

# SUDBURY CANOE CLUB

AFFILIATED TO BRITISH CANOEING



## Health and Safety Policy

### General statement

Sudbury Canoe Club is committed to ensure the health, safety and welfare of members so far as is reasonably practicable. The Club also fully accepts responsibility of the health, safety and welfare of those who may be affected by our activities.

### Objectives:

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- To provide and maintain a healthy environment for all Club users
- To provide health and safety information, training and supervision as necessary
- To ensure that all equipment is maintained properly and only used in good working order.
- To encourage Club members to take reasonable care for the health and safety of him/herself, fellow members and all persons accordingly and to report any hazard that cannot be controlled personally to appropriate personnel.
- To ensure that club members observe health and safety rules and procedures laid down by the club and use health and safety equipment provided.
- To be safe and have fun.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

### Responsibilities

Chairperson & Equipment Officer:

Overall safety responsibility at the Club.

Responsible for club coaching activities.

Responsible for the maintenance of equipment.

·Duty Officer: building and surroundings.

Last Updated: September 2020 - Next Review Date: September 2021

### Health and Safety Policy

Accident/Incident procedures

- Make area safe
- Contact first aider if there is an injured person
- If necessary contact the emergency services
- Report the accident/incident using the accident reporting book and incident reporting book (held by Chairman).
- Investigate all serious accidents/incidents and report on steps to prevent recurrence
- Report serious accidents to BCU/Insurance/RIDDOR Child Protection

SCC wishes to ensure that all those taking part in club activities are able to do so protected and kept safe from harm. SCC recognises its specific duties towards children and vulnerable adults. In order to protect this group the Club has implemented a child and vulnerable adult protection policy and procedure. See the website for the link to this policy.

Chairman: Peter Narvidge  
Co-ordinator: K J Hall/P Narvidge  
Equipment Officer: Tony Wheadon

Location of first aid boxes

·With Duty Instructor

## **Risk assessments**

The Club, in so far as is reasonably practicable, shall ensure:

·That suitable and sufficient assessment is made of the risks to the health and safety of club members and others affected by the club's activities.

·That adequate control measures are implemented to control identified risks

·That all such assessments are reviewed periodically and, if necessary, revised in the light of legislative or organisational changes.

·That all members of the Club, and in particular duty holders, are provided with sufficient information, instruction, and training as is necessary to enable them to comply with local risk assessment procedures.

All members of the Club shall comply with the Club's procedures for risk assessment.

Health and Safety Arrangements

Club Rules

·Request the company of an experienced paddler and inspect before using the water.

*Last Updated: September 2020 Next Review Date: September 2021*

## **Health and Safety Policy Sudbury Canoe Club**

·Never paddle in groups of less than three especially on unfamiliar water.

·Always follow coaches/leaders instructions

·Do not access water unless instructed by a coach/leader.

·Always wear a buoyancy aid (helmet optional on flat water but must be worn for running selected weirs).

·Always check other people's spray-deck loops are showing and not tucked inside.

·Always dress appropriately for prevailing weather conditions. Be aware of hypothermia, cyanosis, and unresponsive behaviour. Carry suitable equipment, clothing and food depending on the type of activity undertaken.

·Never paddle after alcohol or any drugs that may cause side effects.

·Take care when lifting equipment, especially when carrying boats

·Do not run with kayaks/canoes (unless part of a specific exercise).

·Report any faulty equipment to a coach/leader.

·Alter the outfitting in a craft with experienced advice.

·Be aware of varying water levels on rivers.

·Be aware of potential hazards, trees, rocks, weirs etc. Always be aware of other water users

·Inspect and portage where necessary.

·Be honest with yourself, do not exceed your paddling ability.

·Anyone who purchases a new boat is advised to seek assistance and check they can confidently exit the vessel before embarking on any activity. If you are thinking of purchasing a new boat take advantage of club advice.

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·Remember your actions directly affect others you paddle with and therefore the safety of any group must be paramount.

*Last Updated: September 2019 Next Review Date: September 2020*



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