

## SAFETY PLAN

### BISHOPS STORTFORD WINTER SERIES MARATHON 3 NOVEMBER 2024

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Date: 15 September 2024

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#### 1. AUTHORISATION

The event is being run by Bishops Stortford Canoe Club as part of the FRA Winter Series, authorised by the Paddle UK Marathon Racing Committee (MRC)

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

The club will appoint

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|------------------------------|----------------------------------|
| 1. Race Organiser            | Joe Fitzpatrick                  |
| 2. Acting Safety Coordinator | Ken Duncan (amendment, 28/10/24) |
| 3. First Aid Coordinator     | Anne White                       |
| 4. Welfare Officer           | Mike Hussey                      |

The Safety Coordinator will have final approval of the safety arrangements, having attended the PUK/BC 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

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#### 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.

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#### 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 received safeguarding training 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 Paddle UK policies at <https://paddleuk.org.uk/safeguarding-policies/>

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.

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## 5. INFORMATION DISTRIBUTION

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### 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 to be distributed at the Marshal's briefing.
- There will be a race briefing for competitors on the day. Any last-minute issues will be drawn to the attention of team leaders and independents at booking in on the day.

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### PUBLIC

- 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. A poster will be displayed on the exterior club noticeboard, the locks at Southmill, Twyford, Tednambury, and Spellbrook, at each end of the course, and a copy sent to Hallingbury Marina for display.

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## 6. RACE ENTRIES

Race details are published on the Flatwater Racing Association website. 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 must have personal "On Water" or "Club Associate" membership of Paddle UK, or purchase Single Event Membership to ensure that they are covered by PUK's public liability insurance and CRT licence.

Data will be held in line with the Flatwater Racing Association Privacy Policy.

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## 7. VEHICLE AND TRAILER ACCESS ROUTES

Visitors with mobility impairments may park on the hard-standing car park at the clubhouse. 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.

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## 8. BOAT STORAGE ARRANGEMENTS

There is ample open space on which boats can be placed safely on the ground.

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## 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 identified by Marshalls as non-compliant will be disqualified.

All competitors are required to use boats licenced for use on CRT water, verified as part of booking procedure.

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## 10. LAUNCHING AND LANDING PROVISION

There are adequate landing stages at the start and finish, and at the portages along the route.

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## 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.

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

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 on the long-distance course will have the opportunity to paddle a short way along the course and back, keeping river right.

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## 13. BUOYS

Turn buoys which are chained and weighted will be placed at each turn before the Race Start and collected in immediately after the Race.

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

Locks/portages are the greatest points of risk, particularly the two portages which cross roads.

- Competitors will be advised not to enter the locks to portage their boats.
- Marshalls will be placed at each road crossing to manage the flow of boats and warn paddlers of oncoming traffic.
- Competitors and Marshalls to be advised of the potential slip conditions on the wooden boarding at Pig Lane portage.

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## 15. MARSHALLING INSTRUCTIONS AND CONTROL

Marshals are stationed at turns and locks/portages, with additional marshals specifically to supervise the road 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. Marshalls will be provided with the What3Words code for their location on the race course to for the purpose of directing assistance if there is a casualty in a remote section of the course.

Start/finish marshals have the use of a loud hailer. Marshals will be in touch with Race Control by mobile phone and radio phones where deployed.

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.

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## 16. SAFETY BOAT TYPE, NUMBERS AND LOCATIONS

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

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## 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 and high visibility bibs to the bank marshals.

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## 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 24hr A&E, Princes Alexandra Hospital, Harlow CM20 1QX

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## 19. MEDICAL SUPPORT ARRANGEMENTS & EMERGENCY VEHICLE ACCESS

If medical support is required, we shall call 999. Marshalls will be provided with the What3Words code for their location on the race course to for the purpose of directing assistance if there is a casualty in a remote section of the course.

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## 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.

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## 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.

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

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

See the Club Accident and Emergency Action Plan.

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## 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 Canal Rivers Trust, and all incidents to Paddle UK and their insurers.

The Welfare Officer will report any Safeguarding incidents to Canal Rivers Trust, and to Paddle UK and their insurers.

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## 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.