



Upper Hamble Canoe Club (UHCC) Safety policy

Canoeing is a high risk sport. It is an inherently dangerous activity, which could lead to injury or death. With a combination of training, based on the accepted current best practice on technique and safety; and experience gathered over a number of years, these risks can be eliminated or reduced. The committee at UHCC aim to reduce all risks to a minimum on club activities.

Generic risk assessments, club rules and guidance notes, will be produced by the committee and made available to the membership via the internet.

Paper copies will be also displayed at the Barkstore.

Responsibilities

The UHCC committee is in charge of safety policy overall, with the health and Safety committee member as central contact for club members. The H&S committee member will carry out generic risk assessments and review them annually.

The Barkstore manager has responsibility for club kit and the part of the Barkstore that UHCC are responsible for as per rental agreement.

Club members have responsibility to follow the UHCC safety policy, informing the relevant person of any safety problems or concerns.

Organisation and responsibilities for carrying out the policy.

All accidents and near misses should be entered in to the incident book held at the Barkstore.

A first aid box is located underneath the key cupboard in the Barkstore, items used should be reported to the H&S committee member for replenishment.

Fire procedures are located on the fire notices in the Barkstore.

Non-members and visitors to read safety briefing in visitors book before signing session visitor form.

ARRANGMENTS FOR ENSURING SAFETY AND HEALTH OF MEMBERS

The Management Committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

As a general rule, the minimum ratio of one instructor to eight canoeists should be the norm for club sessions being carried out on the River Hamble. However, for such sessions and, in particular for other river and water locations, these ratios may be increased or decreased depending on:

- i) The standard of the paddlers taking part,
- ii) The prevailing conditions,
- iii) The difficulty of the water being paddled.

Under such circumstances, it will be the responsibility of the most senior coach/leader present to make an assessment of the appropriate ratios required.

Paper copies are uncontrolled. Always refer to latest issue of document held on web site www.upperhamblecc.co.uk



At no stage, during a club session, should there be less than three paddlers in an isolated group.

All canoeists must be able to swim, without buoyancy assistance, a distance of at least 50 metres in light clothing.

A suitable life jacket or buoyancy aid, conforming to current BC accepted standards, must always be worn whilst on the water.

Generic Risk assessments should be followed for meetings at regular venues. Copies to be held at the Barkstore.

Any other Club paddles will be classed as away trips and should be supervised by the relevant qualified person as defined by the BC.

Peer paddles are not covered by the UHCC safety policy. Those organising or paddling on peer trips need to be aware of the Duty of care they owe to their fellow paddlers (consistent with their skill/experience/qualifications). In particular peer paddlers who have not attended safety training need to be supervised by someone who has been trained. This will include a duty to speak out clearly if a member feels that a trip which is proposed is beyond his/her skills or strength or acceptable level of risk or beyond the abilities of another member of the party. All members should promote a Club ethos which encourages and welcomes such openness.

Use of the slipway at the Barkstore, care should be taken when walking on the slipway due to slipping due to the layer of mud left by the receding tide. No paddlers at club sessions to get on the water until given the ok by the session leader.

Club equipment to be checked before each use and annually, so that it conforms to the manufacturers or BC requirements. All boats to have airbags fitted including members own boats.

Faulty club kit should be removed from general use and reported to the Barkstore manager via email.

Club operating procedures.

See session leaders and helpers rule document.

Rules for club boat and equipment use.

Guidelines for under 18's

Polo rules

UHCC Child protection and Harassment policy.

Emergency procedures

Fire procedures, on finding a fire, raise local alarm by shouting fire. Evacuate from Barkstore to safe position on road to Botley. Call fire brigade.

If an incident occurs the first priority is to ensure the safety of your self, then the group, and then any casualties. If any casualties require hospital treatment (or it is evident that they will need this), then the clubs emergency contact should be contacted at the earliest opportunity so that they can contact the casualties emergency contact. The clubs emergency contact should be given a concise and accurate description of events.

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If a major or fatal incident occurs the BC emergency procedures should be followed as well see link. <https://www.britishcanoeing.org.uk/uploads/documents/3-Major-Incident-Response-Plan-Check-list.pdf>

A plan of how communication will be achieved in the event of an incident should be agreed by all leaders, and also what action will be taken in the event that communications fail. This includes situations where groups do not return on time. This may be a complex issue, and will vary greatly depending on location and activity. The potential for confusion and the possible consequences caused by a lack of communication and planning should not be underestimated.

No information about the incident or the casualty should be discussed with anyone outside of the club or emergency services, or other official agency. No admission of fault or liability should be made. At the earliest opportunity, notes should be made by those who witnessed any of the incident, or events leading up to it, and dated, timed and signed. The names and contact details of any other witnesses should also be recorded if possible. There are many reasons why the above may be important. The consequences of information about incidents being disseminated inappropriately could have legal, ethical and economic repercussions for those involved.

Any incident that results in injury, damage, or even a libel or slander may give rise to a claim. Insurance provided by the BC includes a requirement to notify the insurance provider of any claim or potential claim, the details of which can be found on the BC website: <https://www.britishcanoeing.org.uk/uploads/documents/3-Major-Incident-Response-Plan-Check-list.pdf>