

# Copeland Canoe Club Pre-event Safety Checklist



|                              |  |                   |  |
|------------------------------|--|-------------------|--|
| Event Description:           |  |                   |  |
| Water / Trip Grade:          |  | Date:             |  |
| Leader:                      |  | Max Participants: |  |
| Leaders & Qualifications:    |  |                   |  |
| Assistants & Qualifications: |  |                   |  |
| Base Safety Contact:         |  |                   |  |

|    |                                                                                                                                                                                     |       |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1  | Assignments, roles and responsibilities for this event are clear.                                                                                                                   | Y / N |
| 2  | Leader / assistants are appropriately qualified, experienced and briefed for the planned event.                                                                                     | Y / N |
| 3  | Leader / assistant to participant ratios within Paddle UK guidelines.                                                                                                               | Y / N |
| 4  | Risk assessments for the planned event and associated or consequential activities are safe & reasonable have been completed by appropriately experienced and knowledgeable leaders. | Y / N |
| 5  | There are precautions, controls, dynamic monitoring & review and associated cut off procedures for any special hazards or risks identified.                                         | Y / N |
| 6  | Dynamic risk assessment has been completed by the Leader just prior and during the event.                                                                                           | Y / N |
| 7  | Participants receive appropriate information and updated briefings on planned activities & associated hazards and risks.                                                            | Y / N |
| 8  | All participants have declared medical declaration, competency, a risk acknowledgement, and emergency contact details. These have been retained with the event documentation.       | Y / N |
| 9  | All participants are either Paddle UK members or covered under the Club membership – including visitors who are paddling.                                                           | Y / N |
| 10 | The base safety contact person's details are known to Leaders of the event. The leader holds the participant's details including their emergency contact person details.            | Y / N |

|                   |  |       |  |
|-------------------|--|-------|--|
| Signed by Leader: |  | Date: |  |
|-------------------|--|-------|--|

|                                             |
|---------------------------------------------|
| Comments if operating outside of 1-6 ratio: |
|                                             |

# Copeland Canoe Club Post- Event Review

|                                  |                                                                                                                                                                                                                                                                                                                           |               |  |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|
|                                  |                                                                                                                                                                                                                                                                                                                           |               |  |
| <b>1</b>                         | <b>A post event leader / assistant debrief has been performed and any important observations are reported below</b>                                                                                                                                                                                                       | <b>Y/N</b>    |  |
| <b>2</b>                         | <b>Any incident or dangerous occurrence, particularly involving personal injury, are recorded below, and any that could result in a subsequent claim (e.g. moderate or serious injury) has been reported to BC insurance/coaching.</b>                                                                                    | <b>Y/N/NA</b> |  |
| <b>3</b>                         | <b>Any near misses or other important risk or hazard relevant observations from this event are recorded below.</b>                                                                                                                                                                                                        | <b>Y/N/NA</b> |  |
| <b>4</b>                         | <b>Learnings from the event have been incorporated into the risk assessment / event safety process.</b>                                                                                                                                                                                                                   | <b>Y/N/NA</b> |  |
| <b>Observations / Learnings:</b> |                                                                                                                                                                                                                                                                                                                           |               |  |
| <b>Near Misses:</b>              | <i>Include place, date &amp; time, full names of those involved, nature of the incident &amp; description of circumstances.</i>                                                                                                                                                                                           |               |  |
| <b>Incidents/Accidents:</b>      | <i>Include place, date &amp; time, full names of those involved &amp; witnesses. Details of any injuries sustained, nature of the incident &amp; description of circumstances. Outline of actions taken, including first aid and any emergency service support/evacuation. Outcome as far as known at time of report.</i> |               |  |
| <b>Signed by Leader:</b>         |                                                                                                                                                                                                                                                                                                                           | <b>Date:</b>  |  |