



P03 – Version 2.3

## Our Health and Safety Policy Statement

Lee Valley Paddlesports Club (LVPC) is strongly committed to encouraging our members to take part in paddle sports' activities, for which, the health, well-being and safety of each individual is always our paramount concern. For our junior members, we recommend levels of training dependent on age and ability, and we expect them to participate within these boundaries.

We seek to ensure that any volunteers, contractors or other category of third-party working with LVPC, operate to the required standards of LVPC or the Health & Safety standards of their technical expertise, profession or employer.

In 2020, LVPC introduced a Covid-19 Risk Assessment to support the continuation of paddling activities during the pandemic. The Risk Assessment and its mitigating actions will continue to be reviewed, amended and adapted for Covid-related variants and for any future major regional or pandemic health concern.

## Our Health and Safety Policy Commitments

Lee Valley Paddlesports Club facilitates a range of paddle sport activities across multiple paddle sport disciplines. Our home venue is the Lee Valley White Water Centre (LVWWC) which hosts flatwater activities as well as white water activities. We have access to facilities provided by both the LVWWC and Paddle UK and are committed to achieving the health and safety standards they both set for those facilities as well as the facilities that we have the day-to-day responsibility for.

LVPC activities also take place in locations other than LVWWC and while individual health and safety arrangements may vary by venue, our Policy Commitments are intended to cover all designated Club activities.

To support our Health and Safety Policy Statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the Club so as to include activities that take place on the Club's home venue (Lee Valley White Water Centre) as well as those that take place off-site (not LVWWC). Risk Assessments will be coordinated by the Club's Health & Safety lead officer, or other designated Club member, and will be reported to the General Committee.
- Create a safe environment by putting health and safety measures in place as identified by the assessments. Risk assessment mitigations and actions will be coordinated by the Club's Health and Safety lead officer, or other designated Club member, and will be reviewed by the General Committee.
- Ensure that all members (and third parties where required) are aware of, understand and follow the club's health and safety policy.
- Appoint a competent club member to coordinate health and safety responsibilities and activities in the role of Health and Safety lead officer.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members and, where appropriate, third parties.
- Identify and coordinate the provision of training that is necessary to maintain a safe environment for Club activities. Training requirements will be received and approved by the General Committee.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any club activity or whilst on club premises.



- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

### As a Club Member You Have a Duty To

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the Club's identified requirements to maintain health and safety.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Report to the Health and Safety lead officer (or other member of the General Committee) any ideas that could improve the health and safety of the Club's activities.

### As a Volunteer, Contractor or Other Category of Third-Party Operating With LVPC

- Be aware of LVPC's Health and Safety Policy, risk assessments and mitigations that are relevant to your activities with LVPC.
- Operate in accordance with LVPC's health and safety requirements, or if higher, the standards of your technical expertise, profession or employer.
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.

### Our Club Contact for Health and Safety:

The General Committee of Lee Valley Paddlesports Club is responsible for the regular review and updating of this policy.

The Club contact for the policy (the designated Health and Safety lead officer) is:

- The Club's Coach Development Officer, [coachinglvpc@gmail.com](mailto:coachinglvpc@gmail.com)

### First Aid Arrangements:

#### Location of First Aid Facilities when at LVWWC

- Basic First aid kit in bank side trolley
- Reception Desk and First Aid Room, main building, Lee Valley White Water Centre

#### Location of telephones

- Reception Desk, main building, Lee Valley White Water Centre

#### Qualified First Aiders

Our qualified volunteer coaches provide first aid cover on Club Nights or other Club coached sessions. They are contactable direct or, via the designated Club Rep, or via the Club reception volunteers on Club Nights. For other activities or events, notifications will be provided on accessing First Aid.

If First Aid needs to be administered on-site at the Lee Valley White Water Centre, the Duty Manager should always be informed.



#### First Aid Facilities when off-site from LVWWC

Coaches and Leaders responsible for trips are responsible for planning and providing First Aid and emergency response arrangements for all Club activities off-site, for conducting the risk assessments and responding to the dynamic risks within the environment of the activity. They will inform the participants of the arrangements put in place, including required responses if they as coach or leader become incapacitated.

Publication Date for this Policy: January 2026

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#### *Version Control for this Policy*

*Version 2.2 Extends coverage from just members to volunteers, contractors and other category of third-party; accommodates temporary vacant H&S Officer role; extends overt coverage of the policy to off-site activities i.e. Club activities that take place off-site from LVWWC; updates list of First Aiders.*

*Version 2.3 Amended for name changes and generic titles.*