

SAFETY PLAN

BISHOPS STORTFORD WINTER SERIES MARATHON 7 NOVEMBER 2021

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1. AUTHORISATION

The event is being run by Bishops Stortford Canoe Club as an inter-club local marathon competition, in collaboration with the other five clubs who comprise the majority of the competitors, each of which is affiliated to British Canoeing.

2. RACE ORGANISING TEAM - KEY PERSONNEL

The club will appoint

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|--------------------------|----------------------------|
| 1. Race Organiser | Joe Fitzpatrick |
| 2. Safety Coordinators | David Cayford & Ken Duncan |
| 3. First Aid Coordinator | Anne White |
| 4. Welfare Officer | Anne White |

The Safety Coordinators will have final approval of the safety arrangements. They have both attended the British Canoeing Event Safety Management Workshop.

The Race Organiser will appoint

- Marshals at the start and finish points, and at locks/portages and turns along the route
- A Marshal to follow the youngest group of competitors either by boat or by bicycle to sweep the course

3. RISK ASSESSMENT

A risk assessment has been prepared which covers activities on land and water and the impact on other river users and members of the public.

4. WELFARE

The club has a Child Protection and Vulnerable Adults Policy overseen by the club Welfare Officer. If the Club Welfare Officer is not available to be the Welfare representative on the day, another club member who has been on the Time to Listen course will act as Welfare Officer for the event. Their contact details will be published as part of the race details.

Any safeguarding issues will be dealt with by the club/event Welfare Officer following BC policies at <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates>

The nature of the race means that no individuals (other than their own family members) should need to be alone with children or vulnerable adults.

Competitors will be reminded in the briefing notes of the need for discretion if changing into dry clothes after the race.

5. INFORMATION DISTRIBUTION

PARTICIPANTS

- Risk Assessment and Safety Plan to be
 - submitted to Canal River Trust
 - published on the event page the Flatwater Racing Association website
 - available for inspection by anyone on the day
- Specific written instructions will be prepared for the marshals and safety boats including special attention to the Accident and Emergency Action Plan
- Race briefing notes will be published on the website and circulated as an electronic document to those making bookings. Any last-minute issues will be drawn to the attention of team leaders and independents at booking in on the day.

PUBLIC

- Warning notices will be sent electronically to all known stakeholders operating on this stretch of river: Canal River Trust, Environment Agency, fishing clubs, boating clubs, local residents. A poster will be displayed on the exterior club noticeboard, Hallingbury Marina and affected locks.

6. RACE ENTRIES

Race details are published on the Flatwater Racing Association website. Entries are permitted on the day. Participants are registered onto a computer spreadsheet.

The majority of participants attend as part of a club team and must be endorsed by their club's appointed Team Leader. Under 18s who are not part of a club team must be endorsed and accompanied by a responsible parent or guardian. All those attending other than as members of one of the organising clubs must show evidence of personal membership of British Canoeing.

Data will be held in line with the BSCC Privacy Policy.

7. VEHICLE AND TRAILER ACCESS ROUTES

Visitors with mobility impairments may park on the hard-standing car park at the clubhouse. Most competitors and spectators visiting by car will park on the adjoining field. The field will be checked on the morning of the event and any hazardous areas marked with barrier tape. In the event of the weather making the ground hazardously soft in the field, it will not be used. At the key times for vehicles entering and leaving, the lane entrance and field will be supervised.

8. BOAT STORAGE ARRANGEMENTS

There is ample open space on which boats can be placed safely on the ground.

9. BOAT CHECKING

Boats must have sufficient buoyancy to remain afloat and support the crew in the event of a capsize, and this must be provided by fixed flotation material or sealed bulkheads. Team Leaders are required to check the craft used by their team members. Paddlers and team leaders will be reminded of this in the pre-race instructions and any boat noticed to be non-compliant will be disqualified.

10. LAUNCHING AND LANDING PROVISION

There are adequate landing stages at the start and finish, and at the portages along the route.

11. CIRCULATION PATTERNS TO BE FOLLOWED AT ALL TIMES DURING THE PERIOD OF RACING AND WARM-UP, WARM-DOWN

While warming up and cooling down, paddlers will be advised to keep river right.

12. WHEN AND WHERE PADDLERS / TEAMS CAN PRACTICE, WARM UP AND COOL DOWN ON THE WATER

Paddlers on the short/middle distance courses will have the opportunity to warm up on their way from the launch points to the start line. Paddlers on the long-distance course will have the opportunity to paddle a short way along the course and back, keeping river right.

13. BUOYS

Buoys are placed at each turn.

14. ANY SPECIAL POINTS OF DANGER ON OR NEAR THE COURSE

Locks/portages are the greatest points of risk, particularly the two portages which cross roads.

15. MARSHALLING INSTRUCTIONS AND CONTROL

Marshals are stationed at turns and locks/portages, with additional marshals specifically to supervise the road crossings. If there are particular hazards on the day (trees down or other obstructions) the organiser will consider marking and/or stationing an additional marshal.

Start/finish marshals have the use of a loud hailer. Marshals will be in touch with Race Control by mobile phone.

16. SAFETY BOAT TYPE, NUMBERS AND LOCATIONS

At least one safety boat will follow the youngest paddlers around the short course

17. SAFETY EQUIPMENT REQUIRED FOR THE COMPETITION

The on-water safety marshals will use equipment (including buoyancy aids) provided by themselves and/or BSCC. The club will supply throw lines and high visibility bibs to the bank marshals.

18. FIRST AID POSITIONS

There will be a first aid point in the clubhouse and a nominated first aider will be available. Small first aid kits will be issued to marshals along the course.

19. MEDICAL SUPPORT ARRANGEMENTS

If medical support is required we shall call 112 or 999.

20. SUMMONING HELP

There is no on-site telephone. Minor injuries will be dealt with by the designated first aider based at the clubhouse. For major injuries/incidents, Marshals will have mobile phones which can be used to dial 112 or 999.

21. CANCELLING OR SUSPENSION OF THE COMPETITION

If the competition is cancelled or suspended, this information will be distributed as soon as possible to all Team Leaders and published on the Flatwater Racing Association website where the original race details appeared.

22. EMERGENCY ACTION PLAN WITH DETAILS OF IMMEDIATE ACTIONS TO BE TAKEN

See the Club Accident and Emergency Action Plan.

23. INCIDENT REPORTING

The Race Organiser will report river-related incidents to Canal Rivers Trust, and all incidents to British Canoeing and their insurers.

The Welfare Officer will report any Safeguarding incidents to Canal Rivers Trust, and to British Canoeing and their insurers.

24. POST-EVENT REVIEW

After the event, all those involved especially organisers and marshals will be invited to contribute their thoughts about problems encountered and suggested improvements. The Risk Assessment, Safety Plan and any other procedures will be revised in the light of this learning.