

MADCC Adelphi Hasler Race

9th July 2017

Event Safety Plan

Prepared June 2017



Introduction

Purpose

This document has been produced by the MADCC Committee to comply with British Canoeing requirements for all open events to have in place an Event Safety Plan. It specifically covers the NW Adelphi Hasler race to be held at the Adelphi Mill Bollington, the site of the club hut.

Role of Event Organisers

The event organiser will be responsible for the implementation of the Event Safety Plan and the safe running of their event. 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 producing the event risk assessment and adding to the event safety plan for the Event Safety Office to review and approve.

Roles & Responsibilities in Relation to Event Safety

Paddlers: Are responsible for their own safety and have a duty of care to assist other competitors who may get into difficulty whilst racing.

Event Safety Officer: Responsible for ensuring relevant safety procedures / practices are in place for the event. Responsible for Approving the Event Safety Plan and Risk Assessments prior to the event. Responsible for ensuring there is clear accountability for assigned roles prior to the event.

Event Organiser: Responsible for the overall running of the 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 paddlers / coaches and participants during the event.

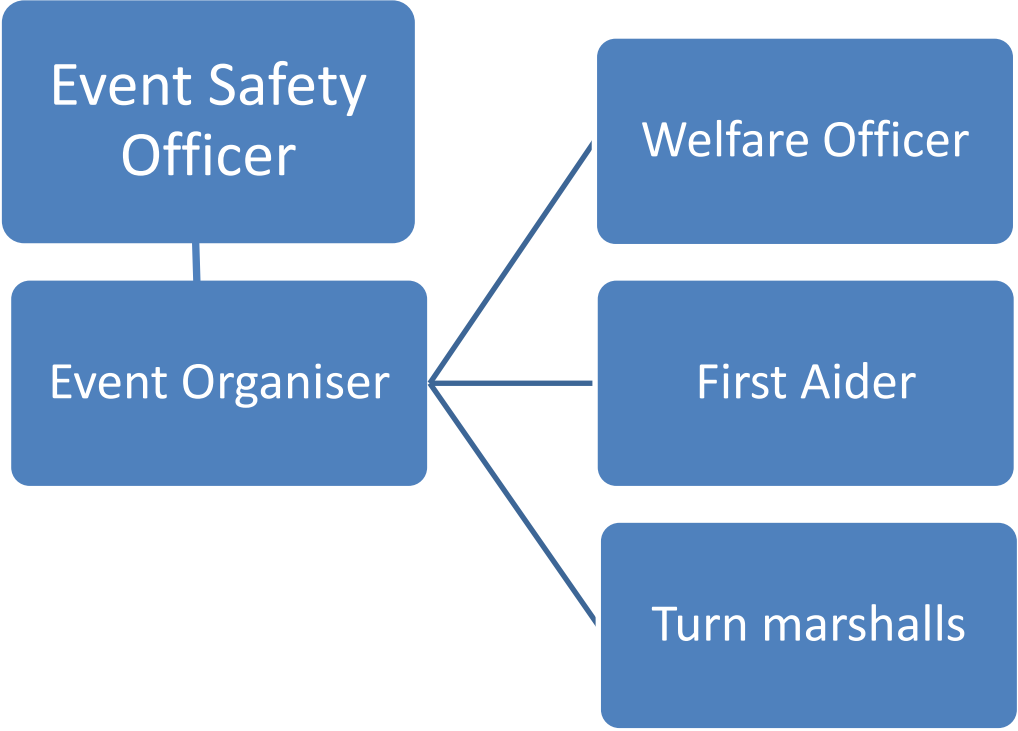
Welfare Officer: Responsible for managing any Child Protection and Safeguarding issues.

First Aider: It is requirement that at least one member of the race organising team is First Aid trained and has access to a first aid kit.

Turn marshals: It is recommended but not required that turn marshals have first aid training.

Other Roles: The Event Organiser will identify other roles required at the race as appropriate and ensure each is aware of their safety responsibilities.

It should be noted that individuals may be take on more than one role.



Normal Procedures

Risk Assessment: A risk assessment for the Adelphi Hasler race at Bollington is provided (see Appendix A).

Event Set up / Put Away: Event organisers must ensure that setting up and putting away for events can be done safely. Particular care is needed in relation to:

- manual handling.
- setting up and dismantling tents or gazebos.
- removing/ replacing equipment within the confined space in the club hut.

First Aid: As stated in the role outlines above it is a requirement that at least one member of the Adelphi event team has First Aid training. A First Aid kit is located in the club hut. Organisers should inform Pat Davison of any first aid items used at events so that these can be replaced and the incident log book completed.

Car Parking / Vehicle Movements: Vehicles moving in the Adelphi Mill car park must comply with the Mill parking restrictions.

Paddler Risk Acknowledgement: Entry to the Adelphi Hasler race constitutes acknowledgment by competitors that canoeing is an assumed risk sport and that they are adequately experienced to participate.

Impact of Weather In exceptional circumstances the event may need to be cancelled 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

First Aid Provision

As stated in the role outlines above it is recommended that at least one member of the race organising team has First Aid training. The First Aid kit is located in the club hut.

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 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 Safety Officer.

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 river users, 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 be taken by the Event Organiser. The person calling the emergency services should have sufficient information to ensure they can provide an accurate location and details of the incident / injuries.

Adelphi Hasler race location is Adelphi Mill, Grimshaw Lane, Bollington, Macclesfield, Cheshire, SK10 5JB

In the event that the emergency services are called, Event organisers should ensure a volunteer is dispatched to the Mill entrance to direct the emergency services to the required location.

Local Hospitals

The nearest hospital to Bollington is:

Macclesfield District General Hospital

Victoria Rd, Macclesfield, Cheshire SK10 3BL

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 and forwarded to the Event Safety Officer.

In addition to the above 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 and a supply of forms is kept on site with the First Aid kit in the Bollington Hut.

Completion of the below approval box indicates that the Event Safety Officer has approved the Event Safety Plan and the Event Organiser is aware of his/her role relative to the Event Safety Plan and is accountable for ensuring the other role holders are present at the event and are aware of the requirements of the Event Safety Plan.

Event Date ____10th July 2016_____

Role	Signature	Name
Event Safety Officer	Andrew Millest (approved electronically)	Andrew Millest
Event Organiser	Neil Evans (approved electronically)	Neil Evans

Appendix A

Adelphi Hasler Race 9th July 2017 Risk Assessment

(Approved by Canal & River Trust)

This sheet is designed to help you identify some of the potential hazards associated with waterway events and control measures.

Please note you only need to choose those that are applicable to the nature, type and scale of your event – so just take what you need.

Event: __Macclesfield and District Canoe Club, Adelphi Hasler canoe race Event Date: Sunday 9th July 2016; 10.30 to 14.30 Venue: Adelphi Mill, Grimshaw Lane, Bollington, Cheshire. Macclesfield Canal Organiser: Andrew Millest					
Hazards Identified	Persons at Risk	Risk Factor <small>(High / Med / Low)</small> <small>Your decision</small>	Measures Required To Control The Risk	Action To Be Taken By (Name)	Date Completed & Signature

Vehicle traffic	Competitors Bankside officials Spectators	LOW	Limited site traffic likely on race day. Site has good parking, good access, and good visibility for drivers.	Race officials	29/1/17
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	29/1/17
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. Div 7-9 paddlers to wear BAs. All kayaks/canoes to be checked to ensure they contain adequate buoyancy.	All persons to be reminded of water hazard at briefing.	29/1/17
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 and to cover	29/1/17

				cuts.	
Hypothermia	Competitors	LOW	Competitors to be briefed to wear adequate clothing. Organiser to have foil blankets + spare clothes as part of first aid kit.		29/1/17
Hyperthermia	Competitor	LOW	Competitors to be reminded to drink plenty at briefing. Marshals to be advised to take a drink with them. At briefing people will be reminded to apply sun screen and consider wearing a hat.	Water and shade will be available at the race start point for anyone affected.	29/1/17
Injuries	Competitors, spectators, race officials	LOW	First Aid kit and qualified first aiders from the canoe club are available throughout the event.	Race organisers	29/1/17
Slipping and tripping	Competitors Bankside officials Spectators	LOW	No special precautions required.	N/a	29/1/17

Collisions with canal boats	Competitors	LOW	<p>All competitors have sufficient experience to avoid collisions.</p> <p>Competitors to be thoroughly briefed about not passing through bridges at same time as canal boats.</p> <p>Competitors to be briefed about passing canal boats left-to-left</p>	Canoe race in progress signs to be displayed on towpath in vicinity of race start/finish	29/1/17
Capsizes	Competitors	MED	<p>Junior competitors and paddlers in divisions 9-7 to wear buoyancy aids.</p> <p>All canoes to be fitted with buoyancy sufficient to support craft and paddler.</p>	Turn marshals to carry throwlines and a foil blanket	29/1/17
Refreshments- food poisoning	All consumers of refreshments	LOW	<p>Staff at refreshments to keep hands clean with gel or soap/water.</p> <p>Consumers to be reminded to clean hands after paddling and before eating.</p>	Have hand cleaning gel available for consumers of refreshments	29/1/17

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: 29th January 2017

Appendix B – Adelphi Hasler Race Event Roles Table

Event Date 9th July 2017

Role	Name	Contact details
Event Organiser:	Neil Evans	0161 436 1086
Event Safety Officer:	Andrew Millest	07984 440727
Welfare Officer:	Pat Davison	01625 527503
Turn Marshalls	Determined on the day of the race	TBC

It should be noted that individuals may be taking on more than one role.

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.**