

Cumbria Regional Development Team – “Cumbria Canoeists”

Event:		
Dates of event(s):		
Nature of event(s):		
Event venues		
Event Pre-audit		Yes /No
Leaders, guides and coaches are qualified for the roles they will perform, their qualifications are current and meet British Canoeing Coach Update requirements; Or, experienced personnel have had their experience formally verified;		
A dynamic risk assessment will be undertaken, by the Event Leader and any coaching staff, covering situations on both land and water. (If written, a copy is retained for inspection by the leader/coach, together with the event safety documentation);		
Leaders/coaches will carry an appropriate first aid kit;		
Participants will be given clear travel and meeting information;		
Participants will be asked to provide current medical and medication information, will be notified of and asked to accept the level of risk and challenge, will be asked about their competence and capability and will be asked to follow the instructions and directions of their leader/coach;		
Participant personal details, including medical and emergency contact details will be recorded and a copy will be kept by the trip/session leader or coach for use in an emergency;		
Insurance forms will be completed for participants who are not BC members. These will be passed to the Treasurer and payment made to BC after the event;		
Event Safety Checklist	Yes/No	Comment / Action required
2.1c The Event Organiser, leaders and/or coaches will be aware of emergency procedures for the event including: <ul style="list-style-type: none"> • Exit routes/points; • Communication methods and protocols; • Emergency contact details (coastguard, base contact, etc) 		
2.2 The trip leader/coaches will create a plan for the event including details of any route, coaching content and schedule including contingency plans;		
3.1 Leader Responsibilities: Trip leaders/coaches will take responsibility for <ul style="list-style-type: none"> • Researching likely hazards and carrying out risk assessments; • Checking participants experience/capabilities; • Ensuring that participants receive a full event briefing; • Checking water levels, tides and weather reports, etc; • Making dynamic risk assessments throughout the trip/event; • Checking participant numbers before, during & after the event; • Being continually aware of the physical and psychological condition of the group, controlling the pace and effort of the group appropriately and maintaining participants health and wellbeing; • Ensuring, as far as is reasonably possible, that participants do not get into situations beyond their capabilities; • Delegating appropriate responsibility to leaders/participants; • Notifying appropriate persons of safe completion of the event; 		
3.2 All coaches and leaders will comply with current best practice and observe British Canoeing constitution, bylaws and regulations where and when appropriate,		
3.3 First Aid Qualifications		

All coaches and leaders will have a current recognised first aid qualification and will have access to an appropriate first aid kit;		
3.4 Communication and Authority The leader will ensure that all participants are given clear and concise instructions about: <ul style="list-style-type: none"> • Personal responsibilities prior to and whilst on the water; • Personal equipment needs (via paddler checklist/on the day); • Communication on and off the water; • Spacing, group management matters and signals to be used during the event; • Rescue and emergency procedures; 		Paddler checklist and on the day, CoB form, pre-trip emails On the day, as appropriate On the day
3.7 Ratios and group size The Event organiser will ensure there are sufficient leaders/coaches and an appropriate coach/leader-to-paddler ratio for the event ;		
3.8 Skills of participants The leader will take reasonable steps to ensure that participants are competent to participate in the proposed activity;		For river skills, trips and lake trips. Pre trip and on the day.
4.1, 4.2,4.3, 6.1,6.2,6.3 Paddlers have been given the paddler checklist and asked to use it;		For river skills, trips and lake trip
4.4, 4.5 Navigation and Communication Equipment Appropriate navigation and communication equipment will be carried by leaders and coaches;		
4.6 Safety and Rescue Equipment Coaches & leaders will carry appropriate towing systems, throw bags and repair kits;		
5.1 Recording & Reporting Incidents; In the event of an incident or accident the responsible person will complete an incident/accident report form and forward to Regional Coaching Representative		
Event Safety Officer/Event Organiser: Signed: _____ Date: _____		
Event Leader or Coach: Signed: _____ Date: _____		
RDT Event Safety Officer: Signed: _____ Date: _____		

Cumbria Canoeists Open Canoe Touring Group Event Safety Paddler Checklist

Please read the following carefully; it is intended to help ensure that *you* take reasonable steps to ensure your own safety and well-being during the paddling event being organised by Cumbria Canoeists.

While our event organisers, leaders and coaches will take reasonable steps to deliver the event safely and to keep you safe, taking part in paddling activities carries a risk of injury or death and ultimately it is your decision to take part in the event and your safety remains your responsibility. Accidents can happen without any contributory action from the organisation or its staff. Cumbria Canoeists can accept no responsibility for loss or damage to personal property or for personal injury not arising as a result of its own act or default.

You can help in the safe delivery of an event by reading and completing the following checklist and bringing any matter of relevance or that you are unsure of to the notice of the event organiser and/or leader or coach.

Paddlers Safety Checklist	
Before you paddle it is your responsibility to ensure that:	Y/N
1. You have advised the event organiser and your group leader/coach of any medical or other condition that may affect your own or somebody else's ability to safely take part in the activity;	
2. You are physically competent to complete the activity as described;	
3. You agree to follow the reasonable instructions and safety advice of the coach or leader;	
4. You (and your partner, if paddling tandem) wear an appropriate, properly fitted buoyancy aid/ Personal Flotation Device while on the water;	
5. You carry a rapidly accessible whistle and, when appropriate, a rope cutting device;	
6. Your craft is water-worthy and appropriate for the activity;	
7. Your canoe is fitted with sufficient flotation (air bags, blocks or sealed compartments) such that it will remain afloat and provide buoyancy for the crew even if fully swamped;	
8. When appropriate, your canoe has painters (ideally 4m in length) securely attached to the end loops or grab handles of the boat, stowed in such a way as to not create an entrapment hazard;	
9. You carry an appropriate bailer or pump and a sponge;	
10. You carry a spare paddle (except on still water sessions where leader/coach carries sufficient for the group);	
11. You carry an accessible towline or throwline, provided that you are capable of using it;	
12. You wear clothing appropriate for the conditions; typically base (thermal) and fleece layers, with waterproof top and trousers) and have extra warm layers and/or a full change stored in dry bags, barrel or similar, available in case of immersion or change of conditions;	
13. You have access to additional items – hat, gloves, sun glasses, lip salve, sunscreen, midge repellent, plasters etc., as required;	
14. You carry sufficient food and drink for the trip and/or a means of making hot drinks/food, plus emergency rations for use in the event of an unexpected delay, etc;	
15. For river paddling, you wear a suitable helmet;	

