

Blackwater Valley Canoe Club



Club handbook of

Guidelines, Policies, Safety Operating
Procedures and Risk Assessments

Issued: November 2011

Contents

Scope of Document	6
1. Introduction	6
1.1 Organisation & Insurance.....	6
1.2 Legal Framework	7
1.3 The Adventure Activities Licensing Authority	7
1.4 Safeguarding, protecting and promoting the welfare of children	7
1.5 Advice	8
1.6 Definitions and Exclusions.....	8
2 Equity Policy	9
2.1 What is Sports Equality?	9
2.2 Equality Policy Statement	9
2.3 Legal Responsibilities	9
2.4 Implementation	9
2.5 Types of Discrimination.....	10
3 Safety Policy	11
3.1 Equipment	11
3.2 Development Coaching	11
3.3 Risk Assessment.....	11
3.4 Child Protection and Vulnerable Adult Policy	12
3.4.1 Club Child Protection and Harassment Policy.....	13
3.4.2 Guidelines for use of Photographic and Filming Equipment	13
3.5 Recruiting and Managing Volunteers and Helpers.....	15
3.6 Personal Water Confidence (Swim Tests, Cold Water Immersion)	15
3.7 Safety Drill (Capsize Drill)	15
3.8 Swimming	15
3.9 Indoor Swimming Pool Sessions.....	16
3.10 Canoe Polo	16
3.11 Text & Email Messaging Guidance	16
3.12 Club-wide distribution of e-mail messages: policy	18
3.13 Social networking services, social media and sport (CSPU).....	19
4 Equipment Policy.....	20
4.1 Buoyancy Aids. Personal Flotation Devices (PFDs).....	21
4.2 Canoes and Kayaks	22
4.3 Helmets and Footwear.....	23
4.4 Other Equipment – Paddles/Spraydecks	24
4.5 Clothing.....	24
4.6 Access to Store Room	24
4.7 Issue/Booking Out of Club Equipment from Store Room.....	24
4.8 Club Trips	25
4.9 Liability of Members using Club Equipment	25
4.10 Returning Equipment	25
4.11 Disclaimer on Paddlers providing their own Equipment.....	25
4.11.1 Group leaders and Coaches	25
4.11.2 Equipment provided by Participants.....	25
5 Coaching	27
5.1 Qualifications	27
5.2 First Aid Certificates and Life Saving Awards	27
5.3 Operating Levels	27
5.4 Area of operation.....	27
5.5 Coaching Events.....	28
5.6 Accreditation for experience	28
5.7 Inductions/Mentoring	28
5.8 General Meetings for Coaches	28
5.9 Development of Coaches	28
5.10 Assessments	28
6 Access Policy.....	28
7 Club Trips/Activities/Events	29
7.1.1 Definition and Authorisation	29
7.1.2 Event Organisers.....	29
7.1.3 Budget.....	29
7.1.4 Funding of Trip/Events.....	29
7.1.5 Schedule/ Calendar/Diary	29

8	Paddlesafe Trips Away.....	30
8.1	Policy Under 18s.....	31
8.2	Trip Organisers.....	32
8.3	Modern Technology.....	32
8.4	Home Contact System Standard Operating Procedure.....	32
8.5	Weather Forecasts.....	33
8.6	HM Coast Guard Service.....	33
9	General Guidance on other Safety Principles.....	33
9.1	Activities Involving the Use Of Natural Waters.....	33
9.1.1	Polluted Water.....	34
9.1.2	Infection Prevention.....	34
9.2	'Weils Disease.....	34
9.3	Hypothermia.....	34
9.4	Risk Assessments.....	34
9.5	Participant Ability.....	35
9.6	Risk Awareness for New Entrants.....	35
9.7	Exposure To Strong Sunlight.....	35
9.7.1	Actions to avoid sun burn injuries during outdoor activities.....	35
10	Organisation and Responsibilities for Carrying out Safety Policies.....	36
10.1	Safety Controls.....	36
10.2	Pool Safety officer.....	36
10.3	Club Welfare/Child Protection Officer.....	36
10.4	Club Governance.....	37
10.5	New Participant Process.....	38
10.6	Membership Process.....	39
10.7	Orientation/Start Process.....	40
10.8	Paddle Development/Session Process.....	41
10.9	Paddle Power /Youth SectionSession Process.....	42
10.10	Operating Procedures – Clubmark.....	43
11	FIRST AID.....	44
11.1	Location of first aid boxes.....	44
11.2	Details of qualified first-aid personnel.....	44
11.3	Details of all fire procedures.....	44
12	Procedures for reporting and recording accidents and dangerous incidents/near misses.....	45
12.1	Accidents.....	45
12.2	Emergency Procedures.....	45
12.3	Major Accident or Fatality - Immediate Actions.....	45
12.4	Reporting.....	45
12.5	Comment to the Media.....	45
12.6	Pool Incidents.....	45
12.7	Minor Accident.....	45
12.8	Accident Book and “Near Misses.....	46
13	Standard Operation Procedures for Aldershot Lido/Indoor Pools.....	47
13.1	Swimming Pool Guidance to Authorities and Pool Managers (BCU (Extract).....	47
13.2	Normal Locations.....	47
13.3	Organisation:.....	48
13.3.1	Approved Sessions.....	48
13.3.2	Approved Instructors.....	48
13.3.3	Attendees.....	48
13.3.4	Night Paddling.....	48
13.3.5	Equipment.....	49
13.4	Responsibilities:.....	50
13.5	Emergency Action Plan for Lido.....	51
14	Risk Assessments.....	52
14.1	A Risk Assessment Model.....	52
14.2	Quality assurance.....	52
14.3	Validity.....	52
14.4	Objectives and scope.....	52
14.5	Method of Risk Assessment.....	53
14.6	Identification of the hazards.....	53
14.7	Who.....	54
14.8	Severity of hazard.....	54
14.9	Probability of Occurrence.....	54

14.10 Risk Ratings/Score 54
14.11 Risk Matrix 55
14.12 Additional Controls Required 55
14.13 Review and Revision of Risk Assessments..... 55
14.14 Dynamic Risk Assessment 56
14.15 Risk Assessments 56
Appendix 1 Qualifications and experience of assessors..... 81
Appendix 2 References, Bibliography and General Guidance..... 81

Document History

Version No	Date	Status	Prepared by	Reviewed by
0.A	10/09/2008	Initial Version	Damian Edwards	Tom Brindley
1.0	30/10/2008	Comments James Hinves	Damian Edwards	
2.0	01/12/2011	Clubmark Re-Assessment <ul style="list-style-type: none"> • Review all areas • Social/Text/Email Policy • SOP Lido • Add Governance & Operating Processes • Update Risk Assessments 	Damian Edwards	

Change Control for Document

Here follows the version control method for Changes to document

Version No	Major Changes X.0
Date;	Minor changes increments + 0.X.,
Status:	Change when version changes
Prepared by	initial version, reasons for amendment
Reviewed by :	Enter Who

Scope of Document

This document has been written to take account of the various guidelines UK Legislation and other directives

1. Introduction

The basis of this document is that it provides guidance to all club members, parents/carers, instructors, helpers and officials at the Club to ensure the efficient safe operation of the Club Operation Guidelines, Safety Procedures and Risk assessments. It is design to help to prevent problems as a result of people “not knowing” the, what, where, when or how!

These Operation Guidelines, Safety Procedures and Risk assessments have been carried out by experienced canoeists in order to provide guidance for club members associated with in club canoeing activities. Details of relevant experience and qualifications of those involved in the generation of document are contained in appendix 1.

There are a number of important caveats:

- The persons involved in generating this document did so in a personal capacity. No responsibility lies with their employers or other professional contacts.
- Canoeing can be a hazardous activity. People taking part in certain aspects of the sport must accept that there is an unavoidable element of risk of injury or death. The risk assessments cannot remove all risk.
- The existence of these Operating Guidelines, Procedures and Risks assessment does not detract from the personal responsibility of all involved in the sport, both for their own safety and that of their colleagues.
- Although a person may act as a trip/activity leader, it is important that all participants are aware of the risks that the trip/activity entails. They should make their own decision as to participation.
- In preparing these risk assessments it has been assumed that under 18s will be required to have parental permission: this may take the form of general approval to take part in canoeing on the swimming pool or at the canal, however, for all weekend trips away the Club's Consent Form which has parental permission and contact details shall be used to confirm that permission has been given.
- The club is an informal organisation. Care has been taken when attempting to apply standards applicable to professional organisations to club activities. For example, there are very clear qualifications required for coaches leading groups on water. Although these are guidance to clubs, equivalent experience is equally valid in a club environment where participation is at the individual's risk

1.1 Organisation & Insurance

Blackwater Valley Canoe Club – a non-profit making, canoe and kayak club run by its members for its members. The Club has a number of members qualified as BCU instructors. The minimum age for club members is 8 years old – children under 16 must be accompanied by a parent or guardian

The Club is affiliated to the Paddlesport's national governing body – the British Canoe Union. As such, events organised by the Club (such as canoeing at the Aldershot Lido Pool) are recognised by the BCU as 'BCU events' and are afforded third party liability insurance cover under the BCU insurance scheme.

Furthermore, the Club acknowledges and recognises the BCU's general risk appreciation for paddle sports which is reflected in the BCU statement:

“Canoeing and Kayaking are “assumed risk” water contact sports that may carry attendant risks.

Participants should be aware of and accept these risks and be responsible for their own action and involvement”

1.2 Legal Framework

*It is the **duty of every club** to give serious consideration to the manner in which it conducts its activities and to take all **reasonable** steps to ensure that participants, visitors and volunteers can enjoy the sport offered by the club in a safe environment. That obligation is particularly important with regard to the safety and welfare of young sports participants*

To gain support from partner agencies, the club needs to demonstrate that we take our duty of care seriously in terms of safeguarding and protecting children, including participants, visitors and volunteers and the organisation of appropriate, high quality programmes. All clubs have a duty in law not to harm or endanger anyone as a result of negligent acts or omissions in the performance of their activities.

This 'duty of care' has been developed by the courts over many years and liability may arise in a wide variety of circumstances. Your responsibility is to consider the duty of care owed to your members, participants, visitors and volunteers and to take such steps as may be necessary to comply with it.

In addition the club has exposure to other Statutory Instruments in particular

- Health and Safety at Work Act 1974 (HASAW74)
- The Manual Handling Operations Regulations 1992(as amended)
- RIDDOR '95 - The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

The Management of Health and Safety at Work Regulations (1999) place a duty on organisations to assess the risks to anyone who may be affected by the activities being undertaken. As a result of this assessment, appropriate preventive and protective measures have to be taken to reduce risks identified if they are not being adequately controlled. In general, the same health and safety standards apply to volunteers and employees exposed to the same risks. The Health and Safety Executive (HSE) considers it good practice for a volunteer to expect and receive the same level of health and safety as s/he would in an employer/employee relationship

1.3 The Adventure Activities Licensing Authority

The Activity Centres (Young Persons' Safety) Act came into effect on the 1st of April 1996 and makes it a criminal offence to provide adventure activities to young people under 18 without a licence. Anyone who, in return for payment, provides adventure activities to young people under 18, must have a licence and abide by its conditions. The scheme is aimed at those who sell adventure activities to schools and to the public. It does not cover activities offered by voluntary associations to their members, schools to their pupils or young people accompanied by their parents or legal guardians.

With the Adventurous Activities Licensing Regulations the spotlight has been on safety at centres and schools providing canoe activity. Many people operating in the volunteer section particularly with young people have expressed concern with respect to their personal liability in the event of an incident. The following document has been written by the Club Management team to formalise our operating and safety procedures to provide guidelines and a framework of operation for our volunteers to operate within. There is no legal requirement for a Club to produce a document unless they come under the above act or employ five or more people. However, it is seen as good practice" to develop our own safety and operating procedures policy — particularly as our Club runs courses for young people.

1.4 Safeguarding, protecting and promoting the welfare of children

Many clubs offer new coaching and playing opportunities for young people. This development will continue to expand and is an important part of the sporting infrastructure in this country. In order to safeguard and protect young people, coaches and other volunteers working with them, it is important for our club to raise awareness of safeguarding and protecting children issues and adopt recommended working practices.

All funded NGBs are required by Sport England to implement the National Standards for Safeguarding and Protecting Children in Sport. These standards were developed by the NSPCC Child Protection in Sport Unit in partnership with the sport sector to help create a safe sporting environment for children and protect them from harm. NGBs and CSPs working towards the standards have developed child protection policies, procedures and systems that promote best practice and support effective safeguarding and protection of children. As our club provides opportunities for children and young people, under 18 years of age, we should ensure that we comply with the child protection guidelines and procedures issued by our NGB and/or the CSP covering your area.

The National Standards for Safeguarding and Protecting Children in Sport and statutory government guidance require all organisations, including sports clubs, which provide activities for children to undertake appropriate screening or checking staff and volunteers (including coaches) whether they are paid or unpaid. It is also a requirement that clubs have a policy, procedures and systems for dealing with child welfare and protection issues.

1.5 Advice

For further additional advice contract not contained in this document the British Canoe Union as the governing body.

1.6 Definitions and Exclusions

Group leader/Coach is defined as the person in charge when organising an activity and to which participants belong or are associated.

Participant - any person (regardless of age, ability, membership) participating in an activity taking place at, or organised by, a sports club (and which shall include members of other clubs/teams);

Visitor - means any person other than participants visiting or attending events at premises owned or occupied by a sports club (and which shall include parents/carers of participants and any spectators);

Volunteer - means any person acting as an officer of a sports club or otherwise providing services to or on behalf of the club (including coaches, team managers, administrative and catering staff) or assisting a club (whether or not financially remunerated).

Youth – Under 18

BCU – British Canoe Union (Canoe England, Canoe Scotland and Canoe Wales)

NGB – a National Governing Body of sport (either covering England or a wider portion of Great Britain that includes England).

CSP – a County Sports Partnership; one of the 49 that operate covering all areas of England.

2 Equity Policy

2.1 What is Sports Equality?

Sports Equality is about fairness in sport; equality of access; recognising inequalities and taking steps to address them. It involves changing the culture and structure of sport to ensure it becomes equally accessible to all members of society and ensuring that everyone has the opportunity to realise their talent and full potential.

2.2 Equality Policy Statement

The Club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddlesport at all levels and in all roles of the sport, irrespective of their age, gender, ability, disability, religion, race, ethnic origin, nationality, colour, social/economic status or sexual orientation. This includes members, volunteers, participants, supporters, coaches, officials, job applicants and employees.

The Club recognises that discrimination is unacceptable and will not tolerate direct or indirect discrimination.

The Club will take, or support, positive action to eliminate individual and institutional discrimination :

- ✓ The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport.
- ✓ The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, victimisation, harassment and abuse.
- ✓ All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and the club's management committee is responsible for implementing, maintaining and dealing with any breaches of this policy.
- ✓ The Club regards any incidence of discriminatory behaviour as serious misconduct and will deal with this according to club disciplinary procedures.

2.3 Legal Responsibilities

The club fully accepts its legal responsibility under the following:

- Race Relations Act (1976)
- Race Relations Amendment Act (2000)
- Equal Pay Act (1970)
- Disability Discrimination Act (1995)
- Employment Equality (Sexual Orientation) Regulations (2003)
- Protection from Harassment Act (1997)
- Children Act (1989 & 2004)
- Age Discrimination Act (2006)
- Sex Discrimination Act (1975, 1986, 1999)
- Human Rights Act (2000)
- Rehabilitation of Offenders Act (1974)
- Employment Equality (religion & Belief) Regulations (2003)
- Employment Protection (Consolidation) Act (1980, 1982, 1988, 1989)
- Gender Recognition Act (2004)
- Civil Partnership Act (2004)

or any subsequent amendments to the above or new Acts/Regulations that are relevant to BCU/Canoe England

2.4 Implementation

A copy of the policy will be available to all members and employees of The Club. All persons shall respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

2.5 Types of Discrimination

The Club regards any form of discrimination as serious misconduct and any employee, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action. Discrimination can take the following forms:

Direct Discrimination

- treating a person less favourably than others would be treated in the same circumstances on the grounds of their age, gender, ability, disability, religion, race, ethnic origin, nationality, colour, social status or sexual orientation.

Indirect Discrimination

- occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental affect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.

Harassment

- described as inappropriate actions, behaviour, comments or physical contact that are objectionable or cause offence to the recipient.

Victimisation

- described as when one person is treated less favourably than others because he or she has taken action under one of the relevant Acts / Regulations or provided information about discrimination, harassment or inappropriate behaviour.

Equipment and Safe Systems of Operation with Club

3 Safety Policy

3.1 Equipment

It is Club policy to encourage safe canoeing practice. The club will endeavour to provide the necessary and appropriate equipment to support participants in their Paddle sport development and that it is well maintained. This will include the use of suitable buoyancy aids, helmets and other safety equipment where appropriate

3.2 Development Coaching

The club actively encourages members in the progressing through the BCU coaching scheme and in promoting safety training which will assist in aims of club. In some cases the Club will provide financial support to members in these initiatives so as the provide support to the club infrastructure and development.

Through the use of the Club Membership Form and the Qualification/Coaching Form the Head Coach (BVCC Paddle Sport Development Officer) will maintain a list of coaches and all paddlers a matrix of skills and experience.

The BCU coaching scheme defines the necessary requirements through the coach's Terms of Reference. However this relies heavily on paper qualifications and a given the influence of a group leader has on the success and safety of an activity, it is important that only suitably qualified and experienced people lead groups. Often the club situation there will often be people who are acknowledged within the Club as suitable to lead groups on a particular grade of water but do not, for their own reasons, wish to obtain coaching qualifications.

The Clubs development plan of using Long Term Plan Development (LTPD) and Coaching Register that incorporates experience, aptitude and ability as well as qualifications has helped to ensure that groups are lead by suitable people.

The Club aims to provide safety and first aid training in-house if possible at minimum cost where possible: Currently BCU Foundation Safety Rescue test (formally Canoeing Safety Test), or a 16 hour Recognised First Aid Course by BCU.

Where necessary the club will receive safety training from external providers ensures that the club maintains awareness of current practices and covers areas that cannot be taught in-house. It also encourages a safety culture.

3.3 Risk Assessment

The Clubs management Committee shall maintain a risk assessment for the Club's activities. The risk assessment shall be reviewed as necessary to ensure that it remains current. The Club shall be made aware of any significant safety issues that arise from the risk assessment and a copy of the risk assessment shall be available to Club members from the Secretary on request and on the Website the risk assessments are attached within this document

3.4 Child Protection and Vulnerable Adult Policy

The Club policy is to conform to the current BCU Duty of Care -Child Protection and Vulnerable Adult Policy, Guidelines and Procedures.

The principles of both the policy and the Guidance documents are based on our moral and ethical duty to ensure children and vulnerable groups can enjoy canoeing in a safe environment and as such they reflect current best practice and the legislative framework of each home nation. They also take account of legal variation and social policy national association bodies will, where necessary, establish guidelines to take account of home nation government, law and social work practices.

Key Policies

- Child and Vulnerable Groups Protection Policy (P1)
- Whistle Blowing (P2)
- Anti-Bullying (P3)
- Disclosure (P4)

Key Guidelines

- SPC- G6 BCU Photographic Guidelines
- SPC- G9 Paddlesafe Away Trips
- SPC- G10 Paddlesafe Events
- SPC- G11 Physical Contact and Young People Guidelines
- SPC- G12 Protecting Children and Young People with Disabilities
- SPC- G13 Managing Challenging Behaviour
- SPC- G16 A Guide to Training Programmes for Young People
- SPC- G20 Text & Email Messaging Guidance

Other Areas

- Codes of Conduct and Ethics
- BCU Coaching Code of Ethics
- The requirements for coaches and helpers to have undergone disclosure and relevant training.

The full BCU Guidelines and Policies are displayed on Club Notice board and BCU Web site

All members will sign to accept the BCU/Clubs Child Protection Child Protection and Vulnerable Adult Policy, Guidelines and procedures upon joining the club on the membership form and each renewal

The Club Welfare/Child Protection Officer will raise awareness of the Child Protection and Vulnerable policies, guidelines and procedures including anti-bullying within the Club.

Any incidents or concerns related to Child Protection and Vulnerable Adult should be reported to one of the Clubs Welfare/Child Protection officer, whose name's and contact details are on club Notice board, Club Website and are published in newsletters.

The Club Welfare/Child Protection Officer shall issue guidance to members as necessary. Details of the Child Protection and Vulnerable Adult policy shall be available to Club members from the Secretary on request

If issues of bullying arise then they will consider meeting with the paddlers to discuss the issue openly and constructively

The Club acknowledges its responsibility (in loco parentis) towards the younger club members whilst they are participating in Club events and requires all members under the age of 16 to be accompanied by a nominated guardian who will be responsible for the younger member when not 'on the water' and under the direct supervision/control of a club leader or instructor.

Junior members, when not under the supervision of a club instructor, are supervised by a parent or guardian.

The club will provide financial support to the Welfare/Child Protection Officer and other club officials for the necessary training courses deemed by the BCU for conformance.

3.4.1 Club Child Protection and Harassment Policy

The Canoe Club is fully committed to safeguarding the well being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

We believe that taking part in Paddlesport should be a positive and enjoyable part of children's lives and to achieve this have the following aims:

- Club coaches should follow the BCU Code of Ethics
- All Club coaches, helpers and officials working with young people should read and adhere to the BCU Child Protection and Harassment Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.
- The Club will ensure that anyone working with young people undertake a screening procedure.
- All Club members are made aware of the Club Code/s of Conduct
- The Club will obtain written Medical details of young paddlers which will be made known to coaches where deemed appropriate and/or necessary.
- Any paddler who coaches for the Club should be a member of the BCU. The club will encourage and support helpers to gain qualifications and assist coaches to stay up-dated
- The Club will identify a person whose role it is to deal with any issues concerning Child Protection and Harassment and notify this person to all members. Anyone with concerns with respect to Child Abuse or Harassment should contact that person. If that person is unavailable they can contact the Club Chairman or the BCU Child Protection /Harassment Officer.
- The Club will adopt and regularly review its Operating and Safety Policies
- The Club will review this Policy annually.

3.4.2 Guidelines for use of Photographic and Filming Equipment

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people. The NSPCC Child Protection in Sport Unit has therefore issued guidelines to sport to help prevent this form of abuse.

Paddlesport events

The nature of Paddlesport and the environment in which events take place make it difficult and sometimes impractical to follow the recommendations in every situation. However, the BCU is encouraging Clubs and event organisers to take reasonable steps to protect young people and where it is appropriate apply the following guidelines.

- The media and/or professional photographers wishing to record an event or activity should register with the Event Organiser accompanied by proof of their professional identification. This should be in advance of the event to be filmed.
- Anyone wishing to take zoom photographs or video at focus youth events should register with the Event Organiser. Organisers may wish to issue a label to highlight those who have been accredited.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any child protection concerned

NB This does not apply to coaches and helpers using video as a legitimate coaching aid but care should be taken in how it is stored.

There is also concern that photographs of children used on web sites or in publications can make children vulnerable to abusers if accompanied by personal information. The BCU encourages the celebration of the achievements of our young paddlers in the media but advise using the following guidelines.

Easy rules to remember are:

- When using a photo avoid using full name linked with an address.
- Ask the paddler, parents or carers for permission to use their image (this could be included in the entry form or event details).
- Inform paddlers and parents if a photographer will be in attendance at an event and ensure they consent to the taking and publication of films or photographs.

The following statement could be used to support the above:

In line with the NSPCC Child Protection in Sport Unit and BCU recommendations, we require any person who wishes to engage in video or zoom photography to register with the Event Organiser prior to carrying out such photography. If you are concerned about any photography taking place please contact the Event Organiser.

In addition the Membership form has an option for All/Parents/Carers to tick so as to make club officials aware as to whether they wish to exclude use of photographs

General Guidance (SPC G6)

The BCU recognises that publicity and pictures/ recordings of young people enjoying Paddlesport are essential to celebrate the achievements of the child and to promote the sport and a healthy lifestyle. However it is important to observe the following guidelines.

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal website.
- The taking of inappropriate photographs or recorded images of children.

Guidelines for Photographic/ Recorded Images

- Ensure parents/ guardian/ young person have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/ shirt and shorts).
- The photograph or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should not be revealed.
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- You should not use any images of a child or young persons who is the subject of any court order or who has denied you their consent.
- Parents and spectators taking photographs/ recordings should be prepared to identify themselves if requested and state their purpose for photography/ filming.
- Any instances of the use of inappropriate images should be reported to the Club, BCU or the Police.

Guidelines for Publishing Photographic/ Recorded Images

- If a photograph is used, it is appropriate to name the child. However, personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.
- Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites.
-

3.5 Recruiting and Managing Volunteers and Helpers

The club will conform to the BCU Guidelines as to the standards of practice in the recruitment, management of Volunteers and Helpers. This includes:

- screening of helpers (see below)
- induction procedures for all helpers
- establishing clear roles
- regular checks or supervision of helpers
- information about clubs rules /operating procedures
- system for feedback and support
- support training of helpers and coaches in child protection/vulnerable group issues
- nominate a person to take responsibility for child protection
- if you are running an event – nominate a person responsible for child protection

No system is foolproof – it is important that we do not rely on just one system to help create a safe environment for young people

3.6 Personal Water Confidence (Swim Tests, Cold Water Immersion)

It is common practice in canoeing, endorsed by the BCU, to instruct beginners, non-swimmers and persons with some categories of handicap, in introductory sessions of canoeing without a swim test or capsize drill. It is important that such beginners should be confident to try the activity, and the session should be undertaken by a fully experienced and qualified instructor, at a location that is sheltered, where the water is placid.

Introductory Water activity sessions must be carried out in a tightly controlled situation and in a location appropriate to the abilities of the participants.

Introductory session will last no longer than a day and the group instructor must satisfy themselves of the ability of each participant to manage themselves adequately in prevailing conditions and also in the event of immersion in cold water.

Involvement in activity lasting longer than one require the participants to demonstrate to instructor/trip leader in charge of activity at the most appropriate opportunity during the course , the standard of personal water confidence required by the BCU.

Leaders in charge of canoeing activities should ensure that participants are appropriately experienced and have the ability to cope with the canoeing activities envisaged and the type of craft to be used.

No progression to more exposed or disturbed water should take place before the participants have fully demonstrated confidence on being suddenly immersed in cold water.

A swim test and safety drill (capsize drill) in a heated swimming pool is not sufficient by itself.

3.7 Safety Drill (Capsize Drill).

Novices must have practised and understood Safety Drill (capsize drill) under controlled but realistic conditions during initial training before progressing to exposed or moving water. If canoeing takes place in deep open water, novices should have undertaken deep water capsize and have experienced being rescued before progressing out on to areas of water distant from the shore.

3.8 Swimming

All members should be able to swim at least 50 metres with their normal personal canoeing equipment. In the event that a member cannot swim 50 metres without a buoyancy aid, he shall be required to wear a buoyancy aid whilst undertaking all water-based activities.

All Participants /Club Members make a declaration on their consen/membership tform that they can swim 50metres.

Swimming will only be when conducted

- All new Participants will be requested to do a swim test during their first session.
- During the annual swimming test – this is conducted under formal supervision and in a roped-off lane of the swimming pool.

- in association with canoe capsize and rescue drills

3.9 Indoor Swimming Pool Sessions

During swimming pool sessions, the teacher or instructor should hold the appropriate qualification from the British Canoe Union.

An additional adult (Pool Safety Officer) must be present supervising from the pool side and. The maximum number of people in the water under instruction should not exceed the BCU guidelines for the qualified BCU Instructor.

For further guidance see the Section 13.1 Swimming Pool Guidance to Authorities and Pool Managers (BCU (Extract))

3.10 Canoe Polo

All players will have an understanding of the rules and are required to have read the ICF Canoe Polo rules and the UK interpretation which are available on the BCU Canoe Polo website.

3.11 Text & Email Messaging Guidance

(SPC- G20)

Many coaches and volunteers are keen to utilise text , email messaging systems and social Networking to help their communication with young paddlers. The significant benefits are that they are not only cheap, but it is one of the most direct forms of communication for most young people.

For children and young people the safeguarding risks associated with texts and emails are:

- inappropriate access to/ use/ sharing of personal details
- unwanted contact with children/ young people by adults with poor intent
- Text or on-line bullying by peers
- being sent offensive or otherwise inappropriate materials
- grooming for sexual abuse
- direct contact and actual abuse

For adults involved risks include:

- misinterpretation of their communication with young people
- potential investigation (internal or by statutory agencies)
- potential disciplinary action

To help to ensure that effective safeguarding measures are put in place and to minimise risk the following guidelines have been produced to help coaches and volunteers when using text and/ or messages to communicate with young people.

Bulk (bundled) messages v individual messages

Bulk texting and emailing (i.e. the same message being sent to several young people) presents fewer opportunities for misuse and abuse than individual arrangements between coaches/ volunteers and children. Where possible the Club will use a **bulk messaging system wherever possible.**

There may be exceptional circumstances in which it is justified to send an individual text or email, subject to appropriate safeguarding considerations. For example the coach of an elite athlete who is not part of a group of participants may need to pass on information about practical training arrangements or feedback on competition results.

General Guidelines

1. Only Club Members that have been through relevant safeguarding checks (e.g. enhanced level Disclosure checks and references) should use and have access to the text or email messaging system or contact details.
2. The numbers of individuals with access to data relating to young people will be kept to a practical minimum, and their details recorded by the organisation's lead child protection/welfare officer. Contact details that will be used to send messages should be recorded – ideally a single number/ address that is used consistently.

3. If texting an individual child, the decision to use text messaging should not be made by a coach in isolation, and should be discussed and agreed with the organisation's designated safeguarding/welfare officer. This will ensure that the organisation's safeguarding expectations and requirements can be clarified, and an undertaking given by the coach to comply with them.
4. The young people's mobile phone numbers/ email address should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the individual identified in point 1 above. The contact details should not be shared with anyone else.
5. Consent must be obtained prior to sending young people text/email messages. For young people aged 15 or under, specific consent must be obtained from their parents. Parents of younger children should be offered the option to be copied into any messages their child will be sent. Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves and it is still recommended that their parents are also informed of the intention to send their children text/ email messages.
6. When sending group messages they must be sent via a bundle to a group of young people i.e. the same standard message being sent to every member of the group. The text/ email messaging system should never be used to send messages on an individual basis (i.e. to just one person), or to less than 5 people.
7. All messages sent must make it clear to the young people receiving it which organisation has sent the message.
8. Bulk messages should only be used as a one-way communication channel. Young people should not be given the opportunity to text or email back to the system. Where individual messages have been sent then replies should also be discouraged. Young people should be made aware that if they need to text the coach (for example to confirm attendance or advise on a travel delay), they should ensure that the content of messages relates only to matters relevant to the sports activity, and that they are (like the coach) required to copy in either a parent or the identified moderator (e.g. club welfare officer) to all communications.
9. The messages which are sent must never contain any offensive, abusive or inappropriate language. When sending individual texts or emails care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.
10. The content should relate solely to sports activity. Messages should reflect the professional relationship between coach and athlete, and the coach's position of trust. Text messages, mobile phones and emails must never be used for any other reason or in any other way.
11. All bulk messages that are sent should include a sentence at the bottom which provides the young people and parents with the opportunity to unsubscribe from receiving any further messages.
12. All bulk or bundled text/ email messages sent to young people should also be sent to an external moderator – preferably someone with designated safeguarding responsibility in the organisation e.g. a Club Welfare Officer. The moderator's role will be to ensure that the system is being used appropriately, and to respond to any concerns arising.
13. When sending bulk email use blind copy (Bcc) facility so addresses are kept private, include a circulation list in the email.
14. Information to young athletes and parents should include details of how any concerns arising from the use of text/ email messaging can be reported in line with the organisation's safeguarding policies and procedures.

3.12 Club-wide distribution of e-mail messages: policy

It can be frustrating if e-mail messages are not clear and concise.

To maximise the club messaging please adopt the following:

1. If you have a need to communicate with the entire club membership please first consult the club Chairman, Secretary or the Web Monkey or other official . You should make clear the purpose of the message and any deadlines.

2. They will advise whether the e-mail can be sent.

3. If the message refers to some kind of event then first ensure that details are on the club's website/Social Media. Direct the request for inclusion on the website to the Club Chairman, Secretary or the Website editor.

.. A great deal of effort is expended populating the website and keeping it up to date - so let us make use of it! We aim to provide a 24-hour turnaround to have items included on the website.

4. If approval for the distribution is given then the request will be forwarded to the Membership Secretary for distribution who will send out Global emails to club members

5. Use Bcc "blind copy" to hide individual member's e-mail addresses.

6. Parents/Guardian email addresses should be used rather than the child's

7 . Format standard for club-wide distribution e-mails:

Subject:

BVCC: Training Courses

Content:

BVCC is organising a number of beginners, first aid and coaching courses.

3.13 Social networking services, social media and sport (CSPU)

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, blogs, instant messaging and photo and video exchange sites are increasingly popular, and provide an opportunity for the sporting world to connect with children and young people. However the use of social networking sites also introduces a range of potential safeguarding risks to children and young people (described below). The NSPCC Child Protection in Sport Unit has been commissioned by Sport England to provide these safeguarding guidelines for County Sports Partnerships, National Governing Bodies and other sports organisations.

As sports organisations increasingly use social networking and other developing media to communicate with young people it is critical that safeguarding protocols and practices keep pace with the raft of communication methods young people use.

The club management committee will try to ensure the following areas

- Web Site Editor/WebMonkey
 - Assess the suitability of the person who will manage your social media, including undertaking an enhanced level CRB check.
 - Ensure the person accesses recognised safeguarding or child protection training that addresses online safeguarding issues, including warning signs of grooming and sexual exploitation.
- Setup
 - Use an official sports organisation email address where possible
 - The club will use an official sports organisation email address rather than a personal email address (e.g. info@bvcc.org.uk rather than joebloggs@hotmail.com). This will reduce the risk of impostor or fake profiles, and is important in relation to any liability or risk for the individual who sets up the profile on behalf of the organisation. Similarly, ensure that only organisational rather than personal email addresses are made available on or through a profile.
 - Keep log-in details secure
 - Set the appropriate privacy levels
 - Set the 'Accept comment' setting so you can check messages
- Promoting safety online
 - Don't target underage children
 - Don't accept 'friend' requests from underage children Avoid taking personal details of children and young people. Be careful how you use images of children
 - Remind people to protect their privacy online
 - Think before you post
 - Ensure that any messages, photos, videos or information comply with existing policies within your organisation. Ask yourself whether photographs or text are appropriate to your target audience, and if they may create any potential safeguarding concerns
 - Always seek the permission of young people and their parents before adding photos of or information about children or young people to your sports web page/profile.
 - Promote safe and responsible social networking
 - Provide links to safety and support organisations
 - Data Protection considerations
- Reporting problems
 - Reporting concerns about possible online abuse
 - Reporting other breaches of terms of service
- Involve the Club Welfare Officer
- Information on our web page/profile about how to contact your organisation directly, including a website address and telephone number. This allows users to get in touch and verify your sports organisation. By including details of membership of sports associations, you will also enable people to see that you are a bona fide organisation.
- Promote your social networking page on your sports website
- Put the web address of your social networking web page/profile on our organisation's sports website. . Taking care to avoid targeting or encouraging potential users who are likely to be under the minimum age for the service.

4 Equipment Policy

Routine checks will help to identify defective equipment but may not pick up on recently damaged items. Conversely, checking items when they are drawn for use and checking them again when they are returned is frequently not thorough. Similarly, defective items noticed and/or isolated during the session can easily get mixed in again with club equipment.

To prevent defective items from inadvertently creeping back into the system all equipment will be immediately removed by Equipment officer

As part of good practice from a safety point of view and as part of regular inventory checks to see what's missing the Equipment Committee/Officer will Pre-plan checks at least every quarter and carry out routine maintenance

Routine checks and maintenance are carried out on key equipment by the Equipment Committee/Officer and records of these are maintained. Equipment is also checked when it is taken out and again when it is returned. Items for repair or disposal are isolated

Keeping records of all usage is useful can be useful however, it is doubtful whether the effort involved is worth the marginal return in safety terms. The club management committee has found that the time is better spent checking for damage more frequently and more thoroughly.

All Club equipment shall be suitably marked preferably permanent, so that can be identified against the Equipment Register/log which is prepared for audit purposes and insurance.

All Club PFDs will be recorded in the Equipment registers as to date purchased, supplier, type, colour, size, Serial number/Bath and the Newton weight.

All Club equipment shall be inspected for wear and tear, damage and condition at least once each year. The date of the last inspection shall be recorded on the master Equipment Register list.

If you see or use any Club kit which needs attention or repair please note it in the Equipment Repair Log/Book and advise a member of the Management Committee. If you think that any item is dangerous please ensure that the person running that session is aware and can remove the item so it cannot be used.

Either the Group leader/coach in charge of the session or the user shall record any defects the Equipment Repair Log/Book

Any defective equipment shall be marked, for example with brightly coloured tape, so that it is not used. Any dangerous equipment will be physically removed from use

The equipment officer shall ensure that equipment recorded as defective is not used until it is repaired or disposed off. Equipment that is not repairable shall be made unusable, for example by cutting in half, before disposal.

4.1 Buoyancy Aids. Personal Flotation Devices (PFDs)

General

Each buoyancy aid is inspected prior to every use by the Coach/instructor/staff member concerned and is "fit for purpose". In addition to this, regular formal checks should be instigated by the provider and the outcomes recorded.

All participants must wear a lifejacket or buoyancy aid that conforms to current CE/EN/ISO standards and is appropriate to the requirements of the activity, the personal proficiency of the participants and level of training being undertaken.

The fitting of which should be checked with instruction on application and use given by experience paddlers

All participants in Canoe Polo PFDs wearing is Mandatory and should be of suitable type providing the necessary protection

All Club PFDs will be recorded in the Equipment register as to date purchased by, supplier, type, colour, size, Serial number/Batch No and the Newton weight.

Annual Checks

All Personal Flotation Devices will be checked on issuing and annually for signs of wear and tear/fitness for purpose particularly to stitching and zips.

The results will be logged in the Equipment Register and be available for inspection on request.

A random sampling" of approximately 10% of the Club Buoyancy Aids will be weight test each year and depending upon the results/age a large sample will be tested. . This process will be recorded for a period of two seasons, or until the items are replaced

Buoyancy Aid testing and Legislation

The following section is based upon the British Canoe Union 'Notes for Guidance Concerning the Implementation of the EC Directives on Personal Protective Equipment.

The EU Directive on Personal Protective Equipment 89/656/EEC concerns itself with the responsibility of employers to provide , maintain etc Personal Protective Equipment for use by their employees while at work. This has implications for all Providers with respect to the working conditions of their employees. In effect equipment issued to protect the worker from any hazard such as cold or drowning, the equipment issued must comply with the EC Standard (CEN) provided one has been agreed. The main effect of this legislation is on equipment such as buoyancy aids. Buoyancy aids cannot be sold or manufactured for sale in the EU if they do not comply to CEN standards-where these have been agreed. The standard for buoyancy aids which affects most providers of adventure Watersports concerns: • 50 N Buoyancy Aids. *"Intended for use in sheltered waters when help is close at hand and the user is a swimmer, in circumstances where more bulky or buoyant devices would impair the users' activity or actually endanger him".*

CE and ISO standards explained

The CE and ISO standards use Newtons as the form of measurement. The N symbol equates to the minimum number of Newton's for the average adult. A Newton is a measurement of force, and can be determined by applying a measured load. In effect a 50N buoyancy aid will support a lead weight of 5.5 kg. This minimum stated buoyancy should be available in the device for the duration of its reasonable life.

Why test

Frequency of use, abuse, and conditions of use and storage will all affect the buoyancy of the equipment over the course of its life. Surveys indicate that average life expectancy for a buoyancy aid that has not been abused, is between 3-5 years – the shorter term applying to frequent multi use. It is recommended that buoyancy aids be checked to ensure that sufficient buoyancy remains.

It is very important to note that due to the varying density of metals, different dry weights are required for different metals.

Weight Test

The method of testing requires the following:

- The tying of an appropriate metal weight to the buoyancy aid.
- The placing of buoyancy aid and weight in a sufficiently deep tank of water.
- The removal of air and other extraneous buoyancy from the buoyancy Aid.

If the buoyancy aid continues to float on the surface, it meets the required buoyancy. If it fails to float it needs replacing.

Weights for Buoyancy Aid Testing – 50N Standard

Minimum buoyancy	Lead weight	Iron or steel weight	Cast iron weight
70N	TBA	TBA	TBA
50N	5.5kg	5.7kg	5.8kg
45N	4.9kg	5.2kg	5.2kg
40N	4.4kg	4.6kg	4.6kg
35N	3.8kg	4.0kg	4.1kg
The Weights in testing are not calibrated specifically but have been manufactured by club members using general scales			

4.2 Canoes and Kayaks.

General

Use of craft must conform to manufacturer's guidelines for use and current BCU guidelines on buoyancy, footrests and end loops and toggles.

Canoe Polo boats should conform to current ICF Canoe Polo rules and the UK interpretation

Maximum buoyancy should be fitted where craft are used on open water or rivers.

A visual inspection must occur at each issue.

All club members are briefed on correct manual handling techniques regarding the lifting and carrying of canoes on their induction into the club and or by senior members/coaches of the club.

The fact that an examination has taken place does not absolve the Group leader/coach in charge of the activity from ensuring that the craft and equipment are in good condition and suitable to be used in the area of the activity concerned on each occasion of use.

Annual inspection

All Club craft will have an annual check which will be logged in the Equipment Register/Log and be available for inspection.

Qualifications of a Equipment Officer (Inspector)

Different Inspectors can be used for the various types of craft depending on their skills and experience. All Inspectors must be able to demonstrate detailed knowledge of the boats they are expected to inspect, and must inspect within these limits. Inspectors should ideally have at least three years experience in the boat concerned.

So what is an Inspector looking for?

Basically, the overall soundness of the hull, condition of associated equipment and correct fitments, to ensure that a person would not be placed in any danger when using them. A small hole or split, taped over may solve an immediate problem during a trip or session, but would not be acceptable as part of an inspection and may be removed in order to complete an examination. Rough edges or damaged wood creating splinters, frayed ropes, delimitation of ply, sharp glass fibres or gel coat blips, rusted fittings, insecure fixings and illegal foot rests are not acceptable.

Examinations

The clubs normal operating procedures of visual inspection of boats will mean that the following methods of testing are to help do a more detailed examination if so required

Any canoes using Air Bags, will need these to be inflated at least half an hour before these tests are taken.

Examination of Canoes

All tests (a to c) should be completed at the discretion of the Boat Inspector.

K – Applies to Kayaks Only

OC – Applies to Open Canoes Only

(a) Saturation Test – Boat to be completely swamped to ensure buoyancy is sufficient to keep it floating at the surface. Buoyancy must remain in place throughout with only minimal movement.

(b) Internal Inspection – Buoyancy must be secure and not hinder exit from the craft. Foam buoyancy must be inspected for signs of deterioration. Where buoyancy bags are fitted these must be inflated a minimum of thirty minutes to test their integrity. All internal surfaces must be free from sharp edges and splinters.

K: There must be nothing within the cockpit area which prevents an easy exit from the craft in the event of a capsize. Seats (where present) must be secure and free from cracks and splinters. Footrests (where present) must not be able to entrap a foot. Where a foot can pass beyond a footrest, a “fail safe” release system should be in place.

OC: Seats and thwarts must be secure and free from cracks and splinters, and must be at a height which will allow a kneeling paddler to remove their feet without hindrance.

Any internal fittings not mentioned above must be in good condition and must not hinder a capsized paddler exiting their upturned craft.

(c) External Inspection – Hull to be inspected to ensure there are no cracks and splinters. Where doubts as to the integrity of the hull exist, the craft should be subjected to a Water Leak Test to ensure that no holes are present. This involves pouring a minimum of four litres of water into the boat, and then tilting the craft on its sides and ends to see if any water escapes. Any repairs which have been made to the craft should not adversely affect its structural integrity. End loops or grabs must be fitted at both the bow and the stern of the craft. It is recommended that they are not big enough for a paddler to get their entire hand through which could potentially cause entrapment.

K: The cockpit rim must be free from any splinters and sharp edges which could cause damage to spraydecks, buoyancy aids and clothing. Decklines are only recommended where boats are being used on the sea or open water or for the purpose of touring. Where these are fitted they must be secure and tight to the main deck so as to cause minimal risk of entanglement to a paddler who has exited their capsized craft.

OC: If a painter is fitted it should ideally consist of a minimum of 3 metres of 10mm diameter floating rope and should adhere to a “clean line” principle i.e. no knots along its length.

Water Leak Test – This is to establish whether the boat lets water in and can be simply done, by pouring at least four litres of water into the boat, laying it on each side and on each end, to see if any comes out.

4.3 Helmets and Footwear

General

Helmets are for protection from objects above the water e.g. trees, below the water in the event of a capsize e.g. rocks, for protection from slipping on the sides of the water, for personal protection e.g. during rescues, games.

Appropriate canoe/kayak Helmets conforming to current CE/ISO standards must be worn for all canoeing activities on moving river waters, for surfing activities and journeys in rough open water close to rocky shores.

They should be strong and lightweight, Cover the head to protect back of head, forehead and temple and have enough buoyancy to float. Be comfortable but not able to move around on the head, with a strap/buckle to hold it securely on head. Have a lining to protect from impacts and to provide a separation distance between head and shell in case of puncture of the helmet.

If participating at Canoe Polo helmets are Mandatory

Helmets must be inspected regularly for wear/damage and results recorded in Equipment Register. Manufacturers recommended lifespan will be adhered to.

Where helmets predate this legislation their use may be continued to the end of their natural life or the
At all times participants should wear suitable footwear to prevent injury to the feet.

4.4 Other Equipment – Paddles/Spraydecks

Spray decks can be made of nylon or neoprene and are used to keep water out of the kayak. Neoprene decks are harder to remove so should only be used by more experienced paddlers. All spray-decks should have a good strap for removing the deck

Paddles should be free of sharp edges, cracks and shafts not be bent which may lead to failure during use.

Paddles/Spraydecks and other equipment must be inspected regularly for wear/damage and results recorded in Equipment Register.

A visual inspection must occur at each issue.

4.5 Clothing

At all times participants' must be clothed appropriate to the weather conditions, water temperature, ability and location of the canoeing activity taken. Where possible it is recommended that wet or dry suits be worn in addition or in place of waterproofs particularly if frequent immersion takes place between October and April be used at appropriate times. Appropriate head covering should be available to suit conditions The Club has some basic Cags and Trousers for Beginners to use.

4.6 Access to Store Room

There has been a rebuild of the canoe store racking in Spring 2006 and Spring 2010 to comply with manual handling guidelines (HASAW74 et al) this has resulted in reduced but acceptable access to the canoe store. Club members will be briefed and instructed in the most practical method of accessing and handling the canoes by a qualified Manual Handling Instructor to minimise potential risk of injury.

Casual public (Go Paddling or Come and try it) participants will not be permitted access to the canoe store.

All boats and associated equipment for a particular session will be taken out of clubhouse by a senior paddler. This is a requirement under our risk assessment for current Manual Handling Regulations

No Youth members should enter the Club Store unless supervised.

No Equipment should be removed off site without the necessary procedure being followed.

The only Authorised access to the Club Store is by Approved Committee Members and by Lido staff as required. The Lido has been instructed that only Committee Members have access to the Club Store room outside of Club nights. This is to ensure the safe keeping of club equipment

4.7 Issue/Booking Out of Club Equipment from Store Room

Club Courses take precedent when issuing of Equipment before other Participants

The Participants shall visually inspect all Club equipment before use. If the Participants does not have sufficient experience, either the coach running the session or equipment officer shall assist them.

Participants and Visitors will be brief in on how and when lifting any heavy items.

4.8 Club Trips

All Equipment required for club trips should be pre-booked out with Equipment Committee, hire form completed and deposit paid.

Equipment should be collected on a Club night at Lido or pre-arranged collection with Club Management Committee member

4.9 Liability of Members using Club Equipment

Members hiring or borrowing Club equipment shall exercise due care to avoid loss or damage. Members hiring or borrowing Club equipment shall be liable for making good any damage or loss beyond fair wear and tear. The Equipment Officer shall agree any liability for loss or damage with the Member. In the event that agreement is not possible the matter shall be referred to the Committee.

Members hiring or borrowing club equipment shall prove to the issuing officer that adequate security devices such as cable locks will be used whenever the equipment is unattended in line with the Club's current insurance policy

4.10 Returning Equipment

Canoes/Kayaks

At end of club night all boats should be empty of water by use of sponges provided and returned to entrance to club house.

Paddles

Placed in appropriate marked wheelie bin

PFDs

All Club PFS should be zipped up and hung up on the Clothes rail in the appropriate space for its size Junior, Youth, Adult, XL

All equipment will then be placed back into Store Room by Senior paddlers,

4.11 Disclaimer on Paddlers providing their own Equipment

4.11.1 Group leaders and Coaches

The Club Management Committee has given careful thought as to allowing Group Leaders/Coaches /Participants supply their own equipment and in particular when leading activities. The danger is that the equipment may suffer unregulated abuse at times which is not under the clubs control or that is 'sub-standard' equipment with no history of use or maintenance

Therefore all group leaders/Coaches may only use items of personal equipment (boat, paddle, harness, buoyancy aid etc.) and critical safety equipment' which conforms to current best practice. These may be subject to 'spot-checks'

4.11.2 Equipment provided by Participants

There are three potential problem areas here:

- due to poor communications, participants may not be clear what they have to supply, and what will be provided.
- participants simply may not have adequate clothing and equipment for the activities, and when asked to provide it may bring sub-standard items.
- participants turn up proudly displaying some piece of apparently 'hi-tech' equipment that they want to use, but which may be inappropriate.

Therefore a clear, written statement, with precise details of the sort of equipment which participants will need is sent out well in advance in course and trip instructions.

If participants are inadequately equipped, the club has a limited supply of essential items which are available and other Senior paddlers may have spare equipment which can be used, The Group Leaders/Coaches are only allowed to authorise the use of personal equipment that is known to them to be effective.

Group Leaders/Coaches are responsible for refusing to take anyone who seems to be inadequately equipped or clothed.

5 Coaching

5.1 Qualifications

The British Canoe Union has issued guidelines concerning the appropriate operating level and minimum qualifications required for training, supervision and running of clubs trips. These are available on the BCU website www.bcu.org.uk

Leaders and Coaches should all be comprehensive members of BCU, in order to that they continue to receive the coaching literature and are able to keep up to date with safety procedures and proper coaching methods.

All Qualifications/awards should be kept updated by re-validation course and where necessary Coaches update their training.

All coaches should regularly update the club Head Coach as to the status of qualifications and at the regular coaching meetings.

The club management recognised that in practice it is often very difficult for leaders /instructors to keep all their awards up to date and current due to voluntary nature of the sports. The Club accepts that young people will not be exposed to any significant additional risk in circumstances where a qualification has recently lapsed and the guidance contained in this document has been correctly followed.

The Club Head Coach will exercise their own judgement as to whether a trusted and experienced leader or instructor, whose particular activity award has temporarily lapsed, should continue being responsible for activities.

In circumstances where coach is regularly involved in leading, instructing and supervising groups, with sole responsibility for the safety of participants at an activity site, the relevant qualification must be renewed as quickly as practicable. It is recommended that an award should not have lapsed for more than 6 months

5.2 First Aid Certificates and Life Saving Awards.

The normal Health & Safety minimum requirements in respect of the number of competent first aiders in the workplace is frequently not sufficient in the outdoor activity context, where leaders and their groups may be several hours (or days, in some cases) away from qualified help. It is standard good practice nowadays for all activity leaders to hold qualifications that address the special problems of dealing with accidents in a remote outdoor environment.

All activity leaders hold valid first aid qualifications that are tailored to the outdoor activity environment. These awards must be kept valid and renewal is monitored centrally in the Coaching Register and BCU Databases.

5.3 Operating Levels.

Ratios for all activities will be as per recommended by BCU. These ratios have a degree of flexibility in numbers, both upwards and downwards, to reflect the ability of the participants and the conditions prevailing at the time.

The judgement on whether to exceed or decrease numbers from standard ratios is covered in the training leading to the various awards and accreditation. For these decisions to be made the aims of the session must be clear to the Coach at time

5.4 Area of operation

All coaches/session leaders are expected to work within the BCU remit for the Coaching qualifications they hold

The Supervising Coach shall be responsible for the canoeing activity of the group and for the delivery of appropriate coaching. His primary responsibility shall be the safety of the group. They shall assess the water and weather conditions, the equipment available to the group and personal paddling equipment before launching. They may cancel, postpone, curtail or terminate paddling activities at any time if he believes that the group's safety to be at risk

5.5 Coaching Events

Courses and other coaching activities arranged from time to time by the Head Coach (BVCC Paddlesport Development Officer) shall be deemed to be Club Events.

The Head Coach (BVCC Paddlesport Development Officer) shall appoint a coach to supervise each coaching activity, the Supervising Coach. Head Coach (BVCC Paddlesport Development Officer) shall consider both qualifications and experience before appointing the Supervising Coach. The Head Coach (BVCC Paddlesport Development Officer) may also appoint others to assist the Supervising Coach.

5.6 Accreditation for experience

Experience, training or qualifications that are not contained within this document may be recognised. Such training should have been clearly structured so as to be quantifiably equivalent. Where a potential group leader has substantial prior experience and training there will still be a requirement to demonstrate satisfactory ability in all levels of competence either by attendance at a training day or by a reference from a trainer / assessor of the equivalent National Governing Body award.

Applications for experience or other qualifications to be recognised must be made to the Head Coach (BVCC Paddlesport Development Officer) and Club Management Committee. Applicants will then be expected to go through a Induction period to ensure that the application meets the necessary criteria for the club.

5.7 Inductions/Mentoring

All newly qualified and "new to the club" coaches will be expected to do a period of probation by mentoring or be shadowed. This will allow the Head Coach (BVCC Paddlesport Development Officer) to ensure that the necessary experience is obtained and necessary competence is satisfactory and in place and they have the necessary knowledge of the club procedures and policies

5.8 General Meetings for Coaches

These are an excellent means of fulfilling a range of obligations related to safety. Any participants and coaches should have the opportunity to attend. This will allow time to develop and discuss ideas. This will be formal meetings will occur on a frequent basis throughout the season. Operational procedures relating to safety and good practice are discussed and the coach register should be update by participants.

5.9 Development of Coaches

Using the coaching register and the regular coaching meetings, the Head Coach (BVCC Paddlesport Development Officer) and individual Coach will discuss as to the individual development requirements as coach or their personal skills and make the appropriate plan/arrangements.

5.10 Assessments

All training is done on the outside Lido and other outside venues such as Canals, Lakes as the Lido is not an assessable venue.

6 Access Policy

The Club policy is to conform to the current BCU access policy.

All members will undertake to observe all bylaws; regulations and current BCU (or similar) access agreements relating to waters on which they canoe in Club events.

7 Club Trips/Activities/Events

7.1.1 Definition and Authorisation

Club Trips/Activities/Events shall be events arranged or co-ordinated by Club members and authorised by the Committee and shall normally be advertised in the newsletter. Brief details of the proposed event shall be submitted to the Committee for approval (for examples dates, location, budget, leaders for water-based activities etc). Authorisation by the Committee shall not be withheld without reason.

7.1.2 Event Organisers

All members of the Club shall be encouraged to run events (canoeing, social and fund raising) from time to time. Limited canoeing experience should not be a bar to organising Club events providing a suitably experienced paddler will be leading water-based activities. For water based activities the Event Organiser shall liaise with the Committee to appoint a "home contact". The Trip Organiser shall collect the details of members taking part on the trip and ensure that they are passed to the "home contact" and to the person leading on the water. More detail follows in Trips Away & Home contact

7.1.3 Budget

Funding of events shall be the responsibility of the organiser until such time as a budget is agreed with the Treasurer. Agreement by the Treasurer shall not be withheld without reason. In the event that agreement to the budget is withheld then the event organiser may appeal to the Committee, whose decision shall be final.

7.1.4 Funding of Trip/Events

Specific Club Trip/Events should in principle be self-financing. To achieve this a budget shall be prepared in advance based on a reasonable level of attendance: the cost should aim to minimise the risk of the event running at a deficit and aim to avoid an excessive surplus. At the discretion of the Committee two or more similar or linked events may be considered together in order to meet this criterion, for example to smooth the cost of weekend trips where accommodation costs can vary widely or hiring Indoor swimming pool for Water Confidence/Rolling instruction

If an trip/event makes a loss the Club shall fund the deficit providing a budget has been agreed in advance. Where events make a surplus that shall be retained by the Club and shall not be refunded to members attending.

Members reserving spaces on Club events shall be responsible for payment in full whether or not they attend. If a member is unable to attend for medical, compassionate or similar reasons their contribution shall be refunded if either the event made a surplus greater than their contribution or their space is taken by another member or exceptionally if the Committee decide to do so The Trip/Event Organiser shall be responsible for collecting monies due and accounting for it to the Treasurer.

7.1.5 Schedule/ Calendar/Diary

The Event Organiser shall liaise with the Programme Co-ordinator before arranging an event to minimise the risk of a clash with another Club event. An event shall not be included in the diary until it has been authorised by the Committee

8 Paddlesafe Trips Away

(SPC-G9 20.01.09 Extract)

When planning a trip it is important to allow sufficient time for all the required arrangements to be made carefully. Whether it is a short trip in the UK or travel abroad, good planning is the key to a safe trip. All staff and volunteers should operate in a manner in line with the BCU Coaches & Officials Code of Conduct at all times.

The following guidance applies to clubs and centres in England and Wales, all National Squad/team trips in the UK and internationally. For organisations in Scotland please refer to the SCA Guidance documents.

Pre Travel Planning

- All such trips should be risk assessed.
- It is a good idea to be familiar with the area/ venue to which you are travelling or to have made an exploratory visit. If this is not possible gather as much information as possible from a variety of sources.
- Check to ensure that you and your club have sufficient insurance to cover the type of trip you are undertaking. When travelling abroad it is advised that the following cover should be in place: medical cover, including repatriation expenses, compensation for loss of baggage, passports and money, emergency expenses to cover accommodation and transport, legal assistance in recovery of claims.
- When dealing with insurance matters, be sure to obtain a full copy of the insurance policy and read it carefully, noting exclusions.
- Ensure that you have a procedure to cover any emergency situation that may arise. If an emergency occurs overseas, notify the British Embassy / Consulate, inform club and home contacts, notify insurers, especially if medical assistance is required, notify the tour operator or provider if appropriate, ascertain phone numbers for future calls (do not rely on mobile phones).

Information about the participants/competitors

- Written permission of parents/guardians should be obtained for all overnight away trips. Parents/guardians must inform the club/team manager at the outset of any medical condition or special needs of their child.
- Make sure that trip details and parental consent forms for extended trips and trips overseas are comprehensive in terms of the information and details of the trip in question and in the nature of the information sought. This would include an emergency contact number whilst you are away.
- For overseas trips you may wish to ask parents to provide spare passport photos and /or a photo copy of the passport for reference in an emergency.
- When preparing paperwork to leave with a home contact consider the following: itinerary and contact number and address of the accommodation, list of all group members, contact names and address for all group members, copies of parental consent forms and emergency contact numbers.

Staff and Volunteers

- All adults, staff, volunteers who travel on away trips with children should be carefully chosen and if they have not already done so they should be asked to undergo an enhanced CRB/disclosure check.
- Adults, sports leaders and coaches accompanying or participating in an away trip should make known any medical condition/special needs to the Trip Organiser in advance.
- The roles and responsibilities of adults participating in away trips should be clearly defined.

Conduct

- All participants taking part should be aware of the behaviour and personal conduct standards expected of them at all times on the trip and all athletes / students, irrespective of age should adhere to the codes of conduct applied to the trip or team event in question.
- It should be made clear that illegal and performance enhancing drugs and substances are strictly forbidden. All other illegal drugs / substances, alcohol and tobacco are also banned whether not they are on the official banned substance list.
- All participants should be clear that breaches of the established trip code of conduct will be subject to sanctions and that these will in the first instance be dealt with by the team manager.

Roles and Responsibilities

- A team manager/ group manager should be appointed for away trips. They should have overall responsibility for the children's well being, behaviour and sleeping arrangements. They should be appointed as an official of the club/BCU/Home Nation for the duration of the trip; coaches should be accountable to the team manager in all non-performance related matters.
- Where there are mixed teams there should be at least one female in the management/coaching structure who should remain on site where overnight stays are involved.
- The team manager or group leader should submit a report to the club or lead body as soon as possible after the end of the trip.
- Adequate adult: child ratios should be observed.
- If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible.

Transport

Where self drive mini-bus travel is arranged the following guidelines should apply.

- All drivers should have attended a minibus driving course as appropriate and have the appropriate licence to drive the bus.
- All minibuses used should be maintained to the standard required by law
- Trips should be planned allowing sufficient time for breaks and additional drivers should be available to meet the driving regulations.
- All drivers should operate to the driving regulations and driving laws of the land in which they are operating
- Where travel involves juniors, none should travel alone, except in special circumstances when appropriate arrangements can be made with the young person, their parents, travel companies and airlines concerned.
- Coaches and leaders are discouraged from travelling alone in their cars with children.

Accommodation

- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same age and sex.
- Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practical more than one child should be placed with each host family.

For further information and guidance read Safe Sport Away – A Guide to Good Planning which is published by the NSPCC and ASA.

8.1 Policy Under 18s

- In addition topics to the Paddlesafe Away Trips (SPC-9) covered in the above section i.e.
- Parents/Carers are expected to accompany their child/children off the water.
- Adequate adult: child ratios should be observed.

8.2 Trip Organisers

An Info Sheet will be issued to participants which as a must contain as a minimum the following Items

- Location,
- Purposes of Trip
- Accommodation,
- Travel Requirements
- Travel Arrangements
- Food arrangements
- Who is going and Who can attend
- Equipment Required
- Participant Ability
- Under 18s allowed
- Ask the paddler, parents or carers for permission to use their image if and photos are taken on trip/activity/event
- If necessary any Insurance Arrangements

8.3 Modern Technology

Over-reliance on modern technology is to be discouraged. Where technologies such as mobile phones and global positioning systems can add to the safety of activities they should be used, but there must always be reliable and robust systems in place to take over in the event of failure of the technology being utilised.

8.4 Home Contact System Standard Operating Procedure

A "home contact" will be appointed depending upon the trip who will have the necessary contact details of all those taking part on Club trips.

They will act as central contact between Trip Organiser and Parents/Carers and Other Interest Parties
If necessary the "home contact" shall liaise with the appropriate authorities to contact the next of kin.

Required where trips involve a long distance to travel

SOP	Activity	Who
HC-01	Appoint Home Contact	Trip Organiser
HC-02	Provided the following information Itinerary <ul style="list-style-type: none"> • contact number and address of the accommodation • list of all group members, contact names and address for all group members copies of parental consent forms • Where possible who is travelling with whom i.e." in who's Car" 	Trip Organiser
HC-03	Ring Home Contact when safely arrived at destination	Trip Organiser/Group Leader
HC-04	Ring Home Contact when activity completed or for daily update	Trip Organiser/Group Leader
HC-05	Ring Home Contact when back home	Trip Organiser/Group Leader
HC-06	Ring Home Contact if need to contact people in Emergency	Trip Organiser/Group Leader/or Senior Paddler
HC-07	Ring Contact if Home contacted regarding home Emergency	Parents/Carers

If an incident was to occur at any stages it is vital that all club members and officials (other than those authorised by the BCU) refrain from comment and from giving interviews and statements to the media and press. Only those who are fully informed and briefed should be placed in a position to give or make statements and comment and should go through home contact.

Uninformed comment can be both harmful and damaging to the image of the sport and the Club. Misguided impulse gestures, whilst they may be done for the best possible reasons, can cause distress and hurt to the injured victims and their families. All should be aware that it is very difficult when being pressured to undertake an interview, not to make a statement or comment that could be erroneous or damaging.

8.5 Weather Forecasts.

Instructors of canoeing activities using areas of exposed open waters that can be subject to hazardous conditions arising from rain, wind and or tidal conditions should always get a weather forecast and consider whether the activities should proceed if there is any indication that the weather is expected to be particularly inclement.

8.6 HM Coast Guard Service.

HM Coast Guard Service should be informed in all circumstances when canoeing activities take place in areas of open sea/estuaries and sea lochs Otherwise on all other large remote locks inform the Police. The following activities need to be considered

- i. Expeditions or journeys will involve an extended passage crossing areas of exposed open sea.
- ii. An extended coastal journey will involve participants being more than 500 metres off shore.
- iii. Canoeing activities take place on areas of water from which it is possible to drift 100m (1 kilometre) from any shore;
- iv. Canoeing activities take place on areas of water that can be subject to hazardous conditions arising from the effects of wind and tide.

HM Coast Guard Service must also be informed at the end of the sessions such expeditions when all participants are safely off the water.

9 General Guidance on other Safety Principles

This Section offers guidance of a general nature on considerations in the use of natural waters and exposure to strong sunlight

9.1 Activities Involving the Use Of Natural Waters.

It is essential that in programmes of activities, where water related hazards may be encountered, safe practices are adopted at every stage of training, participants adhere to safety procedures and young people are encouraged to show the utmost vigilance for the safety of each other.

The Royal Society for the Prevention of Accidents has identified a series of factors that contribute towards drowning and other incidents. These are

- ignorance, disregard or misjudgement of potential hazards and dangers
- a poor understanding of what constitutes a dangerous situation
- allowing unrestricted access to dangerous situations to those ill equipped to cope
- absence of adequate supervision and
- lack of the means or knowledge of how to help oneself and others in danger.

Group Leaders/Coaches are urged to keep these factors in mind during the conduct of any activity, but especially those associated with water, and to adopt a preventative approach.

The inadequate level of control exercised by the group leaders and the lack of self-discipline and responsibility shown by young people themselves has been identified as a further contributory factor to certain accidents.

One of the essential outcomes of any programme of education should be that participants should be able to recognise danger and to understand how, by forethought and careful planning, it can be minimised or eliminated.

The sites used for any club based water based activities should be familiar to the group leader or supervisor of such activities, and should have been checked for any hazards. The leader should be aware of the meaning of the conventional safety signs and flags.

The water environment presents a number of potential hazards of which any person responsible for the health and safety of others should be fully aware. These are too numerous to list, but it is essential that leaders understand the significance of both the effect of wind and tide and the risk of hypothermia associated with undertaking activities in cold water especially on cold wet windy days.

More obviously the presence of such hazards as steep overhanging banks, hidden underwater obstructions, thick weed, strong currents, off shore winds, tides and pollution should be noted and avoided as far as possible.

Badly discoloured waters should be avoided because it is not easy to determine the depth, the existence of hidden underwater obstructions or the degree of pollution.

A number of additional safety principles apply particularly to the conduct of water based activities:-

- the activity should only be conducted in suitable weather and tidal conditions
- only suitably experienced and qualified leaders or instructors should be used to oversee and manage the activity, as indicated in
- only appropriate and reliable equipment should be used
- all equipment used should be subject to routine safety checks and be adequately maintained
- all participants should have developed a level of water confidence appropriate to the activity and
- activity sites that are to be used activities where there is a high probability of participants ingesting water through mouth or nose should always be checked for pollution visually or by smell in the first instance. If doubt exists as to the water quality, further advice may be gained from the local water authority.

9.1.1 Polluted Water

The hazards associated with **polluted water are as follows**

- Raw untreated sewage and industrial waste.
Any beach or river should be checked for the presence of untreated sewerage, and industrial waste before it is used for water based activities.
- Untreated farm yard manure and slurries.
It is important that the tributaries to any stream or river are checked for the presence of farm yard manure before the river is used for bathing or activities involving immersion or capsizing practice. The risks of disease for water sports participants are reported to be highest during periods of drought on stagnant canals and ponds, and after flash floods when high concentrations of pollutants can be washed into rivers and streams. It should be noted that water sports participants who do not capsize regularly and remain relatively dry are less at risk.
- Blue Green Algae.
If participation in water sports involves a high degree of contact with water, water that is discoloured bright green should be avoided.
Water sports participants are advised to avoid all contact with water which has a blue green paint-like scum on its surface.
- **Wyles disease (Leptospirosis)**
This is carried in the urine of rats. Any areas suspected of being infested should not be used.

Further information relating to these hazards can be found in section on Risk Assessments

9.1.2 Infection Prevention

All participants involved in water based activities should adopt the normal precautions that are recommended to avoid infection.

- all cuts and grazes should be covered with waterproof plasters before participation;
- hands should be washed before eating (or smoking)
- a shower should be taken after participation
- all clothing used for the activity should be routinely washed in clean freshwater after use
- every attempt should be made to avoid ingesting water (and infection) through mouth and nose
- where there may be a possibility of infection then full immersion should be avoided
- footwear should be used at all times to avoid cutting feet and
- any symptoms that would suggest an infection has occurred after participation in water based activities should be immediately brought to the attention of a doctor.

9.2 'Weils Disease

All Participants/Visitors should be briefed on symptoms of and precautions for Weils disease by Group leader/Coaches etc when paddling on open water and particular in the winter months at Aldershot Lido when the pumps and chemicals are not being used.

9.3 Hypothermia

All Participants/Visitors should be briefed on symptoms of and precautions for Hypothermia by Group leader/Coaches etc when paddling on open water and particular in the winter months at Aldershot Lido. The club does provide some basic Cags and trousers for Beginners.

9.4 Risk Assessments

It is essential that risk assessments are made for all sessions

9.5 Participant Ability

Leaders should ensure that venues and activities should reflect the abilities of the participants.

9.6 Risk Awareness for New Entrants

All Group leaders/Trip Organisers should ensure that participants/parents are aware of the risks involved upon joining the club and all participants are briefed on the risks associated with trip as per best practice.

9.7 Exposure To Strong Sunlight.

In the light of warnings from the medical profession on the hazards of exposure to sunlight, the following guidance is offered to group leaders/coaches. The guidance is not intended to curtail activities out of doors, but is issued in order to reduce the incidence of avoidable injuries arising from excessive exposure to sunlight.

Although the hazard maybe thought to be very small in the climate of the United Kingdom, the very unpredictability of the weather often results in a state of un-preparedness that makes sunburn not at all uncommon and of all coaches/leaders should bring the following information and guidance to the attention Participants/Visitors and Volunteers

Present medical opinion is that skin cancer is associated with episodes of sunburn during participation in recreational activities. It is believed that a reduction in the incidence of sunburn will reduce the risk of contracting skin cancer later in life.

9.7.1 Actions to avoid sun burn injuries during outdoor activities.

- i. Participants should have available some form of head cover, such as a peaked 'baseball style' hat, that gives shade to the face, especially the nose. In conditions of very strong direct sunlight, the hat should have a brim that provides shade for the tops of the ears and the back of the neck.
- ii. Participants should have available clothing that offers full limb cover, and should only expose legs and arms to the sun for short periods of time.
- iii. Participants should not be permitted to undertake extended periods of activity wearing only swimming costumes or shorts and vests or short sleeved T shirts. It is in circumstances such as these that cases of severe sunburn occur
- iv. Participants should be encouraged to wear sun glasses on bright sunlit days, because the damage to eyes arising from exposure to bright sunlight reflected from water and sails can be significant.
- v. Groups involved in activities on water, even on overcast days, should wear sunglasses or goggles, head cover appropriate to the conditions, and use photo protective sun block creams that give adequate levels of protection to the face, particularly under the chin, the nose, ears and lips.
- vi. The risk of sunburn from diffused sunlight reflected from water even on overcast days exists at any time of year.

Leaders should have special regard to the risk of burns to areas of pale skin not normally exposed to sun, such as under the chin, and the backs of legs and arms. The precautionary use of photo protective creams should not, therefore, be abandoned because the sun is not visible.

vii. Participants in land based activities out of doors during the summer months, especially when abroad, should be advised to wear photo protective creams, and to regularly re apply the protection to exposed areas of skin in accordance with the manufacturer's recommendations.

viii Persons responsible for groups involved in activities out of doors during the summer should have with them high factor photo protective sun creams of a non allergic variety as a part of the First Aid provision.

The occurrence of severe sunburn should be regarded as a reportable accident and should be recorded in the appropriate

Accident Report forms. It is important that such records are kept because the incidence of avoidable sunburn injuries may in future have legal implications.

10 Organisation and Responsibilities for Carrying out Safety Policies

The following people are responsible for the general arrangements for carrying out health and safety policy

- Club Management Committee
- Equipment Management Committee
- Equipment Officer
- Pool Safety Office
- All Coaches
- Club Welfare/Child Protection officer

In addition all Club members are responsible for themselves and others as part of the code of conduct of the club,

For more detail information on the roles and responsibilities of the above committees and officers of the Club are described in the Task Descriptions document of the Club.

10.1 Safety Controls

Club instructors are trained and qualified in canoe safety, life saving procedures, first aid and in manual handling techniques in accordance with the national governing body (British Canoe Union) standards and qualifications.

All formal training courses are conducted by BCU qualified instructors.

Canoe polo is supervised by BCU qualified instructors.

Supervised introductory sessions are conducted by BCU qualified instructors or Club senior experienced members.

The student to instructor ratio is maintained at (or below) the BCU requirements for all training conducted by the club.

Informal/personal canoe training on the pool, unsupervised by a qualified instructor, is only permitted by club members who have attained a level of canoeing competence that includes the capability to conduct self rescue.

10.2 Pool Safety officer

A BCU qualified instructor or a senior, competent canoeist is on duty as a pool safety officer whilst canoeing activities take place. The task of the safety officer is to monitor, from the poolside, the activities taking place on the water and to raise the alarm should anyone get into difficulties.

The Pool Safety Officer should have completed the FRST course or similar training

10.3 Club Welfare/Child Protection Officer

The Club Welfare Officer (CWO) will follow the BCU Child Protection Policies and Procedures

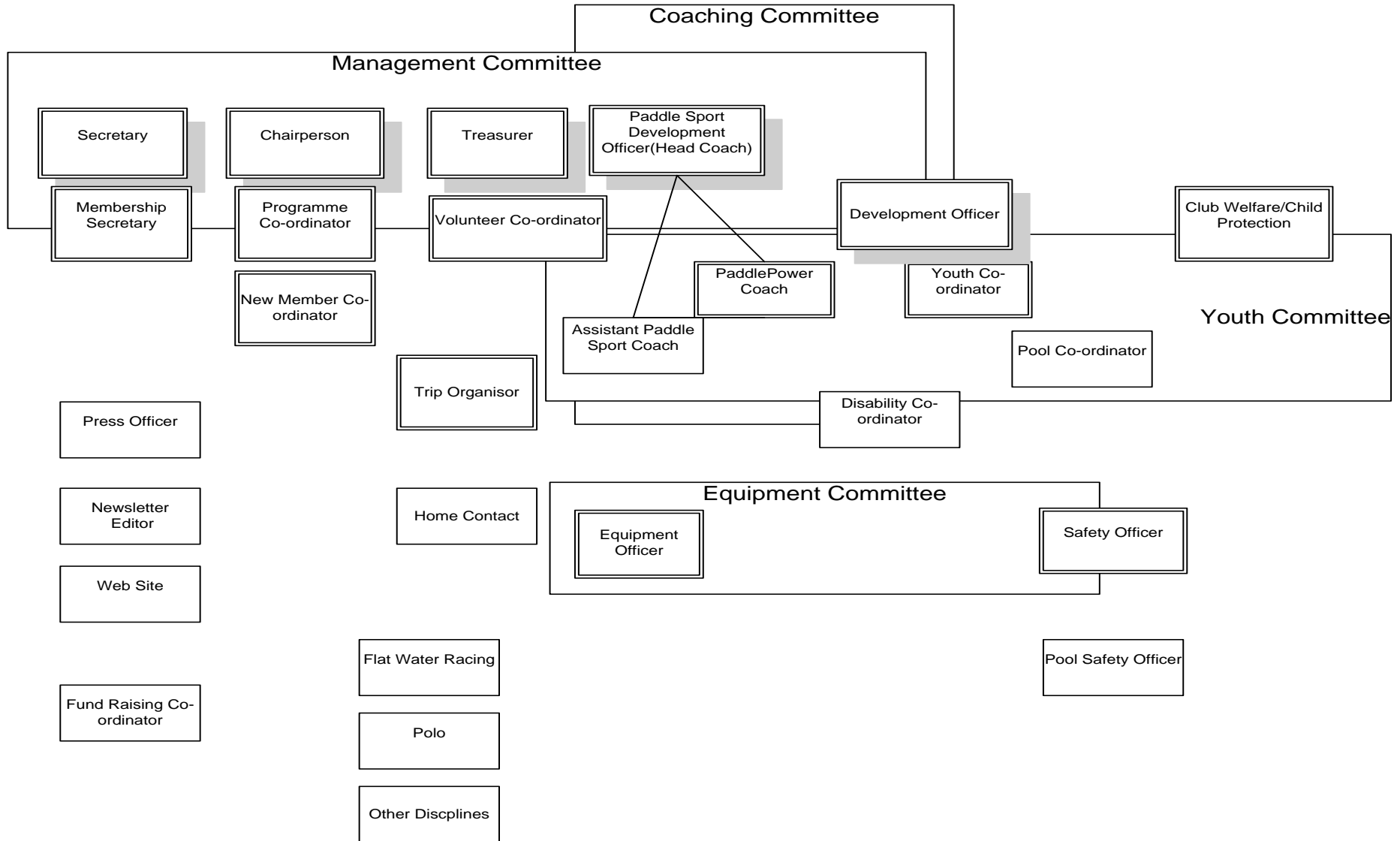
The Club Welfare Officer will raise awareness of the Child protection policies including anti-bullying within the Club.

Any incidents or concerns related to child protection should be reported to one of the Club's Welfare/Child Protection officer, whose name's and contact details are on club Notice board, Club Website and are published in newsletters.

The Welfare Child Protection Officer shall issue guidance to members as necessary. Details of the child protection policy shall be available to Club members from the Secretary on request

The club will support all club members/volunteer in training Safeguarding and Protecting Children and Vulnerable Adults.

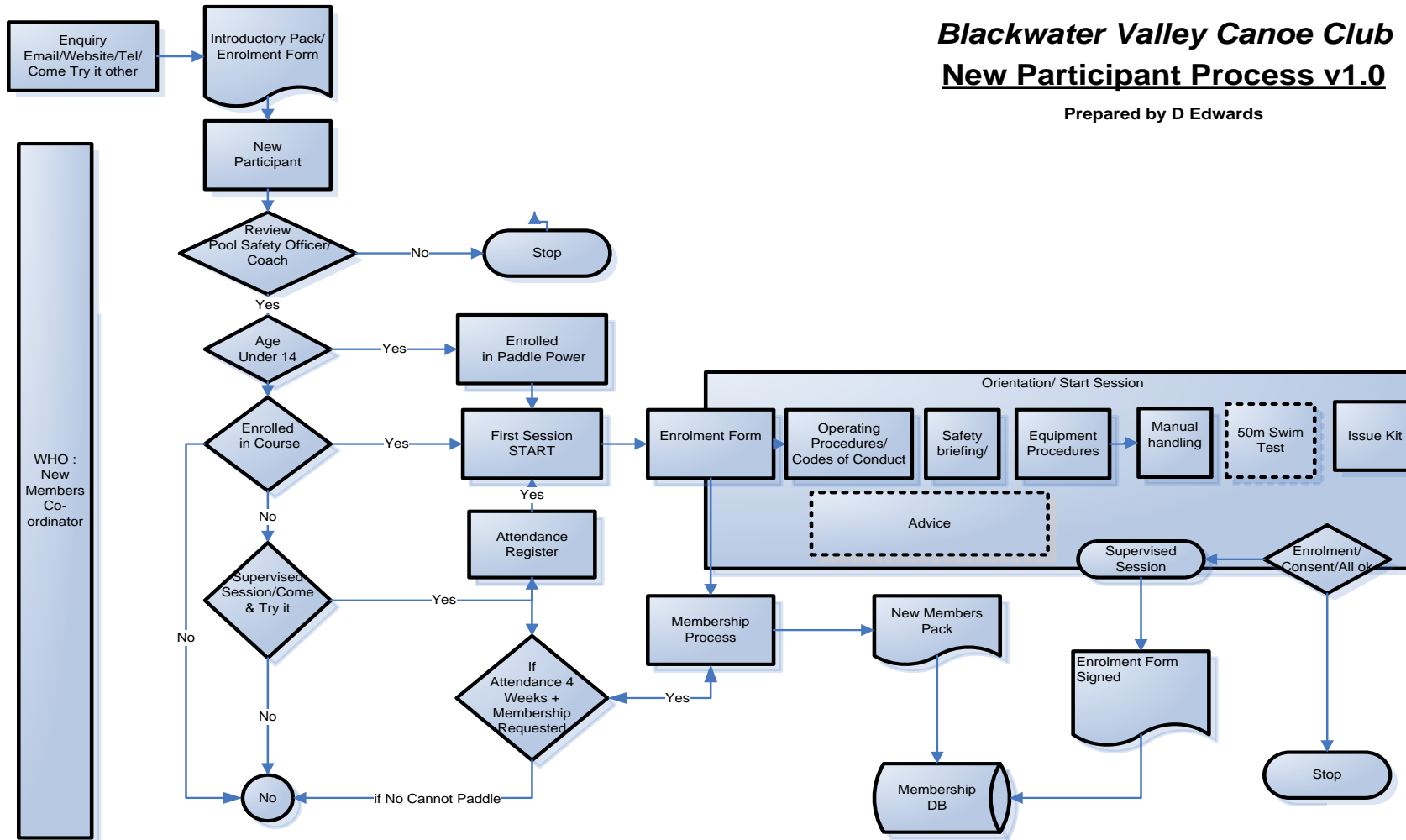
10.4 Club Governance



10.5 New Participant Process

**Blackwater Valley Canoe Club
New Participant Process v1.0**

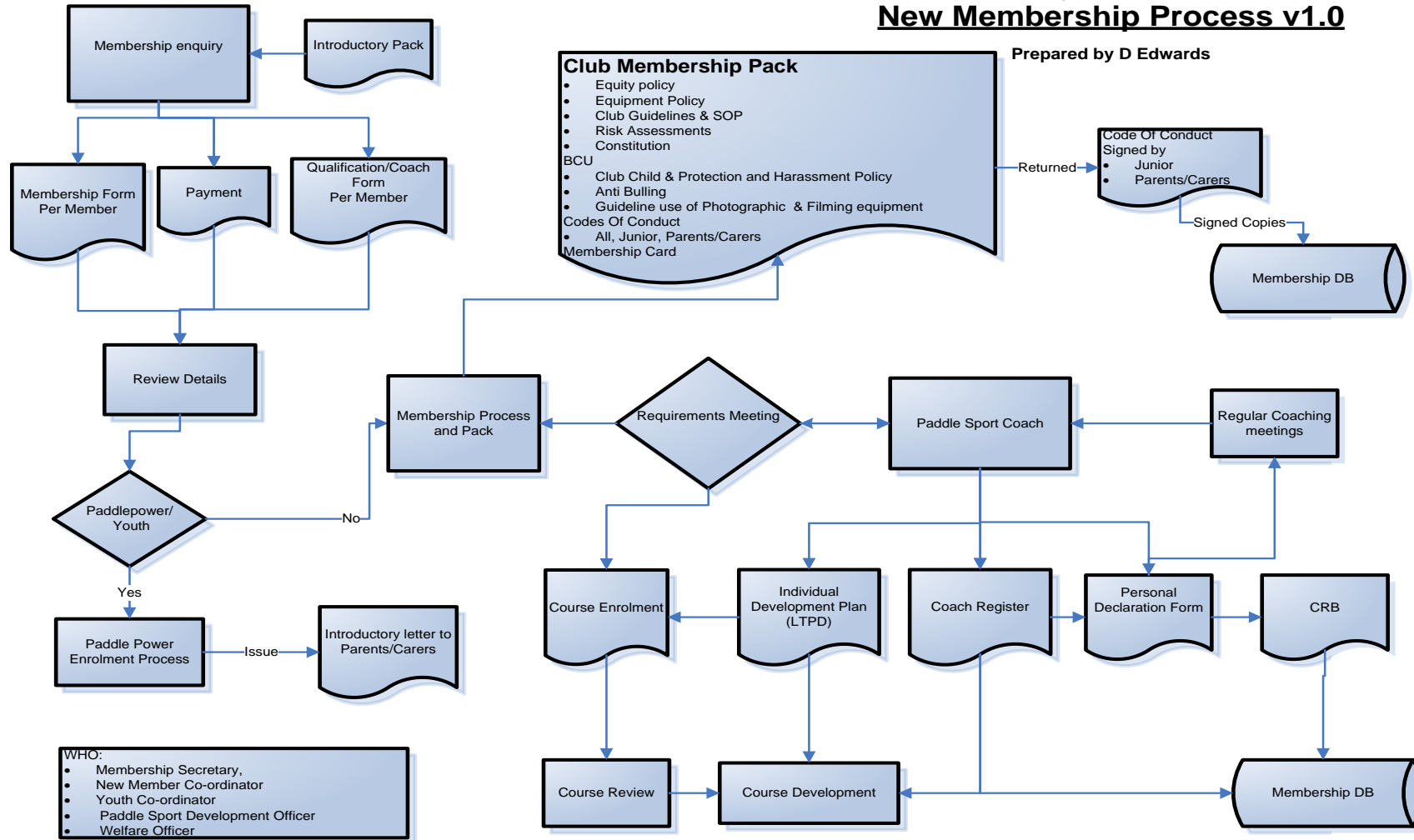
Prepared by D Edwards



10.6 Membership Process

**Blackwater Valley Canoe Club
New Membership Process v1.0**

Prepared by D Edwards

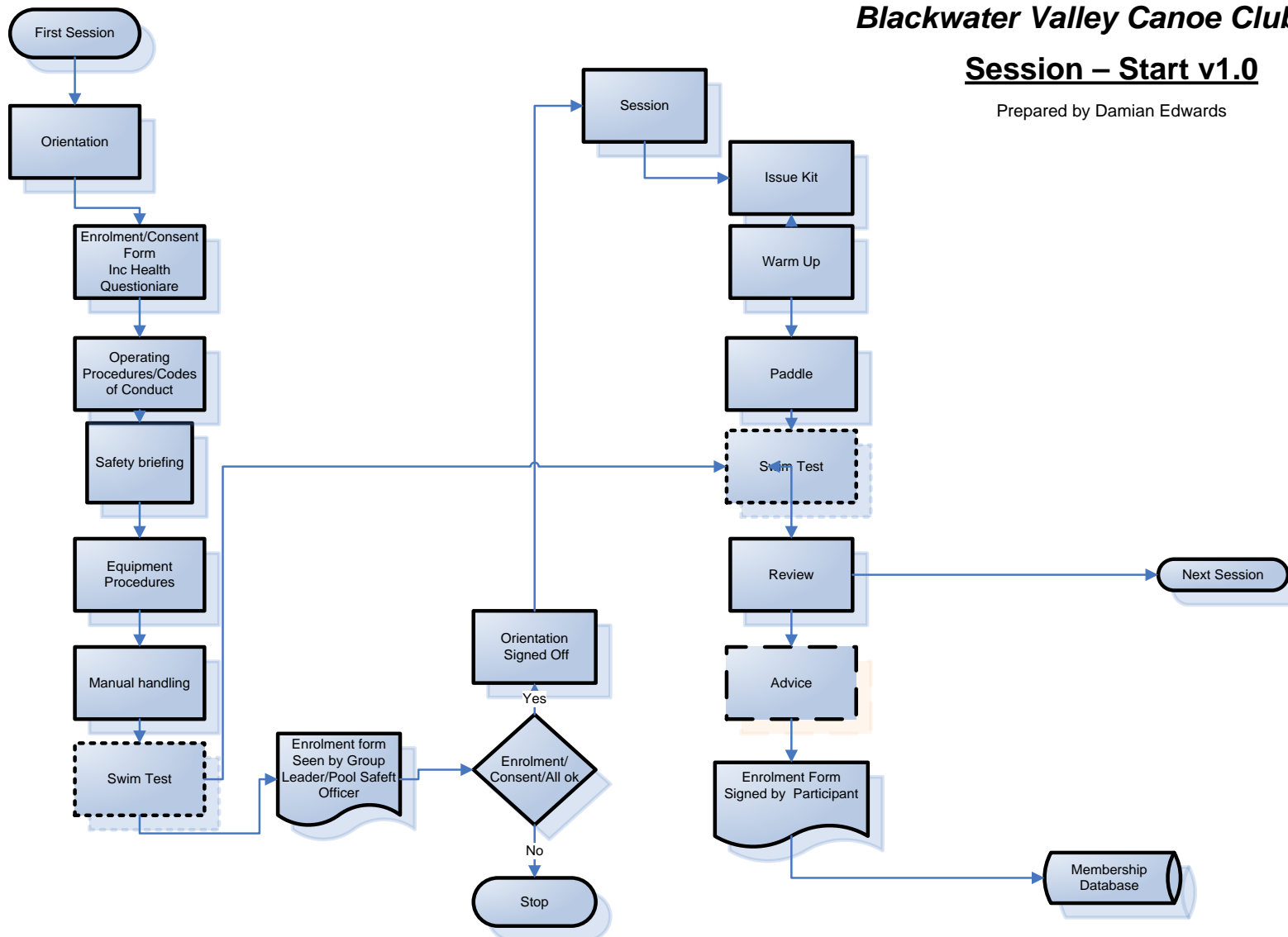


10.7 Orientation/Start Process

Blackwater Valley Canoe Club

Session – Start v1.0

Prepared by Damian Edwards

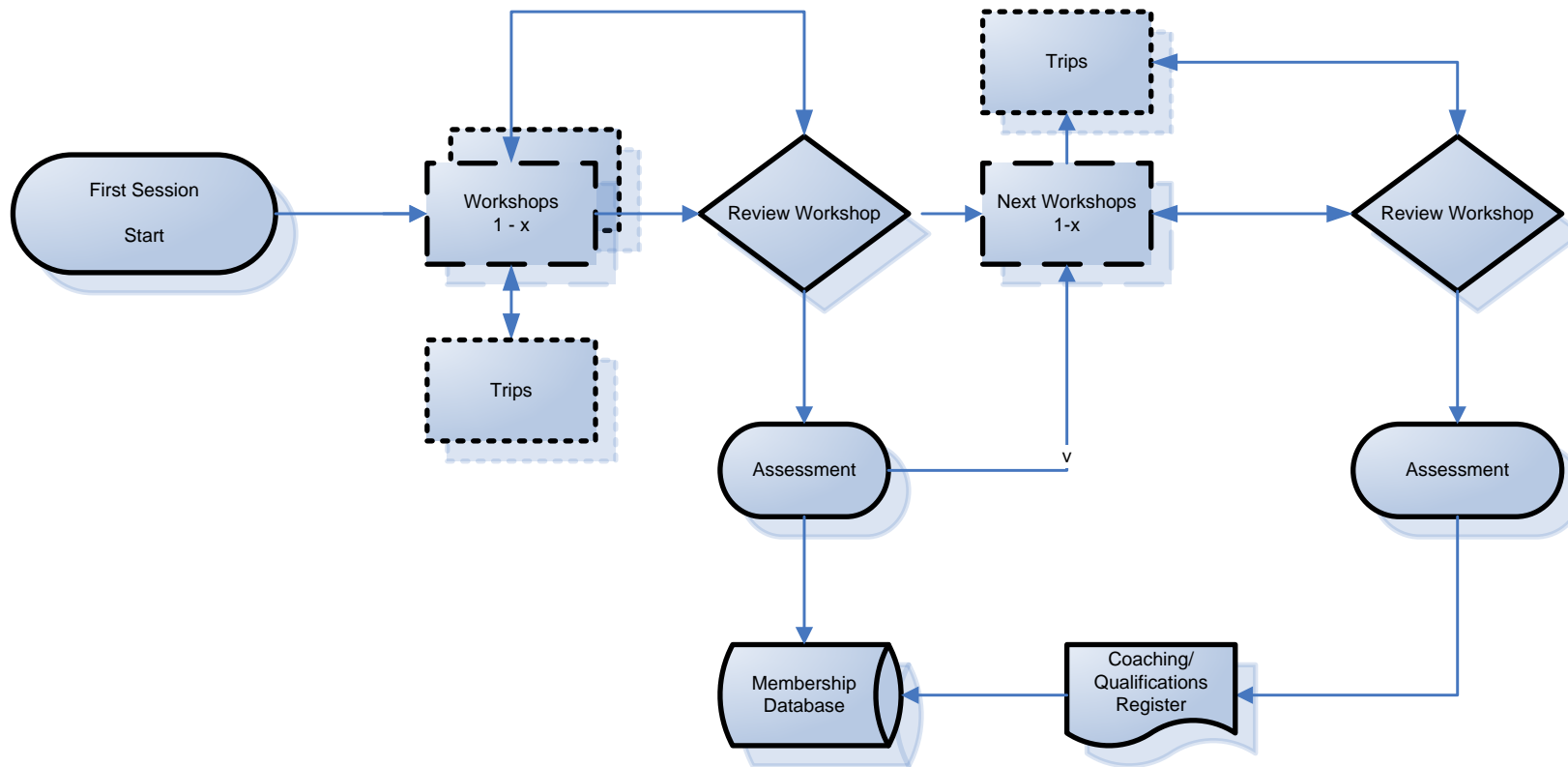


10.8 Paddle Development/Session Process

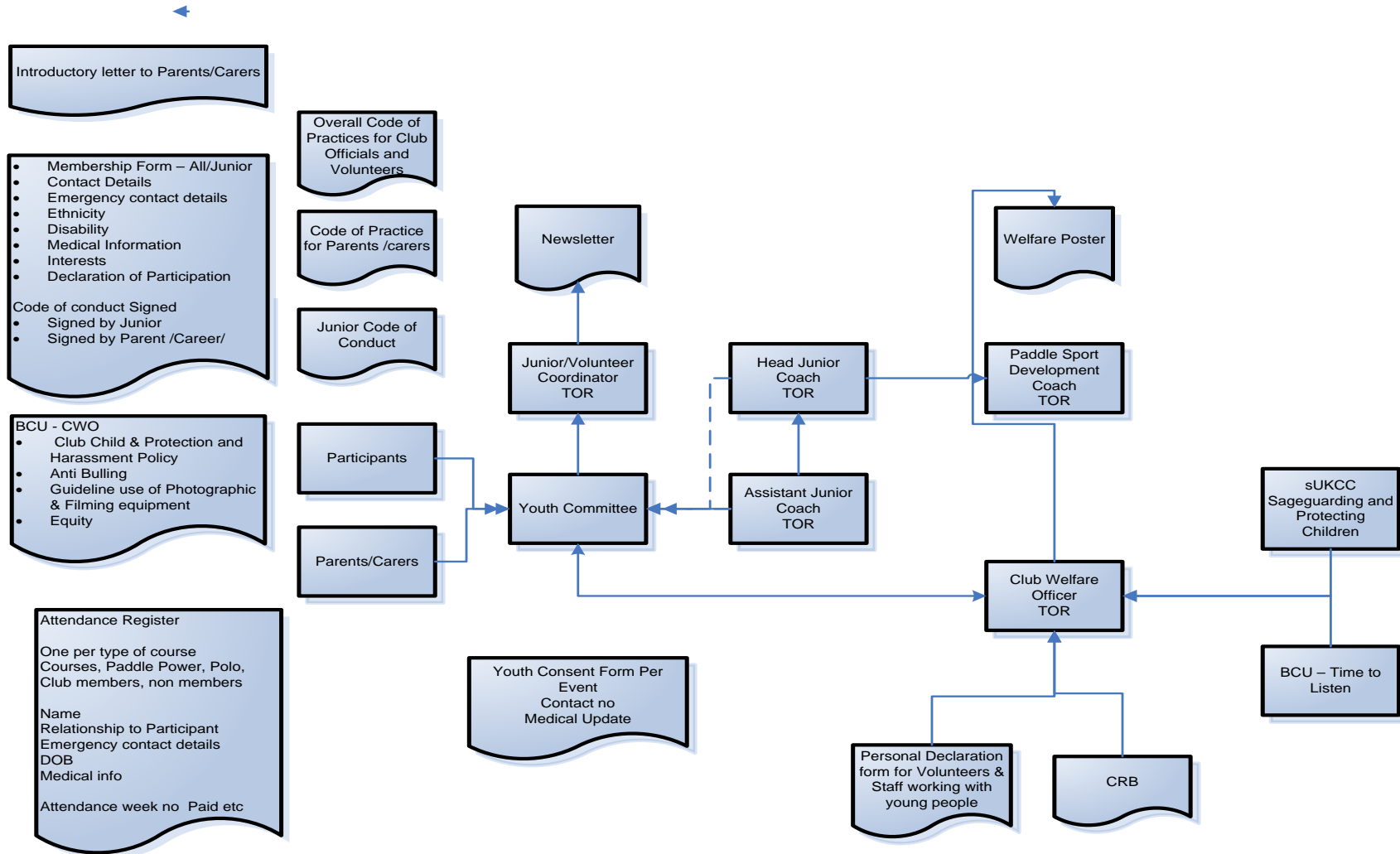
Blackwater Valley Canoe Club

Sessions - Beginner/Intermediate/Advanced/PaddlePower v1.0

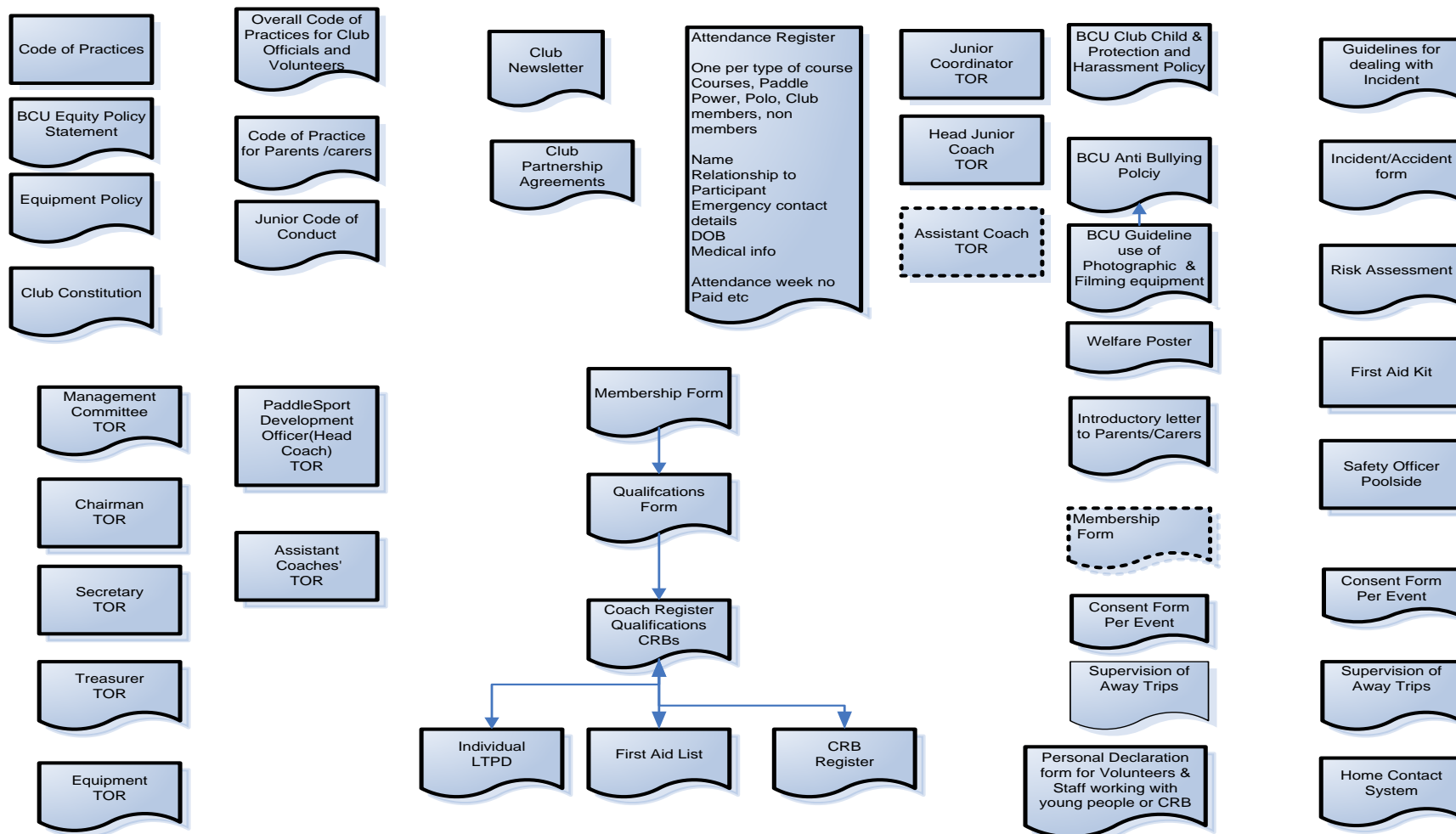
Prepared by Damian Edwards



10.9 Paddle Power /Youth SectionSession Process



10.10 Operating Procedures – Clubmark



11 FIRST AID

11.1 Location of first aid boxes

Onsite Activities at the relevant indoor/outdoor swimming pool venue will use the First aid kit located in Lifeguard/Pool Management room as this will be regularly inspected and top-up' by the local service provider.

For off-site activities, leaders will need to carry an appropriate first-aid kit in Kayak/canoes, safety boats etc. In the event of an accident, a good supply of basic first aid equipment should be readily (within a minute or so) available.

11.2 Details of qualified first-aid personnel

All group leaders/coaches and other participants who have current valid certificates will be listed in the Club database and a list of first aiders will be displayed on club notice board.

11.3 Details of all fire procedures

All visitors / participants should make themselves familiar with the relevant Fire extinguishers location and procedures as displayed by the relevant venue.

12 Procedures for reporting and recording accidents and dangerous incidents/near misses

12.1 Accidents

Records of accidents and near misses should be maintained and there should be a system for discussing, analysing and informing relevant parties of the action to be taken to minimise the likelihood of their recurrence.

12.2 Emergency Procedures

12.3 Major Accident or Fatality - Immediate Actions

In the first instance applying appropriate first aid and calling the emergency services shall take priority. Members at the scene of the incident shall co-operate with the emergency services but shall not comment or give interviews or statements to the media.

12.4 Reporting

Any accident or fatality should be reported to the Club home contact and to BCU as soon as practicable. The BCU Director of Coaching or their nominated delegate may then make their own enquiries to the emergency services and other relevant groups to establish the known facts.

Any member who witnesses an incident is advised to make a record of their recollection of events as soon as possible after the event.

For all incidents the BCU Incident form should be used which is downloadable from the BCU website and in some instances the local authority has its own reporting mechanisms and HSE has to informed under RIDDOR regulations

12.5 Comment to the Media

At all stages it is vital that all club members and officials (other than those authorised by the BCU) refrain from comment and from giving interviews and statements to the media and press. Only those who are fully informed and briefed should be placed in a position to give or make statements and comment.

Uninformed comment can be both harmful and damaging to the image of the sport and the Club. Misguided impulse gestures, whilst they may be done for the best possible reasons, can cause distress and hurt to the injured victims and their families. All should be aware that it is very difficult when being pressured to undertake an interview, not to make a statement or comment that could be erroneous or damaging.

12.6 Pool Incidents

Any incident at the swimming pool shall be managed in accordance with the operating procedures. In addition the procedures described above shall apply to any incident that result's in a major injury or fatality.

12.7 Minor Accident

In the first instance applying appropriate first aid and calling the emergency services shall take priority.

12.8 Accident Book and “Near Misses

It is recommended that separate ACCIDENT and NEAR MISS BOOKS are kept as part of an inclusive system for Monitoring Incidents and Accidents

. The reason for this is that:

- Actual accidents and identified near misses or perceived near misses can be logged separately. This allows data analysis to be easier and more focused.
- It enables near misses to be considered on their own merits for ‘Significant hazard potential appearing out of everyday working practice.
- The accident book may well tend to highlight those hazards which have already been identified. e.g . ‘slipping and falling on the wooden jetty, when it is wet’.
- These should already be Hazards / Risks which have been minimised to a reasonable level, through effective Monitoring of incidents and Accidents, within the organisation. If ‘slipping on the jetty keeps happening, then the control methods clearly need to be amended through the review process, because they may not be adequate.
- For example If management notice that records in the Near miss book show that powerboats frequently come too close to Open canoe sessions on lake X, then this Hazard can come onto the agenda for discussion and assessment. It may well be the case ,that a new ‘control’ needs adding to the Risk Assessment for Open canoe groups on lake X

These will be stored in Club House for Access for all parties concerned

A SAFE ETHOS.

Bits of paper (in a Risk Assessment and Safety Procedures context) only record how it is intended that safety is organised and risk is controlled. Safety and Risk Management are only as good as the people on site and the judgement calls they make. Human judgement and appropriate responses are central to safety.

RIDDOR ‘95 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Reporting of Accidents and Ill Health at work is a legal requirement, as defined by the H.S.E. Specifically identified ‘Accidents’ and ‘Near Miss Incidents’ must therefore be reported to the H.S.E. on a RIDDOR form. **Downloadable forms available through HSE.gov.uk**

13 Standard Operation Procedures for Aldershot Lido/Indoor Pools

13.1 Swimming Pool Guidance to Authorities and Pool Managers (BCU (Extract))

The BCU Provides five levels of awards with additional endorsements for first aid, lifesaving and the use of the swimming pools it is the BCU's considered opinion that paddlers trained and coached within its own scheme, more than adequately provide for the safe participation of individuals in canoeing activities taking place in a swimming pool environment.

Indeed it is recognised by the Health and Safety Executive in its publication 'Managing Health and Safety in Swimming Pools' (HSG 179 isbn 0-7176-1388-7) that Lifeguards require specialised skills or additional knowledge to supervise 'specialist' activities such as Canoeing and Sub Aqua adequately.

Further to this and realizing that such 'specialist' knowledge is not necessarily available to most Pool Managers and Pool attendants, the HSE also notes that where pool lifeguards do not have such specialist skills, the manager can take two options:

A: They can provide adequate supervision by either training lifeguards to obtain the necessary skills or by employing lifeguards who already have those skills.

B: They can allow clubs to provide the necessary cover.'

The BCU believes that the availability of specialist canoeing skills during periods when canoeing activities are taking place within a swimming pool are highly desirable, and would, therefore, strongly support option B above and advises that the specialist skills necessary are:

- 1. When running a club session for club members, the recommended qualification is BCU ` Coach Level 1 or higher**
- 2. When running a public session the recommended qualification is BCU Coach Level 2 or higher**
- 3. When running Polo activity, the recommended qualification would be the holding of a Polo Coaching award or Polo referee status**

For the full & latest document on Swimming Pool Guidance to Authorities and Pool Managers go to the BCU Website

13.2 Normal Locations

Aldershot Lido – an outdoor swimming pool complex consisting of one pool area varying in depth from less than one metre to several metres (maximum less than 3 metres). The swimming pool facilities of flumes and diving boards are not used by the canoe club – thus they do not feature in this risk assessment.

The canoe club has the use of, in addition to the pool, the changing room facilities and also a club room and canoe store room.

Access to the pool complex by canoe club members is via the entry gate from the car park.

The club meets at the Lido every Wednesday evening from May to December. During the summer months access to the pool water for canoeing activities is from 7pm until 8.30pm and in autumn/winter from 7pm until 8pm

RAF Odiham indoor swimming pool – an indoor heated swimming pool consisting of a single pool area (approx 10m by 20m) varying in depth from less than 1m to approx 2m at each end of the Pool. The Pool is surrounded by a tiles surround of approx 2m width.

The canoe club has the use of, in addition to the pool, male and female changing rooms and shower/toilet facilities. Access to the pool complex by canoe club members is via the main entrance to the RAF Odiham sports complex building.

The club may pre-book use of the RAF Odiham Pool on and on a payment basis – on average one evening per month during the winter period

Other Pools used - Alton indoor swimming pool / Cranleigh School Indoor Swimming Pool School

Details to follow

13.3 Organisation:

Each session will have an Instructor in charge, called the Pool Safety Officer who works in conjunction with the relevant Pool staff.

13.3.1 Approved Sessions

In order to ensure safety, all groups must have their own instructors

- Supervised introductory canoeing instruction (Go Canoeing & Come and Try it)
- Supervised Adult Courses
- Supervised Paddle Power Courses
- Training and practice in the sport of canoe polo;
- Informal/personal canoe training.
- Additional Session may be arranged to teach and practice canoe rolling and rescue techniques in a warm and clean environment

In addition, there is an element of 'spectatoring' conducted by parents of children being instructed and by club members.

Generally, swimming is not condoned or permitted. Exceptions to this are:

- when conducted in association with canoe capsize and rescue drills;
- During the annual swimming test – this is conducted under formal supervision and in a roped-off lane of the swimming pool.
- All new Participants will be requested to do a swim test during their first session.

13.3.2 Approved Instructors

Every Instructor must be registered on the list of approved instructors.

In order to be approved the Instructor must have supplied the following sets of information to Head Coach (BVCC Paddlesport Development Officer):

- Instructor Qualification
- Re-validation evidence if Instructor qualification not taken in last three years
- Current Valid First Aid Certificate
- Current Valid Foundation Safety and Rescue Training
- Copy of Enhanced Criminal Records Bureau (CRB) check.
- Evidence of up-to-date BCU comprehensive membership.

13.3.3 Attendees

- All Under 18's must be in a supervised group.
- The only exception is where they are supervised by their parents who are BCU qualified.
- All club members (including parents and non-paddling members) are briefed on safety rules.
- All new members and visitors are briefed on club procedures and safety rules on first arrival by a qualified instructor or by a suitably competent member of the club. In addition, an element of formal canoe instruction (i.e. courses) covers manually handling, safety and club rules.
- All members should be adequate swimmers for activities undertaken in the Pool and be able to swim at least 50m in canoe clothing or where necessary use of PFD to assist.
- In addition all members undertake an annual swimming test.

Anyone who has reason to be within 1.5m of pool side (green painted area) must wear a buoyancy aid. All other people are requested to remain outside this area.

13.3.4 Night Paddling

Many canoeists paddle in the dark.

- The club does not paddle at Night on any water except during the autumn and winter months when the existing lighting within the Lido is supplemented by portable floodlights to illuminate the pool area,
- Aldershot Lido - The number of paddlers are reduced dramatically in the autumn and winter months and the water clarity is reduced, All Paddlers are in supervised groups so the coach is aware of his group at all times and what each paddler is up to. Plus the Pool Safety officers. Sessions will be conducted to take into account the conditions of water.
- Coaches will be working within their remit and group sizes are reduced.
- Polo - The Paddling area is restricted to the deep end for a Polo playing area which is marked out and an area of pool briefed by Pool Safety Office for other supervised sessions

13.3.5 Equipment

See Equipment Section in this document

13.4 Responsibilities:

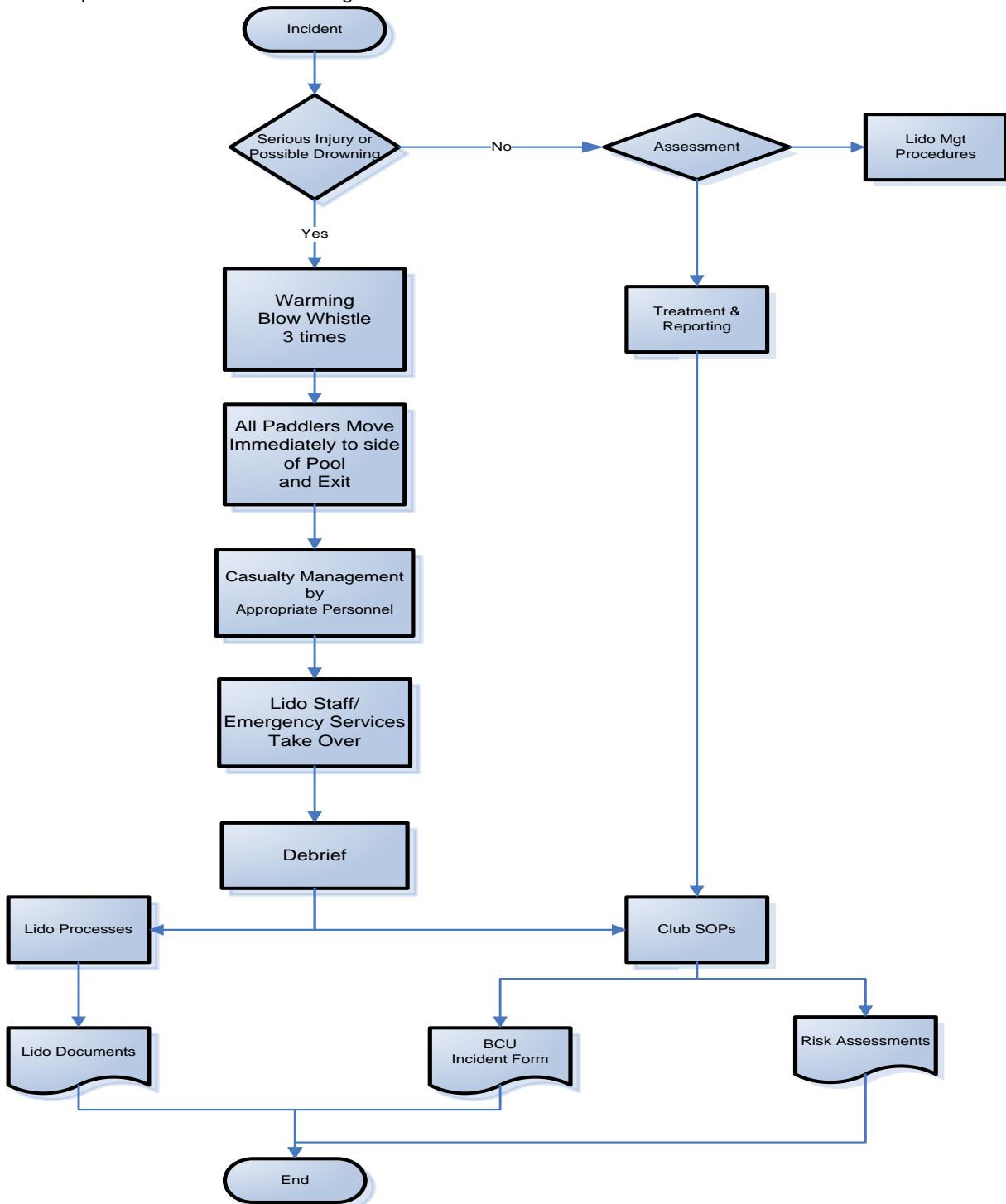
Lido staff	
SOP-1-1	Open Side Gate at 19:00 to allow access and open Store room/Club Room
SOP-1-2	Do not allow anyone in the pool area until the Session Leader has arrived and is ready for people to enter.
SOP-1-3	Perform or take over rescue (See Emergency Action Plan)
SOP-1-4	Raise safety concerns with Session Leader.
Pool Safety officer	
SOP-2-1	Introduce themselves as the Session Leader to the Lido staff, when they arrive.
SOP-2-2	Ensure Boats are clean
SOP-2-3	Someone is Issuing Coloured Bids to all paddlers,
SOP-2-4	Someone is competing Attendance Register
SOP-2-5	Someone is collecting money
SOP-2-6	Making sure no one enters the water until the Pool Safety Office is ready.
SOP-2-7	Ensuring that only groups, if they include U18's, are allowed in if they have approved Instructors.
SOP-2-8	Address safety concerns.
SOP-2-8	Ensure <ul style="list-style-type: none"> • All club members (including parents and non-paddling members) are briefed on safety rules. • All new members and visitors are briefed on club procedures and safety rules on first arrival
Group Instructors	
SOP-3-1	Ensure all Equipment is fitted correctly
SOP-3-2	Ensure that the boats are cleaned before entry to the water
SOP-3-3	Safety and supervision of their own groups
SOP-3-4	Ensure Student to Instructor Ratio is maintained at (or below BCU requirements for all training by the club
SOP-3-5	Raising the alarm in the case of an incident, with their group or in area of pool. This will be three good blasts on a whistle.
SOP-3-6	Explain Emergency Action Plan to Group
SOP-3-7	Explaining unacceptable behaviour to group
SOP-3-8	Use Helmets for Canoe Polo
SOP-3-9	Ensuring that the groups vacate the Lido car park by 8:50 p.m
All (Participants/Visitors/Volunteers)	
SOP-4-1	The Overall behaviour of all attending must be consistent with good practice. This includes: <ul style="list-style-type: none"> • No running at side of pool • No Horse Play • No hitting others with a paddle. • No ramming others in or out of boat.
SOP-4-2	Note: The Session Leader/Lido staff reserve the right to require someone to get out early if their behaviour is not acceptable.
SOP-4-3	Ensure boats are cleaned with disinfectant prior to turning up to pool if they have been in river/sea
SOP-4-4	Ensure that the boats are hosed down before entry to the water if they have been in river/sea.
SOP-4-5	No swimming in area with boats Except for <ul style="list-style-type: none"> • when conducted in association with canoe capsize and rescue drills; • during the annual swimming test – this is conducted under formal supervision and in a roped-off lane of the swimming pool.
SOP-4-6	The Lido car park must be vacated by 8:50 p.m.
SOP-4-7	Move to side of pool if emergency alarm raised. (Three good blasts on whistle)

13.5 Emergency Action Plan for Lido

In the event of an emergency such as a serious injury or possible drowning:

- A warning must be raised to everyone in the pool using three good blasts on a whistle.
- All paddlers not involved in the incident must move immediately to the side of the pool.
- The Instructors will be responsible for ensuring that the casualty is rescued from the craft/boat,
- Take the casualty to the side of the pool in the boat
- The Aldershot Pools qualified Lifeguards will then take over the rescue and provide initial first aid/life support the casualty needs

Note: The Lido staff will only enter the water if it is safe to do so. Group Leaders must ensure that a clear path to the incident for the lifeguard.



14 Risk Assessments

The purpose of these risk assessment is to inform the Participants, Visitors and interested parties regards the safety cover provided by the Blackwater Valley Canoe Club whilst the Club is conducting canoeing and kayaking activities. (For the purpose of this risk assessment the term "canoeing" will be used to include, in addition to canoeing, kayaking in open and closed cockpit kayaks.)

The risk assessments are available for inspection via the Club's website and are in "pdf" format. The copy should be marked as uncontrolled for the avoidance of doubt once it has been downloaded or printed. However, the web copy should be treated as a controlled copy to ensure that it remains current.

The risk assessment has been conducted and prepared in accordance with guidelines given by the Health and Safety Executive with regard to the Health and Safety at Work Act 1974 (HASAW74) and its associated regulations – in particular the Management of Health and Safety at Work Regulations 1999 which requires a risk assessment to be conducted for all potentially hazardous activities.

In addition, the recommendations from canoeing's national governing body – the British Canoe Union – for activities in swimming pools have been followed: "The Canoeist and the Swimming Pool - Guidance to Authorities and Pool Managers" (available as a PDF download from the BCU website)

14.1 A Risk Assessment Model

The H.S.E. promote a Five Steps to Risk Assessment model which provides us with a working model that aids us in identifying hazards , who might be at risk and the controls needed to safeguard those who might be harmed.

Step 1 - Look for the hazard.

Step 2 - Decide who might be harmed.

Step 3 - Evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or should more be done.

Step 4 - Record your findings.

Step 5 - Review your assessment from time to time (this time period needs defining) and revise it if necessary.

14.2 Quality assurance

This assessment has not been subject to any formal quality assurance. The assessments have been subject to informal peer review. There are no formal recommendations for this specific type of assessment. Where governing body guidance exists, this has been taken into account in the assessment.

14.3 Validity

This risk assessment is valid for a period of three years from date of issue after which time it should be reviewed, and amended if necessary. The date of the most recent review is given on the revisions box on the front cover. If any of the activities assessed change significantly, the assessment should be reviewed. A review should also take place if there is reason to suspect that the conclusions reached are not valid.

14.4 Objectives and scope

To assess the risks associated with canoeing and related activities of Blackwater Valley Canoe Club. If necessary, to make recommendations to reduce and control any unacceptable risks identified in the assessment

The assessment scope covers activities that the club can control, or significantly influence. It does not cover activities that are largely under an individual's control, except where that individual is acting on behalf of the club in an official capacity.

14.5 Method of Risk Assessment

There are a number of methodologies that can be used for risk assessment purposes. These range from fully quantified techniques, strongly supported by statistical analysis, to fully qualitative techniques which strongly rely on the experience and objectiveness of the assessor. This assessment uses a semi-quantitative technique.

Before describing in detail the technique used, it is important to understand the concept of risk, hazard and potential

- **Hazard** The potential to cause harm. It is independent of the likelihood that an event will occur.
- **Potential** The likelihood of that harm occurring.
- **Risk** The combination of hazard and potential.

This can best be described by a mathematical equation:

$$\text{Risk} = \text{Hazard} \times \text{Potential}$$

The technique used in this assessment consists of a number of logical steps:

- Identification of the hazard
- Decide who might be harmed.
- Estimation of the probability that the hazard will occur
- Quantification of the severity of the hazard.
- Combination of the hazard and probability to give a risk assessment in terms of a risk Level score

14.6 Identification of the hazards

Within paddlesport/outdoor activity there are **Generic risks** associated with the actual type of paddlesport being undertaken .e.g. Sea kayaking , Whitewater kayaking etc. Also, there are **Site specific risks** associated with the actual activity location being used.

Generic risks can be identified as follows:

Generic risks for the type of paddlesport activity undertaken.

Generic Risk Injuries, causes of death and disabling injuries		
Impact with something solid (which either falls onto you or onto which you fall)	Drowning	Hypothermia - Hyperthermia
Poisoning	Overtaken by darkness	

Activity.	Sea, Lakes	Surf.	Whitewater.	River, Sea, Lake, Canal, Pool.
Generic	Getting lost.	Collision.	Head/Spinal injury.	Entrapment.

Site specific risks - Example factors which may present a significant risk	
Sea / Lakes.	Local winds, rip-currents, effect of tide, water quality, launching/landing areas, difficult access . e.g. Cliffs, dense vegetation. Local creatures .e.g. Crocodiles, weaver fish! Obstacles - groynes, outflow pipes, dams, sandbanks, ships, other water users. e.g. jet skis.
Surf	Local winds, rip- currents, effect of tide. Types of break - beach, bar, reef or other! Launching/ landing areas, other water users , obstacles - groynes, piers. Water quality - sewage outfall pipes. Local creatures .e.g. jelly fish.
Whitewater.	Weirs, bridges, stanchions, piers. Geology type e.g. Limestone - foot entrapments. Features - angular or rounded boulders i.e. broaching seriousness. Boulders, undercuts, siphons, etc. Flood characteristics of river/catchment area. Depth of water, constrictions, specific rapids. Other water users e.g. Other boaters in the Ardeche/Local creatures .e.g. Hippopotamus. Launching / landing points, gorges, dense vegetation. Water quality e.g. Old mineworkings leaking into the river.
River, Sea, Lake	Water quality. Pollution e.g. Trashed cars, bacteria, litter, effluent. Other water Canal users. Launching / landing areas e.g. Restricted in canalised sections. Water obstacles. Local weather conditions. Tides and currents.
Pool	Water quality. Condition of pool. Exit / entry points, depth areas within pool. Emergency doors in the event of a fire or for paramedic access. Polo: consider the nature of the physical contact element between participants, particularly soft tissue injuries.
Other Hazards associated with adventure activities,	Inappropriate activity for the participants or leaders (e.g. too demanding) Slipping and tripping hazards (eg boulder fields, iced rocks, muddy paths, wet grass), Work at height (eg from storage rack)Poor lighting (eg twilight), Electricity (eg poor wiring, lighting), Vehicles (eg minibuses, canoe trailers) conditions), materials such as camping stove fuel),

14.7 Who

Examples of who needs to be considered in Risk Assessment

- Participant
- Visitor
- Volunteer
- Youth – Under 18
- Members of the public
- People sharing your environment/Site

Further consideration to

- Participants with disabilities
- Inexperienced Participants and Group leaders/instructional coaches/ volunteer
- Visitors
- Young/immature people

As they may be more vulnerable!

14.8 Severity of hazard

Description	Criteria	Rating Value
Negligible/ Trivial	Injuries that could be treated by the local First Aider from First Aid Box	1
Minor	Injuries that may require more expert treatment, administered at a sick bay or out-patients. Minor damage to equipment or infrastructure	2
Serious	Chronic conditions or injuries involving urgent hospital treatment Significant damage to / loss of equipment or infrastructure.	3
Critical/ Major	Injuries involving major trauma or single death	4
Catastrophic	Multiple Fatalities	5

14.9 Probability of Occurrence

Description	Criteria	Rating Value
Improbable/ Most Unlikely	Probability close to zero	1
Remote/ Unlikely	Injury probable	2
Occasional/ Likely	Injury possible	3
Probable/ Most Likely	Injury highly possible	4
Frequent/ Highly Likely	Frequent Injuries	5

14.10 Risk Ratings/Score

The following table indicates the action required for the size of Risk Level:

Risk Level	Action Required	Risk Score
Acceptable	Controls Adequate	1 or 2
Low	Review Controls, take action as necessary.	3 or 4
Medium	Action to be taken to reduce risk.	6 or 8
High Risk	Urgent action required. Consider halting activity/process.	9,12 or 16
UnAcceptable/ Intorelable	Activity shall not proceed	17+

14.11 Risk Matrix

The matrix below defines the results of all the possible permutations of risk and probability. The matrix provides guidance for the assessors and event organisers / group leader considering an appropriate strategy for management of residual risk

		Probability of Occurrence				
		Highly Likely/ Frequent (Fre1)	Most Likely/ Probable (Prob)	Likely/ Occasional (Occ)	Unlikely /Remote (Rem)	Most unlikely /Improbable (Imp)
Severity of Hazard	Catastrophic (Cat)	UA	UA	UA	High	Medium
	Critical/ Major (Crit)	UA	UA	High	Medium	Low
	Serious (S)	High	High	Medium	Low	Acceptable
	Minor (M)	Medium	Medium	Low	Low	Acceptable
	Negligible / Trivial (Neg)	Medium	Low	Low	Acceptable	Acceptable

14.12 Additional Controls Required

The following hierarchy of options must be considered, in the order shown, when assessing the need for, and the means of achieving, additional controls, particularly for Risk Scores which are 6 or above:

1. can the hazard be eliminated or reduced?
2. can the activity be carried out in a safer location?
3. can physical safeguards be used to protect personnel from the hazard(s)?
4. can the number of personnel exposed to the hazard(s) be reduced?
5. can the time individuals are exposed to the hazard(s) be reduced?
6. can training reduce the likelihood of an accident?
7. can Personal Protective Equipment provide protection?

14.13 Review and Revision of Risk Assessments

Review should take place when either a

An incident or near miss occurs

Or as a result of feedback from

- Participants
- group leaders/instructional staff
- Equipment officer
- Visitors
- People sharing your environment/Site

Ideally a review of the assessment is made each time an activity is carried out and when anything changes e.g. weather, type of group, change of equipment.

On review, check that the precautions for each hazard still adequately control the risk. If not, indicate what you need to do.

A review should also take place when you identify that something is wrong as a result of an accident or near miss.

On completion of a review significant findings should be made available to all affected

14.14 Dynamic Risk Assessment

The ongoing assessments we make throughout the day or throughout a session, is referred to as 'the Dynamic Management of Risk'. This is an alternative to generic risk assessment. Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. In this way we are continually monitoring and reviewing the rapidly changing circumstances within Paddlesport.

Leaders take clients, students or friends into POTENTIALLY hazardous environments and situations. This is because they are prepared to accept reasonable levels of risk in order to provide an adventurous and interesting experience. Leaders must, however, seek to minimise the risk.

From an outdoor activity point of view Dynamic risk management and assessment should always be complementary to any established generic risk assessment. Arguably as paddlers, in the context of paddler, coach or leader our individual experience and developed understanding and awareness of the environment in which we paddle provides us with the judgement skills to make 'dynamic' on the move decisions relating to both our own and the safety of others.

That said however, and given that dynamic risk assessments cannot always be written down, a clearer understanding of the conscious and sub conscious analysis of risk that goes on in such circumstances is important.

14.15 Risk Assessments

The assessment will define individual activities e.g. flat water trip, white water weekend trip etc. Where there are sub-activities that are a component part of several activities, these sub-activities will be dealt with separately in order to avoid duplication.

Swimming pool use
Description of activity:
Use of a standard swimming pool for teaching, The conditions of use of the pool prohibit solo use of the pool and require that it is adequately supervised at all times. It is assumed that the pool is maintained and equipped to a standard suitable for use by the general public (with the exception of provision of lifeguards).
In addition, the recommendations from canoeing's national governing body – the British Canoe Union – for activities in swimming pools have been followed: "The Canoeist and the Swimming Pool - Guidance to Authorities and Pool Managers" (available as a PDF download from the BCU website). Date Oct 2011
The specialist skills necessary are: 1. When running a club session with coaching for club members, the recommended qualification is BCU Coach Level 1 or higher 2. When running a public session the recommended qualification is BCU (UKCC) Level 1 Coach or higher (as per the BCU Terms of Reference) 3. When running Polo activity, the recommended qualification would be the holding of a Polo Coaching award or Polo referee status

Swimming Pool Use					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips, falls on poolside	Bruising, strains, sprains, cuts, broken bones	<ul style="list-style-type: none"> Pool infrastructure. No running rule Education 	Minor	Occasional	Low
Strike by boat or paddle while in boat (non polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> 'Aggressive' paddling not allowed by pool rules. Buoyancy aids mandatory. 	Minor	Remote	Low
Strike by boat or paddle while in boat (polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> Helmets and buoyancy aids mandatory Education 	Minor	Remote	Low
Strike by boat or paddle while swimming in the water	Cuts, bruises, loss of consciousness, Drowning	<ul style="list-style-type: none"> Swimming (except resulting from capsizing) forbidden by pool rules or swimmers segregated Education 	Serious	Remote	Low
Entrapment in kayak during capsize	Loss of consciousness, Drowning	<ul style="list-style-type: none"> Equipment selection and maintenance. Training. Pool lifeguard in attendance. Induction training. 	Serious	Remote	Medium

Swimming Pool Use					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Physical injury or entrapment leading to drowning	Drowning	<ul style="list-style-type: none"> • Education • Pool lifeguard in attendance 	Critical	Remote	Low
Equipment falling onto pool users	Cuts, bruises, loss of consciousness	<ul style="list-style-type: none"> • Kayaks and paddles securely stored when not in use. • Fixing regularly checked. • Pool lifeguard with first aid training in attendance 	Serious	Improbable	Low
Environmental: Contamination of the pool by boats e.g. mud, leaves		<ul style="list-style-type: none"> • All boats used for external paddling are cleaned and inspected by the user before used in the pool. • Continual water recycling and treatment 	Minor	Occasional	Low
Environmental: Contamination of the pool by bodily fluids e.g. significant blood from cuts / nose bleeds.		<ul style="list-style-type: none"> • Buoyancy aids mandatory. • Helmets mandatory for 'aggressive' paddling. • Swimming (except resulting from capsized) forbidden by pool rules or swimmers segregated. • Continual water recycling and treatment 	Minor	Remote	Low
Environmental: Contamination of the pool side by spectators (Indoor)		<ul style="list-style-type: none"> • Shoe covers worn by spectators 	Minor	Remote	Acceptable
Hazards identified but controlled by Pool Operator					
Spillage of pool treatment chemicals					
Electrical hazards					
Structural Damage					

Canoeing on flat inland water
Description of activity
Paddling on water not exceeding grade 1. Water will be inland and sheltered e.g. rivers, canals, medium lakes (large lakes, as found in the Lake District etc. should be considered to be sheltered coastal water). It is assumed that a group will comprise a minimum of three paddlers and that all paddlers will wear a properly fitting buoyancy aid.

Canoeing on flat inland water					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips & falls while entering/exiting boats.	Cuts & bruises, sprains, strains etc., fractures, Drowning, ingestion of river or canal water	<ul style="list-style-type: none"> Choice of entry/exit point. Training on proper technique 	Minor	Occasional	Low
Slips, trips & falls while entering/exiting boats	Drowning	<ul style="list-style-type: none"> Choice of entry/exit point. Training on proper technique. Wear appropriate buoyancy aid near water's edge 	Critical	Remote	Medium
Weather	Hypo and hyperthermia, dehydration, sunburn	<ul style="list-style-type: none"> Use of appropriate clothing, Obtaining & acting on a weather forecast. Experienced group leaders who will recognise symptoms. 	Minor	Occasional	Low
Wildlife (particularly swans)	Bites, strikes leading to capsize, stings,	<ul style="list-style-type: none"> Avoid wildlife. Choice of entry/exit point. Education and vigilance of paddlers (particularly during the nesting season) 	Minor	Occasional	Low
Weirs	Inability to escape stopper in boat or if swimming leading to physical injury possible drowning	<ul style="list-style-type: none"> Training so that weirs are recognised and avoided at this level 	Serious	Remote	Low
Entrapment in kayak during capsize	Drowning	<ul style="list-style-type: none"> Choice and maintenance of equipment. Training on proper capsize technique. Correct footwear for boat 	Critical	Remote	Medium
Use of locks	Boat uncontrollable, trapped under lock gate. Swimmer sucked under water	<ul style="list-style-type: none"> Locks used under close supervision. Inexperienced paddlers not to use locks Rate of water entry/exit controlled 	Serious	Remote	Low
Accidental swimming in cold water	Hypothermia. Shock of sudden immersion Ingestion of river or canal water. (May cause drowning in extreme conditions)	<ul style="list-style-type: none"> Correct personal equipment. Training 	Minor	Occasional	Low
Paddling at night/poor	Unable to spot obstacles,	<ul style="list-style-type: none"> Education of paddlers. Suitable lights on craft. 	Minor	Remote	Low

Canoeing on flat inland water					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
visibility	increased risk of collision	<ul style="list-style-type: none"> Avoiding paddling if conditions unsuitable 			
Collision with other boats	Cuts, bruises, fractures, possible drowning	<ul style="list-style-type: none"> Observation on water. Avoidance of navigation channels. Check other boat movements before launching 	Serious	Improbable	Acceptable
Weills disease	Flu-like illness, jaundice, possible death (very rare)	<ul style="list-style-type: none"> Cover cuts before paddling. Shower after paddling. Prompt attention from GP if symptoms develop. GP given appropriate information 	Serious	Improbable	Acceptable
Tetanus	Tetanus	<ul style="list-style-type: none"> Cover cuts before paddling. Shower after paddling. Prompt attention from GP if symptoms develop. GP given appropriate information Tetanus immunisation 	Serious	Improbable	Acceptable
Ingestion of polluted water	Upset stomach, vomiting, diarrhoea	<ul style="list-style-type: none"> Avoid obviously polluted water. Avoid deliberate capsize drill if water quality is suspect. Wash hands before eating or smoking 	Minor	Occasional	Low

Notes

Drowning

Accidents leading to drowning have been assessed separately as though the consequences are potentially very severe the probability is considered to be very much lower than the probability of cuts and bruises.

Inland white water
Description of activity
White water paddling on water up to grade 3, all seasons in UK and abroad. Paddlers should be assessed as competent for the grade of water. A group should comprise a minimum of three paddlers.
The club may, from time to time, engage in white water trips which exceed the definitions above. In these circumstances the notes below the table shall apply.
No formal recommendations on group size can be given as it will depend on the water conditions and paddlers. However, based on the BCU's "Check list for the guidance of relevant authorities" the following guidance can be given: <ul style="list-style-type: none"> • Moderate water (grade 2) one leader and one competent assistant per group, maximum group size 7; • Advanced water (grade 3 or above) one leader and one competent assistant per group, maximum group size 5.
Personal protective equipment: properly fitting buoyancy aids and helmets shall be worn by all paddlers at all times. Use of other PPE will be required for activities where it is identified as mitigation

Inland white water					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips & falls while entering/exiting boats	Bruises Cuts, fractures, possible Drowning	<ul style="list-style-type: none"> • Choice of entry/exit point. Training on proper technique. • Wear appropriate buoyancy aid near water's edge • Suitable Footwear 	Minor	Occasional	Low
Cold Weather	Hypothermia,	<ul style="list-style-type: none"> • Use of appropriate clothing, • Obtaining & acting on a weather forecast. • Experienced group leaders who will recognise symptoms. 	Minor	Occasional	Low
Pinning	Entrapment in boat Hypothermia, , cuts, fractures, possible Drowning	<ul style="list-style-type: none"> • Experience of group, • Training in rescue techniques 	Critical	Remote	Medium
Swimming following capsized	Hypothermia, bruises,	<ul style="list-style-type: none"> • Individuals trained in safe swimming technique. • Adequate protection of rapids. • Properly fitting helmet and Buoyancy aid 	Minor	Occasional	Low

Inland white water					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Pinning or Swimming	Drowning	<ul style="list-style-type: none"> • Experience of group, • Appropriate group leader. • Training in rescue techniques • Individuals trained in safe swimming technique, • Adequate protection of rapids, • Properly fitting helmet and buoyancy aid, 	Critical	Remote	Medium
Stoppers	Swimmer unable to escape, may ultimately lead to drowning	<ul style="list-style-type: none"> • Recognition and avoidance of stoppers likely to hold swimmers. If unavoidable, suitable pre-protection 	Serious	Remote	Medium
Strainers	Capsize, inability of swimmer to escape, leading to drowning	<ul style="list-style-type: none"> • Pre-protection if swimmer is likely to be swept onto strainer • Recognition of situations where strainers exist 	Critical	Remote	Medium
Weirs	Inability to escape stopper in boat or if swimming leading to physical injury possible drowning	<ul style="list-style-type: none"> • Training so that weirs are recognised and avoided at this level 	Serious	Remote	Low
Weils disease	Flu-like illness, jaundice, possible death (very rare)	<ul style="list-style-type: none"> • Cover cuts before paddling. • Shower after paddling. • Prompt attention from GP if symptoms develop. • GP given appropriate information 	Serious	Improbable	Acceptable
Tetanus	Tetanus	<ul style="list-style-type: none"> • Cover cuts before paddling. • Shower after paddling. • Prompt attention from GP if symptoms develop. • GP given appropriate information • Tetanus immunisation 	Serious	Improbable	Acceptable
Ingestion of polluted water	Upset stomach, vomiting, diarrhoea	<ul style="list-style-type: none"> • Avoid obviously polluted water. • Avoid deliberate capsize drill if water quality is suspect. • Wash hands before eating or smoking 	Minor	Occasional	Low
Environment	Damage to wildlife. Bites, strikes leading to capsize, stings	<ul style="list-style-type: none"> • Choice of entry/exit point. • Avoid wildlife • Education and vigilance of paddlers (particularly during the nesting season) 	Minor	Occasional	Low

Notes

The club may, from time to time, engage in white water trips which exceed the definitions above. In these circumstances, the trip leader should assess the risk and ensure that

trip participants are aware of the risks. Leaders making this type of dynamic risk assessment should bear in mind the following factors:

- The increased power and speed of the water which are likely to make the consequences of any hazard more severe;
- The training of all members of the group, in particular white water safety and rescue training;
- The experience of all members of the group;
- The equipment carried by individuals and amongst the group, in particular all paddlers should carry a throwline, knife, sling and karabiner as a minimum;
- The cumulative effect of including more than one inexperienced paddler in a group particularly on unknown rivers or rivers where there are not convenient pools to pick up swimmers below each rapid.

Participants must then make their own decision as to participation. If the trip leader believes that any paddler's skills are such that he/she may endanger the group, the trip leaders may, at their discretion, prohibit any individual from paddling.

Surfing
Description of activity
Paddling on recognised surf beaches in moderate conditions, up to 4 foot/ 1.2 metre surf, all seasons in UK. Paddlers are assumed to be competent for the grade of surf, and be at least of BCU 2 star standard. Personal protective equipment: properly fitting buoyancy aids and helmet shall be worn by all paddlers at all times. Use of other PPE will be required for activities where it is identified as mitigation.

Surfing					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Weather	Hypo and hyperthermia, dehydration, Sunburn, UV damage to eyes	<ul style="list-style-type: none"> Use of appropriate clothing, Eyewear Apply Waterproof, correct Factor of Suncream for skin tone and adequate Obtaining & acting on a weather forecast. Experienced group leaders who will recognise symptoms. 	Minor	Occasional	Low
Change in weather or sea state	Unable to return to shore or land; loss of control leading to drowning	<ul style="list-style-type: none"> Obtaining, understanding and acting on weather forecast. Awareness of the weather whist paddling. 	Serious	Occasional	Medium
Collision with other surfers	Cuts, bruises, fractures, possible drowning	<ul style="list-style-type: none"> Observation on water. Individuals trained in surf etiquette. Agree usage with other surfers. Leader to brief each paddlers on etiquette and agreed usage. 	Serious	Occasional	Medium
Swimming following capsize Collision with other surfers, Change in weather or sea state	Drowning	<ul style="list-style-type: none"> As noted for the Hazards above 	Critical	Remote	Medium
Offshore breezes	Boats and swimmers blown offshore	<ul style="list-style-type: none"> Awareness of effects. Staying ashore if strength too high All paddlers carry distress flares. 	Serious	Occasional	Medium
Offshore currents	Boats and swimmers swept offshore	<ul style="list-style-type: none"> Awareness of effects. Avoidance of areas/times where currents too strong All paddlers carry distress flares 	Serious	Occasional	Medium

Surfing					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Rip Currents	Boats and swimmers swept offshore	<ul style="list-style-type: none"> Awareness of effects. Avoidance of areas/times where currents too strong Consult Lifeguards on specific beach 	Serious	Occasional	Medium
Entrapment in kayak during capsize	Drowning	<ul style="list-style-type: none"> Choice and maintenance of equipment. Training on proper capsizes technique. Correct footwear for boat 	Critical	Remote	Medium
Paddling at night/poor visibility	Unable to spot obstacles, increased risk of collision	<ul style="list-style-type: none"> DO NOT PADDLE AT NIGHT Education of paddlers. Suitable lights on craft. Avoiding paddling if conditions unsuitable 	Minor	Remote	Low
Ingestion of polluted water	Upset stomach, vomiting, diarrhoea	<ul style="list-style-type: none"> Avoid obviously polluted water. Avoid deliberate capsize drill if water quality is suspect. Wash hands before eating or smoking 	Minor	Occasional	Low
Tetanus	Tetanus	<ul style="list-style-type: none"> Cover cuts before paddling. Shower after paddling. Prompt attention from GP if symptoms develop. GP given appropriate information Tetanus immunisation 	Serious	Improbable	Acceptable
Environment	Damage to wildlife. Bites, strikes leading to capsize, Jelly fish stings	<ul style="list-style-type: none"> Choice of entry/exit point. Avoid wildlife Education and vigilance of paddlers (particularly during the nesting season) 	Minor	Occasional	Low

Notes
<p>Drowning Accidents leading to drowning have been assessed separately as though the consequences are potentially very severe the probability is considered to be very much lower than the probability of cuts and bruises.</p>
<p>Possible Secondary drowning – Insert Notes</p>
<p>The club may, from time to time, engage in surfing trips which exceed the definitions above. In these circumstances, the trip leader should assess the risk and ensure that trip participants are aware of the risks. They must then make their own decision as to participation. Larger surf should only be tackled on rising tides unless individual paddlers are very competent.</p>

Canoeing on sheltered coastal water (including large lakes)
Description of activity
Paddling on coastal water, subject to tides and currents up to several miles from shore in winds not exceeding force 4 (also includes large lakes, as found in the Lake District etc.). Paddlers to be minimum BCU 2 star or equivalent. It is assumed that a group will comprise a minimum of three paddlers Personal protective equipment: properly fitting buoyancy aids shall be worn by all paddlers at all times and all paddlers shall carry distress flares. Use of other PPE will be required for activities where it is identified as mitigation. Carrying a marine VHF radio is recommended.

Canoeing on sheltered coastal water (including large lakes)					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips & falls while entering/exiting boats.	Cuts & bruises, sprains, strains etc., fractures, Drowning, ingestion of sea water	<ul style="list-style-type: none"> Choice of entry/exit point. Training on proper technique 	Minor	Occasional	Low
Slips, trips & falls while entering/exiting boats	Drowning	<ul style="list-style-type: none"> Choice of entry/exit point. Training on proper technique. Wear appropriate buoyancy aid near water's edge 	Critical	Remote	Medium
No landing zones (e.g. cliffs, dumping beaches)	Any emergency must be dealt with afloat. In event of medical emergency, help will be delayed	<ul style="list-style-type: none"> Suitable experience and techniques. Pre-plan escape routes. All paddlers carry distress flares 	Serious	Remote	Low
Weather	Hypo and hyperthermia, dehydration, Sunburn, UV damage to eyes	<ul style="list-style-type: none"> Use of appropriate clothing, obtaining & acting on a weather forecast. Experienced group leaders who will recognise symptoms. 	Minor	Occasional	Low
Change in weather or sea state	Unable to return to shore or land; loss of control leading to drowning	<ul style="list-style-type: none"> Obtaining, understanding and acting on weather forecast. Awareness of the weather whilst paddling. All paddlers carry distress flares Carrying C+VHF radio within group recommended. 	Critical	Remote	Medium
Offshore breezes	Boats and swimmers blown offshore	<ul style="list-style-type: none"> Awareness of effects. Staying ashore if strength too high All paddlers carry distress flares. 	Serious	Occasional	Medium

Canoeing on sheltered coastal water (including large lakes)					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Offshore currents	Boats and swimmers swept offshore	<ul style="list-style-type: none"> Awareness of effects. Avoidance of areas/times where currents too strong All paddlers carry distress flares 	Serious	Occasional	Medium
Tide races and overfalls	Capsize, impact with rocks	<ul style="list-style-type: none"> Use of charts and tide tables to avoid. Suitable experience 	Serious	Occasional	Medium
Accidental swimming	Hypothermia. Shock of sudden immersion Ingestion of sea water. May cause drowning in extreme conditions, Possible Secondary drowning	<ul style="list-style-type: none"> Correct personal equipment Training 	Minor	Occasional	Low
Entrapment in kayak during capsize	Drowning	<ul style="list-style-type: none"> Choice and maintenance of equipment. Training on proper capsizes technique. Correct footwear for boat 	Critical	Remote	Medium
Collision with other boats/craft	Cuts, bruises, fractures, possible drowning	<ul style="list-style-type: none"> Observation on water. Avoidance of navigation channels. Check other boat movements before launching Contact Harbourmaster prior to event. Carry appropriate lights at night 	Serious	Improbable	Acceptable
Paddling at night/poor visibility	Unable to spot obstacles, increased risk of collision	<ul style="list-style-type: none"> Education of paddlers. Suitable lights on craft. Avoiding paddling if conditions unsuitable 	Minor	Remote	Low
Wildlife/Environment	Damage to wildlife on shore and offshore. Bites, strikes leading to capsize, stings,	<ul style="list-style-type: none"> Choice of entry/exit Avoid wildlife point. Education and vigilance of paddlers (particularly during the nesting season) 	Minor	Occasional	Low
Ingestion of polluted water	Upset stomach, vomiting, diarrhoea	<ul style="list-style-type: none"> Avoid obviously polluted water. Avoid deliberate capsize drill if water quality is suspect. Wash hands before eating or smoking 	Minor	Occasional	Low

N.B. The club may, from time to time, engage in sea trips which exceed the definitions above: particularly if the weather changes or the sea state cannot be determined until reaching the coast. In these circumstances, the trip leader should assess the risk (possibly informally) and ensure that trip participants are made aware of the risks and options by giving a group briefing. They must then make their own decision as to participation. If the trip leader believes that the paddlers skills are such that he/she may endanger the group, the trip leaders may, at their discretion, prohibit any individual from paddling.

Freestyle
Description of activity
White water paddling on weirs or other recognised “playspots” up to grade 3, all seasons in UK. Paddlers are assumed to be competent for the grade of water, and be at least of BCU 2 star standard Personal protective equipment: properly fitting buoyancy aids and helmet shall be worn by all paddlers at all times. Use of other PPE will be required for activities where it is identified as mitigation.

Freestyle					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips & falls while entering/exiting boats	Bruises Cuts, fractures, possible Drowning	<ul style="list-style-type: none"> Choice of entry/exit point. Training on proper technique. Wear appropriate buoyancy aid near water's edge Suitable Footwear 	Minor	Occasional	Low
Weather	Hypo and hyperthermia, dehydration, Sunburn, UV damage to eyes	<ul style="list-style-type: none"> Use of appropriate clothing, Eyewear Apply Waterproof, correct Factor of Suncream for skin tone and adequate Obtaining & acting on a weather forecast. Experienced group leaders who will recognise symptoms. 	Minor	Occasional	Low
Swimming following capsize	Hypothermia, bruises,	<ul style="list-style-type: none"> Individuals trained in safe swimming technique. Adequate protection of rapids. Properly fitting helmet and Buoyancy aid 	Minor	Occasional	Low
Pinning	Entrapment in boat Hypothermia, , cuts, fractures, possible Drowning	<ul style="list-style-type: none"> Experience of group, Training in rescue techniques 	Critical	Remote	Medium
Pinning or Swimming in stoppers, weirs and following capsize	Drowning	<ul style="list-style-type: none"> Experience of group, Appropriate group leader. Training in rescue techniques Individuals trained in safe swimming technique, Adequate protection of rapids, Properly fitting helmet and buoyancy aid, 	Critical	Remote	Medium

Freestyle					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Stoppers	Swimmer unable to escape, may ultimately lead to drowning	<ul style="list-style-type: none"> Recognition and avoidance of stoppers likely to hold swimmers. If unavoidable, suitable pre-protection 	Serious/ Critical	Remote	Low/ Medium
Weirs	Inability to escape stopper in boat or if swimming leading to physical injury possible drowning	<ul style="list-style-type: none"> Training so that weirs are recognised and avoided at this level 	Serious/ Critical	Remote	Low/ Medium
Strainers	Capsize, inability of swimmer to escape, leading to drowning	<ul style="list-style-type: none"> Pre-protection if swimmer is likely to be swept onto strainer Recognition of situations where strainers exist 	Serious/ Critical	Remote	Low/ Medium
Weils disease	Flu-like illness, jaundice, possible death (very rare)	<ul style="list-style-type: none"> Cover cuts before paddling. Shower after paddling. Prompt attention from GP if symptoms develop. GP given appropriate information 	Serious	Improbable	Acceptable
Tetanus	Tetanus	<ul style="list-style-type: none"> Cover cuts before paddling. Shower after paddling. Prompt attention from GP if symptoms develop. GP given appropriate information Tetanus immunisation 	Serious	Improbable	Acceptable
Ingestion of polluted water	Upset stomach, vomiting, diarrhoea	<ul style="list-style-type: none"> Avoid obviously polluted water. Avoid deliberate capsize drill if water quality is suspect. Wash hands before eating or smoking 	Minor	Occasional	Low
Environment	Damage to wildlife. Bites, strikes leading to capsize, stings	<ul style="list-style-type: none"> Choice of entry/exit point. Avoid wildlife Education and vigilance of paddlers (particularly during the nesting season) 	Minor	Occasional	Low

Notes

Accidents leading to drowning have been assessed separately as though the consequences are potentially very severe the probability is considered to be very much lower than the probability of cuts and bruises.

The club may, from time to time, engage in freestyle trips which exceed the definitions above. In these circumstances, the trip leader should assess the risk and ensure that trip participants are aware of the risks. They must then make their own decision as to participation.

Coaching
Description of activity
The Club provides formal and informal coaching for members. Activities take place on and off the water and on all types of water (placid, moving, white water and sea). This section relates to the additional risks associated with the coaching activity and should be read in conjunction with the risk assessment related to the relevant paddling activity.

Coaching					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Inappropriate equipment	Hypothermia, injury, malfunction, loss of safety critical item (e.g. buoyancy aid), possible drowning	<ul style="list-style-type: none"> Adequate briefing, coach to check equipment before launching 	Serious	Remote	Low
Loss of control of group	Students drifting into danger, possible drowning	<ul style="list-style-type: none"> Adequate briefing, a minimum of 2 competent paddlers with novice and intermediate groups, coaches in accordance with BCU guidance 	Serious	Remote	Low
Inappropriate equipment or loss of group control	possible drowning	<ul style="list-style-type: none"> Experience of group, adequate number of competent paddlers, rescue and first aid training for competent paddlers 	Critical	Improbable	Low
Fire	Burns, asphyxiation	<ul style="list-style-type: none"> Briefing on fire escape procedure for any indoor training 	Critical	Improbable	Low

Notes
Accidents leading to drowning have been assessed separately as though the consequences are potentially very severe the probability is considered to be very much lower than the probability of cuts and bruises.
Check List for the guidance of relevant authorities: sheltered water Level 2 Coach per 8 students; moderate water Level 3 Coach per 6 students; advanced water Level 4 or suitably experienced Level 3 Coach per 4 students.

Manual handling
Description of activity
Handling of boats and associated equipment related to the sport of canoeing. Examples would include loading boats on and off trailers and roofbars, carrying boats etc

Manual Handling					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Lifting boats from low level to high e.g. loading on roof or wall racks	Injuries to lower back	<ul style="list-style-type: none"> Education -ensure that this subject is taken seriously during coaching for star tests to include keeping back straight and use of two people for heavy/awkward lifts. Warn any individual borrowing a club kayak or canoe before it is lifted 	Serious	Occasional	Medium
Carrying boats over easy terrain	Injuries to lower back sprains, bruising, fractures	<ul style="list-style-type: none"> As above. If solo carrying, initial pickup is most hazardous 	Minor	Remote	Low
Carrying boats over difficult terrain	Injuries to lower back, sprains, bruising, fractures	<ul style="list-style-type: none"> As above, but added probability due to ground To control this, solo carrying should be avoided Proper Footwear 	Serious	Occasional	Medium
Rescue of capsized kayaks /Canoes(e.g. X rescue)	Injuries to lower back, sprains, bruising, fractures	<ul style="list-style-type: none"> Tuition of "back friendly" techniques Suitable techniques used. 	Serious	Remote	Low
Dropping heavy objects while lifting	Bruising, minor fractures, Crush toes	<ul style="list-style-type: none"> Education 	Minor	Occasional	Low

Notes

Driving
Description of activity
The additional factors that are characteristic of canoeing e.g. additional weight of cars, security of load etc. Specifically, this section does not include hazards relating to normal driving. This must remain the responsibility of the individual driver. It is important that these risks are brought to the attention of individuals who are driving with roof loads for the first time such as individuals hiring club boats.

Driving					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Changed handling characteristics due to load on roof	Loss of control of vehicle, ultimately leading to a crash	<ul style="list-style-type: none"> • Driver education • Convoys driven at appropriate speed to the environment. • Use of appropriate roof bars and straps to secure load. • Awareness of weight load of roofload 	Catastrophic	Remote	High
Passing vehicle impact on parked vehicle or person when loading boats	Damage to vehicle or equipment. Personal injury or fatality	<ul style="list-style-type: none"> • Sensible choice of loading or unloading location, use of high visibility clothing, use of lookout or warning triangle where sightlines are poor 	Critical	Remote	Medium
Insecure load	Load lost, causing other vehicles to take evasive action, risk of injury or fatality from resulting accident	<ul style="list-style-type: none"> • Education -ensure that this subject is taken seriously during coaching for star tests. • Peer pressure the club should strongly discourage members from carrying equipment in an unsafe manner. • Use of appropriate roof bars and straps to secure load • Only lend club boats to individuals with adequate roof bars and straps. 	Catastrophic	Improbable	Medium
Impact on passing vehicle by boats being loaded	Damage to vehicle, possibly leading to loss of control which could cause fatalities	<ul style="list-style-type: none"> • Education 	Critical	Improbable	Low
Changed handling characteristics due to load on trailer	Loss of control of vehicle, ultimately leading to a crash	<ul style="list-style-type: none"> • Driver education. • Annual checks on roadworthiness of club trailers. • Drivers to visually inspect trailer before driving away. • Convoys driven at appropriate speed to the environment. • Use of appropriate straps to secure load. 	Catastrophic	Improbable	Medium

Access to and from water
Description of activity
Gaining access to and from the water

Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips & falls	Bruises Cuts, fractures, possible	<ul style="list-style-type: none"> Inspect the route before use Suitable Footwear 	Minor	Probable	Medium
Manual Handling		<ul style="list-style-type: none"> See Man Handling Section 			
Walking in road /Car Park while loading/unloading	Impact with other traffic (high speeds)	<ul style="list-style-type: none"> Choice of parking location. Avoiding loading in middle of road, training. 	Critical	Remote	Medium
Environment : endangering livestock/wildlife	Containment of livestock lost, impact on roads and environment	<ul style="list-style-type: none"> Ensure gates are closed. Access/egress away from nesting birds. 	Serious	Remote	Low
Environment: litter and damage to fences, hedgerow etc, unacceptable language and behaviour	Loss of good-will with land owners and locals leading to loss of access	<ul style="list-style-type: none"> Training. Senior members and coaches demonstrate best practice 	Minor	Occasional	Acceptable
Notes					

Description of activity
Flat water Touring Trips Basingstoke Canal
Paddling on Basingstoke Canal Personal protective equipment: properly fitting buoyancy aids should be worn by all paddlers at all times. Use of other PPE will be required for activities where it is identified as mitigation

Flat water Touring Trips Basingstoke Canal					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Manual Handling		<ul style="list-style-type: none"> See Man Handling Section 			
Walking in road /Car Park while loading/unloading	Impact with other traffic (high speeds)	<ul style="list-style-type: none"> Choice of parking location. Avoiding loading in middle of road, training. 	Serious	Remote	Low
Slips, trips & falls while entering/exiting boats	Bruises Cuts, fractures, possible Drowning	<ul style="list-style-type: none"> Choice of entry/exit point. Training on proper technique. Wear appropriate buoyancy aid near water's edge Suitable Footwear 	Minor	Occasional	Low
Weather	Hypo and hyperthermia, dehydration, Sunburn, UV damage to eyes	<ul style="list-style-type: none"> Use of appropriate clothing, Eyewear Apply Waterproof, correct Factor of Suncream for skin tone and adequate Obtaining & acting on a weather forecast. Experienced group leaders who will recognise symptoms. 	Minor	Occasional	Low
Environment :Wildlife	Damage to wildlife. Bites, strikes leading o capsize, stings	<ul style="list-style-type: none"> Choice of entry/exit point. Avoid wildlife Education and vigilance of paddlers (particularly during the nesting season) 	Minor	Occasional	Low
Entrapment in kayak during capsize	Drowning	<ul style="list-style-type: none"> Choice and maintenance of equipment. Training on proper capsize technique. Correct footwear for boat 	Critical	Remote	Medium
Use of locks	Boat uncontrollable, trapped under lock gate. Swimmer sucked under water	<ul style="list-style-type: none"> Locks used under close supervision. Inexperienced paddlers not to use locks Rate of water entry/exit controlled 	Serious	Remote	Low
Accidental swimming in cold water	Hypothermia. Shock of sudden immersion Ingestion	<ul style="list-style-type: none"> Correct personal equipment. Training 	Minor	Occasional	Low

Flat water Touring Trips Basingstoke Canal					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
	of river or canal water. (May cause drowning in extreme conditions)				
Paddling at night/poor visibility	Unable to spot obstacles, increased risk of collision	<ul style="list-style-type: none"> • Education of paddlers. Suitable lights on craft. • Avoiding paddling if conditions unsuitable 	Minor	Remote	Low
Collision with other boats	Cuts, bruises, fractures, possible drowning	<ul style="list-style-type: none"> • Observation on water. • Avoidance of navigation channels. • Check other boat movements before launching 	Serious	Improbable	Acceptable
Collision with tow path users	Cuts, bruises, possible fractures	<ul style="list-style-type: none"> • Check before crossing towpath 	Minor	Occasional	Low
Weills disease	Flu-like illness, jaundice, possible death (very rare)	<ul style="list-style-type: none"> • Cover cuts before paddling. • Shower after paddling. • Prompt attention from GP if symptoms develop. • GP given appropriate information 	Serious	Improbable	Acceptable
Tetanus	Tetanus	<ul style="list-style-type: none"> • Cover cuts before paddling. • Shower after paddling. • Prompt attention from GP if symptoms develop. • GP given appropriate information • Tetanus immunisation 	Serious	Improbable	Acceptable
Ingestion of polluted water	Upset stomach, vomiting, diarrhoea	<ul style="list-style-type: none"> • Avoid obviously polluted water. • Avoid deliberate capsized drill if water quality is suspect. • Wash hands before eating or smoking 	Minor	Occasional	Low

Notes

Description of activity:
Canoe Polo Use of Swimming pool
Use of a standard swimming pool for teaching, informal practice and non-competitive polo. The conditions of use of the pool prohibit solo use of the pool and require that it is adequately supervised at all times.1 It is assumed that the pool is maintained and equipped to a standard suitable for use by the general public (with the exception of provision of lifeguards).
BCU Guidance – . When running Polo activity, the recommended qualification would be the holding of a Polo Coaching award or Polo referee status BCU Polo Level 1 Competition Coach Award The basic qualification for coaching Canoe Polo is the Level 1 Competition Coach Award. The underlying aim of the award is to ensure that canoe polo is supervised in an enjoyable, constructive and, above all, safe manner. The syllabus includes a module that addresses the issue of general safety in canoe polo and, specifically, pool safety issues. BCU Polo Referee The basic qualification for Canoe Polo referees is the Grade 4 Award. The training stresses the responsibility of the referee for the safety and general well-being of players, the syllabus including a module that addresses the issue of safety in Canoe Polo and, specifically, Pool Safety issues.

Canoe Polo Use of Swimming pool					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips, falls on poolside	Bruising, strains, sprains, cuts, broken bones	<ul style="list-style-type: none"> Pool infrastructure No running rule Education 	Minor	Occasional	Low
Strike by boat or paddle while in boat (non polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> Aggressive' paddling not allowed by pool rules. Buoyancy aids mandatory. 	Minor	Remote	Low
Strike by boat or paddle while in boat (polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> Helmets and buoyancy aids mandatory Education 	Minor	Remote	Low
Strike by boat or paddle while swimming in the water	Cuts, bruises, loss of consciousness, Drowning	<ul style="list-style-type: none"> Swimming (except resulting from capsized) forbidden by pool rules or swimmers segregated Education 	Serious	Remote	Low
Entrapment in kayak during capsize	Loss of consciousness, Drowning	<ul style="list-style-type: none"> Equipment selection and maintenance. Training. Pool lifeguard in attendance. Induction training. 	Serious	Remote	Low

Canoe Polo Use of Swimming pool					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Physical injury or entrapment leading to drowning	Drowning	<ul style="list-style-type: none"> • Education • Pool lifeguard in attendance 	Critical	Remote	Low
Equipment falling onto pool users	Cuts, bruises, loss of consciousness	<ul style="list-style-type: none"> • Kayaks and paddles securely stored when not in use. • Fixing regularly checked. • Pool lifeguard with first aid training in attendance 	Serious	Improbable	Low
Environmental: Contamination of the pool by boats e.g. mud, leaves		<ul style="list-style-type: none"> • All boats used for external paddling are cleaned and inspected by the user before used in the pool • Continual water recycling and treatment 	Minor	Occasional	Low
Environmental: Contamination of the pool by bodily fluids e.g. significant blood from cuts / nose bleeds.		<ul style="list-style-type: none"> • Buoyancy aids mandatory. • Helmets mandatory for 'aggressive' paddling. • Swimming (except resulting from capsizes) forbidden by pool rules or swimmers segregated. • Continual water recycling and treatment 	Minor	Remote	Low
Environmental: Contamination of the pool side by spectators (Indoor)		<ul style="list-style-type: none"> • Shoe covers worn by spectators 	Minor	Remote	Acceptable
Hazards identified but controlled by relevant Management of Swimming Pool					
Spillage of pool treatment chemicals					
Electrical hazards					

Paddlers with Disabilities

Description of activity:

The Club is open to all irrespective of any impairment or disability. However, it is appreciated that some impairments may affect an individual's ability to paddle and additional measures may need to be in place to ensure their safety. No generic risk assessment has been prepared: a suitably experienced coach shall work with the individual and possibly their carer's to produce a specific risk assessment and mitigation measures

The following measures may not be appropriate in all cases but should be considered depending on the nature of any impairment:

- Staff to student ratio
- Venue (generally use a swimming pool for initial paddling sessions)
- Buoyancy Aid
- Helmets
- Open cockpit kayak or sit on top kayak
- Double kayak
- Padding or support to ensure a good fit
- Thermal protection
- Individual or group tuition
- Appropriate coaching style
- Communication

Appendix 1 Qualifications and experience of assessors

Name	Coaching qualifications::	Paddling Experience	Other relevant experience	Date
Damian Edwards	UkccL2 Coach	15 + years	H&S Training	12/10/2008
Tom Brindley	L3 Coach	15 + years	SRT FSRT Provider	10/10/2008

Appendix 2 References, Bibliography and General Guidance

BCU

- "Canoe and Kayak Handbook".
- "Notes for Guidance concerning the implementation of the EC Directives on Personal Protective Equipment (Revised July 2000)".
- Documents page

Child Protection Sports Unit (CSPD)

- Social networking services, social media and sport: Guidelines for safeguarding children and young people September 2009

Scouting Association

- fs120603 - Water Safety (Incorporating Life Jackets and Buoyancy Aids)Item Code FS120603 March/07 Edition no7
- fs120607 Boat and Canoe Registration and Inspection Scheme - Item Code FS120627 Oct/03 Edition no 2

Air Cadets

- ACP 17 6thEdition ACATI No 24 ANNEX A 24-A-1GUIDANCE ON CLOTHING AND EQUIPMENT FOR CANOEING AND KAYAKING
- <http://192.5.30.122/aircadets/pdf/ACATI%20No%2024%20Annex%20A%20Guidance%20on%20Clothing%20%20Equipment.pdf>.

Adventure Activities Licensing Authority

- Self Assessment and Guidance For Providers of Adventure Activities – October 2001
- accessed 16/08/2008 www.aala.org.uk

Glasgow City Council Education and Social Work Services

- Management Circular no 33 *SAFETY IN EDUCATIONAL OUTDOOR ACTIVITIES A CODE OF PRACTICE* December 2007

Basingstoke and Deane Canoe Club

- Risk Assessment Revision B- 14 Jan 2011

