

BOLTON SCHOOL

STANDARD OPERATING PROCEDURE

Activity	Paddle sports, including kayaking, canoeing and stand up paddle boarding
Introduction	To provide a safe, enjoyable stimulating Paddlesport session. The range of paddlesport Bolton school may undertake is vast, from absolute beginner sessions on very sheltered parts of High Rid or the local canal to significant canoe or kayak journeying on moving water and open water in the UK and overseas. The vast scope of this standard operating procedure seeks to set basic guidelines from which experienced and qualified instructors can run sessions that are safe, suitable and challenging for their groups.
Instructor minimum competency	Very sheltered water – Paddle sport Instructor or above Sheltered Water - British Canoeing Paddlesport Instructor / British Canoeing Paddlesport Leader Moderate water - British Canoeing Coach Award (specific to moderate environments) / British Canoeing Moderate Water Leader (Or BC L3) Advanced water - British Canoeing Coach Award (specific to advanced water environments) / British Canoeing Advanced Water Leader (Or BC L4)
Normal ratios	1:6
Safety equipment (instructors)	<p>Very/Sheltered water:</p> <ol style="list-style-type: none"> 1. First Aid Kit 2. Throwline, Towline & Knife 3. Mobile phone <p>At the instructor’s discretion:</p> <ol style="list-style-type: none"> 1. Survival Bag / KISU 2. Flasks 3. Spare warm clothing 4. Bailers for canoes 5. Ear plugs <p>Open water/moderate water: Same as sheltered water and:</p> <ol style="list-style-type: none"> 1. Food/drink 2. Rescue kit (throwline, open sling, 2 karabiners, saw) 3. Spare paddle <p>Moving water/moderate water/advanced water: Same as sheltered water and:</p> <ol style="list-style-type: none"> 1. Food/drink 2. Rescue kit (throwline, open sling, 2 karabiners, saw) 3. Spare paddle <p>Sea Same as sheltered and moving water and:</p> <ol style="list-style-type: none"> 1. Pump 2. Repair kit 3. Spare hatch seals 4. Split spare paddles 5. Navigation equipment including map/chart, compass and possibly GPS

	<p>6. Signalling system appropriate to location, may include VHF, flares, phone, EPIRB, SPOT tracker</p> <p>At the instructor's discretion:</p> <ol style="list-style-type: none"> 1. Flasks 2. Tidal Information 3. Food and drink 4. Sun screen 5. Spare clothing <p>If location involves areas of no landing, much of this equipment should be accessible whilst afloat.</p>
Safety equipment (participants)	<ul style="list-style-type: none"> • Helmet (This is essential for introductory kayak/canoe sessions and when surf landings may be a possibility or at any other time at the discretion of the instructor, eg during paddlesport games and particularly if the games involve standing up, but must also be taken if the intention is do any cliff jumping.) • Buoyancy Aid • Wetsuit or other appropriate clothing • Cag • Spray deck (If appropriate) • Footwear with covered toes • String for glasses • Warm clothes for afterwards
Initial tasks	<ul style="list-style-type: none"> • Check current conditions (continuous dynamic risk assessment throughout) • Check launch site • Change for activity • Complete the Shuttle (if necessary) • Carry out a safety brief • Check equipment • Check pupils are suitably prepared, wearing correct clothing and have what they need for the day.
Suggested pre-activity briefing	<ul style="list-style-type: none"> • Risks and hazards due to weather and environment • Agree boundaries (if on sheltered water) • Agree signals (if using) • Discuss potential issues in regards to medical information • What to do in the event of capsize
General safety procedures	<ul style="list-style-type: none"> • Seek information from guidebooks, maps and online about chosen location • Know the escape routes in case anyone has to abandon the route. • Know the access routes on and off • Obtain the weather forecast. • Ensure its suitability for the group
End of session tasks	<ul style="list-style-type: none"> • Clean kit and return to store • Report and damaged kit • Report any accidents