



Blackwater Valley Canoe Club

Site Guidance for
Aldershot Lido Facilities

Last Revised: 23rd June 2017

Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



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Document History

The contents of this documentation should be reviewed by a qualified UKCC Level 2 British Canoeing Coach with a Moderate Water Endorsement or equivalent qualification such as Event Safety .

Version	Date	Details	Last Revised by	Reviewed by
V1.0	05/01/2017	Initial Version	Gemma Clements	Bob Hamilton (UKCC L2)
V1.1	12/06/2017	Revised points from Bob and the Lido Specific PSOP	Gemma Clements	
V1.2	23/06/2017	BVCC SOPs incorporated into Site Guidance	Damian Edwards (UKCC L2)	Bob Hamilton (UKCC L2)

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Site Guidance: Aldershot Lido Facilities



1.0 Introduction

This document aims to collate all the site guidance into one document to assist individuals running a canoe and or kayak and or SUP session at this venue.

2.0 Site Information

2.1 Venue

Site: Aldershot Lido Facilities, Guildford Road Aldershot, GU12 4BP

Operators: Places for People

Council: Rushmoor

Phone: 01252 369831 / 01252 323482

Email Contacts: (as of June 2017)

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2.2 Classification

It is assumed that the lido would fall under the classification of very sheltered water and operators ensure that the pool is operated adequately, that water quality, safety equipment and security for the site is maintained. The Aldershot Lido dimensions are indicated below.

Length – Freeform approx. 90m

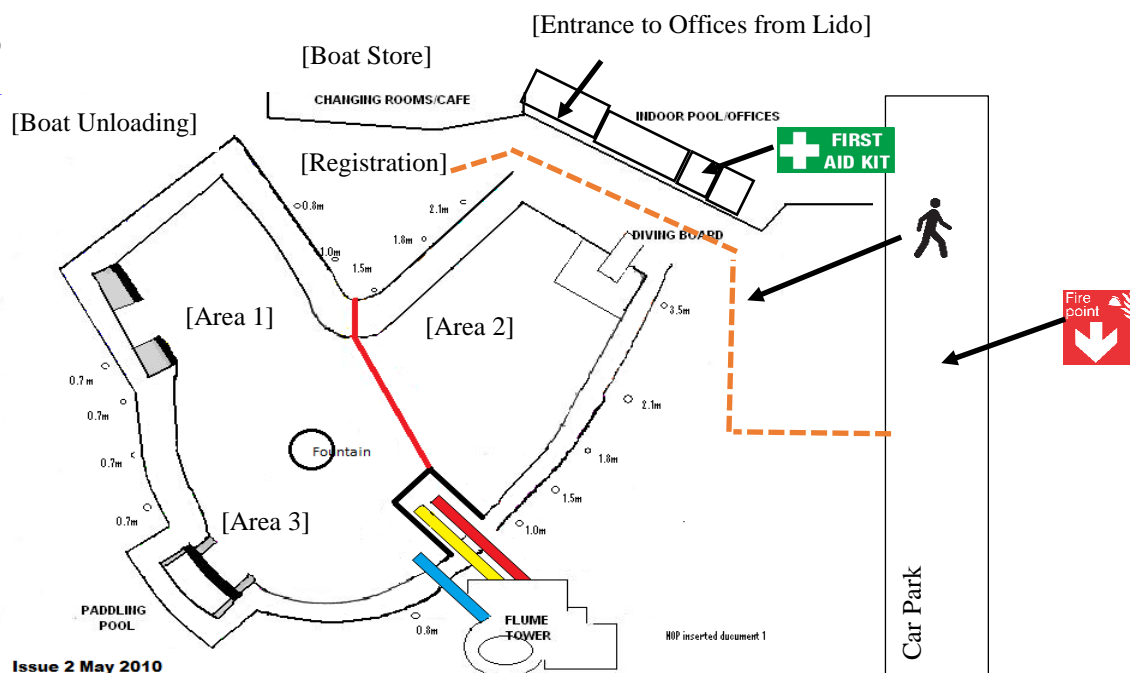
Width – Freeform approx. 25m

Shallow End – 0.7m Depth

Deep End – 3.5m Depth

There is a permanent beached area for ease of access in the shallow end.

2.3 Site Map





2.4 Nearest Accident and Emergency 24hr Medical Facilities

Frimley Park Hospital, Portsmouth Road, Camberley, Surrey, GU16 7UJ

2.5 Evacuation Procedure

In the unlikely event that an evacuation is required such as for a fire alarm, exit via the lido gates toward the car park. In the absence of a designated evacuation marshal the Session Safety Officer(es) and Session Coordinator(s) are responsible for ensuring everyone has evacuated. The group should meet at designated fire point in the car park indicated by a green and white fire assembly point sign, away from the vicinity.

Individuals are advised to leave any medication easily accessible during sessions and are responsible for ensuring they have any medication and towels for themselves and any of their children if required.

2.6 Site Hiring Conditions

The following section highlights the key applicable points from the Aldershot Lido Hiring Conditions and Aldershot Pools and Fitness Centre Operating Procedures.

1. The operators advise on the maximum allowed attendees for any session/event
2. The club must hold third party liability insurance
3. Photographs and videos cannot be taken in a professional capacity or for publications
4. If you are playing music, videos you must ensure you have the rights to use the material
5. You are not allowed to advertise or publicly announce any event without prior consent and approval of the operators
6. You are not allowed to sell or supply goods without prior consent and approval of the operators
7. Members should be able to prove on request membership to the club or they could incur additional admission fees
8. Attendees should comply with signs, rules and health and safety procedures outlined by the facility operators
9. The club should comply with the current national legislation and/or relevant National Governing Guidelines for Safeguarding
10. Electrical appliances used on site require to be pre-approved
11. The operating facilities take no responsibility for equipment or kit on the site
12. Running is not permitted around the swimming pools
13. Boisterous behaviour is not permitted
14. Acrobatics are not permitted within the swimming pool(s)
15. In the interest of safety and hygiene it is prohibited for facility users to run, push, shout, duck under swimmers, do acrobatics, use the diving area (if in use), chew gum, smoke, drink alcohol, take drugs or use e-cigarettes
16. Using mobile phones in the changing rooms is not permitted.
17. The use of glass/ or ceramic products is forbidden in the wetside facilities.
18. Pushchairs must be stored in the designated area.
19. Outdoor clothing or footwear must not be worn on indoor poolside.
20. Inflatable toys are only allowed at the discretion of the operators
21. Topless bathing is not permitted
22. The use of glass products is prohibited on the grounds
23. Prams and pushchairs are not allowed on the green pool surrounds
24. Small babies must wear swimming attire i.e. aqua-nappies
25. Advise against using trousers, jogging bottoms, t-shirts, coats, jackets, jumpers and sweatshirts (unless under a bag) and absolutely no denim, free flowing fabrics or inappropriate fabric such as cotton/wool that absorb water
26. Entry is by the orange walkway highlighted on the site map in section 2.3

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2.7 Special Hiring Arrangements Agreed with the Operators for the Club:

1. The operators should only grant entry if a recognised Club Official is present
2. Club officials and volunteers over 18 years old can entry the vicinity early for setup provided disruption to the staff is minimised
3. Equipment and kit owned by the club can remain in the equipment store situated on the lido premises
4. The club is responsible for the equipment use during sessions
5. Access to equipment is only granted out of usual session times if a request of approval has been provided to the operators by the Chairman, Secretary or Equipment Officer (or one of these are present on collection)

2.8 Session Times

1. The normal club sessions are at the Lido every Wednesday evening from May to September.
2. Additional sessions
3. During the summer months access to the pool water for canoeing activities is from 7pm until 8.30pm and in autumn/winter from 7pm until 8pm.
4. The operators should only grant entry if a recognised Club Official is present
5. Club officials and volunteers over 18 years old can entry the vicinity early for setup provided disruption to the staff is minimised



3.0 Swimming Pool Guidance to Authorities and Pool Managers (BC (Extract))

British Canoeing is recognised by the UK Sports Council as the Governing Body of the Sport of Canoeing and recognised also by the Health and Safety Executive and the Adventure Activities Licensing Authority.

The British Canoeing Coaching Service provides training and qualifications for paddlers and coaches in leadership, group management, safety and rescue.

Indeed it is recognised by the Health and Safety Executive in its publication 'Managing Health and Safety in Swimming Pools' (HSG 179 isbn 0-7176-1388-7) that Lifeguards require specialised skills or additional knowledge to supervise 'specialist' activities such as Canoeing and Sub Aqua adequately.

Further to this and realizing that such 'specialist' knowledge is not necessarily available to most Pool Managers and Pool attendants, the HSE also notes that where pool lifeguards do not have such specialist skills, the manager can take two options:

- A: They can provide adequate supervision by either training lifeguards to obtain the necessary skills or by employing lifeguards who already have those skills.
- B: They can allow clubs to provide the necessary cover.'

British Canoeing believes that the availability of specialist canoeing skills during periods when canoeing activities are taking place within a swimming pool are highly desirable and would, therefore, strongly support option B above and advises that the specialist skills necessary are:

1. When running a club session for club members, British Canoeing recommends that a British Canoeing Club Activity Assistant Endorsement or a British Canoeing Coach Level 1 or higher would be appropriate.
2. When running a public session, the recommended qualification is British Canoeing Coach Level 2, British Canoeing Polo Coach or higher.
3. When running Polo activity, the recommended qualification would be the holding of a British Canoeing Club Activity Assistant, British Canoeing Polo Coach Award or Polo referee status.

These options outlined above provide staff competent to manage the safety of the participants, lifeguarding responsibilities and also take responsibility for the session activities and learning. Where lifeguarding responsibilities only are required, the minimum qualification is Pool Lifeguard plus British Canoeing Foundation Safety and Rescue or Canoe Safety Test or a BC Coaching Qualification. This could be provided by one individual or through shared responsibility.

For the full & latest document on Swimming Pool Guidance to Authorities and Pool Managers go to the BC Website

- [1]. British Canoeing Guidance for Paddlers and Pool Managers <https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/British-Canoeing-Guidance-for-paddlers-and-Pool-managers-V2-.3.pdf> Retrieved 13/06/2017



4.0 Coaching Terms of Reference

(see Reference 2)

4.1 Introduction

These Terms of Reference provide guidance on appropriate British Canoeing Qualifications and ratios suitable for a range of paddlesport instructional, coaching and leadership situations. This guidance is relevant to anyone involved in the provision of paddlesport activity including clubs, centres, schools, local authority or community sports programmes. These guidelines do not apply at formal British Canoeing organised competitions where safety during official practice and competition are the responsibility of the event organiser.

These guidelines should be used in conjunction with the safety management systems, risk assessments, and codes of practice relevant to the activity concerned to ensure that the coach/leader concerned has adequate personal competence, currency of performance, is equipped and practised in the use of all necessary equipment, and is aware of all the potential hazards of the environment/activity in question. In this way, British Canoeing recognises that deployers may need to use differing ratios and/or qualifications for specific activities.

In respect of British Canoeing Approved Centres, and any technical advice or support provided by British Canoeing, deployer Codes of Practice will be reviewed against these guidelines and agreed by the British Canoeing (British Canoeing Approval Officer / British Canoeing Coaching Department) in conjunction with the deployer as meeting the British Canoeing recognised standards for quality and safety relevant to the specific situation in question. When measuring and advising on safe practice, British Canoeing would support any provision which, when assessed in this way, is acknowledged as meeting current best practice standards.

Important Notes:

- Qualified British Canoeing (UKCC) Level 1 Coaches who have not received any additional training must work under the direct supervision of a higher qualified British Canoeing Coach. In swimming pools, this supervision may be in the form of a Pool Lifeguard.
- All Coaches/ Leaders working independently must have appropriate first aid, appropriate disclosure, and are over 18 years old.
- The British Canoeing (UKCC) Level 1 and 2 Coaching Awards are certificated as either 'Boat-Based' or 'Bank-Based'. Candidates are assessed as per the chosen route with the assessment reflecting the required degree of 'how to coach' / 'what to coach' risk assessment, safety and rescue. The Bank-based Coach is an award for coaches who will work from the waters edge. Bank-based coaches have completed the British Canoeing Foundation Safety and Rescue Training, and are equipped to risk assess an activity to judge if additional on the water safety cover is required. The Boat-based Coach is an award for individuals with the required degree of personal paddling skills and who intend to coach from a canoe, kayak, or the waters edge.
- Health and safety legislation commonly does not apply to private member's clubs where there is no paid work undertaken but in cases of doubt, clubs should seek the advice of a competent person.
- British Canoeing understands that advanced environments are ever changing and it is therefore very difficult to define the upper limit of deployment. However, the decision for British Canoeing Coaches or Leaders to operate in conditions above and beyond their award's remit will be based on an individual's experience, knowledge and ability. In doing so, they will be solely responsible for their actions.

[1]. British Canoeing, Remits & Ratios, Terms of Reference Document, V5-0 Issued Jan 2017
https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/British-Canoeing-TERMS-OF-REFERENCE-V5-0-Jan-2107_170401_214151.pdf Retrieved 13/06/2017



4.2 Terms of Reference for Discipline/Environment (extract)

Discipline/ Environment - Swimming Pools Very Sheltered Water	Recommended Qualifications to coach	Recommended Ratios
General Purpose, Touring, White Water Kayaks &SUP	British Canoeing Level 1 Inland Kayak (old scheme)	1:8 students
	British Canoeing (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, and over 18yrs	1:12 students when paddling tandems, or crew boats
	British Canoeing Paddlesport Leader (to lead only)	
Open Canoes	British Canoeing Level 1 Open Canoe (old scheme)	1:6 students in open canoes paddled solo
	British Canoeing (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, and over 18yrs	1:12 students
	British Canoeing Paddlesport Leader (to lead only)	

Additional Details: Coach: Paddler Ratio

In general sessions the recommended ratio of coaches to paddlers is 1:8, though a Level 2 Coach or above may operate with more dependent upon their judgement and experience. In Canoe Polo, minimum on the water numbers may be 10, while the maximum may be 16.

Recommended numbers of canoes and/or kayaks

The number of canoes/kayaks allowed in a pool at any one time will depend on the size of the pool and the activity. While one to one coaching in the pool may require the coach/trainer to be in the water, free swimmers are not allowed in the water at the same time unless the pool is partitioned. It is not essential to wear buoyancy aids or helmets, the use of these will be a part of the consultation between the Club and Pool Manager and will, at all times, be covered in the risk assessment.

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Discipline/ Environment - Swimming Pools Very Sheltered Water	Recommended Qualifications to coach	Recommended Ratios (Ratio's refer to paddlers actually on the water at any one time)	
FreeStyle	British Canoeing (UKCC) Level 1 with British Canoeing Discipline Support Module Freestyle (working under direct supervision, or at a formally organised event) British Canoeing (UKCC) Level 1 plus: British Canoeing Discipline Support Module Freestyle Site specific training and assessment British Canoeing (UKCC) Level 2 with British Canoeing Discipline Support Module Freestyle	1:8 students	
Canoe Polo	British Canoeing (UKCC) Level 1 with British Canoeing Discipline Support Module Polo (working under direct supervision, or at a formally organized event)	1:8 students (i.e. one team)	
	British Canoeing (UKCC) Level 1 plus: <ul style="list-style-type: none"> British Canoeing Discipline Support Module Polo Site specific training and assessment British Canoeing (UKCC) Level 2 with British Canoeing Discipline Support Module Polo	1:16 students (i.e. two teams)	
Slalom	British Canoeing Level 1 Slalom Coach (old scheme) working under direct supervision, or at a formally organised event British Canoeing Level 1 Slalom Coach (old scheme) with site specific training and assessment British Canoeing (UKCC) Level 1 with British Canoeing Discipline Support Module Slalom (working under direct supervision, or at a formally organised event)	Bank-based Coaches: 1:8 students in singles 1:12 students in doubles	Boat-based Coaches: 1:8 students in singles 1:12 students in doubles (Boat-based Coaches need to show current competency at Division 2 or above*)
Racing (sprint/marathon)			
Wild Water Racing			



4.3 Interpretation within Club - Swimming Pool

Activity	Environment	Recommended Minimum Level of Competence
Taster Session	Very Sheltered Water (non licensable water)	British Canoeing (UKCC) Level 1 under direct supervision British Canoeing (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, and over 18yrs
Progressional / Personal Development	Very Sheltered Water (non licensable water)	British Canoeing (UKCC) Level 1 under direct supervision British Canoeing (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, and over 18yrs
Skill Development	Very Sheltered Water (non licensable water)	British Canoeing (UKCC) Level 2

4.4 Coaching Operating Levels.

Ratios for all activities will be as per recommended by British Canoeing Terms of Reference [2] These ratios have a degree of flexibility in numbers, both upwards and downwards, to reflect the ability of the participants and the conditions prevailing at the time.

The judgement on whether to exceed or decrease numbers from standard ratios is covered in the training leading to the various awards and accreditation. For these decisions to be made the aims of the session must be clear to the Coach at time

4.5 Area of operation

All coaches/session leaders are expected to work within the British Canoeing remit for the Coaching qualifications they hold

The Supervising Coach shall be responsible for the canoeing activity of the group and for the delivery of appropriate coaching. His primary responsibility shall be the safety of the group. They shall assess the water and weather conditions, the equipment available to the group and personal paddling equipment before launching. They may cancel, postpone, curtail or terminate paddling activities at any time if he believes that the group's safety to be at risk

5.0 Club Night Organisation:

Each session will have an Instructor in charge, called the Pool Safety Officer who works in conjunction with the relevant Pool staff.

5.1 Approved Sessions

In order to ensure safety, all groups must have their own instructors

- Supervised introductory canoeing instruction (Go Canoeing & Come and Try it)
- Supervised Adult Courses
- Supervised Paddle Power Courses
- Intermediate Training/practice
- Informal/personal canoe training.
- Training and practice in the sport of canoe polo;
- Additional Session may be arranged to teach and practice canoe rolling and rescue techniques in a warm and clean environment

In addition, there is an element of 'spectating' conducted by parents of children being instructed and by club members.

Generally, swimming is not condoned or permitted. Exceptions to this are:

- when conducted in association with canoe capsize and rescue drills;
- During the annual swimming test – this is conducted under formal supervision and in a roped-off lane of the swimming pool.
- All new Participants will be requested to do a swim test during their first session.

5.2 Approved Instructors

Every Instructor must be registered on the list of approved instructors.

In order to be approved the Instructor must have supplied the following sets of information to Head Coach (BVCC Paddlesport Development Officer):

- Instructor Qualification
- Re-validation evidence if Instructor qualification not taken in last three years
- Current Valid First Aid Certificate
- Current Valid Foundation Safety and Rescue Training
- Check with Welfare Officer that there is a current valid Enhanced DBS check in club register.
- Evidence of up-to-date BC comprehensive membership.

5.3 Attendees

- All Under 18's must be in a supervised group.
- The only exception is where they are supervised by their parents who are BC qualified.
- All club members (including parents and non-paddling members) are briefed on safety rules.
- All new members and visitors are briefed on club procedures and safety rules on first arrival by a qualified instructor or by a suitably competent member of the club. In addition, an element of formal canoe instruction (i.e. courses) covers manually handling, safety and club rules.
- All members should be adequate swimmers for activities undertaken in the Pool and be able to swim at least 50m in canoe clothing or where necessary use of PFD to assist.
- In addition all members undertake an annual swimming test

Aldershot Lido: Anyone who has reason to be within 1.5m of pool side (green painted area) must wear a buoyancy aid. All other people are requested to remain outside this area.

5.4 Night Paddling

Many canoeists paddle in the dark.

- The club does not paddle at Night on any water except during the autumn and winter months when the existing lighting within the Lido is supplemented by portable floodlights to illuminate the pool area,
- Aldershot Lido - The number of paddlers are reduced dramatically in the autumn and winter months and the water clarity is reduced, All Paddlers are in supervised groups so the coach is aware of his group at all times and what each paddler is up to. Plus the Pool Safety officers. Sessions will be conducted to take into account the conditions of water.
- Coaches will be working within their remit and group sizes are reduced.
- Polo - The Paddling area is restricted to the deep end for a Polo playing area which is marked out and an area of pool briefed by Pool Safety Office for other supervised sessions

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5.5 Responsibilities:

Lido/Indoor Pool staff	
SOP-1-1	Open Side Gate/Door at 19:00 or relevant time as requested by site to allow access and open Store room/Club Room
SOP-1-2	Do not allow anyone in the pool area until the Session Leader has arrived and is ready for people to enter.
SOP-1-3	Perform or take over rescue (See Emergency Action Plan)
SOP-1-4	Raise safety concerns with Session Leader.
Pool Safety officer	
SOP-2-1	Introduce themselves as the Session Leader to the Lido/Pool staff, when they arrive.
SOP-2-2	Ensure Boats are clean
SOP-2-3	Someone is Issuing Coloured Bids to all paddlers,
SOP-2-4	Someone is competing Attendance Register
SOP-2-5	Someone is collecting money
SOP-2-6	Making sure no one enters the water until the Pool Safety Officer is ready.
SOP-2-7	Ensuring that only groups, if they include U18's, are allowed in if they have approved Instructors.
SOP-2-8	Address safety concerns.
SOP-2-8	Ensure <ul style="list-style-type: none"> All club members (including parents and non-paddling members) are briefed on safety rules. All new members and visitors are briefed on club procedures and safety rules on first arrival
Group Instructors	
SOP-3-1	Ensure all Equipment is fitted correctly
SOP-3-2	Ensure that the boats are cleaned before entry to the water
SOP-3-3	Safety and supervision of their own groups
SOP-3-4	Ensure Student to Instructor Ratio is maintained at (or below BC requirements for all training by the club
SOP-3-5	Raising the alarm in the case of an incident, with their group or in area of pool. This will be three good blasts on a whistle.
SOP-3-6	Explain Emergency Action Plan to Group
SOP-3-7	Explaining unacceptable behaviour to group
SOP-3-8	Use Helmets for Canoe Polo
SOP-3-9	Use Helmets for Stand Up Paddle Boards for Youth
SOP-3-10	Ensuring that the groups vacate the Lido car park by 21:00 or as directed by site
SOP-3-11	Non-paddlers who are coaching/assisting or supervising are permitted to stand in the water but participants are not to do so unless instructed
SOP-3-12	Time should be allowed for setting up, moving equipment in/out of the pool and changing so the facilities are vacated within our allotted session time
All (Participants/Visitors/Volunteers)	
SOP-4-1	The Overall behaviour of all attending must be consistent with good practice. This includes: <ul style="list-style-type: none"> No running at side of pool No Horse Play No hitting others with a paddle. No ramming others in or out of boat. Diving and use of the Flumes is not permitted unless the operator has provided suitable cover for its use and the areas are kept clear No one is permitted to use or climb on the fountain
SOP-4-2	Note: The Session Leader/Lido staff reserve the right to require someone to get out early from pool if their behaviour is not acceptable.
SOP-4-3	Ensure boats and Personal Equipment are cleaned with disinfectant prior to turning up to pool if they have been in river/sea
SOP-4-4	Ensure that the boats are hosed down before entry to the water if they have been in river/sea.
SOP-4-5	Inspect both club and personal kit is thoroughly clean before being taken into the pool area
SOP-4-6	Help load/unload and tidy up their own equipment
SOP-4-7	Refrain from lifting boats until advised of suitable manual handling
SOP-4-8	No swimming in area with boats Except for <ul style="list-style-type: none"> When conducted in association with canoe capsize and rescue drills; During the annual swimming test – this is conducted under formal supervision and in a roped-off lane/area of the swimming pool.
SOP-4-9	Move to side of pool if emergency alarm raised. (Three good blasts on whistle)
SOP-4-8	The Lido car park must be vacated by 21:00 or as directed by site



5.6 Bib/Vest Colour Quick Guide

Volunteer Bibs/Vests

- Orange – General Volunteers
- Yellow – Session Safety Officers / Coaches (indicated by training) – First Aid Trained and FRST/Experience
- Purple – Session Coordinators (indicated by training)

Participant Bibs/Vests

- Black – Independent Paddler
- Red – Beginner Paddler

Participants Optional Bibs/Vests for Informal Courses

- Green – Improvers Star Awards
- Blue – Improvers Paddle Power Awards

The participant bib/vest colours shall vary from time to time subject the session requirements, which shall be communicated as registration commences.

5.7 Equipment

Always ensure that your equipment matches the participant – the buoyancy aid should fit well. The boats and paddles used should be appropriate to the size of the participant.

5.8 Club Rules

The following section highlights specific club pool rules.

1. Safety Officer(es) and/or Coach(es) are responsible for safety and so their instructions are final
2. Whistle Signals
 - 1 Blast stop and listen
 - 2 Blasts end of session
 - 3 Blasts exit the water (reserved for emergencies)
3. Buoyancy Aids are mandatory for everyone
4. Buoyancy Aids and Helmets are also mandatory if instructed to be worn by Safety Officer(es) and/or Coach(es) and or per Risk Assessments for example All Youths - Stand up Paddle Boards
5. Everyone should register and pay on arrival
6. A Parent/Guardian over 18 years must be present always for under 18s in their care
7. It is recommended that there are 1 or 2 bankside safety support on observations of which one can be a lifeguard
8. Independent paddlers who have been assessed to have appropriate self-rescue and skills competency, can be supervised solely from bankside support or floating coaches when unassigned to a group
9. It is recommended that support for beginners (i.e. come & try it) or improvers (i.e. informal courses) of approximately 1:8 if using solo craft and 1:12 if using tandem craft, which maybe the role of coaching or supervision
10. It is suitable to engage in canoe polo in the pool provided an area is appropriately set out and a polo referee or coach is present, otherwise only informal ball games are permitted

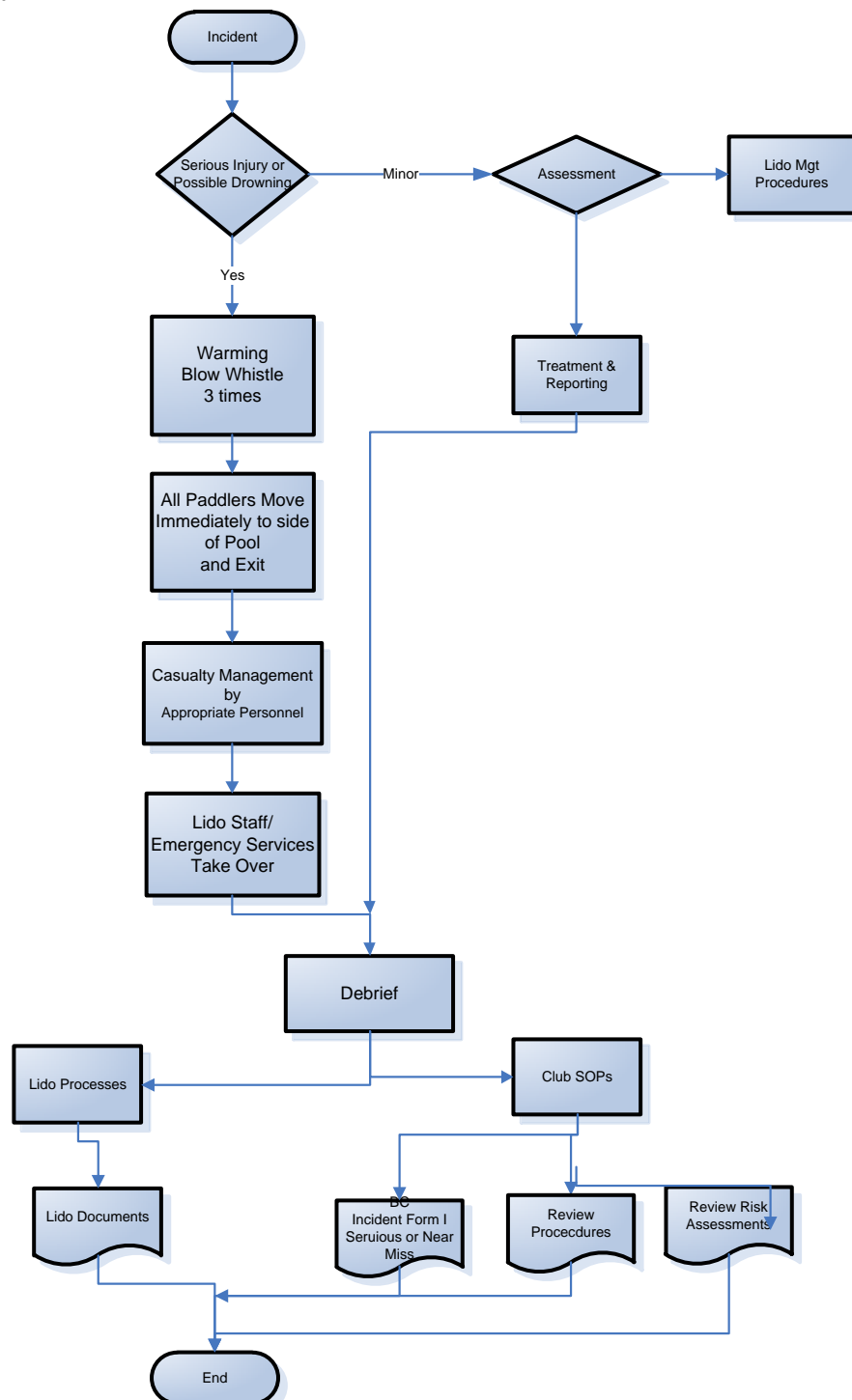


5.9 Emergency Action Plan for Lido/Indoor Pool

In the event of an emergency such as a serious injury or possible drowning:

- A warning must be raised to everyone in the pool using three good blasts on a whistle.
- All paddlers not involved in the incident must move immediately to the side of the pool.
- The Instructors will be responsible for ensuring that the casualty is rescued from the craft/boat,
- Take the casualty to the side of the pool in the boat
- The Aldershot Pools qualified Lifeguards will then take over the rescue and provide initial first aid/life support the casualty needs

Note: The Lido staff will only enter the water if it is safe to do so. Group Leaders must ensure that a clear path to the incident for the lifeguard.





5.10 Incident Reporting

Applying appropriate first aid or emergency services always takes priority.

In the event of an incident, accident or emergency you must immediately alert a member of the operating facilities staff. It should be encouraged to document these in an accident or near miss book if the site has one, which generally is located by the first aid kit. For major accidents or fatalities witnesses should be encouraged to document their recollection of events and an incident report form should be filled. More details are documented in the club handbook and on the British Canoeing incident guidelines (web link in the references).



6.0 Risk Assessment

Swimming pool use
Description of activity: Use of a standard swimming pool for teaching,
The conditions of use of the pool prohibit solo use of the pool and require that it is adequately supervised at all times. It is assumed that the pool is maintained and equipped to a standard suitable for use by the general public (with the exception of provision of lifeguards).
In addition, the recommendations from canoeing's national governing body – the British Canoeing – for activities in swimming pools have been followed: “The Canoeist and the Swimming Pool - Guidance to Authorities and Pool Managers” (available as a PDF download from the BC website.
<p>The specialist skills necessary are:</p> <ul style="list-style-type: none"> • When running a club session with coaching for club members or When running a public session the recommended qualification is British Canoeing (UKCC) Level 1 under direct supervision or British Canoeing (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, and over 18yrs or BC (UKCC) Level 2 Coach or higher (as per the current BC Remits and Ratios Terms of Reference) • When running Polo activity, the recommended qualification would be the holding of a Polo Coaching award or Polo referee status
Overarching Safety Control Measure's
<p>Club Sessions will be supervised by a British Canoeing (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, and over 18yrs or BC (UKCC) Level 2 Coach or higher (as per the current BC Remits and Ratios Terms of Reference) .</p> <p>Session will not start until the 'Safety Officer' is in place.</p> <p>The 'Safety Officer' is identified by wearing a high visibility tabard.</p> <p>BC coach will control & co-ordinate a structured session.</p> <p>Coach will ensure all participants taking part in general sessions are competent</p> <p>Club 'Pool Session Safety Officer' will supervise the session to prevent accidents.</p> <p>BC coach / Safety officer is responsible for any rescue from the Canoes / Kayaks & to bring the casualty to the side of the pool.</p> <p>Paddlers who become injured or distressed will be removed from their Canoe / Kayak & brought to the side of the pool where appropriate first aid will be applied</p> <p>Club Walk-Talkies issued to Pool Safety Officer and coaches on the water</p> <p>All incidents/Accidents are recorded.</p>

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Swimming Pool Use					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips, falls on poolside	Bruising, strains, sprains, cuts, broken bones	<ul style="list-style-type: none"> Pool infrastructure awareness No running rule Education 	Minor	Occasional	Low
Strike by boat or paddle while in boat to head or body (non polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> 'Aggressive' paddling not allowed by pool rules. BC coach ensures paddlers are spaced during the session to prevent reach of paddler with paddle. Buoyancy aids mandatory. Helmets are mandatory for under 16s 	Minor	Remote	Low
Strike by boat or paddle while in boat (polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> Helmets and buoyancy aids mandatory Education 	Minor	Remote	Low
Strike by boat or paddle while swimming in the water	Cuts, bruises, loss of consciousness, Drowning	<ul style="list-style-type: none"> Swimming (except resulting from capsiz) forbidden by pool rules or swimmers segregated Education 	Serious	Remote	Low
Entrapment in kayak during capsiz	Distress, Loss of consciousness, Drowning	<ul style="list-style-type: none"> Induction training of participant Equipment selection and maintenance. Participant, Coordinator/Safety Officer Training. Bankside Support for additional observations Safety Radios used BC coach / Safety officer is responsible for any rescue from the Canoes / Kayaks & SuP to bring the casualty to the side of the pool. Pool lifeguard in attendance to assist in first aid/initial life support 	Serious	Remote	Medium
Physical injury or entrapment leading to drowning	Drowning	<ul style="list-style-type: none"> Induction training of participant Participant, Coordinator/Safety Officer Training. Bankside Support for additional observations Safety Radios used BC coach / Safety officer is responsible for any rescue from the Canoes / Kayaks & SuP to bring the casualty to the side of the pool. Pool lifeguard in attendance to assist in first aid/initial life support 	Critical	Remote	Low

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Swimming Pool Use					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Inexperience and Competency	Bruising, Cuts, broken bones, Drowning	<ul style="list-style-type: none"> • Inductions and Education • Inexperienced paddlers (beginners/Improvers) are only permitted in a coaching group as per coaching ratios guidance 	Minor	Remote	Medium
Inappropriate Behaviour	Bruising, Cuts, broken bones, Drowning	<ul style="list-style-type: none"> • Education through Code of Conduct • Behaviour should be managed by Safety Officers and Session Coordinators 	Minor	Occasional	Medium
Spectators/Equipment falling onto pool users	Cuts, bruises, loss of consciousness	<ul style="list-style-type: none"> • Kayaks and paddles securely stored when not in use. • Fixing regularly checked. • Bystanders are only permitted near poolside if wearing a buoyancy aid 	Minor	Remote	Low
Lifting & moving Canoes / kayaks / Paddle boards from the canoe store area.	Cuts, bruises, loss of consciousness	<ul style="list-style-type: none"> • Senior Paddlers/BC coaches / Safety Officer to ensure full route is clear from the Canoe store to poolside before transferring Canoes / kayaks / Paddle boards to poolside. • Correct manual handling techniques to employed whilst moving Canoes / Kayaks / Paddle boards • see manual handling section 	Minor	Remote	Low
Lifting & moving Canoes / kayaks / Paddle boards from Car / Trailer to pool surround	Cuts, bruises, loss of consciousness	<ul style="list-style-type: none"> • Senior Paddlers/BC coaches / Safety Officer to ensure full route is clear from car park to poolside before transferring Canoes / kayaks / Paddle boards to poolside. • Correct manual handling techniques to employed whilst moving Canoes / Kayaks / Paddle boards • see manual handling section 	Minor	Remote	Low
Environmental: Damage to Pool Surroundings	Bruising, Cuts, bruises, broken bones	<ul style="list-style-type: none"> • The pool surrounds and edge are to be inspected for damage caused by equipment and defects reported 	Minor	Remote	Low
Environmental: Contamination of the pool by boats e.g. mud, leaves	Infection/Illness/ Pool pumps damage	<ul style="list-style-type: none"> • All boats used for external paddling are cleaned and inspected by the user before used in the pool. • Continual water recycling and treatment 	Minor	Occasional	Low

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Site Guidance: Aldershot Lido Facilities



Swimming Pool Use					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Environmental: Contamination of the pool by bodily fluids e.g. significant blood from cuts / nose bleeds.		<ul style="list-style-type: none"> Induction/Education <ul style="list-style-type: none"> Educated on the symptoms of weils disease & Hepatitis A. Paddlers are advised to cover cuts before & shower after paddling. Paddlers are advised to contact their GP immediately if they experience any adverse side affects including flue like symptoms, jaundice, upset stomach, vomiting or diahorrea. Buoyancy aids mandatory. Helmets mandatory for 'aggressive' paddling. Swimming (except resulting from capsiz) forbidden by pool rules or swimmers segregated. Continual water recycling and treatment 	Minor	Remote	Low
Environmental: Contamination of the pool side by spectators (Indoor)		<ul style="list-style-type: none"> Shoe covers worn by spectators 	Minor	Remote	Acceptable
Unauthorised access to the Lido grounds & pool session.	Unmanaged inductions, safeguarding and session safety	<ul style="list-style-type: none"> All entrance gates to the grounds / poolside must be closed throughout the duration of the session. The poolside must be supervised to prevent any unauthorised access. All bystanders must remain away from the poolside or have to wear a Buoyancy aid 	Minor	Occasional	Low
<u>Outside pools</u> Risk of hypothermia due to temperature of the water & or Air temperature.	Hypothermia	<ul style="list-style-type: none"> All paddlers must wear the correct protective equipment Encouraged to speak to the coach if they are too cold. Educated about the signs & symptoms of Hypothermia. Observation by Coach & Pool Safety Officer Club KISU/Group Shelter Coats & blankets are available via to lifeguards on poolside. 	Minor	Occasional	Low

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Site Guidance: Aldershot Lido Facilities



Swimming Pool Use					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
<u>Outside Pools</u> Visibility, due to poor lighting or heavy rain	Bruising, Cuts, bruises, broken bones, Drowning	<ul style="list-style-type: none"> Appropriate PAT tested lighting that is water and weather proof can be used to light up the Surroundings High level Pool lighting by the flumes and Catering area are put on. Paddler headcounts should be repeated every 15mins to ensure visibility is maintainable If necessary early session end 	Serious	Occasional	Medium
<u>Outside Pool</u> Adverse Weather - lightening	Risk of Electrical Shock	<ul style="list-style-type: none"> All activities shall be stopped when a lightning storm is imminent. Paddlers should exit the pool and take shelter inside. 	Critical	Remote	Medium
Hazards identified but controlled by Pool Operator					
Spillage of pool treatment chemicals					
Electrical hazards					
Structural Damage					

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Site Guidance: Aldershot Lido Facilities



Description of activity
Stand Up Paddle Boards
<p>Paddling on Lido,</p> <p>Personal protective equipment: properly fitting buoyancy aids should be worn by all paddlers at all times. Use of other PPE will be required for activities where it is identified as mitigation</p>

Stand up Paddle Board					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Manual Handling		<ul style="list-style-type: none"> See Man Handling Section 			
Access to and from water		<ul style="list-style-type: none"> See Access to and from water 			
Swimming Pool use		<ul style="list-style-type: none"> See Swimming Pool Sections Under 16 – use of Helmets mandatory 			

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Site Guidance: Aldershot Lido Facilities



Description of activity:
Canoe Polo Use of Swimming pool
Use of a standard swimming pool for teaching, informal practice and non-competitive polo. The conditions of use of the pool prohibit solo use of the pool and require that it is adequately supervised at all times. ¹ It is assumed that the pool is maintained and equipped to a standard suitable for use by the general public (with the exception of provision of lifeguards).
BC Guidance – . When running Polo activity, the recommended qualification would be the holding of a Polo Coaching award or Polo referee status BC Polo Level 1 Competition Coach Award The basic qualification for coaching Canoe Polo is the Level 1 Competition Coach Award. The underlying aim of the award is to ensure that canoe polo is supervised in an enjoyable, constructive and, above all, safe manner. The syllabus includes a module that addresses the issue of general safety in canoe polo and, specifically, pool safety issues. BC Polo Referee The basic qualification for Canoe Polo referees is the Grade 4 Award. The training stresses the responsibility of the referee for the safety and general well-being of players, the syllabus including a module that addresses the issue of safety in Canoe Polo and, specifically, Pool Safety issues.

Canoe Polo Use of Swimming pool					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Slips, trips, falls on poolside	Bruising, strains, sprains, cuts, broken bones	<ul style="list-style-type: none"> Pool infrastructure No running rule Education 	Minor	Occasional	Low
Strike by boat or paddle while in boat (non polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> Aggressive' paddling not allowed by pool rules. Buoyancy aids mandatory. 	Minor	Remote	Low
Strike by boat or paddle while in boat (polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> Helmets and buoyancy aids mandatory Education 	Minor	Remote	Low
Strike by boat or paddle while swimming in the water	Cuts, bruises, loss of consciousness, Drowning	<ul style="list-style-type: none"> Swimming (except resulting from capsize) forbidden by pool rules or swimmers segregated Education 	Serious	Remote	Low

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Canoe Polo Use of Swimming pool					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Entrapment in kayak during capsize	Loss of consciousness, Drowning	<ul style="list-style-type: none"> Equipment selection and maintenance. Training. Pool lifeguard in attendance. Induction training. 	Serious	Remote	Low
Physical injury or entrapment leading to drowning	Drowning	<ul style="list-style-type: none"> Education Pool lifeguard in attendance 	Critical	Remote	Low
Equipment falling onto pool users	Cuts, bruises, loss of consciousness	<ul style="list-style-type: none"> Kayaks and paddles securely stored when not in use. Fixing regularly checked. Pool lifeguard with first aid training in attendance 	Serious	Improbable	Low
Environmental: Contamination of the pool by boats e.g. mud, leaves		<ul style="list-style-type: none"> All boats used for external paddling are cleaned and inspected by the user before used in the pool Continual water recycling and treatment 	Minor	Occasional	Low
Environmental: Contamination of the pool by bodily fluids e.g. significant blood from cuts / nose bleeds.		<ul style="list-style-type: none"> Buoyancy aids mandatory. Helmets mandatory for 'aggressive' paddling. Swimming (except resulting from capsize) forbidden by pool rules or swimmers segregated. Continual water recycling and treatment 	Minor	Remote	Low
Environmental: Contamination of the pool side by spectators (Indoor)		<ul style="list-style-type: none"> Shoe covers worn by spectators 	Minor	Remote	Acceptable
Hazards identified but controlled by relevant Management of Swimming Pool					
Spillage of pool treatment chemicals					
Electrical hazards					

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Manual handling
Description of activity
Handling of boats and associated equipment related to the sport of canoeing. Examples would include loading boats on and off trailers and roofbars, carrying boats etc

Manual Handling					
Description of hazard	Possible consequences	Control measures	Severity	Probability	Risk
Lifting boats from low level to high e.g. loading on roof or wall racks or Club Storage	Injuries to lower back	<ul style="list-style-type: none"> Education -ensure that this subject is taken seriously during coaching for star tests to include keeping back straight and use of two people for heavy/awkward lifts. Warn any individual borrowing a club kayak or canoe before it is lifted 	Serious	Occasional	Medium
Carrying boats over easy terrain	Injuries to lower back sprains, bruising, fractures	<ul style="list-style-type: none"> As above. If solo carrying, initial pickup is most hazardous 	Minor	Remote	Low
Carrying boats over difficult terrain	Injuries to lower back, sprains, bruising, fractures	<ul style="list-style-type: none"> As above, but added probability due to ground To control this, solo carrying should be avoided Proper Footwear 	Serious	Occasional	Medium
Rescue of capsized kayaks /Canoes(e.g. X rescue)	Injuries to lower back, sprains, bruising, fractures	<ul style="list-style-type: none"> Tuition of “back friendly” techniques Suitable techniques used. 	Serious	Remote	Low
Dropping heavy objects while lifting	Bruising, minor fractures, Crush toes	<ul style="list-style-type: none"> Education 	Minor	Occasional	Low

Notes

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7.0 Site Training

Each role has a certain level of training associated with it that should be conducted. A training form should be completed to help deliver an appropriate level of safety and site awareness and where appropriate an assessment of suitability. The assessments are valid initially for 12 months from the date assessed but maybe revoked as a result of any changes that impact operation use of the facility.

7.1 Participants/Spectators

Anyone at the session using the facility irrespective of qualifications should be inducted.

Assessor Requirements:

Session Coordinator or Session Safety Officer

Participant Pre-Requisites:

None Required - Parent/Guardians of under 18s should be present

Training Check List:

- ✓ Provide a new "Starter Pack", which includes;
 - "Come and Try It" Form
 - Committee Whose Who
 - Leaflet
 - Latest Newsletter
 - Code of Conduct
- ✓ Introduce to some key club members
- ✓ Familiarise with the site
 - Layout, parking and access (see section 2.3)
 - Evacuation Procedure (see section 2.5)
 - Relevant Hiring Conditions and Rules (see section 2.5/2.6)
- ✓ Guide through manual handling and initial set up of equipment
- ✓ Ensure awareness of the key points of how to get in/out of the craft

Desirables:

- ✓ Demonstrate swimming with or without a buoyancy aid
- ✓ Demonstrate a safety drill under instruction or a roll



7.2 Session Coordinator(s) and General Volunteer(s)

The session coordinators and assistants are responsible for assisting with administrative processes, time keeping, water and/or bankside support to the safety officer(s) and/or coach(es) to assist the smooth running of a session. All volunteer(s) that adopt these roles should complete appropriate site-specific training to provide them with sufficient background to support sessions.

Assessor Requirements:

UKCC Level 2 Coach with Moderator Water Endorsement or equivalent qualification

Participant Pre-Requisites:

Completed a Participant/Spectators Induction (section 7.1)

Session Coordinators Over 18

Session Assistants Over 14

First Aid and/or FSRT / WWSR (desirable)

Training Check List:

- ✓ Familiarise with the site
 - Risk Assessment (see section 6.0)
 - First Aid Kit Location (see section 2.3)
 - Nearest A&E Facility (see section 2.4)
 - Fire Point (see section 2.3)
 - Full Hiring Conditions and Rules (see section 2.5/2.6)
- ✓ Administration
 - Register everyone on site i.e. participant, spectators, coaches, etc.
 - Induct new participants/spectators (or delegate appropriately)
 - Ensure everyone who registered has left the site safely
- ✓ Operations
 - Only allow entry onto the water once a safety officer is present and ready
 - Coaches/Leaders should ideally change separately to participants
 - It is advisory that under 18s change separately to adults
 - Maintain clear visibility of the primary water entry points
 - Wear a "Coordinator" high visibility vest when on duty at the pool side
 - Hold a whistle and use to aid the control of session timings if required

Desirables:

- ✓ Demonstrate basic identification of risks around the site during an active session
- ✓ Demonstrate identifying poorly fitted equipment and how to adjust it
- ✓ Demonstrate basic boat safety skills and awareness



7.3 Session Safety Officer(s) and Coach(es)

The safety officer(s) or coach(es) are responsible for planning and running the sessions with careful consideration to risk mitigation. On very sheltered water classifications, a UKCC Level 2 Coach or higher or UKCC Level 1 Coach under the supervision of a higher-level coach or lifeguard if the venue is a swimming pool is suitable to assume this role. All equivalent competency volunteer(s) that don't fall under the above should complete appropriate site-specific training to assess suitability for running a session adequately.

Assessor Requirements:

UKCC Level 2 Coach with Moderator Water Endorsement or equivalent qualification

Participant Pre-Requisites:

Completed the Site Training for Participants/Spectators (section 7.1)

Completed the Site Training for Session Coordinator (section 7.2)

Over 18

First Aid, FSRT, WWSR (or equivalent)

UKCC Level 1 Coaching Qualification (desirable)

Training Check List:

- ✓ Familiarise with the full site documentation
- ✓ Familiarise with emergency procedures
 - Ensure emergency services can be called appropriately at anytime
 - Implement accident and incident reporting as required
 - Follow club operating and guidelines procedures and policies
- ✓ Operations and Safety
 - Ensure new participants have been inducted before getting on the water and induct accordingly if required
 - Ensure participant equipment is checked adequately for safety and fitment before it is used (or designate this appropriately to other experienced member(s))
 - Adequately control session timings
 - Set appropriate boundaries
 - Maintain appropriate ratios limiting group sizes
 - Manage appropriate safe spacing for the facility by not exceeding the recommend number of active paddlers
 - It is recommended all participants should be able to swim 50m however non-swimmers are permitted to participate so long as they wear a buoyancy aid at all times and have one to one supervision
 - Only informal ball games are allowed in the absence of a polo coach/referee
 - Appropriately plan sessions
 - Session plans should be mindful of any medical or disability requirements
 - Enforce the Code of Conduct
 - Wear a "Safety Officer" high visibility vest when on the side-lines (or an appropriate colour bib if on the water in a pool environment)
 - Hold a whistle and use to control session safety and timings if required
 - Understand if unable to fulfil the role for whatever reason that it requires to be brought to the immediate attention of a senior club member
- ✓ Demonstrate coaching competency
 - Adequate running of part or all of a session under assessor supervision
 - Planning session activities
 - Risk management and mitigation



References

- [2]. British Canoeing Guidance for Paddlers and Pool Managers <https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/British-Canoeing-Guidance-for-paddlers-and-Pool-managers-V2-.3.pdf> Retrieved 13/06/2017
- [3]. British Canoeing, Remits & Ratios, Terms of Reference Document, V5-0 Issued Jan 2017
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- [4]. Aldershot Pools and Fitness Pool Safety and Operating Procedures and Emergency Action Plan Mar 2017
- [5]. Aldershot Pools Lido Safety and Operating Procedures and Emergency Action Plan Jul 2013