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1. **BRITISH CANOEING CHECKLIST - CLUB AND ACTIVITIES**

See British Canoeing ***Safety Guidelines*** for Paddlers, Clubs & Volunteers; Section 5

The purpose of this document is to assist you and your club to assess the management of safety within your club and club activities, and in particular assist you in producing a club Safety Plan. At this stage it is not meant to be exhaustive, merely a guide to which you may wish to add further items and comments as a means of completing a thorough review as part of an ongoing safety management process.

This document outlines a number of responsibilities and actions for club members, club committee and coaches / leaders.

**INTRODUCTION AND INSTRUCTIONS**

This checklist is the recommended minimum standard to ensure safety of recreational activities of *British Canoeing affiliated groups*. Its purpose is to ensure that all appropriate steps have been taken to ensure the safety of participants in British Canoeing canoeing-sanctioned paddling activities.

How to use this checklist:

1. This checklist is a useful tool for club safety officers to assist them complete a generic audit of all club activities, in order to provide the club committee with the reassurance that standard safety measures for club activities are met.
2. This checklist is also a useful tool for trip / journey leaders when organising either a series of club trips or new single trips or journeys. Please refer to it when planning for a safe activity, and complete as required to confirm that all reasonable steps have been taken to ensure the safety of all participants.

**Wombourne Kayak Clubs Safety Plan Checklist**

**INFORMATION ABOUT THE ACTIVITIES**

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| **Name of the Club organising the activities** | Wombourne Kayak Club |
| **Name of Activities:** | **River Trips:** Scheduled on a Saturday throughout year. Additional trips are organised with more advanced paddling members on alternative days within the week.  **Club Nights** on a Thursday:  Pool sessions October – March  River Sessions : April – September  Qualifications: FSRT, WWSR, Paddlesport, Whitewater, Leader Training &  Assessment |
| **Description of Activities:** | **Club Nights:**  Coaching at the pool; specific paddle skill & technique development, rescue  Coaching on the river: Introduction to whitewater, rescue techniques.  **River Trips:** Organised the previous day or on the day depending on the river levels, weather, group & paddlers capabilities, distance, and time of the year. |
| **Description of Participants’: Club Members, Coaches, Instructors, River Leaders** | Club Coaches, River Leaders (2), Instructors, club members. |
| **Activity Venues:** | Wales: North, Mid, South, River Severn, Dartmoor, North Devon, Lake District,  Scotland |
| **Other relevant information about the activities** | Schedules on a weekly basis throughout the year. |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **MEMBERS PROTECTION**   1.1  DBS Screening and Prohibited Person Declarations  Have all coaches / instructors and guides been screened\* for their roles as per British Canoeing Child Protection and Vulnerable Adults Policy?    Have all volunteer personnel who will or are likely to have unsupervised contact with, or travel away with, teams of canoeists under 18 years of age, been screened as per British Canoeing Child Protection and Vulnerable Adults Policy?  NB: In the event that the person screened is found to have committed any criminal offences or whose history suggests that he/she may be a questionable candidate for the role has appropriate action been taken? |  | **No**  **No** | **Yes**  **No**  **Yes** | See H&S Plan Checklist  <https://www.britishcanoeing.org.uk/uploads/documents/Clubs-Safety-Plan-Checklist.pdf>  ***G7-***Self Declaration Form  ***G23***-Portability for DBS Certificates for England  ***G26*** - Disclosure and Barring Service (DBS) Guidance  ***G29-***DBS Guidance Flowchart  ***G30-***DBS Application Process Club Centre ID Verifier Guidance  ***G31***-DBS Applicant Guidance Verification by Post Office  **G32-**DBS Applicant Process Club Centre ID Verifier-Guidance  ***DBS***-Status Check Request Form  <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/disclosure-and-barring-service>  Refer to British Canoeing for details of appropriate action.  <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding> | **Implement** H&S Plan Checklist  Tim Kelly & John Teuwen to update & **implement** process.  **Downloaded** relevant documents to Wombourne Kayak Club Website  **Coaches to be CRB**:  Rich Dowen  Tim Kelly  John Teuwen  Dave Bennett  Nigel Lunn:  Paul Elkington  Simon Binks  Jonathan Edwards,  Jack Richards  (Panos Aginnitis)?  **Volunteer:**  Geoff Lewis | June 2020  Sept. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **MEMBERS PROTECTION**   1.2  Child Protection and Vulnerable Adults Policy  Has your club developed and implemented policies and procedures to prevent harassment of any kind, including:   * Sexual harassment * Racial harassment * Sexuality harassment * Disability harassment * Abuse * Vilification Discrimination -direct / indirect equity | **Yes** |  | **Yes** | In the event of any ***concerns*** or ***allegations***:  ***BC*** Safeguarding Procedures.  ***P1***-British Canoeing Safeguarding Children Policy  ***P2***-British Canoeing Whistle Blowing Policy  ***P3****-* Anti-Bullying Policy.  ***P4***-Disclosureand Barring Service Policy  ***P5***- Safe Storage & Handling Policy  ***P6****-* Safeguarding of Adults Policy  ***G12***-Protecting Children & Young People with Disabilities  ***G21***-Safeguarding Training Requirements  British Canoeing Equality Policy 2018  British Canoeing Diversity Statement 2018  British Canoeing Transgender and Transsexual Policy 2019  British Canoeing Code of Ethics.  ***T1 –*** Safeguarding Policy.  Identify a person whose role it is to deal with any issues concerning Safeguarding  ***T5*** (Club ***Welfare Officer***) Job Description. | **Read** all policies  **Review, Update** & **Download** relevant documentsto Wombourne Kayak Club Website  **Signed & dated on behalf of club:** John Teuwen  **Nominate:**  Club ***Welfare Officer –*** John Teuwen | Sept. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **MEMBERS PROTECTION**   1.2  Child Protection and Vulnerable Adults Policy  Has your club developed and implemented policies and procedures to prevent harassment of any kind, including:   * Sexual harassment * Racial harassment * Sexuality harassment * Disability harassment * Abuse   Vilification Discrimination -direct / indirect equity  **For other Guidance check:**  <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates> <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding> | **Yes** |  | **Yes** | Paddlesafe - 3.13 Safeguarding  ***Code/s*** *of* ***Conduct:***  ***T2*** Junior  ***T3*** Adult  ***T4*** & ***T4a***– Wombourne Paddlesport Trip Consent Form: Under 18 & Adult  ***G5*** C*odes* of *Conduct* for ***Coaches***  Made aware of ***G9*** (BC) Paddlesafe Away Trips If not accompanied by Parent or Guardian.  ***G18* –** Code of Conduct for Parents and Carers  **Reporting & Guidance of Concerns:**  ***G1*** (BC) Useful-Contacts  ***G2*** (BC) Reporting Guide for Concerns Outside Paddlesport <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/report-a-concern>  ***G3*** (BC) Reporting Guide for Concerns Within Paddlesport  ***G4*** (BC) Recording Concerns Report Form  ***G6*** (BC) Guidelines for use of Photographic Filming Equipment  ***G8*** (BC) Guidance for Clubs and Centres Interim Suspension of Individuals Pending an Investigation  ***G11*** (BC) Physical Contact and Young People Guidelines  ***G12*** (BC) Protecting Children and Young People with Disabilities  ***G13*** (BC) Managing Challenging Behaviour  ***G20*** (BC) Text and Email Messaging-Guidance  ***G25*** (BC) Social Media Guidelines for Clubs Centres Volunteers  **G27**-Interim Suspension of Individuals Pending an Investigation | **Review &Sign:** Appropriate **Codes of Conduct** by club members.  **T2**  **T3**  **T4** Under 18 **T4a** Adults  **G5**  **G18**  **Review & Check:**  Reporting & Guidance of Concerns: e.g.  **Check:** John Teuwen  ***G6*** (BC) Guidelines for use of Photographic Filming Equipment | Sept. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PLANNING**   **2.1 Risk Management:**  Has a Safety Management Plan been developed, which includes the following:  **a. Chain of command**  Who will report to whom in the event of an emergency?  **b. Communication systems and technology**   * Communication technology (**mobiles**, radios, satellite phones, etc.) that can be relied upon to work at the venue has been organised. * Has emergency response information been documented, and is it readily available in the event of an emergency that requires external assistance?   Information should include:   * Communication and contact details * Escape route and location information * Participants lists * Medical forms * Transport details | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **No** | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | See **H&S Policy**  Guidance for Paddlers and **Pool Managers** –.  **Wombourne** Emergency Plan (Pre-On the water)  See British Canoeing ***Safety Guidelines*** for Paddlers, Clubs & Volunteers; Section  1 & 2, Appendix 1 , 2, 4 & 5  See Paddlesafe Section 3  <https://www.britishcanoeing.org.uk/uploads/documents/3-Generic-Risk-Assessment.pdf>  <https://www.britishcanoeing.org.uk/uploads/documents/3-Site-Activity-Specific-Risks-v1.pdf>  <https://www.hse.gov.uk/risk/controlling-risks.htm>  <https://www.britishcanoeing.org.uk/uploads/documents/3-Risk-Assessment-Template-numerical.pdf>  See Paddlesafe 2.8  <https://www.britishcanoeing.org.uk/uploads/documents/Calling-for-help.pdf>  Major Incident Response Plan checklist  See Paddlesafe Section 3 | **Sign** Health & Safety Policy  **Pilot Emergency Plan** to be **reviewed** by Sept 2020  **Copy** to Centre Manager  A WhatsApp **message** has been **sent** to a delegated person at Home as part of the Pre-Planning, "On the Water" process.  Each paddler to carry a **"Mobile"** and laminated **phone list**, in case it's necessary to use nearby land line to contact other participants on river trip & delegated Leader at Home, if they become separated.  **Laminate** “Major Incident Response Plan” checklist to carry with group & Home Leader has access to plan.  **Pre-planning:**  Start & Off Time sent via WhatsApp,  What3Words: location at half way taken and sent via WhatsApp  Map of river route, with escape routes, access & egress.  List of paddlers participating with any medical information included & Next of Kin set up on Personal mobiles with details across locked screens  Register 999 on Mobiles  Next of Kin - Contact Mick O'Brian  Car Make & Registration at Access & Egress sent to leader at home. | Sept. 2020  March. 2020  March. 2020  May 2020  March. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PLANNING**   **c. Emergency procedures**  Have emergency procedures been developed and documented, for each of the following events (as applicable):   * Serious injury or fatality * Serious threats to personal safety from high-risk environmental conditions (e.g. flood, storm, fire, etc.) * Lost participants * Behavioural management problems   Do the emergency procedures include (as applicable):   * Priority of tasks; immediate, second, third * Roles and responsibilities * Exit routes, emergency and evacuation procedures | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes**  **No**  **Yes**  **Yes**  **Yes** | **Wombourne** Emergency Plan (Pre-On the water)  Casualty Card  See Paddlesafe  3.9.1 Major Incident Response Plan  Major Incident Response Plan  <https://www.britishcanoeing.org.uk/uploads/documents/3-Major-Incident-Response-Plan-Check-list.pdf>  <https://www.britishcanoeing.org.uk/uploads/documents/3-Developing-and-Emergency-Response-Plan.pdf>  <https://www.britishcanoeing.org.uk/uploads/documents/3-Emergency-Response-Card-template.pdf> | Delegated Leader at Home informed: What’s App if signal is good using a Casualty Card to **record & monitor** patient.  **Use** Checklist for **Major Incident Response Plan** by both parties. If group is separated, then Home Leader contacts other paddlers by mobile.  Also provide What3 words -Location & text at location.  **Plan B** - No signal use Escape  route & find nearest land line to inform  Delegated Leader at home informed using the **set procedures** to manage a high risk environmental conditions & text 999 the location.  Lost participants follow set procedures to inform Delegated Leader at Home & take nearest escape to return to either "Access" or "Egress" whatever is nearest.  **Priority of Tasks**, roles & responsibilities: made by Group Leader & Supporting experienced Paddlers for exit, emergency & evacuation.  **Text** 999 by Group Leader & Delegated Leader to contact by phone river participants. | March. 2020  March. 2020  June 2020  March. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

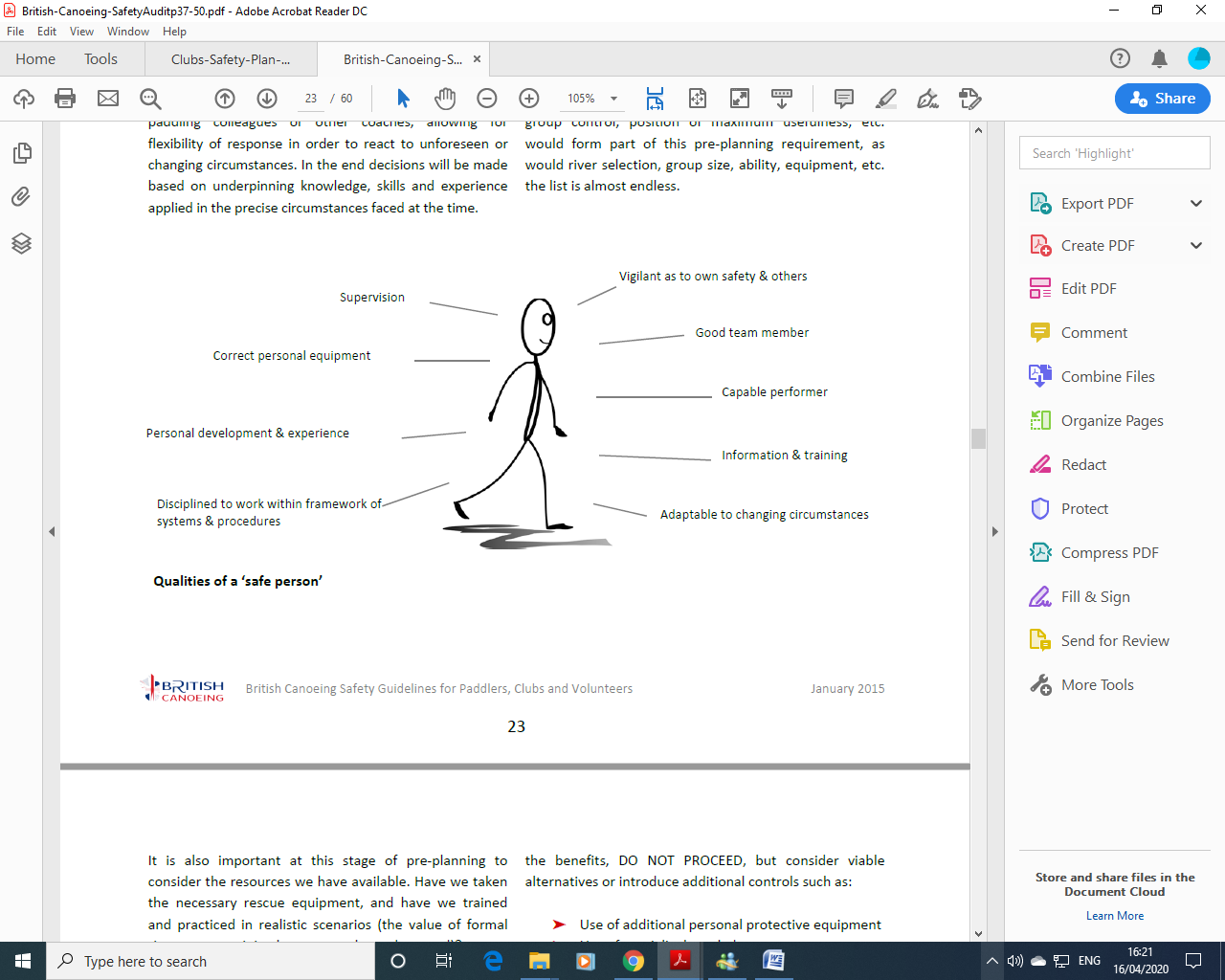
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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PLANNING**   **c. Emergency procedures**  Do the emergency procedures include (as applicable):   * Contact details for base camp, and program administrators as required * Contact details for police, rescue and medical services in the area * Communication modes and protocols * Location management * Vehicular access * Boat access * Helicopter access * Identification of nearest medical facilities * Identification of natural hazards and appropriate response (as required) * Post incident management; contact of insurer, legal procedures, post incident trauma, counselling? | **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **Wombourne** Emergency Plan (Pre-On the water)  Casualty Card  Major Incident Response Plan  Paddlesafe 3.8 Reporting Incidents  <https://www.britishcanoeing.org.uk/go-canoeing/access-and-environment/access-to-water/incident-reporting>  Paddlesafe 3.8.2 Insurance  Contact Insurance  <https://www.britishcanoeing.org.uk/membership/why-join-british-canoeing/insurance-towergate> | Longer & **overnight** river trips, the same process applies but contact details for accommodation & programme of activities are provided by Leader at Home.  **Text** 999 by Group Leader will provide details for emergency services in location.  **Communication modes** and protocols will follow **Wombourne** Emergency Plan (Pre-On the water)  **Location management** by emergency services will deal with vehicular, boat, helicopter access, identification of nearest medical facilities & natural hazards & appropriate response.  **Apply** Major Incident Response Plan checklist by Delegated Leader at Home if appropriate to deal with Post Incident Management. | March. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PLANNING**   **2.2. Float plan**  Has a float plan been established for the event?  Does the float plan include full details of:   * The route * The participants * Contingency plans | **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes** | **Wombourne** Emergency Plan (Pre-On the water)  Casualty Card  Major Incident Response Plan | A Float Plan is **managed** by the "Designated Leader at Home", whom has a list of participants, river route, times on/off water, halfway location "What3Words" copied to WhatsApp.  **Time** to contact participants before informing 999 Emergency Services with car make & registrations at Access/Egress.  **Contact** made and then applies Major Incident Response Plan Checklist by Leader at Home & River Leader, until Emergency Services arrive.  **Priority of Tasks**, roles & responsibilities: made by Group Leader & Supporting experienced Paddlers for exit, emergency & evacuation.  **Safe return** of participants’ home using designated road route.  **Designated** club members’ to attend **hospital** if required until Next of Kin arrives or injured paddler (s) are returned home safely.  **Contingency** Plans are”Dynamic” & decisions are made according to the situation. | March. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.1 Leader responsibilities**  Does the leader have the following minimum responsibilities (as applicable):   * Research likely hazards * Confirm group experience/capabilities   Adhere to the British Canoeing Safety Guidelines | **Yes**  **Yes** |  | **Yes**  **Yes** | See Paddlesafe Section 1,  1.4 Roles & Responsibilities & Section 3 Safety Management.  <https://www.britishcanoeing.org.uk/uploads/documents/1-Duty-of-Care.pdf>  Risk Assessments  See British Canoeing ***Safety Guidelines*** for Paddlers, Clubs & Volunteers;  Section 2, p23 **Diagram**  T4 & T4a –Wombourne Kayak Club Trip Participant statement. | Risk Assessments are **updated** on rivers used regularly, whilst infrequent river trips are completed afterwards.  **Rivers** are **selected** on individual capabilities & experience, weather conditions & gauge level within British Canoeing Safety Guidelines.  **Sign T4 & T4a –**Wombourne Kayak Club Trip Participant statement. | March. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.1 Leader responsibilities**  Does the leader have the following minimum responsibilities (as applicable):   * Ensure a full briefing of participants is clearly carried out and understood * Check river levels and weather reports * Ensure that all group equipment is stored correctly      * Confirm head count before departure and throughout trip * Be alert for physical and psychological condition of the group * Control pace of the group (trips & expeditions) * Rest group if necessary (trips and expeditions) | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **Wombourne** Emergency Plan (Pre-On the water)  See Paddlesafe Section 1,  1.4 Roles & Responsibilities  Section 3 Safety Management.  See British Canoeing ***Safety Guidelines*** for Paddlers, Clubs & Volunteers; Section  2, p23 **Diagram** | A **briefing** is undertaken on each river trip and participants are checked about their understanding.  **Wombourne** Emergency Plan: part of **Pre-planning**.  Note **Group equipment** belongs to individual paddlers & designated specifically to prevent one person carrying everything in boat, e.g. 1st Aid, splits, map, pinned kit, group shelter, and survival bag.  Each **individual carries:** throw line, rations, drink, mobile phone, and cash.  **Head count** is confirmed with Leader at Home before departure & throughout trip.  **Control & pace** of the group is managed, e.g. ability of group &individuals taken into consideration as part of Tactical, Technical, Physical and Psychological condition of the group.  The group will take a **rest break** usually at the half-way stage or where appropriate. | March. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.1 Leader responsibilities**  Does the leader have the following minimum responsibilities (as applicable):   * Ensure, to the best of his/her ability, that participants do not get into situations beyond their capabilities * Designate responsibility to other leaders * Confirm headcount after trip (trips & expeditions) * Notify appropriate persons of safe completion (trips & expeditions) * Check all equipment on returned. | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **Wombourne** Emergency Plan (Pre-On the water)  See Paddlesafe Section 1,  1.4 Roles & Responsibilities  Section 3 Safety Management.  See British Canoeing ***Safety Guidelines*** for Paddlers, Clubs & Volunteers; Section  2, p23 **Diagram** | **Selected** trip is chosen based on the ability of the Group Leader & participants.  Groups Leaders are **supported** by experienced paddlers relating to the river grade & participants would have **undertaken** WWSR.  Delegated leader at Home is informed of **safe** completion & **confirm head count** by Group Leader  Group Equipment **returned** to owners. | March. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.2. Competency and qualifications of instructors and/or guides**  Are all coaches, leaders and/or guides qualified or suitably experienced for the roles that they will perform at the event?   * The **relevant** qualification for the type of water and activity can be found here * Proof that their qualification and skills are current – this means:  1. Coaches meet British Canoeing Coach Update Requirements 2. Coaches/guides comply with Best Practice guidelines and observe the relevant club / British Canoeing constitution, bylaws, regulations   **Experienced volunteer leaders**  Experienced volunteer leaders have had their experience formally verified and confirmed by club / group. | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **No** | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | <https://www.britishcanoeingawarding.org.uk/guidance-documents/>  Environmental & Deployment for Instructors, Coaches & Leaders Document.  British Canoeing Club Wombourne Kayak Club  Portal Data  <https://www.britishcanoeingawarding.org.uk/#home>  Wombourne Kayak Club Constitution  G5 Code of Conduct Coaches  T3 Club Code of Conduct | Rich Dowen & Tim Kelly: River Leaders Grade 2-3  **Moderate Whitewater Coach**  John Teuwen, Dave Bennett, Nigel Lunn:  **Sheltered Water Coach**  Paul Elkington, Simon Binks, Jonathan Edwards,  Jack Richards, (Panos Aginnitis)  **Paddlesport Instructors**  **See** British Canoeing Club **Portal Coach Data**  All coaches are required to have **read** Wombourne Kayak Club **Constitution.**  **G5** Code of Conduct Coaches **T3** Club Code of Conduct and **signed** the document.  Geoff Lewis: support in the pool sessions **needs** to be **verified & confirmed**. | March. 2020  Sept. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.3. First aid qualifications**  Do all instructors and guides:   * Have a current recognised body approved first aid qualification? * Have a designated first aid kit as a minimum? | **Yes**  **Yes** |  | **Yes**  **Yes** | See Paddlesafe p19-24  1st Aid guidance  SECTION 4 - HEALTH AND MEDICAL CONDITIONS  4.1 First Aid  4.1.1 e-learning activity – first aid  <https://www.britishcanoeing.org.uk/uploads/documents/4-First-aid-requirments.pdf> | **Valid:** 30/06/22 – all listed coaches on Club Portal data  **Exception:** Nigel Lunn: 02/10/20 | March. 2020  Nov. 2020 |
| 1. **PEOPLE**   **3.4. Communication and authority**  Has the leader ensured that all participants are given clear and concise instructions on the following matters:   * The status of the trip in the club / group calendar, etc. * Personal responsibilities * Arrangements for travel and meeting * Personal equipment needs * Communication arrangements for off / on the river * The correct and safe handling and navigation of any canoe or kayak | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **Wombourne** Emergency Plan (Pre-On the water)  See Paddlesafe 1.4  See Paddlesafe 2.6 Clothing  <https://gopaddling.info/kayak-clothing/#suggested-clothing> | **Group Leader** Rich Dowen **delegates** Emergency Plan; **Pre-Planning** for Thursday **Summer Club Night** Sessions at Jackfields or a river trip on the Severn.  **Saturday Trips** throughout the year **Rich Dowen** **discusses & Pre- plans** with senior available  paddlers; John Teuwen, Paul Elkington, Simon Binks  **Final** travel & meeting arrangements are made by WhatsApp  Personal equipment needs are **checked** accordingly.  **Hand signals** and **mobile messages** sent to Delegated Leader at Home are checked on each trip for off/on river.  Participants as part of their **induction** are instructed in safe handling & navigation. | March 2020 |

****Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.4. Communication and authority**  Has the leader ensured that all participants are given clear and concise instructions on the following matters:   * The correct fitting and wearing of appropriate Personal Flotation Devices (PFDs) which are to be worn at all times * The whereabouts of all group and safety equipment * In sea programs, the group spacing and average speed, as well as the signals to be used by the trip leader and participants * The group’s capsize procedure * Sun/and/or environmental protection * Group medical concerns * The program for the day * The role of each participant | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **No**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **Wombourne** Emergency Plan (Pre-On the water)  See Paddlesafe 1.4  See Paddlesafe 2.6 Clothing  <https://www.britishcanoeing.org.uk/news/2016/joe-clarke-shares-top-tips-for-staying-warm-this-winter>  See Paddlesafe  1.2.4 Safety and Personal Development courses  <https://www.britishcanoeingawarding.org.uk/safety-sheltered-water-resources/> | "Buddy-Buddy system used to **check** each paddler PDF & helmet.  Prior to getting on the "Water", group & safety equipment are **checked & allocated** to specific members.  **Capsize procedure**; practiced in Club pool sessions, training undertaken for FSRT & WWSR.  Sun cream is **distributed** on warm days & appropriate kit is worn in Winter/Summer conditions.  Coaches made **aware** of "Medical" conditions.  **Participants**’ personal developments program & role for the day are considered when meeting their **expectations** for the river trip. | March 2020 |

****Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.5. General equipment**   * Have all the possible eventualities been considered when selecting equipment for the activity? * Have measures been put into place to ensure that all necessary equipment (including emergency supplies) is available to all participants, as appropriate for the event? | **Yes**  **Yes** |  | **Yes**  **Yes** | Emergency Plan ; Pre-planning  See Paddlesafe Section 2  See Paddlesafe 2.7 | **Equipment Audit:** Paul Elkington  **Selection** of boat, safety and personal equipment are checked as part of the  Emergency Plan; Pre-planning to ensure they are appropriate for the weather conditions.  Group safety equipment, food & drink rations are **checked**. | April 2020  March 2020 |
| 1. **PEOPLE**   **3.6. Boats and associated equipment**   * Are the kayaks and canoes used suitable for the nature and duration of the activity, the conditions expected during the activity, and the skill levels of all participants?   Are measures put into place to ensure that all craft:   * Provide a stable platform allowing strokes to be performed effectively * Possess the strength to withstand all foreseeable forces | **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes** | See Paddlesafe 2.1 | Boats are **selected** by the activity; pool or river, weather conditions, capabilities of participant, river level sheltered or whitewater.  **Depending** on the participants’ ability, experience & location, e.g. pool, sheltered or whitewater a boat is selected. Spray decks used when participant is capable of self rescue to remove it. Each participant is **supervised** by a coach either in a small group or  1-1. | March 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.6. Boats and associated equipment**   * Not sink, but remain horizontal when swamped and be useable as buoyancy for its crew * Be capable of being towed by rope and grasped by hand * Allow for easy exit in the event of a capsize * Not to be designed, made of a material or finished in a way that could cause injury to impede exit * Are fitted with end loops or toggles * Are fitted with a footrest that will not allow feet to become entrapped and that will not break in the event of foreseeable paddling forces or impacts | **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes**  **No**  **Yes** | See Paddlesafe 2.1 | Boats are **selected** by the activity; pool or river, weather conditions, capabilities of participant, river level sheltered or whitewater.  **Depending** on the participants’ ability, experience & location, e.g. pool, sheltered or whitewater a boat is selected. Spray decks used when participant is capable of self rescue to remove it. Each participant is **supervised** by a coach either in a small group or  1-1.  Climbing **"Sling" tape** is used for **towing** attached to a "Carabina" to the boat metal handles.  **Capsize procedure**; practiced in Club pool sessions, training undertaken for FSRT & WWSR.  Boats with loops or toggles **not used** by the club.  All current boats used with **modern fittings**; footrest, colour with airbags to be offered to members using club boats. | March 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.6. Boats and associated equipment**   * Are of a colour that is clearly visible to other water users or rescue authorities * Have positive buoyancy at each end * Are rudders, skegs or retractable fins used on sea kayaks? If yes are they in good working order?   *NB* – *paddlers should not be reliant on them for directional control of the craft.*   * Pump or self-bailer – is a pump or self bailer carried so that water may be removed from a sea kayak cockpit as necessary | **Yes** | **No** | **Yes**  **Yes**  **No**  **No** | See Paddlesafe 2.1 | All current boats used with **modern fittings**; footrest, colour with airbags to be offered to members using club boats.  Buoyancy bags to be **purchased.**  Boats with rudders, skegs or retractable fins **not used** by the club.  Sea kayaks **not used** by the club. | March 2020  Sept. 2020 |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.7. Ratios and group size**   * Is there an appropriate instructor/guide: client ratio for this trip?   *To determine the correct ratio for your trip refer to British Canoeing Terms of Reference and Ratio documentation.*   * Are appropriate safety management procedures in place to cover all safety scenarios? | **Yes**  **Yes** |  | **Yes**  **Yes** | See Environmental & Deployment for Instructors, Coaches & Leaders Document.  <https://www.britishcanoeingawarding.org.uk/guidance-documents/>  See Wombourne Kayak Club Emergency Plan: Pre-planning & On the Water.  See Individual British Canoeing Logbook. | All coaches, leaders, members to **keep** an Individual British Canoeing **Logbook**; record experience, rivers paddled, qualifications, see John Teuwen for copy.  **Read** Wombourne Kayak Club Emergency Plan: Pre-planning & On the Water.  Moderate Water Coach is **supported** by Sheltered Water Coaches, Paddlesport Instructors & experienced club paddlers. | March 2020  Sept. 2020 |
| 1. **PEOPLE**   **3.8. Skills of participants**  • Has the leader taken all reasonable steps to ensure that participants are competent to participate in the proposed activity (ideally an on-water familiarization\* or appropriate Star Award Status)? | **Yes** |  | **Yes** | See Individual British Canoeing Logbook. | Club members to **keep** a British Canoeing **logbook** of river trips & qualifications. Ask John Teuwen for copy.  River trips or Summer Club Night are **carefully** **selected** based on the ability of the group and experience when introducing new paddlers to whitewater. |  |

**Wombourne Kayak Clubs Safety Plan Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **PEOPLE**   **3.8. Skills of participants**  *\*Purpose of the on-water familiarisation session to demonstrate and practice relevant skills and procedures including but not limited to:*  • Personal performance  • Rescue  • Self rescue and capsize drills | **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes** | See Individual British Canoeing Logbook. | **Depending** on the participants’ ability, experience & location, e.g. pool, sheltered or whitewater a boat is selected. Spray decks used when participant is capable of self rescue to remove it.  Each participant is **supervised** by a coach either in a small group or 1-1.  Each participant has been **coached** in a pool session a variety of **rescue** methods, E.g. "T", Self, Roll, "Hand of God" to ensure they feel comfortable in the event of capsize. In addition, **FSRT & WWSR** has been undertaken by members. |  |
| 1. **EQUIPMENT**   **4.1. Paddles**   * Are paddles appropriate to the type of craft, and do they build the skill levels of the participants? * Are there appropriate spare paddles available, as appropriate for the activity(s)? | **Yes**  **Yes** |  | **Yes**  **Yes** | See Paddlesafe 2.5 | **Equipment Audit:** Paul Elkington  Members are **inducted** to a **range** of club **paddles** from the basic to lightweight carbon models to develop product knowledge before being encouraged to purchase their own. Spare paddles are carried by paddlers on river trips. | April 2020 |

**Clubs-Safety-Plan-Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **EQUIPMENT**   **4.2. Personal flotation devices (PFDs)**  Are PFDs that comply with the requirements below available for each participant:   * Construction complies with CE Standards * Are the correct sizes and are adjustable to ensure a proper fit. * Each PFD has a whistle attached (recommended) * Where applicable towing cows tails are quick release * The PFDs must not contain any pocket or other component that may impede paddling, normal rescue practices or exit from craft. * All PFDs are bright in colour (recommended) | **Yes**  **Yes**  **?**  **Yes**  **Yes** | **No** | **Yes**  **Yes**  **?**  **No**  **Yes**  **Yes** | See Paddlesafe 2.2  <https://www.britishcanoeing.org.uk/uploads/eventImages/Information-Sheet-Chest-Harness-Cow-Tails-2019.pdf> | All members are **encouraged** to **purchase** a **PFD** and seek advice from coaches in selecting a model.  The **club** have **purchased** 2 PDF's to support new members.  **Basic** model has been purchased.  .  Towing Cows tails **not** used by coaches.  **Modern** PFD’s are bright in colour | Sept. 2020 |

**Clubs-Safety-Plan-Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **EQUIPMENT**   **4.3. Helmets**  Are canoeing helmets available and worn for **all** of the following activities:   * Paddling water grade 2 and above * Surfing * Paddling among rocks or in sea caves * During rescue practice | **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes** | See Paddlesafe 2.3 | Members are advised to **purchase** their own helmets based on senior paddlers’ knowledge & experience.  All members **wear** helmets on river or surfing or any planned coastal trips.  The **club** have **purchased** 2 new helmets to support new members. | Sept.2020 |
| 1. **EQUIPMENT**   **4.4. Navigation equipment** (where appropriate)   * Will an appropriate choice of navigation equipment be used? This may include: * Maps and/or marine charts * Compasses * GPS receiver * Is the navigation equipment treated and/or stored in such a way as to make them water resistant? | **Yes**  **Yes** |  | **Yes**  **No**  **No**  **Yes** |  | The group leader on the Saturday Club Trips **Rich Dowen**, has a range of OS **1:50 maps**, which cover the range of rivers used by the club.  A **printout** of Rainchasers map is also printed out carried in the First Aid kit dry bag.  **What3words App** on a mobile is used to identify current location on the river to inform group & Senior Leader at home. | March 2020 |

**Clubs-Safety-Plan-Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **EQUIPMENT**   **4.5. Communication equipment**   * Has the leader determined what equipment should be carried by the participants? The RNLI has produced a comprehensive communications equipment guide. Equipment chosen must be appropriate for the activity and area of operation. It may include: * Marine Whistle * Mobile phone * Signalling mirror * Marine VHF radio (operators should hold the VHF certificate for proficiency) * Flares (red, smoke, parachute) * Marine 27MHz radio * Torch * Strobe light * VHF radio * Satellite phone * Chemical light stick (or electronic equivalent) * EPIRB * Is all electronic and other equipment that can be damaged by water carried in water resistant containers? | **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **No**  **No**  **No**  **No**  **Yes**  **No**  **No**  **No**  **No**  **No**  **Yes** | See Paddlesafe 2.8  see RNLI link <https://www.britishcanoeing.org.uk/uploads/documents/Calling-for-help.pdf>  T4 –Wombourne Kayak Club Trip Participant statement. | The club generally **organises** river trips in North Wales, Dartmoor, Lake District & Scotland or other inland locations.  **Mobile** phone is the method used to **communicate** and carried by all participants in a water resistant case.  In addition, a **laminated list** has been produced listing all club members’ mobile phone numbers, in case a nearby land line has to be used in an emergency to contact participants, Leader at Home or emergency services.  **Download** WhatsApp & What3words App. All club members’ to **register** their Next of kin mobile phone number in a locked position and register 999 to enable a text message to Emergency Services.  **Torch** kept in Repair or First Aid kit.  Electronic & other equipment kept in dry bags or **water resistant** containers | March  2020 |

**Clubs-Safety-Plan-Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **EQUIPMENT**   **4.6. Safety and rescue equipment**   * Is all safety and rescue equipment carried in such a way that it is quickly and easily accessible? * Do leaders have an appropriate **towing system** easily accessible, so that it can be deployed quickly when needed? * Are other participants carrying towlines as appropriate for the activity and at the discretion of the leader? * Are all towing systems quick-release, and are they set up so that they do not restrict the manoeuvrability of the towing boat? * Do all leaders in any activity involving moving water carry throw bags? * Are **throw bags** available? | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | See Paddlesafe 2.7  Training videos  <https://www.youtube.com/playlist?list=PLG39ew-O5f_2KmRRuBmeye8KoeGdBCFR-> | Pin kit, throw lines & towing lines are **accessible** within boats or PDF’s  Climbing "Sling" tape is used for **towing** attached to a "Carabina".  **Training** received on FSRT & WWSR.  Paddlers are trained "How" to use "Sling Tape & Carabina method & are set up for quick release.  All Coaches carry a **"Throw line"** and members are encouraged to purchase one, although the club has 2 spare lines if required.  Regular **“Rescue” training** to be carried out during Summer Club nights. | March  2020 |

**Clubs-Safety-Plan-Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **EQUIPMENT**   **4.6. Safety and rescue equipment**   * Do some other participants who are trained in the use of throw bags carry them as well (at the discretion of the leader)? * Is a **rescue knife** available for all white water activities? * Are the knives quickly and easily accessible (but not carried on the outside of a PFD)? * Does the leader (and other participants at the leader’s discretion) carry a basic **repair kit** that is appropriate for the boats that are being used? | **Yes**  **Yes**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes**  **Yes** | See Paddlesafe 2.7  <https://www.britishcanoeing.org.uk/uploads/documents/The-Carrying-of-knives-v1.pdf> | All club Coaches carry a **rescue knife** within their PDF.  A group **repair kit** is carried amongst the River Trip group. | March  2020 |
| 1. **EQUIPMENT**   **4.7.Maintenance, replacement and storage of equipment**   * Is all equipment used in canoeing activities used, maintained and stored according to manufacturer’s instructions where applicable? | **Yes** |  | **Yes** |  | Individual Members are **responsible** for **maintaining** & storing all equipment used in canoeing according to manufacturer's instructions.  **Two** Helmets & PDF **sets** are allocated to a Coach to maintain & store.  Boats are **stored** at the Leisure Centre. |  |

**Clubs-Safety-Plan-Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **RECORDING AND REPORTING INCIDENTS**   **5.1. Recording and reporting incidents:**   * Do your club / group maintain centralised records of canoeing incidents and accidents that resulted in injury or had the potential to result in injury? * Do your club / group report these incidents to British Canoeing? * In the event of an incident, are all personnel encouraged to complete an incident report form and forward directly to British Canoeing for processing | **No**  **Yes**  **Yes** |  | **Yes**  **Yes**  **Yes** | To be kept for a minimum of 5 years  See British Canoeing Incident Report Form  The British Canoeing Incident Report Form can be found HERE  <https://www.britishcanoeing.org.uk/go-canoeing/access-and-environment/access-to-water/incident-reporting> | **Complete** River Gam Incident - Rich Dowen  **Agreed** at AGM, Incident Report Forms to be checked by  Tim Kelly, Rich Dowen & kept by John Teuwen.  Since March 2020 AGM any incidents resulting in injury or had the potential to result in injury will be **reported.**  All members are encouraged to complete an  Incident report form and forward to British  Canoeing after discussing with Tim Kelly & Rich Dowen & John Teuwen. | June 2020  March  2020 |
| 1. **OTHER REQUIREMENTS**   **6.1. Clothing**  Do trip leaders and all participants adhere to and promote best practice in their choice of clothing, footwear and personal equipment? |  |  |  | See Paddlesafe 2.6  <https://gopaddling.info/kayak-clothing/#suggested-clothing> | Prior to a planned trip the Group Leaders  Rich Dowen, Tim Kelly – Summer Club Night, Saturday & additional day river trips discusses with new members the necessity of purchasing appropriate clothing, footwear & personal equipment (Initially Club boats, PDF’s, Helmets, & Paddles can be supplied) for either winter or summer activities. In relation to winter paddles the club insists members purchase a “Drysuit” in order to participate. |  |

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**Clubs-Safety-Plan-Checklist**

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| **Clubs-Safety-Plan-Checklist** | **Yes** | **No** | **Relevant**  **Yes/No** | **Bibliographical References** | **Action** | **Date**  **Completed** |
| 1. **OTHER REQUIREMENTS**   **6.2. Sun protection**  Do trip leaders and all participants adhere to and promote best practice sun protection behaviour? | **Yes** |  | **Yes** |  | Rich Dowen & Tim Kelly Group Leaders & other coaches make **available** sun cream during the warm months and are carried as part of the first aid kit. | March  2020 |
| 1. **OTHER REQUIREMENTS**   **6.3. Food and drink**  Are adequate food and drink supplies as appropriate for the nature and duration of the activity for all participants carried or available? | **Yes** |  | **Yes** |  | Rich Dowen & Tim Kelly Group Leaders encourage club members to **carry** energy snacks & drink during planned river trips & additional rations are available. | March  2020 |