Risk Assessment - Template

Date:	**1/1/2024** **Reviewed 01/02/2025** **Reviewed 10/10/2026**

Assessors Name:	**Glen Cowsill**	**Review Date:**	**10/10/2027**

Description of assessment	**Kayak Pool Sessions** • **Entry to poolside** • **Introduction to paddling equipment** • **Poolside boat entry and exit** • **Capsize without exit** • **Capsize and exit without spray deck** • **Capsize and exit with spray deck** • **Initial paddling and exploring boat control**

Location Details	**Pheonix Fitness Centre and Janet Adegoke Swimming Pool** **Bloemfontein Rd, London W12 7DB**

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

Entry to poolside						
Slips, Trips, Falls	Paddler Other pool users Risk of breaks and strains.	Before session keep walkway clear for other users. No running waterside, Obey centre rules. Poolside balustrade is available for support from changing area to both deep and shallow end access, if required.	Nil	**Nil**		
Alcohol or other substance misuse	Paddler Risk of drowning.	Coach can refuse to allow someone to paddle. Centre lifeguard and management have final say on whether someone can paddle.	Nil	**Nil**		
Introduction to paddling equipment						
Other pool users – Misuse of kit	Paddler, Other pool users Risk of minor injury (cuts and bruises).	Kit stored when session not in progress to reduce temptation to play. Equipment maintained regularly	Nil	**Nil**		

Manual Handling – Lifting boats	Paddler Risk of strains and sprains.	First time paddlers helped to select boat and shown how to handle.	Boat selected and positioned poolside by Coach leader.	**Coach**	**Prior to session**	
Adjusting boat fittings	Paddler Risk of Sprain or strain.		Paddle leader assists with equipment selection and setting of appropriate foot pedal.	**Coach**	**During session**	
Poolside boat entry and exit						
Uncontrolled roll	Paddler Risk of head injury on poolside	One Coach in position poolside and one coach in position in the pool to assist initial entry. If paddler is unstable.	Helmet available. Consider the benefits of seal entry versus sideways entry in relation to paddlers accessibility and boat stability.	**Coach**	**During session**	
Capsize without exit, capsize, and exit without spray deck, capsize and exit with spray deck						
Capsize.	Paddler Risk of entrapment and drowning.	Coach in position in the water and positioned ready to conduct hand of God roll to right the boat.	Coach demonstrates capsize exit prior to paddler attempting.	**Coach**	**During session**	
Water	Paddlers Risk of drowning.	Ability to swim is required as part of sign up.	The level of coach supervision is determined on paddler age, experience, and ability.	**Coach**	**During session**	

		Lifeguard provided by the club. Coaches with water based first aid available.				
Water Quality	Paddlers Risk of adverse reaction to chemicals.	Use commercial swimming pool with higher requirements then required for paddling.	Dialogue with centre in case of problems	**Nil**		

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

Sampled by	**GC**	**Position:**		**Date:**	**10/10/2026**

Notes: