

SAFETY PLAN

LEIGHTON BUZZARD CANOE CLUB – WINTER SERIES MARATHON 23RD January 2022

Date: 6th January 2022

1. AUTHORISATION

The event is being run by LEIGHTON BUZZARD CANOE CLUB (LBCC) as a local inter-club marathon competition in collaboration with the Flatwater Racing Association clubs. A licence is applied for from the Canal and River Trust. Permission obtained from the landlord, Cedars School/ Chiltern Trust.

2. RACE ORGANISING TEAM – KEY PERSONNEL

1. Race Organising Team – Race Organiser - Nigel Dixon

2. Safety Officer **TBA**

3. First Aider **TBA**

4. Welfare Officer **TBA**

The Race Organising Team will appoint:

- Marshals at key points on the bank at the start, finish, portaging locks and turns
- On water safety support in kayak to follow youngest group of competitors to sweep the course.

3. RISK ASSESSMENT

A risk assessment has been completed which covers competitors, spectators, members of the public and other crafts on land and water.

4. WELFARE

The club welfare officer or alternative representative will be present on the day, who will follow the club's child protections/ vulnerable adults policy. All children/ vulnerable adults to be supervised by their own parent/carer.

5. INFORMATION DISTRIBUTION

Will be displayed via club website and social media

PARTICIPANTS

The risk assessment and safety plan will be approved by Leighton Buzzard Canoe Club's safety officer and chairman. This will be published on the events page of the Flatwater Racing Association website before the day.

Copy of the Risk Assessment and Safety Plan will be available for inspection by all on the day

A safety briefing will be conducted morning of event to all marshals. Marshals will be supplied with safety packs and written instructions including an Emergency Action Plan.

A race briefing will be held on the day informing all competitors of key points and any last minute changes.

PUBLIC

Warning notices will be displayed in the vicinity two weeks in advance.

Marshals will alert public during the event.

6. RACE ENTRIES

Race details are published on the Flatwater Racing Association website as well as Leighton Buzzard Canoe Club website. Participants are registered onto a computer spreadsheet.

Participants are required to show evidence of on-water membership of British Canoeing whether endorsed through their club or personal. Participants racing as part of a club are required to appoint a team leader.

7. VEHICLE AND TRAILER ACCESS ROUTES

There is a designated parking area at the rear of school/ club which is suitable for cars, and trailers. There is a barrier which will be opened prior to and after the event. Signs will be placed with parking marshals to indicate where to park.

8. BOAT STORAGE ARRANGEMENTS

There is ample of space on the school field outside the club house and gate to water for boat storage. Boats/ equipment will be the responsibility of their owners.

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. Paddlers and Team leaders will be reminded of this in the pre-race information. Checks will be made before boats leave the field.

10. LAUNCHING AND LANDING PROVISION

This is a small walk across the school field to access the landing stage. To access the landing stage there is a towpath prior to a slope and steps, competitors are reminded to take care of members of the public who may be passing on the towpath.

This will be covered during the race briefing.

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

The race course will be published in the pre-race information as well as on the day with a map and during the briefing. All turns will be anticlockwise. There will be portages on the left and right, footwear is advised. All competitors are reminded to stay river right.

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

Confirmation of warm up/ cool down location will be confirmed at briefing.

13. BUOYS

Turn buoys will be put into place prior to the start of the race and collected at the end of the race by the marshall supervising the turn.

This will be covered during the race briefing

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

The portages will be marshalled but footwear is advisable. There is a narrow bridge round a bend which will be marshalled.

This will be covered during the race briefing

15. MARSHALLING INSTRUCTIONS AND CONTROL

There will be pre-start marshalls with signs calling up competitors from each class, controlling competitors up to the start. There will be marshalls stationed accordingly along the course, start/finish, turns, portages and blind spots. There will be a whatsapp group set up for all marshalls and race organiser to allow them to keep in contact and have key numbers.

This will be covered during the race briefing

16. SAFETY BOAT TYPE, NUMBERS AND LOCATIONS

There will be one safety boat and one marshall cycling, following the youngest paddlers around the short course.

As part of the standard race rules, all competitors must stop to help another competitor who is in distress.

17. SAFETY EQUIPMENT REQUIRED FOR THE COMPETITION

Marshalls situated on the bank where appropriate will be supplied with throw lines. On-water support sweeping younger paddlers will use suitable crafts and buoyancy aids if in the need to be able to support younger paddlers.

18. FIRST AID POSITIONS

First aid kits will be situated within the club house, at the start/finish line and within Marshall packs. The main first aid point will be within LBCC clubhouse where a nominated first aider will be available. Casualties requiring further attention should attend one of the local Accident and Emergency Departments listed below.

19. MEDICAL SUPPORT ARRANGEMENTS

If medical support is required we will call 999

20. SUMMONING HELP

Minor injuries will be dealt with by one of the designated first aiders who will be based/contactable within the LBCC club house. For any injuries requiring further medical attention will be advised to attend a local Accident and Emergency which are: Luton and Dunstable University Hospital (LU4 0DZ), Stoke Mandeville (HP21 8AL) or Milton Keynes Hospital (MK6 5LD). Marshalls will have mobile phones which can be used to dial 999 in the event Emergency medical assistance is required. Marshalls will also inform the race organiser at the earliest opportunity. Any competitor withdrawing from the race must notify Marshalls and Race Organiser immediately.

21. CANCELLING OR SUSPENSION OF THE COMPETITION

The Events Team will inspect the course in the event of adverse weather or course deemed unsafe, they will discuss and the race organiser will make final decision on whether the race to be modified or cancelled.

If the race is cancelled, this information will be distributed as soon as possible to all Team Leaders and published on the Flatwater Racing Association website and social media pages.

In the event of the race being cancelled whilst in progress, communication from the race organiser to all marshals will occur via the group Whatsapp. The race organiser will provide further instructions directly to the marshals who will act accordingly.

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

The race organiser will be first point of call for any accident or emergency and will have key numbers and act accordingly to the situation.

23. INCIDENT REPORTING

Competitors and team leaders will be reminded at the briefing of their responsibility to report incidents to the Race Organiser. The Race Organiser will in turn act accordingly and where necessarily will report to the relevant authorities. All Marshalls will be equipped with incident report forms.

24. POST-EVENT REVIEW

After the event, all marshals and the LBCC Events Team will review the event and record any relevant information gathered. The information gathered will be reviewed and where relevant be implemented for future events. All risk assessments, safety plans will be reviewed and adapted prior to further events.