



Addlestone  
Canoe  
Club

## Health and Safety Policy

Version	Date approved by committee	Date of next review
V1.0	12/02/2024	28/02/2025
V1.01	13/05/2024	28/02/2025
V1.02	28/02/2025	28/02/2026
Reviewed	12/06/2026	28/02/2027



# Health and Safety Policy

## Policy Statement

ADDLESTONE CANOE CLUB is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.

## Health and Safety Policy

To support our Health and Safety policy statement we are committed to the following duties:

- undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club;
- create as safe an environment as practicable by putting health and safety measures in place as identified by the assessment;
- ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development;
- ensure that all members are aware of, understand and follow the club's health and safety policy;
- appoint a competent club member/s to assist with health and safety responsibilities;
- ensure that normal operating procedures and emergency operating procedures are in place and known by all members;
- provide access to adequate first aid facilities;
- strongly encourage each paddle group to carry a mobile telephone at all times;
- require paddle leaders to have relevant first aid qualifications;
- report any injuries or accidents sustained during any club activity or whilst on the club premises, if any junior is involved make sure a coach responsible at the time follows up, contacts and speaks to their parent or carer; and
- ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As a club member, you have a duty to:

- take reasonable care for your own health and safety and that of others who may be affected by what you do or not do;
- co-operate with the club on health and safety issues;
- correctly use all equipment provided by the club; and
- not interfere with or misuse anything provided for your health, safety or welfare.



## First aid

First aid facilities are available in the corridor of the clubhouse.

Portable first aid kits are provided by the club, and are stored on hooks next to the coaches changing room in the boat store.

Paddle leaders are strongly encouraged to ensure that at least one member of each paddling group carries a first aid kit and means of emergency communication (e.g. mobile phone) when away from the clubhouse.

All paddle leaders are expected to have first aid qualifications appropriate to the environment, taken within the last 3 years.

## Emergency procedures

In case of an emergency, take the following steps:

- Stay calm. Act swiftly and observe the situation
- Ensure that no other people are put in danger
- Listen to what the injured person is saying
- Stabilise the situation as far as possible
- Undertake first aid if necessary and if possible to do so
- Dial 999 to call for the emergency services if needed
- Ensure that the rest of the group are safe and adequately supervised
- Once it is safe to do so:
  - contact the injured person's emergency number if necessary
  - notify the club committee by ringing one of the numbers on the provided Emergency Procedure card (provided in club first aid kits and issued to coaches / approved paddlers) and on TeamApp (<https://addlestonecanoeclub.teamapp.com/>)
  - complete an incident form: <https://forms.gle/La6XyKyAFzpm82m57> (QR code to the right)
  - ensure that all present are given time and opportunity to recover





## Responsibilities

### Chair

- Overall responsibility for club activity and the health, safety and wellbeing of all who interact with the club, both members and non-members

### Safety Officer

- Leading on the development and implementation of the Health & Safety Policy
- Ensuring that safe systems of work are employed by maintaining up-to-date risk assessments
- Reviewing all risk assessments annually and revising where necessary, in cooperation with lead coaches
- Organising annual checks of club equipment, including float testing of buoyancy aids and ensuring that safety equipment meets relevant CE standards
- Ensuring that damaged or dangerous equipment is not available for use
- Ensuring all accidents are correctly reported in accordance with the PaddleUK guidelines
- Ensuring confidentiality is maintained and information is only shared on a 'need to know' basis
- Keeping up to date with the latest training requirements from PaddleUK

### All Volunteers and Members

- Working with the Safety Officer to ensure that all risks assessments are up to date and followed in practice
- Flagging health, safety or wellbeing issues with the relevant committee members or lead coaches
- Taking immediate action as required to ensure peoples health, safety and wellbeing

### All People Covered by this Policy

- To follow instructions, abide by advice and risk assessment controls, and take personal responsibility for their actions