SAFETY PLAN

BISHOPS STORTFORD REGATTA 11 SEPTEMBER 2022

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1. AUTHORISATION

The event is being run by Bishops Stortford Canoe Club as an inter-club sprint event in conjunction with the clubs of the Flatwater Racing Association (FRA).

2. RACE ORGANISING TEAM – KEY PERSONNEL

The club will appoint

1.	Race Organiser	Richard Winstanley (BSCC Sprint Team Leader)
2.	Safety Coordinator	Andrew Gurney (BSCC Safety Officer)
3.	First Aid Coordinator	Anne White
4.	Welfare Officers	Kayleigh Gaulton (BSCC Deputy Welfare Officer)

The Safety Coordinator, who has attended the British Canoeing Event Safety Management Workshop, will have final approval of the safety arrangements, working in collaboration with safety representatives of the other FRA clubs

The Race Organiser will appoint

- Marshals at the start finish points
- Safety boats (canoes/kayaks) along 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 Officers. If neither of the Club Welfare Officers are available to be the Welfare representative on the day, another club member who has received Safeguarding training will act as Welfare Officer for the event. Their contact details will be published as part of the race details.

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 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

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

- Warning notices will be sent electronically to all known stakeholders operating on this stretch of river: Canal River Trust, fishing clubs, boating clubs, SUP groups, local residents. Advisory posters will be displayed at each end of the course (Twyford and Southmill Locks).

6. RACE ENTRIES

Race details are published on the Flatwater Racing Association website. Late bookings are permitted on the day. Participants attending with a club team and must be endorsed by the appointed Team Leader.

Participants are registered onto a computer spreadsheet. Data will be held in line with the BSCC and FRA Privacy Policies.

7. VEHICLE AND TRAILER ACCESS ROUTES

Visitors with mobility impairments may park on the hard-standing car park at the clubhouse. If visitor number are high, 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

Areas will be designated where boats can be placed safely on the ground.

9. BOAT CHECKING & LICENCING

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. Team leaders are required to ensure that participants have the necessary insurance and boat licences.

10. LAUNCHING AND LANDING PROVISION

There is a large landing stage in front of the clubhouse premises which provides a safe get-in/get-out.

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 will have the opportunity to warm up on their way from the landing points to the start line.

13. BUOYS

There are no turn buoys.

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

There are no especially dangerous points.

15. MARSHALLING INSTRUCTIONS AND CONTROL

It is a very short course and very little if any will be unobserved at all times.

Marshals at either end of the course will shout to alert all to the presence of oncoming powered craft.

Marshals will also use radio to communicate between the two ends of the course.

Everyone will be reminded at the race briefing of their obligation to show courtesy and consideration towards other users of the river and towpath, and Marshals on the bank and on water will be tasked with avoiding any conflict by reminding paddlers of their obligations and warning competitors, spectators, leisure boaters, cyclists, anglers and walkers of each other's presence wherever possible. Any incidents will be reported to the Organiser and if competitors are found to have acted badly, sanctions will be considered.

16. SAFETY BOAT TYPE, NUMBERS AND LOCATIONS

There will be a safety boat on the water – an unpowered, stable craft suitable for performing rescues from.

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 to the bank marshals. BSCC will issue high visibility bibs to all marshals.

18. FIRST AID POSITIONS

There will be a first aid point in the clubhouse and a nominated first aider will be available.

19. MEDICAL SUPPORT ARRANGEMENTS

If medical support is required we shall call 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 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.

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.