

H&S Policy and Standard Operating Procedures

Doc No: SOUCC-H&S-SOP001 Rev 05

Rev 05 23.6.2025

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2. Club Details

Name:- **Southampton Canoe Club (SOUCC)**

Club operating base:- Woodmill Outdoor Centre, Woodmill Lane, Southampton, SO18 2JR

 [Home - Southampton Canoe Club \(southamptoncc.co.uk\)](http://southamptoncc.co.uk)

Southampton canoe Club is a charitable Incorporated organisation with “Quality Club” affiliation to Paddle UK. There are approximately 140 members. The Club is based on the River Itchen at Woodmill Activity Centre that is operated by Active Nation.

We coach, train and compete in canoe sprint, marathon and polo, we hold regular taster days and beginner’s courses for juniors and adults of all ages throughout the year. We often have whole families joining us as well as individuals wanting to try a new sport or get fit on the water.

We regularly hold local and national competitions and events giving our members the chance to develop and display their skills in a fun environment.

3. Key contacts.

Chair:-	Giles Hudson.	✉ chairman@southamptoncc.co.uk
Safeguarding & Welfare:-	Jane Lamb.	✉ welfare@southamptoncc.co.uk
Health and Safety:-	Russell Meyer.	✉ russellmeyer@hotmail.co.uk
Health and Safety:-	Charlie Cramer	✉ charliecramer2004@gmail.com
Secretary:-	Sarah Shipway.	✉ secretary@southamptoncc.co.uk

4. Committee Members

Chair	Giles Hudson
Vice-chair -	Sophie Gilbert-Johns & Charlie Cramer
Social secretary –	Sophie Gilbert-Johns
Secretary -	Emily Gorst
Membership secretary-	Phil Amey
Treasurer -	Rachel Buckler
Welfare / Safeguarding Officer -	Jane Lamb
Head Coach -	Steve Rance
Quartermaster -	Duncan Gray
Polo Rep -	Calum Jeffries
Health and Safety –	Russell Meyer.
Volunteer Co-ordinator	Ben Pickering

5. Alignment with paddle UK

SOU CC are affiliated to the Paddle UK with Quality club affiliation. SOU CC are committed to maintaining Quality Club status and the Paddle UK “Clubs Standards of Deployment policy”

6. SOU CC Locations for general Paddle sport activities.

In line with PUK “Environmental Definitions and Deployment Guidance for Instructors, the PUK definitions for “Very sheltered water, Sheltered Water & Moderate water” have been adopted. See below mark up for the Itchen. These are also referenced on the risk assessments.

Additionally, to meet the environmental definitions.

Sheltered Water - Wind strength does not exceed force 3. Tidal flow does not exceed 0.5 knots

Moderate water - Wind strength does not exceed force 4. Tidal Flow does not exceed 2 knots.

The locations described below are where the regular general training and paddle activities occur.

Where trips and events are held outside these areas including the sea and white water then a specific event safety plan and risk assessment are produced.

6.1. Pond at Woodmill Activity Centre (PUK Definition = Very Sheltered Water)

The Pond is a very sheltered inland non-tidal pond with no currents. There is good bank access to all sides.

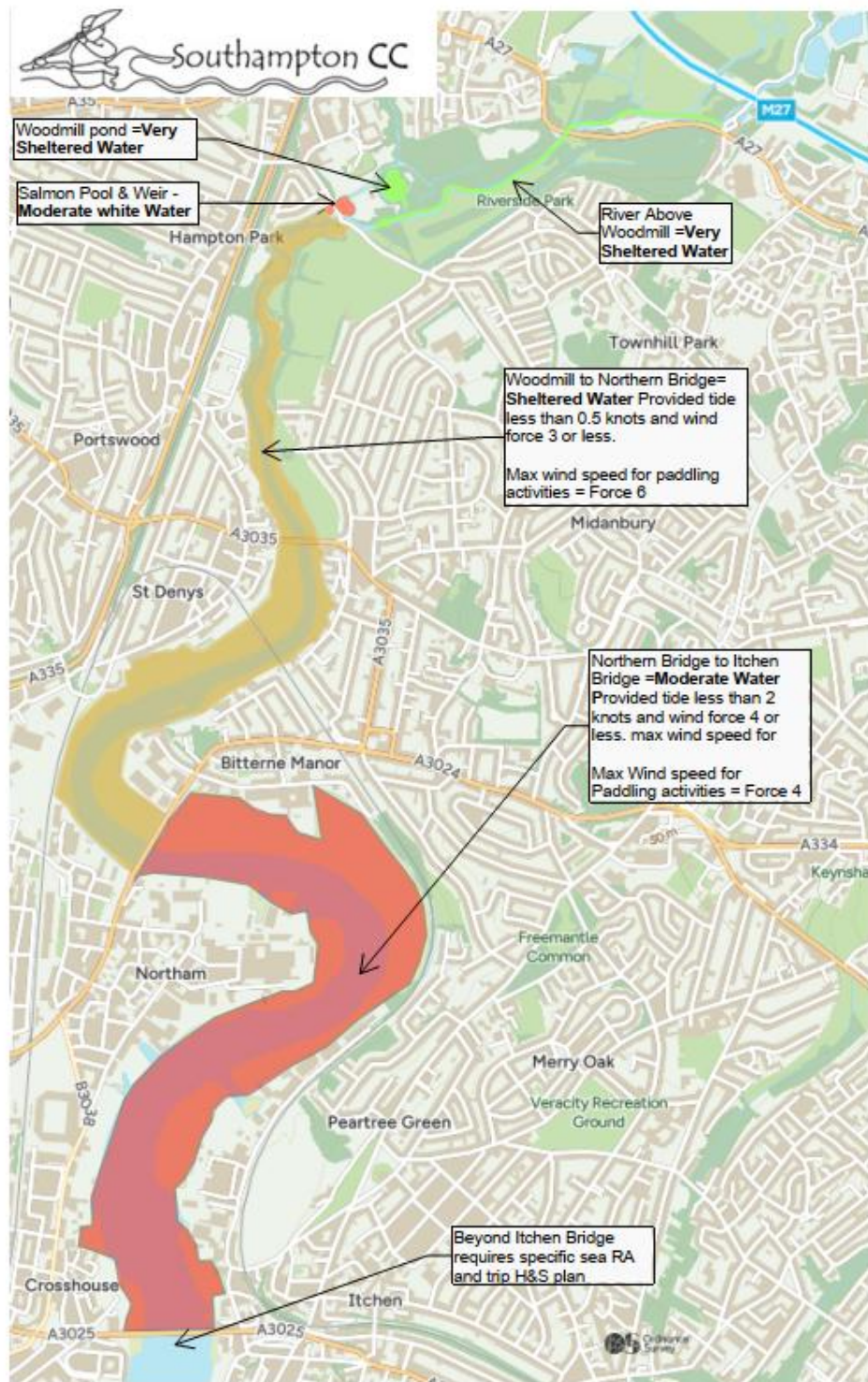
6.2. River Itchen from the Woodmill activity Centre operated by Active Nation.

The canal, non-tidal section of river with easy access from the bank and moderate current under normal conditions. **(PUK Definition = Very Sheltered Water)**

Woodmill to Cobden bridge. Tidal section of river flow is also affected by the river Itchen above Woodmill. This is a sheltered river and most sections have reasonable access to the bank. Area is used by Rowers. **(PUK Definition = Sheltered Water)**

Cobden bridge to Northam bridge. Tidal section of river. More exposed and less good access to the bank. At low tide bank access is difficult. Area used by rowers with their motorised support boats and occasional use by other powered craft. **(PUK Definition = Sheltered Water)**

Northam bridge to Itchen bridge. Wide and exposed tidal section of river with poor access to the bank. Area used by rowers with their motorised support boats and occasional use by other powered craft. **(PUK Definition = Moderate Water)**



6.3. River Hamble.

Shore road car park to Fairthorne Manor YMCA. Tidal section of river, Paddler need to pass Swanick and Deacons marinas used by large motor cruisers and yachts. Sometime strong & difficult currents under the A27 road bridge. Once past the M27 Bridge the river is sheltered with good bank access. (**PUK Definition = Sheltered Water**)

Mercury marina to Hamble Point Marina. Tidal river that is more exposed and has significantly more sailing and motorised river traffic. (**PUK Definition = Moderate Water**)

6.4. River Test.

Eiling toll Bridge to Goatee Beach. Tidal sheltered short section of river. Good bank access. Occasional use by powered craft. **(PUK Definition = Sheltered Water)**

Goatee Beach to Marchwood Beach. Exposed section of river that often has larger waves, Reasonable access to the bank when keeping close to Gootee Beach side. This RA is limited to keeping within 60m of the bank which should keep paddlers away from most powered craft. Groups must keep to within 60m of the shore.

(PUK Definition = Moderate Water)

6.5. Additionally, all areas

Moderate water - Wind strength does not exceed force 4. Tidal Flow does not exceed 2 knots.

Sheltered Water -Wind strength does not exceed force 3. Tidal flow does not exceed 0.5knots

7. Instructor, leader & Coach Endorsements

Coaches, instructors and leaders should operate within their formal qualification remit.

SOUCC follow the guidance set out by PUK as below.

Qualification	Very Sheltered Water	Sheltered Water	Moderate Water	Advanced Water
BCU Level 1 Coach	✓			
BCAB Paddlesport Instructor	✓			
BCAB Stand Up Paddleboard Instructor (SUP only)	✓			
BC (UKCC) Level 1 Coach	✓	✓		
BC Paddlesport Instructor (completed before 01/01/2019) or Racing Coach before 1/1/2023	✓	✓		
BCU Level 2 Coach	✓	✓		
BC (UKCC) Level 2 Coach	✓	✓		
BC Moderate Water Endorsement	✓	✓	✓	
BC Advanced Water Endorsement	✓	✓	✓	✓
BCAB Coach Award (Sheltered Water)	✓	✓		
BCAB Coach Award (Moderate Water)	✓	✓	✓	
BCAB Coach Award (Advanced Water)	✓	✓	✓	✓
BCU Level 3 Coach	✓	✓	✓	
BC (UKCC) Level 3 Coach	✓	✓	✓	
BCAB Performance Coach (Sheltered Water)	✓	✓		
BCAB Performance Coach (Moderate Water)	✓	✓	✓	
BCAB Performance Coach (Advanced Water)	✓	✓	✓	✓
BCU Level 4 Coach	✓	✓	✓	✓
BCU Level 5 Coach	✓	✓	✓	✓

8. Club Activities

Activities delivered by the club include:-

- Flat water race training.
- Flat water racing coached sessions.
- Kayak Ergo training
- Land Based circuit training,
- Land based weight training.
- Canoe polo training
- Canoe polo competitions.

A club activity is any activity that has been assessed as part of the club's safety framework and

promoted on the club calendar, website or noticeboard. Club activities also include inter-club activities where the responsibility for risk assessment and management is carried out and then shared between all participating clubs.

Informal or ad-hoc activities are not club activities.

9. Health & Safety Policy

9.1. General H&S

Southampton Canoe Club is strongly committed to encouraging our members to take part, but the health, wellbeing and safety of everyone is always our paramount concern. We recommend the level/nature of training and activities to be dependent on age and ability and expect our members to participate within these boundaries.”

To support our Health and Safety policy statement we are committed to the following duties:

Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.

Create a safe environment by putting health and safety measures in place as identified by the assessment.

Ensure that all members are given the appropriate level of training and engage in activities/competition commensurate with the individual’s ability depending on age, maturity and development.

Ensure that all members are aware of, understand and follow the club’s health and safety policy.

Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.

Provide access to adequate first aid facilities, telephone and a qualified first aider at all times.

Report any injuries or accidents sustained during any club activity or whilst on the club premises and keep a record of all such incidents.

Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

9.2. Duties of Club Members:

Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.

Cooperate with the club on health and safety issues, respect club rules and policies.

Correctly use all equipment provided by the club.

Not interfere with, or misuse, anything provided for your health, safety or welfare.

Abide by the club code of conduct.

9.3. Club health and safety officer:

A H&S officer will be appointed by the committee and be responsible for coordinating all H&S related issues.

9.4. Communication

Every coach should carry a mobile phone with them whilst coaching / instructing groups. There is a landline in Woodmill Activity Centre main reception.

10. First Aid Policy

Southampton Canoe club are committed to the standards of First Aid provision as recommended by Paddle UK.

All active Coaches have a responsibility to maintain a current first aid award to ensure they can look after paddlers in their care. Coaches sign a declaration upon registration with Paddle UK Coaching qualifications accepting this responsibility. Holding a valid first aid award is also part of the Paddle UK Coach Update Scheme; Coaches who meet these requirements are recognised by Paddle UK as being active and up to date. To meet the First Aid requirement all, Paddle UK Coaches need a recognised first aid certificate that meets the required training contact time, recorded on their Home Nation Association membership record.

10.1. First Aid Training Delivery

- Organisations that can provide evidence that they meet the criteria set by the Health and Safety Executive (e.g. Rescue and Emergency Care (REC)). See HSE guidance on selecting a First Aid training provider.
 - Organisations who choose to offer First Aid qualifications regulated by Ofqual, the Scottish Qualifications Authority or the Welsh Government (e.g. ITC, BASP)
- First Aid providers typically deliver courses that follow the First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) syllabi.

10.2. First Aid Kits & AED

All coaches will be issued a first aid kit in waterproof bag to take on the water. The coach should maintain these kits in good condition and replace any used items. The kits will be inspected annually by the Welfare or Health and Safety officer.

There are additional first aid kits in the Kitchen of Woodmill Outdoor Activity Centre. These kits are managed and checked by Active Nation who run and operate the Woodmill Activity Centre.

There is an Automated External Defibrillator (AED) on the wall outside the classroom at Woodmill Activity centre lodge building from where SOUCC typically operate. This is kept and maintained by Active Nation who run and operate the Woodmill Activity centre.

10.3. First Aid qualification requirement for SOUCC Coaches.

Coaching Qualification	Contact Time
BCU Level 1 Coach	1 Day
BC (UKCC) Level 1 Paddlesport Instructor	Dependent on deployment 1 Day
BCAB Paddlesport Instructor Award (SUP/SOT/Canoe/Kayak)	Dependent on deployment 1 Day
BCU Level 2 Coach	1 Day
BC (UKCC) Level 2 Coach	1 Day
BCAB Moderate Water Endorsement	2 Days
BCAB Advanced Water Endorsement	2 Days
BCAB Coach Award (Sheltered Water)	1 Day
BCAB Coach Award (Moderate Water)	2 Days
BCAB Coach Award (Advanced Water)	2 Days
BCU Level 3 Coach	2 Days
BC (UKCC) Level 3 Performance Coach	2 Days
BCU Level 4 Coach	2 Days
BCU Level 5 Coach	2 Days
Leadership Award	Contact Time
BCAB Bell Boat Helm	1 Day
BCAB Paddlesport Leader	1 Day
BCAB Paddlesport Touring Leader	2 Days
BCAB Moderate Water Leader/4 Star Leader	2 Days
BCAB Advanced Water Leader/5 Star Leader	2 Days
BCAB Stadium Raft Guide	2 Days
BCAB Raft Guide	2 Days
BCAB River Trip Leader	3 Days

10.4. Exemptions for First Aiders

Serving military personnel, police officers, fire brigade, ambulance, personnel, doctors, nurses and physiotherapists are regarded as being currently First Aid trained. However, they still need to provide a recognised First Aid certificate or other evidence of First Aid currency. Other evidence may include membership of a medical professional body (e.g. General Medical Council), a letter from someone in a senior position confirming First Aid training, or an in-house First Aid certificate. Evidence of employment alone is not sufficient.

10.5. Nearest Hospitals with A&E

Southampton general
 Tremona Road, Southampton, SO16 6YD
 023 8077 7222
 Royal Hampshire County Hospital
 01962 863535

Queen Alexandra hospital
 Southwick Hill Road, Coshem, Portsmouth, PO6 3LY
 023 9228600

Royal South Hampshire (**Minor Injuries Unit**)
Graham Rd, Southampton, S)14 0YG
023 80540087

11. Risk Assessment

Paddle Sport does involve some potentially hazardous environments and has some attendant risk. All paddlers have a responsibility for their own safety and the safety of others.

SOU CC will adopt Paddle UK guidelines for Risk Assessment to identify potential hazards, understand who will be affected and what mitigation measures are in place to minimise the risk to an acceptable level.

The Club HAS Officer will coordinate risk assessment, working with the Coaches in respect of on-the-water risk. Risk assessments are to be recorded in written form and copies kept on the SOU CC Web site.

Risk Assessment will include the following.

- Generic risk assessment. A broad risk assessment for canoeing activity with the normal club operations.
- Land based training RA.
- Travel and Venue RA.
- Event Specific Risk Assessments for races, polo and other events organised by SOU CC.
- Dynamic Risk Assessment. Refers to the ongoing assessment that activity leaders and experienced paddlers make throughout a session or an activity as the conditions change. Dynamic risk assessment complements any generic or site/event specific risk assessment.

12. Coaches and Session Leaders.

All coaches must have current “on the water” membership of Paddle UK and current membership of Southampton Canoe Club.

Coaches will maintain their current coaching qualifications as required by Paddle.UK including their CPD, safeguarding and first aids credentials.

Coaches will only operate with the type of craft and on the category of water as included in their level of coaching qualification.

Coaches will carry a first aid kit, thermal blanket, mobile phone and have access to their group’s emergency contact details whilst on the water.

Advanced groups may be coached from the bank if their coach determines that they have the ability and experience to keep themselves safe. The coach must always maintain communication with and control of the group. The group must be fully competent to handle the boat and conditions they are paddling in. There must be group members capable of performing a deepwater rescue.

13. Collaborative club activity - Competent Groups

Groups consisting of three or more competent adults may operate without a designated person in charge or instructor /leader for training sessions up to sheltered water conditions. Groups must abide by club risk assessments, rules and standard operating procedures.

Participants are all responsible for managing safety and following the club rules and PUK guidelines. Individual participants are capable of making their own safety related decisions.

Competence

All individuals must be competent to make their own safety judgements and decisions regarding changing conditions and emergencies. Typically, competent paddlers will be.

- PUK “Paddle Explorer standard”
- 3 years’ experience in racing boats at a racing club.
- Have PUK on water membership.
- Be very unlikely to capsize or need any assistance.
- Carry mobile phone & FA kit (one per group)

If any individuals are in doubt of their competence / ability should seek guidance from a coach with the credentials to lead within the relevant discipline and on the types of water.

Juniors and adult novice paddlers cannot paddle as part of collaborative club activities.

14. Loan Paddling (Includes groups of 2)

Loan paddling is not supported by the club and falls outside its safety framework. Paddlers who choose to loan paddle do so at their own risk and must hold their own PUK on-water membership.

15. Clothing and Personal Equipment.

Paddlers must wear clothing appropriate to the weather conditions, water temperature and location of the paddling activity being undertaken.

This may include thermals, cagoules, headwear & pogies, All paddlers are advised to wear appropriate footwear securely attached to their feet. Wetsuit boots or shoes, old trainers are suitable. Ensure that there are no loose laces that may snag of foot rests.

If paddlers want to have bear feet or wear only socks only in the boat they should wear shoes or flip flops to the water edge. Shoes must be worn for portage practice.

Club members wishing to use their own personal equipment are responsible for ensuring that the equipment is appropriate for the activity and maintained safely. The Club does not take responsibility for the use of personal equipment. Club members using their own boats must ensure that the fixtures and fittings are in good working order and that adequate buoyancy & or airbags are fitted to reduce the amount of water in the boat during a rescue and to aid flotation in the event of a capsize.

16. Use of Club Premises.

SOU CC is based at the Woodmill Outdoor centre. The Centre is managed by Active Nation. Club members volunteers and parents should abide by the Centre rules and instructions.

16.1. Changing Rooms

Adults and juniors train at the same time and there are no separate changing facilities for juniors and adults. There is one changing room for males and one for females.

Adults and juniors of the same gender can share changing facilities. Where possible, there should not be a time when one adult is alone in the changing room when U18's are present vice versa there should not be a time where an U18 is alone in the changing room when there are adults present (unless when the U18 is accompanied by their parent). Parents of U18s are allowed to supervise their child (of the same gender) whilst in the changing room.

Children under the age of 8 can change, when accompanied by their parent, in the changing room of the opposite gender.

Where possible, coaches should shower and change at a different time or in a different changing facility to the group they are coaching.

Parents of U18s know and agree to the Changing Room Policy and are aware they are for mixed age group use.

Mobile phones, cameras or any other recording devices must not be used in changing rooms at any time.

Remember, not everyone (adult or child), will be comfortable using group changing facilities. No pressure should ever be put on someone using the facilities and the option to change at home or for an individual to find an alternative provision should always be made available. Please feel free to discuss with the safeguarding officer.

Do not leave any items including bags and valuables in the changing rooms. The changing rooms are also for other groups and centre use. Neither SOU CC or Places leisure accept liability for personal belongings and cars on Centre Grounds.

Leave the changing room clean and mop the floor after use.

16.2. Parking

Parking is limited. Club members must park on the salmon pool side leaving the other side free and available for Woodmill Centre clients. Parking is particularly difficult on a Saturday morning. Please Park considerately and don't leave too large a gap between cars so as many cars as possible can fit in. Additional parking is available the Public River side car park.

16.3. Classrooms

The club use classrooms for circuit training, ergo sessions and meetings. The classrooms must be left clean and tidy as you found them.

16.4. Access

Changing rooms, classroom, gym and club storage containers are available for all club members during SOU CC delivered sessions. Members with combination access codes may gain access to the car park and private storage containers for personal sessions. These personal activities sit outside the club operation responsibility and parameters.

16.5. Centre Security

Do not leave the centre unsecure and unattended. If there is no one in the centre grounds for example whilst people go paddling, ~~all~~ **a**All centre buildings and centre gates must be closed and locked.

The gate to the pontoon must be locked when not in use. Public are not permitted onto the centre pontoon.

When leaving the building the Key Holders are responsible for locking the building, ensuring the lights are off, setting the alarm and entrance gates locked.

16.6. Keys & Alarm Codes

Key and alarm codes to the centre buildings and keys to club boat containers are retained by designated club coaches and committee members. Members who are not a designated key holder are not permitted to have keys.

16.7. Combination locks

There are padlocks with number combinations to private boat storage containers, entrance gates, mesh cage, pontoon access gate & club shed. These numbers are shared with individuals on an as required basis by coaches and committee members. These numbers are not to be shared with any unauthorised members, non-members or active club volunteer.

17. Club Canoe Equipment

Club boats and equipment can be used by all people on taster sessions and full members of SOUCC during club sessions.

Boats and equipment can be used for training and racing and taken off site with the consent of the race captain. Club racing boats must be transported by a vehicle with V Bars.

Paddlers must not sit in composite racing type boats on land to check the seat and foot rest position.

All equipment must be returned to the storage after use. Boats stored correctly supported on the hull. Boats must be stored dry and clean. Buoyancy aids, cags, spray decks must be hung up on hangers provided. Paddles to be returned to the paddle rack.

Boats must have adequate buoyancy to maintain floatation of the boat and paddler in the event of a capsize and or swamping of the boat. This will be in the form of fixed buoyancy, airbags or fixed bulkheads. Boats constructed with foam in composite laminates or any other laminate construction is not deemed sufficient buoyancy on its own.

Before use boats should be checked.

- Visual check the hull for damage, mainly for water integrity.
- Seats are fitted centrally and secured.
- Steering operates correctly.
- Rudder adjusted centrally.
- Cables are tight.
- Adequate Buoyancy.

The club does not allow the use of club boats for descent races, the Devizes to Westminster, Waterside series, Thameside series or other races where there is a heightened risk of damage.

Any damage to equipment must be reported to the club Quartermaster. Any damage or issue relating to safety must be immediately reported and quarantined.

All equipment is thoroughly inspected annually.

18. Buoyancy Aids & Junior Buoyancy aid Exemption.

All paddlers must always wear a buoyancy aid on Saturday morning coached session and in the dark. The session leader or coach may determine that paddlers must wear buoyancy aids at any time due to the type of water, weather conditions, ability level or type of craft being used.

All members will wear a buoyancy aid whilst racing as prescribed by the Paddle UK rules for marathon and sprint racing.

Junior paddlers at Southampton canoe club are expected to always wear a buoyancy aid while training and racing. With permission from their parent or guardian they can apply for exemption which will be given by the club coaches if they meet the requirements set out below.

- Be a very competent paddler. Paddlers would be very unlikely to capsize during normal raining sessions. Typically, paddlers would be division 6 or above (male) or 7 and above (female) but the criteria the coach will judge is competency and stability, not speed.
- Be training to race without a buoyancy aid.
- Be a confident swimmer. Paddlers should demonstrate swimming with a boat for 50m without a BA.
- Have support from their parent / guardian, coach and approval from the chief coach.

Junior paddlers wishing to train without a BA must get the BA exemption permission form signed by their Parent / guardian and chief club Coach and give it to the club secretary.

19. Storage of Paddlers Private Boats

The club has some shipping containers with racks for storage of club members private boats. The Club's requirements to store Club boats and equipment take priority over private racking that is in use and/or applications for private racking. The number of private racks available will be determined by the committee based on requirements.

Access to the Club and members boats can be restricted with notice from the committee.

There is an additional fee to pay to store your boat at the club. This is paid via the Paddle UK JustGo membership web site.

Paddlers with boats in the club Storage will be given the combination code for the padlock securing the container.

Members must not leave the container open whilst not in attendance. Woodmill Activity centre is a public place, and we cannot vouch for other people in the centre. Privately owned boats are not covered by the Clubs' insurance. Members store their boats at their own risk and are advised to take out insurance for loss or damage, however caused.

To maintain use of club boat storage the member must maintain membership and pay the additional fee. If the member wishes to cancel their boat storage, then please advise the club admin officer by email. admin@southamptoncc.co.uk

Owners of private boats are responsible for their maintenance and repair. Club spares must not be used to repair a private boat without approval from the quartermaster, and, if approval is given, costs of parts used will be reimbursed to the Club.

Users of privately owned boats are subject to Club rules about adequate buoyancy, integrity and modifications.

The Committee reserves the right to allocate members an alternative rack

Any member who has not paid their racking fee for the current subscription year, or any outstanding balance from the previous year, and/or their annual membership subscription by a time of one calendar month after subscriptions are due, shall immediately become liable to forfeit the use of a private rack. The Committee may request a defaulting member to remove their boat from the premises within 28 days. Failure to do so will result in the boat being either removed to another part of the premises or outdoor storage area.

In the event of non-removal after the committee has required a boat to be removed for non-payment of fees (unless agreed) after the second following calendar month (two months since fees were due) or otherwise, the committee reserves the right to take steps to dispose of that boat and to sell the same subject to and consistently with the requirements of the torts (interference with goods) act 1977 and to use such part of the proceeds as shall be necessary to discharge the member's liability to the club.

20. Visiting Experienced paddlers.

SOU CC welcomes experienced paddlers to join SOU CC sessions using their own equipment or borrow club equipment with prior agreement for up to a maximum of five sessions per year.

21. Startup Sessions.

The club organises various startup or taster sessions throughout the year. These are free to attend and are run by SOU CC coaches. People should apply through the club web site. Children must be a minimum of 8 years old and all must be able to swim 25m in clothing. People may attend three start up sessions after which they must join the club and will be transferred to one of the coached groups.

22. Use of the Gym

Use of the gym is only permitted once a gym induction has been completed.

By using the gym, you will also be agreeing to be part of a cleaning rota to sweep and mop the floor and clean the container and assist when required on maintenance days.

Under 18's must be always accompanied by a coach or competent adult.

Planned Club sessions always take priority over individual session.

Only suitable gym clothing is permitted within the gym. The gym container is in an outdoor location and appropriate clothing choices should be made according to the weather and season conditions at

the time. Clear access should be maintained including hanging coats and bags on hooks provided and not on the floor.

No food should be consumed within the gym area. Water bottles are only permitted.

Container doors must always remain fully open when the gym is in use. In the event of high winds gym container doors must be strapped back in place with straps provided.

Gym use must be in pairs (2 training partners working together) as a minimum outside activity centre opening hours and is advised also at all other times. Only 2 participants may be active within the gym space at any one time if they are exercising in the separate training areas. Single participant use is not allowed unless over 18 years of age and other club sessions are taking place within the immediate area simultaneously or activity centre staff are on site.

Gym users must have a mobile phone available in case of emergencies.

The nearest First aid box is available within the lodge classroom and kitchen. There is also an Automated External Defibrillator mounted on the wall by the Lodge classroom.

Always lift the weights in a safe manner during and between exercises.

Physical support and assisting others to lift (spotting) is encouraged for safety. Equipment must always be replaced on the storage racks when not in use and especially at the end of the session.

Although music is permitted, please have consideration for other users of the activity centre and keep this to a minimum.

Any breakages or damage must be reported immediately to Damon Grimsey grimsey666@gmail.com

Ensure the container lights are off and container locked before departure.

23. Fire & Evacuation

The club operates from the Woodmill Activity centre. This is managed and operated by Active Nation. Active Nation have completed a fire risk assessment.

Fire Extinguishers are in the lodge kitchen and classroom. Active Nation maintain the fire extinguishers.

In the event of a fire the muster point is in the car park with care taken not to block the entrance.

The group coach is responsible for accounting for all their group members. The Session leader is responsible for the overall roll call count of members.

Emergency contacts for all members are accessible by all coaches through the JustGo Paddle UK web site.

24. Emergency/accident/critical incident:

24.1. General Principals in an Emergency situation.

Stay calm but act swiftly and observe the situation, ensuring it is safe for you to intervene.

Assess and where possible make safe other participants and bystanders, and the injured person to ensure no further injury/danger.

Apply appropriate first aid and call the emergency services as required. Members at the scene of the incident shall call and co-operate with the emergency services as required.

If on water, the lead coach should direct the rescue procedure according to Paddle UK Paddle sport Safety and Rescue Course Training or other appropriate rescue training.

If needed, a defibrillator is available at the Woodmil Lodge.

Do not move someone with major injuries unless action is required to prevent further injury. For specialist attention, call the emergency services on 999.

If any coach needs the emergency contact details of a club member, they can access them through their paddle UK Just GO account.

If a critical incident occurs involving behaviour seriously in breach of the code of conduct, the lead coach will ask all involved to return to dry land immediately. The lead coach and, if available, a committee member will attempt to mediate and make the situation safe. All parties and any witnesses will be asked to complete an incident form.

The lead coach should inform the Safeguarding Officer of any incident with a safeguarding concern at the earliest opportunity.

24.2. Reporting Accidents/Incidents

It is essential that accidents, incidents and near misses are reported accurately and fully in order that lessons may be learned, and procedures may be amended, if necessary, with a view to reducing the likelihood of recurrence.

Any accident which involves use of any first aid kit should be reported on an accident/incident form. Reporting all incidents including minor incidents is part of ensuring that the club has a robust safety culture.

Any emergency/accident/incident/ near miss should be reported to the Safety officer as soon as practicable. An accident/incident reporting form should be completed as soon as practical. Ref *SOUCC Incident Report Form - Appendix B*

The Safety Officer will coordinate the reporting to Paddle UK if appropriate. The Paddle UK Director of Coaching or their nominated delegate may then make their own enquiries to the emergency services and other relevant groups to establish the known facts.

Any member who witnesses an incident is advised to make a record of their recollection of events as soon as possible after the event.

The Safety Officer will carry out an annual review of all accident/incident forms completed to identify any patterns or trends and the Secretary will report findings to the Committee, who will adjust policies and procedures when required.

24.3. Comment to the Media

At all stages it is vital that all club members and officials (other than those authorised by Paddle UK) refrain from comment and from giving interviews and statements to the media and press. Only the

Club Chair or Vice chair who are fully informed and briefed should be placed in a position to give or make statements and comment.

Uninformed comment can be both harmful and damaging to the image of the sport and the Club. Misguided impulse gestures, whilst they may be done for the best possible reasons, can cause distress and hurt to the injured victims and their families. All should be aware that it is very difficult when being pressured to undertake an interview, not to make a statement or comment that could be erroneous or damaging.

25. Disciplinary and appeals policy.

Definitions:-

- Complaint: a complaint of Misconduct that is raised following this Policy.
- Complainant: shall refer to the person(s) who raises the Complaint.
- Individual: any member, volunteer, employee or other person who participates in, or assists with, Club activity and about whom a Complaint has been raised.
- Misconduct: any behaviour or incident which is contrary to the Club rules, codes of conduct or any other offence or behaviour carried out during or in association with Club activities that might reasonably be considered as bringing or having the potential to bring the Club into disrepute. Examples of the type of behaviour that may amount to Misconduct are given further below.
- Policy: this disciplinary and appeals policy including the steps outlined below.
- Writing: references throughout this Policy to “in writing” or “write” shall include correspondence being sent via email.
- Disciplinary Process Whenever there is an issue of Misconduct the following steps shall be followed:

25.1. Step 1 – Raising a Complaint:

If any person wishes to raise a Complaint it should be reported in writing to the Club Secretary. Where the matter relates to the Club Secretary, the Complaint should be submitted to the Club Welfare Officer or Club Chair (who shall then fulfil the role of Club Secretary throughout the rest of this process). When reporting a Complaint, specific details and evidence about the Misconduct must be included. Examples of Misconduct might include:

- Any behaviour, conduct, statement or practice that is discriminatory, abusive, threatening, intimidating, harassing or deliberately provocative or intended to offend, insult, humiliate, ridicule or cause harm or fear;
- An act of dishonesty, including cheating or misrepresentation of qualifications and their status;
- A failure to comply with any Club rule or policy (whether in person or online).

If the Club becomes aware of Misconduct it may raise a Complaint itself or conduct any necessary investigation into the case of Misconduct.

25.2. Step 2 - Communicating the Complaint:

On receipt of the Complaint the Club Secretary shall write to the Individual or Individuals concerned to inform them of the Complaint and to invite them to comment on the Page 3 of 7 allegations in writing within fourteen days. The Club Secretary may also choose to meet with the Individual(s) to

obtain their comments. The Club Secretary shall also be entitled to take such advice or conduct any initial investigation as they consider is prudent in the circumstances to enable them to review the Complaint.

25.3. Step 3 – Reviewing the Complaint

Once the Club Secretary has received any applicable comments from the Individual(s) involved, and completed any investigation, they will determine if the Complaint has sufficient grounds and is capable of being pursued based on the evidence and statements provided.

A frivolous or vexatious Complaint may be dismissed at this stage. If the Complaint is of a nature that can reasonably be dealt with by informal methods, including an informal warning, the Club Secretary may do so and inform the Complainant(s) and the Individual(s) accordingly.

If it appears there is a case to answer, the Club Secretary will ask 3 members of the Club Committee with appropriate skills or experience to form a disciplinary panel. No Committee member should be asked to join a disciplinary panel if they have a direct interest or involvement in the matter giving rise to the Complaint or are directly related to any of the persons involved with the Complaint. Knowing the person(s) involved in the Complaint or having some knowledge of the circumstances of the Complaint shall not preclude a Committee member from sitting on a disciplinary panel. Where there is insufficient non conflicted members of the Committee to form the disciplinary panel, British Canoeing reserves the right to appoint an independent person or Panel to hear the matter.

The Club Secretary shall have the power to suspend any Individual accused of Misconduct from Club activity on a temporary basis. This temporary suspension shall last only as long as the Club takes to complete this disciplinary process. The purpose of this suspension shall be to facilitate the investigation, protect the Individual and the Complainant and should not be considered punitive in nature and shall not prejudice or influence the outcome of the investigation. Any temporary suspension shall be kept under review to ensure it remains reasonable and proportionate.

25.4. Step 4 – Hearing the Complaint (Disciplinary Hearing):

The disciplinary panel shall consider the matter based on any evidence gathered by the Club Secretary and the formal statements submitted by the Complainant and the Individual.

The disciplinary panel shall also have the right to speak with anyone else involved who may have witnessed the Misconduct and to make such further enquiries as it thinks fit.

The disciplinary panel shall be entitled to reach a conclusion based on the statements submitted and any other evidence it has gathered (as outlined above). Alternatively, the disciplinary panel may decide to call a meeting to discuss the Complaint, in which case it shall give both the Complainant and the Individual(s) sufficient advance notice of the meeting date. Wherever possible the meeting shall be held within 14 days of the disciplinary panel calling the meeting.

The disciplinary panel shall ensure the case is handled justly and without undue delay. All hearings must be conducted fairly, by an objective panel, with the Individual(s) given a full opportunity to answer the allegations and produce any evidence or witnesses in support of their case. The Individual shall be entitled to be assisted or represented by a person of their choice.

25.5. Step 5 – Reaching an Outcome and Sanctions

The disciplinary panel may uphold the Complaint, dismiss it, or partially uphold the Complaint, and will provide written reasons for its decision. If the disciplinary panel is satisfied that an offence of Misconduct has been committed, then it may impose one or more of the following actions:

- Note the Misconduct but take no further formal action. The panel may ask the Individual(s) to issue an apology if appropriate;
- Formally warn the Individual concerned as to future conduct;
- Suspend or disqualify the Individual from Club activity, coaching and/or administration and/or use of the Club's premises for a defined period up to a maximum of 12 months;
- Cancel the Individual's membership of the Club (with no requirement to refund the membership fee) and refuse future membership; or e. a combination of the above or such other penalty as the Disciplinary Panel considers appropriate.

All parties concerned will be provided with the disciplinary panel's written reasons outlining the decision made.

25.6. Appeal Process

Should the Individual(s) or the Complainant wish to challenge the decision of the disciplinary panel and/or the sanction imposed, the following steps shall be followed: Step 1 – Challenging the Decision of the Disciplinary Panel (an Appeal):

The Individual(s) or the Complainant may appeal the decision of the disciplinary panel and/or the sanction imposed by serving a Notice of Appeal on the Club Secretary within seven days of the Club Secretary communicating the disciplinary panel's decision to them. The letter notifying the Individual and the Complainant of the decision of the disciplinary panel shall also set out the right to appeal. The Notice of Appeal must clearly state the grounds on which the Individual or the Complainant is appealing the decision and not just repeat the original complaint or the response to the original Complaint (dependent on who is bringing the appeal). The grounds on which a decision can be appealed are as follows:

- The decision (including as to sanctions) was based on error of fact or could not have been reasonably reached by the disciplinary panel when faced with the evidence before it;
- Serious procedural or other irregularity by the disciplinary panel. As an example, the panel did not speak to a reasonable cross-section of people who witnessed the Misconduct. If this is found to be the case, the Appeal Panel shall hear the matter over again, from the beginning, without being bound in any way by the decision being appealed; or
- Significant and relevant new evidence has become available which was not available at the time the disciplinary panel made its decision but, had it been available, may have caused the disciplinary panel to reach a materially difference decision.

It is important that the Complainant or the Individual recognise that the appeal is not an opportunity to repeat the original disciplinary hearing. The same arguments and evidence as were submitted to the disciplinary panel must not be submitted in isolation to the Appeals Panel. The appeal must identify one of the above three grounds only and explain why they are met. Otherwise, the appeal will be dismissed.

The Club Secretary shall acknowledge the Notice of Appeal within seven days of its receipt and, if necessary, ask for any further evidence or reasons why the appeal is being submitted.

25.7. Step 2 – setting up the Appeal Panel

The Club Secretary shall appoint either an individual (such as the Club Chair) to review the Appeal or three new Committee members (or other individuals with appropriate and relevant experience) who

have not been involved directly with the Complaint, either in the events giving rise to the Complaint or in the initial disciplinary panel itself.

The Club Secretary shall inform the Individual and the Complainant of who is reviewing the appeal ("the Appeal Panel"). If the Individual or the Complainant has any objections to the Appeal Panel these must be raised promptly (and no later than 5 days of being informed) to the Club Secretary who shall review the objection and decide in their reasonable discretion whether it is appropriate to alter the composition of the Appeal Panel. Step 3 - what the Appeal Panel can do

The Appeal Panel shall determine the appeal and may either invite the Complainant and the Individual(s) to provide any further statements or set up a meeting. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

Where the Appeal Panel is formed of three individuals, the Appeal Panel shall decide any issue by majority.

The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Uphold the original decision and sanction;
- Overturn the original decision and remove any sanction imposed by the original Disciplinary Panel;
- Overturn the original decision and impose a sanction;
- Confirm the original decision but increase the sanction;
- Confirm the original decision but reduce the sanction;
- Make such further order as it considers appropriate.

The Appeal Panel shall inform all parties of its decision together with written reasons. The decision of the Appeal Panel shall be final with no further right of Appeal.

Records of Hearings and Appeals The decision of a disciplinary panel and the Appeal Panel shall be in writing and retained as confidential records for a period of six years by the Club. Supporting documents shall also be retained for the same period of time alongside the decision.

25.8. Notification to Paddle UK

The Club Secretary, once the Appeal notice period has expired, may inform British Canoeing of the outcome of a disciplinary process if it is considered necessary or a requirement of the policies and procedures of Paddle UK, including, but not limited to, ensuring:

- Compliance with a sanction, especially where the Individual has been suspended from competing or participating in any canoeing activity;

or

- For the welfare and safety of those engaged in canoeing or paddle sport activity.

An authorised officer of British Canoeing may at any time ask the Club to share its disciplinary records with British Canoeing in furtherance of its role as National Governing Body of the sport.

25.9. Co-operation

This Policy assumes that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a disciplinary panel or an Appeal based on such evidence and information as it is able to obtain.

When dealing with a Complaint, the Club Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Secretary reasonably believes is competent to provide such advice.

25.10. Disciplinary Hearing

Holding a disciplinary hearing will be in accordance with the Paddle UK policy for Holding a Disciplinary Hearing – Guidance and Considerations.

26. Trailers

The club has trailers for transporting racing boats including k4s.

The driver must have the correct licence for towing a trailer.

The driver must personally ensure their vehicle for towing a trailer. The clubs affiliated insurance does not cover the trailer whilst being towed. Drivers to check that their insurance is valid for towing the trailer.

The max length of trailer towed behind a vehicle to 3500kg is 7m. (this doesn't include the A frame that attached the trailer to the car) Overhanging loads 1-2m will require a high visibility flag.

Overhangs 2-3.05m may require an illuminated marker board. Note a K4 is 11m long.

The trailer must be within the towing limits of the vehicle. Driver must check their vehicles towing capacity.

The driver must ensure that there is a clear legal number plate at the back of the trailer and that all trailer lights are correctly working.

The driver must ensure that boats are adequately strapped down.

27. Insurance

Club insurance is provided through the clubs Paddle UK affiliation membership. This covers the following:-

- Public liability
- Professional indemnity
- Directors / officers (committee members)
- Employers liability. (includes volunteer coaches).

Cover includes:-

- Any paddle sport activity sanctioned by Paddle UK when engaging in a club activity.
- Walking to paddle sport activities, normal club social activities, fundraising events and organised club fitness sessions.

A club activity is defined as those activities that have had a risk assessment carried out by the club (and therefore included in the club's safety framework), have been advertised on the club website, social media or noticeboard and are delivered by club members.

Private & club Equipment is not covered by insurance.

Club members involved in independent activity including when opting out of a club session, even if the activity is from club premises are not covered under club insurance and individuals are recommended to have personal Paddle UK on the water membership.

28. Provision of Information.

The club Operation Policy & Procedures, Risk Assessment, Safeguarding and Welfare related documents are available for club members through the club Web site. <https://southamptoncc.co.UK>
A Member log in is required.

29. Additional Information: -

- Code Of Conducts.
- Risk Assessments Polo
- Risk Assessment – General Racing paddling activities.
- Event H&S plans
- Event Risk Assessment
- Risk Assessment Land Based Training
- Risk Assessment travel and Venue.
- Club Safeguarding and welfare policy.

A. Appendix A Junior Buoyancy Aid Exemption Form

If juniors are training for races where BA are not mandatory, they may seek permission to not wear a BA for training.

All paddlers must always wear a buoyancy aid (BA) on Saturday morning coached session and in the dark.

The session leader or coach may determine that paddlers must wear buoyancy aids at any time due to the type of water, weather conditions, ability level or type of craft being used.

All members will wear a buoyancy aid whilst racing as prescribed by the Paddle UK rules for marathon and sprint racing.

Consent from both the **Parent / guardian** and **Chief Coach** are required.

I give consent to(Junior Paddler Name) training without a buoyancy aid (BA) or life jacket whilst undertaking supervised canoe / kayak training sessions with Southampton Canoe Club in daylight hours.

Please refer to the BA exemption policy for Junior paddlers.

By signing the Parent / guardian confirm that the paddler can swim confidently at least 50m in their regular paddling kit without buoyancy aid. Their boat will be fitted with sufficient buoyancy to stay afloat and support the paddler in the event of a capsize. The Chief Coach confirms the competency of the paddler to be sufficient to permit training without a BA.

Parent / Guardian, Name:-

Parent / Guardian, SignedDate

Chief Coach, Name:-

Chief Coach, SignedDate

Form to be returned to the club Secretary.

B. Appendix B Accident / Incident Report Form

Accidents and near misses may also be reported to Paddle UK. The H&S Officer will coordinate this.

Name

First Name

Last Name

Email

Are You a member of Paddle UK Yes ☐ No ☐

Please state your role in connection with the incident.

Paddle UK ☐ Coach ☐ Group Member ☐ Event organiser ☐ Club Committee member ☐
Competitor ☐ Other ☐

Incident Details

Names of Individuals involved.

Date Of Incident

Where did the Incident Happen

Please Describe the Incident

Type of Water

Non Tidal River ☐ Tidal River ☐ Lake ☐ Gym ☐ Sea ☐ Land Based Training ☐ Bank ☐

Other ☐ Please explain

Incident Type

Injury ☐ medical Condition ☐ Other water user ☐ Access / Navigation ☐ Angling Dispute ☐
Environmental / pollution / Wildlife ☐ near Miss ☐ RIDDOR ☐

Did the Incident require any medical treatment – Please choose all that apply

No ☐

Yes – On site first Aider ☐

Yes Attend A&E (not admitted) ☐

Yes – Admitted to Hospital for less than 24 hours. ☐

Yes Admitted to hospital for more than 24 hours. ☐

Other - Please explain

What is the Final outcome of the incident if known

What can be learnt from the incident?

Data protection. We will only use data to administer the incident report. All data is sent securely to relevant third parties only for the purpose of investigating the incident. SOU CC will retain the record for five years so long as the incident is resolved. Authorities may retain for longer for legal reasons.

Form to be returned to the SOU CC Health & Safety Officer