



**NEWBURY CANOE CLUB**

# **STANDARD OPERATING & SAFETY PROCEDURES**

Uncontrolled When Printed



## Distribution List

Copy No	Distribution to	Organisation	Format
N/A	Chair	NCC Club Chair	Electronic
N/A	Health & Safety Officer	NCC Committee	Electronic
N/A	Head Coach	NCC Committee	Electronic
N/A	Safeguarding/Welfare Officer	NCC Committee	Electronic
N/A	Equipment Officer	NCC Committee	Electronic
N/A	Secretary	NCC Committee	Electronic
N/A	Club Coaches	NCC Member	Electronic
N/A	Club Members	NCC Member	Electronic
N/A	Website	N/A	Electronic
N/A	Club Notice Board	N/A	Hard copy



## Control Page

### Control Record

Version	Date of Issue	Description of Change	Page Amendment	Date	Reason for Change
8	Apr 2024	Updated format / Re-write	All	14 Mar 2024	Initial Issue
8.1	Jul 2024	Additional Safeguarding information & wording added	7	8 Jul 2024	Document review
8.2	October 2024	Formatting and design amended with company profile	All	4 Jan 2025	For putting on website



## HEALTH AND SAFETY

### HEALTH AND SAFETY POLICY STATEMENT:

"Newbury Canoe Club (NCC) is strongly committed to encouraging our members to take part, but the health, wellbeing, and safety of everyone is always our paramount concern. We recommend the level/nature of training and activities to be dependent on age and ability and expect our members 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 a safe environment 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 engage in activities/competition commensurate with the individual's ability depending 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 to assist with health and safety responsibilities in the role of Club Health & Safety Officer (HSO).
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and a qualified first aider always while under training.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises and keep a record of all such incidents.
- 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.
- Cooperate with the club on health and safety issues, respect club rules and policies.
- Correctly use all equipment provided by the club.
- Not interfere with, or misuse, anything provided for your health, safety or welfare.

**CLUB CHAIR NEWBURY CANOE CLUB:**

Ed Cooper:.....Dated:.....



## 1.0 INTRODUCTION

Newbury Canoe Club is a Charity Incorporated Organisation (CIO) and is run by volunteers. The Chair & Committee ensure the smooth day-to-day running of the club however, all members are encouraged to take an active role in organising activities such as day's out, paddle journeys and any other event which is deemed a benefit and is positive for the club.

Newbury Canoe Club is a multi-craft club, which includes marathon racing (k1 & k2), general purpose (GP), and stand up paddleboarding (SUP). The club owns equipment in all disciplines and has several coaches able to support members' development through coaching sessions and directed training in all disciplines.

Newbury Canoe Club is affiliated to Paddle UK, the UK's National Governing Body (NGB). Newbury Coaches, Instructors, and Leaders all hold and operate with a Paddle UK recognised qualification.

Newbury Canoe Club is situated on the banks of Avon & Kennet east of the town center at:

Newbury Canoe Club  
The Wharf  
Newbury  
RG14 5DF

Email: [enquiries@newburycanooclub.co.uk](mailto:enquiries@newburycanooclub.co.uk)

## 2.0 ORGANISATION & RESPONSIBILITIES

The following key Committee members and their roles are highlighted below; For further details of specific responsibilities, see [Annex A](#).

- **The Chair** is responsible for managing the committee members and the operation of the Newbury Canoe Club.
- **The Health and Safety Officer (HSO)** is responsible for ensuring that Newbury Canoe Club is compliant with the Health and Safety at Work Act 1974 which, includes risk assessments of the club building, boatsheds, and access/egress onto and from the club grounds. The HSO is also responsible for ensuring the content on the H&S noticeboard is up to date and reviewed regularly.
- **The Head Coach** is responsible for keeping a record of all Club Coaches and that they hold a suitable and current qualification to Paddle UK standards.
- **The Safeguarding/Welfare Officer** is responsible for advising on any safeguarding processes and supporting all Club Coaches with any changes / updates.
- **The Equipment Officer** is responsible for ensuring that all club equipment is serviceable and safe to use. Any damaged or unsafe equipment should be quarantined and marked, "DO NOT USE".
- **The Secretary** is responsible for arranging bookings for the Club building and ensuring the club is kept clean and tidy.



- **Club Coaches / Instructors** All coaches should be suitably qualified for the paddle discipline and level they are instructing/coaching.
- Specific Risk Assessments (SRA) should be produced using the hierarchy of control measures and reviewed by the Head Coach prior to delivery of any coaching/training session.
- A Dynamic Risk Assessment (DRA) should be conducted during the coaching/training session continuously with training adapted to support any changeable risk.
- **Race Team Leader** Responsible for organising the Newbury Canoe Club Team when attending any race events and acting as Team Captain.
- **The Club Treasurer** manages the finances of the club, reports on the club's financial performance and spearheads the fundraising effort to ensure the club has the necessary funds to be successful.
- **Equality Opportunities** Newbury Canoe Club will always promote to ensure fair practices and equal treatment for all.
- **Other Members** At the discretion of the committee, other roles may be appointed subject to requirements such as: Waterside, young persons, and the paddles representative.

### 3.0 NEWBURY CANOE CLUB MEMBERS/VISITORS

#### 3.1 New Members

- All new members are required to have a health & Safety (H&S) induction. **See [Annex B](#)**
- Where possible, the HSO, coach or a member of the committee should carry out the H&S induction.
- All Newbury Canoe Club members will be required to join the Club and pay an annual membership fee prior to being allowed to use the club or club equipment.

#### 3.2 Club Members

- All members should sign in on entering the club house whenever they are on site.
- All members should make themselves familiar with the Health & Safety Policy and regularly check the notices for any updates.
- All members should read and ensure they review the club risk assessments at least annually.
- All members should read and make themselves familiar with the Emergency Evacuation Plan, location of any firefighting, first aid equipment as well as the location of the Emergency Muster Station.
- All members should take care of all property belonging to Newbury Canoe Club or members of Newbury Canoe Club.

#### 3.3 On The Water (Club Members)

- All members are advised to wear buoyancy aids during all Training Sessions.
- When using club equipment, all members of Div 9,8,7 standard, must wear buoyancy aids.
- All members must wear suitable clothing for the weather conditions.
- All members should paddle craft suitable for their skill level and weather conditions.



- Lights are recommended, both fore and aft when paddling during the hours of darkness.
- All members who are Discover (1 Star) qualified are to paddle in a minimum group of 3.
- All members are advised to paddle with others where possible.
- All members should follow the rules of the river (keep right).
- Paddlers are encouraged to carry a mobile phone at all times.

### 3.4 Visitors

- All visitors (non-members) will always be accompanied by a Newbury Canoe Club member and do not require an H&S induction. Any visitors requiring the use of Newbury Canoe Club or equipment must first get permission from the Club Chair or Head Coach and be accompanied by a Newbury Canoe Club member.

### 3.5 Under the age of 18 years old

- All visitors/family club members under the age of 18 years old should always be accompanied by a legal guardian or parent.
- Junior members can attend coaching sessions with prior notice from the coach.

### 3.6 Welfare & Safeguarding

- Welfare & safeguarding is a collective responsibility. Everybody involved in paddlesports has a duty of care for the welfare and safeguarding of all personnel, both inside and outside our sport. NCC has a welfare & safeguarding officer and follows the Paddle UK policies. If you have concerns about the welfare or safeguarding of a member of the NCC, you can report directly to the welfare & safeguarding officer, coach, or by following the online reporting system at the following link: [Report a Safeguarding Concern | Paddle UK](#)
- All welfare and safeguarding policies can be found on the Paddle UK website by following the link: [Safeguarding Policies | Paddle UK](#). As well as on the NCC Website [here](#).

### 3.7 Lone Working – Contractors

- Prior to accepting contractors on site, a thorough due diligence process must have taken place and confirmation of business insurance and, where required, hold the correct qualifications for work to be undertaken.
- All contractors / Lone workers (*Cleaning staff*) should complete an H&S induction for the areas they are expected to work.
- All tools and equipment brought on site or provided by the club should meet HASAWA 1974 Regulations such as (PUWER, PAT & COSHH) etc.
- For larger build projects, [CDM2015](#) should be followed and contractors should provide a Risk Assessment Method Statement (RAMS) and complete [Annex C](#) as a minimum.

## 4.0 INCIDENT REPORTING

- All incidents should be reported to the Club Chair & HSO in the first instance. If first aid or medical treatment are required, the incident should be recorded within the NCC First Aid Book.
- The following paddling incidents should also be reported ASAP using the Paddle UK incident online reporting system. [Online Incident Reporting | Paddle UK](#)





- Injury requiring First Aid / Medical Attention.
- Medical condition resulting from paddling.
- Equipment Failure.
- River / Water user.
- Emergency Service / Third Party Call Out.
- [Specified, reportable injuries](#) required to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ([RIDDOR](#))

## 5.0 EMERGENCY RESPONSE PLAN

- For all emergencies, **call 999**.
- In case of fire within the Club premises, follow the **Fire Action Plan** displayed around the building.
- For medical emergencies prior to emergency services arriving, follow the **Emergency Action Plan** located on the H&S notice board. **Annex D**

## 6.0 CLUB COACHES / INSTRUCTORS / LEADERS

- All coaches, instructors and leaders should be suitably qualified for the paddle discipline and level they are instructing, coaching, or leading.
- For planning purposes, Newbury Canoe Club operates within a "Very Sheltered Water" area in accordance with the definition of Paddle UK. See Annex E for further details.
- Risk Assessments, routes and training delivery plans should be in place and where required, reviewed by the Head Coach or committee.
- All coaches, instructors and leaders should follow the Paddle UK guidelines for delivering effective coaching, training, and journeys.
- For further coaching, instructor, leader responsibilities see [Annex E](#)

## 7.0 MEMBERSHIP AND INSURANCE

- Members are strongly advised to join Paddle UK. This will ensure that members are covered by third party insurance and includes an appropriate waterways license from the Environment Agency and the Canal and River Trust.
- Newbury Canoe Club is affiliated to Paddle UK and as a result has a number of licenses for club boat usage on the waterways.

## 8.0 USE OF CLUB EQUIPMENT/STORAGE

- **Club Equipment.** Subject to availability, club members paying the "club boat hire charge" can use club equipment. The equipment can be pre-booked for Hasler races and other outings on a first come first serve basis. Equipment cannot be pre-booked for normal club training.
- **Personal Boat Storage.** Club members can apply through the equipment manager to store their own boat(s) for a monthly charge within the club boat shed. Subject to availability, members can store multiple craft for an additional monthly charge.
- **Removal of club equipment off site.** Club equipment can be removed off site when



representing NCC. For personal use, permission should be sought from the equipment manager or Club Chair. Any damage to club equipment may be sought back from the user subject to how the damage occurred.

### **9.0 HEALTH & SAFETY ANNUAL / MONTHLY INSPECTIONS**

- Annual & Monthly health & safety inspections should be carried out to ensure all safety equipment is serviceable and compliant. These checks will include all emergency fire equipment and first aid boxes. A copy of the annual inspection can be found at [Annex F](#) and monthly inspection at [Appendix 1](#).

### **10.0 ASSURANCE AUDITS**

- Newbury Canoe Club will be audited by a committee member(s) designated by the Club Chair annually.
- An annual audit report should be written and presented to the committee on completion. Any findings should be presented to the committee, discussed and an action plan put in place for any non-conformities found.

### **11.0 ANNEX'S & APPENDICIES**

- [Annex A – Organisation & Responsibilities.](#)
- [Annex B – Club Safety Induction.](#)
- [Annex C – Contractors \(CDM2015\).](#)
- **Annex D – Emergency Response Plan. (To be completed)**
- [Annex E – Coach / Instructor / Leader responsibilities.](#)
- [Annex F – Annual Safety Compliance Audit.](#)
- [Annex G – NCC Policies Procedures & Documents.](#)
- [Appendix 1 – Monthly Safety Inspection.](#)



## **ORGANISATION & RESPONSIBILITIES**

### **1. The Chair**

- Overall organisation and running of the club including promotion and club development.
- Chairs meetings including regular committee meetings and the club AGM.
- Strategic planning and key decision-making duties.
- Uphold Club Constitution and National Governing Body regulations.
- Delegating, leading, and motivating club volunteers towards club goals/objectives.

### **2. The Secretary**

#### **Organising meetings**

- Plan club meetings with the chairperson and agree an agenda with all club officers.
- Circulate details of meetings (time, location, agenda etc.) to club members.
- Take minutes and circulate to meeting attendees.
- Follow-up with relevant parties on key actions arising from meetings.
- Ensure meetings adhere to procedures of the club constitution (e.g., quorums and election procedures).

#### **Club Correspondence & Communication**

- Initiating and responding to all club correspondence (dealing with queries, official NGB correspondence etc.)
- Filing all club correspondence (incoming & outgoing)
- Adhere to Governing Body rules on communication (e.g., format/timing of response to written communications)
- Compile report on club activities for AGM.

#### **General Administration**

- Managing club membership, registration, and team affiliation (in conjunction membership member and race team manager).
- Keeping an accurate record of contact details for members, officers and third parties.
- Handling club insurance and related paperwork (e.g., filing of injury claims)
- Maintain appropriate records of membership and communication and club documents such as the club constitution.
- Assist the Chairman in strategic planning of ongoing club development.



### 3. The Health and Safety Officer (HSO)

- Ensure that Newbury Canoe Club is compliant with the Health and Safety at Work Act 1974. (See *Health & Safety Compliance check list*)
- Produces risk assessments, with support of Subject Matter Experts (SMEs), regularly review, and updates as required. All risk assessments should be communicated and made available to all NCC members and contractors.
- The minimum risk assessments required to operate safely and in accordance with the HASAWA 1974 are:
  - NCC access / egress to grounds including club house, boat sheds and storage areas.
  - Fire risk assessment.
  - First Aid risk assessment.
  - Generic paddle activity for day-to-day club members of all levels remaining locally (10km) east and west of Newbury.
  - Lone working / occupancy (*Using gym equipment*) risk assessment.
- Risk assessments should be reviewed after an incident, after a considerable change to process or procedure or annually.
- Communicates updates of any risk assessments to the committee and club members.
- Works with the Senior Club Coach to support all Club Coaches with risk assessing and offering advice on any training taking place.
- Manages / reviews the monthly health & safety checks and carryout any remedial actions as required to ensure compliance. (See *Health & Safety monthly check list*)
- As a minimum ensure the following is displayed on the health & safety notice board:
  - HASAW Poster.
  - Copy of the Clubs liability insurance.
  - Any minutes from the previous safety meetings.
  - Names of those who are First Aid Trained.
- Manages the annual compliance audit with support as required, compiles a full report which is presented to the committee.
- Ensure all members have completed a safety induction with records maintained.
- Monitor the accident / incident book and carry out any investigations so as to reduce the risk of further incidents of similar nature.

### 4. The Head Coach

- Holds an up-to-date record of all Club Coaches and their qualifications.
- Annually assesses Club Coaches during periods of coaching / training to ensure level of competence is maintained or confirms through logbook entries signed by a witness of equal or higher qualification than that of whom is being assessed.



- Reviews all coaches' individual risk assessments prior to delivering coaching / training sessions.
- Supports club coaches with their development by encouraging and guiding them on the next steps of progressing through the Paddle UK coaching scheme.
- Identifies new potential club coaches, supports their development, and assesses them prior to attendance on a Level 1 Coach course.
- Supports club members through coaching on improving technique during regular organised training sessions whether locally or through club trips.

#### **5. The Club Treasurer**

- The club treasurer manages the finances of the club, reports on the club's financial performance and spearheads the fundraising effort to ensure the club has the necessary funds to be successful.
- Creating and maintaining the club's annual budget.
- Ensuring accurate and up-to-date records of all club income and expenditure
- Payments to third parties.
- Prepare and issue invoices.
- Manages the club's bank account.
- Preparing financial statements ahead of the Annual General Meeting.

#### **6. The Equipment Officer**

- Keep an up-to-date inventory of all club owned equipment including all watercraft & mechanical gym equipment.
- Responsible for removing any reported damaged equipment and isolating the equipment to prevent further use.
- Damaged or unsafe equipment should be repaired or disposed of at the earliest opportunity to prevent use. If not possible, the equipment should be quarantined and marked, "DO NOT USE".
- Provide a club equipment storage plan and display within the boat shed to support the use of club equipment.
- Carry out an annual check of all club paddling equipment to confirm the inventory is up to date and equipment is safe to use.
- Control the storage of private boats ensuring they are included on the storage plan and displayed.
- Provide an annual update of the equipment itinerary to the committee with recommendations of purchasing, disposing or repair.

#### **7. The Safeguarding/Welfare Officer**

- Responsible for advising on any safeguarding processes such as protecting young people or vulnerable adults from physical, mental, or emotional abuse.
- The Welfare & Safeguarding Officer should be trained according to the Paddle UK requirements which can be found on the Paddle UK website.
  
- All Welfare & Safeguarding policies are to be reviewed annually and any updates communicated to all members of NCC.
- Any new or updated policies should also be updated to display the correct version via the NCC website.



- Supporting all Club Coaches with any changes / updates delivered from Paddle UK.
- Developing, implementing, and reviewing safeguarding policies and procedures.
- Coordinate and oversee safeguarding procedures, as well as act as a first point of contact for anyone with concerns.
- Bring any concerns to the attention of the Club Chair.

## **8. Club Coaches / Instructors / Leaders**

- Responsible for ensuring any training or coaching sessions comply with the Paddle UK syllabus.
- Develop, implement, and review Specific Risk Assessments (SRAs) for coaching and training sessions they are delivering.
- Keep an up-to-date logbook of all coaching and training sessions delivered.
- Present, when asked, all relevant logbook experience and qualifications to the Head Coach for review.
- Ensure they remain current and competent in line with Paddle UK guidelines for continuation training.
- Responsible for the safety, welfare of all students under their direction before, during until completion of the lesson/session.
- Where required, maintain their first aid qualification as per Paddle UK guidelines for coaches.
- Ensure all students are fit to paddle prior to accessing the water.
- Report any incident immediately or as soon as it is safe to do so to the Head Coach or Safety Officer.
- Always carry or have immediate access to the following equipment during coaching or delivery of training:
  - Mobile phone.
  - First Aid Kit.
  - Throw / Tow rope.
- Check all student equipment prior to use to ensure it is serviceable and fit for purpose.
- Assess the weather and water state (Flow, levels) prior to starting any coaching or training session and only proceed if safe to do so.
- Ensure safe manual handling of all craft when carrying. Equipment should be carried in pairs where possible.

## **9. Race Team Leader**

- Acts as Team Captain during racing events.
- Responsible for organising the Newbury Canoe Club Team when attending race events.
- Coordinating transport and boats to and from races.

## **10. Other Roles**

- At the discretion of the committee, other roles may be appointed subject to requirements such as: Waterside, young persons, and the paddles representative.



# Safety Induction

## Newbury Canoe Club

	Y		Y
Health and Safety policy		Boat shed familiarisation	
Operational Procedures		Outdoor boat storage	
Organisation – Key Roles & Responsibilities		Small shed	
Site access / egress including water's edge		Types of craft available to use	
Accident reporting procedures		Membership forms issued if not already	
Safety signs and notices		Security of Newbury Canoe Club premises	
Asbestos awareness if required ( <i>Poss boat</i>		COSHH storage	
Names of first aiders. ( <i>Where to find</i> )		Issue access codes once membership	
Emergency Action Plan (EAP)		No Smoking Policy	
Fire Action Plan (FAP)		Access to WhatsApp Group once a Club	
Club house familiarisation			
Lone working / Use of gym equipment			
Generic Risk Assessments			
Location of specific risk assessments			
Reporting health & safety concerns			
Unauthorised access			

Add additional specific items above as necessary.

### Induction Training Record

This record confirms that the detailed above has been delivered in accordance with Newbury Canoe Club Safety & Operations policy. – Keep on record

<b>New Member Name (Block Capitals)</b>		<b>New Member Signature</b>	
<b>Date</b>	/ /		
<b>Club Member Name Delivering</b>		<b>Club Member Signature</b>	
Club Member delivering the induction to complete.		<b>Scheduled Date</b>	<b>Completed Date</b>
Topics not yet completed list below			
<b>A</b>	<i>e.g – Boatshed not covered due to time available</i>	/ /	/ /
<b>B</b>		/ /	/ /
<b>C</b>		/ /	/ /
<b>D</b>		/ /	/ /
<b>E</b>		/ /	/ /
<b>F</b>		/ /	/ /
<b>Club Member Name (Block Capitals)</b>		<b>Club Member Signature</b>	



# Construction Phase Plan (CDM 2015)

## What you need to know as a busy builder

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a **construction phase plan** is required for every construction project. This does not need to be complicated.

If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

You will be responsible for:

- preparing a plan;
- organising the work; and
- working together with others to ensure health and safety.

You could be a builder, plumber or other tradesman, doing small-scale routine work such as:

- installing a kitchen or bathroom;
- structural alterations, eg chimney breast removal;
- roofing work, including dormer windows;
- extension or loft conversion.

A **simple plan** before the work starts is usually enough to show that you have thought about health and safety.

If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE and it is likely to be too complex for this simple plan format.

The list of essential points below will help you to **plan** and **organise** the job, and **work together** with others involved to make sure that the work is carried out without risks to health and safety. It will also help you to comply with CDM 2015. You can use the blank template on page 2 to record your plan.

### Plan

Make a note of the key dates, eg:

- when you'll start and finish;
- when services will be connected/disconnected;
- build stages, such as groundwork or fitout.

You will need to find out information from the client about the property, eg:

- where the services and isolation points are;
- access restriction to the property;
- if there is any asbestos present.

### Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and labourers.

Explain how you will communicate with others (eg via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes, eg:

- to site rules;
- to health and safety information;
- what you will do if the plan or materials change or if there are any delays;
- who will be making the key decisions about how the work is to be done.

### Organise

- Identify the main dangers on site and how you will control them, eg:
  - the need for scaffolding if working at height;
  - how structures and excavations will be supported to prevent collapse;
  - how you will prevent exposure to asbestos and building dust;

- how you will keep the site safe and secure for your client, their family and members of the public.
- Make sure that there are toilet, washing and rest facilities.
- Name the person responsible for ensuring the job runs safely.
- Explain how supervision will be provided.





<b>PLAN</b>	Your name/company		
	Name and address of client		
	Contact details of architect or principal designer		
	What is the job?		
	Is there anything the client has made you aware of?		
	Key dates: Start	Finish	Other
	Where are your toilet, washing and rest facilities?		
<b>WORKING TOGETHER</b>	Who else is on site – and their contact details?		
	Who will be the principal contractor?		
	How will you keep everyone on site updated during the job?		
<b>ORGANISE</b>	<b>What are the main dangers on site, eg:</b>	<b>Hazard is present</b>	<b>What controls do you have?</b>
	<b>Falls from height</b> <ul style="list-style-type: none"> <li>■ Make sure ladders are in good condition, at the correct angle and secured</li> <li>■ Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards</li> </ul>		
	<b>Collapse of excavations</b> <ul style="list-style-type: none"> <li>■ Shore excavations; either cover or barrier excavations to stop people and plant falling in</li> </ul>		
	<b>Collapse of structures</b> <ul style="list-style-type: none"> <li>■ Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person</li> </ul>		
	<b>Exposure to building dusts</b> <ul style="list-style-type: none"> <li>■ Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask</li> </ul>		
	<b>Exposure to asbestos</b> <ul style="list-style-type: none"> <li>■ If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out</li> <li>■ Make sure everyone on the site is aware of the results</li> </ul>		
	<b>Activities or workers requiring supervision</b> <ul style="list-style-type: none"> <li>■ Who will be supervising?</li> </ul>		
	<b>Electricity</b> <ul style="list-style-type: none"> <li>■ Turn electricity supply and other services off before drilling into walls</li> <li>■ Do not use excavators or power tools near suspected buried services</li> </ul>		
	<b>Risks to members of the public, the client and others</b> <ul style="list-style-type: none"> <li>■ Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes</li> </ul>		
	<b>Other dangers on site</b>		

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be



doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.



## CLUB COACHES / INSTRUCTORS / LEADERS RESPONSIBILITIES

### 1. Definitions of an Instructor, Coach and Leader are:

- **Instructor:** provides introductory/taster sessions
- **Coach:** specifically concentrates on the individual's skill and knowledge development
- **Leader:** leads a group of paddlers in appropriate locations and environments, ensuring safety of the individuals within the group.

### 2. Responsibilities:

- All coaches, Instructors and leaders should be suitably qualified for the paddle discipline and level they are instructing, coaching, or leading.
- All coaches, Instructors and leaders are, on completion of their qualification, committing to complete a minimum of 20 CPD points for each 3-year period. Further information can be found at: [Keeping Up To Date](#)
- Coaches, instructors, or leaders are responsible for the safety and wellbeing of all students, paddlers during organised club sessions, including, maintaining the correct coach paddler ratios set out by Paddle UK. See para 5 & 6.
- Specific Risk Assessments (SRA) should be produced using the hierarchy of control measures; (*Elimination, substitution, engineering control, administrative & PPE*) and reviewed by the Head Coach prior to delivery of any coaching, training, or journey.
- A Dynamic Risk Assessment (DRA) should be conducted during the coaching, training, or journey with conditions continuously monitored. The session should be adapted to support any changeable risk. It is recommended that these changes are recorded during the session to enable a detailed review once the session has finished.
- Coaches, instructors, or leaders should, where required, ensure they have an in-date and suitable first aid qualification specific for the sessions they are delivering.
- Land base supervision is not suitable unless an additional coach is on the water and included within the session.

### 3. Guidance for coaching beginner sessions (on the Kennet and Avon)

- All paddlers are to be made familiar with the coaching session risk assessment and the hazards identified including the mitigation to reduce those hazards.
- All paddlers and coaches engaged with a coaching session will always wear buoyancy aids.

- The teaching progression should follow the Paddle UK guidelines: (See links below)
  - [Start Award](#) – Initial taster course.
  - [Discover Award](#) – Basic course.
  - [Explore Award](#) – Building on Discover skills gaining more confidence.

#### 4. Risk Assessment

- The Kennet and Avon Canal presents few natural hazards, Club Coaches need to ensure all foreseen hazards are included within their risk assessment for the session they are delivering. Some examples of hazards are as follows:
  - Draw effect from several weirs on the canal.
  - Other craft of all sizes.
  - Fishermen and their lines crossing the canal.
  - Wildlife (swans, ducks, geese etc.)
  - Portaging and public when carrying boats.
  - Slips, trips, and falls.
  - Manual handling of boats to, from and in, out of the canal.
  - Weather forecast changes.
  - Flow of water.
  
- An example of a Starter Course Risk Assessment based from NCC can be found [here](#)

#### 5. Very Sheltered Water Definition

Quiet canals with easy bankside access and egress; small lakes, which are not large enough and do not have difficult landing, where problems could occur if there is a sudden change in conditions; gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. At any point, the paddler should not be more than 50 metres from the bank.

Enclosed swimming pools are also defined as very sheltered water environments.

**Note:** The definition implies normal conditions and care is advised when water and air temperatures are low.



##### Suggested Coach/Leader to Participant ratio



**Solo Craft 1:8**



**Crew Craft 1:12**

##### Factors to take into consideration



Experience of the Instructor/Coach/Leader



The individual group members' age/competence/experience



The ever-changing environment

##### Suggested Minimum Qualifications (Full list on page 8 & 9)

British Canoeing Awarding Body Paddlesport Instructor / British Canoeing Awarding Body Stand Up Paddleboard Instructor / British Canoeing Awarding Body Paddlesport Leader

## 6. Sheltered Water Definition

Ungraded sections of slow moving rivers where the group could paddle upstream against the flow (not involving the shooting of, or playing on, weirs or running rapids). Areas of open water (e.g. lakes and lochs) where the paddlers are no more than 200 metres offshore and the wind strength does not exceed Beaufort force 3, avoiding the group being swept/blown out of the safe working area. Slow moving estuaries (less than 0.5 Knots).

**Examples:** Small enclosed bays, enclosed harbours where there is minimal possibility of being blown offshore, defined beaches with easy places to land throughout, no tide races, overfalls or surf.

**Note:** The definition implies normal conditions and care is advised when water and air temperatures are low.



### Suggested Coach/Leader to Participant ratio



Solo Craft 1:8



Crew Craft 1:12

### Factors to take into consideration



Experience of the Instructor/Coach/Leader



The individual group members' age/  
competence/experience



The ever-changing environment

### Suggested Minimum Qualifications (Full list on page 8 & 9)

British Canoeing Paddlesport Instructor (completed before 01/01/2019) / British Canoeing Awarding Body Paddlesport Leader

## 7. Moderate & Advance Water Definitions

- For further definitions please navigate to the Paddle UK website [Paddle UK](#)

## 8. Further Coach, instructor, and leader safety information

- [Guidance for Coaches and Leaders | How-to Guides](#)
- [Paddlesafer-V7-2024](#)
- **Crib Cards:**
  - [1.-Canoe-and-Kayak-Safety-Quickguide.pdf \(gopaddling.info\)](#)
  - [2.-Stand-Up-Paddleboard-Safety-Quickguide.pdf \(gopaddling.info\)](#)
  - [5.-Inland-Waterway-Safety-Quickguide.pdf \(gopaddling.info\)](#)
  - [6.-Weather-and-Tides-Safety-Quickguide.pdf \(gopaddling.info\)](#)
  - [7.-Equipment-Safety-Quickguide.pdf \(gopaddling.info\)](#)
- **Craft pre-paddle safety checklist.**
  - [Kayaking Safety Checklist](#)
  - [SUP safety tips and checklist](#)
  - [Canoeing safety checklist](#)



## **HEALTH, SAFETY & SECURITY ANNUAL INSPECTION**

**Completed on:**

.....

**Conducted by:**

.....

**Number of corrective actions found:**

.....

Uncontrolled When Printed



## 1. CONTROL PAGE

### Control Record

Version	Date of Issue	Description of Change	Page Amendment	Date	Reason for Change
1	Apr 2024	Updated format / Re-write	All	14 Mar 2024	Initial Issue

## 2. INSTRUCTIONS FOR USE

- All questions should be answered and marked either Yes or No, if No, then a Risk Score of Low, Medium, or High should be entered in accordance with the Risk Matrix attached below.
- Once completed, any corrective action(s) should be communicated to the relevant person(s) for closure as soon as possible.
- Any corrective actions scoring **"High"** should be mitigated immediately and or brought to the attention of the Club Chair & Health & Safety Officer.
- Once this form is completed, the report must be kept for a **minimum of 5 years**.



<b>1</b>	<b>Control Page</b> .....	<b>2</b>
<b>2</b>	<b>Instructions for Use</b> .....	<b>2</b>
<b>3</b>	<b>Health &amp; Safety Information</b> .....	<b>4</b>
<b>4</b>	<b>Fire Prevention</b> .....	<b>4</b>
<b>5</b>	<b>General Lighting</b> .....	<b>5</b>
<b>6</b>	<b>Building Safety</b> .....	<b>6</b>
<b>7</b>	<b>Tools</b> .....	<b>6</b>
<b>8</b>	<b>Rubbish</b> .....	<b>7</b>
<b>9</b>	<b>Storage Design and Use</b> .....	<b>7</b>
<b>10</b>	<b>Paddling / Fitness Equipment</b> .....	<b>7</b>
<b>11</b>	<b>Electrical Safety</b> .....	<b>8</b>
<b>12</b>	<b>Chemical Safety</b> .....	<b>8</b>
<b>13</b>	<b>First Aid Facilities</b> .....	<b>9</b>
<b>14</b>	<b>Club Furniture</b> .....	<b>10</b>
<b>15</b>	<b>Security</b> .....	<b>10</b>





Question	Response Y / N / NA	Details/Comments If N – Score <b>Low</b> , <b>Medium</b> or <b>High</b>
<b>3 Health &amp; Safety Information</b>		
3.1 - Has the last inspection been reviewed?		
3.2 - Are there any outstanding actions?		
3.3 - Club Public liability Insurance displayed?		
3.4 - Is the Health and Safety at Work Act 1974 Law Poster displayed and accessible to all?		
3.5 - Is the Club Health & Safety Policy displayed so all members and contractors can access it?		
3.6 - Are all Club Building Risk Assessments in place, cover the day to day and have they been reviewed and / or updated (within the last 12 months)?		Access / Egress COSHH Fire / First Aid Lone Person / Working
3.7 - Are the latest Club Safety Meeting Minutes displayed on the H&S notice board or accessible online?		
<b>4 Fire Prevention</b>		
4.1 - Evacuation plan displayed at all relevant points?		
4.2 - Evacuation procedures / Fire drills carried out / explained prior to external users using the club?		
4.3 - Extinguishers in place, clearly marked for type of fire?		
4.4 - Extinguishers serviced and in-date?		Basic check monthly - annually Professional check 5 yearly
4.5 - Extinguishers clear of obstructions?		



4.6 - Extinguisher no more than 1200 mm max height & base not lower than 100 mm?		
4.7 - Indicator signs 2.1 m above floor level?		
4.8 - Adequate direction notices for fire exits?		
4.9 - Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?		
4.10.- Fire doors operating correctly?		<ul style="list-style-type: none"> <li>• firstly, open the door fully, then let it go.</li> <li>• Then open the door to around 15 degrees and let it go. – <b>Both times doors should close fully</b></li> </ul>
4.11 – Escape routes and fire exits clear of obstructions including external routes.		
4.12 - Fire alarm system functioning correctly?		
4.13 – Weekly / Annual record of fire alarm tests carried out? 1. Fire detection and warning system – <i>Weekly test. Full engineer check / clean and batteries changed annually)</i> 2. Emergency lighting including self-contained units / torches: <i>weekly test. Monthly all systems. Annually engineer check)</i>		
4.14 - Firefighting equipment installation and including hose-reels. - weekly for correct function. Annually full engineer check.		
4.15 - Fire Safety Risk Assessment in place for all buildings, in date and reviewed periodically as per recommendation?		
<b>5 General Lighting</b>		



5.1 - Good natural lighting?		
5.2 - Light fittings clean and in good condition. Internal / External?		
5.3 - Emergency exit lighting operable and charging indicators visible?		
<b>6 Building Safety</b>		
6.1 - Floor surfaces even and uncluttered?		
6.2 - Entry and walkways kept clear?		No Boxes, bikes or other obstacles.
6.3 - Walkways adequately and clearly marked?		
6.4 - Stair and risers kept clear?		
6.5 - Are liquid spills removed quickly?		
6.6 - Are railings in good condition?		
6.7 - Are footpaths in good condition?		
6.8 - Furniture in sound condition?		
6.9 - Legionella Risk Assessment in place and regular water test records for mains and water features available?		
6.10 - Is there any Pest control in place?		
6.11 - Are all stairs in good condition and safe to use?		
<b>7 Tools</b>		
7.1 - Are tools serviceable and listed on the tool register?		
7.2 - Tools not in use kept in a safe place?		
7.3 - Are those who use tools competent in their use?		
7.4 - No personal power tools kept on site?		
<b>8 Rubbish</b>		

8.1 - Bins located at suitable points around site?		
8.2 - Bins emptied regularly?		
8.3 - Are there hygiene disposal services in place?		
<b>9 Storage Design and Use</b>		
9.1 - Boats stored on racks and accessories stored safely to prevent falling?		
9.2 - Storage designed to minimise lifting problems?		
9.3 - Floors around racking clear of rubbish?		
9.4 - General condition of racks and pallets?		
<b>10 Paddling / Fitness Equipment</b>		
10.1 - Are they kept clean?		
10.2 - Are the floors around the machines kept clean?		
10.3 - Guards in good condition?		
10.4 - Adequate space between equipment?		
10.5 - Are users shown through an induction / displayed instructions how to use the equipment safely?		
10.6 - Are PUWER assessments carried out and in-date? <ul style="list-style-type: none"> <li>• <i>Safe System of Work (SSOW)</i></li> <li>• <i>Hazards</i></li> <li>• <i>Maintenance schedule in place?</i></li> </ul>		
<b>11 Electrical Safety</b>		
11.1- Electrical Maintenance records up to date? (e.g 5 yr fixed wire testing)		



11.2 - Safety switches tested every 6 months. Results recorded?		
11.3 - No double adapters in use?		
11.4 - Portable equipment tested and tagged? <i>Kettle, cooker, toaster, tv, heaters, hoover etc</i>		
11.5 - No broken plugs, sockets or switches?		
11.6 - No power leads across walkways?		
11.7 - No frayed or damaged leads?		
11.8 - No strained leads?		
11.9 - Where required are emergency shut-down procedures in place?		
11.10 - High Voltage AC present? (Normally >600V ac between conductors & 1000V ac between phases)		
11.11 - Electrical panels labelled with voltage outside and labelled inside, and outdoor sockets / panels covered?		
<b>12 Chemical Safety</b>		
12.1 - Are COSHH materials stored within the Club premises, club house or boatshed?		
12.2 - COSHH Register complete and available?		
12.3 - Safety Data Sheets (SDS) available for all chemicals?		
12.4 - Risk assessments completed for hazardous substances?		
12.5 - All containers labelled correctly?		



12.6 - Unused substances disposed of?		
12.7 - Club members & contractors trained in the use of hazardous substances?		
12.8 - If required is PPE available as per the Safety Data Sheet (SDS)?		
12.9 - Is adequate ventilation provided?		
12.10 - Are eye washes and showers easily accessed?		
<b>13 First Aid Facilities</b>		
13.1 - Are First Aid Kits available and positioned to allow easy access?		
13.2 - Are contents regularly checked? Including paddling first aid kits.		
13.3 - No contents past their expiry date?		
13.4 - Club members aware of location of first aid equipment?		
13.5 - Is there a list of first aiders displayed on the HSE board?		
13.6 - Is the Emergency Response Plan displayed?		
13.7 - Eyewash / Shower station present?		
13.8 - First Aid Needs Risk Assessment in place?		
13.9 - Is there a defibrillator nearby and is it easily accessible?		
<b>14 Club Furniture</b>		
14.1 - Is the furniture in a good state of repair?		
14.2 - Is any shelving secured in place?		

<b>15 Security</b>		
15.1 – Is CCTV signage displayed and current?		
15.2 – Is CCTV access to key personnel only?		
15.3 – Is the perimeter fence in good condition with no signs of damage?		
15.4 – Is the access gate locking mechanism serviceable?		
15.5 – Is the main club access door working correctly?		

**RISK ANALYSIS MATRIX**

		<b>Severity</b>				
		<b>1. Negligible</b>	<b>2. Minor</b>	<b>3. Major</b>	<b>4. Hazardous</b>	<b>5. Catastrophic</b>
<b>Effect on Operations</b>		No Effect on Safety	Slight reduction in safety margin or functional capabilities	Significant reduction in safety margin or functional capability	Large reduction in safety margin or functional capabilities	Full loss or Catastrophic failure
<b>Harm to People</b>		Inconvenience	Possible First Aid or physical discomfort	Possible Injury (RIR) or physical distress	Serious Injury to small number of People	At least one fatality
<b>Business Disruption / Reputation (Company &amp; Client)</b>		Slight to Moderate impact on reputation / Business	Moderate impact to reputation at community level	Significant Impact to reputation at regional level	Significant impact to reputation at state level	Sever Impact to reputation at national level
<b>Environmental Impact (To Water, Land or Air)</b>		Non-Reportable	Reportable without fine	Physical damage and fine	Considerable damage to people – facilities – equipment - significant fine and cost	Loss of people facilities or equipment highest fine and cost
<b>Cost of Loss / Impact / Damage</b>		<£4100	>£4100 to ≤£20,500	>£25,000 to ≤£82,000	>£82,000 to ≤ £820,000	>£820,000
<b>Likelihood</b>	<b>5. Very Likely</b> Almost Inevitable, at least once per week	LOW - 5	MEDIUM - 10	MEDIUM - 15	HIGH - 20	HIGH - 25
	<b>4. Likely</b> Not Certain, additional Factors May result in more than once per month	LOW - 4	MEDIUM - 8	MEDIUM - 12	HIGH - 16	HIGH - 20
	<b>3. Possible</b> Could Happen When Additional Factors are Present. Twice per year	LOW - 3	LOW - 6	MEDIUM - 9	MEDIUM - 12	MEDIUM - 15
	<b>2. Unlikely</b> Rare Combination of Factors Required. Once per year.	LOW - 2	LOW - 4	LOW - 6	MEDIUM - 8	MEDIUM - 10
	<b>1. Very Unlikely</b> Freak Combination of Factors Required for Undesired Event to Occur.	LOW - 1	LOW - 2	LOW - 3	LOW - 4	LOW - 5
		<b>LOW</b> Work / activity may continue; risk reducing controls must be maintained.	<b>MEDIUM</b> Work / activity may continue provided risk control measures identified in the Risk Assessment are implemented.	<b>HIGH</b> Work / Activity must NOT proceed where there is potential harm to people or environmental impact. ALARP must be demonstrated for all other consequences and <del>authorisation</del> to proceed must be given by Senior SFS Management.		



## NEWBURY CANOE CLUB POLICIES, PROCEDURES & DOCUMENTS

1. To be reviewed at least annually:

Policy, Document Name	Date last Reviewed	Owner	Location
Newbury Canoe Club Standing Operating & Safety Procedures	Jul 24	Chair / Committee members	NCC Website
NCC Generic Club Paddling Risk Assessment	tbc	Health & Safety Officer (HSO)	NCC Website
Discover/Paddle Safer Risk Assessment	May 24	Head Coach / Coaches	NCC Website
Explorer Risk Assessment	May 24	Head Coach / Coaches	NCC Website
Lone working Risk Assessment	tbc		
COSSH Risk Assessment	tbc		
Fire Risk Assessment	tbc		
Legionella Risk Assessment	tbc		
NCC Building Risk Assessment	tbc		
<a href="#">P1-Paddle-UK-Safeguarding-Children-Policy</a>	Jan 23	Paddle UK	Paddle UK Website
<a href="#">P2-Paddle-UK---Safeguarding-Whistleblowing-Policy</a>	Jan 23	Paddle UK	Paddle UK Website
<a href="#">P3---Paddle-UK--Anti-Bullying-Policy</a>	Sep 23	Paddle UK	Paddle UK Website
<a href="#">P4-Paddle-UK--Disclosure-Policy</a>	Feb 24	Paddle UK	Paddle UK Website
<a href="#">P6-Paddle-UK-SAFEGUARDING-ADULTS-POLICY</a>	May 24	Paddle UK	Paddle UK Website
<a href="#">P7-Paddle-UK-Safer-Recruitment-of-Volunteers-Policy</a>	Mar 24	Paddle UK	Paddle UK Website
<a href="#">Paddle-UK-Safeguarding-Procedure</a>	Mar 24	Paddle UK	Paddle UK Website
<a href="#">Report a Safeguarding Concern   Paddle UK</a>	Feb 23	Paddle UK	Paddle UK Website





# HEALTH, SAFETY & SECURITY MONTHLY INSPECTION

Completed on: Day  Month  Year

Completed by

Any questions answered in Grey should be investigated and if not corrected, reported to the HSO or Club Chair.

Once completed, this form should be kept for 3 Years.

	Yes	No	N/A	Comments
<b>Monthly checks</b>				
<b>Inspection Report</b>				
Has last month's report been reviewed?				
Have all actions been closed?				
<b>Escape routes</b>				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?				
Are external routes clear and safe?				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?				
Are fire door seals and self-closing devices in good condition?				
Do all internal self-closing fire doors work correctly?				
<b>Fire warning systems</b>				
Is the indicator panel showing 'normal'?				
Did the alarm system work correctly when tested?				
Has the system been checked by a competent person?				
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released)				
<b>Escape lighting</b>				
Are charging indicators (if fitted) visible?				
Do all luminaires and exit signs function correctly when tested?				
Has the system been checked by a competent person?				
Are luminaires and exit signs in good condition and				



**Appendix 1 to**  
Operating & Safety Procedures

undamaged?				
Is emergency lighting and sign lighting working correctly?				
<b>Firefighting Equipment</b>				
Is all equipment in good condition?				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are fire hydrants access and clear of obstructions to them?				
Is the pressure in 'stored pressure' fire extinguishers correct?				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Fire Blankets in place and serviceable. (Kitchen)				
<b>Club Building(s) &amp; Grounds Safety</b>				
Entry and walkways kept clear?				
Level surfaces even or clearly marked if not?				
Stairs kept clear and in good condition?				
Bins emptied and or not overflowing?				
Storeroom(s) cupboards are tidy and free from rubbish?				
Any Spills have been cleaned up?				
Outside areas cleared of rubbish?				
<b>First Aid</b>				
First Aid Box(s) in place?				
Contents in date and complete as per contents list? Or Seal in place?				
Eyewash stations in place and in date?				
First Aid (Incident) Book accessible?				
<b>Control of Substances Hazardous to Health (COSHH)</b>				
Any COSHH materials stored incorrectly?				
COSHH locker closed?				
All empty COSHH containers removed?				
COSHH First Aid Kit in place?				
<b>Security</b>				
Perimeter fence is good condition and no signs of damage?				
Gate and locking mechanism working as normal?				
Club main door lock working as normal?				
Boatshed door and lock in working as normal?				

**Further notes can be recorded here including any actions taken:**