



KARAPIRO ROWING INC.

HEALTH & SAFETY MANUAL

Karapiro Rowing Inc.

Mighty River Domain, 601 Maungatautari Rd, Cambridge, 3494

PO Box 1052, Cambridge 3450, New Zealand

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SCOPE

This document is the health and safety and risk management policy and plan for Karapiro Rowing Inc (KRI). Its aim is to formalize the operation of events using the KRI facilities at Lake Karapiro, Cambridge.

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.

Scopes, Purpose & Definitions

Scope: This policy applies to Karapiro Rowing Inc. (KRI) including KRI employees, board members, rowers, volunteers and contractors.

Purpose: Karapiro Rowing Inc. demonstrates an active, consultative commitment and effective management of all areas of health and safety and risk management.

Definitions

"Board" Means the Board of KRI who exercise significant influence over the health and safety management of the organisation (PCBU)

"Employee" means a person who is in paid employment (full or part time) with KRI

"Contractor" means a person or business who performs services for the KRI under a Service Level Agreement or Contract

"Volunteer" means a person who volunteers their time to KRI. Volunteers will be considered and treated as any other KRI employee and will have to show that they are willing and able to abide by the guiding Health and Safety principles which KRI adheres too. Employees and volunteers are ambassadors for the business and must be 'champions' Health and Safety performance in all work that they do.

"Workplace" means a place within a building, vehicle or boat where the Board members, employees, contractors and volunteers conduct the work of KRI. Travel to and from home to the place of work does not constitute a "place of work".

Document History

	Prepared	Change	Approved	Date
Draft 1	IP Carr	Initial	TBA	September 2011
Review 1	D Craig	Updated comments from consultant	KRI Board	October 2014
Draft 2	IP Carr	Update and re-write	KRI Board	September 2016
Draft 3	IP Carr	Update review and inclusion of 6.3	KRI Board	January 2019
Review 2	VA Jantke, IP Carr	Update and review	KRI Board	October 2019

KRI is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the: Health & Safety at Work Act 2015.

KRI Contact Details

Role	Name	Contact
KRI Representative (Chairman)	Terry Tidbury	027 474 4196
KRI Operations Manager	Victoria Jantke	021 225 5867
Facilities Manager	John Strange	027 289 5951

Regatta emergency contact details

Role	Name	Contact
Emergency - Ambulance, Fire, Police (Accident / serious harm or emergency)		111
Event Medic & Safety – First Aid on site	Chris Griggs	021 460 991
Police Cambridge		07 827 5531

Mighty River Domain contact details

Mighty River Domain (Site Office)	Liz Stolwyk	027 571 6206
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FOREWORD

It is a fundamental requirement of Karapiro Rowing Inc (KRI) to take all practicable steps to eliminate, isolate or minimise hazards in the workplace and at regattas and that health and safety and safety of all employees, board members, competitors, volunteers and contractors be treated equally to other operational requirements of running our business.

It is the responsibility of all employees, board members, competitors and volunteers to reduce the risk of accidents and injuries by eliminating, isolating, or minimising hazards that may cause personal injury, occupational illness or property damage.

KRI will provide a healthy and safe working environment for all its employees, board members, competitors, volunteers and contractors. We will comply with legislation, codes of practice and industry standards and establish safe systems of work for all activities, as laid down in the Health & Safety Act.

All employees, board members, contractors and volunteers are accountable for the health and safety performance within their work area. Responsibilities include: a commitment to the accurate reporting and recording of all health and safety data, (accidents, incidents and injuries), high standards of housekeeping and hygiene, effective hazard management, competency training, accident reporting and emergency response.

KRI will consult with and encourage the full participation of all employees, board members, contractors, competitors and volunteers in all aspects of implementing and continuously improving our health and safety system and performance. All employees, board members, contractors and volunteers will be involved in setting health and safety standards and the internal auditing of workplace safety management practices. KRI expect everyone to accept the challenge of making our organisation a healthy and safe place to work and/or participate at regattas for all our employees, visitors, volunteers and contractors.

We are committed to achieving high standards of health and safety management. We will minimise risk in all areas of our operations and advise all concerned parties of this policy and health and safety procedures.

KRI Health and Safety and Risk Management procedures spell out specific responsibilities and details of required actions and activities. This Health and Safety Policy will be reviewed Biennially.

Management responsibilities;

- Ensure health and safety is an agenda item at all management meetings
- Ensure health and safety is an integral part of all meetings held within the organisation
- Take all practical steps to ensure hazards are identified and assessed
- Ensure hazard controls are developed and implemented
- Promote a safe & healthy environment at regattas through regular monitoring
- Commit to the accurate reporting and recording of accident and incidents
- Support employee consultation and participation in health and safety
- Support injured employees to return to work safely as early as possible
- Ensure injured rowers receive immediate attention and medical advice

Employees, KRI Board, Contractors and Volunteer responsibilities;

- Ensure that proper site inductions have taken place before commencing duties on or off water
- Actively contribute to hazard identification and management
- Wear all appropriate protective clothing and equipment
- Only operate machinery or vessels they are trained and authorised to operate
- Participate in health and safety training
- Adopt safe work practices, encouraging others to do the same
- Report injuries promptly and accurately
- Actively participate in treatment, rehabilitation and a return to work programme if applicable

Officers of KRI (PCBU) will:

- Meet our obligations under the Health and Safety at Work Act 2015 codes of practice and any relevant standards or guidelines
- Observe and enforce the relevant Acts, Regulations and Policies for all aspects of our operation
- Provide financial support towards the management of Health & Safety within the workplace
- Undertake to provide a safe and healthy working environment for all people
- Establish and insist that safe work methods are practiced at all times
- Provide Health and Safety supervision, training, updates and opportunities to participate in Health & Safety management in the workplace
- Foster open communication throughout the organisation during consultation and participation
- Actively encourage the early reporting of any pain or discomfort
- Promote accurate and timely reporting and recording of all incidents, accidents and injuries
- Provide procedures to deal with emergencies that may arise during regattas and work time
- Actively support identification of all existing and new hazards and take reasonably practicable steps to eliminate, isolate or minimise the exposure to any significant hazards
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Promote shared responsibility and employee/volunteer engagement and participation in health and safety

Employees, KRI Board, Contractors and Volunteers:

- Are required to observe and practice safe work methods, rules and instructions relating to their area of work
- Are responsible for keeping themselves and others safe from harm and following health & safety guidelines
- Are expected to report any hazards, accidents, incidents, pain or discomfort to either of the KRI Operations Manager, Regatta Safety Officer or Chief Umpire or KRI Board member
- Are to ensure that no action or inaction by them will cause any harm or injury to any other person
- KRI are responsible in ensuring that Employees, Board, Contractors, Volunteers and Clubs/Schools receive a Health and Safety induction or have representation at the safety briefing meeting prior to a regatta.

INDUCTION

The purpose of inductions is to make all employees, board members, volunteers and contractors site aware of the hazards, associated risks, control measures and their individual responsibilities.

All persons working on / or visiting KRI will receive an induction prior to starting work or volunteering at a regatta. A register of all personnel who have been inducted will be created and regularly updated. No personnel will be permitted to work/volunteer unless they have been inducted and recorded on the register. The period between inductions will occur when reviews are made to the Health & Safety Policy.

INTRODUCTION

Karapiro Rowing Inc. (KRI) is an organization located on the shores of Lake Karapiro and utilizing a 2500m stretch of water from the dam back upstream on Lake Karapiro, Cambridge.

KRI is responsible for the health and wellbeing of all volunteers, employees, contractors, rowers and their club or school organization, and spectators and must have a Health & 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 KRI utilized facilities at Lake Karapiro, Cambridge.

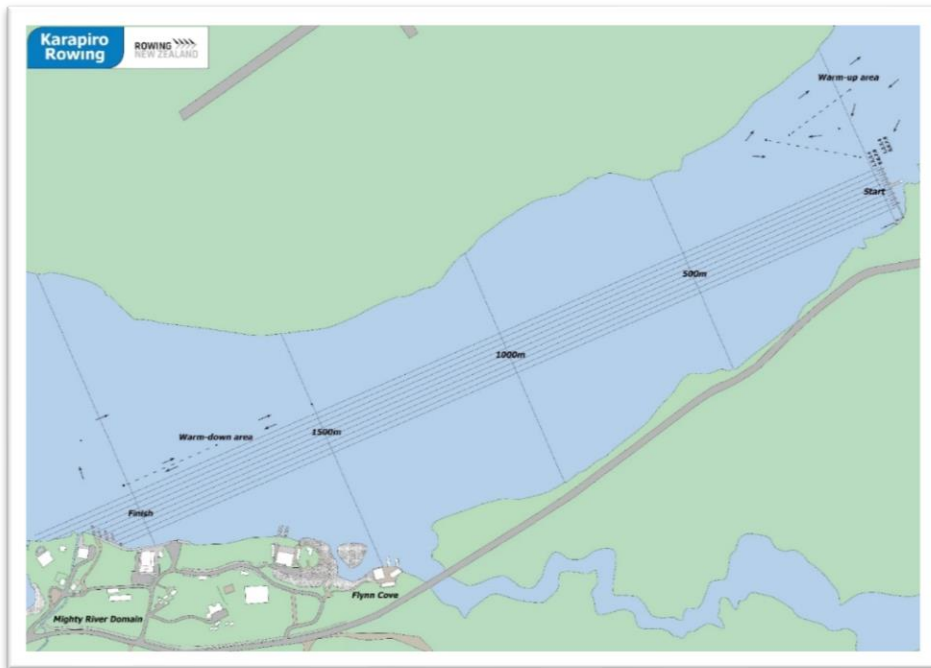
Included in the plan are the operating requirements for the KRI equipment deployed for safety as well as the operational aspects for safety both on and off the Lake. Included in the appendices are notes on various safety aspects that need some consideration by Lake Users. At least annually, this plan shall be formally reviewed in the light of experiences of the season's regattas.

BACKGROUND

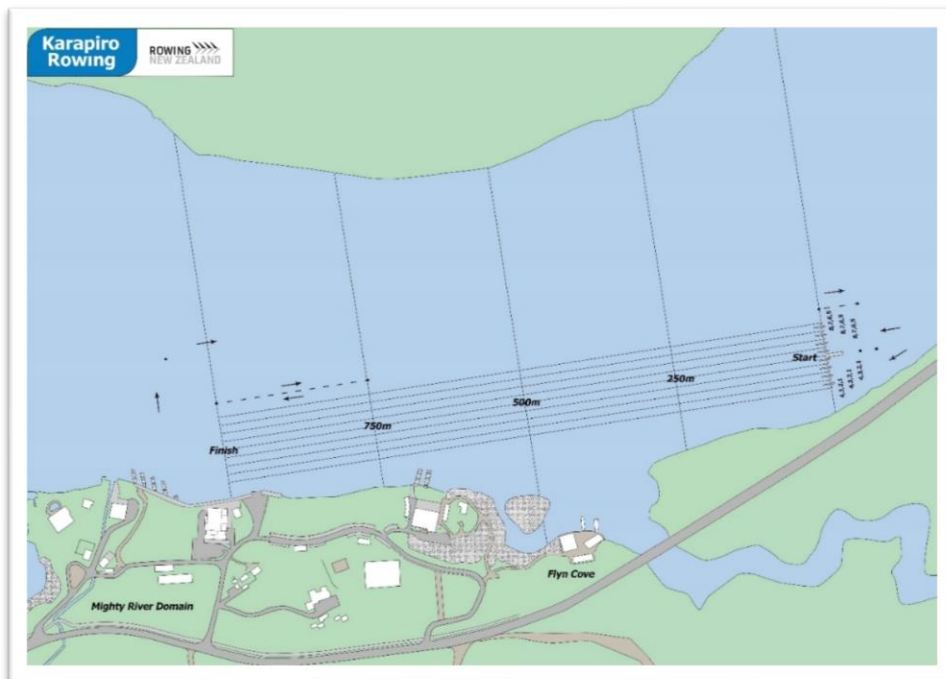
Lake Karapiro is the last in a chain of hydro lakes fed at the upper end of the chain by snow and rain. The level of the lake is kept under control between agreed upper and lower parameters with any excess being capable of run out through power producing turbines and / or spilled over a dam in a by-pass movement. Generally, summer (rowing season) temperatures are temperate and 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 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.

2000-meter course



1000- meter course



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 Waikato Regional Council “Environment Waikato Navigation Safety Bylaws 2013” also covers many aspects of safety associated with waterways in the Waikato and specifically covers Lake Karapiro. A copy with the latest amendments is available from Waikato Regional Council. www.wrc.govt.nz

All regattas shall adhere to the NZRA Competition Safety Code, the MNZ and Regional Authority Water Safety Regulations.

These three documents take precedence over all others on matters of Safety for on-water matters. The KRI Safety and Risk Management Plan embodies the principles given in the above three documents and indicates areas of specific focus on Lake Karapiro.

Where applicable for any and all formal employees the rules pertaining to the Health & Safety Act 2015 shall be applied.

INDUSTRY GUIDELINES AND COMPLIANCE REQUIREMENTS

It is a condition of entry that all participants understand that all regattas will be conducted pursuant to the KRI 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 2016, 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.

HAZARD IDENTIFICATION

The following table indicates some of the hazards that could be experienced at Lake Karapiro. This is not intended to be a complete list but includes some of the common ones KRI personnel have observed. For full hazard identifications please refer to the Event Risk Management Plan.

Water Based Hazards

Hazard	Eliminate	Isolate	Minimize
Weed net is east of the start area.		Red & Green marker buoys show hazard and gates	Going past obstacle but if doing so use marked gates
Weed		Remove when floating alone	Lanes marked for the correct location
Cold Temperatures			Dress appropriately / warm clothing
Variable wind and wave conditions		Stop activity when conditions are deemed hazardous.	Constantly observe conditions and control event accordingly
Poor visibility due to fog or low cloud.		Stop activity when visibility reduces below 500 meters.	Constantly observe conditions and control event accordingly
Lake Area # 3 when not booked	Request skiers & rowers to take care	Pre-warn coaches of likely water-skiing activity	Keep warm – down within tight limits
Flying debris			Ensure all items not in use are securely tied down.

Land Based Hazards

Users of the land area at the Mighty River Domain shall be conscious of a number of possible hazards that include (but not restricted to) trees, tomos, water edge erections, road traffic, power cables etc. For a complete list of these hazards, reference can be made to the Mighty River Domain Safety & Risk Plan – copies of which are available at the Domain office and also at the KRI office at the base of the Finish Line Tower.

In recognition of this plan, senior KRI operatives are to sign in each day upon arrival at rowing events at one of the Domain screens based in the foyer of the Don Rowlands Centre building and at the Domain office. Alternatively, the Domain offer a mobile App that individuals can login to achieve the same outcome.

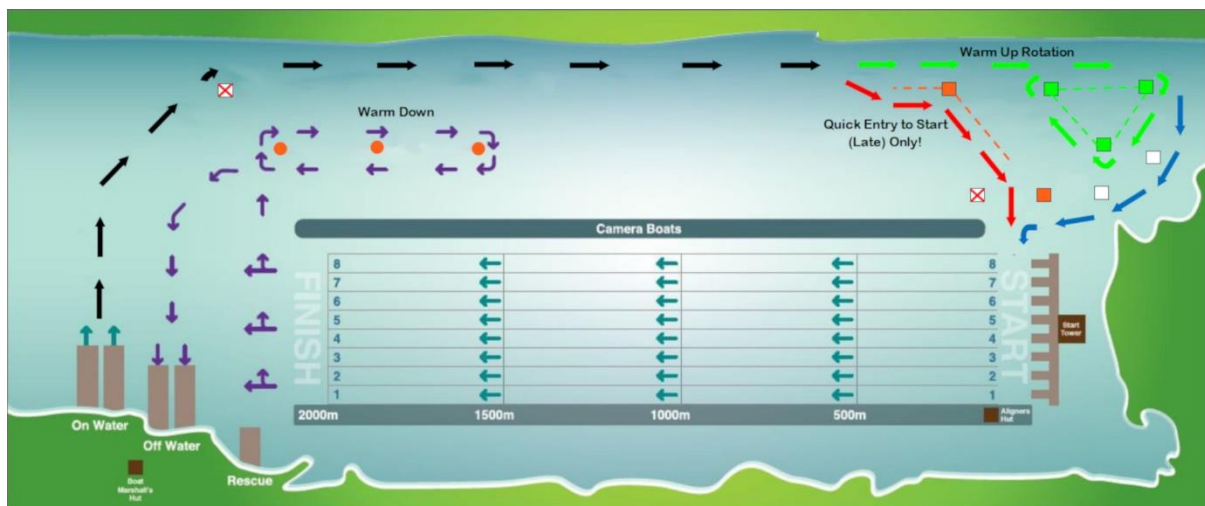
Hazard Personnel Accountabilities

For the purpose of accountability for recognition of hazards and remediation of same the following areas of accountability will apply:

- Water based (regatta) : Event Safety Officer
- Water based (non regatta) : The Board
- Land based (regatta) : KRI Event representative
- Land based (non regatta) : The Board

Application

This plan applies to the land area occupied by the KRI start tower/pontoons/wharf building and the adjacent areas. On the water, it applies to the section of water the width of the lake that starts approximately 200 meters east of the 2000-meter start line and approximately 500 meters west of the rowing course finish line.



Note: There are some signs around the course that depict the areas and the operating rules. Each code will have their own operating rules and for convenience, those applying to rowing are displayed. The duty of care required by this plan shall also apply to the areas within and on the approaches to Flynn Cove. Further formal approval documents for an event issued by Waikato Regional Council are displayed at the main launching ramp and Gate 2.

Safety Officer

At any event organised and managed by KRI a Safety Officer will be appointed for the duration of the regatta. This person will be responsible for the safety and wellbeing of the participants for that event.

It is the responsibility of the Facilities Manager to ensure that all safety equipment is in good working order and date compliant where necessary before the start of the event. In this regard they shall report to the Organising Committee, one of whom will take responsibility for the warrant of fitness(s) of the safety equipment owned by KRI, and shall advise the Regatta Safety Officer prior to the start of racing each day as to the status of the equipment.

The Operations Manager will ensure appropriate Medical Staff will be in attendance for the event.

The Safety Officer is to ensure that all participants at the regatta 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. This will take place in the form of a Safety Briefing held prior to the start of racing. Club/School representatives attending a Safety Briefing shall ensure that all rowers are made aware of safety related concerns.

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 Organising Committee.

The Facilities Manager is to record all reports of damaged, broken or mal-functioning safety equipment and facilities for remedial action.

The Safety Officer is to keep a record 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. Outside regattas, the Operations Manager is to keep a record of every regatta related 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 maintained in a register in the Regatta Control Building and be available for audit as required.

The Facilities Manager is to record all reports of damaged, broken or malfunctioning safety equipment and facilities for remedial action.

KRI has a Safety Audit role charged with undertaking separate checks on equipment and operational compliance. Responsible directly to the Chairman of KRI.

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

SAFETY EQUIPMENT

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

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

Motor Boats

There are five types of motor boats owned and deployed on the rowing course by KRI:

- Catamaran single engine Umpires Boats – Currently there are eight in operation at Karapiro
- Safety/rescue boats – Currently there are three specialized safety boats, two large metal vessels and one small inflatable RIB
- Motorized work barges – multi-engine
- TV boat – large twin hulled craft, twin engines
- Weed machine – twin hulled craft, twin engines

All boats can be used as safety boats. Umpire boats are generally the first boats to arrive at an accident on the water, and are then backed up by the closest safety boat.

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 Facilities Manager is responsible for all maintenance and ensuring any boat that is to be used for any event is in full working condition.

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 by end of September every year.

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 KRI 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 Safety Officer. A hazard plan must be made and implemented in all such circumstances

All personnel using KRI boats shall wear non-slip footwear appropriate to the conditions prevailing at the time. Slip on jandal type footwear is absolutely forbidden.

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 four 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]
- Loud hailer (as appropriate) [1]
- Radio Telephone (as appropriate) – normally VHF type with 2 channels [1]
- Bow & Stern mooring lines [2]
- Waterproof check list for equipment affixed to the boat in clear view of the boat driver. [1]
- Fire extinguisher (in date) [1]

Any mobile equipment specifically for the purpose of signalling to competing rowers shall be the direct responsibility of the umpire on board.

Safety/Rescue Boats

The equipment list for these rescue boats shall include 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 [10]
- Loud hailer (as appropriate) [1]
- Radio Telephone (as appropriate) – normally VHF type with two channels [1]
- Bow & Stern mooring lines [2]
- Waterproof check list for equipment affixed to the boat in clear view of the boat driver. [1]
- Fire extinguisher (in date) [1]

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 Facilities Manager.

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

This must include the following:

- 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]

Guardian Barge

This vessel, capable of high speeds when required, is a people transport barge. During major regattas it is sometimes utilized for support of the media. The wearing of lifejackets and appropriate footwear also applies to the Guardian Barge.

Weed Machine

This vessel is specifically designed to collect weed from the rowing course and near surrounds. During regattas it is sometimes used to remove weed from the rowing course. This craft shall only be operated by a qualified competent person wearing a lifejacket and appropriate footwear.

Jet Skis and/or canoes

KRI does not own nor normally operate jet skis or canoes 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.

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. It is recommended that time be allowed to accomplish this.

The regular occupants of all boats are to wear approved life jackets when involved with events on Lake Karapiro.

The Boat Driver is to report any deficiencies, failures or breakages to his boat or the associated equipment to the Facilities Manager. See Appendix 4 – Sample Safety Equipment Check List Form.

The boats are intended only for activities sanctioned by KRI and are generally NOT available for coaching and “ad hoc” activities. Any request for such activities must be sanctioned by the Operations Manager, or KRI Representative.

Boat Operation (Drivers)

No boat driver engaged in handling a KRI 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 onboard 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 Rules Part 91).

Drivers of Rescue Boats shall work under the direct supervision of the Regatta 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.

ON SHORE FACILITIES

There is some strategically placed safety equipment on shore for use for incidents that occur. There are three main points where such equipment is located: at the Regatta Control Building and at the 2000m start tower and at the temporary 1000-meter start pontoon when used.

MEDICAL SUPPORT

The appointed event medics will be located at or near the finish line and at other stations at the venue depending on the regatta size and will always be available at a KRI regatta. Such medical organization shall be supplied with a Channel 1 KRI radio.

2000 Meter Start Tower

Safety equipment items should be located at the start tower and/or in the Aligners Hut at the 2000m mark and be available for use during KRI sanctioned events. The safety equipment should include the following types and quantities:

- 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)

NB. Safety lines and buoyancy aids shall be placed at the 'T' junction of the start pontoon each morning prior to racing commencing.

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 KRI. However, such devices are not supplied by KRI and service is not guaranteed.

Regatta Official Internal Communication

Senior KRI officials communicate via a 3-channel internal radio system. The 3-channel system includes a dedicated channel for Safety, the Medic will be listening in on this channel at all times.

All key personnel at the event have a hand-held radio at all times, including but not limited to:

- KRI Representative
- Safety Officer
- Medical Staff
- Office Manager
- Operations Manager
- Volunteer Manager
- Facilities Manager
- Chief Umpire
- Deputy Chief Umpire
- Chief of Start
- Chief Judge
- Chief of Boat park
- Regatta Control
- Boat Marshal
- Parking Staff
- All on water umpires
- Safety Boat crew

Table-Mounted Radio systems can be found in the following areas:

- Marshal's Hut
- Judges Floor
- Regatta Control
- Aligner's Hut- Start
- First Aid Room
- Start Tower

Key Event Personnel will also have their mobile phones on them at all times.

Radio Channels

- Channel 1 Priority for all Safety matters
- Channel 2 Utilised for larger operational matters
- Channel 3 For use of Senior regatta officials only

Boat Marshalling Area

KRI appointed officials will man this area and, for the requirements of Safety, will not permit any crew and/or boat to proceed to the launch pontoons until Officials assessing Compliance are totally satisfied on the combined capacity of crew and boat as to competing and completing their designated race.

First Aid

During events, a 4 bed First Aid Room located underneath the Don Rowlands Centre, on the lake side, is available. It is sited on the north-east side of the building at lake level.

This room is usually occupied by the appointed medical personnel during a regatta.

During events that an approved medical support or organization attend, an ambulance may also be on location. A medical tent will be situated adjacent to the Ambulance/Emergency pontoon.

At the end of each regatta the medic contractor shall provide to KRI a summary report covering medical responses.

Health and Insurance

In accordance with the New Zealand Rowing Association Rules of Racing 2019, each competitor shall take ultimate responsibility for their own state of health and fitness which allows them to compete at a level commensurate with the competition level of the particular event. Equipment owners shall carry adequate and comprehensive accident and property insurance cover their persons, equipment and property.

Pre-Existing Health Conditions

It shall be the absolute responsibility of the organisation making race crew entry bookings to advise the names of rowers/coxes who may have extenuating health problems. These problems shall also include major asthma conditions.

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 Dick Street, Cambridge opposite Victoria Square.

Distance to the lake is 9.5 kms. Emergency access is available via the '111' network.

Fire

Cambridge operates a Volunteer Fire Brigade. The fire Station is in Duke Street adjacent to the main Shopping Centre. Distance to the lake is 9.5 km's.

Emergency access is available via the '111' network.

Water

Apart from the Lake itself, there is only limited access to water. Please note that potable water is available from designated taps. The lake water is not considered as suitable for drinking.

Hot and Cold Water is available at the Don Rowlands Centre. Cold water is available for the taps adjacent to the public toilets at the Mighty River Power Domain.

Taps supplying drinking water are also located at the toilet blocks in the "Boat Park".

Doctor

Several doctor's surgeries are in Cambridge itself. The hours of attendance do vary and appointments may be necessary. Two large surgeries are Cambridge Medical Centre, Dick Street and Leamington Medical Centre, Shakespeare Street.

Details for local medical centres are in the table below:

Centre	Address	Phone
Leamington Medical Centre	127 Shakespeare St, Leamington	07 827 5959
Cambridge Medical Centre	48 Alpha St, Cambridge	07 827 7184
Accident & Emergency (24 hrs) Hamilton City	http://www.angleseamedical.co.nz/location-maps	07 858 0800
Cambridge Community and Sports physio	127 Shakespeare St, Leamington	07 827 7561

For emergencies dial "111" or contact the onsite Medic in the first instance.

Mighty River Domain

Mighty River Domain operate a Domain office at the entrance to the main shore facilities via Gate 2. ph. 827 4178. This is manned during all main rowing events and has phone & e-mail facilities. An AED is located at the Might River Domain Site Office.

Umpiring Positions

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

Finish	1000 meter	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. The Channel 1 call indicating the need of safety boats for distressed crews shall be “RESCUE – RESCUE – RESCUE” followed by clear explanation of the lane number and progressive length along the course.

General Requirements

There are a number of requirements that need to be met to ensure the safe operation of the KRI 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 Facilities Manager. Such records shall always be available for the purposes of Safety Audit.

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 Waikato Regional Council.

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.

Any on-shore activity for Flynn Cove based work shall have safety incidents and/or near misses recorded in the register held at the workshop.

Shore Based Equipment

An annual inspection of all shore-based equipment is required. It is appropriate this be done in conjunction with the boat inspections and all results should be recorded.

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 to identify any major work or purchases prior to the annual general meeting.

Amenities

The amenities including toilets and showers undergo frequent inspection by Waipa District Council for both their condition and also their operation. Particular attention needs to be given to the toilets and their associated cleaning.

The Kitchens regularly receive compliance testing by Waipa District Council and certification to ensure that KRI meets all the health requirements.

As with all other equipment, the Annual inspection and the post regatta season inspections should be completed. The post Regatta season inspection is required for reporting on any needs to the Annual General Meeting.

Attention needs to be given to the Lake signage to ensure it is visible, accurate and will last until the next inspection generally undertaken by Waipa District Council.

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.

Club, School, College – Identified Safety Personnel

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 prior to being permitted to launch boats for racing. This should include Maritime New Zealand Rule 91 and the Waikato Regional Council requirements and ensure the adherence to the relevant sections.

It shall be a requirement that at any and all KRI regattas every club shall be present and identified at pre-regatta safety briefings. Failure to attend this briefing may result in the absent organization being excluded from the regatta. It is the responsibility of each club or school to ensure that their rowers 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 a KRI regatta. Failure to comply may result in expulsion from the regatta of the offending club/school.

Implementation to these safety requirements on behalf of KRI will be the duty of the Safety Officer so appointed for every event. Observance of the KRI 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.

Flags

KRI 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 Marshal's Hut positioned next to the on/off water pontoons in the boat park and is used throughout the event.

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

Boat Limits

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.

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

The Takacat (RIB) shall not carry more than 2 people at any time.

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

PREVIOUS SAFETY INCIDENTS

There have been 2 significant safety incidents in the previous 3 years at similar events held by Karapiro Rowing Inc.

27th Jan 2016: Young female broke ankle on Domain playground in D3. Attend to by event medic, ambulance attended.

12th March 2017: Female collapsed unconscious during race in a double scull, safety crew first responders, athlete retrieved, transferred to pontoon- medic alerted and waiting with stretcher at pontoon. Ambulance called. Transferred in ambulance to hospital.

2nd March 2018: Minor incident- crew capsized, witnessed and attended to by umpire and safety crew. Athlete's heel was stuck in shoe. Athlete managed to release foot and was fine. Subsequently investigated by Chief Umpire as heel tie compliance is a condition of entry into event, issue was caused by shoe condition and the tying procedure- school officials notified and rectification discussed.

Further details of all incidents can be found in the KRI Incident Register- kept in the KRI Tower Office.

Details of minor-moderate incidents recorded previously include:

- crew capsizes and subsequent rescues performed by umpire/safety crews,
- skiff equipment damage and either replacement of the malfunctioning equipment or withdrawal from event,
- athletes in distress due to exertion and subsequent rescue performed by umpire/safety crews,
- muscle strains,
- minor cuts/grazes,

- blisters,
- migraines,
- nauseous/dizziness,
- dehydration/heat stroke,
- insect stings,
- soft tissue injuries

All dealt with via procedures outlined in Risk Management Plan.

ROAD SAFETY AND DRIVING

All employees, KRI Board members, volunteers and contractors will hold the appropriate class of license for the vehicle they operate. License details will be recorded in training register and includes expiry date of that license and any endorsements.

Driving behaviours will be monitored and any dangerous driving will be addressed.

WORKING AT HEIGHTS

Working at Heights includes any work where a risk of falling exists or where falling tools, equipment and materials can injure people below. Whenever personnel who may be exposed to the hazard of working at height they should be positioned behind permanent or temporary barriers / guardrails. However, the provision of permanent or temporary barriers / guardrails may not always be practical and therefore other means of fall prevention and / or fall arrest equipment will be required.

Fall protection shall be provided and worn by all person(s) who:

- May be exposed to a fall
- May suffer a serious injury that is reasonably foreseeable that injury due to falling
- Fall protection will be provided where falling from height is identified as a hazard.
- Where fall protection is to be used by an employee, all employees are to have completed an appropriate 'Working at Height', Height and Harness Safety and Fall Arrest training courses.
- All work associated with working at height shall be undertaken after a risk assessment has been initiated.

WORKPLACE FAIR TREATMENT

KRI is committed to providing all employees, board members, volunteers and contractors with equal opportunities within a safe and productive work environment, free from discrimination, harassment, bullying or violence.

Hazard identification, risk assessments and control measures in relation to workplace behaviour, bullying, harassment, intimidation and dangerous pranks will be undertaken in all project areas.

FITNESS FOR WORK

KRI has a legal obligation to protect the health and safety of all employees, board members, volunteers and contractors. More importantly, meeting such an obligation is also a fundamental core value. Impaired ability to work or present for work may result from a range of factors including:

- Fatigue
- Drugs and alcohol use
- Onset of various health conditions

WORKING IN ISOLATION

Objective: The objective of this procedure is to outline the requirements when working alone.

Designated Contact: The designated person to be contacted for welfare checks by the person working alone

Working Alone: When a person is working on their own, when they cannot be seen or heard by another person, or cannot expect a visit from another worker or member of the public for some time. Note – working in an office would not normally fall within this definition.

Hazard and Risk Assessment

Prior to the execution of any work a risk assessment shall be carried out in accordance with the Hazard Management Procedure. Factors such as work location, anticipated duration of the working alone task, period until routine visit by other personnel and type of task performed shall be included in the risk assessment.

Personnel should avoid working alone where practicable.

Working Alone - Communication Plan

Work that is undertaken by someone working alone will be risk assessed to determine whether a communication plan is required. When a communication plan is required it shall be completed by the person working alone, in consultation with a designated contact person.

The designated contact person can either be a KRI employee or KRI Board Member.

The communication plan shall be captured on a risk assessment or the Working Alone Communication Plan. Both parties shall keep a copy of the communication plan for the duration of the working alone task.

The working alone communication plan shall include as a minimum detail:

1. method of communication and contact number/s;
2. agreed timeframe/s which contact will be made (for example, regular intervals throughout the task, or on completion of task); and
3. vehicle / vessel description and identification/boat number if applicable.

The person working alone shall contact the designated contact person as detailed in the working alone communication plan. If contact is not received at the agreed time, the designated contact person shall make all reasonable attempts to contact the person working alone. If there is still no contact, the designated contact person shall escalate to emergency services. Options may include attempting to contact and arrange alternative assistance; for example, authorising personnel to search for the person or contacting the local emergency services.

Examples of activities that could be defined as working alone are:

- Laying or bringing up of lane wires
- Towing the start pontoon

Communication System

The communication system used shall be appropriate for the work task and location.

Communication systems to be considered include:

- mobile phone;
- two-way radio;
- flare

SECTION 2

Audit and Management Review

Karapiro Rowing Inc. has a comprehensive health and safety audit, reporting and review system, this system involves a range of meetings and reports that cover all levels in the organisation and provide a snapshot of current performance.

Karapiro Rowing Inc.'s audit, reporting and review process has a two-level approach, as described below:

1. Operational Review
This a continuous review process where issues are able to be tabled and discussed in formal but inclusive settings and provide an opportunity for staff to have an involvement in the ongoing implementation of the Health and Safety Management System.
2. System Audit and Review
 - a) This is a formal audit review process of the various procedures that make up the Health and Safety Management System.
 - b) The aim of this audit and review process is to check that the Health and Safety Management System is being implemented as documented

Identify areas, both in operational procedures and changes to documentation, that need improvement; either as corrective actions or as recommendations.

OPERATIONAL REVIEW

Monthly Operations Meeting

The Operations Manager and Maintenance team will generally meet monthly to review health and safety performance.

Board Reports

Board reports are prepared monthly and distributed to the Board members at least two business days prior to the scheduled board meeting.

System Audit and Review

General

System Audit and Reviews are designed to assess the following key elements of health and safety management:

- The policy, which is reviewed annually, including its intent, scope and adequacy
- The organisation, including:
 - the acceptance of health and safety responsibilities by all staff including the managers;
 - the adequacy of arrangements to communicate the health and safety policy and other relevant information to employees, volunteers and contractors;
 - the adequacy of arrangements to ensure the competency of all employees and volunteers
- The planning and policy implementation including:
 - overall control and direction of the health and safety programme;
 - standard-setting: its adequacy and relevance;

- the allocation of resources to implement standards;
- the extent of compliance with standards and their effectiveness in risk control;
- the long-term improvement in the accident and incident performance
- The measuring systems indicating their adequacy and relevance.
- The reviewing systems demonstrating the ability of the organisation to learn from experience and improve performance.

Responsibility:

Responsibility for performing audits and reviews for the various parts of the Health and Safety Management System rests with the Karapiro Rowing Board. The Board may delegate the implementation of these audits to either other senior Karapiro Rowing Inc. staff, or a specifically engaged external party.

Procedure:

1. Audit and review checklists may be developed and used for specific audits. The Operations Manager will have access to the audits checklists to improve understanding of the expected standards.
2. System audits and reviews will consist of Health and Safety Management System documentation and as required site visits to observe the Health and Safety Management System in action.
3. All Corrective Actions and Recommendations arising from the audits will be logged for follow up and closure.
4. When logging either a Corrective Action or Recommendation, the information required includes:
 - Description of the issue, together with information on the desired/potential remedial actions,
 - level of urgency/priority/risk,
 - person responsible for its completion, and
 - due date for completion.
5. Wherever possible audit results will be compared year on year to determine continual improvement

Reporting on audits

The Operations Manager is to report monthly to the Karapiro Rowing Board on the results of any Audits and Reviews undertaken that month together with any corrective actions or recommendations arising from these audits, including a summary of all outstanding corrective actions and recommendations.

Training and Supervision

All new employees or volunteers at Karapiro Rowing Inc. will be inducted and receive appropriate health and safety training relevant to their role. The induction will occur on their first day of employment at Karapiro Rowing Inc, or by way of induction at a pre-determined date/time, and will include;

- Emergency Procedures including evacuation point, identification of safety officers and First Aid trained staff and the location of First Aid kits and AED;
- Incident, near miss and accident reporting procedures and forms;
- Hazards in the workplace and their controls and the process for identifying and recording new hazards;
- Employer and Employee and Volunteer responsibilities for health and safety;
- Employee and Volunteer participation in Health and Safety;
- What to do in the event of an injury, how to make an injury claim (ACC) and the rehabilitation process;
- The use of safety equipment.

An induction questionnaire will be forwarded to volunteers electronically prior to the season start and/or the regatta they will be working at. They will be required to pass the test with a 90% pass rate to ensure they have understood the Health & Safety induction content.

Training, including inductions of all employees and volunteers will be recorded on the Karapiro Rowing Inc. Training Matrix and will record the status of the employees training using the following criteria:

NT – Not Trained

UT – Under Training

US – Operates Under Supervision

RA – Requires Advice and Supervision

CJ – Completes Job to Required Standard

FC – Fully Competent to Teach Others

Certificates of attendance or other training records supplied when employees and volunteers have undertaken external training will be retained in the employees file. Details of the training will be kept on the Karapiro Rowing Inc. Training Matrix.

Employees and volunteers will undergo refresher Health and Safety training.

Forms

Accident & Incident Recording, Reporting & Investigation Procedure

All accidents, incidents and near misses, must be notified to your Manager, Health & Safety representative, KRI Board, Safety Officer, or Chief Umpire.

Do not disturb the scene! Seek approval by your Manager, Health & Safety representative, KRI Board, Safety Officer, Chief Umpire before releasing or disturbing the scene (if possible). If on water ensure that the person receives CPR (if appropriate) and transport with haste to the shore based medical professionals.

All accidents, incidents and near misses must be recorded on the Accident/Incident Register (held by KRI and the Safety Officer).

All serious harm accidents to any person e.g. employee(s), contractors, volunteers and other person(s) are to be notified to Worksafe as soon as possible.

With support from your Manager, Health & Safety representative, KRI Board, Safety Officer, Chief Umpire, a "Notification of Circumstances of Accident or Serious Harm" form, is to be forwarded to the nearest Worksafe Office within seven (7) days of the event.

Inform all of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls.

What do I do if there is an injury?

In the case of a serious harm injury, call emergency number 111.

Worksafe should be notified by telephone as soon as possible after you are aware of the event. You should not interfere with the scene except to prevent further injury to persons or damage to property, until a Worksafe inspector has been contacted and determined the appropriate action.

Where the police are on the scene to investigate, you should also follow their instructions.

Register of Accidents

All workplaces must maintain a register of accidents that caused harm, or that could have led to harm (“near misses”) to either employees or other visiting the workplace. Any health or safety problem regardless of how serious, minor or near miss, should be recorded using the “Incident/Accident & Near Miss Report Form” included in this document. Once completed forward to the Operations Manager or KRI Representative.

Definition of “Serious Harm”

Cases of serious harm should be reported to Worksafe as soon as you are aware of them.

1. “Serious Harm” refers to either an accident or an illness that arises from work-related activity that causes permanent or temporary severe loss of bodily function, such as:

Respiratory disease	Noise-induced hearing loss
Neurological disease	Cancer
Dermatological disease	Communicable disease
Musculoskeletal disease	Crushing
Illness caused by exposure to infected material	Decompression sickness
Poisoning	Vision impairment
Chemical or hot metal burn of eye	Penetrating wound of eye
Bone fracture	Laceration

2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
4. Loss of consciousness from lack of oxygen
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance
6. Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more commencing within 7 days of the harms occurrence
7. Harm also includes physical or mental harm caused by work-related stress

HARM, HAZARD IDENTIFICATION & CONTROL PROCEDURES

What is Harm?

Harm means illness or injury caused by an accident.

What is a hazard?

Hazards are things (or situations) that can you harm, with harm being illness or injury. KRI has a systematic approach to dealing with hazards.

Requirements

- Observe and practice safe work methods, rules and instructions relating to their work
- Report Hazards, accidents, incidents, pain or discomfort immediately to your Manager, KRI Board member, Safety Officer, Chief Umpire
- Utilize Health & Safety resources

Approach to Hazard Management

1. Identify: All hazards in the workplace, as well as hazards associated with work activities and tasks.
2. Assess: Could the hazard cause significant harm? How serious could the harm be if employees were exposed to the hazard?
3. Control:
 - Take action to manage the hazard;
 - Eliminate remove/remedy the hazard
 - Isolate prevent people from approaching/being exposed to the hazard
 - Minimize the risk of harm occurring (i.e. report, train safe work practices)
4. Monitor: If the risk of harm is being reduced.

Land based: Hazard Management Information

Make a list of the hazards in your workplace using the attached Hazard Register Form. Some of hazards will be really obvious physical things such as a piece of potentially dangerous equipment or over-stacked high shelves. Also consider the hazards that can't necessarily be seen, that can result from work processes and tasks that:

- are repetitive e.g. strains from constant lifting of loads, high level of data entry.
- build up gradually e.g. fatigue from long hours, poor ergonomics.
- involve working off-site e.g. individual security when collecting cash.

Also consider hazards that come about from having untrained, new or part-time employees or volunteers, new equipment/resources and changing tasks or processes for employees.

Having dealt with the hazard, we will then need to:

- a) Review the situation regularly (are there new hazards? What do you need to improve?)
- b) Adapt processes as new equipment, processes and people are brought into the workplace.

APPENDIX 1

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.

Safety Advisors

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

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.

Symptoms

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

Signs and Symptoms	Management
Mild Hypothermia: Cold to the touch and shivering Increased tiredness Person may fall behind others Clumsiness and uncoordinated Changes in mood, irritability Abnormal behaviour and a resistance to help Slow responses	Protect yourself and person from wind, rain and cold, wet ground Remove wet clothing and wrap person in warm, dry clothing or a space blanket If possible, put person in a warmed sleeping bag If person is conscious give warm fluids to drink Seek medical aid DO NOT: Give alcohol Try to warm the person in front of a fire Massage the person
Severe hypothermia: Shivering may decrease and stop Very clumsy and may fall Slurred speech and blurred vision May lose consciousness Breathing slow	Handle with care or the heart could stop Give CPR if necessary Get into shelter, with the person Remove clothing from person and two first aiders. Wrap person and first aiders in dry blankets to warm

	<p>If person regains consciousness give warm fluids to drink</p> <p>Call 111 and ask for an ambulance</p> <p>DO NOT:</p> <p>Give alcohol</p> <p>Try to warm the person in front of a fire</p> <p>Massage the person</p>
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Immersion hypothermia

	Management
Rapid heat loss as a result of being submerged in water that is too cold	<p>Get person out of water</p> <p>Dry clothing</p> <p>Give warm sweet drinks – seek shelter</p> <p>If the person has been in the water for a prolonged period, use appropriate hypothermia treatment</p> <p>Seek medical aid</p>

St John First Aid Training Workbook, July 2017

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

Unconsciousness

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 D, R, S, R, A, B, C, D

D	Dangers	Check for dangers to self, bystanders and person(s) and make scene safe
R	Response	Check response using voice and touch
S	Send	If unresponsive send for help
A	Airway	Open and clear airway
B	Breathing	Look, listen and feel for normal breathing
C	CPR	If not breathing normally start CPR . Give 30 chest compressions at approximately 100-120 per minute, then give 2 breaths

D	Defibrillation	Attach the AED as soon as it is available. Follow the simple voice instructions. AED locations: Mighty River Domain site office
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St John First Aid Training Workbook, July 2017

Responsiveness of person	Responsive Unresponsive
Reassurance	Starts as soon as you arrive Be confident
Collect information – try to determine	The history of the incident The signs that the person is displaying The symptoms that the person is complaining of Check for a medical information bracelet or pendant
Treat as necessary	Loosen constrictive clothing Treat serious wounds
Position	Persons who are wide awake should be allowed to find their own position Persons who are not wide awake should be lying down Persons who are unconscious should be put on their side if reasonably possible (supported) Persons in cardiac arrest should be on their back so that you can commence CPR
Temperature	Maintain warmth by covering
Monitor and remain with person	

St John First Aid Training Workbook, July 2017

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 patients 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.

Heat Exhaustion / Hyperthermia

Heat exhaustion is characterized by generalized weakness, loss of appetite, nausea, vomiting and dizziness. The person's level of consciousness is normal.

Sign and symptoms	Management
Sweating profusely Generalized weakness Loss of appetite Dizziness The consciousness level is normal	Cease all exertion and ensure person rests Move to cool shaded area Begin oral re-hydration if the person is not nauseous or vomiting Persons who cannot take oral fluids need medical attention

Heat Stroke

Sign and symptoms	Management
Sweating may be absent Confusion Lack of coordination Delirium Seizures May become unconscious	Call 111 and ask for an ambulance Move person to a nearby cool place Person at rest Keep person cool Give sips of water (if fully conscious) If person unconscious, assess ABC and place on side (supported)

How to treat sunburn and heat exhaustion in children

Type of burn	Management
Sunburn	The best treatment is prevention: "Slip, Slop, Slap and Wrap" Remove child from the sun into the shade or inside and give cool water to sip Apply cool, moist cloth to the burnt area to soothe the skin If the child appears restless, complains of a headache, dizziness or feeling sick, seek medical assistance
Heat exhaustion is characterized by general weakness, loss of appetite, nausea, vomiting and dizziness. The person's level of consciousness is normal	Lay the child down in a cool environment Encourage them to rest Give sips of cool water to drink Children who cannot drink need medical attention If the child becomes hotter and the skin is red and dry, call 111 and ask for an ambulance

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.

Sprains, Strains and Bruises

Injuries that involve body tissues apart from bone are generally classified as soft tissue injuries. Sprains, strains and bruises are all soft tissue injuries, although the cause and tissues involved in each injury are different.

A sprain is an injury that involves the ligaments and other soft tissues around a joint, such as an ankle or wrist.

A strain occurs away from a joint and involves a torn or overstretched muscle or tendon, commonly in the calf, thigh or lower back.

A bruise is a soft tissue injury that involves the skin and nearby tissues following a blow or other forces that break a blood vessel close to the surface of the body. Bruising may be seen with either a sprain or strain.

Symptoms and signs – Not all may be present

- pain at the site of the injury, often severe with a sprain or strain
- loss of power in the injured area, especially with a sprained joint
- swelling of injured area

How you can help

Apply 'RICE': Rest, Ice, Compression, Elevation

1. Assist the patient to rest in a comfortable position. Assist the patient into the position of greatest comfort, generally sitting with support or lying down. Rest for up to 24 hours is helpful but gentle movement of the affected joint should be encouraged after that time.
2. Apply ice for significant pain. An ice pack will help to reduce pain. It can be applied for 10 to 20 minutes at a time and can be repeated once if pain persists. To get the best effect from the ice and to avoid burning the skin, always wrap an ice pack in a damp cloth before applying it. Avoid prolonged or direct application of ice.
3. Consider applying a compressing bandage. Use a good-quality crepe roller bandage on an injured limb. Ensure that firm and even pressure is applied to the injured part without slowing the circulation of blood to the fingers or toes of the affected limb. If the bandage increases the pain, DO NOT persist with it. A compressing bandage is not always necessary. However, it may be useful if there is visible bruising.
4. Keep the injured area elevated and at rest and arrange for medical advice. Ensure rest with elevation of the injured area for the first 24 to 48 hours. Use simple pain relief such as paracetamol during the first 24 to 48 hours, following directions on the package.

Patients who have significant loss of function or severe pain should be seen by a doctor or physiotherapist. All patients should be advised to see a doctor or physiotherapist if their symptoms are not improving within two days, or earlier if worsening.

If the patient is in severe pain, or unable to be assisted to a car for transport – call 111 for an ambulance.

If the injury involves the lower back or neck, an ambulance is the best form of transport to avoid risk of further injury and stress.

Get emergency medical assistance if:

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.

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

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:
 - 1.2.1 detailed address of the rowing club so that this can be given to emergency services
 - 1.2.2 the contact details of the club's Safety Officer
 - 1.2.3 plan of local waterway showing the navigation rules and traffic plan for the area
 - 1.2.4 Risk Management Plan (examples are available at www.rowingnz.kiwi)
 - 1.2.5 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
 - 2.1.1 Supported – skiffs which are accompanied by a support vessel and remain under their supervision (all boats remain within 500m of each other)
 - 2.1.2 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.
 - 2.1.3 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
 - 2.2.1 The Stroke is responsible for the rowing crew and is considered the skipper of the skiff

2.2.2 The driver of the support vessel is considered the skipper of that vessel.

2.3 Supervision of Crews

2.3.1 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 flotation 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:

- 2.4.1 all members of the crew are suitably attired for the rowing conditions
- 2.4.2 the crew is familiar with the local waterway rules and hazards
- 2.4.3 the weather forecast has been checked and is suitable for rowing
- 2.4.4 crew intentions are lodged (e.g. on a whiteboard or log book)
- 2.4.5 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:

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

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. Support Vessel under 12m Rowing Skiffs Solid white 360o (which is above the height of craft). Solid white on bow and a torch on and red port and green starboard board (to warn craft in sufficient time to avoid collision).