

Regional Secondary Schools WAKA AMA – Event Operations and Safety Management Plan – Event

BACKGROUND

Te Waka of Aoraki Secondary Schools Waka Ama Regatta.

This regatta is about providing opportunity to participate in Waka Ama while allowing schools to compete against each other. TWoA (Te Waka o Aoraki) has, as one of its stated goals, the target to develop the involvement of Secondary School pupils in the sport of Waka Ama. As part of Te Waka o Aoraki, Te Waka Ponamu and Waitaha Paddling Club, have volunteered to run this event, in support of our Regional and National Bodies.

We are co-operating with Canterbury Secondary Schools Sports Assoc. and Sport Canterbury to run this event, under the guidelines of Waka Ama NZ.

1. INTRODUCTION

Event Name: TWoA Regional Secondary Schools Regatta

Event Dates: Saturday, 4 March

Contingency Dates: None

Event Locations: Pegasus Lake Pegasus Township (Event Venue)

Event Start Time: Pre Registration, 09:00am Race Start

Event numbers competitors and Spectators: 100 - 200 competitors – 300 spectators

Event Tides: Non tidal

Event Outline: 250m race course, W6 (6 person) and W12 (12 person) classes with single gender and mixed crews



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3. RISK ASSESSMENT

The purpose of this part of the safety plan is to undertake a comprehensive risk assessment to determine support boat/ lifeguard and medical support requirements and form part of an effective event decision making protocol and communication to all participants.

a. 'Environmental' risk assessment

Past experience for the same or similar events	Regional Sprint Event 2004 – 2016, Long Distance Nationals 2013, Lyttelton Harbour Club Events 2001 - 2016
Anticipated number of competitors	200 school children
Length of the course	250mtrs
Design of the course	Straight with turn buoys
Proximity of the course to land	Less than 50 meters
Anticipated wave / surf size	Nil- ½ meter
Assessment of paddlers ability of competitors	Competitors abilities range from novice to experienced paddlers
Any pre-entry qualifying criteria	The safety briefing will cover the course, local weather patterns, wind direction and the likely effects on paddlers The safety briefing will cover how to raise assistance in an emergency, safe launching and exiting from the water, and safe beaching of Waka All competitors must wear a life jacket All competitors must be fit and competent of completing the course All Waka must complete a safety check
Start / finish area	The Start Finish line will be in the Water at right angle with Shore
Water temperature	Expected to be approx 14 to 16 degrees
Event apparel worn during event	School sport Uniform tops, no Jeans, Tracksuit pants etc
Weather and tide / current conditions	No tide or Current. Wind may effect ' chop'
Water quality assessment	Water Quality in the area is pristine
Other considerations	<p>Safety Requirements:</p> <ol style="list-style-type: none"> 1. All Competitors must have the waiver explained to them 2. All competitors must sign a waiver confirming that they are able to swim with the aid of a lifejacket. 3. All competitors must be fit and competent of completing the courses 4. The event course will be printed and on clear display at the registration table <ol style="list-style-type: none"> (a) Experienced skippers and rescue craft will be on the course during the event - 2 Safety craft will be on the water. Boats will be in VHF communication with an onshore race director (b) Safety Boats will have their own safety briefing prior to the race. (c) Qualified First Aid personnel will be onsite. 5. All starters and finishers will be counted by their School Supervisors 6. Extreme weather conditions such as high wind and/or rain that jeopardise the safety of paddlers may lead to cancellation of the race. Event organisers will endeavour to inform all entrants of this by email or phone, or on the day at the event if adverse weather conditions arrive close to the expected start time.

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RISK MANAGEMENT PLAN / RISK ACTION PLAN

EVENT Manager Date

Risk: What could go wrong?	Cause	Prevention: Eliminate / Minimise	Equipment	Check (tick)	Who is responsible?	Eliminate, Mitigate
Injury related to the race	Pulled Muscle, fatigue, exhaustion, Heart Attack	Support Boats aware of hazard and signs.	Support Boats		Event manager / Onsite First aid	M, I
Paddler unable to continue	Person affected by anxiety, inexperience, weather conditions etc	Support boats able to retrieve paddler and craft safely	Support boat, Tow rope, communication		Race Director./Support craft	I, M
Drowning	Separation of canoe and paddler	Ensure paddlers are aware of the course. Ensure they wear a life jacket. Ensure Safety Boat communication with shore	Support boats, throw ropes, .		Event manager / Water support (IRB, jet ski /boat drivers)	I
Wet / bad weather-causing race to be unsafe	Monitor weather	Call off event if weather becomes to dangerous.			Event manager / Water support (IRB, jet ski /boat drivers)	E
Spectators causing trouble.	Alcohol,	Have someone constantly patrolling the area. Call police if there is any kind of trouble.	Cell Phone, Walkie Talkies		Event manager	I, M
Vandalism	Graffiti, Damage to Property and Buildings	Monitor throughout day			Event manager	M
Drowning	Canoe capsizing	All competitors to wear a life jacket	Life Jackets		Event manager / Water support (IRB, jet ski /boat drivers)	M
Injuries	Running into something, pulling a muscle. Cut foot	First Aid Station, have ice available.	first aider		Event manager	I

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Damage	To equipment, cars, public property, canoes etc...	Public Liability cover for any damage to property of the third party, including cover for illness from water drinking sources, serious injury or death of officials.			Event manager	M
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Hazard identification						
Event courses	Hazard		Steps to minimise		Steps taken	Responsibility
	Yes	No	Yes	No		
Possible 30+ knot wind could come up and blow all the competitors off course – all the paddlers could be in trouble and need rescuing	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Course checked by support craft roaming the course. With VHF radio's Event Manager to make the call to change the course should conditions require.	Event Manager Water support (IRB, jet ski driver)
Paddlers could suffer fatigue, have a heart attack or epileptic seizure, cramp etc	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Medical Condition disclosed on entry form and Safety craft following paddlers from start to finish & VHF Radio Contact	Event Manager Water support (IRB, jet ski driver) Paddler
Paddlers could capsize, get a knock on the head by ama or another waka /paddle	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Race brief Safety craft following paddlers from start to finish & VHF Radio' contact with event base	Event Manager Water support (IRB, jet ski driver)

b. Risk management: Identification of risks, causal factors and management via eliminate, isolate or minimise

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4. SAFETY REQUIREMENTS (Equipment and Personnel)

Based on the risk assessment completed previously, personnel and equipment requirements will be determined for this event.

<i>Equipment Required</i>	<i>Number of equipment to be used</i>	<i>Number of experienced personnel</i>	<i>Personnel Competencies to use equipment</i>
Inshore Rescue Boat (IRB)	As Per Support Boat calculator figure	2	Driver or crew to hold current First Aid and Marine Rescue Certificate (or equivalent)
Support Boat (other)		2 per boat	
Radios and other communication tools	VHF communication between Race Director, Rescue Crew, and Start Boat	N/A	VHF with on water safety. RTS between land management

5. COMMUNICATION PLAN

It is expected that there needs to be direct (radio) communication between:

- i. Race Director, Event Manager and Start Boat

It is expected that there is an indirect (arm signals, whistle and/or voice) communication ‘method’ established between the personnel who are on/in the water on Waka, or using a tube and any IRB(s) being used.

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6. PRE START SAFETY COMMUNICATION TO PADDLERS

a. General Safety

Pre Race Safety Briefing: (will change based on race conditions – below is an example)

1. *The safety briefing will cover the course, local weather forecast, wind direction and the likely effects on paddlers AND the explanation of the Safety Waiver.*
2. *The safety briefing will cover how to raise assistance in an emergency, safe launching and exiting from the water*
3. *Paddlers will follow marker buoys to direct paddlers of their correct path*
4. *It should be made clear to all paddlers that the race director/organiser or the event personnel can stop any paddler from competing/completing if they show signs that they will not complete it in an acceptable time or acceptable condition*
5. *The Course may be changed*
6. *There will be a process explained to all competitors should the race need to be stopped for any reason.*
7. *Paddlers should be encouraged to hydrate, dress appropriately and apply sunscreen prior to the event starting*
8. *All Waka must carry 2 bailers and wear 6 life jackets*
9. *All Waka Ama NZ Race rules apply*

Cancellation/Postponement

Extreme weather conditions such as high wind and/or rain that jeopardise the safety of paddlers may lead to cancellation/postponement of the race. Event organisers will endeavour to inform all entrants of this by email by 3 pm the day before the events or as early as possible on the day.

7. PRE START SAFETY COMMUNICATION TO LIFEGUARDS

- a. A register of all personnel present on the day of the event should be taken
- b. The Event Manager or appropriately trained representative should:
 - i. Run through all the safety and race instructions being given to the event paddlers
 - ii. Run through the risk assessment for the event
 - iii. Run through the role of the on water event personnel – support, rescue, first aid
 - iv. Run through the communication plan
 - v. Outline what will happen in a rescue and/or emergency
 - vi. Outline the role of the personnel;
 - at the start of the race

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- during the race
- at the end of the race

c. Personnel Wellbeing and Personal Safety

The Event Manager should also ensure that all event personnel have the right equipment. Event personnel should be wearing appropriate clothing for the conditions and they should wear a hat to protect from the sun and have sunscreen available to use. Event personnel should be adequately hydrated and feed for the event.

8. ON WATER SAFETY AND EMERGENCY MANAGEMENT

- A participant in distress will be approached by the closest available on water support personnel when they raise their paddle, or are in obvious distress
- Event personnel will assess the severity of the situation and determine whether further assistance is needed. If not, then the paddler will head on their way
- If support is needed, then the personnel on the scene at that time will call for the assistance of the nearest IRB rescue boat and immediately start administering first aid if possible
- Another quick assessment will be made in the IRB by event personnel
- If the situation is deemed an emergency, event personnel will immediately make radio contact (or cell phone call if needed) to the land based event manager
- All efforts will be made to commence first aid treatment – dependant on conditions
- Event personnel will then transport the participant to the agreed emergency rendezvous point where an advanced paramedic will be stationed and ready to administer medical support
- In the event that an IRB has to take a victim to a different rendezvous point the land based event manager will liaise with the medical staff
- Upon getting the emergency call from the water the advanced paramedic or primary care officers will ring for back up if needed and instruct additional ambulance and police to meet at the emergency rendezvous point
- Race number of participant reported to the event manager
- Lifeguards in the IRB will continue first aid until it is suitable to hand over to the land based medical team
- Advanced paramedic or primary care crew to hand over to arriving ambulance paramedics if necessary
- Race numbers of all leaving the race reported to the event manager for counts

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The following minimum first aid resources will be available at the event:

- 1 x Event manager
- Cell Phone
- At least 1 key personal with Current First Aid
- Ice
- Defibrillator (or knowledge of Nearest one)
- On Call - 111 Ambulance

Resources will be positioned at the following locations:

- Start of the Event/Emergency Rendezvous point
At least 1 x Qualified First aider on the Water

9. RESCUES OR FIRST AIDS DURING AN EVENT

The Event Manager should record all incidents during the course of an event - incidents will include:

- i. Event personnel supporting a paddler – but allowing that paddler to continue
- ii. Event personnel withdrawing a paddler who they feel is not able to continue the event
- iii. Event personnel rescuing a paddler who identifies themselves as being in distress via physical or verbal communication
- iv. All first aid interventions as highlighted on hazard identification table.

10. POST EVENT DE-BRIEF

There should be at least two levels of event de-brief.

- i. The Event Manager should meet with all on water event personnel immediately following the completion of the event. Areas to cover will include: an assessment of the risk factors, whether there was adequate on water presence, and areas where improvement could be made. This is a good time for the Event Manager to ensure that the lifeguards are all okay (physically and emotionally) and thanked for their efforts.
- ii. If there are other key authorities involved with the event, such as Harbour Master, Police etc then they should be included in this meeting if required

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The purpose of the de-brief is to run through all aspects of the event for the purpose of assessing the effectiveness of the planning for this event, and areas that improvements could be made for similar events be held in the future.

Notes from these meetings should be recorded.

11. POST EVENT SAFETY DE-BRIEF WITH ON WATER PERSONNEL

Date: sat march 12

Time: 3pm

Venue: promenade point

Incident Summary:

- # Interventions where the paddler continued
- # Interventions where a paddler was withdrawn
- # Rescues
- # First aid interventions

Incident forms completed for rescues and first aids: YES NO

General comments from the event personnel about the event: