



## Wolfson College Canoeing

<b>Assessment Ref</b>	Canoe Hire	<b>Location/Dept:</b>	Home Bursary
<b>Assessment date:</b>	13/01/2026	<b>Assessor's name:</b>	Andrew Johnston
<b>Manager/Supervisor:</b>	Chris Gillham	<b>Next review date:</b>	13/01/2027
<b>Brief Description of Task/Area</b>	Hire and use of college Canadian Canoes within the college harbor and on the Cherwell River. Hiring can be done by college member or members of the public		
<b>To be read and followed in conjunction with any other Risk Assessments, Policies or Procedures; list them here</b>	Harbor Risk assessment Punt Risk assessment		

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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, Authorized Users, Competent Persons, Personal Protective	A. Severity of injury (1 to 5)	B. Likely Occurrence (1 to 5)	Risk Rating (A) x (B)	Further Measures Needed	A. Severity of injury (1 to 5)	B. Likely Occurrence (1 to 5)	Risk Rating (A) x (B)	Further measures to be taken and by whom
Drowning	<ol style="list-style-type: none"> <li>Students</li> <li>Guests</li> <li>Staff</li> <li>Paddlers</li> </ol>	<ul style="list-style-type: none"> <li>Wearing Buoyancy aids.</li> <li>Step by step instructions to be read, understood and signed by all users.</li> <li>Novices or users under the age of 18 to be supervised by adults.</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>Buoyancy aids inspected annually.</li> <li>Users to be competent swimmers or accompanied by someone who is.</li> <li>Buoyancy aids kids to be fitted by supervising adults.</li> <li>Regular checks of equipment, harbor and canoes</li> </ul>	4	1	4	

<p>Hypothermia (being submerged and wet for long periods of time)</p>	<ol style="list-style-type: none"> <li>1. Paddlers</li> <li>2. Canoe users who have fallen in.</li> </ol>	<ul style="list-style-type: none"> <li>• Correct clothing worn for activity.</li> <li>• Dry clothing taken in a dry bag.</li> <li>• Users given time slot to be back by.</li> <li>• Users are aware of emergency service phone numbers.</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• All users have “what 3 words app” on phone for emergency service location.</li> </ul>	2	2	4	
<p>Slips, Trips and Falls. (cuts, grazes casing blood flow, bruises from slips)</p>	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public.</li> <li>3. paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• Buoyancy aids to be worn around water’s edge.</li> <li>• Regular maintenance and safety checks of land area, riverbank.</li> <li>• Any user of an elderly age or who are unsteady on their feet to get assistance when moving around the water’s edge.</li> <li>• As per terms and conditions, all users are to evaluate their own physical fitness and ability to safely maneuver the canoe and take part in the activity.</li> <li>• Users under the age of 18 to be accompanied around water's edge and canoe at all times.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Clearing vegetation and debris from the water edge.</li> <li>• Safety signs warning of slippery or uneven surfaces.</li> </ul>	2	1	2	

Sprains, Strains and soft tissue damage.	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public.</li> <li>3. Paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• All users verbally explained how to lift and move equipment correctly.</li> <li>• First time users verbally explained how to paddle correctly.</li> <li>• Users under 18 are to be always supervised by a competent person while taking part in the canoeing activity.</li> <li>• Due to the physical practicality of this activity, each participant must assess their own fitness level and ability to take part. Any concerns the individual should speak to a medical professional.</li> </ul>	3	2	6		2	1	2	
<b>Head injury</b> <small>(Hitting head when falling out of canoe hitting head on side or under water obstacles)</small>	<ol style="list-style-type: none"> <li>1. Elderly</li> <li>2. Students</li> <li>3. Members of the public.</li> <li>4. Paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• All those unsteady on feet to get assistance in entering and exiting canoe.</li> <li>• People are not to operate canoes on their own.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Assistance barriers installed for assistance in and out of canoes.</li> </ul>	3	2	6	
<b>Water Pollution</b> <small>(from waste and chemicals spilt in river)</small>	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public.</li> <li>3. Paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• Have a change of clothing for after use.</li> <li>• Bathe as soon as possible after submersion in water.</li> </ul>	3	3	6	<ul style="list-style-type: none"> <li>• People with low immune systems advise getting medical guidance before using canoes.</li> </ul>	2	2	4	

Other river users	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Guests</li> <li>3. Staff</li> <li>4. Paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• Anyone in water to stay close to the edge of the riverbank.</li> <li>• Canoe users to be aware of other users on the water and give large passing space.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Lights to be issues for those out late.</li> <li>• High visibility jackets to be always worn</li> </ul>	3	3	9	
Weirs and man-made features	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public.</li> <li>3. paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• No person to be in the water paddling at high water levels.</li> <li>• No children to be around areas without parent supervision.</li> <li>• All users are to have read, understood and signed the terms and conditions of use document, paying close attention to the NO GO AREAS.</li> </ul>	3	3	6					
Over hanging trees	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public.</li> <li>3. paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• Paddlers negotiate around trees, only when safe to do so and being aware of other water users.</li> <li>• All water users verbally advised on appropriate actions when entanglement.</li> <li>• Grounds team to keep trees cut back and remove fallen branches.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>• Grounds team to do regular checks on trees and bushes around the water edge.</li> <li>• Tree safety inspection completed annually</li> </ul>	2	2	4	

Manual Handling	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public.</li> <li>3. paddlers</li> </ol>	<ul style="list-style-type: none"> <li>• All users to have read and understood step by step instructions document before taking part in activity.</li> <li>• Safe handling when launching and removing canoes from water.</li> </ul>	2	2	4					
Canoe launch point	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public</li> <li>3. 3. paddlers / kids</li> </ol>	<ul style="list-style-type: none"> <li>• Personal protective gear (life jackets)</li> <li>• Launching of Canoes is only permitted from the concrete/wooden launch area.</li> <li>• All users are to sit on the edge and lower themselves into the canoes.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Safety rails to assist disabled or elderly access water.</li> <li>• Extra grip waterproof footwear.</li> <li>• Launch area extended to accommodate all punts and canoes safely.</li> </ul>	3	3	9	
Capsizing. (drowning, cold-water shock)	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Members of the public.</li> <li>3. Staff</li> </ol>	<ul style="list-style-type: none"> <li>• Mandatory buoyancy aids</li> <li>• Stable canoes</li> <li>• Calm water uses only</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Rules read and signed by users.</li> <li>• Signage around canoe harbor and review annually.</li> </ul>	2	2	4	
Inexperienced users (panic, poor control)	<ol style="list-style-type: none"> <li>1. Students.</li> <li>2. Elderly.</li> <li>3. Children</li> <li>4. Visitors.</li> <li>5. Other water users.</li> </ol>	<ul style="list-style-type: none"> <li>• Buddy system encouraged</li> <li>• Calm water only.</li> <li>• Weather dependent</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Written rules</li> <li>• Safety video.</li> <li>• Restricted area.</li> </ul>	3	3	9	

Elderly users (fatigue, poor mobility, reduced strength)	<ol style="list-style-type: none"> <li>Residences.</li> <li>Guests.</li> <li>Members of the public</li> </ol>	<ul style="list-style-type: none"> <li>Encouraged paired use only.</li> <li>Buoyancy aids always worn.</li> <li>Appropriate footwear is always worn.</li> <li>Elderly users to be accompanied by a competent user at all times.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Launch area with handrails, assistance for getting in and out.</li> <li>Assistance when launching.</li> <li>Appropriate footwear worn.</li> </ul>	3	2	6	
Children (poor judgment)	<ol style="list-style-type: none"> <li>Residences.</li> <li>Visitors.</li> <li>Members of the public.</li> <li>Other water users.</li> </ol>	<ul style="list-style-type: none"> <li>Users under 18 are to be supervised at all times.</li> <li>Buoyancy jacket worn around water edge.</li> <li>Suitable footwear to be worn around water.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Terms and conditions document to be signs by supervising adult.</li> <li>Rules clearly displayed within the canoe area.</li> </ul>	3	2	6	
Adverse weather conditions (loss of control)	<ol style="list-style-type: none"> <li>All users</li> </ol>	<ul style="list-style-type: none"> <li>Weather restrictions.</li> <li>Staff authorized to suspend use.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Daily visual checks.</li> </ul>	2	2	4	
Equipment failure (injury, immersion)	<ol style="list-style-type: none"> <li>All users</li> </ol>	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Defects reported and fixed.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Inspection logs are kept.</li> <li>Responsible person identified and responsible</li> </ul>	2	1	2	

Medical Episodes (sudden incapacity)	<ol style="list-style-type: none"> <li>1. All users</li> <li>2. Members of the public</li> </ol>	<ul style="list-style-type: none"> <li>• Encouraged not to paddle alone</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Self-declaration</li> <li>• Annually reviewed declaration of wording.</li> <li>• Lodge staff given authority to refuse usage.</li> </ul>	4	2	8	
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## 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Needs re-training.	<input checked="" 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 checked="" 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 checked="" 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 type="checkbox"/>	Swinging doors	<input type="checkbox"/>	Obstructions / low beams.	<input type="checkbox"/>
s. Infectious Diseases	COVID-19 / Flu	<input type="checkbox"/>	Ebola / Hemorrhagic Fever	<input type="checkbox"/>	HIV	<input type="checkbox"/>

## Risk Rating Guide

Score	5	4	3	2	1
<b>Column A: Severity of injury:</b>	Very High -Multiple Deaths	High - Death, severe injury, permanent disability	Moderate - RIDDOR over 3 days	Slight - First Aid treatment	Nil - Very Minor
<b>Column B: Occurrence:</b>	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	15+	Unacceptable -Action must be taken IMMEDIATELY

## Additional Control Measures Action Plan

Ref No.	Further action required	By whom	By when	Completed

**Explain how you will monitor and review the additional control measures.**

Frequency:

Method:

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To be carried out by:

**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	X		
	Controls covered in team procedure issued to staff	X		
	Induction	X		
	Team Meeting, Toolbox Talk	X		
	E-mail circulation			
	Available on website / intranet			
	Other –			

**Review Tracker**

Reassessment due: 10/11/2023	Reassessment due:	Reassessment due:	Reassessment due:	Reassessment due:
Assessed by: (Name)	Assessed by: (Name)	Assessed by: (Name)	Assessed by: (Name)	Assessed by: (Name)
Signature	Signature	Signature	Signature	Signature
Date	Date	Date	Date	Date
Job Title	Job Title	Job Title	Job Title	Job Title
Approved by:	Approved by:	Approved by:	Approved by:	Approved by: