

## Safety policy – in brief

We must all recognise that canoeing, as with most other outdoor/adventure activities, is a sport with inherent minor attendant risks (e.g. bruises, bumps, scratches, etc.). The HCC Committee agree that it is the duty of the Club, so far as is reasonably practicable, to maintain a healthy, safe and effective environment within which to enjoy all HCC activities and events.

To implement this policy effectively the Club has a duty to carry out assessments of all paddling activity and Club equipment in order to manage any attendant risks by:

- conducting risk assessment,
- bringing to participants' attention the hazardous nature of any activity they are engaged in and,
- where a risk is involved, implementing safe systems of operation and advising on ways to mitigate or eliminate the risk.

To have a safe and enjoyable club, all Club members must assume individual responsibility toward their own safety and that of others and agree to co-operate with this Operating & Safety Policy which should produce a general safety awareness culture within the Club

### 1 Rationale

This section of the Club's Operating & Safety Policy summarises general precautions that apply to all Club members. Full details are available to Club members in other reference documents available on the website at [www.haylecanoeclub.co.uk](http://www.haylecanoeclub.co.uk)

Whilst this is a brief summary with which all members should be familiar, they are also encouraged to examine the greater detail available on the website.

### 2 Code of conduct

It is the policy of the **Hayle Canoe Club** that all paddlers, volunteers, coaches and parents show respect and understanding for each other and the wider community, 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.

Everyone involved in the Club should abide by the Club Rules and Policies.

**There are detailed codes of conduct which are posted on the club noticeboard and on the website**

### 3 The "safe" person concept

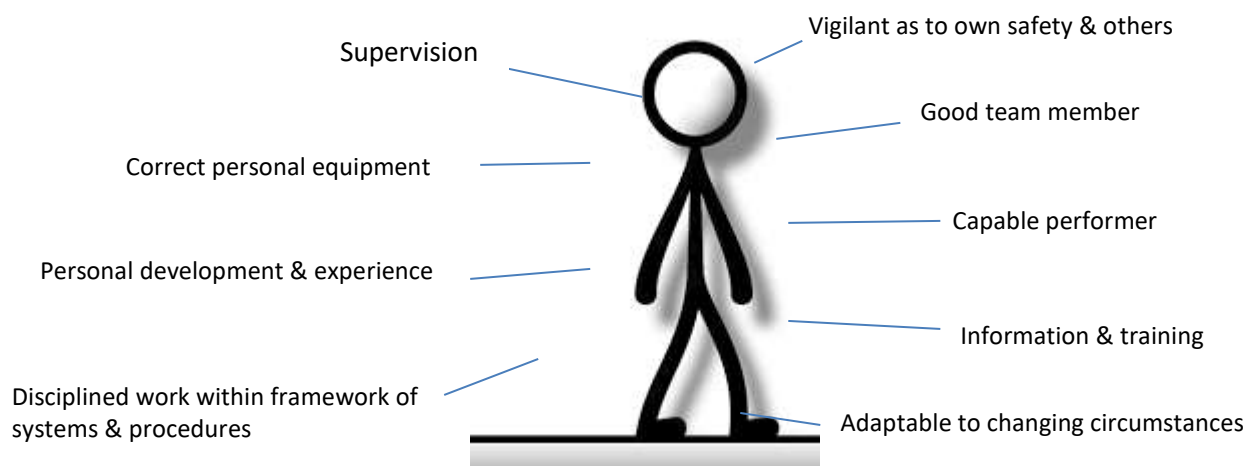
In paddlesport we work and play in an inherently dangerous place. People go there for adventure and it's not always possible or desirable to take all the dangers away from the environment. The alternative is to direct our efforts into making the person (participant, coach, client or student) safe.

This approach is called the 'safe person' concept. It must be clearly understood that all leaders of whatever level, have the authority, as well as the duty, to take immediate action in the interest of safety. This is a fundamental part of the safe person concept.

The safety of an individual paddling white water, or of a group, is reliant to a large degree on the self-discipline, knowledge and skills of the individual person(s). A safe person has a number of important qualities some of which are shown in the illustration below.

The safe person concept therefore relies on a number of personal attributes, together with the right support from paddling colleagues or other coaches, allowing for flexibility of response in order to react to unforeseen or changing circumstances. In the end decisions will be made based on underpinning knowledge, skills and experience applied in the precise circumstances faced at the time.

**We all have a responsibility for our own safety and the safety of other paddling colleagues. Those of us that are coaches have a 'professional' responsibility**



#### Qualities of a "safe person"

## 4 Emergency action plan

The Club will hold an emergency contact number for all senior members and the contact details of a parent or guardian for all junior members.

All paddlers attending a HCC canoeing course MUST complete a health declaration (in writing) and the coach/leader should ask if they have any medical conditions that they should know about.

For young people this information MUST be provided by a parent or guardian.

- The coach in charge will take control of the situation, and where necessary use others to help
  - Stay calm but act swiftly and observe the situation.
  - Is there danger of further injuries? How can they be mitigated?
  - Listen to what the injured person is saying.
  - If required first aid will be administered to the casualty(s) first ensuring that the rest of the group is in a safe environment.
  - In the event of an injury requiring specialist treatment, call the emergency services.
  - Deal with the rest of the group and ensure that they are adequately supervised.
  - Do not move someone with major injuries. Wait for the emergency medics.
  - Contact the injured person's emergency number if required.
  - Complete an incident/accident report form.
- Important: if any club member witnesses a 'near miss' which is an incident that could have resulted in an injury or serious accident it is very important to record it (anonymously if you wish) in the 'Near Miss' book. This will enable us to learn and take the appropriate corrective action before an accident happens
- As soon as is practical and if necessary the session will be stopped and everyone evacuated to shore.

### **Major Accident/Injury/Fatality**

- In the first instance applying appropriate first aid and calling the emergency services shall

take priority.

- Members at the scene of the incident shall co-operate with the emergency services but shall not comment or give interviews or statements to the media.

#### **Near Drowning**

- Any near drowning or instances where water has been inhaled will need medical attention.

#### **Evacuating the Harbour**

- Instances where evacuation may be necessary, thunder and lightning, very severe wind and cold or major accident.
- The coaches shall alert each other and the members by use of their whistles/radio.
- The groups will make their way to the edge of the harbour by the quickest and safest route.

#### **Reporting**

The coach involved will report the incident to the senior coach and in turn the club committee, and British Canoeing / Canoe England as soon as practicable. An accident (near miss) report form should be completed and an entry in the accident (near miss) log.

**It is the responsibility of everyone to ensure that safe practice is observed and everyone is up to date on current best practice.**

#### **In the event of a serious incident**

Club Officials are not to speak to the media/press about the incident without clearing a line to take with the Club Chairperson, who may decide to contact the BCU Press Officer for further advice. It is particularly important that the following line is taken:

- No admission of liability
- No further comment until all the facts are known
- The club's immediate concern is for the welfare/safety of the individuals involved.

## **5 First aid locations**

A comprehensive first aid box is available in the club house during training sessions and other harbour based events. Coaches will also carry first aid kits in their kayak/canoe for all events.

**Defibrillators locations (24/7) include:-**

**Hayle Surf Life Saving Club (SLSC)/Beach, Hayle TR27 5AF.**

(External unit 24/7 cover) – Tele: 01736 755303 - – 07967 213204 – 07771 975682

**Gillett's Spar Stores, 2 Chapel Terrace, Foundry, Hayle TR27 4AB. (External unit 24/7 cover)**

Tele: 01736 753327

**Emergency services in Hayle (Fire, Police & Ambulance)**

**Hayle Emergency Services Community Station, Commercial Road, Hayle, Cornwall, TR27 4DE**

Telephone: 01736 752973

## **6 Club sessions**

These are events and activities which are directly organised/administered by the committee, e.g. Wednesday night's training activities, pool activities, trips organised by the club, etc. These will generally be posted to members via email and also on the HCC group Facebook site.

NB other ad hoc sessions may be posted on Facebook which is open to both members and non-members. These are not within the scope of this document however ALL members are encouraged to adhere to the principles and safe practices in this guidance.

The Committee has endorsed a clear set of rules to enhance the safety, enjoyment and development of paddlers at Club session:

- All participants should aim to turn up on time to prevent the need for lone paddling.
- Juniors can only participate as part of a planned organised session.
- Buoyancy aids MUST always be worn in accordance with Club rules.
- Appropriate footwear MUST be worn.

- Helmets must be worn within Hayle Harbour and when directed by the coach in charge at other locations.
- All participants must sign in & out of club training sessions.

## **7 Trip guides**

British Canoeing guidelines are followed for Club trips and journeys away from North Quay, Hayle. The general risk assessment applies to these trips and Coaches are responsible for making a dynamic risk assessment of all trips run by the Club. Paddlers are to read the detailed guidelines in the 'Participation in Trips Organised by Hayle Canoe Club' document. This may be requested from the Club Secretary and is published on the website.

## **8 Communication**

A mobile phone should be carried in a suitable waterproof container by a coach/volunteer on all club activities. If sea based, whenever possible a marine band radio should be carried

## **9 Information sources**

All club forms, procedures & risk assessments are available on the club website at [www.haylecanoeclub.co.uk](http://www.haylecanoeclub.co.uk)

Many of the important pieces of information are also posted in the clubhouse

British Canoeing information can be found at <http://www.bcu.org.uk/> or at the Canoe England website at <http://www.canoe-england.org.uk/>