



Forth Canoe Club

Club Committee Voluntary Role: *Event Safety Officer*

Hours per week: approximately 6 hours per event and optionally attendance at the event

Location of voluntary activity: member's home and trips to the events

Commitment period: approx. 1 year from AGM to following AGM

Club Introduction

Forth Canoe Club is one of Scotland's largest and widest encompassing clubs. It works in all disciplines and levels of the sport. There are numerous groups within the club requiring a share of the limited resources and with contrasting needs. The Club organises several events each year, also running courses and trips for its members.

For the Club to operate successfully it is necessary for members of the club to put themselves forward and accept voluntary roles within the committee, which provides management of the club.

Turnover is approximately £30,000 a year. There are about 300 members.

Outline of role

The Event Safety Officer is in charge of ensuring best practice is followed at club events. An event is an official Club activity that involves non-club members. The ESO will act as a point of contact and coordination for anyone involved in a safety role at a club event. This committee position is a new requirement in 2016 of British Canoeing. The role can be combined with other committee roles.

The Event Safety Officer will ensure all accidents and incidents at events are correctly reported in accordance with British Canoeing guidelines, and help the club with trend analysis of near misses and accidents at events.

The role requires:

- Good knowledge about club events
- Good record keeping

- Familiarity with risk assessments
- Planning skills
- Good problem solving and communication skills
- Attention to detail

Role Preparation

The Event Safety Officer will need to attend (or have attended) a BC Event Safety Training workshop

(<http://canoescotland.org/events/event-safety>) and will need to familiarise themselves with the following information:

- SCA Event Safety Presentation Handout:
https://drive.google.com/file/d/0B4sntDLfgW_kQTNlajZaeUR6U0pfcTVBX2tyNV9qWGZ6dmpr/view?usp=sharing
- Sport England Running Sports Guide:
https://drive.google.com/file/d/0B4sntDLfgW_kNkRpNEhNU3V5T0QwbzZNVFdidUIhOEMzQzIN/view?usp=sharing
- UK Government Organising a Voluntary Event:
https://drive.google.com/file/d/0B4sntDLfgW_kbmVDMTE1NmZFM0Q5X2IBNHB2bmRraDI4Szl0/view?usp=sharing
- BCU liability insurance: <http://ps-bcu-insurance.com>
- Health and Safety Executive running an event safely:
<http://www.hse.gov.uk/event-safety/running.htm>

Events

Currently, the following Club activities are considered to be an Event:

Grandtully Div 1 Slalom - needs authorisation by SCA slalom committee (Peter Currie) which requires a full event risk assessment and event safety management plan considering water rescue, food provision, first aid, traffic management and slalomist control. More information at <http://www.canoeslalom.co.uk/info/precision.htm>

Edinburgh Marathon - needs authorisation from SCA marathon committee requiring a risk assessment and event safety management plan covering equipment safety, first aid, water traffic management

Club Open Nights on the first Thursday of the month. The boathouse risk assessment and schedule of bank minders and water presence require to be regularly updated, in cooperation with the coaching coordinator and club coach.

The Canal Festival although it is not an Event (because it is organised by <http://www.edinburghcanalfestival.org.uk/>) it still requires a risk assessment and authorisation from the club committee and Scottish Canals. Therefore it is also part of the ESO role.

Last updated 8 January 2016