

# Cardiff Canoe Club

## Health & Safety Policy

This document acts as guidance for Members, Coaches, Leaders and Committee on the standard operating procedures for Cardiff Canoe Club and its activities. It sets out our primary activity and the control measures in place to ensure they are run effectively.

### 1. Club Overview

#### 1.1. Club Details

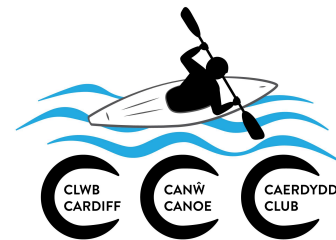
Email:	enquiries@cardiffcanooclub.com
Club Chairperson:	Hugo Keene
Number of Members:	120-140

#### 1.2. Club Activities

The Club operates the following core activities for members:

- Weekly pool sessions taking place at Cardiff International Pool normally between October and March. (sessions are suitable for kayaks only)
- Outdoor sessions taking place at Cosmeston Lakes Country Park, Radyr Weir or other suitable locations on the River Taff or Ely between April and September. (sessions are suitable for kayaks, canoes and paddleboards)
- Moving water sessions taking place at Cardiff International White Water. (sessions are suitable for kayaks and white water spec canoes on the white water course. Other craft may use the lagoon)
- Moderate moving and white water river trips, sea kayaking trips and touring trips taking place locally and around the UK. (trips may be suitable for canoes and paddleboards as well as kayaks)
- Introduction to kayaking sessions for new starters to the sport, including non members, taking place either at pool sessions (winter) or Cosmeston (summer). (sessions are normally kayak specific, but may include canoe or paddleboard)

The club will undertake additional activities that seek to further its aims and objectives.



### 1.3. Equity and Inclusion

The club is committed to ensuring that equity is incorporated across all aspects of its activity and development. In doing so it acknowledges and adopts the following Canoe Wales Equality Statement:

*We are committed to supporting everyone to take part in paddlesport and to promote social justice through our work. We believe that our beautiful lakes, rivers, and coastline should be accessible to everyone who wishes to enjoy the outdoors from a canoe, kayak or paddleboard. Our commitment to equality is therefore fundamental to who we are. We strive to ensure that people can participate in all our activities to the full extent of their own ambitions and abilities, and we will always respect everyone's rights and dignity. We warmly welcome everyone – whether as staff, volunteers, coaches, or members – to participate in paddlesport and we will actively seek to promote diversity at every level of the club.*

*When we say 'everyone' we mean all people without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity status, religion or belief, race, ethnic origin, socioeconomic status or sexual orientation.*

### 1.4. Discipline

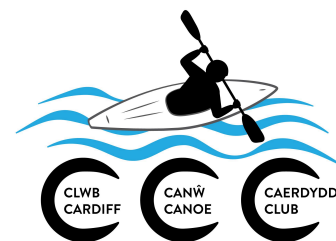
All club members are required to uphold the club's constitution and be aware and follow [Canoe Wales Code of Conduct](#) and for volunteers, coaches and leaders, the [Canoe Wales Code of Conduct for the Coaching Workforce](#)

All breaches of the above policies or misconduct should be reported to the club Chair (or in their absence any Committee Member) for review. Discipline and onward action will be actioned via club committee in line with the club's constitution.

## 2. Management of Health and Safety

### 2.1. Health and Safety Policy

The Club is strongly committed to encouraging our members to take part in paddlesport, but the health, wellbeing and safety of each individual is always our paramount concern.



We recommend levels of training and activity appropriate to each member's age and ability, and expect our members to participate within these boundaries. More information can be seen in the Cardiff Canoe Club Health and Safety Policy

The Club will review its Health and Safety Policy annually.

## 2.2. Club Safety Officer

Name	Contact
<b>Steve Wilford</b>	stevewilford@hotmail.com

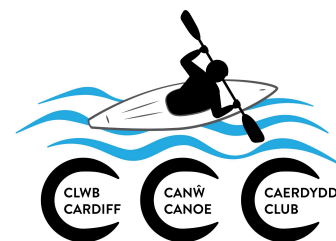
## 2.3. First Aid

First aid provision at our activities will include:

- Club Pool Sessions (Cardiff International Pool)
  - First aid cover will be provided by the duty first-aider Cardiff International Pool.
- Club Summer Sessions (Cosmeston Lakes Country Park or alternative locations)
  - First aid kits will be available from the trailer or from activity leaders at Cosmeston. First Aid will normally be administered by appropriately trained Members, however, any competent Member may administer first aid if required.
- Club Summer Sessions (Cardiff International White Water Centre)
  - First aid cover will be provided by the duty first-aider Cardiff International White Water Centre.
- Club Trips
  - The designated trip leaders will ensure appropriate first aid kits are carried on the trip. In the first instance, first aid should be provided by a qualified first aider, but may be provided by any competent club member if required.

A list of trained first aiders will be held by the club committee and maintained by the Coaching & Development Officer. The club will seek to ensure that a first aider is present at all activities taking place at unstaffed locations (Cosmeston and river, sea and other trips)

## 2.4. Incident Reporting



All accidents or injuries occurring at Club trips / events / sessions must be reported to the club Safety Officer (or in their absence any other Committee Member) as soon as practical after the incident taking place. An incident report form will be completed for each incident and will be logged by the Safety Officer via [Canoe Wales Incident Reporting](#) procedures. Reported incident records will be retained securely by the club for 5 years.

## 3. Club Coaches and Leaders

### 3.1. Club Coaching & Development Officer:

Name	Contact
Steve Wilford	coaching@cardiffcanoecub.co.uk

### 3.2. Appointment of Coaches

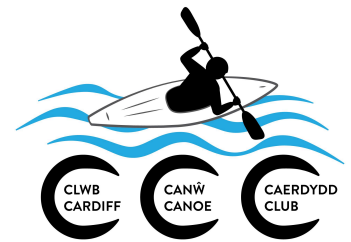
Any club member with a relevant coaching qualification (or demonstrable appropriate experience) may be appointed as a Coach by the club Chair or Coaching & Development Officer. Parameters and limitations of the activities they can undertake within the role will be determined by their own qualifications and experience. This will relate to the venue and type of coaching that may be undertaken. All club coaches are required to ensure all relevant qualifications are up to date, that they maintain “On the Water” membership of Canoe Wales and they are undertaking activity to continue their coaching development.

### 3.3. Appointment of Leaders

Any club member with a relevant leadership qualification (or demonstrable appropriate experience) may be appointed as a Leader by the club Chair or Coaching & Development Officer. Parameters and limitations of the activities they can undertake within the role will be determined by their own qualifications and experience. This will relate to the type of activity, venue, conditions, and group competence. All club leaders are required to ensure all relevant qualifications are up to date, that they maintain “On the Water” membership of Canoe Wales and they are undertaking activity to continue their coaching development.

### 3.4. Deployment of Leaders

Appointed Coaches will be responsible for facilitating or supervising the delivery of:



- Club Pool Sessions (Cardiff International Pool)
- Club Summer Sessions (Cosmeston Lakes Country Park, River Taff and Cardiff International White Water Centre)
- Introduction to Kayaking Sessions
- Organised club activities at Cardiff International White Water

Appointed Leaders will be responsible for facilitating or supervising the delivery of:

- Club River or Sea Kayaking trips

Where a volunteer does not hold the appropriate qualification to deliver an activity within remit, the Club Chair (along with the Coaching & Development Officer and Equipment & Safety Officer) may permit their appointment to Coach or Leader role under the following circumstances:

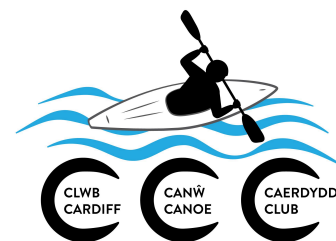
- Active and registered member of Cardiff Canoe Club
- 'On the Water' member of Canoe Wales
- Successfully completed a Paddlesport Safety and Rescue Course or equivalent (Cosmeston and other flat water locations), or White Water Safety and Rescue training course (River/Sea trips only)
- Successfully completed a certified First Aid training course (or be restricted to operating with a qualified first aider)
- Sufficient relevant experience and time on water (to be agreed by club Chairperson, Coaching & Development and Safety Officer). This should include experience of the individual operating in this environment witnessed by/under the supervision of appointed Coaches or Leaders.

Such an appointment may involve restrictions on the scope of coaching or leadership permitted and will be temporary pending the volunteer actively undertaking training and qualifications to reach the desired level of qualification. Any temporary appointment should be reviewed at intervals of 12 months.

The Club will ensure that it meets the Standards of Deployment expectations set out by Canoe Wales by the given deadlines.

### 3.5. Disclosure and Barring Service (DBS) Checks

All club Coaches and Leaders who will have regular contact (more than 12 times per year) with junior members, are required to hold a relevant and up to date DBS check and adhere to the club's Child Protection policy. A DBS will be requested prior to appointment (and reviewed as required) by the Welfare Officer in accordance with the eligibility criteria



issued by British Canoeing. More information can be found below in the Safeguarding section.

### 3.6. Ratios

Coaches and Leaders are responsible for ensuring that appropriate ratios are maintained during activities. These will include:

	Preferred	Maximum
Indoor sessions	1:8	1:10
Sheltered Water Outdoor sessions	1:6	1:8
Moderate Water Trips (River/Sea)	1:4	1:6
Introduction to Kayaking courses	1:4	1:6

Preferred ratios would enable leaders to give a higher quality experience to participants, however, where safe to do so, the ratios may be increased to the listed maximum. Only appointed Coaches/Leaders and participants should be considered in the ratio. Competent (but unappointed) assistants should not be considered in either side of the ratio.

Maximum ratios, are those provided in guidance by British Canoeing here:

<https://www.britishcanoeingawarding.org.uk/environmental-definitions-and-technical-adv-ice/>

### 3.7. New Members

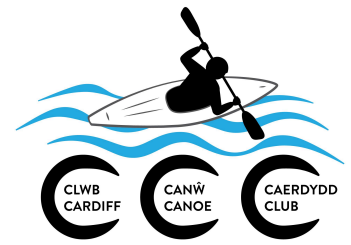
All new or prospective members should have:

- Satisfactorily completed an Introduction to paddling course with Cardiff Canoe Club, or
- Be able to evidence successful completion of a comparable course in the last 12 months, or
- Be able to demonstrate sufficient control of their boat, appropriate use of equipment and an effective roll or wet exit from a kayak

## 4. Club Equipment

### 4.1. Club Equipment Officer:

Name	Contact
<b>Steve Wilford</b>	equipment@cardiffcanoeclub.com



## 4.2. Storage

Club equipment will be stored securely in the following locations:

- Cardiff International Pool Storeroom
- Club Container at Harlequins Rugby Club
- Club Trailer

At times committee members may store equipment at their homes where this is deemed appropriate in order to manage events and activities effectively. Keys for the container and trailer will be held by appropriate committee members but should not be handed to other people without the permission of the Chair or Equipment Officer.

## 4.3. Use of Club Equipment

Members are permitted to borrow equipment for:

- Participating in weekly sessions
- Attending club trips
- For their own personal use outside club activity, subject to approval by the Chair or Equipment Officer. The Club would expect members to ensure the personal use of equipment constitutes “fair” use, avoiding removing equipment for long periods or repetitively from use by the wider membership. Club equipment will not normally be permitted for “advanced” paddling activity where risk of damage or loss is high.

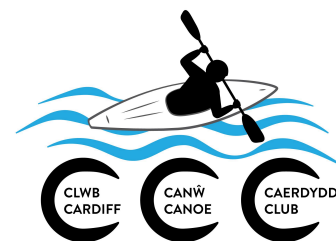
Members who borrow equipment will be asked to:

- Agree to the conditions in the loan form
- Agree to be responsible for the safe storage and transport of club equipment
- Agree to use the equipment in a manner that is within the scope of its intended use and within their level of skill
- Report any damage or defects to the Equipment Officer as soon as possible

Club members may be liable for the cost of replacing equipment that has been lost or damaged whilst in their possession where the club believe that insufficient care has been taken.

## 4.4. Equipment Checks and Audits

All equipment owned by the Club will be checked routinely by the Equipment Officer. Any equipment that is deemed not safe for ongoing use will be quarantined until such time that it can be repaired or appropriately disposed of. Any faults and issues relating to club equipment should be reported to the Equipment Officer who will notify the Committee Meetings.



## 5. Club Child Protection Policy

### 5.1. Welfare Officer:

Name	Contact
<b>Meg Eynon</b>	welfare@cardiffcanoecub.com

Cardiff Canoe Club is fully committed to safeguarding the well-being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club. See Cardiff Canoe Club Child Protection Policy for details.

The Club will identify one or more Members (named above) whose role it is to deal with any issues concerning Safeguarding and Child Protection . Anyone with concerns with respect to the welfare of a child or other vulnerable person should contact the Welfare Officer. If that person is unavailable they can contact the Canoe Wales Lead Safeguarding Officer.

For indoor or sheltered water Club sessions, young people under the age 16 should have a responsible adult that remains present throughout the duration of the activity.

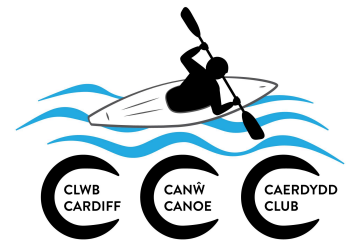
For river trips and residential trips, young people under the age of 16 should have a responsible adult who is willing to take responsibility for them through the duration of the trip including whilst on the water. The adult may be an inexperienced parent or regular guardian of the young person. Alternatively, the responsible adult may be an experienced and competent paddler with whom the parents/guardian and paddler have mutually agreed will act in loco parentis during the trip. This agreement must be reached collectively between the competent paddler and the parent/guardian.

The club will review its Child Protection Policy annually.

## 6. Other Relevant Matters

### 6.1. Media Requests and Communications





All media enquiries should be referred to the Communications Officer in the first instance. In the event of a serious incident, enquiries should be referred to the club Chair (or in their absence any Committee Member) as soon as possible. Canoe Wales will be consulted regarding any major incident for further advice and action.

In the event of a serious incident club coaches and officials must NOT discuss or speculate upon any circumstances of the incident with any individual or third party without the permission of the Chair or their nominee.

<b>Approved by Committee on 22nd February 2024</b>	Chair: Hugo Keene	Signed: <i>Hugo Keene</i>
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