**Event Organiser Check List**

| **Issue** | **Action** | **Note / BC Policy** | **Date and Signed** |
| --- | --- | --- | --- |
| 1. Participant Protection. | DBS screening. Have all coaches / volunteers likely to have unsupervised contact with under 18s been screened? | British Canoeing safeguarding [children](https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P1-British-Canoeing-Safeguarding-Children-Policy-2905188.docx.pdf) and [adults](https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P6-British-Canoeing-Safeguarding-Adults-Policy-2905188.docx.pdf) policies |  |
| 2. Risk Management | Has a Safety Management Plan been developed which includes the following:  1. Chain of command  2. Communication Systems and Technology  3. Emergency Procedures | [BC Safe Guidelines](https://www.britishcanoeing.org.uk/guidance-resources/safety-1/paddlesafe) pages 40 - 41 for a detailed description. |  |
| 3. Competency  and qualifications  of instructors and/or guides | Proof of qualifications for the role. |  |  |
| 4. Medical provision | Ensure the First Aid contingency plan is well advertised and communicated to participants and Event Organisers / Volunteers.  Ensure medical team are briefed on welfare issues and likely injuries.  Identify medical team are onsite and operational prior to event start. | Copy of welfare plan |  |
| 5. General equipment | Have all the possible eventualities been considered when selecting equipment for the activity?  Have measures been put into place to ensure that all necessary equipment (including emergency supplies) is available to all participants, as appropriate for the event? |  |  |
| 6. Boats, PPE (PFDs and Helmets), and associated equipment | Are the kayaks / canoes, and PPE used suitable for the nature and duration of the activity?  PPE construction complies with CE standards and is either CE or for international paddlers, complies with another recognised conformity (at the organisers discretion).  Correct sizing and well maintained. | Spot checks |  |
| 7. Safety and Rescue Equipment | Complies with CE standards.  Is well maintained.  Easily accessible and in close proximity to areas likely to be used. |  |  |
| 8. Risk Assessment | Develop and publicize an Event specific Risk Assess.  Record dynamic Risk Assessments as needed during the event. | Example risk assessment can be found on page 20 of the BC Event Safety Guidance [Document](https://www.britishcanoeing.org.uk/guidance-resources/safety-1/paddlesafe) |  |
| 9. Welfare | Appoint Event Welfare officer – ideally utilise the Club Welfare Officer  Develop and publicize an Welfare Plan – on the GB FS website, or with entry forms / confirmation emails.  Make sure volunteers and those working the event know who their Welfare Officer and where to find a copy of the Welfare plan | GB FS Welfare Officer is Alice Shute  (alice\_state@hotmail.com) |  |
| 10. Recording and reporting incidents | In the event of an incident, all personnel are encouraged to complete an incident report form and forward directly to British Canoeing and the GB Freestyle Welfare Officer for processing | BC online [incident report form](https://www.britishcanoeing.org.uk/go-canoeing/incident-reporting).  GB FS Welfare Officer is Alice Shute ([alice\_state@hotmail.com](mailto:alice_state@hotmail.com)) |  |
| 11. Media / Photography | Brief volunteers and local press.  Include statement in event information.  Consider how to register those wishing to video / use cameras. | Make available a copy of British Canoeing recommendations on photography to volunteers and participants. |  |