

HEXHAM CANOE CLUB

TYNE TOUR

3-5th November 2023

Information Document
Compiled by Michael Nelson
Paddlesport element approved by Rob Cunnington

This document contains all of the safety information, including risk assessments, fire risk assessment, medical plan, food preparation details and site plans. If required they can be updated and revised before the event.



Hexham Canoe Club



Introduction

The Tyne Tour has been running for over twenty years and is planned to promote paddle sports by providing guidance and safety at key points at one of the countries best Rivers; the Tyne.

The site of this application is the ground situated beside the Hexham Canoe Club (HCC) Premises on Tyne Green in Hexham.

The event traditionally attracts between 500 and 600 participants and can be thought of as two parts; of the river running and water based touring and the entertainment and camp site all of which Hexham Canoe Club are solely responsible.

The entire area of Tyne Green from the Hexham canoe club to the golf club is used for the Tyne Tour. The Hexham Canoe Club end accommodates the marquee, information centre and trade stands. The remaining area is used for tented accommodation. A few caravans and campervans are permitted, with agreement of the Council, at the Golf Club end of Tyne Green. Additional car parking is available at the Hexham Mart and the Bridge End industrial area.

It must be stressed that this is a recreational event were self-supporting groups of paddlers explore the Tyne Rivers systems under the annual access agreement that is in place between the riparian owners and the British Canoeing. There are race events that run on both Saturday and Sunday that attracts approximately 20 to 25 entrants. Saturdays race starts from Barrasford and finishes at Tyne Green. While Sunday starts at Wark and finishes at Barrasford.

Over the years very good relationships have been established between the participant and local people. The event provides a welcome end of season boost to the tourist industry in the area. Both participants and riparian landowners have always regarded the event as well run and organised.

1 Key Personnel, On the Day Contact Information

Tyne Tour Working Group – Information & Communication Julie Thompson 07442 809444	Act as a communication link with all organisers. Recruit and train sufficient volunteers to sign in all participants, check British Canoeing membership, administer taster scheme and control sales. Provide information and advice on the local area and rivers.
Technical Advisor Rob Cunningham 07901 812459	To support the Safety Co-ordinator during the course of the weekend as requested. Approve risk assessments as prepared by the Safety Co-ordinator Liaise with the Police and other emergency services as required. Work together with all other organising staff as necessary.

<p>Safety Co-ordinator / Chair</p> <p>Michael Nelson 07769 738814</p>	<p>Prepare Risk Assessments act on and disseminate findings to those involved. Recruit and induct sufficient volunteers to assist with the identified safety cover. Arrange for inspection of river levels before 8.30am. Decide if rivers should be closed in part or whole in the interest of safety. Provide safety cover at Warden Gorge (B9). Arrange for a sweep of the rivers from Barrasford and Haydon Bridge two hours before dark. Liaise with the Information Tent Manager as necessary. Inform the Secretary and Police/Emergency Services contact of any incidents. Record any accidents and incidents requiring treatment. Signage: access / egress points and any specific river hazards.</p>
<p>Publicity, Trade and Ceilidh Coordinator</p> <p>Scott Bradley 07951 354433</p>	<p>Act as a point of contact with external agencies, trade stands and interested parties. Organise prize giving with the Race Coordinator.</p>
<p>Volunteer Coordinator</p> <p>Julie Thompson 07442 809444</p>	<p>Recruit and train sufficient volunteer to cover the event. Ensure all participants are met on arrival and tickets are checked.</p>
<p>Race Coordinator</p> <p>Ian Tomlinson 07906 168296</p>	<p>Recruit and train sufficient volunteers. Organise race entries. Manage the start, finish and timekeeping of the race. Present race prizes at the Ceilidh.</p>
<p>Tyne Green Campsite Coordinator</p> <p>Colin Templeton 07894 205377</p>	<p>Recruit and train sufficient volunteers for car park, traffic management and campsite allocation (Tyne Green only). Ensure all participants are met on arrival and have purchased tickets. Directing all participants to sign in at the information tent (Tyne Green only). Ensure adequate fire fighting equipment is located on site with appropriate signage. Maintain access for emergency vehicles Keep participants informed as requested by other Organising Personnel. Organise layout of campsite, particularly fire points and placement of large groups. Ensure that campers are aware of safety issues and the need for appropriate spacing between tents. Campsite signage: identifying traffic routes, parking and hazard identification.</p>
<p>Temporary Bar / Licence applicant</p> <p>Karen Ballantyne 07713 508423 Hexham Auction Mart Tyne Green Hexham NE46 3SG</p> <p>Police Licensing Officer Steven Cochran Tel: 101 Ext 63749</p>	<p>Applying for a licence to serve alcohol and ensure the requirements of the licence are met.</p> <p>Saturday: Last orders: 11.15pm Closing Time: 12.00am</p> <p>Enforcing Challenge 21 Serving all drinks in plastic glasses</p> <p>HCC will provide: 3 x SIA trained security staff 6pm – 12am 2 x SIA trained security staff 12am – 7am Arrange litter picking and waste disposal. Marshals to patrol the river bank during closing time.</p>

One of the organisers (in **bold** above) will be available at the information centre at all times or can be contacted on the number shown. These people are responsible for making decisions, liaising with external bodies, dealing with emergencies and providing a source of advice and information.

2 Risk Assessments

How Risks are calculated:

Each hazard is assigned a value for the severity of an incident caused by the hazard and a value for the likelihood of the hazard causing an incident. These values take the form of a number between 1 and 5, 1 being the lowest likelihood or severity and 5 being the highest likelihood or severity.

To calculate the risk value (R), the severity value (S) is multiplied by the likelihood value (L): For simplicity the table below shows all possible Risk Values based on all possible values of likelihood and severity.

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

The values correspond to risks as follows:

$R \leq 6$ Low risk: Little or no action necessary.

$7 \leq R \leq 11$ Medium risk: Some action necessary to reduce risk.

$R \geq 12$ High Risk: Immediate action must be taken to reduce risk.

In this document, every Hazard has an initial risk associated with it and a revised risk associated with it. The revised risk (**RV**) is the risk calculated after precautionary action has been taken.

Meanings of Values

Severity (**S**):

- 1) Very Minor: small, minor bruising
- 2) Minor: small cuts, bruises etc
- 3) Moderate: large cuts, first aid required
- 4) High: hospitalisation, broken bones etc
- 5) Extreme: Risk of death to one or more persons

Likelihood (**L**):

- 1) Very small probability
- 2) Small probability
- 3) Moderate Possibility
- 4) Likely
- 5) Almost certain

Risk Assessment: Volunteer, staff and members of the public

Campsite & Marquee Risk Assessment						
HAZARD	L	S	RV	ACTION	Revised	
					S	RV
Slips trips and falls in marquee, campsite and surrounding areas including those caused by guylines	1	5	5	Marshals to ensure participants and visitors stick to paths and roads where possible and follow the given instructions on campsite procedure and tent spacing. Marquee wooden floor installed by supplier. Marquee and surrounding area to be illuminated.	2	2
Fires in campsite including tent to tent fires	5	1	5	Clear instructions in campsite procedure are included in information pack. With instruction on tent distances enforced by marshals during set up. Fireworks, BBQ's and campfires are not allowed and marshals are briefed to extinguish any lit. Fire points, extinguishers and access for the emergencies services is marked and marshalled throughout the event.	1	2
Vehicular collision onsite including pedestrian	5	2	10	Marshals are to ensure participants stick to all speed limits and notify the police should driving under the influence of alcohol or inhibiting drugs be suspected. Pedestrians to stick to all footpaths where available or escorted by marshals with head torches.	1	5
Campsite flooding or dangerous because of adverse weather conditions	4	4	16	Marshal will close/partially close campsite and event postponed or cancelled depending on severity. Emergency accommodation available at the Wentworth Leisure centre.	1	4
Hypothermia/ illness caused by conditions	5	2	10	Participants notified of camping situation in information packs and prior to the event reminded to bring appropriate clothing and equipment. At least 3 first aiders are on site and all times. First aid kits include space blankets.	1	5
Drowning / river access with intoxication	2	5	10	The bank side will be marked from the access step to the play park with spigots, warning tape and signage. 2 x SIA security staff and 4 x marshals will patrol the site from 12am – 7am	2	2

Marshals and other volunteers - general						
HAZARD	L	S	RV	ACTION	Revised	
					S	RV
Slips, Trips and Falls	1	5	5	Qualified first aid teams patrolling all event areas. Volunteers will be advised of any icy conditions.	3	3
Buried and/or sharp objects	2	2	4	Appropriate foot ware must be worn by volunteers at all times.	1	2
Violence	2	5	10	2x SIA trained security staff will man the entrance to the compound during the hours when alcohol is served. Marshals instructed to avoid confrontation and notify the security staff and/or police	1	5
Effects of weather and/or cold	3	3	9	Use of appropriate clothing and protective equipment, qualified first aid team patrolling event locations, indoor space provided if necessary. Event may be cancelled or postponed where appropriate.	2	6
Manual Handling	3	4	12	All equipment to be delivered as close final destination as possible. Marquee erected by supplier. Harris fencing to be erected by trained volunteers.	1	3
First Aid Team						
HAZARD	L	S	RV	ACTION	Revised	
					S	RV
Transmission of infection	4	2	8	Gloves and Alcohol hand gel supplied to every on duty first aid team member. Staff informed to notify security should they find any suspicious needles.	1	4
Use of sharp objects	4	2	8	Only tools supplied in first aid kits are to be used. No other sharp objects should be used by first aiders. Each first aid kit will contain equipment required to remove clothing safely.	1	4
Tech Team						
HAZARD	L	S	RV	ACTION	Revised	
					S	RV
Electrical equipment	4	1	4	All electrical equipment to be installed and PAT tested by approved sub-contractor. Any extension leads used must be fully unwound before current is applied and not used if wet.	1	4

3 MARQUEE AREA FIRE RISK ASSESSMENT

CONTENTS

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11. Fire Warning System
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1. PREMISES PARTICULARS

Premises Name: Hexham Canoe Club/Adjacent Land

Address: Tyne Green, Hexham, NE46 3SG

Contact Number: 07442 809444

Use of Premises: TEMPORARY EVENT ATTACHED TO THE TYNE TOUR FESTIVAL

Person in Control: Julie Thompson

Date of Risk Assessment: 1st January 2022

Date of Review: -

Name & relevant details of the person who carried out the Fire Risk Assessment:

Michael Nelson
15 Woodbine Terrace
Hexham
Northumberland
NE46 3LE

2. GENERAL STATEMENT OF POLICY

It is the policy of HCC to protect all persons including staff, volunteers, participants, contractors and members of the public from potential injury and damage to their health which might arise from this event.

We always strive to provide and maintain safe conditions, equipment and systems for everyone involved, and provide all necessary information, training and supervision as required to maintain this level of safety.

HCC always gives a high level of commitment to health and safety and we always comply with all of our statutory requirements.

3. GENERAL DESCRIPTION OF PREMISES

Description: A temporary complex of marquees positioned on Tyne Green. The premises is considered to be of low risk (in the event of a fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

The entire site is based on a single level (with no stairways). Due to the nature of using marquees several fire escapes (identified by clear signs) are provided, which clearly guide staff, and participants into a safe fire escape route.

Occupancy: Total number of staff and volunteers on site during the event: <49

Total number of participants on site during the event: <750

When the premises will be in use: 1800 on Friday 6th November 2015

until : 1000 on Sunday 8th November 2015

Size: Site Footprint: ~40m x ~40m

Number of floors: 1 Number of Stairs: 0

Version: 09

Date: 01/01/23

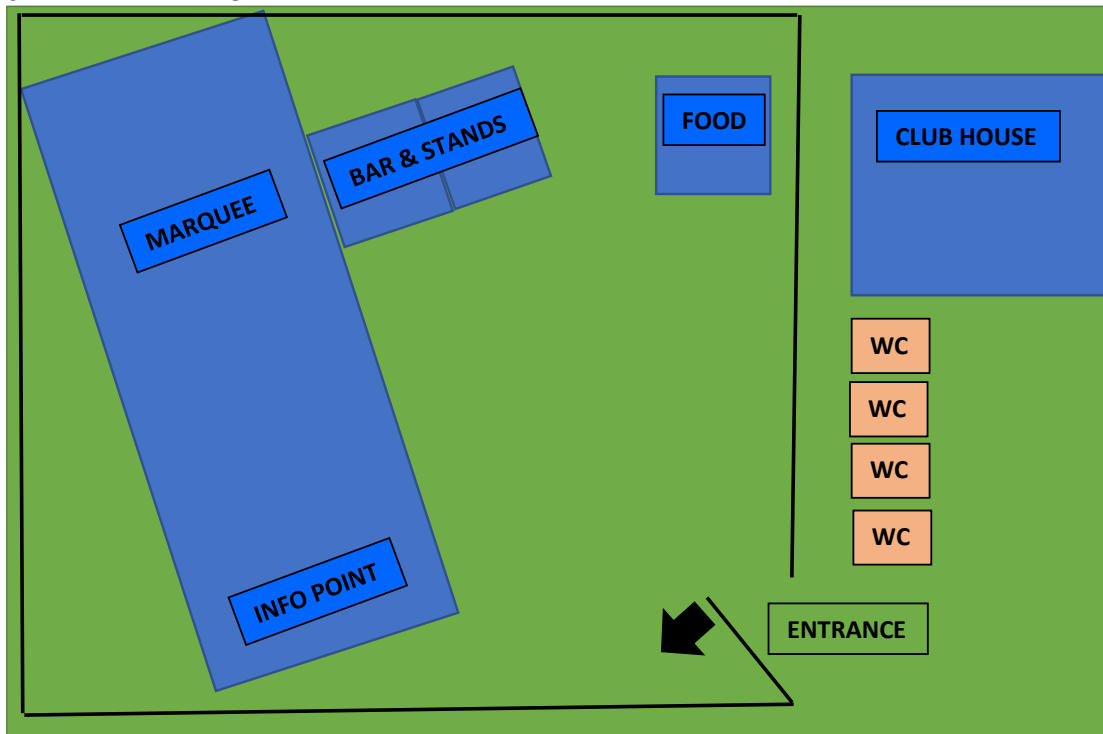
4. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: No Automated systems. Alarm will be signified by the use of air horns. It is not practical to install an automated system into a temporary marquee complex. Staff and volunteers will be trained to identify risks and to raise the alarm. The risk to any person is minimal due to the other precautions in place.

Emergency Lighting: Emergency exits are illuminated using non-maintained fixtures (up to 1 hour) in compliance with BS 5266

Other: None.

5. PLAN DRAWING



Notes: Black line = Harris fencing.

The above plan is of the site locate by the aerial picture below. The arrow indicates the space next to the building which is the club house of Hexham Canoe Club.

Site plan and attendees are subject to change but will remain within the boundaries above



6. IDENTIFY FIRE HAZARDS

Sources of Ignition:

Food preparation: The Caterers vans will be physically separated from the main complex in order to prevent spread of fire. Only fully tested and professionally installed appliances will be used. Access to the vans is restricted to authorized personnel only, who have been trained in what to do in the case of a fire.

Space Heaters: Space heaters are physically separated from the marquee with the hot air ducted into the marquees from a distance. Only authorized and trained personnel will be able to access the space heaters. During the event the heaters will be regularly inspected to quickly identify any problems.

Furniture: All furniture will be fire retardant. All furniture is to be physically removed from the marquee when not in use. All furniture will be sturdy and clearly visible, so as not to cause a trip hazard in the case of emergency. Furniture will be kept clear of fire escape doors and escape routes in case of emergency.

Set Dressing: All set dressing and scenery (ie: Wood, paper, cardboard etc), will be fire proofed before the event opens. Any items that can cause a hazard will be removed from site immediately. No set dressing will block any fire escape routes, or cover emergency fire Safety Notices.

Faulty Electrics: All electrical systems will be fully PAT tested and installed in compliance with the required regulations. All installation work will be completed by experienced and competent technicians.

Construction: All Construction materials and packaging will be removed from site before the event starts.

Sources of Fuel:

Food preparation: LPG gas - This will be stored outside of the venue. The Gas appliances will only be connected by a competent and suitable qualified person.

Space Heaters: Diesel Fuel – Each heater will never contain more fuel than specified by the manufacturer. Spare fuel will be stored at least 30m away from the venue, and only co-located with the heaters during refuelling.

Refuelling will only be done by an authorized and trained person. Any spillages will be made safe immediately.

Event Processes: There are no processes during the event that pose a significant fire hazard. All electrical, kitchen and heating equipment will be shut down, at any time that it is not being monitored (ie at night).

Structural features that could promote the spread of fire:

The entire event is located in a marquee complex. All marquee components, panels, ropes, carpet, staging etc are flame retardant, in compliance with the regulations.

7. IDENTIFY PEOPLE AT RISK

There is a minimal risk to all staff, volunteers, participants and external contractors. No participants will be allowed into the complex unless trained staff and volunteers are in the venue. In the case of an incident it will be dealt with by the trained staff and volunteers. In the case of a more serious incident the trained staff and volunteers would direct a complete evacuation of the premises.

Any volunteers, participants and external contractors that are identified as having disabilities that would prejudice their evacuation, the staff should be informed and measures will be put in place to ensure their evacuation in the event of fire.

8. MEANS OF ESCAPE – HORIZONTAL EVACUATION

All staff and volunteers are trained in what actions to take on hearing the alarm or discovering a fire. There are sufficient fire exits of suitable width from the premises that will allow all persons resorting to the premises to evacuate in the event of fire. There are no dead-end conditions.

An external security company will be used to manage safety during the event, and will be responsible for evacuating the participants in the case of a fire.

It is anticipated that a fire in the building would be a slow growth fire involving very few materials. It is also anticipated that any fire would be noticed fairly soon after ignition by staff and volunteers due to the working practices of the venue.

It is anticipated that everybody would have evacuated the building before any escape route becomes untenable.

All door fastenings can be easily opened at all material times and all clearly defined escape routes lead to a place of safety.

All escape routes are covered by Emergency Lighting.

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9. MEANS OF ESCAPE – VERTICAL EVACUATION

The entire premises is based on a single level, therefore no vertical evacuation will be required.

10. FIRE SAFETY SIGNS & NOTICES

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.

11. FIRE WARNING SYSTEMS

No Automated systems. Alarm will be signified by the use of air horns. It is not practical to install an automated system into a temporary marquee complex. Staff and volunteers will be trained to identify risks and to raise the alarm. The risk to any person is minimal due to the other precautions in place.

12. EMERGENCY LIGHTING SYSTEM

There is an adequate non-maintained emergency lighting system within the premises.

13. FIRE FIGHTING EQUIPMENT

There is a sufficient number of fire extinguishers correctly located throughout the premises (as shown in the site plan). They are adequate for the risks within the premises and have been serviced within the last twelve months, by the supplier.

14. MANAGEMENT - MAINTAINANCE

Due to the nature of our event, all electrics, kitchen appliances, fire fighting equipment will be hired in for the event. It is the responsibility of the suppliers to provide fully maintained equipment, in line with the required regulations. As a second line of defence all equipment will be visually inspected on site before use to ensure it is fit for purpose.

15. METHOD FOR CALLING THE FIRE SERVICE

Once a threat has been identified, either the site manager, security manager or the bar manager will be responsible for calling 999.

16. TRAINING

All staff and volunteers will be informed about what to do in the case of a fire. They will all be shown the location of every fire escape and escape route, and the locations of fire fighting equipment.

17. ADDITIONAL HAZARDS

None Identified.

18. BOMB THREATS

The Site Manager/Event Safety Coordinator/Event Manager and the Stewards at their disposal must be aware of the potential, however negligible, of bomb threats and the ensuing actions that must be taken.

Bomb threats may be received by any agency and are likely to come by way of telephone call. As soon as it is clear that the caller is making a 'bomb threat'

- Let the Caller finish the message without interruption (any response to a question is essential – eg: "Are you listening?" – keep the response to 1-2 words)
- Write down the message exactly (exact time of call)
- Listen to any clues which may indicate:
 - Caller's sex and approximate age
 - Any notable condition affecting speech (eg: drunkenness, laughter, anger, etc)
 - Peculiarities of speech (eg: accent, mispronunciation, impediment, tone and pitch)
 - Background noises (eg: traffic, music)
- If possible establish:
 - Where bomb located
 - What time it will explode
 - Any description of device
 - Why it was placed
 - Who the caller is

In the event of a bomb threat being received the person receiving the call must immediately inform the police – the Site Manager/Event Safety Coordinator/Event Manager must then be notified.

The Police will be responsible for the coordination of the response to a bomb threat in accordance with agreed Northumbria Police procedures.

Suspicious Packages and Vehicles

Even without the receipt of a specific bomb threat, Stewards must remain vigilant with regards to the possibility of the discovery of a suspect package(s) or vehicles and should make a cursory check of their area of responsibility when they commence patrol.

Actions for an **UNATTENDED** package

- Ask customers in the area of the bag and check ownership
- Was the package found in an off limit area / place of concealment
- Was there Suspicious activity witnessed by the owner who has left the package
- Any Unusual sound (ticking etc)
- Is the item an unusual package
- Any Suspicious smells, anything out of the ordinary?
- Any Suspicious items - is anything hanging/protruding from the bag ie wires?
- Inform control and confirm no change in threat
- Contain the area around the bag ensuring no one touches the bag. This **MUST** be discreet to ensure customers are not alarmed. Good communications are vital
- Check CCTV (if available)

If the tasks above are all negative and in the absence of any further intelligence the bag can be opened, slowly, after gently feeling around the bag for suspicious items. Open side pockets first, checking for ID and items which could reduce or increase risk.

Once established the bag is not a risk it can be removed to lost property.

Actions for **SUSPICIOUS** Package

Should any of the tasks above be confirmed then contact the Police who will instigate police procedures.

Actions by the steward on discovery of a suspicious package(s) or vehicle

- Move away from the package, contact control, from a safe distance and behind hard cover before contacting Site Manager/Event Safety Coordinator/Event Manager via the radio or by mobile phone
- Do not use the words BOMB or SUSPECT PACKAGE/VEHICLE as this might cause alarm if overheard by members of the public
- State the location of the suspect package/vehicle using the code word MR CASE. For example – MR CASE IS AT THE CAR PARK (repeat)
- Keep everyone away from the area without raising concerns or saying what the potential problem is

The Site Manager/Event Safety Coordinator/Event Manager will notify the Police immediately. The Police will be responsible for the coordination of the response.

If the Police, following consultation with the Site Manager/Event Safety Coordinator/Event Manager, decides that the appropriate response to an emergency situation is to activate an 'Action Plan' including a partial or full evacuation, guidance pertinent to the implementation of the 'Action Plan' is as follows: -

The Site Manager/Event Safety Coordinator/Event Manager will instruct the Public Address/Sound System Controller to make a Public Address Announcement to the public: clear and concise instructions to the crowd
move in accordance with the 'Action Plan' implemented over the Public Address system
Public co-operation should be requested and some reasoning behind the need to move explained.

Stewards should actively encourage the crowd to move in accordance with the public address announcement.

Stay calm and attempt to reassure and calm the crowd

It will be vital that in the event of a failure of public address systems, correct information is relayed by Stewards using portable loudhailers.

Minimum Recommended Distances

In respect of suspect devices and bomb scenes, the following are the minimum recommended distances for an inner cordon:

Pre detonation: Small items up to briefcase size 100 metres

Large items up to and including cars 200 metres

Vans and HGVs 400 metres

Post detonation: A minimum of 150 metres for a small device

Increase according to the circumstances

HOT PRINCIPLES – SUSPICIOUS PACKAGES

**UNATTENDED ITEMS:
LOST... or SUSPICIOUS?**

H **Hidden?**

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.

O **Obviously suspicious?**

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?

T **Typical?**

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocols you still believe the item to be suspicious, call 999.

THE FIVE THREAT LEVELS

- | | |
|-----------------------|-----------------------------------------------|
| 1. CRITICAL | an attack is highly likely in the near future |
| 2. SEVERE | an attack is highly likely |
| 3. SUBSTANTIAL | an attack is a likely |
| 4. MODERATE | an attack is possible but not likely |
| 5. LOW | an attack is highly unlikely |

Emergency Procedures

The Event Manager is responsible for dealing with an untoward incident and those involved must be aware of the limitations of their own ability to cope with a situation and thus recognise the occurrence of an emergency situation.

An untoward incident is defined as " A routine occurrence that impacts upon the safe running of the event but does not require an emergency service to assume the co-ordination of its resolution."

- Any steward or official who becomes aware of a potential untoward incident must advise the Event Manager as soon as possible, preferably by radio. A concise location and situation report should be given.
- On occurrence of an untoward incident, the Event Manager will manage the response of stewards and officials through normal radio links. An untoward incident will require a localised response which should not require general broadcast.
- The Event Manager will retain responsibility for co-ordination of the response, even if emergency service assistance has been requested. However the attending Emergency Service may decide that circumstances warrant further intervention. The Event Manager will then provide assistance to the emergency services as required.

Emergency Situations

An Emergency is defined as "an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or the security of the UK or of a place in the UK.'

When an emergency situation arises during the event that the organiser has not the capability or resources to bring to a safe conclusion, then the relevant emergency service should be contacted via the 999 system. A concise location and situation report must be given.

On arrival at the scene the emergency services will take appropriate immediate measures to assess and report on the extent of the problem.

Responsibility for command and control and co-ordination of the incident will pass to the relevant Emergency Service who may require the assistance of the Event Manager in the communication of essential information to stewards, officials and members of the public.

In order to help all agencies gather initial information about an incident in a consistent manner a common approach is recommended.

The METHANE Model brings structure and clarity to the initial stages of managing any multi agency or major incident.

It is therefore recommended that M/ETHANE model be used when contacting any of the emergency services

M	Major incident	Has a Major Incident been declared? YES/NO <i>(If no, then complete ETHANE message)</i>	
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E	Exact Location	What is the exact location or geographical area of incident	<i>Be as precise as possible</i>
T	Type of Incident	What kind of incident is it?	<i>For example, fire, structural collapse.</i>
H	Hazards	What hazards or potential hazards can be identified?	<i>Consider the likelihood of a hazard and the potential severity of any impact</i>
A	Access	What are the best routes for access and egress?	<i>Include information on accessible routes</i>
N	Number of casualties	How many casualties are there and what condition are they in?	
E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	

The definition of a major incident is –

“An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more of the emergency responder agencies”

It is accepted practice that the Police will take responsibility at a major incident to initially co-ordinate the strategic response of all the emergency services and other organisations involved. However it is recognised that due to the nature of certain incidents this co-ordination role may be handed over at some stage to another more appropriate service or agency.

In the event of a major incident being declared the Police would take lead of the major incident communications cell.

4. River Activity Risk Assessment

Hazards Involved with Activity Participation:	Safety Measures/Controls:
<p>The river guidance for the event extends from Wark on the North Tyne, Haydon Bridge on the South Tyne and as far as Corbridge on the Tyne (Hexham weir is not paddled) The event does not extend to Riding Mill, the dangers of which are posted in the information centre, with all marshal's briefed to inform paddling groups accordingly. Advice on others rivers will not be given by marshals or at the information centre.</p>	
<p>Failure of personal safety equipment due to incorrect size and/or fitment (buoyancy aid, helmet etc)</p>	<p>All participants receive comprehensive event information, indicating the inherent risk in canoeing activities and detailing all safety requirements for the Tyne Tour. All paddlers are required to sign a declaration that they have read this information before tickets are issued to them.</p>
<p>SUP Leash entanglement</p>	<p>Paddlers of SUP are required to wear helmets and a correctly fitting Buoyancy Aid.</p> <p>In line with current British Canoeing advice (Sept 2023) British Canoeing strongly recommend that SUP Paddlers DO NOT use any leash system on Whitewater.</p>
<p>Drowning</p>	<p>Marshals routinely check buoyancy aids, air bags and helmets are correctly fitted.</p>
<p>Exposure to cold and Cold Water Immersion</p>	<p>Prior to gaining access to the water all group leaders are to receive any additional safety briefings from the event organizer confirming the safety requirements mentioned in the event information and detailing any new hazards or access/egress problems</p>
<p>Adverse weather conditions</p>	<p>The Event Organisers will monitor rivers levels and identify when sections are to be closed. Water grades are outlined within the event information. This event is not suitable for the complete novice</p>
<p>Evasive Species</p>	<p>All paddlers are asked to wash down their equipment before they set off. There will be a wash station for those who forget on arrival and another for when paddlers get off at Tyne Green</p>
<p>Fatigue</p>	<p>All participants are expected to paddle within the British Canoeing remit/guidelines and follow appropriate safety and rescue protocols. Safety sweep on the Tyne will assist any paddlers struggling towards the end of the day.</p>
<p>Manual Handling-unloading, carrying equipment to start and from finish. Trips/falls/slips-access, egress</p>	<p>Marshals located at all get on /off locations will advise best practice and assist when required.</p>
<p>Entrapment / Rocks / Fallen Trees-strainers etc</p>	<p>A pre sweep of all the rivers will identify and if possible remove any hazards. If it is not possible to remove the hazard then the section of the river will be marked as closed at the get in and information centre.</p>
<p>Paddlers intending to run Hexham weir and/or new fish pass</p>	<p>Signage placed on jetty. All marshals stationed at Tyne Green informed to instruct paddlers who have ignored signs to get off before the weir/fish pass</p>
<p>North Tyne Grade III section (Warden Gorge)</p>	<p>Appropriately trained safety personnel are to be placed at the lower end of Warden Gorge to aid with any rescues and given specific on site training prior to the event.</p>

River Levels

As mentioned above: the river guidance for the event extends from Wark on the North Tyne, Haydon Bridge on the South Tyne and as far as Corbridge on the Tyne.

The event does not extend to Riding Mill, the dangers of which are posted in the information centre, with all marshal's briefed to inform paddling groups accordingly.

In the event of high water it is the responsibility of the Safety Team (including River Level Advisors) to decide whether or not to close part or the whole of a river.

For River Advisor's guidance-

River North Tyne, Barrasford to Hexham.

If the river level is such that the safety team cannot operate efficiently, participants should be advised that no safety cover is available and this stretch should only be paddled by strong, self contained groups. Where the level is higher it is recommended that this stretch should be closed.

River South Tyne, Haydon Bridge to Hexham.

River Tyne, Hexham to Corbridge.

River Evacuation Points

Access to the river by the emergency services is possible at the following Ordnance Survey grid references-

North/South Tyne Confluence

- A1 Wark 863771
- A4 Barrasford 921732
- A7 Chollerford 919706
- A14 Acomb 919661

South Tyne

- C1 Haydon Bridge 846644

Main Tyne

- D1 Hexham 939645
- D8 Corbridge 988641

Safety Sweep Team Remit

There will be a river sweep that will access the North Tyne at Barrasford at around 1400 hours on each day of the Tyne Tour. It will be composed of advanced water competent paddlers under the leadership of a 5 Star paddler. The purpose of the sweep is to offer guidance and moral support to groups that are running the Gorge late in the day and so may be at risk of being benighted on the river or in other difficulties. In providing support, members of the sweep team are not to put themselves in danger and must attend to their own safety and that of other members of their team, before providing assistance to others. In a situation where it is clear to the sweep team that a paddler in another group is at risk of becoming a casualty, they should offer advice and/or take steps to organise appropriate emergency egress for the paddler at risk.

Warden Gorge Safety Team Remit

A team of at least 3 Advance White Water Safety and Rescue trained volunteers, will be present at the bottom of Warden Gorge (B9 - grid 919661) from 11.00am until the sweep team pass and indicate the river is clear of any large groups on both the Saturday and Sunday of the event. They will wear full paddling equipment throughout, dry suits, helmets and buoyancy aids and will be equipped with a number of throw bags, tapes, poles as well as first aid equipment and a means of signalling for help.

Their role is to assist with the rescue of any paddlers in the water and/or free floating equipment, administering first aid and/or evacuation as required.

While groups may set up and effect their own rescues, only the team appointed by HCC will perform general rescues.

All team members will follow the appropriate protocols, most notably;

SELF TEAM VICTIM KIT

5. Emergency Procedure Outline

All key event day personnel can be contacted via the information tent or mobile phones.

Emergency services can be contacted via the information tent or direct.

Four categories of incident have been identified.

- No 1 Death or missing presumed dead.
- No 2 Serious injuries requiring emergency evacuation.
- No 3 Other minor incidents.
- No 4 Major Event Incident (flooding of Tyne Valley).

Actions

All accidents and incidents must be reported to the information tent staff.

No 1

- Contact the emergency services by dialling 999. Ensure you know the OS grid / GPS reference of the incident.
- Inform the Technical Advisor and/or Safety Co-ordinator (The Safety Team) who will ensure other key personnel are informed as necessary.
- The Safety Team will arrange for any sections of the river to be closed as appropriate.
- A member of the Safety Team will attend and take charge of the situation until the emergency services attend.
- Keep a record of the incident and keep all equipment used.
- Keep witnesses together at the scene.
- The Safety Team will liaise with the emergency services and press to arrange a time and place for an announcement to be made.

No 2

- Treat as No 1 category until sure there is no danger to life.
- Contact the emergency services by dialling 999. Ensure you know the OS grid reference of the incident.
- Inform the Safety Team who will ensure other key personnel are informed as necessary.
- The Safety Team will arrange for any sections of the river to be closed as appropriate.
- A member of the Safety Team will attend and take charge of the situation until the emergency services attend.
- Keep a record of the incident and keep all equipment used.
- Keep witnesses together at the scene.
- The Safety Team will liaise with the emergency services and press to arrange a time and place for an announcement to be made.

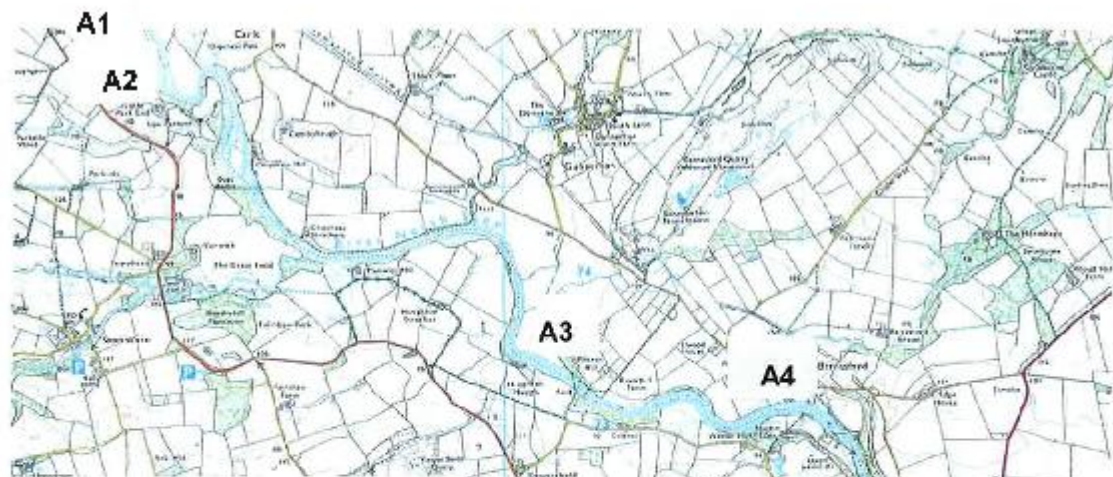
No 3

- Direct to, call or administer first aid as appropriate.
- Keep a record of the incident.
- Inform the Information Tent Manager who will oversee any further action required.

No 4

- This is determined as any incident that may lead to total evacuation of the Tyne Green Site. Possible reasons for this include flood or fire.
- Information Tent Manager to contact emergency services and Technical Advisor
- Evacuate all participants to Wentworth Leisure Centre car park.
- Prevent further access to the river upstream.
- Personnel to attend confluence at Acomb and remove all participants there.
- Shuttle buses to be diverted to run from Acomb to Wentworth as necessary.
- Establish control centre at Wentworth Leisure Centre.

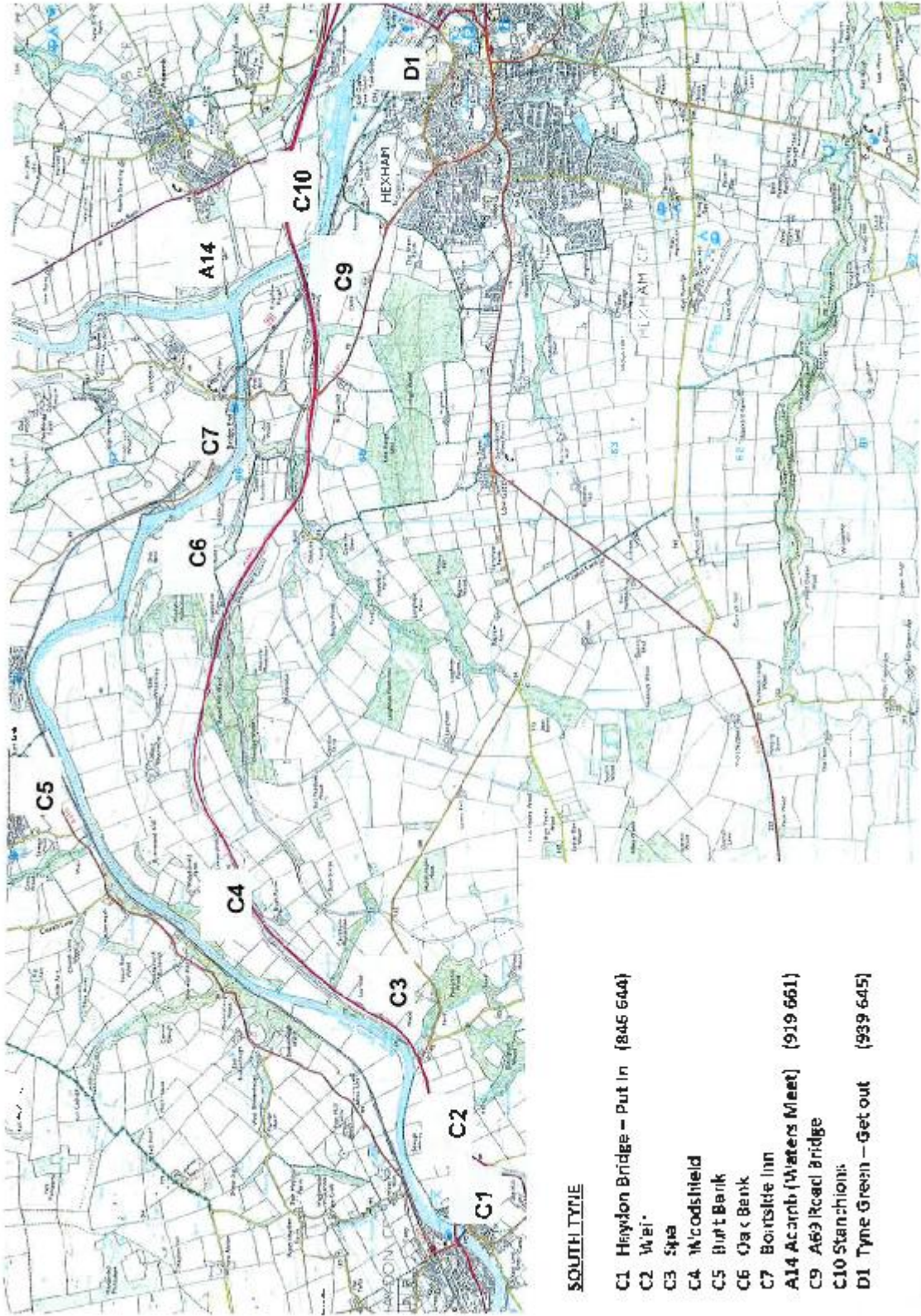
All incidents will be recorded by the Safety Co-Ordinator and copies sent to the responsible officer of British Canoeing. Originals will be kept.



NORTH TYNE:

- A1** Work – Put In (863 771)
- A2** Chipchase
- A3** Reiver Hill
- A4** Barrasford – Put In/Out (921732)
- A5** Haughton Mains
- A6** Dunkirk
- A7** Chollerford (919706)
- A8** Chollerford Weir
- A9** Walwick Grange
- B4** No Landing Rock
- B6** Nether Warden (NE46 4SP)
- B9** Rescue Rock
- B10** Boulder Garden
- A14** Acomb (Waters Meet) (919661)



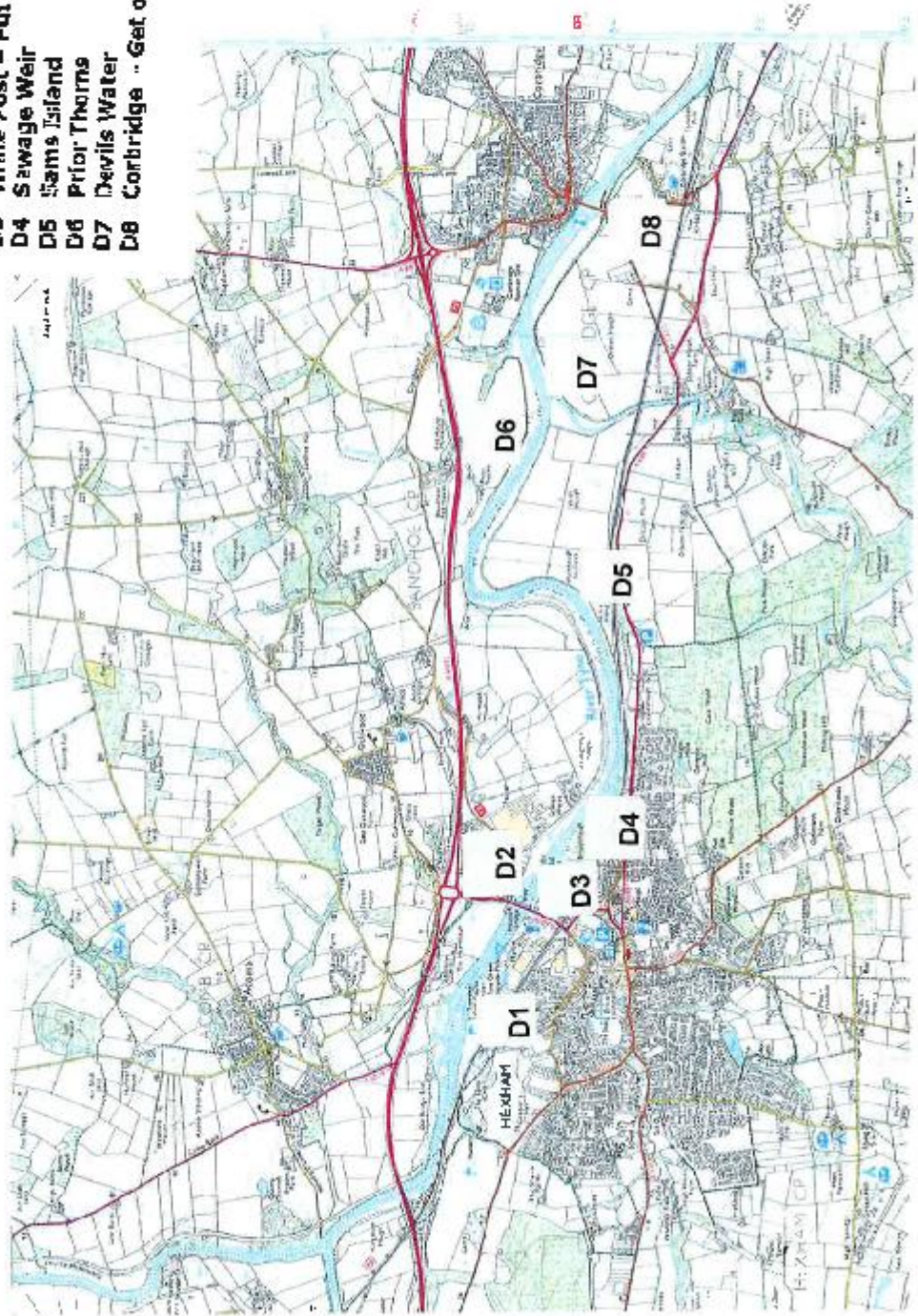


SOUTH TYNE

- C1** Haydon Bridge – Put in (845 644)
- C2** Weir
- C3** Spa
- C4** Woodshield
- C5** Bull Bank
- C6** Oak Bank
- C7** Bontside Inn
- A14** Acarth (Waters Meet) (919 661)
- C9** A69 Road Bridge
- C10** Stanchions
- D1** Tyne Green – Get out (939 645)

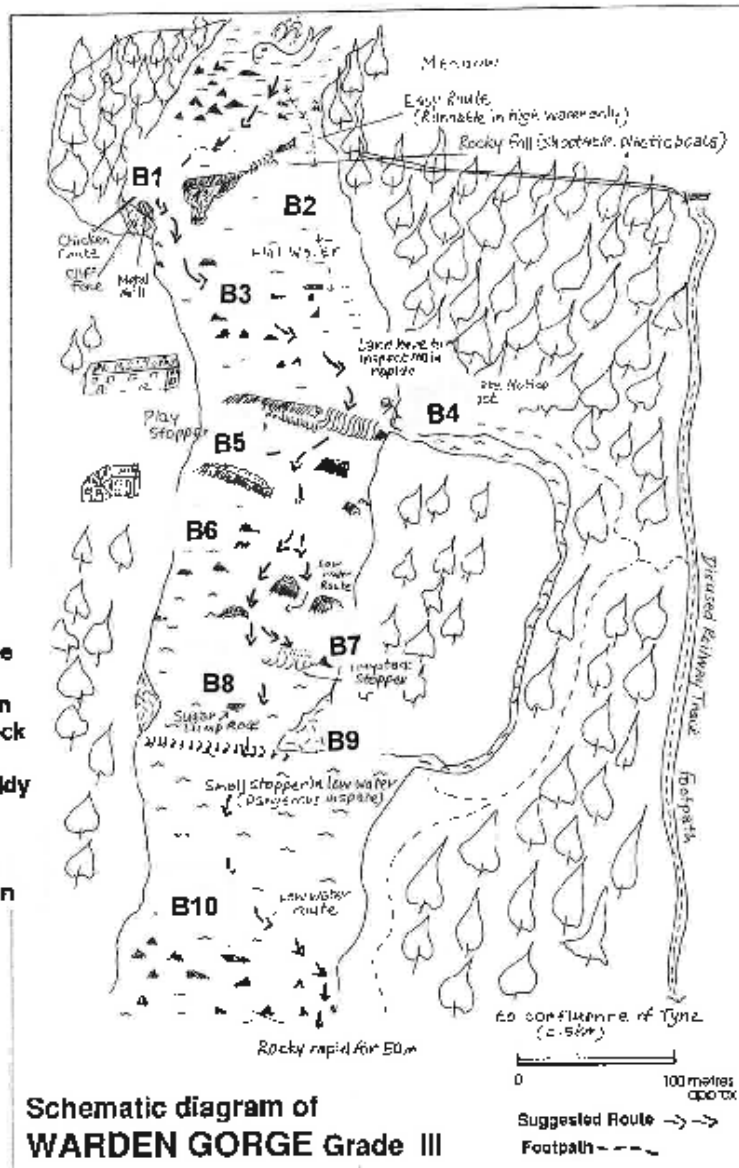
RIVER TYNE

- D1 Tyne Green (939 645)
- D2 Weir
- D3 White Post – Put In
- D4 Sewage Weir
- D5 Sams Island
- D6 Prior Thorns
- D7 Devils Water
- D8 Contringe – Get out (988 641)



WARDEN GORGE

- B1** Chicken Chute
- B2** Rocky Fall
- B3** Bolder Garden
- B4** No Lading Rock
- B5** Top Eddy
- B6** Mill House Eddy
- B7** Haystack
- B8** Sugar Lump
- B9** Rescue Rock
- B10** Bolder Garden



EMERGENCY ROAD ENTRANCE TO WARDEN GORGE

