

## **Appendix 1 : Documentation Exemplar 1**

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### **CANOEING ON OPEN WATER**

#### **Location**

Lakes in the Lake District eg Coniston Water and Windermere. Leave intended destination and route on the route board in the main office.

#### **Technical Expert**

Clive Hebblethwaite BCU Level4 Coach [Open] and BCU Level4 Coach [Kayak]  
Tel: 015395 52436

#### **Leader**

Minimum qualification British Canoe Union Level 3 Instructor qualification and First Aid Certificate for Remote Places.

The Leader shall have full responsibility for, and command of, the group and shall designate roles to accompanying helpers.

#### **Staffing ratio / Group Size**

1 : 12

#### **Personal Equipment**

Sufficiently warm clothing including canoe cagoule and water proof trousers  
Buoyancy aids  
Canoe helmets  
paddles  
Trainers & socks  
Glasses put on retaining string  
Sunscreen if necessary  
Personal medication [eg asthma inhalers]

#### **Group Equipment**

Open canoes [moved by trailer see Appendices 1 & 2]  
Throw line  
Dry bag  
First Aid Kit including waterproof plasters, and KISU

Spare warm clothing  
Flasks  
Rafting towels  
Mobile phone [recommended]

## **Transport**

Required for moving canoe to the Lakes. Ensure minibus side door exit is kept free at all times. For using trailer and lifting see Appendices 1 & 2.

## **ADDITIONAL INFORMATION**

### **Hypothermia**

Group must be closely observed for signs of hypothermia which may result from exposure to a combination of cold, wet and windy conditions.

### **Assessment of Group Capabilities**

The Leader should take the following into account when assessing the capability of the group :

- 1 Age of group members
- 1 Fitness / health of individual group members
- 1 Previous canoeing experience
- 1 Weather condition and forecast

### **Weil's Disease**

This problem is more of a risk to instructors than students and knowledge of the symptoms [pain in calf muscles can be particularly noticeable] may mean you can direct a GP to take a blood test that allows early diagnosis. Diagnosis can also be by clinical suspicion that allows early antibiotic treatment and thus reducing considerably the chances of the disease progressing further.

### **Journeying**

Journeying by canoe has to be agreed with the Centre Director and a detailed route card left in the main office on the noticeboard.