

Organiser guide to events in the Broads



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Cover photo credit: Canoeing on the River Waveney by Tom Barrett

Introduction

This information pack is to assist event organisers with the successful running and delivery of an event within the Broads National Park.

Any charity raft race, swimming event, duck race or similar event on water will need to develop a detailed event management plan to ensure the safe delivery for all involved.

You will need to provide the following information a relevant at least 1 month before your event:

- Risk Assessment
- Site Plans
- Route Plans (water, road, footpath) where applicable
- Event Management Plan
- Copies of your Public Liability Insurance

Event organisers should also review the Schedule of Conditions (overleaf) to ensure that the event in question covers all of the requirements set out by the Broads Authority.

Schedule of Conditions

- No event shall be permitted by the Authority unless organised by a responsible body.
- Organising bodies must give the Authority a minimum of 1 months' notice, in writing of the intended event, setting out:
 - Details of the organising body and the name of the person with ultimate responsibility for the event.
 - Total number of competitors.
 - Time, place, extent, route and duration of the event.
 - The number of vessels/objects involved.
- All persons taking part in the event must be able to swim and must wear approved pattern buoyancy aids.
- All "vessels" (see Navigation Byelaws for definition of "vessels") will require short-term registration. Details of costs will be notified on application to hold the event.
- The organisers must arrange suitable insurance cover for the event.
- The organisers must submit:
 - Risk Assessment
 - Site Plan
 - Route Plans (water, road, footpath) where applicable
 - Method Statement / Event Management Plan
 - Proof of Public Liability Insurance
- No event shall interfere with the normal navigation of the waterways. If there is a possibility of conflict with other users of the waterway the organisers must make provision for keeping the participants safe and away from other vessels.
- The organisers must ensure that sufficient safety boats cover the event.
- At the conclusion of the event, the organisers must ensure that all rafts and objects are removed from the waterway and the banks thereof.
- The organisers must bring to the attention of the public, through a programme or other publicity method that the event is held under special conditions of safety and supervision and that spectators must not build rafts or any similar objects for use on the waterway.

The granting of any permission by the Authority in accordance with this Schedule is without prejudice to any requirements of the police authority, local authority, Anglian Water, the Environment Agency, Natural England, the Marine Management Organisation and riparian owners regarding such matters as permissions, environmental assessments, crowd control, parking and congestion etc. and it will be the responsibility of the organisers to deal directly with the parties involved.

Lucy Burchnall - Head of Ranger Services

Broads Authority

What is a Risk Assessment?

A risk assessment is an examination of the workplace and work activities that could cause harm to people who work at or visit there. It considers the chances of that situation occurring and ensures that sufficient precautions are taken to prevent it. The aim of the assessment is to ensure that no one is hurt or becomes ill because of the activities performed.

Introduction

The Risk Assessment should always start with the event name, location and date of the event. There should also be a general overview of the event, participants, what you hope to achieve etc.

Purpose

A risk assessment is an examination of the workplace and work activities that could cause harm to people who work at or visit there. It considers the chances of that situation occurring and ensures that sufficient precautions are taken to prevent it. The aim of the assessment is to ensure that no one is hurt or becomes ill because of the activities performed.

General Risk Assessment

The Management of Health & Safety at Work Regulations 1999, Regulation 3 requires that,

‘Every ***employer** shall make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking’.

*For the purpose of this document, the **employer** is the event organiser.

How do I create a Risk Assessment?

Step 1: Identify the hazards

Plan your event on paper, listing the activities and equipment that will be involved. Then think about the hazards relating to each activity and piece of equipment. A hazard is something with the potential to cause significant harm, such as:

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health, e.g. dust or fumes
- Moving parts of machinery
- Any vehicles on site
- Electrical safety, e.g. use of any portable electrical appliances
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities
- Crowd intensity and pinch points

This list isn't exhaustive, and you will need to identify any other hazards related to your event's activities.

Step 2: Decide if someone could be harmed and if so, how

For each hazard you identify, list all the groups of people who may be affected. This might be:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled people
- Children and elderly people

- Potential trespassers
- Expectant mothers
- Local residents

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services
- Waste management and recycling
- Provision of facilities
- Fire, security and cash collection
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures

Step 3: Work out the risks

When assessing the risk of an incident occurring, it is necessary to have in mind a “worst-case scenario” for each hazard and consider the likelihood of it occurring and the impact on the viability of the Charter Event to remain open for visitors.

Each hazard is looked at in turn and graded between 1 and 5 for Impact and Likelihood.

For Impact:

A score of 1 relates to the potential of slight injuries (e.g. sprained ankle).

A score of 5 relates to the potential of multiple fatalities.

For Likelihood:

A score of 1 relates to the very improbable likelihood that an incident will occur.

A score of 5 relates to the near certain likelihood that an incident will occur.

Risk:

The **Risk** is calculated by cross-referencing the **Impact** with the **Likelihood**.

Impact x Likelihood = Risk

Figure 1

Risk matrix

		Likelihood				
		Very Improbable	Slight Possibility	Distinct Possibility	Reasonable Probability	Near Certainty
	Slight Injury	1	2	3	4	5
Impact	Minor Injury	1	A	A	A	B
	Major Injury	2	A	A	B	C
	Single Fatality	3	A	A	B	C
	Multiple Fatality	4	A	B	C	C
		5	B	B	C	C

Any RISK that results in **C** will mean the event **MUST BE CANCELLED** until more safety measures are put into action.

Any RISK that results in **B** will mean the event can go ahead but RISKS will need to be reassessed to see if more safety measures could be put in action.

Any RISK that results in **C** will be minor (if applicable at all) and the event will be able to ahead.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what you have to do to reduce the risk to an acceptable level.

You could: Remove the hazard.

Prevent

- access to the hazard, e.g. by guarding dangerous parts of machinery
- Find a substitute for the hazardous activity or equipment
- Use personal protective equipment to reduce the risk – this should be a last resort

Step 4: Record your findings

You should list your findings on a **risk assessment form*** so that you have a record of all significant hazards, the nature and extent of the risks, and the action required to control them. **You should retain the Risk Assessment for future reference.**

Step 5: Review and revise

Your risk assessments will need to be reviewed and updated if any of the risks change while you are planning the event. Also, remember to obtain risk assessments from your vendors, performers, exhibitors etc. for their activities and equipment.

***See Appendix 1 for example Risk Assessment.**

How do I develop an Event Management Plan?

An Event Management Plan is a document that will help you to plan for your event and will give clear directions to all interested parties to enable your event to be safe and enjoyable for all.

When producing your Event Management Plan, ensure you highlight the following:

- Event Outline (Name, dates, times, location).
- Plan Production & Control.
- Health and Safety for Events Staff and Volunteers.
- Event Management Structure.
- Crowd Management Procedures.
- Emergency Procedures.
- Evacuation Procedures.
- Road Traffic Management Procedures.
- Public Transport Management Procedures.
- Firework & Pyrotechnic Management.
- Severe Weather & Event Cancellation Procedures.
- First Aid Procedures.
- Fire Precautions & Equipment Procedures.
- Communications Procedures.
- Media Procedures.
- Waste Management Procedures.
- Toilets – Before, during and after the event.
- Catering Procedures.
- Lighting Procedures.
- Lost Children Policy Procedure.
- Equality Impact Statement.

Think carefully about where your event's central point will be. This could be a staging area or an arena, and people should be aware of this location and must be able to hear any/all event announcements.

You should also visit the site with the plan to make sure you are familiar with everything. You can carry out a preliminary assessment at the same time. The areas to consider will depend on your event, but will probably include:

- Entrance and exit points
- Emergency routes
- Central arena/staging area
- Audience space
- Stall area
- Parking
- Power points
- General safety of the site

You should update your risk assessment when you know what activities are taking place and where.

See Appendix 2 for an example Event Management Plan.

How do I develop a Site Plan?

You can design your site plan on paper or electronically, and you may find it helpful to do both. A paper version is easy to work on when on site and at meetings. Then you can produce an electronic version for your final site plan, which can be used by all the event organisers, participants and in the event programme.

To begin with you will need a map of the site. You may be able to find a suitable map online.

When designing your site plan, ensure you highlight things like:

- Staging
- PA system
- Toilets
- Crowd barriers
- Marquees and gazebos
- First aid tent
- Information tent
- Power points
- Parking
- Entrance and exit points

Think carefully about where your event's central point will be. This could be a staging area or an arena, and people should be able to hear event announcements here.

You should also visit the site with the plan to make sure you are familiar with everything. You can carry out a preliminary assessment at the same time. The areas to consider will depend on your event, but will probably include:

- Entrance and exit points
- Emergency routes
- Central arena/staging area
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- Stall area

- Parking
- Power points
- General safety of the site

You should update your risk assessment when you know what activities are taking place and where.

Appendices

Appendix 1: Risk Assessment Example

Appendix 2: Event Management Plan Example

Appendix 3: Event Site Plan

Appendix 4: Public Liability Insurance

Appendix 5: Setting up and breaking down an event

Appendix 6: Health and Safety for Events Staff and Volunteers

Appendix 7: Communications Before, During and After an Event

Appendix 8: Crowd Control

Appendix 9: '999' Emergency Situation & Evacuation of Area

Appendix 10: Weather Conditions

Appendix 11 (Swimming Events): Go / No Go Criteria Open

Appendix 12 (Swimming Events): Relevant Scenarios / Actions to take

Appendix 1: Example Risk Assessment

Risk Assessment	
Event details:	
Assessment conducted by:	
Date of Assessment:	
Date of event:	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	<p>Management of Safety and clear responsibilities</p> <p>E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>The Event Management Plan outlines how the event team will manage safety; who has specific responsibilities; and how these will be carried out:</p> <p>Summary:</p> <p><i>Individual vols assigned key places to be on the day (in pairs at all times) and what their roles entail</i></p> <p><i>All individuals to wear high vis tabards and have safety briefing prior to event start.</i></p> <p><i>Each assigned a 2-way radio too, plus all major contact details of emergency details</i></p> <p><i>Public Liability Insurance covers the event (with a minimum cover of £10 million). We are not hiring any additional equipment for this event.</i></p> <p><i>Copies of PLI have been received from xxxxxxxxxxxx. Team members names in EMP and those who have first aid. Two of these in different canoes assigned 2-way radios too. All equipment is their own and covered by their insurance.</i></p> <p><i>For the additional safety of all attending, including the risk of drunken individuals, we have requested the attendance of a PCSO on the day around the time of 1.30pm – 3.00pm as the races are under way.</i></p>	Medium	<p>Ensure responsibilities are agreed and communicated out to all stakeholders – which has been done at meetings and is contained in the EMP and meeting minutes/resulting emails from event meetings.</p> <p>Ensure copies of the documents are available onsite during the event.</p> <p>PCSO attendance and visibility</p>	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
2	<p>Slip, Trips and Falls</p> <p>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Pre-event site visit was carried out to ensure that the area is suitable to hold event again since last event.</p> <p>Emergency routes are of as good width and will kept clear at all times.</p> <p>Any uneven or damaged surfaces will be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced (we also have some 'no stopping' cones and can use these with ticker tape too).</p> <p>Ticker tape also used to cordon off unsuitable areas, as well as banners used to reinforce that railings are not to be crossed/sit on edges of water way.</p> <p>In particular, the slipway to the water on the opposite side to the Ribs will be cordoned off with ticker tape and safety bollards – plus we have assigned a volunteer to man this area at all times to stop people going down here and allowing access for the Paddle boards.</p> <p>Volunteers to also be vigilant of people crossing lines/obstructing roadways, and those that do are removed from site.</p> <p>All working at height must be avoided wherever possible. There will be people placing banners on the barriers by the side of the riverway, but they will not be stepping off the side, and will be working in twos again.</p>	Medium	<p>Event team to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards.</p> <p>Clear signage to also be used on the day, as well as ticker tape to show where is not to be crossed.</p> <p>Volunteers to reinforce this and to be vocal on the day to anyone flouting the rules and ensure the public remain safe. This will be noted at team briefing and in emails prior to the event.</p>	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
			Plus any people using the water's edge to get to the ducks to retrieve or place in the water, and put out banners, will be given a life jacket and ensure wear suitable footwear (communicated prior to event).			
3	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	Members of Public Employees Volunteers Contractors	Fundraising team have carried out a pre-event site visit to ensure that the area is suitable. Event is daytime so lighting is not an issue. There are lots of different road/path way materials, but not seen as a problem at all. The grass area to the side of the Ribs is clear and there are good access routes that can remain clear, with assistance from volunteers/TL's.	Medium	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing). Plus 'NO ENTRY' signs to be used where required.	Low
4	Manual Handling E.g. Musculoskeletal injuries such as back injury from people attempting to	Members of Public Employees Volunteers Contractors	Avoid manual handling where possible. It is not foreseen that there will be any heavy lifting required at this event, and if so the main organiser, SB, will be contacted. Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling – if helping stall holders in set up or gazebos.	Low	Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including: <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so 	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
	move heavy or awkward objects		We will minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks (may only be where we are getting ducks from the water/putting them on show).		<ul style="list-style-type: none"> ▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. ▪ All lifting by young persons to be supervised ▪ Wherever possible, lift items with assistance rather than alone <p>Safe footwear and clothing imperative – as well as life jackets for those in the water and assisting on the water’s edge.</p>	
5	Weather Issues E.g. extremes of weather can cause injuries such as wind blown debris	Members of Public Employees Volunteers Contractors	<p>Employees/volunteers will be informed beforehand of the need to wear sensible outdoor clothing, most importantly suitable/sensible footwear and weather proof clothing where appropriate.</p> <p>Organiser/team leader to cancel activity if there is extreme weather (e.g. extremely high winds, immense levels of rain, etc)</p> <p>Ensure there is an adequate supply of water to prevent dehydration and sun cream to prevent sunburn.</p> <p>All attendees/public and staff/vols advised to bring appropriate clothing (although we will provide hats and bottles of water to each volunteer).</p>	Medium	Email to all vols and support staff asking to wear sensible footwear/clothing. This will be checked on arrival on the day. Plus make staff aware of working in the heat (need to keep hydrated and avoiding sunburn)	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
6	Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment	Members of Public Employees Volunteers Contractors	Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection, ensure this is maintained. Main items of equipment will be walkie-talkies and a loud hailer (no mains running electricity equipment to be on site).	Low	Ensure that all walkie talkies are charged and maintained well prior to the event and checked as given to staff.	Low
7	Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests, E.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public Employees Volunteers Contractors	Event team to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests. Employees/volunteers should be informed beforehand of the need to wear appropriate outdoor clothing and footwear, keeping hands, arms and legs covered as appropriate.	Low	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). At least one person per pair (vols) should have access to a phone in order to call for emergency assistance in the event of someone being injured or falling ill as a result of an allergic reaction.	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
8	First aid and Emergency Arrangements	Members of Public Employees Volunteers Contractors	<p>Event team to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile).</p> <p>Ensure that first aid provision is clearly signposted at the event.</p> <p>All life buoys are maintained and checked regularly, but we will also carry out a visual check on the morning to ensure they are present.</p> <p>First aiders are present in the water in separate paddle boards (three people in total as detailed in the EMP), two of which have 2-way radios. If there is a fall in they can be radioed and act instantly. Their response rate in the water is very fast and they will be able to see all areas of the water's edge during the race too and watching for accidents.</p>	Low	<p>All vols to have emergency contact sheets and ensure one phone per pair minimum.</p> <p>Safety briefing prior to event for all vols telling them of the control measures and where to send casualties and dial 999 in absolute emergency (ensure one in each pair has charged up working mobile phone at all times).</p> <p>Control point - any walking wounded to be sent to this spot for first aid assistance.</p>	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
9	<p>Children and Young Persons</p> <p>E.g. A young person taking unnecessary risks resulting in injury</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p>	<p>Event team to carry out a pre-event site visit to ensure that the area is suitable for young persons.</p> <p>Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.</p> <p>Volunteers to ensure that all children are supervised by an adult at the event, and talk to supervising adults if they see potential hazards.</p> <p>To also ensure further extra awareness, we will place signage across the whole area at the water's edge warning of the danger.</p> <p>We will also have two marshals on duty for the duration of the event from 12.30pm to 4pm – one on either side of the river watching the other side with walkie talkies to make one another aware of any potential issues on their side of the water.</p>	Low	<p>Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.</p> <p>We do not foresee any young people volunteering on the day.</p>	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
10	Contractors E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries	Members of Public Employees Volunteers Contractors	<p>Ensure that any contractors or subcontractors permitted to erect marquees or stalls etc, are competent in managing their own health and safety on site.</p> <p>Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment/event.</p> <p>This includes information from food stands too, and a complete RA of their stand for the day to be completed (in process HD).</p>	Medium	Ensure contractors are given adequate safety information regarding the event.	Low
11	Fire Safety	Members of Public Employees Volunteers Contractors	<p>We have nominated a 'responsible person@ - A N Other - to carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005, as the main potential for issues arises from the Ribs of Beef itself with regards to Fire .</p> <p>The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly.</p> <p>There are no known dangerous substances at any point outside the Ribs (anything within here will be covered by the management of the pub) and therefore we will provide briefing to staff that is an issue arrives that issue</p>	Low	<p>Inform all vols and staff of any risks to them, and provide them with information about the fire safety procedures for the event.</p> <p>Safety briefing on day to include fire – although no risks, will ensure they are aware of evacuation procedures.</p>	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
			to be radioed in to Control Point and action to be taken. 999 in an emergency and evacuate as per EMP.			
12	<p>Crowd Management</p> <p>E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.</p> <p>Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted.</p> <p>We will ensure there is sufficient supervision for the event (volunteers on site) and that there is an effective means of communication between stewards and to the audience (each are given 2-way radios and ensure each has a mobile phone and contact numbers in their possession).</p> <p>The two main marshals on each side of the river will help to ensure the riverside will remain clear and highlight potential problem places.</p>	Medium	<p>Event team to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all emergency facilities and that:</p> <ul style="list-style-type: none"> • All exits are unlocked; • Escape routes are clear; • water safety equipment is available • Fire-fighting equipment and alarms are in full working order; • A loud hailer for use in emergencies can be heard clearly in all parts of the venue. <p>2-way radios work at all parts too</p>	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
13	Waterlogged ground. E.g. potential slips trips and falls and vehicles becoming stuck	Members of the public Employees Volunteers Contractors	No access to waterlogged ground if unsafe to do so. Sensible shoes to be worn. No public vehicles to be parked on the grass areas in the event of heavy rain.	Medium	Event team to assess the likelihood of torrential rain. Walk round the site to see what areas can be used and the areas to close off	Low
14	Waste Management E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public Employees Volunteers Contractors	XXXXX Council will be contacted with regards to estimated audience size, event size, site boundaries etc, and requested that we have a waste of litter bins on the evening of the event. Stands will be responsible for the disposal of their own waste from the running of their stand. Large amounts of consumer waste will be taken away by the Fundraising Team in the van and returned to Break to be placed into the recycling bin and the skip. Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event. Ensure that post event, all volunteers help with the clear up, removing all debris from site (ensure gloves and waste bags are available to our volunteers for this task).	Medium	Ensure that special attention is made to areas such as: <ul style="list-style-type: none"> ▪ Approach to the event (e.g. surrounding streets and/or land) ▪ Entrances and exits ▪ First aid areas ▪ Catering areas 	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
15	<p>Vehicle movement on site.</p> <p>Collision with pedestrians or objects on site</p>	<p>Employees</p> <p>Members of the public</p> <p>Volunteers</p> <p>Contractors</p>	<p>The event is contained on a mostly pedestrian only area. Where vehicles are permitted this will be with the assistance of Volunteers who will supervise their coming on/off to the event area, moving and directing pedestrians as appropriate.</p> <p>There will be no public vehicle access at all.</p> <p>Volunteers will request that all cyclists dismount before entering the area of the event.</p> <p>Separate walk ways for pedestrians</p>	Medium	<p>Signage will support this.</p> <p>Event safety briefing to cover these points.</p>	
16	<p>Injury to a member of the public</p>	<p>Employees</p> <p>Members of the public</p> <p>Volunteers</p> <p>Contractors</p>	<p>The main access areas to the river will be cordoned off and no members of the public will be permitted access.</p> <p>Volunteers to patrol this area.</p> <p>All given radios and ensure have phones within the pairs – briefing to reinforce these measure and procedures.</p> <p>If slight injury and can walk, then will be asked to go to the Ribs, and otherwise will be asked to stay put and dial 999 then radio Control point to ensure that next step is coordinated.</p>	Medium	<p>The event team will check this area before the event begins</p> <p>Event safety briefing to cover these points again.</p>	Low

Appendix 2: Event Management Plan example

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First Aid

Fire Precautions & Equipment

Communications

Media

Waste Management

Toilets

Catering

Lighting

Lost Children Policy

Equality Impact Statement

Plan Production & Control

This plan has been produced by:

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Event Outline

Name: THE BIG EVENT

Venue: The Park, City Road, Oldtown*

**Please see site plan/map for more info*

Event Dates

This year will take place on **Sunday 01 August 2017**.

Crowd profile

There will be all age groups, but we expect mostly families with young to teenage children, so the majority being aged XX-XX in age with some over this. Most will be very able bodied, but we can expect some who have difficulties walking, etc in the crowd.

Plan Aim and Objectives

This plan is designed to bring together all of the plans of 3rd parties, organising and partner groups in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which other plans maybe implemented

Event Management Structure

The operational event management team will comprise a representative from:

- Organising Committee
- Safety Committee
- Supporting Charity

Role	Name:	Responsibility of:	Contact details:
Project Manager	A N Other	<ul style="list-style-type: none"> • Coordinating 3rd Coodinating all non NPC volunteers • Full registration of participants – including promotion (PR and marketing) and collecting sponsorship • Coordinating sponsors • Coordinating 3rd party supporters/facilities 	See above
Event Managers	Mr M Self	<ul style="list-style-type: none"> • Coordinating H&S aspects • Coordinating Police and all water way activities 	Tel: 01234 123123
Volunteer Coordinator	Ms W Here	<ul style="list-style-type: none"> • Coordinate all marshalls/ volunteers • Ensure they have necessary equipment and take breaks on day, etc 	<p>Coordinated by Charity Fundraising Officer – contact 01603 670108 / 07988 495385</p> <p>All these on separate Vols sheet with full contact details of each</p>
Base Control Support	Mr B Control	<ul style="list-style-type: none"> • Communicate effectively with the ground control • To ensure all volunteers have register and have necessary equipment • Control cash in and out 	Sign in sheet on arrival, etc with full contact details of each and sign out money and sign back in

Role	Name:	Responsibility of:	Contact details:
Local Authority	Mr C Officer	<ul style="list-style-type: none"> Ensuring all water ways are safe and secure and no other boats etc going down there 	07777 777123

Staff / Security

Ground Control Area: **The Park**

Marshalls/Volunteers

To be allocated positions around the area of the water's edge identified as;

- Good viewing points
- Close to water to see all people at the edge of the river
- Good flows of people

A PCSO to be actively in the area on the day of the race from 1.30pm to 4.30pm (due to there being alcohol available and people will be drinking all day, plus children present), where possible due to demands on the Police.

All volunteers, marshals and exhibitors to park at the car park. This will be clearly stated in the email confirmation details.

Crowd Management

All supporter crowds will be directed to the water way. Between certain times there will be different activities happening as follows (this will help to alleviate crowd pressure by using the marshals to direct people to places where other activities are taking place):

All day Drinks and food available

12midday: Facepainting and stalls on the grass area next to river.

12midday + Parade of Competitors

2.00pm: Individuals race – people can be on all sides of the river

2.30pm: Corporate race – people can be on all sides of the river

Marshals will be responsible for directing people appropriately and ensuring that there is still appropriate space to pass on paths and roadways.

There is much area around this venue, and we expect that crowds will mostly be present along the raceway at the time of main races – 1.45pm – 3.00pm.

Volunteers will all be briefed on the need to manage crowds and direct people in calm and considered ways on the day and will be advised to radio for support if required on the day.

For assistance on the day the areas will be named as such:

- North bank of river
- South bank of river
- Bridge A
- Bridge B

Emergency Procedures

If the operational event management team consider that an emergency must be declared then operational command will fall to Constabulary (PCSO to be on site). From there the operational commander will task and control the response.

Evacuation Procedures

If the operational management team decide that a controlled evacuation of the main event area is required then the following procedure will be used if possible:

- Decision is clearly recorded with the time it was taken and the reason.
- Event Manager will blow the whistle rapidly in short bursts, then this will signal an evacuation. It indicates for all individuals to follow him.
- Event Manager will radio to all and all stewards and volunteers following this and inform of issue and area to be evacuated. All stewards local to this area will stop the public accessing this point and re-route them accordingly, then follow them along the route to ensure evacuation.
- Following evacuation, the main team will walk the route to ensure all individuals are clear from the area.

In the occurrence that there is an emergency, the base support will call an emergency on radio.

The event coordinator will inform by radio all stewards and gather volunteers to inform people not to come into the area. Management will also coordinate all emergency vehicles and emergency response as appropriate.

Road Traffic Management

Car Parking is clearly sign posted in the area as there is no parking on site (*see event map*)

The impact to the local traffic routes will mainly be minimal, but it will impact the pedestrian areas.

Public Transport Management

There is no need for additional public transport, as central City people can manage their own transport for this event. Most will have to walk an additional way from cars/buses to get to the venue as there are no stops immediately in the area.

Severe Weather & Event Cancellation

Weather will be closely monitored by the Event Manager in the weeks leading up to the event.

In the case of severe weather in the days leading to the event, the Event Manager will be the first person to alert the organising team. In the first instance it will be assessed on the level of risk to spectators. If it is deemed unsafe on any part of the area (mostly due to high winds, flooding, extreme rain for slippery surfaces, excessive snow or severe ice), the Event Manager will instruct the organising team and a date will be cancelled and re-arranged.

See cancellation procedure below.

Trigger points to be:

- Wind – and difficulty through the trees/woods (fear of falling trees)
- Temperature of minus 8 and below the night before
- Ongoing snow fall, over 5cm deep the night before and the morning of the race
- Extreme flooding or excessive rain on the day of the event

Cancellation of Event Procedure

In the extreme case of wind, rain, severe ice or snow and it deemed completely unsafe to run the event, the Event Manager will alert the organising team, who will then:

- a) Post on social media and local radio reports (SB)
- b) Email to go to all sponsors and 3rd parties and volunteers (SB)
- c) Notices at Ribs of Beef and on local area where possible (Ribs)

First Aid

On consultation it is deemed that for the numbers of expected crowds and likelihood of incident that we are able to manage this ourselves in the main, and we have asked for a rapid responder to be on or around the site area on the day during 1-3.30pm:

The marshals will be able to alert incidents on the walkie-talkies.

There are 3 first aiders in the water on water boards to respond to anyone who falls in the water.

There is also a first aider located in the Control Point. Walking wounded to be asked to go here for treatment.

All marshals to be asked to dial 999 in case of emergency and keep public back in case of incident.

Fire Precautions & Equipment

In case of fire the responsibility falls to the management who will deal with the emergency. Marshalls will assist by keeping routes and access clear.

It is not deemed a risk at this time of year that a fire will occur at any place on the course itself.

Communications

Mobile phone coverage is not guaranteed in the area, so

- 12 walkie talkies

One to be supplied to strategic marshals across the area – ideally one per pair.

One to also go to:

- Control point
- Event manager

Contact sheets also to be provided for mobile phones of main crew members.

Media

Mr M Edia to be main PR contact on the day – will be set at finish line at the end of each race.

ME to deal with all media people at Finish Line and start, plus to ensure all enquiries or permission to take pictures etc at the event are asked for.

Navigation Issues

Organisers must be aware that if you want to run an event within the Broads navigable river system, they must notify the Broads Authority - Head of Ranger Services at least 4 weeks before the date of the event.

This will allow for the event to be highlighted on “Urgent Boating News” and for any interested parties to be contacted.

Waste Management

Waste bins are provided around the site and marshals asked to keep an eye on litter and make sure the area is tidy.

All marshals, stewards and volunteers will be responsible for the area in which they are covering. It is the responsibility of the person last leaving the area to ensure that it is cleared thoroughly and nothing is left behind.

This will form part of the briefing for volunteers – first on email prior to the event, and also on arrival on the day. They will be provided with equipment needed (bin bag, gloves) to ensure this happens and can radio for more assistance should they require this.

City council asked also to check area and clear bins the previous evening, and come back that evening to clear up any other rubbish/empty bins, but we are aware in previous years we have asked for this and it has not been actioned).

Toilets

Toilets located on site and within other establishments along the route.

Stall Holders

Name & Contact	Selling?	Position	Equipment needed?
Icey Ice cream www.iceyicecream.co.uk	Ice creams	In Park	None – own stall
Tasty Butchers	Sausage in roll stand	In Park	None – own stall
Raffle tickets C/O Suppliers	Sell raffle tickets	Over whole site	Table and Raffle books
Samba Band	Music	On stage	None – supplying own

Volunteers

All other names of volunteers to be listed and distributed to all relevant officers.

Services

Police

Main no: 0845 456 4567

Lord Mayor

Mr M Ayor, Mayors Office, City Council, Newtown

Telephone: (01234) 654321

Email: Mayor@citycouncil.gov.uk

Town Newspaper

Ms J Journalist

Email: jjournalist@paper.co.uk

Electricity

Electricity will only be used within the stage area and falls under the responsibility of the management team there.

All of the walkie-talkies will be fully charged prior to the event, and in the vent of failure mobile phones are to be used and stay close to another pair to have message relayed.

Lighting

The event will start and finish in daylight, so no safely lighting will be needed for spectators, entrants or stewards in the event area.

Lost Children Policy

Any lost children will be taken to by stewards/marshals who will look after the child.

In the first instance, anyone reporting/finding a lost child will radio to the whole team.

Children will not be left alone, and two staff will remain with the child at all times.

Equality Impact Statement

We will do all we can to ensure that the needs of all members of society.

We encourage all members of society to attend our events. We believe the majority of the site to be accessible for those with disabilities. Vehicle access can be arranged where essential.

On the day, signs will use colour and images to reinforce messages for any people where English is not their first language.

Event Publicity

Publicity	Type	Time
TV	Conf pre-event on air	Attending on day
Radio Town	Lots of pre-event publicity and special deal for sponsors	Attending on day with car
Local News	Pre-event publicity	On day

Event Schedule

1 month before ++

Check stock of items to sell

Check stock of walkie talkies

Purchase hard signs for the race way

Banners

Week prior to the event and before:

Charge up all walkie-talkies

Print out signs and laminate

Thursday

- Pack Van
- Collect PA systems
- Marquee
- Pens, highlighters and other info, inc reg sheets
- Pins and blue tac
- Scissors
- Flags
- Walkie-talkies
- Tables x 6
- Money belts, money bags and money tins
- Mallet and equipment
- Display boards
- Tabbards
- Laminated signs
- Loud Hailer – batteries!!!
- Cans and water

- Clipboards and pens
- Raffle tickets

Day of Event

- Ticker tape to show areas not to cross
- Signage out
- Gazebos up
- PA system on
- Tables out
- Banners out

10:00	Registration desk set up
11:00	Volunteers arrive and briefed
11:00	Give volunteers a walkie talkie, high vis vest, water, raffle tickets
12.00	Town Radio arrive
13.45	Sheriff and Escort to arrive
14.00	Individual Race
14.30	Corporate
16:00	Event close

Roles and Responsibilities

Event committee will meet at least 6 months prior to the event to allocate roles and responsibilities and activities to undertake.

This will then be followed by email correspondence and updating of the Event Management Plan as appropriate, and minutes of meetings/actions.

Meetings will then happen as appropriate with a meeting to finalise the event 1-2 weeks prior to the event, and a final discussion/meeting a few days before to ensure all roles covered and ready to move forward with event (weather and attendee permitting).

Any issues to be highlighted immediately and acted upon.

Organising Partners:

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Main sponsors:

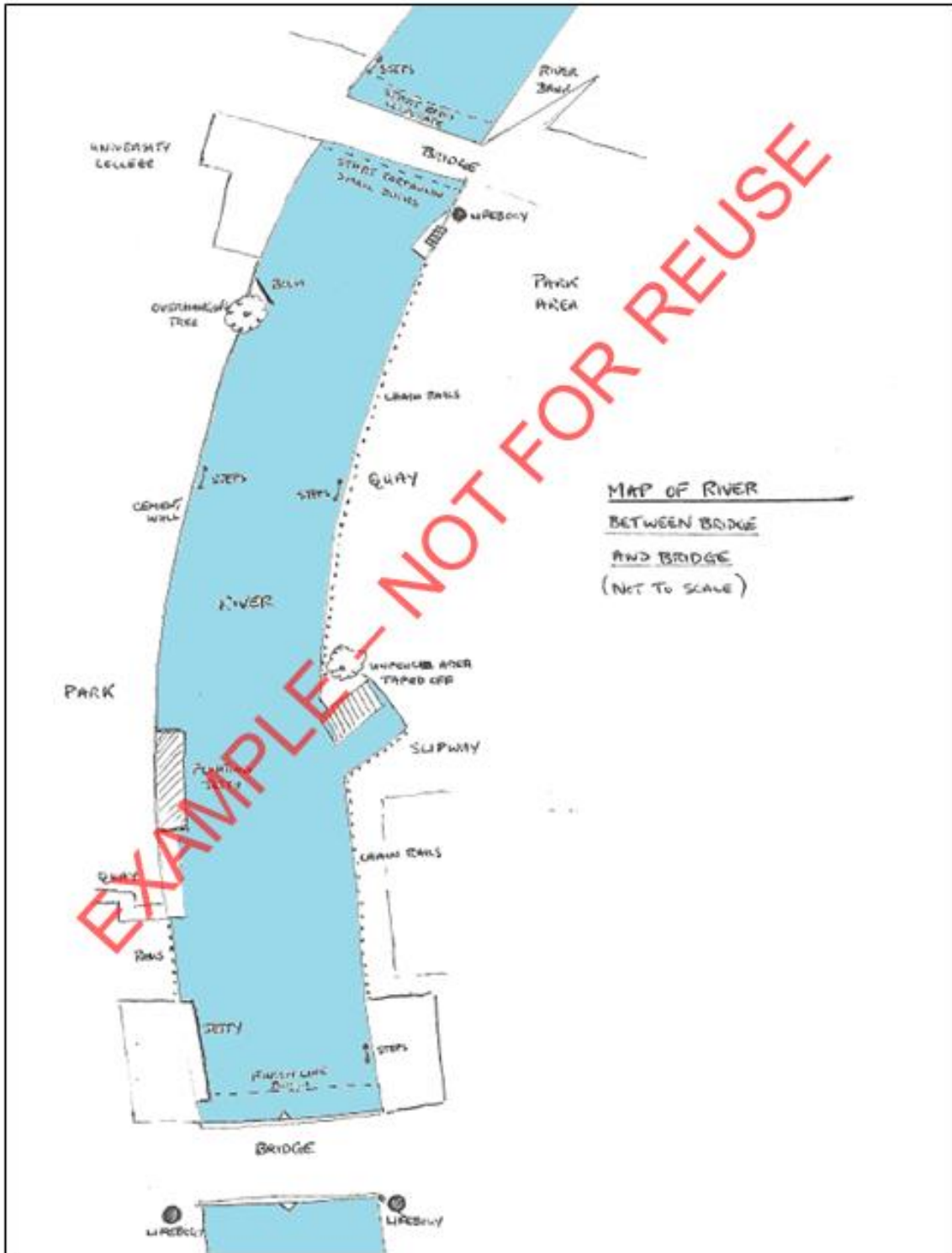
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+ more

Appendix 3: Event site plan



Appendix 4: Public liability insurance (example only)

Confirmation of Insurance	
Insurer	Events Insurance For You
Policy Number	123456/Norwich
Date	01 st August 2017
Contractor	A N Other, 17-14 High Street, Norwich, NR2 2EY
Business Type	Charity Organisation / Scout Troop
Endorsements	Indemnity to Principles Voluntary Helpers Covered Terrorism and Asbestos Exclusion Excluding Professional Indemnity & Financial Loss
Combined Liability	AS REQUIRED UNDER THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969
<p><u>Employers' Liability Including Health and Safety at Work Act 1974 – Legal Costs</u></p> <p>INDEMNITY: ANY ONE ACCIDENT – GBP: 10,000,000</p>	
<p><u>Public Liability</u></p> <p>INDEMNITY: ANY ONE CLAIM – GBP 1,000,000</p>	
<p><u>Products Liability</u></p> <p>INDEMNITY: ANY ONE ACCIDENT & IN ALL – GBP 1,000,000</p>	

Public/Products Liability – Excess of Loss

INDEMNITY: ANY ONE ACCIDENT – GBP: 10,000,000

NOTES TO PRINCIPLE:

- (A) All policies in force up to stated renewal dates
- (B) General Principles' Clauses &/or equivalent included.
- (C) Subject to Policy Terms, Conditions and Exceptions.
- (D) The above is correct at the date of signing.
- (E) Alterations/Cancellations may occur during the period.
- (F) Current position will be confirmed on request.

NOTE TO CONTRACTOR:

This document is sufficient evidence to your Principle of the existence of the above Insurance Arrangements. Do not part with your original Policies. Please retain this original form.

Appendix 5: Setting up and breaking down an event

It is impossible to have any event without a lot of work behind the scenes. This normally involves setting up for the event long before it opens to the public. Therefore, the following should be taken into consideration in order for the smooth implementation of plans for the day.

Hazards:

- Erecting /dismantling Marquees.
- Erecting /dismantling safety Barriers.
- Signage installed/ removed.
- Confusion amongst stallholders and location of their pitches.
- Parking problems.
- Late arrivals.
- Chaos at end of event.

These problems are overcome by:

- Good liaison with stall holders who will be allowed on site at 9am.
- Pre-event posters.
- Pre-arranged parking areas for stallholders once they have off loaded.
- Pre-event letters sent to all stallholders with requisite information.
- Supervision at the barriers by informed staff armed with checklists; pitch details and radios.
- Staff training prior to event.
- Maintaining barrier staffing to control ingress and egress at end of the event.
- Removal of signs only when it is safe to do so.
- Trained volunteers to deal with Marquees.
- Good access details via carpark.

Appendix 6: Health and Safety for Events Staff and Volunteers

The Health and Safety of events staff and volunteers is as important as that of the members of the public.

- All personnel to wear appropriate clothing and footwear.
- All personnel to be issued with a **high visibility jacket, that must be worn.**
- All personnel to attend a pre-event briefing.
- Those personnel not able to attend the early briefing **must be briefed** before commencing their duties, either by the supervisor or deputy.

The briefing must consist of:

- Instruction in the use of the radios.
- Instruction in call signs only to be used in extreme emergency (e.g. When emergency services are required, evacuation etc).
- Procedure when dealing with lost children.
- Procedure when dealing with lost / found property.
- Provision for a refreshment break.
- Procedure for dealing with incidents.
- Evacuation procedures.
- First Aid requirements.
- Discovering a Fire:
 - Call supervisor to dial '999.
 - Only tackle it if it is small and safe to do so (**but never tackle an electrical fire**).
 - Evacuate the surrounding area.

Appendix 7: Communications before, during and after an event

It is important that all staff acting in a supervisory capacity before, during and after an event maintain a means of contact between themselves and other volunteers. A failure to provide service could lead to dire consequences.

The event organisers **must** ensure that all relevant personnel receive radios and hi-viz jackets before the event begins and all staff are briefed on the use of radios and other required equipment.

Hazards:

- Failure to identify each other before, during and after the event
- Lack of contact at the time of an incident could lead to a serious escalation
- Confusion due to a lack of understanding between volunteers and supervisors
- Event chaos

These problems are overcome by:

- Adequate radio provision and training in their use.
- Permanently manned point of contact throughout the event (including setting up and breaking down) should there be a radio failure.
- All event staff to wear high visibility jackets until event is closed to public.
- Regular contact with all involved during the event.
- Contact telephone numbers for the supervising officers to be supplied to all of the team.
- A code word or series of code words for use only in times of extreme urgency.
- Immediately report all situations that may impact on the event to a supervising officer.
- Team meeting prior to the event for a briefing and allocation of responsibilities.

Appendix 8: Crowd control

Weather conditions, star attractions and events occurring elsewhere can all affect the numbers who attend an event on the day. Thousands can turn out to participate and crowd numbers will fluctuate during the course of the day.

The presence of good stewards on the day is crucial to maintaining good crowd control.

Hazards:

- Failure to control crowd numbers resulting in congestion.
- Inability to maintain access for emergency vehicles.
- Minor disorder and criminal activity.
- Family groups becoming separated, especially children from parents.
- Lost and found property.
- Injuries as a result of accidental tripping, falling due to uneven ground, water edges and numbers of people.

These problems are overcome by:

- Stewards to wear high visibility jackets throughout the event.
- Radio contact to be maintained by stewards.
- Barriers erected in key areas.
- Regular patrolling by stewards who remain in attendance all evening.
- Wide routes that can be cleared of pedestrians by police and stewards should there be a need to gain entry for '999' vehicles.
- Lost children taken to a pre-identified location where they can be supervised whilst their parents are found.
- All persons wishing to report lost or found property to be directed to the police station or a police/community support officer if one is in attendance.
- First Aid post to be maintained.
- Regular supervisor liaison during the course of the day.
- Evacuation procedure should it be necessary in consultation with police.

Appendix 9: '999' Emergency situation & evacuation of area

There should always be sufficient qualified First Aiders on site from the time of setting up to deal with minor first aid treatments.

However, there is always a possibility that a more serious incident will occur and that is when the Emergency Services will need to attend.

Hazards:

- Serious injury / illness beyond the capabilities of the existing facilities.
- Fire breaking out.
- Serious criminal incident.
- Insurance claims at a later date.

These problems are overcome by:

- Maintaining close contact with the patrolling staff.
- Have a designated member of the event staff to call 999 is necessary. This will ensure that the Emergency Services are not inundated with 999 calls.
- Follow briefing procedures.
- If a path is required for emergency vehicles, work in conjunction with any attendant police members and other event staff.
- Ensuring professional staff members deal with all electrical usage (music and PA systems etc.). At no point should un-professional staff deal with electrical fires.
- Any stall holders **MUST** produce evidence of adequate insurance prior to the event.
- If the area requires members of the public to disperse, ensure relevantly briefed event staff briefed take control.
- Only tackle a fire if it is small and it is safe to do so. Otherwise clear the surrounding area and await arrival of the Fire & Rescue service.
- Injured people must **ONLY** be cared for by Qualified First Aiders prior to arrival of other medical crews.

Appendix 10: Weather conditions

In an open-air event weather conditions can make a big difference to the success of the day.

The weather will itself dictate a steady decline in numbers during the course of the event that could mean an early finish.

These problems are overcome by:

- Committee members having regular progress meetings.
- Ensure that any place where electricity is used is dry and protected.
- Bringing forward the closure time should it be warranted.
- Assisting stallholders in an expedient departure.

Appendix 11: Swimming Events - Go / No Go Criteria Open

The following go/no go criteria need to be applied within a week preceding any swimming event up to 5pm on the day before the scheduled start time.

- Adverse Water testing results in any parameter (Algae or Enterobacter) in that week.
- Visible blooms (blue green) that are not expected to dissipate from projected weather conditions.
- Inability to guarantee sufficient Water Safety cover.
- High degree of certainty of adverse weather conditions.
- Water temperature not reaching minimum to swim safely according to BTF SH2OUT Guidelines.

On swim day

The following go/no-go criteria are used from 5pm on the day before a swim to within 30 minutes of Registration opening on swim day:

- Late algal bloom in the water column on the course. Note; this need not represent a health hazard but the water must not have a visual scum.
- Algal bloom having been swept into the Creek at all available water check-in points.
- Adverse unexpected weather condition:
 - Any adverse combination of wind direction and speed:
 - Specifically, Beaufort Scale 4 wind speeds or above where white caps start to appear and swimmers can be lost from sight in troughs.
 - Specifically, wind directions within the creek that would cause swimmers and safety kayaks to be unable to hold course.
 - Thunder and lightning
 - Sudden drop in ambient temperatures below that specified by BTF for safe swimming at current water temperature.
- Safety Team not complete through illness or absence and no fully trained cover staff available. Note: If enough on-water team are available the swim will go ahead on a reduced 250m course.

Appendix 11: Swimming Events - Relevant Scenarios and Actions to Take

The following example **Emergency Action Plans** detail the actions to be taken, responsible persons and communication streams for each of these 7 cases:

- 1) **A swimmer in distress in the water** (panic, fatigue, disorientation, minor impact injury, impact of known illness such as diabetes) who is conscious, able to take instruction and where there is no increased risk of further harm to either this swimmer or other swimmers, loss of consciousness of the swimmer or danger to the on-water safety crew.
- 2) **An unconscious or highly distressed swimmer in the water** (breathing difficulty, major impact injury, in significant distress from temperature or other environmental cause, loss of consciousness and potential drowning)
- 3) **Adverse environmental conditions** (deteriorating weather, e.g. lightening, high winds, poor visibility)
- 4) **An unauthorised craft entering the swimming zone** (e.g. boat launch, uncontrolled paddleboard, recreational canoe).
- 5) **A swimmer that having exited the course is exhibiting signs of distress** (e.g. disorientation, impact of known illness such as diabetes, hypothermia, loss of consciousness)
- 6) **A swimmer is “lost”** on Check-in/out records (i.e. has not checked out and is not still on course).
- 7) **The Swim has to be cancelled on Swim Day** (e.g. Bad weather, unexpected water conditions, not enough safety support).

These EAPs are high level summaries of the key actions, responsibilities and communications to be observed in each case. For a more detailed description of the processes and procedures please see *Anglian Water (Water Sports) Policies & Procedures*.

CASE #1	A swimmer in distress in the water (panic, fatigue, disorientation, minor impact injury, impact of known illness such as diabetes)
How will you know?	<ul style="list-style-type: none"> • Swimmer stops in water at a point other than exit/entry for more than a 30 seconds • Swimmer is swimming erratically, off course or flailing without significant progress. • Swimmer rolls on back and gives alert signal for help
Who is at risk?	Swimmer, (potentially) nearby swimmers
What actions must be taken and what role do they play?	<ul style="list-style-type: none"> • Spotter radios to nearest safety kayak. • Nearest safety kayak radios/signals with raised paddle to team to alert them that they are moving off station for a distressed swimmer. • Safety kayak ascertains degree of distress, and therefore whether to: <ol style="list-style-type: none"> 1) Provide temporary support 2) Effect a kayak recovery 3) Secure swimmer to kayak and radio for assistance from the safety boat, Case #2. • If 1) or 2), safety kayak communicates decision to safety team via radio. • Safety team re-organise to provide temporary cover of the whole course. • If 2) Safety kayak recovers the affected swimmer using approved recovery protocols and taking care not to impact other swimmers on the course. • Safety kayak delivers swimmers to agreed safe exit point. • Safety kayak radio's to check in/out with swimmer number to confirm check-out. • If further attention is required (e.g. continued distress, need for medical treatment, Accident report etc.) see Case #5

	<ul style="list-style-type: none"> • Safety kayak returns to station on course and Safety team rearrange to NOP. • On completion of the session a <i>Recovery Note</i> is made on the Briefing Sheet.
Who is responsible?	The on-water safety team with assistance from Check-in/out and Land Team member if first aid or further assistance is required.
How are the actions communcated?	<ul style="list-style-type: none"> • Verbally between safety kayak and swimmer • By radio between Safety Team, impacted Safety kayak and Check in/out. • In writing on the Swim Plan Sheet to record that a rescue was made.

CASE #2	An unconscious or highly distressed swimmer in the water (breathing difficulty, major impact injury, in significant distress from temperature or other environmental cause, loss of consciousness and potential drowning)
How will you know?	<ul style="list-style-type: none"> • Swimmer stops in water at a point other than exit/entry for more than a 30 seconds • Swimmer is swimming erratically, off course or flailing without significant progress. • Swimmer rolls on back and gives alert signal for help • Swimmer become inert or sinks under the water
Who is at risk?	Swimmer, nearby swimmers, Safety Team & (potentially) all swimmers
What actions must be taken and what role do they play?	<ul style="list-style-type: none"> • Spotter radios to nearest safety kayak. • Nearest safety kayak radios or signals with raised paddle to team to alert them that they are moving off station for a distressed swimmer. • Safety kayak ascertains degree of distress, and therefore whether to: <ol style="list-style-type: none"> 1) Provide temporary support 2) Effect a kayak recovery 3) Secure swimmer to kayak and radio for assistance from the safety boat, Case #2. • If 3) safety kayak within team radios/ signals with raised paddle for Support Boat on open channel. • Safety team re-organise to provide temporary cover of the whole course. • If minimum cover rules cannot be achieved, Safety team reorganise to reduce course to 250m and recover/redirect swimmers outside of this course to return immediately to the (reduced) course. • If 3) Safety Boat proceeds to swimmer by agreed safe route. • Swimmer is transferred to safety boat using agreed techniques and protocols. • Safety Boat radio's to check in/out with swimmer number to confirm check-out and to Land Support to alert Emergency services

	<p>(Ambulance) and prepare relevant medical aid (e.g. blankets, medical kit, defibrillator) if required.</p> <ul style="list-style-type: none"> • Land Support notifies Registration to recover Emergency Contact and Medical details for the swimmer. • Land Support follows agreed Emergency protocols for a land based casualty, including notification of Emergency Contact. • Safety kayak & Safety Boat return to station on course and Safety team rearrange to NOP. • A full <i>Accident or Incident Report</i> is made.
Who is responsible?	The on-water safety team for recovery, Check-in/out for recording and Land Team member(s) for first aid and emergency services.
How are the actions communicated?	<ul style="list-style-type: none"> • Visually with paddle signals between safety kayaks. • Verbally between safety kayak and swimmer (if conscious) • By radio between Safety Team, impacted Safety kayak, Safety Boat, Land Team Member and Check in/out. • By telephone to Emergency Service & Swimmer Emergency Contact • In writing via a full Accident Report.

CASE #3	Adverse environmental conditions (deteriorating weather, e.g. lightening, high winds, heavy rains, poor visibility, sudden drop in temperature)
How will you know?	<ul style="list-style-type: none"> • Weather forecast. • Local knowledge & experience. • Actual thunder and/or lightening. • Presence of “white horses” on the course. • Safety kayaks unable to see each other. • Safety kayaks unable to stay on station. • Part of course not visible from any given point. • Distressed swimmers (no progress, laboured swimming, off course etc.)
Who is at risk?	Swimmers, Safety Team
What actions must be taken and what role do they play?	<ul style="list-style-type: none"> • The Duty Manager takes the decision to evacuate the course. • The Duty Manager radio’s the Safety Kayaks and Safety Boat. • The Safety Kayaks take responsibility to verbally alert swimmers on their responsible section of the course. • Swimmers are directed by the shortest route across the course back to the Entry/Exit Point for normal checkout. (Which is within the 50m range of the kayaks). • If a thunder/lightening storm and this ceases with low likelihood of return, the swimmers will be allowed back into the water 30 minutes after the last lightening incident, via the Normal Operating Procedure.
Who is responsible?	The on-water safety team for swimmer evacuation, Check-in/out for recording and Land Team member(s) for coordination, and any first aid required.
How are the actions communcated?	<ul style="list-style-type: none"> • Verbally between Safety Team and swimmers

	<ul style="list-style-type: none"> • By radio between Safety Team, Land Team Member and Check in/out. • By telephone to Emergency Service & Swimmer Emergency Contacts (if required) • In writing via a full Incident Report.
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CASE #4	An unauthorised craft entering the swimming zone (e.g. boat launch, uncontrolled paddleboard, recreational canoe).
How will you know?	<ul style="list-style-type: none"> • Craft preparing to launch from a site that will require crossing the swim course to reach the main body of water. • Uncontrolled paddleboard coming towards course.
Who is at risk?	Swimmer, (potentially) nearby swimmers
What actions must be taken and what role do they play?	<ul style="list-style-type: none"> • Spotter alerts everyone in the water and tries to gain the attention of the craft. • The Duty Manager radio's all Safety vessels and Broads control to alert local rangers. • The Safety Kayaks take responsibility to verbally alert swimmers on their responsible section of the course. • Swimmers directed to safe areas and if necessary get out of the water. • Details of unauthorised craft taken by safety team and given to Land support. • Once craft has moved out of the zone, the event can continue at the Duty managers discretion. • An incident report gets logged
Who is responsible?	The on-water safety team.
How are the actions communcated?	<ul style="list-style-type: none"> • Verbally between safety kayaks and swimmers as required. • By radio and paddle signals between Safety Team. • In writing via an <i>Incident Log</i>.

CASE #5	A swimmer that, having exited the course, is exhibiting signs of distress (e.g. disorientation, impact of known illness such as diabetes, hypothermia, loss of consciousness)
How will you know?	<ul style="list-style-type: none"> • Swimmer shows visible signs of distress after leaving water. • Swimmer collapses after leaving water. • Swimmer alerts Land Team to need for help.
Who is at risk?	Swimmer
What actions must be taken and what role do they play?	<ul style="list-style-type: none"> • A member of the Land team (check in/out, Registration or Land Support approaches the distressed swimmer to ascertain the problem. • Land Support asks Registration to recover Emergency Contact and Medical details for the swimmer. • Land Support follows agreed Emergency protocols for a land based casualty, including notification of Emergency Contact. • A full <i>Accident or Incident Report</i> is made.
Who is responsible?	Land Team member(s) for follow up, first aid and emergency services.
How are the actions communicated?	<ul style="list-style-type: none"> • Verbally between Land Team Members and swimmer (if conscious) • By telephone to Emergency Service & Swimmer Emergency Contact • In writing via a full Accident Report.

CASE #6	A swimmer is “lost” on Check-in/out records.
How will you know?	<ul style="list-style-type: none"> • Missing check-out record. • Check in/out record and Registration records do not tally. • Spectator alerts Land Team to a missing swimmer.
Who is at risk?	Swimmer
What actions must be taken and what role do they play?	<ul style="list-style-type: none"> • Land Support checks Changing Rooms for swimmer. • Land Support checks key rack for missing keys • Land Support Rings Mobile (if given) • If no sign from above actions, Registration phones Emergency Contact (continue until contact made). • If swimmer cannot be located by any of the above, Emergency Services are contacted by Land Team within 1hr of swim finish. • An Incident Report is made.
Who is responsible?	Registration & Land Team member(s) for follow up and emergency services.
How are the actions communcated?	<ul style="list-style-type: none"> • Verbally between Land Team Members. • By telephone to Emergency Service & Swimmer Emergency Contact • By Telephone to Emergency Services (if required). • In writing via an <i>Incident Report</i>.

CASE #7	The Swim has to be cancelled on Swim Day (e.g. Bad weather, unexpected water conditions, not enough safety support).
How will you know?	Go/No Go Criteria <ul style="list-style-type: none"> • Algal bloom at all available check-in places and/or in main body of water. • Any weather condition listed in Case #3 • Safety Team member(s) do not arrive or ring in sick and no cover available to meet minimum safety numbers to run the swim session.
Who is at risk?	Swimmers
What actions must be taken and what role do they play?	<ul style="list-style-type: none"> • Registration carries out NOP swim morning checks. • If any check is failed, Registration liaises immediately with Safety Team Lead to assess mitigations (e.g. change of entry point, delay in start). • If no mitigations, Registration posts on Facebook Page confirming cancellation at least 30 mins before Registration opens. • Registration remains on-site for up to 1hr to ensure that no swimmer enters the water and all swimmers that could not be contacted are notified verbally. • All swimmers receive a follow-up email from Inspire2tri to confirm reasons for cancellation.
Who is responsible?	Registration & Land Team member(s) for confirmation.
How are the actions communicated?	<ul style="list-style-type: none"> • Verbally between Land Team Members. • By Facebook to Booked swimmers and by text/message to any swimmers making specific contact.