Banbury & District Canoe Club Hasler Race

Sunday 25th October 2026

Event Safety Plan

Prepared 16/06/2026

Introduction

This document has been produced on behalf of the BDCC Committee to comply with Paddle UK Standards For Deployment requirements for all open events to have in place an Event Safety Plan. It specifically covers the Banbury & District Canoe Club Hasler race to be held at Castle Quay, Banbury on the Compton Road Carpark.

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 Officer to review and approve. The risk assessment has officially been approved by the Canal & Rivers Trust as part of their conditions to grant a license to hold a canoe race on their water.

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.

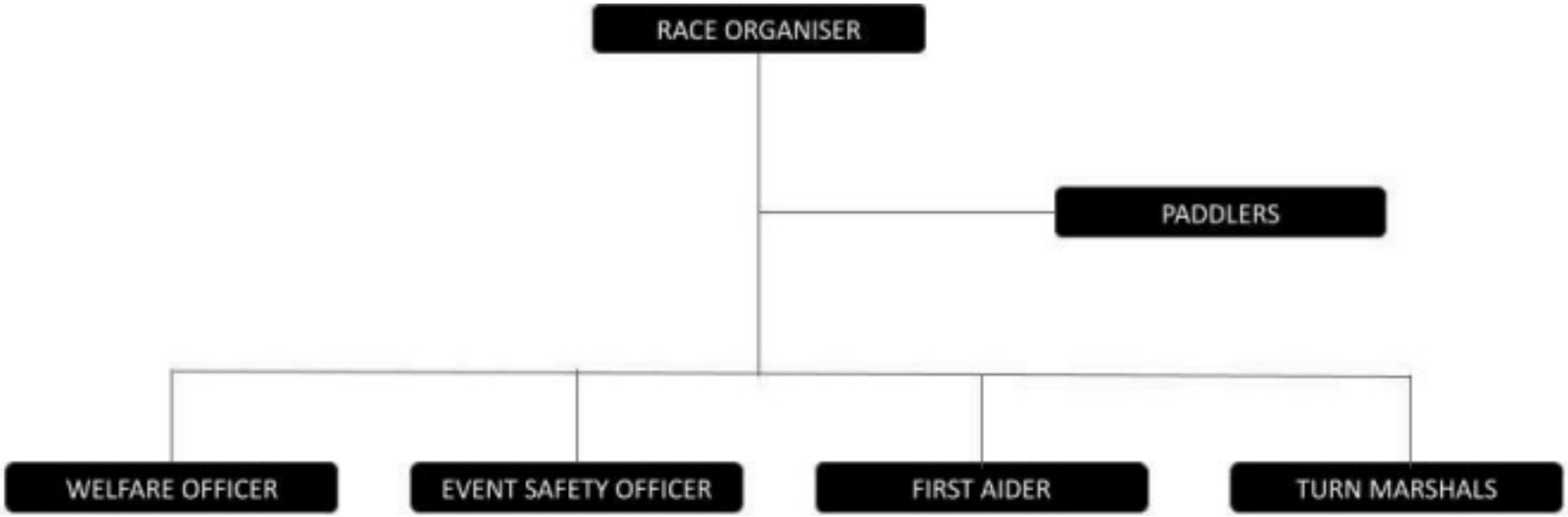
Welfare Officer: Responsible for managing any Child Protection and Safeguarding issues.

First Aider: It is a 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 take on more than one role.


RACE ORGANISER
PADDLERS
WELFARE OFFICER
EVENT SAFETY OFFICER
FIRST AIDER
TURN MARSHALS

Normal Procedures

Risk Assessment: A risk assessment for the Banbury & District Canoe Club Hasler race at Castle Quay is provided (see attached copy).
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 the following alongside Covid-19 control measures if necessary:*

- manual handling.
- setting up and dismantling tents or gazebos.
- removing/ replacing equipment within the confined space of the car park.

First Aid: As stated in the role outlines above it is a requirement that at least one member of the event team has First Aid training. A First Aid kit is located in the event gazebo and each turn marshal will carry not only a first aid cut but a survival blanket and be part of the event WhatsApp group for that event.. Organisers should inform Kirsten Suenson-Taylor (Club Chairperson) 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 Compton Road car park must comply with the parking restrictions requested by the event organisers. Marshals will be on hand to direct the vehicles.

Paddler Risk Acknowledgement: Entry to the BDCC Hasler race constitutes acknowledgment by competitors that paddlesport (canoeing/kayaking/paddleboarding) is an assumed risk activity and that they are adequately experienced to participate.

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 the 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 a requirement that at least one member of the race organising team has at least a current 1-day First Aid training certificate. The BDCC First Aid kit is located in the event gazebo.

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 BDCC 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 that steps have been put in place to permit appropriate First Aid treatment to be 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.

The Banbury & District Canoe Hasler race location is Compton Road carpark, Castle Quay, Banbury 0X16 2PR

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

There is a defibrillator situated in the castle Quay Shopping Centre near the Wild Lime exit.

Local Hospitals

The nearest hospital is the Horton General Hospital OX16 9AL which is situated one mile away.

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 Paddle UK by the Event Safety Officer. If this is not possible within a short period, this reporting 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 ___7th June 2026_____

Role	Signature	Name
Event Safety Officer	Graham Warland	Graham Warland
Event Organiser	Sally Hartland	Sally Hartland

Appendix B – BDCC Hasler Race Event Roles Table

Event Date___25th October 2026__

Role	Name	Contact details
Event Organiser:	**Sally Hartland**	**07817797682**
Event Safety Officer:	**Graham Warland**	**07983113597**
Welfare Officer:	**Irene Hills**	**07775513240**
Turn Marshals:	**TBC**	**Determined on the day of the race**
It should be noted that individuals may be taking on more than one role.		

Appendix C

Banbury & District Canoe Club 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 Paddle UK? Yes / No
Please complete this form and return it to the Event Organiser or the Event Safety Officer or to the Welfare Officer
For incidents requiring hospital / emergency services treatment, a copy of the incident form should also be forwarded to: Paddle UK Coaching Office, National Watersports Centre, Adbolton Lane, West Bridgeford, Nottingham, NG12 2LU.