

Baldock & District Canoe Club



Health & Safety Policy

Baldock and District Canoe Club is committed to ensuring the health, safety and welfare of members so far as reasonably practicable. The club also accepts responsibility for the health safety and welfare of those who may be affected by our activities.

Baldock and District Canoe Club strives to provide and maintain a healthy environment for our users:

- By ensuring that all club equipment is maintained properly and only used in good working order.
- By encouraging club members to take reasonable care for health and safety of him/herself and fellow members and report any health and safety issues that may arise to the health and safety officer.
- By undertaking risk assessments for club activities and trips and ensuring appropriate measures are put in place to minimise any risks identified.

As a club member, you have a duty to adhere to the following Health and Safety guidelines:

- In the event of a fire immediately vacate the pool area and assemble at the fire point, call the fire brigade 999. Do not attempt to fight the fire. Do not return to the area until the all clear has been given.
- Never paddle alone.
- Always follow the leader's instructions.
- Do not access the water unless instructed to by a leader.
- Always wear a CEE approved helmet and buoyancy aid.
- Check others spray deck loops are showing and not tucked inside boats.
- Always dress appropriately for weather conditions.
- Never paddle after the consumption of alcohol and/or drugs.
- Report any faulty equipment to the committee.
- Be aware of any potential hazards: trees, rocks and weirs etc.
- Inspect and portage where necessary.

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- Be honest with yourself and be aware of your ability.

Remember, your actions directly affect others you paddle with and therefore the safety of any group must be paramount.

In addition to the above, trip leaders must ensure:

- Risk assessments are completed before trips
- Contact details of all trip participants, including medical information and emergency contact numbers are obtained. One copy should be kept by the trip leader and another copy left with a responsible person not going on the trip.

This policy will be reviewed annually.

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Appendix 1

Baldock and District Canoe Club Risk assessment

Significant hazard.	People at risk from identified hazards.	Actions necessary to control the risk.
Slips, trips, falls, glass and debris.	All users.	Suitable footwear to be worn at all sessions. Ensure people walk rather than run.
Back injury.	All users.	Paddlers should be shown the correct way to lift/carry a boat and how to empty it of water.
Drowning	All users.	Paddlers should be able to swim 50 metres. All new paddlers should be encourage to complete a beginners course where capsize drills are practiced at pool sessions. Paddlers should be accompanied by more experienced paddlers where possible. Ensure that everyone wears a buoyancy aid.
People getting into difficulty.	All users.	Encourage members not to paddle alone.
Weil-s disease/infection.	All users.	Paddlers should be informed of the possibility of contracting this from water sports and the precautions that should be taken.
Missing persons.	All users.	Before getting on the river all paddlers are required to leave their contact details and emergency contact details with the trip organiser and a copy of this should be emailed to the committee.
Minor cuts, injuries and bruises.	All users.	Fully stocked first aid kit should be made available.
Swans.	All users.	Paddlers should be made aware of the dangers associated with swans and the actions to be taken.

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Risk Assessment – Equipment

Significant hazards.	People at risk from identified hazards.	Actions necessary to control risk.
Moving, handling and storage of equipment.	All users.	<p>Advice to be given regarding safe handling and movement of equipment.</p> <p>Two persons where possible when loading and unloading the trailer.</p> <p>Open boats should be stored upside down on the racks in the boat house.</p>
Loss/Damage of equipment.	All users.	<p>All equipment should be booked out via the committee.</p> <p>Charge for loss and damage of equipment.</p> <p>Annual audit of equipment.</p>

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Risk assessment – Events and trips.

Significant hazards	People at risk	Actions necessary to control the risk.
Injury from organised club trip.	All users.	Members joining the organised trip should be fit enough and be wearing appropriate clothing for the trip. Children should be with a parent/guardian. Organise small manageable groups to participate in the trip.
Significant injury e.g. dislocations and cuts.	All users.	The trip organiser is to familiarise themselves with the nearest a&e department. Submit an incident report to the health and safety officer via the committee.
Confrontations with members of the public.	All users.	Members should behave in a polite and non confrontational way. All incidents should be reported to the event/trip organiser.
High consumption of alcohol.	All users.	Event/trip organiser to assess participants' ability to partake.
Trips general- travel, boats transport, gear.	All users.	Members using club facilities should seek advice on best practice on tying boats securely to cars.

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Risk assessment – Introduction to white water

Significant hazards.	People at risk.	Actions necessary to control the risk.
Slips, trips and falls.	All users.	All participants should be made to wear suitable footwear and made aware of any trip hazards by the trip leader who should have a suitable first aid kit.
Back injury.	All users.	All participants should be instructed on good manual handling techniques.
Drowning.	All users.	<p>All participants to wear buoyancy aids.</p> <p>All participants must have the ability to swim at least 50 metres.</p> <p>An adequately experienced paddler to be on the water before the less experienced paddlers.</p> <p>The risks of secondary drowning must be explained to the participants by the trip leader and the actions they need to take.</p>
Infection, illness and injury.	All users.	<p>Paddlers should be informed of the possibility of contracting weill-s disease/infection as well as other infections possible from water sports and the precautions that should be taken.</p> <p>Prior notification of any pre-existing injuries/medical conditions is a necessity.</p>
Sunburn/hypothermia/dehydration.	All users.	Adequate information regarding risk and how to

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		avoid should be provided to all participants prior to activity.
Weather.	All users.	Trip leader to assess the weather conditions. All members are advised not to paddle if there is a lightning storm.

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Risk assessment- pool sessions

Significant hazards.	People at risk from the identified hazards.	Actions to be taken.
Slips, trips and falls.	All participants.	No running on poolside, walk carefully especially on wet areas.
Back injury.	All participants.	Advice to be given regarding safe handling and movement of equipment. Two persons where possible when loading and unloading the trailer and when emptying the boats where possible.
Drowning.	All participants.	Check participant's ability to swim and their water confidence. All users to keep an eye on each other to check for entrapment and signs of stress.
Injury from equipment – boats and paddles.	All participants.	Ensure number of boats in the pool session is appropriate for the activities being under taken. Participants are not to swim in the pool.
Overcrowding.	All participants.	Numbers of boats on the pool sessions may be restricted at times at the committees' discretion.