

# MALLAIG & DISTRICT CANOE CLUB HEALTH AND SAFETY POLICY

**Mallaig and District Canoe Club** is committed to encouraging members' participation in our sport, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability to allow for recognition of the risks associated with our sport and to take action necessary to reduce these risks.

## PARTICIPATION STATEMENT

The activities undertaken by Mallaig & District Canoe Club carry an element of risk, including the risk of injury and death. Participants must make their own decisions about participation in any activity and are empowered to ask questions if in doubt about the nature or risks inherent in any activity. All participants must make decisions to accept risk for themselves; organisers can only provide advice to facilitate a decision.

**Health and Safety Policy** We are committed to the following actions:

- Undertake regular review of the activities undertaken by the club i.e. committee meetings.
- Create a safe environment by putting health and safety measures in place.
- Encourage all members to undertake training appropriate to their age, ability and experience.
- Ensure that all members are aware of the club's health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Keep an up-to-date record of all qualified first aiders. Qualified first aiders should make themselves known should any incident occur.
- Report any significant injuries or accidents sustained during any club activity.
- Ensure that implementation of the policy is reviewed regularly and monitored for effectiveness.

## AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or what you fail to do.
- Always wear a buoyancy aid.
- Make sure that your sea kayak is fitted out in accordance with BCU recommendations and that you are suitably clothed for the weather conditions.
- Correctly use all equipment provided by the club. Equipment borrowed by Club members will be at the paddler's own risk.
- Report any damage or breakages to the Equipment Officer and ensure that the equipment in question is either disposed of, or appropriately marked as requiring repair.
- Be familiar with the Club's Risk Assessment Guide.
- Be aware of the level of ability required for any Club trip and be aware of the risks involved. If uncertain, read the guidelines on the website and take advice from the trip organiser.

## AS A CLUB TRIP ORGANISER YOU HAVE A DUTY TO:

- **Responsibly plan the trip, with the safety of the group as the topmost priority.** Appoint one or more experienced member/s of the group as his/her assistant if necessary.
- **Ensure familiarity with the capabilities, qualifications and experience of those taking part** to ensure that there is no mismatch between the planned trip and the capabilities of the group, taking into particular account the weakest member of the group.
- **Be in possession of current Marine Weather Forecasts** for the relevant area and ensure the group carry appropriate safety equipment (see Trip Participant Questionnaire).
- **Inform the coastguard** Except in sheltered bays inland lochs and estuaries, the trip organiser should, before setting out, inform the Coastguard of the trip and provide the information he/she requests.
- **Ensure the club Trip Organiser Planning Sheet is completed.** Use the form to record names, numbers, any appropriate medical information, weather and tide information, kit needed/being brought, emergency contacts. Send one copy of this sheet to the named Shore Contact and a second copy to the Health and Safety Officer. Take one copy with you on the trip.
- **Decide trip numbers** – how many people are you happy to have on this trip. How many people you consider to be competent "helpers"/assistants. Control numbers and feel free to say no to people without enough experience.
- **Incident/Accident recording.** Trip Organisers are responsible for applying judgement around what constitutes a risk event and the recording/reporting of that event to the Committee. A risk event is defined as an incident where either a significant injury was sustained, or a situation arose that the Trip Organiser believes the committee should discuss to minimise the risk of future recurrence.

**To be reviewed yearly by the Health and Safety Officer.**

**Date of Last Review: 26<sup>th</sup> June 2022**