Exmoor Canoe Club – Health and Safety Policy

Exmoor Canoe Club is committed to ensure the health, safety and welfare of members so far as is reasonably practicable.

1) Health and Safety Objectives

Our objectives in respect of health and safety are to:

a) provide and maintain a safe and healthy environment for all Club users.
b) provide health and safety information, training and supervision as necessary.
c) ensure that all equipment is maintained properly and in good working order.
d) encourage Club members to take reasonable care for their own health and safety, the health and safety of fellow members and all persons accordingly, and to report any hazard that cannot be controlled personally to appropriate personnel.
e) ensure that Club members observe health and safety rules and procedures laid down by the Club, and use health and safety equipment provided.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

2) Roles and responsibilities

Club Chair: Overall safety responsibility at the Club. Responsible for Club coaching activities and the maintenance of equipment.

Safety Officer: Responsible for Club safety policy and the co-ordination of Club safety-related activities

Group Leader: the leader on the day responsible for safety of particular activity.

3) Overall Health and Safety Policy

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

a) Undertake regular, recorded risk assessment of Club premises and all activities undertaken under Club auspices.
b) Create a safe environment by putting health and safety measures in place as identified by the assessment.
c) Appoint a competent Club member to role of Safety Officer to assist with the co-ordination of health and safety responsibilities.
d) Report any injuries or accidents sustained during any Club activity or whilst on the Club premises to British Paddlesport where appropriate.
e) Uphold the protection of children and young people by a) adhering to the Paddlesport UK Safeguarding Children/Safeguarding Adults Policies and following the guidance of the relevant Policy in the event of any concerns or allegations and b) giving appropriate attention to different requirements/considerations when making safety arrangements for activities for junior Club members.
f) Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

4) Participation statement

The activities undertaken by Exmoor Canoe Club carry an element of risk, including the risk of injury and death. Participants must make their own decisions about participation in any activity and are empowered to ask questions if in doubt about the nature or risks inherent in any activity. All participants must make decisions to accept risk for themselves; leaders can only provide advice to facilitate a decision.

5) Club member responsibilities

As a Club member, you have a duty to:

1) Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2) Cooperate with the Club on all health and safety issues
3) Inform session leaders of any relevant medical information.
4) Make your own decisions about participation in any activity.
5) Ask questions if in doubt about the nature or risks inherent in any activity.
6) Correctly use all equipment provided by the Club.
7) Not interfere with or misuse anything provided for your health, safety or welfare.

6) Accident/Incident procedures

In the event of an accident or incident, the following steps should be followed:

1) Make area safe
2) Contact first aider if there is an injured person
3) If necessary, contact the emergency services
4) Report the accident/incident (or 'near miss') using reporting procedure
5) Investigate all serious accidents/incidents and report on steps to prevent recurrence
6) Report serious accidents to BC/Insurance/other relevant authorities