



Emergency Action Plan

2009

&

Safety Procedures



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Safety Procedures

All club sessions must be authorised and endorsed by the senior coach, until such time as the committee has endorsed the use of certified assistants all sessions must be staffed by a current BCU Level 2 Coach or above, all coaches and session supervisors must carry or have immediate access to the following items.

- First Aid Kit
- Whistle
- Throw Line
- Knife
- Towing Device
- Phone

For trips away from Bowmoor or where access to vehicles or dry clothes is more than 5 min, a group shelter and/or survival bags should also be carried.

It is the coach in charge of each session's responsibility to ensure that every participant is fit and healthy for the proposed activity and that clothing and equipment is adequate for the proposed activity.

The session coach must take into account the weather conditions, participant's ability and equipment before sessions can begin.

It is the session coach's responsibility to ensure that a current risk assessment is in place for the proposed activity.

The Session coach must ensure that the group has had a safety briefing and are aware of what to do if there is a problem.

The session coach is responsible for their group whilst on the water and has ultimate authority over the group, if at any time he/she is not happy with the group's ability/performance/behaviour; he/she has the duty to end the session.

All coaches should have regular meetings and practice sessions to ensure that everyone is up to date with the latest rescue procedures/techniques.

The senior coach is responsible for maintaining a list of all coaches' qualifications and ensuring that they are up to date and where necessary make recommendations for further training.

The Clubs management Committee shall maintain a risk assessment for the Club's activities. The risk assessment shall be reviewed as necessary to ensure that it remains current. The Club shall be made aware of any significant safety issues that arise from the risk assessment and a copy of the risk assessment shall be available to Club members from the Secretary on request.

Novices must have practised and understood capsize drill under controlled but realistic conditions during initial training before progressing to exposed or moving water. If canoeing takes place in deep open water, novices should have undertaken deep water capsize and have experienced being rescued before progressing out on to areas of water distant from the shore.

Members and guests wishing to wear a spray deck must have demonstrated that they are able to capsize and remove the spray deck and exit their craft whilst remaining calm.

All members should regularly practice the capsize drill.

All club members and coaches should read and understand the clubs emergency action plan, a copy of this should be made available to everyone.

Emergency Action Plan

Minor Accident/Injury

The coach in charge will take control of the situation, and where necessary use other to help, if required first aid will be administered to the casualty(s) but ensuring that the rest of the group is in a safe environment. As soon as is practical and if necessary the session will be stopped and everyone evacuated to shore.

Major Accident/Injury/Fatality

In the first instance applying appropriate first aid and calling the emergency services shall take priority. Members at the scene of the incident shall co-operate with the emergency services but shall not comment or give interviews or statements to the media.

Near Drowning

Any near drowning or instances where water has been inhaled will need medical attention.

Evacuating the Lake (Bowmoor)

Instances where evacuation may be necessary, Thunder and lightning, very severe wind and cold or major accident. The coaches shall alert each other and the members by use of their whistle, the groups will make their way to the edge of the lake by the quickest and safest route.

Reporting

The coach involved will report the incident to the senior coach and in turn the club committee, and BCU / Canoe England as soon as practicable. An accident report form should be completed and an entry in the accident book.

It is the responsibility of everyone to ensure that safe practice is observed and everyone is up to date on current best practice.

Event: Highworth Canoe Club weekly Session **Organizer:** Club Coaches (BCU/UKCC L2 or above)
Senior coach: Tony Aiuto
Based at: Bowmoor Lake **Dates:** Ongoing

	Activity/Hazard	To whom	Risk	Precaution & Control	Review & Revision
1	Incidents due to inadequacy of equipment	Canoeists	L	All boats and associated equipment checked, approved and registered by Committee, Boats appropriate to the conditions of water.	Checks also made periodically
2	Incidents/accidents during unloading/loading at launch site	All	L	Vehicle and trailer parking supervised by adults. Young People issued with boats and safety equipment suitable to their individual needs. Due care taken when other people and vehicles present at	

	site			needs. Due care taken when other people and vehicles present at the launch site.	
3	Incidents due to lack of knowledge of safety requirements or inappropriate personal and safety kit	Canoeists	L	Information provided in advance on session content, requirements (e.g. ability to swim) and awareness of Weil's disease. Participants checked for appropriate personal kit and proper use of buoyancy aids, spraydecks and helmets. Participants given safety talk by BCU-qualified instructors at start of Session and briefed at beginning of each water session.	Any changes notified as and when necessary
4	Problems during launching and egress: * slipping * capsize	Canoeists	L-M	Participants and their boats checked and supervised during launch and egress by instructors. Suitable footwear to be worn. Shoreside assistance available to assist recovery of canoeists and craft as necessary.	
5	Incidents on the water: * injuries * collisions * capsize * drowning * separation from group	Canoeists Public	L-M	Canoeists in defined groups within permitted maximum size under constant supervision of suitably qualified BCU instructors and experienced helpers. Groups informed of 'rules of the road' and procedures to adopt when other craft approach or are in the vicinity. Canoeists made aware of need to respect and keep clear of other Lake users, Capsize and rescue procedures practiced regularly. Care taken to ensure group does not become split up. Canoeists warned of danger of sailing craft and power boats, and closely supervised in the vicinity of these potential hazards	Any changes notified as and when necessary
	Incidents due to environmental factors: * hypothermia	Canoeists	L	Instructor-in-charge to assess weather state (including forecast) and that water conditions are safe for the activity and appropriate to the ability of the group. Water activity modified, curtailed or cancelled if necessary.	Periodic update of conditions.

6	* contact with pathogens			<p>Appropriate warm, waterproof clothing to be worn. Regular observation of canoeists for signs of excessive cold. Action plan in place to deal with suspected onset of hypothermia, with shoreside support.</p> <p>Canoeists (and their families) briefed on signs and symptoms of leptospirosis and to seek medical help if concerned... Ensure open wounds are covered. Canoeists advised to bath or shower on returning home.</p>	
7	Minor accidents and illnesses requiring First Aid	All	L-M	<p>Canoeists provide in advance a permission/medical form listing any conditions that may affect their health and safety. Qualified adult First Aiders in attendance at all times on and off the water. Appropriately stocked First Aid kits available.</p>	Entries in Accident Book
8	Accidents requiring professional medical attention	All	L	<p>Session Leaders will have mobile phones and will call for and direct emergency services to site if necessary. At least two shoreside adults usually present with a vehicle to transport casualty to doctor or hospital if necessary.</p>	Entries in Accident Book

Parental / Responsible Adult Approval necessary for water activities & photographs

For each student under 18 years, the approval of a Parent or Guardian or where circumstances dictate, another responsible adult must be in place before water based activity can take place .

Participants first name		Family Name	
Contact Tel. Number(s)		Date of Birth (if under 18)	
Address			

I give permission for the person named above, to undertake water based activities under the auspices of a suitably BCU qualified Coach. I understand that whilst all reasonable safety precautions will be taken, the organisers cannot guarantee safety.

- Canoeing and kayaking are “assumed risk” water contact sports.

- In the event of an emergency I give permission for any necessary medical treatment to be given
- The student named above agrees to abide by the instruction given by the coach(s) present
- We agree to the information on this form being stored on a computer (Data Protection Act)

Are there are any medical reasons why the above named person should not fully undertake activities on the water.				Yes	No
If you have answered yes to the question above please give further details:					
Please indicate if any prescribed medication is being used.					
Please indicate if any specific dietary requirements are necessary.					
Please state if the above person has had a tetanus injection in the last five years.				Yes	No
Please state the swimming ability of the person named above		None	25m	50m	More than 50m

Please add any other details you feel relevant

Signed		(Parent/Guardian/Responsible Adult)	Date	
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Consent for use of photographs – we request your permission

We would like your approval for a person authorised by the Coach in charge, to take photographs as and when such opportunities occur.

A Responsible Adult must sign on behalf of a participant under 18.

Signed		(Parent/Guardian/Responsible Adult)	Date	

Thanks for completing this form - it does help us and avoids us having to come back to you for more details later

