



# SUDBURY CANOE CLUB

AFFILIATED TO BRITISH CANOEING

## Health and Safety Policy

2022/23 version<sup>1</sup>

### General statement

Sudbury Canoe Club is committed to ensure the health, safety and welfare of members so far as is reasonably practicable. The Club will also seek to promote 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 themselves, 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

Chair: Overall safety responsibility at the Club. Responsible for club coaching activities.

Equipment Officer: Responsible for the maintenance of equipment.

Safety Officer: Reports to Chair; responsible for safety policy

Group Leader: the leader on the day responsible for safety of particular activity.

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<sup>1</sup> Updated June 2022

## **Overall Health and Safety Policy**

Canoeing/Kayaking is an assumed risk, water contact sport and it is the responsibility of the participant (or, where appropriate, parent or guardian) to make themselves aware of the risks involved.

The club has a clear procedure for all paddlers to follow to ensure that the foreseeable risks involved with this sport are minimised to the best of our ability. SCC wishes to ensure that all those taking part in club activities are able to do so protected and kept safe from harm so far as reasonably practical taking into account the inevitable risks.

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.

### **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 Chair).
- Investigate all serious accidents/incidents and report on steps to prevent recurrence
- Report serious accidents to BC/Insurance/RIDDOR Child Protection

### **Location of first aid kit**

- With Duty Leader

### **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 appropriate control measures are implemented to control identified risks;
- That all such assessments are reviewed/revised periodically
- That all members of the Club, and in particular office holders, are provided with sufficient information, instruction, and training as is necessary to enable them to comply with local risk assessment procedures.

### **Members Behaviour**

- All members of the Club shall comply with the Club's procedures for risk assessment, Health and Safety Arrangements and Club Rules

## Health and Safety Policy Sudbury Canoe Club

- Safety is everyone's responsibility. Be vigilant and if you think there is an issue raise it with the group Leader or another experienced paddler. Don't leave it to the group Leader – they may have missed something or be in difficulty themselves;
- 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 weirs or on white water);
- Regularly check other people are appropriately kitted out, e.g. spray-deck loops are showing and not tucked inside;
- Don't wear a neoprene deck unless trained;
- 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 or other safety issues 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;
- 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;
- Remember your actions directly affect others and therefore the safety of any group must be paramount. In an emergency remember your own safety and that of the group comes before any victim.