



## SAFETY AND LIABILITY POLICY

This is a policy of Regents Canoe Club ([www.regentscanoeclub.co.uk](http://www.regentscanoeclub.co.uk)).

This policy will be reviewed by the Management Committee each year.

Any amendments proposed to the policy must be approved by Regents Canoe Club members at a club General Meeting.

The Policy was first adopted on: XXX

The Policy was last amended on: XXX

**REGENTS CANOE CLUB**  
**SAFETY AND LIABILITY POLICY**

**1. RISK ASSESSMENTS**

- 1.1. The Management Committee set out Risk Assessments as deemed appropriate for activities that the Club undertakes. These Risk Assessments will be reviewed annually and published on the Club website.
- 1.2. All Club members should act in accordance with this Safety and Liability Policy and associated Risk Assessments. Failure to do so should be treated as a breach of the Club's policies and acted upon accordingly by the Management Committee.

**1.3.** The current (as at 21 April 2016) Risk Assessments are:

- Canal Sessions (June 2015)
- Equipment (June 2015)
- Events & trips (June 2015)
- Introduction to White Water Kayaking and other courses (June 2015)
- Locking Up (June 2015)
- Cash Handling (June 2015)
- Pool Sessions (June 2015)

**2. DUTY PERSON**

- 2.1. The Club will use its best endeavours to ensure that there will be someone on duty during Club evenings throughout the year. In practice and in addition, there are usually several experienced paddlers on the water, effectively increasing safety cover.
- 2.2. The Chairperson will draw up a Duty Person rota. All Club members will be expected to do at least one duty night throughout the year. Unless previously an experienced paddler, new club members should not be Duty Persons in their first year. As such, in some cases two duty nights may have to be undertaken. This amounts to a maximum commitment of four hours per year for each member. The Duty Person is expected to be "on duty" from club opening to club closing on the night of their Duty.
- 2.3. The Duty Person's function is to:
  - a) Ensure that everyone on the water / pontoons is wearing a buoyancy aid.
  - b) Ensure all paddlers sign on and off the water.
  - c) Act as the focal point for new members / visitors
  - d) Carry out any water supervision needs for new members.
  - e) Act as focal point in case of accidents / emergencies arising.
  - f) Ensure paddlers are aware of their responsibilities regarding paddling past the first lock.
- 2.4. The Duty Person will have the use of a folder, maintained by the Safety Officer, including:
  - a) Name, address and telephone number of the Club for emergency use
  - b) Location of the nearest casualty department

**Commented [DM1]:** Suggest the dates are removed against these Risk Assessments, as otherwise the policy would need to be edited and approved at a General Meeting each time following a Risk Assessment change. Also suggest, simply stating which date each Risk Assessment was first adopted.

- c) Location of first aid box on site
- d) List of the current Management Committee members and their contact numbers
- e) Note paper and pen etc
- a) Accident book

2.5. A list of Duty Persons will appear in Notes from Canalside and on the Club website.

### 3. RESPONSIBILITY OF MEMBERS PADDLING PAST THE FIRST LOCK

3.1. During Club nights, paddlers must inform the Duty Person of their intention to paddle past the first lock by indicating so in the Signing On book.

### 4. EQUIPMENT

- 4.1. The Equipment Officer will carry out, or delegate, annual safety checks on all Club equipment and ensure that necessary repairs are carried out before the equipment is available for hire again.
- 4.2. In addition, the Club will endeavour to ensure that all equipment used on Club courses is fit for its purpose and is checked accordingly by the Course Organiser.
- 4.3. Generally, equipment borrowed by Club members for use other than on courses will be at the paddlers own risk.

### 5. TRAINING

- 5.1. The Club believes that training in safety awareness and practice is essential and will endeavour to organise appropriate courses from time to time during the year to include:
  - a) Safety aspects of personal equipment
  - b) Rescue skills
  - c) First aid skills
  - d) Securing boats and general boat handling

### 6. CLUB TRIPS

6.1 A club trip is any kayaking or canoeing trip that's advertised through the Regents Canoe Club newsletter, Notes from Canalside and which is added to the calendar on the Regent's Canoe Club website by the committee.

6.2 Club trips are organised by Regent's members and adhere to club policies, including the Safety and Liability policy. RCC members may also organise peer paddles or other training courses with external providers. While members are welcome to hire club equipment for these trips, they would not be considered official Club Trips unless they also meet the criteria above.

#### 6.3 Club trips must:

- Be open to all club members who have appropriate experience/skills (numbers allowing)
- Adhere to all club policies and risk assessments [link to relevant website page]
- Ensure a level of financial control so that that the club does not lose money

**Commented [DM2]:** This has been amended as per the text agreed by the Management Committee.

## 7. CLUB COURSES

7.1. The course details, syllabus, qualifications / experience of instructors and summary details relating to safety aspects are to be lodged with the Safety and Training Officer prior to the start of the course.

## 8. DISASTER PLAN

8.1. In the event of a serious accident occurring, the Management Committee will immediately appoint someone to organise an agreed statement of events, deal with the media, BC and other relevant bodies.

**Commented [DM3]:** This is too vague. Suggest it is reviewed.  
Also suggest the process for sharing (or not) member Emergency Contact details with Club Trip / Course organisers is detailed in this policy.

## 9. OVERSEAS TRIPS

9.1. Organisers of overseas trips should be aware that in the event of an accident, criminal proceedings may be brought under English law or local law. All participants should ensure that they have:

- a) Relay insurance for their vehicle
- b) Personal insurance (extended to cover canoeing activities at the appropriate level)
- c) Emergency contact numbers

d) Additional insurance to cover loss or damage to any Club equipment

**Commented [DM4]:** Suggest this is clarified/reviewed