Risk Assessment - CPCC Organisational and Business Risk

Date:	**1/2/2024** **01/02/2025** **01/04/2026**

Assessors Name:	**Glen Cowsill**	**Review Date:**	**1/4/2027**

Description of assessment	**CPCC Organisational and Business Risk Assessment**

Location Details	**The Pier House Corney Reach Way, London W4 2UG**

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
Club lacks direction or forward planning	Club Risk of not delivering what members want, therefore loss of membership.	Club Constitution CPCC-Con-2022-01 28/02/2022 Sunday paddles Sea Kayaking, White Water and	Review constitution e.g. • Canoeing / paddling • Age review currently >8yrs • Junior members • Payments in cheques Develop 2027 plan and	Committee	End 2026	01/02/2026

		other paddling trips away from the Thames are posted to the calendar.	request input from members at AGM. Roll incomplete 2024 Plan into new 2025 plan	G Cowsill Committee	4/2/2027 31/12/2025	 22/10/2026
Sudden drop in membership	Club Risk of membership income not supporting club overheads	Stall planned for Party on the Pier July 2027 Annual Christmas party to build relationships.	Identify new outreach opportunities and membership routes. Identify members who did not renew 2025/26 and survey - consider incentives.	Committee Membership secretary /	AGM October 2026	
Accident or incident during club activity leading to a claim against the club or committee	Club Committee Member	Paddle UK Standards for deployment CPCC Risk Assessment for paddling CPCC Standard Operating Procedures	Implement Paddle UK Standards for deployment CPCC Safety Plan, to be developed using BC Template “Clubs-Safety-Plan-Checklist-1” Implement CPCC Safety Plan Implement CPCC Risk Assessments for 2025 Review CPCC Standard Operating Procedures	Committee Committee Committee Committee Safety Officer	01/12/2026 01/06/2025 01/06/2027 01/12/2026 End 2026	22/10/2026 (two coaches require additional online courses) 01/10/2025 2026 2026 Procedures reissued

						1/2/2026 Deployment Guidelines Issued
			• Review Equipment hire, guest access and Independent Paddler Procedure • Issue Coaching and leading club led activity	Committee	End 2026	
		CPCC Coaching Remit	Review CPCC Coaching Remit	Committee	End 2026	01/02/2026
		Site Specific Training and implementation of the Tideway Code	Conduct additional Site-Specific Training and practical assessment for members.	Committee	End 2026	1/09/2026
		Paddle leaders training, experience and river awareness	Set target for X% member attendance.	Committee	June 2027	
Not having enough coaches or leaders to provide club activity	Club Risk of not delivering sufficient paddles and what members want, therefore loss of membership. Risk of not being able to complete	Coach subsidy policy Encouraging potential coaches and leaders	Review Coach subsidy policy Identify potential Instructors, Leaders and Coaches and build individual support programmes for each. Each club role to have succession plan developed	Committee Training Officer Committee	TBC TBC June 2027	21/09/2026 Three Instructors and One PSL trained 2026

	taster sessions leading to lack of new members and loss of income.		Suggestions needed			
Loss of clubhouse or storage	**Club** Risk of CPT requiring space for alternative use and evicting CPCC.	Chiswick Pier Trust provides community facilities for the benefit of the community, in line with the Hounslow demographic. We have a remit to engage, educate and help people understand more about the local river and community. CPCC support CPT as trustee on the board	Provide an annual summary demonstrating how CPCC help support the requirement to engage, educate and help people understand more about the local river and community. Maintain good relationships with adjacent Canoe and Kayak clubs and explore the possibility of temporary storage in the event of eviction.	Committee Committee	For CPT Annual report Ongoing Ongoing	**Dec 2025**
Insufficient funding to carry out normal activities	Club Committee Member Risk is the loss of funds from bank account or theft depleting funds so that overheads cannot be maintained.	CPCC are self-insuring and cash reserves aim to cover rent and resupply of a certain amount of kit.	Review actual value of cash reserves required to maintain operations considering the high rate of inflation in 2026 Consider benefit (or not) of appropriate equipment insurance and document decision to self insure.	Committee Committee	Ongoing Ongoing	
Significant rise in costs (utilities etc)	Club Risk is CPT raise rental cost		Suggestions needed			

	excessively and erratically leading to operations not being viable.					
Complaint from a member about the club or a committee member	Club Committee Risk that the club or committee member behave inappropriately, or an unfounded complaint is made leading to legal action.	Club Constitution CPCC-Con-2022-01 28/02/2022 CPCC Club Code of Conduct 21-22 Safeguarding Policy 31/05/2023	Review Club Constitution CPCC-Con-2022-01 28/02/2022 Review CPCC Club Code of Conduct 21-22 Review Safeguarding Policy 31/05/2023 Develop and implement complaint procedure. Review discipline procedure in SOP Ensure key roles have undergone adequate training in important areas such as safety and safeguarding. Utilising Clubhouse reporting tools. Now using Standards for Deployment Dashboard.	**Committee** **Committee** **Committee** **Committee** **Committee** **Committee**	**TBC** **TBC** **TBC** **TBC** **TBC** **TBC**	**01/02/2026** **01/02/2026** **01/02/2026** **01/10/2026** **22/10/2026**
Safeguarding incident within the club	Club Committee Member Risk of inappropriate behaviour or complaint of inappropriate behaviour to a	**AS ABOVE** Club Constitution CPCC-Con-2022-01 28/02/2022 CPCC Club Code of Conduct 21-22 Safeguarding Policy 31/05/2023	**AS ABOVE** Review Club Constitution CPCC-Con-2022-01 28/02/2022 Review CPCC Club Code of Conduct 21-22 Review Safeguarding Policy 31/05/2023 Conduct DBS Checks for all	**Committee** **Committee** **Committee** **Committee**	**TBC** **TBC** **TBC** **TBC**	

	vulnerable person		Coaches, Leaders and Instructors All Coaches, Leaders and Instructors to complete online live, face to face safeguarding training provided by Paddle UK Develop and implement complaint procedure	**Committee** **Committee**	**TBC** **TBC**	
Significant Data Protection breach.			Suggestions needed			

Office use only (to be completed by a risk assessment sampler if selected for sampling)

Sampled by		**Position:**		**Date:**	

Notes: