

Swindon and District Canoe Club Risk Assessment Form

Dorcan Swimming Pool	Date	February 2026	Assessed by	Nick (Welfare and Safety Officer) and Louise (Chairperson)
	Review Date	Formal Review Biannually in February and August		
Description of Assessment:	<ul style="list-style-type: none"> Dorcan Recreation Complex swimming pool will be assessed for use by Swindon and District Canoe Club as a place to practice wet skills. We have access to storage in 2 containers. Club members will park either in the centre's main carpark or in a small grassy area around the back next to the containers by the fire exit for the swimming pool and walk around to the main reception area. 			
Address	Dorcan Recreation Complex, St. Paul's Drive, Swindon SN3 5DA.			
	Small Carpark	///unafraid.hidden.ignore		
	Main Reception	///exhaling.incorrect.defrost		

Summary

- There will always be a SDCC member who has completed the FSRT/PSRC on the poolside acting as safety 'pool eyes' throughout the session.
- GLL Better will provide a radio to contact a GLL staff member throughout the session.

What are the Hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Done
Drowning	Paddlers, Volunteers, and participants in water-based activity Drowning - Small amount of water though nose or mouth	Capsize /rescue training ongoing skill practiced by members using the pool. Lifeguard available via a radio given to pool eyes	Updated list of first aiders put up inside container door. Emergency practice drills carried out every few months	Key Holder To ensure equipment is available. Safety Officer To ensure members are aware of the risks.	Ongoing	

	<p>which causes spasm in airway, so airway closes</p> <p>Secondary Drowning - Where a little bit of water gets into the lungs causing inflammation or swelling so transfer of oxygen to body is difficult</p>	<p>SDCC members trained for kayak rescues.</p> <p>Coach/Instructor/Pool Eyes have training in rescues.</p> <p>Appropriate coach/Instructor/Pool Eyes for the session.</p>	<p>Yearly pool eyes training/update session</p> <p>Members have a minimum swimming ability of 25m</p> <p>Members trained in emergency rescues. Qualified First Aiders available either on the water or on the pool side</p>	<p>Chair to be informed of any issues.</p>		
Manual handling	<p>Paddlers</p> <p>When lifting and carrying boats/equipment, paddler may cause an injury either to themselves or others.</p>	<p>Members have been shown how to carry kit and move to pool side. Pair up if required to lift and move craft.</p> <p>Encouraged to be aware of the restricted space through door and onto poolside.</p> <p>Instruction of how to empty swamped/upturned kayak.</p> <p>Youth members are assisted by adults when lifting and carrying craft.</p> <p>Members aged 11 and under must be assisted by an adult when emptying craft.</p>	<p>Members given reminders on how to safely handle equipment.</p> <p>Youth members are advised to wear a helmet in the pool, it is at the parent's discretion if they do so or not.</p>	<p>Key Holder To ensure equipment is available.</p> <p>Safety Officer To ensure members are aware of the risks.</p> <p>Chair to be informed of any issues.</p>	Ongoing	
Other paddlers	<p>Paddlers</p> <p>Being hit by other paddlers in the pool either by a paddle or by a craft.</p>	<p>Paddlers instructed to be aware of other pool users and how to take appropriate avoidance action.</p> <p>Awareness of safe movement around pool side especially when carrying kit</p> <p>Pool eyes observe and either call out or use whistle to bring attention as required to issue.</p>	<p>Rope off separate area in deep end for playboaters if pool eyes deem it necessary.</p> <p>Rope off separate area in shallow end for capsize drills/rolling practise if pool eyes deem it necessary.</p>	<p>Key Holder To ensure equipment is available.</p> <p>Safety Officer To ensure members are aware of the risks.</p> <p>Chair to be informed of any issues.</p>	Ongoing	

			Instructors in the water supporting learning should be aware of activity around them.			
Slips, trips and falls	Paddlers, Parents, Coaches, and others Slipping/tripping/falling over in the container or on pool side when the floor is wet. Tripping over on the step into the container	No running allowed on the poolside Members reminded to wear suitable footwear when going outside to access the container.	Members advised to wear appropriate footwear for going in and out of the container. Container floor checked for any signs of damage or wear, repaired if needed	Key Holder To ensure equipment is available. Safety Officer To ensure members are aware of the risks. Chair to be informed of any issues.	Ongoing	
Sprains, Strains and soft tissue injuries	Paddlers, Coaches, Instructor, Pool Eyes, and others Incorrect/bad paddling technique. Not handling equipment correctly Coach/Instructor stood in the water helping with rolling practise or capsize drills	Encouraged to paddle correctly Trained to lift/carry equipment properly Ask for help Leggings or long shorts are advised to help protect thighs during wet skill practice.	Appropriate checks on storage facilities Ongoing training First Aider available at every session.	Key Holder To ensure equipment is available. Safety Officer To ensure members are aware of the risks. Chair to be informed of any issues.	Ongoing	
Water Quality and Temperature	Paddlers Becoming ill from poor water quality suffering mild hypothermia from water being too cold	Dorcan Recreation Complex, GLL BETTER staff/lifeguard to advise on water condition and temperature.	Cancel the session as advised by centre staff	Key Holder To ensure equipment is available. Safety Officer To ensure members are aware of the risks. Chair to be informed of any issues.	Ongoing	
Uneven ground/floors	Paddlers, Participants	Members required to wear suitable poolside shoes for use when going outside to access the container.	Monitor the condition of the flooring in the containers.	Key Holder To ensure equipment is available.	Ongoing	

	Danger of tripping causing injury, e.g., loose/uneven flooring, protruding obstacles, slippery ground		Undertake any maintenance work as necessary.	Safety Officer To ensure members are aware of the risks. Chair to be informed of any issues.		
Storage	All Incorrectly stacked craft may fall injuring people below, or overloading shelves/racks may lead to collapse. Persons climbing on racking may fall and injure themselves	3 tiers of Scaffold pole racking capable of supporting the intended craft. This is stable and secure. Craft should be stacked with the heaviest at the bottom if possible. Racking is set up so that craft is easily removed. Youth members are assisted by adults if needing craft on the second and third tiers.	Checks to be carried out on the condition of the racking/storage yearly. If any damage is noticed it is to be reported to a committee member.	Key Holder To ensure equipment is available. Safety Officer To ensure members are aware of the risks. Chair to be informed of any issues.	Ongoing	
Deep Water	Paddlers, Participants Drowning, unable to safely exit kayak when under water	Capsize drills taught early on to new paddlers. Paddlers taught different rescue techniques.	Rescue techniques practised at the pool sessions, so members are confident doing them if needed.	Key Holder To ensure equipment is available. Safety Officer To ensure members are aware of the risks. Chair to be informed of any issues.	Ongoing	
Injury from Traffic	Club members and members of the public. Being hit by members vehicles	Only park in the designated areas of the complex – main car park or by the containers.	Only members bringing their own boat to access the rear parking by the containers.	Key Holder To ensure equipment is available. Safety Officer To ensure members are aware of the risks.	Ongoing	

				Chair to be informed of any issues.		
Safeguarding	Under 18's and vulnerable members Inappropriate conversations or actions from adult members, potentially leading to grooming or abuse.	Ensure when paddling with under 18's and vulnerable members there are always 2 adults present who are club members and at least one of them has DBS and safeguarding training.	Remind adult members about not entering the changing facility on their own if there is an under 18 or vulnerable member in there, a minimum of 2 adults must be present. Make all members aware of who they can talk to if they have concerns, and ensure all members have access to the contact details. This should be 2 committee members who have attended the Time To Listen training.	Welfare Officer To take appropriate actions as needed and to ensure the Safeguarding Guidelines are followed. Chair to be informed of any issues and to support the Welfare Officer as needed.	Ongoing	