



South Avon Canoe Club

CLUB OPERATING AND SAFETY PROCEDURES

1. GENERAL STATEMENT OF POLICY

This document forms the basis of the Operating and Safety procedures of South Avon Canoe Club, which all members and prospect members should read and adhere to.

The club will ensure that all club equipment is kept in the best condition and check annually to ensure equipment is safe to use. Where needed equipment will be repaired or removed if not deemed safe for use. Members are expected to consult with the designated Equipment Officer before taking any club equipment out of storage for use and are expected to personally check the items of equipment that they take to ensure safety and working order. Where attention is needed the individual is expected to report the issue to the Equipment Officer or Committee Member straight away.

It is the responsibility of the Coach or leader organising the session / trip to ensure that everyone has suitably fitted buoyancy aids and helmets when near or on the water. The coach / leader is also responsible for reminding their group of the risk of hitting each other with paddles especially the face.

All instructors ensure that they know where all participants are at all times (if several people are in the water, the first thing to do is count everyone, to ensure nobody is trapped underwater.

Groups should get into canoes on the water, where feasible. Usually, when getting canoes on/off the water, an instructor should be afloat, or where this is impractical, make sure group are under control and well supervised e.g. rafted to jetty.

Rescue ropes must be present where safety craft are not suitable:

- 1) For bank rescues on white water canoeing trips.
- 2) To rescue swimmers during raft building / river crossing sessions.

A knife should be available whenever ropes are used near water e.g. throw lines.

Suitable precautions taken to prevent hypothermia are:

- 1) Windproof tops for all canoeing trips.
- 2) Groups are advised of suitable clothing / equipment to bring, beforehand.
- 3) Nearby shelter must be available (building, vehicle or group shelter).

Groups must wear secure footwear to protect their feet from objects on the bank / in the water.

Precautions are taken to ensure groups are not in danger of being blown offshore, or being overwhelmed by conditions, where this is a possibility:-

- 1) Check forecasts for prevailing weather conditions that are appropriate for the activity.
- 2) Safety craft are present.
- 3) Alternative locations are used if conditions are unsuitable.



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When lifting people out of the water remember your lifting techniques and consider that it may be better to have their back to the jetties. When lifting heavier items e.g. poles make sure all take care.

If you are driving near water, extra care needs to be taken to avoid the risk of driving into the water, make sure vehicles are kept well away from the edge.

Trailers must be loaded appropriately, and loads secured, by instructors (remember good lifting techniques). Participants can assist, but must not be put in a position where they might injure themselves or others.

It is stressed that all members have a responsibility to co-operate with the above and should develop general safety awareness within the club.

2. ORGANISATION AND RESPONSIBILITIES FOR CARRYING OUT THE POLICY

It is the responsibility of the coach or leader of the group in question to ensure any incidents or near misses are recorded and reported to the committee.

The club kayak trailer (present at all summer Tuesday night sessions) contains a large group first box along with an Incident report book and instructions on what should be recorded as part of the incident or near miss report.

Whilst at the pool sessions the pool has its own First Aid equipment in the designated places.

It is expected of the coach / leader to ensure they carry all the necessary safety equipment and first aid kit when taking a group. Safety equipment should include:

- 1) Throw line and Knife
- 2) First aid kit suitable for the group
- 3) Split paddles
- 4) Group shelter
- 5) Sling and Karabiner

The club expects all coaches and leaders who take or lead groups to have an up to date first aid certificate. When briefing a group the coach / leader should also inform the group of any other first aider's such as experienced members who are assisting the leader.

Codes of Conduct

The club code of conduct can be viewed by going onto the Policies page of the club website (www.sacc.co.uk) this can also be provided on request.

The policies page also provides copies of the clubs "Child Protection Policy", "Guidelines for use of Photographic and Filming equipment", "Equity Policy Document", "Risk Assessment Document", "The club Constitution", and details of the Clubs Liability Insurance.

Please note: All documents can also be provided on request, and should be read by all members of the club.



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Accidents

Should any accident should occur the coach / leader should deal with the situation as trained.

If emergency services are required:

1. Telephone locations are dependent on location and are detailed in our Risk Assessment Document. Where available a mobile phone should be used.
2. Send a person to the phone with the bare details of the situation and instruction to report back after giving the message to the emergency service.
3. Send a person to the nearest road to guide the emergency services into the incident.
4. Give details and any recorded note of the changes in the condition of the casualty to the emergency service.

The Aftermath:

1. Complete an Accident Report Form.
2. Get witness(es) to describe the situation and record it in their words on the accident form with their name(s).
3. If a serious incident has occurred as soon as possible inform the Club Chairman or a Committee member
4. Replenish First Aid box, or ensure it is replenished.
5. Clear up any debris.

Accident Report Form

The Accident report form should include details of date, time, location, name of injured person, nature of injury, action taken and by whom. How the accident occurred should also be included, making sure to specify what the injured person was doing and was considered to be the cause of the accident.

If a hazard is identified, steps should be taken to prevent re-occurrence and these steps should be recorded. This can also apply to a near miss incident, to prevent and accident in the future.

ARRANGMENTS FOR ENSURING SAFETY AND HEALTH OF MEMBERS

Personal Buoyancy

All members of the club should ensure that they are wearing a properly fitted buoyancy aid when

Night Paddling

It is the clubs policy that members do not paddle in the dark and should try their best to ensure they are off the water before it becomes dark.

Water Conditions

As we are a kayaking club some of our trips will be weather dependent, and at the discretion of the allocated coach or leader trips or sessions may be cancelled at the last minute. It is understood by all members that river trips may be cancelled due to lack of water or may be cancelled due to there being too much water.



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It is equally understood that during the summer months trips may be cancelled or relocated if there is a risk of blue / green algae or Weil's disease.

The club expects members to understand the importance of ensuring they wash their hands before consuming any item of food.

Equipment

Club equipment will be maintained to the necessary standard for use by the clubs members.

Trailers must be loaded appropriately, and loads secured, by instructors (remember good lifting techniques). Participants can assist, but must not be put in a position where they might injure themselves or others.

CLUB OPERATING PROCEDURES

EQUIPMENT

Only members of the club are permitted to take and use club equipment from the Barn. Non-members are allowed to hire club kit from the trailer during our summer Tuesday night sessions.

Any breakages or potential safety issues with equipment should be reported to the Equipment Officer or a member of the committee. These will then be recorded in the equipment log, and added

EMERGENCY PROCEDURES

In the event of an incident within the club coaches / leaders or committee members should not discuss the incident with the press and should NOT admit liability.

When members fill out their membership form they MUST disclose any medical conditions of all members on the form.

Coaches and leaders are expected to get all members of their group to sign in; this includes details of level of experience, an emergency contact and any medical conditions. For younger members this should be completed by an accompanying parent or guardian.

CLUB COURSES

All club coaches, leaders and helpers must follow BCU guidelines when running, or helping to run sessions within the club.

Coaches / Leaders are expected to ensure all members of their group have signed in using the clubs sign in form and are expected to ensure they have accounted for any medical conditions in the group and take account of any special needs.

Prior to running a session the associated coach / leader should advise the group of the necessary clothing and equipment that they will need for the session. Details of standard recommend clothing and equipment can be seen on the club website (www.sacc.co.uk) under the "Essential Kit" page.

Upon completion of a session the coach / leader should ensure all members of the group are safely off the water and that all equipment has been stored away safely and securely.



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Written: (By and Date) Committee May 2013

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