SURF LIFE SAVING
NEW ZEALAND

Competition Safety Plan

Version 4.0
October 2018

Please refer to section 8.1 for Competition Safety Plan

In it for life

Contents

Introduction 3
Section ONE - Terms and Definitions 5
Section TWO – Competition Safety Management 7
Section THREE – Event Manager (EM) 12
Section FOUR – Event Safety Officers (ESO) 14
Arena Safety Observers (ASO) 16
Section FIVE – Event Referee (ER) 17
Section SIX – Competition Water Safety & Medical Personnel 19
Competition Safety Plan 20
8.1 Purpose 20
8.2 Competition Details 20
8.3 Event Tide Times 20
8.4 Key Competition Personnel Form 21
8.6 Alternative Competition Site Plan A - Waipaoa River Mouth area 23
8.6 Alternative Competition Site Plan B – Tolaga Bay 24
8.7 Risk Assessment Process/Matrix 25
8.8 Pre Event Risk Assessment - Environment 28
8.9 Pre Event Risk Assessment – People 30
8.9 Pre Event Risk Assessment – Equipment 32
8.10 Daily Hazard Identification and Risk Assessment Form – Part A 33
8.11 Daily Hazard Identification and Risk Assessment Form – Part B 34
8.12 Water safety and First Aid requirements (equipment and people) 35
8.13 Missing Competitor At Sea - Emergency Response Plan 37
8.14 Major Medical/First Aide - Emergency Response Plan 39
8.15 Fire - Emergency Response Plan 40
8.16 Tsunami - Emergency Response Plan 41
8.17 Earthquake - Emergency Response Plan 42
8.18 Sudden Unanticipated Storm - Emergency Response Plan 43
8.19 Major Pollution - Emergency Response Plan 44
8.20 Competition Safety Checklist 45
8.21 Safety Briefing - Competitor / Team Manager / Surf Official 46
8.22 Notifiable Events - Investigation and Reporting 50

Introduction

Purpose of This Manual

The purpose of this manual is to provide information, advice and guidance to SLSNZ workers and volunteers, to ensure the health, safety and welfare of workers and other people affected by the work of Surf Life Saving New Zealand.

The guiding principle of this manual is the Health and Safety at Work Act 2015 (HSWA) which requires that workers and other persons be given the highest level of protection against harm to their health, safety, and welfare from work risks, as is reasonably practicable (WorkSafe NZ).

Providing affective safety management is vital to the success of all surf lifesaving competitions. Event safety is a shared responsibility of all persons attending or competing in a surf lifesaving event. Surf lifesaving competition safety is led by the Event Management Committee, which incorporates the roles and functions of the Event Manager, Event Safety Officer and the Event Referee. However, officials, competitors, team managers and coaches, as well as supporters and spectators have a shared responsibility and obligation to ensure that all competitions operate safely. This manual provides a framework and safety management templates that may **assist** competition and event safety personnel, particularly Clubs, to plan and deliver a safe and effective competition.

The surf environment by nature is potentially dangerous and can be extremely volatile and may cause injury or even death. Surf life guards are trained to help prevent such injuries and deaths. Surf life guards are also trained to rescues people from dangerous and often life threatening surf environments. Surf lifesaving competitions therefore provide opportunities, for life guards and aspiring life guards, referred to herein after as 'surf athletes,' to further practice and develop these important surf lifesaving skills that may be used to rescue others from dangerous surf environments. We must therefore strive to provide safe opportunities for surf athletes to train and compete in a variety of conditions, similar to those that they will face in a rescue situation, which may therefore include an element of danger. However we must do so knowing that the environment that we choose to compete in, is dynamic, forever changing and potentially lethal. Caution is therefore urged, particularly if there is any doubt about safety.

This manual does have limitations. This manual cannot provide the personnel responsible for leading, managing or participating in SLS events with good judgement regarding all matters of safety. This manual attempts to **guide** officers and workers to plan and deliver a safe competition for all participants. Good judgement starts with knowing your own limitations in regards to safety management and ensuring wise heads are consulted and incorporated into all event safety matters. If there is ever any doubt about the safe delivery of a competition, all event personnel should err on the side of caution.

This manual is issued in accordance with and subject to, the Constitution, Regulations and Policies of SLSNZ. This manual, and any provision within the manual, must therefore be interpreted in accordance with the Constitution, Regulations and Policies of SLSNZ. Therefore, if there is any inconsistency between this Manual and the Constitution, Regulations, or Policies, the Constitution, Regulations and policies (in that order) will prevail.

The manual may be amended by SLSNZ at any time. Amendments will be issued in accordance with the Constitution and Regulations and will be available on the SLSNZ website. Feedback on this Manual is encouraged and any feedback should be directed to SLSNZ.

A Club Patrol Operations Manual (POM) may be used in conjunction with this manual to assist with local beach standards. There may be differences between the POM and CSM but best efforts should be made for the CSM to follow the POM, recognising however that competitions often include the participation of life guards and therefore may differ from patrol operations. Any breach or failure to comply with the provisions in this manual will be dealt with in the manner set clause 10.3.4 of the Regulations.

Clubs may use the provisions set out in this manual for competitions and events held by them or on their behalf, and in doing so:

(a) May adapt or amend the manual for their own purposes, so long as it does not compromise the safety of competitors and other personnel;
(b) Must inform all participants that the provisions applied are the provisions of the Club;
(c) Acknowledge and agree that the use of the provisions set out in this Manual are **not** to be construed as an approval, endorsement or sanction of the Club's competitions by SLSNZ;
(d) Must by resolution of its committee, agree that all references to SLSNZ in the manual means "the Club", where relevant and applicable; and
(e) Acknowledge and agree that SLSNZ takes no responsibility for the implementation of such provisions by the Club.

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Contact Details:

All enquiries should be direct to:
Surf Life Saving New Zealand
PO Box 39 129,
Wellington Mail Centre,
Lower Hutt 5045
Wellington 6141
NEW ZEALAND

Section ONE - Terms and Definitions

1.1 **Arena Safety Observers** means a person who assess the safety and risks of a competition arena.

1.2 **Board** means the Board of SLSNZ as defined in the Constitution.

1.3 **Club** means a club as defined in the Constitution.

1.4 **Competition(s)** means:

1.4.1 Any national, provincial, inter-Club or other **SLSNZ** competition as set out in the **Event Calendar**;

1.4.2 A **competition** shall be deemed to start at the commencement of the official opening, manager's meeting or pre-competition briefing immediately preceding the proceedings of the competition (whichever is the earlier) and shall end at the conclusion of the official closing, prize giving for the competition . Competition also includes warm up periods as communicated to clubs

1.4.3 but does not include a competition, event or activity held by or on behalf of any Club unless it is notified in the Event Calendar.

1.5 **Competitor** means a person or team member who has entered into an **event** and is competing in that event.

1.6 **Consequence** is the outcome of an incident, accident or near miss etc.

1.7 **Constitution** means the Constitution of **SLSNZ**.

1.8 **Danger** means exposure or liability to injury, pain, harm, or loss.

1.9 **Event(s),** the types of activities undertaken in **competitions** e.g. ski paddling, board paddling, boat rowing, swim, wade, beach sprinting, beach flags, first aid, patrol competition, champion lifesaver, IRB, taplin relay, ironperson, cameron relay, board rescue, lifesaver relay.

1.10 **Event Calendar,** means the list of **competitions** and the dates these are scheduled to take place each year.

1.11 **Event Manager** means the person responsible for all aspects of planning and delivery of the **event**.

1.12 **Event Management Committee** means the **Event Manager**, **Event Safety Officer** and **Event Referee** who are jointly responsible for the conduct of the **competition**.

1.13 **Event Referee** means the **official** responsible for the overall conduct of the **competition**.

1.14 **Event Safety *Officer*** means the person leading the safety management of the **competition.**

1.15 **Hazard** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

1.16 **Hazard Identification** is the process of recognising that a hazard exists and defining its characteristics.

1.17 **Hazard Assessment** - is the overall process of determining whether a hazard is significant.

1.18 **Notifiable Events** – include: work related **deaths**; **illness** or **injury** sustained by someone, or **incidents** that exposed someone to serious risk. You must inform one of the following staff of a **notifiable event** as soon as practicable.
Ross Merrett – healthandsafety@surflifesaving.org.nz – 021475137
Paul Dalton – paul.dalton@surflifesaving.org.nz - 0274802239
Adam Wooler – adam.wooler@surflifesaving.org.nz – 021 500 279

One of the above staff will then notify WorkSafe NZ or Maritime NZ as soon as practicable or alternatively complete one of the following online Notifiable Event Forms http://forms.worksafe.govt.nz/hazardous-work-notification https://www.maritimenz.govt.nz/report-online/default.asp.

Notifiable Death - when a person has been killed as a result of work.

Notifiable Incident - when a person's health and safety is seriously threatened or endangered as a result of a work situation, i.e. if someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident.

Notifiable Injury or Illness - an injury or illness that requires (or would usually require) the person to be admitted to hospital for immediate treatment.

'Admitted to a hospital' means being admitted to hospital as an inpatient for any length of time – it doesn't include being taken to the hospital for out-patient treatment by a hospital's A&E department, or for corrective surgery at a later time, such as straightening a broken nose

1.19 **Level of Risk** is the magnitude of **risk** or combination of risks, expressed in terms of the combination of **consequences** and their **likelihood**.

1.20 **Likelihood** means the chance of something happening.

1.21 **Manual** means the **SLSNZ** Competition Safety Manual.

1.22 **Member** means a member of **SLSNZ** as defined in the **Constitution**.

1.23 **Official** is a person who has completed a recognised 'officials' training programme and is accredited by **SLSNZ** to assist in the delivery of **competitions**.

1.24 **Participant** means a person who is participating in some way in the **competition** e.g. as a **competitor**, coach, team manager, SLSNZ **official** or club administrator.

1.25 **Regulations** means the Regulations of **SLSNZ** .

1.26 **Residual Risk** the **risk** remaining after **risk treatment**.

1.27 **Risk** is the effect of uncertainty on objectives, or loss of process, time, property, serious harm or life.

1.28 **Risk Analysis** means the process to comprehend the nature of **risk** and to determine the **level of risk**.

1.29 **Risk Assessment** the overall process of **risk identification**, **risk analysis**, and **risk evaluation**.

1.30 **Risk Criteria** are the terms and reference against which the significance of **risk** is evaluated.

1.31 **Risk Evaluation** means the process of comparing the results of **risk analysis** (1.24) with **risk criteria** to determine whether **risk** and/or its magnitude is acceptable or tolerable.

1.32 **Risk Identification** is the process of finding, recognising and describing **risks**.

1.33 **Risk Management** coordinated activities to direct and control an organization with regard to **risk**.

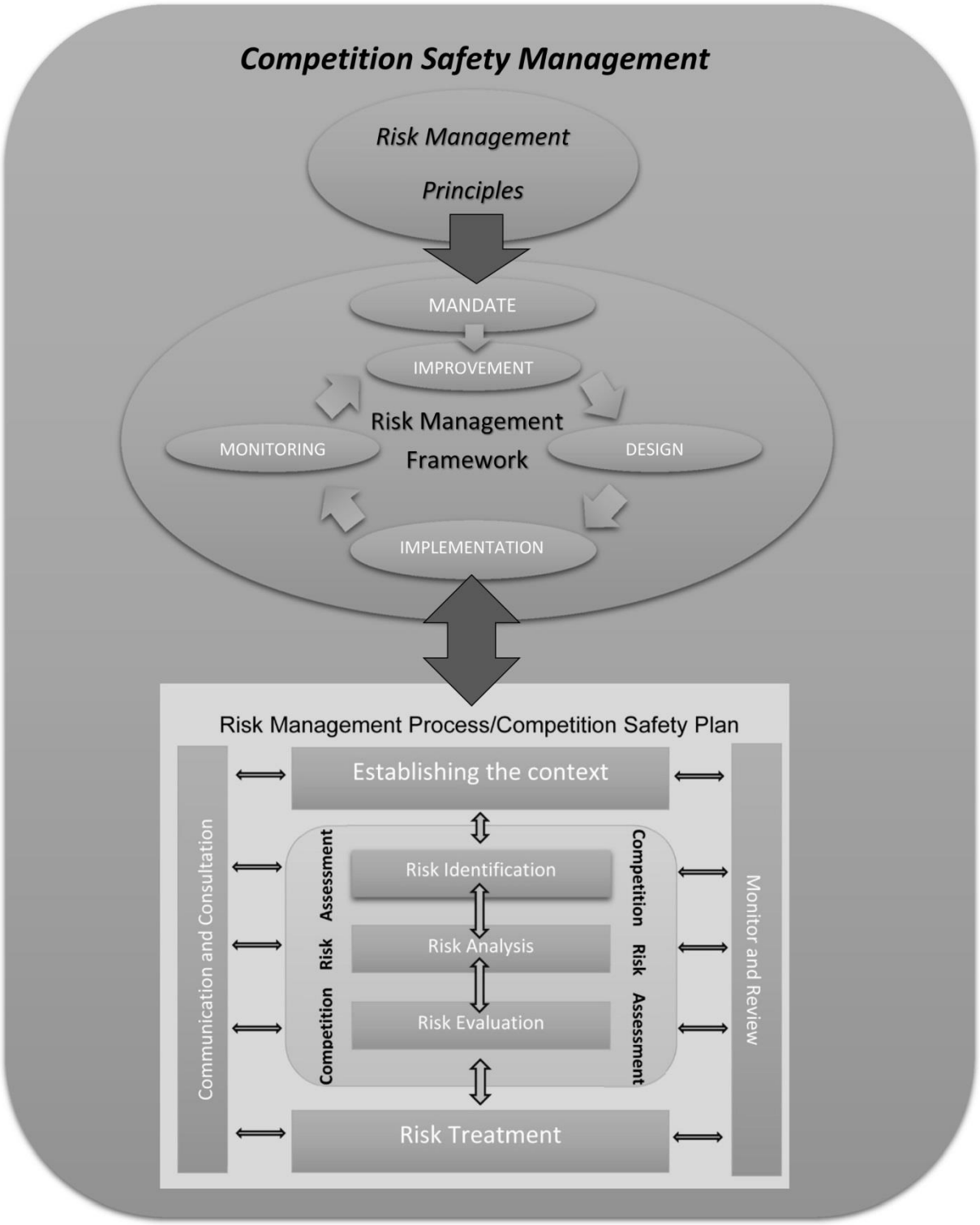
1.34 **Risk Treatment** process to modify **risk**.

1.35 **SLSNZ** means Surf Life Saving New Zealand Incorporated.

1.36 **Surf Sport Manual** means the manual of competition rules which governs the conduct of surf sport competitions in New Zealand as determined by **SLSNZ**.

Section TWO – Competition Safety Management

2.1 Competition Safety Management. SLSNZ is committed to the continuous improvement of competition safety. The following model outlines the relationship between the Principles, Framework and Processes of risk management as a means to develop and improve competition safety. This model intends to align SLSNZs Safety Management processes with AS/NZ ISO 31000:2009.

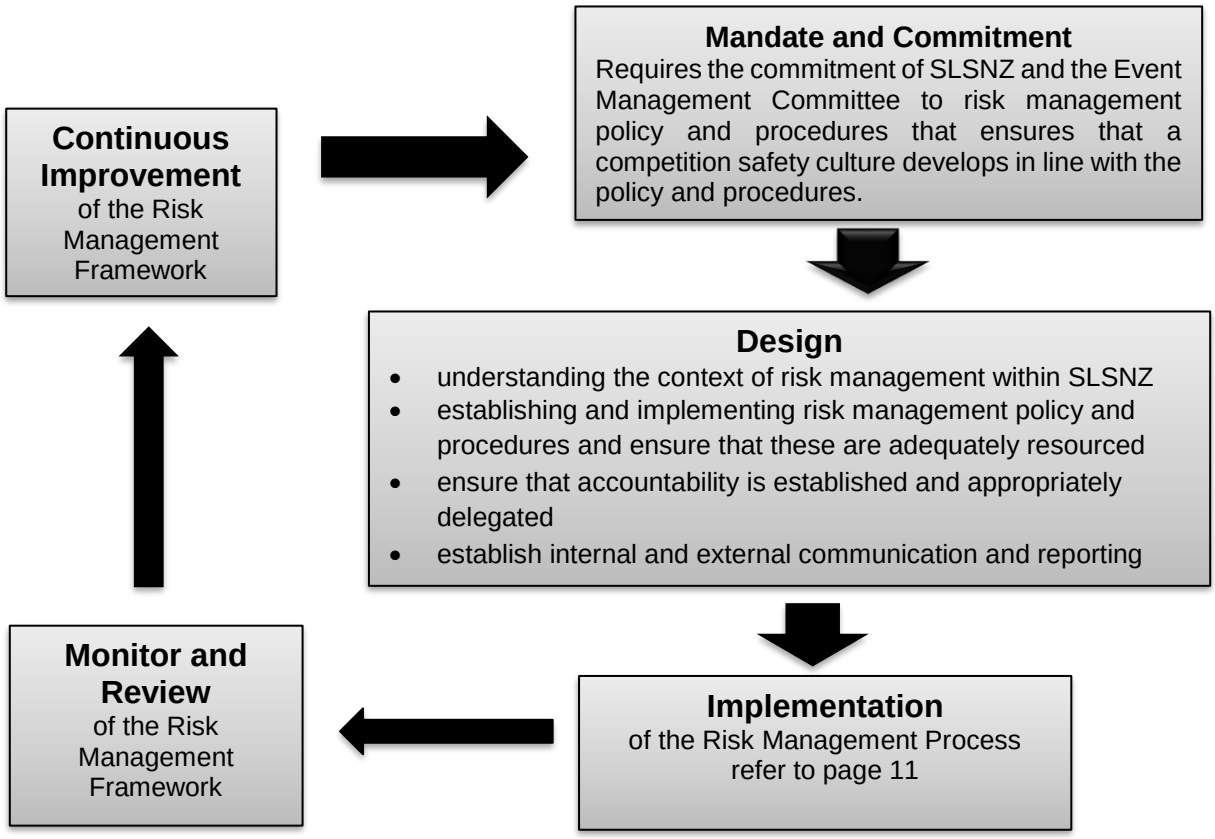


2.2 Risk Management Principles

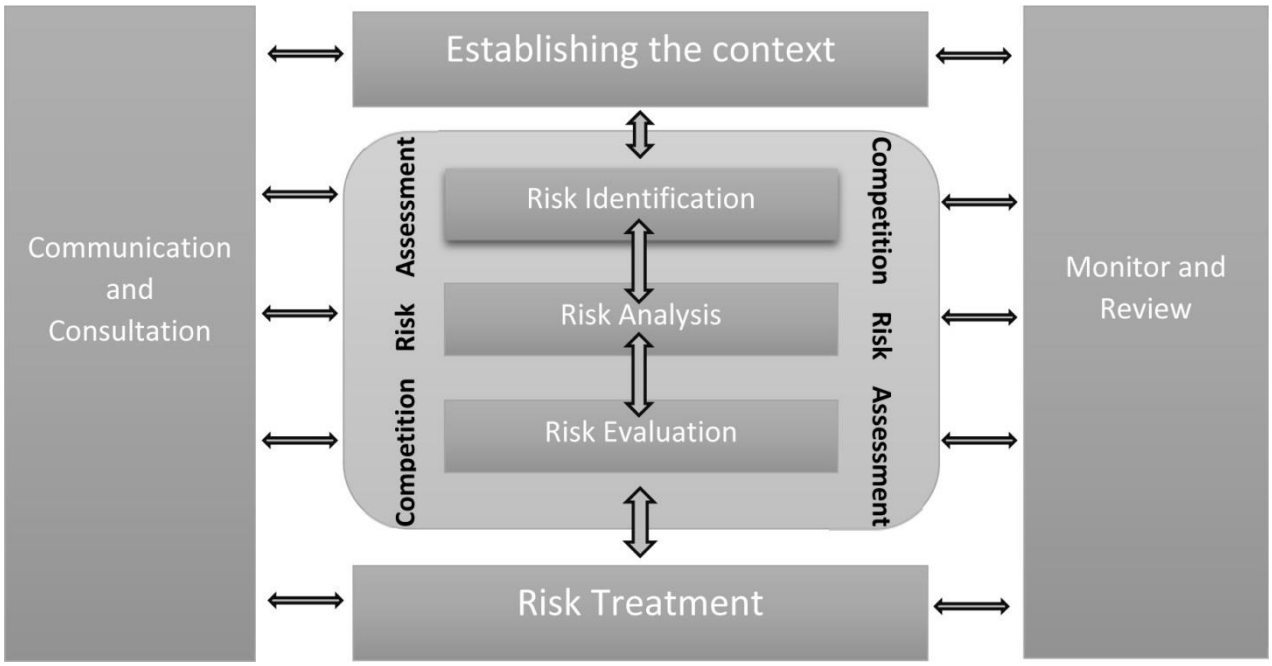
Risk Management creates and protects the value of our human, environmental and physical resources. Risk Management:

- is an integral part of SLSNZs competition processes.
- is a part of all competition decision making.
- attempts to explicitly address the uncertainty present in competitions.
- is systematic, structured and timely.
- is based on the best available information.
- is tailored to the individual needs and risk profiles of each competition, the arenas and events contained within them, taking into account the environmental conditions that are present.
- takes into account the culture, expectations and history of SLS in NZ.
- is transparent and inclusive.
- is dynamic, iterative and responsive to change.
- facilitates continual improvement of SLSNZ competitions.

2.3 Risk Management Framework



2.4 Risk Management /Competition Safety Planning Process.



2.4 Competition Safety Plan: The Event Manager in conjunction with the Event Safety Officer, and with the support of the Event Referee and other nominated personnel, must complete Competition Safety Plan (8.0) ensuring that due diligence is given to competition safety as a priority throughout the planning, preparation, operation and completion of the competition. A Competition Safety Plan template is provided in Section Eight of this manual. Competition Safety Plan should include;

Items	Content
1	Competition details, tides etc.
2	Competition Safety Checklist
3	Competition Personnel + Emergency Service Providers
4	Site plan: details & location of key services + contingency site details
5	Competition Safety Plan - schedule of development
6	Competition Safety Briefings - Officials/Team Managers/Competitors
7	Water Safety & Medical Emergency details and requirements
8	Hazard Identification & Risk Analysis Register
9	Critical Incident Response Plan - Sample - Missing person at sea.

2.5 Peer Review: The Competition Safety Plan must be peer reviewed by someone of the same or greater experience and or competency prior to each competition. The EMC must consistently review the Competition Safety Plan during the lead up to competition and then again immediately prior to competition, make any necessary amendments to the Competition Safety Plan. It is recommended that all amendments are peered reviewed by someone of the same or greater experience and or competency, before the EM, ESO and ER sign off on the Competition Safety Checklist.

2.6 Risk Assessment: is the overall process of identifying **hazards** and **risks** associated with a competition, and then analysing and evaluating these **risks,** before also considering what, if any, **risk treatment** is required. **Risk Assessments** are undertaken during the preparation and planning stages of a competition and results in the production of the Competition Safety Plan (8.0) which helps guide the Event

Management Committee (EMC) and others, with the safe implementation and operation of a competition. Additionally Daily Hazard Identification and Risk Assessment Forms (8.10) must be completed immediately prior to the commencement of daily competition and at least every two hours after the start of a competition, through to its conclusion. The Competition Daily Assessment Forms must be presented to and where necessary discussed with the Event Safety Officer (ESO) after each assessment.

In support of the Event Management Committee and ESO it is recommended to form an Event Safety Team (EST) wear required to assist with independent assessments of conditions. The makeup of the EST is to spread the risk assessment across all major stakeholders at an event. This may include and is not limited to the following: Coach, Manager, Athlete, Official, Canoe Rep, Boat Rep, Lifeguard, IRB Crew, Police, Medical Staff.

The EMT will present their assessment and recommend one of the following to the EMC:

- Do not proceed with the event
- Proceed with recommended changes (e.g. alternative venue, change programme, reduce risk by …)
- Proceed with the event

The EMT does not make the final discussion but are in place to provide information to the EMC so they can make an informed and consultative decision.

2.7 **Risk Identification: Hazards** are things or situations that have the potential to harm a person or property. **Risk** is the uncertain effect that these **hazards** may have on people, property or competition objectives. **Risk Identification** is the process of finding, recognising, describing and documenting **hazards** and **risks** in a systematic way that enables further analysis and evaluation of the **risks**. Refer to (8.8).

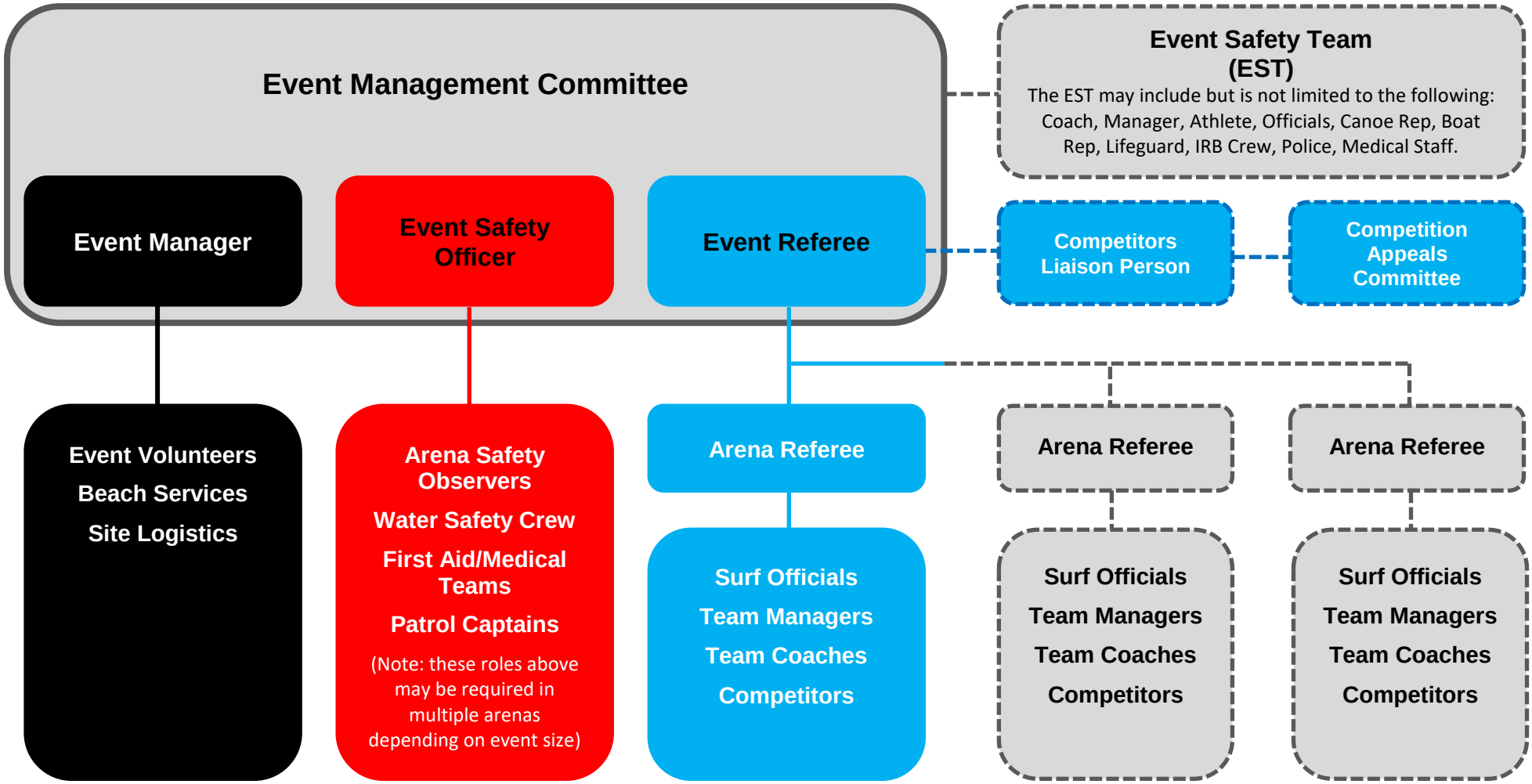
2.8 **Risk Analysis:** is the process of understanding the nature and level of **risk** on people, property and competition objectives.

2.9 **Risk Evaluation:** is the process of comparing the results of the **risk analysis** with the **risk criteria** to determine whether **the** risk and/or its magnitude is acceptable or tolerable. Refer to (8.9).

2.10 **Risk Treatment:** is the process of modifying **risk** by applying one or more control measures to reduce or manage the risk to an acceptable level. The **residual risk** is that **risk** remaining after the **risk treatment** is applied.

2.11 **Critical Incident / Emergency Response Plans:** The Event Manager should be familiar with the emergency management procedures contained in the host Club's Patrol Operations Manual (POM). If an emergency arises during competition, the emergency management procedures as outlined in the host Club's POM should be considered in conjunction with the Emergency Response Plans (8.12 – 8.18) contained within the Competition Safety Plan.

2.12 Event Management Committee/Competition Personnel Structure:



Section THREE – Event Manager (EM)

3.1 **Appointment of Event Manager:** SLSNZ will appoint an Event Manager for each surf competition.

SLSNZ will maintain a record of all appointed Event Managers, along with details of their relevant knowledge, skills, experience and competency, in order to define over time, the standard of the knowledge, skills, experience and competency required of Event Managers.

3.2 **Role of the Event Manager:** The Event Manager is responsible for all aspects of the competition. The Event Manager leads the Event Management Committee with the support of the Event Referee (ER) and the Event Safety Officer (ESO). The EM in conjunction with the ER, jointly support the ESO and contribute to the safety management of the competition. Taking into consideration the size and scope of the competition, as well as the likely hazards and their potential risks, the EM may also be the ESO, or the ESO may be an additional person appointed by the EM. In either case, the operational requirements of the EM remain the same.

3.3 **Position Description:** An Event Manager Position Description Template (3.6) provides a guide for this role.

3.4 **Event Manager Competencies:** In addition to other operational competencies, the EM should ideally have one or more of the following;

a. Surf Lifeguard Award qualified;
b. Current workplace first aid certificate;
c. Experience as a lifeguard;
d. Experience as a patrol captain / senior lifeguard;
e. Experience as a safety officer at competitions;
f. Risk Management qualifications or relevant experience; and/or
g. Experience in public safety role (i.e. Police, Search & Rescue, Paramedical etc.)

And in addition demonstrate their competency in the following safety management procedures and processes:

h. Accurately populate the SLSNZ Competition Safety Plan template, (Appendix 3) in accordance with the provisions set out in Section 4.
i. Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
j. Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
k. Apply knowledge of operational decision making processes relating to safety considerations at competitions.
l. Demonstrate knowledge of how to implement the critical emergency response plans, (8.12 – 8.18) e.g. missing person at sea.
m. Comply with any relevant legislation and local by-laws, regulations and council requirements.

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

.**3.5** **Competition Preparation and Planning:** Prior to the submission of the Competition Safety Plan by the EM, and where the EM is a separate person to the ESO, they should ideally meet to discuss and prepare the competition safety plan

including all its elements, and in particular, the provision and conduct of the water safety crew, first aid and medical support, communications protocols, critical incident response plans contained within this Manual as well as any other safety matters.

The Event Management Committee must review the competition safety plan prior to commencement of a competition. Upon completion of this review, the EM must complete and sign the Competition Safety Checklist in conjunction with the ESO and ER. If the EM and ESO are the same person, then sign off by the EM and ER is permitted. It is highly recommended to use local knowledge when developing the competition safety plan and when assessing risks on the day. The EMC can call on any number of people with the appropriate skills and knowledge to assist with decision making.

3.6 Event Managers Position Description

Appointed by:	SLSNZ
Reports to:	SLSNZ
Authority:	Member of the Event Management Committee (EMC)
Purpose of role:	Implementation of the Competition Safety Plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the competition.
Duties of the Event Manager	
Pre Competition	• Review and endorse the Competition Safety Plan developed in conjunction with the EMC; • Provide input to ensure appropriate safety and risk considerations are factored in to the competition; • Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan. • Arrange provision of agreed safety resources (i.e. lifeguard team, first aid/medical services, doctor etc); and • Participate in pre-competition safety preparedness briefings/activities
At Competition	• Execute agreed Competition Health & Safety Plan; • Continually assess conditions and make the Event Safety Officer and Event Referee aware of any changes to risk levels; • Monitor other competition site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc); • Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting; and
Post Competition	• Discuss the competition with both water safety and first aid/medical teams regarding how the competition went from a safety perspective; • Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and • Provide any safety / risk management learning's to SLSNZ in accordance with SLSNZ's policy of continuous improvement.

Section FOUR – Event Safety Officers (ESO)

4.1 Appointment of Event Safety Officer: SLSNZ will appoint an Event Safety Officer (ESO) for all competitions.

4.2 Role of the Event Safety Officer: The ESO leads the safety management for the competition with the support and input of the Event Manager (EM) and the Event Referee (ER), before, during and after competition. Taking into consideration the size and scope of the competition, as well as the likely hazards and their potential risks, the ESO may also be the EM, or the EM may be an additional person appointed by the ESO. In either case, the operational requirements of the ESO are the same. The ESO may also use Arena Safety Observers in each arena to assist with identifying risks before and during competition.

4.3 Position Description: An Event Safety Officer Position Description Template (4.6) provides a guide to this role.

4.4 Event Safety Officers Competencies: The ESO must demonstrate their competency in two or more of the following safety management procedures and processes Understand the CSM and know what their role is compared to the event you are to manage. – This is mandatory to have.

a. Surf Lifeguard Award qualified and experienced lifeguard
b. Current workplace first aid certificate; - must be present and planned.
c. Experience as a patrol captain / senior lifeguard;
d. Experience as a safety officer at competitions;
e. Risk Management qualifications or relevant experience; and/or
f. Experience in public safety role (i.e. Police, Search & Rescue, and Paramedical etc.
g. Event Safety Coordinators course
h. CIM's 2
i. Accurately populate the SLSNZ Competition Safety Plan template (8.0)
j. Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
k. Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
l. Apply knowledge of operational decision making processes relating to safety considerations at competitions.
m. Demonstrate knowledge of how to implement the critical incident response protocols (8.12 – 8.18) e.g. missing person at sea.
n. Comply with any relevant legislation and local by-laws, regulations and council requirements.

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

4.5 Competition Preparation and Planning: Prior to the submission of the Competition Safety Plan by the EM, and where the EM is a separate person to the ESO, they should ideally meet to discuss and prepare the competition safety plan including all its elements, and in particular, the provision and conduct of the water safety crew, first aid and medical support, communications protocols, critical incident response plans contained within this Manual as well as any other safety matters.

The Event Management Committee must review the competition safety plan prior to commencement of a competition. Upon completion of this review, the EM must complete the Competition Safety Checklist, which must then be reviewed by the ESO and ER. If the EM, ESO and ER are independently satisfied with the CSP and CSC each must sign the CSC. If the EM and ESO are the same person then sign off by the EM and ER is permitted. Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan.

4.6 Event Safety Officers Position Description

Appointed by:	SLSNZ
Reports to:	Event Manager
Authority:	Member of the Event Management Committee (EMC)
Purpose of role:	Implementation of the Competition Safety Plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the competition.
Duties of the Event Safety Officer	
Pre Competition	• Review and endorse the Competition Safety Plan developed by the Event Manager; • Provide input to ensure appropriate safety and risk considerations are factored in to the competition; • Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan. • Arrange provision of agreed safety resources (i.e. lifeguard team, first aid/medical services, doctor etc); and • Participate in pre-competition safety preparedness briefings/activities
At Competition	• Execute agreed Competition Health & Safety Plan; • Check the weather forecast and marine forecast for the competition site in the days leading up to the competition and on the day of the competition. Discuss any identified risk factors identified in the forecast with the Event Manager; • Manage provision of the water safety crew (including rostering, equipment and communications); • Manage provision of the competition first aid / medical service ensuring any external providers are inducted into communications and operational protocols in accordance with the Competition Health & Safety Plan; • Liaise with the lifeguard service that may be on duty to ensure safety of the public; • Continually assess conditions and make the Event Manager and Event Referee aware of any changes to risk levels; • Submit a conditions threat assessment to the Event Management Committee before commencement of racing on any given day and subsequently every two hours during the competition; • Monitor other competition site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc); • Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting; and • Ensure the water safety crew and first aid / medical teams are completing their incident reports during the competition.
Post Competition	• Discuss the competition with both water safety and first aid/medical teams regarding how the competition went from a safety perspective; • Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and • Provide any safety / risk management learning's to the Event Manager in accordance with SLSNZ's policy of continuous improvement.

Arena Safety Observers (ASO)

4.7 **Role of the Arena Safety Observer:** The ASO's assess the safety of an arena and would be generally by put in place for multi arena events that require additional support to the ESO.

4.8 **Arena Safety Observer Competencies:** The ASO must demonstrate their competency in two or more of the following safety management procedures and processes understand the CSM and know what their role is compared to the event you are to manage. – This is mandatory to have.

a. Surf Lifeguard Award qualified and experienced lifeguard
b. Current workplace first aid certificate; - must be present and planned.
c. Experience as a patrol captain / senior lifeguard;
d. Experience as a safety officer at competitions;
e. Risk Management qualifications or relevant experience; and/or
f. Experience in public safety role (i.e. Police, Search & Rescue, Paramedical etc.
g. Event Safety Coordinators course
h. CIM's 2
i. Accurately populate the SLSNZ Competition Safety Plan template (8.0)
j. Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
k. Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
l. Apply knowledge of operational decision making processes relating to safety considerations at competitions.
m. Demonstrate knowledge of how to implement the critical incident response protocols (8.12 – 8.18) e.g. missing person at sea.
n. Comply with any relevant legislation and local by-laws, regulations and council requirements.

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

4.9 **Competition Preparation and Planning:** Prior to the competition the ESO should ideally meet to discuss the competition safety plan including all its elements, and in particular, the provision and conduct of the water safety crew, first aid and medical support, communications protocols, critical incident response plans contained within this Manual as well as any other safety matters.

4.10 **The Arena Safety Observers duties will be to:**

- Identify potential casualties / at risk participants or public and report to the ESO and the Arena Referee throughout the competition.
- Identify hazards and manage risks in an immediate sense (craft, weather, people etc) and report these to the ESO and Arena Referee throughout the competition.
- Record statistical information about the safety of the arena which may include by not limited to:
    - Number of DNF's
    - Number of injuries
    - Potential incidents or near misses
    - Time taking to complete events/races
    - Number of DNS's
- Discuss the competition with the ESO regarding how the competition went from a safety perspective;

- Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and
- Provide any safety / risk management learning's to the Event Safety Officer in accordance with SLSNZ's policy of continuous improvement.

Section FIVE – Event Referee (ER)

5.1 Appointment of Event Referee: The Event Manager will appoint an Event Referee (ER) for all competitions. The Event Referee cannot be the same person as the EM or ESO.

5.2 Role of the Event Referee: The ER leads and mangers the officials to deliver a safe, efficient and fair competition across all arenas for all competitors. The EM will appoint one or more Arena Referees (AR) as required who are delegated to lead and manage a safe, efficient and fair competition for all competitors within a designated arena. The ER is supported by the ESO, EM and AR to provide effective safety management in all arenas before, during and after the competition.

5.3 Position Description: An Event Referee Position Description Template (5.6) provides a guide to this role.

5.4 Event Referee Competencies: The ER <u>should ideally</u> have one or more of the following

a. Surf Lifeguard Award qualified;
b. Surf Officials Qualification;
c. Current workplace first aid certificate;
d. Experience as a lifeguard;
e. Experience as a patrol captain / senior lifeguard;
f. Experience as a safety officer at competitions;
g. Risk Management qualifications or relevant experience; and/or
h. Experience in public safety role (i.e. Police, Search & Rescue, and Paramedical etc.)

and in addition demonstrate their competency in the following safety management procedures and processes:

i. Accurately populate the SLSNZ Competition Safety Plan template (8.0)
j. Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
k. Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
l. Apply knowledge of operational decision making processes relating to safety considerations at competitions.
m. Demonstrate knowledge of how to implement the critical emergency response plans (8.12 – 8.18) e.g. missing person at sea.
n. Comply with any relevant legislation and local by-laws, regulations and council requirements.

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

5.5 Competition Preparation and Planning: The Event Referee as part of the Event Management Committee must review the Competition Safety Plan prior to commencement of a competition. Upon completion of this review, the ER must review the completed Competition Safety Checklist and if independently satisfied with the CSP and CSC, must sign the CSC. Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan.

5.6 Event Referees Position Description.

Appointed by:	Event Manager
Reports to:	Event Manager
Authority:	Member of the Event Management Committee (EMC)
Purpose of role:	Implementation of the Competition Safety Plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the competition.
Duties of the Event Referee	
Pre Competition	• Review and endorse the Competition Safety Plan developed by the Event Manager; • Provide input to ensure appropriate safety and risk considerations are factored in to the competition; • Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan. • Arrange provision of agreed safety resources for officials. • Participate in pre-competition safety preparedness briefings/activities
At Competition	• Execute agreed Competition Health & Safety Plan; • Continually assess conditions and make the Event Manager and Event Safety Officer aware of any changes to risk levels; • Monitor other competition site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc); • Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting
Post Competition	• Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and • Provide any safety / risk management learning's to the Event Manager in accordance with SLSNZ's policy of continuous improvement.

Section SIX – Competition Water Safety & Medical Personnel

6.1 **Competition Water Safety:** The EM in consultation with the ESO will appoint a Water Safety Officer (WSO) for competitions. The ESO and WSO may be the same person for small events. For competitions with multiple arenas and or complex competitions, e.g. regional IRB competition, the ESO must be a different person to the WSO.

6.2 **IRB Drivers and Crew:** All IRB drivers and crew must hold current qualifications for their positions, and have the required knowledge skills and experience to safely operate their craft and perform the duties required of them in a competition environment and in the prevailing environmental conditions.

6.3 **The Water Safety team's duties will be to:**

- Patrol allocated competition arenas within the agreed service times;
- Identify potential casualties / at risk participants or public;
- Identify hazards and manage risks in an immediate sense (craft, weather, people etc);
- Retrieve people from the water and return them to the beach as required;
- Support buoy laying / arena set up including any changes needed during the competition;
- Transport patients to allotted buoys as needed by arena referees;
- Retrieve equipment and return it to the beach as possible.

6.4 **Safety management plan for the immediate safety of swimmers:**

- A victim will be approached by the closest available lifeguard when either they raise their hand or are in obvious distress;
- Lifeguards will assess the severity of the situation and determine whether further assistance is needed;
- If support needed, then the lifeguard 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;
- If the situation is deemed an emergency, the lifeguard will immediately make a radio call to the land based water safety coordinator;
- The lifeguard will then transport the victim to the agreed emergency rendezvous point (see map and rendezvous location information in this document) where an advanced paramedic will be stationed and ready;
- Upon getting the emergency call from the water the advanced paramedic or primary care officers will ring for back up if needed and instruct the ambulance and police to meet at the emergency rendezvous point;
- Upon reaching the rendezvous point, the event lifeguards will hand over the patient to the first aid / medical team and offer to provide any incident support as needed.

6.4 **Emergency Medical Personnel:** Emergency medical personnel must hold current qualifications for their positions and intended duties. PHEC is recommended as the minimum qualification for medical personnel, particularly for those leading competition emergency medical response teams. Level 2, qualified personnel may assist PHEC qualified personnel. A ratio of at least one suitably qualified medical person per arena, for competitions on the event calendar, with a minimum of two per competition is required.

Competition Safety Plan

8.1 Purpose

- This Competition Safety Plan is intended to document the preparation and planning to remove, minimise or isolate risks associated with the competition which this safety plan pertains to.
- This Competition Safety Plan should be considered in addition to the Surf Sport Manual and the Competition Safety Manual which provide additional oversight of safety requirements.
- All risk management planning and implementation should be considered in accordance with "*Risk management – Principles and Guidelines* Standard, AS/NZS ISO 31000:2009".
- Where a competition is being conducted at a patrolled beach, the Event Manager should obtain a copy of the site Patrol Operations Manual – Section A, which will offer additional local context to the site in terms of safety management and also seek local experience people's input into the competition safety plan.

8.2 Competition Details

Competition Name:	2021 BP Surf Rescue North Island Championships
Competition Location:	Waikanae Beach, Gisborne
Competition Date/s:	13-14 February 2021

8.3 Event Tide Times

Day 1 High Tide	0817 hrs	**Day 1 Low Tide**	1432 hrs	**Tide Height**	1.9m
Day 2 High Tide	0901 hrs	**Day 2 Low Tide**	1518 hrs	**Tide Height**	1.95m

8.4 Key Competition Personnel Form

Role	First Name	Last Name	Mobile #	email address	Radio Channel #	Notes
Event Manager	Mark	Inglis	0214571021		2	
Event Assistant						
Event Administration	Joss	Urbahn	0211071576	Joss.urbahn@surflifesaving.org.nz	6	
Event Logistics Officer	Alan	Coates	0274796866	Alan.coates@surflifesaving.org.nz	2	
Work Party Leader	TBC				7	
Commentary	TBC	TBC			8	
Media Liaison	TBC	TBC		media@surflifesaving.org.nz		
Event Referee	Richard.	Whinham		richard.whinham@surflifesaving.org.nz	2	
Event Safety Officer	TBC				2	
Water Safety Officer	Dave	Hickey	0272806420	Dave.hickey@surflifesaving.org.nz	3	
First Aid Officer	TBC				1	
First Aid Officer	TBC				1	
NZ Police	N/A	N/A	111			
Ambulance	N/A	N/A	111			
Hospital	N/A	N/A	111			
Harbour Master	N/A	N/A	021 860 569	harbourmaster@gdc.govt.nz		
Fire Service	N/A	N/A	111			
Coastguard	Gisborne Coastguard	VHF 16, 03	06 867 1027 or 0800 5knots (24 hr)			
Council	Gisborne District Council	N/A	0800653800	service@gdc.govt.nz		
Civil Defence	Gisborne District Council	N/A	068672049			

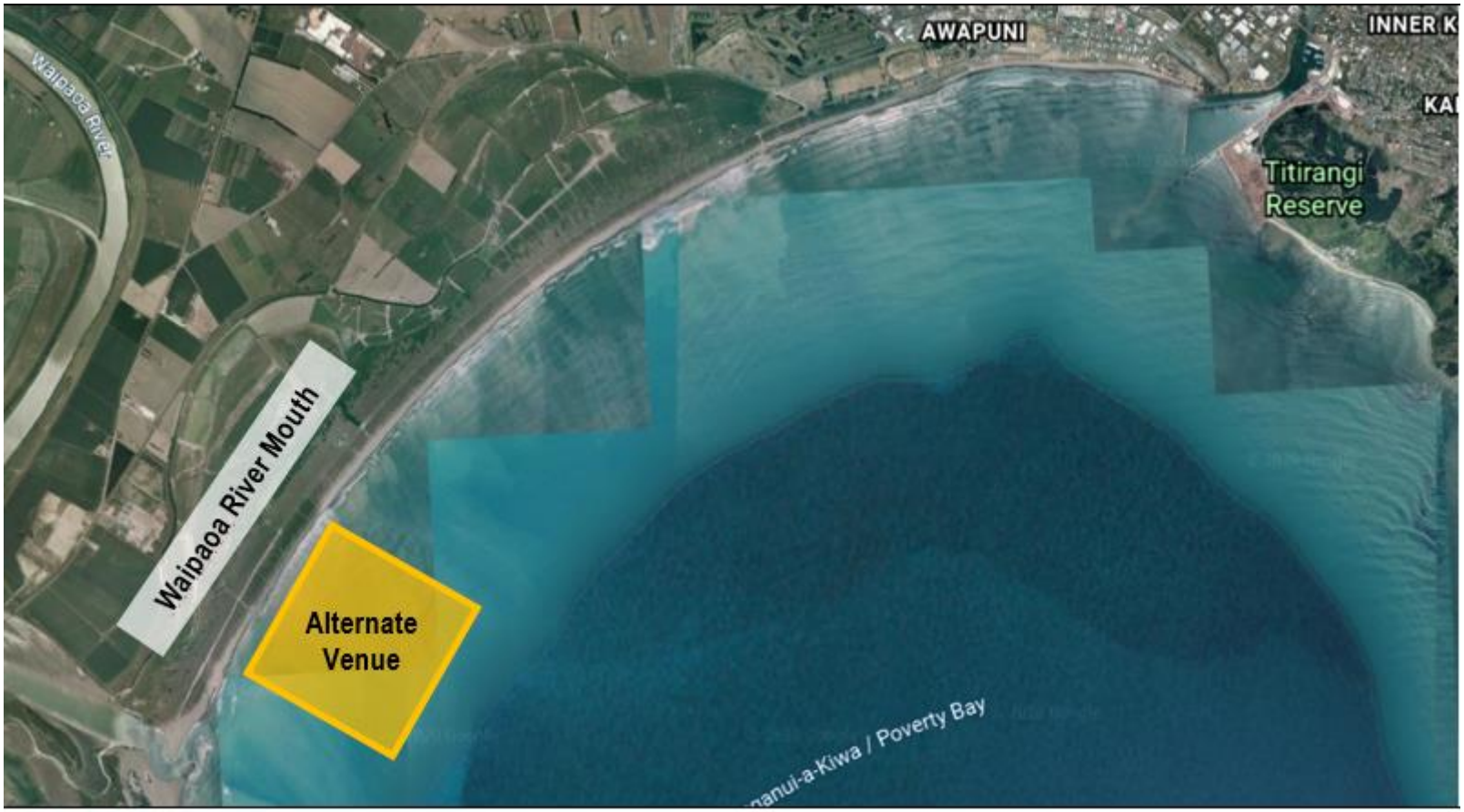
8.5 Competition Site Plan – Waikanae Beach

13-14 February 2020, Waikanae, Gisborne, Link to Map

8.6 Alternative Competition Site Plan A - Waipaoa River Mouth area

13-14 February 2020, Waikanae, Gisborne, Link to Map

Postponements/Backup Venue: For the safety of all competitors, this event will not be able to be run in certain weather/swell conditions. For that reason we will have to have two viable back up venues, where the conditions may be safer to race. One backup venue is Waipaoa River Mouth area. Any postponements or venue changes will be communicated through Team Manager to inform their teams.



8.6 Alternative Competition Site Plan B – Tolaga Bay

13-14 February 2020, Waikanae, Gisborne,

Backup venue B is Tolaga Bay. Any postponements or venue changes will be communicated through Team Manager to inform their teams.

8.7 Risk Assessment Process/Matrix

The purpose of this part of the safety plan is to undertake a comprehensive risk assessment so as to determine lifeguard requirements and form part of effective event decision making and communication to all participants.

The Risk Assessment Matrix requires us to consider both the likelihood and potential impact or consequences of each individual risk. A Risk Factor from 1 – 5 is applied to both the 'likelihood' and potential 'impact' for each of the identified risks. The two risk factors are then multiplied, which provides a score which determines the level of risk.

Steps required to identify hazards and analyse risk

Step One – Identify the work activity(s) that are to be carried out

Step Two – Identify which workers and other people are likely to be affected by the work activity.

Step Three – Identify the hazards associated with the proposed work activity. Consider environmental factors, the equipment or structures to be used and the capability and competency of those expected to undertake the work.

Step Four – Undertake a risk analyse using the Risk Assessment matrix which requires consideration of both the consequences and probability of risk to provide an estimate of the risk magnitude. Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. Risk Magnitude is assessed using the probability and consequence scales below.

Step Five - Apply control measures (preventative action) to prevent harm to people.

Step Six - Continue to monitor and assess the hazards, risks and control measures for effectiveness.

Step Seven - Maintain records of the above.

Step Eight - Implement emergency responses where required. Emergency responses are applied where preventative actions have failed, or where risks have changed or have not been adequately identified or assessed.

Risk rating scales

The magnitude of a risk is determined by two factors:

- the **likelihood** of an accident or event happening, and
- the **consequence** (harm) that could occur if the accident or event takes place.

This can be expressed as Likelihood x Consequence= Risk
The scales below are used when rating likelihood and consequence.

Probability scale

Score	Scale	Frequency of accident or illness
1	Rare	Would only occur in exceptional circumstances.
2	Unlikely	Incident conceivable at some time, but only remotely possible.
3	Possible	Could occur at some time, has probably happened in the past.
4	Likely	Will probably occur in most circumstances, known to have happened in the past.
5	Almost certain	Expected to occur in most circumstances, regularly occurred in the past.

Consequence scale

Score	Scale	Severity of accident or illness
1	Insignificant Injuries	No real injury or illness resulting – e.g. minor bumps, bruises or abrasions.
2	Minor Injuries	First aid or minor medical treatment is required – e.g. sprains, strains and cuts.
3	Significant Injuries	Injury or illness requiring treatment by a qualified medical practitioner such as a GP or A&E, e.g. fractures, dislocations or wounds needing stitches.
4	Serious Injuries	Life or limb threatening injury or illness requiring immediate emergency medical assistance (hospitalisation), e.g. multiple trauma in juries with potential for permanent disablement.
5	Fatality	One or more multiple fatalities are possible.

A risk assessment category (Critical, High, Moderate or Low) for each hazard is compiled by using the chart below. Hazards with the highest rating should be given priority.

Risk Assessment Matrix

A risk assessment category (Critical, High, Moderate or Low) for each risk is compiled by using the chart below. Risks with the highest rating should be given priority.

			SLSNZ Risk Matrix				
Consequence (C)	5	Fatality	5	10	15	20	25
	4	Serious harm	4	8	12	16	20
	3	Significant harm	3	6	9	12	15
	2	Minor harm	2	4	6	8	10
	1	Insignificant harm	1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
			Likelihood (L)				

Risk Magnitude

SLS has identified 4 risk magnitude levels. Risk magnitude refers to the level in which a risk falls, and is only able to be identified by calculating your risk score (likelihood x consequence). Each risk magnitude contains SLS expectations on how to manage risk in within each level.

RISK MAGNITUDE	SCORE	ACTIONS TO BE TAKEN
Low	1-4	Risk which is acceptable. Monitoring is required to ensure that the existing control measures are maintained and working as expected.
Moderate	5-12	Where reasonably practicable, additional control measures should be considered and applied to reduce the risk, particularly at higher scores within this category. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Monitoring is required to ensure that all control measures are maintained and working as expected.
High	15-16	Where reasonably practicable, additional control measures must be considered and applied to reduce the risk. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Consideration of additional controls measures is required, including applying additional resources, as part of the continual improvement process. Monitoring is required to ensure that all control measures are maintained and working as expected.
Unacceptable	20-25	If it is not possible to reduce the risk, even with unlimited resources, the risk cannot be justified on any grounds. The work must stop immediately or not be carried out if the work has not started.

8.8 Pre Event Risk Assessment - Environment

To be completed in conjunction with the Risk Assessment Matrix (8.7)

Hazards	Risk Description -the interaction/exposure to the hazard (the accident) -why that would occur -the consequence/outcome of the accident	Raw Risk Assessment				Control Measures -the control measures (preventative actions) that you will put in place	Risk Assessment				Alternative Control Measures -any addition controls not currently in place, but available to implement	Decisions	
		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
ENVIRONMENT													
Weather Conditions e.g. temperature, wind speed	Exposure to extreme conditions may cause medical condition such as Hyperthermia, Hypothermic, fatigue, etc.	**2**	**5**	**10**	Yes-Moderate	Recommended use of wetsuits to participants. Lifeguards appropriately dressed for conditions participant warned of the potential harm of conditions, Warm up/acclimatizing encouraged	**2**	**5**	**10**	Yes-Moderate		**2**	Yes
Wave type/conditions e.g. Spilling, dumping, surging	Potential injury to participant, water safety crew	**3**	**5**	**15**	No-High	Briefing appropriate to conditions. Disclose the risks, check for competency.	**2**	**5**	**10**	Yes-Moderate	Event moves to the contingency plan or is to be cancelled	**5**	Yes
Heat exposure	High temperatures and sun exposure posing risk health	**3**	**5**	**15**	No-High	- Provide shaded areas where possible - Provide officials with sunscreen and water - Promote slip, slop, slap.	**3**	**2**	**6**	Yes - Moderate			
Pollution	Spill of fuel from rescue boat, Water quality impeded by heavy rain, Other hazardous substances on beach or in water, Toxic to people	**1**	**3**	**3**	Yes - Low	Three day forecast check on water conditions through https://safeswim.org.nz/ prior to event. Pre-check of beach areas being used for substances hazardous to health, Contact water authority three days prior to race to check water quality readings, Monitor readings up to event day	**1**	**3**	**3**	Yes - Low	Event moves to the contingency plan or is to be cancelled	**2**	Yes
Rocks / reef	Hitting rocks / reef in the shallow water	**3**	**5**	**15**	No-High	Selection of event venue should preclude Rocks and reef.	**1**	**5**	**5**	Yes - Moderate		**2**	Yes

						Pre-check of shallow area of water for entry and exit for rocks and reef							
Debris	Coming into contact with floating debris	**3**	**5**	**15**	No-High	Pre-check of Arena for debris and removal by Water Safety. Arena entry and exit points clearly defined, Awareness of hazard, Briefing identifies/warns of potential hazards on beach and under water	**1**	**5**	**5**	Yes - Moderate	Event moves to the contingency plan or is to be cancelled	**1**	Yes
Inadequate light	Person struck by vessel or craft due to poor day light/visibility. Inability to perform a rescue in poor light.	**2**	**5**	**10**	No-Moderate	Make sure there is adequate light before starting the event, check sunrise and sun set times pre event date, All events take place during day light (morning or afternoon)	**1**	**5**	**5**	Yes - Moderate	Event Start time pushed out until visibility is clear Event moves to the contingency plan or is to be cancelled	**5**	Yes
Marine life	Attack or sting from marine life	**1**	**3**	**3**	Yes - Low	Pre-check of course for marine life Warning to participant at briefing that marine life may be present, It is recommended that the beach stays closed a minimum of 60 minutes after the last sighting of shark	**1**	**3**	**3**	Yes - Low	Follow SLSNZ Shark NSOP, Event moves to the contingency plan or is to be cancelled	**3**	Yes

8.9 Pre Event Risk Assessment – People

Hazards	Risk Description -the interaction/exposure to the hazard (the accident) -why that would occur -the consequence/outcome of the accident	Raw Risk Assessment				Control Measures -the control measures (preventative actions) that you will put in place	Risk Assessment				Alternative Control Measures -any addition controls not currently in place, but available to implement	Decisions	
		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
PEOPLE													
Event Lifeguards Competence	Competence not of the required standard	2	3	9	Yes-Moderate	Briefing pre event on job required, Check for experience/competency of lifeguard prior to event and select accordingly	1	2	2	Yes - Low		2	Yes
Manual Handling	Lifting and moving equipment causing injury	3	5	15	No-High	- Crew and persons inducted and warned upon lifting techniques - Machinery / aides used where possible - Heavy items appropriately labelled - PPE of boots and / or gloves worn where required	3	1	3	Yes - Low			
Participant/Crew competence	Driver/Crews assessed for competence from previous events, drowning, Fatigue, lack of skill, Panic, Peer pressure	3	5	15	No-High	Lifeguard safety crew supervision / safety ratios. Medical services at event, Lifeguards trained to deliver First Aid treatment; level of competence obtained from entry/performance in previous regional competitions.	2	5	6	Yes-Moderate	Move course to safer area, postpone or remove events with high risks	3	Yes
Number of IRB's/Crews in close proximity	Number of Crews/IRB's on course limited to 7 at one time, Keeping to their allocated lanes where possible	3	3	9	No-High	Ensure Crews/Competitors are familiar with the "Proceed with Caution" safety procedure where there may be a vessel/competitor encroaching in another race lane.	1	4	4	Yes - Low			
Unknown medical condition	Person suffers a medical event	3	5	15	No-High	Medical services at event, Lifeguards trained to deliver First Aid treatment	3	4	12	Yes-Moderate			

Missing Person	Participant going missing in the water, Potential fatality	**2**	**5**	**10**	Yes-Moderate	Crews/Crewmembers counted in and out of the water and at the conclusion of each event.	**1**	**4**	**4**	Yes - Low	Lifeguard reflex tasking to search the 'Immediate Last Known Point of the Missing Person' by initiating a search of the aquatic environment. Missing person NSOP	**4**	Yes
Kite Surfers, Surfers, or other aquatic users	Collision with Kite Surfer, Surfer or other aquatic user in water	**3**	**4**	**12**	No-Moderate	Pre-check of course for Kite Surfer, Surfer or other aquatic user , ask them to vacate the competition arena.	**1**	**4**	**4**	Yes - Low		**4**	Yes
Powercraft driver+ crewperson competence	Experience and /or competence of driver and crew in event conditions. Power craft rollovers, injury to participant/crew/official's, public.	**2**	**3**	**6**	Yes - Moderate	Check for experience/competency of driver and crew prior to event and select accordingly , Pre event equipment checks, qualifications, Daily operations log	**1**	**1**	**1**	Yes - Low	Remove noncompliant crews	**2**	Yes

8.9 Pre Event Risk Assessment – Equipment

Hazards	Risk Description -the interaction/exposure to the hazard (the accident) -why that would occur -the consequence/outcome of the accident	Raw Risk Assessment				Control Measures -the control measures (preventative actions) that you will put in place	Risk Assessment				Alternative Control Measures -any addition controls not currently in place, but available to implement	Decisions	
		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
EQUIPEMENT													
Safety equipment faulty or damaged	Gear may not be as responsive as intended due to damage potential injury to participant, water safety crew	**2**	**2**	**4**	Yes - Low	Pre event equipment, engine and IRBs check, IRB Daily operations log, Regular maintenance	**1**	**1**	**1**	Yes - Low	Remove equipment from event, activate additional safety assets if possible	1	Yes
Incorrect use of Rescue equipment	Poor judgement resulting in careless or reckless drivers,potential injury to participant and water safety crew	**2**	**3**	**6**	Yes - Moderate	Briefing and a 'no tolerance' approach to careless behaviours, Check for experience/competency of driver and crew prior to event and select accordingly	**1**	**3**	**3**	Yes - Low	Remove/replace careless or reckless drivers	3	Yes
Refuelling & Transporting Fuel	Chemical health hazard Fuel splashes into eyes or gets onto surface of skin of lifeguards	**3**	**4**	**12**	No-Moderate	IRB refuelling training; IRB refuelling refresher training; Safety goggles available; IRB Refuelling NSOP	**2**	**4**	**8**	Yes-Moderate	Brief lifeguards on hazards of refuelling; safety goggles made mandatory; increase supervision checks during refuelling	4	Yes
Moving equipment and craft	People getting in the way of equipment or craft being moved on beach and in water	**4**	**4**	**16**	**No-High**	- Marked and barrier areas for competitors, equipment and vehicle operations - Restrict public from entering competition arenas - Officials provided suitable vantage areas where they do not impede upon any craft or equipment movement	**3**	**3**	**12**	No-Moderate	Consideration of handlers Monitoring of conditions change and reduce / amend programme.	4	2
Transporting equipment on public roads	Equipment not secured causing damage potential injury to public	**5**	**5**	**25**	**No - Unacceptable**	Ensure towing vehicle is registered with a WOF and lights are in working order and is capable of towing the specific load, Secure equipment with correct ratchet strap for load. Transporting an power craft on public roads NSOP	**1**	**4**	**4**	Yes - Low		4	Yes

8.10 Daily Hazard Identification and Risk Assessment Form – Part A

Daily Hazard and Risk Assessment Form													
Competition		**Date**	**/ /**	**Time**	**:**	**Name**				**Signature**			
PREVAILING WEATHER CONDITIONS (CIRCLE)										Impact	Risk Level	Accept?	
Wind Strength	Still	Light	Moderate	Strong									
Wind Direction	Northerly	Nor'Easterly	Easterly	Sou'Easterly	Southerly	Sou'Westerly	Westerly	Nor'Westerly	Nil				
Weather	Clear	Scattered Cloud	Overcast	Showers	Heavy Rain	Storm							
Wave Height	<0.5	-1	-1.5	-2	-2.5	-3	-3.5	-4					
Surf Conditions	Glassy	Slight Chop	Choppy	Rough	Very Rough								
EVENTS IN PROGRESS (CIRCLE)													
Age Group	< 8	< 10	< 12	< 14	< 16	< 19	Open	Masters					
Event	Sprints	Flags	Surf	Tube	Board	Ski	Rescue	Relay	Iron	Taplin	Boat	Canoe	
Arena	Sprint	Flags	Water 1	Water 2	Water 3	Boat	Canoe	IRB					

Hazards	**Risk Description**	**Risk Assessment**				**Control Measures**	**Risk Assessment**				**Alternative Control Measures**	**Decisions**		
		Consequences	**Likelihood**	**Risk Level**	**Acceptable Risk?**		**Consequences**	**Likelihood**	**Risk Level**	**Acceptable Risk?**		**Residual Risk Level**	**Acceptable Risk?**	**Priority**
ENVIRONMENT														
Weather Conditions					Y / N					Y / N			Y / N	
Wave Conditions					Y / N					Y / N			Y / N	
Rips / Current					Y / N					Y / N			Y / N	
Natural Debris					Y / N					Y / N			Y / N	
Rubbish					Y / N					Y / N			Y / N	
Pollution					Y / N					Y / N			Y / N	
Stingers					Y / N					Y / N			Y / N	
Holes					Y / N					Y / N			Y / N	
Structures					Y / N					Y / N			Y / N	

8.11 Daily Hazard Identification and Risk Assessment Form – Part B

Hazards	Risk Description	Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions		
		Consequences	Likelihood	Risk Level	Acceptable Risk?		Consequences	Likelihood	Risk Level	Acceptable Risk?		Residual Risk Level	Acceptable Risk?	Priority
PEOPLE														
Officials					Y / N					Y / N			Y / N	
Water Safety					Y / N					Y / N			Y / N	
Support Crew/s					Y / N					Y / N			Y / N	
Competitors					Y / N					Y / N			Y / N	
Supporters					Y / N					Y / N			Y / N	
Spectators					Y / N					Y / N			Y / N	
Public					Y / N					Y / N			Y / N	
					Y / N					Y / N			Y / N	
					Y / N					Y / N			Y / N	
EQUIPMENT														
Arena Equipment					Y / N					Y / N			Y / N	
IRBs					Y / N					Y / N			Y / N	
Vehicles – Beach					Y / N					Y / N			Y / N	
Vehicles – Road					Y / N					Y / N			Y / N	
					Y / N					Y / N			Y / N	
					Y / N					Y / N			Y / N	

Risk Indicators	1	Minor Equip. Loss	2	Major Equip. Loss	3	DNF/Scratchings	4	Minor Injuries	5	Major Injuries	6	Loss of Time	7	Loss of Process	8	Loss of Life

Recommendations (Circle)	Commence	Delay	Modify Events	Change Venue - Some	Cancel Some Events	Increase Water Safely	
	Continue	Consult T. Managers	Reduce Athlete #s	Change Venue - All	Cancel All Events	Mandatory PSE use	

8.12 Water safety and First Aid requirements (equipment and people)

FIRST AID / MEDICAL SERVICES

Who has been engaged to provide first aid / medical support?	An Event Safety Officer, two First Aid Officers, a Water Safety Officer, 4 IRB Drivers, and 4 IRB Crewman have been engaged to provide First Aid, Medical Services, and Water Safety.
Where will the service be located at the venue?	Vehicle access to the competition arena is available via a vehicle access at the northern end of the competition arena. Two First Aid Officers will be positioned on the beach with general First Aid Supplies and Defib facilities. The use of the Waikanae Surf Life Saving Club facilities are available to deal with more serious events.
What hours will the service be open and available?	Saturday 13/02/2021: 7:00am – 6:00pm Sunday 14/02/2021: 7:00am – 3:00pm
What is the agreed scope of services being provided?	First Response Care
What is the level of qualifications of the provider(s)?	Paramedic and First Responder (TBC)

WATER SAFETY

Equipment Required	Number of equipment to be used	Number of qualified people	Lifeguard / HR Competencies to use equipment
IRB Engine and Hull Units	4	8	IRB Drivers Qualification and/or IRB Crewman Qualification (Refreshed)
Rescue Tubes	1 (1 per Arena)	1	Surf Lifeguard Award (Refreshed)
Rescue Boards	0	0	Surf Lifeguard Award (Refreshed)
Radios	20	n/a	n/a
Marquee and medical supplies	1	2	Paramedic and First Responder
Binoculars – spotters	1	1	Event Safety Officer
Missing Person Kits	1	1	Event Safety Officer

WATER SEARCH PARTY (In water search party)

Who has been engaged to provide water search party?	In the first instance, qualified, refreshed and competent Surf Lifeguards from the National Event Water Safety Team
Where will the service be located at the venue?	Missing Person at Sea Kits located in Arena
What hours will the service be on duty?	During hours of competition.
What is the agreed scope of services being provided?	Team Managers will be briefed of this requirement at the Team Managers briefing and the process will be explained to them so they can explain to their members what is expected of competitors, coaches, managers, parents, supporters, and spectators.
What is the level of qualifications of the provider(s)?	Surf Lifeguard Award (Refreshed)

WATER SAFETY TEAM (IRB Safety Team)

Who has been engaged to provide water safety support?	A Water Safety Officer, an Assistant Water Safety Officer, four IRB Drivers, and four IRB Crewman have been engaged to provide Water Safety.
Where will the service be located at the venue?	All IRBs will be located near the arena, with the Water Safety Officers roaming the beach. IRB Setup and breakdown will occur adjacent to the Waikanae Surf Life Saving Club as per the site plan.
What hours will the service be on duty?	During hours of competition
What is the agreed scope of services being provided?	In Water Safety
What is the level of qualifications of the provider(s)?	SLSNZ IRB Drivers and Crewmans

8.13 Missing Competitor At Sea - Emergency Response Plan

MISSING COMPETITOR AT SEA – EMERGENCY RESPONSE PLAN	
Reflex Tasking	• Immediately close all arenas via radios to officials, continuous sounding of air horns & whistles, and waving of flags to competitors. • Identify who is missing and what identifies them (e.g. clothing, size, clothing colour, M/F)
	• IRB to place pink buoy or another identifiable object that will remain in place at Last Known Point (LKP) then sit behind surf break parallel to floater& await instructions from the Water Safety Officer (WSO).
	• Consider dropping dye, at LKP and if conditions permit consider dropping a floater (competent life guard wearing fins, PFD, wetsuit) at LKP to float with prevailing current, ensuring that at least one spotter maintains visual contact with the floater at all times. • Deploy spotters with radios or runners to high points.
	• Supporters to immediately clear competitors equipment from the affected arena/s, then keep out of affected arena/s.
	• Team managers to check in with their competitors and assign competent swimmers (LG) only, who have fins and goggles/masks to the Arena Referees (AR) in the affected arena/s. • Coaches to report immediately to the AR in their assigned arena and organise their searchers in lines while awaiting instructions from the AR.
	• Competitors to exit the water immediately upon continuous sounding of the air horn, whistles, or waving of flags before reporting firstly to their team manager at a pre designated point. • Competent swimmers who have fins & goggles/mask should then report immediately to their coach in their designated arenas. Note all swimmers involved with the search need to be identifiable differently to the missing person (e.g. pink bennies, different coloured hi viz vests
	• Water Safety Officer uses nearest capable IRB to pick up LKP buoy from beach and drop of buoy at LKP. • WSO then liaise with IRBs under ESO instructions to either ferry searchers to search zone or begin parallel grid search as directed by ESO.
	• ESO to assume position of Incident Controller until relieved by appropriate authority. • ESO immediately appoints a scribe to record relevant details of times, decisions and communications. • ESO appoint person to dial 111 and liaise with emergency services.
	• Arena Referees (AR) instruct officials to immediately clear the water arena of competitors and craft. • AR to liaise with ESO and Coaches to deploy competent swimmers to search zone and duties. • Officials to mobilise supporters only after cleared to do so by the ESO or their delegate.
Initial Action	

WORKING DOCUMENT

Ascertain Details:	• Location, problem, number of patients, mechanism of injury (trauma), prior medical history (medical)
Complete Incident Log:	• Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	• Notify event safety service / medical team, call 111 and ask for ambulance, Team Manager of the Club involved
Consider:	• Is there a risk/hazard posed for other people? Does racing need to stop temporarily to allocate safety resources to the incident(s).Is there an appropriate environment to treat the victim(s)?
At Scene	
Actions:	• DRSABCD is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. • If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents. • Consider the on-going treatment of the patient and whether they need to be moved into a more appropriate environment (i.e. out of direct sun, wind, water etc.)
At Completion	
Debrief:	• In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. • In a critical incident such as a death or severe (life threatening) trauma, SLSNZ Lifesaving Manager should be notified to initiate SLSNZ Peer Support Services.
Reporting:	• Ensure a SLSNZ Incident Report Form is completed for any incident and forward to your local SLSNZ office for processing. • Feel free to attach additional information as required as it is better to keep a more detailed account of the incident in the event of a formal investigation as a result of the incident.

8.14 Major Medical/First Aide - Emergency Response Plan

MAJOR MEDICAL / MAJOR FIRST AID TRAUMA	
Initial Action	
Ascertain Details:	• Location, problem, number of patients, mechanism of injury (trauma), prior medical history (medical)
Complete Incident Log:	• Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	• Notify event safety service / medical team, call 111 and ask for ambulance, Team Manager of the Club involved
Consider:	• Is there a risk/hazard posed for other people? Does racing needs to stop temporarily to allocate safety resources to the incident(s). Is there an appropriate environment to treat the victim(s)?
At Scene	
Actions:	• DRSABCD is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. • If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents. • Consider the on-going treatment of the patient and whether they need to be moved into a more appropriate environment (i.e. out of direct sun, wind, water etc.)
At Completion	
Debrief:	• In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. • In a critical incident such as a death or severe (life threatening) trauma, SLSNZ Lifesaving Manager should be notified to initiate SLSNZ Peer Support Services.
Reporting:	• Ensure a SLSNZ Incident Report Form is completed for any incident and forward to your local SLSNZ office for processing. • Feel free to attach additional information as required as it is better to keep a more detailed account of the incident in the event of a formal investigation as a result of the incident.

8.15 Fire - Emergency Response Plan

FIRE	
Initial Action	
Ascertain Details:	• Location, problem, number of patients, likely source of fuel, level of threat to people and/or property
Complete Incident Log:	• Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	• Notify event safety service / medical team, call 111 and ask for Fire Service, if aware if injured people - also request an ambulance response. Inform team managers if event is impacted.
Consider:	• Is there a risk/hazard posed for people or property? Does racing needs to stop temporarily to allocate resources to the incident to put out / control a fire, protect people, move to safeguard property etc.
At Scene	
Actions:	• All involved are reminded that self-preservation is a priority in any response. • People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property. • Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc.) • For any people affected: DRSABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. • If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents (i.e. burns).
At Completion	
Debrief:	• In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a debrief of the incident to assess and ensure all persons involved are OK (emotionally and physically) and that the response process is reflected on with any learning's being recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. • In a critical incident such as a death or severe (life threatening) trauma, SLSNZ Lifesaving Manager should be notified to initiate SLSNZ Peer Support Services.
Reporting:	• Ensure a SLSNZ Incident Report Form is completed for any incident and forward to your local SLSNZ office for processing. • Feel free to attach additional information as required as it is better to keep a more detailed account of the incident in the event of a formal investigation as a result of the incident.

8.16 Tsunami - Emergency Response Plan

TSUNAMI WATCH / WARNING	
Initial Action	
Ascertain Details:	• Has a tsunami warning or tsunami watch been issued by the Ministry of Civil Defence? The Event Manager should confirm this directly rather than being drawn into speculation by other parties. • When is the published impact time of the first tsunami, and therefore how much time do you have to evacuate the coastal zone?
Complete Incident Log:	• If possible, record the time the incident commenced. Keep a record of key decisions through the incident period.
Notify:	• SLSNZ CEO, Event Safety Officer, Event Manager, Event Referee, Team Managers, competitors and spectators
Consider:	• The level of response relative to the classification of the incident (i.e. a 'watch' is a lower risk threshold than 'warning'). Ensure the level of urgency is relative to the anticipated time available to evacuate. What are the optimal evacuation routes to allow people to get to the recommended 23m above sea level to avoid the impact of a tsunami wave.
At Scene	
Actions:	• If there is a witnessed earthquake in the coastal zone or any unusual observations to a sudden change in sea state (such as water levels noticeably dropping), immediately discontinue racing. Radio the on water lifeguards and ask them to direct all persons back to shore immediately **(phase one: get people out of water)** • Inform Team Managers, Surf Officials, competitors, participants and spectators of a possible tsunami threat and encourage them to enact an emergency evacuation to higher ground ASAP. *In a witnessed coastal earthquake event, there is insufficient time to remove equipment*. Focus must be on a swift, orderly evacuation away from the coast to a targeted elevation of 23m above sea level **(phase two: evacuate to high ground)** • If the event is not witnessed and the tsunami warning / tsunami watch indicates a longer lead-in time, in addition to evacuating the beach, consider removing rescue craft and first aid equipment to higher ground to be used in a possible post tsunami recovery. • Continue to monitor the situation/threat through official channels (i.e. Ministry of Civil Defence updates).
At Completion	
Debrief:	• In the event a tsunami does strike, a debrief may not be appropriate in lieu of more immediate needs. Following any tsunami warning / tsunami threat stand-down, it is appropriate to conduct a debrief so learning can be captured for any future incident.
Reporting:	• The SLSNZ CEO will identify and confirm the need for any reports. *Under no circumstance should the aquatic elements of a surf life saving event be conducted while an official tsunami warning or watch is in place for the coastal area involved.*

8.17 Earthquake - Emergency Response Plan

EARTHQUAKE	
Initial Action	
Ascertain Details:	• For injured people – refer to action plan under "Major Trauma / Medical" • If a fire is caused by the earthquake – refer to action plan under "Fire" • If the earthquake was of sufficient magnitude that is has caused damage or was significant, operationalize the actions outline in the action plan "Tsunami Warning/Watch"
Complete Incident Log:	• Record times of key decisions, number of patients involved, arrival of additional support, any treatment provided, patient information as possible.
Notify:	• Trauma / Medical Issues – dial 111 and request Ambulance, Fire – dial 111 and request Fire Service
Consider:	• In the event of a minor earthquake, consider if any sewerage or storm water pipes could have been breached and potentially impact on water quality. • Check media sources to confirm any official warnings or directives following the earthquake event. • Consider what support those involved at the event may be able to offer the general public or other emergency services where there may be wide spread damage, injury, death (but no threat or a tsunami).
At Scene	
Actions:	**Further to action items identified through other action plans (referred to above)…:** • Seek out on-going information from official sources (Ministry of Civil Defence website) • If possible, contact SLSNZ CEO or delegated SLSNZ staff member for advice/support • Contact other emergency services and offer to provide support / capacity (i.e. trained first aiders, rescue vehicles, shelter, search parties etc.). • Continue to communicate with all relevant parties regarding the incident response and any updates as they become available.
At Completion	
Debrief:	• In the event a major earthquake does strike, a debrief may not be appropriate in lieu of more immediate needs in the short term.
Reporting:	• If possible, complete SLSNZ Incident Reports for each patient. Submit these to your local SLSNZ office for processing. • The SLSNZ CEO will identify and confirm the need for any additional report related to the earthquake event.

8.18 Sudden Unanticipated Storm - Emergency Response Plan

SUDDEN UNANCITIPATED STORM (EXTREME WINDS)	
Initial Action	
Ascertain Details:	• For injured people – refer to action plan under "Major Trauma / Medical". • The risk of a storm or squall should be monitored throughout any event to ensure that mitigating factors can be applied to reduce the risk of harm to people and property.
Complete Incident Log:	• Record times of key decisions, number of patients involved, arrival of additional support, any treatment provided, patient information as possible.
Notify:	• Trauma / Medical Issues – dial 111 and request Ambulance
Consider:	• What equipment (fences, signage, shade shelters, tools, sound equipment etc.) is sitting on the beach which could become a serious hazard in the event of extreme wind or get damaged, how can it be secured safely? • Are there tents on the beach and, if yes, how well anchored are the tents or do they require dropping and securing?
At Scene	
Actions:	• Monitor the weather forecasts prior to and during a Competition. • Where a risk of high winds is possible, ensure this is communicated to all persons in daily briefings (work party, surf officials, event safety team, team managers etc.). • If a severe storm (to the point where the sea/beach conditions will become unacceptably dangerous) is imminent, discontinue racing and ensure all people are safety removed from water until the conditions are safe to continue. *Where a squall is visibly identified approaching the event site, provide warnings and direction to key groups:* • Work Party: Check tent/marquee anchor points, drop event signage/fences if not secured, support teams with tents or gear as needed. • Team Managers: Focus on securing club equipment / craft then secure club tents • Event Referee: Surf Officials to support securing of on beach event equipment such as sound systems, lane markers etc.)
At Completion	
Debrief:	• A debrief may not be essential in the case of a response to high winds however consider conducting a debrief in the event of any injuries to people or damage to equipment or if there was an opportunity identified to enhance the response plan in future (i.e. a near miss, any lack of cohesion in the response plan, any confusion identified during response).
Reporting:	• Ensure a SLSNZ Incident Report Form is completed for any incident and forward to your local SLSNZ office for processing.

8.19 Major Pollution - Emergency Response Plan

MAJOR POLLUTION DISCOVERY / WATER QUALITY	
Initial Action	
Ascertain Details:	• Location, type of pollution involved (i.e. oil vs sewerage vs run-off), Identify source if possible
Complete Incident Log:	• Record times of key decisions (when first aware of quality issue, when discontinued event etc.), number of patients involved if people have got sick, arrival of additional support, any treatment provided, patient information as possible.
Notify:	• Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 111 and seek ambulance.
Consider:	• What risk level might the pollution pose for people? • Are there implications for the general public beyond those involved with the event? • Are there alternative sites that may not be affected by the water quality issue that may allow Competition to continue? • Has there been any previous water quality issues at the site and, if so, what may be the time impact for the issue to be resolved?
At Scene	
Actions:	• On being made aware of the water quality issue, discontinue aquatic events immediately until such time the issue is resolved. • Contact the local pollution / water quality authority, inform them of the problem and seek advice regarding the impact the problem may have on people. • If the water quality issue is obviously not going to be resolved quickly (i.e. oil spill or major run-off issue) identify and check alternative racing areas. If suitable, consider moving racing to the new site to continue the event. • *If possible, consider running any beach events while any water quality issues are addressed* • Continue to monitor the situation, seek on going advice from experts / authorities.
At Completion	
Debrief:	• A debrief may not be essential in the case of a response to water quality issues however consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan in future.
Personnel Support:	• Ensure a SLSNZ Incident Report Form is completed for any incident and forward to your local SLSNZ office for processing.

8.20 Competition Safety Checklist

Section 1: Competition Details

Competition Date(s):	**13-14 February 2021**	**Competition Venue(s):**	**Waikanae Beach**
Competition Sanctioned?	**Yes**	**Event Manager:**	**Mark Inglis**
Description of Competition:	**2021 BP Surf Rescue North Island Championships**		

Section 2: Safety & Risk Management

Task #	DESCRIPTION OF ACTION / CONSIDERATION	COMPLETED ☑
1	Competition is formally sanctioned by SLSNZ	**Y**
2	Event Referee appointed:	**Y**
3	Event Safety Officer appointed:	**Y**
4	Site hazard and risk register completed	**Y**
5	First Aid/Medical Service confirmed (relative to competition scope)	**Y**
6	Water Safety people and assets confirmed (relative to competition scope)	**Y**
7	Disaster management protocols confirmed and discussed with Event Referee, Event Safety Officer, First Aid/Medical provider and Team Managers	**Y**
8	Communications system confirmed for the competition	**TBC**
9	A Competition Safety Plan template completed for the competition and peer reviewed.	**TBC**

Section 3: Declarations

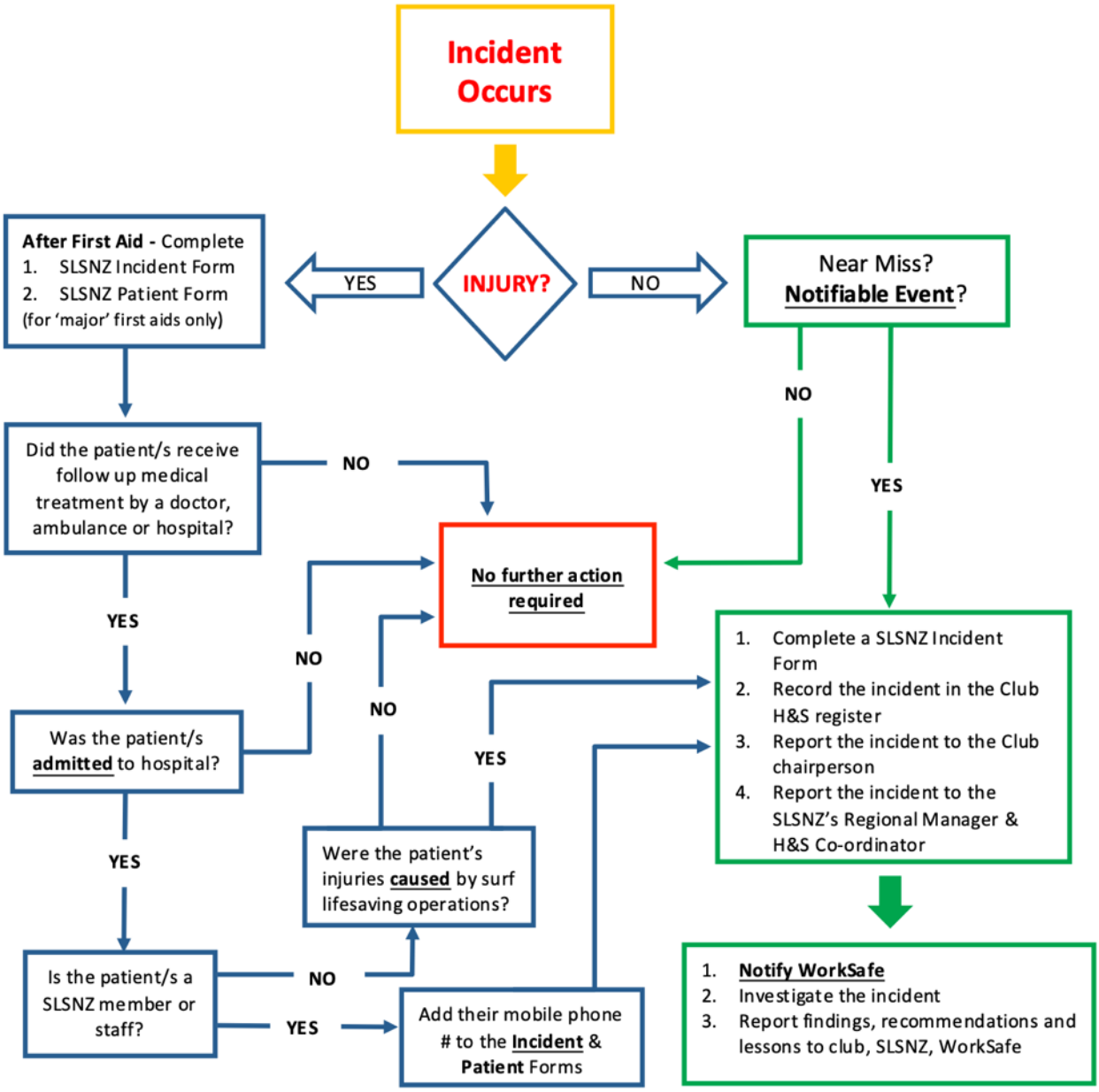
I confirm that I have completed the actions identified above in assessing and arranging the health and safety requirements for this competition.					
Name:	**Mark Weatherall**	**Signature:**		**Date:**	
I confirm that I have peer reviewed the safety planning and proposed risk management for this Competition and confirm that in my opinion the competition has appropriate safety controls in place.					
Name:	**Roydon Woodcock**	**Signature:**		**Date:**	

8.21 Safety Briefing - Competitor / Team Manager / Surf Official

Add or remove tittles as required for the event

Competition Element	Item(s) to discuss	Questions/Notes to cover off for this Competition
Personnel	Competition roles & responsibilities	
Weather (current and forecast)	Tides - Times	
	Temperatures - Land/Sea	
	Sea Conditions	
	Wind	
Water Safety	Location and amount	
	Identification	
	Scope/Safety cover	
Critical Incident Protocol	Briefing of CIP	
First Aid	Location and Scope	
	Identification	
Contingency Plan	Activating Protocol	
Timetable	Alterations	
Competition Area	Course Layout	
Order of Events	Timetable for competition	
Code of Conduct	Reiterate	
Meeting Attendance	Confirmation of attendance	
Questions	Any safety questions?	

8.21 SLSNZ Incident and Injury Notification Flow Chart



Notifiable Events includes:

- **Notifiable Death** – when a person has been killed as a result of work.
- Notifiable Incident – when a person's health and safety is seriously threatened or endangered as a result of a work situation, i.e. if someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident.
- Notifiable Injury - an injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment. 'Admitted to a hospital' means being admitted to hospital as an inpatient for any length of time – it does not include just being taken to the hospital for out-patient treatment by a hospital's A&E department.

Major First Aid - Any incident where a victim needs a higher level of medical treatment or is handed to another agency e.g. doctor, ambulance, hospital.

SLSNZ Incident Report Form CONFIDENTIAL

SURF LIFE SAVING

Incident & Team Details			Police Tasking Information	
Club			Tasking event #	
Incident date	/ /		Tasking officer #	
Incident location			Tasking start time	
GPS or grid ref			Tasking finish time	
Incident start time			**Incident Analysis**	
Incident finish time			Probability of reoccurrence	
Incident level (0-4)			Consequence/impact	
Number of patients involved			Accident investigated	Yes No
SLSNZ workplace incident	Yes No		Action required	Yes No
Did this happen during patrol?	Yes No	→	Patrol occurrence	
Summary of incident *(please enter what happened, when and the response effort below)*			Patrol team name	
			EAP required	Yes No
			EAP actioned	Yes No

Incident Type				Mass Rescue & Patient Assist Details		
Rescue		Complete patient report form		Name		Patient 1
Patient assist				Address		
First aid (major)		Complete patient report form		Age*		
Search		Complete patient report form		Gender*		
Near miss				Ethnic origin*		
Activities Involved				Name		Patient 2
Swimming		Fishing		Address		
Surfing / bodyboard		Attemptrescue		Age*		
Sail or boat		Other		Gender*		
Walking / running				Ethnic origin*		
Incident Conditions *(at start of incident)*				Name		Patient 3
See codes Weather				Address		
Wave height				Age*		
Surf conditions				Gender*		
Wind strength				Ethnic origin*		
Wind direction				Name		Patient 4
Other: *(rips, holes, equipment…)*				Address		
Resources Used				Age*		
IRB		Radios		Gender*		
Rescue tube		RWC		Ethnic origin*		
Rescue board		First aid equipment		Name		Patient 5
Rescue vehicle		No equipment		Address		
Other:				Age*		
				Gender*		
				Ethnic origin*		

Lifeguards / Volunteers Involved		
First name	Last name	Surf ID number

*Must complete for all patients. In all cases the outcome will be 'patient left in stable condition'.
If their condition is not stable you must complete a patient report form.
Name & address are optional but must add suburb.

Form completed by	First name	Last name
Signed		

SLSNZ Patient Report Form CONFIDENTIAL

SURF LIFE SAVING

Additional Patient Information for Major Rescues, First Aids and Searches. Please store this form in a secure location after completing.

Patient Details

Incidentlevel(0-4)	Arr.	4	3	2	1	0	SLSNZ member	Yes / No	Number:
	Dep.	4	3	2	1	0			
First name							Gender	Male / Female	
Last name							Ethnic origin (primary)		
Date of birth	DD / MM / YYYY						Ethnic origin other		
Address & suburb									
City							Wasafatalityprevented?	Yes / No	

Incident Reason

Exhaustion	Poor swimming	Drugs / alcohol	Excessive clothing	Inappropriate equipment	Jellyfish / insect sting	Cramp	Cut / abrasions	Bruising	Burns / sunburn	Breathing difficulty	Feeling unwell	Other	Other notes:

Patient Outcomes

Leftinstablecondition	
ReferredtoDoctor	
Assistedfromthebeach	
Ambulance to hospital	
Helicopter to hospital	
Deceased	
Unknown/Notfound	

Equipment Used

Oxygen		FA Supplies	
Defibrillator			
Stretcher			
Neck brace			

First Aid Treatment

History / chief complaint / onset

Treatment

Medications / allergies

Patient Vitals

Time	Interventions / drugs	Dose	Response AVPU	Airway	Breathing	Pulse / circulation	Temp	Blood pressure	O2 Sat	Bld Gluc
								/		
								/		
								/		
								/		
								/		
								/		

Search Information

Missing person details & description

Name	
Phone numbers	
Medical & mental condition	
Description of missing person Age Ethnicity Gender Height&build Hair colour Eye colour Clothing / belongings	

Informant information

Informant name	
Informant phone numbers	
Relationship to missing	
Missing person last location	
Circumstances of disappearance	
Point last seen (PLS)	
Last known point (LKP)	
Last seen by whom	
Activity (what doing)	

Search Activities by SLS Volunteers

Time	Action

NOTE: If there is more than one patient involved in a major incident use a second form.

8.22 Notifiable Events - Investigation and Reporting

(Duty Holder review process)
Follow these steps to do a thorough investigation (review).

1. Identify all the people involved (victim, witnesses, etc)

2. Get all the facts (who, where, when, what, how, why).

3. Describe the sequence of activities leading up to the incident.

4. Include SLSNZ's Health and Safety Co-ordinator in your review.

5. Talk to the victim(s) and their families (if appropriate).

6. Identify and analyse the immediate, underlying and root causes of the incident.

   Note: Identifying underlying causes involves asking a series of 'why' questions about the causes you have identified. Each question may have several answers which may lead to further 'why' questions. By understanding the reasons for immediate and underlying causes you can make changes that are more likely to be sustainable and effective.

   While root causes may be harder to identify, they are more important as they reveal key areas for improvement in your health and safety and/or management systems.

7. Develop and implement actions to prevent a similar incident. Include any actions you've already taken and any planned follow-up actions.

8. Review your existing health and safety system, particularly the part of the area related most to the workplace involved in the incident. Specify your system in the report and identify changes needed.

   Note: The analysis of the cause(s) captured at step 6 should make it clear what corrective actions need to be implemented. These might include improving existing health and safety management systems.

9. Sign the report off.

   Once your review has been completed, submit the completed report and supporting documents to the SLSNZ Health and Safety Co-ordinator. Please note the information you provide is subject to the Official Information Act 1982.

   It is important that someone in your organisation who holds a leadership or management position signs the report.

   For further information about the Duty Holder Review Process, please contact WorkSafe.