



Club Emergency Procedures

Emergency Procedures/Reporting of Incidents, Accidents and Near Misses

The club endeavours to promote a safe environment for all paddling sessions taking place at the club.

Policies are in place to promote safe paddling and to minimise the likelihood of accidents and incidents. These include: risk assessments, equipment checking procedures, safeguarding children & vulnerable adults procedures, emergency and critical incidents procedure and the reporting of incidents and accidents.

Emergencies, accidents critical incidents:

In the event of an emergency/accident/critical incident:

1. Stay calm but act swiftly and observe the situation.
2. Assess and where possible make safe injured persons, other participants and the environment to ensure no further injury/danger.
3. Listen to what the injured person is saying.
4. If on water, the lead coach should direct the rescue procedure according BC Foundation Rescue and Safety Training.
5. The lead coach should assess the situation, and direct any first aider at the scene to administer first aid for minor injuries, to allow the lead coach free to direct others.
6. If needed, ask for a defibrillator.
7. Do not move someone with major injuries unless action is required to prevent further injury. For specialist attention, call the emergency services on 999.
8. Other coaches and adults present should maintain safety of bystanders.
9. For all people directly involved, inform their named emergency contact.
10. If a critical incident occurs involving behaviour seriously in breach of the code of conduct, the lead coach will ask all involved to return to dry land immediately. The lead coach will attempt to mediate and make the situation safe. All parties and any witnesses will be asked to complete an incident form.
11. The lead coach should inform the Child Welfare Officer of the incident at the earliest opportunity.
- 12 Incident reporting at the [British canoeing incident-reporting](#)

Reporting Accidents/Incidents:

1. Any accident which involves use of any first aid kit should be reported on an accident/incident form.
2. An accident/incident reporting form should be completed at the scene where possible or as soon as is possible when away from club venues.
3. The accident/incident reporting forms are kept in green folder.
4. Completed forms should be forwarded to the Secretary.
5. If someone is taken to hospital as a result of the emergency/accident/incident, further advice regarding reporting requirements should be obtained from the Child Welfare Officer and/or BC.
6. The coach / leader should take advice from the Secretary regarding whether the club's insurers should be notified of the incident. The club is insured via the BC insurance for clubs and further information is available on the BC website. A BC Incident Report Form may need to be completed.
7. The Secretary will carry out an annual review of all accident/incident forms completed to identify any patterns or trends and the Secretary will report findings to the Committee, who will adjust policies and procedures when required.
8. Any near misses should also be reported according to the same procedures.