

Chalfont Park Canoe Club Standard Operating Procedures

Club Name: Chalfont Park Canoe Club

Affiliation Type: Full

Club Chair Name: Neil Landymore

Number of club members: 26

Open to the Public? Yes

Contact Details

Club Address: Hambleden Lock, Henley-on-Thames.

Postcode: RG9 3AZ

Email: webmaster@chalfontparkcc.org.uk

Health and Safety

Safety Policy

See document CPCC Health and Safety Policy.doc

First Aid & Accidents

Where is the first aid kit located?

In the hut.

Who is responsible for the maintenance of the first aid box?

The Harbourmaster.

Fire & Evacuation

Please detail the clubs fire and evacuation procedure.

Leave immediately through the only exit.

Where is the location of fire extinguishers?

In the hut.

Who is responsible for maintenance of fire extinguishers?

The Harbourmaster.

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

TBC

Emergency Procedures

Actions

Do you complete Incident/Accident Forms?

Yes

Who is responsible for completing the Incident/Accident Forms?

Safety Officer

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

At every committee meeting.

Discipline

Club policy in regards to bad behavior, infringement of the rules etc.

As specified in the Constitution

Use of Club Premises

Club Equipment

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

The Harbourmaster

Who can use club equipment and when?

Any member at any time.

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

When supervised by a member

Can club equipment be taken off site for use?

No

How and where should equipment be stored?

In the Hut

How are faults reported and recorded?

To the committee by any means

Keys

Who opens up? (*E.g. Officials, Club members*)

Any Member

Who locks up?

Any Member

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

Last person to leave secures the premises.

Where are keys kept?

NA. Combination locks.

Non-members/ Visitors

What are the club's policies regarding non-members or visitors in the changing room facilities?

All non-members must be accompanied by a member and are the responsibility of the member.

Club Child Protection and Vulnerable Adults Policy

Does the club have a Welfare Officer?

Yes

If yes, please detail Name and Contact details:

Neil Landymore

How often is this Policy reviewed?

At every committee meeting.

Club Sessions

All club sessions are organized on a peer group paddling basis, each member of the group is responsible for assessing the conditions on the day and ensuring their own ability is sufficient to ensure their safety and that of the rest of the group.

All members must fill in a self-assessment and this must be checked and approved by the committee.

Document Control

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