

Nairn Kayak Club Operating Procedures

Club Name: Nairn Kayak Club

Affiliation Type: Paddle Scotland

Club Chair Name: Steve MacKinnon

Number of club members:

Contact Details

Email: nairnkayakclub@yahoo.co.uk

Health and Safety

Safety Policy

Kayaking is an assumed risk sport and at Nairn Kayak club we recognise that it is not possible to eliminate all risk but we want to encourage a culture of safe paddling while helping members to work towards independent paddling by gaining skills and experience. We expect each member to be responsible for their own safety when taking part in club activities by following club rules, following instruction from group leaders, using equipment responsibly as instructed and within your paddling competency.

To help us manage this, all club led paddle activities must go through our Sportmember platform. Any activity that is not one of our regular planned activities and already covered by a risk assessment should be risk assessed by the activity leader and passed to the Safety officer at safetynkc@gmail.com. There is a generic risk assessment form on Sportmember that can be used and altered, alternatively a leader may produce their own version.

Any member who wants to lead a group and does not hold the appropriate British Canoeing qualifications must be vetted by the Safety officer before leading a group. (this will be until the end of 2025)

It is good practice to record accidents/incidents. These should be submitted to safetynkc@gmail.com

Additionally members should :-

- Take care of all property belonging to the club or club members.
- Return borrowed equipment promptly and report any damage immediately to a club official.
- Treat other club members with respect at all times — on and off the water — treat other paddlers as you would want to be treated yourself.

- Control tempers and avoid behavior which may affect or upset others.
- Co-operate and listen to your coach or club officials.
- Respect the natural landscape and other users of the landscape, do not litter, pollute or otherwise cause damage.
- Adhere to Paddle Scotland's guidance when encountering wildlife: do not deliberately worry or disturb wild animals.

First Aid & Accidents

Members should be aware of where to access help in the case of emergency or minor injury.

Nairn Hospital has a minor injuries unit.

In Emergency call 999

Emergency Procedures

Actions

In the event of an emergency the appropriate emergency service should be contacted by dialing 999.

Club coaches must NOT discuss any event with the press or admit liability to any party - the incident should be reported to Nairn Kayak Club committee who will liaise with Paddle Scotland.

Discipline

Nairn Kayak Club has a Complaints procedure which can be accessed on Sportmember

Club Equipment

The equipment officer will check equipment at various points to identify any problems but members should report any equipment failures at the time of use to the equipment officer or another committee member.

Club members can hire equipment as per the Hire Agreement on Sportmember. Nairn Kayak club is not responsible for how a member uses equipment hired and it is assumed that it is being used within the paddlers competency and with the appropriate safety gear.

Club Child Protection and Vulnerable Adults Policy

Nairn Kayak Club Child protection policy which can be accessed on Sportmember

Club Standard Operating Procedures