

## 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/o 110 Nab Wood Drive

Postcode: BD18 4EW

Email: [secretary@bradbingcc.co.uk](mailto:secretary@bradbingcc.co.uk)

Telephone: 07786 443631

### 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/>

The "site" is considered to be the river and banks between Cottingley Road bridge and to the downstream extremity of the Craven Family Trust's land.

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

#### People Running Activities

Programmed activities are run by the Trustees who delegate suitably qualified, experienced and insured people to supervise the activity. They may be Coaches, Paddlesport Activity Assistants or Paddlesport Leaders.

#### 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.

Contents include emergency contact info and 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? **Yes A register is maintained. A named first aider is present at Club Night and the person's name is in the signing in tray.**

## **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**

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.

Members are required to sign in **using a 'clocking in' system** when paddling at the site.

The **guest** signing in sheet requires name, member/guest and guest payment and medical disclosure and time in and out.

Procedures with regards to electrical appliances: Annual PAT testing: responsible, Facilities officer.

## **Club Equipment**

Detail who is responsible for logging equipment and routine 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 and activity supervisors ensure a person is deployed to keep the building closed when the site but no the building are in use.

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 with a key.

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 advised 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.

## **Site and home water use**

All paddlers must wear a buoyancy aid and helmet.

There are advisory [limits](#) placed on what level of skill is considered to enable a person to use the site independently, if at all.

An advisory safe ratio of competent paddlers looking after people needing the support of a Coach, PAA or PL is considered 2:5.

The "site" is considered to be the river and banks between Cottingley Road bridge and to the downstream extremity of the Craven Family Trust's land.

We regard the River Aire between the upper boundary of Ravenroyd Farm, Bingley and the large eddy river right downstream the "Seven Arches" Aquaduct as regularly paddled "home" water. From here we paddle back to the club on the Leeds Liverpool Canal. Prior to organised trips on this stretch the route is checked according to our trip risk assessment.

Additional “regular club” paddling sites and stretches of river which we know well are detailed in Appendix 1 and each is subject to a trip or site risk assessment before use. PAA’s are assessed for leading trips on these identified stretches of water based on their personal paddling skills and understanding of the dynamic conditions of that stretch of water.

### **Safeguarding**

The club accepts that anyone can be vulnerable in certain circumstances.

We insist that adults are not alone with juniors in changing rooms.

Our safeguarding policy is available [here](#)

Safeguarding officers’ names are posted around the club building

Reminder that reporting incidents against juniors is not a judgement call, it is a duty.

### **Appendix 1: Regular Club Paddling Sites and Stretches.**

**Home:** River Aire between the upper boundary of Ravenroyd Farm, Bingley and the large eddy river right downstream the “Seven Arches” Aquaduct. Use [Club Trip](#) Deployment Check.

**Ure:** Mickley to Sleningford Water Mill. Including main drop in low water.

**Burrs:** Top weir to lower get-off.

**Lune:** Rawthay Confluence to Devil’s Bridge.

**Lune:** Halton Rapids.

**Eden:** Lazonby to Armathwaite.

**Crake:** Coniston water to Spark Bridge.

**Washburn:** Slalom site. Lower 600m of river to Woodshed.

**Wharfe:** Hebden to Barden Bridge in low water.

**Saltburn Beach:**

**Matlock:** Slalom site in low and medium water.