

**Safety Management Plan**

**of**

**Victorian Sculling Association, Inc.**

ABN 68 551 373 065

Postal Address

14 Broomfield Ave

Alphington 3078

wintersculling@hotmail.com

**2023 Reviewed and Revised
(Incorporating Covid-19 Safety Plan)**

**Contents**

[**1**](#_gjdgxs) **Introduction 3**

[**2**](#_30j0zll) **Scope 3**

[**3**](#_1fob9te) **Acknowledgements 3**

[**4**](#_3znysh7) **Marine Act and Regulations – Personal Flotation Devices (PFD) 3**

[**5**](#_2et92p0) **Responsibilities for Safe Rowing 4**

[**6**](#_tyjcwt) **Safety Officer 4**

[6.1](#_3dy6vkm) Safety Officer Checklist 4

[6.2](#_1t3h5sf) Safety Briefings 5

[6.3](#_4d34og8) Breaches of Safety Plans 5

[**7**](#_2s8eyo1) **Safety Audit 5**

[7.1](#_3rdcrjn) Safety Audit Form 5

[**8**](#_26in1rg) **Risk Assessment 5**

[8.1](#_lnxbz9) Cancellation Policy 6

[**9**](#_35nkun2) **The Participants 6**

[**10**](#_1ksv4uv) **Safety Equipment 6**

[10.1](#_44sinio) Safety Aids and Rescue Devices 6

[10.2](#_2jxsxqh) Marshal equipment 6

[10.3](#_3j2qqm3) First Aid Kit 7

[**11**](#_1y810tw) **Emergency Services Information 7**

[**12**](#_4i7ojhp) **Emergency Plan 7**

[**13**](#_2xcytpi) **Boats and Rowing Equipment 7**

[13.1](#_1ci93xb) Boat Buoyancy 7

[13.2](#_3whwml4) Boat Equipment 7

[**14**](#_2bn6wsx) **Incident Reporting 8**

[14.1](#_qsh70q) When Incidents Occur 8

[14.2](#_3as4poj) If first Aid is required 8

[**15**](#_1pxezwc) **Competency 8**

[15.1](#_49x2ik5) Physical Condition & Medical Considerations 8

[**16**](#_2p2csry) **Safety at Victorian Sculling Association events 9**

[16.1](#_147n2zr) First Aid Requirements 9

[16.2](#_3o7alnk) Regatta Consultation 9

[16.3](#_23ckvvd) Rescue 9

[16.4](#_ihv636) Regatta Course 9

[16.5](#_32hioqz) Suspending Racing 9

[**17**](#_1hmsyys) **Rescue Boats and Drivers 9**

[17.1](#_2grqrue) Rescue Boat Drivers 10

[17.2](#_vx1227) Rescue Boats 10

[17.3](#_3fwokq0) Boat and Driver Checklist 10

[17.4](#_1v1yuxt) Recovering Rowers from Water 11

[**Appendices 12**](#_4f1mdlm)

[Appendix 1 – Safety Audit Form 13](#_2u6wntf)

[Appendix 2 – Risk Assessment Matrix 14](#_19c6y18)

[Appendix 3 – Incident Report Form 18](#_3tbugp1)

[Appendix 4 – Indicative Wintersculling Program 20](#_28h4qwu)

[Appendix 5 – VSA Event Cancellation Policy 21](#_nmf14n)

[Appendix 6 – Duties of Marshals 22](#_37m2jsg)

[Appendix 7 – Emergency & Communication Plan 23](#_1mrcu09)

[Appendix 8. – Covid Safe Plan 24](#_46r0co2)

# Introduction

The Victorian Sculling Association is the peak body for recreational (fun) sculling in Victoria. The Wintersculling Series has been run by volunteers since 1914, and the Herald Shield Perpetual Trophy has been awarded since 1927. The VSA is an association incorporated in Victoria.

Since 1914 the association has established an enviable reputation for the quality and safety of its events and is the only organization in Victoria qualified to conduct handicap time trial races for scullers. During its more than 100 year history it has evolved protocols and safeguards to reduce and minimize risks to its participants and other users of Victorian waterways and these have worked well. It is serious about conducting an enjoyable winter program for scullers and serious about ensuring that its participants do so in safety.

This Safety Management Plan codifies the VSA protocols and safeguards.

# Scope

The Victorian Sculling Association exists to conduct the Wintersculling Series. The series runs over 12 consecutive weekends in the winter. An indicative program is at Appendix 4.

Events are held on Saturday mornings[[1]](#footnote-1), starting at 8:30am and usually completed by 10:00. Typically, 80 to 100 scullers take part while the occasional event attracts up to 130.

The Association does not have a physical presence (club house etc.) and its only equipment relates to the safe conduct of its events. Its membership is restricted to its Committee; participants in its events are not “members” of the association, and these participants row under the auspices and safety requirements of their own club or school.

This Safety Management Plan (SMP) applies to all events conducted by the Victorian Sculling Association. Each event then has its own Safety Plan which takes the form of a map of the course marked with any unusual hazards and the locations of marshals and safety boats.

Each club and school has its own SMP as required by Rowing Victoria. This VSA Safety Management Plan recognizes that the members of all clubs and schools follow the requirements of the Rowing Victoria plan and, as such, ensure that:

Boats and oars are well-maintained and buoyant; and

Training and racing traffic patterns are established and documented and understood.

All VSA events are conducted “open river” on waterways that are regular rowing venues.

# Acknowledgements

The Victorian Sculling Association acknowledges the work of Rowing Victoria in the development of its Safety Management Plan (SMP) template for the broader rowing community, on which this plan is based, and the FISA document ‘Minimum guidelines for the safe practice of rowing’ as the basis for this SMP. For details visit FISA’s website (www.worldrowing.com).

# Marine Act and Regulations – Personal Flotation Devices (PFD)

The Victorian Marine Act and Regulations specifies requirements for the use of Personal Flotation Devices (PFD). Refer to <http://www.transportsafety.vic.gov.au/maritime-safety>for specifications.

Regulation 100 (100(3) for inland waters) requires all persons operating a rowing boat to wear an approved PFD. Exemptions can be granted by application to the relevant waterways management body for specific events. VSA will make application for all its events.

# Responsibilities for Safe Rowing

Everybody, rowers, officials and organisers of VSA events, has a responsibility for safety.

Individual rowers, competing in a VSA event, have a responsibility to: -

* + - Act in a manner that will not compromise the safety of themselves, other competitors, other water users and the general public, and follow the requirements of the Safety Management Plan of their own club, including ensuring the safety of their boat (mechanical condition, secure bow ball, adequate flotation, effective heel ties etc.).
		- Ensure that they comply with the laws and regulations that govern the safe operation of vessels in Victoria.
		- Assess risks and base their decisions on such assessments.
		- Follow the requirements of this VSA Safety Management Plan.
		- In the case of juniors – parents have a duty to advise those in charge of any condition or circumstance that may impact on the safety of the junior.

VSA officials have the responsibility of ensuring the safe conduct of each event by implementing the Safety management Plan and using their own experience and initiative.

The Committee of the VSA, which includes the Safety Officer, as the organiser of VSA events, is responsible for developing the safety plan for each event, having it authorized by the waterways manager (usually Parks Victoria), and implementing it.

The Committee also reviews the performance of the safety plan for each event and fine tunes it in the light of experience on an annual basis.

# Safety Officer

VSA appoints a Safety Officer as part of its committee.

The Safety Officer’s primary responsibility is to advise on the requirements of the SMP and develop individual safety plan maps for each event, based on the SMP.

The Safety Officer is required to understand the relevant sections of the Marine Safety Act 2010, the Marine Safety Regulations 2012, the Vessel Operating and Zoning Rules for Victorian Waters and the VSA SMP and the waterways on which VSA events are conducted.

## 6.1 Safety Officer Checklist

Following is a checklist of the duties to be undertaken by the Safety Officer:

* + - Be fully conversant with the VSA SMP.
		- Conduct a safety audit (annually as a minimum) of the VSA equipment and operation, using the standard audit form (**appendix 1**).
		- Assess the risks to the VSA both on and off the water in accordance with the SMP (**appendix 2**).
		- Implement recommendations of the risk assessment.
		- Maintain an incident log and complete incident forms (**appendix 3**).
		- Develop contacts with local river users group, or similar body, to assist in understanding and resolving areas of conflict between users.
		- Take due regard of any advice or direction provided by any relevant water authority relating to local water or weather conditions and amend risk assessments and safety plans accordingly.
		- Exercise authority, in conjunction with the other officials for each event, to suspend boating activities where the conditions are seen to be unsafe.
		- Ensure the Safety Plan is implemented for each VSA event.

## 6.2 Safety Briefings

There shall be a safety briefing and safety information shall be available to participants in all VSA events.

## 6.3 Breaches of Safety Plans

Where breaches of the Safety Plan are identified during VSA events the offender will be advised immediately, so that the event may proceed safely.

If no action to correct the breach is taken, the offender may be excluded from the current and possibly future events.

# Safety Audit

An annual audit of safety in VSA operations is undertaken through the risk assessment process for each year and amendments made to the SMP and the Safety Plans for each event.

At the beginning of each season, equipment provision is reviewed by the Committee and the equipment is then inspected and maintained by the *Equipment Officer* during the season*.*

## 7.1 Safety Audit Form

The safety audit form provides a simple means of checking to what degree the requirements of the SMP are being observed and determines how the risks identified in the risk assessment have been addressed.

A safety audit is conducted each year and the Committee considers the results.

# Risk Assessment

‘Hazards are reduced by precautions/control measures, which when taken make the risk smaller’.

Risk assessment is a process carried out to identify potential safety hazards and to ensure that each is properly understood. Further it is to check whether existing safeguards and emergency plans are adequate to reduce risks to a tolerable level, or whether more action is needed. Finally, it is to highlight intolerable risks to determine steps to overcome or eliminate them. Risk in this context arises from the likelihood of an accident occurring because of a hazard.

VSA conducts the Wintersculling series each year under a standard Safety Management Plan. Each year it makes application for a permit to conduct the series and as part of this permit process, uses the Safety Risk Assessment template developed by Transport Safety Victoria to review and assess the risks associated with the Wintersculling series. Additional issues are added as the need arises.

Risk assessments are only worthwhile if action is taken on the findings. The risk assessment is used as the basis for the safety plans for the events.

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 areas of expertise. Examples:

* + - * a minor event might be an incident occasioning material equipment damage.
			* a moderate event would be collision with minor injury to a person.
			* a catastrophic event could be a collision with serious injury to a person.

In developing risk assessment for the SMP the Safety Officer will consider:

***History***

* + - * Hazards that have been encountered in the past during boating activities
			* Recent changes to waterway that may add or remove hazards?
			* Relationship between waterways and boating activities
			* Supervised levels of rowers involved
			* Competency levels of the rowers involved
			* Time of day and year
			* Visibility
			* Water temperature

***Environmental Considerations***

* + - * Weather conditions.
			* Water temperature.
			* Water obstacles and pollution.
			* Water depth, turbulence and currents.
			* Other vessel traffic.

***Access to Water Considerations***

* + - * Is the bank shelved or vertical?
			* Can casualties be recovered readily?
			* Does road access exist?

***Visibility Considerations***

* + - * Can all the activities be clearly monitored from the bank?
			* Is there any history of accidents arising from lack of visibility?

## 8.1 Cancellation Policy

For each event a risk assessment is undertaken on the day before each rowing activity. Variables considered are those which can vary between events – wind, tide, waterway activities, rainfall, participant knowledge and skill, etc. A copy of the cancellation policy is at Appendix 5.

# The Participants

It is important that rowers are not a hazard to themselves and all participants must read and agree to the terms of entry for VSA events which are included in the on-line registration process. These include that they are capable of swimming 50 metres, that their sculls are in good condition and have adequate buoyancy and that they are cognizant of the requirements of their own club’s SMP.

# Safety Equipment

The VSA SMP has the following safety equipment requirements:

* + - Safety Aids and Rescue Devices.
		- Marshal equipment
		- First Aid Kit.

## 10.1 Safety Aids and Rescue Devices

All those involved in VSA activities will comply with the requirements of the Marine Safety Act 2010 and its associated regulations. All rowers will be exempt from PFD use during VSA events by virtue of the exemption under Regulation 100.

All boat-based marshals and safety boat operators will wear PFDs. PDFs will be of an approved design as stipulated in the Marine Safety Regulations 2012. Refer to the Transport Safety Victoria website for details <http://www.transportsafety.vic.gov.au/maritime-safety>.

Observance of these requirements is obligatory.

Rescue boats will carry buoyancy tubes to throw to rowers in the water if necessary. All lifejackets and buoyancy aids should be checked regularly and in accordance with the manufacturer’s instructions.

Rescue boats and marshals will also carry throw bags to be able to reach rowers in the water if necessary.

## 10.2 Marshal equipment

During events marshals will be stationed according to the Safety Plan for the event. They will have distinguishing jackets, mobile phones and throw bags. **Appendix 6** outlines their role.

## 10.3 First Aid Kit

First Aid equipment will be readily available in a central and accessible location in every boathouse on which VSA activities are based. (In each event, a local boathouse of a club affiliated with Rowing Victoria serves as a base for the event. For example, MUBC provides the base for events on the Yarra.)

# Emergency Services Information

In the event of an emergency, organisers will call 000 for Fire, Police or Ambulance and provide the emergency service with the following schedule of information:

* + - Service required.
		- Access and transport arrangements.
		- Details to venue.
		- Precise location.
		- Contact name.

# Emergency Plan

The VSA emergency plan distinguishes the levels of response needed for incidents. The emergency plan outlines the responsibilities and actions to be taken when an incident occurs and includes:

* + - Communication arrangements, internally and externally (emergency services).
		- Access and transport arrangements.
		- First Aid.

# Boats and Rowing Equipment

All equipment used for rowing is required to be properly and regularly maintained to ensure that it is safe and adequate for its intended purpose and to ensure that it does not expose its users to danger.

It is the responsibility of individual rowers to ensure that their equipment is safe for the purpose for which it is intended and that it complies with this SMP. All participants must agree to this requirement when registering for any VSA event. Following are the areas covered in this section:

* Boat Buoyancy
* Boat Equipment.

## 13.1 Boat Buoyancy

All new boats constructed after 1 April 2007 must carry a plate indicating the maximum average crew weight the boat can carry and support seated in the event of being swamped. An individual purchasing a new boat must ask the manufacturer to supply this information.

Boats must have inherent buoyancy enough, together with their oars and sculls, to support a seated crew of the design weight in the event of being swamped with water. This means that when a boat is full of water with a crew of average weight equal to the design weight stated on the boat’s production plaque, seated in the rowing position, it should float such that the top of the seat is a maximum of 5cm below the static waterline (*FISA Rules of Racing – Part IV - Boats & Construction - Rule 31, By-Law to rule 31 part 1.11*). Buoyancy compartments must be watertight to ensure effective operation.

## 13.2 Boat Equipment

***Bow Balls***

The bows of racing and training boats shall be properly protected. A solid ball of not less than 4 cm diameter made of rubber or material of similar resilience must be firmly attached to the bows.

***Fitted Shoes***

All boats where “fitted” shoes are employed must have effective heel restraints. These must be properly adjusted and in working order.

***Oar & Scull Buttons***

The “buttons” on oars and sculls must be secure and properly set.

# Incident Reporting

The VSA will maintain an incident reporting log which is available for inspection upon request.

## 14.1 When Incidents Occur

All incidents involving injury or significant in nature shall be reported in writing in accordance with Section 20 of the Marine Safety Act 2010 (**appendix 3**).

Reports will include but not be limited to:

* + - Time and Location.
		- Names of crew members, boats and witnesses.
		- A detailed summary of the nature of accident/incident.
		- Injuries sustained.
		- Damage sustained.
		- Day-light, wind and stream conditions.
		- A sketch showing boats, obstructions, direction of travel and stream.
		- Statements by those involved and witnesses in other boats and on the bank.

## 14.2 If first Aid is required

* + - If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given.
		- Details of Hospitals, doctors or any other agency, involved.

# Competency

All those involved in rowing need to obtain a level of competency appropriate to their involvement whether that be as a participant or official.

In all activities everyone must consider their own safety and the safety of those around them. Individuals must accept responsibility for their own actions.

## 15.1 Physical Condition & Medical Considerations

It is a participant’s responsibility to consider any condition which may affect their ability to be involved or which may increase their risk of accident/incident and to act appropriately.

This may include:

* + - Physical condition
		- Disability
		- Illness and/or medical condition

When participants register for VSA events, they accept terms and conditions as follows:

*By entering the Wintersculling Series I vouch that I can swim 50m fully clothed, have hull and liability insurance for any boat that I use, and have no known medical conditions which would preclude me from racing. I am also aware of the requirements of the Rowing Victoria Safety Management Plan under which my club operates, including that my scull must have adequate buoyancy to support me, must have an approved bow ball in good condition firmly affixed, that my heel ties if I use fitted shoes are effective, and that the buttons on my oars are secure and properly set.*

# Safety at Victorian Sculling Association events

The primary consideration of every VSA Official and marshal is to care for the safety of competitors, officials, other water users and the public at large.

## 16.1 First Aid Requirements

VSA events are limited in the number of participants involved. As such, the VSA ensures that at least two people qualified in resuscitation are available at the event and identifiable, has first aid equipment available from the club providing the base for the event, and uses civil ambulance as necessary.

## 16.2 Regatta Consultation

All VSA events are conducted under permit issued by Parks Victoria and there is full consultation with that body when planning the events, to ensure that adequate safety measures are in place.

## 16.3 Rescue

Adequate means of rescue are provided as per the safety plan for each event. Under the safety plans, provision for rescue will be available throughout the event. There will be a minimum of one rescue boat at each event, but more may be deployed depending on the Safety Plan for individual events.

## 16.4 Regatta Course

The courses will be marked with clearly visible buoys where this is assessed as necessary through the risk assessment process and will form part of the safety plan for that event.

All events conducted “open-river” will use the Parks Victoria flag system to alert other river users. A red or green flag will be displayed at start and finish of each course on the Yarra and the Maribyrnong [Red flag to stop conflicting river traffic, green flag when safe to proceed].

## 16.5 Suspending Racing

The Safety Officer has, and shall exercise, the authority to suspend racing, should they believe the conditions are unsafe for whatever reason.

# Rescue Boats and Drivers

Each event has a safety plan which will consider the waterway being used, any hazards, the type of event and the number of scullers on the course at once and assign the number of rescue boats appropriately.

All drivers of motor boats will be licensed as required by the Marine Act. The driver and other occupants of motor boats shall act in accordance with the Marine Act and carry the relevant safety equipment as per the requirements of Transport Safety Victoria (e.g. bailer, paddles, lifejackets, etc.).

VSA uses motor boats for setting buoys, marshaling, and rescue purposes. By accepting the role of VSA boat driver, the driver takes on responsibilities towards others.

The primary aim of all rescue boats and drivers is the safety of all water users within their area of responsibility for the duration of the event. If the boat is being used in secondary duties such as buoy laying before the event or marshaling behind the start, then these duties must give way to this primary aim of safety should the need arise.

## 17.1 Rescue Boat Drivers

The rescue boat driver will:

* + - Be aware of relevant section in the SMP.
		- Be experienced in boat handling, and where possible resuscitation and First Aid.
		- Recover capsized rowers without worsening their condition.
		- Quickly and safely get injured rowers to medical attention (or vice versa).
		- Not become a victim themselves.

***Communications***

Due to wind, engine noises, movement of the boat etc. the driver needs to be close, speak clearly and ideally with the engine stopped.

***Boat Handing Skills***

Boat handling skills need to be second nature so that the driver can concentrate on the task of rescue without having to think about how they are going to get the boat into the correct position.

## 17.2 Rescue Boats

The boats used for rescue should be properly equipped and well maintained.

## 17.3 Boat and Driver Checklist

***Before going afloat check***:

* + - Personal and boat buoyancy
		- Two Paddles or oars
		- Bucket and lanyard
		- Fuel
		- Rescue kit
		- Fire extinguisher
		- Throw bag
		- Buoyancy aid for rowers

***When afloat:***

* + - Keep a good look out at all times
		- Don’t overload boat
		- Obey speed limits
		- Keep to the right in rivers/narrow channels
		- When crossing a channel, cross quickly at right angles
		- Keep clear of swimmers, fishermen, canoeists, dinghy sailors and windsurfers
		- Think how the boats wash will affect others
		- Look out for deteriorating weather conditions

## 17.4 Recovering Rowers from Water

The following precautions must be observed when recovering a rower from the water:

* + - The only time high-speed maneuvers should be used is when making the approach to the scene of trouble or when taking injured rowers back to the landing stage.
		- The final approach to the rower in the water must be made carefully and at low speed, to weigh up the situation and to avoid alarming the person in the water.
		- On approach talk to the person in the water. Make sure they understand what you intend to do and what you want them to do.
		- Approach from downstream/downwind, as appropriate, to maintain control over speed and steering.
		- When performing a rescue, the launch driver should give due consideration to the safety of the rower in the water, other water users and the safety boat crew.
		If safe to do so, the engine should be turned off so that no injury can be inflicted by the propeller blades. If turning the engine off would create an additional hazard (e.g. due to river conditions, location or proximity to obstacles) then the launch driver may decide to keep the engine running but should practice extreme caution to minimize risk of injury.
		- Pass flotation device to the rower if necessary, use throw bag to reach rowers in difficult positions or conditions.
		- Should the rower require urgent First Aid treatment this should be applied before moving off. Where there are several rowers in the water, priority should be given to any injured or younger rowers.

# Appendices

The appendices contain the following documents:

**Appendix 1 – Safety Audit Form Appendix 2 – Risk Assessment Matrix**

**Appendix 3 – Incident Report Form**

**Appendix 4 – Indicative Wintersculling Program**

**Appendix 5 – Event cancellation policy**

**Appendix 6 – Role of Marshals**

**Appendix 7 – Emergency & Communication Plan**

**Appendix 8 – Covid Safe Plan**

## Appendix 1 – Safety Audit Form

**Annual VSA Safety Audit Form**

Auditor: Date of Audit: Position: Tel (h/w): Tel (m):

This check-list is used for audit by the VSA Safety Officer. Following completion it must be discussed at a VSA Committee meeting as a means of measuring compliance with the VSA Safety Management Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **Safety Officer** |  |  |
|  | 1.1 Has a person been appointed to act as Safety Adviser | Y | N |
|  | 1.2 Is Safety a regular item for review by the Club? | Y | N |
| **2.0** | **Emergency Services** |  |  |
|  | 2.1 Is everyone aware that 000 is the emergency telephone number? | Y | N |
|  | 2.2 Are mobile phones available for all marshals? | Y | N |
| **4.0** | **Are the following available and ready to hand?** |  |  |
|  | 4.1 Thermal/exposure blankets | Y | N |
|  | 4.2 Lifejackets/buoyancy aids in rescue boats | Y | N |
| **5.0** | **Insurance** |  |  |
|  | 5.1 Is the Public Liability Insurance to cover the committee and | Y | N |
|  | members, third parties and the Safety Officer for a claim by a third party for |  |  |
|  | damage or injury to property or persons on and off the water current? |  |  |
| **6.0** | **Equipment** |  |  |
|  | 6.1 Is there a person designated, or a system clearly identified, to ensure that | Y | N |
|  | all safety equipment is kept in good order? |  |  |
|  | 6.2 Are all motor boats fully equipped with safety aids? | Y | N |
| **7.0** | **Navigation Rules** |  |  |
|  | 7.1 Are rules for the safe use of local waters with supporting diagrams as | Y | N |
|  | necessary, including referencing danger spots, prominently displayed? |  |  |
|  | 7.2 Is there a formal method of advising participants on the | Y | N |
|  | observance of local navigation rules |  |  |

#### Non-compliance has been observed against the following item references

|  |  |  |
| --- | --- | --- |
| **#** | **Rectification required** | **By when** |
|  |  |  |
|  |  |  |
|  |  |  |

#### Signature: Date:

.

## Appendix 2 – Risk Assessment Matrix

The VSA SMP is developed using the same risk assessment template as that required by Parks Victoria in its permit applications. Additional risks are added as necessary.

* an **insignificant** event might be an incident occasioning material equipment damage.
* a **moderate** event would be collision with minor injury to a person.
* a **catastrophic** event could be a collision with serious injury to a person.

The matrix below is used to evaluate the importance of risks based on their assessed likelihood and potential consequence.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **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** |  | Significant 10 |  |  |  |
| Moderate 5 | 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 |  |  | Significant 12 |  |
| Moderate 6 | Moderate 9 | 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 |
|  |

|  |  |
| --- | --- |
| **Risk Assessment** **Consequences of a hazard occurring without and control measures** | **Residual Risk Assessment** **Consequences of a hazard occurring following implementation of control measures** |
| **Hazard / Risk****List all hazards below and/or use the provided list.*** Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring.
* Multiply the likelihood score by the Consequence Score to determine the Risk Rating.
* Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column**.**
 | **Likelihood** | **Consequence** | **Risk Rating****(Multiply Like & Cons)** | **Control Measure****Please List Control Measures to be in place to reduce the risks identified.*** Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation &applied consistently? How will the control be enforced and what is the consequence of failing to abide by control mechanism?
* If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required.
 | **Likelihood** | **Consequence** | **Risk Rating****(Multiply Like & Cons)** |
| **Collision**Is there potential for a collision – vessel/vessel, vessel/structure, vessel/bank, vessel/person, fixed or floating object, overhead obstruction/wires, submerged object | 2 | 2 | Mod4 | Race instructions are provided before the event to inform scullers of safety procedures and general instructions. Courses all manned by Marshalls to communicate with participants. Communication network allows for information flow along the course alerting any likely safety issue. Event starting order is designed to minimise overtaking risks. Race instructions for each event explain scullers’ obligations when overtaking or being overtaken by faster boats and any designated “no Passing/overtaking” sections of the course.Sculls are started at intervals, have similar, low speeds, and are all travelling in the same direction.Observers/ Marshals are available at any narrow points on the river. | 1 | 2 | Low2 |
| **Capsize**Is there potential for capsize/swamping | 2 | 1 | 2 | Course Marshalls in place to cover course observation. Marshalls all trained in emergency and communication plans for any incident including capsizes. Course Safety Plan includes coverage with support vessels equipped to assist in capsize for both Participant and securing any capsized equipment/ vessel to maintain safety for other participants. | 1 | 1 | Low2 |
| **Person Overboard**Is there potential for a person/s overboard, or swimmer in trouble. | 2 | 1 | 2 | Marshalls operate rescue plan as per for “capsize” | 1 | 1 | Low2 |
| **Vessel Failure**Is there potential for a catastrophic failure, (loss of steering or power) that may result in harm to occupants of vessel, other vessels or onlookers – consider speed of vessels | 1 | 2 | 2 | In considering this risk related to Safety Boats as these are the only motorised vessels in our events. Vessels do travel slowly, maintained and inspected before use, in accordance with Regulations. Only operated by currently licenced Operators.  | 1 | 2 | Low2 |
| **Fire**Is there potential for a fire (consider refuelling locations and type/load of fuel) | 1 | 3 | 3 | Refuelling of petrol tanks of marshal and safety boats is only done at public retail fuel station or designated area assessed as ignition source free and suitably bunded. No refuelling on water. | 1 | 3 | Low3 |
| **Fall**Is there potential for an injury to a participant from a fall? | 2 | 2 | 4 | Main activity where this is likely is when either launching sculls or disembarking. Landings are well designed type with non-slip surfaces, maintained by Parks Victoria. | 1 | 2 | Low2 |
| **Impact**Is there potential for an injury to a participant from an impact with a hard surface or structure? | 2 | 2 | 4 | Manning the course with Marshalls to warn participants of potential impact. The locations of marshals as shown on the safety maps cover potential conflict points such as bridges. Any changes or new temporary hazards are identified before the event and included in pre-race information. | 1 | 2 | Low2 |
| **Propeller Injury**Is there potential for an injury to a participant from a vessel’s propeller? | 1 | 3 | 3 | Only motorised boats are marshal and rescue boats.  | 1 | 3 | Low3 |
| **Debris in water**Is there potential for debris to be in water or remain in the water causing hazard to other participants, users or vessels | 3 | 2 | 6 | Conduct river check prior to event. Safety Boats and Course Marshalls check course prior to the event and any debris likely to cause a hazard is removed or secured to the bank. | 1 | 2 | Low2 |
| **Failure of Rescue Service**Is there potential that the rescue vessels may not reach those affected or be unable to affect a rescue for the potential number of people in the water at any one time | 2 | 2 | 4 | For each type of event the number of Safety Vessels and the number of Marshalls employed for the event in the Safety Plan takes into consideration the number of participants on the water concurrently. | 1 | 2 | Low2 |
| **Adverse weather**Is there potential that the weather may impact on the safety of the event – consider – wind, wind direction, sea, swell, tide,  | 1 | 2 | 2 | Cancellation in very high wind or river flow conditions. | 1 | 2 | Low2 |
| **Restricted visibility**Is there potential for event to be conducted in low light/visibility, twilight or darkConsider requirement for navigation lights, impact on rescue | 1 | 2 | 2 | Event is only conducted during daylight hours. Refer to “Adverse Weather” for say Fog conditions. Rescue craft are fitted with lights as Regulations require. | 1 | 2 | Low2 |
| **Black water**Is there potential that the water turbidity, colour or available daylight might prevent seeing someone in the water or under the surface | 1 | 3 | 3 | Cancellation of event if water is extremely turbid. | 1 | 3 | Low3 |
| **Delay to event causing impact on exclusion zone**Is there potential that the event may be delayed or run overtime, be late to start, or be required to pause for unanticipated activities? If so, what is the likely impact on safety of the event |  |  |  | No exclusion zone required in any VSA Events |  |  |  |
| **Communication failure**Is there potential that communication - with participants, with event marshals, safety boats, public, emergency services, other vessel operators may fail, | 2 | 1 | 2 | Use voice, megaphone & mobile phones operating on “push to talk” radio mode between Marshalls and Safety Vessels. Communication plan documented.Contact listing of mobile phones issued to each Marshall on the day at time of equipment distribution | 1 | 1 | Low1 |
| **Unregistered vessels or unlicensed operators**Is there potential that unregistered vessels or unlicensed operators of powered vessels will occur | 1 | 1 | 1 | Participating Rowing clubs confirm Safety vessels provided are compliant with all Regulations with respect Registration and fitment of all on water safety requirement. | 1 | 1 | Low1 |
| **Failure to adequately brief participants, marshals and rescue services**Is there Safety briefing - to participants, event marshals, emergency services, other  | 2 | 1 | 2 | All participants are briefed on safety issues, both prevention and rescue.Briefing includes all Marshalls and other VSA volunteers | 1 | 1 | Low1 |
| **Inadequate support/emergency services**Are the emergency support services engaged to provide rescue appropriately trained for the activity, familiar with the area of operation, utilising appropriate vessels and equipment, and properly qualified | 1 | 3 | 3 | VSA runs annual courses in cardiopulmonary resuscitation equivalent to HLTAID001. All rescue vessels comply with requirements. All operators are licensed and briefed before each event. | 1 | 3 | Low3 |
| **Failure to raise emergency alarm**Ability for participants, event marshals to raise alarm and implement appropriate response | 1 | 3 | 3 | Safety Plans and Communication Plans well communicated. Performance of Plans reviewed on completion of events and at VSA Committee meetings as opportunities for improvement. Participation compliance with event requirements also reviewed to ensure clear directions have been issued.Coms equipment tested prior to events. | 1 | 3 | Low3 |
| **Additional** |  |  |  |  |  |  |  |

## Appendix 3 – Incident Report Form

**Incident Report Form**

Please complete this form to report any accident, collision or capsize. Retain one copy and send the original to the VSA Safety Officer (continue on separate sheets wherever necessary).

Person reporting the incident: Role of person reporting:

Address: City/Town: Post code:

Tel (h): Tel (m): Names of rowers involved:

What was the time and date of the incident?

Where did the incident occur? 

Please give a full description of the incident; this should include weather, water, stream & tide conditions: 

List any injuries sustained: 

List any damage sustained to boat/s / property: 

Add or attach any further comments or additional information you think could be useful, e. g. list of witnesses with addresses etc.: 

What further actions have been or will be implemented to avoid repetition of incident? (Use a separate sheet if necessary): 

Please include or attach any additional details e.g. drawings/ diagrams/ photographs if these will enhance the description:

***Draw/Place Diagram/Picture Here***

Person reporting Signature: Date:

VSA Safety Officer Signature: Date:

## Appendix 4 – Indicative Wintersculling Program - Dates are an indication only and do not represent the current year

**Victorian Sculling Association** **Inc**.
**Winter Sculling Series**

The VSA conducts the Winter Sculling Series for scullers who register with the VSA in order to participate in the Series. The Winter Sculling Series has been run by volunteers since 1914, and the Herald Shield Perpetual Trophy has been awarded since 1927.

Racing will start at 8:30 am each week and generally be concluded by 11.00 am, depending on the number of heats required.

The river will be open and the Parks Victoria Flag System will be in operation throughout the event(s).

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Event Date** | **Waterway** | **Distance** |
| Albert Park Grand Prix | Sat 10 June | **Albert Park Lake** | The 4 km Albert Park Grand Prix .The race comprises one and one half anti clockwise laps of the lake over a distance of 4 km |
| The “John Whiting” Round the Island race | Sat 17 June | **Yarra River** – Judges box to Herring Island & return | The 6 km **Round the Island** race will start and finish at the Judge’s Box.  |
| Handicap Series Round 1 | Sat 24 June | **Yarra River –** Cremourne Rail Bridge to Judges Box | Over 800m for tub sculls and 2000m for racing sculls, finishing at the Judge’s Box.  |
| Handicap Series Round 2 | Sat 1 July | **Yarra River – as above** | As Round 1 |
| Handicap Series Round 3 | Sat 8 July | **Yarra River – as above** | As Round 1 |
| Handicap Series Round 4 | Sat 15 July | **Yarra River – as above** | As Round 1 |
| Handicap Series Round 5 | Sat 22 July | **Yarra River – as above** | As Round 1 |
| Handicap Series Round 6 | Sat 29 July | **Yarra River – as above** | As Round 1 |
| Head of the Maribyrnong | Sat 5 August | **Maribyrnong River**-Raleigh Road to Lynches Bridge | The **Head of the** **Maribyrnong** starts at the Canoe Club downstream from the Raleigh Rd / Maribyrnong Rd Bridge, and finishes approximately 3.2 km downstream at Lynches Bridge.  |
| *GRA Scullers’ Head of the Barwon\** | *Sat 12 August* | ***Barwon River***  | *The* ***Head of the Barwon*** *is run over 4km from Queen’s Park.* |
| Scullers’ Head of the Yarra | Sat 19 August | **Yarra River-** Hawthorn Rowing Club to Judges Box | The 8.6 km Sculler’s **Head of the Yarra** starts at Hawthorn Rowing Club and finishes at the Judge’s Box. |

\*The Head of the Barwon\* is run by The Geelong Rowing Association.

## Appendix 5 – VSA Event Cancellation Policy

For each event a risk assessment is undertaken the evening before or on the day by the referee, the event secretary or the safety officer before each rowing activity. Variables considered are those which can vary between events – wind, tide, waterway activities, rainfall, participant knowledge and skill, etc.

The main variable likely to change is a possibility of heavy rain, wind or thunderstorm activity. Recent events, such as recent heavy rain in the catchments can also cause cancellation due to debris in the river.

Advice of cancellations is posted on the Wintersculling website, and participants registered for the event may be emailed if a decision can be made far enough in advance.

There are levels associated with cancellation:

Minor rises in river height, leading to the sort of swirly water Melbourne scullers are used to – advice to consider the conditions and your own experience.

Minor flooding upstream – the course may be shortened to avoid locations where major drains empty into the river.

Adverse wind conditions – an assessment made depending on the conditions, shorten course, amend course or cancel.

Storm conditions – assess on the day and possibly cancel

As well as the website, the Marshals will be aware of what's happening and able to advise.

In the event of cancellation, VSA officials will attend the venue to advise those not reached by email or through the website.

## Appendix 6 – Duties of Marshals

**Equipment**

You will have or be issued with

* A yellow vest for marshals– so it is obvious to organisers and participants who are the marshals
* A megaphone – so you can warn scullers of impending danger
* A mobile telephone – so you can call for help if necessary
* A list of all marshals and rescue boats by position together with mobile phone numbers
* A ‘throw bag’; a bag containing a coiled rope which can be thrown to a person in the water to assist them to and up the bank.

**Duties**

You will be assigned a spot along the river bank so that you can observe a section of river.

Your prime job is to stop incidents happening, your secondary job is to provide the emergency response if an incident does happen

Make sure at the briefing that you know where you are to stand.

After the briefing, go to that point.

Once the race starts, use your megaphone to warn scullers about any dangers (e.g. “Number 34, you are heading for the bridge pier, have a look”, or “34, keep to the side and watch the litter trap ahead”)

If a sculler is in the water, warn others not to crash into them. Follow the emergency plan.

**Megaphone use**

1. Have a couple of tests before the scullers come along.
2. Turn the volume as high as you can without getting feedback squawks.
3. Hold the button in for a second before you begin talking.
4. **Do not be shy**. Talk to the scullers, if only to tell them they have a good line for the next bridge etc.

## Appendix 7 – Emergency & Communication Plan

**General**

1. Marshals will be positioned along the course / in rescue boat(s)
2. All marshals and rescue boat operators will carry mobile phones. All marshals will use secure Zello “push to talk” internet technology for communication (and have a schedule with the location, roles and contact numbers of marshals and safety boats). (Radios may be used in lieu of mobile phones for some events.)
3. The Bow Number Desk/Regatta Control will act as a central point for emergencies
4. The first aid post will be located with the Bow Number Desk
5. There will be a safety briefing for marshals

**Emergency Plan**

**In the event of an accident:**

**1. The nearest marshal:**

**Should take appropriate action to ensure that the task of the rescue and/or first aid provider is commenced as soon as possible as well as the prevention of further accidents**

*This action will include:*

* **If you are seeking immediate attendance from the rescue boat**:
Call the boat by mobile phone (or radio). Give your course position and describe the incident. Say what you are doing or what action is recommended
* Commence the task of rescue

**2. Rescue boat:**

**Should assume command of the rescue/emergency aid at the site upon arrival**

*This action will include:*

* Making an immediate assessment of the situation and deciding if more assistance is required
* Reporting that assessment to the Safety Officer of the day including a description of any additional emergency support if required (on-land First Aid or ambulance). If necessary, the **Safety Officer** will call an ambulance and coordinate any other necessary action, such as stopping racing, coordinating and directing aid to any injured party.

**3. Other officials:**

**Should immediately take appropriate action to ensure a coordinated response is taken to the task of rescue**

*This action will include:*

* Ensuring all competitors, officials and members of the public comply with the directions given by the person assuming command of the rescue
* Taking sympathetic steps to prevent panic or hysteria and ensuring that further accidents are prevented
* Removing any equipment/debris to a safe place

**THE DESIGNATED CASUALTY LANDING PLACES AND EMERGENCY ACCESS POINTS WILL BE SHOWN ON SAFETY PLANS.**

## Appendix 8. – Covid Safe Plan

**All events will be conducted according to the Government restrictions at the time.**

Advice to participants for events which go ahead:

* Do not attend if you are unwell or show any COVID-19 symptoms.
* You will register your attendance at each event by collecting your bow number. (All participants details are collected in advance via the registration system; collection of bow number will indicate attendance.)
* If you are a volunteer, you will be listed on the daily running sheet and marked off at the briefing so a record of your attendance is collected.
* Social distance at all times where possible.
* All attendees must have a mask with them which is to be worn when indoors.
* There will be a Hand Sanitiser Station at the bow number desk.
* Although these events are sculling only, if you are sharing boats or oars you should to clean oar handles and shared equipment.
* All attendees to limit movement around the regatta venue.
	+ Do not mingle
	+ Do not gather around communal areas such as toilets
* If you exhibit symptoms at the regatta
	+ Wear a mask
	+ Avoid close contact with all other attendees
	+ Immediately notify the Bow Number desk, even if you intend to leave the venue
	+ If possible, leave the regatta venue by private transport
		- If not possible an isolation station will be available and the Bow Number Desk will be able to direct you to its location.

(Details adapted from Rowing Victoria Covid-19 Regatta Checklist to apply to sculling only Wintersculling events.)

Wintersculling Covid-19 safe principles

|  |
| --- |
| **Issues to be addressed** |
| 1. Exclude the unwell |
| 2. Exclude/protect the vulnerable |
| 3. Provide information to all involved |
| 4. Minimise co-mingling |
| 5. Minimise points where people congregate |
| 6. Promote physical distancing |
| 7. Provide sanitation stations for participants and volunteers, and protective equipment for volunteers where appropriate  |
| 8. Sanitise all equipment after use |
| 9. Reduce sharing of eqipment where possible |
| 10. All to use gloves while cleaning equipment and facilities |

|  |
| --- |
| **Application of Issues for conducting Wintersculling in Covid-19 pandemic** |
| **Participants** |  |  |
|  | Information on covid awareness |
|  | Exclusion of unwell |
|  | Elderly/vulnerable |
|  | Shared boats |
|  | Travel from multiple locations (risk of spread) |
|  | Shed and rigging protocols to maintain physical distancing |
|  | Briefings by video to avoid crowd |
| **Volunteers** |  |  |
|  | Exclusion of unwell |
|  | Elderly/vulnerable |
|  | Travel from multiple locations (risk of spread) |
|  | Shared equipment |
|  |  | Megaphones, throw bags, vests |
|  |  |  | Distribution |
|  |  |  | Sanitising on return |
|  |  | Information folders |
|  |  |  | Distribution |
|  |  |  | Sanitising on return |
|  | Rescue boat and equipment |
|  |  |  | Distribution |
|  |  |  | Sanitising on return |
|  | Briefings |  |
|  |  | Physical distancing and/or video |
| **Rescues** |  |  |  |
|  | Masks and gloves for boat operators |
|  | Training in resuscitation |
|  | On-water rescue |
|  | Medical events |
| **Bow Numbers** |  |  |
|  | Collection and return |
|  |  | Hand sanitising station for participants |
|  |  | One-way flows for participants to maintain physical distancing |
|  |  | Gloves and masks for volunteers handing out |
|  |  | Collection of paper based waivers |
|  |  | Return and sanitising of numbers |
| **Density reduction** |  |
|  | At bow number collection and return |
|  | While rigging and de-rigging |
|  | Launching and recovery |
|  | Boatshed protocols |
| **Asymptomatics/tracing** |
|  | Will have names, email addresses and phone numbers from registrations |
| **Additional equipment** |
|  | Gloves and masks |
|  | Hand sanitising stations |
|  | Disinfectant |

1. Events may occasionally be scheduled for Sunday instead of Saturday if there is a clash with other events. [↑](#footnote-ref-1)