

Petone Rowing Club

Safety and Hazard Management Plan

How we ensure members and public are safe during rowing club activity

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This document can be found here: https://www.petonerowing.club/official-documents	Date 19 Oct 2020
Documents this has links to: PRC On the water guide (To be developed) PRC Boat Log PRC Incident register PRC Rowers Handbook	
See References section page 28 for external documents referred to.	
Approved by: Committee  John Hitchcock, Club President	3 Sept 2020



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1 Introduction

Petone Rowing Club (the Club) is a historical sporting club based at 160 The Esplanade, Petone Wellington. Its primary function is to support members of the Club in all aspects of rowing, from learn to row to representing New Zealand in international competitions.

The Club has responsibility to ensure the safety of people during its activities, including:

- The public as users of The Esplanade, the beach and other places that Club members are active;
- Customers and staff of the Seashore Cabaret, situated directly above the boathouse;
- Club members, their families and visitors who are observing or partaking in Club activities.

Activity on the water always brings elements of risk, which the Club mitigates through implementing this plan. Activities on water are regulated by several authorities, including Greater Wellington Regional Council (2018), Maritime New Zealand (2017) and Rowing New Zealand (2016). This plan details how the Club responds to these external requirements through guidance and instructions to members in order that club members understand and meet required standards.

1.1 Fostering a culture of safety at Petone Rowing Club

Petone Rowing Club has a responsibility for the safety of its members and for the development of a culture of safety in all activities associated with rowing. While the primary responsibility for ensuring safe practice within a club lies with the Club officials, everyone involved in rowing has a duty of care to ensure their actions on and off the water are conducted in a manner which does not endanger the safety of themselves or others.

1.2 Purpose of this Plan

As a sporting organisation the Club must have a safety and risk management plan to cover the activities and facilities it runs. In this plan PRC uses the term ‘hazard management’ in preference to ‘risk’ because it sharpens the focus on things members can do to ensure safe operational safety associated with the recreational activities of the Petone Rowing Club.

This Safety and Hazard Management Plan includes safe operating requirements for the Club’s equipment, including safety equipment to support safe operations both on and off the Wellington Harbour.

The Club’s Safety Officer will monitor observance of this plan and will provide a monthly written report to the PRC Committee that details the operation of this plan, also incidences and any breaches to the rules it contains.



2 Roles & responsibilities

Below is detailed the hazard management and safety responsibilities for key roles within the club, linked to relevant sections of Rowing NZ Rowing Water Safety Code, 2016 that will ensure this plan is executed:

2.1 Safety Officer

Rowing NZ Rowing Water Safety Code, 2016:

1. Within their safety policy every rowing association, club, school/university rowing programme shall:
 - 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.

PRC Committee will appoint a Safety Officer who will represent them in all safety matters. With the Club Captain, the Safety Officer has authority to make decisions relating to rowing and training safety. They have the authority to stop crews going on the water or using club equipment if they identify a situation in which club members are likely to be in danger.

The Safety Officer will give guidance to members to encourage understanding and compliance with all safety equipment, and liaise with Wellington Rowing Association (WRA) and other appropriate bodies on serious incidents and the actions taken.

The Safety Officer should hold the Club Captain to account in matters related to safety. She/he will ensure:

- All safety equipment is in good working order
- All members know how to use safety equipment
- All reports of damaged, broken or malfunctioning safety equipment and facilities go to the Club Captain for remedial action
- All incidents are recorded in a register and reported to the PRC Committee including:
 - the nature of the incident
 - who was involved
 - what happened
 - what was done
 - recommendations and actions to prevent similar incidents.

2.2 Club Captain and Vice Club Captain

Work with the Safety Officer to ensure there is coverage at regattas and training events. They will ensure that a Travelling Safety Officer is appointed for each such event (usually this will be the person in charge of the event).



2.3 Coaches

Rowing NZ Rowing Water Safety Code, 2016:

2. Preparation to go rowing:

2.3. Supervision of Crews:

a) 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:

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

PRC complies with this and in addition says that coaches must:

- Be aware of the local Code of Practice (Navigation and Safety Bylaws, Wellington Region (2018))
- At regattas, ascertain the local code of practice and ensure any special rules are understood and followed by their crews
- Be competent in rescue and resuscitation procedures
- Know how to use safety equipment in the coach boat
- Know how to respond to capsize and other accidents; be prepared to assist or rescue any member who is in difficulties, is injured, or may be suffering from hypothermia or exhaustion
- Know who to contact if necessary in the case of such an incident
- Prepare to go on the water:
 - conduct a safety briefing prior to going out on the water.
 - ensure that crews are using safe equipment
 - check weather and water conditions and plan the outing to avoid any danger
 - ensure that each rower is dressed suitable for the anticipated conditions
 - ensure that the coach boat is fully equipped with safety equipment.
- While on the water:
 - watch out for hazards the crews may meet



- draw the attention of the coxswain to hazards
- show consideration for other water users, both in regard to the coaching boat and to the boats being coached.
- attend to coaching coxswains, to support the crew's success, and to ensure safety on the water.

Coaches to Note

- Crews that include children under 18 and inexperienced crew members may not go on the water unsupervised unless the coach has the express verbal or written permission of the Club Captain, Vice Club Captain or Safety Officer.
- Coaches must be over the age of 18 (someone under 18 may assist an approved coach but are not permitted to be coaches of crews).

2.4 Coxswains

All persons steering a boat are responsible for the crew in their charge.

Coxswains must:

- Be able to swim 100 metres in clothing and lifejacket
- Wear a correctly fitting life jacket (conforming to NZS 5823:2001) both in training and in competition
- Be in good health with adequate vision and sound hearing
- Dress suitably for the prevailing conditions
- Be acquainted with the techniques associated with their particular boat
- Be aware of the dangers and symptoms of ill health within their crew, such as hypothermia and heat stress.
- Ensure voice projection and radio communication equipment is appropriate and in working order.
- Ensure that in a bow coxed boats, they are able to push off the bulkhead to exit the boat in the event of a capsize.



2.5 All Club members

Rowing NZ Rowing Water Safety Code, 2016:

2. Preparation to go rowing
 - 2.2. Responsibility to be assigned
 - a) The Stroke is responsible for the rowing crew and is considered the skipper of the skiff.
 - b) The driver of the support vessel is considered the skipper of that vessel

PRC complies with this and in addition says that all rowing members will:

- Be responsible for their own safety
- Satisfy the club administration that they are in good health and be able to demonstrate that they can swim a minimum distance of 100 metres in light clothing
- Be aware of the rules, regulations and safety requirements of Rowing NZ's Rowing New Zealand Safety Guide (2018)
- Maintain the Club rowing equipment in good order and check that it is in a safe condition before and after use
- Ensure that beginners to the sport do not use equipment without prior instruction and do not use boats unsupervised
- Be aware of the rights of other users of the water and extend to them at all times the courtesy they would similarly wish to receive
- Learn and practice capsize and accident drills, and be encouraged to do a basic first aid, lifesaving and resuscitation technique
- Notify their coach of any medical condition that may influence their own safety or that of others when they register with the Club (this information will only be shared with your coach and will otherwise be kept confidential).

3 Onshore safety information

The Club provides amenities to all its members and visitors, including toilets and showers. These facilities are cleaned on a regular basis, with comprehensive cleaning at the regular club days.

As with all other equipment, a semi-annual inspection of these facilities is completed by the club Safety Officer.

Important:

All members are required to report any issues with amenities to either their coach or the safety officer on immediate identification of the issue.

3.1 Bullying & harassment

The Petone Rowing Club has a zero tolerance of bullying or harassment of any kind. If a member is found to be bullying or harassing another club member or member of the public, they will be asked to



leave the Club. If any member of the Club experiences bullying or harassment of any kind, they are to report it to their coach or a club official immediately.

The PRC Rowers Handbook 2020 contains a procedure for addressing bullying and harassment at the Club.

3.2 Petone Rowing Club safety equipment

The Club maintains a range of safety equipment in the clubhouse. This includes stores of safety equipment will go on the water (detailed in Section 6 Training, page 16), including two-way radios and navigation lights and first aid kits. For on show use there is a comprehensive first aid kit located inside the main door, fire extinguishers and hoses..

Safety equipment needs to be maintained regularly. Anybody using the first aid kit should report the usage to the Club Captain or Safety Officer. Equally anybody using lights, radios or other equipment should note flat battery or other maintenance required in the boat log book.

3.3 Accidents and near misses

All accidents at the club, while training or racing, at regattas and camps, minor or major- must be reported in the incident log. This includes near misses. For more information, refer to the Section 11 Incident Registers (page 25). Please also notify the Safety Officer.

3.4 Display of safety information

Rowing NZ Rowing Water Safety Code, 2016:

1. Club Requirements

1.2.1 Ensure the following is developed and prominently displayed in the club building:

- a) detailed address of the rowing club so that this can be given to emergency services
- b) the contact details of the club's Safety Officer
- c) Risk Management Plan (examples are available at www.rowingnz.kiwi)
- d) list of Hazards for both on and off the water

In addition to these requirements PRC provides the following information (located on the gym noticeboard):

- Key club contacts & officials
- List of members certified in first aid
- Incident reporting guidelines
- Visual aids on basic first aid information
- Emergency access and evacuation procedures.



3.5 Other club plant, and club premises

Use of equipment

- Anyone using club equipment must be registered with the Petone Rowing Club or have the express permission of any officer of the club. This ensures the club has their details in the event of an emergency.

Club premises

- The PRC shed must be kept clean and tidy at all times. Ensure all access ways are kept clear, including changing room doorways, gym entrance, main entry door and all exits.
- It is the responsibility of every member to ensure:
 - all equipment must be put away in its correct place after use
 - all rubbish is placed in the bins provided
 - all unclaimed clothing is put in the lost and found.

Gym equipment

- To prevent improper technique causing injury novices and inexperienced rowers should be supervised when using ergs and weights at all times
- Gym equipment should be cleaned after each use. Materials for doing this is available in the gym.

Damage to the club equipment

- All damage must be reported to the Club Captain.



4 Petone Rowing Club waterways

Rowing NZ Rowing Water Safety Code, 2016:

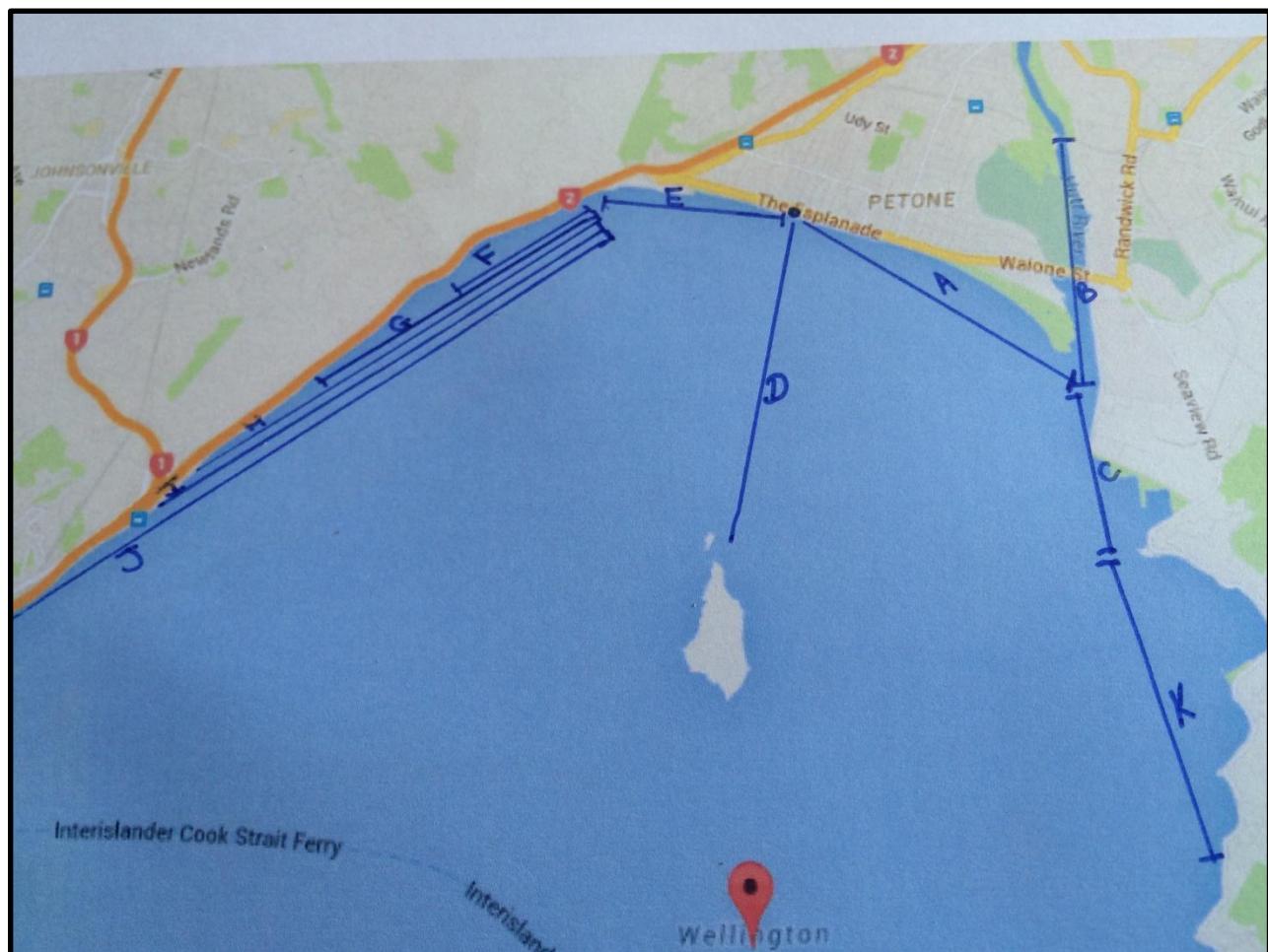
1. Club Requirements

1.2 Ensure the following is developed and prominently displayed in the club building:

- a) c) plan of local waterway showing the navigation rules and traffic plan for the area
- e) list of Hazards for both on and off the water

PRC complies with this. On water training takes place within the areas set out in map and table below.

For more detailed information and guidance, refer to the **PRC On the Water Safety Guide** (under development, 2020):



Remember always, we are not the only users of the harbour. Take care to understand the movements of ferries, other large ships, sailing boats, speedboats, jetskis, other rowing boats, kayaks and swimmers.



Area	Area Name	Distance from Club	Indicative Hazards
A	Petone Wharf to Te Awa Kairangi Hutt River mouth	2.5km	<ul style="list-style-type: none"> ● Swimmers ● Kayakers & small vessels ● Swimming pontoon ● Fishing lines and nets
B	Petone Wharf to Ava Bridge, Te Awa Kairangi Hutt River	4.5km	<ul style="list-style-type: none"> ● Swimmers ● Kayakers & small vessels ● Swimming pontoon ● Fishing lines and nets
C	Petone Wharf to Point Howard Wharf via river mouth) Requires express permission of the Club Captain	4km	<ul style="list-style-type: none"> ● Swimmers ● Kayakers & small vessels ● Swimming pontoon ● Fishing lines and nets ● Large Container ships
D	Clubhouse to Matiu Somes Island Requires express permission of the Club Captain	2.5km	<ul style="list-style-type: none"> ● Swimmers ● Kayakers & small vessels ● Swimming pontoon ● Fishing lines and nets ● Speedboats ● Extreme weather changes
E	Clubhouse to WRA Green Shed at Korokoro	1.5km	<ul style="list-style-type: none"> ● Swimmers ● Kayakers & small vessels ● Extreme weather changes
F	WRA shed to BP station along Hutt Road SH2 (Racing course)	2km	<ul style="list-style-type: none"> ● Rocks along coastline ● Fishing lines and nets ● Speedboats
G	Clubhouse to Ngauranga (turn at WRA) Requires express permission of the Club Captain	6km	<ul style="list-style-type: none"> ● Rocks along coastline ● Fishing lines and nets ● Speedboats
H	Clubhouse to Kaiwharawhara (turn at WRA) Requires express permission of the Club Captain	7km	<ul style="list-style-type: none"> ● Rocks along coastline ● Fishing lines and nets ● Speedboats
I	Clubhouse to ferry terminal (turn at WRA) Requires express permission of the Club Captain	7.5km	<ul style="list-style-type: none"> ● Rocks along coastline ● Fishing lines and nets ● Speedboats ● Interislander ferry
J	Clubhouse to Aotea Container Terminal (turn at WRA) Requires express permission of the Club Captain	9.5km	<ul style="list-style-type: none"> ● Rocks along coastline ● Fishing lines and nets ● Speedboats ● Interislander ferry
K	Clubhouse to Days Bay Requires express permission of the Club Captain	7km	<ul style="list-style-type: none"> ● Swimmers ● Kayakers & small vessels ● Swimming pontoon ● Fishing lines and nets ● Speedboats ● Weather changes



5 Hazard management (risk management)

Petone Rowing Club manages hazards by identifying potential hazards and treating them in one of three ways:

- Isolate them
- Minimise their potential effect
- Eliminate them.

For more detailed information on managing hazards at PRC, refer to Appendix 1 Hazard identification & management plan, page 29.

5.1 Hazard assessments

Hazard assessment will identify potential hazards, manage their impacts and minimize their likelihood of occurring. Hazard assessments are only worthwhile if action is taken on the findings. Hazard assessments are conducted on all PRC activities and locations, including:

- Clubhouse based activities
- On water activities
- Training Camps
- Regattas
- Crew specific activities
- Travel to and from regattas/training camps.

A hazard assessment identifies and records:

- What hazards exist
- What can be done to minimize, isolate or eliminate the hazard
- The likelihood of the hazard causing harm
- The severity of possible consequences
- Existing actions that prevent incidents
- What can be done to prevent incidents and thus reduce the level of risk.

Identified hazards are sorted and actions identified to mitigate it using the following table. Any hazard that is rated medium, high or very high requires intervention.


Hazard Rating Matrix - Based on the British Rowing matrix

Likelihood of harm	Severity of Harm		
	Slight Harm <i>Cuts, abrasion - treatment , superficial equipment damage</i>	Moderate Harm <i>Medical treatment required, slight equipment damage</i>	Extreme Harm <i>Serious Injury, major equipment damage</i>
Very unlikely <i>It would be a remote chance of individuals being exposed to the identified hazards</i>	Very Low risk <i>Acceptable risk</i>	Low Risk <i>Risk to be reduced if reasonably practicable to do so</i>	Low Risk <i>Risk to be reduced if reasonably practicable to do so</i>
Unlikely <i>It is possible that individuals could be exposed to the hazards</i>	Low Risk <i>Risk to be reduced if reasonably practicable to do so</i>	Medium Risk <i>Risk to be reduced if reasonably practicable to do so</i>	Medium Risk <i>Risk to be reduced if reasonably practicable to do so</i>
Likely <i>It is probable that individuals will be exposed to the identified hazards</i>	Medium Risk <i>Risk to be reduced if reasonably practicable to do so</i>	Medium Risk <i>Risk to be reduced if reasonably practicable to do so</i>	High Risk <i>Risk to be reduced if reasonably practicable to do so</i>
Very Likely <i>There would be frequent opportunities that individuals will be exposed to the identified risks</i>	Medium Risk <i>Risk to be reduced if reasonably practicable to do so</i>	High Risk <i>Risk to be reduced if reasonably practicable to do so</i>	Very High Risk <i>Unacceptable risk</i>



6 Training

Rowing NZ Rowing Water Safety Code, 2016:

2. Preparation to go Rowing

2.1. Type of Rowing

- a) Supported – skiffs which are accompanied by a support vessel and remain under their supervision (all boats remain within 500m of each other).
- b) 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.
- c) 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

- a) The Stroke is responsible for the rowing crew and is considered the skipper of the skiff.
- b) The driver of the support vessel is considered the skipper of that vessel

2.3. Supervision of Crews

- a) 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)

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. 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, summarized below.

Note: training when lights are required is dangerous and should be avoided if at all possible.

Rowing Skiffs

Solid white on bow and a torch on board (to warn craft in sufficient time to avoid collision)



Petone Rowing Club is compliant with the Rowing NZ requirements, following these rules:



6.1 Types of rowing

Rowing NZ Rowing Water Safety Code section 2.1 identifies three types of rowing (i.e. levels of supervision):

1. Supported rowing. Skiffs are accompanied by a support vessel (coach boat) and remain under supervision and within 500 m of each other. PRC requires:
 - Supported crews stay within hailing distance of the supporting coach boat. If it may occur that they are beyond hailing distance, then each crewmember should carry a PFD.
 - Learn to Row, novice or inexperienced crews should be supported or observed at all times
2. Observed rowing. In sheltered waters skiffs may be on the water without a coach boat, provided they stay within 200 m of shore and are under observation from shore by an individual who is able to summon additional help if required. PRC requires:
 - Learn to Row, novice or inexperienced crews should be supported at all times
 - Observed crews should stay between the Petone Wharf and the end of Cuba Street (the two oar sculptures on the beach), and stay within 200 m of shore.
3. Unsupported rowing. Skiffs not accompanied by a support vessel who may row further afield. PRC requires:
 - Each crew member must be over 18 years old unless they have express, written permission from parent or guardian
 - A rower's competence to row unsupported is validated by the Club Captain. Generally an unsupported rower should
 - i. have three or more years of rowing experience that includes at least one season rowing on Whanganui-a-Tara Wellington Harbour
 - ii. have completed a capsize and rescue drill and are competent to self rescue or swim a boat to shore in the event of capsize
 - Unsupported skiffs should stay within 200 m of shore
 - Each rower must carry a PFD
 - pairs and singles must be crewed entirely by experienced rowers
 - Larger boats must have at least 50% of the crew experienced rowers
 - The Club Captain must be notified on each occasion when an unsupported rower goes out, and when they return.

6.2 Supervision of rowing

Rowing NZ Rowing Water Safety Code section 2.3 (see above) gives guidelines on the number of crews that may be supervised by each coach boat, depending upon a number of factors. Petone Rowing Club follows the recommendation that each coach boat shall supervise no more than three crews.



Because the rowing water at Petone is extensive, and practice it is difficult for the coach boat to remain within 500 m of all the boats it is supervising. This becomes complicated when there are more than three boats on the water because it becomes harder to determine which are the ‘supported’ boats and which are rowing ‘unsupported’.

For this reason Petone Rowing Club requires that all crew members in all boats on the water carry a PFD at all times. Rowers should view their PFD as a regular part of their equipment for going on the water. There may be exceptions to this rule, as approved by the Club Captain on a case-by-case basis.

6.3 Training during darkness

Rowing at night brings new risks when on the water; the Club Captain should be advised under all circumstances.

RNZ Rowing Water Safety Code 2016 Section 3.4 specifies that crews using the water from 30 minutes after sunset to 30 minutes before sunrise must carry appropriate lighting and a PFD for each rower.

In addition, PRC specifies:

1. One group of rowers is allowed on the water at any one time. This means all boats depart and return at the same time.
2. The supervisor/coach will meet with all rowers and plan for the outing that will minimise potentials for boats to crash into each other, and enable crew have a better idea of how many boats are on the water, and where they are likely to be.
3. The Club Captain must be advised prior to departure and on return.

Note: As sunset progresses into evening, the gathering darkness makes for greater risk than rowing in the dawn. Greater caution is needed for evening rowing.

6.4 Avoiding collisions

When approaching another boat, both boat should move to the right, i.e. to the right in the direction of travel of your boat, the coxswain’s right, to starboard. When passing another boat it is the passing boat’s responsibility to keep clear.

Rowing boats must give way to sailing boats and swimmers. In all situations, PRC boats must be prepared to stop or take evasive action to avoid collisions.

6.5 Weather conditions

Training should only take place only when the weather conditions are suitable. Coaches and rowers should familiarise themselves with the weather and conditions that you could encounter on the Wellington Harbour. Before going on the water, coaches and rowers must check the weather forecast and note weather conditions when they fill in the log book.

While it is the coach’s responsibility to ensure that the weather is suitable for rowing however the Club Captain and Safety Officer individually can stop any crew from going on the water to train.



6.6 Capsize

In the event of a boat capsize, bear these points in mind during the rescue and recovery:

- ALL crew members are to stay with the boat – the boat will stay afloat so the crew should hold onto the boat for flotation support
- The supervising coach will coordinate the rescue, which may involve recovering the boat on the water, or moving towards shore
- A boat rowing unsupported will either self rescue, rescue with the assistance of a nearby skiff, or the crew will swim the boat to shore. Again, the rower must stay with the boat. This is one of the reasons for unsupported rowers to stay within 200 m of shore.
- The wellbeing of the crew is most important – if necessary, coaches are to rescue the crew and return them to shore before recovering the boat.
- Upon returning to the boat shed, it is a priority that the crew have a shower and get into dry clothes as soon as possible. The boat can be washed and racked as a second priority.
- It is important for the coach to debrief with the crew after the event, to identify and embed the things rowers have learned about managing the situation.

All rowers will undertake a capsize drill as part of a crew, in their first year of rowing.

7 Coaching boats

Coach boats are not pleasure craft, and must be used for the purpose they are intended:

- For safety, ensure rowers can be helped should they encounter difficulty on the water
- To enable coaches to coach on the water.

The presence of a coaching boat provides a more robust level of safety protection to a crew than a coach on a bicycle or on the foreshore. It requires competent boat driving, consideration of the safety of those on board the coaching craft and the effect of the coaching craft's activities on other water users.

Coach boat rules include:

- Fuel tanks are checked regularly by the Club Captain (or designate) to ensure there is sufficient fuel before a coaching session.
- The Club Captain ensures there is enough fuel in the club house for the coach boats
- Any damage to or malfunction of a coach boat is reported to Club Captain and also noted on the white board or boat log book at the front door of the club.
- The driver of the boat must ensure that the boat is sufficiently fuelled for that session.

7.1 Coaching boat drivers

Rowing NZ Rowing Water Safety Code, 2016:

1. Club Requirements



- 1.8. Ensure coaches and support vessel drivers complete the Coastguard 'Club Safety Boat Operator' course within their first season

PRC complies with this and in addition has the following requirements for those driving coach boats. They must be registered with the club to ensure that they:

- Have had supervised tuition on engine-powered boats before taking any passengers. Driving without previous tuition puts the driver, any passengers and other water users at risk.
 - In the absence of formal tuition, PRC will ensure that an experienced driver goes out with a new driver until s/he has shown that s/he is fully in control of the launch.
- Are aged 18 or over, unless with express permission of Club Captain
- Know how to use the radio or other communication device
- Understand that they have full responsibility for the boat, the equipment associated with the boat and its operation, including:
 - Recording in the Boat Log the driver, time out, location and time returned
 - Checking there is sufficient fuel.
 - Completing a check that all safety equipment is in full operating condition before taking charge of the boat.
 - Reporting to the Safety Officer any deficiencies, failures or breakages to his boat or the associated equipment.
 - Washing down the boat and its engine when returning it to the boat shed.
- Are familiar with how the engine works, can do running repairs and simple replacements.

7.2 Coaching boat equipment

Rowing NZ Rowing Water Safety Code, 2016:

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:

 - a) bailer, and for inflatable rubber dinghies, a suitable pump and a spare inflation valve
 - b) sound signalling warning device
 - c) grab line or 'throw bag'
 - d) sufficient approved floatation belts for the largest skiff being supervised (8 max)
 - e) basic first aid kit including a survival blanket



- f) sharp knife in carrying sheath
- g) paddle
- h) engine cut-out lanyard device which should be worn at all times
- i) fire extinguisher
- j) when operating more than 500m from the shore a flare should also be carried

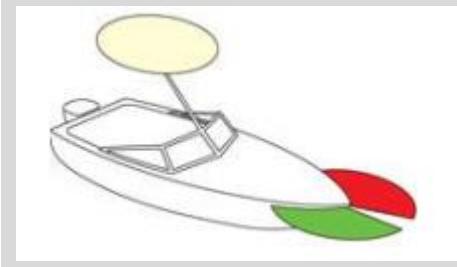
3.4. Light Requirements

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, summarized below.

Note: training when lights are required is dangerous and should be avoided if at all possible.

Support Vessel under

Solid white 360° (which is above the height of craft) and red port and green starboard



PRC complies with this.

7.3 Coaching boat maintenance

While there are no Rowing NZ compliance requirements for maintenance of the coaching boats, maintenance of the boat and its engine is vital since the possible consequences of failure are great. Petone Rowing Club ensures every coaching boat undergoes a full maintenance inspection where all defects are repaired prior to the start of the new rowing season.

7.4 Rowing equipment

Rowing NZ Rowing Water Safety Code, 2016:

2. Preparation to go rowing

2.4 Checks to complete

- e) 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

In addition to complying with Rowing NZ standards, the Petone Rowing Club also ensures:

- As far as is practical, storage of boats and equipment in the clubhouse is designed to minimise the possibility of damage to persons or equipment on removal and return
- All boats and oars are washed down after each row to remove salt water and dirt.



- All boats allow all crew members to disembark easily in the event of an emergency
- Bow coxed boats provide:
 - an opening for the coxswain at least 700mm long and be as wide as the boat for at least 500mm
 - interior surfaces that are smooth and without any projections that would hinder easy and rapid egress
 - a fixed bulkhead at a suitable distance from the backrest to suit the coxswain's height so that they can push themselves clear of the cockpit easily
 - a steering mechanism that does not hinder egress from the cockpit.
- Where boats are fitted with shoes with:
 - an effective release mechanism is in place to ensure that the heels are released immediately a strain is put upon them consequent to accident or injury involving boat or person
 - heel restraint cords/straps that are correctly adjusted
 - rowers who have been instructed in the technique of release in the event of a capsize.
- Before skiff is used, crew members check it confirm it is in a safe condition and that its moving parts are in working order, this includes checks :
 - for leaks
 - buoyancy compartments, seals and ventilation bungs
 - outriggers, swivels, seats and stretchers for security
 - heel release mechanisms are effective, i.e., quick release devices and heel restraints
 - rudder lines, steering mechanism, rudder and fin to ensure that everything is secure and in good working order
 - oars and sculls for damage and ensure that "buttons" are securely and properly set.
 - the bow ball complies with the regulations (RNZ Rules for Racing 2019, Rule 27 Bow Balls).

Rule 27 - Bow Balls

1. The bows of all boats used for a regatta shall be properly protected with a solid white ball, of not less than 40mm diameter, firmly attached to the bow.
2. It shall not significantly deflect if a side force is applied.
3. If the protection is an integral part of the boat it shall afford equivalent protection and visibility.
4. Where a bolt is used to attach a bow ball the bolt should not protrude from the nut and when affixed the bolt and nut together should be of a shorter length than the diameter of the bow ball itself (RNZ Rules for Racing 2019, Rule 27 Bow Balls)



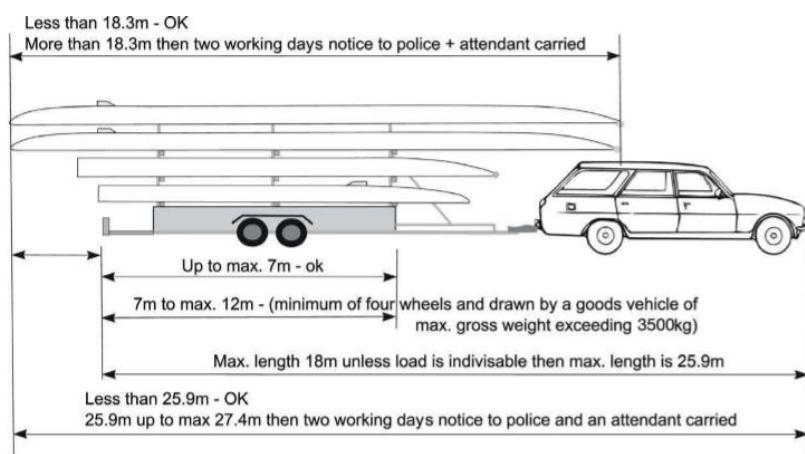
8 Trailers and towing

When traveling to and from training camps and regattas, PRC will transport boats on approved PRC trailers. All PRC trailers are regularly maintained and are certified roadworthy.

8.1 Trailer loading

Boat trailer loading is always supervised by a person that has been approved by the Club Captain. That supervisor will have full responsibility for the load. They must check that all boats, riggers and seats are loaded along with the necessary number of oars, sculls dumps, lifejackets etc. The load always has **safety ropes put on and flags attached** on the boats at the rear of the trailer. The trailer must have a driver and a spotter when being towed with a load on it.

8.2 Typical boat loading guidelines



8.3 Trailer drivers

All persons towing a Petone Rowing Club trailer require a full driver's license and have been approved by the Club Captain. Drivers must take due care, and be especially careful not to drive while tired.



9 Training camps

When rowing beyond the Petone clubrooms for training camps the rules governing on water training apply. In addition, the following considerations should be followed:

Each training camp using club equipment must have one person appointed as the Organiser/manager and Safety Officer. This person will:

- hold a briefing at the beginning of the camp outlining safety issues and the rules and hazards of the waterway being used. (e.g. currents and tides, right of way, speeds, training areas, position on river and training times)
- report all incidents of damage to boats or rowers to the Club Captain at the end of each camp. In the case of major incidents, the Club Captain should be notified immediately.
- ensure that at the beginning of the camp there is a fully stocked first aid kit available
- ensure all coaches have emergency contact details for all camp attendees
- ensure people driving attendees to the camp hold a full drivers license
- ensure rowers under 18 years of age must have permission including any relevant medical information from a parent/guardian prior to the camp
- ensure that for those under the age of 18, there must be a parent helper/child ratio of 1 adult to 5 attendees under the age of 18.

10 Regattas

Club crews attending regattas mostly involves travelling away from Petone home waters. These points are important to note when travelling to and attending regattas.

- Follow the rules and conditions of racing for the body running the regatta
- The Club Captain/Travelling Safety Officer or delegate must attend the safety briefing before the regatta, then share relevant information with the club members racing
- The Club Captain/ Travelling Safety Officer or delegate is in charge of all club activities at the regatta, . That includes boat allocation and safety
- Unless the Club Captain agrees otherwise the boat allocated to a crew for the race entry is to be used along with the allocated oars and safety equipment, such as life jackets and coxswain's devices.
- Coaches should review the entries they have made based on conditions at the time of the race and if need be advise the Club Captain of any requested changes based on those conditions. Do not race if conditions are unsuitable for the experience of the crew
- The person driving the boat trailer must be aware of the vehicle trailer access routes.



11 Incident registers: boat logs & reporting

11.1 Incident reporting

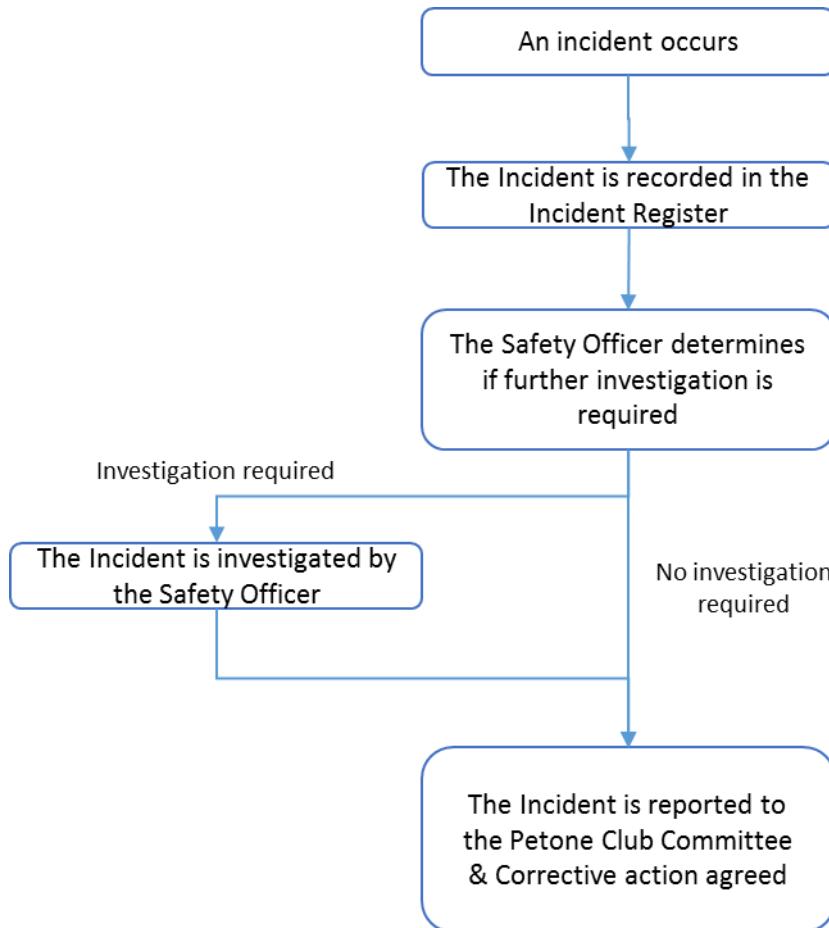
All incidents and situations of danger must be reported. The process for reporting an incident is detailed below. All coaches are to make members aware of this incident reporting process and stress the importance of the information is about “what happened”- not about “who did it”. The incident register is to provide an accurate account of the accident, and formulate actions to avoid repetition of the incidents, or minimise their impact and potential risk where possible.

11.3 Types of incidents to be reported

- Capsize or falling out of the boat through inexperience, collision with another rowing boat, collision with an object, equipment or boat failure
- Collision through contact with objects moving or static, navigation issues, poor visibility or lighting
- Swamping through rough water, collisions, power boat wash
- Health related issues requiring first aid such as heat stress, hypothermia, pollution (infections in cut etc)
- Equipment failure of any kind
- Injury caused by land training such as weight training, running, ergs
- Behaviour issues such as violence, harassment, bullying.
- Trailer towing issues, failure of equipment, boats falling, driver issues, any issue where the safety of the general public is compromised.



11.4 Incident reporting process



11.5 Information required when reporting an incident

The following information is required when an incident is reported:

- **Incident number** - each incident is given a unique identifying number
- **Incident date and time**
- **Name of person reporting incident.** Who is reporting the incident, contact person for this incident
- **Incident details.** Describe what took place in sufficient detail that the incident could be understood by others..
- **Boat(s).** If it involves club or other boats, provide details of the boats involved
- **Crews.** Name the crew of the boat/s involved. Note, this is the crew rather than individuals as this is about the incident rather than the people.
- **Cause of incident.** Describe how this incident came to happen.
- **Weather conditions.** Describe the weather conditions at the time of the incident
- **Impacts .** Describe the impact of the event, on crews, other people, boats and equipment involved. boats



- **Immediate actions taken.** What immediate actions were taken at the time of the incident to mitigate its effects? If first aid, names the person administering it.
- **Positive actions taken.** Describe the positive things individuals did to help mitigate and resolve the incident .
- **Lessons learned.** What might the participants in the incident learn from this event? What might Petone Rowing Club learn from the incident?
- **Additional actions required. Describe:**
 - Who is responsible for follow up actions (action owner)
 - What actions are required to resolve the incident and to avoid repetition of a similar incident?
 - Date the actions are completed
- **Approved by the Safety Officer.** The date the actions were completed and the incident was closed and approved by the Safety Officer

11.6 Boat log

All Petone boats have their asset number (name) recorded clearly on them. This is used to identify all aspects that relate to that specific craft including costs and maintenance history.

Petone Rowing Club will keep a record of each boat maintenance history. The Club Captain is responsible for all maintenance and ensuring any boat that is to be used for any event is in full working condition. The maintenance record will include recording and documenting annual inspection and testing of each boat.

Each time a boat (including a coach boat) is taken on the water, the person in charge will record this in the Boat Log. This record is vital to ensure all crews have returned, and to quickly search for and help a boat should one get into trouble. The boat log will provide for the following information:

- Date
- Crew name e.g. Club, Masters, Novices etc
- Name of person completing the log
- Name of boat
- Time training started (i.e. boat departure time)
- Planned training area as described above
- Actual return time – i.e. when the boat comes off the water
- In addition all accidents, damage, etc. must be recorded in the log.



12 Safety auditing

To fulfil their duty of care, the club must regularly conduct a safety audit to ensure that it is meeting their obligations.

On completion of this audit, a report will be submitted to the PRC Committee. Any actions required will be logged in the incident register until completion.

The purpose of the audit is to highlight areas of improvement, and to highlight areas of good practice and to develop a safer club.

13 References

Greater Wellington Regional Council. (2018). *Navigation and Safety Bylaws Wellington region*. Wellington NZ. Retrieved from <http://www.gw.govt.nz/navigation-and-safety/>

Maritime New Zealand. (2017). Safer Boating Guide, 13. Retrieved from <https://watersafety.org.nz/Community-Resources/Safer-Boating-Code>

Rowing New Zealand. (2016). *Rowing New Zealand Safety Code 2016*. Rowing NZ. Retrieved from https://www.rowingnz.kiwi/Attachment?Action=Download&Attachment_id=352

New Zealand Rowing Association. (2019). *Rules of Racing 2019*. Retrieved from https://www.rowingnz.kiwi/Attachment?Action=Download&Attachment_id=860



Appendix 1

Hazard identification & management plan

The following tables indicate the hazards identified at the Petone Rowing Club. This is not a complete list, and is updated and reviewed on a quarterly basis.

Water Based Hazards						
Hazard	Consequence rating	Likelihood	Risk Rating	Treatments		
				Minimise	Isolate	Eliminate
Swimmers and kayakers and other rowers sharing the Petone foreshore for training Other vessels causing wake and putting crews in danger Floating objects such as driftwood, debris, buoys, fishing lines Fixed objects such as the swimming pontoon along the foreshore	Extreme	Likely	High	<p>One member of the crew (in a coxed boat this is always the coxswain) is in charge of the crew on the water and makes all calls – generally in other boats it is either the stoke, bow seat, or most experienced rower in the crew.</p> <p>This person is responsible for spotting areas of concern</p>		
Variable weather conditions and poor visibility	Moderate	Very likely	High	<p>Check weather conditions prior to going out, and constantly while on the water</p>		Stay ashore
Capsizing/ swamping of rowing crews	Moderate	Very Unlikely	High	<p>Crews STAY WITH THE BOAT</p> <p>No person under the age of 18 /or inexperienced rower ventures on the water unaccompanied.</p>		



Extreme sun strength	Moderate	Likely	Medium	<p>Coaches remind crews of the importance of the use of hats and sunscreen in sunny and bright, cloudy conditions.</p> <p>Athletes responsible for their own skin as they know their skin types and their own needs.</p>		
Incorrect clothing being worn by athletes causing hypothermia or overheating	Slight	Likely	Medium	<p>Coaches inform athletes when inappropriate clothing is worn</p> <p>Athletes have a change of clothing at hand when they come to training should they fall out or there is a change in weather</p> <p>The club has thermal blankets should the need arise to use them</p>		
Boat propellers injuring capsized crews	Extreme	Very Unlikely	Medium	<p>All people driving the coaching boats receive some form of training in driving the coaching boats</p> <p>All coaching boat drivers are to where the kill cord should an emergency happen</p>		
Inexperienced athletes' poor technique leading to minor injury and niggles	Slight	Unlikely	Low	New members unknown to the club or other club members are assessed by the LTR coaches prior to them joining a club crew – unless the crew member is approved by either the Club Captain or Vice Club Captain.		
Overconfidence of rowers- thinking they are more capable than they are	Slight	Unlikely	Low			



Land Based Hazards						
Hazard	Consequence rating	Likelihood	Risk Rating	Treatments		
				Minimise	Isolate	Eliminate
Boats falling/ of trailers /damage to boats on the way to a regatta	Extreme	Likely	High	<p>Boat loading is supervised by either the Club Captain or Vice Club Captain, and can only be removed from the club with their express permission.</p> <p>Only drivers approved by the Club Captain or Vice Club Captain are allowed to tow boats.</p>		
Injury to people and damage to boats due to crowded racks and coach boats in the shed	Extreme	Likely	High			<p>All boats and equipment are returned to the correct place post training/regattas</p> <p>All additional "non boat" items are returned to a separate storage area</p>
Broken glass on the beach causing injury	Slight	Very Likely	Medium	<p>Athlete finding the broken glass is to pick it up – or remove the offending item</p>	<p>Large areas of broken glass are blocked off until the glass is removed</p>	
Medical emergencies such as asthma attacks, shock, hypothermia	Moderate	Unlikely	Medium	<p>All athletes with a medical condition such as asthma, or diabetes are required to notify the club, along with their treatment requirements.</p> <p>All athletes are required to carry their own medication, and inform coaches of this medication and its use should the need arise</p>	<p>The Club has a list of certified first aiders should the need arise.</p> <p>The Club has a list of emergency phone numbers, and all club members are advised to call if required.</p> <p>A defibrillator is situated on the sea side of the building immediately east of the shed.</p>	



Incorrect use of tools causing boat damage	Moderate	Unlikely	Medium	Oversight by coaches when maintenance of boats are in play. Learn to row members are instructed on basic boat maintenance		
Pedestrians walking by, potentially being hit by boats coming out of the sheds, harming not only the boat, but the pedestrians	Slight	Very Likely	Medium	One member of the crew/coxswain takes responsibility for ensuring that pedestrians are watched out for when leaving the boats. Put road cones out to caution cyclists and pedestrians		
Leaving the doors open while there is no one in the club, causing loss of property, or loss of or damage to the equipment	Slight	Very Likely	Medium	When all crews are on the water, all doors are to be shut, with the road door to be locked		
Rubbish and excess "stuff" lying all over the gym and club house causing a tripping hazard	Slight	Very Likely	Medium	Coaches and members ensure everything is put away post training Athletes all have a responsibility to take their "stuff home" at the end of a session Regular club clean ups		
Wet floors in the training room that members can slip on	Slight	Likely	Medium	All athletes are responsible for treating the clubhouse clean and tidy – if taps are leaking let the coaches/safety officer know	If spillage/flooding identified, athletes are to let a senior member of the club know immediately	All spillages are cleaned up immediately
Incorrect carrying of boats causing injury	Slight	Likely	Medium	Learn to row programme incorporates boat carrying in the training programme All coaches /coxswains who notice incorrect boat carrying have the right to call this out immediately		

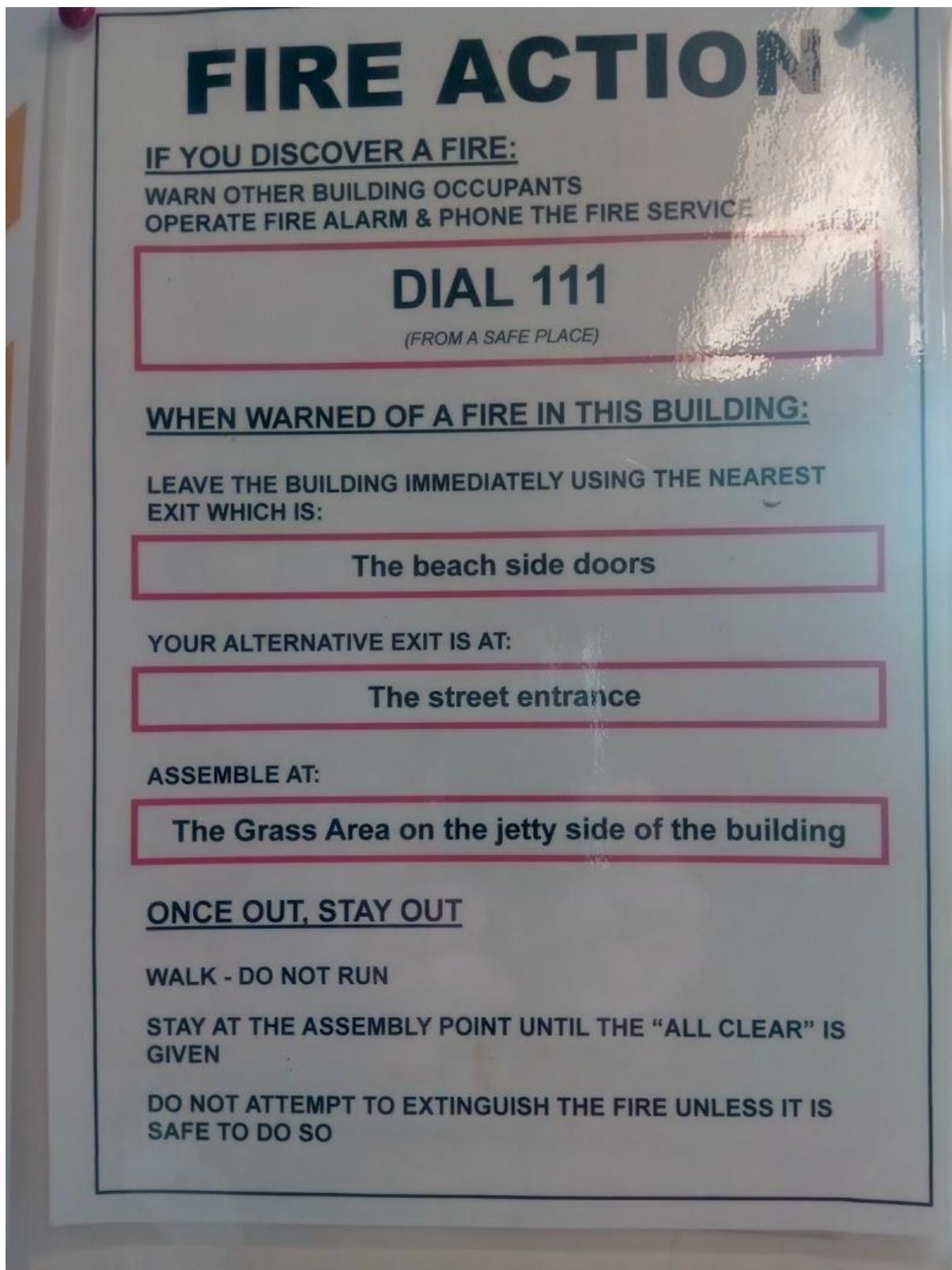


Absence of hygiene causing illness or medical conditions such as athletes foot	Slight	Unlikely	Low	<p>All athletes are required to care for their own personal hygiene.</p> <p>All gym equipment is wiped down after use</p> <p>Antibacterial wipes are available at all times to clean equipment within the boat shed</p> <p>Athletes are recommended to use their own sock in the boat shoes</p> <p>Regular changing room cleaning is undertaken.</p>		
Incorrect use of gym equipment causing injury	Moderate	Very Unlikely	Low	<p>All coaches instruct the athletes on the correct use of the equipment</p> <p>No weights training is undertaken without another member of the club overseeing the training, or spotting to session</p>		
Falling objects from the boat racks causing damage to the boats	Moderate	Very Unlikely	Low	Crews are mindful when putting the boats away and ensure unsecure equipment is secured or removed from the boat		
Sand build up in front of the boat shed	Moderate	Very Unlikely	Low	Sand is regularly cleared from the front of the boat shed		
Fire	Moderate	Unlikely	Medium	Evacuation instructions displayed, my extinguishers and hoses available		
Earthquake/tsunami	Moderate	Unlikely	Medium	Evacuation instructions displayed		
Covid 19/ pandemic	Moderate	Unlikely	Medium	See Covid 19 plan containing steps to minimise risk at different Alert Levels.		





Appendix 2 Emergency procedures





Appendix 3 Covid 19 plan

WORKSAFE
Mahi Haumaru Aotearoa

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: [worksafe.govt.nz](https://www.worksafe.govt.nz)

You **don't** need to send this plan to WorkSafe for review or comment.

TEMPLATE

Company details

Business name: Petone Rowing Club	Manager approval:	Worker representative consultation:
Division/group: Sports Club		
Date completed: 13 /05 /2020	Name of manager:	Name of worker representative:
Date distributed: 13 /05 /2020	John Hitchcock, President	
Revision date: 27 /20 /2020		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>What will be done to manage risks from restarting business after lock-down?</p> <p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i></p> <p>Develop protocols for personal, building and equipment hygiene; contact tracing, following physical distancing and maximum number guidelines.</p> <p>Staged approach to restart:</p> <ul style="list-style-type: none"> Communicate with members via Facebook page as the process unfolds. Tidy, clean and set up premises ready for action. Regular cleaning protocols, document Masters squad to start with, to work with the protocols, identify issues and iron out bugs. Ensure every athlete and coach is introduced to safety protocols prior to attending training at the club. Maintain appropriately physical spacing in the gym, and in the boathouse while getting boats on the water. Communicate with and ensure safety of the public outside the boathouse through posters describing what we are doing, ensuring all members understand the need to 	Engineering supervisor Committee
<p>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</p> <p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <p><i>Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</i></p> <p>Regular review of protocols and guidelines according to Ministry of Health and Rowing New Zealand guidelines</p> <p>Face-to-face training session for each member, and sign off sheet to acknowledge completion of training, kept on club records.</p> <p>No person may use the club facilities without following all the Covid 19 safety protocols</p>	Administrator



COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you gather information on the wellness of your staff to ensure that they are safe to work?	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work we will ask each worker basic questions about their physical and mental health.</i></p> <p>The contactless check in contact tracing process includes questions about health and symptoms as they check in. Communication and posters around the clubhouse about ensuring that individual does not attend if they have any symptoms. Request members who are feeling unwell to stay at home.</p>	<i>Team leaders</i>
How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <p><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <p>Contact tracing check in is recommended or required depending on Alert Level rules. Personal, building and equipment cleaning required at all times. Managing numbers and/or spacing equipment in the gym if required. Complying with maximum numbers as specified by the government rules.</p>	<i>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i>
How will you manage an exposure or suspected exposure to COVID-19?	<p>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <p>The person will be sent home immediately. Inform NZ Covid Tracer Thorough clean down and sanitation of the building</p>	<i>Site manager</i>



COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you evaluate whether your work processes or risk controls are effective?	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p>	Team leaders
How do these changes impact on the risks of the work that you do?	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <p>Minimally. The Club will abide by the rules on place for the current Alert Level, including being closed through Level 4 and 3.</p>	Team leaders

Notes: