



## Health and Safety Policy

- This policy defines the safety standards, which are to be applied by Bewl Canoe Club. It will be amended as required on an ongoing basis but particularly if there are any new requirements which have arisen as part of the annual review of the Bewl Canoe Club Risk Assessment. Safety procedures for Coaches teaching in the BCU coaching handbooks. This Policy compliments these standards and defines what standards are required by the Bewl Canoe Club Committee.  
In general, Bewl Water, where the majority of our canoeing takes place, is a comparatively safe environment and many of the dangers associated with tidal and moving water are not present. Even so, users need to be aware that that calm sunny conditions can change suddenly, making it essential that adequate clothing is always worn and making it unsafe to go onto the water. Extra consideration must be given to white water when activities are run on rivers.  
The Policy is mandatory and must be followed by members and Coaches at all times.

The General Committee of Bewl Canoe Club elected on an annual basis for the running and conduct of the club.

Club Secretary: Administrator to the Committee

Coach: That person who is suitably qualified in the opinion of the committee to run the activity or course on behalf of the club. Responsible person: In the absence of a club coach, that person deemed responsible for taking charge in the event of an incident.

### 3 responsibilities and Authorisations

- 3.1 Where the Bewl Canoe Club Committee deems it necessary, a Disclosure and Barring Service (DBS) certificate must have been obtained for those Coaches or responsible adults when supervising, or instructing, or working with young people and/or vulnerable adults. The Committee (or where delegated, the Child Protection Officer) will arrange for this



to be carried out.

- 3.2 The Club Secretary should maintain a log of all Coaches, which contains contact details, qualifications held (both water qualifications and first aid qualifications) and a Disclosure and Barring Service report. Copies of the qualification certificates should also be maintained. These are to be shown to the Secretary by individual Coaches and/or responsible adults, annually and immediately after attending any courses.
- 3.3 The level of Coach competence and qualification, and number of Coaches required to run courses, take responsibility on club sessions at Bewl Water or when leading or assisting on activities away from Bewl Water as defined in BC guidance, is to be followed at all times.

#### **4 General health and safety standards**

4.1 All Coaches, Members and Students attending courses or Induction sessions should be able to swim 50 metres in light clothing. Those who are unable to swim 50 metres should make this known to the Secretary and Coaches before going out onto the water so that others in the group are made aware and be ready to assist in difficult situations

- 4.2 All Members must be asked to inform the Club Secretary or Child Protection Officer of any health problems they may have ,before attending and club activity. Any such problems should be passed onto the appropriate Coaches, who in any event should not expect Members or Students or Inductees to perform tasks beyond their level of physical ability.
- 4.3 All Members must provide emergency contact details on their membership application form.
- 4.4 Everyone must wear a buoyancy aid while on the water or on the jetties. Club buoyancy aids are to be checked for serviceability on an annual basis . Coaches will ensure, for students in their care, that their buoyancy aids are worn and done up correctly before each session on



the water. Coaches or Responsible Persons should also check that Members providing their own buoyancy aids or equipment are using equipment that is serviceable and suitable for that activity.

- 4.5 A First Aid kit should be available in the canoe short shed.
  
- 4.6 Where the club is running an organised canoeing activity or course, or where potential new members are attending an Induction Session, an initial theory/safety briefing is to be provided before going on the water to ensure that everyone is familiar with the rules applicable to them. This is to cover as a minimum:
  - Identify the person in charge of the activity
  
  - The area where the activity is to take place;
  
  - Clothing to wear;
  
  - Buoyancy aid to be worn at all times while on the water or on the jetties;
  
  - Other reservoir users and the need to keep clear of fishermen and the "Swallow" passenger ferry;
  
  - What to do when a canoe capsizes.
  
  - Additionally, the person responsible for the activity is to carry out a risk assessment related to that activity and covering : availability of safety equipment and steps to be taken following an accident;
  
  - a warning concerning Weils' disease and Blue-Green Algae;

- a check on weather conditions to assess whether those taking part can cope with the conditions and are suitably clothed. They will make any decision to cancel or postpone activities.
- Check members' clothing for its suitability for expected weather conditions.
- **4.7 Moving Water Safety.**
- The leader or coach taking the session should hold a white water kayak leader award or other qualifying qualifications.
- To carry out a risk assessment
- To check the weather and water conditions
- To have checked the water levels
- The competence of the club members attending the event. All should hold an Explore or British Canoeing 2\* award
- Appropriate clothing is worn
- Any medical conditions which may impair the paddler should be declared to the coach or leader.
- Coaches/leaders should explain what to do in the event of a capsize.
- Leaders/coaches and coaches are to carry the correct and appropriate safety equipment that is applicable to white water.
- Leaders/coaches are to have a WWSRT

## **5, Child protection: Please see British Canoeing Safeguarding Children Policy**

- 6.1 In the event of an accident, prompt assistance is essential from those members or Coaches on the scene. Those qualified should be prepared to administer first aid.



- 6.2 In the event of a serious accident, e.g. broken limbs, severe bleeding or unconsciousness, 999 is to be used to summon the Ambulance Service. This call must be made as soon as possible, and the Sailing Club is to be notified as soon as possible. For non-serious accidents, but those requiring hospital attention, the casualty should go to the Tunbridge Wells Hospital Tonbridge Road Pembury Tunbridge Wells Kent, TN2 4QJ 01892 823535. Someone should attend the casualty as well as the driver.
- 6.3 In all cases of hospitalisation, and other injuries if appropriate, the next of kin should be contacted.
- 6.4 All injuries, damaged or lost equipment are to be reported to a club officer as soon as practically possible for entering on the BC incident report sheet, copies of which will be made available on the club website or from the secretary via email.. Where the injury requires hospital treatment or the accident is likely to result in an insurance claim, an incident report form must be completed. A report should also be logged in the accident report book.
- 6.5 Any accidents or near misses that have occurred during the season should be reviewed by the committee, at least annually, and these should taken into account when reviewing the Risk Assessment and Health and Safety Policy.



## 7. Approved

This is Policy was approval by the Bewl Canoe Club Committee.

Chairman:

A handwritten signature in black ink, appearing to be 'M.', is written next to the Chairman's name.

Date: 1/7/19

Secretary:

A handwritten signature in black ink, appearing to be 'Q', is written next to the Secretary's name.

Date: 1/7/19