

SAFETY PLAN

LEIGHTON BUZZARD CANOE CLUB – WINTER SERIES MARATHON 14th January 2024

Date: 6th January 2024

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 & Rivers Trust. Permission obtained from the landlord, Cedars School/Chiltern Trust.**

2. RACE ORGANISING TEAM – KEY PERSONNEL

1. Race Organising Team **Race Organiser – Charlotte Ellis**
2. Safety Officer **Steve Oxtoby**
3. First Aider **Katy Catchpole**
4. Welfare Officer **Fiona Barber**

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. **YES**

3. RISK ASSESSMENT

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

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. **No. Any incident will be dealt with in the first instance by the race organiser and referred if necessary.**

5. INFORMATION DISTRIBUTION **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. **Yes.**

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

PUBLIC Marshals will alert public during event. Warning notices placed in vicinity 2 weeks in advance.

6. RACE ENTRIES. (FRA)

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 checks will be made before boats leave the field

10. LAUNCHING AND LANDING PROVISION landing stage adjacent to the field

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

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

13. BUOYS

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

15. MARSHALLING INSTRUCTIONS AND CONTROL 10-15 will be covered in the race briefing

16. SAFETY BOAT TYPE, NUMBERS AND LOCATIONS

There will be two safety boats following the youngest paddlers around the short course. One safety boat and adult on a bicycle

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. Yes

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. Yes

19. MEDICAL SUPPORT ARRANGEMENTS

If medical support is required we will call 999 obviously

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. All marshals and event officials on WhatsApp group

21. CANCELLING OR SUSPENSION OF THE COMPETITION Event Team to monitor and inform FRA

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

23. INCIDENT REPORTING Marshals have incident report forms

24. POST-EVENT REVIEW LBCC Event Team