



CORPORATE PADDLE/TEAM BUILDING EXPERIENCE(S) EVENT MANAGEMENT PLAN

OVERVIEW

To provide a supervised group paddle boarding experience for larger groups (max 40 participants) for corporate clients.

OBJECTIVE

Give participants basic instruction on how to paddle board safely and accompany them along a non-tidal 2 mile stretch of the River Thames.

The group is to be accompanied by the appropriate number of instructors and/or marshals for the size group, typically maintaining a ratio of 6:1 (participants to instructors/marshals).

MANAGEMENT STRUCTURE

Event Director

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Senior Instructor

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Instructors/Marshals

ROLES & RESPONSIBILITIES

Event Director : Overall oversight and management prior to and on the day of the event. To remain at base during the event and provide emergency support & use of safety boat if required. Coordination with client, venue and Instructors.

Senior Instructor : Lead instructor on the water. Responsible for on-water coms with other instructors and the safety of all participants. Lead the group during the time on the water and provide assistance to participants as required. Coordinate the group return to base with the Event Director (ED), plus provide updates to ED throughout.

Instructor/Marshal : To maintain visible presence on the water and ensure participants paddle safely and within rules of the river. Provide support and assistance to participants as required.



SAFETY

The safety and well being of all participants and instructors/marshals is paramount. All paddle experiences and sessions are conducted with this in mind and within the framework and guidance of British Stand Up Paddle Association.

- A participant to instructor/marshal ratio of 6:1 will be maintained on the water at all times.
- Participants will receive a full safety briefing and instructions prior to going on the water.
- All participants must complete a Medical Declaration and Consent Form prior to the event, confirming any prior medical conditions and the ability to swim at least 25m unaided.
- All participants and Instructors/marshals to wear personal flotation device (PFD).
- All participants to use an appropriate safety leash for the location and prevailing conditions.
- Lead Instructor and at least one other instructor/marshal will carry an emergency first aid kit.
- Lead Instructor and Event Director to have radio coms during event.
- All instructors to wear hi vis vests and have a secondary method of communication (mobile phone/emergency whistle).
- All instructors/marshals to be briefed on EAP.

- **Emergency Action Plan (EAP):**

The EAP covers what action to take and by who in the event of a serious incident occurring during the group paddle experience. This includes a serious injury medical emergency and/or a serious/extreme weather event.

- **Medical Emergency (drowning, boat strike, heart attack/stroke)**
 1. Lead Instructor is made aware (if not already) and assesses nature of situation.
 2. Delegate nearest available Instructor/marshal to deliver required and appropriate first aid.
 3. Delegate Instructor/marshal to account for all other participants (using rest of instructors if required).
 4. Delegate Instructor/marshal to raise alarm and contact Emergency Services providing location details, nature of injury/emergency/number of casualties & action taken so far.
 5. Lead instructor to contact Event Director and provide update of situation.
 6. Lead Instructor & Event Director to determine if deployment of safety boat is required.
 - a. If NO, Event Director to provide support and assistance from base and liaise with client event organiser.
 - b. If YES, Event Director to attend site of emergency and provide assistance as required.
 7. Instructors/marshals to assist and escort remaining participants to place of safety.



8. **On arrival of Emergency Services**, Lead Instructor to identify themselves and explain current situation and provide assistance as required.
 9. Event Director to coordinate recovery/return of remaining participants.
 10. Event Director to collate names/addresses/contact details of those involved.
 11. Event Director to update and liaise the client event organiser.
 12. Event Director with assistance of Instructors/marshals to arrange collection and return of equipment.
 13. Event Director with Lead Instructor to obtain and record details of the incident, names and details of any witnesses and record details in the accident book as required by RIDDOR.
- **Extreme Weather Event (Sudden high winds, lightning strike)**
 1. Lead Instructor assesses conditions and raises alarm with Instructors/marshals.
 2. Delegate nearest Instructor/marshal to account for all participants (using rest of instructors if required) and obtain location.
 3. Lead Instructor to inform Event Director of situation and determine if safety boat is to be deployed.
 4. If participant(s) are unaccounted for Event Director to raise alarm and contact Emergency Services providing location details, nature of emergency & action taken so far.
 - a. If NO, Event Director to liaise with Lead Instructor and provide support & assistance from base.
 - b. If YES, Event Director to attend site of emergency and provide assistance as required.
 5. Lead Instructor & Event Director to assess situation determine course of action needed to prevent potential injury or situation worsening.
 6. Delegate Instructors/marshals to assist and escort remaining participants to place of safety.
 - a. **High Winds:**
 - Participants to lay prone on boards and paddle to agreed safe rendezvous point.
 - Head count to be conducted.
 - Equipment to be secured safely and downwind of participants.
 - Lead Instructor and Event Director to coordinate safe return of participants to base.
 - b. **Lightning Strike:**
 - Lead Instructor to **instruct all paddlers to lay prone on boards.**
 - Delegate 1-2 Instructors/marshals to find immediate safe point on riverbank to exit river.
 - Lead Instructor to delegate Instructors/marshals to escort paddlers to exit point.
 - All participants to seek shelter away from river bank/water or out in the open and remain as a group.
 - Lead instructor to raise inform Event Director of situation, assess risk and discuss if deployment of safety boat is required.



VENUE

The event will be conducted from the Wraysbury Punt and Skiff Club, Runnymede, off Windsor Road, Egham.

Facilities at the site include:

- Car park
- Club house including changing rooms and showers
- Pontoon and mooring for the launch and recovery of equipment.
- There is also a AED on site.

The stretch of river to be used is non-tidal and includes a mix of residential and rural riverbank with occasional mooring sites and safe exit points. These have been identified using What3Words location app in case of emergency.

The flow is generally very slow during the summer months and this is monitored by using the Environment Agency stream warnings.

In addition the storm water discharge points are also monitored via the Thames Water website and should any prolonged storm discharges occur prior to the event the appropriate action will be taken (such as postponing the event).

TYPICAL EVENT ITINERARY

1. Prep equipment and check
2. Assess river conditions and adapt risk assessment accordingly
3. Instructor team briefing & comms check
4. Meet group & introductions
5. Any changes to medical declaration/conditions
6. Distribute PFDs, paddles & QR belts
7. Group safety briefing
8. Split into sub-groups with instructors
9. Dry land demos in sub groups with instructors
10. Instructors A launch to far bank to receive participants in sub-groups
11. Instructors B launch participants.