

Appendix III - Permit Assessment Checklist – Canoe

Core Skill	Open Inland			River			Sea		
	P	L	S	P	L	S	P	L	S
Responsibilities									
• Be aware of the limits of your own abilities									
• Choose objectives appropriate to the group									
• Plan effectively in advance including selecting a suitable venue and contingency plans									
• Knowledge of rules / regulations which govern the use of water									
• Able to identify when remote supervision is not appropriate in running canoeing									
Group Management									
• Establish a clear means of communication with the group									
• Demonstrate the ability to maintain line of sight within the group and surrounding environment									
• Show an understanding that group leaders must combine good panning with making honest decisions and judgements in advance									
• Know how to position themselves to most effectively manage the group									
• Able to identify group members with skills and experience to be able to lead canoeing as a designated leader under supervision									

• Able to set up appropriate monitoring systems to effectively supervise canoeing groups									
• Able to ensure that designated leaders are aware of their responsibilities.									
Risk Assessment									
• Know how to complete a risk assessment									
• Able to effectively identify hazards and risks and know how to reduce or remove them, during canoeing									
• Able to train participants to carry out their own dynamic risk assessments									
• Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly									
• Able to identify emergency procedures in a number of situations									
Weather									
• Knowledge of where to gain weather information									
• Knowledge of how weather conditions can affect canoeing (e.g. water levels and speed, wind direction and strength ect.) and how this may affect the Permit operations									
Technical									
• B1 waters – Ability to paddle to the standard of the British Canoeing 3 Star or Canoe Award									
• B2 waters - Ability to paddle to the standard of the British Canoeing Canoe Leader									
• B3 and A waters - Ability to paddle to the standard of the British Canoeing Advanced Canoeing Leader									
• Ability to identify and explain water features, their effects, utility and associated dangers									

• Understand and be able to teach use of paddling techniques									
• Experience in a variety of environments for canoeing									
• Experience of working with a variety of different activity groups in canoeing									
Emergency Procedures									
• Knowledge of relevant procedures in the event of an accident									
• Ability to retrieve a capsized paddler									
• Ability to support a capsized paddler with rescue									
• Ability to retrieve an entrapped paddler or craft									
• Ability to recover an incapacitated paddler (conscious and unconscious)									
• Ability to recover a swamped craft									
Equipment									
• Knowledge of personal equipment requires, how it is used and the importance of it being of the appropriate size for the user									
• Knowledge of group equipment required and how it is used									
• Understanding of additional equipment required by the leader									
• Knowledge of the different types of canoe available and what type of water they are suitable for									
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