

Club Standard Operating Procedures

Club Name: Bradford and Bingley Canoe Club

Affiliation Type: Club 294

Club Chair Name: Wendy Robinson

Number of club members: 60ish

Open to the Public? No

Contact Details

Club Address: c/0 110 Nab Wood Drive

Postcode: BD18 4EW

Email: secretary@bradbingcc.co.uk

Telephone: 07786443631

Health and Safety

See [here](#)

General Statement of Policy

Safety measures are in place and are subject to scheduled checks and maintenance. These are reported to the Trustees at monthly meetings and minuted.

The club also has a range of regularly reviewed Codes of Conduct which members sign to agree to abide by. They are available at <http://www.bradbingcc.co.uk/being-safe/codes-of-conduct/>

Risk assessments for the club's site, building and pool activity are regularly reviewed and available at <http://www.bradbingcc.co.uk/being-safe/risk-assessments/>

Organisation and responsibilities for carrying out the policy and arrangements for ensuring safety and health of members

First Aid & Accidents

First Aid kits are located in the main club room in the red painted area.

The accident reporting sheets are located on the notice board by the male changing room. They are sent to the Club Secretary and safeguarding officer and reviewed at Trustees' meetings monthly.

Who is the main contact for First Aid at the club?

A first aid person is present at all club activities. The Chair keeps a register of First Aid qualified members. The Secretary keeps records of incidents.

A "bank box" is present at Club Night and all events where beginners are paddling.

Contents checked regularly and reported to Trustees as per maintenance schedule.

Includes emergency contact info and throw lines, for example.

Where can the First Aid contact be located? Club web-site. All members have the Chair's phone number.

Who is responsible for the maintenance of the first aid box? The named person on the reporting schedule.

Is there a document in the club to detail who can provide First Aid? No. A named first aider is present at Club Night and the name is on the signing in sheet.

Fire & Evacuation

Fire Exits are via two large roller doors and a personnel door which can be exited from the inside without a key. Access to this door is kept clear.

Evacuation procedure and meeting: warning by a shout. The building is small and common sense should prevail.

Where is the location of fire extinguishers? In the red painted area in the main club building.

Who is responsible for maintenance of fire extinguishers? As per maintenance schedule.

Do you have a signing in sheet to record members inside the premises? Yes

Who is responsible for the role call, to ensure no one is missing? Activity leader / hut manager on night.

Where are the Emergency contact details (for all members) kept?

Contact details in Bank Box. Parents of U16's always present at club activities.

Emergency Procedures

Actions

Do you complete Incident/Accident Forms?

Yes. Available on [here](#)

Who is responsible for

completing the Incident/Accident Forms? Safeguarding Officer/Chair

How often are the Incident/Accident Forms reviewed? Who are these reviewed by?

Monthly at Trustees meeting

How long are forms kept on record for within the club?

Forms should be kept in excess of 5 years

Name of designated British Canoeing expert to help with enquiries:

Anyone who'll answer the phone. Safeguarding officer on BC web-site.

In the event of a serious incident, what instructions are there with respect to dealing with the media?

Club coaches must NOT discuss any event with the press or admit liability to any party

Discipline

Please outline the clubs policy in regards to bad behaviour, infringement of the rules etc.?

Disciplinary code of conduct [here](#)

Use of Club Premises

Kitchen: there is a kitchen area with a kettle. Please keep it clean and if you bring perishables, take them away with you.

Please detail procedures with regards to electrical appliances:

Annual PAT testing: responsible, Facilities officer.

Club Equipment

Please detail who is responsible for logging equipment and routinely safety checks?

Facilities officer. Regularly reported to Trustees on schedule.

Who can use club equipment and when?

Any member, any time. Some equipment is subject to a hire fee off site. A booking system is in place.

What are the requirements for non-members using the equipment?

They can't take it off site.

How and where should equipment be stored?

Club equipment should be put back where you got it from. Club officers regularly check random placement and put equipment back in the right place. Newcomers are shown where club equipment is kept, not to be confused with privately owned members equipment.

How are faults reported and recorded?

Reported to trustees. Damaged equipment has a decommissioned notice until repair or disposal.

Keys

All members may apply for a key and the door code.

Who locks up? Last person out locks up.

What are the rules for locking the Club at the end of the day?

Make sure lights and heaters are off, and lock the door.

If last off the site, lock the gate as well.

Where are keys kept? Internal keys are in a key-safe and members have the code.

Members keys are kept in their pockets and handbags. Members are encouraged to keep a door key with them when paddling lest they be inadvertently locked out.

Who has keys / access to keys

Every member who applies. Breaches of trust are dealt with firmly.