



Standard Operating and Emergency Procedures

General

Club Name: [Solihull Canoe Club](#)

Affiliation Type and number: [Senior 39122](#)

Club Chair Name: [Geoff Barber](#)

Number of club members: [About 100](#)

Open to the Public? [Yes](#)

Contact Details

Club Address: [The Boathouse, Grand Union Canal Towpath, Hampton Lane, Solihull](#)

Postcode: [B92 0JB](#)

Email: solihullccinfo@gmail.com (general enquiries)

Website: <https://canoe-solihull.com/>

Telephone: [0843 289 5272](#)

Health & Safety

Club Members

Every member has an individual responsibility to behave sensibly, act with common-sense and co-operate with the Club's operating and safety guidelines issued by the Club, to keep up to date with policy changes and develop a 'safety aware' culture at the Club.

Safety Policy

Nominated Health & Safety Officer: [Chris Thompson](#)

[The Health and Safety policy is attached and is on the website](#)

First Aid & Accidents

Where are the first aid kit and accident book located: Main first aid kit in male changing room, smaller one in BA storage area.

Accident book stored in male changing area – form to be completed and then removed from the clubhouse and sent to Julia Lawley

Who is the main contact for First Aid at the club: Mark Bache

Where can the contact be located: Contact details are on the notice board.

Who is responsible for the maintenance of the first aid box and how often will it be checked?: Chris Thompson - it will be checked every 6 months

Who else is responsible for providing First Aid? Coaches and leaders

Is there a document in the club to detail who can provide First Aid? On notice board in changing areas.

Fire & Evacuation

Please detail the clubs fire and evacuation procedure: Fire exits at each end of clubhouse, fire alarms are by fire exits.

Muster point in car parking area.

Where is the location of fire extinguishers: Buoyancy aid storage area

Who is responsible for maintenance of fire extinguishers? Chris Thompson

Who is responsible for the role call, to ensure no one is missing? Coach in charge of the club session.

Where are the Emergency contact details (for all members): Copies provided to coaches and copy in the safe in the male changing room

Emergency Procedures

Do you complete Incident/Accident Forms? Yes

Who is responsible for completing the Incident/Accident Forms: First Aiders

How often are the Incident/Accident Forms reviewed? Reviewed at each committee meeting

How long are forms kept on record for within the club? 5 years

Name of designated Paddle UK expert to help with enquiries: Russell Smith

In the event of a serious incident, what instructions are there with respect to dealing with the media: Club coaches must NOT discuss any event with the press or admit liability to any party

Discipline

Please outline the clubs policy in regards to bad behaviour, infringement of the rules: Refer to club discipline policy on club website

Use of Club Premises

Please provide the name of the volunteer who is at the club on a Saturday to meet new arrivals and assist juniors? Members of the coaching team will be present during club sessions

Club Equipment

Please detail who is responsible for logging equipment and routinely safety checks: Club Chair and Health and Safety Officer

Who can use club equipment and when? All members at official club sessions, Key holders at any time

What are the requirements for non-members using the equipment? Supervised coached sessions for schools and youth groups, Regular coached taster sessions for non-members.

Can club equipment be taken off site for use: Yes, on supervised club trips, races or courses.

How and where should equipment be stored: Dedicated storage areas for boats, paddles, helmets, BAs and safety equipment.

How are faults reported and recorded: Online inspection register for BAs and helmets, Equipment fault log on notice board in Club house

Keys

Who opens & locks up? At club sessions one of the coaching team or another keyholder

Where are keys kept? [Key holders \(See online list\)](#)

Who has keys: [Coaches, some committee members and experienced paddlers \(See online keyholder list\)](#)

Where are spare keys kept (if any)? [See online key holder list](#)

Non-members/ Visitors

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

[Parents and guardians at official club sessions.](#)

[Other non-members at club taster sessions](#)

[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.](#)

Club Child Protection and Vulnerable Adults Policy

Club Welfare Officers:

Claire Aston claire-aston@hotmail.co.uk

Mandy Lawton mandylawton@outlook.com

How often is this Policy reviewed: [Annually \(last reviewed May 2026\)](#)