



Hexham Canoe

<u>Hexham Canoe Club Policy</u> <u>HEALTH & SAFETY</u>	HCC 06	Revision No: 02
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Canoeing and Kayaking are 'assumed risk' 'water contact sports' that may by the very nature carry attendant risks. Participants should be made aware of and accept these risks and be responsible for their own actions and involvement.

All members are responsible for the health and safety of themselves, other members and other interested parties. All members are advised they have a 'duty of care' towards anyone engaged in a club activity or could be affected by it. This 'duty of care' is greatly enhanced when any vulnerable adults or children are involved.

The health and safety policy is managed by risk assessment, performed and recorded before any club session or activity (see Schedule 1). For this reason, parents who drop children off should not leave them until the person in charge has confirmed that the river conditions are suitable for their children.

Liability for any loss, death or injury is defined in the Club's Constitution. Briefly, all adults are responsible for making their own decision to paddle and parents take this responsibility for their children, if they accompany them. Anyone with a specific medical condition that may affect their ability to paddle should inform the Club Secretary/coach supervising the session.

Among the dangers that all paddlers throughout the country should be conscious of are hypothermia, from long exposure to cold, and Weil's disease which can be caught when dirty river water comes into contact with an open cut in the skin.

The club will be responsible for verifying that coaches, leaders and Paddlesport Activity Assistants (PAA's) have been assessed to British Canoeing standards. Coaches/leaders/PAA's will organise activities that they have appropriate skills and experience to lead. Remit will be determined by independent assessment through British Canoeing Awards and Coaching schemes.

Coaches/leaders/PAA's are responsible for ensuring that activities are within the ability of the participants. The suitability of participants will be determined by a combination of British Canoeing Awards, logged experience and questioning. When advertising trips (HCC10) British Canoeing awards and prior experience will be used as an indication of the ability required of participants.

Coaches/leaders are responsible for suitable risk assessments prior to and during the activity. Where circumstances arise such that an activity is beyond the remit of coaches/leaders or beyond the ability of participants then suitable alternative activities will be sought. If no suitable alternative is available the activity may be cancelled or abandoned.

Under the heading of safety also comes the Club's requirement that, whilst canoeing, all members obey the coach or trip leader.

Fire & Evacuation:

In case of fire and/or emergency evacuation:

- All members and coaches are required to sign in before the session or activity begins (see schedule 1)
- Members will immediately evacuate the club and boat house by the quickest and safest route and meet in the car park, to the rear of the boat house.
- A role call from the signing in sheet will be taken by the senior coach and emergency services notified should anyone be missing.

First Aid & Accidents:

The first aid kit and accident book are located within the boat house. All coaches and river leaders should also carry and be able to provide first aid.

Any incidents requiring first aid are to be recorded by the attending coach in the accident book and on club incident form (see schedule 3).



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Emergency Procedures:

Emergency services can be contacted directly by dialling 999 from the payphone behind the cafe.

Three categories of incident have been identified.

- No 1 Death or missing presumed dead.
- No 2 Serious injury requiring emergency evacuation.
- No 3 Other minor incidents.

Actions:

All accidents and incidents must be reported to a responsible adult helper or coach and an Incident/Accident form completed (see schedule 3)..

All Incident/Accident forms will be reviewed by the Club Committee and copies forwarded to the British Canoeing for insurance reasons.

No 1

Contact the emergency services by dialling 999.

Inform a responsible adult helper or coach who will ensure other key personnel are informed as necessary.

A responsible adult or coach will attend and marshal progress until the emergency services attend.

Keep a record of the incident and keep all equipment used.

Keep witnesses together at the scene.

The club will liaise with the emergency services and press to arrange a time and place for an announcement to be made.

Request a designated British Canoeing expert to help with the enquiry. This person will then take over liaison with the emergency services and press.

No 2

Treat as No 1 category until sure there is no danger to life.

Contact the emergency services by dialling 999.

Inform a responsible club helper or coach who will ensure other key personnel are informed as necessary.

The adult helper or coach will attend and marshal progress until the emergency services attend.

Keep a record of the incident and keep all equipment used.

Keep witnesses together at the scene.

The club will liaise with the emergency services and press to arrange a time and place for an announcement to be made.

Inform designated British Canoeing expert.

No 3

Direct to, call or administer first aid as appropriate.

Keep a record of the incident.

An adult helper or coach will oversee any further action required.

All incidents will be recorded (see schedule 3). Originals will be kept and reviewed by the Club Committee and copies sent to the British Canoeing.