

Washburn Event Safety Plan Template 2017



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Introduction

Purpose

This document has been produced by the Washburn Committee to comply with British Canoeing requirements for all open events to have in place an appropriate Event Safety Plan.

It is also intended to provide a template for each club and organiser to use for the events that they run on behalf of the Washburn Committee, so reducing the burden on each organiser and standardising the approach taken regarding event safety for all events at the Washburn.

The Washburn Committee recognises that while it wants to standardise this approach, that each club / organiser will run events slightly differently. Where activities are outside of the scope of those covered by the template, the event organiser is responsible for undertaking an appropriate risk assessment for these and adding to the event safety plan as required.

Role of Individual Event Organisers

Each 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, there is provision for Emergency procedure to be followed if required, and reporting back on incidents, near misses or other areas that could improve safety at future events.

Additionally each event organiser is responsible for additional risk assessment and adding to the event safety plan where activities are outside those covered in the Template Event Safety Plan (e.g. it is envisaged that slalom event organisers will have an amended Event Safety Plan to meet the differing needs of those events and the slalom committee requirements for event safety.)

Roles & Responsibilities in Relation to Event Safety

Paddler and Coaches: Are responsible for their own safety or those that they are coaching / leading. No on the water safety is provided so safety cover must be organised and provided by the canoeists themselves.

Washburn Committee: As a committee of the British Canoeing Yorkshire Region the Washburn Committee is has been delegated authority by the RDT for authorising Cruise Events taking place at the Washburn.

Washburn Safety Officer: Responsible for developing and updating the Washburn's template Event Safety Plan, reviewing and updating this as required (at least annually). Providing advice and support to event organisers as require on relevant issues. Collating details on incident and near misses and reporting these to British Canoeing and the Washburn Committee as appropriate.

Event Organiser: Responsible for the overall running of the event at the Washburn and the implementation of the Event Safety Plan in conjunction with the Event Safety Officer and other event team members.

Event Safety Officer: 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 Child Protection and Safeguarding at the events.

Catering Team: Responsible for ensuring the safe operation of the cafe at the event, including food hygiene.

First Aider: It is recommended that at least one member of the event team has First Aid training. For larger event it is recommended that an event First Aider is appointed

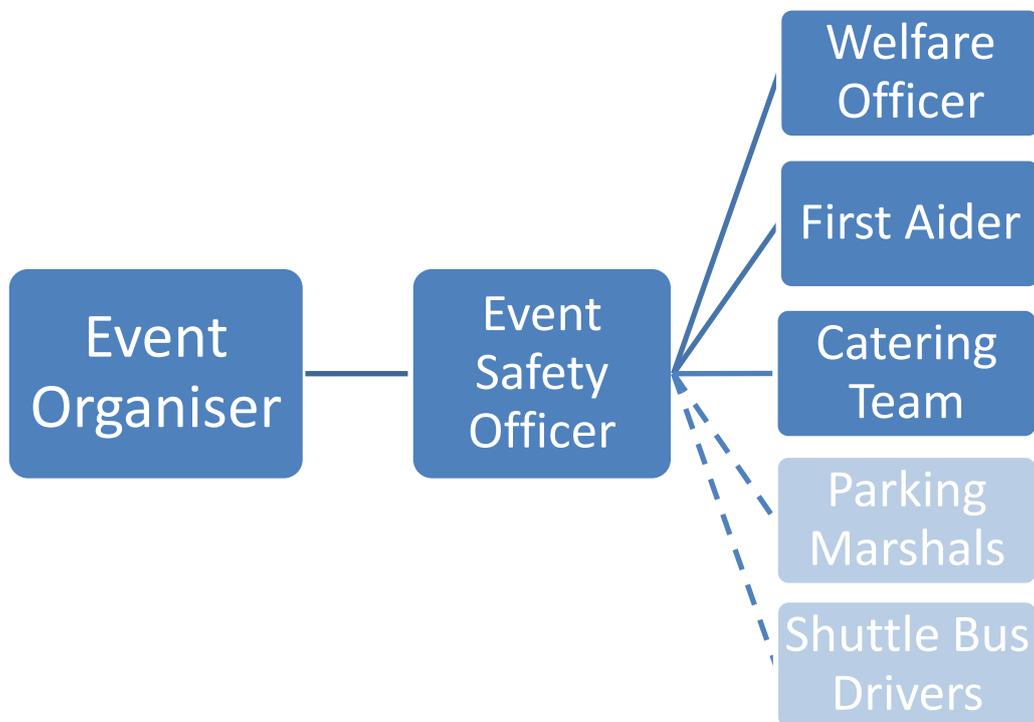
Shuttle Bus Drivers: Where the event provides a shuttle bus for paddlers, drivers are responsible for the safe operation of this facility. This includes managing the loading and securing of boats of trailers and ensuring vehicles are not overloaded / overcrowded.

Parking Marshals: At busy events the organiser may wish to have volunteers to help manage parking on site.

Other Roles: Organisers should identify other roles required for their event as appropriate and ensure each is aware of their

It should be noted that given the nature Washburn events individuals may be taking on more than one role. See Appendix F for a Blank table of roles that organisers can use.

Span of Control for Washburn Cruise Events



Normal Procedures

Generic Risk Assessment: A generic risk assessment for Washburn Cruise Events is provided by the Washburn Committee (see Appendix A). This will be reviewed and updated as required (at least annually).

Checking the River: A requirement from Yorkshire Water is that river must be walked by a member of the event team to ensure it is clear **before** their staff will commence the release. The Event Organiser will be required to sign Yorkshire Water's documentation to confirm that this has been completed before Yorkshire Water operatives begin to release water.

To ensure there is no delay to turning the water on, the Event Organisers should ensure that this has been completed at least 20mins before the water before the scheduled water on time so they can be ready to sign the document as soon as Yorkshire Water operator arrives.

Event Set up / Take Down: Event organisers must ensure that setting up and taking down for events can be done safely. Particular care is needed in relation to:

- manual handling.
- setting up and dismantling tents or gazebo's.
- loading / unloading equipment within the confined space in the container.

First Aid: As stated in the role outlines above it is recommended that at least one member of the event team has First Aid training. A First Aid kit is located in the cupboard in the ladies toilet at the main car park. Organisers should inform the Washburn Committee of any items used at events so that these can be replaced.

Fire Safety: Event organisers must ensure there is appropriate consideration of fire safety particularly related to operating a café. This should include:

- Ensuring cooking appliances are clear of tent walls.
- Gas bottles are properly connected and checked for leaks before lighting stoves, boiler etc.
- There is a clear exit route from the kitchen in the event of fire.

A fire blanket is provided for use in the café.

Events that make use of generators should consider the associated risk of fire, including:

- Positioning generators a suitable distance from tents etc.

- Fuel is stored in appropriate containers and away from the generators.
- Generators are refuelled only when switched off, and operated by suitably experienced people.

Food Hygiene: Where an event café is being provided for the event, the organiser should ensure this is run in line with best practice for food hygiene as far as reasonably possible for a temporary kitchen. This should include:

- Antibacterial wipes / washing of tables, table cloths, cooker, and equipment.
- Hand washing facility for catering staff.
- Appropriate storage of food (e.g. cool boxes for raw meat and dairy etc)
- Allergy information in home-made food (e.g. nuts or dairy in cakes).

It is not a requirement for the catering team to have a Food Hygiene certificate, but this may be useful. Food hygiene certificate can now be gained through online learning from various outlets.

Further information of food safety can be found at <https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

Car Parking / Vehicle Movements: Vehicles moving in the car park must comply with the site speed limit. Event Organisers should ensure that vehicles are parked in a way that ensures that a clear route for emergency vehicle is maintained at all times.

At events where a high number of people / vehicles are expected, Event Organiser may want to consider having volunteers to act as car parking marshals.

Paddler Risk Acknowledgement: Paddlers (or a parent/guardian/responsible adult for under 18s) **must** sign in before paddling to confirm that they are aware of and understand the risks associated with paddling at the **Washburn**. They are also required to sign out when they have finished paddling/ before their final run if getting off at the woodyard. This is a similar arrangement that paddlers are used to doing at other managed white water sites.

A Risk Acknowledgement / Signing In sheets for use are provided in **Appendix B**.

Insurance: All those paddling at the Washburn must be covered by British Canoeing Insurance. This mean they must be:

- Members of British Canoeing

- 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)
- Take out British Canoeing 'Event Insurance' at additional cost (£5 in 2016)

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

- website information
- advice notice on the Washburn Calendar
- Safety information signage on site
- Paddlers will be required to sign in before paddling to acknowledge the event risks

Where events include additional activity not covered within the scope of the Template Event Safety Plan (e.g. slalom, wild water race), the Event Organiser is responsible for communicating additional information to paddlers. Discipline specific event may have their own guidance on this).

Safety Signage: Generic event safety information must be displayed at each event. A-boards with the relevant notices are provided and stored on site so Event Organiser simply needs to put these out at their event. Copies of the notices are provided in Appendix C.

Impact of Weather / Cancellation: Cancellation prior to the event will be via the Washburn Committee who will communicate this via email, text messages, Facebook and twitter. This is likely to be due to a cancelled water release, or weather conditions that make the site inaccessible / dangerous (e.g. heavy snow).

In exceptional circumstances the event may need to be cancelled amended due to conditions on the day. This could include exceptional rainfall causing flooding or high winds impacting on the use of tents for catering. The decision to cancel or amend the event due to weather rest with the Event Organiser in consultation with the Event Safety Officer.

Data Protection Issues: The participant signing in sheets contain personal information relating to those paddling. Event organisers should ensure that these disposed of securely (ideally shredding).

Event Feedback: Feedback from participants and others regarding safety issues (actual, potential or near misses) should be communicated to Washburn Committee as soon as possible after the event.

Emergency Action Plan

First Aid Provision

As stated in the role outlines above it is recommended that at least one member of the event team has First Aid training. The First Aid kit is located in the cupboard in the ladies toilet at the main car park. Organisers should inform the Washburn Committee of any items used at events so that these can be replaced.

Minor Incidents

A minor incident is defined as a 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 Safety Officer should:

- Ensure appropriate First Aid treatment is provided.
- Consider the safety of other river users, warning them of any hazard or keeping them away from the incident as appropriate.
- Ensure incident reporting is completed as detailed below.
- Pass any further information / recommendations for changes to avoid future incidents to the Washburn Committee.

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 Safety Officer 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 casualties emergency contact (listed on paddler declaration).
- Ensure incident reporting is completed as detailed below.
- Pass any further information / recommendations for changes to avoid future incidents to the Washburn Committee.

Emergency Water Shut Off

Where an incident requires the water to be switched off, organisers should call (not text) Yorkshire Water on 0844 902 2981. These are for the control room who can contact the operatives that can switch the water off, so this will not result in an immediate shut off of the water.

Summoning the Emergency Services

The decision to call the emergency services should be taken by the Event Organiser or Event Safety Officer. The person calling the emergency services should have sufficient information to ensure they can provide an accurate location and details of the incident / injuries

Obtaining a mobile phone signal in the valley can be problematic. From the main car park, a signal can usually be obtained by walking up to the top of the Dam or driving out of the valley. Elsewhere along the riverside it may be necessary to climb out of the valley to gain a signal.

- **For the Main Car Park**, the nearest postcode to direct the emergency services to is **HG3 4BB**. This is one of the farms just north of the entrance gate to the Washburn main car park. The Grid Reference for the entrance off the public road is SE158565.
- **For the Woodyard**, the nearest postcode to direct the emergency services to is **LS21 2PL**. This is the Cricket Club just north of the Woodyard entrance gate to the Washburn main car park. The Grid Reference for the entrance off the public road is SE 169554

In the event that the emergency services are called, Event organisers / Safety Officers should ensure a volunteer is dispatched to the relevant site entrance to direct the emergency services to the required location.

Local Hospitals

The nearest hospitals to the Washburn are:

- **Minor Injuries Unit - Wharfedale Hospital** 01943 465522
Newall Carr Road, Otley, West Yorkshire, LS21 2LY
Open: 8.00 am – 11.00 pm every day including bank holidays (except Christmas).
- **A & E Dept - Harrogate District Hospital** 01423 885959
Lancaster Park Road, Harrogate, North Yorkshire, HG2 7SX
Open: 24hrs

Maps showing the location of these can be found in Appendix D. **Copies of the maps are also kept next to the First Aid kit.**

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 by the Event Safety Officer for the Washburn Committee.

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 in line with insurance requirements. **A copy of the incident form is in Appendix E and a supply of forms are kept on site with the First Aid kits at the main car park.**

High Water Levels

During periods of exceptional rainfall water will flow over all 5 spillways on the dam causing the river level to rise above normal release levels. This has been known to flood the riverside path (above the small weir) and very exceptionally the car park has been known to flood.

If water is coming over all 5 spillways on the dam the Event Safety Officer / Organiser should:

- inspect and continue to monitor the headroom available under the footbridges. If there is a risk of paddlers hitting the bridge with their head or catching their paddlers the event will be stopped.
- inspect and continue to monitor the water level at the path above the small weir and by the get on. If water is (or is about to) flow over the path the event will be cancelled until levels subside. Consideration will be given to clearing the site if there is a risk of the car park flooding.