

CHECKLIST

CLUB AND ACTIVITIES

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 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.

INFORMATION ABOUT THE ACTIVITY

Name of organisation hosting the activity	
Name of activity:	
Description of activity:	
Description of participants ('participants' include paddlers, officials, guides, instructors, coaches, observers, etc.):	
Activity date(s) & times:	

Activity venue(s):	
Other relevant information about the activity	

Please document whether or not the following safety measures have been taken in preparation for your activity by completing the checklists that follow.

1. MEMBER PROTECTION

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>1.1. DBS Screening and Prohibited Person Declarations</p> <p>Have all coaches / instructors and guides been screened* for their roles as per British Canoeing Child Protection and Vulnerable Adults Policy? https://www.britishcanoeing.org.uk/guidance-resources/safeguarding</p> <p>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?</p>					
<p>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? <i>Refer to British Canoeing for details of appropriate action.</i></p>					

<p>1.2. Child Protection and Vulnerable Adults Policy</p> <p>Has your club / group developed and implemented policies and procedures to prevent harassment of any kind, including:</p> <ul style="list-style-type: none"> • Sexual harassment • Racial harassment • Sexuality harassment • Disability harassment • Abuse • Vilification Discrimination – direct / indirect equity 					
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2. PLANNING

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>2.1 Risk Management:</p> <p>Has a Safety Management Plan been developed, which includes the following:</p>					
<p>a. Chain of command</p> <p>Who will report to whom in the event of an emergency?</p>					

<p>b. Communication systems and technology</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> --- Communication and contact details --- Escape route and location information --- Participants lists --- Medical forms --- Transport details <p><i>Continued over...</i></p>					
<p>Have the following steps been actioned?</p>	<p>Yes</p>	<p>No</p>	<p>Relevant Yes/No</p>	<p>Action</p>	<p>Date completed</p>

<p>c. Emergency procedures</p> <p>Have emergency procedures been developed and documented, for each of the following events (as applicable):</p> <ul style="list-style-type: none"> • 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 <p>Do the emergency procedures include (as applicable):</p> <ul style="list-style-type: none"> • Priority of tasks; immediate, second, third • Roles and responsibilities • Exit routes, emergency and evacuation procedures • 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? 				
<p>2.2. Float plan</p> <p>Has a float plan been established for the event?</p> <p>Does the float plan include full details of:</p> <ul style="list-style-type: none"> • The route • The participants • Contingency plans 				

3. PEOPLE

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>3.1 Leader responsibilities</p> <p>Does the leader have the following minimum responsibilities (as applicable):</p> <ul style="list-style-type: none"> • Research likely hazards • Confirm group experience/capabilities • Adhere to the British Canoeing Safety Guidelines • 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) • 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 return <p><i>Continued over...</i></p>					

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>3.2. Competency and qualifications of instructors and/or guides</p> <p>Are all coaches, leaders and/or guides qualified or suitably experienced for the roles that they will perform at the event?</p> <ul style="list-style-type: none"> • The relevant qualification for the type of water and activity can be found here • Proof that their qualification and skills are current – this means: <ol style="list-style-type: none"> a. Coaches meet British Canoeing Coach Update Requirements b. Coaches/guides comply with Best Practice guidelines and observe the relevant club / British Canoeing constitution, bylaws, regulations <p>Experienced volunteer leaders</p> <p>Experienced volunteer leaders have had their experience formally verified and confirmed by club / group.</p>					
<p>3.3. First aid qualifications</p> <p>Do all instructors and guides:</p> <ul style="list-style-type: none"> • Have a current recognised body approved first aid qualification? • Have a designated first aid kit as a minimum? <p><i>Continued over...</i></p>					

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>3.4. Communication and authority</p> <p>Has the leader ensured that all participants are given clear and concise instructions on the following matters:</p> <ul style="list-style-type: none"> • 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 • 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 • The expectations of each participant 					

<p>3.5. General equipment</p> <ul style="list-style-type: none"> • 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? <p><i>Continued over...</i></p>					
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<p>3.6. Boats and associated equipment</p> <ul style="list-style-type: none"> • 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? <p>Are measures put into place to ensure that all craft:</p> <ul style="list-style-type: none"> • Provide a stable platform allowing strokes to be performed effectively • Possess the strength to withstand all foreseeable forces • 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 • 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? <i>NB – paddlers should not be reliant on them for directional control of the craft.</i> • Pump or self--bailer – is a pump or self bailer carried so that water may be removed from a sea kayak cockpit as necessary <p>Continued over...</p>					
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Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>3.7. Ratios and group size</p> <ul style="list-style-type: none"> Is there an appropriate instructor/guide: client ratio for this trip? <p><i>To determine the correct ratio for your trip refer to British Canoeing Terms of Reference and Ratio documentation.</i></p> <ul style="list-style-type: none"> Are appropriate safety management procedures in place to cover all safety scenarios? 					
<p>3.8. Skills of participants</p> <ul style="list-style-type: none"> 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)? <p><i>*Purpose of the on---water familiarisation session to demonstrate and practice relevant skills and procedures including but not limited to:</i></p> <ul style="list-style-type: none"> <i>Personal performance</i> <i>Rescue</i> <i>Self rescue and capsize drills</i> 					

4. EQUIPMENT

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>4.1. Paddles</p> <ul style="list-style-type: none"> 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)? 					

<p>4.2. Personal flotation devices (PFDs)</p> <p>Are PFDs that comply with the requirements below available for each participant:</p> <ul style="list-style-type: none"> • Construction complies with CE Standards • Are the correct size and are adjustable to ensure a proper fit • Each PFD has a whistle attached (recommended) • Where applicable towing cowstails 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) 					
<p>4.3. Helmets</p> <p>Are canoeing helmets available and worn for all of the following activities:</p> <ul style="list-style-type: none"> • Paddling water grade 2 and above • Surfing • Paddling among rocks or in sea caves • During rescue practice <p><i>Continued over...</i></p>					

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>4.4. Navigation equipment (where appropriate)</p> <ul style="list-style-type: none"> • Will an appropriate choice of navigation equipment be used? This may include: <ul style="list-style-type: none"> --- 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? 					

<p>4.5. Communication equipment</p> <ul style="list-style-type: none"> • Has the leader determined what equipment should be carried by the participants? The RNLI has produced a comprehensive communications equipment guide, which can be found here. Equipment chosen must be appropriate for the activity and area of operation. It may include: <ul style="list-style-type: none"> --- Marine Whistle --- Mobile phone --- Signaling 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? <p><i>Continued over...</i></p>					
<p>Have the following steps been actioned?</p>	<p>Yes</p>	<p>No</p>	<p>Relevant Yes/No</p>	<p>Action</p>	<p>Date completed</p>

<p>4.6. Safety and rescue equipment</p> <ul style="list-style-type: none"> • 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? • 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? 					
<p>4.7. Maintenance, replacement and storage of equipment</p> <p>Is all equipment used in canoeing activities used, maintained and stored according to manufacturer’s instructions where applicable?</p>					

RECORDING AND REPORTING INCIDENTS

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>5.1. Recording and reporting incidents:</p> <ul style="list-style-type: none"> Does your club / group maintain centralised records of canoeing incidents and accidents that resulted in injury or had the potential to result in injury? Does 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 <p>The British Canoeing Incident Report Form can be found HERE</p> <p>https://www.britishcanoeing.org.uk/go-canoeing/incident-reporting</p>					

6. OTHER REQUIREMENTS

Have the following steps been actioned?	Yes	No	Relevant Yes/No	Action	Date completed
<p>6.1. Clothing</p> <p>Do trip leaders and all participants adhere to and promote best practice in their choice of clothing, footwear and personal equipment?</p>					
<p>6.2. Sun protection</p> <p>Do trip leaders and all participants adhere to and promote best practice sun protection behaviour?</p>					

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?					
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