**Safety Management Plan**

**On-water event**

The Event

|  |  |
| --- | --- |
| **Name of Event** |  |
| **Type of Event** |  |
| **Start Date and Time** |  |
| **Finish Date and Time** |  |
| **Description of event** | *Distance, craft type etc* |
| **Anticipated numbers** |  |
| **Ages participating** |  |
| **Location** |  |
| **Event Manager** |  | **Cell Phone:** |
| **Safety Officer** |  | **Cell Phone:** |
| **Boat Driver (s)** |  | **Cell Phone:** |
|  |  | **Cell Phone:** |
|  |  | **Cell Phone:** |
|  |  | **Cell Phone:** |

Safety Information

|  |  |
| --- | --- |
| **Course details** | *Include the address, description, distance of course and any other relevant information.* |
| **Harbourmaster** | *Confirmation of authority from harbourmaster and any requirements* |
| **Local council** | *Bookings and permissions from council regarding usage of venue (lake, river, reserve etc) including any road closures required* |
| **Proximity of paddlers to land** |  |
| **PFD requirements** | *Detail whether it is a requirement of the event for competitors to wear a pfd.*  |
| **Safety vessel details** | *Type and number of craft (e.g. one IRB, one jetski with rescue board).*  |
| **Safety Personnel** | *e.g. Boat driver plus one rescue crew per boat (add names once confirmed)* |
| **Rescue equipment** | *e.g. rescue tube / pfd on board safety vessels.*  |
| **Radios** | *Number of radios and channels used (or detail cell phone numbers)* |
| **Medical** | *Details of medical personnel and equipment provided* |
| **Emergency** | *Emergency plan – details and location of nearest hospital / medical centre. Dial 111 for emergency ambulance assistance.* |

<INSERT SITE MAP>

*Show water entry and exit points, location of safety boats, lanes (if applicable), location of medical staff (if applicable), meeting points etc*

Risk Assessment

|  |  |
| --- | --- |
| Anticipated number of participants |  |
| Type of craft |  |
| Length of the event |  |
| Average speed of boats | *Kayaks travel at approx. 6-10km/hour* |
| Event layout |  |
| Proximity of the event to land  |  |
| Assessment of participant ability |  |
| On shore conditions | *State of ground, potential hazards (slippery jetty etc)* |
| Weather conditions | *Temperature, wind, rain, lightening etc*  |
| Water conditions | *Temperature, chop, current, tide, floating or submerged hazards etc* |
| Participant health and safety | *Correct equipment, PFD, hydration, sunscreen, clothing* |

The safety boat is to watch over each event to ensure the safety of all competitors. At all times one vessel will be located approximately at the half way point of each race and will shadow competitors to ensure they all finish safely before taking up position ready for the next race.

The vessel operator is to be mindful of speed and the wake caused by the boat while operating and will limit speed in all instances other than an emergency.

Examples of site hazards to check

|  |  |  |
| --- | --- | --- |
| **HAZARD** | **Checked****** | **Action taken** |
| Debris on site – participation and spectator site check |  |  |
| Cables |  |  |
| Traffic |  |  |
| Water condition (debris, chop etc) |  |  |
| Land condition (slippery, sharp rocks etc) |  |  |
| Site vendors (Health certificates, safe set up) |  |  |
| Tents (well secured, safely positioned) |  |  |
| Safety boats (safe condition, adequate fuel, PFDs, oars etc) |  |  |
| Spare fuel safely stored |  |  |
| Radios working for all safety personnel (spare batteries) |  |  |
| Personnel up to task (fatigue, state of health etc) |  |  |
| Communication system in place (P.A., megaphone for participants and spectators, radios/cell ph for crew) |  |  |
| Equipment check (safe and working) |  |  |
| Other |  |  |

Communication

There will be direct (radio + Cell Phone) communication between:

* + The start line and finish line
	+ Safety personnel
	+ The event manager

A safety briefing will be held one hour prior to the start of the event to discuss conditions and decide whether the event will proceed. Paddlers will be made aware of procedures. Any call to cancel or postpone the event will be directly communicated to all participants.

Safety Procedures

* The safety boat(s) will approach any paddlers that fall out of their boat and are unable to continue with the race.
* The priority will be getting the competitor out of the water and assessing them for any injuries sustained.
* If the situation is deemed an emergency, the lifeguard will immediately make a radio (or cell phone call if needed) to the event manager and transport the competitor to the shore.
* All efforts will be made to commence first aid treatment – conditions dependant
* If further treatment is required the patient will be immediately transported to medical centre or hospital or an ambulance will be called.

Council venue closure/usage

Water venue closure/usage required YES / NO Booked YES / NO Consent date \_\_\_\_\_\_\_\_\_\_\_

Reserve closure/usage required YES / NO Booked YES / NO Consent date \_\_\_\_\_\_\_\_\_\_\_

Road closure required YES / NO Booked YES / NO Consent date \_\_\_\_\_\_\_\_\_\_\_

Insurance

Liability Insurance can be booked through Canoe Racing New Zealand for each event with a month’s notice.

Post Event Debrief

|  |  |
| --- | --- |
| Names of those present at debrief |  |
| Date and time of debrief |  |
| Actual number of participants |  |
| Actual length of the event |  |
| Any changes to the structure of the event (and why) |  |
| Weather conditions |  |
| Land Conditions |  |
| Hazards/Incidents identified and action taken |  |
| First Aid incidents and action taken |  |
| Key learnings  |  |