



## Health, Safety and Environmental Procedure

### 1. REQUIREMENTS OF CHELTENHAM CANOE CLUB

- 1.1. Cheltenham Canoe Club (hereinafter referred to as the 'Club') will adopt a Health, Safety and Environmental Policy which shall be signed by the Club Captain and be made available to all members.
- 1.2. The Club will appoint a Health and Safety Officer to take responsibility for Club health and safety.
- 1.3. The Club will ensure that this Health and Safety Procedure supports the Health, Safety and Environmental Policy, is reviewed annually and is made available to all members.
- 1.4. The Club shall ensure, through coaches and leaders, that those members undertaking a Club-organised activity are capable of undertaking that activity and the equipment being used is suitable for that activity.
- 1.5. The Club will provide and maintain 2 basic first aid kits at the Club 'Dowty sheds' site, maintained to BS8599-1. The first aid kits shall be for use at the Dowty sheds site only and are NOT intended for use elsewhere. The Club's Quartermaster shall regularly check the contents of the first aid kits and make requisitions as required.



*First aid kits, one in each storage facility.*

- 1.6. The Club will draw up and maintain a list of coaches and leaders and shall ensure the information is available to members.
- 1.7. Should a Club Committee member become aware of a hazardous situation or of defective equipment, be aware of the potential for a hazardous situation or an equipment defect to develop, or be made aware of the same by a Club member, they shall stop that activity until assessments can be made. This may lead to an alteration of the activity, exclusion of a member from the activity and if necessary, cancellation of the activity.

### 2. EVENT HOSTING

- 2.1. Where the Club is hosting an event, the site will inevitably be busy with participants, family friends, the general public and people carrying canoes. The Club shall:
  - 2.1.1 Nominate a person or persons to be responsible for event health and safety.
  - 2.1.2 Ensure that all volunteers and members are aware of the nominated Safety Officer(s).



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- 2.1.3 Ensure that there is no flammable material in the vicinity of hot food preparation and that adequate fire extinguishing equipment is available.
- 2.1.4 Provide litter bins and refuse sacks for the collection of litter and appoint members to ensure that the site is clear of litter at the end of the event.

### **3. THIRD-PARTY VENUES**

- 3.1. Where Club members use third-party venues, e.g., Sandford Parks Lido, Cardiff White Water Centre, or other clubs' competition venues, they shall comply with the Club's health and safety procedures as well as those of the venue. If there is a conflict in procedure, the third-party venue or event policies and procedures will take primacy providing that the member deems them to be safe. The member will advise the Club Captain of any conflict to facilitate a review of the Club's policies and procedures.
- 3.2. In the event of an incident involving Club member(s) at a third-party venue, the member(s) should endeavour to obtain a copy of the venue's 'incident report'. In any case, a Club 'Incident Form' shall be completed.

### **4. REQUIREMENTS FOR MEMBERS**

- 4.1. Members are at all times responsible for their own safety and for the safety of those around them.
- 4.2. Members shall assess whether or not they are capable of participating in, or undertaking, any Club-organised activity. If they have any doubt, advice should be sought from a Club coach or leader.
- 4.3. Members shall ensure that their equipment is suitable and fit for purpose at the time of undertaking any Club activity. If they have any doubt, advice should be sought from a Club coach or leader.
- 4.4. Should a member become aware of a hazardous situation or of defective equipment, or be aware of the potential for a hazardous situation or an equipment defect to develop, they shall immediately notify the coach or leader, and others involved in the activity.
- 4.5. The Club provides first aid kits maintained to BS8599-1 at the Club Dowty sheds site. These kits are for minor cuts and scratches; members should seek professional medical attention for any injuries that are not minor. Members shall advise the Health and Safety Officer, or any Club Committee member if the Health and Safety Officer is not available, of any injuries requiring use of a Club first aid kit. The first aid kits shall be for use at the Dowty sheds site only and are NOT intended for use elsewhere.
- 4.6. Members undertaking paddling activities shall have due regard for the environment and shall ensure, so far as is reasonably practicable, that they do not damage the environment, and that any litter is disposed of ashore in appropriate receptacles. Members shall take all reasonable measures not to damage canal- and river-banks when launching or recovering canoes.
- 4.7. Paddlers can inadvertently cause the spread of non-native species between waterways which can have a negative impact on waterways. All paddlers should ensure that their



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kayaks, paddling equipment and attire are thoroughly cleaned as soon as practically possible after each paddling session.

### **5. CLUB TRIPS AND ACTIVITIES**

- 5.1. Prior to any Club activity the coach or leader shall undertake to ensure, as far as is reasonable, that the activity is conducted in a safe manner, risks are reduced to the minimum and paddlers enjoy the experience. This will include ensuring:
  - 5.1.1 Availability of first aider knowledge and first aid kit.
  - 5.1.2 Awareness of paddling participants' canoeing skills and limitations.
  - 5.1.3 Awareness of access and exit points.
  - 5.1.4 Suitability and condition of equipment.
  - 5.1.5 The presence of sufficient experienced paddlers to support the coach or leader.
  - 5.1.6 That a briefing of the activity and associated hazards at the planned venue is undertaken, including identifying first aiders.
  - 5.1.7 Leaders should have current 'safeguarding and protecting children' training or, if not, should be accompanied by another participant who has completed in-date training, if any participant on the activity is under 18 years of age.
- 5.2. During the activity, the coach or leader shall:
  - 5.2.1 Maintain a dynamic risk assessment.
  - 5.2.2 Maintain a head count.
  - 5.2.3 Monitor the apparent fitness levels of paddlers as the activity progresses, which may require an alteration to the activity plan.

### **6. RISK ASSESSMENTS**

- 6.1. The Club shall undertake a generic risk assessment which shall be made available to the members. Risk assessments shall be reviewed on an annual basis, **and** after any reported incident.
- 6.2. Club-arranged trips and activities shall be subject to a dynamic risk assessment.
- 6.3. Club-hosted events shall be subject to an event-specific risk assessment.
- 6.4. Risk assessments may be undertaken by anybody (the 'Assessor') who understands the activity and the environment, and has the training or experience to undertake the assessment. Examples of Assessors are:
  - Health and Safety Officer(s).
  - Coaches.
  - Club Committee members.
  - Experienced leaders.
  - Event organisers.



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- 6.5. The Club has adopted the 'Low/Medium/High' methodology for risk assessment where the severity of the hazard and the likelihood of its occurrence are rated as Low, Medium or High. The Assessor should:
- 6.5.1 **Identify** the hazards.
  - 6.5.2 **Consider** who might be affected and how.
  - 6.5.3 **Evaluate** the risks and decide whether the existing control measures are adequate, or if more should be done.
  - 6.5.4 **Record** findings and implement them.
  - 6.5.5 **Review** the risk assessment; it should be reviewed in line with this procedure and updated if necessary.
- 6.6. Further information on risk assessments can be found in British Canoeing's 'Paddlesafer' document.

### **7. REPORTING AND MANAGEMENT OF INCIDENTS**

- 7.1. Members shall report all incidents to the Health and Safety Officer and shall record any relevant data pertaining to the incident. An incident is any occurrence of:
- 7.1.1 A minor injury requiring first aid attention.
  - 7.1.2 An injury requiring a visit to casualty or a doctor.
  - 7.1.3 An injury requiring hospitalisation.
  - 7.1.4 Damage to Club or members' equipment.
  - 7.1.5 Damage to public property arising from Club or members' activity.
  - 7.1.6 Potentially-hazardous situations, which may have led to an injury or damage to property.
  - 7.1.7 Incidents related to access, e.g., conflict with the landowner or with other river users, or alteration of access at the access/egress point. This to be reported to British Canoeing.
- 7.2. The incident shall be recorded on the Club Incident Form. In the first instance the Health and Safety Officer will establish the severity of the incident to determine if advice should be given, procedures amended and/or British Canoeing be advised through British Canoeing's online reporting format.
- 7.3. In the event of a serious incident or fatality:
- 7.3.1 Contact the emergency services.
  - 7.3.2 Contact the Club Health and Safety Officer, who will in turn contact Club Committee members.
  - 7.3.3 Gather witness statements, photographs, and record the prevailing weather and water conditions.
  - 7.3.4 Report the incident to British Canoeing using the form available at: <https://www.britishcanoeing.org.uk/go-canoeing/access-and-environment/access-to-water/incident-reporting>.



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- 7.3.5 Statements to the media should come from the Club Captain.
- 7.4. The Club will:
  - 7.4.1 Keep the family of the casualty fully informed.
  - 7.4.2 Work with the authorities, police etc.
- 7.5. Any recorded incidents will be reviewed by the Committee as a standing item at Committee meetings.
- 7.6. Completed Incident Forms shall be retained by the Club for a minimum of 5 years.

### **8. CLUB EQUIPMENT**

- 8.1. The Club has a stock of paddling equipment that is available for members to use. The Club shall appoint a Quartermaster to complete an audit, at least once per year, to record Club equipment as being fit for purpose, and to locate any missing equipment.
- 8.2. Coaches, trip organisers and Dowty shed keyholders providing paddlers with Club equipment should ensure that the equipment is suitable for the skill level of the paddler and that the equipment is fit for purpose.
- 8.3. Members using Club equipment are responsible for ensuring that the equipment is suitable for them and is fit for purpose.
- 8.4. Members, coaches and leaders should report any equipment defects to the Quartermaster or a Club Committee member, and ensure the equipment is removed from service until repaired or replaced.
- 8.5. Users of Club equipment shall ensure that the equipment is returned to storage in a clean and dry condition.

### **9. BIOSECURITY**

- 9.1. Paddlers can inadvertently cause the spread of non-native species between waterways which can have a negative impact on waterways. All paddlers should ensure that their kayaks, paddling equipment and attire are thoroughly cleaned as soon as practically possible after each paddling session.
- 9.2. Paddlers using Club equipment shall wash down and dry Club equipment before returning it to storage. There is a water hose facility at the freestanding 'Greenkeeper's Garage' located in the car park adjacent to the Club Dowty sheds storage, which the Club has permission to use. Paddlers using Club equipment will need to provide their own sponges and towels to dry Club equipment after washing, and are also reminded that it is polite to return Club equipment in a clean and dry condition ready for use by the next user.



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*Greenkeeper's Garage*



*Water Stand*



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**10. WATER-BORNE DISEASES**

10.1 British rivers, canals and lakes are not immune from being carriers or vectors of disease, which in some circumstances, can lead to paddlers developing an infection or contracting a disease. British Canoeing publishes guidelines on infections and diseases and how best to minimise the risk and members are encouraged to read this. Where there are specific alerts, the club will advise the members by email and through its Facebook page.

10.2 Recommended minimum hygiene standards should be:-

- Never drink water from a river, lake or canal.
- If contaminated water has been swallowed, contact your doctor with full details.
- Only drink water from your own bottle.
- Always shower after contact with water.
- Wash hands thoroughly before eating or drinking
- Cover cuts and abrasions with waterproof dressings before getting on the water
- Wear suitable footwear at all times
- Avoid immersion in, or contact with, water where there is evidence of algae scum or bloom.
- Do not splash river, lake, or canal water on your face in order to cool down.
- Wash down equipment after outings to remove potential contamination.
- Maintain your immunisation regime if paddling abroad, i.e., Tetanus, Hepatitis A & B, Polio, Typhoid and Dysentery.