

Introduction

This document explains the policy and procedures by which Brecon Canoe Club meets its 'duty of care' to conduct all activities in a safe manner; and contains written risk assessments for common activities conducted by the Club.

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Committee Endorsement

1. This document is to be endorsed by the Committee whenever it is changed – and shall be reviewed by the Committee in its entirety at least once every 12 months:

Date of most recent full review:	05/06/2018	Date by which full review next required:	31/05/2019
Date current version approved by Committee:		05/06/2018	
Signed (Safety Officer)		Signed (Chair)	

Safety Management Policy and Responsibilities

2. The General Committee (“the Committee”) is responsible for ensuring that the Club meets its ‘duty of care’ and conducts all activities in a safe manner, in accordance with accepted ‘good practice’ as appropriate to the activity. To this end the Committee shall:
 - a. Nominate one of its members to be a Safety Officer¹, who shall be responsible for ensuring that all the Club’s activities are managed in accordance with the procedures set out in this document;
 - b. Require all the Club’s activities to be authorised by the Committee, under guidance from the Safety Officer²;
 - c. Nominate a Leader for each activity who shall be responsible for running the activity in accordance with the procedures set out in this document and agreed for that activity by the Safety Officer and/or Committee;
 - d. Adopt formally – and review annually – written risk assessments prepared by the Safety Officer and/or Club Coaches, which shall then form part of this document; and
 - e. Obtain authorisation for any events run by the Club on behalf of a Canoe Wales or British Canoeing Discipline Committee or Development Team, such as Divisional slalom events, Hasler Canoe Marathon Races, Regional Tours, National Championships or Coaching Matters Events – which requires a full event risk assessment, Event Safety Management Plan and confirmation of status in writing by the Discipline Committee or Development Team².
3. The Safety Officer shall be appropriately trained and shall have attended (or attend as soon as possible after appointment) a British Canoeing Event Safety Management Workshop¹.
4. Activity Leaders shall be appropriately trained and shall be authorised by the Committee to lead activities within specified Terms of Reference. Their fitness to lead activities may be demonstrated by holding a relevant British Canoeing qualification or by an internal verification process operated by the Coaching Officer to the satisfaction of the Committee. A list of nominated Leaders shall be maintained by the committee.
5. Activity Leaders shall ensure that an appropriately qualified First Aider is nominated and that an appropriately equipped first aid kit is available for each activity. In most cases the Leader is likely to be the First Aider, but this does not have to be the case.

¹ The appointment and training of a Safety Officer is a British Canoeing requirement from 30 Sep 2015.

² This is a British Canoeing requirement from Jan 2016.

Activity and Event Authorisation

6. There is a distinct difference between events and activities. An Event is: A club organised happening with attendance by non-club members. For example; a competition with other clubs (hosted by Brecon), taster days. An Activity is: A club organised happening attended by club members only. For example; pool session.
7. The Leader of each activity or event shall submit in writing to the Safety Officer an activity/events management plan (AEMP), giving reasonable advance notice, for the activity in accordance with these procedures, which shall address:
 - Responsibilities for safety management and first aid;
 - Risk management; and
 - Incident Management.
8. The AEMP need not be complicated and the form can be found at Annex C.
9. Once submitted the AEMP will be reviewed by the Safety Officer and a reply sent to the Leader within 48 hours. At this stage the Welfare Officer and Club Chair should be copied into the e-mail chain or contacted to advise them of the planned happening.
10. If no reply is received from the Safety Officer within 48 hours then the Club Chair should be contacted to request a reply.
11. If no response is received from the Club Chair by the Leader within 48 hours then the happening must be considered NOT authorised until such time as the AEMP has been approved by the Committee.
12. The Safety Officer shall assess whether the proposed AEMP is appropriate to the activity and shall recommend to the Committee that the activity should either:
 - f. Be authorised as planned;
 - g. Not be authorised (which would be exceptional and might be the case where, for example, insufficient time was available before the activity to satisfy safety concerns);
or
 - h. Be authorised subject to additional measures being taken by the Leader – which the Leader would then be required to agree to.
13. The Safety Officer's recommendations may be made to the Committee by e-mail or verbally at a Committee Meeting. The Safety Officer shall keep a record of all e-mail correspondence and Committee minutes relevant to the authorisation of activities.

Authorised Activity Leaders Register

14. Leaders should only plan to conduct a happening for which they are qualified and authorised. The Committee hold a master copy of the Authorised Activity Leaders Register.

Risk Management

15. Activity Leaders are expected to conduct a dynamic risk assessment for each activity. Such dynamic risk assessments shall take precedence over any pre-existing written risk assessments, but the Leader should take cognisance of such pre-existing written risk assessments and be prepared to justify any decision to deviate from them.
16. For the avoidance of doubt the order of precedence for risk assessments for any activity shall be:
 - 1) the dynamic risk assessment conducted by the Leader on the day of the activity itself;
 - 2) a written risk assessment prepared specifically for that activity at the venue and on the day it takes place (e.g. "a Division 4 slalom race at Brecon Promenade on 4 August 2015");
 - 3) a written risk assessment for that activity at the venue it takes place (e.g. "Lightning racing at Brecon Promenade");
 - 4) a written risk assessment prepared for that activity at an unspecified venue (e.g. "Canoe Polo");
 - 5) a written risk assessment prepared for the venue at which it takes place (e.g. "canoeing and kayaking on the Monmouthshire & Brecon Canal"); and
 - 6) the Club's generic written risk assessment for canoeing and kayaking at any location.
17. The Club has prepared and will continue to develop and maintain the following scheme of written risk assessments, which are included as annexes to this document:
 - a) Generic Risk Assessment for Canoeing and Kayaking at any Location (Annex B)
 - b) *Other existing assessments to be added in due course.*

Incident Management

18. Activity Leaders should ensure that they have the means to contact, during each activity, the next of kin of all participants, the Club Chair, Safety Officer and Welfare Officer and Canoe Wales National Development Officer. They could achieve this by carrying these details with them personally or by ensuring that they are able to contact someone who will have these details to hand. They should specify in their 'safety management plan' for the activity how they will satisfy this requirement.
19. In the event of an incident requiring emergency services, the Leader should:
- 1) Alert the appropriate rescue services;
 - 2) Alert the Club Chair (or, if the Chair cannot be contacted, the Club Safety Officer, Club Welfare Officer or Canoe Wales Development Officer) **and, if any children are involved**, the Club Welfare Officer – who will deal with any contact with the news media;
 - 3) Alert the next of kin of anyone involved; and
 - 4) Avoid making an admission of liability; or any comment to the news media.

Officer	Name	Home/Work Phone	Mobile Phone
Chair	Steve Rayner	01874 623399	07989 412415
Safety Officer	David Parry	01874 623095	07813 440039
Welfare Officer	Jenny Anderson	01874 623912	07816 233373
Canoe Wales National Development Officer	Jen Browning		07496 018281

20. Activity Leaders shall report to the Safety Officer and CC the Welfare Officer, using the Club's Accident/Near Miss Reporting Form (see Annex D), all incidents that either result in a fatal accident or an injury requiring medical attention (including basic first aid e.g. nosebleeds, small cuts & grazes, minor burns, plant/animal stings) or involve threatened or actual abuse (either verbal or physical); or could have resulted in such an incident (a 'near miss').
21. The Safety Officer shall maintain an 'Incident Book' containing copies of such reports and shall ensure that any injury involving referral to or actual hospital treatment³ is notified immediately to Canoe Wales using its Incident Notification Form (available at <https://www.britishcanoeing.org.uk/go-canoeing/incident-reporting>).
22. The Safety Officer shall review these reports periodically; shall recommend changes to the Club's policies, procedures, risk assessments and training where appropriate; and shall ensure that those involved in incidents are informed of the outcomes.

NB any allegations of libel/slander; any allegations of professional negligence i.e. arising out of tuition, coaching or advice given; any investigation under any child protection legislation; or any circumstance involving damage to third party property are also required to be reported to Canoe Wales but these are the responsibility of the Chair and/or Welfare Officer, as appropriate, rather than the Safety Officer.

³ An injury in this instance is defined as any head injury that requires medical treatment by a doctor or hospital; any fracture other than to fingers, thumbs or toes; any amputation, dislocation of the shoulder, hip, knee or spine; loss of sight, whether temporary or permanent; any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours; or loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Annex A BCU Environmental Definitions

The following definitions are taken from the British Canoeing Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders V1-3 dated Apr 18. They are included here for ease of reference, but the latest version should be checked whenever necessary.

Where wind strengths or wave heights are mentioned these are as forecast, as it can be expected they may be encountered during the session/journey.

Very Sheltered Water

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.

Sheltered Water

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.

Moderate Inland Water

Large areas of open water that exceed the sheltered water definition, where the paddlers are no more than 500 metres off shore and in wind strengths that do not exceed Beaufort force 4.

Advanced Inland Water

Large areas of open water which exceed Moderate Inland Water and/or have winds in excess of Beaufort force 4.

Moderate White Water⁴

Grade 2(3) white water or equivalent weirs⁵.

Advanced White Water⁶

Grade 3 white water for canoe. Rivers up to and including grade 4(5) for kayak⁷.

Moderate Tidal Water/Sea

stretch of coastline with some areas where it is not easy to land but there will always be straight forward land points a maximum of two nautical miles apart. Crossings not exceeding two nautical miles. Up to 2 Knots of tide (but not involving tide race or overfalls). Wind strengths do not exceed Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).

Advanced Tidal Water/Sea

Any journey on the sea where tidal races, overfalls or open crossings may be encountered and which cannot be avoided; sections of coastline where landings may not be possible or difficult; sea state 4 and winds above Beaufort force 4;; launching and landing through surf (up to 1.5 metres trough to crest height).

⁴ The man-made facilities of Holme Pierrepont, Lee Valley (excluding the Olympic Channel), Teesside and Cardiff are considered to be Moderate White Water. All recognised UK slalom venues are considered to be either Sheltered or Moderate White Water except those listed below as being Advanced White Water.

⁵ Grade 2(3): the overall standard of the run is grade 2, but there may be a few (normally one or two) grade 3 rapids that can be portaged if required.

⁶ The following recognised UK slalom venues are considered to be Advanced White Water: Lee Valley Olympic Channel, Grandtully slalom site (1m+ gauge), Bala Mill (>12 cumec), Tryweryn (International site>12 cumec, Graveyard >9 cumec), Serpents Tail (high water, water above rocks on main rapid).

⁷ Grade 4(5): the overall standard of the run is grade 4, but there may be a few (normally one or two) grade 5 rapids that can be portaged if required.

Brecon Canoe Club – Risk Assessments

Annex B Generic Risk Assessment for Canoeing & Kayaking at Any Location				
Description of Hazard	Who might be harmed?	Likelihood of occurrence High = Very likely Medium = Quite likely Low = Quite unlikely	Potential Severity High = Death, permanent injury or major injury requiring hospital treatment Medium = serious injury requiring offsite treatment Low = minor injury (e.g. cut, scratch, bruise)	Control measures required to reduce the potential likelihood/severity outcome to ‘as low as reasonably practicable’
Injury requiring first aid treatment, emergency service attendance or evacuation (resulting from any of the following risks)	Everyone	Medium likelihood of a... Low likelihood of a.....	Low severity; and High severity	1. Activity Leaders to ensure availability of appropriate first aid kit, means of contacting emergency services and means of identifying location 2. Activity Leaders to ensure an appropriately-qualified first aider is present and that all participants know who they are
Abuse (physical, sexual, emotional) arising from adult member of club or member of public coming into contact with participants	Everyone	Low	High	3. Committee to ensure that all activity Leaders are aware of and act in accordance with the club’s welfare policy and code of conduct; and know what and how to refer matters to the Welfare Officer 4. Committee to ensure that parents are aware of the club’s welfare policy and code of conduct and how to contact the Welfare Officer
Injury arising from faulty or damaged equipment (including boats and paddles)	All paddlers	Medium likelihood of a... Low likelihood of a.....	Low severity; and High severity (e.g. drowning resulting from entrapment after footrest failure)	5. Committee to ensure that all safety-related equipment is checked annually – including weight-test of buoyancy aids 6. Activity Leaders to ensure all equipment is checked visually before every use, training participants to do this themselves wherever appropriate 7. Activity Leaders to ensure they have access to appropriate equipment to make minor repairs or adjustments during activities 8. Activity Leaders to quarantine equipment with safety-related faults immediately, e.g. by setting aside and marking with coloured tape

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Road traffic injury in car parks or when crossing or portaging along roads	Everyone	Low	High	9. Activity Leaders to ensure that participants and parents are aware of the need for constant vigilance and care around vehicles
Strains or back injuries from lifting boats – including unloading from and loading onto trailers and roof-racks	Everyone	Medium	High	10. Coaches to train and encourage participants to use correct lifting/carrying techniques, appropriate to the craft and conditions
Muscle strains or other soft-tissue injuries caused during paddling activity	All paddlers	Medium	Medium	11. Coaches to train and encourage participants to warm-up appropriately
Weather conditions resulting in hypothermia, hyperthermia, sun stroke or sunburn	Everyone	Medium	High (hypothermia, hyperthermia, sunstroke) Medium (sunburn)	12. Activity Leaders to be aware of likely weather conditions 13. Activity Leaders to train and encourage participants to wear appropriate clothing/protection, carry spare clothes and have adequate food and drink appropriate to the conditions 14. Activity Leaders to carry spare clothing, emergency shelters and spare food and drink appropriate to the conditions 15. Activity Leaders to be prepared to adapt or abandon plans if participants are not appropriately dressed or equipped

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Drowning following capsize	All paddlers	Low	High	<p>16. Activity Leaders to ensure that participants wear properly-fitted buoyancy aids where appropriate in accordance with good practice</p> <p>17. Activity Leaders to ensure that all non-swimmers (i.e. those who cannot swim more than 10m clothed without a buoyancy aid) wear a buoyancy aid when in, on or close to the water</p> <p>18. Activity Leaders to ensure that all paddlers are aware of what to do in the event of capsize</p> <p>19. Committee to ensure that an adequate number of suitably trained and vigilant activity Leaders are present, on shore or afloat, as appropriate to the environment and activity; and are equipped with appropriate safety equipment</p>
Hypothermia following immersion	All paddlers	Medium	High	<p>20. Activity Leaders to train and encourage participants to wear appropriate clothing, carry spare clothes and have adequate food and drink appropriate to the conditions</p> <p>21. Activity Leaders to carry spare clothing, emergency shelters and spare food and drink appropriate to the conditions</p> <p>22. Activity Leaders to be prepared to adapt or abandon plans if participants are not appropriately dressed or equipped</p>

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Slips, trips and falls on bank/shore, leading to injury etc.	Everyone	Medium	High	23. Activity Leaders to ensure that participants and spectators are aware of the need for care around uneven and slippery ground
Head injuries from paddling activity e.g. during close-quarter games, from rocks or other hard objects	All paddlers	Medium	High	24. Activity Leaders to ensure paddlers wear helmets when appropriate 25. Activity Leaders to maintain appropriate supervision of activities
Cuts to feet from sharp rocks or other objects	Anyone in the water	Medium	Medium	26. Activity Leaders to train and encourage participants to wear appropriate footwear
Water borne infections and pollution, Weil's disease	Everyone in contact with water	Low	High	27. Committee to ensure that all parents are aware of the risk of Weil's disease etc. and what precautions they should take 28. Coaches to train and encourage participants to take appropriate precautions
Injury resulting from animals/birds/aggressive people on water or ashore	Everyone	Low	Medium	29. Activity Leaders to organise movement of participants, especially young people, around e.g. swans on water and anglers, where conflict could arise

Annex C Activity/Event Management Plan (AEMP)

Use this side ONLY for ACTIVITIES.

Is this a regularly occurring activity?	Yes		No	
Date and Time of activity	From		To	
Brief description of the activity.				
Does this activity involve non club members?				
What is the location of activity?				
BCU Environmental Condition	VSW: SIW: MIW: AIW: MWW: MWW2: AWW: STW/S: MTW/S: ATW/S			

Paddlers Taking Part	
Activity Leader	
Activity First Aider	
How will you ensure all participants are recorded for contact in the event of an incident?	
Where is the route card (or equivalent) located?	
How will fees be collected?	
Contact Details	
Activity Leader	
Activity First Aider	
Additional if Required	
Who is the bank-based contact?	

Outline of Activity – Include ages and abilities of participants

What risk assessment been completed?	
What is the emergency action plan?	
What are the ratios of qualified personnel to paddlers attending the activity?	
Are there any changes of conditions that should be addressed?	
If YES. What are the changes?	

Additional Controls If Required

	Signature	Date
Activity Leader		
Safety Officer		
Welfare Officer		
Training/Development Officer		
Club Chair		

Use this side for EVENTS as a planning checklist.

Have the following steps been action?	Yes	No	Not applicable	Date completed
Member Protection				
CRB screening and prohibited person's declarations?				
Risk Management				
Has a safety management plan been developed, which includes?				
Chain of command.				
Communications systems and technology.				
Emergency procedures.				
Float plan.				
People				
Leader responsibilities.				
Competency of leaders, instructors, guides.				
Experienced volunteer leaders.				
First aid qualifications.				
Communication and authority.				
General equipment.				
Boats and associated equipment.				
Ratios and group size.				
Skills of participants				
Equipment				
Paddles				
Personal floatation devices.				
Helmets.				
Navigational equipment.				
Communications equipment.				
Safety and rescue equipment.				
Maintenance and storage of equipment.				
Recording and Reporting of Incidents				
Recording and reporting of incidents.				
Other Requirements				
Clothing.				
Sun protection.				
Food and drink.				
Planning				
Stage 1				
Stage 2				
Stage 3				
Stage 4				
Stage 5				

	Signature	Date
Event Leader		
Safety Officer		
Welfare Officer		
Training/Development Officer		
Club Chair		

Annex D Near Miss/Accident Report Form

Near Miss.		Accident.	
Date and time of occurrence.			
Location of occurrence.			

Details of Occurrence			
Personal accident.		Road traffic incident.	
Personal assault (verbal or physical).		Illness or disease.	
Safeguarding.		Other.	
Persons involved.	1. 2. 3.		
Names of witnesses.	1. 2. 3.		
Equipment involved.	1. 2. 3.		

Description of Occurrence.

Addition Information.

Occurrence reported by.				
Date reported.				
Occurrence reported to.	Safety Officer		Welfare Officer	