

Ulverston Canoe Club

Emergency Operating Procedure

Our Emergency Operating Procedure provides guidance on how Leaders, Coaches, members and guests should respond to an incident or emergency which occurs during the course of any club activity. Notwithstanding anything contained in this document, anybody involved in any kind of incident or emergency must take steps to ensure their own safety and well-being as well as that of others, request whatever outside agency / emergency support might be necessary and prevent harm or further harm being caused to any person(s) involved.

Remember - safety is paramount, avoidance is better than cure and kit can be replaced.

Major Incident, Accident or Fatality

Check and take necessary steps to ensure that you and anybody else involved are safe and remain safe whilst dealing with the Incident.

Leaders can usefully delegate tasks to co-Leaders or other suitably experienced member(s). This might include pinpointing the location of the incident, calling the emergency services, ensuring that individuals are kept warm, supported physically and emotionally and briefed on what is happening / happens next.

Apply appropriate first aid and confirm that the appropriate emergency services have been requested whilst ensuring the safety of the rest of the group.

Club members and guests are expected to cooperate with the emergency services as may reasonably be required.

Minor Incident or Accident

Check and take necessary steps to ensure that you and anybody else involved are safe and remain safe whilst dealing with the Incident. Leaders can usefully delegate tasks to co-Leaders or other suitably experienced member(s).

Apply appropriate first aid and confirm that – if required - the emergency services have been requested whilst ensuring the safety of the rest of the group.

Pool Incidents

Any incident at the swimming pool will be managed in accordance with the operating procedures as provided by the pool management.

Safeguarding and Child Protection

The Club takes Safeguarding matters very seriously and any report of concerns over such matters are to be considered as a potential incident to be fully investigated and reported in accordance with our Safeguarding and Protection Policy. Details of our Policy and contact information for our Welfare Officer, Deputy Welfare Officer and appropriate external agencies can be found on the Club website or by clicking on the following links:

<https://www.ulverstoncc.org/welfare--safety.html>

https://www.ulverstoncc.org/uploads/1/2/2/9/122910638/ucc_c_vg_safeguarding_policy_v6_17_aug_2019.pdf

Reporting

Any incident, accident or fatality should be reported to the Club Secretary and Safety Officer as soon as is practicable. A further report to British Canoeing should be made using the Incident Reporting process as described on the club website:

(<https://www.ulverstoncc.org/incident-reporting.html>)

All members and guests involved in, or witness to an incident are advised to make their own, independent note of events as soon as reasonably possible. Such notes could be useful in investigating and learning from the incident at a later date.

Comments to the Media and other parties

It is important that all involved refrain from making any comment, statement or giving interviews to the media or press. A polite but firm "no comment" is unlikely to cause harm or upset while uninformed comment can be both harmful and damaging to those involved, their families, our Club and our sport.