Southbourne Canoe Club Standard Operating Procedures

Club Details

Club Name: Southbourne Canoe Club
Paddle UK Affiliation Type and Number: 1017
Club Chair: Kenneth Reagan
Number of club members: 72
Open to members only.

Contact Details

Southbourne Canoe Club
Hengistbury Head Outdoor Education Centre (HHOC)
Broadway
Bournemouth
BH6 4EN
Website: https://www.southbourne-canoe-club.org.uk/contact/

About the Club

Southbourne Canoe Club is a club run by its volunteers: by its members for its members. All tasks are done by volunteers, and members can be expected to assist in the running of the club, from time to time.

Constitution and Rules

See Annex A

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1. CLUB AFFILIATION TO PADDLE UK

The club is a non-profit making canoe/kayak club. It is affiliated to Paddle UK and therefore the club, and its members, are required to follow Paddle UK's conditions of affiliation. The conditions of affiliation are included within the club's procedures and are available on the club website.

The club requires its members to follow the operating procedures set out in this document, so that the club's activities can be conducted safely, within the requirements of the affiliation to Paddle UK.

2. PUBLIC LIABILITY INSURANCE

The club has public liability insurance via Paddle UK insurance scheme. This insurance includes member to member cover, for club activities only.

When members are paddling, outside of a club activity, they are not covered by the club insurance policy.

Members are not required to hold public liability insurance if they take part in club-only activities, using club equipment, or their own equipment.

3. HEALTH AND SAFETY

Paddle UK states, "***Canoeing and kayaking are assumed risk water contact sports that may carry attendant risks. Participants should be aware of, and accept these risks, and be responsible for their own action and involvement***." The existence of operating procedures and risk assessments does not detract from the personal responsibility of all involved in paddling activities.

The club endeavours to promote a safe environment for all paddling sessions taking place at the club and on away trips. Policies and procedures are in place to promote safe paddling and to minimise the likelihood of accidents and incidents. This includes risk assessments, paddling procedures, safeguarding procedures and emergency procedures.

3.1. Club Members

Every member has an individual responsibility to behave sensibly, act with common sense, and cooperate with the club's procedures, safety policy and risk assessments, to develop a 'safety aware' culture at the club.

3.2. Coaches, Instructors and Leaders

Coaches, instructors, and leaders are expected to be familiar with the club's standard operating procedures and risk assessments.

All coaches, instructors and leaders are expected to understand the risk assessments associated with the activity they are carrying out, prior to the activity taking place.

Club standard operating procedures and risk assessments can be found on the club website.

3.3. Club nominated Safety Officer

SCC Safety Officer: Duncan Brindley
Email: sccsafetyofficer@gmail.com
The role of the Safety Officer can be found here:
https://www.britishcanoeing.org.uk/uploads/documents/Health-and-Safety-Officer-Role-andResponsibilities.pdf
The Safety Officer will carry out British Canoeing Event Safety Management Training
https://www.britishcanoeing.org.uk/guidance-resources/event-safety-management

3.4. Safety Policy

Our safety goal is to ensure there is minimal risk of harm to members during the paddle activities, through effective risk management, and that there is a commitment by all, to continuously improve the management of safety.
See the **Annex B**: SCC Safety Policy.

3.5. Personal health and protection against waterborne diseases

Medical, mobility and behavioural conditions can affect a person's ability to paddle safely. It is the member's responsibility to inform the Club of any conditions that may affect the paddler's ability to paddle safely. They are also required to inform the coach or leader at the start of each session.
Medical conditions that need to be disclosed, include blackouts or seizures of any kind (including epilepsy), heart conditions, respiratory conditions, diabetes, reduced mobility e.g. for climbing back into a boat, and sight and hearing difficulties affecting communication. Psychological and behavioural conditions affecting communication and social interactions also need to be declared in the same way. This is not an exhaustive list.
A failure to declare a serious physical or mental impairment that could jeopardise the safety of the person or the group may invalidate the person's membership of the Club.
If the Club doesn't know about a condition, we cannot put measures in place to accommodate it, and so may place that person and/or the group in unforeseen peril. Where such conditions are disclosed, we will willingly explore what is needed and whether we can safely include the person in our programme, or lay on additional activities, to accommodate that person's needs. However, it must be recognised that there may be instances where the Club cannot safely accommodate an individual's needs. Where this occurs, they will not be able to paddle with the club until a solution has been resolved. The Club will do what it can to signpost the person to an organisation that can help.
As with all sports, and particularly water sports, there is a potential for encountering viral or bacterial infections. Having been in the water (or using paddling equipment), members are advised to, first wash their hands, and then their bodies, as soon as practical.

3.5.1. Precautions against Leptospirosis (Weil's Disease)

Avoid ingesting sea and river water.

Wash your hands after paddling.

Shower after immersion.

When practising rescues, consider the location, and check the Surfers Against Sewage website for sewage discharges in your location.

Go to the Paddle UK website 'Go Paddling' for more information:
https://gopaddling.info/blog/tips-and-advice/weils-disease-and-other-waterborne-diseases-to-be-aware-of/

If a member of the club has suffered from Leptospirosis or a severe flu-like illness for more than a few days, that person should consult their GP, explaining their symptoms in the usual way, mentioning their involvement in water activities and the possibility that they might be infected by Leptospirosis. Please can they also inform the club secretary.

3.6. First Aid & Accidents

First aid kit location: In the SCC locker in the Darwin Room.
Defibrillator: Located just outside the Darwin Room.
Each paddling group should carry at least one first aid kit.
Accident/incident book or reporting forms, location: Incident/Near-miss forms are located on the 'sign in' table, in the Darwin Room.
The location of these forms is made known to members via pre-paddling briefing sessions, and the club newsletters.
A list of leaders with first aid training is available from the website under 'Key Members'.
The main contact for first aid is the club safety officer: sccsafetyofficer@gmail.com.
The safety officer is responsible for the maintenance of the first aid box. It will be checked monthly and replenished after use and within use-by-dates.

3.7. Fire & Evacuation

Smoking is not allowed in the HHOC.
The club facilities are leased by Hengistbury Head Outdoors (HHO), the building custodians, and are responsible for fire safety.
The club has its own fire risk assessment, available from the club website.

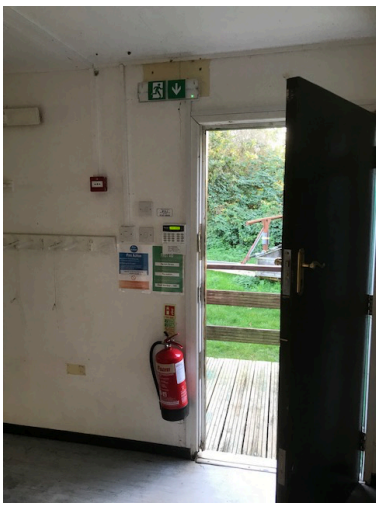
3.7.1. Fire and Evacuation Procedure

See Annex D: Fire and Evacuation Procedure.
See HHOC photograph for fire exit locations, at the front and rear of the Darwin Room, and the assembly point towards the top of the car park.

There is a signing-in sheet, to record members on site. This will be used, in the event of an emergency, to account for everyone's presence.
It is the responsibility, of any committee member present, to carry out a roll call.

Figure 1. Darwin Room Emergency Exits and Assembly Point

Location of fire extinguishers



Front Door Extinguisher and Alarm Rear Door Extinguisher and Alarm

HHO is responsible for fire safety and the maintenance of fire extinguishers.

There are only five portable, electrical appliances in the Darwin Room; these are the two kettles and three heaters. They are not PAT tested, but any visible faults, are to be reported to, any committee member present, and the item placed out of use.

3.8. Reporting Accidents/Incidents/Near Misses

It is essential that accidents, incidents and near misses, are reported accurately and fully, in order that lessons may be learned, and procedures may be amended, if necessary, with a view to reducing the likelihood of recurrence. Reporting all incidents including minor incidents is part of ensuring that the club has a robust safety culture.

3.8.1. Near Miss Reporting Procedure

Members who are involved in, or witness, a ‘near-miss’ should complete an incident/near miss form and submit it to the Safety Officer.

The incident/near miss reporting forms are kept in the plastic wallet on the ‘sign-in’ table.

Any Incident/Near Miss Forms are logged with the club Safety Officer.

The Safety Officer will then investigate the incident, carry out a route cause identification, and report any findings, and recommendations, to the committee.

Incident/Near Miss Forms will be reviewed once a year, to identify any patterns or trends and the Safety Officer will report findings to the Committee, who will adjust policies and procedures when required.

Incident/Near Miss forms are reviewed by the Club Committee and copies may be forwarded to Paddle UK for insurance reasons.

3.8.2. Accident Reporting Procedure

Any accident which involves use of any first aid kit must be reported on an accident/incident form.

See Annex E: Accident/Incident Report Form**.**

An accident/incident reporting form should be completed at the scene of the accident, where possible, or as soon as possible, when away from club venues.

Accidents should be reported by the first aider attending the casualty. The Safety Officer will then report the incident to Paddle UK.

Forms (electronic or hard copy) should be kept for a minimum of 5 years.

The club will report accidents and incidents to Paddle UK using the incident reporting

System.
https://www.britishcanoeing.org.uk/about-canoeing/safety-guidance/incident-reporting/
Support and advice from Paddle UK can be requested through this system.

3.9. Emergency Procedures

Emergency procedures should be understood by all coaches, instructors, leaders but the basic rules apply in any situation:

- Assess the situation and understand any ongoing danger.
- Raise the alarm.
- Administer first aid.
- Assist emergency services where required.

3.9.1. Emergency action plan on land

- Assess the situation and keep calm.
- Administer first aid.
- If needed, a defibrillator is available in the foyer of the Darwin Room at the HHOC.
- Call the emergency services on 999 or 112
- Give them our location:
- Southbourne Canoe Club
  Hengistbury Head Outdoor Education Centre
  The Broadway
  Southbourne
  Bournemouth Postcode: BH6 4EN
- HHOC key holders are to run to the entrance gate and unlock it, in preparation for the emergency services arrival.

- Make sure others are safe.
- Inform next of kin.
- Complete accident report form.

3.9.2. Emergency action plan on water

- The leader should direct the rescue procedure, according to Paddle UK Safety and Rescue Course Training.
- Assess the situation and stay calm.
- Transmit a MAY DAY call on VHF radio channel 16. Alternatively, an emergency call to 999/112 in rivers, canals, harbour, and coastal areas.
- Leaders are issued with a laminated 'what-3-word' location and May Day procedure card, to be used in the event of an accident/emergency.
- Administer first aid at the scene.
- Assess, and where possible, make safe, the injured person and other paddlers, to ensure no further injury/danger.
- Do not move someone with major injuries unless action is required to prevent further injury.
- Other coaches and leaders present should maintain the safety of the paddling group/members.
- For all people directly involved, inform their named emergency contact. Club members should have their emergency contact details with them, on a laminated card, or in a waterproof pouch, in their buoyancy aid.
- If an incident occurs involving behaviour seriously in breach of the code of conduct, the leader will ask all involved, to return to dry land immediately. The leader and, if available, a committee member, will attempt to mediate and make the situation safe. All parties and any witnesses will be asked to complete an incident form.
- The leader should inform the Safeguarding Officer of any incident with a safeguarding concern at the earliest opportunity.

3.10. Emergency contact details

Members' nominated emergency contact details are included on the signing-in register, that is prepared for each Thursday evening, and is left in the Darwin room, should anyone need to view it in an emergency. Emergency contact details are exempt from GDPR regulations.

On a club trip the leader will carry a list of all paddlers' emergency contact details and any stated medical conditions. It is recommended that each paddler carry their emergency contact details in a waterproof pouch on their person. This is in case a paddler is injured, and the leader needs to contact the paddler's relative / friend.
It is the responsibility of the paddler, to ensure the accuracy of their contact details, and any medical information, on the membership section of the Club Webcollect site, prior to signing up to a Club activity.

4. DISCIPLINE

The club policy regarding the conduct of members to maintain high standards of behaviour can be found in **Annex C** The SCC Paddler Etiquette and Paddle UK Club Code of Conduct.

4.1. Paddle UK Club Code of Conduct

It is the policy of Southbourne Canoe Club that all paddlers, volunteers, coaches, and parents, show respect and understanding for each other, and conduct themselves in a way that reflects the principles of the club. The aim is for all paddlers to improve performance and have fun whilst staying safe.
Everyone involved in the club should abide by the club rules and policies.

4.2. Paddlers

Take care of all property belonging to the club or club members.
Treat other club members with respect at-all-times.
Treat other paddlers as you would want to be treated yourself.
Control tempers and avoid behaviour which may affect or upset others.
Co-operate and listen to your coach/leader or club officials. If, whilst on a club paddle, you decide not to follow direct instruction from the leader, then you are no longer officially on that club paddle. Leaders cannot be responsible for paddlers' safety if they do not follow safety guidance.

4.3. Club Officials, Coaches and Volunteers

Consider the wellbeing and safety of paddlers before the development of performance. Develop an appropriate working relationship with paddlers, based on mutual trust and respect.
Make sure all activities are appropriate to the age, ability, and experience, of those taking part.
Display consistently high standards of behaviour and appearance. It is forbidden to be under the influence of alcohol or any prohibitive substance, whilst on club grounds, or carrying out a club activity.
Follow Paddle UK and club guidelines and policies.
Hold the appropriate, up-dated qualifications and insurance. Attend compulsory club training relevant to the role.

Encourage paddlers to value their performance and not just results. Never condone the use of prohibitive substances.

4.4. Parents/Carers

Help your child to recognise good performance, not just results.

Never force your child to take part in sport.
Never punish or belittle a child for losing or making mistakes. Publicly accept coaches'/leaders' judgements.
Support your child's involvement and help them to enjoy the sport.
Use correct and proper language at-all-times. Set a good example by applauding good performances of all paddlers.
Assist coaches and leaders with any poor behaviour from your child. It is the parents' responsibility to ensure children follow, and respect, decisions made by the activity leader.
The club's procedures for discipline and resolving disputes will follow the Paddle UK guidance:

https://www.britishcanoeing.org.uk/guidance-resources/clubs-centres-providers/clubs/clubmanagement/disputes-and-appeals/

4.5. Junior code of conduct

All Junior Members are asked to abide by the following rules, at-all-times:

1. Co-operate fully, respecting all requests and decisions made by the coaches, instructors, and leaders.
2. Be on time for sessions.
3. Paddlers must control their tempers and avoid behaviour which may inconvenience or upset others.
4. Be considerate and respectful to other paddlers and water users – treat other paddlers as you would want to be treated.
5. Paddlers must wear suitable kit for paddling as agreed with your coach.
6. Take care of all property belonging to the club or any club member – and be responsible for caring for your own equipment and clothing.
7. Do not leave the club site without your parent/guardian/carer as it is a requirement they collect you from the centre after paddling sessions unless the club is otherwise advised in writing.
8. Junior members are not allowed to smoke, consume alcohol or drugs of any kind whilst on club premises or representing the club at events.
9. All Junior Members must sign in and out of paddling sessions.
10. Junior Members must not get on the water until told to do so by their coach.

5. SAFEGUARDING

SCC Welfare and Safeguarding Officer: Jacquie Joyce
Email: jacquiejoyce@btinternet.com>

5.1. Safeguarding policy

The club safeguarding policy is aligned to that of Paddle UK. A role description can be found here:

https://www.britishcanoeing.org.uk/uploads/documents/Club-Welfare-Officer-Rolesand-Responsibilities.pdf

The club has safeguarding procedures on its website:
https://www.southbourne-canoe-club.org.uk/child-protection/

5.2. Club Child Protection and Vulnerable Adults Policy

The Club will adopt Paddle UK Child and Vulnerable Groups Protection Policy and Procedures. This includes codes of conduct for all members and an anti-bullying policy.

All members will sign to accept the Club Child Protection Policy upon joining the club.

The Club Welfare Officer will raise awareness of bullying within the Club. If issues of bullying arise then they will consider meeting with the paddlers to discuss the issue openly and constructively.

5.2.1. Adults alleged to be bullying

The Club Welfare Officer (CWO) will follow Paddle UK Child and Vulnerable Groups Protection Policies and Procedures.

Paddle UK should always be informed and will provide advice on action to be taken.

Paddle UK will treat the allegation as a Child Protection concern.

Guidance on Safeguarding is available from Paddle UK:
https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/

5.2.2. Safeguarding & Protecting Children

Southbourne Canoe Club is fully committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety, and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

We believe that taking part in paddlesport should be a positive and enjoyable part of children's lives and to achieve this have the following aims:

- Club coaches and helpers should follow the Paddle UK Code of Ethics
- All Club coaches, instructors and leaders working with young people should read and adhere to the Paddle UK Child Protection and Harassment Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.
- The Club will ensure that anyone who meets the eligibility criteria for a disclosure check will not be deployed until a satisfactory check has been returned.
- All Club members are made aware of the Club Codes of Conduct
- All Parents/Guardians/Carers of Junior Members are made aware of the Junior Code of Conduct
- The Club will obtain written medical details of young paddlers which will be made known to coaches, where deemed appropriate and/or necessary.
- Any paddler who coaches for the club, should be a member of Paddle UK. The club will encourage and support helpers to gain, and update, qualifications to assist coaches.
- The Club will identify a person whose role it is to deal with any issues concerning Child Protection and Harassment (Club Welfare Officer) and notify this person to all members. Anyone with concerns with respect to Child Abuse or Harassment should contact that person. If that person is unavailable they can contact the Club Chairman or the Paddle UK Child Protection /Harassment Officer.
- The Club will adopt and annually review a Safety Policy.
- The Club will follow Paddle UK guidance on the use of changing rooms: https://paddleuk.org.uk/wp-content/uploads/shared-files/british-canoeing-central-documents/G28-Changing-Room-Guidance-270716-1.pdf
  See Annex G.

5.2.3. Southbourne canoe club anti bullying policy

Bullying will not be tolerated.

Paddle UK and Southbourne Canoe Club are committed to providing a caring, friendly, and safe environment, for all our members, so they can participate in our sport, in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all paddlers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a 'TELLING' organisation. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

As an organisation we take bullying seriously. All members should be assured that they will be supported when bullying is reported.

The SCC Bullying Policy can be found on the website.

Please note: This policy refers to bullying of children and young people.

All committee members, coaches, volunteers, and parents/carers should understand what bullying is.

All committee members, coaches, volunteers should understand the club bullying policy and follow it when bullying is reported.

All junior paddlers and parent/carers should know what the club policy is on bullying, and what they should do if bullying arises.

5.2.4. Bullying Procedures

Report bullying incidents to your Club Welfare Officer or a member of the committee.

In cases of serious bullying, the incidents should be referred to Paddle UK for advice or contact one of the organisations listed below.

Parents should be informed and will be asked to come into a meeting to discuss the problem.

If necessary and appropriate, the police will be consulted.

The bullying behaviour, or threats of bullying, must be investigated, and the bullying stopped quickly.

An attempt will be made to help the bully (bullies) change their behaviour.

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

Reconciliation by getting the parties together. It may be that a genuine apology solves the problem. If this fails or is not appropriate, a panel should meet with the parents/carers to obtain exact details of the allegation. The panel should comprise of the Club Chair, the Club Welfare Officer (CWO) and one other committee member. Minutes should be taken for clarity; these must be agreed and signed as a true account. The Club Welfare Officer (CWO) will follow Paddle UK Child and Vulnerable Groups Protection Policies and Procedures. Paddle UK should always be informed and will provide advice on action to be taken.

We acknowledge our thanks to KIDSCAPE who provide this policy for schools. KIDSCAPE is a voluntary organisation committed to help prevent child bullying.

HELP ORGANISATIONS: KIDSCAPE Anti-Bullying Helpline for Parents 0845 1205 204 Family Lives 0808 800 2222 NSPCC 24 hour help line 0808 800 5000

5.3. Photographic & Filming Equipment Policy

Southbourne Canoe Club follows the policies and guidelines referenced within this document which are those of Paddle UK and its Home Nation associations.

Paddle UK recognises that publicity and pictures/ recordings of young people enjoying Paddlesport are essential to celebrate the achievements of the child and to promote the sport and a healthy lifestyle. However it is important to observe the following guidelines:

The key concerns regarding the use of images of children and young people relate to: • The possible identification of children when a photograph is accompanied by personal information. • The inappropriate use, adaptation or copying of images for use on child pornography or illegal websites. • The taking of inappropriate photographs or recorded images of children.

Guidelines for Photographic/ Recorded Images
• Ensure parents/ guardian/ young person have granted their consent for the taking and publication of photographic images. • All children featured in recordings must be appropriately dressed, with outer clothing garments, covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/ shirt and shorts). • The photograph or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should not be revealed. • Clubs, coaches, and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material. • You should not use any images of a child or young persons who is the subject of any court order or who has denied you their consent. • Parents and spectators taking photographs/ recordings should be prepared to identify themselves if requested and state their purpose for photography/ filming. • Any instances of the use if inappropriate images should be reported to the Club, Paddle UK, or the Police.

Guidelines for Publishing Photographic/ Recorded Images
If a photograph is used, it is appropriate to name the child. However, personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.

Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites.

6. USE OF CLUB PREMISES

SCC shares the use of the Darwin Room and Hengistbury Head Outdoor Centre with other clubs, such as the Pink Ladies Dragon Boat club and Hengistbury Head Adult Sailors club, amongst others.
SCC has a duty to keep the Darwin Room and the facility in a clean and tidy manner.

6.1. Club Facilities

The club has canoe racking and a shipping container for storing the club equipment.
Kayaks are padlocked together for security.
The container is kept locked.
Both keys are held and controlled by the club chair and a nominated member.
The club indoor facilities are limited to changing cubicles, classroom, toilets, and sinks.
No cooking is carried out inside, with only the provision of hot drinks, after an activity.
There are only five portable, electrical appliances in the Darwin Room; these are the two kettles and three heaters. They are not PAT tested, but any visible faults, are to be reported to, any committee member present, and the item placed out of use.
Kettles must be emptied and unplugged before leaving the area.
The heaters must be unplugged at the end of the session.

6.2. Keys/Access

The club chair, or nominated member, unlocks and locks, the Darwin Room and shipping container, and access gate, at the start and end, of each activity.
The Darwin Room alarm, is to be set, before leaving, at the end of the activity
Both keys are held and controlled by the club chair and a nominated member.

6.3. Club Equipment

The club has a wide range of club boats and equipment for the use of members. Members taking advantage of this facility must take responsibility for their paddling.

Members can use club equipment during club activities only.
Club equipment can be taken off site for use during club organised paddle trips, where the member has paid the cost of hire.
Non-members are not permitted to use club equipment.
Members are responsible for checking over the condition of club boats before use.

The Kit Officer is responsible for logging equipment and routine safety checks.

6.4. Care of club boats and equipment

Equipment is stored at HHOC in the shipping container. The container is kept locked. The keys are held by the club chair and a nominated member.

Kayaks/canoes are stored on racking, near the waterfront. Kayaks are padlocked together for security.
To ensure that both boats and equipment fulfil their maximum life expectancy the following guidelines for use should be followed:

Boats are to be treated with care, at-all-times. All members have a duty to ensure that boats remain serviceable and available for other members to use and enjoy.

Please only use boats that you are capable of paddling confidently. If you are unsure of your ability to paddle a particular boat, please take advice from a club coach. All boats can be damaged, particularly when being emptied of water, and there are techniques to minimise this risk.

Following use, boats are to be emptied of water, cleaned, if necessary, particularly of sand, and returned to their allocated racks.

Any damage is to be reported to the kit officer immediately. Damaged boats are not to be used until repairs have been completed.

Boats are not to be modified in any way without the permission of the kit officer. This includes taping, padding, removal/replacement of seats or any other modification.

All club boats should be carried to and from the water and not dragged across abrasive surfaces such as concrete, tarmac or sand. If you are unable to carry a particular craft obtain help from a fellow paddler.

Paddlers should take care when moving or lifting people or equipment.

Paddle UK offers an eLearning package called, “Manual Handling for Paddlesport”, which provides guidance on appropriate techniques for handling paddlesport equipment safely.

Members are expected to assist others in carrying heavy boats to reduce the risk of injuries.

Seal launching of club boats is only permitted as part of a coaching session or club trip, when suitable locations will be identified by the leader.

Where a member damages or loses club equipment, the circumstances of that damage or loss will be investigated. This investigation will refer to the age and condition of the equipment prior to the damage or loss as well as the event itself. Members borrow club equipment on the understanding that it will be returned in a similar, or better, condition and that they will be responsible for funding any repair or replacement. Any replacement will normally be on a like for like basis. Fair wear and tear is expected, and the club covers this.

Faults are reported to the Kit Officer, who will record the fault on the SCC Boat List.
Minor faults are repaired straight away.
Major faults will see the boat removed from the site until repaired.

6.5. Clothing and personal equipment

Paddlers must wear clothing appropriate to the weather conditions, water temperature and location of the paddling activity being undertaken. This may include wetsuits, dry suits and/or cagoules. Headwear may also be required.

Paddlers are required to wear appropriate footwear securely attached to their feet. Wetsuit boots or shoes, old trainers are suitable. Bare feet are not permitted as they may be cut on rocks or glass. Paddlers who would like to paddle with bare feet could use water socks or swimming shoes as these have a low profile.

Certain disciplines e.g. stand-up paddle boarding may wish to paddle in bare feet, but should carry shoes for portages, beaches,

or shallow areas, etc.

Paddlers may wish to carry food, water and/or sunscreen according to the weather conditions and length of session.

Club members wishing to use their own personal equipment are responsible for ensuring that the equipment is appropriate for the activity and maintained safely. The Club does not take responsibility for the use of personal equipment.

Club members using their own boats on white water trips must ensure that airbags are fitted to reduce the amount of water in the boat during a rescue.

A dry change of clothes at the HHOC/destination is essential for all trips whatever the weather.

Coaches and leaders may ask a paddler not to go on a trip if they are unsuitably equipped. By seeking to attend a club trip a paddler agrees to abide by the leader's decisions. Please seek advice available from coaches and leaders.

6.6. Buoyancy Aids

In accordance with Paddle UK guidance, the Club policy is, that buoyancy aids should be worn by all paddlers, when on the water. A life jacket (non-gas cylinder) may be worn as an alternative to a buoyancy aid.

Buoyancy aids are not life jackets: they provide additional buoyancy to keep an unconscious or inactive wearer afloat but will not keep an unconscious or inactive wearer's face out of the water to allow them to breathe. They will only work if in good condition and fitted properly. As well as wearing buoyancy aids other safety measures should be adopted when on the water: sufficient and appropriate clothing, self or group rescue ability, deep water rescue training, hazard awareness, emergency response alert ability.

6.7. Access on water

Water access is via the slipway at the HHOC. Care must be taken on this very slippery surface.

It cannot be assumed that access is available to paddle on all waters deep enough to float a canoe or kayak. The law in England and Wales is such that there is no certainty of public access, and permission may be required. Paddle UK provides more information on its website.

Many navigations, particularly canals, need licences and many of these are covered, in England, by Paddle UK '*On The Water'* membership, but there are others that require a separate licence.

7. PADDLING

SCC paddles are organised throughout the year, with Thursday evening paddles running from spring to autumn, along with other paddle activities, all advertised on the webcollect calendar.
Webcollect website for SCC:
https://webcollect.org.uk/scc

7.1. Club activity

All club activities have the following characteristics:

- Risk assessed.
- A record is maintained of when the club activity takes place, which may be at standard times, or occasional sessions.
- A member paddling alone is never undertaking club activity.
- Circulation of information of club activities is required to be by methods that are moderated by club officials, to ensure that the club's safeguarding procedures, and GDPR privacy requirements are followed.
- Delivered by and through authorised coaches and leaders, or external coaches.
- The authorisation process for coaches and leaders is documented by the club training officer.
- Club activity may be advertised as follows:
    - On the website, on the activities pages, when described as club activity.
    - On WebCollect.
    - Club Newsletter
- Examples are
    - Taster sessions open to prospective members.
    - Club coached sessions.
    - Club trips.
    - Pool sessions.

7.2. Club trips and tours

Club trips and tours are organised by club coaches and leaders. Guidance may be given, but you are still responsible for your own safety. Paddlers should follow the instructions of the designated leader.
Leaders take many factors into account when deciding how trips may operate. Safety of the group is the most important factor, and leaders may need to advise a member that they cannot go on a particular trip, or some part of a trip for safety reasons. Members must accept that leaders' decisions regarding paddler safety override all other factors such as members' requests.
Participants on a paddling trip have a valid expectation that all participants on a trip are covered by public liability insurance. Club trips and tours are intended for paid up club members only.

All club trips are led by volunteers, and members should assist in making the trip an enjoyable day for everyone. Members should not put leaders under pressure to lead in places where the leader does not wish the group or individual paddlers to go.
A paddler who decides to depart from the club activity must inform the leader and accept that the leader and the club are no longer responsible for the paddler's safety.

7.3. Peer Paddles

The club's WhatsApp group includes a section called Main Chat and Chatter Box where members may advertise a trip that they are planning to do or to seek paddling partners. These trips are not a club activity, and the club takes no responsibility for them. Anyone interested, needs to message the peer paddle organiser directly, and not use the Club WhatsApp group for this purpose.

7.4. Paddling procedures for Stand-Up Paddleboards (SUPS)

SUPs should NOT be taken down any weir as Paddle UK do not insure this. The club does own waist leashes. On any river, a waist leash should be worn due to the risk of the leash catching on trees and mooring buoys. An ankle leash can be worn on open water. All club SUPs have an ankle leash. This should be worn at-all-times, unless in moving water, or permission is given to remove it during a coached session, typically when learning rescue techniques.
Buoyancy Aids - Buoyancy aids should be worn whilst using club SUPs, unless permission is given to remove them, as part of a club session, or briefly in order to self-rescue.
Footwear – When using club SUPs, footwear should be worn in shallow water or high-risk areas. When using either Club SUPs, or own SUPs, from club premises, footwear should be worn any time when not on the SUP, or the water, including on the pontoons and in the area around the club.

7.5. Emergency contact details

See paragraph 3.10

7.6. Paddling at night

All paddlers, paddling after dusk, must show lights that are visible from the front.

7.7. Pool sessions

The Club operates pool sessions at Christchurch Two Rivers Meet Leisure Centre. These can be booked, and paid for, on WebCollect. Club members are required to follow the sports centre's procedures. In addition to this the Club has the following requirements:

- An authorised club coach or leader is present at all club sessions.
- Leaders have read the risk assessment for the pool activity.

- Any emergencies should be reported to the centre's staff immediately, and the centre's own emergency/accident procedures will be followed. Our members will assist the centre staff where appropriate.
- The coach/leader will give a safety brief at the start of each session.

7.8. Transport to club away trips

The Club takes no responsibility for the transport of members to trips, races, or events. Members make their own arrangements regarding travel and may use the WhatsApp group to do so.

7.9. Club trips with overnight stays

When the club organises a trip, that includes an overnight stay, the club is only responsible for the paddling part of the trip. Members are responsible for themselves for the rest of the trip.

8. VISITORS

SCC welcomes visitors to the club. Encouraging new members and opening the opportunity to learn to paddle with us is a key objective for Southbourne Canoe Club. We welcome people of all abilities to come and join our club and we cater for the complete novice right through to the seasoned ‘expert’ paddler.

8.1. Friends and family of club members

Temporary membership is available for club activities only.

Club members may take friends and family for a paddle in a club boat when the member has signed them up with temporary membership. Once signed up, the visitors are treated as a club member.

For the club records the club member should arrange for the temporary membership form to be completed and sent by email to the Membership Secretary.

Friends and family of club members are expected to act in an appropriate manner when they are on the club premises or near to the club’s paddling activity. For example:

- Follow the Club’ safeguarding procedures.
- Follow the Paddle UK Code of Conduct.

Club members may be subject to the club’s complaints procedure in respect of the behaviour of their friends and family whom they invite to the Club.

8.2. Visiting experienced paddlers on club trips/ club activities

Club trips and tours are intended for paid up club members only. However, the leader may permit experienced paddlers who are not club members to join the trip/activity at the leader's sole discretion. A non-club member would not be insured, under the club's insurance policy, and consequently a non-member attending a club trip must have temporary membership.

For the club records the visiting paddler must complete the temporary membership form and send it by email to the Membership Secretary or hand it to the trip leader.

8.3. Taster sessions

Club coaches and leaders may offer taster sessions to prospective members who have enquired about joining the club. A maximum of one taster session may be undertaken by a person. Taster sessions will be advertised on WebCollect or the SCC website.

If the event is to be held at a location other than the club house a first aid kit should be carried.

9. PADDLING LOCATIONS

SCC paddles are normally conducted from the HHOC: on the rivers Avon and Stour; Christchurch Harbour; and at locations along the Dorset coastline, during club trips.

9.1. River Rules

Paddlers should follow the rules of the river (stay on the right-hand side of the river or canal unless overtaking, give way to large / less manoeuvrable vessels). Paddlers should show courtesy to other river and harbour users.
No swimming is permitted in the river/harbour except as part of rescue training or following a capsize.
Beware of hazards including the Mudeford and Wick ferries, and high quay walls, which restrict the ability to climb out.

9.2. River Stour and Stour Weir

Weirs are well known hazards for paddlers. However, they also provide a location where white-water paddling skills may be practised near to the club.
Paddlers are advised that: Paddlers on stand-up paddleboards are not insured to paddle over/down weirs in any circumstances.
Paddlers should be mindful of anglers who can be located along the river bankside. Give them plenty of room.

9.3. River Avon Loop

Paddlers should be mindful of anglers who can be located near to the Christchurch bridges. Please give them plenty of room.
The 'Avon Loop' can be congested, with over hanging branches, at different times of year. Paddlers will have to be in single file, to allow enough room to paddle. Paddlers must be aware of the potential for flowing water to push them into the branches. Therefore they must follow the guidance of the leaders to reduce this risk.

9.4. Christchurch Harbour and the sea

The harbour captures the rivers Avon and Stour. The lower harbour is bordered to the north and south by local nature reserves, sites of special scientific interest and a scheduled ancient monument.

9.4.1. Approach

The channel is marked by red and green buoys, during the spring/summer season, which is usually from early May bank holiday until the end of September.

There is a sandbank to the south and north that can make the channel shallower and result in breaking waves.

9.4.2. Entrance

At the downstream end of Mudeford Quay, there are two vertical green lights which mark the shoreward end of the channel where it joins the entrance known as The Run.

The Run is deeper water but can become congested at peak times during the summer. On an ebb tide, the flow of water can also run at up to 8 knots, slightly less on the flood; making it unsuitable to be paddled at certain stages of the tide.

9.4.3. Inside the harbour

Once inside the harbour, the main channel is marked by buoys, positioned by the Harbour Association. Paddlers must stay out of the main channel, unless crossing it. In general, the harbour is very shallow, with vast areas of it drying out at low tide. The average depth within the harbour, outside the marked channels, is around 18 inches (46cm).

On a spring low, the main channel becomes extremely difficult to navigate for anything other than boats with a very shallow draft. At low tide large areas do dry out. This can present a hazard to SUP users without footwear.

At very low levels, paddlers must follow the buoys just into the channel, when instructed, to avoid grounding.

Paddlers must avoid the Christchurch Harbour bird feeding areas: see the information leaflet below.

Watercraft Users Guide:

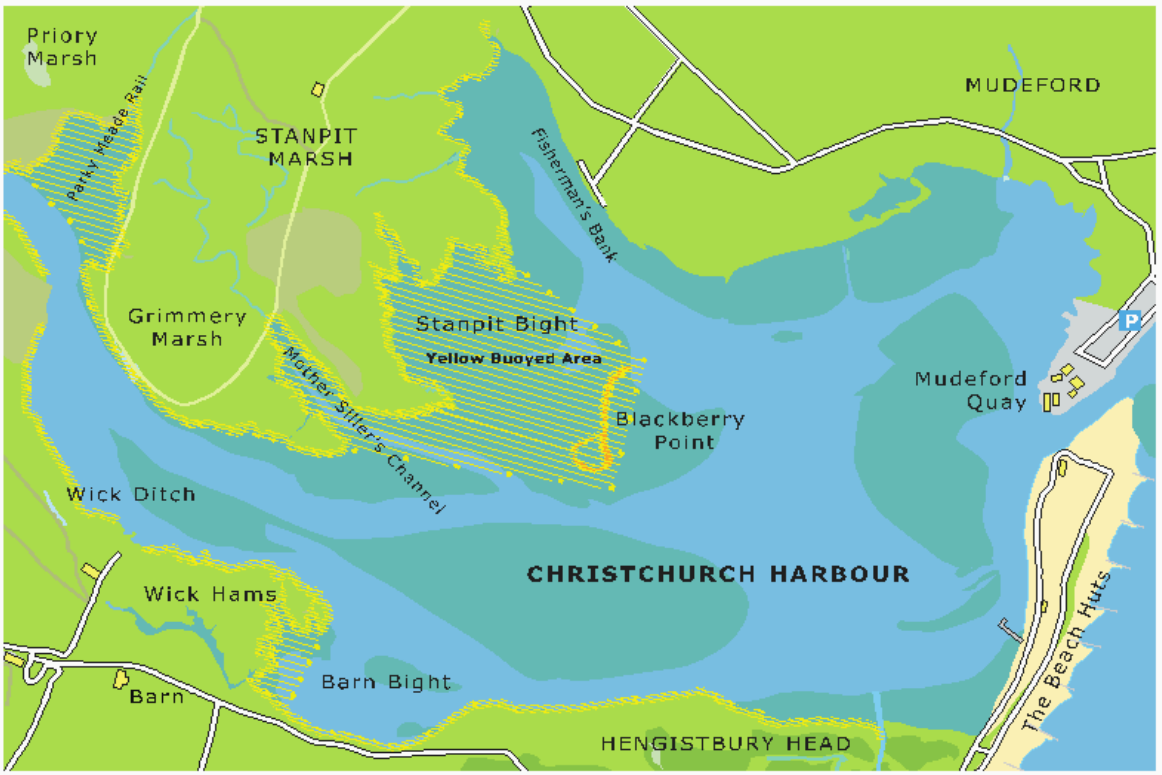
Christchurch Harbour & Stanpit Marsh Nature Reserve Birds Feeding & Roosting Areas

The Harbour and Nature Reserve are important places for birds and other wildlife. This includes the tidal mudflats that are enclosed by Blackberry Point and two lines of yellow buoys, as well as Parky Meade Rail and Barn Bight which are both also protected by lines of buoys. The approximate positioning of all these buoys is shown on the map below.

Other than in an emergency, please do not enter the buoyed areas (shown hatched in yellow on the map) at any state of the tide as you may disturb the wildlife.

Please note that unauthorised landing or launching boats is not permitted on any part of the nature reserve and on certain parts of the harbour shore. These areas are marked in yellow on the map below.

Thank you for your cooperation and understanding.



Bournemouth Water

Bournemouth Borough Council
Building a Better Bournemouth

CHOG
chog.org.uk/watercraft guide

Christchurch and East Dorset Councils
delivering services together

Annex A

Southbourne Canoe Club
CONSTITUTION AND RULES

1. NAME

The club shall be known as Southbourne Canoe Club and will hereinafter be referred to as 'The Club'.

2. OBJECTIVES

The objects of the Club shall be to promote and encourage the sport and recreation of Paddlesports in all its disciplines on a non-profit making basis in the Christchurch/Bournemouth area of the United Kingdom.

3. MEMBERSHIP

1. Qualifications:

Membership of the Club shall be open to anyone interested in Paddlesports regardless of sex, age, disability*, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

Applicants must be water confident, not panic in water, and able to follow instructions in the event of a capsize. The ability to swim is required when paddling in non-sheltered water. (Reference: 'Paddle Safer', Paddle UK)

Members cannot paddle with the Club until they have paid their subscription fees.

The Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club/sport or another member into disrepute.

*Except as a necessary consequence of the requirements of being physically able to safely participate in Paddlesports.

2. Classes of Membership:

The following types of membership exist:

- Adult members: Over the age of 18.
- Family Members: Up to two adults and all juniors under 18 years of age* living at the same address.

c. Junior Members: between the ages of 8 and 18*.

- Student Members: Over age 18 and in full time education.

* Any children under the age of 14 will only be allowed to participate under parental/ guardian supervision of an adult member who will be responsible for the children's behaviour at all times both on the water and land.

4. SUBSCRIPTION

1. The rates of subscription shall be determined by the Committee and shall be due on the date of initial application for membership, and when their chosen subscription period ends.
2. The subscription rates will be reviewed by the Committee on an annual basis.

5. CESSATION OF MEMBERSHIP

1. Any member may resign giving clear notice in writing to the Secretary.
2. Any member violating any of the rules or regulations of the Club or being adjudged guilty of

unsatisfactory or unsafe conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to the Committee not less than 1 year after the date of expulsion.
3. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has
not paid by 8 weeks after the subscription became due. He/she may, however, rejoint at any time subject to the payment of the membership fee.

6. QUALIFICATION FOR HOLDING OFFICE
1. Only members entitled to vote are eligible to hold office.
2. Any member who is over the age of 18 years shall be eligible for election to the Committee of the Club.

7. THE COMMITTEE
1. The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, and other officers as deemed necessary. Additionally, the Committee may co-opt no more than 3 members of the Club to its number.
2. The term of office shall be for one year, and members shall be eligible for re-election.

8. SECTIONS
1. The club may organise numerous sections to cover the various disciplines of Paddlesports.
2. The affairs of each section shall be conducted by a representative, working in conjunction with the Committee.
3. Representatives will be appointed by the Committee. In the event of more than one person willing to
become a representative, the Committee will, (in their opinion) appoint the person most suitable to represent the particular section.

9. DUTIES OF THE COMMITTEE
It is the duty of the committee to serve the club to the best of its ability.

10. THE COMMITTEE
1. The Committee is responsible for the general conduct of the Club's business and activities.
2. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
3. Special meetings of the Committee shall be called by the Club Secretary on instructions from the Chairperson, or not less than 3 committee members.
4. A quorum shall consist of not less than 50% of the committee.
5. In the case of casual vacancy among the Committee, the said Committee shall appoint another eligible person to act until the next AGM.

11. GENERAL MEETINGS
1. An Annual General Meeting shall be held each year. There shall be laid before the meeting a statement
of accounts made up to the last day of the Club’s financial year immediately preceding and approved by the committee. If the AGM is held on any date earlier than the end of the financial year for the Club, the accounts will be to date and will subsequently be updated and finalised up to the end of the financial year with distribution accordingly.

2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than fifty percent of the members of the Club entitled
to vote.
3. Not less than 21 days clear notice shall be given, specifying to all members the time and place of the
General Meeting.
4. Motions for discussion at Annual General Meetings, not of origin from within the Committee, shall be
lodged with the Club Secretary at least 1 week preceding the AGM, and be signed by 2 members entitled to vote.
5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote.
6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. At all General Meetings not less than 10% of the members of the Club shall constitute a quorum.
8. Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not
present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.

12. LIABILITY

The requirement of the Committee on behalf of the Club will be to maintain liability insurance cover for Public Liability, Professional Indemnity, Directors and Officers Liabilities, Employers Liability and Abuse Cover in respect of all Club activities including use of boats and equipment either owned by the Club or for which the Club is legally responsible.

13. VOTING

Only members over the age of 18 years are entitled to vote at all meetings.

14. ALTERATION OF CONSTITUTION

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by at least seventy five percent of the members
present at the General Meeting, and voting on this behalf.

15. INCOME

- The income and property of the Club shall be applied solely towards promoting the Club's vision set out herein.
- All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.
- Where the Committee has agreed that the Club applies for and maintains Community Amateur Sports Club (CASC) registration, the financial rules of CASC status as defined by HMRC shall be adhered to.

- The Committee will determine how to dispose of unwanted equipment (eg dispose, recycle, sell, donate to another canoe club etc)

16. TERMINATION

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose.

In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to one or more of the following approved sporting or charitable bodies:

- A registered charitable organisation(s)
- Body or bodies with similar objectives, or if applicable a CASC
- The sport's national governing body for use by them for related community sports

17. POWER OF DECISION

Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

18. RULES

The Committee shall be empowered to draw up rules for the safe conduct of Paddlesport activities, as laid down in the safety policy.

Annex B

Southbourne Canoe Club Safety Policy

Southbourne Canoe Club (SCC) is a local provider of paddle sports. Safety is a vital and integral part of all paddle activities. By their very nature, they are an 'assumed risk' sport, where a totally risk-free environment cannot be guaranteed. It is vital however that paddlers do not participate in the mistaken belief, that it is ever acceptable, to place themselves, or others, at risk through unnecessary, unmanaged, or inappropriate risk taking.

Our safety goal is to ensure there is minimal risk of harm to members during the paddle activities, through effective risk management, and that there is a commitment by all to continuously improve the management of safety.

SCC will endeavour to achieve this goal by commitment to:

- Identifying and complying with the highest safety standards, applicable legislation, regulatory requirements, and our own club policies and procedures.
- Empowering all paddlers, to cease any activities, in the event of an unsafe act or behaviour.
- Supporting the wellbeing of all paddlers.
- Ensuring that the SCC committee and leaders/instructors, take a leadership role, in the performance of safety related activities.
- Ensuring safety responsibilities are identified and all persons are held accountable for their implementation.
- Provide the required level of information, instruction, training, and support to allow individuals to understand and execute their safety responsibilities.
- Actively and systematically manage safety, to ensure risks to life, are as low as reasonably practicable.
- Treating people fairly and ensuring that no action will be taken against members who disclose safety concerns. However, being clear that gross negligence, or deliberate/wilful disregard of procedures, will not be tolerated.
- Instilling a mindset where we actively seek out the hazards and manage the associated risks.
- Consulting and communicating with our members on safety related matters.
- Encouraging the reporting of all safety related occurrences.
- Considering 'Paddle UK' as best practice for safety management and adopting its policies where appropriate.
- Ensuring that all members fully cooperate with safety procedures, while they attend the club, and during club activities.
- Providing suitable equipment to ensure all paddling can be carried out safely.
- Establishing and maintaining safety training for leaders.
- Encouraging the sharing of safety initiatives with club members.
- Ensuring human performance limitations are considered in all paddle activities.
- Complete and maintain a safe paddling plan to guide members on safe practice of paddle sport.

SCC Chair : Ken Reagan

Date: 10th October 2024

Annex C

SCC Paddler Etiquette

To enable all Members to paddle safely and help Leaders identify opportunities for progression, we would be grateful if everyone could follow the Paddler Etiquette below:

1. Be punctual when paddling with the club
   Thursday night paddles are usually 6pm for 630pm prompt on the water – the entrance gate is locked at 615pm
2. Sign in (and out) and pay for any equipment hired in the Darwin Room
3. 0ffer help to other paddlers carrying their kayaks to and from the water
4. Be present for the briefing before going on water
5. Make leaders aware of any medical conditions before the paddle & explain any necessary actions or precautions if required
6. Please make leaders aware if you do not want to be included In any photographs and check with fellow paddlers if they are happy for you to use the photos on your social media pages
7. Do not share any photos from the SCC WhatsApp groups with anyone outside of the club
8. Understand that kayaking is a high-risk sport & follow guidance to help reduce any potential risks
9. Respect leaders' decisions and their authority on the water
10. Listen and follow instructions, ensuring you always stay with the group
11. Alert leader to any issues encountered whilst on the water
12. Adhere to River Right where possible
13. Practice and take time to learn appropriate skills for paddling
14. Refer to paddler requirements (new release from training officer will be on website)
15. Be kind and patient with all club members
16. Look after your fellow paddlers and assist where you can if it is needed

THANK YOU!

Annex D

Fire and Evacuation Procedure

In the event of a fire:

- Activate the fire alarm.
- Shout, “Fire, Fire, Fire”
- Make a quick attempt to extinguish the fire using the appropriate fire extinguisher.
- Evacuate the building. Ensure no-one is left in the changing room or toilets.
- Call the fire service on 999.
- Members can evacuate the building via the front door, fire escape (at the rear of the Darwin Room) and must congregate at the car park. These are shown below, marked in yellow.
- HHOC key holders are to run to the entrance gate and unlock it, in preparation for the emergency services arrival.
- There is a signing-in sheet, to record members on site. This will be used, in the event of an emergency, to account for everyone’s presence. It is the responsibility, of any committee member present, to carry out a roll call.

Annex E:

Accident/Incident Report Form

Reference No:

Use this form for reporting accidents, incidents or hazards which have occurred either on HHOC premises or whilst engaged on SCC activities.

If the accident/incident has resulted in someone suffering **serious injury** (e.g. broken bones) please report it **immediately** to Paddle UK

DETAILS OF PERSON FILLING IN THIS FORM

Your Name:	Today's Date:
Position:	Work Phone No.:

DETAILS OF ANY INJURED (if no-one was injured, go straight to next section)

Name:			Contact Phone No.:		
Address:					
Is She/He a *(circle one):*	Staff	Visitor	Contractor	Public	Other:
If Staff, Job Title:			Section:		
Age:			Male / Female:		

DESCRIPTION OF THE ACCIDENT or INCIDENT (e.g. a near-miss)

Date & Time:	Place:
Describe what happened including details of any injury:	

FIRST AID TREATMENT

Was the person treated by a First Aider?	Yes	No	Don't Know	Not applicable
If 'Yes': Give Name of First Aider:				

...and record here what First Aid was given:

This side of the form to be completed by a SCC Committee Member only

REPORTABLE ACCIDENTS AND INCIDENTS

HSE Injury Classification	**(Tick box)**	**HSE Incident Classification**	**(Tick box)**
Fatal injury		Contact with electricity	
Bone fracture excluding finger, thumb or toe		Contact with machinery	
Amputation of arm, hand, finger, thumb, leg, foot or toe		Drowned or asphyxiated	
Blinding or permanent sight reduction		Exposed to explosion	
Crush injuries leading to brain damage or organ damage		Exposed to fire	
Serious burns		Exposed to a harmful substance	
Scalping requiring hospital treatment		Fall from a height (if so, how far?)	
Loss of consciousness caused by head injury or asphyxia		Injured by an animal	
Injuries associated with working in an enclosed space leading to hypothermia or heat-induced illness, resuscitation, hospitalization for over 24 hours		Lifting and handling injuries	
		Physical assault	
Did the injured person…		Slipped trip or fall on the same level	
...become unconscious?		Struck against something	
...need resuscitation?		Struck by an object	
...sustain an injury which required them being taken straight to hospital?		Struck by a moving vehicle by something moving, flying or falling	
...remain in hospital for more than 24 hours?		Trapped by something collapsing	
...due to the incident become unable to work for… *...more than 7 days?* (RIDDOR reportable)		An **occupational disease arising out of the work** (e.g. dermatitis). ALL: Refer to guidance on RIDDOR	
…more than 3 days? (NB: just for the record, not RIDDOR reportable)		A **dangerous occurrence** (e.g. a near-miss) which could have been serious. ALL: Refer to guidance on RIDDOR	
None of the above		***None of the above***	
Record the names and phone numbers of any witnesses or others notified:			

Is the accident/incident reportable under RIDDOR? (any ticked boxes above – if in doubt, read guidance)	Yes	No	If 'Yes', date reported & Signature:

ACCIDENT or INCIDENT INVESTIGATION AND PREVENTION

Has an investigation been carried out?	Yes	No	Don't Know	Not Applicable
If 'Yes', by whom				
What were the conclusions?				
Was the activity covered by a Risk Assessment?	Yes	No	Don't Know	Not Applicable

If 'Yes', does the Risk Assessment need revising?	Yes	No	(detail in management action below – continue on separate sheet if necessary)
If there was No Risk Assessment, is one needed?	Yes	No	
Committee Notes and Summary of Further Actions Required:			
Notes: The information given may be passed onto the Health & Safety ('H&S') Enforcing Authority (where this is required by law); our Insurers (to advise on risk/claims matters); our Safety Officer (to provide information about accidents or incidents, injuries and illness), and Committee Members (to discuss general accident and adverse incident prevention strategies).			

Annex F

KAYAK TRIP CHECKLIST

PRE TRIP	
LEADER EQUIPMENT	
Towline/throw rope + knife	
Radio/phone	
Whistle	
First aid kit	
Bilge pump	
Emergency contacts	
GROUP	
Brief group on activity	
Ask if any injuries	
Count group numbers	
Designate leader	
Safety brief. Actions on:	
	Capsize
	Unconscious casualty
	Minor injury
	Dislocation
Kayak checks	
	Buoyancy aid
	Spray deck
	Bung closed
	Hatches secured
Coms checks	Radio/phone
DURING TRIP	
Dynamic risk assessment	
	Weather
	Sea state
	Tide
	Ability of group/fatigue
POST TRIP	
Count group members	
Report any incidents	

EXTRA KIT

Hot weather	Cold weather
Hat	Warm hat
Sun cream	Warm clothes
Sunglasses	Gloves

Water

Food

Drink

Night paddle

Torch

Spare batteries

Annex G

G28 – Changing Room Guidance

The policies and guidelines referenced within this document are those of Paddle UK and its Home Nation associations.

This guidance has been produced in response to a number of queries from individuals, clubs and centres seeking advice about safe use of changing facilities, in particular adults and children sharing facilities. There are no specific legal requirements regarding the use of changing facilities; this guidance document is therefore intended to provide practical guidance to support individuals, clubs and centres to develop their own policies and procedures which will fit their specific environment.

It is important that once a Changing Room policy has been created, it is clearly communicated and known by everyone using the facility (remember to provide information in advance, to those attending for the first time). It is also important that everyone knows what to do if they feel the policy is not being adhered to or if they have any concerns.

One way of reducing the risks associated with adults and children sharing changing facilities would be to provide separate gender specific facilities for both adults and juniors. However, there are very few venues where it is either practical or possible to provide this level of facility; therefore other Safeguarding measures should be put in place.

Unlike some other sports where there is a clear separation between adult team and junior team sessions, canoeing is often participated in by a mix of age groups at the same time. Therefore when it comes to the use of changing rooms it is not always easy to allocate specific time slots for use for adults only or use for children only (although this is an option which may work for some venues).

There are no rules stipulating under 18s and adults of the same gender should not share changing facilities; however the following guidance should be considered.

- Gender specific changing rooms are available.
- Changing Room Policy and contact details of who to report concerns or breach of the policy to are clearly posted in or near each changing room for all users to see.
- Parents of U18s know and agree to the Changing Room Policy and are aware they are for mixed age group use.
- Where possible, there should not be a time when one adult is alone in the changing room when U18's are present and vice versa, there should not be a time where an U18 is alone in the changing room when there are adults present (unless when the U18 is accompanied by their parent).
- Where possible, coaches should shower and change at a different time or in a different changing facility to the group they are coaching.
- Mobile phones, cameras or any other recording devices **must not** be used in changing rooms at any time.
- Parents of U18s should be allowed to supervise their child (of the same gender) whilst in the changing room.
- Children under the age of 8 can change, when accompanied by their parent, in the changing room of the opposite gender.
  Remember, not everyone (adult or child), will be comfortable using group changing facilities. No pressure should ever be put on someone using the facilities and the option to change at home or for an individual to find an alternative provision should always be made available.