

# Sheffield Canoe Club

## Standard Operating Procedures

British Canoeing Affiliation: Senior Club with Youth Section

Club Chair: Jon Brook

### **Contact Details:**

Club Contact Address: c/o 36 Fields End, Oxspring, Sheffield, S36 8WH

Email: [secretary@sheffieldcanoecub.co.uk](mailto:secretary@sheffieldcanoecub.co.uk)

### **Health and Safety:**

SCC Health and Safety Policy

Risk Assessments

### **First Aid & Accidents:**

- Your main first aid contact is: **Ken Crowhurst**.
- All of our club coaches are first aid trained.
- Our first aiders can be found on the water, on the riverbank and in the club office.
- The volunteer coordinator keeps an up to date register of first aid qualifications.

#### **For Sessions at Oughtibridge:**

- The first aid kit is kept in the office container on site.
- The club equipment officer is responsible for the upkeep of the first aid facilities on site.

#### **For Sessions at Hillsborough Leisure Centre:**

- The first aid provision is located at the reception of Hillsborough Leisure Centre.
- Hillsborough Leisure Centre staff can also provide first aid assistance.

## **Fire & Evacuation:**

All members are required to sign in using the provided record sheets. This log is a record of those present for the session. This record will be used to account for our members at the session.

The lead coach/coach coordinator is responsible to ensure that a headcount is taken if there is an incident.

The Club Membership Secretary is responsible for the collection and maintenance of all contact details. This includes members names, contact phone numbers, emergency contact name and emergency contact phone numbers.

This information is also available to relevant coaches and trip organisers.

### **For Sessions at Oughtibridge:**

- The only exit from the office container is through the door on the side of the container. The fire assembly point is located at: The end of the track, opposite the building.
- The only exit from the changing rooms and toilets is through the main door, located on the side of the building facing the football pitches. The fire assembly point is located at: The end of the track, opposite the building.
- **The fire extinguisher is located in the office container.**
  - The equipment officer is responsible for the upkeep of the fire extinguishers.

### **For Sessions at Hillsborough Leisure Centre:**

- Follow the evacuation procedure of Hillsborough Leisure Center.

## **Emergency Procedures:**

A record is kept of all accidents, incidents and near misses at the club.

This record is to be kept using the British Canoeing Incident Recording Forms

The coach / first aider that engaged with the incident and the injured party are responsible for the completion of the form.

This can also be completed by the principal event leader and the injured party.

Accident / incident recording forms can be found in the filing cabinet in the office container.

The accident / incident form will be reviewed annually by the Health and Safety Officer and will notify the committee.

Records will be kept for 5 years.

Under no circumstances should any member of the directors, coaching team or river leaders engage with the press or media following an incident.

### **Member Conduct:**

Mutual respect and due consideration are core elements of our expected conduct and behaviour.

Find further details of our expected conduct in:

- SCC Code of Conduct

### **Use of Club Premises:**

The club premises are in use at the following times:

- Sunday 9:30am – 12noon
- Wednesdays: 6:30pm – 8:30pm (March – September only)
- There are other coached and discipline specific sessions run throughout the year.

The committee nominates keyholders for the equipment stores and office.

### **Club Equipment:**

The Equipment Officer is responsible for logging equipment and routinely safety checks and maintenance.

All members have use of the club equipment on our club site. Club assets can be removed from the site for coached sessions, led trips. All equipment and club equipment are secured in the equipment storage containers.

Faulty equipment that is damaged or broken must be reported to the coaches / leaders. A record is to be made on the notice board and the Equipment Officer informed at the earliest opportunity.

### **Keys:**

There are a limited number of keys that open the equipment store and offer access to the club equipment. Current holders include committee members, active coaches and selected members.

It is the responsibility of the lead coach to ensure the equipment store is secured following the end of the session. Lights must be switched off, all SCC areas to be locked, and the electricity unplugged.

### **Non-members/ Visitors:**

Non-members and visitors are welcome.

Changing rooms and toilets are located in the shared area of the sports ground in Oughtibridge. This area is not attached to the equipment store and is not supervised.

### **Child Supervision:**

Under no circumstances shall any child be allowed to leave any club session without prior knowledge or permission from the coach or leader.

Unknown person(s) delivering and collecting a child should make themselves known to the Lead Coach on arrival.

Parents or guardians are to remain on site and available to collect their child should a problem occur.

### **Club Child Protection and Vulnerable Adults Policy:**

Sheffield Canoe Club are committed to providing a safe environment for individuals to enjoy paddle sport. Our policies are reviewed annually.

Club Welfare Officer:

- Julie Scott
- Email: [safeguarding@sheffieldcanoecub.co.uk](mailto:safeguarding@sheffieldcanoecub.co.uk)