

Coquet Canoe Club Standard Operating Procedures

Club Name: Coquet Canoe Club
Affiliation Type: Adult and child
Club Chair Name: John Robertson
Number of club members: 52 (@27.02.24)
Open to the Public? Yes

Contact Details

Club Address: Coquet Shorebase Trust, The Braid, Amble
Postcode: NE65 0WU
Email: info@coquetcanoecub.co.uk
Telephone: 01665 710367

Health and Safety

Safety Policy

Please detail your clubs Safety Policy and attach to this document
This is on the Club Policies page of the website (above)

First Aid & Accidents

Where are the first aid kit and accident book located?
Kitchen

Who is the main contact for First Aid at the club?
Linda Pooley
Where can the contact be located? 07712182385

Who is responsible for the maintenance of the first aid box?
Linda Pooley/CST

Who else is responsible for providing First Aid?
All qualified coaches and Leaders are First Aid trained.

Is there a document in the club to detail who can provide First Aid?
A list of coaches and leaders is available.

Fire & Evacuation

Please detail the clubs fire and evacuation procedure (e.g. where is the fire exits, where should members meet once evacuated?)

Fire Exits are clearly marked: Main door; Workshop; and door next to the wetsuit storeroom.

The keyholder will check the building to ensure no one is left inside and everyone meets outside the main gate

Where is the location of fire extinguishers?

Corridors near exit doors

Who is responsible for maintenance of fire extinguishers?

Coquet Shorebase Trust

Do you have a signing in sheet to record members inside the premises?

No, people are coming and going all the time to access changing rooms/toilets so it's not a feasible option. The Leader or coach running the session has a list of people who should be on site and that can be used to locate everyone.

Who is responsible for the roll call, to ensure no one is missing?

Leader or Coach/Keyholder who has arranged the session. It could be a different person each session.

Where are the Emergency contact details (for all members) kept?

Available on Spod for Coaches and Leaders who are running the session.

Emergency Procedures

Actions

Do you complete Incident/Accident Forms?

Yes

Who is responsible for completing the Incident/Accident Forms?

The Leader or coach who was involved in the incident.

How often are the Incident/Accident Forms reviewed? Who are these reviewed by?

Annually

How long are forms kept on record for within the club? Indefinitely

Name of designated British Canoeing expert to help with enquiries:

Phil Scowcroft

In the event of a serious incident, what instructions are there with respect to dealing with the media?

No comment to the media

Club coaches must NOT discuss any event with the press or admit liability to any party

Discipline

Please outline the clubs policy in regards to bad behaviour, infringement of the rules etc.?

Each complaint/incident would be dealt with individually and the response would be in line with the seriousness of the incident.

Use of Club Premises

Weekend Staff

Please provide the name of the employee/volunteer who remains at the club on a Saturday to meet new arrivals and assist juniors?

Keyholders who sign the Shorebase policy can gain access to the club building at any time when necessary.

Kitchen

Please detail available kitchen hours?

Access to the building includes access to the kitchen where anyone can make a hot drink.

Who can serve food?

Any food is brought in by the individual, ie a packed lunch

Who is responsible for checking sell-by dates?

There is no food stored in the club kitchen.

Please detail procedures with regards to electrical appliances:

Coquet Shorebase are responsible for the PAT testing of all electrical appliances

Club Equipment

Please detail who is responsible for logging equipment and routinely safety checks?

Coquet Shorebase Trust keep an inventory of all equipment belonging to the club.

Who can use club equipment and when?

Club members can use the equipment on sessions and sometimes borrow equipment to use on a club trip away from the base.

What are the requirements for non-members using the equipment?

If non members need to use club equipment, there will always be a Leader or Coach to advise on the best option for each person. Non members are not allowed to use equipment when there are no Leaders or coaches present.

Can club equipment be taken off site for use?

Yes, when it's for use on a club trip or event.

How and where should equipment be stored?

Equipment is stored in containers behind the main building.

How are faults reported and recorded?

There is a book in which faults can be registered.

Keys

Who opens up?

Keyholders of Coquet Shorebase Trust

Who locks up?

Usually the keyholder who opened up or by liaison sometimes a different keyholder will lock up.

What are the rules for locking the Club at the end of the day?

The keyholder is responsible for checking everything is in order before locking up.

Where are keys kept?

Keyholders have responsibility to look after their keys.

Who has keys/access to keys?

A list of keyholders is kept by Coquet Shorebase Trust

Where are spare keys kept (if any)?

There are a number of keyholders therefore spare keys can always be accessed.

Where are the keys to equipment stores kept (if any)?

In the kitchen drawer

Non-members/ Visitors

What are the clubs policies regarding non-members or visitors in the changing room facilities?

Only people who are attending a session are allowed in the changing room.

Children will not be permitted to leave the centre without the knowledge or permission of the Coach.

Unknown person(s) picking up a child should make themselves known to the Coach on arrival of dropping the child at the centre.

Club Child Protection and Vulnerable Adults Policy

Does the club have a Child Welfare Officer? Yes

If yes, please detail Name and Contact details:

Linda Pooley 07712182385

Richard Sill 07766561176

How often is this Policy reviewed? Annually