

Stafford and Stone Canoe Club

Operating and Health & Safety Policy and Procedures



General Statement of Policy

Stafford and Stone Canoe Club is committed to providing a safe and healthy environment for members, families, friends and visitors involved in all club activities.

Stafford and Stone Canoe Club is affiliated to British Canoeing. The club operates within the guidelines set down by British Canoeing and by the Committees of the various disciplines within the sport (e.g. Slalom, Wild Water Racing).

The Committee of Stafford and Stone Canoe Club has a duty of care for all members and is responsible for all Health and Safety matters and ensuring that all activities comply with the club's Policies and Procedures.

All members of Stafford and Stone Canoe Club have access to the club's Policies and Procedures. It is the responsibility of all members to comply with these Policies and Procedures in order to maintain a safe and healthy environment within the club at all times.

A Risk Assessment has been produced for all club activities. This document may be inspected by all members.

A Code of Conduct is issued to all members.

General Operating Procedures (listed alphabetically)

Accidents, Near Accidents and Incidents

In the event of an accident the treatment of the injured person and the safety of all other persons is priority.

For serious accidents the emergency services must be summoned and a qualified First Aider should administer treatment if possible.

For minor accidents a qualified First Aider should administer treatment if possible. Casualties should be referred to the Accident and Emergency Department of a hospital if necessary (the nearest is County Hospital, Weston Road, Stafford, ST16 3SA (only open 08.00 – 22.00), alternatively The Royal Stoke University Hospital, Newcastle Road, Stoke-on-Trent, ST4 6QG is open 24hrs).

A First Aid kit is located in the clubhouse and is checked periodically and restocked as necessary.

An Automatic External Defibrillator (AED) is located in the clubhouse and is checked periodically.

For off-site activities all coaches should carry a First Aid kit.

A record of all accidents, near accidents and other incidents should be recorded on the Accident Report and Incident Report Forms located in the clubhouse. Information on the forms is confidential. Completed forms should not be left in the clubhouse but should be sent or given to the Club Secretary who will keep them on file. The information on the sheets may need to be revealed to any person/s conducting an investigation into an accident, near accident or incident.

Club Coaches

All coaches operating at the club will follow the British Canoeing Code of Ethics. A list of coaches approved by the club to lead or assist at club coaching sessions or competitions will be displayed in the clubhouse. All lead coaches hold qualifications appropriate to the venues where they may operate, hold current British Canoeing (or WCA/SCA) membership and hold a current First Aid qualification or will be assisted by a person with First aid qualification pending course completion. Coaches operating with children or vulnerable adults will have a DBS check. Information

regarding all approved club coaches will be held by the Welfare Officer and Coaching Officer. Coaches aged under 18 may assist at sessions but cannot take the responsibilities of lead coaches.

Clubhouse, Boatstore and Keys

All members are expected to show respect for the clubhouse. Any damage or problems discovered at the clubhouse should be reported to the Committee. In the event of any malicious damage by club members the costs of repair or replacement may be charged to those responsible or their parent/guardian.

Members storing boats at the club must pay the appropriate annual fee. Any boats not paid for may be transferred to the club boatstore and used as club boats. Members leaving equipment in the clubhouse or the boatstore do so at their own risk. Members are advised to consider extra security for boats and paddles left in the boatstore.

At all times members should ensure the magnetic lock on the main entrance door engages, unless this has been deactivated for a club event, and that boat store and kitchen doors are not left open.

Clubhouse keys may only be held by members 16 years or over. A deposit will be charged for all keys issued. All members issued with keys must ensure the security of the clubhouse at all times. On departure the last key holding member on site should ensure that all lights and floodlights are turned off, all shutters are fully down, the alarm is set and that all doors, including the Kitchen door, are secure. Keys to the club boatstore are held by coaches and committee members. **Clubhouse and General Site Maintenance**

All maintenance work on the clubhouse or slalom course is organised and supervised by competent adults. Junior members assisting with these tasks, especially under-16s, must have close adult supervision. Personal protective equipment will be provided where necessary.

Club Sessions

In the interests of safety all paddlers are advised that CE approved helmets and buoyancy aids should be worn at all times whilst canoeing on the river at Stone or at other training/competition sites. Helmets are not usually required if canoeing on lakes or canals. Suitable shoes should also be worn as sharp objects (e.g. broken glass) can be found on river beds, banks and surrounding areas.

The quality of water in rivers and canals varies considerably. Planned capsize drills should only be completed when the water appears to be clean and should not be performed on the canal. Canoeists are advised to shower after all canoeing sessions whether they capsize or not. Personal hygiene is particularly important before eating or drinking.

At Stone river levels can vary enormously. The club has prepared a "River Level Information" sheet. This shows river levels measured by reference to the steps in the middle of the course and is displayed in the clubhouse.

Canoeing sessions fall into three categories:

1. Club coaching, training and competitions at Stone

These sessions are organised at agreed times. The coach/paddler in charge will be appropriately qualified/experienced for the venue/conditions. He/she will take responsibility for all safety matters throughout the session. This will include supervision of any juniors if agreed with parents in advance.

2. Personal sessions at Stone

Many members paddle at other times in the week. They are entirely responsible for their own safety. The club advises that paddlers should not paddle alone, especially at night.

3. Sessions at other venues including competitions

These sessions may be club organised or personal. The guidelines for sessions at Stone will apply. Exact conditions at the venue will not be known until arrival and decisions about appropriate sessions and participation will be made by the persons in charge. There will often be a need for dynamic risk assessments to take place.

Land Based training sessions will be organised at various times either inside or outside the clubhouse, or at other venues. Coaches organising land based training sessions will be appropriately experienced for the activities being undertaken. Guidance will be provided to members, and supervising parents, on safe and correct procedures for using the club gym and equipment. For sessions involving weights, under-16s must always be supervised by an appropriate adult. All members are advised not to complete weight training sessions alone.

All junior members who attend organised club sessions must complete a Junior Consent and Medical Information form. The information on this form is confidential and will only be made available to coaches/officials working directly with the junior.

Club Equipment

The safe condition of all club equipment is monitored by a nominated equipment coordinator. Additionally club coaches should monitor the condition of all equipment used in coaching sessions.

All members that make use of club equipment should treat it with respect. Members using club equipment must ensure its correct return for storage.

Checks for conformity with current regulations (e.g. helmets, buoyancy aids) are carried out on an annual basis and recorded.

Any damage should be reported as soon as possible. In the event of equipment being maliciously damaged the costs of repair or replacement may be charged to those responsible.

Club equipment should not be used by paddlers ranked higher than Division 3 unless specifically agreed in advance with the Committee. This particularly applies to competition slalom boats.

Event Management

When the club is organising competitions at Stone or at other venues, all applicable club policies and procedures must be complied with to ensure the health and safety of all persons attending the event. The main responsibility lies with the event organiser. There may be additional site specific requirements when organising events at venues away from Stone that will be outlined by the site owners.

Fire

Smoking is not permitted inside or near to the building. The use of naked flames is only permitted by prior agreement with the Committee for necessary building works etc.. All necessary precautions must be taken including ensuring means of escape, availability of fire-fighting equipment, undertaking of work during times when building is otherwise expected to be unoccupied and monitoring of the area after completion.

No materials classed as highly flammable are stored on the premises.

A plan of emergency exits and fire equipment is on display by the main entrance door. Fire Extinguishers are serviced annually and the Fire Alarm system is serviced bi-annually.

FIRE ACTION

IF YOU DISCOVER A FIRE

- A) Sound the alarm by activating nearest call point
- B) Call the Fire Brigade by dialling 999

IF YOU HEAR THE FIRE ALARM

- C) Leave the building by the nearest available exit
- D) Report to assembly point (Car Park)

CAUTIONS!

- E) DO NOT Stop to collect personal belongings
- F) NEVER re-enter the building unless authorised to do so
- G) DO NOT take risks

ESCAPE ROUTES

- 1) Main Entrance Door – Access via Hallway and Toilets or Gym single glass panelled door via hallway. Emergency door release should be activated by first person exiting door.
- 2) Kitchen door – Access via Kitchen, rear of club room via kitchen, gym via double doors right to clubroom and kitchen.
- 3) Clubroom double doors – Access via clubroom. Roller shutters should be raised at all times clubroom is in use to permit exit in case of emergency.

Kitchen and Catering

The kitchen and catering facilities are cleaned on a regular basis. Members with catering responsibility follow S&SCC Food Hygiene Guidance and food hygiene regulations when preparing and serving food and drinks at events and other functions. Hand washing facilities are available to all members and visitors to the clubhouse. Food is not kept in the clubhouse between events. If evidence of vermin is discovered in the clubhouse, bait or traps are set.