



Management Guidelines and Club Operating And Safety Procedures

1.0 Management Guidelines

- 1.1 The Club will abide by the conditions of lease, negotiated between NPS and the Club
- 1.2 The Club will affiliate to the BCU and take into account the BCU's policies and guidelines when drawing up Club policies and guidelines
- 1.3 The Club will ensure that all members are treated equally regardless of gender, age, marital status, handicap, creed, social class, colour, ethnic group or sexual orientation.
- 1.4 The Club will not tolerate harassment or abuse to any of its members while involved in Club activities or otherwise and will take any appropriate action it considers necessary to protect its members.
- 1.5 The dates of all committee meetings will be advertised so that members can bring items / issues needing discussion to a member of the committee. These will be advertised on the club's web site and in the minutes of committee meetings. The Board of Directors will meet after each Committee meeting to agree the matters discussed at the Committee and copies of the minutes will be kept at Eagle Canoe Centre.
- 1.6 The minutes of all meetings will be made available to all members except where issues of a personal / sensitive nature are concerned

2.0 General statement of Club policy and objectives

- 2.1 To provide a safe and healthy environment for all club members and visitors. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- 2.2 To ensure procedures relating to the health, safety and welfare of all club members, are under continuous review.
- 2.3 To publicise and promote the active support of every club member in implementing safety procedures as all members have a legal duty to:
 - Take reasonable precautions in safeguarding the health and safety of themselves and others.
 - Observe all health and safety rules and procedures laid down by the Club and use all health and safety equipment provided.
 - Alert committee members to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- 2.4 To provide information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety of club members.
- 2.5 To ensure safe arrangements are made for the storage, handling and transport of club equipment.
- 2.6 To ensure that all equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of club members or members of the public.
- 2.7 To provide means of access and egress that are safe and without risks to health.
- 2.8 To ensure the Club maintains up to date fire procedures; and ensure that all members are familiar with them.
- 2.9 Health and Safety Policy and Guidelines, Risk Assessments, Child and Vulnerable Adult Protection Policy, Accident Book and Incident Report Forms are to be kept in the office of the clubroom

3.0 Health and Safety

- 3.1 The access road and gated entrance to the club must allow sufficient access to emergency services at all times
- 3.2 The Club site and surrounding area is to be kept clean and free from rubbish.
- 3.3 Smoking is not allowed within the gates of the Eagle Canoe Centre
- 3.4 Changing areas are for this purpose only.
- 3.5 Canoes/kayaks are to be stored in the designated racks within the storage building and replacement of canoes/kayaks to be overseen by club coaches/group leaders and undertaken by 2 people per boat.
- 3.6 Buoyancy aids and spray decks are to be hung on the hooks provided without causing hazard or prevention of access.
- 3.7 Helmets should be placed in the containers provided.
- 3.8 Any faulty equipment to be reported to a club official as soon as possible.
- 3.9 Any equipment found to be unsafe must be wrapped with red tape to indicate that it must not be used until repaired

4.0 Risk Assessments

4.1 Regular risk assessments will be carried out as follows:

- All buildings/premises inc club house, boat house, changing rooms and slide to be carried out annually (usually at the November maintenance days) by **Safety Officer – Premises**.
- Canoe/kayak equipment to be checked twice a year (usually at the March and November maintenance days) by **Safety Officer – Canoes; and Safety Officer – Kayaks**
- Swimming pool – risk assessment to be carried out on first winter swimming pool session each year
- Club night activities – coaches to be familiar with “paddling at Eagle Centre” risk assessment
- Trips away from the Club – coach to refer to “Coach guidelines for all day trips including centre based trips” and carry out appropriate risk assessment before trip commences
- Any safety issues identified must be considered by the coach/club official to determine whether it is safe to continue with the activity and all issues identified must be agreed with the Club Chairman

5.0 First aid and equipment

- 5.1 The first aid kits are to be kept in the clubroom and boatshed and the content will be checked twice a year, usually at the March and November maintenance days by the **Safety Officer – Premises**.
- 5.2 Portable first aid boxes are available in the filing cabinet and pool bag
- 5.3 Coaches are to carry First Aid Equipment on every trip/training session.
- 5.4 If items are used from the club first aid kits, this is to be reported to the **Duty Officer** who will replace the items from stores
- 5.5 All Coaches are trained first aiders.

6.0 Dealing with incidents

- 6.1 Is there danger of further injuries?
- 6.2 Deal with the rest of the group and ensure that they are adequately supervised.
- 6.3 Stay calm but act swiftly and observe the situation.
- 6.4 Listen to what the injured person is saying.
- 6.5 Alert the first-aider who should take appropriate action for minor injuries.
- 6.6 In the event of an injury requiring specialist treatment, call the emergency services.
- 6.7 Do not move someone with major injuries. Wait for the emergency medics.
- 6.8 Contact the injured person's parent/carer/named contact if necessary
- 6.9 After the event, complete an incident/accident report form.

7.0 Reporting incidents

- 7.1 An incident form must be completed and signed by the Coach who was running the session and the person involved (for all accidents and injuries) and kept in the clubroom
- 7.2 All incidents will be reviewed by **Welfare Officer or deputy** to determine whether any further preventative action is required. Incident reports will be reviewed at the next available Coaches **and Committee** meetings.

8.0 Fire procedures

- 8.1 In the event of fire, immediately vacate the buildings and go to the assembly point (outside of club gates on left hand side away from entrance)
- 8.2 Fire marshal (**Duty Officer**) to check that all buildings have been evacuated and all members are off the water – Members to be checked off against attendance list (if available)
- 8.3 Call Fire Brigade - 999
- 8.4 Do not put yourself at risk attempting to fight a fire.
- 8.5 Do not return to vicinity of fire until all clear given.
- 8.6 The location of this club is:

**Eagle Canoe Centre, Helford St
Off Heigham St
Norwich
NR2 4LY**

9.0 Weils disease

- 9.1 Weil's disease is a bacterial infection that is carried in rat's urine and which can contaminate water eg rivers. To protect yourself from any risk of infection:
- cover any cuts with waterproof plasters before paddling
 - wash or shower afterwards, especially before eating or drinking.
 - if you start to suffer with flu-like symptoms and persistent headaches up to 2 weeks after paddling you should seek medical advice and inform the medic of your paddling activities.

10.0 Roles

- Buildings/premises – **Safety Officer – Premises**
- Canoe equipment - **Safety Officer – Canoes**
- kayak equipment - **Safety Officer – Kayaks**
- Paddling activities – **Coach Development Officer**

11.0 Paddling

- 11.1 It is not envisaged that children under 10 years old will be given membership unless a committed parent or their deputy is also a paddling member in the same paddling group
- 11.2 All paddlers must be capable of swimming 25 metres
- 11.3 Buoyancy aids must be worn whilst on the water, in the water or within 1 metre of the river at the Centre
- 11.4 Club nights and all other programmed activities and trips can only take place if adequate and authorised coach cover is volunteered. A coach in charge will be named for each activity session
- 11.5 Club activities will be restricted to members (paid up as appropriate) except for advertised special events
- 11.6 Members at all times will be required to acknowledge the authority of the coach in charge and failure to follow instructions may lead to suspension or termination of membership
- 11.7 The coach in charge will have the final say on whether a member's paddling ability is adequate to participate in a specific activity
- 11.8 Coaches will determine the ratio of coaches to student numbers. This will be based on BCU guidelines of 1:8 ratio but can be varied up or down depending on weather and river conditions, day or night, type of activity and experience of group. This may also mean that occasionally not everyone gets on the water
- 11.9 All coaches shall be familiar with and shall adhere to Coaches Guidelines for Daytrips, subject to amendment if necessary by the Club Committee or at an organised Coaches Meeting.
- 11.10 Paddlers must ensure that they inform their coaches of any relevant medical conditions
- 11.11 Paddlers will canoe in groups under the supervision of a coach except competent paddlers paddling in a group of 3 or more authorised by a coach.
- 11.12 Helmets will be used at the Coach's discretion and in accordance with the activities risk assessment
- 11.13 All paddlers must supply and wear appropriate footwear whilst paddling. Bare feet are not allowed

12.0 Club nights

- 12.1 Parents or carers must not leave younger members at the club without checking that there is a place available in a group with an coach and checking on the finish time for collection
- 12.2 All members MUST sign the attendance sheet in the clubroom at the start of each session
- 12.3 All members wishing to paddle must attend the briefing session before going on the water
- 12.4 Members are not to go into or on the water without the permission of a coach
- 12.5 Members are not to go into or on the water if there is lightning
- 12.6 It is the responsibility of paddlers to ensure that they are dressed appropriately for to the weather and paddling conditions – seek guidance if you are unsure
- 12.8 Members should not paddle with open cuts or wounds
- 12.9 Valuables and belongings should NOT to be left on the premises at any time as the Club accepts no responsibility for loss of, damage to or theft of personal belongings and equipment.
- 12.10 The slide can only be used if you are wearing a helmet and if you have permission from the coaches in charge. A supervisor is to be on the slide when it is in use.