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1. AUTHORISATION

The event is being run by Cambridge Canoe Club as part of Paddle UK's (PUK's) Hasler series.

2. RACE ORGANISING TEAM – KEY PERSONNEL

The club will appoint:

- Race Organiser: Peter Fish
- Safety Coordinators: Peter Fish
- First Aid Coordinator: Andy Payne
- Welfare: Patrick Mortiboy

The Safety Coordinator has final approval of the safety arrangements. Peter Fish has attended the Paddle UK 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 PUK policies at <https://paddleuk.org.uk/category/safeguarding/>

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. Children and vulnerable adults to be monitored by their own parent/carer, or require the visiting club to appoint someone to accompany their juniors with the appropriate parental consent.

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 Punt Operators, Rowing Clubs, River Tour Operators
- Submitted to the River Patrol Officer (RPO) at the Conservators of the River Cam
- Published on the event page the PUK 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: Cam Conservators, Environment Agency, fishing clubs, boating clubs, Punt Operators, local residents.

6. RACE ENTRIES

Race details are published on the PUK site. 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 club, must show evidence of personal membership of PUK.

Data will be held in line with the PUK and CCC Privacy Policies.

7. VEHICLE AND TRAILER ACCESS ROUTES

Visitors with mobility impairments may park in the car park Disabled parking spaces. Most competitors and spectators visiting by car will park at the local car park. At the key times for vehicles entering and leaving, the car park entrance 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 PRACTISE, WARM UP AND COOL DOWN ON THE WATER

All 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 will have the opportunity to warm up by paddling further up stream from the holding point.

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 pass pedestrian pathways.

15. MARSHALLING INSTRUCTIONS AND CONTROL

Marshals are stationed at turns and locks/portages, with additional marshals specifically to supervise the path 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 if required. Marshals will be in touch with Race Control by mobile phone.

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 in safety boats along the course 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

CCC members will have their CCC boat numbers displayed and an allocated race number displayed on the deck of their crafts, non-CCC paddlers will have their race number displayed on the deck of their crafts and will carry their PUK membership IDs.

At least one safety boat (short, manoeuvrable, plastic kayak) will follow the youngest paddlers (and less stable boats) 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 CCC. 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. Casualties requiring further attention should attend the nearby 24hr A&E at Addenbrooke's Hospital.

19. MEDICAL SUPPORT ARRANGEMENTS

If medical support is required we shall call 112 or 999. what3words addresses will be shared with Marshals before the race.

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 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 the day before the race and consider whether the race should be cancelled or modified.

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

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

In event of fire or other incident, all racers and club personnel will evacuate the club and gather at the field between the car park and swimming pool.

The event safety officer will check the clubhouse to ensure no people are remaining in the club.

Emergency services will be called as required. what3words addresses will be shared with Marshals before the race.

23. INCIDENT REPORTING

Competitors and Team Leaders will be reminded at the briefing of their responsibility to report incidents to the Race Organiser. In turn the Race Organiser will report river-related incidents to Cam Conservators, and all incidents to Paddle UK and their insurers.

The Welfare Officer will report any Safeguarding incidents to Paddle UK and their insurers.

If any pollution incidents are noticed, these will be reported to the Environment Agency (EA) via their hotline on 0800 80 70 60.

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 any learnings.