

2015

Standard Operating Procedures Penzance Canoe Club



PzCC

Penzance Canoe Club

3/31/2015

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PENZANCE CANOE CLUB

RISK MANAGEMENT POLICY AND STANDARD OPERATING PROCEDURES

GENERAL POLICY

Penzance canoe club provides facilities for and to promote participation in the amateur sports of canoeing and kayaking in the Penwith area.

The objectives of The Club shall be;

1. To provide facilities for canoeing,
2. To provide facilities for learning,
3. To provide opportunities for adventure,
4. To foster a spirit of public service,
5. To teach the importance of safety in canoeing.

Safety is paramount in all activities and this document gives guidance on the practices and procedures for assessing and controlling the risks associated with the activities. The recipe for safe activities includes experience and common sense together with sensible procedures for individual activities, managed and controlled through standard operating procedures and assessments.

RISK MANAGEMENT STRATEGY

Risk management is not a one-time event. It is a dynamic, evolving process of adaptation and change in response to shifting circumstances. This process ensures that all outdoor activities provided will constantly improve and maintain a high standard and record of safety. This approach requires that risk management practices are integrated into the core business and requires all personnel involved in activity management and training to be looking constantly for ways to manage risks. Whilst retaining the activity sense of fun, it must be paramount to the outcome that all activities are supervised with a 'Safety First' attitude. This document is to be made available to; coaches, volunteers, event organisers and other interested parties to allow transparency and welcome informed opinion.

RISK MANAGEMENT SYSTEMS

Risk management systems and procedures adopted are known as Standard Operating Procedures (SOP). These SOP will identify the risk management system in place for each risk management function and for individual activities. Where appropriate, SOP will be supplemented by additional risk assessments. Specific policies on risk management and health and safety issues are covered in the following annexes:

ANNEXES:

- A. Health and Safety Policy Statement.
- B. Competent Persons to Advice on Safety Matters.
- C. Instructors, Instructor Qualifications and Instructor Training.
- D. Supervision of Activities and Instructor to Participant Ratios.
- E. Special Arrangements for Dealing with Young Persons or Disabled Participants.
- F. First Aid and Action to be taken in Case of Emergency.
- G. Equipment.
- H. Activity Risk Assessment and Safety Guidelines.
- I. Publications and Further Advice.

STANDARD OPERATING PROCEDURES CONTENTS:

SOP'S

1. Check Sheet A – Site Specific Training
2. Instructor Equipment & Lead Instructor Equipment
3. General Risk Assessment
4. Activity Specific Risk Assessments
5. Safety Briefing
6. Contingency Planning
7. Incident Reporting

ATTACHEMNTS

- I Example Equipment Check Sheets
- II Example Specific Risk Assessment
- III Example Journey Plan

HEALTH AND SAFETY POLICY STATEMENT

This is the statement of general policy and arrangements for Penzance Canoe Club.

Overall and final responsibility for health and safety is that of the Committee of Penzance Canoe Club.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Secretary of Penzance Canoe Club

Statement of General Policy	Responsibility of	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work, visitor and customer related activities.		Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed continuously and completed for specific designated activities.)
To ensure Coaches are adequately trained		Coaches are qualified to supervise and instruct on activities. Also, given necessary health and safety induction and provided with appropriate in house training (local conditions, equipment and individual locations for activities) and personal protective equipment (including lifesaving equipment).
To engage and consult with coaches and on day-to-day health and safety conditions and provide advice and supervision on occupational health.		Coaches routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety activity performance review meetings or sooner if required.
To implement emergency procedures and evacuation in case of emergency at sea or at an outdoor activity location or other significant incident.		Casualty evacuation plans are tested from time to time and updated as necessary. Emergency Risk Assessment carried out every year. Training with Emergency Services completed when available.
To maintain safe and healthy working conditions, provide and maintain activity and emergency equipment, providing safe storage.		System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects. Coaches and volunteers trained in safe handling/use of equipment.
Health and safety law poster is displayed. First-aid box/equipment and accident book are available.		Poster available in storage facility. First Aid and Emergency equipment on site with activities.
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)		Reporting system in place.
Encourage continuous feedback of any health and safety concern from instructors or clients.		Instructors reporting system in place. Customer feedback.

Signed by:

Date:.....

COMPETENT PERSONS TO ADVISE ON SAFETY MATTERS

It is essential that all activities are properly supervised and although suitably individual coaches may undertake particular activity instruction, it is also essential that the type of activity and the location of these activities be monitored by a competent person who can advise on safety matters.

When identifying the risks and details of a particular activity together with the location of the activity, that risk assessment should include details of the competent person who has advised on the activity and any advice provided for a specific or general location. The competent person will also provide technical advice for each activity.

The competent advisors at present available Penzance Canoe Club are:

Activity	Name	Qualification	Contact
Kayaking	Richard Uren	L5 Sea Kayaking Coach	01736 351082

COACHES, QUALIFICATIONS AND TRAINING

The volunteer coaches together with instructors employed on an ad hoc basis form the instructor availability. All coaches are to be qualified in the activity they are engaged in or supervising. In-house and local area familiarisation training is provided by the club, and in addition site specific training when required. The Secretary is responsible for ensuring that instructor qualifications are adequate, in date and supported by log book evidence if necessary.

Acceptable qualifications are issued by an activity governing body for example the British Canoe Union (BCU)

In-house and familiarisation training of all activities is conducted in accordance with SOP1.

All ad hoc instructors and leaders are to be familiar with SOP's and an induction check sheet for ad-hoc and temporary instructors is at Appendix 1 to this Annex. Additionally, all temporary and ad hoc instructors are to be given access to club procedures.

The BCU Terms of reference document gives a breakdown of activity requirement:

<http://www.canoe-england.org.uk/media/pdf/BCU%20TERMS%20OF%20REFERENCE%20V4-0.pdf>

PENZANCE CANOE CLUB INDUCTION CHECK SHEET

Item	Specific	✓ <input type="checkbox"/>
Club Brief	Aims, objectives, mission statement. The club and its structure. Expected standards of conduct, dress and appearance.	
Qualifications checked and verified.	Photocopies of original qualifications placed on file. References taken if necessary. DBS clearance.	
Working guidelines.	Responsibilities in role. Working guidelines read and understood. Working with young people and child protection policy understood.	
SOP 1 - Activity location(s) familiarisation training.	Site and activity specific training undertaken and recorded. Observed and evaluated in role by senior member of coaches and given feedback.	
First Aid and Action to be taken in an emergency	Use of group safety and first aid equipment understood and agreed	
Casualty evacuation plan.	Understood and agreed.	
SOP 2 - Equipment.	Understands minimum equipment requirements.	
SOP 4 - Risk Assessments.	Relevant Safety Management Practices, Standard Operating Procedures and Risk Assessments understood and agreed.	
SOP 6 - Safety Briefings.	Understood and agreed Use of protective equipment use understood. Transport use and procedure understood and agreed.	
SOP 7 - Contingency Planning.	Understood and agreed.	
SOP 9 - Incident and accident reporting.	Near miss reporting, accident-reporting procedures understood and agreed.	

Instructors Name:.....

SUPERVISION OF ACTIVITIES AND INSTRUCTOR TO PARTICIPANT RATIOS

Coach /participant ratio

The maximum number of participants acceptable per coach is dependent on a number of factors and any set standard may have to vary the number in the light of differing conditions and/or the capabilities of the participants. Instructor/participant ratios should be consistent with the factors identified through an activity risk assessment including the hazard level of the activity; the ages, abilities and competence of participants; and the experience and competence of the instructor.

An activity risk assessment may also identify the need for one or more assistants to the instructor if the safety of participants is to be ensured; for example if the instructor would need help in the event of an accident or emergency or to keep the group together. Any assistants should be under the direction of the group instructor/leader and be competent to carry out the delegated responsibilities under the group instructor/leader's direct supervision.

As a general guide the minimum group instructor/participant ratio is given in the BCU terms of reference document:

<http://www.canoe-england.org.uk/media/pdf/BCU%20TERMS%20OF%20REFERENCE%20V4-0.pdf>

Supervision of Unaccompanied Groups

Where older or more experienced participants are allowed to take a higher level of responsibility or a leadership role (for example leading or conducting an unsupervised sea kayaking expedition at sea) an activity risk assessment will include procedures to ensure that the instructor has personal knowledge that the participants are sufficiently experienced and competent to undertake the activity, and are adequately trained in first aid and emergency procedures. Additionally, the instructor will clearly explain the limits of the areas of operation; define individual responsibilities; and check that the participants have understood these arrangements before beginning the exercise.

It is important that suitable monitoring systems in place while such activities are in progress and which can responded to if there are changes in plan or emergencies arising. The authorising and supervision of participant-led activity may require a higher level of competence and experience than would be acceptable for a group instructor/leader accompanying the group.

SPECIAL ARRANGEMENTS FOR DEALING WITH YOUNG PERSONS OR DISABLED PARTICIPANTS

Supervision of Younger Individuals

The age and experience of groups of younger participants should be taken into consideration when determining appropriate supervision arrangements and included in the activity risk assessment.

When dealing with youth groups the activity planning must be discussed with the committee beforehand to establish adequate supervision. Accompanying adults may be needed and this should be taken into account for their contribution to pastoral care, particularly if the party includes young people with special educational needs. However, any accompanying adults participating in activities are to be included in the instructor/participant ratio and are not additional to it.

Where private arrangements have been made with a parent or guardian to take young children on an activity, full details of the exercise and activity must be explained to the parent or guardian beforehand and the scope of the planned activity agreed. A copy of the activity risk statement must be provided to the parent or guardian.

Participants under the age of 18 require the signed permission of a parent or guardian before undertaking the activity whether as individuals or as part of an organised youth organisation or school activity. The BCU provides an appropriate parental consent form

A member of the committee must have completed the Child Protection & Safeguarding Course Cornwall or the BCU Time to talk course.

DBS clearance should be established for all coaches.

Supervision of Participants with limited Mobility.

Every effort will be made to allow the activities offered to be enjoyed by individuals with limited mobility or disablement. However, the level of supervision and ability of the participant to enjoy the activity safely must be covered in a specific activity risk assessment taking into the consideration especially the ability of the individual to be recovered from an emergency situation safely. Accompanying adults or careers may be needed and this should be taken into account for their contribution to pastoral care, however, any accompanying adults participating in activities are to be included in the instructor/participant ratio and are not additional to it. Where the participant is under the age of 18 a consent form will be required.

FIRST AID AND ACTION TO BE TAKEN IN CASE OF AN EMERGENCY

Emergency plans and action to be taken in the case of an injury are to be included as part of coach training, pre-activity assessment and on site emergency evacuation plans.

Since a rapid response to a complex situation may be required, the emergency evacuation of a casualty will be part of the coach's in-house familiarisation training. All coaches are to hold a valid outdoor first aid qualification and have demonstrable skills during training exercises.

The Maritime and Coastguard Agency (MCA) is responsible in the UK for coordinating maritime search and rescue. As such, the MCA has advised the following systems be implemented and operated when operating activities in coastal areas:

Before setting out, the instructor should leave their planned route and itinerary with a competent person who can contact the Coastguard if they believe the group is overdue.

That person should also have the following information with them:

1. Name of organisation.
2. Total Number of participants/instructors.
3. Time and place of departure/arrival.
4. Route to be taken.
5. Contact details of the instructor.
6. Name of instructor or group leader.
7. Vehicle details (make and registration).
8. Medical details of each group member

Before setting out, the instructor should also contact the Coastguard to let them know the area in which type of activity (climbing/kayaking/coasteering) groups will be operating during the day.

At the same time the instructor should ascertain tide/weather information from the Coastguard or from another source before they set out.

When out during the activity, the instructor should carry suitable means of raising the alarm, if possible carrying more than one means of communication such as a mobile phone registered to the SMS emergency service in a waterproof cover and a handheld VHF radio.

A first Aid Kit is to be carried by the instructor.
Flares are to be carried at sea.

The activity on-site emergency evacuation plan is at Appendix 1 to this Annex.

A casualty evacuation plan flow chart is at Appendix 2 to this Annex.

A pre-activity check list is at Appendix 3 to this Annex.

Appendix 1 to Annex F to Penzance Canoe Club Risk Management Policy and Procedures

Action	Notes
Ensure Other Group Members are Safe	Protect Group from any Dangers and Weather.
Make Casualty Safe	Recover from Water or Climb.
Administer Immediate First Aid	Take action to prevent further injury. Do not move unless exposed to danger. Assess severity of injuries (can the casualty be recovered by group or are emergency services required).
Alert Emergency Services if Necessary	Call 999/112 or VHF Channel 16 Allocate to member of group if busy with casualty. Advise Coastguard of potential self-help recovery.
At sea use flare	Red to seek help. Smoke to identify position.
If Awaiting Assistance Keep Group and Casualty Warm and Protected	Consider: Protection, Location, Water and Food Keep group together, allocated tasks. Maintain control of the situation.
Prepare Area for Emergency Recovery	Prepare area for easy access to casualty. Will recovery require Coastguard Rescue? Will Air Lift be required?
Establish Communications with Emergency Services	Do not use flares in close proximity of aircraft, lifeboat or coastguard. Use VHF Channel agreed with coastguard.
Recovery Phase	Advise emergency services of, type of incident, first aid administered, any medication known to have been taken by casualty, any medical history known. If casualty can be recovered with the group assistance to a safe pick up point; brief group on plan of action, allocate tasks, monitor casualty. Advise Coastguard of safe recovery of casualty (if self help) and group to base.

Casualty Evacuation Plan Pathway

Penzance Canoe Club

All accidents, however minor should be logged in the Accident Book and if necessary reported in accordance with current regulations and legislation. All dangerous occurrences must be reported in accordance with all current regulations and legislation.

Incident Reporting Procedure

'Incident' includes any near miss that had the potential to cause harm

Action pathway

Take any immediate action to stop a repeat incident, protecting yourself, your group and the casualty in that order.

Report incident to a coach who is to relay information to a senior coach

Complete an incident report form as soon as possible

Pass form to senior coach or club officer

Senior coach to check any temporary action preventing repeat incident is in place

Senior coach is to contact Chairman

Incident report form to BCU

Chairman to report under RIDDOR if appropriate

Chairman to issue press statement if incident involves loss of life

Emergency Contacts

Dial 999 for Police, Ambulance, Fire Brigade and Coastguard

Members contact details are available by contacting the membership secretary or club officer

Dangerous occurrences:

The definition of a dangerous occurrence is an unplanned event which is specifically identified in Schedule 2 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and is reportable to the enforcing authority.

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- Work-related accidents, which cause death.

- Work-related accidents, which cause certain serious injuries (reportable injuries).

- Diagnosed cases of certain industrial diseases.

- Certain 'dangerous occurrences' (incidents with the potential to cause harm).

Further details are in HSE Publication INDG453(Rev1) Reporting Accidents and Incidents at Work.

Procedure in the event of a serious accident or fatality

1. Contact the relevant emergency services.
2. Telephone all club officers on the emergency numbers list, making note of the time and date.
3. Keep the casualty's family and friends fully informed at all times.
4. The contact coach's member has the authority to purchase any services and consumables as necessary.
5. Written statements and accident reports are to be compiled within three hours of the event.
6. Call an EGM committee meeting with all possible coaches present for clarification, support and debrief.
7. It is to be emphasised that no comment is to be made to outside parties, such as the press, other than to give them the name of a designated contact.
8. Cancel any or all activities as deemed necessary for that day or until further notice, should the situation warrant it.
9. Work with the club to inform the Health and Safety Executive and complete copy and post the RIDDOR form kept in the accident file.
10. Chairman to contact our solicitors to advise them that a statement will be required in due course.

MAINTENANCE OF EQUIPMENT

The maintenance of equipment is a fundamental part of managing potential risks. In view that much of the equipment used is to safeguard life, systems are to be in place to monitor usage on a continuous basis.

Kayaking Equipment:

Kayaking equipment is to be listed, checked and lifesaving equipment labelled appropriately. Equipment is to be checked before and after each exercise. Records of repairs and checks are to be retained for 2 years.

General:

Instructor equipment and equipment check lists are at detailed at SOP 2

ACTIVITY RISK ASSESSMENT AND SAFETY GUIDELINES

Activity risk assessment and safety guidelines are made up of three components:

- Pre-activity safety risk analysis
- Activity related safety guidelines
- Post-activity safety guidelines

In undertaking risk analysis, it will improve safety, reduce the risk of death or injury, ensure the best use of resources and enhance participant satisfaction. The standard criteria for identifying risks will be used:

- Identify hazards
- Decide who might be harmed and how
- Evaluate risks, evaluate existing precautions and determine if more is required
- Record findings
- Review process.

However, the nature of activities associated Paddlesport require a number of additional hazards to be taken into consideration when undertaking any adventurous activity offered. These include; the presence and nature of natural or artificial hazards and the severity of risk related to those hazards. Therefore, the key factors in the offered activities are the experience, competence and judgment of the instructor leading the activity. It is essential to understand the level of group knowledge and experience, bearing in mind many will be novices in the activities.

Consideration must be given to:

- Rocks falling from above
- Falling or slipping onto rocks or ground below
- Jumping/falling onto submerged rocks
- Jumping from a height into water
- Being swept onto rocks.
- Entrapment under the water
- Repeated submersion in waves or sea swell
- Unpredicted tidal changes
- Being swept out to sea
- Tidal cut-off
- Getting caught in rip currents
- Sudden immersion into cold water (dry drowning etc.)
- Inadequate personal clothing or equipment during or after getting wet
- Sunburn
- Submersion hypothermia, for example, being swept out to sea
- Over-exposure to cold and windy conditions
- Exposure to high temperatures, hypothermia, sunburn and dehydration.

Due to the number of variations of activities and the wide range of local conditions and site-specific hazards, universal risk assessments will be augmented by site-specific assessments and practices.

Pre Activity Risk Assessment

Pre Activity Risk Assessment consists of:

SOP 3 General Risk Assessment which covers all aspects of activity and training.

SOP 4 Activity Specific Risk Assessment which identifies risks associated with an individual activity.

SOP 5 Activity Risk Statement.

Appendix 2 to Annex F - Pre Activity Check List.

Activity Related Safety Guidelines

Activity Related Safety issues are covered in:

SOP 6 Safety Briefing.

SOP 7 Emergency Contingency Planning.

Appendix 1 to Annex F - Evacuation Plan.

Post Activity Safety Guidelines

Post activity is covered in:

SOP 9 Incident Reporting.

PUBLICATIONS AND FUTHER ADVICE

HSE Leaflet: Reporting Accidents and Incidents at Work
HSE Leaflet: Manual Handling at Work
HSE Leaflet: Ergonomics and Human Factors at Work
HSE Leaflet: Safe Use of Stepladders
HSE Leaflet: Working Alone
HSE Leaflet: Basic First Aid

British Canoe Association: www.bcu.org.uk

Martine and Coastguard Agency: www.dft.gov.uk

Useful Telephone Numbers:

Falmouth Coastguard: 01326 310800

Standard Operating Procedures:

PENZANCE CANOE CLUB - STANDARD OPERATING PROCEDURE 1 ACTIVITY FAMILIARISATION TRAINING

All staff, instructors (permanent, temporary or ad-hoc) are to undertake familiarisation training for each activity and location before undertaking duties. The attached matrix gives guidance on areas to be covered, but is not exclusive and should be used as a guide to ensure instructors are aware of their responsibilities and have knowledge of the activity location before undertaking instructional roles.

Staff and instructors providing the familiarisation training should satisfy themselves that the instructor under training is competent in the overall activity, is aware of the dangers associated with the local area and is competent to undertake emergency and evacuation of casualties from a particular active location.

Check sheets for all instructors should be retained whilst the instructor is with Penzance Canoe Club and for one year after the instructor has left the organisation. Check Sheets and copies of qualifications are to be retained for 2 years.

Check Sheets:

- A. Kayaking

Name of Instructor Under Training

SOP1 - CHECK SHEET A - SITE SPECIFIC TRAINING KAYAKING

Name of Instructor.....

Area	Route/Beach	Emergency and Evacuation Drills Completed	Local Area Dangers Advised	Date	Instructor Providing Training

EQUIPMENT - INSTRUCTOR EQUIPMENT

Instructor Responsibility

All instructors are responsible for their own outdoor/protective equipment. It is important that whilst on activity all instructors are capable of looking after themselves in any adverse situation: weather, if plans change due to an emergency or if it is for the benefit of the group. As a minimum all instructional staff should wear and/or carry the following items:

Emergency contact numbers and evacuation plan

Water Based Activity

Personal flotation device
Warm under clothing or wetsuit
Suitable head protection
Dry container/bag

Lead Instructor Equipment

The lead instructor not only have a duty of care for looking after themselves but also a duty of care to other staff and for activity participants. It is important that the instructor can look after the needs of themselves and the group in the event of an emergency.

Educating participants on the benefits and safety of equipping themselves correctly and ensuring participants do not depart on an activity with less than adequate clothing or safety equipment is part of the instructor's duty of care to them. Additionally in the event of an emergency the instructor should have a clear plan as to where to go for help and what to do to ensure the group is safe. The equipment the instructor has at their disposal whether on land, on the water, remote from or close to help is important.

The list of items below is not a complete list of 'must have items and should be added to or reduced depending on the planned location and/or number of participants in the group:

Knife
Whistle
Watch
Group Shelter
Survival Bag
Group First Aid Kit
Resuscitation Mask
Spare Hats/Gloves
Spare clothing
Flask
Pen/paper
Emergency Contact Numbers
Copy of Emergency/Crisis Plan
Nylon Sling
Locking Carabineer
Mobile Phone and Waterproof Case
Roll of Duct & Electrical Tape
Torch
Throwline
Towline

Compact Distress Signal (pack)
Parachute Flares
Red/Orange Smoke Flares
Drybags

It is important that suitable emergency equipment is selected and carried appropriately for each activity. On water based activity sessions it is important that the equipment should be with the instructor at all times and kept dry.

PENZANCE CANOE CLUB STANDARD OPERATING PROCEDURE 3

GENERAL RISK ASSESSMENT

What are the Hazards	Who might be harmed and how	What action is already been taken	What further action is necessary	Action by who	Action by Date	Action Completed
Lone Working	Members may be at greater risk when alone and unable to summon help.	Mobile phone as normal contact. Additional VHF available as required.	Dedicated 24 mobile number required for continuous contact.			
Slip, trips and falls Storage areas and working around vehicles.	Members and visitors may suffer injuries if they fall or trip.	Clean and tidy policy in storage and training facilities. Storage floor covering in good condition. No trailing cables or extension leads, unless covered and taped down. Members given safety brief before activities.	Monitor storage areas and non-activity specific areas.			
Manual Handling Movement of Kayaks above vehicles.	Members and Visitors may suffer back pain or elsewhere from handling heavy equipment or objects.	Coaches trained in how to move and handle items. At least two persons to move Kayaks	Monitor			
Falling Objects	Members and Visitors may suffer injuries from falling equipment.	Heavy items kept at low level. Shelves and equipment racks secured to walls.	Monitor and check racking and storage fixings continually.		Ongoing	

What are the Hazards	Who might be harmed and how	What action is already been taken	What further action is necessary	Action by who	Action by Date	Action Completed
Working at Height	Fall from any height can cause injury.	Strong stepladder available in storage area. High level working with second person in attendance.				
Vehicle Movement	Pedestrians could suffer serious injury if struck by vehicles.	Second person directing driver. Brief to clients.				
Fire	If trapped members and visitors could suffer fatal injuries from smoke or burns.	Storage facility firefighting appliance available.	.			
Electrical	Members and visitors could suffer electrical shock from faulty equipment and wiring.	PAT	Annual check of equipment.			
External Areas Walk in routes.	Members and visitors may be at risk from uneven surfaces.	Members briefed on 'walk in hazards'.	Included in any pre activity brief.			
Kayaking Activity	Members and visitors may suffer fatal injury from accidents at sea.	Specific risk assessment undertaken for each location/activity. Pre activity checks carried out.	Use lessons learnt and instructor/client feedback to monitor and amend as necessary.		Ongoing	

PENZANCE CANOE CLUB - STANDARD OPERATING PROCEDURE 4

ACTIVITY SPECIFIC RISK ASSESSMENT

Activity specific risk assessments which identifies risks associated with in an individual activity and or location are to be undertaken and reviewed as part of pre-season preparation, when using a new location or route, on feedback from members and coaches and ongoing management review during seasonal activities.

Each assessment is to cover:

Hazard, Risk (Likelihood/Consequence), Who May Be Harmed, Control Measures, Further Action and Responsibility.

Individual assessment is to be made for:

- Impact.

- Drowning.

- Effects of Temperature.

- Falling.

- Other specific risks associated with the activity, location or individuals.

- Each area of coast, route or climb to be used.

- Walk in route.

Example activity specific risk assessment format is attached.

Example Sea kayaking journey plan is attached.

A Register of all activity specific risk assessments to be maintained, monitored and updated continuously.

PENZANCE CANOE CLUB - STANDARD OPERATING PROCEDURE 6

SAFETY BRIEFING

A safety brief is to be given to all groups and individuals under instruction, the following guide covers the main areas to be covered, but is not exclusive and the briefing should take into consideration any additional circumstances pertaining to the conditions, location or the participants.

Brief	Notes
Introduction and name of instructor(s)	Provide detail of experience. Put group at ease Consider age, experience and capacity of group.
Provide background of activity.	Dependent of level of group experience.
Explain area to be used and walk in routes.	Show on map. Highlight any dangers
Examine, check and explain equipment usage.	Make sure equipment fits individuals. Lifesaving equipment must fit and be appropriate to age of participant.
Explain plan for the day.	Timings, level of risk and summary of weather. Previous group experience
Explain alternative plan/cancellation	
Explain management of equipment and vehicles on approach to activity.	Check vehicle. Do not overload vehicle with equipment or personnel.
<p>For Kayaking:</p> <p>Use of kayaks and equipment brief. How to enter the water safely Exiting the water safely Climbing on the rocks Swell and tides Marine life (cuts, stings, poisons, barnacles, and others) Bunch-up procedure Emergency procedure in case of an accident: Immediately halt activity Emergency escape routes Signals Group safety Evacuation Plan Self-awareness and awareness of others Communication Environmental factors</p>	<p>Participants should be advised on what they can do to help ensure their own safety. It may not be appropriate for instructors to deliver all relevant instructions in the one briefing.</p> <p>Verbal communication at some venues will be very difficult so prior thought should be given to what needs to be explained, where and when.</p> <p>Contacting HM Coastguard in an emergency: normally instructor, but could require participant if instructor incapacitated.</p> <p>Check of understanding.</p>

Brief	Notes
Explain procedure for recover of instructor if injured.	Allocate role if necessary. Use of communications.
Explain the activity about to be undertaken is 'At Risk'	See BCU Definition

PENZANCE CANOE CLUB - STANDARD OPERATING PROCEDURE 7

EMERGENCY CONTINGENCY PLANNING

Due to the nature of activities and the element of risk, it is appropriate that consideration is given to action to be taken in the case of an emergency. This table gives actions to be taken to minimise risk and respond in case of emergency:

Area	Action
Sea Kayaking routes	Ensure participants can be recovered safely to land. If extended sea passage, ensure coastguard aware of position routinely. Practice air lift when available. Practice sea recovery with RNLI when available.
Emergency Services	Ensure emergency services are informed of activity as per Pre-Activity Check List. Liaise with emergency services for advice, joint training exercises and local area knowledge.
Evacuation Plan	Practice evacuation plan with emergency services. Practice in-house with new instructors, evaluate and update as necessary.

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ATTACHMENTS

1. Example Equipment Check Sheets
2. Example activity specific risk assessment format - Coasteering Risk Assessment.
3. Example Sea Kayaking Journey Plan.

EXAMPLE EQUIPMENT CHECK SHEET

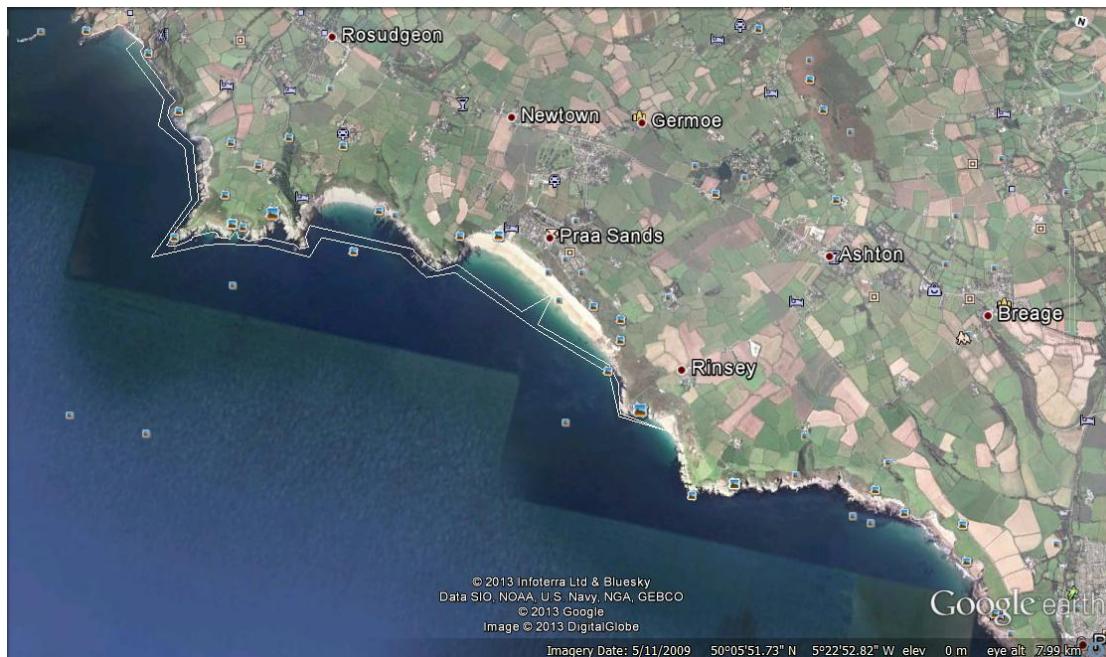
Item	Ser No	Date of Manufacture	Date of First use	Checked Date	Condition	Notes Replacement Date

EXAMPLE RISK ASSESSMENT

Please refer to PZCC Kayaking risk assessment 1.

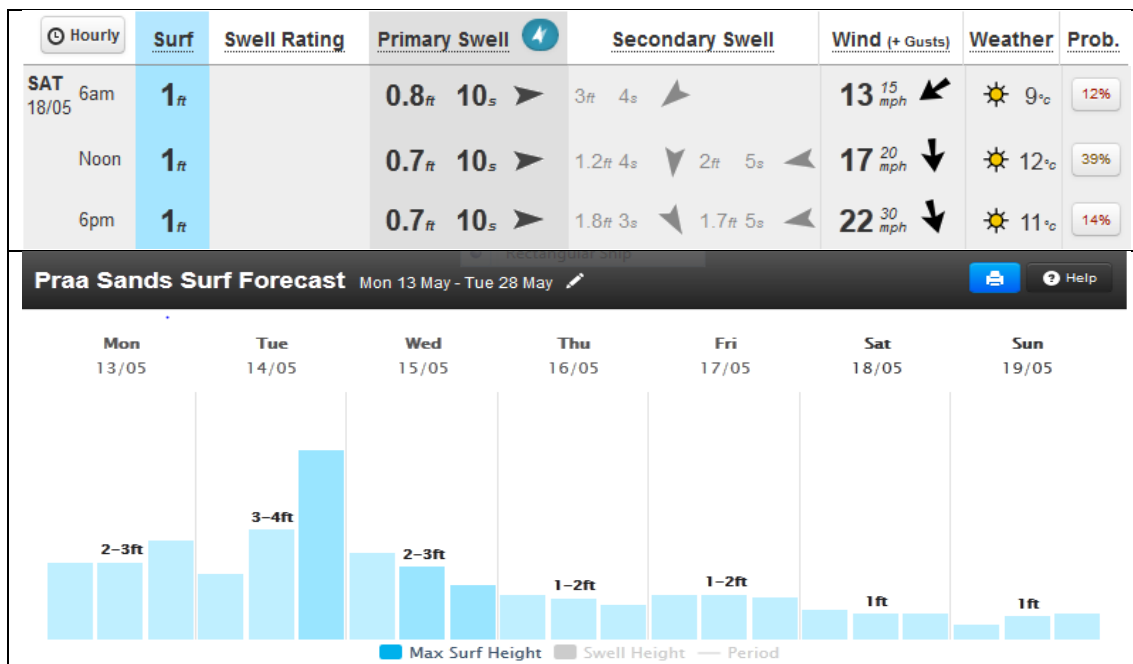
Example Sea Kayaking Journey Plan.

A Route from Perranuthnoe to Rinsey and returning shown in the image below, is planned on the following pages.



Trip Plan	
From: Perranuthnoe OS Grid: SW 539 291 Grid Ref: 50°06'40N 005°26'34W	To: Perranuthnoe OS Grid: SW 539 291 Grid Ref: 50°06'40N 005°26'34W
Via: Rinsey OS Grid: SW 593 269 Grid Ref: 50°05'37N 005°21'57W	Time: 0900 BST Date: 18/05/2013

Weather Forecast	
Wind: 6am 15Mph NE, Noon 17-20Mph, NE, 6pm 22-30mph NNE	Weather Sunny, Low forecast certainty @23% decision to be made on the day as if the route is suitable for the conditions. As offshore wind predicted to increase throughout Day
Visibility: Good	Sea State: Smooth



Outline	
Group: Four 3* Paddlers Estimated Speed: 3Mph	Coastguard Telephone Number: 01326 317575 (Falmouth)
ETD: 0800 BST ETR: 1300 BST	Total Distance: 10.7 Miles Estimated Time: 5 Hours
Trip Outline: Leave Perranuthnoe at 0800 (Surf Forecast 1-2' offshore wind westerly swell) Paddle east along the coast, and explore the rocks at the western end of Perran and continue around the coast exploring the coves until Praa Sands is reached. Planned lunch at eastern end of Praa. After Praa continue East to Rinsey and return along the same route to Perran for 1300	
Escape Points: Prussa Cove, Keneggy Sands, Porthcew (After Rinsey Head) Life Saving Boxes at Perran and Praa RNLI at Praa Sands Closest AED At Marazion School	Hazards: Both Praa Sands and Perranuthnoe are surf beaches and can become quite dumpy at high tide, Keneggy requires ladder egress. Strongest tidal flow at Cudden Point although should not exceed 1.5Kts max

Tidal Information	
Sat 18 May LW HW LW HW 04:20 10:07 16:45 22:44 1.7 m 4.2 m 1.9 m 4.4 m	For GMT @ Porthleven

