

**Cheltenham Canoe Club Event Safety Audit
(as based on British Canoeing Guidelines)**

Event	Symonds Yat Slalom divisions 2 and 3			Compiled by/signed: Alison Longhurst and Cath Coolican Smith
	16 th /17 th October 2021			
Event organiser	Alison Longhurst	Event Safety Officer	Cath Coolican-Smith	Date completed: November 2020 Reviewed October 2021
Location:	Symonds Yat Rapids on the River Wye.			Date of Review by Slalom Committee

Early Planning

Early Planning		
Application and authority to run the event	Does the event/race require NGB authorisation?	Yes, race submitted to the canoe slalom committee in 2020
NGB issues		
Personnel	Are there any NGB issues to note/build into the planning?	<ol style="list-style-type: none"> 1. Every ranking race must have a nominated Event Safety Officer who has completed the British Canoeing Event Safety Management training who will be present throughout the event. 2. all organisers must send initial safety plans / risk assessments for all 2021 currently planned events to Peter Curry , in line with British Canoeing event requirements, prior to the ACM this year so that the Calendar can be properly approved at the ACM. 3. There is no fixed format for such documentation and it should be updated dynamically to deal with the issues identified for the event. If sites have particularly requirement for format then this should be followed and will usually be entirely acceptable.

		<p>4. A final copy will require to be provided to the Jury Chair before the race commences as in previous seasons.</p> <p>5. Plans should consider safety of Paddlers (including rescue), Spectators (including trip hazards and access), Volunteers as well as Welfare of minors, Financial viability, Catering, Traffic and Vehicle movements, Campsite provision, Cancellation and Weather. Not forgetting any other identified issues.</p> <p>Failure to comply will unfortunately lead to removal of the race from the calendar in 2018.</p> <p><u>Therefore a copy of this document will be sent to the canoe slalom committee for signing see top of document.</u></p>
	<p>Has the club appointed an overall event organiser and established a clear chain of command between committee, organiser, safety coordinator, marshals, safety supporters etc.</p>	<p>Alison Longhurst is the event organiser a committee member of Cheltenham Canoe Club, a Level 3 kayak coach, experience slalomist and has been responsible for safety on school trips in a large Secondary school. Cath Coolian Smith is the event safety office having completed the British Canoeing Event Safety Management Training in 2021. These two are contactable during the event through control. None of the volunteers fall under the requirements of a DBS check as set out by British Canoeing.</p>
	<p>Have all relevant members of the event delivery team been screened for competence and CRB? 'Right people right job'</p>	<p>See box above. Also First aiders will hold an up to date 16 hour certificate.</p>

		The water rescue team will be supervised by a holder of the white water safety and rescue qualification. All water based rescuers provided by the club must be competent to do so.

Pre-event considerations

	Action	Audit/Comment
<p>'Span of Control'</p> <ul style="list-style-type: none"> • Management • Safety • Facilities • Race/event needs • Comms 	Is there an appropriate 'Span of Control' /management infrastructure in Place for the event / race?	The event span is clearly defined as the boat park by pre start down to the take out point after the finish line. The spectator area is defined by the physical constraints of the area. Car parking takes place in Wye Dean Canoe Centre car park with entrants paying them directly for this service and the staff of the centre managing the car park. Therefore we are not responsible for the car parking. If assistance is required from us this is done by over 18's wearing high vis vests and following the instructions of Wye Dean staff.
	Has a person been appointed to act as Water Safety Adviser for the event as required by British Canoeing	The event has an event safety officer who completed the British Canoeing Event Safety Management Training in 2021.
	Is the Water Safety Adviser a member of the Organising Committee?	Yes
	Is water safety a regular item at each meeting of the Organising Committee?	Yes
	Is water safety part of the event review?	Yes
	Has a Risk Assessment been undertaken covering situations on both land and water?	Yes see attached risk assessment with this document
	Is the nature of the course/event environment taken into account, including spectator areas, car parking, start/finish areas, room for paddlers to take over the majority of the course, and room to accommodate other water users or paddlers not racing?	Cheltenham Canoe Club pays the Symonds Yat Management Group for the use of the course over the weekend. Therefore we are allowed to stop other water users stopping to

		<p>play/train on the course. Traffic passing through is allowed and the racing temporarily suspended to allow this. Communication with potential other users is done through phone calls to canoe hire companies, publicising on the EA calendar events on the Wye, social media forums.</p>
	<p>Is the Risk Assessment reviewed after each event, taking account of previous incidents, changes to arrangements, changes to the course, etc. or new hazards?</p>	<p>Yes</p>
	<p>Do you have a Child Protection and Vulnerable Adults Screening Policy and if so does it meet the British Canoeing Child Protection and Vulnerable Adults Policy requirements?</p>	<p>No volunteer has a role which could be deemed as 'regulated' and hence requires a DBS check</p> <p>'Regulated Activity is 'unsupervised' contact of children* which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport)</p> <p>OR</p> <p>In a specified place (Schools, Academies, Children's Centres) AND Occurs frequently, - once a week or more. Intensively - four days in one month or more. Overnight (between 2am and 6am)</p> <p>(Unsupervised Activity is defined within Paddlesport as being out of sight or hearing of a supervisor.)</p> <p>*anyone under the age of 18 is classed as a child'</p> <p><i>British Canoe Union Safeguarding and protecting children guidelines (G26)</i></p>

		<p>‘SUPERVISION OF JUVENILES AT SLALOM COMPETITIONS</p> <p>A child must be accompanied by a parent, guardian or a nominated adult who shall assume responsibility for the child throughout the time the child is at the competition.</p> <p>Neither the British Canoeing nor the Competition Organiser will assume responsibility or be liable for a child who is unaccompanied or unsupervised. Note that while the definition of a child is a person under the age of 18, the statement applies particularly to children under the age of 16.’</p>
	<p>Has a Safety Plan been formulated, based on your Risk Assessment? Does the Safety Plan cover the decision-making process for cancellation due to inclement conditions, rules applying to the event, communications, medical and first aid, the start and finish, race monitors/umpires, instructions to officials and competitors, emergency vehicle access and an Accident and Emergency Action Plan?</p>	<p>For cancelling the event the organiser follows the procedures given on page 81 of the canoe slalom handbook.</p> <p>This document and the risk assessment form the safety plan.</p>
	<p>Has the Safety Plan been shown to the police, water authority, ambulance service, life saving and first aid organisations to confirm that the event can take place under safe conditions for both competitors and the general public?</p>	<p>If the canoe slalom committee feel this is appropriate then we will do so.</p>
	<p>Do you ensure that officials, safety boat crews, umpires, first aiders and medical officer are fully briefed about your Accident and Emergency Action Plan?</p>	<p>Yes</p>
	<p>Do you generate a participant register?</p>	<p>Yes – the start list</p>
	<p>Do you require participants to complete an event registration form?</p>	<p>All competitors are required to fill in an entry card. This is the standard canoe slalom entry card.</p> <p>Their bib confirms they have BC membership and thus insurance to race. Those without bibs are required to show their BC membership card at control.</p>
	<p>Do you take bookings for your event on the day? If so, how is this managed in relation to venue access, venue authorisation and risk assessment activity?</p>	<p>If the event is not full then yes we do but competitors are encouraged to enter before</p>

		the event by reduced entry fees. Control opens early to take late entrants so all are registered before getting on the water.
	Do you require participants to sign a statement of physical competence and where appropriate a medical declaration form?	All entrants sign to say that they acknowledge canoeing/kayaking is an assumed risk sport. Also competitors have got into the divisions that are racing having proven their competency elsewhere. Paddling officials are either from higher divisions or local clubs who regularly use the water. The Canoe Slalom committee whose rules we follow does not require racers to declare medical issues.
	Do you require parental Consent forms to be completed for participants under the age of 18?	Under 18s must have their race card signed by a parent/guardian.
	Is all such data sensitively held and subject to Data Protection best practice?	Where defined in the canoe slalom rule book cards are sent to the appropriate ranking compilers. All other cards are shredded after the event and so not kept. Incident report forms are held in the club as described in our data protection policy.

Day of the event

	Action	Audit/comment
CALM – Communication /Avoidance/ Line of sight / Management <ul style="list-style-type: none"> • Management • Event plan • The venue / routes and rules • Decisions and dynamic risk assessment • Communications 	Have all the event team been given clear guidance and concise instructions in respect of the event/race?	Yes all the event team are spoken to with regards their role and expectations.
	Instructions to officials and competitors	Race info is published to competitors before the event. Officials meeting takes place each day of the event. Tanoy used during the event to keep all informed.
	Do you provide training to event organisers, race marshals and safety teams?	Where needed e.g. those new to the role. This may take place before the event or

<ul style="list-style-type: none"> • IT needs • The entrants and others 		during i.e. shadowing others doing the job in control.
	Do you provide officials and competitors with instructions which include local racing rules, navigation rules, flow pattern and identification of local hazards, together with a plan of the course illustrating these features?	<p>Rules are as set out in the canoe slalom handbook. Officials are reminded of some of the more technical rules e.g navigation of gates by C2 teams or after a roll etc at the officials meeting.</p> <p>A map of the course is not appropriate as the course is marked by the slalom gates and can be walked along before the competitions starts.</p>
	Do you advise competitors of the actions they should take in the event of an accident, together with emergency telephone numbers and the location of the nearest telephone?	All competitors are required to stay on the water for the next two competitors as a way of safety cover. At no point does a competitor disappear from sight of a race official/safety crew. Location of first aiders and phones detailed in the event info.
	Do you provide officials with specific instructions regarding their particular duty?	Verbally yes
	Do you instruct course officials and safety launch crews to be in position prior to crews boating?	Safety have to be in place ready for official practice which does not start until they are in place. Officials must also be in place before the actual competition can start.
	Safety teams / umpires	
	Do you provide lifejackets/buoyancy aids for all safety team members / launch umpires when on duty?	The safety team all have their own equipment. Officials are provided with Bas if appropriate and that depends on the river level. If water levels are high then officials are to judge from the path well away from the water hence no need. At low flows there is also no need as can be well back from the waters edge. Medium flows do require Bas and these are provided.
	Do your safety teams / umpires carry buoyancy aids / helmets, throwlines, river knives, first aid equipment and thermal blankets?	Yes where appropriate

Do you instruct your safety teams /umpires that in the event of an accident their first duty is to the safety of the competitor?	No. In the event of a swimmer their first duty is their safety, then the swimmer and lastly any equipment.
Do you provide safety team members / launch umpires with radio communication and loudhailers?	All officials have radio contact. Safety teams are in voice contact with officials.
Where practical do you provide bank safety teams / umpires with throwlines and safety equipment?	Safety team where they need extra equipment yes.
Race marshals	Race marshal are not used in slalom.
Do you appoint sufficient race marshals so that between them they can observe the full event / course?	NA
Do you place race marshals in positions where there are tight bends, narrow passages that prevent overtaking, or where special care needs to be taken?	NA
Do you provide race marshals with radio communication and loud hailers?	NA
Safety boats	
Do you provide safety boats suitable for the task in sufficient numbers to provide rapid response?	Yes, the number varies on the water level and the division and class or racer. Div 2 k1M require less boats than DV3 C1W
Are the crews of your safety boats competent in boat handling and rescue techniques (preferably trained to RYA Powerboat Level 2)?	They are all competent at white water rescues with either experience of these and/or a white water safety and rescue course. Power boats are not suitable at this venue.
Do your safety boats carry buoyancy aids, line throwing equipment, thermal blankets, first aid equipment, bailer, knife, paddle, engine cut--out lanyard device, anchor and line and simple hand holds fixed to the side?	They carry equipment suitable for bankside rescues and kayak based rescues.
Are the crews in radio contact with Event Control?	Can get in radio contact very quickly e.g. 20 seconds via officials
Do you provide lifejackets / buoyancy aids for all safety boat crews on duty?	If they needed them due to not having their own.
First Aid	
Do you provide first aid cover?	Yes
Do you appoint a Medical Adviser to ensure that all medical aspects, recovery and first aid are put in place?	We have a named first aider.
Do you ensure that competitors, supporters and the general public know where to obtain first aid?	Yes through the event info given out prior to the event and signposting at control.

	Do you have a medically qualified doctor on site to provide general medical support and advice?	No
	Do you have a method of communication to summon first aid to an accident?	Yes a tannoy system. Copy of our address and post code so we can give the emergency services our exact location quickly. Address and postcode of local A&E for those needing medical attention but not an ambulance.
	General	
	Do you have a system to check that competitors' boats are in a safe condition to race before embarkation is allowed?	Boats must conform to the rules set out in the canoe slalom handbook. Spot checks can be made at prestart.
	Where required do you display warning notices of the event to other water users and the actions they should take?	The event is advertised in a number of places. No motorised craft can navigate this part of the river. Prestart makes contact and holds any other river users until it is safe for them to go down.
	Where practical do you clearly buoy the event / race course and traffic lanes for other passing river users as required by the local navigation or harbour authority?	

Risk Assessment

All competitors (or parents of those under 18) sign to say that they acknowledge that ‘Canoeing and kayaking are “Assumed Risk” – “Water Contact sports”. The following risk assessment is what Cheltenham Canoe Club perceive the hazards and risks to be at this event and how they will try and minimise and manage them. It should however be noted that the dynamic and varied nature of the sport and environment does not allow a completely comprehensive risk assessment to be made. We would expect having signed the statement that paddlers (parents and or coaches) should carry out their own informal and dynamic risk assessment before getting on the water.

RISKS	THOSE AT RISK	RISK RATING= SEVERITY X LIKLIHOOD			Preventative Action Taken
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	Likelihood	Severity	Risk Level	List existing control measures or note where information may be found:
<u>Water hazards</u>					
Drowning	Paddlers are the most vulnerable however spectators and judges also at risk	2	5	10	All paddlers to wear buoyancy aids. All paddlers to wear helmets which carry the CE mark and reminded of this through the displaying of the canoe slalom sign near control. Any persons engaged in course set up around the waters edge to wear buoyancy aid. Buoyancy aids also provided for water side judges. Safety boats on the water in the form of 2 competitors at the finish line and an appropriate number of safety boaters on the middle of the course depending on water levels and the class and division on the water. Where possible trained first aider within the on water rescue team. Water levels are monitored during the event and if necessary in consultation with the jury the race cancelled for one or both divisions.
Immersion Hypothermia	Swimmers	4	2	8	Rescues to be carried out quickly by the rescue team/other competitors.

					First aider to have access to equipment to deal with initial onset of Hypothermia including first aid tent for shelter.
Rocks in shallow water leading to impact of paddler or equipment	Paddlers and swimmers	4	2	8	The course designer will set the course to minimise the collision with rocks. If necessary eddies will be cleared by hand or their use avoided. Experienced on water rescue team to minimise length of swim and thus potential injuries caused by rocks.
Paddling - collision with other competitors	Paddlers, other river users	2	3	6	The event including official practice is held within daylight hours. The course will be cleared before official practice commences and paddlers sent at appropriate intervals during practice and the race. The starter reserves the right to change the time intervals or pause the race to either allow for a rescue to be carried out or to avoid a potential collision. Judges given whistles and advised when to use them during judges meeting.
Paddling - collision with other river user	Paddlers, other river users	2	3	6	The event is publicised on the EA calendar of River Wye Events, along with a number of paddling forums and the British Canoe Slalom calendar. Pre start to control non-competition craft which wish to run the rapids as it is a right of navigation. These crafts should report to prestart at the riverside steps of the Royal Lodge Hotel, river left bank above the rapids. Pre-start will liaise with start who will ensure the course is clear before the group are set off. No instructions other than 'the course is now clear of paddlers so you can proceed' shall be issued to other water users. Groups are to be allowed to proceed at their own pace. Competitors are warned in the event information of the river traffic which use the warm up and prestart area. River cruiser operators are also spoken to before the event.
Course failure	Paddlers and other river users	2	3	6	Named person to have specific responsibility to ensuring lines and gate lines are secure.

					Canoe operators asked to brief their clients not to deliberately hit the poles whilst traveling down the rapids.
Water Bourne Diseases and pollution	Paddlers are the most vulnerable however spectators and judges also at risk if they come in contact with water	1	4	4	Canoe slalom sign detailing the dangers of Weil's disease to be displayed near control. Clean water at first aid for washing any cuts and antiseptic wipes in first aid kit. Hand gel also available at control.
Invasive species and diseases	The aquatic environment	2	3	6	Within the race information pack competitors are reminded of their responsibility to ensure they are not transporting invasive species or diseases in their equipment by 'checking, cleaning and drying' kit as outlined in the British Canoeing document 'You, Your Canoe and the Environment' Posters provided by EA displayed at control. Race equipment which comes in contact with the water will also be checked, cleaned and dried if used in a different venue to Symonds Yat.

Bankside hazards

Slip/trip natural incident on Bank	Spectators, paddlers, volunteers	3	2	6	<p>Paddlers to access the water at marked put on and take out points.</p> <p>All to wear appropriate footwear when assisting with bank activity.</p> <p>All setting up work to be reduced to minimal risk wherever possible by putting up permanent fittings and low level access points.</p> <p>Judges are able to request an easier judging position to access if required.</p> <p>Rope handles in place where required to aid movement up and down the bank.</p> <p>Ensure vegetation is cleared so there is a good spectator area up on the paths to reduce the need for people to move down to river level.</p>
Bank clearance	Set-up Volunteers	3	2	6	<p>Volunteers to use their own power tools/lobbers etc to assist with bank clearance.</p> <p>All to wear appropriate foot wear and where appropriate BAs with harness and rope attached.</p>
Slip/trip man made incident on Bank	All	3	2	6	<p>All wires/caballing to be kept away from main path ways.</p> <p>Where wires must cross paths this will be done above head height.</p> <p>Boat park area provided and sign posted to reduce the number of boats lining footpaths.</p>
Bumps from carried boats	All	3	1	3	<p>Competitors are reminded in the event info that boats need to be carried carefully remembering there are other users of the footpath to them.</p>
Electrics	Volunteers	2	5	10	<p>Generator provided by a reputable firm who are clear about the purpose and need to be able to be withstand the elements.</p> <p>Circuit breaker is on the generator.</p> <p>Electric cables in control kept off the ground and well inside the tent to keep them dry.</p> <p>Fire extinguisher in tent.</p> <p>Only those authorised to be in control in the control tent.</p>

Burns	All	3	2	6	Tea Urn to be kept away from main thoroughfares. Ensure the Urn is emptied before lifting it at the end of the event. Cold water and first aid available if needed.
Rope Burns	Set-up Volunteers	3	2	6	Advise course setters and dismantlers to wear gloves in order to reduce the chances of rope injuries, especially in higher water flows.
Traffic	All	2	4	8	Competitors are told in the race information to use the car park at the canoe centre. Cars are to be parked at Wye Dean Canoe Centre. Parking is managed by their staff with paddlers paying to use the car park. Directions are given by their staff when needed. If assistance is required from us this is done by over 18's wearing high vis vests and following the instructions of Wye Dean staff. Limited vehicle access to the area near the control tent with event cars only moving before and after the event.

Incident - Health Management

First aid incident	All				<p>First Aid Kit held on waterside and at control Water based rescue team with a first aider. First aider bank side and contactable at control via radio. First aid tent available if needed. Printed directions for those who could be taken to obtain further medical assistance. Land line phone available at the hotel to call ambulance if required and the post code of the venue so location is clear. Ability to switch radios to another channel in order to communicate during a medical emergency to ensure better privacy of information. Emergency vehicles are able to gain access up to the control tent area.</p>
Child Protection issue	minors				<p>All competitors under the age of 18 have their entry signed by a parent or guardian. Clear signage at control that juniors must be supervised by an adult. Club child protection officer present during the event. Where first aid of a junior is required this should be ideally given with the parent or guardian present or at least another adult. Especially is a head to toe search is required or removal of clothing.</p>

Likelihood:

1. Highly improbable 2. A Low Possibility 3. A Possibility 4. Probable 5. Certain

Severity:

1. Minor Injury 2. Injury needing medical attention 3. Injury off work/school 3 days or less
 4. Serious injury/long term sickness 5. Fatality

Covid-19 Mitigation Plan

Group Size management	All	Display clear signage reminding the need for social distancing. Results out on what's app at the end of each class.	low
Flow of fresh air	All	Control is situated in a well ventilated marquee.	Low
Hand cleaning	All	Hand sanitiser located at common touch points.	low
Tutti	All people in control/judge/start/finish positions	Wipes available for cleaning headsets and hand sanitizing bottles in judging bags.	low
Prize giving	All	No prize giving. Prizes can be collected one each class' results are finalised.	low
On water safety	All	Swimmers are encouraged to self rescue where possible with the safety team ready to offer support as needed.	low
First aid incidents	All	First aider to be provided with PPE.	low
Need to track and trace	All	All competitors entered online and thus can be emailed if needed. Spectators have been asked to register.	low