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Shropshire Paddlesport Club – Trip Organisation and Incident Management Policy

Trip Organisation and Incident Management

1. Leaders to assess individual capability / suitability of paddlers prior to trip and will decline attendance if they feel that it is appropriate.
2. Following an incident, if external intervention was needed, an incident report will be produced, and a copy sent to Paddle UK. However, where no external intervention was needed but the Leader feels it appropriate, an incident report will be produced and circulated to all trip participants, the Head Coach and Health & Safety Officer.
3. The Clubs' Head Coach and Health & Safety Officer will review and where appropriate, submit a copy of the Incident Report to Paddle UK.
4. If appropriate a Review Meeting inviting all participants, Head Coach and H&S Officer will be called at the earliest opportunity. The objective is to identify what can be learnt, shared, and applied to future trips that will reduce the risk of similar incidents occurring. The process is to be open and transparent, not apportioning blame and not to seek 'confidential' feedback from participants or others.
5. Following the Review Meeting the Head Coach and Health & Safety Officer will submit recommendations to the Directors and where appropriate submit a copy of the Incident report to Paddle UK.

The Incident / Near miss report form – can be found on the SPS website under forms.

Recommendations for Leaders – when paddling in White Water

1. Safety Briefing

- identify paddlers who have specialist skills eg medical, pulleys / ropes, confidence in swimming.
- if pinned, extremely important that paddlers free legs from possible entrapment under kneeling thwarts / seats
- physical check on fitting of all buoyancy aids

2. Prior to trip specify what suitable clothing is eg wet suit / dry suit / minimum of dry clothing change. Complete and circulate risk assessment to all paddlers.

3. 'Pin Kit' ideally carried in Buoyancy aid.

4. The reference book White Water Safety and Rescue, by Franco Ferrero is recommended reading for all Leaders. The Chapters on 'Incident Management' and 'Recoveries' is very useful.

5. Club Leaders would benefit from practicing together Incident Management, Paddler Rescues and Equipment Recoveries. Understanding what equipment each leader carries, practicing with it and understanding individual leaders' particular strengths will benefit any future incident management.