

Event Safety Plan

Prudhoe WWR Sprint and Classic Races (03 May 2026)

***PADDLE*^{UK}**



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Introduction

Purpose

This document has been produced by Kayak Northumbria to comply with Paddle UK requirements for all events to have in place an appropriate Event Safety Plan. This document should be used in conjunction with the event risk assessment.

However, each event is slightly different (course, paddlers experience, weather etc.) so the risk assessment included in this plan will be reviewed for each event and supplemented by a dynamic risk assessment throughout the event to manage safety appropriately.

Role of Individual Event Organisers

The event organiser will be responsible for the implementation of the Event Safety Plan and the safe running of the event, with the support of their Safety Officer. This includes ensuring key roles are covered, normal operating procedures are followed, appropriate safety information is provided, there is provision for Emergency procedure to be followed if required, and reporting back on incidents, near misses or other areas that could improve safety at future events.

Roles & Responsibilities in Relation to Slalom Event Safety

Paddlers, Parents and Coaches: Are responsible for their own safety or those that they are coaching / leading. During practice or when paddling above the start area or below the finish area safety cover must be organised and provided by the paddlers themselves.

Event Organiser: Is responsible for the overall running of the event at Prudhoe and the implementation of the event safety plan in conjunction with the Event Safety Officer and other event team members. Ensure that all key roles are filled with suitable volunteers.

Event Safety Officer: Is responsible for ensuring relevant safety procedures / practices are in place during the event (implementing the plan), including ensuring other volunteers are aware of / briefed on safety elements of their role, and relevant safety information is available to all participants. They must also ensure any incident reporting is completed as required.

First Aider: One or more first aiders should be on site throughout the competition and able to respond to any incidents as they occur. They are responsible for the completion of incident report forms and advising the Event Organiser of any items used or missing from the first aid kit.

Timing team: Are responsible for their own safety, wearing buoyancy aids as per the risk assessment if there is a risk of entering the water from their position. They also have a responsibility to advise control of safety concerns or incidents on their section of the course.

Pre-start Official: Are responsible for carrying out a visual check to ensure that paddlers are wearing all required safety equipment (BA, helmet) and preventing competitors from starting who are not suitably equipped.

Other Roles: The organiser should identify other roles required for the event as appropriate and ensure each is aware of their responsibilities

Normal Operating Procedures

Generic Risk Assessment: A generic risk assessment for Prudhoe WWR Events is provided. This will be reviewed and updated as required and at a minimum annually.

First Aid: As stated in the role outlines above at least one First Aider with an up to date qualification should be available throughout the competition.

A First Aid kit is located at control. First aiders should inform the organisers if any items used so that these can be replaced.

Water Safety: The Event Organiser and Event Safety Officer will manage the water safety during the competition. They will identify locations where safety cover may be required and if safety cover is deemed as required, they will ensure suitably qualified persons provide the required safety.

During the event they will respond to and dynamically risk assess any new or altered hazards, making changes to safety provisions as required.

A supply of buoyancy aids and throw lines will be available at control for team members or officials that require these.

Car Parking / Vehicle Movements: Vehicles moving in the car park must do so at low speed.

Insurance: All those paddling at the Prudhoe WWR races must have appropriate membership to support participation, which they may be asked to show. Any paddler who is not able to provide evidence of their membership will be required to pay for day membership.

Kayak Northumbria is affiliated to Paddle UK and a such is covered by Paddle UK's public liability insurance.

Paddler Risk Acknowledgement: Paddlers (or a parent/guardian/responsible adult for under 18s) **must** sign their entry line (or tick the appropriate box during online entry) to acknowledge they understand the risks associated with competing. Event information and briefing will provide details of any specific hazards that paddlers need to be aware of at the event.

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

- Event information published through the WWR Website and emailed to all those entered through the online entry system.
- On the day at the event briefing.

Communication: Communication at the event will primarily be provided at the event briefing and as required throughout the event by the event organiser and other officials as appropriate.

Impact of Weather / Cancellation: Cancellation prior to the event will be communicated via the WWR Website and social media and emailing paddlers that have entered and provided their email address. This is only likely to be if water levels are so high that it would not be possible to set a safe course.

In exceptional circumstances the event may need to be cancelled, curtailed, or amended due to conditions on the day. This could include exceptional rainfall causing flooding. The decision to cancel or amend the event due to weather rests with the Event Organiser in consultation with the Event Safety Officer.

Data Protection Issues: Staff running control should be aware that some personal information is on entry sheets and be aware of anyone looking to access this, reporting this to the event organiser. The participant signing in sheets contain personal information relating to those paddling. Event organisers should ensure that entry sheets are disposed of securely (ideally shredding).

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

Emergency Action Plan

First Aid Provision

As stated in the role outlines at least one qualified First Aider should be available throughout the event. They can be summoned to an incident via the event control.

The First Aid kit is located at control. First Aiders should inform the organisers of any items used at events so that these can be replaced.

Minor Incidents

A minor incident is defined as a one requiring first aid treatment, but not requiring emergency medical treatment at hospital, or a near miss that could have resulted in injury.

The Event Safety Officer should:

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

Major Incidents

A major incident is defined as a one requiring emergency medical treatment at hospital or where the emergency services need to be summoned. The Event Safety Officer should:

- Ensure appropriate First Aid treatment is provided.
- Where appropriate, ensure the emergency services have been called and that volunteers have been positioned to guide the emergency services to site and the incident as required (*see below*).
- Where relevant provide details of the nearest hospitals to the casualties party (*see below*).
- Consider the safety of other people or river users, warning them of any hazard or keeping them away from the incident as appropriate.
- Liaise with other members of the casualty's party and/or emergency services regarding notifying the casualty's emergency contact.
- Ensure incident reporting is completed as detailed below.

Summoning the Emergency Services

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

- The nearest postcode to direct the emergency services to is: **NE42 6NP**
- The What Three Words location for the event is: **yards.airship.pupils**

In the event that the emergency services are called, the Event Organiser or Safety Officer should ensure a volunteer is dispatched to the road to guide emergency personnel to the site of the incident.

Local Hospitals

The nearest hospitals to Prudhoe are:

- **Urgent Treatment Centre – Hexham General Hospital** 0344 811 8111
Corbridge Road, Hexham, Northumberland, NE46 1QJ
Open: 08:00 to 22:00
- **A & E Dept. - Royal Victoria Infirmary Hospital** 0191 233 6161
Queen Victoria Road, New Victoria Wing, Royal Victoria Infirmary, Newcastle Upon Tyne, NE1 4LP
Open: 24 hrs

Details of the hospital locations are also kept with the First Aid kits and can be given to anyone needing to go to the hospital.

Reporting of Accidents, Incidents or Near Misses

In the event of any accident or incident requiring First Aid treatment or a near miss that could have resulted in injury, an incident report form should be completed on the paddle UK website ([Online Incident Reporting | Paddle UK](#)). Where this form cannot be completed at the time of the incident (e.g. no internet access), the key details of the incident should be recorded contemporaneously and then entered into the online form as soon as practicable.

High Water Levels

During periods of exceptional rainfall the water level can rise quickly.

If heavy rain is forecast the Event Safety Officer / Organiser should:

- Inspect and continue to monitor how fast the water levels are rising.
- The starter should be able to notify control of any sudden increase in water levels since as they are positioned on the waters edge so would have move in the case of a sudden water level increase.