



**Perth Pirates Dragon Boat Club**  
**EVENT SAFETY RISK ASSESSMENT AND**  
**EVENT MANAGEMENT PLAN**

**EVENT:**

**CLAISEBROOK CHALLENGE**  
**SUPPORTING TELETHON**

**11<sup>th</sup> October 2020**



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# EVENT SAFETY AND PLANNING

## 1. Purpose

The purpose of this Plan is to establish and maintain an effective health and safety management system for boating events conducted by the Perth Pirates Dragon Boat Club (PPDBC) of 50 Clarkson Road, Maylands.

The Plan will assist PPDBC in meeting its obligations in accordance with work health and safety legislation.

## 2. Statement of Commitment

PPDBC is committed to providing a safe event that enables all participants to complete activities in a safe environment.

PPDBC will take all reasonably practicable measures to eliminate or minimize risks to health, safety and welfare of club members, volunteers, participants and anyone else who may be affected by our event.

PPDBC is committed to ensuring we comply with the Occupational Safety and Health Act 1984. We will also comply with any other relevant legislation, applicable Code of Practice and Australian Standards as far as possible.

## 3. Relevant Approvals

### *Council*

PPDBC will ensure that Council requirements for an event will be completed and applications submitted to Council for approval. Relevant permits and licenses will be obtained.

### *Department of Transport (DoT)*

PPDBC will ensure that DoT requirements for an event will be completed and applications submitted to DoT for approval within required timeframes. Relevant permits and licenses will be obtained

### *Event Specific - Telethon*

This event is held as an annual fundraiser event for Telethon. PPDBC are a registered organisation with Telethon and approved to collect funds.

## 4. PPDBC Committee

PPDBC Committee are responsible for the planning and advertising of the event. The Committee will ensure that the event requirements are submitted to council and Dragon Boat Western Australia (DBWA) are notified and provide approval of the event.

PPDBC Committee will ensure that Volunteers are sourced and allocated tasks to ensure as far as reasonably practicable that the event is conducted safely.

Cleaning, hygiene and sanitization measures for equipment and participants has been implemented in line with the requirements of DBWA COVID Risk Management Plan and the current phase level of the Western Australian Government (refer to Risk Assessment section 11, numbered item 8).

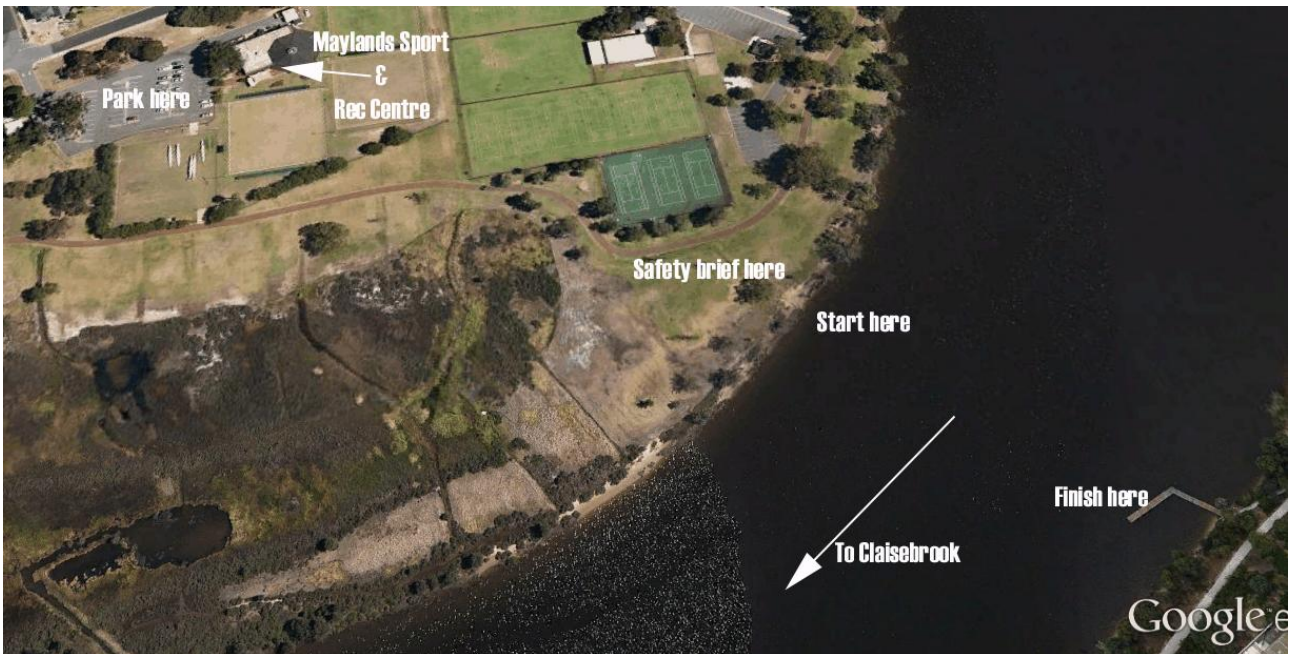
## 5. Event Information

<b>Name of event:</b>	Claisebrook Challenge
<b>Location:</b>	50 Clarkson Road, Maylands
<b>Date:</b>	11 <sup>th</sup> October 2020
<b>Crews to arrive:</b>	8.30am
<b>Safety briefing:</b>	9.20am
<b>Race start:</b>	9.40am

## 6. Course Information

The event involves a 12-km race (approx.) from the PPDBC Maylands foreshore into Claisebrook Cove and back.

Participating boats will be let go at approximately 2-minute intervals. The start of the race will be with the nose of the boat on land with all crew in the boat ready to go. The starter will call the start, at which time the teams will reverse out from the bank and turn to head downstream.



Once on the water, the teams are to head down river towards Claisebrook Cove obeying all boating rules along the way.

Upon entering Claisebrook Cove the sweeps are to steer their boat to the marked jetty and collect a single flag from the marshal which they need to carry back to the finish line. No one is to exit the boat whilst in Claisebrook Cove unless in an emergency. The boats are then to make their way back to Maylands again obeying all boating rules along the way.

The end of the race involves completing the race and paddling across the finish line opposite the starting bank. When a team has successfully crossed the finish line a horn will be sounded.

The crew is to then paddle their boat safely across to the starting bank and once there hand over the flag to the finishing marshal. The crew is to then carry the boat out of the water onto the grass as directed by the marshals.



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### **Crew Composition:**

Any member of DBWA is eligible to participate – this ensures that paddlers are covered by insurance.

For safety reasons, logistics and boat speed across such a long distance, a **maximum of 16 paddlers per boat** are allowed.

### **Entrant Eligibility:**

Crew members must be 12 years or over and in general good health.

### **Makeup of the Crew:**

We are offering one race category, being **Open Crews** (i.e. 16 paddlers, any mix of men and women). Any gender of sweep. Crews have the option of using a 'drummer' (i.e. a 'reserve paddler'), who can swap with any paddler during the race. The sweep can also swap with any paddler, so long as at any one time an accredited sweep is at the helm.

**Boats and equipment:** We hope to have enough boats to cater for all comers but depending on demand we may request some metro clubs to supply their own boats.

Crews may take 'support items' on the boat, such as drinks, food, and spare clothing (especially if it is cold/wet), but it is recommended to keep these to a minimum and to train with these items so as to understand how they may interfere with safe paddling.

Boats will carry a safety equipment including a first aid kit and 2 x bailers.

**Safety:** A rescue boat will be following the fleet. The rescue boat will **not** carry spare water and food. Crews and or individuals must take adequate water and food on their dragon boat and consider medications that might be needed for anyone with medical conditions (e.g. diabetes, heart conditions, asthma etc.).

Should there be inclement weather, then the event organizers will decide between postponing the race start to later in the day or canceling the event entirely.

There is a ski area within the racecourse. A more detailed information will be provided at the 9:30 am safety briefing meeting on the day as will instructions on navigating this section of the river.

### **Rules:**

1. There must be a maximum of 16 paddlers in a boat.
2. There is to be no interference between boats to and from Claisebrook Cove.
3. There can only be one boat at the Claisebrook jetty at a time. If your boat turns up whilst another is there, you have to wait.
4. There is to be no interference to the flags at the jetty other than to collect one for your boat from the marshal.
5. No boat is to land, and no one is to exit a boat whilst in Claisebrook Cove unless in an emergency.
6. All boating rules must be followed.
7. You must follow any directions from marshals both on land and water.

## **7. Parking**

Parking is provided at the Maylands Sports and Recreation Club (MSRC)

## **8. MSRC Club Rooms**

Club rooms and facilities will be made available to event participants with sanitation and hygiene measures are in place. The rooms consist of male and female toilets and showers. Disabled facilities and available.

The MSRC has a fully licensed bar, this will be staffed by Pirate volunteers that hold a Responsible Service of Alcohol card and completed the AHA Hospitality & Tourism COVID-19 Course. The bar will not be serving alcohol until after the event has finished.

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## 9. Insurance

PPDBC has a current policy and premium in place for public liability insurance. Certificate of currency can be provided if required.

All clubs participating in the event are to be financial members of Dragon Boating WA (DBWA), to ensure that adequate insurances provided by the association for equipment damage are in place.

Volunteers that have registered with PPBDC to attend and assist with the fund-raising event on the day, will be covered as a volunteer under the DBWA policy.

## 10. Checklist for Volunteers

1. **8:30 am:** Each volunteer to collect their gear and to move to their area allotted areas.
2. **8:45 am:** Arrive at club – All paddlers to marshal in and team lists to be confirmed.
3. **9:00 am:** Sweeps briefing
4. **9:10am:** Participants take boats down and safety boat to the water's edge.
5. **9:20:** Competitors briefing
6. **9:30:** Boat loading
7. **9:40:** Start
8. **9:40 onwards:** Other boat(s) are launched at 2-minute intervals
9. Finish line marshals make their way to the designated finish point.
10. **10:00-10:20am:** Boats arrive at Claisebrook Cove, comes to a full stop at the jetty, sweeps collect flag from marshal and commence journey back.
11. **10:30 11:00sh:** First boat finishes race by crossing the nominated finishing line and the stroke hands the flag to the marshal.
12. **11:10 – 11:20am:** Boats are brought back to green for cleaning by team that paddled them.
13. **11:30am:** BBQ and award presentation.

### Notes:

1. All volunteers to have a phone and Organiser's phone number.
2. PPDBC to supervise safety boat being carried down on top of one of the boats.
3. PPDBC President to have iPhone
4. Skipper to keep safety boat within sight of all competitors (if possible) and carry a mobile phone
5. Volunteer to collect Race Rules and start procedure from PPBDC President for 9:30am briefing
6. Volunteer to collect start procedure from President
7. PPDBC Volunteer to collect BBQ food.
8. Any questions or concerns between now and the day, contact Perth Pirates Secretary, [secretary@perthpiratesdragonboatclub.com.au](mailto:secretary@perthpiratesdragonboatclub.com.au)
9. Volunteer list:

Task	Description
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Safety boat 1	Skipper for safety boat (PPDBC)
Safety boat 1	Helper for safety boat (PPDBC)
Starter assistants – hold the boat	Hold the boats at the shore start line
Start line marshal	Coordinate the movement of the boats on the water. Teams to carry their own boat.
Start / finish timer / photographer	Use iPhone to photograph each team at the start and finish of the race.
Start / finish timer / photographer	Use iPhone to photograph each team at the start and finish of the race.
BBQ	Coordinate food purchase, light BBQ, cook and serve.
Claisebrook Cove marshals	Hand out flag to each team. Collect donations. Hand out pamphlets.
Starter	Start the race.

## 11. Risk Assessment

*Event:* **Claisebrook Challenge 12km event**

*Date:* Valid for 2020

*Participants:* Up to 300 adult participants

This Risk Management Plan uses a standard Risk Assessment Matrix where potential risks have been identified and assessed in terms of Likelihood of occurrence and the Consequence should the risk occur.

The combination of the Likelihood and Consequence provides an overall Risk Rating of Low, Moderate, High or Extreme.

Risk Mitigation Strategies are then identified to address or minimise the identified risk to an acceptable standard. The risk management process is in line with the guidelines established in Australian Standards 4360.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Medium	High	High
Possible	Low	Medium	High	High	Extreme
Very Likely	Medium	Medium	High	Extreme	Extreme
Almost Certain	Medium	High	Extreme	Extreme	Extreme

Classification	Injury/Disease	Environmental	Property/Equipment Damage
<b>Insignificant</b>	Injury of no consequence – no first aid required	No risk of environmental damage	Damage – less than \$100
<b>Minor</b>	First aid injury only	No environmental damage	Damage – less than \$1,000
<b>Moderate</b>	Medical treatment only – non-permanent disability	Environmental damage within notifiable limits	Damage – more than \$1,000, less than \$5,000
<b>Major</b>	Lost time injury – possible permanent disability	Environmental damage requiring extensive correction	Damage – more than \$5,000, less than \$50,000
<b>Catastrophic</b>	1 or more fatalities	Uncontrolled environmental damage	Damage – more than \$50,000



	<b>Identified Risk</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>	<b>Risk Controls</b>
1.	<b>River traffic wash or impact</b> <ul style="list-style-type: none"> <li>River traffic such as ferries or private leisure craft passing near the dragon boats, with possibility of collision or causing capsize.</li> </ul>	Moderate	Unlikely	<b>Medium</b>	<ul style="list-style-type: none"> <li>Commercial ferry schedule known to all sweeps and racing suspended during this time.</li> <li>All sweeps are fully accredited and deemed capable of managing a dragon boat safely</li> <li>Sweeps are experienced in navigating river conditions</li> <li>Run event in cooler months and early time when boat traffic is at a minimum.</li> <li>Sweeps are to keep to within a 100 metres of the shoreline and comply with maritime rulings for navigation and boat traffic.</li> <li>Non-swimming participants must wear Personal Flotation Devices- provided by Perth Pirates Dragon Boat Club or can be provided by other clubs if required.</li> <li>All participants briefed on boat safety and capsize procedures</li> <li>Rescue boat available to provide rapid assistance should capsize occur</li> <li>Head count of number of persons on board conducted by sweep</li> <li>Area of river is signposted with maximum speed of 8 knots</li> <li>First Aid kits and tow ropes are always carried on all boats</li> <li>First aider (with current certificate) at all events</li> <li>Boats are positively buoyant, providing flotation for paddlers</li> </ul>
2.	<b>Public Ski Area wash or impact</b> The course passes through a ski boat area raising the possibility of collision or causing capsize.	Moderate	Unlikely	<b>Medium</b>	<ul style="list-style-type: none"> <li>Ensure event is run in winter months when ski boat activity is at a minimum.</li> <li>Paddle to right of river (heading downstream)</li> <li>All sweeps are fully accredited and deemed capable of managing a dragon boat safely</li> <li>Sweeps are experienced in navigating this part of the river and the corresponding river traffic</li> </ul>
3.	<b>Capsize or loss of control of dragon boat</b> <ul style="list-style-type: none"> <li>Dragon boat capsizes or hits another object or vessel</li> </ul>	Moderate	Rare	<b>Medium</b>	<ul style="list-style-type: none"> <li>All sweeps are fully accredited and deemed capable of managing a dragon boat safely</li> <li>All participants briefed on boat safety and capsize procedures</li> <li>Training and racecourse are to be kept within 100 metres distance of the shoreline</li> </ul>

	Identified Risk	Consequence	Likelihood	Rating	Risk Controls
					<ul style="list-style-type: none"> <li>• Non-swimming participants must wear Personal Flotation Devices- provided by PPDBC or other clubs if required</li> <li>• Rescue boat available to provide rapid assistance should capsize occur</li> <li>• Head count of number of persons on board conducted by sweep</li> <li>• Races occur a maximum of 100 metres from shore</li> <li>• First Aid kits and tow ropes are always carried on all boats</li> <li>• First aider (with current certificate) at all events</li> <li>• Boats are positively buoyant, providing flotation for paddlers</li> <li>• <i>Capsize Emergency Procedure</i> implemented if required</li> <li>• <i>Collision Emergency Procedure</i> implemented if required</li> </ul>
4.	<b>Hitting submerged object</b>	Minor	Rare	Low	<ul style="list-style-type: none"> <li>• Boats remain in deeper water and in marked channels</li> </ul>
5.	<b>Collision between dragon boats</b> <ul style="list-style-type: none"> <li>• Boats collide during training or racing</li> </ul>	Moderate	Rare	Medium	<ul style="list-style-type: none"> <li>• All sweeps are fully accredited and deemed capable of managing a dragon boat safely</li> <li>• All participants briefed on boat safety and capsize procedures</li> <li>• Non-swimming participants provided with Personal Flotation Devices</li> <li>• Rescue boat available to provide rapid assistance should capsize occur</li> <li>• Head count of number of persons on board conducted by sweep</li> <li>• Races occur a maximum of 100 meters from shore</li> <li>• First Aid kits and tow ropes are always carried on all boats</li> <li>• First aider (with current certificate) at all events</li> <li>• Boats are positively buoyant, providing flotation for paddlers</li> <li>• <i>Collision Emergency Procedure</i> implemented if required</li> </ul>
6.	<b>Equipment failure</b> <ul style="list-style-type: none"> <li>• Broken paddles</li> <li>• Failure of dragon boat hull</li> </ul>	Insignificant	Rare	Low	<ul style="list-style-type: none"> <li>• Dragon boats are international standard Champion Boats, with regular maintenance inspections</li> <li>• Paddles are wooden or plastic with little impact if broken</li> <li>• Boats are positively buoyant, providing flotation for paddlers</li> </ul>
7.	<b>Participant Health</b> <ul style="list-style-type: none"> <li>• Participant suffers injury or medical distress</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>• All participants briefed on boat safety and capsize procedures</li> <li>• Prior to the event, all participants are briefed as to the expected level of physical activity involved. If any</li> </ul>

	Identified Risk	Consequence	Likelihood	Rating	Risk Controls
	<ul style="list-style-type: none"> <li>Participants step on foreign object in water or on shore</li> <li>Participant suffers from pre-existing medical condition</li> <li>Participant suffers from heat stress</li> </ul>				<p>participant is concerned about their ability to participate, they are instructed to seek medical advice from their doctor</p> <ul style="list-style-type: none"> <li>First Aid kits are carried on all dragon boats</li> <li>First aider (with current certificate) at all events</li> <li>Sweeps are required by the association to be first aid qualified.</li> <li>Ensure event is run at a time of year and early in the morning when the temperature is most favourable. i.e. July – September</li> <li>Provide water before and after event.</li> <li>Encourage participants to bring their own water supply.</li> <li>All participants are advised to wear appropriate footwear and are not permitted to participate without such footwear</li> <li>All participants are required to declare any pre-existing medical conditions via a signed waiver</li> <li>In addition to a sweep an experienced drummer is on the boat who also monitors safety and paddler welfare</li> <li>Provision of sun block to minimise sun burn</li> <li>Participants are advised of appropriate clothing prior to the event</li> <li>To minimise risk of injury to each other in the boat, they are given basic training on technique and timing.</li> <li><i>Medical Emergency Procedure</i> implemented if required</li> </ul>
8.	<p><b>Participants / Volunteers general health /unwell</b></p> <ul style="list-style-type: none"> <li>Participants suffering from flu and or cold like symptoms</li> </ul>			Medium	<ul style="list-style-type: none"> <li>Based on WA government ruling under Phase 3 – full contact sport and training permissible</li> <li>DBWA COVID-19 requirements for clubs and participants disseminated to all clubs from DBWA</li> <li>Compliance with DBWA COVID-19 Risk Management Plan</li> <li>All clubs, participants and volunteers informed of COVID restrictions, symptoms, prevention and control measures to prevent spread of infection.</li> <li>Participants and volunteers that have travelled overseas or returning from overseas must declare this to their Club Coach or Team Manager and are not permitted to attend the event until completing 14 days quarantine.</li> <li>Any participants and volunteers that do exhibit any flu like symptoms will not be permitted to participant in the event.</li> <li>Cleaning and hygiene measures for boats, equipment and facilities implemented and maintained</li> </ul>

	Identified Risk	Consequence	Likelihood	Rating	Risk Controls
					<ul style="list-style-type: none"> <li>• Hand sanitizer shall be made available</li> <li>• Social distancing outside of the boats to be observed and complied with.</li> <li>• No sharing of water bottles</li> <li>• No unnecessary body contact</li> </ul>
9.	<b>Weather Conditions</b> <ul style="list-style-type: none"> <li>• Poor weather conditions creating an unsafe paddling environment</li> </ul>	Minor	Unlikely	<b>Low</b>	<ul style="list-style-type: none"> <li>• A weather and water condition assessment are conducted prior to an event and throughout an event, and paddling will not take place in extreme weather conditions</li> <li>• Events are only held during daylight.</li> <li>• Ensure event is run at a time of year when the temperature and wind conditions are favourable.</li> </ul>

## **10. PPBDC Emergency Procedures**

Emergency Plans are described below, detailing the key steps to take in the event of various incidents.

### **Medical Emergency Procedure**

1. Establish life safety
2. Commence first aid
3. Call 000 and advise an ambulance is required, including details and location, referencing specific road and cross road details of club room and car park near launch point
4. Arrange for someone to meet and direct ambulance at main road
5. Monitor patient until ambulance arrives

### **Capsize Emergency Procedure**

1. All paddlers pre-briefed on first entering the boat as to capsize protocols
2. Paddlers to let go of paddler and come to the surface
3. Paddlers to find their 'buddy' – their seat partner and undertake mutual health check
4. Paddlers to hang on to the side of the boat and await further instructions
5. Sweep, drummer or coach to assess method to return to shore – may include assistance from safety boat. Priority given to any injured paddlers

### **Collision Emergency Procedure**

1. All paddlers pre-briefed on first entering the boat as to capsize protocols
2. Paddlers to let go of paddler and come to the surface
3. Paddlers to find their 'buddy' – their seat partner and undertake mutual health check
4. Paddlers to hang on to the side of the boat and await further instructions
5. Sweep, drummer or coach to request assistance from other vessels if feasible
6. Sweep, drummer or coach to assess method to return to shore – may include assistance from safety boat. Priority given to any injured paddlers