

**The Auckland Rowing Club
Incorporated**

Risk Management Plan

Part 1: Risk Management Overview

1. ABOUT THE AUCKLAND ROWING CLUB

The Auckland Rowing Club (“ARC”) is a rowing club which provides rowing activities for people of all ages. It is based at the Ian Shaw Park in Mount Wellington and is adjacent to the Tamaki River.

The club has three schools affiliated to it which row from the ARC Shed, namely Sacred Heart College, Epsom Girls Grammar School, and Auckland Diocesan School for Girls. Howick College also operate from the Club and their rowers are full junior members of ARC. Kings College lease part of the club for their rowing activities but are considered a separate club by Rowing New Zealand (“RNZ”) and therefore do not fall under the control of ARC. All these schools cater for rowing from the age of 13 to school leaving age. They have their own committees and are responsible for their own safety but come under the general direction of the ARC Captain. They own their own equipment and Howick College use some ARC equipment.

The Tamaki River is a tidal stretch of water which is used by a variety of craft, both powered and unpowered. There are several rowing and waka ama clubs situate on the Tamaki River which means that at peak times and at certain times of the year the river can become congested. In addition, moored boats and navigation poles pose obstructions. At low tide the width of the river is greatly reduced and sandbanks present a danger of running aground.

The ARC is governed by an Executive Committee. The Executive Committee takes responsibility for risk management planning which forms a part of its monthly agenda. A member of the Executive Committee is designated as the club’s health and safety officer and is responsible for reporting to the Executive Committee in relation to risk management. The Health and Safety Officer maintains an active risk register which identifies risks which require committee action.

The Captain of the ARC is the highest appointed officer of the club and has delegated responsibility for the club’s on-water activities, including allocation of ARC boats (i.e. not boats owned by ARC’s schools), crew selection and appointment of coaches. The Captain is also the club’s official representative at all regattas.

The ARC is affiliated to the Auckland Rowing Association (“ARA”) which in turn is affiliated to RNZ, the national governing body of the sport. The ARC operates under the rules prescribed by RNZ and the world governing body for rowing, FISA.

2. RISK MANAGEMENT ENVIRONMENT

The ARC acknowledges its duty to manage risk for the general safety of its members, visitors to its facilities and the general public. It recognises that its duty to manage risk derives from the following:

- (a) The Crimes Act 1961 – legal duty of care
<http://www.legislation.govt.nz/act/public/1961/0043/latest/whole.html>
- (b) The Health and Safety At Work Act 2015 – duty to offer a safe environment for rowing, the duty to identify and then eliminate, reduce or isolate hazards
<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>
- (c) Human Rights Act 1983 – duty not to discriminate
<http://www.legislation.govt.nz/act/public/1993/0082/latest/whole.html>
- (d) Maritime Transport Act – regulations regarding use of the river
<http://www.legislation.govt.nz/act/public/1994/0104/latest/whole.html>
- (e) Guidelines for Risk Management in Sport and Recreation (Standards NZ) – general standards for risk management in sport
<https://sportnz.org.nz/assets/Uploads/attachments/managing-sport/strong-organisations/Risk-Management-Toolkit.pdf>
- (f) Water Safety Code (RNZ) – rowing specific water safety code
http://www.rowingnz.kiwi/Attachment?Action=Download&Attachment_id=352
- (g) The ARC constitution – the agreement between the club and its members
<http://theaucklandrowingclub.org.nz/club-constitution/>
- (h) The ARC Code of Conduct – the standard by which members of the ARC are expected to behave
<http://theaucklandrowingclub.org.nz/code-of-conduct/>
- (i) The ARC Risk Management Plan (i.e. this document) – the policy and strategy adopted by the Executive Committee to manage risks
<http://theaucklandrowingclub.org.nz/risk-management-plan/>
- (j) The ARC Hazard Identification and Control Register – identification and control of hazards.
<http://theaucklandrowingclub.org.nz/hazard-register/>

References to these Acts or documents will be made in this risk management plan.

3. PURPOSE OF THIS PLAN

The purpose of this plan is to provide a framework for the ARC to manage risk. It does so by implementing strategies which seek to achieve the following aims (in this priority):

- (a) Eliminate the risk
- (b) Isolate the risk
- (c) Minimise the risk

Where risk is unable to be eliminated, isolated or minimised consideration will be given to whether the activity should be carried out with reference to the likelihood of the risk eventuating and the potential harm which could be caused.

Part 2: Prevention Plan

1. WARNING OF INHERENT DANGERS

Whilst rowing is not an inherently dangerous sport, participation in rowing comes with various risks. The ARC adopts the following strategies to warn members and visitors to the potential dangers of the sport:

- (a) A Hazard Identification and Control register lists any potential hazards which exist within the clubhouse or on the water and warns of the steps should be taken to eliminate, isolate or minimise these hazards. This register is available to members and visitors on the “Safety at ARC” notice board in the boathouse area and online. It is maintained by the designated Health and Safety Officer under delegation from the Executive Committee.
- (b) When prospective members apply for membership of the ARC, they are required to do so through a paper-based membership form. As part of the registration process all members are required to confirm that they understand the ARC constitution, that they will abide by the ARC Code of Conduct, that they understand that rowing is an inherently dangerous sport, and that they take responsibility for their own safety. Each new member must also disclose any health problems which may interfere with their enjoyment of the sport and provide emergency contact numbers.
- (c) Upon acceptance of membership a new member is sent a welcome membership email which includes a manual regarding rowing safety at ARC and where applicable a manual regarding coxing on the river. These manuals shall also be available for download from the ARC website.
- (d) The “Safety at ARC” noticeboard and the website are the central repositories for notices regarding club safety and are maintained by the designated Health and Safety Officer. It shall include material in relation to CPR, capsize procedure, safety requirements of boats and incident reporting procedures.
- (e) Evacuation procedure notices shall be displayed in prominent places throughout the building which shall include what to do in the event of a fire, or other emergency. Emergency Fire Exits shall be prominently displayed.
- (f) Signs shall be displayed adjacent to external taps warning that the water in those taps is not suitable for drinking and shall only be used for the washing of boats.

- (g) A map of the Tamaki River shall be displayed in a prominent position in the club identifying any permanent obstructions and new members shall have their attention drawn to it prior to their first time on the river.

2. ADEQUATE INSTRUCTION

It is important that members are instructed properly about how to use equipment and participate in the sport. The following strategies shall be adopted to ensure this occurs:

- (a) The primary responsibility for on-water rowing instruction rests with the ARC coaches who are appointed by the Club Captain. To ensure proper instruction of members:
 - (i) Only coaches with relevant coaching or rowing experience shall be appointed as coaches of the club;
 - (ii) Coaches shall be assigned to squads in the club Captain's discretion dependent upon their experience;
 - (iii) Inexperienced coaches shall coach under the supervision of an experienced coach until sufficient experience has been acquired;
 - (iv) All coaches shall attend a Coach Boat Operators Course approved by RNZ and / or Maritime Safety.
 - (v) All coaches shall be encouraged to attend a First Aid course.
- (b) All new members who join the club who wish to participate in on-water activities shall be allocated to a group or a squad according to their rowing experience and age. The coach or a senior member shall be responsible for assessing the new member's familiarization with any equipment to be used and, where necessary, shall be instructed by the coach or a senior member in the use of that equipment before going out on the water (including lifting of boats and carrying to the water).
- (c) Members shall not use the club's weight training equipment unless they have been properly instructed in lifting techniques by someone suitably qualified to do so.

3. SUPERVISION

Adequate supervision minimises the risk of injury and accident. However, supervision is not always possible since members are free to use club equipment outside popular training times, may use privately owned equipment, or at certain times there may be inadequate resources to provide complete supervision. Where practicable supervision shall be provided in accordance with the following plan:

- (a) Inexperienced members shall not be permitted on the water without adequate supervision until such time as they have demonstrated proficiency in rowing. Novice rowers must be accompanied by a Coach.
- (b) When supervising a row, coaches shall have responsibility for a maximum of three boats in accordance with the RNZ Water Safety Code and shall actively supervise such crews and ensure that they remain within 500m of the coach. Crews outside of 500m shall be deemed unsupervised;
- (c) All coaches shall carry a mobile phone in case of emergencies;
- (d) Coaches shall be mindful of the wake created by their coach boat, and follow the guidelines of the “Tamaki River Rules” at all times. Where coaches are passing other crews they shall either slow down or move away from the boat to minimise wake;
- (e) Only experienced crews shall be permitted to go on the water unsupervised.
- (f) Experienced crews shall:
 - (i) Be competent at rowing;
 - (ii) Either have an experienced cox on board or (for coxless boats) have a steersperson who is competent at steering;
 - (iii) Be familiar with the Tamaki River;
 - (iv) Have permission from the Club Captain or a club coach to use club equipment unsupervised.
- (g) In rare situations it may be unsafe to go out on the water (e.g. high winds, tsunami warning, strong tide, electrical storm etc). Members are advised to adopt common sense in these situations. If such conditions exist during regular training times, members shall be advised either by text, email, social media notice, red flag (see policy), or by a notice on the downstairs whiteboard, that rowing is not advised or the using of club equipment is prohibited. If a member elects to row using privately owned equipment notwithstanding a warning from the club, then the member does so at his/her own risk.
- (h) Red Flag Policy. The Club Captain and the Club Safety Officer have a joint primary responsibility to the Club and under law to ensure the safety of all ARC members. For obvious reasons, neither the Club Captain nor the Safety Officer can be at the Club all the time. The following applies when neither is present at the Club.
 - 1. The Club Custodian has been designated the responsibility by the Club Captain and Club safety Officer to raise a red flag from the flagpole when

the wind and/or water conditions are such that in his / her opinion it is unsafe for crews to go out onto the river to row.

2. When the red flag has been raised, no crew is permitted to go out onto the water until the flag has been lowered.
 3. If the red flag has been raised, coaches and rowers may discuss water conditions with the Club Custodian or Club Captain. However, the final decision to raise or lower the flag rests with the Club Captain or Health & Safety Officer.
- (i) Members must be supervised when using club weight training equipment until such time as they have demonstrated proficiency in lifting techniques to use the weight training equipment unsupervised.

4. FACILITIES

The ARC acknowledges its duty to ensure its facilities are safe for its members and visitors. For the purpose of this plan, the ARC defines its facilities as follows:

- (a) The clubhouse including the concrete apron surrounding the building (part of which is shared with the waka ama clubs / Nga Hau Maiangi)
- (b) The ramp
- (c) The pontoon

The ARC shall adopt the following strategies to ensure that the clubhouse is safe for its members and visitors:

- (a) The Executive Committee shall ensure that the building has a current warrant of fitness to ensure compliance with building and fire regulations;
- (b) Notwithstanding that the clubhouse may have a current building warrant of fitness, the Executive Committee shall ensure that the building continues to meet building and fire regulations in between inspections;
- (c) Fire exits shall be kept clear of obstruction;
- (d) No fuel for coaching boats shall be stored in the clubhouse apart from those fuel tanks hooked up to and in current use inside the coaching boats.
- (e) Land based training shall be conducted only in designated areas of the clubhouse and with sufficient space between exercises such as not to cause a danger or hazard to other members;

- (f) Hazards in relation to the clubhouse shall be noted on the Hazard Identification and Control Register.

The ramp is a hazardous area, particularly at low tide when it can become slippery and exposed crustacean shells can pose a danger to bare feet. At extremely low tide submerged rocks can cause a hazard to embarkation and disembarkation. Therefore, the following strategies shall be adopted in order to minimise the risk of danger on the ramp:

- (a) Members are advised to use the pontoon for launching or docking rowing skiffs unless use of the pontoon is not practicable;
- (b) Members shall be advised to wear appropriate non slip footwear when using the ramp;
- (c) Members shall be warned to take special care at low tide or when the ramp is slippery;
- (d) Regular washing of the ramp with a high pressure hose shall be undertaken to minimise the accumulation of mud;
- (e) Unless conditions dictate otherwise, all boats shall embark and disembark with their bows facing upstream;
- (f) No boat shall approach the ramp at speed.

Pontoon and Ramp Usage

Access to the river is by pontoon and ramp. All rowing boats are to be launched from the pontoon. All coach boats are to be launched from the ramp and trailers moved to the side. Both facilities are shared with waka ama and other paddlers so care should be taken when manoeuvring boats and oars.

The pontoon has been designated as a commercial pontoon and therefore has no hand rails. Only paddlers and their coaches are permitted on the pontoon. Under no circumstances should anyone dive or jump off the pontoon. Persons who are no paddlers or who are diving or jumping off the pontoon or engaging in fishing activities should be politely asked to leave and referred to the pontoon on Flat Rock Reserve.

Equipment may only be left on the ramp for short periods of time to enable launching or docking rowing skiffs. Coach boats may be moored on the bank side of the pontoon on a temporary basis providing they do not cause an obstruction.

All boats should be launched with the bow pointing upstream. When docking, crews should approach the pontoon with the bows pointing upstream. Care should be taken when approaching the pontoon during an incoming tide as the boat may be moving quickly.

Instructions on how to use the pontoon are on a sign next to its entrance.



5. EQUIPMENT MAINTENANCE

The ARC shall ensure that its equipment is safe for members to use. The following strategies shall be adopted to ensure that this occurs:

- (a) All rowing equipment shall comply with FISA and / or RNZ rules for safety (i.e. heel restraints, bow balls etc);
- (b) A log book shall be maintained in which members shall record their use of rowing equipment on a daily basis. Any damage or defects sustained on rowing equipment shall be noted in the white board next to the boat log;
- (c) Any damage or defects noted in club equipment shall be assessed to ascertain whether the equipment needs to be taken out of service until the damage or defect is fixed. Where a boat is taken out of service this shall be noted prominently on the whiteboard in the boat bay and no member shall be permitted to use that equipment until it is fixed or safe to use;
- (d) Coach boats shall carry such safety equipment as prescribed by the RNZ Water Safety Code. Any missing equipment should be noted in the log book and replaced before the coach boat may be used on the water;
- (e) Members shall be advised to notify the Club Captain or a coach of any defects in land based training equipment which may cause harm to members.

- (f) The Safety Committee will carry out regular compliance audits of the Clubs coaching boats.

ARC is not responsible for the monitoring, maintenance and upkeep of equipment which is owned by ARC's schools.

6. COMPLYING WITH ESTABLISHED RULES

Rules are designed to ensure universal compliance with recognised practice and prevent accidents.

- (a) Prior to going out onto the water for the first time members shall be advised of the need to comply with the navigation rules on the Tamaki River;
- (b) Coaches shall ensure members' adherence to the navigation rules by speaking to any member who is in breach of those rules;
- (c) No person may drive a coach boat unsupervised unless they have completed a Coach Boat Operators Course approved by RNZ / Maritime NZ;
- (d) The Executive Committee shall write to any club whose members have demonstrated a regular disregard of the navigation rules;
- (e) Coaches, coxswains and steerspersons from coxless crews shall ensure that their crew(s) competing at regattas are familiar with the rules of racing and any specific traffic or navigation rules which apply to that regatta.

7. CREW SELECTION

Putting out crews of mixed ability can greatly assist with the development of less experienced rowers. However, crews of mixed ability should be aware of the potential consequences of less experienced members not being able to keep up with those of greater experience. Therefore when crews of mixed ability are rowing, the following considerations shall apply:

- (a) Those crew members of greater experience shall demonstrate patience with those of lesser experience;
- (b) Those crew members of greater experience shall ensure that they row at a rating and pressure which allows those of less experience to keep up with the pace of the boat.

8. ACCESS TO MEDICAL CARE

Access to proper medical care is essential in times of accident or emergency. Therefore the club shall ensure that:

- (a) Telephone numbers of the emergency services are prominently displayed near the club's telephones.
- (b) First aid kits are available in all coach boats, beside the downstairs telephone in the boathouse and upstairs in the kitchen.
- (c) A first aid kit shall accompany the boat trailer to regattas;
- (d) First aid kits are regularly checked and restocked by someone designated by the Health and Safety Officer;
- (e) The club's defibrillator is always in working order and replaced / repaired as necessary;
- (f) Coaches shall be encouraged to become qualified first aid personnel;
- (g) Anyone requiring medical care will be transported to the nearest Accident and Emergency clinic, situated in Ti Rakau Drive, Pakuranga, or to Mt Wellington Accident and Family Health 1/627 Mt Wellington Highway. An ambulance will be called in urgent cases.
- (h) All members are required to complete an Emergency Contact form, disclosing any existing medical conditions and emergency contact phone numbers.

9. FAIR PLAY

Rowing is a competitive sport and members putting themselves forward for crew selection will put in significant time to bring themselves up to the required standard and preparing themselves for racing. Not being selected for a crew can be a matter of great disappointment and may affect a member's mental health or enjoyment of the sport. Therefore the ARC shall ensure that in all matters related to selection and access to equipment, the ARC shall adopt the following general policies:

- (a) No member shall be discriminated against in relation to any of the prohibited grounds of discrimination contained in the Human Rights Act;
- (b) The ARC shall adopt a Code of Conduct which shall prohibit discrimination or harassment of any kind and the Executive Committee shall be responsible for enforcing the Code;

- (c) Selection for crews shall be transparent such that any non selected member understands the reason for non-selection (whether or not they agree with the selection decision);
- (d) The Club Captain shall be the convenor of selectors and therefore shall act as the final arbiter in respect of all selection decisions.

10. TRANSPORTATION

Boats are transported to regattas using the club owned towing trailer and a hired vehicle. Towing of boats is a potentially hazardous activity and therefore care needs to be taken at all times. Risk is minimised by the following strategies:

- (a) The Executive Committee shall ensure that the trailer complies with all legal requirements;
- (b) Only persons who have gained sufficient experience of towing a loaded trailer shall be permitted to tow a loaded trailer without supervision;
- (c) Persons without sufficient experience shall always be accompanied and supervised by someone who has experience;
- (d) The driver of the vehicle shall be of sufficient age and experience to comply with any insurance requirements;
- (e) The driver of the vehicle shall have responsibility for ensuring that all boats are adequately tied down, are distributed evenly, and all other legal requirements are met before commencing the journey (see diagram below);
- (f) If during the journey it appears that any boat or other piece of equipment is not secure, the driver shall as soon as practicable stop and secure the equipment;
- (g) Drivers shall always take adequate rest during a trip and shall not drive whilst under the influence of drugs or alcohol;
- (h) Drivers shall carry a mobile phone in case of emergencies;
- (i) In the event of an accident:
 - (i) No admission of liability shall be made;
 - (ii) Contact details of any third party involved in the accident shall be gathered;
 - (iii) Where the accident is serious, the police shall be called;
 - (iv) The Club Captain shall be informed immediately.

Combination vehicle up to 20 metres
 Maximum 11 metres total trailer with load
 Up to 4 metres behind rear axis
 Up to 8.5 metres ahead of rear axis
 Up to 2.04 metres ahead of tow point centre

Over 1 metre behind tray = fluoro yellow flags
 replaced with red lights at night

Overlength Load
 Category 1
 Combination vehicle up to 25 metres
 May be up to 7 metres behind rear axis
 May be up to 7 metres before tow point

4 - 7 metres behind = hazard panels at rear
 2.04 - 7 metres before tow point = hazard panels at front
 May use flags during the day

Fluoro yellow or green with orange
 and have lights at night
 red to rear amber to front

Must not travel:
 In any city area 7am - 9am and 4pm to
 6pm Monday to Friday, or
 Between 10am and 1 pm or 4pm and 7pm
 on Saturday or Sunday, or
 In unusually heavy traffic volumes

Unless certified under LTSA approval as meeting road space
 requirements of a maximum size standard vehicle.

11. ACCOMMODATION AT REGATTAS

For most regattas, club members shall be responsible for arranging their own accommodation and the club takes no responsibility whatsoever for any accidents occurring whilst at the accommodation.

In those occasions where the club organises accommodation:

- (a) The Club Captain shall ensure that a responsible person resides at each place of accommodation who is familiar with the ARC Code of Conduct and who is prepared to ensure members' compliance with the Code;

Members shall be instructed to treat any accommodation with great care and respect as if it were their own, and shall be reminded that they are representatives of the ARC at all times.

12. HAZARD IDENTIFICATION

The club will compile a Hazard Identification and Control Register. This register will deal with most common hazards associated with using the ARC facilities and will be updated on a regular basis. A copy of this register will be displayed on the club safety notice board.

Club Members shall be asked to advise the Club Captain or Executive Committee of any hazards not noted on the Hazard Identification and Control Register.

13. RECORD KEEPING

The club will keep the following records:

- (a) Incident reporting and investigation forms – online google form;
- (b) An incident report file – held in the club’s SharePoint site;
- (c) Club Risk Management Plan – available for download from ARC website;
- (d) Executive Committee Risk Register – kept with Executive Committee minutes;
- (e) ARC Hazard Identification and Control Register – on safety notice board and on the club’s website;
- (f) Membership records (contained in the ARC’s online membership database - which shall include:
 - (i) A record of a member’s ability to swim and tread water;
 - (ii) Personal contact details and medical conditions;
 - (iii) Details of next of kin;
 - (iv) Coaching or other relevant qualifications.
- (g) The Boat Log - shows which boats were used on what part of the Tamaki River by which crews on any given day and whether boat maintenance is required. This is kept downstairs by the alarm panel.

14. ADOPT COMMON SENSE

Whilst adherence to plans and strategies are important for ensuring safety, there are situations when hard and fast rules cannot be set to guide members’ activities. In these situations members and coaches are encouraged to adopt common sense. Common sense means thinking in advance of the potential consequences of the planned action and assessing whether the planned action will cause harm to the member or a third party. For example, river conditions can vary depending on environmental conditions such as wind and tide. Coaches and members should adopt common sense when assessing whether it is safe to go out on the water. (See The Red Flag Policy).

Part 3: Response Plan

The following plan outlines how the ARC will respond to emergencies and accidents.

1. EMERGENCY CONTACT NUMBERS

The following contact numbers should be used in case of emergency:

- (a) Ambulance - 111
- (b) Police - 111
- (c) Fire – 111
- (d) Coastguard – 09 303 1303
- (e) Civil Defence - 111
- (f) Legal – Michael Smyth – 021 320 171
- (g) Club Captain – Michael Smyth – 021 320 171
- (h) Safety Officers – Steven Fox 021 435 236
- (i) Club Spokesman – Executive Committee Chair – Ian McKinnon 021 241 2147
- (j) Club Custodian – Caspar Hammond 020 424 5245

Other local numbers are displayed by the phones in the clubhouse.

2. PATIENT ASSESSMENT PROCEDURE

In the event of an accident or injury to someone on club property or on the water, call for the assistance of someone with experience to be able to assess the condition of the patient. Suitable people would include Monty Wawatai (physiotherapist) 0211 711 142, or Beverley O’Loughlin (registered nurse) 0274 853 126. In the event that someone suitably qualified is not available to assess the patient and there is doubt as to whether the patient needs urgent medical assistance, call emergency services for advice.

3. CAPSIZE AND RESCUE PROCEDURE

Rowing boats occasionally capsize causing the occupants to fall into the water.

Upon arrival at the scene of the capsize take the following steps:

- (a) Do a headcount to ensure all occupants of the craft are identified and above the water;
- (b) If all persons are not accounted for, identify where the missing person(s) are and give those person(s) priority;

- (c) If all persons are accounted for, assess whether it is safe for the rowers to remain in the water whilst the boat is righted and steps are taken to get the rowers back into the boat;
- (d) If due to weather conditions (e.g. wind, cold, tide) requiring the rowers to get back into the boat would create a risk of hyperthermia then a rescue should be attempted in accordance with the recommendations found in the Coach Boat Operator's Course Manual;
- (e) Personal flotation devices should be issued to all rowers in the water if the boat does not provide adequate buoyancy during the rescue;
- (f) Rowers exhibiting signs of hypothermia should be transported to land as quickly as possible as soon as it is assessed safe to leave the remaining rowers. Call for assistance if required to ensure someone remains with the rowers who are in the water, whilst others are transported to land.

4. EVACUATION PROCEDURES

When the fire alarm sounds, all persons within the clubhouse should make their way calmly to the nearest exit. All persons exiting the building should congregate on the concrete apron between the clubhouse and the river.

No person shall re-enter the building until the building has been declared safe to re-enter.

5. COMMUNICATION PROCEDURES – INTERNAL & EXTERNAL

In the event of a serious accident at the club the following persons shall be immediately notified by telephone:

- (a) The Club Captain;
- (b) The Executive Committee Chairperson;
- (c) The Health and Safety Officer.

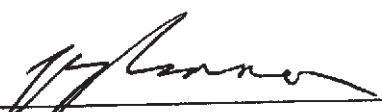
Only the Executive Committee Chairperson, the Club Captain or the Safety Officer is authorised to make any official communication concerning the circumstances of the accident.

All incidents and accidents must be reported to the Safety Officer/s and Club Captain via the online Incident and Accident Form kept in the Incident Register.

Serious accidents or incidents should be subsequently reported to the Auckland Rowing Association and to Maritime Safety NZ.

6. INCIDENT REVIEW POLICY

Prior to every meeting of the Executive Committee the Health and Safety Officer shall review any incidents reported. Where any incidents call for a review of this plan or any other club policy of procedure the incident and a recommendation shall be placed on the risk register and raised at the Executive Committee Meeting.



Signed: Executive Committee Chair

Date: 27/7/20