

Club Standard Operating Procedures

This document is designed to take clubs through the steps they need to take to develop a safe well managed club. It is not designed to be exhaustive but to set out some of the key considerations and steps you need to take.

Club Name:

British Canoeing Affiliation Type and Number:

Club Chair's Name:

Number of club members:

Open to the Public? Yes/No

Contact Details

Club Address:

Postcode:

Email:

Telephone:

1. Health and Safety

a. Club Members

Every member has an individual responsibility to behave sensibly, act with common-sense and co-operate with the Club's operating and safety guidelines issued by the Club, to keep up to date with policy changes and develop a 'safety aware' culture at the Club.

Who is the clubs nominated Safety Officer?

A role description can be found here

<https://www.britishcanoeing.org.uk/uploads/documents/Health-and-Safety-Officer-Role-and-Responsibilities.pdf>

Have they/do they need to undertake British Canoeing Event Safety Management Training?

<https://www.britishcanoeing.org.uk/guidance-resources/event-safety-management>

b. Safety Policy

Please detail your clubs Safety Policy and attach to this document

It should include a General Statement of Policy, Organisation and responsibilities for carrying out the policy and Arrangements for ensuring safety and health of members

A Health and Safety Policy template can be found as a download on the club affiliation page
<https://www.britishcanoeing.org.uk/guidance-resources/clubs-centres-providers/clubs/club-affiliation/>

c. First Aid & Accidents

Where is the first aid kit located?

Where is the accident/incident book or reporting forms located?

How is the location of these made known to members?

Who is the main contact for First Aid at the club? Is their training up to date?

Where can the contact be located?

Who is responsible for the maintenance of the first aid box? How regularly is it checked and replenished?

Who else is responsible for providing First Aid?

Is there a document in the club to detail who can provide First Aid?

Some clubs have a current list of first aiders and their photos on a notice board

d. Coaches, Leaders and Paddlesport Activity Assistants

How are coaches and those responsible for activities made aware of the clubs Standard Operating Procedures?

Coaches and Paddlesport Activity Assistants (if present in a club) need to be familiar with the clubs Standard Operating Procedures and Risk Assessments.

How does the club formally record the endorsement of a Paddlesport Activity Assistant to operate at the club?

A Paddlesport Activity Assistants remit and range of responsibility is determined during training by the club's Paddlesport Activity Coordinator.

e. Fire & Evacuation

Has the club carried out a Fire Safety Risk Assessment?

Information and Guidance can be found at <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments> Assessment Guide, Small and Medium Places of Assembly or contact your local fire service.

Please detail the clubs fire and evacuation procedure (e.g. where are the fire exits, where should members meet once evacuated?)

Where is the location of fire extinguishers?

Who is responsible for maintenance of fire extinguishers?

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

Who is responsible for the roll call, to ensure no one is missing? (Name/Position)

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

Many clubs keep contact details in case of an emergency but must comply with the 2018 GDPR regulations on personal data.

2. Emergency Procedures

Do you complete Incident/Accident Forms or keep an accident/incident book?

Who is responsible for completing the Incident/Accident Forms?

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

It is usually best practice for the forms to be reviewed by the Club Committee and copies should be forwarded to British Canoeing for insurance reasons

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

Forms should be kept minimum of 5 years

Do you report accidents and incidents to British Canoeing using the incident reporting system? <https://www.britishcanoeing.org.uk/about-canoeing/safety-guidance/incident-reporting/>

Support and advice from British Canoeing can be requested through this system.

Do you have an emergency action plan for the club?

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

3. Discipline

Does the club have a policy regarding the conduct of members to maintain high standards of behaviour? British Canoeing's Club Code of Conduct can be found here

<https://www.britishcanoeing.org.uk/uploads/documents/T3-Club-Code-of-Conduct-280716.pdf>

What are the clubs procedures for discipline and resolving disputes?

British Canoeing guidance is <https://www.britishcanoeing.org.uk/guidance-resources/clubs-centres-providers/clubs/club-management/disputes-and-appeals/>

4. Use of Club Premises

Staff/Responsible volunteer

Who is the employee/volunteer at the club who meets new arrivals, juniors etc?

Kitchen

Who can serve food? If preparing food, are they suitably trained?

Guidance from The Food Standards Agency can be found here:

<https://www.food.gov.uk/business-industry/food-hygiene/training>

Who is responsible for checking sell-by dates?

Are electrical appliances PAT tested for electrical safety?

Guidance from the Health and Safety Executive can be found here:

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Club Equipment

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

Who can use club equipment and when?

What are the requirements for non-members using the equipment? (*E.g. school groups*)

Can club equipment be taken off site for use?

How and where should equipment be stored?

How are faults reported and recorded?

How is equipment marked so as to take it out of use?

Keys/Access

Who opens up? Who locks up? (*E.g. Officials, Club members*)

What are the rules for securing the premises at the end of the day?

Where are keys kept?

Who has keys/access to keys? (*E.g. Captains, Coaches*)

Where are the keys to equipment stores kept?

5. Non-members/ Visitors

What are the clubs policies regarding the use of changing room facilities?

Guidance from British Canoeing is:

<https://www.britishcanoeing.org.uk/uploads/documents/G28-Changing-Room-Guidance-270716.pdf>

Unaccompanied Children will not be permitted to leave the centre without the knowledge or permission of the Coach.

Unknown person(s) picking up a child should make themselves known to the Coach on arrival of dropping the child at the centre.

6. Club Child Protection and Vulnerable Adults Policy

Guidance on Safeguarding is available from British Canoeing

<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/>

Who is the club Welfare Officer?

A role description can be found here <https://www.britishcanoeing.org.uk/uploads/documents/Club-Welfare-Officer-Roles-and-Responsibilities.pdf>



How do club members, children and parents know who to contact if they have concern's?

Publicise the Welfare Officer's Name and Contact details:

How often is the Welfare Policy reviewed?

This is normally annually.