

February 2018

Halifax Canoe Club Health & Safety Policy

Health, welfare and safety of Club members, canoeists and others who use our facilities are essential to participation of canoeing and Club life. The Club recognises its responsibility to ensure the health, welfare and safety of those who are involved with its activities and the need to have a culture where Health & Safety is central to Club life. The Club is determined to ensure that in providing canoeing opportunities it does so to the highest possible standards, as per section 2 of our constitution.

Halifax Canoe Club will ensure so far as reasonable practical the health, welfare & safety of all for whom we provide canoeing opportunities, and others affected by our activities. The Club will review this policy at the re-election of the Health & Safety Committee Officer, every two years or where a weakness is identified.

All Club members have a duty of care for themselves and others who are affected by their activities. Members must report all hazards and accidents to the Club Committee via the Health & Safety Officer. In addition, members must not misuse anything provided in the interests of health, welfare & safety.

Organisation

<u>Subject</u>	<u>Lead Officer</u>	<u>Current Officer</u>
The running of the Club	The Committee	
Health & Safety Advice	Health & Safety Officer	Chris Hickling
Building Maintenance and Safety	Buildings Officer	Jose Leite
Equipment Maintenance and Safety	Equipment Officer	Al Benson
BC Coaching Practices	Coaching Officer	Les Ford
Access & Environment Advice	Access & Environment Officer	James Freeman
Child Protection	Welfare Officer	Vicky McGhee
Health & Safety issues	All members	Chris Hickling

Arrangements

<u>Information</u>	<u>Publication</u>	<u>Location</u>
Coaches	Coaches skills Register	Coaching Officer
Coaching sessions	Home Waters Risk Assessment	Coaching Officer
Risk Assessments	Health & Safety File	Health & Safety Officer
Building & Equipment	Building Compendium	Buildings Officer
Individual Paddlers	Club Code of Practice	Yearbook & Website
Club Trips	Journey Planner & Risk Assessment	Coaching Officer
Accidents, First Aid, dealing with incidents and Fire procedures	Emergency procedures	Yearbook & Website
Waterborne hazards	Waterborne Illness and Infections	Yearbook & Website
Manual handling	Manual Handling Good Practise	Notice Board
Child Protection	BC Child Protection Policy & Club Child Protection Procedures	Welfare Officer Yearbook & Website

Information on all of the up to date Policies and coaching information can be found on the Club Yearbook & Website.

Last Approved by Committee: February 2018