

Tamar Canoe Association



Level One Site Specific Training

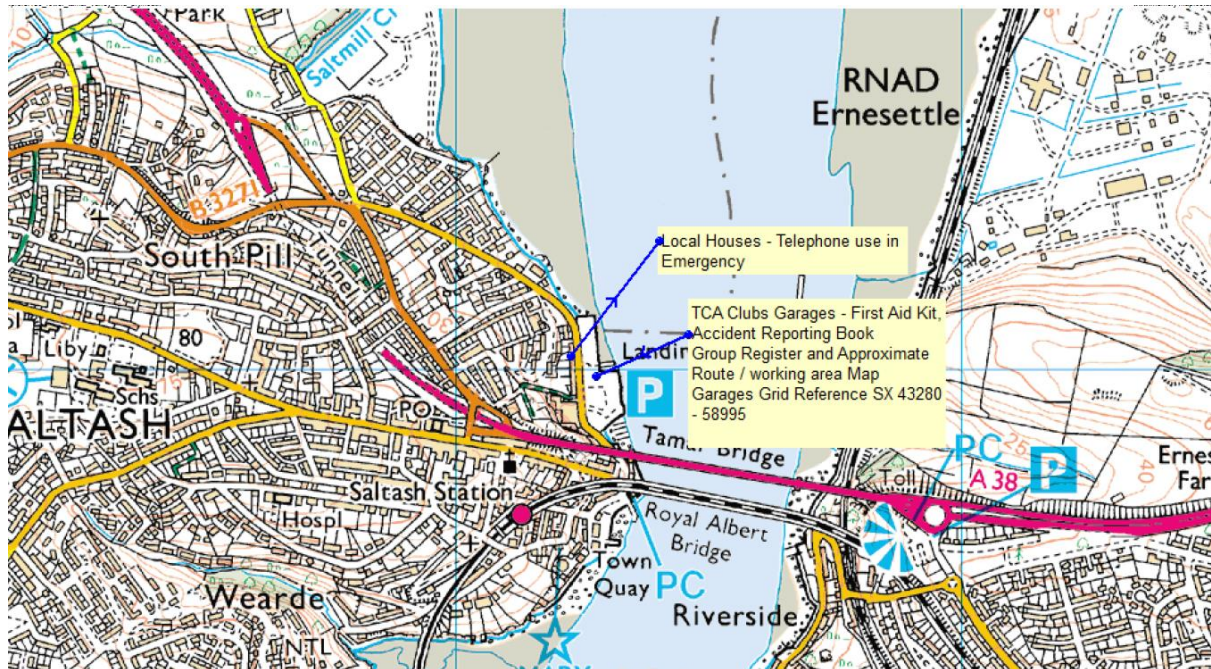
This document is to outline the “Site Specific Training” which is a requirement for Tamar Canoe Association Level One coaches to undertake to coach / lead without a higher qualified coach being present in the immediate environment adjacent to the clubs sheds in Saltash.

To be able to work alone the level one coaches must understand the limitations and training outlined in this document which will be delivered by a level 3 coach.

Risk Assessments

RISK ASSESSMENT									
PROJECT TITLE	Kayaking and Canoeing								
VENUE	Saltash Waterside		Risk Multipliers Low=1, Med=2,						
			Severity	Likelihood	Risk				
Hazards Identified	Persons at Risk	Measures to control risk				Further measures to control risk	Residual Risk		
							S	L	R
Trip and Slip Hazards	All TCA Members and passing public.	Members made aware of the metal rings embeded in the slipway and of its slippery surface when carrying equipment to and from the water. Members instructed not to leave equipment on ground in walkways. Reminders given at each session.	2	2	4	Members advised to wear Bouyancy Aids and helmets when on the slipway.	1	2	2
Manual Handling	All TCA Members	All members given instruction on good practice for lifting and carrying kayaks and canoes. Members strongly encouraged to 'share' loads. Reminders given at each session.	2	2	4	Kayak and canoe trolley wheels available in the boat shed. Young people encouraged to use 4 people to move canoes.	1	1	1
Water. (Drowning and Hypothermia).	All TCA Members	Members must wear a Bouyancy Aid when on the water. Members are all given instruction on how to wear Bouyancy Aids correctly. Members are encouraged to check each others kit. Training in capsiz prevention and rescue techniques is ongoing. Members are instructed on suitable clothing for paddling, and to have dry clothes to change into after. Coaches will not allow a member to paddle if not dressed suitably for the conditions.	3	1	3				
Vehicles and other users.	All TCA Members	All members and coaches are warned to be aware of other users and particularly vehicles launching and/or recovering boats. TCA activities give way and make room for motorised craft and vehicles, both on the water and on the slipway. Members are warned to be aware of Anglers and stay clear of fishing lines.	3	1	3				
Tidal Effects, Moorings and Pontoon.	All TCA Members	Coaches in charge groups on the water will ensure that all floating hazards and their dangers are pointed out and avoided. Special regard being paid to the direction and strength of the tidal flow relative to the hazard.	3	1	3				
River Traffic.	All TCA Members and other river users.	Coaches leading groups on the water will avoid risk of collision with larger vessels by staying out of the main channel whenever posible. Also by maintaining a compact group and giving way to larger vessels when in or crossing the main channel. Particular attention will be paid to being aware of and giving plenty of clearance for sailing yachts that are racing. Also to Jet Skis and Ski Boats travelling to and from the slipway.	3	1	3				

Tamar Canoe Association Location and Services



Towing / Rescuing Techniques

Towing or rescuing a paddler may be required for many reasons, the paddler may be injured, tired, broken equipment, capsized, fallen ill etc.

Remember that the hierarchy of rescuing is 1) Yourself – do not put yourself in danger to rescue someone else. 2) The group who you are leading / coaching – ensure the rest of your group are safe and are if possible at the shore edge if you are close enough – grouped or rafted together 3) The casualty – When you know you are safe to rescue, your group are safe now rescue the casualty. Only use another person to assist your rescue if you need them and they are capable of undertaking the rescue.

As a requirement all level one coaches must have completed a minimum of an FSRT. Rescues must be completed in both canoe and kayak.

Rescues – all coaches must demonstrate at a minimum of

Eskimo Rescue

X-Rescue

Paddle Presents

Unconscious paddler

Towing – All coaches must demonstrate at a minimum of

Towing with a commercially available tow line (tow lines must be released)

Wrapped towing leash around the paddle shaft

Using the rescuer to push the tired paddler holding onto the bow of the rescuer

Injured or tired paddler, using a third person to bow jam the rescued boat (one either side of the casualty)

Weather

Check the weather forecast before you get out on the water, ensure the wind is within the limits for a level one coach to coach / lead without a higher level coach being present. This is laid out further in this document.

Obtain a weather forecast from any of the following - Met Office, Coast Guard transmission, BBC weather.

Wind shadows are present due to the steep sided valley which Tamar Canoe Association operates. Wind funnelling will occur in particular if the wind is from the South to NW in the Lynher and Kingsmill Creek sections of river we operate and North and South winds along the River Tamar. Check the weather and pay particular attention to the wind direction and strength, temperature, UV, Lightening, expected rain fall for the duration of the operating session.

Equipment to Wear on the Water – Personal Protective Equipment (PPE)

All paddlers in your group must wear a minimum of the following personal protective equipment.

Buoyancy Aid

Helmet if appropriate

Spraydeck - if working further away from the immediate slipway and green to the north (kayak – and must have performed an exit from the kayak with a spray deck)

Sufficient warm clothing.

Coaches Equipment

This will vary depending on type of session / trip – covered in FSRT

Spare paddle – canoe / kayak – splits

First aid kit

Mobile phone

VHF radio – must hold an operator license

Food & drink

Boat repair kit

Tow line

Spare clothes

Throw line

etc

The use of Skegs / trailing device

Use of skegs to keep a kayak going straight in particular for beginners, if the kayak does not have a skeg improvise with a trailing object.

Games and activities

There are many risks involved with chosen games / activities – remember PPE must be worn at all times, other risks which could capsizing, collisions and crushes through kayaks hitting each hands, ribs etc. Coombe Creek is often used to play games ensure the depth of the water is sufficient that no one will hit anything on the bottom should they capsize. Use a paddle to check the depth, the viaduct pillars are often used as goal posts ensure you can see all students / participants at all times. Games should be fun but ensure they don't get out of hand and someone gets accidentally hurt. Activities / games should be set for the ability of the students / participants.

Activities, please keep away from moored yachts and other craft, mooring lines, buoys and the jetty in particular if the tide is running fast. When going through the Tamar Bridge pillars keep the whole group together and ensure you can see all students, participants at all times.

Etiquette on the water

Who gives way to who on the water - power and paddlers give way to sail. Power gives way to paddlers but the size of craft regardless of power giving way to paddlers if the vessel is medium to large it will not have the manoeuvrability of a smaller craft so give way to them.

Allow other users of the slipway free access and keep it clear, get the canoes / kayaks close to the water get on and move out of the way if other users are waiting to use the slipway.

Do not use bad or derogatory language on the water or on the shore. Banter by the given person can be taken indifferently by the receiving person.

Coaches Active Introduction

When your students, participants are all together and ready for getting on the water give an active introduction, included in this introduction can be the following

- Warm-up exercises
- Ask if there are any medical issues – does medication need to be taken
- Ask for previous experience
- Get to say their names to everyone's
- If there is a short journey before the activity / games get the students to pair up (buddies) to keep a look out for each other in there is little experience within the group.
- Talk through plans of the session / trip
- Talk through the TCA's Risk assessments
- Talk through the dynamic risk assessments which as a coach will assess on the day, this will also include weather forecast, tides etc
- Talk through what to do if someone capsizes
- Show the students / participants where on a map you will be going and for approximately how long.

Buoyancy Aid Fitting – (BA)

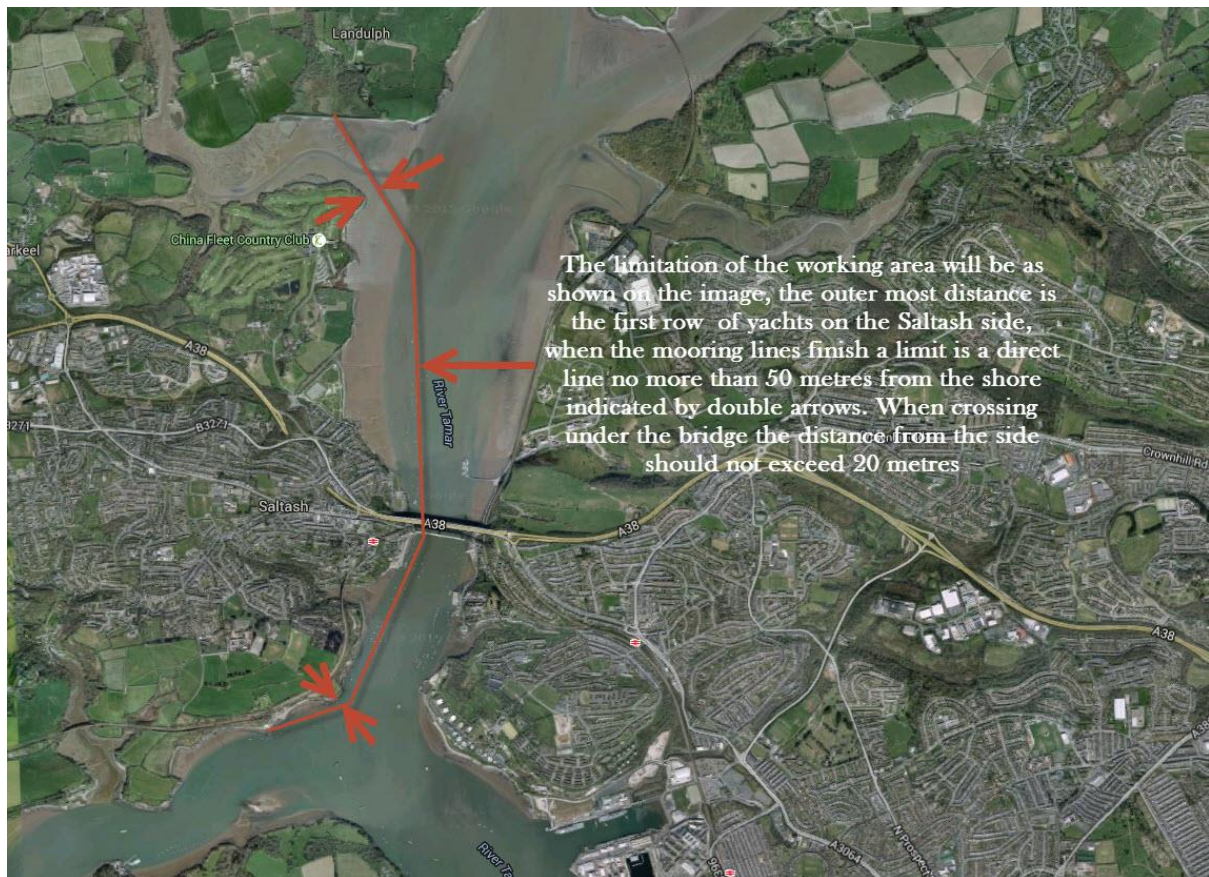
Ensure the BA is in good condition - no damage to the straps, material containing the floatation blocks is not perished or damaged

Fitting a BA – Ensure the size of the BA is suitable for the person using it, check inside on the label for guidance this includes physical size and floatation rating in Newtons.

Operating Boundaries for Level One Coaches

The working boundary for level one coaches will be the inside of the first mooring line and where the mooring lines finish no more than 50 metres from the water's edge Saltash side of the River Tamar (West side) at anytime. The limits are from Kingsmill Creek to Wearde Quay in the Lynher. It does not include crossing to Rat Island (Beggars Island). The full extent of the boundary is only allowed in the wind speed including forecast in less than force 3, the extent of the boundary if the wind is less than force 3 is shown on the map below. (Marked by the red line with blue dots) and on the aerial view.





Should the wind speed be above force 3 but less than force 4 the extent of the boundary limit will be reduced to that shown on the map below. Above force 4 the coach cancels the session / trip unless a suitably higher level coach is with the group. (Marked by the red line with blue dots).



Coach to Student / Participant Ratio

The Coach is not allowed to exceed the student to coach ratio which the British Canoeing guidelines set of One coach to 8 Students / Participants in Kayaks or One Coach to 6 Students / Participants in Canoes (if paddled as solo paddlers). These guidelines are always subject to change and are included on this document for guidance only, check the British Canoeing website for current ratios, these must never be exceeded and will override this section.

Checking In and Out

Check in and out using the yellow sheets on the clubs sheds, this will give a record of who has been on the water for auditing purposes and account for persons within the group should any external rescue services be called. It is also a requirement to mark on the laminated map on the shed doors where you intend to operate your sessions, this is very important. If an incident occurs it is essential that the clubs coaches, emergency services can locate / have an idea of the location you are operating. This is a new requirement from 2016.

Non Swimmers

Non swimmers in a group will not exceed one non swimmer to two swimmers and they must be buddied up when paddling any longer stretches of river. PPE must be worn as usual and the non swimmer briefed on what to do in the event of a capsized.

Club Policies and Additional Information

All damaged equipment must be reported to the Equipment Officer and a suitable means of stopping its use until repaired / replaced must be used, this could also writing a note on it.

Incident and Near Miss Reporting – Inside of the right hand clubs shed on the wall is the incident reporting book and first aid kit, when the incident / near miss has been entered you must send an email to the Tamar Canoe Association Secretary and Chairman at a minimum.

chairman@tamarcanoassociation.org.uk
secretary@tamarcanoassociation.org.uk

Parent consent and medical declaration forms are held by the membership secretary, please check to ensure these forms have been completed and there are no issues if you have not coached the students before.

Disruptive Behaviour

If anyone is being disruptive within the group try to calm the situation down, if the situation persists keep the group together and head towards the closest shore. If anyone feels threatened ask the student to leave the water at that moment, if the situation improves still continue back towards the clubs sheds and report the situation to the Chairman and Secretary as soon as you can. This matter will be taken seriously and an investigation will take place.

Tamar Canoe Association

Child Protection and Vulnerable Adults Policy - March 2012

The Tamar Canoe Association takes safeguarding children and young people seriously and as such adheres to the recognised best practice guidelines with particular reference to BCU and Canoe England: Codes of Conduct and Ethics and this policy has been developed in line with these and the Cornwall Safeguarding Children Board requirements.

The club recognises it's duty of care to Children, Young People and Vulnerable Adults and as such will:- promote the welfare of all it's club members by ensuring that all members and in particular Children and Young people feel safe and free from all forms of abuse from harm or abuse, whilst they are with coaches, volunteers within Club activities.

As such the Club will appoint a Child Protection/Club Welfare Officer/s who will:-

- Raise Awareness of the issues Children and Young people need to be protected from
- Ensure that all coaches have an enhanced Criminal Record Check (CRB) including ensuring that they are not registered as a person who is not allowed to work with children, young people (POCA) or vulnerable adults (POVA).
- Ensure that all coaches working with young people complete the BCU's requirement for Child Protection Training.
- Ensure all club members are aware of the Club's code of conduct and the named person within the Club who is responsible for dealing with Child Protection and vulnerable Adult issues.

Concerns for a Child's welfare outside of the Club

Where a member of the club/ Coach suspects that a child or young person attending the club has suffered or is likely to suffer significant harm if action is not taken, then members will raise this with the Child Protection Officer who will make the appropriate referral to the Local Children's Services Department.

Publicise the NSPCC Child Protection Helpline - 0808 800 5000

Childline 0800 111 www.childline.org.uk

Canoe England 24hr Child Protection Contact - ~~01773 401364~~
07734 453430

Site Specific Training Coverage

The Site Specific Training only covers operating with Tamar Canoe Association in Saltash from the clubs sheds on Jubilee Green and does not include any other river / sea section the club can operate.

Declaration

I hereby declare that I have read and understood this document following site specific training. I am aware of my coaching terms of reference and will remain within my remit as stated above whilst coaching with Tamar Canoe Association (TCA).

I will only coach if my coaching qualifications are up to date with British Canoeing, I am a member of Tamar Canoe Association and British Canoeing.

Level One Coach

Name.....

British Canoeing Number.....

Date.....

Signed.....

Level 3 Coach (trainer) must be recognised as an up to date level 3 coach by British Canoeing

Name.....

British Canoeing Number.....

Date.....

Signed.....