

BRITISH CANOEING SAFETY ADVISORY PANEL

TERMS OF REFERENCE

1. Purpose

The purpose of the Safety Advisory Panel is to provide guidance and advice to British Canoeing, the National Associations and the wider paddling community, to support safe practice in all aspects of paddlesport.

2. Responsibilities

The responsibilities of the Safety Advisory Panel are to:

- 2.1 Recommend, or take, such action as may be appropriate or necessary to be taken by British Canoeing and the National Associations, as the governing bodies for the sport in their respective countries, as a result of incidents that may come to the attention of the panel; [Including the auditing and monitoring of incidents and near misses across the UK and to produce an annual report and safety advisories;]
- 2.2 To originate, develop and maintain guidance on safety that British Canoeing and the National Associations can issues as the governing bodies for the sport; *[note - each home nation is responsible for the safety information, conduct and guidance to and of its own members]*
- 2.3 To take other actions that the panel considers appropriate for the improvement of safety within paddlesport, including the provision of information, advice and assistance to; any National Association member, paddler, coach, official, regional or discipline safety adviser or member of the public on any aspects of paddlesport safety, provided always that these do not create any additional legal obligation on the part of British Canoeing and the National Associations, their employees or volunteers, the committee or any individual member of the committee.
- 2.4 To support the ambitions of British Canoeing in delivering the 2017-2021 Strategic Plan.
- 2.5 To maintain relationships with external stakeholders within the sporting landscape and the safety industry to support the sharing of best practice.
- 2.6 To develop a British Canoeing safety action plan, that outlines key activities for the implementation of safe paddling, including:
 - The monitoring of the performance, culture and integrity of the sports safety managements systems and processes

- Actions to keep the risk controls in line with current safety and health legislation that applies to paddlesport
- Ways to establish and maintain a positive culture of dealing with risk management and sharing across the sport
- Ways to maintain an active incident reporting system, timely safety guidance and active education
- Supporting targeted communications to all elements of the sport from the national and regional committees, events, clubs, providers, coaches, officials and paddlers.

3. Accountability

The Safety Advisory Panel is accountable to the Board of British Canoeing.

4. Membership

The membership of Safety Advisory Panel shall comprise of the following;

- Three independent volunteer advisors who shall be appointed by the board for their knowledge and expertise within the safety industry and or paddle sport. Appointments shall be reviewed every two years.
- Head of Strategy and Development (Chair)
- Head of Performance Operations
- Head of Coaching and Qualifications
- Head of Governance and Compliance
- British Canoeing Safety Adviser

Safety representatives responsible for implementation from:

- Canoe Wales
- Scottish Canoe Association
- Canoe Association of Northern Ireland

In addition the following may be invited to attend;

- The CEO of British Canoeing.
- Other senior management executives within British Canoeing.
- The regional & discipline safety advisors.
- Experts, including those from the safety industry, trade and insurance sectors.

The chair will be appointed by either the Board or the CEO.

5. Reporting

The Safety Advisory Panel minutes of will be shared with to the Board and the executive office after each meeting.

Each year the chair of the Safety Advisory Panel shall prepare an Annual Report that will be published on the British Canoeing website.

6. Meetings

The Safety Advisory Panel will meet at least three times a year.

7. Conflicts of Interests

Any issues of conflicts of interest will be dealt with by the British Canoeing policy on this matter.

8. Terms of reference and committee effectiveness

The Terms of Reference for Safety Advisory Panel and its effectiveness shall be reviewed every two years by the Board and this will include a review of membership of the Safety Advisory Panel.

Date: 03 October 2018

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