

MADCC

Cheshire Ring Canoe Race

Event Safety Plan 2017

Prepared March 2017



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Introduction

Purpose

This document has been produced by Macclesfield and District Canoe Club (MADCC) to comply with British Canoeing and BCU Marathon Racing Committee requirements for all events that are open to non-members of MADCC to have in place an appropriate Event Safety Plan.

This Event Safety Plan (ESP) specifically covers the Cheshire Ring canoe race. MADCC has organised the Cheshire Ring race since 1977 and within the club membership has a large number of members who have acted as organisers, marshals, and competitors. MADCC therefore has a pool of members who are adequately experienced in the various aspects of the event to be able to provide appropriate safety cover and support to competitors and their bank support crews.

The Cheshire Ring race is a 96 mile event on canals that require competitors to negotiate 92 lock portages and portage 5 tunnels. The nature and extent of the event provides some challenges for safety planning as with the volunteer resources available at MADCC it is not possible to marshal every portage, junction, or tunnel. This event safety plan is intended to summarise how MADCC addresses the safety needs of competitors, bank support teams, and spectators.

Role of the Event Organiser

The event organiser will be responsible for the implementation of the Event Safety Plan and the safe running of the Cheshire Ring Race. This includes ensuring key roles are covered, normal operating procedures are followed, appropriate safety information is provided, and there is provision for Emergency Procedures to be followed.

Additionally the event organiser is responsible for ensuring that an event risk assessment is produced, is submitted to the Canal and Rivers Trust and other canal authorities as appropriate, and that the risk assessment is added to the event safety plan for review and approval by a MADCC member who has completed the BCU Event Safety Training Module.

Roles & Responsibilities in Relation to Event Safety

Competitors: Are responsible for their own safety and have a duty of care to assist, as necessary, other competitors who sustain injuries or who are in danger during the race.

Bank support teams: Are responsible for their own safety and for the safety of the paddler(s) who they are supporting during the race.

Event Organiser: Responsible for the overall running of the Cheshire Ring Race and the implementation of the Event Safety Plan in conjunction with other event team members. Responsible for communicating the requirements of the event safety plan to competitors and their support teams at the event.

Event Safety Officer: Responsible for Approving the Event Safety Plan and Risk Assessments prior to the event. Responsible for ensuring relevant safety procedures / practices are in place for the event, including ensuring other volunteers are aware of / briefed on safety elements of their role, and safety information is available to all participants.

Welfare Officer: Responsible for dealing with Child Protection and Safeguarding issues that may arise at the Cheshire Ring Race.

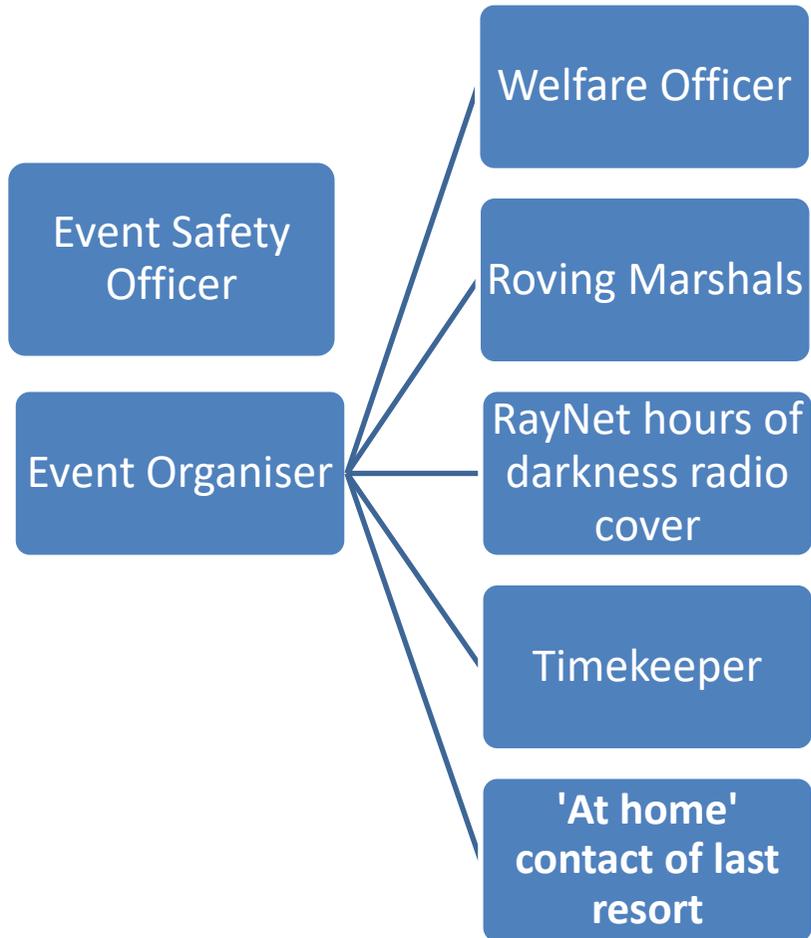
First Aider: It is a requirement that at least one member of the Cheshire Ring Race organising team has current valid First Aid training (minimum 8 hours) and has a first aid kit.

Race Marshals: Roving volunteer race marshals are responsible for observing the running of the race to the rules and in a safe manner. The Race Marshals are responsible for taking charge in the event of any safety incidents and ensuring the Race Organiser is informed when any safety incidents occur.

Other Roles: The Event Organiser will identify other roles required as appropriate prior to the Cheshire Ring Race and ensure each role holder is aware of their safety responsibilities.

It should be noted that individuals may be required to take on more than one role during the Cheshire Ring Race.

Span of control for the Cheshire Ring Race



Normal Procedures

Risk Assessment: A risk assessment for the Cheshire Ring Race is provided (see Appendix B). This is reviewed and updated annually and submitted for review/approval by a MADCC member who has attended the BCU Event Safety Training Module.

Event Set up / Put Away: Event organisers must ensure that any setting up and putting away for the Cheshire Ring Race (shelters, toilet tents, notice boards) can be done safely with respect to manual handling and the safety of competitors, spectators and passers-by.

First Aid: As stated above it is required that at least one member of the Cheshire Ring Race event team has up to date First Aid training. The event organiser and race marshals are required to have access to first aid kits. Competitors are required to carry first aid kits throughout the race. Support teams should also have access to first aid kits.

Car Parking / Vehicle Movements: At race check-in at the Miners Arms public house event marshals will provide instruction to competitors and their support crews with respect to safe parking of cars and reduction of risk to event personnel and passers-by.

Paddler Risk Acknowledgement: It is a requirement of entry to the Cheshire Ring Race that all competitors enter in advance, providing parental/guardian consent if under 18y of age, acknowledging the assumed risk associated with competing in the event, and providing contact details for themselves and their support team.

Insurance: All those paddling in the Cheshire Ring Race must be covered by British Canoeing Insurance. This means they must:

- Be members of British Canoeing
- Or, be a member of a British Canoeing affiliated club and the activity must be part of the club's activity programme. (BC Insurance is clear that those who are affiliated to BC through their club membership are only covered on club activities)
- Or take out British Canoeing Event Insurance

Communication of Risk to Paddlers and Others: Information on generic event hazards and race safety information will be communicated to paddlers through:

- website information and email to individual competitors as appropriate

- Briefing about specific hazards on the day of the race

Impact of Weather: In exceptional circumstances the event may need to be cancelled or amended due to conditions on the day. The decision to cancel or amend the event due to weather rests with the Event Organiser.

Event Feedback: Feedback from participants and others regarding safety issues (actual, potential or near misses) should be communicated to Event Organiser or the Welfare Officer as soon as possible.

Emergency Action Plan

Contacting Race Officials in the event of an emergency

Competitors and their support teams as well as the RayNet checkpoint personnel will be provided with mobile phone numbers for the Race Organiser, for the Timekeeper, and for the Emergency At Home Point of Last Resort Contact.

Additional phone numbers for the Roving Marshals may be provided if considered appropriate. In the unlikely event that the organiser, roving marshals, or timekeeper cannot be contacted, the 'At home' contact of last resort person will be able to take calls and coordinate actions.

First Aid Provision

Due to the wide-ranging nature of the race it is not feasible to appoint a First Aider to cover the entire event. As stated in the role outlines above it is required that at least one member of the MADCC Cheshire Ring Race organising team has First Aid training. Race marshals are also required to have access to a first aid kit.

Competitors are required to carry a first aid kit in their canoe throughout the race. Support teams should also have access to first aid kits.

Minor Incidents

A minor incident is defined as one requiring first aid treatment, but not requiring emergency medical treatment at hospital, or a near miss that could have resulted in injury. The Event Organiser, marshals or bank support team should:

- Ensure appropriate First Aid treatment is provided.

- Consider the safety of other users, warning them of any hazard or keeping them away from the incident as appropriate.
- Ensure incident reporting is completed in the first aid log.
- Pass any further information / recommendations back to the Event Organiser.

Major Incidents

A major incident is defined as a one requiring emergency medical treatment at hospital or where the emergency services need to be summoned. The Event Organiser should:

- Ensure appropriate First Aid treatment is provided.
- Where appropriate, ensure the emergency services have been called and that volunteers have been positioned to guide the emergency services to site and the incident as required (*see below*).
- Where relevant provide details of the nearest hospitals to the casualty's party.
- Consider the safety of other competitors, warning them of any hazard or keeping them away from the incident as appropriate.
- Liaise with other members of the casualty's party and/or emergency regarding notifying the casualty's emergency contact (listed on paddler declaration).
- Ensure incident reporting is completed to the Event Safety Officer.

Summoning the Emergency Services

The decision to call the emergency services should, if possible, be taken by the Event Organiser or a member of the organising/marshalling team.

The person calling the emergency services should have sufficient information to ensure they can provide an accurate location, and provide details of the incident / injuries.

Hospitals with A&E facilities close to the route of the race

Macclesfield & District general hospital, Victoria Road, Macclesfield, SK10 3BL

Stepping Hill hospital, Poplar Grove, Hazel Grove, Stockport, Cheshire SK2 7JE

Tameside General Hospital, Fountain St, Ashton-under-Lyne, Lancashire OL6 9RW

Manchester Royal Infirmary, Oxford Rd, Manchester, M13 9WL

Warrington Hospital, Lovely Lane, Warrington, WA5 1QG

Royal Stoke University Hospital, Newcastle Road, Stoke-on-Trent, ST4 6QG

Reporting of Accidents, Incidents or Near Misses

In the event of any accident or incident requiring First Aid treatment or a near miss that could have resulted in injury, an incident report form should be completed by the Event Organiser and forwarded to the MADCC committee.

In addition, for incidents requiring hospital / emergency services treatment, a copy of the incident form should also be forwarded to British Canoeing by the Event Safety Officer. If this is not possible within a short period this should be done by the Event Organiser. A copy of the incident form is in Appendix C.

Approval of the Event Safety Plan

Completion of the approval box below indicates that the Event Safety Plan has been approved by a MADCC member who has completed the BCU Event Safety Training Module, that the Event Organiser is aware of his/her role relative to the Event Safety Plan and is accountable for ensuring that other role holders present at the event are aware of the requirements of the Event Safety Plan.

Event Date 24th/25th June 2017

Role	Signature	Name
Event Safety Officer	A.Millest (signed electronically 24/3/2017)	Andrew Millest
Event Organiser	A Millest (signed electronically 24/3/2017)	Andrew Millest

Appendix A – Cheshire Ring Race Event Roles Table

Event Date 24th / 25th June 2017

Role	Name	Contact details
Event Organiser:	Andrew Millest	07984 440727
Event Safety Officer:	Andrew Millest	07984 440727
Welfare Officer:	Pat Davison	01625 527503
Timekeeper	Andrew Millest	07984 440727
Roving marshals	Andrew Millest John Kavanagh Nigel Leeson	07984 440727 07814 367976 07557 205173
'At home' contact of last resort	Andrew Gage	07976 282580

It should be noted that individuals may be taking on more than one role during the course of the event.

Appendix B – Cheshire Ring Race Risk Assessment

The risk assessment shown below is a true copy of the document supplied to and approved by the Canal and Rivers Trust for the 2017 Cheshire Ring Race.

<p>Event: __Macclesfield and District Canoe Club, Cheshire Ring Canal Race Event Date: Saturday 24th June + Sunday 25th June 2017 Venue: Start and Finish at Bridge 18, Macclesfield canal, Wood Lane End, Poynton, Cheshire. Organiser: Andrew Millest</p>					
<p>The Cheshire Ring Canal Race has been organised by MADCC since the 1970s. The race is competed either as individuals or pairs, or using a relay team format. The course starts on the Macclesfield Canal at bridge 18, proceeds to the Peak Forest canal at Marple, thence to Dukinfield junction where it joins the Ashton canal to pass through central Manchester via the Rochdale canal to join the Bridgewater canal. The race transfers to the Trent and Mersey canal at Preston Brook tunnel and continues to Red Bull junction at Kidsgrove where competitors rejoin the Macclesfield canal and return to bridge 18. There is a 24 hour time limit for completing the challenge.</p> <p>MADCC members provide safety marshalling, first aid cover, and general competitor support throughout the event.</p> <p>In addition, competitors carry GPS trackers which update to a website at 2-minute intervals providing location information to support teams and race officials.</p>					
Hazards Identified	Persons at Risk	Risk Factor (High / Med / Low) Your decision	Measures Required To Control The Risk	Action To Be Taken By (Name)	Date Completed & Signature

Vehicle traffic at start/finish	Competitors Bankside officials Spectators	LOW	Miners Arms pub used for car parking and briefing competitors and support teams. Site has good parking, good access, and good visibility for drivers.	Race officials	03 Feb 2017
Injury to public	Pedestrians, cyclists on towpath	LOW	Keep towpath clear of boats and equipment. Have "canoe race in progress" signs on towpath by entry from car park. First aid trained canoe club members in attendance.	Race officials	03 Feb 2017
Drowning	Competitors Bankside officials Spectators	LOW	Canal is less than 10m wide, very shallow and easy to exit. All competitors must be able to swim 50m. All competitors must wear approved PFDs whilst on the water. All kayaks/canoes to be checked to ensure they contain adequate buoyancy to support paddlers in the event of a capsize.	All persons to be reminded of water hazard at briefing.	03 Feb 2017
Weil's Disease	Competitors Bankside officials Spectators	LOW	Competitors, race officials, spectators to be reminded about risk of Weil's at briefing.	Remind all persons to wash hands before eating or drinking	03 Feb 2017

				and to cover cuts.	
Hypothermia	Competitors, support crews	LOW	<p>Competitors to be briefed to wear adequate clothing.</p> <p>Race rules compel competitors to carry a survival bag for each paddler.</p> <p>Support crews carry spare clothes</p> <p>Organiser to have foil blankets + spare clothes as part of first aid kit.</p>		03 Feb 2017
Hyperthermia	Competitors, support crews	LOW	<p>Competitors to be reminded to drink plenty at briefing.</p> <p>Support crews carry water for themselves and competitors.</p> <p>MADCC event marshals carry minimum of 5L water in vehicles.</p> <p>At briefing people will be reminded to apply sun screen and consider wearing a hat.</p>		03 Feb 2017

Injuries	Competitors, spectators, race officials	LOW	<p>First Aid kit and qualified first aiders from the canoe club are available throughout the event from MADCC marshals.</p> <p>Competitors are compelled by race rules to carry a first aid kit.</p> <p>Support crews carry first aid kits.</p>		03 Feb 2017
Exhaustion	Competitors	LOW	<p>Competitors are monitored by their bank support teams and withdrawn from the race if too tired to continue.</p> <p>GPS tracking allows MADCC race officials to identify any competitors who have stopped moving and to alert their support crews as required.</p>		03 Feb 2017
Slipping and tripping	Competitors Bankside officials Spectators	LOW	<p>No special precautions required.</p> <p>Competitors advised to wear suitable shoes as extensive portaging is needed at tunnels (cannot be paddled through), and at locks.</p>		03 Feb 2017
Collisions with canal boats	Competitors	LOW	<p>All competitors have sufficient experience to avoid collisions.</p> <p>Competitors to be thoroughly briefed about</p>		03 Feb 2017

			<p>not passing through bridges at same time as canal boats.</p> <p>Competitors to be briefed about passing canal boats left-to-left</p>		
Equipment	Competitors	LOW	<p>All kayaks and canoes used in the race are inspected at check in to ensure they are structurally sound, have adequate buoyancy to support paddlers and craft in the event of capsize.</p> <p>Competitors are compelled by race rules to carry torches and show white light sticks during hours of darkness.</p>	Race officials to inspect all craft.	03 Feb 2017
Navigation errors/getting lost	Competitors	LOW	<p>Competitors and support crews provided with comprehensive details and a map of the race route.</p> <p>Competitors and support crews reminded at check-in of key junctions.</p>	Race officials to brief competitor and support crews.	03 Feb 2017

			<p>Marshals provided at key points where navigation errors may be significant (Dukinfield basin, Ducie street basin, Red Bull junction).</p> <p>GPS trackers carried by competitors in each canoe/kayak allow rapid identification of any competitors who take a wrong turn.</p>		
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Note that as a club affiliated to the British Canoe Union, MADCC has public liability insurance. All competitors must be members of the BCU and thus also have individual insurance cover.

Name of assessor: ANDREW MILLEST (Race organiser for and on behalf of Macclesfield and District Canoe Club)

(Print) signature: A Millest

Date: 03 February 2017

Appendix C: MADCC Incident Report Form



Please complete this form in clear print and using black ink.

Organisation
Your Name:
Your Contact details:
Date and time of the incident:
Name of the individual(s) involved in the incident:
Contact details of those involved in the incident:
Brief Description of incident:

Details of any injuries:
Outline of action taken:
Details of on-site first aid treatment:
Details of any emergency services support
Details of any evacuations:
Outcome (as far as can be determined at the time of report):

Any additional information:
Has a copy of this form been forwarded to British Canoeing? Yes / No

Please complete this form and return it to the Event Organiser or the Event Safety Officer or to Pat Davison.

**For incidents requiring hospital / emergency services treatment, a copy of the incident form should also be forwarded to:
British Canoeing Coaching
Office, National Watersports Centre, Adbolton Lane, West Bridgeford, Nottingham, NG12 2LU.**

Appendix D: Supplementary Documentation

Additional supporting documentation for this Event Safety Plan can be found at the Macclesfield and District Canoe Club website (<http://madcc.btck.co.uk/>) under the Cheshire Ring Race Documents tab (<http://madcc.btck.co.uk/CheshireRingRace/RaceDocuments>)