

# RUGBY CANOE CLUB OPERATING & SAFETY PROCEDURE

*The purpose of this document is to provide guidelines and a framework of operation, for the volunteers working within Rugby Canoe Club (RCC).*

*There is no legal requirement for RCC to produce this document, unless we fall within the Adventurous Activities Licensing Regulations, which we currently do not.*

*However as a British Canoeing Quality Club, this document is a requirement.*

**All coaches and members of RCC should read this procedure and understand their responsibility for safety of themselves and others.**

## **SAFETY POLICY STATEMENT**

Rugby Canoe Club offers the opportunity to experience the exciting world of paddle sport under the supervision of British Canoeing (BC) qualified coaches. Please be aware that canoeing is an assumed risk sport i.e. whilst RCC committee / coaches will manage risk as far as is practicable within the sport; canoeing activity is undertaken at your own risk. Those with parental responsibility must also recognise a degree of risk when signing the consent form and ensure that minors wear appropriate safety equipment.

## **WHO IS RESPONSIBLE FOR SAFETY**

- The Chair is responsible for safety overall at RCC and to this person all others report
- The Director of Coaching is responsible of all coaching activities, ensuring that all coaching within RCC is undertaken in line with current BC / RCC guidelines
- The Equipment Officer is responsible for all club kit, ensuring that equipment issued is fit for purpose
- The Welfare Officer is responsible of all matters relating to this area
- The Duty Person is responsible for Draycote and Pool sessions and will ensure they are run in accordance with RCC procedures
- The Health & Safety Officer is responsible for ensuring all activities are planned in accordance with RCC rules and documentation meets current standards
- The coaches are responsible for their assigned paddlers safety and ensuring all activities and coaching are in accordance with BC / RCC procedures.

All Rugby Canoe Club members have a responsibility to cooperate with the above persons, adhere to this procedure and to develop general safety awareness within the club.

## **INCIDENT REPORTING**

All incidents are to be reported to the Club Chair and Health & Safety Officer prior to submitting to BC.

The incident is to be recorded on the BC online incident form and submitted to BC on this link: <https://paddleuk.org.uk/online-incident-reporting>

This link is also on Coaches Google Drive - Incident Reporting.

If deemed necessary, any incident occurring at Draycote, RCC Committee will report if they are not already aware or update according to the Draycote Water Manager and at the pool, Rugby School Sports Centre Manager.

Incidents whilst on club trips are to be reported by the trip leader to the Chair & Health & Safety Officer on return.

Major incidents or fatalities are to be reported to the Club Chair and Health & Safety Officer, immediately. The Chair will liaise with the RCC committee and contact BC as soon as possible.

No statement will be issued to the press or media by RCC without prior consultation with the RCC Chair and initial remarks will be restricted to good wishes to all the injured and sympathy to the family and friends of the bereaved. All should be aware that it is very difficult, when being pressured to undertake an interview, not to make statements or comments that could be erroneous or damaging to the club and have subsequent legal implications.

All completed incident forms should be submitted to the RCC Secretary and held for a statutory period of 3 years or if the accident involves a child or young adult, then until that person reaches the age of 21. Forms may be converted into electronic format and retained in RCC drives.

## FIRST AID

- Draycote Water – A First Aid Box is located in the RCC boat store for use by qualified first aiders. A Defibrillator is located on the wall inside sailing club (at the bottom of the internal stairs)
- Rugby School Pool – A First Aid Box and defibrillator is located at the poolside, adjacent to the lifeguard supplied by Rugby School
- Qualified Personnel – All RCC coaches are first aid trained to the minimum requirement as directed by the BCU, other members may also be suitably qualified.

## HEALTH & SAFETY PROCEDURES

### Draycote Water

- Duty Person manages the evening activities. **Note:** Duty Person to carry out a radio check with other coaches who are carrying one, prior to the session commencing. To aid in identification the high visibility vest should be worn.
- One radio per group must be available when paddling around Draycote. SUP's do not require radios if coaching close to shore.
- Buoyancy aids (PFD) must be worn at all times whilst on the water and within the designated areas on land as marked by DWSC
- It is strongly recommended that a helmet be worn whilst on the water at all times. Paddlers must wear a helmet at all times when undertaking any coaching session including SUP tuition. SUP leashes must be worn at all times. During SUP tuition the wearing of helmets will be at the coaches discretion. SUP leashes will be worn around the waist.
- Damage to club equipment is to be reported to the Duty Person immediately or by the end of the session. The Duty Person will then liaise with the Equipment Officer to rectify. Damage may be chargeable where it is caused by misuse of equipment

- Paddling is only undertaken when there is at least one coach on the water
- A minimum of 2 competent paddlers is required in any group
- Care should be taken when launching and disembarking, due to possible slippery conditions and restricted access
- Care should be taken whilst lifting and carrying boats / equipment.

### **Inclement Weather Procedure (Draycote Water)**

If deemed unsuitable for paddling the Duty Person will terminate sessions at any time, including before paddlers are on the water.

If paddling has commenced the Duty Person / Coaches will stop all on water activities if weather conditions are deemed to be unsafe and members will be required to exit the water at the nearest access point.

At least one Coach will be the last to leave the water with their group. Coaches are reminded that the group is still under their control after leaving the water, until the Duty Person says otherwise.

The Duty Person will take the decision concerning continuing the evening's activity, if appropriate.

If there is any evidence of potential lightning strike all activities will cease immediately, be it off or on the water, and shelter sought in the wet / upstairs bar (clubhouse); a decision will then be taken by the Duty Person regarding the session continuing or being cancelled for the evening.

### **Draycote Water Incident Procedure**

If an emergency arises in a group under a coach's supervision, which may require immediate medical help, the following procedure should be carried out:

- Coach uses the emergency call sign to attract the Duty Person / Bosun attention by radio (all coaches who are managing a group should carry a radio whilst on the water) – applies to Monday night sessions. The Saturday morning paddle is managed by a competent paddler who has read and understands this Operating & Safety procedure. They will carry a radio and use the emergency call sign to attract the Bosun. There is no requirement for a duty person on a Saturday
- Coach / Competent Paddler uses the callsign **All Stations, All Stations, All Stations**. Consideration should be given to the stability of the person in charge whilst using radio and on the water. Rafting up to another paddler is advisable during the incident for assistance and support
- Duty Person (who is not on the water) / Bosun acknowledges signal
- Coach / Competent Paddler provides the nature of incident and their location on Draycote Water (coaches should carry Draycote Water map). Coach/Competent paddler will assess the situation and if emergency services are required
- Bosun / Coach / Competent Paddler will advise the duty person if emergency services are required
- A Coach / Competent Paddler in charge will manage the incident whilst on the water and 'standback' when other paddlers are available to carry out tasks
- Duty Person dials 999 for Ambulance if appropriate

- Duty Person then manages the incident in conjunction with the Bosun and safety boat and lands the casualty to shore as directed by the Bosun. Duty Person should take the appropriate action to the incident unfolding e.g. clear the nominated landing area both on water and ashore, managing onlookers (especially if resuscitation / defibrillator is used) and keeping a clear area for those involved in the rescue
- Members of the group in which the incident occurs will be directed by Coach / Competent Person to join nearest available group, for supervision / further instructions
- For safety boat rescues, the Bosun will select the suitable landing area depending on the incident and communicate this to Duty Person. Duty Person to instruct person(s) who are not on the water to direct Ambulance to that point upon entering Draycote Water. **REMEMBER THAT THE EMERGENCY SERVICES MAY NEED ACCESS THROUGH THE MAIN GATE & BARRIER THAT ALLOWS ACCESS TO DRAYCOTE / SAILING CLUB. MULTIPLE PERSONS MAY BE REQUIRED TO ASSIST – codes are on the wooden boat store doors.**
- All other canoeing activities are maintained with coaches remaining with their group. The Duty Person, in conjunction with other coaches will decide on whether the session should be cancelled or not
- Coaches will give assistance if requested only if their group is left with suitable supervision
- EQUIPMENT e.g. patients boat & paddle will not be a priority during the rescue. The coach/competent paddler will judge whether any equipment can be returned safely by the group or left for the recovery by the safety boat
- All persons involved in the incident should remain at the clubhouse until the Duty Person has released them to enable full details / statements to be taken
- All equipment involved in the incident should be collected together and secured. Do not attempt to repair or make changes as this may be classed as evidence and be part of a formal investigation.

### **Potential New Members (Draycote Water & Pool)**

If contacting RCC during the Draycote season, person or persons will be firstly invited for their Induction (no paddling), they will be informed about RCC etc by a nominated person eg coach / committee member, they will paddle the following week or when next convenient

If contacting RCC during the Rugby School Pool season, person or persons will be inducted in the first session and informed about RCC and paddle in the second session

People will be asked to join the club as a full member after a maximum trial (Introductory Membership) of 1 month

The procedure for potential new members at the club **when they are paddling** at Draycote is as follows:

- A coach who will manage their session
- The importance of manual handling is fully explained
- The coach introduces the kit to be worn and boat to be paddled – this is to be done off the water and this includes getting in/out of the boat

- Safety and Capsize drill is fully explained
- Get a person afloat and ensure correct supervision is maintained.

The procedure for potential new members at the club **when they are paddling** at Rugby School Pool is as follows:

- A coach who will manage their session
- The coach introduces the kit to be worn and boat to be paddled – this is to be done off the water and this includes getting in/out of the boat
- Safety and Capsize drill is fully explained
- Get a person afloat and ensure correct supervision is maintained.

### **Rugby School Pool**

The pool sessions will be overseen by a coach or committee member known as, '**Pool Duty Person**'.

The Pool Duty Person will not enter the water to coach, but act as an organiser and extra safety person throughout the session.

#### ***Duties of the Pool Duty person: -***

- To ensure the boats and equipment are brought from the store to the poolside before the pool session starts
- Ensure the Rugby School lifeguard is on the poolside before anyone enters the water
- Coordinate coaching
- Intercept persons attending their first paddling session
- Ensure all canoeists change over at the end of each session
- Ensure all users on the final session empty their boats and return them and equipment to the far end of the pool (deep end) where they will be taken to the storage store.

#### ***Pool Alarm Procedure: -***

Only the Pool Duty Person authorises the use of the pool alarm for pool emergencies.

There are four alarms, two at the shallow end, and two at the deep end of the pool. They operate independently.

- To sound the alarm, use two fingers and depress the two buttons on the top of the alarm cover simultaneously
- When the alarm is sounding the pool should be cleared
- The duty person should delegate a suitable person to take a roll call of persons in the pool or around the pool area at the time of the incident
- These persons are to be recorded on paper obtainable from the Rugby Canoe Club Paying in Desk. This will ultimately be passed to the Rugby Canoe Club Chair / Health & Safety Officer, who will liaise with the appropriate bodies and the RCC committee if deemed necessary and complete an *Incident Report Form*
- When the pool is cleared and the situation is under control, a Rugby School Pool Staff member will turn off the alarm

- 999 can be dialled from the Rugby School Pool reception desk which is adjacent to the RCC pay desk.

### **Rules:-**

- No outdoor shoes are to be worn in or around the pool
- No Person to jump into the swimming lane
- No person to 'bomb' or 'duck' other swimmers in the swimming lane
- No deliberate swimming outside the swimming lane
- No running around the poolside
- No unnecessary noise or boisterous behaviour
- No chewing gum
- Jewellery should not be worn, except for a plain wedding band
- Helmet to be worn by members paddling
- Coaches who are supervising (e.g. standing), in the water, with a paddler in their boat, will wear a helmet if they feel it is appropriate.

### **Coaching Policy**

The coaching of club paddlers is to be carried out by qualified BC RCC coaches. Paddlers with suitable experience or paddlers who are to enter the coaching scheme may assist the coaching activities.

Coaches at Draycote should wear the appropriate white coach bibs.

However, commonsense needs to be applied to those members who are not club coaches and who are helping (not coaching) a partner or friend. If coaching is requested a club coach should be sought who would then offer the coaching required to the current BC requirement.

### **Emergency Contacts**

All club members will be required to provide an emergency contact which will be recorded and held within the British Canoeing portal and RCC membership folder in the event of an incident.

### **Review Date: January 24**

***Review date: Annually from date above or sooner in the event of an incident or if deemed necessary by RCC Committee member or the Health & Safety Officer.***