



SAFETY & RISK MANAGEMENT PLAN

This Report is the safety and risk management plan for South Island Rowing Inc. Its aim is to formalize the operation of events using the SIR facilities at Lake Ruataniwha, T W I Z E L.

Nothing in this plan takes away from the responsibilities of organizations or individuals for complying with the Laws, Rules and Regulations set by statute to ensure safety and risk minimization to participants, spectators and officials.

PO BOX 291 TWIZEL 7944, New Zealand

Contents

2	DOCUMENT HISTORY	5
3	INTRODUCTION	6
4	BACKGROUND	6
5	AUTHORITIES	6
6	RISK IDENTIFICATION	6
6 1	GENERAL	7
6 2	WATER BASED RISKS	7
6 3	LAND BASED RISKS	8
7	APPLICATION	8
7 1	APPLICATION AREA	9
7 2	SAFETY OFFICER	9
7 3	SAFETY BRIEFING	9
7 4	VOLUNTEERS	10
7 5	DAMAGE	10
7 6	SAFETY INCIDENTS	10
8	SAFETY EQUIPMENT	10
8 1	MOTOR BOATS	11
8.1.1	GENERAL	11
8.1.2	UMPIRE BOATS.....	11
8.1.3	SAFETY/RESCUE BOATS	12
8.1.4	BARGES.....	13
8.1.5	JET SKIS.....	13
8.1.6	BOAT OPERATION	13
8.1.7	BOAT OPERATION (Drivers)	14
8 2	ON SHORE FACILITIES	14
8.2.1	MEDICAL SUPPORT	14
8.2.2	2000 METER START	14
8.2.3	COMMUNICATION.....	15
8.2.4	BOAT MARSHALLING AREA.....	15
8.2.5	FIRST AID	15

	8.2.6 POLICE	15
	8.2.7 FIRE	16
	8.2.8 WATER	16
	8.2.9 DOCTOR	16
	8.2.10 MACKENZIE DISTRICT COUNCIL	16
9	GENERAL REQUIREMENTS	16
	9 1 LANE WIRES & BUOYS	16
	9 2 ON SHORE ACTIVITIES	17
	9.2.1 SHORE BASED EQUIPMENT	17
	9.2.2 AMENITIES	17
	9.2.3 SAFETY EQUIPMENT	17
	9.2.4 RECORDS.....	17
10	OPERATION18	
	10 1 GENERAL	18
	10 2 FLAGS	18
	10.2.1 FLAG SIGNALS.....	18
	10 3 BOAT LIMITS	18
	10.3.1 LOADING.....	18
	10.3.2 CREW.....	19
	10.3.3 OTHERS	19
	10 4 CONTRACTORS	19
1	APPENDIX 1	20
	1 1 SAFETY ADVISORS	20
	1 2 HYPOTHERMIA	20
	1.2.1 SYMPTOMS	20
	1.2.1 MILD HYPOTHERMIA.....	21
	1.2.2 SEVERE HYPOTHERMIA	21
	1 3 UNCONCIOUSNESS	21
	1 4 THE RECOVERY POSITION	22
	1 5 HEAT EXHAUSTION	23
	1.5.1 Symptoms of Heat Exhaustion.....	23
	1.5.2 Treatment for Heat Exhaustion.....	23
	1 6 SPRAINS AND STRAINS	24
	1.6.1 Follow R.I.C.E.....	24
	1.6.2 EMERGENCY MEDICAL ASSISTANCE	24

17

2	APPENDIX 2	26
1	Club Requirements	26
2.	Preparation to go Rowing	26
3	Equipment for Safety	28
3	APPENDIX 3	29
3.1	Sample Safety Plan	29
3 4	UMPIRING POSITIONS	32
3 2	HAZOP PLAN	32
4	APPENDIX 4	35
4 1	SAFETY EQUIPMENT CHECK SHEETS	35
5	APPENDIX 5	36

2 DOCUMENT HISTORY

Prepared By	Change	Approved By	Date
P Bell	Original	NA	October 2003
P Bell	Revised	Draft Only	March 2016
P Bell	Complete revision	Draft for comment	March 2017
P Bell, P Sinclair	Interim Release	SIR Board	April 2017
P Sinclair	P Sinclair Complete Revision SIR Board Feb 2021 P Midgley Review Safety Officer Feb 202	SIR Board	FEB 2021
P Midgley	Review	Safety Officer	FEB 2023
P Midgley	Add Covid 7.1 Ver 7	Safety officer	FEB 2023

3 INTRODUCTION

South Island Rowing Inc. (SIR) is a not-for-profit, eventing organization located on the shores of Lake Ruataniwha and utilizes the water of the Lake for many of its activities.

SIR is responsible for the health and wellbeing of all volunteers, paid staff, rowers and their club or school organization, and spectators and must have a Safety and Risk Management Plan to cover the activities on the facilities it manages. This safety and risk management plan is intended to detail and promote the safe and responsible operation of the SIR utilized facilities at Lake Ruataniwha, Twizel.

The plan includes the operating requirements for the SIR equipment deployed for safety as well as the operational aspects for safety both on and off the Lake. Included in the appendices are extracts from other related documents as well as specific details relating directly to this plan. These need some consideration by Lake Users. At least annually, this plan shall be formally reviewed in the light of experiences of the season's regattas.

4 BACKGROUND

Lake Ruataniwha is a man-made lake in part of the upper Waitaki hydro scheme. The lake in the scheme is fed by snow and rain water. The level of the lake is kept under control between agreed upper and lower parameters with any excess being capable of run out through power producing turbines and / or spilled in by-pass arrangements.

The course is available throughout the year although in summer (rowing season) air temperatures are temperate and water temperatures can be cold. The wind direction can be frequently variable. Wind is a predominant factor and this occasionally causes the Lake to become rough very quickly. It is against this background of temperature and wind that the safety management plan has been developed.

All water sports contain elements of danger and participants recognize this as a basic fact. However, there are various ways that the risk factors can be minimized.

5 AUTHORITIES

The operating authority stems from the Rules and Regulations of Maritime New Zealand. In particular, the Maritime Rule Part 91 – Navigation Safety Rules, the associated amendments and circulars apply.

A second document by Canterbury Regional Council "**Environment Canterbury Navigation Safety Bylaw 2016**" also covers many aspects of safety associated with waterways in Canterbury and specifically covers Lake Ruataniwha. A copy with the latest amendments is available from ECAN. www.ecan.govt.nz

These two documents take precedence over all others on matters of Safety. The SIR Safety and Risk Management Plan embodies the principles given in the above documents and indicates areas of specific focus on Lake Ruataniwha.

Where applicable for any and all formal employees the rules pertaining to the Health & Safety Act 2016 shall be applied.

6 RISK IDENTIFICATION

The concept of risk here is related to the probability that serious injury or death could be the result of undertaking an activity without taking the appropriate precautions.

The following paragraphs are an attempt to indicate some of the risks that could be experienced at SIR complex This is not intended to be a complete list but includes some of the common ones SIR personnel have observed.

6.1 GENERAL

There are two main areas where the risks need evaluation...on the water and on the land. While there are some common areas they can be considered separately. The main influences on the risks are the weather and the environment and this will be quite evident in the following paragraphs.

6.2 WATER BASED RISKS

There are three key areas of risk. The first is hypothermia, the second is physical injury and the third is drowning. The Safety Officer is to check the weather and the forecasts regularly and as appropriate, consult with the Chief Umpire before allowing activity on the lake.

Risk Situation	Eliminate	Isolate	Minimize
Running into the ground at the 500m island or shore/shallow areas incurring injury.		The route around the island is marked by buoys. Other areas buoyed as appropriate	The rowed plans for the Lake indicates the correct route. Ensure the buoy lines and the shoreline is clearly visible at all times.
Oars or boats getting damaged or capsizing due to in the weed or floating objects	Take floating debris to shore.	Avoid floating materials	Operate within the marked lanes. Observe the water surface regularly. Umpires to monitor the situation during regattas.
Hypothermia			Check the weather regularly and the forecast. Use warm clothing / dress appropriately.
Variable wind and wave conditions giving rise to injury and hypothermia		Stop activity and return to shore when conditions become too hazardous.	Constantly observe conditions and control all activities accordingly
Poor visibility due to fog or low cloud.		Return to shore when visibility reduces below 500 meters.	Constantly observe conditions and control all activities accordingly
Competing lake activities when the Lake Area when not closed	Request rowers & all other Lake users to take care	Pre-warn all rowers/coaches of likely conflicting water activities and to avoid any conflict	Use areas of the lake where there is the least likelihood of competing interactions. Ensure visibility and safety apparatus is available.

See Appendix 3 for a sample HAZOP plan

6.3 LAND BASED RISKS

The risk of serious or life threatening injury on the land is quite different to those on the water. There main risks are:

1. Physical injury by virtue of moving around the various items within the complex
2. Chemical injury by ingesting a poisonous substance
3. Environmental injury by virtue of fire or wind.

The table below give some idea of the ways these risks are manifested.

Risk Situation	Eliminate	Isolate	Minimize
Slips, Trips, falls and running into objects		Barriers and signage are aimed at identifying and isolating potential risks.	Need to be aware of all the plant items, be aware of the ground conditions and be careful when traversing roads etc.
Use potable water for drinking		Drink only the potable water from the marked taps.	Use bottled water and other beverages for drinking.
Flying debris or fire		Stay clear of any potential ignition source.	Seek shelter from high winds. Know the fire drill.

7 APPLICATION

This plan applies to the land area owned and occupied by the SIR as well as the start tower/pontoons/wharf, other associated buildings and the adjacent areas. On the water, it applies to the whole lake for all activities operating under the auspices of SIR. Specifically, it applies to all activities on the designated Rowing Course (see map Below).

Note: There are some signs around the course that depict the areas and the operating rules. The duty of care required by this plan shall also apply to the SIR land as well as that within the confines of the Rowing Course and "The Bay". Further formal approval documents for an event issued by ECAN are displayed on the notice board adjacent to the Secretary's Office in the Control Building

7.1 APPLICATION AREA



Note: Some events (e.g. Handicapped rowers, Masters or specific events) may involve a start with/without a pontoon at the 1000m start.

7.2 SAFETY OFFICER

SIR has determined that the Course Manager is also the Site Safety Officer. He is responsible for all safety activities that involve SIR. At any specific event, such as a regatta using the SIR facilities an Event Safety Officer will be appointed for the duration of that event. This person will work with the Course Manager and be responsible for the 'on water' safety and wellbeing of the participants for that event.

It is the responsibility of the Course Manager to ensure that all safety equipment required for each event is both available and in good working order before the event begins.

The Course Manager reports to the SIR Board and is responsible for the fitness and ongoing maintenance of the all safety equipment owned by SIR. The Course Manager shall advise the Event Safety Officer prior to the start of each day as to the status of the equipment.

For major events, such as Regattas, SIR will arrange attendance of St. John Ambulance officers or similar suitable event medical people.

7.3 SAFETY BRIEFING

Every Major Regatta is to have a Safety Briefing and every Club / School is to have a representative present. The Safety Officer is to ensure that all participants at the Briefing are advised of the Safety features deployed, the limitation of the operation and the aspects of which they are expected to have knowledge and training. (Form SRMP 1 listing the attendees is to be completed by those present and stored in the appropriate folder at Regatta Control). See Clause 10.1 re compulsory attendance at the briefings.

Also at the Safety Briefing the Name of the traveling Safety Officer along with the contact details are to be provided. Further the Name and Contact details for the Head Coach on site are to also be provided.

7.4 VOLUNTEERS

The safety of Volunteers is a very important aspect of this program. While some of the volunteers will utilize their training and skills acquired during their employment, others may need some specific training. Where appropriate, additional training may be provided.

But to ensure that every volunteer is adequately equipped with the knowledge of the risks they must go through an induction. Induction forms specific for each area are to be signed by each volunteer and reviewed by SIR annually.

7.5 DAMAGE

The Course Manager is to record all reports of damaged, broken or mal-functioning safety equipment and facilities for remedial action. This is to be recorded on FORM SRMP 2 and stored at Regatta Control.

Officials, as a group, are trained in the appropriate safety aspects of running a regatta. If the Safety Officer doubts the ability of an official, they will bring their concerns to the Organizing Committee.

7.6 SAFETY INCIDENTS

The Event Safety Officer is to keep a record using Form SRMP 3 of every safety incident giving details of the nature of the incident, who was involved, what happened, what was done and the names and addresses of any witnesses. This information is to be stored and maintained by the Course Manager in a register at Regatta Control and be available for audit as required.

SIR has a Safety Audit role charged with undertaking separate checks on equipment and operational compliance and responsible directly to the Chairman of SIR Safety Sub-Committee.

Where safety requirements within this plan are in conflict with the requirements of NZRA, then the more stringent of the conflicting requirements shall apply.

8 SAFETY EQUIPMENT

SIR maintains various items of safety equipment to use during events on Lake Ruataniwha. Responsibility for the maintenance, security, operational compliance and records of this equipment lies with the Course Manager.

FORM SRMP 4 is to be used for each item and stored at Regatta Control and be available for subsequent Audit.

This section identifies the equipment and recommends the quantities that should be deployed.

8.1 MOTOR BOATS

The types of motor boats owned and deployed on the rowing course by SIR:

- Umpires Boats: Currently there are Five “Stabicraft” boats in operation at Lake Ruataniwha.
- Safety/rescue Currently there are three specialized safety boats: These are Takacat 420 Explorer boats with a central console and soft sides.
- Motorized work barge – multi-engine.
- * Camera Barge: There is a specialised camera barge.

SIR also has a smaller boat which can be used for Marshalling purposes. All boats can be used as safety boats. Umpire boats are generally the first boats to recognise an accident on the water, whereupon they advise the closest safety boat and assist as appropriate.

8.1.1 GENERAL

- All boats will have their asset number (Name) recorded clearly on them. This will be used to identify all aspects that relate to that specific craft including costs and maintenance history.
- Each boat is to have a record of its maintenance history. The Course Manager is responsible for all maintenance and ensuring any boat that is to be used for any activity is in full working condition. FORM SRMP 5 is to be used for this and stored at Regatta Control.
- Included in the maintenance plan for every boat is the requirement for a fully documented annual inspection and testing of each boat. This should be completed before October every year and recorded on FORM SRMP 6, stored at Regatta Control.
- Every boat must display the number of persons it is to carry for normal operations. There is no mandate to exceed this number for normal operations.
- Every boat will carry both safety and operational equipment.
- All personnel using SIR boats must wear a life jacket while out on the water. An exception to this must have extenuating circumstances and be agreed to by the Course Manager and recorded on FORM SRMP 7 and held at Regatta Control. A hazard plan must be made and implemented in all such circumstances.
- All personnel using SIR boats shall wear non-slip footwear appropriate to the conditions prevailing at the time.

8.1.2 UMPIRE BOATS

The Umpire Boats are specifically designed to provide for effective umpiring. Their characteristics have been optimised for that purpose. In that sense, they are designed for a crew of up to three and their use is intended for umpiring races, however they can be used as a first response safety boat due to their proximity to rowing crews during a race.

Every Umpire boat shall carry the following equipment types and quantities:

* Safety lines – throwing type	[2]
* First Aid Kit	[1]
* Life Jackets (to NZS 5823:2001).....	[2]
* Approved buoyancy aids or Personal flotation devices (PFD's)	[8]
* Tool Kit including sharp knife	[1]
* Thermal Blanket	[4]
* Bow & Stern mooring lines	[2]
* Waterproof check list for equipment affixed to the boat in clear view of the boat driver	[1]

Some equipment will be required specifically for Umpiring including

* Loud hailer (as appropriate)	[1]
* Radio Telephone (as appropriate) – normally VHF type with 2 channels	[1]

This equipment and any other mobile equipment specifically for the purpose of signalling to competing rowers shall be the direct responsibility of the umpire on board. FORM SRMP 8 is to be used to record this equipment.

8.1.3 SAFETY/RESCUE BOATS

The rescue boats are designed to reach anywhere on the course within two minutes and shall be deployed so this can be achieved. These boats are specifically for the Safety/Rescue tasks and it is essential that those using these boats should be fully trained in rescue techniques, be completely familiar with the safety features and facilities and be trained in first aid principles.

FORM SRMP 9 is to be used record the equipment and stored at Regatta Control.

The recommended equipment list for these rescue boats includes the following:

* Safety lines – throwing type	[2]
* First Aid Kit	[1]
* Life Jackets (to NZS 5823:2001)	[2]
* Approved buoyancy aids or Personal flotation devices (PFD's)	[10]
* Tool Kit - including sharp knife	[1]
* Thermal Blanket	[2]
* Bow & Stern mooring lines	[2]
* Waterproof check list for equipment affixed to the boat in clear view of the boat driver.	[1]

Some equipment will be required specifically for Umpiring including:

- * Loud hailer (as appropriate) [1]
- * Radio Telephone (as appropriate) – normally VHF type with 2 channels [1]

8.1.4 BARGES

The work barge is specifically designed for work on the course and it is optimized for that purpose. While it could be used as a floating platform, its purpose is solely as a work barge and its use should be for that purpose. The barge is under the direct control of the Course Manager

As a consequence of their specific roles, their normal complement of safety equipment is significantly reduced.

This may include the following that is to be recorded on FORM SRMP 10:

- Safety lines [2]
- A first aid kit [1]
- Tool Kit [1]
- Safety grab chains [1]
- Life Jackets (to NZS 5823:2001) [2]
- Approved Buoyancy Aids or Personal Flotation Devices (PFD's) [10]
- Solid circle lifebelts [2]
- Waterproof checklist for equipment affixed to the boat in clear view of the boat driver. [1]

8.1.5 JET SKIS

SIR does not own nor normally operate jet skis to assist with safety and marshalling. However, should such a craft be used it shall be operated by a competent person wearing appropriate life support equipment. As use of a loudhailer is impractical the operator shall be provided with a whistle to draw attention when required.

8.1.6 BOAT OPERATION

- The boat driver is fully responsible for the boat, the equipment associated with the boat and the safe operation of the boat.
- At the start of each day of a regatta the boat driver shall check that all the safety equipment is in full operating condition before taking charge of the boat. The driver should check the equipment against the appropriate form. It is recommended that time be allowed to accomplish this.
- The occupants of all boats are to wear approved life jackets when involved with events on Lake Ruataniwha.

- The Boat Driver is to report any deficiencies, failures or breakages to his boat or the associated equipment to the Course Manager. See Appendix 4 – Sample Safety Equipment Check List Form.
- The boats are intended only for activities sanctioned by SIR and are generally

NOT available for coaching and “ad hoc” activities. Any request for such activities must be sanctioned by the Course Manager with reference to the SIR Board.

8.1.7 BOAT OPERATION (Drivers)

- No boat driver engaged in handling a SIR craft during racing (including periods leading up to and after a race) shall drive a boat without an appropriate period under the physical supervision of an experienced driver.
- Drivers of umpire boats shall work in tandem with the appointed umpire on board and respond swiftly and accurately to their requests. Where such a request is deemed by the driver to place the umpire boat or competing boats in jeopardy the driver in their capacity as Skipper, shall take appropriate contrary action while advising the umpire of the reason (see Maritime Transport Section 91).
- Drivers of Rescue Boats shall work under the direct supervision of the Site Safety Officer and cannot be commandeered for other duties without express clearance from that official.
- During events encompassing rowers who are physically challenged, Rescue Boat Drivers and their crews shall familiarize themselves prior to racing with the seat/body strapping positions of individual handicapped rowers.

8.2 ON SHORE FACILITIES

There is some strategically placed safety equipment on shore for use for those rare incidents that occasionally occur. The main point where such equipment is located: is the Regatta Control Building although there is some items at the 2000 meter start tower.

8.2.1 MEDICAL SUPPORT

The appointed event medical organization will be located in the First Aid Room on the ground floor at the western end of the Regatta Control Building and will always be available at a SIR regatta.

8.2.2 2000 METER START

Safety equipment items should be located on the ground floor of the start tower and/or in associated buildings at the 2000m mark and be available for use during SIR sanctioned events.

The safety equipment could include the following types and quantities with details shown on FORM SRMP 11:

- * Safety lines – throwing type [2]
- * First Aid Kit [1]
- * Approved buoyancy aids or Personal flotation devices (PFD's) [10]
- * Tool Kit - including sharp knife [1]
- * Thermal Blanket [20]
- * Loud hailer (as appropriate)
- * Radio Telephone (as appropriate) – normally VHF type with 2 channel.
- * Drinking water (as appropriate)

8.2.3 COMMUNICATION

All radio communications are centralized at the Regatta Control Building. From this point access to the “111” network can be obtained. This is only available during the operational hours of an event.

Cellular telephone coverage is generally available throughout the areas occupied by SIR. However, such devices are not supplied by SIR and service is not guaranteed.

8.2.4 BOAT MARSHALLING AREA

SIR appointed officials will man this area and, for the requirements of Safety, will randomly check crew and/or boats before proceeding to the launch pontoons. Officials assessing Compliance are to be totally satisfied on the combined capacity of crew and boat as to competing and completing their designated race.

8.2.5 FIRST AID

During events, a First Aid Room located as part of the Regatta Control Building, is available. It is sited on the north-west side of the building some 20 meters from the wharf. Transport from the wharf to the first aid room is available.

This room is usually occupied by the appointed medical personnel during an SIR sanctioned event.

During events that an approved medical support or organization attend, an ambulance can be made available on demand.

8.2.6 POLICE

For major events, there is likely to be additional Police presence at the event and this is usually requested. For all other events, there is unlikely to be a police presence.

The closest Police Station is in Tasman Road, Twizel opposite Market Place. The distance to the lake is 4.5 Km. Emergency access is available via the ‘111’ network.

8.2.7 FIRE

Twizel operates a Volunteer Fire Brigade. The fire Station is in Mackenzie Drive adjacent to the Golf Course. Distance to the lake is 4.2 Km.

Emergency access is available via the '111' network.

8.2.8 WATER

Apart from the Lake itself, there is only limited access to water. The lake water is not considered as suitable for drinking.

Hot and Cold Water is available at the MacRae Lounge. Cold water is available from the taps adjacent to the public toilets. Taps supplying drinking water are also located at the toilet blocks and in the "Boat Park".

Please note that potable water is available from designated taps only.

8.2.9 DOCTOR

The doctor's surgery is in Twizel itself. The hours of attendance do vary and appointments may be necessary. The Twizel Medical Centre is located in Mackenzie Drive adjacent to the Fire Station and the Golf Course:

Telephone 435 0777.

For emergencies dial "111" in the first instance.

8.2.10 MACKENZIE DISTRICT COUNCIL

The District Council operate a Twizel office in Market Place. Telephone: 435 0737. This is manned during normal working hours and extended as circumstances demand.

9 GENERAL REQUIREMENTS

There are a number of requirements that need to be met to ensure the safe operation of the SIR facilities. This includes the maintenance and record keeping aspects which need to be followed. All the maintenance activities including the record keeping are the responsibility of the Course Manager. Such records shall always be available for the purposes of Safety Audit.

9.1 LANE WIRES & BUOYS

All lane wires should undergo an annual inspection where repairs are to be made to set the course up for the major regattas. This will include buoy inspection and replacement as required.

At the completion of the regatta season, the course is to be set to its minimum buoy configuration for the following winter months.

The outside lane wire and associated marker buoys are to be carefully inspected and maintained because they identify the outside of the course and the speed limitations as identified by the ECAN.

9.2 ON SHORE ACTIVITIES

The on-shore activities are required to ensure that the risk to health and safety are minimized here too. It also includes the maintenance records of all the equipment as well as the health and safety activities carried out. Again, these records must be available for both internal and external audit purposes.

9.2.1 SHORE BASED EQUIPMENT

An annual inspection of all shore based equipment is required and it is recognised that some items require more regular inspections. It may be appropriate this be done in conjunction with the boat inspections and all results should be recorded on FORM SRMP 12.

For operational items, their full functionality as required in an operating environment should also be tested and the results recorded.

Similarly, a further inspection is required after the regatta season. These inspections should be used to identify any major work or purchases and the Course Manager is to raise this with the SIR Board in a timely manner.

9.2.2 AMENITIES

The amenities including toilets and showers need to have frequent inspection for both their condition and also their operation. Particular attention needs to be given to the toilets and their associated cleaning. FORM SRMP 13 is to be used for recording this information. The Course Manager is responsible for arranging this and raising issues with the SIR Board.

The Kitchen's regularly receive compliance testing by District Council and certification to ensure that SIR meets all the health requirements associated with a commercial kitchen.

Similarly, the Annual inspection and the post regatta season inspections should include all the SIR Buildings and Grounds and be completed before the Annual General Meeting. The intention here is to have the needs report available to the Board before the Annual General Meeting. This is to be recorded on FORM SRMP 14

Attention needs to be given to the Lake signage to ensure it is visible, accurate and will meet the standards and requirements of the Mackenzie District Council.

9.2.3 SAFETY EQUIPMENT

All safety equipment is to have an annual inspection to ensure it is fit for service.

This includes the testing of the Life Jackets to NZS 5823, the testing of the buoyancy aids, throw lines and ensuring the first aid kits are replenished. It is important that there are no out of date pharmaceuticals in the kit. FORM SRMP 15 is to be used to record this information

9.2.4 RECORDS

A full set of all forms including inventory, safety check and Safety Audit records should be held at the Regatta Control building. A set of files suitably annotated in to be used for this purpose. A soft copy of the records should be stored locally by the Course Manager and a duplicate copy held off site by the Secretary to minimize any chance of a problem.

10 OPERATION

Every Club, School, College and Organized group of participants (often referred to as Clubs) should have an identified Safety Person or responsible representative who is expected to understand all the safety requirements. This should include Maritime New Zealand Rule 91 and the Canterbury Regional Council requirements and ensure the adherence to the relevant sections.

10.1 GENERAL

It shall be a requirement that at any and all regattas on Lake Ruataniwha every club shall be present and identified at pre-regatta safety briefings. The Club Safety Officer for each Club / School is also to be identified at the safety briefing. It is the responsibility of each club or school to ensure that their participants are informed of all safety requirements and that they comply with the current Rules of Racing as it refers to their health and fitness and wellbeing while they are at using the SIR facilities.

Implementation to these safety requirements on behalf of SIR will be the duty of the Site Safety Officer and much of this should be delegated to the Safety Officer so appointed for every event. Observance of the SIR Safety and Risk Management requirements is mandatory. The Safety Officer will monitor their observance and advise any breaches in writing to the club, college or school committee or officer responsible as well as a copy to the Site Safety Officer.

10.2 FLAGS

SIR has deployed the use of flags to indicate the status of the lake for aquatic activities. The flag is flown from the flag pole outside the Regatta Control Building and at the Marshal's Hut in the boat park. This is used throughout the event.

10.2.1 FLAG SIGNALS

The following flag signals apply and the meaning of the colours are as shown.

Green:	Regatta is on.
Yellow:	Regatta is temporarily postponed.
Red	Course Closed.
Blue	Regatta is abandoned.

10.3 BOAT LIMITS

10.3.1 LOADING

No Umpire boat shall proceed with more than 4 people on boat unless when removing rowing crew members from the water. On those occasions Umpire boats, shall be restricted to a maximum speed of 5 knots and shall refrain from further umpiring operations until all rowers have been landed on to a safe environment.

10.3.2 CREW

The safety boats shall carry no more than 2 crew. Total number of people permitted on board during rescue incidents shall be 11 (2 + 9).

10.3.3 OTHERS

No boat shall carry observers/public/photographers without the express permission of the Site Safety Officer. Any such person to be carried shall be wearing an approved life jacket and appropriate non-slip footwear.

10.4 CONTRACTORS

All contractors are to report to the Course Manager when visiting the site. They should have their own Health & Safety Plan for the work they undertake and be competent to undertake the work. The Course Manager is to ensure that the Contractor on site sign an acknowledgment form (SRMP Form 16) that they understand the risks identified on site and agree they are competent to undertake the work specified in accordance with these plans.

WATER SAFETY – GUIDANCE NOTES

These notes do not form part of the management plan but are included to assist sporting codes with developing their own safe sporting practices.

1.1 SAFETY ADVISORS

The role of Safety Advisers for clubs, schools and colleges and other centers of organized aquatic activity will be to give guidance on, and encourage understanding and compliance with, the following:

1.2 HYPOTHERMIA

Avoidance must be the first consideration at all times. Hypothermia by definition is the general cooling down of the body core. Brain and muscle functions are impaired as a result of lowering of the core temperature.

When a patient gets very cold, blood supply to the extremities is decreased while the body prefers to send blood to the core, which contains the vital organs, the brain, the heart, the lungs, the liver and the kidneys.

The lack of blood supply to the extremities causes a lowering of muscular activity, which results in the characteristic signs of clumsiness and lack of coordination.

Sudden immersion in cold water can have a shock effect which can disrupt normal breathing, reducing even a proficient swimmer to incompetence. Confusion and an inability to respond to simple instructions will become evident.

1.2.1 SYMPTOMS

The following are the most usual symptoms and signs, but all may not be present:

- △ Unexpected and unreasonable behaviour possibly accompanied by complaints of coldness and tiredness.
- △ Physical and mental lethargy with failure to understand a question or orders.
- △ Slurring of speech.
- △ Violent outburst of unexpected energy and violent language, becoming uncooperative.
- △ Failure of, or abnormality in, vision.
- △ Twitching.
- △ Lack of control of limbs, unsteadiness and complaining of numbness and cramp.
- △ General shock with pallor and blueness of lips and nails.
- △ Slow weak pulse, wheezing and coughing.

1.2.1 MILD HYPOTHERMIA

- △ Occurs when the body temperature goes from **37.2** degrees to **32** degrees
- △ Need to get patient out of wet clothing and into dry clothing
- △ Need to give them warm sweet drinks such as Milo with 5 sugars

1.2.2 SEVERE HYPOTHERMIA

- △ Occurs when temperature lowers to **32** degrees and shivering stops
- △ Need to get patient out of wet clothing and into dry clothing
- △ Need to give them warm sweet drinks such as Milo with 5 sugars but only if the patient is conscious.
- △ Put patient into sleeping bag or warm up slowly
- △ Concentrate on heating the head, neck and trunk (chest and groin) regions – “the core” rather than the limbs
- △ Do not put patient directly in front of a heater as this causes the warmer core blood to move to the heat source and when this happens the cold blood from the extremities fills the core and can cause a heart attack
- △ If temperature gets down to **29** or **28** degrees, start CPR immediately and continue. When ambulance staff arrives, they won't defibrillate the patient but merely continue CPR until reaching a hospital where staff will take over and warm the body slowly.

Important Note:

Hypothermia is a medical emergency whether the patient is conscious or unconscious. If we do nothing with our Hypothermia patient, it only takes 30 minutes to go from 35 degrees to full cardiac arrest.

The best treatment for Hypothermia is prevention.

Rowers should be prepared with layers of warm clothing, a windproof jacket and hat and gloves on shore, and approved body insulating gear when on the water, where appropriate. Frequent stops for snacks and drinks and a degree of fitness will go a long way towards preventing hypothermia should conditions worsen.

PREVENTION IS ALWAYS THE BEST POLICY.

1.3 UNCONCIOUSNESS

To be effective safety actions must be started immediately, (even while the patient is in the water) Many thousands of lives have been saved by ordinary citizens who have known what to do and have had the courage to do it at the critical time.

The saving of life during a medical emergency depends on the accurate assessment and proper management of the patient.

The priority action plan is **S, R, A, B, C, S**

S	Safety	- Yours, the injured party and the public
R	Response	- Voice then Touch
A	Airway	- Clear and Open
B	Breathing	- Look, Listen and Feel
C	Circulation	- Signs of life – Skin colour, pupil reactions, chest rising
S	Severe bleeding	- Plug the hole, apply pressure on the wound to stop bleeding

If the patient is unresponsive, not breathing with no pulse - leave the patient immediately. **Alert Medical Base**. Return to the patient and commence assistance.

If the patient is unresponsive, not breathing but with a pulse - perform ten mouth-to-mouth (expired air resuscitation) breaths, then **Alert Medical Base**. Return to the patient, check for breathing and pulse and continue resuscitation.

If the patient is unresponsive but is breathing and has a pulse, turn on his side into the recovery position.

1.4 THE RECOVERY POSITION

This position can be used for unconscious patients who do not have spinal, pelvic or other major fractures.

- Tell the patient what is going to happen
- Kneel beside the patient, near the hips
- With the patient lying flat on his or her back, place the patient's near arm straight out above the head
- Place the patient's far arm across the chest
- Flex the patient's far leg at the knee till the thigh is at right angles to the body; tuck toes under the patient's near knee
- Grasp the patient's elevated knee and supporting the patient's shoulder, neck and head with the other hand. Pull the patient towards you so that he or she is lying on their side, leaning against your legs.
- Shift the knee that was used for leverage towards the patient's head, until the thigh is at right angles to the body. Tilt back the head until the airway is fully open.
- The patient's face should be resting on the outstretched arm under the face to raise it off the ground
- Tilt the head and support the jaw. Turn face slightly downward.
- Maintain a check on **Safety, Response, Airway, Breathing, Circulation** and **Severe bleeding**.

1.5 HEAT EXHAUSTION

Heat exhaustion is a heat-related illness that can occur after you've been exposed to high temperatures and have become dehydrated.

There are two types of heat exhaustion:

- △ Water depletion. Signs include excessive thirst, weakness, headache, and loss of consciousness.
- △ Salt depletion. Signs include nausea and vomiting, frequent muscle cramps, and dizziness.

Although heat exhaustion isn't as serious as heat stroke, it isn't something to be taken lightly. Without proper intervention, heat exhaustion can progress to heat stroke, which can damage the brain and other vital organs, and even cause death.

1.5.1 *Symptoms of Heat Exhaustion*

The most common signs and symptoms of heat exhaustion include:

- △ Confusion
- △ Dark-colored urine (a sign of dehydration)
- △ Dizziness
- △ Fainting
- △ Fatigue
- △ Headache
- △ Muscle cramps
- △ Nausea
- △ Pale skin
- △ Profuse sweating
- △ Rapid heartbeat

1.5.2 *Treatment for Heat Exhaustion*

If you, or anyone else, has symptoms of heat exhaustion, it's essential to immediately get out of the heat and rest, preferably in an air-conditioned room. If you can't get inside, try to find the nearest cool and shady place.

Other recommended strategies include:

- △ Drink plenty of fluid (avoid caffeine and alcohol).
- △ Remove any tight or unnecessary clothing.
- △ Take a cool shower, bath, or sponge bath.
- △ Apply other cooling measures such as fans or ice towels.

If such measures fail to provide relief within 30 minutes, contact a doctor because untreated heat exhaustion can progress to heat stroke.

After you've recovered from heat exhaustion, you'll probably be more sensitive to high temperatures during the following week. So it's best to avoid hot weather and heavy exercise until your doctor tells you that it's safe to resume your normal activities.

1.6 SPRAINS AND STRAINS

Ligaments are tough, elastic-like bands that connect bone to bone and hold joints in place. A sprain is an injury to a ligament caused by tearing of the fibres of the ligament. The ligament can have a partial tear, or it can be completely torn apart.

Of all sprains, ankle and knee sprains occur most often. Sprained ligaments swell rapidly and are painful. Generally, the greater the pain and swelling, the more severe the injury is. Most minor sprains can be treated by the injured person without medical intervention if the correct procedure is followed:

1.6.1 Follow R.I.C.E.

1. **Rest** the injured limb. A doctor may recommend not putting any weight on the injured area for 48 hours but don't avoid all activity. Even with an ankle sprain, a patient can usually still exercise other muscles to minimize deconditioning. For example, an exercise bicycle with arm exercise handles can be used in order to, work both arms and the uninjured leg while resting the injured ankle on another part of the bike. That way the patient can still get three-limb exercise to keep up cardiovascular conditioning.
2. **Ice** the area. Use a cold pack, a slush bath or a compression sleeve filled with cold water to help limit swelling after an injury. Try to ice the area as soon as possible after the injury and continue to ice it for 15 to 20 minutes, four to eight times a day, for the first 48 hours or until swelling improves. If using ice, be careful not to use it too long, as this could cause tissue damage.
3. **Compress** the area with an elastic wrap or bandage. Compressive wraps or sleeves made from elastic or neoprene are best.
4. **Elevate** the injured limb above the heart whenever possible to help prevent or limit swelling.

After two days, gently begin using the injured area. The patient should feel a gradual, progressive improvement. Over-the-counter pain relievers, such as ibuprofen (Neurofen, Maxigestic & others) and acetaminophen (Panadol, Paracetamol), may be helpful to manage pain during the healing process.

See a doctor if your sprain isn't improving after two or three days.

1.6.2 EMERGENCY MEDICAL ASSISTANCE

- △ The patient is unable to bear weight on the injured leg, the joint feels unstable or numb, or the joint is immobile. This may mean the ligament was completely torn. On the way to the doctor, apply a cold pack.
- △ The limb develops redness or red streaks that spread out from the injured area. This means you may have an infection and immediate medical intervention is required.
- △ The patient has re-injured an area that has been injured a number of times in the past.

- Δ In the case of a severe sprain inadequate or delayed treatment may contribute to long-term joint instability or chronic pain.

1.7

COVID 19

POSTPONEMENT OR CANCELLATION – COVID-19

With the ongoing Covid-19 pandemic situation and the possibility of changing Government regulations in NZ we advise that disruption to or cancellation of these regattas could occur at any time and with short notice. We therefore would also like to recommend that schools and supporters consider their bookings and the subsequent cancellation policies or insurance of those bookings carefully. Also please ensure you stay at home and do not attend the event if you are sick or feeling unwell, and please ensure attention to personal hygiene remains paramount (wash your hands, cough or sneeze into elbow).

2 APPENDIX 2

ROWING NEW ZEALAND WATER SAFETY CODE (SEPTEMBER 2016) [EXTRACT]

NOTE: It is expected that all clubs should have read and be familiar with this code

1. Club Requirements

Within their safety policy every rowing association, club, school/university rowing programme shall:

(hereafter all referenced as Club)

- 1.1 Appoint a Safety Officer each season that shall be registered with Rowing NZ, the Safety Officer shall advise the club on the requirements of the Water Safety Code and oversee its implementation and operation. If the Safety Officer does not attend camps or regattas, then the club should also appoint a Travelling Safety Officer.
- 1.2 Ensure the following is developed and prominently displayed in the club building:
 - a) detailed address of the rowing club so that this can be given to emergency services
 - b) the contact details of the club's Safety Officer
 - c) plan of local waterway showing the navigation rules and traffic plan for the area
 - d) Risk Management Plan *(examples are available at www.rowingnz.kiwi)*
 - e) list of Hazards for both on and off the water
- 1.3 Ensure that a First Aid kit is available on shore which is kept complete and regularly checked
- 1.4 Ensure a boat maintenance log is kept for the support vessels showing the maintenance and repairs of the boat and equipment and the date it was carried out.
- 1.5 Ensure all incidents and accidents are reported to the Safety Officer at the first reasonable opportunity and detailed records are kept (*time, place, nature, injuries/damage and contact details*). If a serious incident or accident occurs it is mandatory for the Safety Officer to notify Rowing NZ, Maritime NZ and the Harbour Masters Office.
- 1.6 Ensure that the rowing and coaching equipment of the club is in a good and safe order. Rowing skiffs must meet Rules 26.e, 27, 28 and 29 of the Rowing NZ Rules of Racing 2013 (relating to floatation, bow balls, quick release foot stretchers and the coxswain's seat).
- 1.7 Conduct and document a Safety Induction with all members which covers the clubs waterway plan, hazards, emergency procedures and considers a person's swimming ability (*it is recommended that they are able to swim 50m in light clothing*). The Club Safety Officer should be notified of anyone unable to swim adequately in order to mitigate this issue.
- 1.8 Ensure coaches and support vessel drivers complete the Coastguard 'Club Safety Boat Operator' course within their first season.
- 1.9 Conduct a regular review of the club's safety practices and procedures.

2. Preparation to go Rowing

2.1 Type of Rowing

- a) Supported – skiffs which are accompanied by a support vessel and remain under their supervision (all boats remain within 500m of each other).

- b) Observed – skiffs which are in sheltered waters (where flow is stagnant and the sides of the waterway are less than 200 meters apart) and are under the observation of an individual who is not in a vessel but is able to summon additional help if required.
- c) Unsupported – skiffs which are not accompanied by a support vessel in unsheltered waters and each person is carrying an easily accessible approved floatation belt on their skiff.

2.2 Responsibility to be Assigned

- a) The Stroke is responsible for the rowing crew and is considered the skipper of the skiff.
- b) The driver of the support vessel is considered the skipper of that vessel.

2.3 Supervision of Crews

- a) The Coach (or person in a support vessel) is at all times responsible for the safety of all crews under their observation. Making due allowance for weather, water, ability of crews and other conditions, it is incumbent upon the coach or support person, to make an assessment of the number of crews for which they can safely be responsible and supervise. All crews and the support vessel need to remain within 500m of each other otherwise they are no longer under supervision and will then be required to carry an easily accessible approved floatation belt on their skiff.

(It is recommended that one support vessel observe no more than three crews)

2.4. Checks to Complete

The Coach/Support Person and Stroke will ensure that:

- a) all members of the crew are suitably attired for the rowing conditions
- b) the crew is familiar with the local waterway rules and hazards
- c) the weather forecast has been checked and is suitable for rowing
- d) crew intentions are lodged (e.g. on a whiteboard or log book)
- e) the rowing skiff is compliant with Rule 26.e, 27, 28 and 29 of the Rowing NZ Rules of Racing 2013 (relating to floatation requirements, bow balls, quick release foot stretchers and coxswain's seat) and any support vessel is fit for purpose and carrying the required safety equipment

The Other Crew Members will ensure that:

- a) they are suitably attired for the rowing conditions
- b) if they are rowing in unsheltered waters without the supervision of a support vessel then each person must carry on board an easily accessible approved floatation belt on their skiff.

3 *Equipment for Safety*

3.1 Personal Floatation Devices

Certified personal floatation device (PFD), lifejackets or buoyancy aids are those certified under the Maritime Rule 91.4(1)

- a) certified PFD's must be worn at all times by coaches, persons in support vessels, coxswains and open water rowers (rowers more than 1500m from shore or bank)
- b) any rower that is training in unsheltered waters without a support vessel supervising them must carry on board an easily accessible approved floatation belt

3.2 Communication

- a) A coach or support person must carry on board a form of waterproof communication (e.g. cell phone in water tight bag)
- b) An unsupported rower training more than 500m from the shore must also carry a form of waterproof communication

3.3 Support Vessel

The following is the necessary equipment for a support vessel:

- a) bailer, and for inflatable rubber dinghies, a suitable pump and a spare inflation valve
- b) sound signaling warning device
- c) grab line or 'throw bag'
- d) sufficient approved floatation belts for the largest skiff being supervised (8 max)
- e) basic first aid kit including a survival blanket
- f) sharp knife in carrying sheath
- g) paddle
- h) engine cut-out lanyard device which should be worn at all times
- i) fire extinguisher
- j) when operating more than 500m from the shore a flare should also be carried

3.4 Light Requirements

Any activity on the water before dawn and after dusk (between the hours of 30 mins before sunset to 30 mins after sunrise) requires the rowing skiffs and support vessel to be fitted with lights as laid down by Maritime Rules Part 22.

Note: training when lights are required is dangerous and should be avoided if at all possible.

3

3.1 Sample Safety Plan

SAFETY PLAN as practiced at Lake Ruataniwha for the purposes of hosting Rowing Regattas

It is a condition of entry that all participants understand that all regattas will be conducted pursuant to the NZRA Rules of Racing, SIR Rules, any rules modified by the Published Regatta Conditions, NZRA Regulations for Regattas, NZRA Directives for Race Officials, section 2 of the NZRA Directive for Courses and in strict accordance with NZRA Water Safety Code (Sept 2004), NZRA Competition Safety Code (Sept 2004), Part 91 of MSA Maritime Rules , WRC Navigation and Safety Bylaws and any other conditions as may be required by the Harbour Master or Statutory Authority.

South Island Rowing Inc. will not accept responsibility for any mishap arising from any breach by Club / School officials or competitors of the foregoing.

ACTIVITY	ACTIONS	RESPONSIBLE
Pre – regatta check	<p>Check all Site facilities are fully operational</p> <p>Check Regatta facilities are fully operational</p> <p>Check operational support facilities are operational</p> <p>Check Course clear and safe for Regatta to proceed</p>	<p>Course Manager</p> <p>Chief Umpire</p> <p>Regatta Secretary</p> <p>Safety Officer</p>
Competitors understanding	<p>All active participants must understand and be familiar with</p> <p>The Start procedures, race procedures and how to respond</p> <p>To Umpires instructions. In addition, Club Safety Officials</p> <p>Shall make all crews cognizant regarding regatta Safety rules.</p> <p>All applicable rules for racing at regattas</p>	<p>Club Captains</p>
Course Definition	<p>Marked by buoys</p> <p>Start and finish line clearly defined also post-race guidance marks</p> <p>500 metre marks located</p>	<p>Chief Umpire</p>

ACTIVITY	ACTIONS	RESPONSIBLE
Launch Area	<p>Check and remove glass and other dangerous objects</p> <p>Check boat racks & oar racks for satisfactory operation</p>	<p>Boat Marshal</p> <p>Boat Marshal</p>
Pre-regatta Briefing	Ensure that all Officials and a representative from all competing Clubs/Schools are fully briefed and understand Rules and Regatta conditions	<p>Chief Umpire / Site Safety Officer /</p> <p>Regatta Secretary / Boat Marshal</p>
Staffing Typical Numbers	<p>Umpires (5)</p> <p>Boat drivers (5)</p> <p>Rescue Boats (3)</p> <p>Safety Boat Driver (3)</p> <p>Safety Boat Support Crew (3)</p> <p>Judges /Timekeepers (4)</p> <p>Starter (3)</p> <p>Boat Marshal (2)</p> <p>Boat Scrutineers (2)</p> <p>Regatta Secretary (2)</p> <p>Association Rep (1)</p> <p>Marshalling (2)</p>	Chief Umpire / Regatta Controller
Boats: Typical Numbers	<p>Umpires Boats (5)</p> <p>Rescue Boat (2)</p> <p>Marshalling Boat (1)</p> <p>Each with Radio 2 boats with 2 Radios each Driver with radio, Channel 1 as emergency</p>	<p>Allocated drivers</p> <p>Rescue driver & crew members</p> <p>Allocated driver</p>

Equipment:	Radios (10)	Course Manager
Typical Numbers	Batteries fully charged, Spare radios and batteries	
	Radio – Control (1)	Course Manager
	All leads and connections checked. Radio operational	
	Radio – Starter (1)	Course Manager
	All leads and connections checked. Radio operational, Reserve batteries available	
	Loud Hailers (7)	Boat driver
	Life Jackets (12) Must be worn	
	Buoyancy Aids in packs of 10 1 per Boat	Boat driver
	First Aid Kits (10) 1 per Boat	Boat driver
	Paddles 1 per Boat	Boat driver
	Throw lines 1 per Boat	Boat driver
	Bailer 1 per Boat	Boat driver
	Judges horn (1)	Boat driver
	Starters horn	Chief Judge
	Binoculars	Starter
		Chief Judge
		Safety Officer

3.2 UMPIRING POSITIONS

The following is a typical umpiring plan for races that preclude the returning umpires from re-turning to the start in one move. Umpires can wait at the start area for their next race.

Finish	1000 metre	Start
	or half way mark	
umpire position 3	umpire position 2	umpire position 1

Umpire in position 1 will take race down and assume position 3 at conclusion of race – as race passes others will manoeuvre to next vacant position. Next umpire boat back up at start ready to take over in emergency.

Safety Boats will be ready to respond to any call from race umpire.

3.3 HAZOP PLAN

The table below provides details of a typical HAZOP Plan for rowing regattas. Organizers of Regattas should ensure they have one commensurate with the nature of the event they are running.

Hazard	Action 1	Action 2	Responsible
Athlete with Medical condition	Athlete to advise club	Club to advise Regatta Secretary. Pre regatta briefing to Club Captains Regatta Secretary to provide daily list to Safety Officer	Athlete/Club Captain /Regatta Secretary
Glass in launching area	All competitors warned to wear suitable footwear	Appropriate officials alerted	Site Safety Officer Individual competitors
Collision	Call safety boat and take immediate action	Regatta halted until Chief Umpire gives clearance	Race Umpire

Hazard	Action 1	Action 2	Responsible
Capsize/Sinking	Call safety boat and take immediate action	Regatta halted until Chief Umpire gives clearance	Chief Umpire
Competitor ill or injured	Call safety boat and take immediate action	Regatta halted until Chief Umpire gives clearance	Race Umpire, Chief Umpire
No bow ball	Not allowed on water	Immediate rectification	Boat Scrutineer
No bow ball at start line	Starter requests Race Umpire to remove from race	Immediate disqualification [spare to be held if possible]	Starter
No Heel Restraints	Not allowed on Water	Immediate rectification	Boat Scrutineer
Missing Bungs	Not allowed on Water	Immediate rectification	Boat Scrutineer
Ineffective Bulkheads or non-water tight canvases	Not allowed on Water	Immediate rectification	Boat Scrutineer
Coxswain without or non- conforming Life Jacket	Remove crew from race	Immediate rectification, if not possible crew must not row back to boat park until Life Jacket is supplied	Race Umpire/ Starter
Competitors not arriving at start	Do not assume a crew has scratched If a crew has left the Boat park and is considered missing	Check that crew left the Boat Park	Starter
Uncertainty all competitors finish	All boats must carry the lane number as listed in the days programme and displayed so as to be easily read by the Judges.	Rescue, Safety and Umpire boats to commence search Check boats correctly numbered	Safety Officer / Chief Umpire

Hazard	Action 1	Action 2	Responsible
Umpire boat malfunction	Call for immediate replacement from boats on water	Clear course & hand over to adjacent umpire and Rescue boat to tow to Workshop	Race Umpire
Boats going too close to course when travelling to start	Umpires and safety boat to watch and control	Particular duty of umpires in positions 2 & 3	Judges Boat personnel
Unexpected weather change	Regatta immediately suspended by Chief Umpire	Umpires & safety boat escort all rowing craft to shore. Competitors must respond to instructions. Emergency services alerted if necessary. Check that all craft and personnel safely ashore.	Chief Umpire / Site Safety Officer Weather continually monitored by regatta control & updated reports sought.
Non compliance With rules	All competitors to be familiar with and understand rules and are licensed	Pre briefing to ensure all comply	Club Captains/Safety Officer from Club
Swimmers in Lake	Remove from water	Safety boat to remove swimmers from water and race umpire notified if a hazard to race in progress	Site Safety Officer / Safety Officer
Children playing	Announcements reminding public of dangers particularly water	Frequent announcements by Regatta Commentator	Public/ Individuals

4 APPENDIX 4

4.1 SAFETY EQUIPMENT CHECK SHEETS

The following check sheets are the official check sheets for SIR Boats

	ITEM	COUNT
	Safety throw line in bag	2
	First Aid kit	1
	Personal flotation devices	10
	Tool kit	1
	Sharp knife	1
	Thermal blankets	2
	Loud hailer	1
	Radio – 2 channel	1
	Bow line	1
	Stern line	1
	Fire extinguisher (within date)	1
	Equipment check list – visible to driver	1

FORM NO	SECTION REFERENCE	PURPOSE	REQUIREMENTS	FILE LOCATION	RESPONSIBILITY
1	7.3	Record the pre-regatta briefing covering all Clubs / Schools advising safety features employed.	Record Club / School attendee. Name and contact details of the "on site" Safety Officer and Coach	Regatta Control	Event Safety Officer
2	7.5	Record any reported damaged broken or malfunctioning safety equipment	Note and record remedial action	Regatta Control	Course Manager
3	7.6	Record Every Safety Incident	Nature of incident Who was involved What actually happened What done was done, Witnesses name contact Records Must be Available & Auditable	Regatta Control	Event Safety Officer
4	8.0	Record Safety Equipment maintenance, security and operational compliance	Records for every piece of Safety Equipment	Regatta Control	Course Manager
5	8.1.1	Record boat maintenance history	Full maintenance history for each boat	Regatta Control	Course Manager
6	8.1.1	Record the annual boat inspection	Before October Each year	Regatta Control	Course Manager
7	8.1.1	Record exception details for no life jacket.	Course Manager Agreement. Must have Hasard Plan	Regatta Control	Course Manager
8	8.1.2	Record of umpire boat equipment list	As listed	Regatta Control	Boat Umpire / Driver
9	8.1.3	Record of safety boat equipment list	As listed	Regatta Control	Safety Rescue Check, Safety Officer
10	8.1.4	Record of work barge safety equipment	As listed	Regatta Control	Course Manager
11	8.2.3	Record of the 2000 meter start safety equipment	As per 8.2.2	Regatta Control	Course Manager / "Start Personnel"
12	9.2.1	Record of the annual inspection of the shore based equipment	Equipment and plant checks includig Vehicles, winches, pumps, mowers etc.	Regatta Control	Course Manager

FORM NO	SECTION REFERENCE	PURPOSE	REQUIREMENTS	FILE LOCATION	RESPONSIBILITY
13	9.2.2	Record of annual inspection of amenities inspection	Frequest inspection recording the condition, operation and clean liness	Regatta Control	Course Manager
14	9.2.2	End of season report on the Safety and Risk Management	All SIR Buildings and grounds. Record in a report to the Board for the AGM.	Board / A.G.M.	Course Manager
15	9.2.3	Annual Inspection of Safety Equipment Record	Includes all safety equipment and phar-macuticales.	Regatta Control	Course Manager
16	10.4	ContractorsAcknowledgement form	To be completed when the contractor visits the site the first time for a given contract.	Regatta Control	Course Manager.