



## Kingston Kayak Club Standard Operating Procedures

Affiliation Type: Senior Club + Youth (935)

Club Chair Name: Dave Rawding

Number of club members: 70-140

Open to the Public? Yes

### Contact Details

Club Address: Cottage Baths  
Albert Avenue Pools Complex  
Albert Avenue  
Hull

Postcode: HU3 6QE

Email: [secretary@kkc.org.uk](mailto:secretary@kkc.org.uk)

Telephone: 01482 355701

## Health and Safety

### Safety Policy

All Safety Policies are located on our website : [Codes of Practice, Conduct and H&S | Kingston Kayak Club Hull East Yorkshire \(kkc.org.uk\)](#)

### First Aid & Accidents

First Aid Kits are located in the Club House Room and in the downstairs boat Store near the Poolside entrance. The accident book is located in the Club House Room.

All Club Coaches are fully qualified First Aiders and are the first point of contact. A qualified Coach/First Aider will be present at all sessions.

The First Aid Kits will be monitor by the Senior Coach, ensuring supplies are sufficient. They will also be responsible to managing the accident book.

## Fire & Evacuation

Kingston Kayak Club's Club House has 4 fire exits.

### Ground Floor.

While using the ground floor store the Car Park Entrance should remain unlocked and latched from the inside, and the Roller Shutter Door should be open. The Shutter Door can be closed from the outside for security reasons when the session is in progress, and no one is in the store.

The Car Park Entrance and the Roller Shutter Door are the ground floor fire exits.

### 1<sup>st</sup> Floor

While using the 1<sup>st</sup> floor access is gained through the Front Door. This should remain unlocked and latched when the 1<sup>st</sup> floor is in use. The Main Entrance should be unlocked and remain open while the floor is in use.

The Front Door and Main Entrance are the 1<sup>st</sup> floor fire exits.

Fire extinguishers are located:

1<sup>st</sup> Floor Entrance

Ground Floor Poolside Entrance

Fire extinguisher maintenance is managed by the committee

- Monthly Visual Inspections
- Yearly Maintenance Inspections

Session Leaders/Coaches will be responsible for ensuring roll calls and session numbers.

Emergency Contact Details for all Club Members are available to all key holders stored in the boiler room. These details are minimal to meet with GDPR

## Emergency Procedures

### Actions

Incidents/Near Misses should be reported to the Committee, who will in-turn pass these details to British Canoeing as per BC Guidance.

It is the responsibility of the Lead Coach, Session Leader or Event organiser to report any incidents or accidents.

The reporter should complete the [British Canoeing Incident/Near Miss Report](#) These are available from the British Canoeing website or in the Club Room. Once complete the form should be sent to [secretary@kcc.org.uk](mailto:secretary@kcc.org.uk) or completed and filed in the accident book.

Incident and Accident forms will be reviewed monthly during Committee Meetings and following review, forwarded to British Canoeing.

Incident forms will be held electronically for 5 years.

***Club coaches must NOT discuss any event with the press or admit liability to any party***

## Discipline

Kingston Kayak Club has a range of policies to support discipline. These are available on the website : [Codes of Practice, Conduct and H&S | Kingston Kayak Club Hull East Yorkshire \(kcc.org.uk\)](#)

## Use of Club Premises

### Club Equipment

Club equipment should be checked by the coaches prior to use. Any issues should be recorded on the Ground Floor white board for remedial action.

Club equipment can be used free by any paying participant for a standard club session. This includes non-members, community groups In additional club equipment can be used free of charge by Club Members for competitions.

Club equipment can be hired by club members for Club Events and sessions lead by qualified club coaches. Further details can be obtained from the website : [Equipment Hire | Kingston Kayak Club Hull East Yorkshire \(kcc.org.uk\)](#)

Any equipment used off site should be returned at the earliest opportunity. Following use, all equipment should be returned to the correct storage location. Map

## Keys

Key holder are :

- Chair
- Buildings officer
- Equipment officers
- Discipline Leads
- Other designated club officers

Keys can be borrowed by session/event organisers from key holders. It is the responsibility of this person to unlock and lock the building for the session.

If keys are required for a session, please speak to a member of the Committee for authorisation.

## Non-members/ Visitors

Only participants for the sessions are allowed to access the changing facilities.

Visitors are allowed to observe sessions but should not access the changing facilities.

## Club Child Protection and Vulnerable Adults Policy

The Club has 2 welfare officers, these officers are appointed each year at the AGM.

All protection policies can be obtained from the website : [Codes of Practice, Conduct and H&S | Kingston Kayak Club Hull East Yorkshire \(kkc.org.uk\)](http://www.kkc.org.uk)

All Club Policies are reviewed annually.

## Club House Floor Plans

Fire Extinguisher Point



Fire Exit



First Aid



### Ground Floor



First Floor

