

ROWING ACT / NATIONAL TIME TRIAL

Time Trial Information / Risk Assessment Documentation



Rowing ACT ROWING

... Staying Safe at RACT Time Trials ...

Expectations

At RACT Time Trials we will;

- Show respect for ourselves and others whether they are rowers, coaches, coxswains, staff, parents, children or adults
- Keep ourselves safe
- Report inappropriate behaviour, unsafe situations or harm

RACT TT MAP. White Poles Yarralumla to Kingston. 5300m



Map Key: RED arrow - high collision risk. Orange arrow - medium collision risk. Green arrow - low collision risk. Red Star - Emergency Landing Location with Address

Because the course is not closed to users, please use extreme care when proceeding down the time trial course. Please consult the course map and familiarise yourself with the location of marshals and key landmarks. The marshals provided above are the minimum which will be provided by the event. Marshal's instructions must be followed at all times.

Challenges of the course. Individual assessment of safety of the event.

The course is not closed to the public so athletes must take due care to ensure they check steering regularly. Conditions can also be highly variable. Therefore, athletes partake in the event at their own risk. Condition reports will be provided to enable athletes to determine the suitability for their skill level to continue participation in the event. However, the RACT Time Trial is an outdoor and a High Performance event requiring completion under Australian Rowing Team Event Requirements. It is often completed by Senior Australian Rowing Team Athletes. Competition whether it be national or international is often held in challenging conditions, so it is the competitors responsibility to ensure their participation is safe.

Organisers will make assessments based on their experience and the conditions at the time, however athletes must also be active in assessing conditions to determine their level of suitability to complete the event. Level's of suitability for continued participation could be determined by

- Coaches / Program managers instruction,
- Self determination of performance level,
- Any level of impairment which may effect levels of perceived safety,
- Fitness level and/or
- Experience level.

"If In Doubt", and the time trial is proceeding, then please "Don't Go Out". Send scratchings to 0412652986.

Key Event Times and Processes.

Monday – Close of entries

Thursday – bow numbers delivered to clubs.

Friday before rowing – weigh in at home club. Send screenshot and name to 0412652986

Friday 6.15am – first para boat commences

Friday 6.30am – first able bodied boat commences

Weather Conditions and Being Sun Smart

While we are competing in the National Time Trials the weather conditions can vary considerably. You must ensure that you are prepared in all circumstances. If the weather looks like it may become dangerous with high wind or electrical storms then the event will not proceed. However on occasion the weather can change while we are out on the water, and athlete's are to ensure they make decisions re their continued participation in the event. If you feel as though there is a risk, please withdraw by a) notifying a safety marshal, or b) taking yourself to safety and contacting RACT staff. Always protect yourself by applying sun cream and taking it with you, carry a water bottle and clothing for heat, cold, wind and rain. Spare dry clothes and a towel should be taken to all rowing sessions.

Hydration

All athletes are responsible for their own level of hydration

Phone access

Many of us now carry mobile phones. In an emergency the closest and most convenient phone may be a mobile phone. If you do not have access to a mobile and require immediate access to a phone, please ask the nearest marshal. The phone number for all enquiries, status updates or scratchings is 0412652986.

Marshals

Marshals are stationed through the course according to the course map. Remember to ensure to make your own assessments on safety prior to the event. Marshals are then encouraged to be proactive in actions and communications of actions. Marshals will be RACT Coaches, ACT Coaches and NTC Coaches.

Dress

Your dress must always reflect the needs of the context. Out on the water you must be prepared for varying climatic conditions. Around the camp venue and out in public your dress should reflect the school's expectations. Shoes or flip flops, must be worn at all times.

First Aid

First Aids Kits can be found in the in your home rowing sheds. Marshals will carry first aid equipment as part of their safety equipment for the event.

RACT HP ROWING PROGRAM

Accident & Incident Procedure

INCIDENT / ACCIDENT

Assess: All accounted for? Serious Injuries? Minor Injuries?

D anger
R esponse
A irway
B reathing
C irculation

LIFE THREATENING / SERIOUS

First: Commence EAR, CPR or 1st Aid if required
Call 000 and get an ambulance on the way,
 ensure interim safety of the girls.

Second: Call your supervisor
 · Dave: 0412652986.

Third: Deliver casualties to ambulance &
 maintain safety of all girls

Fourth: Secure equipment and/or property

Fourth: Complete Rowing ACT Incident Report Form and
 Marine Incident Reoprt

MINOR INCIDENT

First: Return athletes to safety

Second: Secure equipment and/or property

Third: Call your supervisor
 · Dave 0412652986.
 Supervisors will call if required.

Fourth: Complete Rowing ACT Incident Report Form and
 Marine Incident Reoprt

Examples of life-threatening or serious conditions:

Loss of consciousness Hypothermia (Winter)
 Bone Fractures
 Spinal injuries
 Serious Cuts or abrasions
 Major burns
 Poisoning
 Shock
 Severe Asthma

Examples of minor incidents:

Falling into the water
 Boats drifting into each other or stationary object
 Slips or falls resulting in no/minor injury
 Minor Cuts or abrasions

Address of Rowing Locations (to inform ambulance ICE):

Rowing Australia

Location of First Aid Kits:

ACTAS SHED:

At Regattas or Trials: In the Rowers Tent or the rear of tow vehicle

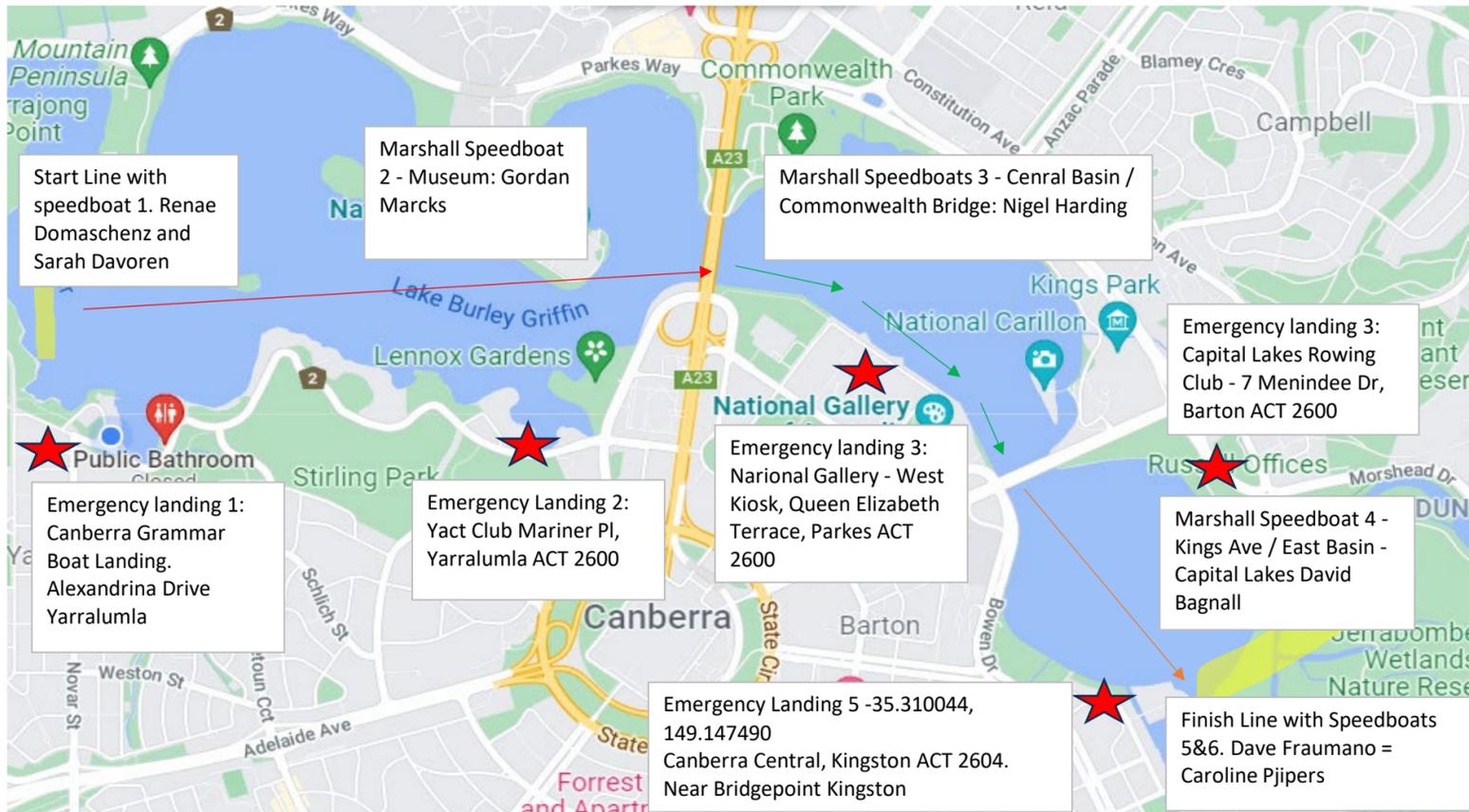
At Camp: Jindabyne = Tow Vehicle, ROOM 1 at accomodation.

Emergency Phone Numbers

| | | |
|--|-----------------------|----------------------------|
| In Emergency (for Ambulance, Police or Fire) | 000 | |
| Police Headquarters 47 Kings Ave, Barton ACT | (02) 6131 3000 | (call 000 in an emergency) |
| Canberra Hospital 8-12 min drive Yamba Dr, Garran ACT | (02) 5124 0000 | |
| Head Coach (Dave Fraumano) | m 0412 652 986 | |
| RACT (Tobi Wehr-Candler) | m 0401 980 747 | |

TIME TRIAL MAP.

*Notes: 1) Course not closed to lake users 2) Lake users notified of event via email, social media and text. 3) Caution required by participants.
4) Course not closed to lake users 5) Athletes returning to home post race must give way to those racing.
in



***WHEN RETURNING TO HOME POST RACE, ATHLETES ARE REQUIRED TO STRICTLY STAY TO BOW SIDE AND TRAVEL AROUND THE FOUNTAIN AT PRIOR TO COMMON BRIDGE. THIS AREA WILL BE MARTIALLED BY TWO SPEEDBOATS TO ENSURE THERE ARE NO COLLISIONS. ATHLETES MUST ADHERE TO INSTRUCTIONS FROM THE MARSHALS OR RISK FUTURE ENTRY INTO RACT-NTC TIME TRIALS. ATHLETES RETURNING TO THEIR HOME SHED POST RACING MUST GIVE WAY TO RACING CREWS.**

Marshall Duties:

Have safety equipment
Provide course direction where required
Warn of on coming danger if required
Provide assistance to crews in need
ie: if in the water or mechanical issues.
Raise safety concerns if required (call 0412652986)
ie: if change in conditions

Start Line Duties:

Provide course conditions update to participants.
Between athlete blocks - 1 min breaks will occur where athletes will be provided conditions update.
Start athletes and record start splits
Act as additional safety marshall if required.

Finish Duties

Report course conditions to start line when proceeding to finish.
Act as safety vessel for East Basin if required (assistant)
Record finishing order and times.
Publish final results.

Participant Duties:

Read and understand risk assessment documentation.
See course map (red = high risk area for oncoming traffic, Orange = Medium Risk, Green = Low Risk).
Understand your responsibilities to your safety.
Check your line regularly for oncoming traffic / obstacles.
Assess conditions during event and remove yourself from event if feeling unsafe.

RACT HIGH PERFORMANCE RISK ASSESSMENT ACTION PLAN

| ROWING CAMPS & TRIPS & COMPETITIONS | This category includes all of those risks associated with the conduct of rowing camps, rowing trips, overnight stays and the transport associated with the excursions. | | | | | | | |
|--|--|-------------------------------|-------------|--|---|---|------------|-----------------------|
| Potential Risk | Likelihood | Severity | Risk Rating | Treatment | Resources | Responsible Person | Time Frame | Notes, Questions etc. |
| Rowing collision with stationary objects in water resulting in personal injury | Likely | Insignificant to Moderate | 4 to 12 | Coaches supervise rowing activities and keep a look out for stationary objects. Coxes and Scullers briefed and regularly reminded about traffic rules and potential hazards in the training environment. | Speedboats, Sunglasses utilised by coaches and coxes | Coaches | Ongoing | |
| Collision with other moving water craft resulting in personal injury | Unlikely | Minor to Catastrophic | 2 to 10 | Ensure athletes are within site of speedboat at all times. Athletes are to know and adhere to lake traffic patterns. Boats not to be on water during non-daylight hours. | 1. Boat Lights. 2. ACT 'Lighting Rowing Boats' Document | HC, Coaches, Athletes | Ongoing | |
| Unforeseen weather changes (including electrical storms) resulting in rowers and volunteers being exposed during training & events | Moderate | Insignificant to Catastrophic | 2 to 15 | If in doubt, we don't go out'. Coaches to watch the weather forecast. Coaches to assess safety of wind and wave conditions prior to putting rowing boats on the water. If unexpected weather eventuates while out on the water, coaches and crews are to stay together and return to the camp boating point or nearest bank until the dangerous conditions moderate. | | Head Coach, Coaches | Ongoing | |
| Drowning due to capsize and insufficient safety gear carried by the coach. | Unlikely | Major to Catastrophic | 8 to 10 | All tinnies accompanying crew boats, will carry enough PFD 1s for each crew member in the event of capsize. Mobile phones carried for constant contact with emergency providers. Single Scullers will be able to utilise their scull for floatation. | PFD's and safety equipment provided by rowing program. | Head Coach, Coaches, Athletes | Ongoing | |
| Insufficient supervision of Pathways/novice rowers resulting in accidents or personal injury | Unlikely | Insignificant to Major | 3 to 12 | All crews to be supervised by an appropriate coach/adult while in the process of learning to row. | | Head Coach, Pathways Coordinator, Coaches | | |

| Potential Risk | Likelihood | Severity | Risk Rating | Treatment | Resources | Responsible Person | Time Frame | Notes, Questions etc. |
|---|----------------|------------------------|-------------|---|--|---|------------|-----------------------|
| Sun stroke/ Sunburn / Dehydration to rowers or volunteers | Almost Certain | Negligible to Major | 5 to 15 | Drinking water and sun cream to be constantly available at the camp base for Staff, Coaches, Rowers and volunteers. Regular written reminders to the Rowing ACT Rowing Community about the dangers of Sun and Heat and how to prevent problems. | Refer to 'RV Hot Weather Guidelines' | Head Coach, Pathways Coordinator, Coaches | | |
| Drowning from insufficient supervision or safety equipment | Unlikely | Catastrophic | 10 | All crews to be supervised by an appropriate coach/adult while in the process of learning to row and during rowing training. Coaching tinnies to carry the appropriate safety equipment including personal flotation devices. | Refer to 'NSW marine vessel safety equipment requirements' | Head Coach, Pathways Coordinator, Coaches | | |
| Personal Injury caused by a marine creature. | Rare | Minor to Catastrophic | 4 | Coaches supervise rowing activities and keep a look out for marine creatures (Jellyfish, Sharks etc). In the case of a capsize the coaches boat is to remain with the capsized person or crew at all times until they are safely back in their boat, or they have been taken to sHead Coache. Coaches, Coxes and Rowers briefed and regularly reminded about potential hazards in the training environment. | | Head Coach, Pathways Coordinator, Coaches | Ongoing | |
| Personal Injury due to lacking of footwear being worn around landing area. (Broken glass, metal scraps, syringes) | Likely | Insignificant to Major | 16 | Coaches and rowers instructed upon appropriate footwear being warn at all times. Families of Junior Athletes instructed by regular reminders via correspondence. Athletes regularly reminded of the requirement to wear footwear. Repeat offenders not being permitted to row. | | Head Coach, Pathways Coordinator, Coaches, Athletes | Ongoing | |

| Potential Risk | Likelihood | Severity | Risk Rating | Treatment | Resources | Responsible Person | Time Frame | Notes, Questions etc. |
|---|----------------|----------|-------------|--|-----------|---|------------|-----------------------|
| Lack of safety/rescue equipment for training and events | Unlikely | Moderate | 6 | Coaching Tinnies are to be always fitted with the required safety equipment. First Aid kits to be available from the boathouse. | | | Up to Date | |
| Injury to officials, rowers or other water users from motor boat (BRO or coach) propellers | Rare | Major | 4 | Coaches are to keep speed to a minimum and avoid going close to swimmers, rowers or other water users with the outboard gear box engaged. | | Head Coach, Crew Coaches | Ongoing | |
| Pontoon and / or water access points in disrepair or unsafe condition resulting in personal injury or property damage | Rare | Minor | 2 | Access Points will require assessment each year to ensure they are in good working order and / or safe for use. Alternate arrangements or remediation works made if necessary. | | Head Coach | Annually | |
| Theft or damage of participants boats or gear due to poor security or storage of equipment | Rare | Minor | 1 | Equipment to be secured in accordance with camp hosts instructions which will be based on their experience from prior camps. | | Head Coach | Ongoing | |
| Equipment left lying around inappropriately resulting in personal injury | Moderate | Moderate | 9 | Cyclists, joggers and pedestrians may move through the surrounds regularly. Boats, trailers and ergos to be placed so as not to block road ways and paths. | | Head Coach, Pathways Coordinator and Crew Coaches | Ongoing | |
| Equipment not tied down resulting in personal injury or property damage | Unlikely | Moderate | 6 | All equipment is to be put away inside or tied down when not in use. | | Head Coach, Pathways Coordinator and | Ongoing | |
| Slippery surfaces resulting in personal injury or equipment damage (water/wood/tiles/concrete/beach) | Almost Certain | Moderate | 15 | Rowers briefed on safe use of landing beach and / or pontoon. Running minimised. Footware to be worn at all times | | Head Coach, Pathways Coordinator and Crew Coaches | Ongoing | |

| Potential Risk | Likelihood | Severity | Risk Rating | Treatment | Resources | Responsible Person | Time Frame | Notes, Questions etc. |
|--|------------|--------------|-------------|---|--|---|------------|-----------------------|
| Placing heavy equipment and boats high up in storage racks resulting in personal injury or damage during storage & retrieval (shed & trailer) | Unlikely | Moderate | 4 | Boats to be handled with care and the appropriate number of people. When lifting boats to or from a high position extra hands may be required and the appropriate platform or stair must be used. Head Coach, Pathways Coordinator or Staff to supervise. | | Head Coach, Pathways Coordinator and Crew Coaches | Ongoing | |
| Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures resulting in personal injury | Unlikely | Catastrophic | 10 | Annual Safety Audit to be completed by appropriate staff or Fire Authority. Camp procedures dictate that Rowing ACT will follow the procedures of the relevant accommodation. | | Head Coach, Camp Contact | Annually | |
| Lifting Heavy tinnies onto the water causing personal injury | Rare | Minor | 2 | Tinnie trolleys to be used whenever possible. A minimum of four adults or six children are required to move the tinnies out of the shed onto the water or vice versa. | | Head Coach, Crew Coaches & Pathways Coordinator | Ongoing | |
| Harassment of participants/ members from officials or other participants/ members | Possible | Moderate | 2 | Close supervision provided + any bullying communicated to staff, families of Junior athletes (correspondence). Reporting guidelines explained to athletes, and coaches upon induction and in preparation for camps. | Bullying Policy | Head Coach, School Staff | Ongoing | |
| Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur | Unlikely | Moderate | 4 | First Aid kits to be available in the boat shed, at regattas and all training venues. | | Head Coach, Staff, Coaches | Up to Date | |
| Lack of appropriately trained or qualified first aid officers present during conduct of club activities resulting in poor injury management | Unlikely | Major | 8 | Staff to be trained in CPR at the beginning of each rowing season. | | Head Coach | TBC | |
| Poor communication to emergency service providers of camp location and access details resulting in delay in emergency treatment | Unlikely | Catastrophic | 10 | Emergency procedures document: Phone Numbers, Addresses, Directions and Order of Events. Provided to coaches upon induction, posted in coaches office and on speedboats. Provided in camp folders | Emergency Phone Numbers List & Procedure | Head Coach, Pathways Coordinator, HOS | | |

| Potential Risk | Likelihood | Severity | Risk Rating | Treatment | Resources | Responsible Person | Time Frame | Notes, Questions etc. |
|---|------------|--------------|-------------|---|-----------------|--|------------|-----------------------|
| Athletes being exposed to allergic / anaphylactic reaction at Camp | Possible | Casastrophic | 12 | Food providers to be provided with dietary requirements of athletes. athletes to carry their own personal epi pens. Rowing staff to ensure athletes are carrying pens. Rowing staff to ensure epi pens are in the first aid cupboard. Anaphylaxis action plans on CareMonkey. | | ROWING STAFF | Ongoing | |
| Harm, injury or death caused by outsiders due to girls wandering off from the camp | Rare | Catastrophic | 5 | Junior athletes instructed to never leave the camp location without permission and with supervision or as part of a group | | Head Coach, Staff, Pathways Coordinator, Coaches | Ongoing | |
| Harm, injury or death caused by outsiders due to Junior athletes wandering off from excursions and / or off-site visits | Rare | Catastrophic | 5 | Junior athletes instructed to stay together in groups of 4 or more while out, always go to the bathrooms in small groups or pairs and know where assistance can be found. Girls paired up on the bus and counted on and off. | | Head Coach, Staff, Pathways Coordinator, Coaches | Ongoing | |
| Personal injury resulting from waiting for a bus in a crowded space | Rare | Moderate | 3 | Bus monitor to wait with the athletes and ensure that they wait in appropriate space away from the road edge. | | Coaches | Ongoing | |
| Personal injury resulting from getting on or off the bus | Rare | Moderate | 3 | Bus monitor to ensure that rowers enter and exit the bus in a sensible and orderly fashion | | Bus Monitor | Ongoing | |
| Personal Injury resulting from misbehaviour on the bus | Rare | Moderate | 3 | Bus monitor to ensure that rowers sit on the bus appropriately wearing a seat belt, facing forward and behave appropriately. | | Bus Monitor | Ongoing | |
| Personal Injury resulting from walking to or from the bus pick-up area | Rare | Moderate | 3 | Bus monitor to ensure that the rowers cross any roads or pathways safely and walk in groups to meet the bus or move to the shed or school. | | Bus Monitor | Ongoing | |
| Harassment of rowers from other rowers whilst on the bus | Rare | Moderate | 3 | Close supervision, school bullying policy, | Bullying Policy | Head Coach, School Staff | Ongoing | |

| Potential Risk | Likelihood | Severity | Risk Rating | Treatment | Resources | Responsible Person | Time Frame | Notes, Questions etc. |
|---|------------|----------|-------------|--|--|-----------------------------|------------|-----------------------|
| Athlete contracting COVID-19 prior to departure | Rare | Moderate | 3 | All athletes to ensure AMS covid screening is up to date. No athletes displaying any symptoms permitted to attend camp. | COVID Procedures RACT/ACTAS Rowing | Head Coach, School Staff | Ongoing | |
| COVID-19 infection of athlete on camp. | Rare | Moderate | 3 | All RACT COVID safe protocols to be enacted. Additional hand sanitising and soap to be provided to all athletes. Limited contact with outside venues. Self contained apartments to be utilised to minimise exposure to external staff. | COVID Procedures RACT/ACTAS Rowing | Head Coach, School Staff | Ongoing | |

Risk Assessment Matrix

When developing a SCAR SMP it is necessary to use the risk assessment matrix rating each of the activities that is to be held against the suggested hazard/risk list. It may be necessary to add to the hazard/risk depending on the local environment in which each assessment is undertaken.

As there are many different aspects of rowing, it is important to consider as many as possible, drawing in other parties with relevant knowledge to assess risks within their particular areas of expertise.

- an **insignificant** event might be grounding craft on an obstacle/landing
- a **moderate** event would be collision with minor injury to a person/damage
- a **catastrophic** event could be a collision with a motorised craft or a bridge involving immersion of more than one person and significant damage.

Below a matrix which is to be used to rate the likelihood and consequence of an incident.

| | Consequence | Insignificant First aid | Minor Medical treatment | Moderate Hospitalisation | Major Single death/ multiple injuries | Catastrophic Multiple deaths |
|---|-------------|----------------------------|-------------------------------|-----------------------------|---|---------------------------------|
| Likelihood | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain Event expected to occur | 5 | Moderate 5 | Significant 10 | High 15 | High 20 | High 25 |
| Likely Event may occur | 4 | Low 4 | Moderate 8 | Significant 12 | High 16 | High 20 |
| Moderate Event may occur once in 3 events | 3 | Low 3 | Moderate 6 | Moderate 9 | Significant 12 | High 15 |
| Unlikely Event may occur once in 10 events | 2 | Low 2 | Low 4 | Moderate 6 | Moderate 8 | Significant 10 |
| Rare Event occurs only in exceptional circumstance | 1 | Low 1 | Low 2 | Low 3 | Low 4 | Moderate 5 |