



ON-WATER RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity/Situation: Accompanied or unaccompanied training on waterways during daylight hours)

Analysis	Description		
KEY RISKS Accident, injury and other forms of risk	Injury, hypothermia or death from: <ol style="list-style-type: none"> 1. Rowing or coaching boat capsizes or collides with object e.g. other rowing boats, motor boats, kayakers, paddle boarders, swimmers, wildlife, or rocks and logs – both above and hidden below water level 2. Capsize from wake of motor boats 3. Falling out of boat when standing without holding on to side of boat 4. Adverse weather or river conditions – rough water, fast water, cold water (hypothermia), heat, cold, wind, and lightning 5. Equipment breaks 6. Over-exertion or medical emergency other than injury 7. Boat sinks as not fit for being on water 		
CAUSAL FACTORS Hazards, dangers	People	Equipment	Environment
	1. Poor decision making or poor on-water rowing skills 2. Poor discipline or communication 3. Failure to check equipment including boats and coach boats 4. Failure to operate within planned procedures 5. Unaware of position at that time	1. Gear breakage 2. Inappropriate clothing 3. Safety equipment missing or not maintained 4. Boat and rigging not fit for being on water	1. Weather conditions 2. Water conditions 3. Fixed or floating obstacles in waterway 4. Other river users e.g. pleasure boats, seadoos, rowing crews, coaching boats, swimmers, paddle boarders, kayakers, wildlife etc
RISK MANAGEMENT STRATEGIES	People	Equipment	Environment
Normal Operation	<ul style="list-style-type: none"> • Coaches aware that the safety of the rowers is paramount. • All persons participating in rowing must be in good health and able to swim a minimum of 50 meters in light clothing and shoes. • All rowers registered with club and have notified of any medical conditions • Coaches shall ensure that crew members are aware of appropriate safety procedures at all times, including capsize response. • All crews must appoint a person to have overall responsibility for the 	<ul style="list-style-type: none"> • Coaching boat equipped with recommended safety equipment. • Every boat equipped with a white bowball of not less than 4 cm in diameter. • Heel restraints and quick release shoe mechanisms must be in proper working order - <5cm of heel lift. • Check oars and sculls to ensure “collars/buttons” are secure and properly set. • Crews carry spanners. • Coach carries communication 	<ul style="list-style-type: none"> • Coach aware of local weather and checks daily weather report and forecast • Coach assesses water conditions prior to training including expected river flow if training on rivers • Crew and coach appropriately dressed for weather eg. warm clothing, sunblock applied. • Coach and crews aware of river traffic and swimmers and known water hazards. • Have an Earthquake plan



	<p>crew in the boat(refer RNZ WSC Clause 3.4)</p> <ul style="list-style-type: none"> • Coaches aware of his/her own safety limits in coaching boat (~3 crews per coaching boat unless novice crew where ratio at certain times of the season is less). • Coaches skilled at group control and communication is clear and audible. • Rowers understand communication by coach. • Coaches and rowers are aware of rules of training and traffic flow in area where they are rowing. • Effective communication strategy between boats. • Coach and rowers aware of procedures following capsize • Coaches or unaccompanied rowers complete the boat log before going out and when returning 	<p>equipment in waterproof pouch.</p> <ul style="list-style-type: none"> • Coaches, coxes and persons travelling in coaching boats to wear floatation device at all times. • Coach checks coaching boat equipment and fuel prior to training. • Coach aware of proper rigging and equipment for crews. • Coach boat maintenance carried out regularly. • Coach boats to carry basic first aid kits. • Each boat to generally carry one floatation belt per boat (see on water safety standards). 	
<p>EMERGENCY</p>	<ul style="list-style-type: none"> • Coaches and crews aware of how to contact Emergency Services – if requiring assistance DIAL 111. • Have first aid kit on hand at Clifton Rowing Club and during Regattas and Training Camps. • Coaches/volunteers instructed in basic first aid techniques. • On-water standards, risk management and emergency management plan communicated and displayed effectively at club. • Thermal blankets available for hypothermia. • Safety Officer’s contact details clearly displayed • Travelling Safety officers contact details known 		



OFF-WATER RISK ANALYSIS AND MANAGEMENT PLAN

Analysis	Description		
KEY RISKS Accident, injury and other forms of risk	<ol style="list-style-type: none"> 1. Fires – e.g. gas, electrical or poor fuel storage 2. Earthquakes 3. Flooding 4. Slippery surfaces e.g. steps with silt on and water around boathouse 5. Electrical shocks 6. Poor cleanliness – mold, mice droppings, unclean bathrooms 7. Equipment breakage 8. Over exertion from exercise or carrying boats 9. Objects out of place e.g. items left on ground or riggers sticking out 10. Falling off the roof 		
CAUSAL FACTORS Hazards, dangers	People	Equipment	Environment
	<ol style="list-style-type: none"> 1. Poor decision making 2. Failure to check equipment and store items properly 3. Failure to maintain building and safety gear 	<ol style="list-style-type: none"> 1. Equipment breakage 2. Poor storage of boats and fuels 3. Building and steps not cleaned/maintained 4. Gas or electrical system damage 5. First aid kits not maintained/items missing. 	<ol style="list-style-type: none"> 1. Mother nature – flooding/earthquake
RISK MANAGEMENT STRATEGIES	People	Equipment	Environment
Normal Operation	<ul style="list-style-type: none"> • Coaches aware that the safety of the rowers is paramount. • All persons participating in rowing must be in good health. • All rowers are registered with club and have notified of any medical conditions • Coaches shall ensure that crew members are aware of appropriate use of equipment and of safety procedures. • Coaches skilled at group control and communication is clear. • Coaches perform regular maintenance checks of equipment and building. 	<ul style="list-style-type: none"> • Coaches and rowers aware of proper equipment storage and maintenance. • Coaches and rowers to notify of any items taken from first aid kits. • Steps are regularly swept/cleaned. • Building maintenance is monitored by safety officer. 	<ul style="list-style-type: none"> • Coach aware of local weather and river conditions. • Have an Earthquake plan.
EMERGENCY	<ul style="list-style-type: none"> • Coaches and rowers aware of how to contact Emergency Services – if requiring assistance DIAL 111 and ask for Ambulance. Have first aid kit on hand at Clifton Rowing Club and during Regattas and Training Camps. • Coaches/volunteers instructed in basic first aid techniques. • Safety Officer’s contact details clearly displayed • Travelling Safety officers contact details known 		



<p>RELEVANT INDUSTRY STANDARDS APPLICABLE</p>	<p>Health and Safety in Employment Act 1992:” As an owner, occupier or person in possession of a “place of work” must take all practical steps to ensure people in the place of work are not harmed by any hazard.</p> <p>Maritime Transport Act 1994 Section 65 “Every person commits an offence that causes or permits any ship to be operated in a manner which causes unnecessary danger or risk to any other person or property irrespective or not if in fact any injury or damage occurs”</p> <p>Maritime Transport Act 1994 Section 19: “The master of a ship shall be responsible for the safe operation of the ship and the safety of all passengers and crew”</p>
<p>KEY POLICIES AND GUIDELINES TO FOLLOW:</p>	<p>CRC HSE Policy and Standards</p> <p>CRC Induction for new rowers</p> <p>CRC on-water safety rules</p> <p>CRC Motorboat and Boat Trailer Guidelines</p> <p>Floatation devices must be worn by cox and all occupants of coaching boat at all times.</p> <p>All coaching boats must carry safety equipment at all times.</p> <p>Carry basic first aid kit with comprehensive first aid kit stored in boathouse.</p> <p>Emergency Action Plan on file and displayed in boathouse.</p>
<p>SKILLS REQUIRED BY STAFF</p>	<p>Coaches hold current first aid certificate.</p> <p>Coaches certified to Rowing NZ Coaching Level One or equivalent.</p> <p>Coaches have attended Coastguard Boating Education “Club Safety Boat Operator Course”</p>
<p>Form endorsed by CRC Committee on: Sept 27th 2020 at the Annual General Meeting</p>	