



# Waitemata Rowing Club

## RISK MANAGEMENT PLAN 2019

Ref: WRC – RMP 2019

Status: Approved

Date: 30-7-19



# Waitemata Rowing Club

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## **1 OVERVIEW**

All members of the Waitemata Rowing Club are responsible for the delivery of safe practice at all times that members are involved in the delivery of rowing and associated activities for and on behalf of Waitemata Rowing Club.

All members of Waitemata Rowing club are at all times obliged to adhere to the requirements contained and detailed in the Risk Management Plan.

Should any member observe un-safe practice or believe that current practices could be modified to improve safe practice; then the member should in the first instance approach the Club Captain to correct the safety issue. If the Club Captain is not available then a Vice-Captain or Coach/s, Safety Adviser or Committee Member should be advised.

Safety and the adherence to safe practice is the responsibility of all club members.

This Plan and associated documents has been authorised and accepted by the Executive Committee of the Waitemata Rowing Club.

Any changes or modifications to practices detailed within the Risk Management Plan must be communicated to and approved by the Executive Committee.

The Executive Committee will review the Risk Management Plan on an annual basis and make changes to the plans as it sees fit and may be obliged to do as a result of legislative change.

All and any changes will be binding on all members. All members will be advised of the requirements of the safety plan at the commencement of their association with Waitemata Rowing Club.

From time to time other Health and Safety measure may be required in order to comply to Ministry of Health regulations. When such circumstances require, a plan will be laid out and communicated to all WRC members and will be used in conjunction with this Risk Management Plan.



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## **2 PEOPLE**

The Club Captain is responsible for ensuring club members adhere to safe practice when around club rooms and in use of rowing boats and coach boats.

The Club Captain can delegate responsibility for the management of safe practice to suitably qualified and trained club members.

All members must have a minimum level of water competence<sup>1</sup> to enable them to be able to take part in the training and participation in the sport of rowing – see section below.

Members who do not meet the required level of competence can, at the discretion of the executive committee and with qualifying conditions so decided to be placed on an individual, be allowed to participate in rowing with the Club

### **2.1 Water Competency**

All Rowers Coached and Assistants shall have the following Water Competencies.

Water competency and capsize training is conducted twice a year and as required for new members. The training is recorded in the executive committee minutes.

- All rowers shall be able to float, un-aided, wearing clothing that they would normally wear while rowing, for a minimum of ten minutes.
- All rowers shall be able to swim 50 metres, un-aided, wearing clothing that they would normally wear while rowing.
- Be instructed and demonstrate understanding of what to do in the event of a boat capsizing.
- All coaches and coach boat personnel shall be able to float, un-aided wearing clothing that they would normally wear while instructing rowers, for a minimum of ten minutes.
- All coaches and coach boat personnel shall be able to swim 50 metres un-aided.
- All coaches and coach boat personnel shall be fully instructed in the safe operation of coach boats, procedures in the event of a boat capsizing

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<sup>1</sup> Rowing New Zealand – Club Safety Responsibilities Guide 2013



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## **2.2 Away Events**

When the club travels to away events, being regatta's or training camps, health forms will be required to be completed by all attendee rows. A copy of this health form is available in Appendix D

The completed forms will be brought to the event, so that if an emergency should arrive, appropriate contact details and health issues are available to parent and coach helpers.

## **3 EQUIPMENT**

When taking any boat out onto the water the responsibility for the sea worthiness lies with, in the first instance, the Club Captain. Any boat damage must be reported to the Club Captain or Shed Boat Manager so that inspection and any necessary corrective action can be undertaken to ensure the continued sea-worthiness of the craft. An Equipment Damage log book is available in the Boat Shed to record any damage.

At each individual training session the allocation of craft to rowers and coaches shall be made by the Club Captain or person duly authorised by the Club Captain, or to the individual team coaches and or the Shed Boat Manager/ Safety Adviser.

Where the individual coach is conducting training, either on the water or on land, it is the responsibility of the coach to ensure that they follow the safety requirements described in the following sections.

### **3.1 On Water Training**

The coach shall:

1. ensure all rowers prepare and visually check their allocated boat & oars.
2. check the coach boat they have been assigned meets required standards<sup>2</sup>
3. check that the rowers are aware of what is expected of them at the training session.
4. Ensure that the anticipated training course, team members, boat allocation, departure time and expected return times are accurately recorded on a Boat Movements Board or other recording method.

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<sup>2</sup> Rowing NZ Water Safety Code 2004 – Coach Boat Safety Checklist



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### **3.2 On Land Training – Public Spaces and Roads**

The coach shall ensure that all rowers:

1. are aware of any courses that may be run and are correctly identified and understood by the rowers
2. do not interfere with other pedestrians
3. do look out for motor vehicles entering & exiting driveways
4. pay good care & attention to all road traffic and associated road safety rules

### **3.3 Gymnasium Equipment**

The coach shall ensure that :

1. all gym equipment is used in the correct manner, with weights at levels that are suitable for the age and physiology of the individual rower.
2. all exercise carried out is done with the correct form, to ensure as far as practical that the rower does not injure themselves from incorrect technique/use of equipment.

No club member should use the gym equipment on their own. No junior club member may use the equipment unsupervised. The Club Captain may, at their discretion, allow suitably instructed individuals to use the gym equipment unsupervised but there should always be a minimum of two members on site, for reasons of safety, when the gym equipment is being used.



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## **4 OPERATIONAL REQUIREMENTS**

The clubrooms are sited adjacent to three other water based clubs, the Canoe and Multi-Sport Club, the Kenley Water Ski Club and the Sea Scouts. Space around the club rooms is at times congested with high numbers of vehicles, people and watercraft. All club members need to be aware of and to contend with the hazards that this situation at times can present.

Given the congestion issues that the club faces, both on and off the water, all club members must be aware of the users we share the area with and the need for vigilance when moving boats around inside and outside the clubrooms and when training on the water. The Water Ski course and areas used by them is shown on the map attached to our Henderson Creek River Chart in the Boat Shed, all rowers are to make themselves familiar with this.

All crews when taking boats out onto the water must enter their details onto the Boat Movements Board or similar recording means. Detailing, the boat, rowers, departure time and expected time of return of that crew. This is the responsibility of the coach or stroke or where the crew is going out unaccompanied the responsibility is with the stroke. Any unaccompanied rower/s must take a PFD with them at all times.

### **4.1 Boat House**

All entrances, exits, stairways and doors must always be kept clear of rubbish. Nothing should be left in these areas that hinder the access of people or create the potential for harm to people. These areas must be kept clear so that in the event of a building evacuation any person can exit the building without delay or hindrance.

Rubbish should not be left in walkways or in areas that could cause people tripping over or walking into an obstacle.

All blades (oars) shall be hung up in the racks by the main roller door, or in mobile rack provided. They shall be stored in a manner that prevents the blade from falling from the rack if the blade is accidentally knocked.

Rowing boats shall be placed on their appointed rack, securely so as that the shell will not fall from the rack if knocked. All Swivel Gates are to be securely closed. No equipment, tools, or items shall be placed on or stored in the boat, where it could fall out and cause an injury.

Boats stored on dumps shall be moved from areas of high movement or shall be moved to ensure unobstructed access to other shells when they are being taken down from or placed up onto the racks.

Coach boats shall be stored in a designated area.



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#### **4.2 Car Park Area**

The area, approximately 20 metres x 20 metres from the roller door corner of the clubrooms, should be coned off so as to prevent people from parking their cars in this area. This area is a safe area for the standing of boats on dumps for inspection prior to rowing and for wash down and drying prior to putting boats away in the boat shed. (See Appendix A – Facilities Diagram)

All rowers and coaches must be aware of all people and vehicle movements in and around the car park that may interfere with the safe movement of boats to and from the water and through the car park area.

Boats should be under control of one person nominated by the coach. If the coach has not nominated a person, either the stroke or coxswain will take control, and direct the path and movements in and out of the shed and on/off the water. All rowers need to be actively listening to instructions to ensure no accidents occur.

#### **4.3 Waterways**

When taking boats down to the water's edge, move the boat quickly and carefully by way of the ramp and pontoon. Lower the boat quickly and carefully onto the water and fit the oars, await instructions from the coxswain or coach in charge of the crew re taking the boat out into the waterway.

Given we share the waterway with others we need to quickly and carefully get the boats downstream past the first landing on the right bank, which is clear of the Water Ski Lane.

Every effort needs to be made not to interfere with the runs of the skiers if they are operating at this time.

On the return to the club if skiers are operating, then a judgement must be made so that a boat may make it to the pontoon and be clear of Ski Lane and run out area of skiers, before they return.





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### 5 ROWING AREAS

The following Areas are designated for use by club rowers.

#### 5.1 Accompanied Rowers

1. Upstream from the clubrooms past area known as Sensation Yachts, and round to the first overbridge.
2. Downstream from the clubrooms as far as marker posts beyond West Park Marina, furthest point – Kauri Point

**NOTE:** Always be aware of water 'traffic' movements in the approach channel to West Park Marina.

#### 5.2 Unaccompanied Rowers

As for unaccompanied rowers when conditions allow

Unaccompanied rowers **MUST TAKE A PFD WITH THEM AT ALL TIMES**

#### 5.3 Beaching Areas

If for any reason a crew need to beach their boat then suitable beaching areas are :

- in front of Taikata Yacht Club on downstream right hand bank.
- in the mangroves at a point beyond the Yacht Club.
- along the sea wall at the Marina or Greenhithe.

A Waterways Diagram is attached as Appendix A and a copy of this is posted on the Boat House notice board.



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## **6 EQUIPMENT FAILURE**

In the event that a crew suffers equipment failure while out on the water, that requires immediate fixing, the crew should make their way back to the pontoon landing area to make repairs to the boat.

If the failure is of such a nature that it is unsafe to row back to the clubrooms and are unable to safely row the boat, beach the boat at the closest Beaching Area ( see above) and wait for assistance. Coaches/Safety Boat Operators should have a waterproof mobile phone or method of communication onboard to call for assistance.

If no help is coming and you have beached your boat, you may be able to safely seek help, by walking to adjacent properties. Where there are more than two rowers, two rowers to remain with the boat to ensure that it does not drift off and become a hazard on the waterway.

If rowers are at risk in remaining with the boat and providing it is safe to do so, they should make their way to a safe area and await help. Life is more important than a boat.

## **7 INCIDENT REPORTING & INVESTIGATION**

Any incident involving rowers, equipment or other waterway users that impacts on the safe operation of rowing, shall be recorded on the Maritime Accident/Incident Report form<sup>3</sup> which is to be found in the Boat Shed (copy attached as Appendix 3).

On return to the club rooms, all rowers shall complete an Incident Form, describing what happened, injuries suffered (if any ), people involved. The individual reports shall be collated, entered into the Club Accident Register, which shall be passed to the Safety Adviser or other delegated person for investigation and evaluation of the event. The Safety Adviser shall provide an incident report including any corrective actions at the next executive committee meeting

Any incident involving serious injury shall be reported on the Maritime NZ website:  
[www.maritimenz.govt.nz/Recreational-Boating/Accidents-and-reporting/Accidents-and-reporting.asp](http://www.maritimenz.govt.nz/Recreational-Boating/Accidents-and-reporting/Accidents-and-reporting.asp)

The incident report shall include the following information as a minimum:

- Date/Time
- Person(s) involved and name of person preparing the report
- Third parties, members of public involved

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<sup>3</sup> Auckland Rowing Association – Maritime Accident/Incident Report



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- Location
- Weather Conditions
- Water Conditions
- What Happened – use words and diagrams as needed
- Injuries sustained
- Equipment Damage



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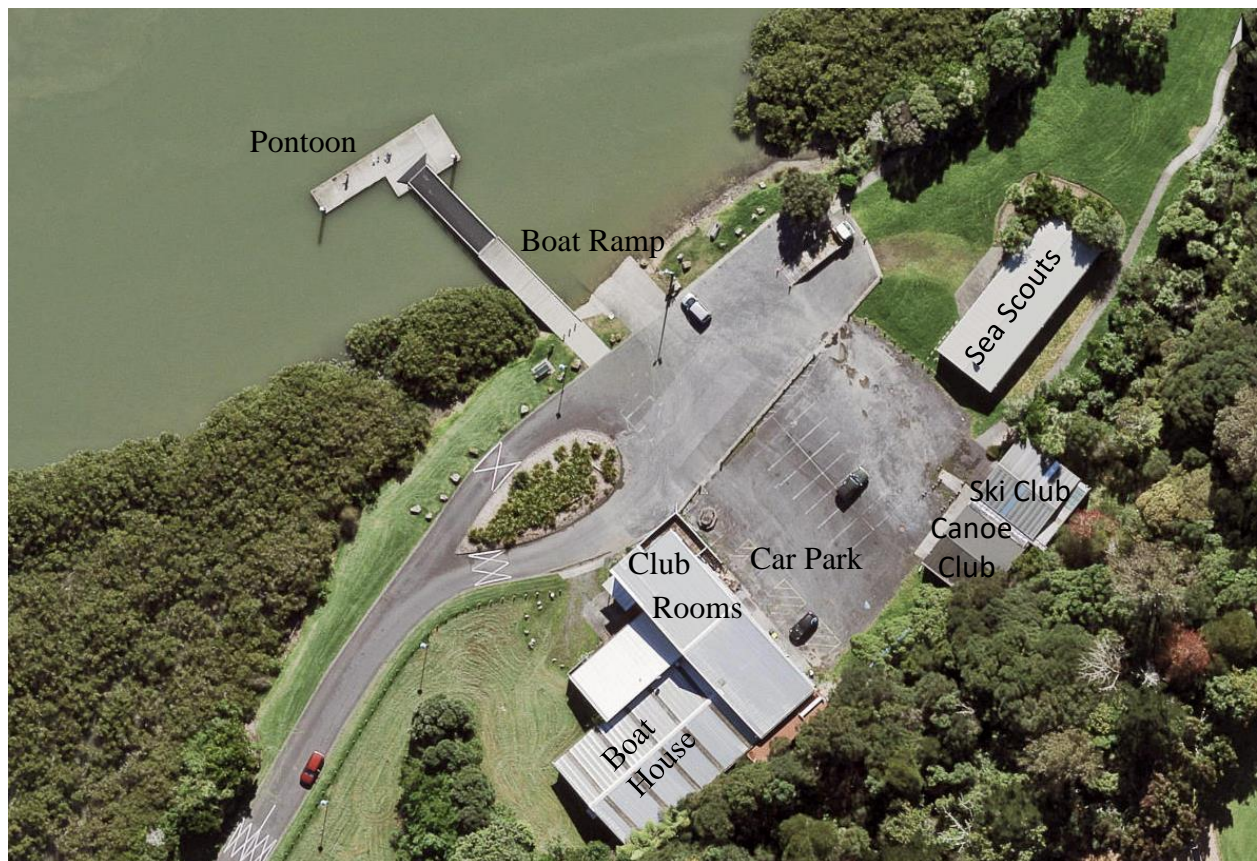
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# APPENDIX A

## Waitemata Rowing Club Diagram

### Registered Office Address

THE CLUBROOMS, Taipari Strand Taikata Road, Auckland, 0610, New Zealand







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## Waterways Diagram – Upstream

Waitemata Rowing Club - Taipari Strand







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### Waterways Diagram – To Harbour (North)



Waitemata Rowing Club - Taipari Strand



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# APPENDIX B

## Coach Boat Safety Check List

### SAFETY EQUIPMENT

Rowing New Zealand Water Safety Code

“All coaching boats and safety boats shall carry the following safety aids:

- Waterproof communication
- Enough floatation belts for your largest crew
- Bailer
- Signalling device
- Throw bag
- First aid kit
- Knife
- Paddle
- Engine cut-out lanyard
- Fire extinguisher
- Flare (if more than 500m offshore)
- Lights (if training in darkness) white on top, red port, green starboard



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# APPENDIX C

### Report a maritime accident or incident



#### Recreational boat or craft

##### 1 Reporter details

required \*

Fill in your details as the person reporting the accident or incident

\* Name

\* Preferred contact 1

\* Preferred contact 2

Email address

Address

\* Your role during this accident or incident

- |                                        |                                                         |                                               |
|----------------------------------------|---------------------------------------------------------|-----------------------------------------------|
| <input type="radio"/> skipper / master | <input type="radio"/> crew                              | <input type="radio"/> owner of vessel / craft |
| <input type="radio"/> driver           | <input type="radio"/> operational manager               | <input type="radio"/> principal               |
| <input type="radio"/> guide            | <input type="radio"/> operational staff                 | <input type="radio"/> passenger               |
| <input type="radio"/> trip leader      | <input type="radio"/> volunteer                         | <input type="radio"/> witness                 |
| <input type="radio"/> paddler          | <input type="radio"/> health & safety advisor / officer | <input type="radio"/> other                   |

##### 2 Boat / craft details

Provide details about the boat (if applicable / known)

Name

MSA / MNZ number

Overall length (m)

Category

<input type="radio"/> dinghy (motorised)	<input type="radio"/> inflatable	<input type="radio"/> rigid inflatable boat (RIB)
<input type="radio"/> dinghy (paddle)	<input type="radio"/> launch	<input type="radio"/> waka ama
<input type="radio"/> jet ski (PWC)	<input type="radio"/> power boat / jet boat	<input type="radio"/> windsurfer / sailboard
<input type="radio"/> kayak / canoe	<input type="radio"/> raft	<input type="radio"/> yacht (sailboard)





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### 3 Crew and owner information

Who was the skipper / driver of the boat / craft?

☐ you

Your date of birth:

/ /

☐ someone else

Their name

Their phone  
number

Their address

Who is the owner of the boat / craft?

☐ you

☐ someone else

Owner name /  
company name

Owner phone  
number

Owner address

### 4 Time and location information

Date of incident

/ /

Time of incident

Where did the accident or incident take place?

- ☐ at sea
- ☐ in harbour
- ☐ at berth / marina / boat ramp
- ☐ a river
- ☐ a lake



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### Region

- |                                     |                                   |                                       |
|-------------------------------------|-----------------------------------|---------------------------------------|
| <input type="radio"/> Northland     | <input type="radio"/> Taranaki    | <input type="radio"/> Canterbury      |
| <input type="radio"/> Auckland      | <input type="radio"/> Manawatu    | <input type="radio"/> Otago           |
| <input type="radio"/> Waikato       | <input type="radio"/> Wellington  | <input type="radio"/> Southland       |
| <input type="radio"/> Bay of Plenty | <input type="radio"/> Tasman      | <input type="radio"/> Chatham Islands |
| <input type="radio"/> Gisborne      | <input type="radio"/> Marlborough |                                       |
| <input type="radio"/> Hawke's Bay   | <input type="radio"/> West Coast  |                                       |

Location in  
this region

### 5 Environmental conditions

Provide information about conditions around the scene of the accident or incident

Visibility ☐ good ☐ fair ☐ poor

Other factors affecting visibility

- |                                 |                                       |                                    |
|---------------------------------|---------------------------------------|------------------------------------|
| <input type="radio"/> sunstrike | <input type="radio"/> snow            | <input type="radio"/> dust storm   |
| <input type="radio"/> fog       | <input type="radio"/> change of light | <input type="radio"/> smoke        |
| <input type="radio"/> rain      | <input type="radio"/> dark            | <input type="radio"/> hail / sleet |

Fill in information below if your accident or incident occurred on a lake or at sea

Describe the state of the waters

- |                                                        |                                                     |
|--------------------------------------------------------|-----------------------------------------------------|
| <input type="radio"/> N/A                              | <input type="radio"/> 5 rough (2–4m waves)          |
| <input type="radio"/> 0 calm (glassy) (no waves)       | <input type="radio"/> 6 very rough (4–6m waves)     |
| <input type="radio"/> 1 calm (rippled) (0–0.25m waves) | <input type="radio"/> 7 high (6–9m waves)           |
| <input type="radio"/> 2 smooth (0.25–0.5m waves)       | <input type="radio"/> 8 very high (9–14m waves)     |
| <input type="radio"/> 3 slight (0.5–1m waves)          | <input type="radio"/> 9 phenomenal (over 14m waves) |
| <input type="radio"/> 4 moderate (1–2m waves)          |                                                     |

Wind force (knots)

- |                                    |                                         |                                             |
|------------------------------------|-----------------------------------------|---------------------------------------------|
| <input type="radio"/> none         | <input type="radio"/> moderate (11–27)  | <input type="radio"/> gale (34–39)          |
| <input type="radio"/> light (4–10) | <input type="radio"/> near gale (28–33) | <input type="radio"/> strong gale (over 40) |

Fill in information below if your accident or incident occurred on a river

Describe the river flow

- |                               |                             |
|-------------------------------|-----------------------------|
| <input type="radio"/> low     | <input type="radio"/> high  |
| <input type="radio"/> average | <input type="radio"/> flood |

Other river characteristics

- |                                 |                                   |                                           |
|---------------------------------|-----------------------------------|-------------------------------------------|
| <input type="radio"/> fast flow | <input type="radio"/> rocky rapid | <input type="radio"/> deep single channel |
| <input type="radio"/> braided   | <input type="radio"/> drop pool   |                                           |



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River flow  
(cumecs)

River grade at scene

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

### 6 Event details

\* Choose an event that best describes what happened (choose as many as apply)

- |                                                           |                                                  |                                             |
|-----------------------------------------------------------|--------------------------------------------------|---------------------------------------------|
| <input type="radio"/> chemical or harmful substance spill | <input type="radio"/> flip / overturn            | <input type="radio"/> person overboard      |
| <input type="radio"/> collision                           | <input type="radio"/> flooded                    | <input type="radio"/> propeller entangled   |
| <input type="radio"/> contact                             | <input type="radio"/> gear / items shifting      | <input type="radio"/> propulsion failure    |
| <input type="radio"/> electrical power failure            | <input type="radio"/> grounding                  | <input type="radio"/> spin                  |
| <input type="radio"/> emergency dumping                   | <input type="radio"/> hit submerged object       | <input type="radio"/> steering gear failure |
| <input type="radio"/> entrapment                          | <input type="radio"/> in hydraulic               | <input type="radio"/> structural failure    |
| <input type="radio"/> equipment failure                   | <input type="radio"/> mooring line failure       | <input type="radio"/> touch                 |
| <input type="radio"/> explosion                           | <input type="radio"/> near miss / close quarters |                                             |
| <input type="radio"/> fire                                | <input type="radio"/> oil spill                  |                                             |

Was another boat/craft involved?

☐ no

☐ yes

Name (if known)

Other distinguishing  
features of the  
boat/craft

Boat / craft category

- |                                          |                                             |                                                   |
|------------------------------------------|---------------------------------------------|---------------------------------------------------|
| <input type="radio"/> cargo ship         | <input type="radio"/> fishing boat          | <input type="radio"/> rigid inflatable boat (RIB) |
| <input type="radio"/> dinghy (motorised) | <input type="radio"/> kayak/canoe           | <input type="radio"/> waka ama                    |
| <input type="radio"/> dinghy (paddle)    | <input type="radio"/> inflatable            | <input type="radio"/> water taxi                  |
| <input type="radio"/> jet ski (PWC)      | <input type="radio"/> launch                | <input type="radio"/> windsurfer / sailboard      |
| <input type="radio"/> ferry (small)      | <input type="radio"/> power boat / jet boat | <input type="radio"/> yacht (sail)                |
| <input type="radio"/> ferry (large)      | <input type="radio"/> raft                  |                                                   |



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\* Your description of the events that took place

If you need to write more, attach a blank sheet with details of what happened



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### 7 Injury information

Were there any injuries?

☐ yes ☐ no

If yes, how many?

**\*** For each person injured, you must fill out a copy of the injury form

#### Once completed

**Fax to:**

Maritime New Zealand's Rescue Coordination Centre (RCCNZ)  
+64 4 577 8038



**Or**

**Post to:**

Maritime New Zealand  
Attention Accidents and Investigations  
Accident Reports  
PO Box 27006  
Wellington 6141



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# APPENDIX D

## Away Health Form



### Waitemata Rowing Club Inc.

Taipari Strand, Te Atatu Peninsula  
PO BOX 79 107, Royal Heights, Auckland City  
[waitematarowingclub@gmail.com](mailto:waitematarowingclub@gmail.com)

#### HEALTH PROFILE

A copy of this document will be taken to each event. Details will remain confidential to WRC event manager and will only be released to emergency medical staff and/or event management if required. This health profile is designed to assist in the care of all participants at rowing events, including adults. One form is to be completed for EACH participant/supporter.

Name \_\_\_\_\_

Medic Alert Number (if applicable) \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Dr Ph \_\_\_\_\_

#### 1. Please tick if you have any of the following

- |                                   |                                              |                                                 |
|-----------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Migraine | <input type="checkbox"/> Travel Sickness     | <input type="checkbox"/> Dizzy spells           |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Fits of any type    | <input type="checkbox"/> Colour blindness       |
| <input type="checkbox"/> Asthma   | <input type="checkbox"/> Chronic nose bleeds | <input type="checkbox"/> Sleepwalking           |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Heart condition     | <input type="checkbox"/> Other [Please specify] |

#### 2. Are you currently taking any medication?

- ☐ Yes ☐ No

If yes, please state ailment(s) \_\_\_\_\_

Name of medication(s) \_\_\_\_\_

Dosage and time(s) to be taken \_\_\_\_\_

Other treatment required \_\_\_\_\_

#### 3. Have you had any major injuries [eg. breaks or strains etc] or illness [eg. glandular fever etc] in the last 6 months that may limit full participation in any activities?

- ☐ Yes ☐ No

If yes, please specify \_\_\_\_\_

#### 4. What pain/flu medication may your child be given if necessary?

- |                                           |                                      |                                      |
|-------------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> None             | <input type="checkbox"/> Paracetamol | <input type="checkbox"/> Ibuprofen   |
| <input type="checkbox"/> Recommended dose | <input type="checkbox"/> One tablet  | <input type="checkbox"/> Two tablets |



## Waitemata Rowing Club RISK MANAGEMENT PLAN

Ref. WRC – RMP 2014  
Status AMENDED  
Date 7-Aug-2019

### 5. Are you allergic to any of the following? Please specify

Prescription medication \_\_\_\_\_

Food \_\_\_\_\_

Insect bites/stings \_\_\_\_\_

Other allergies \_\_\_\_\_

What treatment is required? \_\_\_\_\_

Do you carry an EpiPen?                      Yes                      No                      N/A

### 6. When was your last tetanus injection?

☐ Approx Date \_\_\_\_\_ ☐ More than 5 years ago

### 7. Outline any dietary requirements

\_\_\_\_\_

\_\_\_\_\_

### 8. Is there any information the Waitemata Rowing Club should know to ensure the physical and emotional safety of participant? [eg cultural practices, disabilities, anxiety about darkness or height etc, behaviour or emotional problems]

☐ Yes ☐ No

If yes, please specify \_\_\_\_\_

This document is to be read and signed by an adult participant or parent/caregiver of youth [under 18] participant.

I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.

I will inform the Waitemata Rowing Club President as soon as possible of any changes to medical or other circumstances that might affect WRC duty of care as they occur during the membership season.

I agree to my child/myself receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present [or otherwise as noted in section 8].

I agree to this document being released to medical authorities, in cases of medical intervention. Any medical costs not covered by ACC or a community service card will be paid by participant

I understand that Waitemata Rowing Club Inc. or its officers accept NO responsibility for personal injury, or actions in a medical emergency at any WRC event. My full disclosure is the best way to ensure appropriate medical response.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_