

RISK MANAGEMENT PLAN

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OUTLINE

This Plan documents the general, minimum standards that must be met at each Event - it can be adapted to the specifics of each Event as necessary

AIMS

This Plan is intended to ensure that Events are run safely, and do not lead to:

- Injury to Participants or Organisers
- Injury or nuisance to the general public
- Damage to property

DUTY OF CARE

Clubs and their volunteer officials have a duty of care to those who participate in events organised by them. In exercising this duty of care, the law requires those responsible to take reasonable steps to reduce the likelihood of injury to participants, and damage to property, as a result of risks which are reasonably foreseeable

GOVERNMENT PERMITS

All relevant local and state government permits must be obtained before the Event

ENTRY DOCUMENTS

All Participants must sign an Entry Form before the Event

INSURANCE

All Participants must have current third party/public liability insurance acceptable to the Organisers. Membership of an association affiliated with AWA includes this insurance

EVENT BRIEFING

A briefing must be conducted immediately before the Event (or, if necessary, before each Race), informing Participants about all relevant matters, including:

- The Event format
- The sign on & sign off system as a vital safety precaution – in particular, the need to sign off as soon as they finish, or cease their participation in, the Event/Race
- The need for all Participants to ensure that safety takes priority over competition at all times
- Any significant local hazards, both on and off the water

SIGN ON & SIGN OFF

The Organisers must use a reliable sign on & sign off system that allows them at any time to identify quickly which Participants have signed on and/or signed off for the Event or Race. In particular:

- All Participants must carry a number on their sail
- A sheet must be kept recording the name and sail number of each Participant, with copies made as necessary
- For each Race, the sheet must record for each participant that they have:
 - completed each leg, if the Organisers consider this necessary (eg. in the case of a Race with long legs)
 - finished the Race, or otherwise returned to shore and ceased their participation
- The Event Director and rescue boats should not leave the event area until all participants have been signed off for the current race

LIFE JACKETS

All Participants and Organisers must wear a PFD whenever required to do so by law during the Event

However, Organisers should be aware that Participants in a wavesailing event may refuse to wear a PFD as doing so can increase – not reduce - the risk of injury or death

MEET OTHER LEGAL REQUIREMENTS

The Event must be conducted so as to comply with all relevant laws, including rules on:

- Speed limits
- No windsurfing zones

RESCUE BOATS ETC

The Organisers must decide in advance the number and type of rescue boats required in order to run the Event safely, given factors such as:

- nature, format and location of the Event
- number and skill level of Participants
- distance that Participants will travel from shore
- likely water and weather conditions

Rescue boats must have:

- Radio communication with the Event Director
- Mobile telephone (if possible, given network coverage)
- First aid kit
- Ropes
- At least one crew member experienced with windsurfing

TELECOMMUNICATIONS

The Organisers must have:

- Mobile phones and a list of phone numbers for ambulance, local medical doctor, nearest hospital with emergency facilities, water police, coast guard services, and any other resources considered appropriate by the Event Director
- Radio communication with each rescue boat

MEDICAL

The Organisers must decide on a suitable level of medical emergency support for the Event, including resources such as:

- A medical doctor and/or qualified first aid officer on the beach
- Rescue boat crews with first aid qualifications

ADVERSE WEATHER CONDITIONS

The available weather forecasts must be monitored:

- on the day, and during the hours, before the Event; and
- during the Event

If the Organisers perceive:

- a real risk of severe weather conditions
- that pose an unacceptable risk to Participants' safety

they should cancel or postpone the Event, or abandon it if racing has commenced

If a race is abandoned:

- The decision to abandon should be taken as early as possible, to allow Participants to return to safety before the weather deteriorates
- Additional care must be taken to ensure that Participants sign off as soon as possible
- If the crew considers it safe to do so, each rescue boat should make all reasonable efforts to help any Participant needing assistance to return to shore safely
- If a group of Participants need assistance, rescue crews may decide that the safest strategy is to tether their boards together (and, if possible, to an anchored mark). Then they can direct those Participants to either:
 - stay with their equipment, in which case the crew records their names; or
 - board the rescue boat and abandon their equipment, in which case each Participant should connect their harness securely to their equipment in order to show that they have been accounted for
- Once it is safe to do so, the rescue boats can retrieve any abandoned equipment

MISSING PARTICIPANTS

If a Participant has not signed off within a reasonable time after the commencement of a Race (eg. a substantial period after most competitors have completed the Race), the Event Director must initiate a procedure to locate them and ensure their safety.

Appropriate steps include (not necessarily in this order):

- Ask Organisers and Participants if they know missing Participant's whereabouts, or where they last saw them
- Alert rescue boat crews
- Search beach and rigging area for Participant or their equipment
- Search car park for their vehicle
- Use PA system or megaphone if available
- Call Participant's phone number recorded on Entry Form
- Call Participant's emergency contact recorded on Entry Form
- Organise on-water search by rescue boats, taking into account wind and water conditions
- Organise assistance from water police, coast guard and/or similar agencies

DEFINITIONS

AWA	Australian Windsurfing Association Inc
Entry Form	Document substantially in the attached form

Event	Windsurfing on-water activity managed or co-managed by XXXX, whether or not it involves competition
Event Director	Person appointed as primary decision-maker for the day(s) of the Event
Organisers	XXXXXXXXXXXXX involved in the management or running of the Event
Participants	All people who have signed an entry Form for the Event, and whose involvement in the Event is accepted by the Organisers
PFD	Personal flotation device that complies with the relevant laws
Race	Each race, competition, or other segment, where the Event has more than one on-water segment