

PRO-ACTIVE ADVENTURE

HEALTH AND SAFETY PROCEDURE

Activity: Sit On Top Kayaking

Minimum Instructor Competence:
BCU L2 Discipline specific

Date Reviewed: 1/03/18
Next Review Date 1/03/19
Completed by: Clive Richley
Competence: BCU L2
Is the activity acceptably safe if managed as below? YES
Signature: *C. Richley*

Main Risks (numbered) People at risk: Participating staff and clients

- 1) Drowning
- 2) Impact of objects to head/head onto objects (trees/rocks) or equipment
- 3) Abrasion injuries from capsized/swim
- 4) Entrapment in kayak
- 5) Hypothermia (cold) from immersion
- 6) Hypothermia (cold) from weather related factors
- 7) Heat stroke
- 8) Sunburn
- 9) Exhaustion
- 10) Weils disease (Leptispirosis)/Blue Algae/Human waste
- 11) Entrapment
- 12) Twisting/back injuries during loading/unloading
- 13) Repetitive strain and back injury from rescues.
- 14) Twists, sprains, pulled muscles from lack of warm up and cool downs.

How to manage/control/reduce these risks safely (corresponding numbers):

Staff operate within the BCU guidelines and hold a First Aid certificate

- 1) Use individually fitted buoyancy aids
- 2) Use a correctly fitted helmet
- 3) Use individually fitted wetsuit and cagoule
- 4) The group leader demonstrates the correct method of exiting the craft, and spray decks, where used, are fitted with a release strap in good condition
- 5) In cold weather, fibre pile clothing is provided for use under the cagoule
- 6) Provision of fibre pile clothing, plus the group leader will carry a survival shelter/spare food/hot drink
- 7) When off the water, participants will wear loose clothing and hat, plus take advantage of natural shade. When on the water, they will be encouraged to use water to keep cool and stop heat build-up
- 8) Provision and application of water-resistant sun block
- 9) Trips are planned within the capability of the staff and clients
- 10) Locations chosen are environmentally clean and any open wounds are covered prior to the activity starting
- 11) Group leader identifies and protects hazards
- 12) The instructor will demonstrate good handling technique, plus min. 2 persons to a boat.
- 13) Use of modified injury prevention rescues and the fitting of airbags to appropriate craft.
- 14) Ensure appropriate warm ups and cool downs are carried out.

Activity Instructors must ensure that full emergency escape details and a full route plan is completed before the activity is undertaken and put in the Adventurous Activity File in the unit office.

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Activity: Sit On Top Kayaking

Minimum Equipment To Be Carried.

Participants:

1. Individually fitted buoyancy aid, helmet, wet suit and cagoule.
2. Boat fitted with the appropriate buoyancy, with all fittings and seat checked before use.
3. Appropriate paddle, in good condition, with no sharp edges.
4. Change of underwear, socks and T-shirt or similar.
5. Towel.
6. Footwear suitable for use in a boat.
7. Spray-deck with the pull strap in good condition.
8. Extra clothing to suit the expected conditions.

Participants are to report all defects or damage of equipment to the activity instructor immediately.

Instructor:

1. Company first aid kit.
2. Bivy bag and survival shelter.
3. Emergency food and hot drink when required.
4. Map of river access/egress when required and compass. (Unfamiliar areas.)
5. Throw line and white water safety kit if appropriate.
6. Tow line. (Not for white water kayaking)
7. Extra clothing, fleece or sleeping bag in a dry bag.
8. High energy/emergency food and cold or hot drink as appropriate.
9. Whistle.
10. Flares if on the sea, or on large lochs. These should be sufficient to both attract attention and pinpoint location. I.e. Para, smoke and pinpoint flares.
11. Mobile phone for emergency use.

Note: The instructor must remove any defective equipment from service and clearly label the item with what is wrong and notify the stores person.