



CHELTENHAM CANOE CLUB

Health, Safety and Environmental Procedure



1. REQUIREMENTS OF CHELTENHAM CANOE CLUB

- 1.1. Cheltenham Canoe Club (hereinafter referred to as the 'Club') will adopt a Health, Safety and Environmental Policy which shall be signed by the Club Captain and be made available to all members.
- 1.2. The Club will appoint a Health and Safety Officer to take responsibility for Club health and safety.
- 1.3. The Club will ensure that this Health and Safety Procedure supports the Health, Safety and Environmental Policy, is reviewed annually and is made available to all members.
- 1.4. The Club shall ensure, through coaches and leaders, that those members undertaking a Club-organised activity are capable of undertaking that activity and the equipment being used is suitable for that activity.
- 1.5. The Club will provide and maintain 2 basic first aid kits at the Club 'Dowty sheds' site for the use at the sheds. The Club's Quartermaster shall regularly check the contents of the first aid kits and make requisitions as required
- 1.6. The Club will maintain two first aids maintained to BS8599-1 for use at Club events organised by the Slalom Committee, e.g., Symonds Yat Slalom. These First Aid kits shall be stored with the club's slalom equipment. These are not intended for use elsewhere. The Club's Quartermaster shall regularly check the contents of the first aid kits and make requisitions as required.
- 1.7. The Club will draw up and maintain a list of coaches and leaders and shall ensure the information is available to members.
- 1.8. Should a Club Committee member become aware of a hazardous situation or of defective equipment, be aware of the potential for a hazardous situation or an equipment defect to develop, or be made aware of the same by a Club member, they shall stop that activity until assessments can be made. This may lead to an alteration of the activity, exclusion of a member from the activity and if necessary, cancellation of the activity.

2. REQUIREMENTS FOR MEMBERS

- 2.1. Members are at all times responsible for their own safety and for the safety of those around them. Members participating in paddling activities should be competent swimmers.
- 2.2. Members shall assess whether or not they are capable of participating in, or undertaking, any Club-organised activity. If they have any doubt, advice should be sought from a Club coach or leader.



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- 2.3. Members shall ensure that their equipment is suitable and fit for purpose at the time of undertaking any Club activity. If they have any doubt, advice should be sought from a Club coach or leader.
- 2.4. Should a member become aware of a hazardous situation or of defective equipment, or be aware of the potential for a hazardous situation or an equipment defect to develop, they shall immediately notify the coach or leader, and others involved in the activity.
- 2.5. The Club provides first aid kits maintained to BS8599-1 at the Club Dowty sheds site. These kits are for minor cuts and scratches; members should seek professional medical attention for any injuries that are not minor. Members shall advise the Health and Safety Officer, or any Club Committee member if the Health and Safety Officer is not available, of any injuries requiring use of a Club first aid kit. The first aid kits shall be for use at the Dowty sheds site only and are NOT intended for use elsewhere.
- 2.6. Members undertaking paddling activities shall have due regard for the environment and shall ensure, so far as is reasonably practicable, that they do not damage the environment, and that any litter is disposed of ashore in appropriate receptacles. Members shall take all reasonable measures not to damage canal- and river-banks when launching or recovering canoes.
- 2.7. Paddlers can inadvertently cause the spread of non-native species between waterways which can have a negative impact on waterways. All paddlers should ensure that their kayaks, paddling equipment and attire are thoroughly cleaned as soon as practically possible after each paddling session.

3. **INSURANCE**

The club will organise paddling activities which includes hosting competition events, e.g. Symonds Yat slalom, day and weekend river trips and longer trips in the UK and in Europe. The club may also attend competitions and tours organised by a 3rd party, e.g. Canoe Polo, as well organise 'taster' sessions for non-paddlers, members and non-members, to experience paddling.

Paddle UK (PUK) members and Cheltenham Canoe Club members are indemnified against Public Liability by an insurance policy provided by PUK as a benefit of PUK membership and club affiliation to PUK. PUK demands the insurance is applicable only to events, trips and activities **sanctioned** by the committee and **advertised** by the club.

The committee will endeavour to publish a 2 monthly 'activity' plan which will be posted on the club's Facebook page and emailed directly to members advertising planned club events, trips and activities. In addition, **Trip Organisers** may arrange additional events, trips and activities for members; these additional events, trips and activities should be advertised as soon as possible. Additional activities will be deemed to be sanctioned by the committee when they are advertised on the club's Facebook page and WhatsApp groups 'CCC Advanced Paddlers' and 'CCC Novice Paddlers'.



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Committee members shall ensure that they are on, and able to read, the clubs Facebook page and the clubs WhatsApp groups, CCC Advanced Paddlers and CCC Novice Paddlers.

Any activity organised between personal contacts, e.g. telephone, email, WhatsApp, Facebook, and Instagram etc do NOT attract Public Liability indemnification under PUK's policy. However, if a club member is also in themselves a PUK 'On The Water' member, they are then protected by PUK Public Liability insurance.

PUK Public Liability Insurance commences on arrival at the venue or the 'get on', for a river trip, and ceases at the end of the event, i.e. departing the venue or the 'get off' for the river trip. Insurance also applies to the period of 'Loading and Unloading', e.g. meeting and organising equipment at the Greyhound pub, but does NOT apply to the travel period between the initial loading/unloading and the venue or the river.

Insurance also applies to activities associated with the paddling event, trip or activity, but which are not in themselves 'paddling', e.g. hiking because the rivers are too low, or overnight camping on a longer event or trip. Insurance does not apply to associated activities that require additional equipment, e.g. Mountain biking, Via ferrate and Bouldering.

Nor does insurance apply when using commercial premises, e.g. the pub, climbing centres, other paid access venues or when attending paid for instructional courses. In these circumstances, club members should rely on the insurance provided by the Provider.

The following has been agreed with PUK (Russell Smith 03rd March 2025): -

Where a planned trip or event has to be altered due to changed circumstances, whatever that may be, it is still a sanctioned trip, even on the day of the trip, providing that ALL participants agree to the changes.

Ad-Hoc, impromptu trips and events advertised at the 'last minute' are NOT considered as sanctioned by the club and therefore do not attract PUK's Public Liability Indemnity. The lapsed time period for an advertised trip to be NOT considered as ad-hoc or impromptu is one calendar day, i.e. a new trip proposal must be advertised the evening before the day of the trip in order for it to be considered as sanctioned. A new trip proposal advertised on the day of the trip is considered to be NOT sanctioned.



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4. CLUB EVENTS, TRIPS AND ACTIVITIES

PUK impose demands upon the club, and the club's activities. In order for the club to maintain PUK affiliation and for the club members to benefit from PUK's Public Liability insurance, the club must comply with PUK demands. A precis of PUK's requirements (Standards for Deployment in Affiliated Clubs Guidance) for club volunteers are provided below.

4.1 Club Events

Club events are events and competition's organised by the club where non club members are invited to participate, is centrally planned with an identified event team e.g. Symonds Yat slalom or a Polo tournament. PUK require an attending;

Event Organiser

Event Safety Officer

Welfare Officer

4.2 Formal Coaching and Leading (orchestrated club activity)

Formal coaching, leading and instructing is defined as an activity with a specific focus and is considered a regulated activity, e.g. slalom coaching, taster sessions at the Lido and led river trips where participants are instructed. Coaches and Leaders must hold a BCAB qualification appropriate to the activity. Where children or vulnerable adults are participating, a nominated chaperone is required. A chaperone may be the coach, instructor or river leader, who has completed the appropriate courses and checks.

4.2.1 in addition to that demanded by PUK, the club further requires that prior to any Coaching or Leading activity the coach or leader shall undertake to ensure, as far as is reasonable, that the activity is conducted in a safe manner, risks are reduced to the minimum and paddlers enjoy the experience. This will include ensuring:

- Availability of first aider knowledge and first aid kit.
- Awareness of paddling participants' canoeing skills and limitations.
- Awareness of access and exit points.
- Suitability and condition of equipment.
- The presence of sufficient experienced paddlers to support the coach or leader.



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- That a briefing of the activity and associated hazards at the planned venue is undertaken, including identifying first aiders.

During the activity, the coach or leader shall:

- Maintain a dynamic risk assessment.
- Maintain a head count.
- Monitor the apparent fitness levels of paddlers as the activity progresses, which may require an alteration to the activity plan.

4.3 Collaborative Club Activity.

A collaborative activity is defined as a river or sea trip, where no one person is in charge and each paddler decides on their own level of participation, e.g. whether to paddle or to portage a particular drop or section on white water. This activity requires a Trip Organiser. Where children or vulnerable adults are participating, a nominated chaperone is required. A chaperone may be the coach, instructor or river leader, who has completed the appropriate courses and checks

The following has been agreed with PUK (Russell Smith 03rd March 2025): -

A collaborative activity may include less experienced paddlers looking to progress their abilities providing that activity is not advertised as 'coached' or 'led' and any advice given during the activity is advice and not an instruction or is advice requested by the lesser experienced paddler.



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5. QUALIFICATIONS AND COURSES

The undernoted list of courses and qualifications are those defined in PUK's 'Standards for Deployment in Affiliated Clubs' for specific volunteer organisational and instructional rolls. All volunteers with a specific roll are required to be a member of PUK or a member of a PUK affiliated club.

5.1 Event Organiser: PUK 'Introduction to Safeguarding' training, refresher every 3 years
PUK 'Event Safety Management' training, refresher every 3 years
PUK 'Risk Management and Risk Assessment' eLearning

5.2 Team Leader: PUK 'Introduction to Safeguarding' training, refresher every 3 years **OR**
UK Coaching's 'Safeguarding and Protecting Children'.
PUK 'Risk Management and Risk Assessment' eLearning.

Note: Paddle UK define a Team Leader as a person responsible for organising a team to attend a specific event.

5.3 Event Safety Officer: PUK 'Introduction to Safeguarding' training, refresher every 3 years
PUK 'Event Safety Management' training, refresher every 3 years
PUK 'Risk Management and Risk Assessment' eLearning.

5.4 Welfare Officer: PUK 'Code of Conduct for Coaching Workforce' eLearning
UK Coaching 'Safeguarding Children in Sport'
UK Coaching 'Time to Listen Training'.
DSB check.
PUK online 'Safeguarding' refresher every 3 years.

5.5 Trip Organiser: PUK 'Introduction to Safeguarding' training, refresher every 3 years **OR**



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UK Coaching's 'Safeguarding and Protecting Children.

PUK 'Risk Management and Risk Assessment' eLearning.

5.6 Coaches & River Leaders: First Aid Certificate, refresher every 3 years.

BCAB 'Code of Conduct for Coaching Workforce' eLearning

Appropriate BCAB coaching or leading qualification

Maintain 'Continual Professional Development' by gaining 20 points every 3 years.

DSB Check

Note: The club may deploy Coaches and Leaders out of remit subject to a robust Risk Assessment, recorded and current skills verification approved by the club committee and assurances from other coaches and leaders who are within remit. (Refer to page 14 of the 'Standards for Deployment' document, rev Oct 24).

5.7 Chaperones: Code of Conduct for Coaching with Workforce eLearning

UK Coaching's Safeguarding Children in Sport

DSB Check

Note: A Chaperone is anybody taking direct responsibility for under 18's or Adults at Risk. A chaperone may also be the Coach, River leader or trip organiser providing these organising rolls do not impact the ability of the chaperone to take responsibility for the child or vulnerable adult in their care. It is deemed that an Event Organiser, Welfare Officer or Safety Officer will be unable to act as a Chaperone whilst at the same time discharging their duties of an Event Safety Officer, Welfare Officer or Safety Officer, but may act as chaperone at other times. Refer to the clubs 'Safeguarding Children (Welfare) Procedure' for further guidance.

Note: In addition to ALL of the above; Any member or volunteer working with children (a person under 18 years of age), as a Mentor, Team Manager or Driver (solely of children) are also eligible for DBS checks. (Refer PUK flowchart 'G29', rev March 24)

5.8 The club Coaching Officer will maintain Competency Matrix of members qualifications and course completions with validity dates. The club Captain will advise members,



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appointed to specific organisational volunteer rolls, of their qualification and course completion requirements. And advise existing appointees of course refresher requirements.

- 5.9 Similarly, members volunteering for specific organisational rolls shall ensure they hold, and continue to hold, the appropriate qualification or course completion for the organisational roll to which they have volunteered.

6. EVENT HOSTING

Where the club is hosting an event, the site will inevitably be busy with participants, family friends, the general public and people carrying canoes and equipment. The committee shall:

Ensure a current Risk Assessment is in place and ensure it is dynamically assessed.

Nominate a person or persons to be responsible for event health and safety; (refer section 4).

Ensure that all volunteers and members are aware of the nominated Event Organiser, Welfare officer and Safety Officer(s).

Check the current regulations with the Food Standards Agency for the 'provision of foods at community events' and ensure requirements, if any, are met.

Ensure that there is no flammable material in the vicinity of hot food preparation and that adequate fire extinguishing equipment is available.

Provide litter bins and refuse sacks for the collection of litter and appoint members to ensure that the site is clear of litter at the end of the event.

7. THIRD-PARTY VENUES

Where Club members use third-party venues, e.g., Sandford Parks Lido, Cardiff White Water Centre, or other clubs' competition venues, they shall comply with the Club's health and safety procedures as well as those of the venue. If there is a conflict in procedure, the third-party venue or event policies and procedures will take primacy providing that the member deems them to be safe. The member will advise the Club Captain of any conflict to facilitate a review of the Club's policies and procedures.

In the event of an incident involving Club member(s) at a third-party venue, the member(s) should endeavour to obtain a copy of the venue's 'incident report'. In any case, a Club 'Incident Form' shall be completed.



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8. RISK ASSESSMENTS

- 8.1. The Club shall undertake a generic risk assessment which shall be made available to the members. Risk assessments shall be reviewed on an annual basis, **and** after any reported incident.
- 8.2. Club-arranged trips and activities shall be subject to a dynamic risk assessment.
- 8.3. Club-hosted events shall be subject to an event-specific risk assessment.
- 8.4. Risk assessments may only be undertaken by a member or professional who understands the activity and the environment, and has completed PUK 'Risk Management and Risk Assessment' eLearning course.
- 8.5. The Club has adopted the 'Low/Medium/High' methodology for risk assessment where the severity of the hazard and the likelihood of its occurrence are rated as Low, Medium or High. The Assessor should:
 - 8.5.1 **Identify** the hazards.
 - 8.5.2 **Consider** who might be affected and how.
 - 8.5.3 **Evaluate** the risks and decide whether the existing control measures are adequate, or if more should be done.
 - 8.5.4 **Record** findings and implement them.
 - 8.5.5 **Review** the risk assessment; it should be reviewed in line with this procedure and updated if necessary.

9. REPORTING AND MANAGEMENT OF INCIDENTS

- 9.1. Members shall report all incidents to the Health and Safety Officer and shall record any relevant data pertaining to the incident. An incident is any occurrence of:
 - 9.1.1 A minor injury requiring first aid attention.
 - 9.1.2 An injury requiring a visit to casualty or a doctor.
 - 9.1.3 An injury requiring hospitalisation.
 - 9.1.4 Damage to Club or members' equipment.
 - 9.1.5 Damage to public property arising from Club or members' activity.
 - 9.1.6 Potentially-hazardous situations, which may have led to an injury or damage to property.



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- 9.1.7 Incidents related to access, e.g., conflict with the landowner or with other river users, or alteration of access at the access/egress point. This to be reported to British Canoeing.
- 9.2. The incident shall be recorded on the Club Incident Form. In the first instance the Health and Safety Officer will establish the severity of the incident to determine if advice should be given, procedures amended and/or British Canoeing be advised through British Canoeing's online reporting format.
- 9.3. In the event of a serious incident or fatality:
 - 9.3.1 Contact the emergency services.
 - 9.3.2 Contact the Club Health and Safety Officer, who will in turn contact Club Committee members.
 - 9.3.3 Gather witness statements, photographs, and record the prevailing weather and water conditions.
 - 9.3.4 Report the incident to Paddle UK using 'Paddle UK Incident Reporting' in a search engine and follow the instructions.
- 9.4. The Club will:
 - 9.4.1 Keep the family of the casualty fully informed.
 - 9.4.2 Work with the authorities, police etc.
- 9.5. Any recorded incidents will be reviewed by the Committee as a standing item at Committee meetings.
- 9.6. Completed Incident Forms shall be retained by the Club for a minimum of 5 years.

10. CLUB EQUIPMENT

- 10.1. The Club has a stock of paddling equipment that is available for members to use. The Club shall appoint a Quartermaster to complete an audit, at least once per year, to record Club equipment as being fit for purpose, and to locate any missing equipment.
- 10.2. Coaches, trip organisers and Dowty shed keyholders providing paddlers with Club equipment should ensure that the equipment is suitable for the skill level of the paddler and that the equipment is fit for purpose.
- 10.3. Members using Club equipment are responsible for ensuring that the equipment is suitable for them and is fit for purpose.
- 10.4. Members, coaches and leaders should report any equipment defects to the Quartermaster or a Club Committee member, and ensure the equipment is removed from service until repaired or replaced.
- 10.5. Users of Club equipment shall ensure that the equipment is returned to storage in a clean and dry condition.



11. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Club will ensure that club equipment complies with '*Regulation 2016/425 and the Personal Protective Equipment (Enforcement) Res 2018: Great Britain*'. Club members should similarly ensure that their equipment is safe through the compliance mark.

Compliant equipment is required to carry the '**UKCA**' mark indelibly affixed to the equipment. Equipment distributed prior to 2018 will carry the '**CE**' mark in place of the UKCA mark.

Additionally, from 2025, compliant equipment shall be marked with the distributors registered trade name, or mark, and their postal address. Personal Floatation Devices (PFD) shall meet the International Standards Organisation (ISO) **standard 12402**.

11.1 Inspection and Testing of PPE Equipment

All equipment will degrade with the passage of time. The longevity of a piece of equipment will depend on a wide range of factors including, age, amount of use, exposure to UV, chemicals and discipline with care. To ensure that PPE is fit for purpose it should be subject to inspection and testing on a regular basis. With respect to the Club, PPE is considered to be Personal Floatation Devices (PFD) and Helmets. Inspection and testing of PPE is the responsibility of both the Quartermaster and the Health & Safety Officer.

Club Equipment: PPE is audited (inspected) every two years and a record maintained. The audit includes inspection of: -

- All Stitching
- Attachment points of straps, buckles
- Quick Release Mechanism (PFD's)
- Condition of buckles and clips
- Condition of helmet shell and liner (helmets)
- 'Tug' test of straps and buckles

PFD Buoyancy: PFDs are sized according to the 'uplift' force, i.e. buoyancy, and marked accordingly in Newtons. It is important that PFD's meet the minimum uplift at all times. Club PFDs are tank tested every two years or at any other time there is concern as to the buoyancy of a PFD. PFD's that fail the minimum Newton measurement marked on the PFD shall be destroyed.

11.2 Members Personal Equipment.



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Club members are advised to inspect their own equipment on a regular basis and to ensure that the equipment remains suitable for use. Members should ask the Quartermaster for advice should they be concerned about the suitability of their equipment or inspection and testing procedures.

12. BIOSECURITY

- 12.1. Paddlers can inadvertently cause the spread of non-native species between waterways which can have a negative impact on waterways. All paddlers should ensure that their kayaks, paddling equipment and attire are thoroughly cleaned as soon as practically possible after each paddling session.
- 12.2. Paddlers using Club equipment shall wash down and dry Club equipment before returning it to storage. There is a water hose facility at the freestanding 'Greenkeeper's Garage' located in the car park adjacent to the Club Dowty sheds storage, which the Club has permission to use. Paddlers using Club equipment will need to provide their own sponges and towels to dry Club equipment after washing, and are also reminded that it is polite to return Club equipment in a clean and dry condition ready for use by the next user.



Greenkeeper's Garage



Water Stand



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13. WATER-BORNE DISEASES

13.1 British rivers, canals and lakes are not immune from being carriers or vectors of disease, which in some circumstances, can lead to paddlers developing an infection or contracting a disease. British Canoeing publishes guidelines on infections and diseases and how best to minimise the risk and members are encouraged to read this. Where there are specific alerts, the club will advise the members by email and through its Facebook page.

13.2 Recommended minimum hygiene standards should be: -

- Never drink water from a river, lake or canal.
- If contaminated water has been swallowed, contact your doctor with full details.
- Only drink water from your own bottle.
- Always shower after contact with water.
- Wash hands thoroughly before eating or drinking
- Cover cuts and abrasions with waterproof dressings before getting on the water
- Wear suitable footwear at all times
- Avoid immersion in, or contact with, water where there is evidence of algae scum or bloom.
- Do not splash river, lake, or canal water on your face in order to cool down.
- Wash down equipment after outings to remove potential contamination.
- Maintain your immunisation regime if paddling abroad, i.e., Tetanus, Hepatitis A & B, Polio, Typhoid and Dysentery.