

RISK ASSESSMENT AND SAFETY PLAN

EVENT:	LBCC Winter Series 2021-22	EVENT DATE:	23-01-2022
VENUE:	Leighton Buzzard Canoe Club	ORGANISER:	Nigel Dixon

Hazards Identified	Persons at Risk	Risk Factor (High/Medium/Low)	Measures required to control the risk	Action to be taken by (name)	Date completed and signature
Fire – Grass on canal bank from dropped cigarettes, matches etc.	Spectators and visitors	Low	Buckets available to douse fire. Mention risk in pre event briefing.	Race Organiser	
Chemicals	n/a				
Machinery	n/a				
Vehicles – cars in car park	Spectators /competitors	Low	Parking area is separate from event area. Marshals to show cars where to park (car park on Cedars School land).	Marshals	
Adverse weather conditions	Paddlers and spectators	Low	In the event of adverse or extreme conditions, the event will be postponed or cancelled.	Race Organiser	
Manual handling – putting kayaks on and taking kayaks off the water	Competitors, spectators, visitors, marshals	Low	Marshals to keep landing stage clear of all persons not required for boat launching. Boats to be emptied of water when necessary e.g. after capsize to reduce weight and risk of breakage/injury. NB All	Bank Marshals	

paddlers are trained in correct lifting/emptying procedures for canoes/kayaks.

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Moored boats and canal traffic	paddlers	Medium	All paddler advised to keep to right of canal and be aware of other canal users. Busy section of canal particularly in fine weather.	Marshals	
Awareness of Weils disease	Paddlers	Low	Symptoms explained in race briefing. Advise to seek medical attention.	Race Organiser	
Tripping, falling	Spectators	Low	Undergrowth on canal bank trimmed before event. Boats waiting to launch to be kept clear of footpaths (kept on school field)	Committee /Race Organiser	
Drowning	Paddlers/spectators	Low	Safety throw lines available with marshals. Buoyancy aids to be worn by younger / inexperienced competitors. All competitors must be able to swim 25 meters in light clothing.	Marshals	

Towpath Collisions	Spectators / Supporters	Low	Ensure those following the race on bicycles are aware that they must give way to all other towpath users at all times and keep their speed to a minimum. Event notices posted.	Marshals / race organiser	
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Pinch points- Leighton town bridge	Paddlers	Medium	Marshals on towpath on both north and south sides of bridge to control canoes/kayaks. Paddlers advised of all pinch points in pre race briefing	Marshals	
Leighton Lock /Grove Lock - portage	Paddlers/Public on towpath	Medium	Marshals to control paddlers and warn them about running at portage and warn public when necessary.	Marshals	
NB First aid	Paddlers/spectators	Low	Several members of Canoe club/marshals are trained in First aid.	Club Members/ Marshals	
Emergency	Paddlers/spectators/ public	Low	Marshals will have mobile phones. Also have local	Marshals/ race organiser	

			knowledge of area to direct emergency services if reqd.		
COVID	Paddlers/Spectators/officials/public	Medium	All attendees will be asked to take a lateral flow test prior to attending. Sanitary precautions will be taken. Latest government guidelines will be followed.	Race Organiser/ Marshals	
Hypothermia/ Hyperthermia	Competitors	Medium	All competitors will be reminded during the event briefing to wear appropriate clothing. There will be first aiders present during the event	Race organiser/ Marshalls/ First aiders	
NAME OF ASSESSOR:	Nigel Dixon	Signature	N.Dixon	Date	04-01-2022



Leighton Buzzard Canoe Club

Kitchen

Risk Assessment No 3

Risk Assessment Number	03	Date of Assessment	10 Jan 2022	Date of next Review	Annually
Establishment	Leighton Buzzard Canoe Club	Activity	Kitchen	Assessment Type See Note 1	Specific

Assessed by	S Oxtoby	Position	LBCC Safety Officer	
Approved by	N Dixon	Position	Chairman of LBCC Committee	

Hazards	Who is at Risk	Control Measures (Specific existing Control Measures)	Risk Factor (Likelihood x Consequence) See Note 2	Additional Controls (Each Control measure is to be specific and managed)	Residual Risk Rating (See Note 4)
Kitchen knives (cuts)	Kitchen personnel	All kitchen knives are stored correctly during working hours and stored in a locked drawer outside of these hours Only authorised personnel are allowed access into the kitchen area.	2 x 1 = 2 (Low)	Controls adequate	1
Kitchen water spillage (slips and trips)	Kitchen personnel	Clean up all spills promptly and effectively Only authorised personnel are allowed access into the kitchen area.	2 x 1 = 2 (Low)	Controls adequate	1
Electrocution (Serious injury)	Kitchen personnel	Regular checks are conducted on all electrical appliances within the kitchen area Only authorised personnel are allowed access into the kitchen area. All water spills will be cleaned up immediately. All electrical equipment to be PAT tested annually.	1 x 3 = 3 (Med)	Controls adequate Continue to monitor	2

Burning	Kitchen personnel	Care to be taken when using the cooker and hob to prepare hot food. Suitable protective equipment to be used at all times. Protective equipment to be regularly checked. All hot fluids to be handled with care all spills of hot fluids to be contained and cleaned up with absorbent material.	1 x 3 = 3 (Med)	Controls adequate but continue to monitor	2
Food Hygiene	All Personnel	All food stored and produced within the kitchen is to be checked to verify the correct temperature regime is adhered to for cooked and stored produce Authorised personnel with kitchen access to have completed basic food handling training and follow principles.	2 x 1 = 2 (Low)	Controls adequate Continue to monitor	1

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and reviewers are to satisfy themselves that the assessment is valid for the activity and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 The Assessor and reviewers are to note that they are responsible for the production of the risk assessment and that they by approving it indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

- 3 When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures or consider not undertaking task. Conducting training at this level of risk is to be reported to the club committee.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of carrying out task.
Low	Maintain control measures and review if there are any changes.

4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level.

5 All Risk Assessments are to be reviewed annually additional reviews maybe required as follows:-

- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the activity.
- Following changes to personnel.
- If "Generic" and prior to undertaking the activity.

Comments	