



# STANDARD OPERATING PROCEDURES

as of 03/02/2023

## Pool Sessions

All paddlers are to ensure their kayaks are clean and well maintained before using in the pool.

Leisure centre staff are responsible for implementing their own normal operating procedures and emergency action plan, club members are to follow centre staff instructions at all times.

At session end paddlers are to leave the water promptly and ensure boats are emptied. Club boats should be returned to the storage cupboard and club spraydecks should be rinsed with fresh water in the shower. Members own boats should be left close to the exit and removed as soon as possible.

Coaches should wear their 'Coach' rash vests at pool sessions so as to be easily identified.

## Members

Club members may use club equipment at pool sessions without further charge. Club members also have the option to hire (for a fee) club equipment for non pool use. In such cases boats should be checked before use and returned in the same condition they were taken in. It is the responsibility of the club member to arrange boat transport.

Any faults or damage must be reported to the equipment officer promptly so action can be taken to deal with the problem.

Club members must take all possible steps to ensure their own safety such as seeking assistance to move boats and equipment, ensure they have appropriate skills & training for

any given activity and have correct equipment etc. Advice should be sought from club officials, coaches and leaders if in doubt.

Some events entail long drives and paddlers often share cars, please plan journeys appropriately and remember to take regular breaks on longer journeys.

Transporting your boat can be difficult, there are a number of different bolt on kayak holders, upright bars, j bars etc. which are useful. A kayak can create a lot of wind resistance so remember to tie down securely with good straps or ropes and check the boat and roof rack at stops. Locking the boat to the car is also a useful security measure to prevent theft.

All coaches are first aid trained and carry first aid kits, we also encourage members to take advantage of any first aid courses and to carry their own first aid kits.

Members should carry their medical cards on all club events and update any medical conditions to the club secretary. Ideally medical cards should be kept in your buoyancy aid.

Some activities may require members to apply for the paddle as there may be limited spaces and/or competence levels required, correct boat, these need to be booked with event organiser or a coach/leader. Always seek guidance from a coach/leader if in any doubt.

During paddles all members should remain in line of sight of the leader/coach and inform them of any issues (medical, tiredness, worry) that may arise before or during the trip. All are asked to be aware of group numbers and hazards, safety is best served by all members looking after each other. Accident report forms are available on the web page and at the pool, these should be completed as necessary and forwarded to the H&S officer.

## **Coaches & leaders**

All coaches and leaders/assistants should keep their credentials up to date by completing CPD modules and renewing first aid and safeguarding qualifications. Coaches & leaders should follow the guidance given in the coaches section of the club's code of conduct.

Pre-paddle briefings must be given before all paddles.

First aid kits are to be carried on all trips. Other equipment which should be carried may include (but not be limited to) repair kit, spare paddles, storm shelter, sparr food/drink, throw bag, tow rope, vhf radio, flares, PLB.

Club risk assessments should be reviewed by coaches/leaders prior to all trips and site specific details added and reviewed. Coaches/Leaders must always do a dynamic risk assessment at the venue checking River levels, flow rate, wind direction, weather conditions, and other factors that can alter the risks affecting the activity. A bad weather alternate paddle contingently option should be planned whenever possible.

A head count must be taken on all trips and at regular intervals during the activity/session.

Coaches & Leaders running events should research the area using guide books, maps, and asking other/senior coaches about there planned events and update their risk assessment accordingly.

## **Committee**

The committee will follow the constitution and always act in the best interest of the membership and the sport.

Health and safety policy & risk assessments are to be reviewed and update where necessary each year by the relevant committee member, coaches & leaders. All club forms and documents are should be likewise updated and reviewed.

The club adopts British Canoeing safeguarding policy. Welfare officer(s) will be listed on the web page and deal with all incidents. All coaches will be asked to maintain their first aid & safeguarding credentials and will be DBS checked.

An audit is conducted regularly by the equipment officer and requests for additional equipment and/or parts goes to the committee for approval.

The committee will review all memberships for approval. Membership is not accepted/granted until approval is given by the committee.

The club secretary keeps minutes of all committee & club meetings. These are available to any club member upon request. Sensitive details (such as personal information etc) may be redacted from these minutes.

## ***Emergency Action Plan***

*In the event of an emergency the coach/leader must take action quickly, the following plan could be useful:*

What do I need to do **NOW?** (e.g. get paddler up right)

What do I need to do **SHORT TERM?** (e.g. get group to safer area)

What do I need to do **LONG TERM?** (e.g. re-evaluate trip/group)

Are all Safe? **YES** Reassess action required continue or  
**NO** Evacuate, are all paddlers accounted  
for/safe? Is all equipment safe? Is it safe to retrieve  
/search?

**First aid required?**

**Evacuate to hospital?**

**Report to Emergency Services/Club /BC**

**Injuries (Report to next of kin)**

**Lost boats (report to coast guard/relevant authorities/social  
media)**

**Lost keys (AA relay/RAC?)**

**Incident report and/or accident form completed & passed  
on to relevant authorities & club officials.**

*Completed & reviewed on behalf of BCC by Mike Dalby (Chair)  
03/02/2023*