

BRITISH CANOEING SAFETY ADVISORY PANEL TERMS OF REFERENCE

1. Purpose

The Safety Advisory Panel provides guidance and advice to British Canoeing, the wider paddlesport community and works collectively with the National Associations to support safe practice and share information across the UK.

2. Membership

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

- British Canoeing Director of Coaching and Qualifications (Chair);
- Four volunteer advisors who shall be appointed for their knowledge and expertise within the safety industry and or paddlesport. Appointments shall be reviewed every two years;
- External Safety Advisor;
- British Canoeing Safety Lead;
- RNLI (External Partner) representative;
- British Canoeing Communication Department representative;
- The Safety representatives responsible for implementation from each of Canoe Wales; Scottish Canoe Association, and the Canoe Association of Northern Ireland.

In addition the following may be invited to attend;

- The CEO of British Canoeing.
- Director of Governance
- Head of Performance Operations
- Other senior management executives within British Canoeing.
- The regional & discipline safety advisors.
- British Canoeing Technical Chairs
- Relevant experts, including those from the safety industry, trade and insurance sectors.

3. Responsibilities

The responsibilities of the Safety Advisory Panel are:

- 3.1. To provide advice on actions as appropriate as may be appropriate or necessary to as a result of incidents that may come to the attention of the panel. To audit and monitor incidents and near misses, using both internal and external data from partner organisations, across the UK to identify safety issues, inform practice and produce an annual report and safety advisories;
- 3.2. 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];
- 3.3. 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.

- 3.4. To support the delivery and implementation of the British Canoeing Strategic Plan.
- 3.5. To assist in the maintenance and development of relationships with external stakeholders within the sporting landscape and the safety industry. To support the sharing of best practice and work in collaboration to address safety issues.
- 3.6. 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.

4. Accountability

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

5. Reporting

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 and referred in the first instance to the British Canoeing Director of Governance.

8. Terms of reference and committee effectiveness

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

Date: March 2023