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## Standard Operating Procedures

Paddle UK Affiliation: A Senior Club

Club Chairman : John Holliday

Number of club members: 29

## Contact Details

Club Address: Burnham Sailing Club

The Quay  
Burnham-on-Crouch  
Essex  
CM0 8AS

Email: [info@crouchkayak.club](mailto:info@crouchkayak.club)

Telephone: 07768 152260

## Health and Safety Policies

CKC Health & Safety Policy

CKC Safeguarding and Child Protection Policy and Guidance

CKC Risk Assessments

CKC Rules & Guidance

## First Aid & Accidents

- 2 x Red First Aid Kit (Waterproof) should be taken by a qualified first aider on safe club led paddles.
- First Aid equipment is available to be used by anyone with first aid training.
- List of qualified first aiders will be shown in the store on the notice board.
- BSC members can also offer first aid assistance.
- CKC First Aid contact: **Roger Smith: [healthandsafety@crouchkayak.club](mailto:healthandsafety@crouchkayak.club)**
- All accidents and incidents sustained during any club activity or whilst on club premises must notify the H&S officer within 24hrs and an accident/incident form completed. (forms located in the filling cabinet, inside the store).
- First Aid Kits should be checked once every three months by the H&S officer or Equipment Officer, with main checks being: review expiry dates, replace used equipment.

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**E-Mail:** [info@crouchkayak.club](mailto:info@crouchkayak.club)



- During coached club sessions the nominated first aiders will be identified in the pre-paddle brief.
- **Nearest Defibrillator:**

The club has its own defib, located in the bottom filing cabinet, boat store. The next closest defib is at the Rio Cinema

### **Fire & Evacuation**

- In the case of fire and/or requirement for emergency evacuation: Members will immediately evacuate by the quickest and safest route. (Two exits from the boat store are the main roller shutter door at the front of the building and the single side door).
- The assembly point is located at the bottom of the ramp in the BSC car park.
- The Fire Extinguisher is located on the left-hand side of the store. The Equipment and H&S Officer are responsible for main checks being: review expiry dates, replace.
- All members are required to sign in at the start of each organised safe club led paddles. Forms located in the store under the white board on the right side of the shutter.
- The lead coach/coach coordinator is responsible to ensure that a headcount is taken at the start and end of each session.
- The Club Secretary is responsible for the collection and maintenance of all contact details. This includes member's names, contact phone numbers, emergency contact name and emergency contact phone numbers.
- This information is also available to the committee, relevant coaches and trip organisers.

### **Emergency Procedures**

#### **Actions**

- All accidents and incidents sustained during any club activity or whilst on club premises must notify the H&S officer within 24hrs and accident/incident form completed. (forms located in the filing cabinet inside the store). Additional forms available to download from Paddle UK.
- The lead coach/coach coordinator 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.
- The H&S officer or chairman will decide on the appropriate level of action.
- The accident/incident form will be reviewed annually by the H&S Officer and will notify the club committee and copies of forms submitted to Paddle UK for insurance purposes.
- Records will be kept for 5 years.

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- Under no circumstances should any member, coaching team or river leaders engage with the press or media following an incident.
  - **Club coaches must NOT discuss any event with the press or admit any liability to any party.**
  - Direct all enquiries to the club chairman.
  - Contact designated Paddle UK expert to help with enquiries.

### Discipline

- All members are responsible for the health and safety of themselves, other members and other club users.
- All members are advised they have a “duty of care” towards anyone engaged in club activity and that this duty of care is greatly enhanced when dealing with people under the age of 18 years and vulnerable adults.
- It is the duty of each member to acquaint themselves with health and safety requirements and follow all rules and guidelines.
- Any individual failing to meet the expectation of the club shall be notified in writing by the chairman.
- If the member is under 18 years of age the parent/guardian shall be notified.
- CKC operates a “Three-strike-and-you’re-out” system.
- In some instances, it may be necessary to ban a member at the first infringement for the safety of club members or in the interest of the club’s reputation.

### Use of Club Premises

- CKC are affiliated to BSC and therefore share facilities. These facilities are accessible during season or during organised BSC or CKC events.
- Access to the BSC club house outside of organised club events can be obtained by arrangement of advanced notice.
- Access to CKC store and other areas outside of organised club events will be gained using electronic key fobs.
- Key fobs will be provided to those persons who pay for boat storage and committee officers.
- Access for general CKC members will be provided during organised club sessions or by arrangement of advanced notice.

### Club Equipment

- All CKC equipment and club assets are secured in the boat-store accessed using electronic key fobs.

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- Equipment is made available to members on a first come basis.
  - Any person hiring a buoyancy aid must check with a coach/paddle leader or experienced paddler that the buoyancy aid is fitted correctly before the start of each session.
  - All CKC equipment used during an organised home or away club event must be entered into the equipment book noting name of member and date removed and returned so they can be invoiced. (Book located in store under the white board).
  - All boats must be emptied of water, washed and dried before being brought into the boat store.
  - Spray decks should be rinsed and hung up to dry.
  - Equipment must be placed back where it belongs in a clean and serviceable condition.
  - Boats to be stored forward facing with skegs towards the shutter door.
  - Any damage/loss should be brought to the attention of the equipment officer.
  - All CKC equipment used outside organised club event must meet all CKC criteria before removal. Loan policy and agreement forms are available from the equipment or H&S Officers.
  - A record is to be made on the notice board and the Equipment Officer informed at the earliest opportunity of any faulty equipment that is damaged or broken.
  - The Equipment Officer is responsible for logging equipment and carrying out routine checks and maintenance.
  - All CKC equipment undergoes a documented annual safety check carried out by the clubs H&S and Equipment officers before the start of each season.

### Key Holders

- There are a limited number of keys that open the boat store, BSC compound and other areas allocated to the club. Current holders include Chair/Vice and Equipment Officer.
- Key Holders for the 2026 season are: John Holliday, Martin Crow, Andy Coppin and Dan Rodwell
- It is the responsibility of the last person out of the store to ensure that lights are turned off, compound gate padlocked, shutter door down and store side door locked.
- Compound padlock key located in club store.

### Fob Holders

- Access to the boat store is gained using personalised electronic key fobs.

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- Each fob is identified to the member it has been issued to. These readers leave a digital record to who has accessed the club store.
  - Access to boat stores for general CKC members will be provided during organised club sessions on Wednesday evenings during season March 30<sup>th</sup> from 5.30pm- 9.00pm.
  - Access to the boat store will be provided to those persons who have paid for boat storage and committee officers.
  - Access to the boat store is limited outside of club events. However, access can be obtained by arrangement of advanced notice by contacting the Equipment officer.
  - Access to the BSC house during season: Tuesday, Wednesday and Friday.
  - Both club house and store can be accessed outside of normal club sessions during combined organised BSC or CKC events.

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

- CKC welcomes non-members and visitors interested in joining. We offer the opportunity to meet and chat with our members during Wednesday evening club paddles or through CKC pool sessions held at South Woodham Ferries Leisure Centre.
- Male and female changing rooms, toilets and showers are provided by and shared with BSC members.
- A code is required to access the changing rooms. Code located in the store on white notice board.

#### **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 at the boat store.
- 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**

**Welfare Officer: Andy Coppin**

**T: 07768 152260**

**E: Secretary @crouchkayak.club**

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- CKC are committed to ensuring the provisions of sufficient information, instruction and supervision to provide a safe and healthy environment throughout the club and its activities for all individuals to enjoy.
  - Our policy is reviewed and updated annually as required.

**Reviewed Date: 09.03.26**

**Next Review Date: 09.03.27**

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