



Canoe Sports Trust

Health and Safety Policy

Policy B1

Statement of Intent

Canoe Sports Trust operates to provide access to canoe sports from facilities located in Rickmansworth. The Directors of the Trust are committed to the health and safety of all staff who are involved in the delivery of activities, our policy also extends to our patrons.

Our policy aims to prevent accidents and work-related ill health, it will manage any health and safety risks within the work environment, will include clear instructions and information along with adequate training to ensure all staff and volunteers are competent to deliver activity. We will provide Personal protective equipment as required and consult staff and volunteers on all matters affecting their health and safety. The policy will include processes governing emergency procedures.

Responsibilities for Health and Safety

Overall responsibility for health and safety lies with the directors with day to day responsibility for ensuring this policy is put into practice residing with Paul Childerhouse as Managing Director.

To ensure health and safety standards are maintained / improved the following people have responsibilities in the following areas:

PC: General safety, risk assessments, consultation with staff and volunteers.

JP: Accidents, first aid and work-related H&S training, emergency procedures and Data Protection

DP: Monitoring accident reporting, and ill health investigations.

AR: Maintaining of equipment, provision of RAMS and supervision training.

All staff and volunteers are required to cooperate with Directors and Base Supervisors with regard to health and safety matters, take responsibility for their own health and safety and report any health and safety concerns to an appropriate member of the Leadership Team.

Arrangements for Health & Safety

We have Risk Assessments for each activity being delivered and create method statements for staff and volunteers to adopt and follow. Risk assessments and method statements are reviewed annually and when working habits or circumstances change.

Induction training is provided to all staff and volunteers before they engage in activity, all staff and volunteers are required to wear provided personal protective equipment as required for the activities they participate in. Staff and volunteers are required to maintain their own statutory health and safety qualifications, such as maintaining first aid qualifications.



Canoe Sports Trust

We regularly review activities we provide consulting with contractors and volunteers to highlight any health and safety concerns to ensure we can deliver safe activities without exposing staff and volunteers to unnecessary risks.

Our emergency procedures are tested from time to time.

Canoe Sports Trust is committed to managing safety by:

- Providing adequate control of the health and safety risks arising from our activities
- Consulting with our activity leaders, instructors, volunteers and participants on matters affecting their health and safety
- Providing and maintaining safe equipment for use
- Providing information, instruction, and supervision to all leaders, instructors, volunteers and participants
- Ensuring all volunteers are competent to do their tasks, and to give them adequate training
- Maintaining safe and healthy conditions whilst preventing accidents and ill health
- Reviewing and revising the policy as necessary at regular intervals

The Operations Manual sets out to provide guidelines and procedures to ensure the safety of everyone who makes use of facilities or participates in activities organised by the Canoe Sports Trust and its partnering organisations.

All Canoe Sports Trust risk assessments are reviewed annually, with copies included in the Operations Manual. Copies are also contained within the staff access page on the website and in Black Folders located in the Administration Hub on site at the Aquadrome from where activities take place.

Risk Assessments apply to activities irrespective of where those activities take place.

Deviations from the direction provided in the Operations Manual and method statements may threaten the safety of participants, where such deviations result in a near miss or an actual accident then an investigation will be conducted to identify what went wrong and actions taken as necessary to avoid a repeat occurrence.

CONTACT

We have appointed a Health and Safety Officer (HSO) who is responsible for overseeing questions in relation to this Policy. If you have any questions about this policy, please contact the DPO:

Name of HSO: Julia Pich

Email address: admin@canoesportstrust.org.uk

DATE OF NEXT REVIEW

1st April 2026

Canoe Sports Trust

