

1.0 Requirements of the Club

- 1.1 The Club will adopt a Health, Safety and Environmental Policy which shall be signed by the Club Chairman and be made available to all members.
- 1.2 The Club will appoint a Health and Safety Officer to take responsibility for Club Health and Safety.
- 1.3 The Club will ensure that this Health and Safety Procedure supports the Health, Safety and Environmental Policy, is reviewed annually and made available to all members.
- 1.4 The Club shall ensure, through coaches and team leaders, those members undertaking a Club organised activity are capable of undertaking that activity and the equipment being used is suitable for that activity.
- 1.5 The Club will provide and maintain a basic First Aid kit conforming to the requirements of BS8594 at the Gloucester Canoe Club site. The Club shall appoint an Officer to regularly check the contents of the First Aid kit and make requisitions as required.
- 1.6 The Club will draw up and maintain a list of qualified coaches and team leaders and shall ensure the information is available to members.
- 1.7 Should an Officer of the Club become aware of a hazardous situation or of defective equipment, or be aware of the potential for a hazardous situation or an equipment defect to develop, or should they be made aware of the same by a Club member they shall stop that activity until assessments can be made. This may lead to an alteration of the activity, exclusion of a member from the activity and if necessary, cancelation of the activity.

2.0 Event Hosting

- 2.1 If the Club is hosting an event, the site will inevitably be busy with participants, family friends, the general public and people carrying canoes. The Club shall:
- 2.2 Nominate a person or persons to be responsible for Event Health and Safety; the Club shall ensure that all Marshalls and members are aware of the nominated Safety Officers.

- 2.3 The Club shall appoint members to supervise car parking to ensure that pedestrians, visitors and the general public are not at risk from vehicle traffic.
- 2.4 The Club shall ensure that there is no flammable material in the vicinity of hot food preparation and that adequate fire extinguishing equipment is available.
- 2.5 The Club shall provide litter bins and refuse sacks for the collection of litter and shall appoint members to ensure the site is clear of litter at the end of the event.

3.0 Requirements for Members

- 3.1 Members are at all times responsible for their own safety and for the safety of those around them.
- 3.2 Members shall assess whether or not they are capable of participating in, or undertaking, any Club organised activity. If they have any doubt, advice should be sought from a Club coach or team leader.
- 3.3 Members shall ensure that their equipment is suitable and fit for purpose at the time of undertaking any Club activity. If they have any doubt, advice should be sought from a Club coach or team leader.
- 3.4 Should a member become aware of a hazardous situation or of defective equipment, or be aware of the potential for a hazardous situation or an equipment defect to develop, they shall raise the alarm immediately to the coach or team leader and others involved in the activity.
- 3.5 The Club provides a First Aid kit at the Gloucester Canoe Club site. This kit is for minor cuts and scratches; members should seek professional medical attention for any injuries that are not minor. Members shall advise the Health and Safety Officer, or any Club Official if the Health and Safety officer is not available, of any injuries requiring use of the First Aid kit.
- 3.6 Members undertaking paddling activities shall have due regard for the environment and shall ensure as best practicable they do not damage the environment and that any litter is disposed of ashore in appropriate receptacles. Members shall take all reasonable measures not to damage canal and river banks when launching or recovering canoes.

4.0 Club Tours and Trips

4.1 Prior to any Club activity the Coach or Team Leader shall undertake the following to ensure, as far as is reasonable, that the activity is conducted in a safe manner, risks are reduced to the minimum and paddlers enjoy the experience.

4.1.1 Club is licensed or permitted to undertake the paddle at the planned location.

4.1.2 Availability First Aider knowledge and First Aid kit.

4.1.3 Awareness of paddling participants canoeing skills and limitations.

4.1.4 Awareness of access and exit points.

4.1.5 Suitability and condition of equipment.

4.1.6 Paddlers undertaking the activity are aware of parking, meeting and 'get off' points.

4.1.7 Sufficient experienced paddlers to support the coach or team leader.

4.1.8 Briefing of activity and hazards along or at the planned venue.

4.2 During the activity, the coach or team leader shall:

4.2.1 Maintain a dynamic Risk assessment

4.2.2 Maintain a head count

4.2.3 Monitor the apparent fitness levels of paddlers as the activity progresses which may require an alteration to the activity plan.

5.0 Risk Assessments

5.1 The Club shall undertake a Generic Risk Assessment which shall be reviewed annually and be made available to the members.

5.2 Club arranged Trips and Tours shall be subject to a Dynamic Risk assessment.

5.3 Club hosted events shall be subject to an event specific Risk Assessment.

5.4 The following tables shall be used to derive the values required for the Hazard, Likelihood and Risk on the Risk Assessment form.

Hazard Likelihood	1 Minor Injury	2 Injury (Medical)	3 Major Injury
1 Unlikely	1 Trivial Risk	2 Tolerable Risk	3 Moderate Risk
2 Possible	2 Tolerable Risk	3 Moderate Risk	4 Substantial Risk
3 Likely	3 Moderate Risk	4 Substantial Risk	5 Intolerable Risk

Risk Values of 4 and above (Substantial and Intolerable) will require additional controls in order to allow the activity to proceed.

5.4.1 Examples of Hazard

Value	Description	Example
1	Minor Injury	Small cuts and bruises requiring First Aid attention
2	Injury (Medical)	Requiring a visit to casualty or doctor; large cuts, sprains, fractures, heavy blow to head
3	Major Injury	Requiring hospitalisation; unconscious, large cuts and wounds and death

5.4.2 Examples of Likelihood

Value	Description	Example
1	Unlikely	Not expected to happen during the activity
2	Possible	May happen once or twice during the activity
3	Likely	Likely to happen a number of times

The 'Likelihood Value' is the likelihood of the hazard AFTER the Control is in place.

6.0 Reporting and Management of Incidents

6.1 Members shall report all incidents to the Health and Safety officer and shall record any relevant data pertaining to the incident. An incident is any occurrence of:-

- 6.1.1 A minor injury requiring First Aid attention,
- 6.1.2 An injury requiring a visit to casualty or a doctor,
- 6.1.3 An injury requiring hospitalisation,
- 6.1.4 Damage to Club or Members equipment,
- 6.1.5 Damage to public property arising from a Club or Members activity,
- 6.1.6 Potential hazardous situations which may have led to an injury or damage to property.

6.2 The Incident shall be recorded in the Incident Record Book. In the first instance the Health and Safety Officer will establish the severity of the incident to determine if advice should be given or procedures amended.

6.3 In the event of a serious incident or fatality:

- 6.3.1 Contact the Emergency Services.

Statements to the media should come from the Club Chairman.

- 6.3.2 Contact Club Health and Safety officer, who will in turn contact other Club Officials.

- 6.3.3 Gather witness statements, photographs, record the prevailing weather and water conditions.

6.4 The Club will:

- 6.4.1 Keep the family of the casualty fully informed,
- 6.4.2 Work with the authorities, Police etc.
- 6.4.3 Call an EGM with the attendance of the relevant Coach(s) or Team Leader(s)

7.0 Club Equipment

- 7.1 The Club has a stock of paddling equipment that is available for members to use. The Club shall appoint a 'Kit Officer' to inspect and record the condition of Club equipment on an annual basis.
- 7.2 Coaches and Team Leaders providing paddlers with Club equipment should ensure that the equipment is suitable for the skill level of the paddler and that the equipment is fit for purpose.
- 7.3 Members using Club equipment are responsible for ensuring that the equipment is suitable for them and is fit for purpose.
- 7.4 Members, Coaches and Team leaders should report any equipment defects to the Kit Officer, or any other Club official, and ensure the equipment is 'put out of use' until repaired or replaced.