

DCC Safety & Operating Policy 2022

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PART 1. INTRODUCTION

Intent

This policy provides safety information, guidance, and advice for everyone involved in club paddlesport including members, club officials, volunteers, event organisers, coaches, parents, and supporters.

The intent of the Safety and Operating Policy is to ensure everyone understands local hazards, the risks associated with them and the standards we put in place to promote safety of members and the public.

This policy reflects British Canoeing's Paddlesafer document and is in turn reinforced by club policies and Risk Assessments.

SECTION 1. General statement of policy

Canoeing is a sport with attendant risks. The DCC 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 paddlesport at DCC.

To implement this policy effectively the Club has a duty to carry out assessments of all paddling activity and Club equipment 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.

We will have a safe and enjoyable club when all Club members assume individual responsibility to co-operate with this Operating & Safety Policy and develop a general safety awareness culture within the Club.

This Safety & Operating Policy has been written in accordance with the standards set out in British Canoeing (BC) Paddlesafer document.

SECTION 2. Organisation and responsibilities for carrying out the policy

- **Club Chair/Deputy Chair:** The Health and Safety (HAS) Officer and other officials are accountable to the Club Chairperson for safe and efficient operation of the Club. Overall responsibility for safety thus rests with the Chairperson who has delegated day-to-day responsibility for health and safe operations to the Deputy Chair (responsible for club operations) and the Club's HAS Officer.
- **Health & Safety Officer:** The Club's Safety Policy is sponsored by the HAS Officer appointed by the Committee. The HAS Officer has a wide-ranging remit, working with coaches, other officials, parents/guardians, and paddlers to ensure that we are operating

in a safe way and managing risk. The Club HAS Officer is a full member of the club committee and will raise HAS concerns at any committee meeting as appropriate.

- **Head of the Coaching Team:** The Head of the Coaching Team has lead responsibility for the safe conduct of 'on the water' activities and development programmes. The Head Coach is to ensure that Coaches take reasonable precautions to ensure the safety of participants under their supervision.
- **Facilities Manager:** Maintenance of the Club's built estate in a safe condition is the responsibility of the Facilities Manager appointed by the Committee.
- **Volunteer Coordinator:** The Volunteer Coordinator has responsibility for Club catering operations as required. He/she will ensure that safe kitchen and catering procedures are adopted and that volunteers are appropriately trained and equipped to ensure the health and safety of members.
- **Officials:** All Club officials share a responsibility for supervising general activities (including social activities) 'off the water' to ensure safe and responsible practice.
- **Club Members:** Every member has an individual responsibility to behave sensibly, act with common-sense and co-operate with the Club's operating and safety guidelines issued by the Club, to keep up to date with policy changes and develop a 'safety aware' culture at the Club.

SECTION 3. Provision of HAS information

A copy of this document and the BC Paddlesafer document will be provided in hard copy at the Club's premises at Lower Wharf and communicated on a case-by-case basis when the Club is operating remotely from Lower Wharf by the nominated Coach, Official or senior paddler with overall responsibility for organising and leading the activity. This Safety and Operating Policy is to be available to all members on the DCC website.

Agreement to read and comply with this Safety & Operating Policy is a condition of membership and membership renewal at DCC.

Communication of and ensuring overall Club compliance with HAS policy is the responsibility of the HAS Officer.

SECTION 4. DCC Safety Principles

DCC has a responsibility in law to see that reasonable precautions are undertaken to ensure the safety of people participating in organised Club activities.

Where obvious hazards exist, therefore, it is expected that organisers will undertake to identify and take such precautions as seem appropriate and reasonable in the circumstances to provide for the safety of event organizers, volunteers, and participants.

These could include:

- Ensuring compliance with the Club's generic risk assessments for routine activity at the club and on local waters.
- Ensuring that a risk assessment of the event or activity has taken place and is recorded to establish that any planned activity or event is indeed safe and reasonable.
- That any identified hazard can be controlled, that monitoring activities for the event or activity are in place and that established cut off procedures are in place.

- Giving factual information to participants concerning the nature of any hazards which may exist. This could be by way of ensuring access to and knowledge of the British Canoeing Statement of Participation.
- Ensuring that each participant is aware of any risk and agrees to take any action directed by the Coach to mitigate or remove it.

These actions do not absolve the organiser from his or her responsibility to undertake reasonable precautions, nor do they remove the participant's right in law to sue for damages should negligence be involved. These principles affirm that the attention of the person 'at risk' has been drawn to the hazardous nature of the activity, where one is involved.

SECTION 5. Risk Assessment

Canoeing does involve some potentially hazardous environments and has some attendant risks. All paddlers, irrespective of their experience, have a responsibility for their own safety and the safety of others.

DCC will adopt British Canoeing guidelines for risk assessment. Risk assessments are not new. They formalise what responsible organisations and activity leaders have always sought to do: to identify the potential hazards involved with an activity, to understand the risk involved and to remove, reduce or manage that risk to an acceptable level.

5.1 Responsibility for Risk Assessment

The Club HAS Officer will coordinate risk assessment, working with the Coaching Coordinator in respect of on-the-water risk. Risk assessments are to be recorded in written form and copies kept supporting Club records in accordance with British Canoeing policy. DCC will maintain risk assessments as follows:

- **Generic risk assessment.** a broad risk assessment for canoeing activity wherever it takes place. This will establish general practices for healthy and safe canoeing at DCC.
- **Site/Event Specific Risk Assessments.** These will cover activity at specific sites, such as Lower Wharf, Swimming Pools or events such as DCC organised trips or Club races. See Appendix 1.
- **Dynamic Risk Assessment.** Refers to the ongoing assessment that activity leaders and experienced paddlers make throughout a session or an activity as the conditions change. Dynamic risk assessment complements any generic or site/event specific risk assessment.

PART 2. GENERAL ARRANGEMENTS FOR IMPLEMENTING HAS POLICY

SECTION 6. Procedures for reporting and recording accidents and dangerous incidents/near misses

DCC has published procedures for reporting accidents and near misses.

An Accident and Near Misses book is to be maintained at Lower Wharf, located in the bookcase in the gym and is available to all members. The book is to be checked at every organised Club session so that appropriate action or follow-up can be planned. This is a responsibility for the coach or activity organiser, any incidents should then be brought to the attention of the HAS Officer who has overall responsibility following up on the incident.

In summary, all accidents and incidents that could have resulted in accident or injury are to be reported in the Accident/Near Misses book in accordance with British Canoeing guidelines.

6.1 Incident Report Format

Incident Reports should include:

- The date, time, name of injured person, nature of the injury, action taken and by whom.
- It is also useful to record how the accident occurred, precisely what the injured person was doing, where and what was likely to have caused the accident. If a hazard is identified, then steps can be taken to prevent a reoccurrence.
- Any action taken should then be recorded. This might also apply to an incident where no one was injured but considered a 'near miss', to prevent an accident in the future.

SECTION 7. Reserved

SECTION 8. First Aid

8.1 Location of First Aid Kits

DCC First Aid kits are to be located:

- In the club house at Lower Wharf.
- In one of the cars travelling to organised Club events remote from the Wharf. This kit is to be collected from the Club Secretary in advance of trips away from Devizes unless a personal, comprehensive First Aid kit is available.

8.2 First Aid Equipment Checking and Replenishment.

The HAS Officer has responsibility for checking First Aid kits and replenishing supplies. These checks are to be checked in the first week of every month. This check will be carried out by the HAS Officer or another person nominated by them.

8.3 Recording the Use of First Aid Equipment.

First Aid kit used is to be reconciled with the Accidents Book. Except for adhesive plasters used to treat very minor cuts and abrasion all First Aid kit use would require an entry in the Accidents Book.

8.4 First Aid Training

All Club coaches should aim to complete an BC recognised Aquatic First Aid Course, or an acceptable equivalent outdoor first aid course as part of their development. Outdoor First Aid courses recognised by BC include Institute of Outdoor Learning and Level 1 and 2 or Rescue Emergency Care (REC) certificated courses of one- and two-day duration:

- **One day.** Suitable for outdoor activity instructors or leaders operating in locations with close access to further support.
- **Two days.** Suitable for self-reliant outdoor activity instructors or leaders operating in situations where several hazards may be present or remote from help, such as a leader on a canoe expedition.

8.5 Details of qualified first-aid personnel

The BC Go Membership database records all trained First Aiders. A list of currently qualified First Aid personnel is located with the Club First Aid kit at Lower Wharf on the wall inside the

main entrance hall. A list of qualified First Aid personnel is also located in the male and female changing rooms.

Qualified First Aid personnel must have an in-date qualification (no extensions are permitted) and that qualification must be updated on the BC Go Membership database by the individual. Unless both these conditions are satisfied the qualification is deemed to be 'lapsed'.

SECTION 9. Fire procedures

Fire procedures for the Lower Wharf site are detailed in the Facilities Management Policy. Evacuation procedures are published on the Club's information boards and on laminated sheets in the Club Building.

The only identified fire risk is when members are present in the Club building or changing rooms.

9.1 Fire Drill

In the event of fire, a fire alarm will sound or the person discovering the fire will shout FIRE, FIRE, FIRE. Members and guests are to evacuate the building or changing rooms by the nearest available fire exit and move outside to the fire assembly point.

- The fire assembly point is on the concrete apron between the Wadworth & Co cellarage building and Dundas Court.
- Members on the water will be told to disembark at the put in if safe to do so and make their way to the assembly area.
- No Club member is to leave Lower Wharf until all members present at the session are accounted for.

A Club official will coordinate a roll call using the club register and decide on the appropriate action to be taken in line with the Club's incident procedures.

SECTION 10. Club Values and the Club Codes of Conduct

The club's values are published on the club website and include our commitment to safety and wellbeing. For clarity this value is explained:

- We prioritise the safety, health and wellbeing of our paddlers, volunteers, families, and supporters.
- We take individual responsibility for our own actions, behaviour, and decisions.

Our values are translated into specific behaviours through the DCC Club Codes of Conduct which exist to ensure welfare of Club members and the safe enjoyment of Paddlesport by all Club members.

Acting in the spirit of our values and full adherence to our codes of conduct is a condition of membership and participation at DCC. Club members are advised to familiarise themselves with the Club General Code of Conduct, the Junior Code of Conduct and the Parent Code of Conduct which have been adopted by the Committee and are revised from time to time.

PART 3 CLUB OPERATIONS

SECTION 11. General

This section of the Club's Operating & Safety Policy summarises general precautions that apply to all Club members. These rules are detailed (and available to Club members) in other reference documents:

- DCC Boat and Trailer Use Policy
- DCC Boat Loan Agreements
- DCC Facilities Management Policy

SECTION 12. Club Sessions

The Committee has endorsed a set of rules to enhance the safety, enjoyment, and development of paddlers at Club sessions.

12.1 General Rules

Club coaches and club officials are responsible either jointly or individually when on site for the points listed below. Should a Coach not be on site then the adult members are jointly and individual responsible for site security and safety, per the checklist. The last person to leave the club must check and secure the premises.

- Open the Club gates and the Boat store.
- Ask that members swipe their fobs at the Club session.
- Report any members that fail to swipe fobs to a coach or member of the committee.
- Deal with enquiries from non-Club members and/or refer enquiries to a coach or committee member.
- Ensure that any incidents accidents or near misses are recorded in the Accident/Near misses/Incident log(s).
- Ensure that any damage to equipment is reported to a coach or committee member.
- Check that the premises are empty and so far as possible, that all members are off the water at the end of the session.
- Ensure that boats and equipment are returned to the appropriate place at the end of the session and buoyancies are hung up.
- Check the changing rooms are reasonably clean and tidy, all lights are turned off
- and ensure that the Boat Store and gates are locked at the end of the session.

12.2 Timeliness

Members are to turn up on time for organised sessions. Adult late comers must accept that they might not get a paddle unless suitable boats are available. Junior paddlers arriving late should not expect to paddle as the organised session may already be underway.

12.3 Participation

All juniors **MUST** participate in the planned organised session. For the avoidance of doubt the planned session will be published on the Club noticeboard or on a whiteboard.

12.4 Buoyancy Aids and Footwear

Buoyancy aids **MUST** be worn when required by Club rules or at the direction of a coach. See sections 14 & 16.

For the avoidance of doubt, the Club advises all paddlers to wear water shoes when paddling on our local water, due to the high risk of cuts to the feet in the event of capsizes.

However, when racing or race training the final decision rests with the Club coach responsible for the session.

SECTION 13. Advice in respect of non-members/visitors

We welcome interest from non-members and visitors who regularly visit or observe Club sessions. They will be unfamiliar with our operating procedure and these guidelines. Visitors should be introduced to an adult member or volunteer at the earliest opportunity:

We have an absolute responsibility to take every possible precaution to ensure that interest in our activities, especially those involving junior members, is healthy and appropriate.

We need to keep ourselves and visitors safe, especially when moving around the Lower Wharf area and moving boats.

Visitors do not necessarily appreciate when they are causing an obstruction or putting themselves at risk, for example by standing too close to the canal bank or cycling on the towpath.

We are part of the community and conversations with members of the public are quite natural and to be encouraged. Members are, however, expected to report 'unfriendly' or hostile interactions with members of the public to a committee member.

SECTION 14. Personal Buoyancy

The Club's water safety policy is that all paddlers SHOULD be capable of swimming at least 25 metres unsupported. We cannot 'certify' this in the canal, so it is an individual paddler or parent's responsibility to confirm that they or their paddler (for U18 year olds) is capable of swimming this minimum distance without assistance.

Anyone unable to swim 25 metres unsupported, or who finds this challenging MUST wear a buoyancy aid, and feel confident wearing one in the water, when using Club equipment or taking part in Club sessions.

The fitting of buoyancy aids by novices WILL be checked by coaches with instructions on suitable application and use provided. Specific Club rules apply to all members taking part in Club sessions or using Club equipment are as follows:

14.1 Flat Water Racing/Training.

Winter rules will be published periodically when the air temperature is colder and the days getting shorter.

When winter rules are in force it is compulsory for all paddlers irrespective of ranking, age or experience to wear buoyancy aids after dusk. There are no exceptions to this rule.

We understand and accept that national race discipline committees make different rules for wearing buoyancy in a racing environment and it can be confusing to see some paddlers wearing buoyancy while others do not.

These are DCC's rules when our winter rules are NOT in force:

- Paddlers ranked Div 7 and below (K1/C1 or K2/C2) MUST always wear buoyancy aids (BA) on the water.
- Adult paddlers ranked Div 6 and above MAY dispense with buoyancy aids by day if they wish.

- Junior paddlers (U18) ranked Div 6 and above MAY dispense with BAs with written parental permission and at the discretion of the coach in charge of the session. However, the decision on wearing BA's rest with the Coach even if the Junior paddler is rank Div 6 or above.
- All paddlers MUST wear buoyancy aids at night AND when directed to do so by a Coach or organiser in the event of inclement weather or fast river flow conditions. The organiser's word is final in this matter.
- Paddlers taking part in races MUST always follow race organiser instructions regarding the use of buoyancy aids.
- No matter what experience you have the Club rule is clear: if you are unranked or ranked Div 7 or below you MUST wear a buoyancy aid.

14.2 White Water Paddling/Training

All participants MUST wear buoyancy aids irrespective of marathon ranking

14.3 Courses.

All participants (including coaches) on novice/beginner courses MUST wear buoyancy aids. On other courses buoyancy aids may be worn at the Coaches discretion.

14.4 Swimming Pools.

Paddlers participating in swimming pool sessions MAY dispense with buoyancy aids at the discretion of the coach in charge of the session.

SECTION 15. Use of Club Equipment

Club equipment is to be maintained to British Canoeing recommendations. This includes all canoe/kayak fixtures and fittings including, but not restricted to, footrests, seats, carrying handles/straps, integral or inflatable buoyancy as well as safety helmets, spray decks and buoyancy aids.

The use of club boats and the trailer is fully documented in the Club's Boat and Trailer Use Policy. Specific instructions have been developed for the use of gym equipment.

15.1 Responsibility for equipment checking:

The Club's Captain of Boats (and/or Lead Coach) will organise periodic deliberate checks of equipment serviceability, report and arrange any maintenance required.

Coaches are responsible for conducting equipment checks on organised sessions.

Every member is responsible for individually checking the equipment they are using and following Club guidelines on safe use. This includes ensuring that they use boats that are suitable for their experience and ability levels.

15.2 Reporting damage to club equipment

All damage, however caused, is to be reported immediately so repairs can be affected before equipment is beyond economic repair or becomes dangerous to use.

15.3 Competent Use

New Club members and students on Club courses will be trained in the application and use of all equipment that is unfamiliar to them. This responsibility is shared by Coaches and experienced paddlers alike.

The aim of the novice programme is to ensure novice adult paddlers are competent to be able to use equipment unsupervised once they join the club. They will be directed to use specific equipment appropriate to their standard.

15.4 Storage of club boats

The Club has adequate storage space in the boat store at Lower Wharf. Equipment should be stacked carefully and safely using the racks provided. Care should be taken when lifting any heavy items, especially Canadian Canoes. Canadians and K2s should always be lifted by two people to minimise risk of injury.

15.5 Boat Loans and Use of Club Equipment Away from Lower Wharf

In addition to rules of the use of club equipment at the club, equipment may be loaned to paddlers for longer periods to participate in specific events such as the Waterside Series, Hasler Series and DW. The Club has a specific procedure to cover boat loans. See the Boat and Trailer Usage Policy 2021

15.6 Trailer Use

In law, both the Club and the driver towing a club trailer can be held responsible for any breaches of the law. Therefore, the driver and the HAS Officer, as the Clubs representative, will ensure that trailer use is in accordance with the Club's policies.

Only people approved by the HAS officer with the correct licence and insurance are permitted to tow the club trailer. See the DCC Boat and Trailer Use Policy 2021 for details.

SECTION 16. Winter Rules/Night Paddling

DCC sponsors a 'year-round' paddling season. To ensure safety during the winter months the Club adopts Winter Rules. On a date to be published on the Club notice board and by email (typically by the end of September) the Club will notify paddlers in advance that Winter Rules are to be brought into operation from a specified date.

16.1 When Winter Rules are declared:

- K1 and C1 paddlers SHOULD NOT paddle alone from the club after dusk, particularly in very cold weather (below 4 degrees), they need to buddy up.
- It is COMPULSORY for all paddlers to wear buoyancy aids after dusk.
- Junior paddlers MUST wear buoyancy during the day unless they have written parental consent AND the session coaches' permission.
- The Club advises that adult paddlers SHOULD wear buoyancy during the day, especially when paddling alone.
- From March 2022 parents CANNOT insist on their child not wearing a BA without breaching club rules.
- All Club boats and ANY member paddling from Lower Wharf are to display lights from dusk in accordance with this section.
- Club boats WILL NOT be used on the canal UNDER ANY CIRCUMSTANCES if there is ice on the water.

16.2 Additional guidance

- Appropriate warm clothing must also be worn.

- Carry out a dynamic risk assessment on the day. Assess the conditions and the risk, then act or change plans accordingly.
- Don't assume the training session will be incident free, go out on the water prepared.
- Carry out practice drills.
- Carry a mobile phone, know where you are, and let someone know where you are going.
- Club activities that encourage solo paddling, such as time trials SHOULD NOT be run on very cold nights.

16.3 Paddling in the dark

Irrespective of the season, many DCC paddlers chose to paddle in the dark to extend the paddling season and to train for overnight races such as the DW. We operate on a section of canal that has very limited use after dark, but we have experience of movement on the canal after dark by narrowboats and we've recorded near misses between paddled craft. We therefore insist that:

All Club members **MUST** show a forward-facing white light and a rear facing red light when paddling on the canal after dusk.

Lights may be mounted on either the paddler(s) or on the boat.

Young people (U18) will not be allowed on the water without the required lights in these situations.

Paddlers **MUST** paddle to the right of the centre line and look out for oncoming traffic.

Wash groups **MUST** give way to oncoming paddlers.

When paddling away from the Club in darkness (for example of the River Thames or any flowing waterway) lights are **COMPULSORY** for all paddlers taking part in organised Club activities.

SECTION 17. Water Conditions

17.1 General

Our section of the canal has no hazards associated with flow or weirs. This makes it ideal for training but may lead to a lack of awareness about situations elsewhere where the water conditions are more hazardous.

17.2 Precautions for flowing and tidal water

DCC plans trips to other areas, including the lower sections of the K&A canal, the River Thames and river estuaries where the flow increases during periods of heavy rainfall and at certain states of the tide. Paddlers are advised that to paddle safely in these conditions they should:

- Paddlers should not go out alone; always buddy up on the water even if you have a support crew on the river/canal bank
- Wear a buoyancy aid
- Let someone know where you are going, your launch and recovery point and an estimated time you expect to be out on the water
- Check the Environment Agency website for strong stream warnings (especially on the River Thames) and stay off the river when it has 'Red Board' conditions.

17.3 Illnesses associated with the canal

Paddlers should take account of specific water conditions relevant to the canal. The incidence of illness caused by both these conditions can be reduced by taking sensible precautions.

In summer, particularly when there has been little rainfall, the canal can become stagnated on the 'Long Pound' between Devizes and Wootton Rivers. These conditions may result in formation of blue/green algae. Avoid paddling in areas where you see algae and always shower and wash as soon as you come off the water.

Weil's disease (or leptospirosis) is a relatively rare bacterial infection caused by allowing water that has been contaminated by rat's urine to come into contact open wounds, the eyes, or with the mucous membranes. In this country most cases of Weil's Disease occur in the summer and early Spring. Always wash your hands as soon as you come off the water and avoid eating or putting your fingers anywhere near your mouth/nose/eyes until they have been thoroughly washed.

Paddlers are **STRONGLY ADVISED** to read information leaflets about Weil's Disease and to become well informed about the risks, sensible precautions that can be taken to avoid infection and the recommended action to take if you think that you have been infected.

17.4 Hazards associated with ice.

The Canal regularly freezes in the winter months and ice is a common hazard from late December to February. Different sections of the canal freeze at different times unless there is a sustained cold spell. Ice is particularly dangerous for paddlers because:

- It can damage boats and rudders.
- It increases the risk of capsize.
- It can prevent capsized paddlers from reaching the bank.

Therefore:

17 Club boats WILL NOT be used on the canal if there is ice on the water.

18 The Club advises if the canal is iced, even if patchy, then paddling Should not take place.

19 If as an adult, you choose to paddle the Club advises that you SHOULD portage sections of the canal that are iced up. Do not attempt to paddle through ice.

Cold water is a serious risk to life from drowning, even in the confines of the canal, due to the gasp reflex and muscle weakness caused by cold shock. See S.16 Winter Rules

PART 4. ROUTINE CLUB OPERATING PROCEDURES

The basis of this section of the document is to guide instructors, volunteers, officials, and members at the Club to ensure the efficient safe and secure routine operation of the Club. All members are to adhere to the guidelines in this section to prevent problems because of people "not knowing" how we operate.

SECTION 18. General Access

Care should always be taken to avoid noise and nuisance to local residents and canal users when accessing the club or on the towpath.

18.1 Vehicle Access

We actively discourage the use of vehicles to access the club. Vehicles may only be used to access the club via Lower Wharf by people with restricted mobility, by the duty coach, to load/unload a boat, or for club officials and contractors to undertake essential maintenance or to deliver/collect club supplies. After visiting the club for one of these reasons, cars must be moved offsite as soon as possible.

We do NOT permit parents to drop children at the club by car. No parking or manoeuvring is permitted anywhere on the Lower Wharf roadway or visitors parking slots at Dundas Court.

All vehicles MUST keep to a 10mph maximum speed limit on the Lower Wharf roadway to increase safety to residents, club members and supporters.

18.2 Security

There is no access to the Club at all before 9.00 am on a Sunday morning as this is in breach of our planning consent.

The main gate and boat stores will be locked with combination locks. Adult Club members will be provided with the combination code for the main gate lock which will be changed annually or as circumstances require. Breaching the rules about access may result in access being refused outside Club sessions.

The Club changing rooms are locked with an electronic fob system. From April 2022 all members will be issued with a digital fob to permit access. The fob must be swiped without fail on every attendance at Club. Failure to do this jeopardises our security and reduces our ability to record participation, which in turn impacts grant funding. From April 2022 failure to record access will result in disciplinary action which could, ultimately, lead to withdrawal of membership.

Members who have signed up to a Boat Storage agreement will be provided with a combination code to the private members section of the boat store. For security this is not to be shared with anyone who does not store a boat at the club.

When the Club premises are in use outside organised training sessions, no one other than Club members are permitted access to the Club premises.

After access and Club sessions the boat shed, changing rooms, main building and the gates are to be securely locked by the last adult to leave the site.

All security breaches or concerns are to be reported to the Club Deputy Chair or Facilities Manager in the first instance.

SECTION 19. Coaching

DCC has several qualified coaches and experienced paddlers who can pass on helpful guidance to others. The Club Policy is to follow British Canoeing guidelines in relation to courses of instruction and safety and the Club has a Child Protection and Harassment Policy, Risk Assessments, and has adopted an Equality Statement and the Club Codes of Conduct.

There are some rules and guidelines that should be observed by Coaches in relation to courses or sessions organised by or for the Club and any courses and sessions that take place partly on Club Premises or where Club Premises are used.

Course fees and coaching subscriptions should follow the Club's existing structure (as amended and published from time to time by the Club Management Committee) unless the Treasurer agrees a variation.

Coaches may claim expenses in accordance with the Payments to Volunteers Policy with the prior authorisation of the programme organiser and Treasurer.

If Coaches arrange ad hoc courses or sessions using any part of Club premises they should advertise the course or session on the Club notice board prior to it taking place so that it is available to all members. It is understood that different levels of paddler competence may be required to attend, and this should be clearly stated on the notice.

SECTION 20. Emergency Procedures

The Club hold an emergency contact number for a parent or guardian (and school number) if applicable for all junior paddlers taking part in club sessions or courses. This personal information is stored on the BC Go Membership database and by the Junior Programme Coordinator.

Parents and guardians **MUST** ensure they provide this information and either keep it up to date on the BC membership record or (for club members who are not BC members) provide it to the membership secretary.

All paddlers attending a DCC canoeing course **MUST** complete a health declaration (in writing) and the instructor should ask if they have any medical conditions that they should know about. For young people this information **MAY** be provided by a parent or guardian.

DCC will publish emergency incident procedures and make them available to all paddlers on the Club's notice board at Lower Wharf.

20.1 What to do in an emergency

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- 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 parent/carer.
- Complete an incident/accident report form.

20.2 Near Miss

A near miss is an incident which could have resulted in an injury or serious accident. If you witness or were involved in a "near miss" 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.

20.2 After an incident

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 BC 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 (if appropriate)

SECTION 21. Club Courses

DCC regularly runs courses for new members, local schools, and youth organisations and for development purposes. The Club's policy is to follow BC guidelines for coaching and with respect to safety on courses and programmes of instruction.

Coaches are to gather information about the group that they will be working with to include medical information, particular needs (including behavioural/social needs) and swimming ability.

It is not essential to be able to swim to enjoy paddlesport on our local water, but paddlers SHOULD be capable of swimming 25m unaided and treading water for 5 minutes. Students MUST always wear buoyancy aids on the water and SHOULD be encouraged to attend aquafit sessions to improve swimming ability and water confidence.

Students are to be advised what to do with valuables, spectacles (if worn) and sun cream. It sounds obvious, but coaches DO need to remind people.

Coaches are to give a pre-course safety briefing to students warning of any potential hazards identified through risk assessment and actions to take in the event of capsize or emergency.

Coaches are to ensure that a First Aid kit is available within reasonable range and that they have a mobile telephone to summon assistance if remote from a support crew carrying a First Aid kit or from Lower Wharf.

Coaches are to ensure that they are themselves familiar with and have understood the Club Safety and Operations policy.

Coaches are to ensure that clothing worn is appropriate to the ability, air/water temperature, wind chill factor. All paddlers are to protective wear shoes or wetsuit boots in accordance with Club policy.

DCC guidelines for coach to student ratios are to be applied for all introductory courses and for coached sessions on moving water. Recommended Coach to Student ratios are 1:6. Coaching ratios for experienced paddlers and for flat water sessions may be altered at the Coach's discretion although should not exceed 1:8 unless the coach is experienced and has completed a risk assessment for the activity proposed.

SECTION 22. Trips away from Lower Wharf

British Canoeing guidelines are to be followed for Club trips and journeys away from Lower Wharf. The general risk assessment applies to these trips ONLY if they are taking place on similar static or slow-moving water, but many of the principles and mitigations in the general risk assessment may be adapted for use elsewhere.

Coaches are responsible for making a trip specific risk assessment. They are also responsible for making dynamic risk assessments during the trip. Paddlers are to read the detailed guidelines in the "Participation in Trips Organised by Devizes Canoe Club" document. This may be requested from the Club Secretary and is published on the website.

SECTION 23. Conduct outside Club Sessions

DCC is a friendly club that encourages social activity off the water and particularly supports events where adults and junior members can socialise together in a safe and healthy manner.

We expect the conduct of all club members outside club sessions, and particularly towards other club members, to reflect the Club's values, be a credit to our Club and never to bring our Club into disrepute.

SECTION 24. Improving this policy

If you can think of a way to improve this policy, please discuss it in the first instance with the HAS Officer who has overall responsibility for the Club's Safety & Operating Policy.

DCC POLICY REFERENCES

- DCC Club Risk Assessments
- DCC Code of Conduct
- DCC Junior Section Code of Conduct
- DCC Parents Code of Conduct
- DCC Boat and Trailer Use Policy
- DCC Equity Policy

ADDITIONAL POLICY REFERENCES


- BRITISH CANOEING Paddlesafer
- BRITISH CANOEING Duty of Care Policy
- BRITISH CANOEING Coaches Code of Conduct
- BRITISH CANOEING Participation Statement
- BRITISH CANOEING Club Operating & Safety Procedures
- BRITISH CANOEING Risk Assessment Guidelines

Declaration:

Devizes Canoe Club hereby declares that the Committee of the Club adopt this Safety & Operations Policy. The Sponsor for this Code of Conduct is the HAS Officer who will coordinate its implementation with other Officials as required.

Name (print): MARK BOUCH Position in Club: Chair

Signed for the
Committee:



Dated: 03 March 2022
