



Stour Valley Canoe Club

CLUB STANDARD OPERATING PROCEDURES

Rob Mooring | Club Safety Officer | 26/03/2021

Affiliation Type: Senior Club with a Youth Section

Club Chair Name: Matthew Grimes

Number of club members: 92

Open to the Public? - No

Contact Details

Club Address: The Blandford School (Milldown End), Milldown Road, Blandford.

Postcode: DT11 7SH

Email: Please submit at www.stourvalleycanoe.club/contact/

Telephone: 0844 668 8868

Health and Safety

SVCC Club Health & Safety Policy can be found as an appendix to this Document at Appendix A or on our website. Copies are held and Maintained by Club Safety Officer.

First Aid & Accidents

First Aid kit is held in club kit store accident book held within

Main Point of Contact for First Aid - Rob Mooring (safety officer) Grant Russell (welfare officer) any Coach or experienced paddler List of First Aiders on wall in kit Store.

Contacts for First Aid will be on the water during sessions and around club house before and after.

Club safety officer is responsible for the maintenance of the first aid box.

There are several qualified first aiders at club - if you require first aid any coach or experienced paddler will assist in locating a first aider.

A current list of first aiders is on the notice board.

Fire & Evacuation Please detail the clubs fire and evacuation procedure

In the event of fire - exit any building and raise the alarm.

There is a fire extinguisher located in the boat house and kit store on the wall to the left of the door on exiting either building.

Muster point is the Panda pre-school car park.

Club safety officer is responsible for maintenance of fire extinguishers.

The session register will be used to check everyone is accounted for once at the muster point.

Club safety Officer and other members of the committee are responsible for the roll call, to ensure no one is missing.

Emergency contact details (for all members) are kept with the Welfare officer.

Emergency Procedures

Actions

Incident/Accident Forms will be completed for each instance.

Members of the committee will be responsible for completing the Incident/Accident Forms.

The Incident/Accident Forms should be reviewed regularly by the committee and copies should be forwarded to British Canoeing for insurance reasons.

Forms should be kept for at least 5 years from date of incident/accident.

Name of designated British Canoeing expert to help with enquiries: James Hinves (Local BC Representative)

In the event of a serious incident, ***Club coaches must NOT discuss any event with the press or admit liability to any party.***

Discipline

- Participants should at all times on and off the water treat club members and other paddlers with respect as you would want to be treated yourself.
- Participants should take care of property belonging to the club or club members.
- Participants should notify coaches when questioned any medical or other condition that may affect their ability to take part in the activity. Failure or omitting to do so may put themselves and others at risk.
- SVCC reserves the right to refuse participation if the participant fails to follow health & safety guidelines for the activity.
- No alcohol or drugs are to be brought to the Club venue.

The clubs policy in regard to bad behaviour/infringement of the rules.

SVCC operate a three-strikes-and-you're-out policy. In these cases, the individual or parent/guardian shall be informed of each strike in writing from the Club Chair. In some

instances, it may be necessary to ban a member at the first infringement for the safety of club members or in the interest of the clubs reputation.

Use of Club Premises

Club members are only permitted to use the club facilities during club sessions unless specific permission granted by the committee.

Club Equipment

The committee are responsible for logging equipment and routine safety checks.

Club members and individuals attending a first-time taster session can use club equipment during organized club sessions only.

There are specific non-member sessions organized by the club for school and other youth groups all use of the equipment is overseen and organized by the coaches running these specific sessions.

Club equipment can be taken off site for use for weekends away etc. the club will hire relevant kit at the usual session rate.

All kit and boats should be stored in their relevant stores.

Faults/damage should be reported immediately to a member of the committee or coaches so that arrangements can be made to remove from use until repair/replacement achieved.

Keys

Club keys are issued to 4 members of the committee and each take responsibility for unlocking and locking of facilities at start and end of each session.

Non-members/ Visitors are only permitted in the changing room facilities if accompanying their own child, whether parent or guardian.

Children will not be permitted to leave the club without the knowledge or permission of the Coach and under prior approval from the parent/guardian.

Unknown person(s) picking up a child should make themselves known to the Coach on arrival of dropping the child at the club.

Club Child Protection and Vulnerable Adults Policy

Club Welfare Officers are:

Grant Russell & Lucy Simms Contact via e-mail: welfare@stourvalleycanoe.club

This Policy is reviewed annually.

Stour Valley Canoe Club

HEALTH & SAFETY POLICY STATEMENT

Rob Mooring | Club Safety Officer | 18/07/2019

Health and Safety Policy Statement

- Written risk assessments are available for all club activities.
- SVCC holds Combined Liability insurance, provided for the club through affiliation to British Canoeing.
- Coaches are fully qualified/trained in the activity they specialize in. Appropriate courses regularly attended to maintain skills and qualifications where required.
- SVCC have a dedicated Safety Officer, who has attended an Events Safety course. They provide support to the committee and all club members on Safety issues and act as single point of contact on all safety matters. They carry out risk assessments and update and maintain current risk assessments annually.
- SVCC have a dedicated Welfare Officer who has received clearance through the Disclosure and Barring Service (previously CRB). And has attended a Safeguarding Course. Providing support to the committee and all club members on Welfare and safeguarding issues, and act as single point of contact on all safeguarding matters. The club takes its safeguarding seriously and strives to maintain high standards in this area.
- Coaches and Committee aware of Emergency procedures and have access to phones during sessions.
- Coaches and some experienced club members are first aid trained.
- Adequate First Aid provision is always available with enough First Aid trained persons available at all times and with access to a First Aid Kit.
- Coaches carry a first aid kit on club trips and club sessions.
- First Aid Kit is available in the Club Kit Store

Participation Statement

- All activities have been risk assessed. Written risk assessments available on request.
- All coaches are qualified in the activities they will be leading.
- All coaches are BCU members
- All coaches are First Aid trained and will have access to a First Aid Kit.
- SVCC holds Combined Liability Insurance, provided for the club through affiliation to British Canoeing.
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Appendix A) cont.....

- SVCC cannot be held responsible for personal accidents and recommend participants take out their own cover if they wish to be insured against personal accident.
- SVCC cannot be held responsible for any accident whilst travelling to or from a venue.
- Participants having received a brief from SVCC coaches take part in the activities at their own risk.
- Participants must understand that activities offered are of a physical nature and potentially a heightened risk is present at times. Therefore, participants should at all times act in accordance with a general understanding of the risks inherent in the sport and never act in a way that places themselves or fellow paddlers at unnecessary risk. Failure to do so may result in one or more of the following: minor cuts, grazes, bruising, strains, and sprains. There is Possibility of drowning on any river.
- Participants should notify coaches when questioned any medical or other condition that may affect their ability to take part in the activity.
- SVCC reserves the right to refuse participation if the participant fails to follow health & safety guidelines for the activity.
- No alcohol or drugs are to be brought to the Club venue.
- Please contact a member of the SVCC Club Committee if you need further clarification on any of the above.

I hereby acknowledge that I have read and understood the above participation statement and that I agree to abide by the conditions as set out in the participation statement. I furthermore understand that failure to abide by these conditions may result in membership being revoked and the possibility of forfeiture of the membership fee if any breach is deemed serious enough by the SVCC committee.

Signed.....

Date.....

I also hereby acknowledge that I have read and understood the NEW PADDLER – RIVER SAFETY TIPS handout.
(If you do not understand any of the points please ask one of the coaches to further explain before signing below)

Signed.....

Date.....