

## **SAFETY PLAN**

### **HYMB/HYMCOPS WINTER SERIES MARATHON 15<sup>th</sup> December 2019**

Authors: Lea van der Niet (Safety Coordinator) / Martin Davies (Race Organiser)

Reviewed by safety committee : 21/10/2019

Safety Committee of HYMCOPS : Lea van der Niet, Chris Johnson and Martin Davies

#### **1. AUTHORISATION**

The event is being run by HYMB/HYMCOPS as a local marathon competition.

#### **2. RACE ORGANISING TEAM – KEY PERSONNEL**

The club will appoint

- |                          |   |
|--------------------------|---|
| 1. Race Organiser        | Martin Davies (HYMCOPS Committee Member)  |
| 2. Safety Coordinator(s) | Chris Johnson (HYMCOPS Committee Member)<br>Lea van der Niet (HYMCOPS Chairman) |
| 3. First Aid Coordinator | to be advised   |
| 4. Welfare Officer       | Maureen Bruce (HYMCOPS Welfare Officer)   |

The Safety Coordinator(s) will have final approval of the safety arrangements. They will be assisted by members of the organising committee (including the Race Organiser) who have attended the British Canoeing Event Safety Management Workshop.

The Race Organiser will appoint

- Marshals at key points on the bank at the start finish points, turns and portages
- A Marshal will follow the youngest group of competitors either by boat or 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 BC Time to Listen course will act as Welfare Officer for the event. Their contact details will be published as part of the race details.

Many of the Marshals and other staff involved in the event are also Coaches and as such hold current CRB/DBS checks. However, the nature of the race means that no individuals should need to be alone with children or vulnerable adults.

#### **5. INFORMATION DISTRIBUTION**

##### **PARTICIPANTS**

Risk Assessment and Safety Plan to be submitted to Canal & Rivers Trust and published on the events page of the Flatwater Racing Association website, and be available for inspection by all 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.

A marshals' briefing will be held on the day to highlight the key points for marshals and safety officials including any last minute issues.

A race briefing will be held on the day to highlight the key points for competitors including any last minute issues.

## PUBLIC

Warning notices will be sent electronically to all known stakeholders operating on this stretch of river: Canal & River Trust, Lee Valley Regional Park Authority and their Ranger Service, local fishing clubs, Broxbourne Rowing Club, and local residents.

Signs giving notice of the race will be displayed along the towpath, and at the locks.

## 6. RACE ENTRIES

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

The majority of participants attending are part of a club team and must be endorsed by their club's appointed Team Leader. Those attending as independents must show evidence of personal membership of British Canoeing and if under 18 must also be endorsed by an adult responsible for them.

Data will be held in line with GDPR, HYMB / FRA Privacy Policy.

## 7. VEHICLE AND TRAILER ACCESS ROUTES

Trailers and towing vehicles should be parked and unload in the front HYMB car park. Kayaks / Canoes can be carried to the river through HYMB's grounds. Parking is available for cars within the grounds.

## 8. BOAT STORAGE ARRANGEMENTS

There is restricted space along the side of the canal to store boats. Boats should be left adjacent to Pindar car park fence in HYMB grounds until competitors are called for their class. When called, competitors must take care not to obstruct the towpath with their boat or equipment.

## 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. Random spot checks of boats will be undertaken as the paddlers get onto the water and any unsafe craft discovered will be disqualified.

## 10. LAUNCHING AND LANDING PROVISION

The grass verge beside the towpath in the general vicinity of the public car park is suitable for launching and landing. The tow path is heavily used by cyclists and walkers, competitors must take care not to obstruct the towpath at any time when launching or disembarking. This is a condition of the Canal and Rivers Trust. A request will be made to Canal and Rivers Trust to temporarily suspend mooring on a short stretch of bank adjacent to the Pindar Road Car Park to facilitate the launch and recovery of kayaks, and officials to start and record the finishing order of the race.

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

All races will start upstream of the car park. All turns will be anticlockwise. All competitors must endeavour to stay river right. All competitors should give moored vessels a wide berth, and must respect other river users.

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

Paddlers in Groups 1 & 2 can warm up upstream between the car park and Cheshunt Lock (1st upstream lock) and need to return to a point downstream of the Start line by 11:50am to join the prestart. Paddlers in Group 3 must warm up downstream between the car park and Waltham Common Lock (1st downstream lock), they should not cross the start line until the race starts. All competitors should circulate in an anti clockwise direction.

Cool down should be carried out downstream of the finish line, and paddlers should not re-cross the finish line.

Marshals will call paddlers to the pre-start line 5-min before the race start, where they will be lined up in class order.

## 13. BUOYS

Turn buoys will be placed in midstream at Turn 1 (Aquaduct Lock), Turn 2 (between Aquaduct Lock & Broxbourne) and Turn 3 (Carthage Lock).

These will be supervised at all times while in place.

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

Locks / portages are the greatest points of risk. Cheshunt Lock is the busiest portage on the course as it is portaged by all classes. Watch out for rowing craft in the vicinity of Broxbourne (the rowing club are aware that the race is taking part).

## 15. MARSHALLING INSTRUCTIONS AND CONTROL

Marshals are stationed at turns and locks/portages. The pre-start marshal may use a loud hailer to control the waiting competitors and advise oncoming powered craft. The start marshal and pre-start marshal will be within hearing distance of each-other. Runners will convey messages between the Canal Bank (start/pre-start, race HQ at HYMB and the finish marshals). Marshals stationed on the banks at turns and portages will use their mobile phones to contact HYMB. Staff within radio range of HYMB will also be issued with radios.

## 16. SAFETY BOAT TYPE, NUMBERS AND LOCATIONS

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

It is part of standard race rules that all competitors must stop to help another competitor who is in distress.

## 17. SAFETY EQUIPMENT REQUIRED FOR THE COMPETITION

The on-water safety marshals will use equipment (including buoyancy aids) provided by themselves and/or their clubs. HYMB will issue high visibility jackets.

HYMB will supply throw lines to the bank marshals (who haven't got their own) where it would be practical to deploy them, especially Cheshunt, Aquaduct Lock portages and the start/finish line.

## 18. FIRST AID POSITIONS

A First Aid kit will be stationed at the start/finish line. The main first aid point will be at HYMB Reception where a nominated first aider will be available. The main portage/turn marshals will be equipped with small first aid kits.

A walk in service for minor injuries requiring additional attention is available at Cheshunt Community Hospital.

## 19. MEDICAL SUPPORT ARRANGEMENTS

If medical support is required we shall call 999.

## 20. SUMMONING HELP

Minor injuries will be dealt with by the designated first aider based at HYMB. For slightly more serious injuries, casualties will be referred to the walk in service at Cheshunt Community Hospital. Marshals will have Mobile phones which can be used to dial 999 if Emergency medical assistance is required. Marshals in the vicinity of HYMB should contact HYMB Reception who

will coordinate the Emergency response. Marshals away from HYMB, should use their mobile phones to dial 999 to contact the Emergency services, then contact HYMB to gain any additional support needed eg. from the Lee Valley Park Ranger Service, Railtrack etc.

## 21. CANCELLING OR SUSPENSION OF THE COMPETITION

If the course is suspected to be in an unsafe condition due to prevailing or recent weather, the Race Organiser will need to view the conditions at key points along the course on the previous day and consider whether the race should be cancelled or modified – e.g. restricting participation by under-12s and/or making buoyancy aids mandatory for all.

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, as well as the HYMB website, [www.hymb.com](http://www.hymb.com)

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

See HYMB Accident and Emergency Action Plan.

## 23. INCIDENT REPORTING

Competitors and team leaders reminded at the briefing of their responsibility to report incidents to the Race Organiser. The Race Organiser will report river related incidents to the Canal & River Trust, other incidents will be reported using the HYMB incident reporting procedure to Lee Valley Regional Park Authority and / or other authorities (as applicable), 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. These will be recorded in a document which will be circulated to the organising committee at the time and again to the organising committee of the next race before the next event. The Risk Assessment, Safety Plan and any other procedures will be revised in the light of this learning.