

NCKC Operating and Safety Procedures

NCKC Statement of Safety Policy

General Statement

The club intends to provide and maintain a safe and healthy environment for all its users.

It aims to achieve this by:

Ensuring that its equipment is regularly checked and safely maintained;
Specifying safe systems of operation for club activities (see club risk assessments and operating procedures);
Providing appropriate Health and Safety information, training and supervision.

Responsibilities

The overall responsibility for club health and safety lies with the executive committee.

The Club Chairman acts as the representative of the committee for all health and safety issues. Club Officers and members with health and safety issues report directly to him.

The Equipment Officer is responsible for the maintenance and storage of club equipment.

The Coaching Officer is responsible for all coaching activities and water safety.

The Duty Officer (when assigned) is responsible for the issue of equipment and clubhouse safety.

The Duty Instructor (when assigned) is responsible for group safety.

Notwithstanding the above, Canoeing and Kayaking are “Assumed risk” “Water contact sports” that may carry attendant risks. Participants should be aware of and accept these risks, and be responsible for their own action and involvement. Paddlers are expected to comply with the Club Code of Conduct and cooperate fully with club officers.

Procedures

Accidents

The club maintains an accident book (within the Health and Safety Binder) for reporting and recording accidents during club activities. The officer having responsibility for the activity in which the accident occurred should complete the accident report. In the event that there is no responsible officer present then the senior paddler of the group should complete the accident report and advise a club officer as soon as possible.

The club maintains a 'Near Miss' book (in the club house cupboard) for any member to record details of incidents which, although not leading to injury, might foreseeably have done so, with a view to preventing future accidents. Entries to this may be anonymous.

First Aid

The club maintains a First Aid box in the club house lower cupboard (marked by a first aid sign).

An Additional first aid box is held within the centre office.

On club trips a first aid kit is held by the trip leader.

All active coaches and trip leaders are qualified first-aiders. Additionally the centre has a duty first aider.

The nearest medical facility to the club is at Northampton General Hospital, Cliftonville - 01604 634700.

Fire

A fire extinguisher is located at the rear of the club house at the foot of the mezzanine stairs. Additional extinguishers are located throughout the Centre.

In the event of fire, exit from the front of the clubhouse (or through the side door and past the Centre Office if the clubhouse front exit is blocked) and assemble in the car park at the front of the Centre.

Training

The club arranges training in first aid and water rescue techniques for all its members who are encouraged to attend as part of their paddler development.

Non members and visitors

Non members and visitors should not enter club premises unless invited. They should be aware that stored equipment is heavy and cumbersome and should avoid close proximity to those carrying or moving equipment. They should also comply with any request or order of their inviters whilst on club premises.

Codes of Conduct

Members are expected to comply with the Club Code of Conduct (or Club Junior Code of Conduct if appropriate) copies of which are held within the Health and Safety Binder.

Safety Arrangements

Buoyancy aids are to be worn when on or near to the waters edge.

Protective helmets are to be worn by all kayakers when on the water.

Members holding a one star qualification may not go on the water unless they are accompanied by a qualified instructor or they form part of a Club Peer Group containing at least two senior paddlers – defined as either holders of a two star qualification or nominated as being of equivalent standard by the Duty Instructor.

Members not holding a star qualification may only paddle under the direct supervision of the Duty Instructor unless nominated as being of sufficient standard to participate in a Club Peer Group.

Members paddling the white water course on “Public Paddling” sessions should be supervised by a level three instructor or be able to self-certify with the Centre that they are suitably experienced. They should book in with the Centre.

Members should always paddle in groups. A group should consist of a minimum of two boats (three boats if the duty instructor advises of abnormal water conditions).

Members going on the water should record the time on a signing on sheet and again when they come off the water.

The mezzanine floor is low and cramped. There should be no more than four people on the floor at any one time and members should be aware of protrusions at head height.

The club provides a kettle for members use. No other equipment should be plugged in without the approval of a club officer.

All club equipment is periodically checked and may be removed from use for maintenance. Such equipment may be marked as not in use.

To ensure safety, equipment should only be issued by club officers.

A member noticing a fault in club equipment should report the problem to the duty officer, equipment officer or any other club officer if they are not available.

Boats are stored in racks either vertically or horizontally and as such can fall - members must ensure that boats are fully supported when put into store.

Other equipment is stored on pegs on the mezzanine floor- members should ensure equipment is hung up to dry and not left on the floor.

Risk assessments are undertaken for club ‘home water’ and the white water course and are regularly reviewed. Copies are held within the Health and Safety Binder. Since members assume responsibility for their own safety they should read these documents at regular intervals. Risk assessments are also undertaken for all club trips and journeys by the trip leader and can be consulted by participants.

Additional Operating Procedures

Keys

The club has six sets of keys allowing access when Centre Staff are not in attendance. Current holders are Alan Adams, Chris Whittingham, Pancho, Steve Battams, Pete King and Jim McCarthy.

In the absence of these key holders, or specific arrangement with the centre, the scheduled duty officer can show his appointment letter to the centre receptionist who will then advise the code for the key box located to the left of the ladies changing room entrance. A set of clubhouse/and boat shed keys are held within the box and can then be used to access the club facilities (centre staff may be needed to gain access to the garage areas and club house entrance). The keys should be replaced in the key box at the end of the session and the code randomised.

Trailers

The club has three trailers, keys for which are held by the club chairman and equipment officer. Trailers may be booked out by members with the equipment officer who will make arrangements to issue and collect keys. The canoe trailer also requires a specific trailer/vehicle connection lead which is held in the clubhouse cupboard.

Boat Stores

The club has three boat lockups at the centre, for members long and short boats and additional club boats. There is a further lock up at the Mounts Baths. A key for these lock ups is available to all members (who have been members for more than six months), from the vice Chairman, upon payment of a small deposit to store a personal boat. There is currently no charge for the storage of a single boat.

Equipment

Members may use club equipment free of charge. No prior arrangement need be made for scheduled club sessions. Equipment for non club activities or club trips must be booked out with the club equipment officer who will confirm by e-mail. Equipment may then be collected or returned during normal club sessions or the confirming e-mail used as authority to the Centre receptionist for issue of the key box code and thence club house keys (see 'Keys' section).

Security

Members accessing the Boat stores must ensure the stores are secured and locked (padlocks) after accessing the stores.

Officers and members who open up the clubhouse must ensure that the club house is fully secured at the end of the session and if the clubhouse is left unattended. The front roller door is secured by a sliding bolt and a chain slide and the side door is secured by a mortise lock.

Courses

Club Courses are organized by the Coaching Officer and adhere to BCU coaching guidelines.

White Water Fridays

The Club will occasionally exclusively hire the White Water course for the purpose of introducing and training its members in moving water techniques.

The Committee will appoint for each session:

**a Supervising Instructor (SI) to control and oversee the session;
and a keyholding Committee member to open the building, operate the pumps, and secure the building after the session.**

The SI and the Keyholder may be the same person.

The Keyholder should record the pump meter readings before and after the session.

The SI will hold one of the following qualifications:

BCU Level 3 Coaching (or higher);

UKCC Level 2 Coaching (or higher) and either attendance at a moderate water endorsement course or a holder of a 4* leader award;

Nene Site Specific White Water Coaching endorsement.

The appointed SI will also hold a current 16 hour first aid certificate.

The Committee may approve other qualified Coaches who they consider to have sufficient white water skills and experience to act as Assistant Supervising Instructors (ASI).

The SI, or any non-appointed SI present at the session, may each control and supervise up to two ASIs. Together they make up the session coaching team.

Each member of the Coaching Team must be aware of the Course Risk Assessment.

Only Club members may participate in the session.

Each member of the session coaching team may coach or supervise a group of up to 6 club members.

The SI will assign any club member attending the session to a particular coaching group - dependent on their level of skill and experience.

If, in the opinion of the SI, a member requires practice, but no coaching, they may be allowed to paddle the course independent of a coaching group.

If in the opinion of the SI a member lacks the skill to safely participate in the session then they will be refused entry to, required to leave, the water (No refund of fee will be given).

All paddlers must wear Buoyancy aids when on or near to the water's edge.

All paddlers (including Open boaters and SUP users) must wear Protective helmets when on or near to the water's edge.

Club equipment issued for use in the session is considered to be safe and appropriate for use in the session. If, in the opinion of the SI, privately owned equipment does not meet these standards then members will be required to substitute appropriate club equipment.

