**CLUB SAFETY PLAN**

**Last revised 10/20**

# “Club Activity”, “Peer Activity” and “Regular Club Activities”

1. The Club promotes all forms of recreational paddle sport and canoe polo and flat water racing as competitive disciplines. All members have a moral obligation to follow good practice in preparing for and participating in all activities organised by or through the Club. This Safety Plan relates principally to Club Activities and Regular Club Activities but on a wider basis helps to equip members with tools and information to paddle in a safe and responsible manner.
2. Any member can use the Club e mail and Facebook facilities to attract like minded members to join him/her on the water. In addition the Club runs a programme of explicitly coached/led activities (Frankwell/Pool training sessions/ polo Sessions/Llangollen intro to WW evenings being the most obvious examples).
3. Both strands of activity are important but the Club maintains a clear distinction between them. Coached/led trips referred to as Club Activities/ Regular Club Activities are delivered by members approved by the Club working within an approved remit and in accordance with good practice within the sport. All other trips etc will be peer activities.
4. The Club has adopted the following definitions:
	1. **“Club Activity”:** any activity that has been planned by a Paddle Leader within his approved remit and offered to selected Club members or promoted to members generally on the club calendar, Facebook page or email facility. Club Activities shall always be identified as such. In Club Activities Paddle Leaders are expected to follow good practice as recognised in the sport.
	2. **“Paddle Leaders”**: Holders of a BC or BCU Coaching or leadership award who are up to date with BC membership, CPD, First Aid and safeguarding can be approved by the Club to be Paddle Leaders in accordance with the remit of their award (see BC guidance:-British\_Canoeing\_Environmental\_Definitions\_\_Deployment\_Guidance\_for\_Instructors\_Coaches\_\_Leaders\_V1-5\_May19)

Subject to them maintaining a current first aid certificate and having an appropriate safety and rescue training Club members assessed by the committee to be competent may be approved by the Committee as a Paddle Leader for a period of up to three years with such remit to plan/assess/deliver/supervise Club Activities as the Committee shall think fit.

In all cases, Paddle Leader status is subject to periodic competency review and is terminable or modifiable by the Committee for cause.

* 1. **“Peer Activity”** means any paddle sport activity promoted by members via the club’s website, its email facility or any other Club media other than a Club Activity
	2. **“Regular Club Activities”** means the following Club Activities: Frankwell sessions/Pool sessions/Polo sessions/intro to WW evenings at Jackfield or Llangollen.
1. Members are free to promote Peer Activities via the Club‘s website, it’s email facility or other Club media provided that these are offered as “Peer Activities”.  In this way the distinction between Peer Activities and Club Activities will be maintained as part of the daily culture of the Club.

# Documents

The following documents will help members to adopt good practice. Their existence is regularly drawn to the attention of the membership as a whole when the notice of the Annual General Meeting is issued:

**\* Signifies mandatory for Paddle Leaders on any Club Activity other than Regular Club Activity.**

Appendix 1: Guidance on how to promote a paddle sport activity\*

Appendix 2: Recommended kit lists for personal & group kit for placid water/white water & surf/sea

Appendix 3 Generic Risk Assessment Form\*

Appendix 4: Check list of members attending paddle sport activity with details of safety kit carried, identification details, mobile phones carried and emergency contact

Appendix 5: Trip/Activity Planning and Briefing sheets- Sea and Inland\*

Appendix 6: On line Feedback Form

Appendix7 Guidelines and checklist for Surf Sessions\*

# Promotion of Club Activities other than Regular Club Activities

1. Paddle Leaders promoting a Club Activity other than a Regular Club Activity must give the information required in Appendix 1 and this practice is recommended to organisers of Peer Activities also.
2. Club Activity Surf Sessions shall be run in accordance with Appendix 7.
3. Paddle Leaders of a Club Activity other than a Regular Club Activity must complete the documents in Appendices 4 and 5 so far as applicable and reasonably necessary (in particular collecting/verifying emergency contact details for group members) and deliver an appropriate group briefing before launching.
4. Paddle Leaders must complete an online Feedback Form (link in Appendix 6) after any Club Activity/ Regular Club Activity in which a “near miss” incident or actual injury/loss has occurred.
5. If a group on a Club Activity at the coast divides to paddle in separate sub-groups and possibly at different locations the Paddle Leader and sub-group leaders should be satisfied that the weakest paddlers in each group should be able to handle the expected conditions and that the ratio of experienced/novice paddlers in each group is appropriate for the expected conditions

# Feedback

Completion of the Feedback Form is:

 required as set out in Section 3.4 above,

 recommended in the event of an incident or near miss on a Peer Activity,

 open to any member after any Club or Peer Activity, anonymously if desired.

Feedback enables the Committee and the membership as a whole to learn from what has gone well and from any time when things do not go well.  All feedback is encouraged and the Committee regularly review any feedback received.

# Running of Regular Club Activities at Frankwell or Llangollen or Jackfield

## The Paddle Leader in overall charge of the session will:

1. Assess the river level and weather conditions on arrival at the site (and earlier if practicable) to decide whether the session is to run and if so whether participation must be restricted by age/experience.
2. Operate in accordance with the generic risk assessment at Appendix 3
3. Brief other coaches/helpers as appropriate
4. Allocate participants to suitable groups and to suitable Coaches/assistants (1:8 max at Frankwell when the river is slow moving; otherwise 1:4 unless the group has support)
5. Be the first point of call if any Coach encounters behaviour management problems
6. Be on site until all participants are ashore, and, in the case of Frankwell sessions, all kit is returned to store and the field gates and Pavilion are locked (unless these responsibilities are delegated to another Paddle Leader).

## Coaches assisting the Paddle Leader in overall charge will:

1. Carry appropriate First Aid and rescue equipment
2. Confirm that their group members are water confident and that the members’ own clothing and equipment and any Club clothing or equipment they are using is appropriate and in good order
3. Confirm that their group members are familiar with capsize drill on dry land and know how to respond to being/seeing a swimmer
4. Ensure that their group members are aware of good manual handling techniques
5. Check for relevant medical/physical considerations and knowledge of Leptospirosis
6. Brief as appropriate on relevant hazards (to include at Frankwell: rowers, Sabrina and anglers; at Llangollen the “no-go” channel right of the bottom island) and on group management
7. Run the session generally in accordance with Appendix 3
8. Use helmets during any pre planned rescue training
9. Apply “first on, last off” at beginning and end of session

# Running of Pool sessions and Polo sessions

## The Paddle Leader in charge of a Pool session will:

1. Seek to maintain a pathway round the edge of the pool clear of boats/kit
2. Seek to keep the Pool clear of boats not in use
3. Remind coaches/participants as necessary of the need for supervision/caution when participants are playing “stand up” games in boats or similar (such activities not to take place near the pool edge)
4. Restrict sea kayaks to a maximum of 2 on the water at any time
5. Remind paddlers as necessary of SERCO’s rule prohibiting seal launching
6. Ensure that all new members have dry land training in capsize drill and are shown a “hand of god” rescue at an early stage
7. Run sessions generally in accordance with Appendix 3

## The Paddle Leader in charge of a Polo session will:

1. Seek to maintain a pathway round the edge of the pool clear of boats/kit
2. Seek to keep the Pool clear of boats not in use

# General responsibilities of members

1. Duty of care.  Even though paddle sport is an assumed risk sport all Club members will owe a duty of care (consistent with their age/skill/experience/qualifications) to their fellow paddlers on all trips or activities regardless of how the trip is defined.  This includes a duty to speak out clearly if a member feels that a proposed trip is beyond his/her abilities or acceptable level of risk or beyond the abilities of another group member.  All members should encourage such openness.
2. Child Protection and other Policies: The Club has adopted relevant policies as set out on the Club website and all members must comply with these.
3. Members with medical or physical conditions which could impact on the safety of themselves or of other group members must disclose these to the Paddle Leader at or before the group briefing

# Potential Claims on the BC public liability policy

1. Club members have third party liability and professional indemnity insurance for any Club Activity and for entry-level competitions organised for, or on behalf of, British Canoeing Discipline Committees, or participation events organised by Regional Development Teams.
2. Club members who are Paddle Leaders are also covered by insurance when they coach and lead groups on Club Activities, (subject to exceptions relating to coaching/leadership in a commercial context).
3. Whilst paddling on Peer Activities membership of the Club does not give the benefit of insurance and members will only have the benefit of the BC policy if they are individual members of BC.
4. After any incident involving non-trivial injury on a Club Activity the Paddle Leader must inform the Chairman or Secretary and must complete the incident report form available from BC and Peer paddlers who have the benefit of BC 3rd party insurance are urged to do so if an incident occurs for which they might be held liable.

# Club equipment

Boats and safety equipment for both inland and sea trips are available for members to hire. It is the hirer’s responsibility to have any necessary skill set to use the equipment borrowed and risk of loss or damage rests with the hirer. Full details for booking, collecting and returning kit are in the members area of the website.



Appendix 2

Recommended Kit List

**NB: due to the varying nature of activities, the paddle leader may not require all these items to be carried**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Personal (every member) | Group (split between) | Leader (carried individually) |
| WW | * Sling & Carabiner
* Head Torch
* Whistle
* Throwline
* Knife
* Food/Drink
* Spare Clothes
* Phone
* Dry Bag
* Personal 1st Aid kit
* Survival Bag
 | * Emergency Shelter
* Splits
* Repair Kit
* Money
 | * 1st Aid Kit
* Pin Kit (Prussiks, 2x screwgate HMS carabiners, 2x slings)
* Map and compass
* spare clothes
 |
| Sea | * Head Torch
* Whistle
* Food/Drink
* Spare Clothes
* visual and/or verbal means of communication
* Dry Bag
* Personal 1st Aid Kit
* Survival Bag
* Paddle Leash
* Sling & Carabiner
* Towline
 | * Splits
* Towline
* Emergency Shelter
* Pump
* Repair Kit
* money
* flares
 | * Visual Comms (Flares, Strobes, etc)
* Verbal Comms (Radio, Phone, Spot/EPIRB)
* 1st Aid Kit
* Map and chart
* compass
* spare clothes
 |
| Touring | * Head Torch
* Whistle
* Food/Drink
* Spare Clothes
* Phone
* Dry Bag
* Personal 1st Aid Kit
* Survival Bag
* throwline
* knife
 | * Splits/Spare Paddle
* Towline
* Emergency Shelter
* Repair Kit
* Money
 | * Map
* Compass
* 1st Aid Kit
* spare clothes
 |

| **Hazards arising from activity**Appendix 3Generic Risk Assessment | **Control measure(s) in place to reduce risk from each hazard** | **Arrangements to ensure the control measure(s) continue to be effectively implemented** |
| --- | --- | --- |
|  | **Note- all Paddle Leaders for Club activities must have current First Aid qualifications** |  |
| **Weather** |  |  |
| Hypothermia | Ensure participants are made aware of the dangers when appropriate. The need to cover up and protect the head to be of prime importance.Paddle leaders to recognise signs and symptoms of hypothermia and know how to respond according to severity i.e. mild, moderate, severe states.Paddle Leaders to ensure that participant clothing is appropriate to the prevailing weather conditions. Paddle Leaders to carry an appropriate group shelter and survival bag in their safety kit.Location of local telephones to be known by Paddle Leaders or portable communications to be carried throughout the activity | Paddle Leaders to carry appropriate spare clothing throughout the activity. |
| Hyperthermia / sunburn / dehydration | Ensure participants are made aware of the dangers when appropriate. The need to cover up and protect the head to be of prime importance.Paddle Leaders to carry spare clothing, drink and sunblock where appropriate. |  |
| Rapid change of conditions | Paddle Leader to check forecast prior to and on the day of the activityOngoing assessment of weather conditionsand group appropriately dressed for the environmentReview / change route if necessary. |  |
| Strong winds | Paddle Leader to check forecast prior to and on the day of the activityOngoing assessment of weather conditions and group appropriately dressed for the environmentReview / change route if necessary. |  |
| **Environment** |  |  |
| Drowning | All participants must be water confident. Paddle Leader to check on participants swimming ability prior to commencing the activity. All wear appropriate, correctly fitting approved buoyancy aids | Float testing of club buoyancy aids carried out annually at spring cleaning of containers |
| Head Injury | Helmets will be worn for all club activities if the session includes non-placid inland moving water or if the nature of the session dictates. Paddle Leader responsible in checking helmet fits participant correctly where appropriate i.e. beginner or child.First aid kit carried by Paddle Leader. | Inspection of club helmets annually |
| Injury | Appropriate equipment/footwear to be worn and first aid kit to be carried | All paddle leaders should carry a first aid kit.Annual inspection of first aid kit  |
| Capsize | Ensure all participants know how to safely exit their boats. Ensure that the remainder of the group know what to do while a rescue is in progress before getting on the water  |  |
| Overhanging trees,entrapment and pinning. | Participants to be made aware of the dangers and how to react should it happen.Paddle Leader to have appropriate training and experience in dealing with the situation Paddle Leader(s) to carry appropriate emergency equipment which may include knife, throwlines, pulleys, carabiners and prussik loops. | Club to organise white water safety and rescue courses |
| Illness / diseasesInc Weil’s Disease | Ensure that all participants are aware of waterborne disease and the general signs and symptoms of the disease.Encourage all participants to wash their hands promptly after the activity. Encourage participants to take showers if they either fall in or decide to swim in the river. | Participants warned to seek medical assistance if they believe they are infected. |
| **Equipment** |  |  |
| Injury from poor manual handling | All participants instructed to lift according to manual handling recommendations. Straight backs and in small groups wherever possible. |  |
| Injury due to damaged equipment. | All club equipment to be checked prior to issuing.  | Regular monitoring of condition of all club equipment |
| **People** |  |  |
| Behaviour of other paddling groups | Clear briefings and take appropriate avoidance measures |  |
| Collisions with other boat users | Paddle Leaders to ensure appropriate leadership for the prevailing conditions. Participants to avoid positioning themselves in such a way as to cause collisions. |  |
| Pre-existing medical condition | Paddle Leaders to ask for any relevant medical conditions of the entire group prior to trip.All participants to carry relevant prescription medications. |  |
| Separation of group | Clear briefings and familiarity with ‘lost group’ procedures.Participants briefed as to the distance they are allowed from Paddle Leader’s supervision. A clear system of recall to be arranged prior to the session.Paddle Leaders to ensure that contact is not lost at the back of the group. |  |

Shrewsbury Canoe Club- Appendix 4a: Group details for Sea Trip/activity.

Leader to complete before launching and to carry on the water

Initial information for coastguard

Leaders call sign:

Nature of activity

No. of paddlers in group

No. of boats in group

Date:

Start point ETD

Destination: ETA

Additional paddler details (to be carried by activity leader)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Paddler + experience. **N**ovice/ **I**ntermediate/**A**dvanced | Boat type and colour of hull and deck | Clothing coloursCag BA | Emergency kit carriedEg Flares/ Splits/Tow- line/ VHF incl call sign / EPIRB | Current mobile no.Carried? Y/N | Emergency contact and phone no. | RYASafeTRXY/N |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |

**Any medical considerations to be notified to the Leader**

Shrewsbury Canoe Club- Appendix 4b River Trip/activity group details

To be completed by activity leader prior to launching and carried on activity

date \_\_\_\_\_\_\_\_\_\_\_\_ number people in group \_\_\_ \_ number boats in group \_\_\_\_

starting point \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

destination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ETA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Paddler and experience level** | Boat type and colour  ***(if required by***  | Clothing coloursHelmet Cag BA***Leader)*** | **Emergency kit carried****Eg 1st Aid kit/ Splits / Pin Kit/ Emergency Shelter** | **Current mobile no.** | **Emergency contact and phone no.** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |

**Medical considerations to be notified to Leader**

|  |
| --- |
| Date: Trip/Activity:Paddle leader:Time Coastguard contacted: before trip……….........after trip...........………. |
| **Weather Forecast**: date/ time: pressure:Max/min temp: Wind speed: Wind direction:  |
| Sea state: Visibility: |
| HW/LW Tidal port:BST or GMT? Adjusted for BST if applicable: |
| HW/LW Local port: (adjusted for BST if applicable) |

Shrewsbury Canoe Club- Appendix 5A Sea Trip/activity Planning and Briefing sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Direction of Stream | Start time | Max tidal rate today |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Location | Notes/Hazards/Risks | ETA | ETD |
| Start |  |  |  |  |
| 1st |  |  |  |  |
| 2nd |  |  |  |  |
| 3rd |  |  |  |  |
| 4th |  |  |  |  |
| 5th |  |  |  |  |

Shrewsbury Canoe Club-Appendix 5b River Trip/activity Planning and Briefing sheet

To be completed by activity leader prior to group briefing

**Date** **River** **Grade** .

**River Description**: Continuous/ Pool Drop/ Gorge/ Open/ Spate/ Mature/ Remote

**Weather Forecast**: **River State**: Low/ Medium/ High/ Spate **Trend**: Rising/ Steady/ Falling

|  |  |  |  |
| --- | --- | --- | --- |
|  | Key Locations (Significant Rapids/ Portages/ Access & Egress) | Recognition Guides (Key features to identify the locations) | Other Notes (Portage Routes, etc), Risks, Hazards |
| Start |  |  |  |
| 1st |  |  |  |
| 2n |  |  |  |
| 3rd |  |  |  |
| 4th |  |  |  |
| 5th |  |  |  |
| 6th |  |  |  |
| Take Out |  |  |  |

**Any medical considerations**?