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**STANDARD OPERATING PROCEDURES**

Taunton Canoe Club Club Chair: Martin Elston

Open to the Public 60-80 members

British Canoeing Senior Club with Youth Section Affiliation Number 992

Contact Details:clubsecretaryTCC@outlook.com

**1, Health and Safety**

*a) Club Members* - Every member has an individual responsibility to behave sensibly, act with common-sense and cooperate with the Club’s operating and safety guidelines issued by the Club, to keep up to date with policy changes and develop a ‘safety aware’ culture at the Club.

*Safety Officers –* Clive Merrifield (Event Safety)

Liz Murnaghan (Risk Assessments)

Ian Sedgbeer (Fire Safety)

**b) Safety Policy**

policy attached

**c) First Aid and Accidents**

Large First aid kit and Eyewash located on the wall in the kitchen area.

Small First Aid kits in dry-bags available on hook in boat store.

First aid accident book is located inside first aid kit.

Emergency Telephone located upstairs with location details.

Main contact for first aid: Robin Harris

Maintenance of first aid box by: Robin Harris

First aid records are kept in the top drawer of the locked filing cabinet.

Other first aiders:

Martin Elston, Liz Murnaghan, Leonie Merrifield, Clive Merrifield, Steve Webber, Craig Chandler, Mark Keitch, Steve Chattell, Chris Parkes, Russell Blackmore, Stuart Cochrane, Ben Shattock, Victoria Robins, Mike Southway, Mel Downing, India Elston, Sid Dawes, Thomas Merrifield, Sam Stroud

Names of first aiders are displayed on notice-boards.

**d. Coaches, Leaders and Paddlesport Activity Assistants**

Coaches, Leaders and Activity Assistants are made aware of Standard Operating Procedures when they are inducted to the club and then reminded, annually, by email.

Paddlesport Activity Assistants are listed with details of their DBS, Safeguarding, and first aid training if appropriate. All Activity Assistants are encouraged to begin coaching pathway, beginning with paddlesport instructor.

**e) Fire and Evacuation**

A professional fire risk assessment was carried out on 13th October 2023 with the risks found tolerable with three recommendations to be completed in the medium term.

The fire exit is the side door of the building. In an emergency, the male changing room can be evacuated via the interconnecting door. The committee room must be evacuated via the stairs.

Members should meet at the large tree opposite the boat store doors after an evacuation.

The interconnecting door must be kept clear at all times.

Location of fire blanket: Upstairs In kitchen area

Location of fire extinguishers: Upstairs In kitchen area

(1 x Water, 1 x Powder, 1xCO2))

Downstairs Right hand-side of stairwell

(2 x Water, 1 x CO2)

Maintenance of fire extinguishers: Ian Sedgbeer

Non-member participants are registered on membermojo.

Emergency contact details are registered on membermojo.

Emergency Telephone located upstairs with location details.

**2. Emergency Procedures**

Incident / Accident Form is completed by coach or committee member

Incident / Accident Forms are reviewed by the committee at the next committee meeting.

Incident/ Accident Forms are kept for 5 years.

Designated British Canoeing adviser: James Hinves

Area Development Officer – South

Mobile: 07834 583369

Email: james.hinves@britishcanoeing.org.uk

In the event of a serious incident –

**Club coaches must NOT discuss any event with the press**

**or admit liability to any party.**

**3. Discipline**

Infringement of the club code of conduct will be discussed by the committee and the Club Welfare Officer before agreeing appropriate action.

**4. Use of Club Premises**

Electrical Appliances are listed and safety checked annually.

1. **Club Equipment**

The Equipment Officer is responsible for logging equipment, making routine safety checks and dealing with faulty equipment.

Club equipment is free to use by members.

Non-members must be supervised by the coach in charge in choosing suitable equipment.

Club equipment can be taken off site for use, so long as it is agreed and logged with the Equipment Officer.

Heavier boats are generally stored on lower shelves.

All plastic boats on higher shelves (infrequent use) must be moved by at least two people using the available steps if necessary.

Slalom and racing boats can be stored on mid shelf and overhead racks

Any faulty equipment must be reported to the Equipment Officer. Reporting folder can be found in the committee room.

The condition of stepladders must be checked and recorded at every committee meeting.

1. **Keys**

Key-holders must be contributing members of the club, e.g. club coach, committee member or volunteer.

Key holders must confirm annually, that they hold a key.

New requests for keys are agreed by the committee.

The list of key-holders is maintained and reviewed annually by the committee.

The boat store doors must be bolted top and bottom and padlocked.

All the electrical switches must be turned off from the side entrance, including inside and outside lights and heaters. The intruder alarm must be set.

Spare keys are held by a committee member.

**5. Non-members/ Visitors**

Changing rooms are used by adults and children.

There is one toilet cubicle large enough for changing in privacy if required.

No adult or coach should be alone in changing room with a child that isn’t their own.

Ideally, groups of children on a beginner’s course or in a scout group etc should have sole use of changing facilities. The parents or group leaders are responsible for their children in the changing rooms.

Parents of youth members must be responsible for children whilst in the changing rooms.

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

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

Two adults must wait for the last child to be collected.

**6. Club Child Protection and Vulnerable Adults Policy**

The policy is reviewed annually

The Club Welfare Officer is Leonie Merrifield - 07778118686

Common Sense protocols for taking children away to slaloms overnight:

* Ideally, more than one DBS checked and safeguarding trained adult, preferably male and female.
* Always with more than one child.
* Written permission from parents for overnight trips.
* Inform parents of travel and sleeping arrangements before each trip.

**Where we don’t have our own club policy we will be guided by British Canoeing procedures and templates**

*Last reviewed by Leonie Merrifield and the committee 30.10.23*