



Wolfson College Task Specific Risk Assessment – Canoeing Activity

Assessment Ref	WOLF-W-RA-015	Location/Dept:	Common Room
Assessment date:	20/08/21	Assessor's name:	Chris Licence / Toby Hudson
Manager/Supervisor:	Louise Scrivens	Next review date:	20/08/23
Brief Description of Task/Area	The operating of punting and canoeing based activities from the Wolfson Boathouse on the main Linton Road site that will involve: <ul style="list-style-type: none"> - Ad-hoc activities by Wolfson members from the Wolfson Harbour and along the River Cherwell. 		
To be read and followed in conjunction with any other Risk Assessments, Policies or Procedures; list them here	Canoeing and Punting activity safe operating guidance documents / induction material (including the online course) / Canoeing activity waiver form.		

Hazard Category and Description e.g. trip, falling objects, fire, explosion, noise, violence etc.	Persons affected and how	Existing Control Measures e. g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective	A. Severity of injury (1 to 5)	B. Likely Occurrence (1 to 5)	Risk Rating (A) x (B)	Further Control Measures Needed	A. Severity of injury (1 to 5)	B. Likely Occurrence (1 to 5)	Risk Rating (A) x (B)	Further measures to be completed when and by whom
Sitting in / use of the canoes / punts	<i>Paddlers, punters and others on the canoe</i> Drowning	Wearing of buoyancy aids. Instructional documentation on how to react during capsize event. Only competent canoeists permitted to paddle. All non-paddlers advised to stay away from the river bank.	5	2	10	<i>Canoe / Punt expert approved online induction video / quiz will be an essential (mandatory) requirement for all paddlers wishing to use canoes.</i>	5	1	5	Before Punts / Canoes are used Punt Admirals

Weather conditions	<i>Paddlers / punters</i> Hypothermia on cold weather days	All paddlers / punters and others advised to wear correct clothing for the weather conditions.	5	2	10	<i>Continuous dynamic risk assessment completed and canoeing / punting activities suspended during inclement weather.</i>	5	1	5	Before Punts / Canoes are used Punt Admiral
Slips, trips, falls	<i>Paddlers, punters, others.</i> Falling or slipping on the landing areas outside the Boathouse	Regular checks and maintenance of landing areas / ramps / harbor boards	3	3	9	<i>Set up a safety check sheet for physical condition of all Punt/Canoe landing areas; with reporting mechanism to College maintenance team</i>	3	1	3	Before Punts / Canoes are used Punt Admiral / Wolfson Grounds and Maintenance Team
Sprains, strains, soft tissue injuries	<i>Paddlers, punters, others.</i> Soft tissues injuries caused by movements / paddling whilst in them.	User of canoes (paddlers) and punts (punters) are trained (via induction and safety paperwork) to board and operate in canoes/punts safely.	3	2	6	<i>All paddlers / punters users of canoes to watch and complete the online video induction for safe and proper operation of the equipment.</i>	3	1	3	Before Punts / Canoes are used Punt Admiral / Common Room Administrator
Water quality / pollution	<i>Paddlers, punters, others.</i> Contraction of water born diseases (leptospirosis)	All paddlers / punters advised to not drink river water, to wash as soon as possible after activity and not intentionally capsize the canoe or the punt. Paddlers to be aware of flotsam in the river.	4	1	4		4	1	4	Before Punts / Canoes are used
Weirs, rollers, manmade river features	<i>Paddlers, punters, others.</i> Physical personal injury to limbs; soft tissue damage, breakages.	All paddlers advised to not take the canoes / punts over the rollers that are prior to the Magdalen College area. And manmade obstacles on the river course are highlighted to paddlers during the induction process	3	1	3				3	Before Punts / Canoes are used

Over hanging trees / vegetation	<i>Paddlers, punters, others.</i> Cuts, grazes, puncture wounds	Paddlers / punters are made aware of the need to take care and avoid taking the canoe/s or punts too close the overhanging vegetation. Canoes are only permitted to be used during daylight hours so as to maximise visibility of obstacles.	2	2	4	<i>Wolfson College Grounds team ensure that all vegetation around the harbour (under the responsibility of the team) is maintained regularly and hazards are removed as much as practicable</i>	2	1	2	Termly checks Grounds Team
Other river users	<i>Paddlers, punters, others.</i> Collisions causing physical personal injury (cuts, bruises, crush injuries)	Paddlers / punters instructed to be aware of other users of the river and how to avoid them / take action if needed.	4	2	8	<i>Canoeing and punting expert approved online induction video / quiz will be an essential (mandatory) requirement for all paddlers / punters wishing to use canoes.</i>	4	1	4	Before Punts / Canoes are used Punt Admiral
Manual handling of canoes / punts	<i>Paddlers, punters, others.</i> Soft tissue damage, breakages, bruises from dropping canoes	Paddlers / punters users are given a written instruction / guidance about how to manually handle the canoes / punts correctly / safely.	4	2	8	<i>Canoeing and punting expert approved online induction video / quiz will be an essential (mandatory) requirement for all paddlers / punters wishing to use canoes.</i>	4	1	4	Before Punts / Canoes are used Punt Admiral

Hazard checklist

The definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property.

Below is a list of hazards that may be present and may be of assistance in identifying hazards in your task or area. Although not an exhaustive list, please place an **X** in the box if you think the hazard exists in the activity and/or environment and insert in the Description and Location of Hazard Section of the form. Also, include any additional hazards identified and not highlighted below.

a. Condition of the:	Floor.	<input type="checkbox"/>	Stairs.	<input type="checkbox"/>	Furniture.	<input type="checkbox"/>
b. Extremes of:	Light.	<input type="checkbox"/>	Noise.	<input type="checkbox"/>	Humidity / temperature.	<input type="checkbox"/>
c. Abnormal levels of:	Dust.	<input type="checkbox"/>	Fumes / aerosols.	<input type="checkbox"/>	Smells.	<input type="checkbox"/>
d. Animals:	Kicking / scratching.	<input type="checkbox"/>	Biting.	<input type="checkbox"/>	Crushing.	<input type="checkbox"/>
e. Flammables:	Solvents.	<input type="checkbox"/>	Paper / board.	<input type="checkbox"/>	Wood.	<input type="checkbox"/>
f. Radiation:	X-ray / radioactivity.	<input type="checkbox"/>	Ultraviolet.	<input type="checkbox"/>	Laser.	<input type="checkbox"/>
g. Equipment training:	Inadequate training.	<input checked="" type="checkbox"/>	No training.	<input type="checkbox"/>	Needs re-training.	<input type="checkbox"/>
h. Equipment:	Sparks / generates static.	<input type="checkbox"/>	Has a flame.	<input type="checkbox"/>	Uses flammable liquids.	<input type="checkbox"/>
i. Electrical equipment:	Damaged / exposed wires	<input type="checkbox"/>	Trailing leads / adapters.	<input type="checkbox"/>	PAT tested.	<input type="checkbox"/>
j. Equipment with:	Sharp / fast moving parts	<input type="checkbox"/>	Emergency cut out.	<input type="checkbox"/>	Extreme temperatures.	<input type="checkbox"/>
k. Manual handling:	Dragging/moving/lifting.	<input checked="" type="checkbox"/>	Heavy.	<input type="checkbox"/>	Awkward.	<input checked="" type="checkbox"/>
l. Vehicles:	Buggies.	<input type="checkbox"/>	Passenger.	<input type="checkbox"/>	Lorries/vans.	<input type="checkbox"/>
m. Pressure systems:	Autoclaves.	<input type="checkbox"/>	Gas cylinders.	<input type="checkbox"/>	Liquefied gases.	<input type="checkbox"/>
n. Word processing / computing.	DSE/VDU.	<input type="checkbox"/>	Program / software.	<input type="checkbox"/>	Workstation.	<input type="checkbox"/>
o. Working:	Lone-working.	<input type="checkbox"/>	Over-crowding.	<input type="checkbox"/>	Housekeeping - bench / floor.	<input type="checkbox"/>
p. Working:	Above 2m off ground.	<input type="checkbox"/>	On ladders / scaffolds.	<input type="checkbox"/>	Below ground level.	<input type="checkbox"/>
q. WRULD – work related upper limb disorders	RSI – keyboard, pipette.	<input type="checkbox"/>	Hand Arm Vibration.	<input type="checkbox"/>		<input type="checkbox"/>
r. Outside buildings, roads	Falling objects.	<input checked="" type="checkbox"/>	Swinging doors	<input type="checkbox"/>	Obstructions / low beams.	<input checked="" type="checkbox"/>
s. Infectious Diseases	COVID-19 / Flu	<input type="checkbox"/>	Ebola / Hemorrhagic Fever	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>

Risk Rating Guide

Score	5	4	3	2	1
Column A: Severity of injury:	Very High -Multiple Deaths	High - Death, serious injury, permanent disability	Moderate - RIDDOR over 3 days	Slight - First Aid treatment	Nil - Very Minor
Column B: Likely occurrence:	Inevitable	Highly Likely	Possible	Unlikely	Remote Possibility

Risk Rating Score	Action	Risk Rating Score	Action
1-4	Broadly Acceptable - No action required	5-9	Moderate - Reduce risks if reasonably practicable
10-15	High Risk - Priority Action to be undertaken	16-25	Unacceptable -Action must be taken IMMEDIATELY

Additional Control Measures Action Plan

Ref No.	Further action required	By whom	By when	Completed
FC1	Canoeing / Punting expert approved online induction video / quiz will be an essential (mandatory) requirement for all paddlers wishing to use canoes	Punt Admiral	By the first use	
FC2	Set up a safety check sheet for physical condition of all Punt/Canoe landing areas; with reporting mechanism to College maintenance team	Punt Admiral	By the first use	
FC3	Wolfson College Grounds team ensure that all vegetation around the harbour (under the responsibility of the team) is maintained regularly and hazards are removed as much as practicable	Grounds Team	Continuous	

Explain how you will monitor and review the additional control measures?

Frequency: Daily / during all canoeing activities

Method: Ad-hoc physical checks on canoeing activity

To be carried out by: Punt admiral

COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF

Reference of formal and additional communication to staff	METHOD	YES	DATE	COMMENTS
	Copy of risk assessment issued to staff	<u>X</u>		
	Controls covered in team procedure issued to staff			
	Induction	<u>X</u>		
	Team Meeting, Toolbox Talk			
	E-mail circulation	<u>X</u>		
	Available on website / intranet	<u>X</u>		
	Other –			

Review Tracker

Reassessment due: 20/08/22	Reassessment due:	Reassessment due:	Reassessment due:	Reassessment due:
Assessed by: Chris Licence	Assessed by: (Name)	Assessed by: (Name)	Assessed by: (Name)	Assessed by: (Name)
Signature	Signature	Signature	Signature	Signature
Date 11/08/22	Date	Date	Date	Date
Job Title Home Bursar	Job Title	Job Title	Job Title	Job Title
Approved by:	Approved by:	Approved by:	Approved by:	Approved by: