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**STANDARD OPERATING PROCEDURES**

Taunton Canoe Club Club Chair: Martin Elston

Open to the Public 40-60 members

British Canoeing Senior Club with Youth Section Affiliation

Contact Details:clubsecretaryTCC@outlook.com

**Health and Safety Policy attached**

Health and Safety Officer: Robin Harris

**First Aid and Accidents**

First aid kit and Eyewash located on the wall in the kitchen area.

First aid accident book is located inside first aid kit.

Emergency Telephone located upstairs with location details.

Main contact for first aid: Robin Harris

Maintenance of first aid box by: Robin Harris

First aid records are kept in the top drawer of the locked filing cabinet.

Other first aiders: Liz Murnaghan, Ian Sedgbeer, Leonie Merrifield, Clive Merrifield, Steve Webber, Martin Elston,

Ben, Shattock, Aimee Benson, Harvey Merrifield.

Names and photos of first aiders are displayed on notice-boards.

**Fire and Evacuation**

The fire exit is the side door of the building. In an emergency, the male changing room can be evacuated via the interconnecting door. The committee room must be evacuated via the stairs.

Members should meet at the large tree opposite the boat store doors after an evacuation.

The interconnecting door must be kept clear at all times.

Location of fire blanket: Upstairs In kitchen area

Location of fire extinguishers: Upstairs In kitchen area

(1 x Water, 1 x Powder, 1xCO2))

Downstairs Right hand-side of stairwell

(2 x Water, 1 x CO2)

Maintenance of fire extinguishers: Robin Harris

(Next inspection due Sept 2022)

Non-member participants are registered on membermojo.

Emergency contact details are kept in top drawer of filing cabinet.

Emergency Telephone located upstairs with location details.

**Emergency Procedures**

Incident / Accident Form is completed by coach or committee member

Incident / Accident Forms are reviewed by the committee at following committee meeting.

Incident/ Accident Forms are kept for 5 years.

Designated British Canoeing adviser: James Hinves

Area Development Officer – South

Mobile: 07834 583369

Email: james.hinves@britishcanoeing.org.uk

In the event of a serious incident –

**Club coaches must NOT discuss any event with the press**

**or admit liability to any party.**

**Discipline**

Infringement of the club code of conduct will be discussed by the committee and the Club Welfare Officer before agreeing appropriate action.

**Use of Club Premises**

Electrical Appliances are listed and safety checked annually.

**Club Equipment**

The Equipment Officer is responsible for logging equipment, making routine safety checks and dealing with faulty equipment.

Club equipment is free to use by members.

Non-members must be supervised by the coach in charge in choosing suitable equipment.

Club equipment can be taken off site for use so long as it is agreed and logged with the Equipment Officer.

Heavier boats are generally stored on lower shelves.

All plastic boats on higher shelves (infrequent use) must be moved by at least two people using the available steps if necessary.

Slalom and racing boats can be stored on mid shelf and overhead racks

Any faulty equipment must be reported to the Equipment Officer. Reporting folder can be found in the committee room.

**Keys**

Key-holders must sign for keys after they have been shown the procedure for locking up securely.

Keyholders are responsible for cleaning and recording as stated in the Covid procedures.

New requests for keys are agreed by the committee.

The list of key-holders is maintained and reviewed annually by the committee.

The boat store doors must be bolted top and bottom and padlocked.

All the electrical switches must be turned off from the side entrance, including inside and outside lights and heaters. The intruder alarm must be set.

Spare keys are held by a committee member.

**Club Child Protection and Vulnerable Adults Policy**

The policy is reviewed annually

The Club Welfare Officer is Leonie Merrifield - 07778118686

Ideally, groups of children on a beginner’s course or in a scout group etc should have sole use of changing facilities. The parents or group leaders are responsible for their children in the changing rooms.

Parents of youth members must be responsible for children whilst in the changing rooms.

Children will not be permitted to leave the club 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 club.

Two adults must wait for the last child to be collected.

*Last reviewed by the committee 21.9.21*