

LEIGHTON BUZZARD WINTER SERIES EVENT SAFETY PLAN

Event Date: 26th January 2020

AUTHOR: Safety Coordinator

1. AUTHORISATION

The event is being run by LEIGHTON BUZZARD CANOE CLUB in conjunction with the FLATWATER RACING ASSOCIATION. A license to hold the event has been granted by the CANAL and RIVER TRUST following the submission of an event application, an event risk assessment and production of a current public liability insurance policy.

2. RACE ORGANISING TEAM – KEY PERSONNEL

1. Race Organiser – Catherine Sanderson
2. Safety Coordinator – Jeremy Stratford
3. First Aid Coordinator – Mark Pickering
4. Welfare Officer – Mandy Hussey

The Safety Coordinator 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. The Club Welfare Officer will be the Welfare Representative on the day. 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 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

Risk Assessment and Safety Plan have been 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.

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.

6. PUBLIC

Signs will be displayed at various points along the canal. These will be displayed two weeks prior to the event. The event organiser will contact the local angling club.

7. 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.

8. VEHICLE AND TRAILER ACCESS ROUTES

Trailers and cars carrying kayaks should park in the car park adjacent to the astro-turf football pitches at the rear of Cedars School. When this is full there is further parking available on and next to the tennis courts next to the football pitches. There is also parking in the Tiddenfoot Leisure Centre car park.

9. BOAT STORAGE ARRANGEMENTS

There is adequate space on the grass in front of the clubhouse and near the gates at the bottom of the field where the canal and landing stage are accessed. Competitors must take care not to obstruct the landing stage with their boat or equipment.

10. 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.

11. LAUNCHING AND LANDING PROVISION

The club landing stage and the grass bank about twenty metres to the left of it are suitable for launching and landing. The path is used by cyclists and walkers, competitors must take care not to obstruct the path at any time when launching or disembarking. This is a condition of the Canal and Rivers Trust.

12. RACE STARTS

8 races (classes 2 to 9) will start to the left of the landing stage and head north towards the town. 5 other races (classes 1, Red, Yellow, Blue and GP) will start adjacent to the landing stage and head south. All turns will be anticlockwise. All competitors must endeavor to stay river right. All competitors should give moored vessels a wide berth, and must respect other river users.

13. WARM UP AND COOL DOWN ON THE WATER

All paddlers will warm up in the area to the right of the landing stage.

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

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

14. BUOYS

Turn buoys will be placed at Leighton lock and Grove Lock for competitors in the 4 mile race.

There will be a turn buoy at Fisherman's Bridge for competitors in the 6 mile race.

There will be a turn buoy at Three Locks for the 8 mile race. These will all be yellow. They will be supervised by race marshals at all times while in place.

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

Locks / portages are the greatest points of risk. Other points are the pinch points caused by narrows near Leighton Lock and for the 4 mile race only, the narrows near the green pedestrian bridge towards Grove Lock. There is a lack of vision at the bend near the bridge in the town centre. There will be marshals here.

16. MARSHALLING INSTRUCTIONS AND CONTROL

Marshals are stationed at turns and locks/portages. The pre-start marshal will control the waiting competitors and advise oncoming powered craft.

17. 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.

18. FIRST AID POSITIONS

A First Aid kit will be stationed at the start/finish line and at all marshal points. A more comprehensive first aid point will be in the clubhouse. The first aid co-ordinator will also be here.

19. MEDICAL SUPPORT ARRANGEMENTS

If further medical support is required we shall call 999.

20. SUMMONING HELP

Minor injuries will be dealt with by the designated first aider, or nominee, based at Leighton Buzzard Canoe Club. Marshals will have Mobile phones with which they will communicate with other marshals using WhatsApp and will use to dial 999 if emergency medical assistance is required. The designated first aider, or nominee, will liaise with emergency services to ensure their arrival at the right place.

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 via Team Leaders, email, Face Book and the FRA and LBCC websites.

22. EMERGENCY ACTION PLAN

See LBCC 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 directly or via a marshal. The Race Organiser will report canal related incidents to the Canal & River Trust, 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.

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