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| **SECTION 1: TRIP DETAILS** | | | | | | | | |
| **Location:** | | | | | | | | |
| **Date:** | | | | | | | | |
| **Name of Leader:** | | **Qualifications:** | | | | | | |
| **Assistants:** | | **Qualifications:** | | | | | | |
| **Party Information:** | | | | | | | | |
| Number in Party: | | | No. of Juniors (<18): | | | | | |
| Group Ability: | | | | | | | | |
| Outline Aim: | | | | | | | | |
| **Type of Water/Grade:** | | | | **Distance:** | | | **Est. Time:** | |
| **River Level:** <http://apps.environment-agency.gov.uk/river-and-sea-levels>  **River Guide:** <http://www.ukriversguidebook.co.uk/> | | | | | | | | |
| **Put In:**  **Take Out:**  **OS Maps:** | | | | | | **Map Ref:**  **Map Ref:** | | |
| **Weather Forecast:** | | | | | | | | |
| **Access Info:** | | | | | | | | |
| **Agenda:** | | | | | | | | |
| **Other Information:** | | | | | | | | |
| **SECTION 2: EMERGENCY PLAN** | | | | | | | |
| **Nominated “Home Contact”:** | | | | | **Tel:** | | |
| Ensure a copy of this information pack is left with the nominated home contact who can then action phone calls in case of emergency and initiate any necessary actions | | | | | | | |
| **Escape Routes (Emergency access points with map reference)** | | | | | | | |
| 1. |  | | | | | | |
| 2. |  | | | | | | |
| 3. |  | | | | | | |
| **Points of Help (e.g. telephone, village, road with map reference)** | | | | | | | |
| 1. |  | | | | | | |
| 2. |  | | | | | | |
| 3. |  | | | | | | |
| **Nearest Hospitals (A&E with address and map reference)** | | | | | | | |
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| **SECTION 3: LEADER’S CHECKLIST**   * **Leader’s Equipment** | | | | | |
| Throwline |  | First Aid Kit |  | Spare Paddle |  |
| Rescue Kit |  | Group Shelter |  | Repair Kit |  |
| Knife |  | Spare Clothing |  | Map & Compass |  |
| Whistle |  | Hot Drink |  | Means of lighting a fire |  |
| Towline/Means of Towing |  | Emergency Food |  | Flares (sea only) |  |
| Mobile/Money for Phone |  | Torch |  | VHF Radio (sea only) |  |
| * **Check Group Equipment** | | | | | |
| * **Group Briefing – safety, signals, hazards, organisation** | | | | | |
| * **Warm-Up Activity** | | | | | |

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| **SECTION 4: RISK ASSESSMENT** | | | |
| **Anticipated Hazards**  **(General or Specific)** | **Seriousness**  **(Low/Med/High)** | **Likelihood**  **(Low/Med/High)** | **Control Measures/**  **Preventative Actions** |
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| **SECTION 5: GROUP DETAILS (use additional sheets if necessary)**  **Details and consent are required for all members of the group including coaches and leaders!** | | | | | | | |
| **Paddler Name** | | **Emergency Contact** | | **Medical Information** | **U18?** | **Paddler’s Consent – See Notes Below**  **(Parent to sign if U18)** | |
| **Name** | **Telephone** | **Signed** | **Date** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |

1. **By signing above I acknowledge that Canoeing and Kayaking are “Assumed Risk” – “Water Contact Sports” that may carry attendant risks and that I am aware of and accept these risks, and agree to be responsible for my own actions and involvement.**
2. **Activity Consent Forms must be completed for all unaccompanied paddlers under 18 years of age (i.e. where the parent/carer will not accompany the young person on the water)**