



# Friends Of Allonby Canoe Club Liverpool

Canoeing and Kayaking Merseyside & beyond since 1981



## Emergency Procedures/Reporting of Incidents and

### Accidents

The Friends of Allonby Canoe Club endeavours to promote a safe environment for all paddle sports taking place within club premises and on trips away. Policies are in place to promote health and safety and to minimize the likelihood of accidents and incidents. These include: risk assessment, equipment audit and maintenance, child protection and safeguarding children & young people, emergency and critical incidents procedure and the reporting of incidents and accidents.

Emergencies, accidents critical incidents:

(During normal working hours at Collingwood Dock or when at Speke or Bootle Pools, incidents should be reported to staff immediately and the centres' own emergency/accident procedures will be followed. Our members will assist the centre staff where appropriate).

### **To ensure that the emergency procedure can be followed:**

- 1) A named first aider is present at all club sessions.
- 2) A first aid box belonging to each venue is available at Speke Pool, Bootle Pool and Collingwood Dock. These can be accessed through the venue staff. There is an FOA first aid box in the Portacabin at Collingwood Dock. The first aid box at Collingwood is checked monthly by the FOA Clubmark officer and the checks recorded on a sheet kept in the box. The Clubmark officer is responsible for replenishing supplies when necessary.
- 3) The first aider and/or head coach present at all club sessions and events have access to a telephone or radio to enable contact with the emergency services and emergency contacts.
- 4) Club members' emergency contact and relevant medical details are accessible to coaches at all regular club sessions and events. This information is held in a box with a combination lock. Due to confidentiality issues, the code is only known to club coaches. One box is held in the portacabin at Collingwood Dock, one is kept at the reception in Speke Pool, another is kept in reception in Bootle Pool. The information is updated regularly by the Membership Secretary.
- 5) Membership forms must be completed for all paddlers. New members will be asked to complete a temporary membership form including emergency contact details before they are able to paddle.
- 6) Coaches leading trips are responsible for the first aid kit and will hold emergency contact details for all participating members. All trip participants must have the required skill level for the event.



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- 7) Members participating in uncoached trips will all be competing to paddle at the appropriate skill level. All members will have emergency contact details with them and their own first aid kits.
- 8) If an incident or accident occurs, a prompt appropriate action is required to minimise harm, injury or damage to persons and property. To facilitate this, laminated copies of the accident/incident procedure described below are distributed to all coaches and group leaders. It is also displayed on club notice boards and a copy is kept with the first aid box at club venues.

## In the event of an emergency/accident/critical incident:

- 1) Stay calm but act swiftly and observe the situation.
- 2) Assess and where possible make safe injured persons, other participants and the environment to ensure no further injury/danger.
- 3) Listen to what the injured person is saying.
- 4) If on water, lead coach directs rescue procedure according to BCU Foundation Rescue and Safety Training.
- 5) The named first aider at the scene should assess the situation and administer first aid for minor injuries.
- 6) Do not move someone with major injuries. For specialist attention, call the emergency services on 999.
- 7) Other coaches and adults present should maintain the safety of children or vulnerable adult bystanders.
- 8) If children or vulnerable adults are involved, inform their named emergency contact.
- 9) If a critical incident occurs involving behaviour seriously in breach of the code of conduct, the head coach will ask all involved to immediately return to dry land. The head coach and if available, one other committee member will attempt to mediate and make the situation safe. All parties and any witnesses will be asked to complete an incident form.

## Reporting Accidents/Incidents:

- 1) An accident/incident reporting form should be completed at the scene where possible or as soon as is possible when away from club venues.
- 2) Forms are available at club venues in the first aid box and on the FOACCL website.
- 3) Completed forms should be forwarded to the Chair of FOACCL committee.
- 4) Coaches leading trips will keep a blank accident/incident form in their first aid kit.
- 5) If someone is taken to hospital as a result of the emergency/accident/incident, it is a legal requirement to record the information under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These types of incidents will be reported by the Head Coach or any committee member. The report can be made to the incident centre by one of the following methods:



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- a. phone 0845 300 9923 (8.30am-5.00pm)
  - b. fax 0845 300 9924
  - c. internet [www.riddor.gov.uk](http://www.riddor.gov.uk)
  - d. email [riddor@natbrit.com](mailto:riddor@natbrit.com)
  - e. post-Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG
- 6) Completed accident/incident forms will be discussed at the next committee meeting. Any actions points or recommendations will be documented. Named individuals will be given responsibility for carrying out identified actions and recommendations.
- 7) The FOACCL committee will carry out an annual review of all accident/incident forms completed to identify any patterns or trends and will adjust policies and procedures when required.

Friends of Allonby Canoe Club Liverpool is affiliated to the British Canoe Union/Canoe England, and is fully committed to safeguarding the wellbeing of all its members. Affiliation to the BCU provides £10 million of Civil Liability Insurance cover for all Club activities and organised events.

All our coaches, helpers, and officials working with young people within the Club adhere to the BCU Child Protection and Vulnerable Adults Policy.

The Club's outdoor venue is based at Collingwood Dock. All Club members should read and conform with the above documents which specifically relate to Health & Safety issues at the Centre and whilst paddling at the Docks

Copies of the documents are available on our website.

Signed..... Keith Meadows, FOACCL Chairperson.

Date 01/01/2018