



# Blackwater Valley Canoe Club

Site Guidance for  
Aldershot Lido Facilities

Last Revised: 03 June 2018

# Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



## Contents

Page

1.0	INTRODUCTION	42.0	SITE INFORMATION	43.0	RISK ASSESSMENT	84.0
	REFERENCES	10				

# Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



## Document History

Version	Date	Details	Last Revised by	Reviewed by
V1.0	05/01/2017	Initial Version	Gemma Clements (UKCC L1)	Bob Hamilton (UKCC L2)
V1.1	12/06/2017	Revised points from Bob and the Lido Specific PSOP	Gemma Clements (UKCC L1)	-
V2.0	03/06/2018	Revised Bibs	Gemma Clements (UKCC L2)	-

The contents of this documentation should be reviewed by a qualified UKCC Level 2 British Canoeing Coach with a Moderate Water Endorsement or equivalent qualification.

# Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



## 1.0 Introduction

This document aims to collate all the site guidance into one document to assist individuals running a canoe or kayak session at this venue.

## 2.0 Site Information

### 2.1 Venue

Site: Aldershot Lido Facilities, Guildford Road Aldershot, GU12 4BP

Operators: Places for People

Council: Rushmoor

Phone: 01252 369831 / 01252 323482

Email Contacts:

Paul Kelly General Manager [Paulkelly@pfpleasure.org](mailto:Paulkelly@pfpleasure.org)

Alistair Dudley Senior Duty Manager [alistairdudley@pfpleasure.org](mailto:alistairdudley@pfpleasure.org)

Michael Thorne Duty Manager [michaelthorne@pfpleasure.org](mailto:michaelthorne@pfpleasure.org)

Matt Bates Supervisor [mattbates@pfpleasure.org](mailto:mattbates@pfpleasure.org)

Chris Beale Supervisor [chrisbeale@pfpleasure.org](mailto:chrisbeale@pfpleasure.org)

### 2.2 Classification

It is assumed that the lido would fall under the classification of sheltered water and operators ensure that the pool is operated adequately, that water quality, safety equipment and security for the site is maintained. The Aldershot Lido dimensions are indicated below.

Length – Freeform approx. 90m

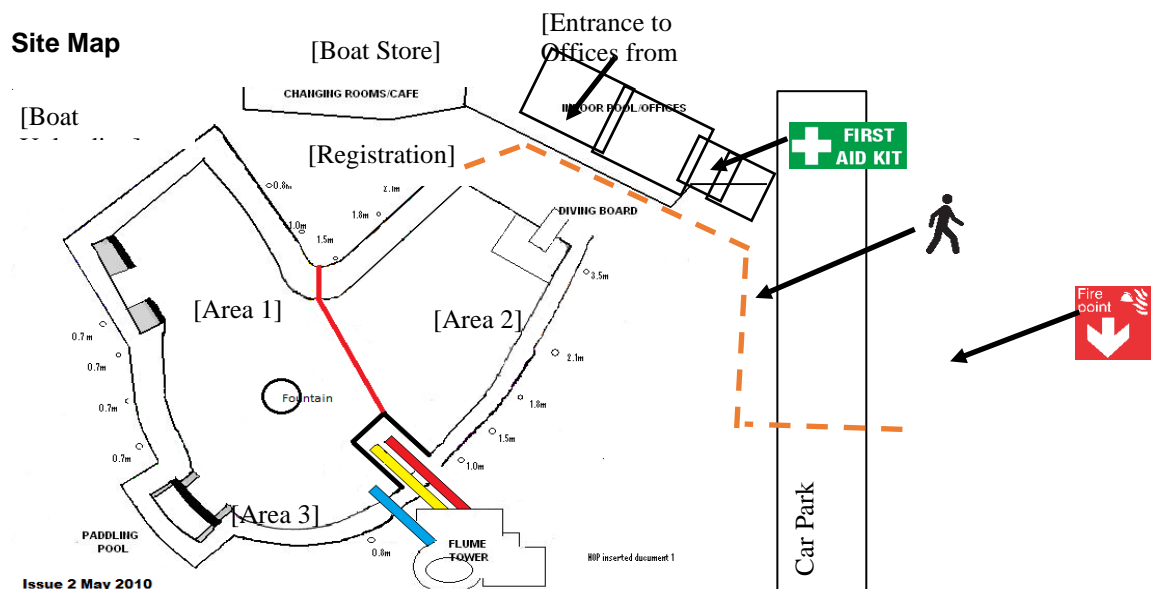
Width – Freeform approx. 25m

Shallow End – 0.7m Depth

Deep End – 3.5m Depth

There is a permanent beached area for ease of access in the shallow end.

### 2.3 Site Map



### 2.4 Nearest Accident and Emergency 24hr Medical Facilities

Frimley Park Hospital, Portsmouth Road, Camberley, Surrey, GU16 7UJ

# Blackwater Valley Canoe Club

## Site Guidance: Aldershot Lido Facilities



### 2.5 Evacuation Procedure

In the unlikely event that an evacuation is required such as for a fire alarm, exit via the lido gates toward the car park. In the absence of a designated evacuation marshal the Session Safety Officer(es) and Session Coordinator(s) are responsible for ensuring everyone has evacuated. The group should meet at designated fire point in the car park indicated by a green and white fire assembly point sign, away from the vicinity.

Individuals are advised to leave any medication easily accessible during sessions and are responsible for ensuring they have any medication and towels for themselves and any of their children if required.

### 2.6 Site Hiring Conditions

The following section highlights the key applicable points from the Aldershot Lido Hiring Conditions and Aldershot Pools and Fitness Centre Operating Procedures.

1. The operators advise on the maximum allowed attendees for any session/event
2. The club must hold third party liability insurance
3. Photographs and videos cannot be taken in a professional capacity or for publications
4. If you are playing music, videos you must ensure you have the rights to use the material
5. You are not allowed to advertise or publicly announce any event without prior consent and approval of the operators
6. You are not allowed to sell or supply goods without prior consent and approval of the operators
7. Members should be able to prove on request membership to the club or they could incur additional admission fees
8. Attendees should comply with signs, rules and health and safety procedures outlined by the facility operators
9. The club should comply with the current national legislation and/or relevant National Governing Guidelines for Safeguarding
10. Electrical appliances used on site require to be pre-approved
11. The operating facilities take no responsibility for equipment or kit on the site
12. Running is not permitted around the swimming pools
13. Boisterous behaviour is not permitted
14. Acrobatics are not permitted within the swimming pool(s)
15. In the interest of safety and hygiene it is prohibited for facility users to run, push, shout, duck under swimmers, do acrobatics, use the diving area (if in use), chew gum, smoke, drink alcohol, take drugs or use e-cigarettes
16. Using mobile phones in the changing rooms is not permitted.
17. The use of glass/ or ceramic products is forbidden in the wetside facilities.
18. Pushchairs must be stored in the designated area.
19. Outdoor clothing or footwear must not be worn on indoor poolside.
20. Inflatable toys are only allowed at the discretion of the operators
21. Topless bathing is not permitted
22. The use of glass products is prohibited on the grounds
23. Prams and pushchairs are not allowed on the green pool surrounds
24. Small babies must wear swimming attire i.e. aqua-nappies
25. Advise against using trousers, jogging bottoms, t-shirts, coats, jackets, jumpers and sweatshirts (unless under a cag) and absolutely no denim, free flowing fabrics or inappropriate fabric such as cotton/wool that absorb water
26. Entry is by the orange walkway highlighted on the site map in section 2.3

Special Hiring Arrangements Agreed with the Operators for the Club:

1. The operators should only grant entry if a recognised Club Official is present

# Blackwater Valley Canoe Club

## Site Guidance: Aldershot Lido Facilities



2. Club officials and volunteers over 18 years old can enter the vicinity early for setup provided disruption to the staff is minimised
3. Equipment and kit owned by the club can remain in the equipment store situated on the lido premises
4. The club is responsible for the equipment use during sessions
5. Access to equipment is only granted out of usual session times if a request of approval has been provided to the operators by the Chairman, Secretary or Equipment Officer (or one of these are present on collection)

### 2.7 Club Rules

The following section highlights the clubs pool rules.

1. Session Coordinator(s) and Safety Officer(es) are responsible for safety and so their instructions are final, only they can allow you on the water
2. It is recommended that there are two bankside safety and one water safety supporting the session (of which one can be a lifeguard)
3. Parents/Guardians must be present with youth (under 18s) to register and participate always
4. Everyone should register and pay on arrival
5. Once advised of suitable manual handling, everyone is responsible for fitting/moving equipment
6. Assist others if you are ready
7. Everyone is expected to inspect both club and personal kit is thoroughly clean before being taken into the pool area
8. Time should be allowed for setting up, moving equipment in/out of the pool and changing so the facilities are vacated within our allotted session time
9. Whistle/Fog Horn Signals
  - 1 Blast stop and listen
  - 2 Blasts end of session
  - 3 Blasts exit the water (reserved for emergencies)
10. Everyone must wear a Buoyancy Aid within 1m of the water's edge
11. Youth under 14 must wear a Helmet within 1m of the water's edge
12. Everyone is advised to wear a helmet and must do so if instructed by a volunteer
13. It is recommended that there is a maximum of 50 active participants on the water at any one time in any range of crafts (excluding volunteers)
14. Volunteers are permitted to stand in the water but participants are not to do so unless instructed
15. It is suitable to engage in canoe polo provided an area is appropriately set out and a polo referee or coach is present, otherwise only informal ball games are permitted
16. Diving and use of the Flumes is not permitted unless the operator has provided suitable cover for its use and the areas are kept clear
17. No one is permitted to use or climb on the fountain

# Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



## 2.8 Bib/Vest Colour Quick Guide

Bibs/Vests

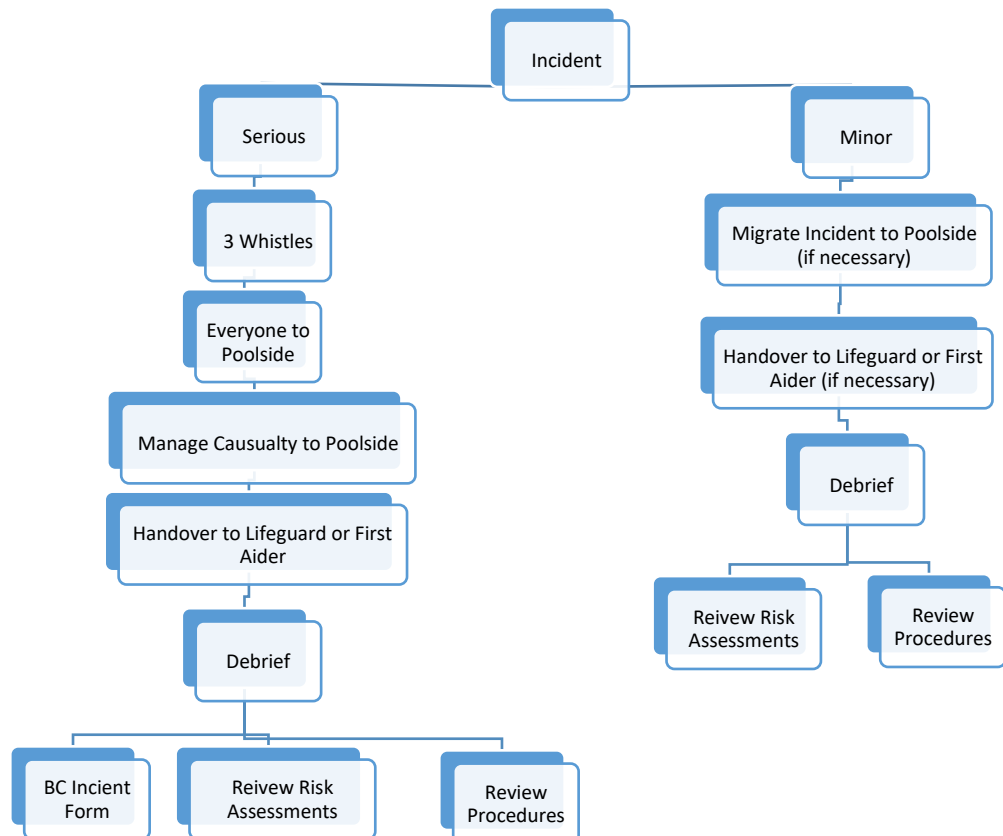
- Orange –Volunteers
- Green/Blue – members
- Red – non-members

***The participant bib/vest colours shall vary from time to time subject the session requirements, which shall be communicated as registration commences.***

## 2.9 Incident Reporting

Applying appropriate first aid or emergency services always takes priority.

In the event of an incident, accident or emergency you must immediately alert a member of the operating facilities staff. It should be encouraged to document these in an accident or near miss book if the site has one, which generally is located by the first aid kit. For major accidents or fatalities witnesses should be encouraged to document their recollection of events and an incident report form should be filled. More details are documented in the club handbook and on the British Canoeing incident guidelines (web link in the references).



# Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



## 3.0 Risk Assessment

Description of hazard	Possible consequences	Control measures
Slips, trips, falls on poolside	Bruising, strains, sprains, cuts, broken bones	<ul style="list-style-type: none"> <li>Infrastructure awareness</li> <li>No running around the venue</li> <li>Education</li> </ul>
Strike by boat or paddle while in boat (non-polo)	Cuts, bruises, broken bones	<ul style="list-style-type: none"> <li>'Aggressive' paddling not allowed</li> <li>Buoyancy aids mandatory for everyone</li> <li>Helmets are mandatory for under 14s</li> </ul>
Strike by boat or paddle while swimming in the water	Cuts, bruises, loss of consciousness, Drowning	<ul style="list-style-type: none"> <li>Swimming forbidden by pool rules or swimmers segregated (except resulting from capsized)</li> <li>Education</li> </ul>
Entrapment in kayak during capsize	Loss of consciousness, Drowning	<ul style="list-style-type: none"> <li>Equipment selection and maintenance.</li> <li>Participant, Coordinator &amp; Safety Officer Training.</li> <li>Safety Officer and Coaches in attendance</li> <li>Bankside Support for additional Observations</li> <li>Lifeguard or First Aider can be contacted directly via Radio</li> </ul>
Physical injury or entrapment leading to drowning	Drowning	<ul style="list-style-type: none"> <li>Education</li> <li>Safety Officer in attendance</li> </ul>
Inexperience and Competency	Bruising, Cuts, bruises, broken bones, Drowning	<ul style="list-style-type: none"> <li>Inductions and Education</li> <li>Inexperienced paddlers (Beginners/Improvers) are only permitted in a coaching group approx. 1:8 solo or 1:12 tandems</li> </ul>
Inappropriate Behaviour	Bruising, Cuts, bruises, broken bones, Drowning	<ul style="list-style-type: none"> <li>Education through Code of Conduct</li> <li>Behaviour should be managed by Safety Officers, Coaches and Session Coordinators</li> </ul>
Lifting and moving of equipment	Cuts, bruises, broken bones	<ul style="list-style-type: none"> <li>Safety Officer or Coach in attendance</li> <li>Route should be cleared</li> <li>Correct manual handling techniques</li> </ul>
Unauthorised Access to the Lido Grounds and Pool Session	Unmanaged inductions, safeguarding etc.	<ul style="list-style-type: none"> <li>Gates should only be opened when a club official is present (i.e. committee member, safety officer or session coordinator)</li> <li>All entrances and gates should be closed throughout the session</li> </ul>
Spectators falling into the pool area	Bruising, Cuts, bruises, broken bones, Drowning	<ul style="list-style-type: none"> <li>Bystanders are only permitted near the poolside if wearing a buoyancy aid</li> </ul>
Visibility, due to poor lighting or heavy rain	Bruising, Cuts, bruises, broken bones, Drowning	<ul style="list-style-type: none"> <li>Appropriate PAT tested lighting that is water and weather proof can be used to light up the Surroundings</li> <li>Paddler headcounts should be repeated every 15mins to ensure visibility is maintainable</li> <li>If necessary early session end</li> </ul>
Adverse Weather	Risk of Electrical Shock	<ul style="list-style-type: none"> <li>All activities shall be stopped when a lightning storm is imminent. Paddlers should exit the pool and take shelter inside.</li> </ul>
Environmental: Damage to Pool Surroundings		<ul style="list-style-type: none"> <li>The pool surrounds and edge are to be inspected for damage caused by equipment and defects reported</li> </ul>
Environmental: Contamination of the pool by boats e.g. mud, leaves		<ul style="list-style-type: none"> <li>All boats used for external paddling are cleaned and inspected by the user before entering venue</li> <li>Continual water recycling and treatment</li> </ul>
Environmental: Contamination of the pool by bodily fluids e.g. significant blood from cuts / nose bleeds.		<ul style="list-style-type: none"> <li>Buoyancy aids mandatory.</li> <li>Helmets mandatory for 'aggressive' paddling.</li> <li>Swimming (except resulting from capsized) forbidden by pool rules or swimmers segregated.</li> </ul>



# Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



		<ul style="list-style-type: none"><li>• Continual water recycling and treatment</li></ul>
--	--	---

# Blackwater Valley Canoe Club

Site Guidance: Aldershot Lido Facilities



## 4.0 References

- [1]. British Canoeing, Remits & Ratios, Terms of Reference Document, V5-0 Issued Jan 2017  
[https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/British-Canoeing-TERMS-OF-REFERENCE-V5-0-Jan-2107\\_170401\\_214151.pdf](https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/British-Canoeing-TERMS-OF-REFERENCE-V5-0-Jan-2107_170401_214151.pdf)
- [2]. British Canoeing Guidance for Paddlers and Pool Mangers <https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/British-Canoeing-Guidance-for-paddlers-and-Pool-managers-V2-.3.pdf>
- [3]. Aldershot Pools and Fitness Pool Safety and Operating Procedures and Emergency Action Plan Mar 2017
- [4]. Aldershot Pools Lido Safety and Operating Procedures and Emergency Action Plan Jul 2013