no denim material. Footwear must be either trainers or water shoes – no sandals, wellies, crocks, flip flops etc.  Footwear and clothing checked prior to event starting  Incorrect footwear or clothing will mean that person cannot take part in the activity |  |
| Hazard: Falling out of watercraft into water, falling into water from jetty  Risk: Drowning | Scouts and Leaders | Scouts and leaders will wear buoyancy aids when in a boat or on the jetties.  Buoyancy aids to be checked for fit by a permitted leader before leaving the container  No member will be allowed to go in boats or on jetties unless wearing buoyancy aids.  Where scouts are inexperienced (eg not working towards their personal permits) an experienced adult will get into their craft and onto the water before scouts are given permission to do so  Inexperienced scouts will be assisted into their craft by an adult if required. This is to be done by an adult steadying the end of the kayak while the scout gets in. There should be no physical contact  The correct way to move a craft from the jetty onto the water will be demonstrated to minimise the risk of falling in  Scouts on water / jetties to be supervised at all times by a leader. |  |
| Hazard: Covid 19  Risk: Infection spread through close contact | Scouts and leaders | Should two people need to get closer than 2m to each other, for example, this may happen if a scout needs assisting by a leader into their kayak, then both people must wear a mask and sanitise their hands afterwards |  |
| Hazard: COVID-19  Risk: Infection spread sharing of drinks or food | Scouts and Leaders | No food or drink required for event.  Any food or drink left with parents and only used once Scout is released back to parents. |  |
| Hazard: Slips, trips and falls (on way to and from watersports)  Risk: Personal injury | Scouts and Leaders | Scouts and leaders instructed to wear appropriate footwear and this to be checked before the event starts  Scouts and leaders warned of potential hazards (wet grass, uneven ground, slipway, moving pontoon, bird excrement, steep bank to the water near the dam, other boats) prior to event starting  No running whilst at the Mere, on the jetties or footpath around the Mere.  First aid kits to be available in the boat/bankside |  |
| Hazard: adverse weather  Risk: increased slipping, wet clothing | Scouts and leaders | Weather to be assessed before event start and during. Leaders to agree if safe to proceed / continue.  This is checked at drop off  Remind scouts to take care on wet grass / slipway / jetties |  |
| Hazard: adverse weather  Risk: increased risk while on water | Scouts and leaders | Weather to be assessed before event start and during. Leaders to agree if safe to proceed / continue.  If weather deteriorates quickly, then event will be stopped and all participants will be taken off the water  Event to take place between the months of April and October to limit the risk of adverse weather conditions |  |
| Hazard: damaged equipment  Risk: Personal injury | Scouts and leaders | Equipment used to be checked by the leaders prior to the event  Scouts reminded of the proper use of the equipment  Equipment removed if any damage occurs during the event |  |
| Hazard: COVID-19  Risk: Infection spread through contact with other users of the environment | Scouts and leaders | Scouts not to swop groups  Scouts reminded to not approach other users of the environment (other scouts or members of the public) |  |
| Hazard: Lifting of heavy items  Risk; injury to backs etc | Scouts and leaders | All kayaks to be held by two Scouts / leaders, one at either end  All canoes to be held by two Scouts / leaders, one at either end  Leaders to ensure that weight of equipment carried is not too heavy for Scouts.  When carrying equipment, people must walk |  |
| Hazard: COVID -19  Risk: infection spread through close contact in an enclosed space. | Scouts and leaders | The equipment for the Mere is kept in a container. The container is an enclosed space. Limit the number of people within the container to the absolute minimum required to take out / put away equipment.  Masks to be worn when inside the container. |  |
| Hazard: generator and fuel  Risk: personal injury | Leaders and scouts | Generator to be used in a well ventilated, suitable space away from the main area at the front of the container  Generator to be operated by an adult  Fuel to be stored in an appropriate container in an appropriate place |  |
| Hazard: Capsizing  Risk: Drowning and potential infection spread through contact. | Scouts and leaders | Capsizing and rescues – attempt to reduce potential of capsizing by limiting games and capsizing training.  Where possible, if an accidental capsizing takes place, Scout to right watercraft themselves. If close to shore, then take boat to the shore to right it.  As a last resort, or in an emergency, attempt righting of boat with other leaders/scouts on water. If so ensure hands and equipment are cleaned.  In the event of a drowning and an unconscious person, the patient becomes the priority and physical contact will take place as per the training of the permit holders or qualified instructors.  After the event, log this contact in case of test and trace procedures and wash hands and clothing as soon as possible |  |
| Hazard:Capsizing  Risk: Drowning | Scouts and leaders | If a person is unconscious following an accidental capsizing, then they will be dealt with as per the training and assessment of the permit holders or qualified instructors. This may involve being pulled onto a craft and emergency first aid being administered.  The leader in charge of the event will arrange for the emergency services to be called.  The casualty will be taken to the nearest safe place on the bank where emergency first aid can continue  The remaining people in the group will be taken off the water at the usual jetty |  |
| Hazard: Entrapment and entanglement  Risk: personal injury or drowning | Scouts and leaders | Leader in charge to carry a knife in case ropes need cutting  Leaders to deal with any entrapment or entanglement as per their training and assessment  Long hair to be tied back if possible |  |
| Hazard: Covid 19  Risk: Infection spread through use of equipment – buoyancy aids | Leaders and Scouts | More buoyancy aids have been purchased so that each person has their own one to reduce significantly the chance of transmission.  The buoyancy aids will be numbered and allocated so that each person gets the same one each week.  A register of the buoyancy aids will be kept at the container so that leaders can check the correct ones are used.  Buoyancy aids are to be handed out by leaders and handled by as few people as possible.  If for some reason (unlikely) a buoyancy aid is used by a person to whom it has not been allocated, the buoyancy aid must be washed in environmentally friendly sanitiser.  All used buoyancy aids to be quarantined for at least 72 hours before reuse (we are running weekly sessions, so this is more likely to be for a week) |  |
| Hazard: COVID-19  Risk: Infection spread through use of equipment – boats and paddles | Scouts and leaders | Equipment must not be shared by scouts or leaders at the same session. A scout or leader must stay in their allocated boat and use their allocated paddle for their session.  Even though the number of people at a session has been reduced compared to pre covid, due to the nature of the activity, some large items of equipment, such as boats and paddles may get used in consecutive sessions on the same night. In this instance, they must be cleaned using an environmentally friendly cleaner before reuse.  Cleaning of boats and paddles should follow the recommendations of the BCU (British Canoeing Union) <https://www.britishcanoeing.org.uk/uploads/documents/Covid19-Action-Plan-for-the-return-of-paddling-in-England-March-2021.pdf> and the government’s document about Grassroots Sports Guidance <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers> which both state shared equipment must be cleaned in between uses or at 20 minute intervals if touched by multiple people.  The product used to clean boats or paddles must follow the guidance in the Olton Mere Sailing Club RA. This must be safe to use in a marine environment and remove Covid 19. It must not contain bleach nor alcohol but use lactic acid instead. A suggested product would be Dettol Tru clean <https://www.dettol.co.uk/household-disinfection/multi-surface/dettol-tru-clean-multi-surface-cleaner-lime-lemongrass/> or Ecoworks Marine Sanitiser <https://www.ecoworksmarine.com/products/eco-natural-sanitiser>. The instructions on the cleaner must be followed which include leaving the surface wet for several minutes before drying or wiping away.  The scout who used the craft or a leader can carry out the cleaning. Hands to be sanitised afterwards. Rubbish to be bagged and disposed of in the correct way.  To prepare a kayak for the next session, its seat, cockpit rim and any other touch points should be cleaned using one wipe per kayak.  To prepare a canoe for the next session, its seat, the rim of the boat adjacent to the seat and any other touch points should be cleaned using one wipe per paddler.  To prepare a paddle for the next session, its handle and shaft should be cleaned using one wipe per paddle  After cleaning, the equipment should be left in a safe position and further handling should be avoided if possible.  If lactic acid wipes are not available, a lactic acid spray and kitchen paper can be used.  Cleaning equipment, hand sanitiser, masks and rubbish bags to be kept in an accessible container near the water for the length of the session  A bottle of spray, kitchen roll and rubbish bags to be kept in the container to clean equipment at the end of the night |  |
| Hazard: COVID 19  Risk: Infection spread through first aid procedures | Scouts and leaders | Masks, aprons, gloves, face shield (CPR) and hand sanitizer to be included in first aid kits  Where possible, encourage the patient to administer their own first aid to maintain social distancing  Mask, apron and gloves to be worn by leader and mask worn by scout in the event of close personal first aid becoming necessary  Record kept of first aid administered for check and trace purposes  If CPR is required, use face shield  All used PPE to be bagged and disposed of correctly  Access for emergency services is the car park at the Mere, Address: Warwick Rd, Solihull B92 7AN. |  |
| Hazard: Scouts feels unwell or injured during event, hypothermia  Risk: personal injury | Scouts | Leader to administer first aid if necessary, following COVID guidelines  Leader to contact parent/carer and request collection or call emergency services if appropriate  All parent contact details available to leaders and all leaders to carry charged mobile phone or radio  Medical history known to leaders especially asthma and any physical or coordination issues  If a scout develops symptoms of hypothermia, they need to get warm and dry as soon as possible. Contact to be made with parent/carer. |  |
| Hazard: Scout behaviour  Risk: exposes group to danger or injury | Scouts and leaders | Scouts reminded of behaviour expectations before the event via parental email  Scouts reminded of behaviour expectations at the start of the event  Leaders to monitor behaviour and issue reminders as necessary during the event  Leaders to stop the event if behaviour becomes a danger to others |  |
| Hazard: Illness from waterborne diseases  Risk: personal injury | Scouts and leaders | During safety briefing at start of event, scouts and leaders reminded not to swallow water, cover cuts and grazes, not to handle food or eat until their hands have been washed and to shower as soon as possible.  Hands sanitised at the end of the session before leaving  Scouts and leaders reminded of the symptoms of waterborne diseases, that they can appear during the two weeks following watersports and to seek medical assistance from a GP  Weils Disease – high temperature, sickness, aching muscles, flu like symptoms  Blue/green algae can appear in the water of the mere and can cause skin irritation, sickness and flu like symptoms |  |
| Hazard: Scout not collected by parent/carer at the end of the event  Risk: Distress | Scouts and leaders | Scout to remain with two leaders until collected  Leader to make contact with parent |  |
| Hazard: COVID-19  Risk: infection spread at collection location | Scouts and leaders | Car share discouraged via parent email prior to event  Adult to meet with their group at pick up point – Olton Mere Sailing Club Car Park  Pick up point in car park with space for cars to park and turn.  Parents encouraged to stay in vehicles and leave as soon as possible.  There will be 2 or 3 sessions per evening with reduced numbers in each so that there are less people arriving or leaving at the same time  Arrival and departures are staggered by 15 minutes to avoid cross over of pedestrian traffic  Hands sanitised before leaving the Mere |  |
| Hazard: COVID-19  Risk: member develops symptoms after the event | Scouts and leaders | Event register to be kept for three weeks after the event to enable track and trace to be utilised if required |  |
| Hazard: Event has to be stopped and pick up of all scouts required  Risk: scout not collected | Scouts | Leaders to have access to contact details for their group  In touch person identified and briefed with contact procedures |  |
| ***Review:*** *This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.* | | | |

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| **Checked by Line Manager** | Name, Julia Hill  Role / level GSL 4th Knowle Sea Scout Group  Date 21/04/2021 (v2) | **Checked by Executive** | Name, Phil Green  Role / level Chairman 4th Knowle Sea Scout Group  Date 13/04/2021 |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **Notification of level change** | Date and by who | | |

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