



Wychavon Kayak and Canoe Club

Standard Operating Procedure for Persore River Side Centre

Date : August 2020

Risk Assessment : WKCC Generic Risk Assessment Revised

Map : [Persore Riverside Centre](#)

Emergency Procedures

Emergency Contact

Mobile phone coverage : good

Nearest accessible land line : Persore Leisure Centre, King Georges Way, Persore, WR10 1QU

Emergency Egress

Evacuate to south bank (Persore) as limited road access to the north (Wick)

Emergency Services Rendezvous

Persore River Side Centre

Post code : WR10 1QU

Grid reference : SO 951458 what3words: hunk.secure.powers

Leadership

Group Leader Responsibilities

1. Ensure covid briefings are communicated to all members of the group prior to the session and that they have returned a Consent Form Covid-19 WKCC to confirm they are aware of the risks, as far as they are aware they are Covid-19 free and that they have read the operating procedures and risk assessment. Members attending must be able to self-rescue. Leader must email a list of participants / date to the Chair which will be retained for 2 weeks in case of the need to support Test and Trace. After 2 weeks lists should be deleted.
2. Confirm via the Chair who is using Persore Riverside Centre and ensure there is adequate space for social distancing to occur. If more than one Group is meeting and using the access point ensure times are co-ordinated.
3. The Group Leader must be on site first, open the gate (use hand sanitizing gel to cleanse before and after touching the gate) and leave the gate open for other members to come through to minimise contact.
4. Direct members to park ensuring adequate social distancing is observed i.e. allow 1 meter between cars to ensure 2 meters distance can be followed by members.
5. No access to stores, changing facilities or toilets should be given.
6. Group briefing to be held with observing social distancing protocols and ensuring all members are briefed on social distancing measures on the water – keeping 2 meters distance.
7. Define operating area
8. Assess water levels with regard to the group's ability level. The impact of Covid on rescues and social distancing means the group will need to operate at a lower risk level than under different circumstances.
9. Ensure adequate coaching ratio for the group (max 5 members plus coach / leader).
10. Control the start and end of sessions to ensure group are on and off water safely
11. Ensuring club procedures and policies are adhered to
12. At the end of the session all members to change promptly and leave site.

Summary of Hazards (see risk assessment for details)

1. Covid transmission related risks
2. Other river traffic
3. Injury resulting from poor lifting and manual handling – under Covid members need to be able to move their own boats
4. Inappropriate leadership or coaching
5. Lost group member
6. Drowning
7. Weather conditions (hypothermia, sun burn)
8. Injury (slips and trips, cuts to feet, paddling injuries, injury during games)
9. Illness
10. Water pollution or water borne disease

Safety

Personal safety equipment required

All group members to wear an approved buoyancy aid or life jacket.

All juniors must wear helmets while kayaking. It is strongly recommended that all kayakists wear a helmet.

Helmets are recommended for canoe sessions that involve include rafting / standing games or intentional capsizing.

Minimum Group Safety Equipment Required

1. Group first aid kit
2. Mobile phone
3. Survival bag
4. Throw line (20m)
5. Group emergency contact details

Manual Handling

Covid social distancing needs to be considered, members should be able to load / unload and move their own boats and kit. Stores not to be accessed.

Welfare

Emergency contact and medical details for all group members must be available to the session leader.

Club welfare policy to be followed

Security

Emergency access to the launch platform is required while groups are operating from PRSC. For this reason the access must be maintained as follows while session are running:

1. Car park outer yellow barrier to be locked in the open position to prevent it being closed (use hand sanitizing gel to cleanse before and after touching the gate).
 2. Centre side gate to be closed but not locked while sessions running. Padlock is to be locked to prevent the gate being locked or the padlock stolen. (use hand sanitizing gel to cleanse before and after touching the gate)
 3. Containers to be locked unless land based group leaders are on site.
-