

Hampton Canoe Club
Sea Kayak Deployment Process and Operating Procedures
May 2022

Introduction

The following describes the deployment process and Operating Procedures for sea kayaking activities at Hampton Canoe Club.

These procedures are in respect of sea kayaking activities only, that is coastal paddles, marine inlets (including Southampton Water) and harbours such as Portsmouth Harbour, Langstone Harbour, Chichester Harbour and Poole Harbour. They are not applicable to rivers, including tidal rivers, where existing Hampton Canoe Club procedures apply. The procedures do not replace existing Hampton Canoe Club policies except for the environments described above. The bulk of existing Hampton Canoe Club activities are therefore unaffected.

The procedures closely follow recommendations set out by British Canoeing. The procedures specify that the British Canoeing remit for Leaders is adhered to i.e. a trip led by a Sea Kayak Leader will be within the remit for that level of leader. This is to reduce liability for both the club and the leader. If the trip is out of remit, the trip becomes a peer trip and each paddler is responsible for themselves

Deployment Process

There are two types of sea kayaking activity undertaken by club members; club activities and private trips.

Club Activity.

This type of activity is initiated by a sea kayak leader and agreed to by the Hampton Canoe Club committee. The trip/session leader will make it clear to participants that the activity is an official club activity. For these activities the operating procedures outlined below must be followed. If a leader operates outside these procedures, the liability of the trip rests entirely with the trip leader and the trip/session will no longer be considered to be a club activity.

Club activities are covered by the club's public liability insurance which is provided through British Canoeing. This insurance policy only provides cover for club activities. A club activity is defined by BC as: "any activity that has been assessed as part of the club's safety framework and promoted on the club calendar, website or noticeboard" For Hampton Canoe club, club activities will normally be arranged through the Hampton Canoe Club Google Groups e-mail group and through the club website. The club activity will also be included on the club's official calendar.

Club activities will be led by authorised leaders only. The BC requirement for an authorised leader is as follows:

- Be a current On the Water member of BC.
- Hold a first aid certificate, dated within three years.
- Have a safeguarding training certificate, dated within three years.
- Have completed continuing professional development by having attended various types of training within the last three years in accordance with BC's CPD regime.

It is also necessary for the leader to ensure that BC has these certificates recorded on their record on the BC GoMembership system.

In addition to complying with the BC requirements for authorised sea kayak leaders, the club has the following requirements for its leaders:

- Be a paid-up member of Hampton Canoe Club.
- Have public liability insurance to coach and lead.
- Link their personal membership of BC to Hampton Canoe Club on the BC GoMembership system.
- Upload their certificates to the BC GoMembership system, for example certificates for first aid training, VHF licence, safeguarding training if not done through BC.
- Be aware of, and adhere to, British Canoeing's Code of Ethics.
- Carry a first aid kit on all paddling sessions and trips.
- Carry a method of communication to enable contact with the emergency services which is accessible whilst on the water.
- Have leadership skills and knowledge appropriate to the session.
- Demonstrate current paddling and coaching / leading experience for the level of session or trip proposed.
- Have sufficient physical competency to fulfil the requirements of the role.
- Ensure that all participants on the session are members of Hampton Canoe Club
- Acknowledge that participants on a club activity session will expect all participants to have public liability insurance, and therefore to operate within that expectation.

Peer Paddles

Club members who wish to undertake sea kayaking privately (peer paddles) may do so, however these activities are not be endorsed by Hampton Canoe Club. Whilst these private paddles may be advertised using official club media i.e. club website, facebook page or by means of the club Google Groups e-mail address, they must be clearly marked as private trips (peer paddles) with the following statement. "This activity is carried out by members in their individual capacity and **entirely at their own risk**. The club accepts no liability for actions or failures of members on private trips"

It is strongly recommended that participants have their own public liability insurance arranged either by holding British Canoeing On The Water membership, or by alternative cover that specifically includes Paddlesport.

Operating procedures for sea kayak trips

The following operating procedures will be followed for all sea kayak sessions/trips which are club activities.

Trip leader

Each trip must have a trip **leader**. The qualification of the leader depends on the type of trip planned (see sea kayak leader requirements and trip definitions below)

Sea kayak leader requirements and trip definitions

Type of trip	Led trip	New BC Awards
<p>Sheltered water Definition: Areas of open water (e.g. harbours and sheltered bays) where the paddlers are no more than 200 metres offshore and the wind strength does not exceed Beaufort force 3 and the flow is less than 0.5 Knots) avoiding the group being swept/blown out of the safe working area.</p>	Ratio - 1 leader : 8 paddlers	Minimum Leader: Paddle Sport Leader/ Hampton CC trip leader
<p>Moderate water Definition: Sea: A stretch of coastline with some areas where it is not easy to land but there will always be straightforward land points a maximum of two nautical miles apart. Crossings not exceeding two nautical miles. Up to 2 Knots of tide (but not involving tide race or overfalls). Wind strengths do not exceed Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height)</p>	Ratio - 1 leader: 6 paddlers	Minimum Leader: Sea Kayak Leader (MW)
<p>Advanced water Definition: Any journey on the sea where tidal races, overfalls or open crossings may be encountered and cannot be avoided; sections of coastline where landings may not be possible or are difficult; winds above Beaufort force 4; launching and landing through surf (up to 1.5 metres trough to crest height)</p>	Ratio – 1 leader: 4 paddlers	Minimum Leader: Advanced Water Leader

Requirements for Hampton Canoe Club leaders

- Have the welfare of the group as the primary focus of the leader. Put the needs of the paddlers above the wishes of the leader.
- Regularly paddle and practice recues in conditions that are higher than the level of the proposed session for which they are the leader, so that the leader is fully confident and competent to manage paddling incidents that may arise in the session that they are leading.
- Leaders for sessions need to be able to demonstrate what measures they would have in place to deal with the situation where they, as leader, were incapacitated, and how these have been communicated to the rest of the group.
- If in doubt with regards to a proposed session due to conditions or group ability the Club Leader is encouraged to consult with another authorised leader when planning and executing the session plan, including outlining the location, weather forecast, skill level of the participants, craft and equipment used, exit points, shore party and only undertake the session if the second authorised club leader supports the view that the session is safe and all adequate measures have been taken to ensure the safety of the group.

Leaders are responsible for all decision making. The environment where they operate needs to be appropriate according to their skills and qualifications. They need to ensure that paddlers in their group are at appropriate level of skills for the activity and/or environment.

It is vital that appropriate decisions are made on the day as environmental conditions change (e.g. wind, sea states etc.). A dynamic approach to decision making is essential which considers the diverse nature of the environment, individual abilities and the group. Because conditions can change at any point, the final decision rests with the Leader as to whether the trip has to be modified, participation declined or completely cancelled for safety/operational reasons. In the event of cancellation, the Leader must ensure that all participants fully understand the reasons for the cancellation.

The trip will be led in accordance with BC guidelines for the relevant trip grade (sheltered, moderate or advanced water).

Participants

Before attending a HCC sea kayak trip, participants must have had sufficient training/experience. The final decision on an individual's participation in a trip lies with the trip leader. The trip leader retains the right to refuse participation if, in their opinion, the individual does not have sufficient skills or experience to undertake the planned trip.

Equipment

The equipment to be carried depends on the type of trip. Group safety equipment should include:

Sheltered water:

- At least 1 method of communication
- At least 1 towline
- A set of splits
- A pump
- A first aid kit
- A group shelter
- A repair kit

Moderate and Advanced water

- At least 3 methods of communication but always a PLB, fully charged mobile 'phone and VHF radio.
- At least 2 towlines
- A set of splits
- A pump
- A first aid kit
- A group shelter
- A repair kit
- GPS (open water crossings)
- Deck compass (recommended) or hand-held compass for open water crossings

For all trips individual safety equipment must include:

- A buoyancy aid
- A whistle for each paddler
- Fully charged mobile phone

Information for participants

The following information will be provided to participants prior to any trip:

- Trip date
- Trip leader and contact details
- Trip leader qualifications
- Summary of activity including get in/out location and distance
- Grade or difficulty of the trip
- Meeting time
- Expected conditions
- Timings – expected duration of trip
- Paddler – minimum competency experience required
- The trip risk assessment

Risk assessment

The following is a generic sea kayak risk assessment. Additional trip specific risks will be added as necessary.

Sea Kayaking Risk Assessment						COMPLETED BY: Paul Losse			
HAZARD	WHO MAY BE HARMED	RISK	L	S	RR	CONTROL MEASURE	L	S	RR
Equipment failure	Any participant	Not being able to continue the journey Risk of injury	3	2	M	Leader to ensure spare equipment is carried eg spare paddles, toolkit, towline, pump Leader to carry method of communication eg VHF Leader to have first aid training and carry a first aid kit	3	1	L
Incapacitated paddler	Any participant	Paddler not able to continue paddling	2	3	M	Leader to have first aid training and carry a first aid kit Participants to carry towlines and have training in towing Leader to carry additional clothing eg storm cagoule. Leader to carry method of communication eg VHF	2	2	L

HAZARD	WHO MAY BE HARMED	RISK	L	S	RR	CONTROL MEASURE	L	S	RR
Not being rescued	Any participant	Paddler separated from the group, and falls in	1	4	L	Leader is responsible for group management and participants are aware of the requirement to stay together unless the leader allows dispersal. Participants to have own method of communication eg mobile	1	1	L
Rescue doesn't work	Any participant	Paddler unable to climb back into the boat.	2	3	M	Leader has training in alternative rescue methods eg stirrup/sling rescue, scoop rescue	2	1	L
Hypothermia	Any participant	Swim resulting in increased risk of hypothermia Cold weather conditions leading to hypothermia Paddler no longer able to paddle.	2	3	M	Leader to carry additional clothing eg storm cagoule. Leader to have training in first aid and carry a first aid kit Participants to carry towline and have training in towing.	2	2	L

HAZARD	WHO MAY BE HARMED	RISK	L	S	RR	CONTROL MEASURE	L	S	RR
Drowning	Any participant	Prolonged immersion leading to hypothermia and drowning Entrapment Separation from the group and unable to return to land leading to exhaustion and drowning	2	5	M	CE approved buoyancy aids to be worn. Participants to be competent swimmers Leader to assess paddling location and group abilities Leader to have training in incident management appropriate to the level of trip. Leader to carry VHF.	1	5	L
Straying into advanced conditions	Any participant	Tidal flow leading to more advanced conditions eg headlands Strong winds	3	4	M	Leader to be experienced in paddling in more advanced conditions than the planned trip. Leader to have checked the weather forecast Leader to have undertaken tidal planning and considered the crux points of the journey	2	2	L
Paddling in advanced conditions Tide races and overfalls	Any participant	Capsize Separation of individual from group/boat Loss of equipment Group swept away from planned journey	4	3	M	Participants to have previous experience of paddling in at least moderate conditions More than one leader for the trip. Leaders to have training and experience of leading in proposed conditions. Leaders to be experienced in self rescue.	3	2	M

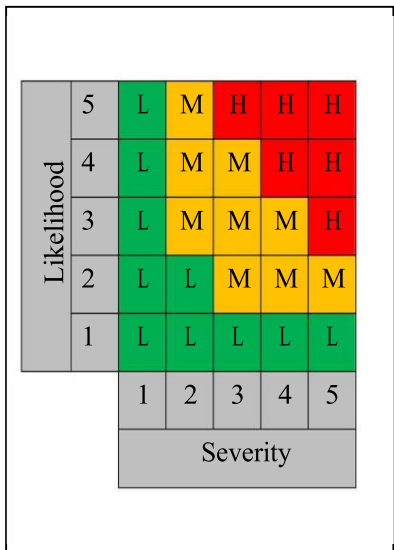
HAZARD	WHO MAY BE HARMED	RISK	L	S	RR	CONTROL MEASURE	L	S	RR
Landing on crowded/surf beaches	Any participant	Injury to any water user due to collision Capsize during surf landing	3	3	M	Leader to have experience of managing a group in these conditions. Alert other water users to our intentions. Cooperate to achieve a safe landing. Use quiet area of beach if possible.	2	2	L
Surf session	Any participant	Injuries from collision	3	3	M	Obey local beach rules on the areas to be used. Use of paddling out / surfing in lanes.	2	2	L
Rip currents	Any participant	Paddlers / swimmers carried out to sea	2	4	M	Ensure that rip currents are identified before entering the water and the surfing zone is set up away from them. Leaders to have experience in managing paddling in a surf zone. Brief group on procedures if caught by rip current.	1	2	L
Injuries from rocks	Any participant	Injuries from rock hopping Abrasion from rocky landing / barnacles	3	3	M	Participants to wear helmets Leader to have training in incident management appropriate to the level of trip. Leader to have training in first aid and carry a first aid kit	2	2	L

HAZARD	WHO MAY BE HARMED	RISK	L	S	RR	CONTROL MEASURE	L	S	RR
Cuts and lacerations to bare feet	Any participant	Cuts or lacerations caused from bare feet at launch points, or portages	3	2	M	All sea kayak paddlers to wear footwear securely fitted to feet on all trips	1	1	L
Weather - wind	Any participant	Increased wind. Squalls Slowed progress into head wind Fatigued paddlers	3	2	M	Obtain weather forecast prior to trip. Have a plan for alternative route with intermediate escape points. Cancel trip if forecast beyond leadership experience of leader or the abilities of the group.	2	1	L
Weather – rain, fog, hail, snow	Any participant	Exposure leading to hypothermia Loss of visibility	3	2	M	Wear suitable clothing/equipment. Cancel trip if weather conditions pose significant risk to group. Have a plan for alternative route with intermediate escape points. Leader to take compass bearing	2	1	L
Weather - sun	Any participant	Sunburn/sunstroke Dehydration	2	2	L	Guard against long periods of exposure to direct sunlight. Carry clothing/sunscreen Ensure participants are regularly hydrated.	1	1	L

HAZARD	WHO MAY BE HARMED	RISK	L	S	RR	CONTROL MEASURE	L	S	RR
Deterioration in water conditions	Any participant	Increased sea state Surf conditions larger than experience of paddlers	3	2	M	Obtain swell forecast Leader to be experienced in paddling in more advanced conditions than the planned trip.	2	1	L
Leader is incapacitated	Leader	Group doesn't have experience to bring the journey to a safe destination Group doesn't have the experience to assist the incapacitated leader	2	4	M	Leader appoints assistant leader at the beginning of the day Briefing of group at beginning of the day: route, escape routes, weather, spare equipment, signals Group to include other experienced paddlers who can lead the trip to a safe destination Participants to have own method of communication eg mobile	2	2	L
Collision with other water users	Other water users	Injury from collision	2	2	M	Effective group control and leadership	1	2	L
Manual handling	Any participant	Injury from poor manual handling technique	2	3	M	Training in correct manual handling techniques Extra care when sea kayak raised above shoulder height	1	2	L
Environmental pollution. Biological hazards	Any participant	Illness/infection	1	1	L	Check water quality before starting trip – move to another area if pollution levels suspected to be high.	1	1	L

Assessment date May 2022

Review date May 2023

	<p>Severity</p> <p>1 – Non or Trivial injury / illness / loss.</p> <p>2 – Minor injury or illness. Minor first aid required only.</p> <p>3 – Injury or illness. Medical treatment required.</p> <p>4 – Significant injury. Inpatient medical treatment. Time off work required for recovery.</p> <p>5 – Fatality / severe incapacity / life changing injury.</p>	<p>Likelihood</p> <p>1 – Very Unlikely 1 in 1,000 or less</p> <p>2 – Unlikely 1 in 100 of this type of trip</p> <p>3 – Possible 1 in 50 of this type of trip</p> <p>4 – Likely 1 in 10 of this type of trip</p> <p>5 – Very Likely 1 in 5 of this type of trip</p>
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L Likelihood	S Severity	RR Risk rating
When calculating the risk the severity of the outcome and the frequency of exposure to the risk must be taken into account.		
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out.		
Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk. Where a medium or high risk remains this activity must be reviewed by the Committee to ensure this task can continue to be carried out.		

Document drafted by Paul Losse, BC qualified Sea Kayak Leader

Endorsement: A qualified British Canoeing Seakayak Leader (moderate water) holds such qualification that allows him to lead people on the water, and sets remits and conditions within which the leader is qualified to operate. These operating procedures would give the club respectively the club’s committee a robust process how to responsibility deploy leaders to be in charge of the club trips on the water.

Name: Michal Madera 268662

Signature:

Sea Kayak Qualifications: Seakayak Coach (Advanced Water), Advanced Sea Kayak Leader, BCAB L3 Coach, Sea Kayak Leader Provider (tidal & non-tidal)