

Circular

Title:	<u>SLSWA EVENT SANCTIONING PROCESS AND INSURANCE LEVY</u>
Date:	31 October 2019
Document ID:	31, 2018/19
Department:	Lifesaving Department
From:	Anna De Meersman, Lifesaving Development Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: anna@slnwa.com.au
Audience:	Club Director of Lifesaving, Club Administrators and Club Event Organisers
Summary:	<p>SLSA Guidelines for Safer Surf Clubs has standardised Event Sanctioning and Management Practices across Australia.</p> <p>All Clubs must follow the agreed national process when undertaking event management activity or providing third party service to events managed by other entities.</p> <p>All Clubs must submit standard Forms as referred to in Chapter 4: Special Events and Event Safety (Guidelines for Safer Surf Clubs). These forms are accessible on Members' Portal Document Library. Please note that <u>superseded forms will NOT be accepted.</u></p>
Action:	<p>Read and understand the Event Sanctioning process as guided by the Guidelines for Safer Surf Clubs: Chapter 4 – Special Events and Event Safety.</p> <p>Use current version of documents as per Chapter 4: Special Events and Event Safety (Guidelines for Safer Surf Clubs) – please find current templates attached.</p>
Attachments:	<ol style="list-style-type: none"> 1. SLSWA Event Sanctioning Process 2. Application for Involvement in a Special Event 3. Contract for Services 4. Post Event Report 5. Event Organiser Details 6. Activity Safety (Risk) Plan

The SLSA approved Event Sanctioning process is critical to the application of a consistent and effective risk management process where Clubs are involved in operating events or providing safety or advice services to third parties that may be running an event.

Guidelines for Safety Surf Clubs Chapter 4: Special Events and Event Safety remains the relevant point of reference when planning, preparing and documenting the Clubs involvement in an event. In an event where non SLSA members participate and Clubs provide management or services to the event, the Clubs' involvement must be sanctioned by SLSWA prior to participation, for risk management and insurance purposes. Once SLSWA has reviewed the planning and documentation for the event, and has sanctioned a Club's involvement, SLSWA will then notify the insurers of the event and which Clubs are providing services. It is at this stage of the sanctioning process that Clubs are assured of the SLSWA insurance policies (Public Liability/Professional Indemnity and Member Accident) covering the Club and its member's that are providing services to an event.

Any Club or service that does not submit appropriate documentation and plans for SLSWA review and approval should under no circumstance commit the Club or its members to providing services.

Failure to receive the appropriate sanctioning from SLSWA prior to the event conduct has the potential to put the Club, its members and broader SLSWA family at unacceptable risk and without appropriate insurance coverage.

The SLSA Insurers have applied a per competitor levy to Event Sanctioning which is to be paid by the Club, direct to SLSA Broker (Jardine Lloyd Thompson) upon invoice from them. The levy applies to special events that are owned or managed by the Club and involves non-member participation. The levy does not apply to events where a Club provides third party services (i.e. water safety, first aid).

Clubs are reminded that it is up to the Club and SLSWA to determine the levels of services that are provided to an event. Service levels should not be prescribed by the event organisers or be designed to fit into budgetary constraints. The allocation of financial resources must fit the event type. SLSWA and Clubs should never compromise the position of participant safety.

Clubs and monetary reward for water safety personnel

SLSA insurers advise that members who receive monetary reward for any role they undertake when assisting the Club to deliver its contracted responsibilities are not covered by the SLSA Member Accident Insurance policy. Clubs must therefore provide suitable workers compensation policy coverage for their staff and comply with the relevant Fair Work and Australian Taxation Office employer obligations including PAYG and superannuation legislation.

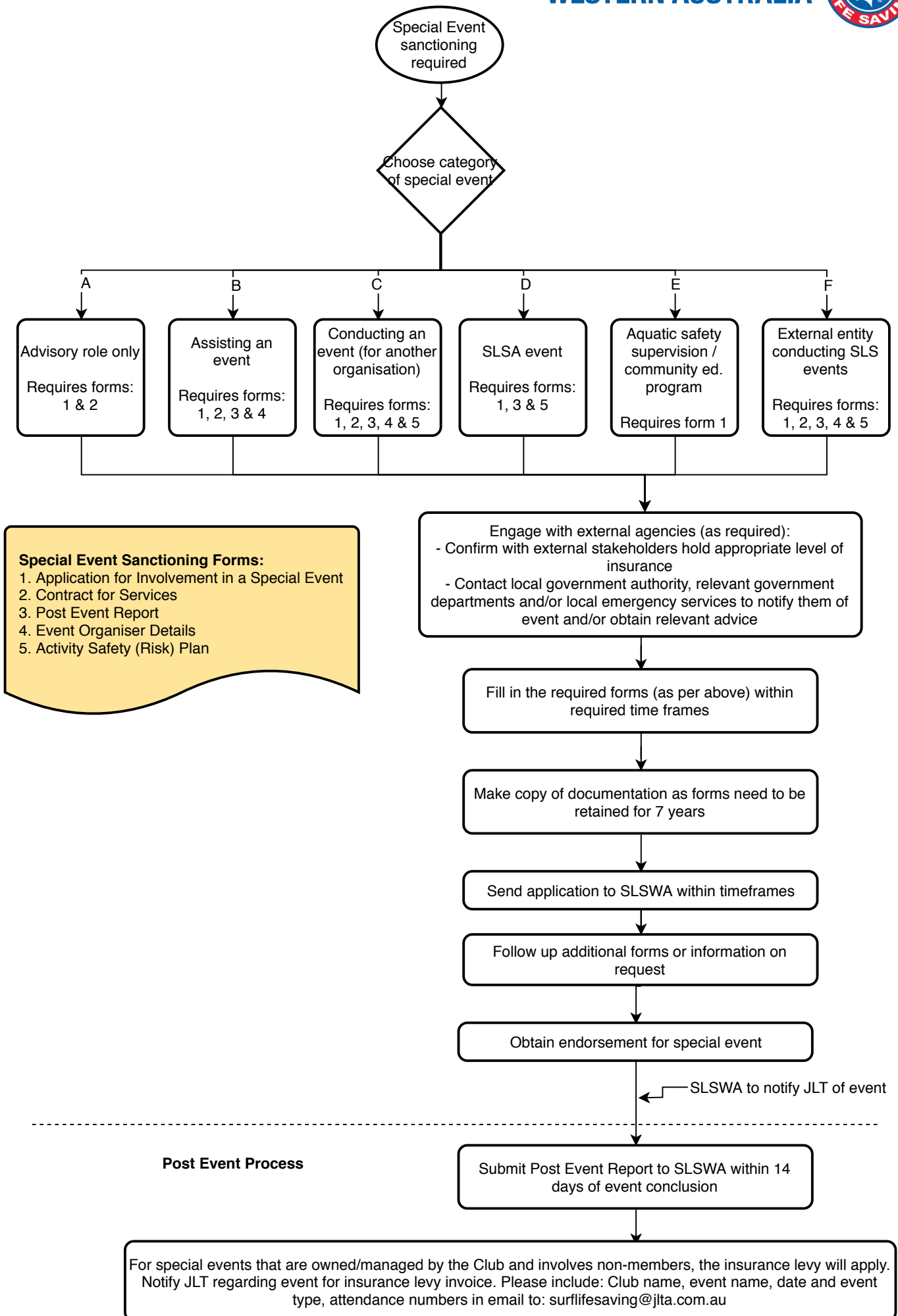
Once you have completed all required documentation, **you will need to submit to lifesaving@slnwa.com.au for processing at least one month prior to the event.** Failure to meet this deadline may result in there being insufficient time to complete the sanctioning process.

If you require assistance with the sanctioning process or require advice on the development of water safety or first aid plans, please contact SLSWA Lifesaving Development Officer, Anna De Meersman via email (anna@slnwa.com.au) or phone (9207 6666).



James O'Toole
Chief Executive Officer

- Attachment 1: SLSWA Event Sanctioning Process**
- Attachment 2: Application for Involvement in a Special Event**
- Attachment 3: Contract for Services**
- Attachment 4: Post Event Report**
- Attachment 5: Event Organiser Details**
- Attachment 6: Activity Safety (Risk) Plan**



Special Event Sanctioning Forms:

1. Application for Involvement in a Special Event
2. Contract for Services
3. Post Event Report
4. Event Organiser Details
5. Activity Safety (Risk) Plan

Engage with external agencies (as required):

- Confirm with external stakeholders hold appropriate level of insurance
- Contact local government authority, relevant government departments and/or local emergency services to notify them of event and/or obtain relevant advice

Fill in the required forms (as per above) within required time frames

Make copy of documentation as forms need to be retained for 7 years

Send application to SLSWA within timeframes

Follow up additional forms or information on request

Obtain endorsement for special event

SLSWA to notify JLT of event

Post Event Process

Submit Post Event Report to SLSWA within 14 days of event conclusion

For special events that are owned/managed by the Club and involves non-members, the insurance levy will apply. Notify JLT regarding event for insurance levy invoice. Please include: Club name, event name, date and event type, attendance numbers in email to: surflifesaving@jlta.com.au



Contract for Services

Form 4 is a blank contract for service document. This blank contract must be used as a standard agreement for the provision of serviced at non SLS EVENTS. This document has been designed to adequately protect both Surf Life Saving and the club from all areas of risk exposure. The template is designed so that the club can customise the agreement according to the scope of service/involvement.

Even though insurance policies are maintained, state policies have an excess payable on any claim made. The third party (event organiser) or in its absence the club, will be responsible for meeting all State claim excess amounts on any claim made against its policies. The excess amount is \$1,500 per claim.

The agreement also makes provision for clubs to receive a 50% deposit from the event organiser at the time of signing the agreement. It is recommended that clubs should not proceed with service until the deposit has been received.

Clubs must request that the event organiser note the club and state as interested parties on public liability, professional indemnity and personal accident insurances held by them for the event.



Contract for Service (*continued*)

This Agreement is dated *[Insert date]*

Parties

[Insert name] Surf Life Saving Club Inc of *[Insert Address]*, (“Club”)

and

The Party Set Out In Schedule Item 1 (“Event Organiser”)

Recitals

- A. The Event Organiser wishes to conduct the event at the locations and on the dates specified in the schedule (“the Event”).
- B. The Event Organiser requires water safety services in accordance with the requirements set out in schedule item 5 in respect of the Event (“the Services”).
- C. The Club has agreed to provide the Services to the Event Organiser on the terms of this agreement.

It is agreed as follows.

1. Term

This agreement commences on the date that it is signed by the parties and will continue until one month following the date of the Event unless terminated earlier in accordance with this agreement.

2. The Services

The Club agrees to provide the Services during the Term in accordance with the terms of this agreement.

3. The Fee

In consideration of the Club providing the Services to the Event Organiser, the Event Organiser will pay to the Club the Fee set out in schedule item 6; 50% payable upon signing of this agreement .

4. Warranties

The Club represents and warrants to the Event Organiser that the Services will be carried out in a proper, competent and professional manner by appropriately qualified personnel.

The Event Organiser represents covenants and warrants that:

- a) Notwithstanding anything in this agreement it will be, and will remain, responsible for all obligations and liabilities associated with the Event;
- b) It will at all times remain responsible for the financial viability of the Event and all financial results of the event plan for the Event;
- c) It will provide a copy of the final risk management plan for the Event to the Club at least 6 weeks prior to the date of the Event; and
- d) It has secured all necessary permits, approvals and licences (“Approvals”) from third parties necessary to conduct the Event at the Event location, and that copies of all Approvals will be provided to the Club on signing this agreement.

5. Termination

Either party may immediately terminate this agreement by written notice to the other party on any of the following grounds .

- a) For convenience, on provision of 14 days notice.
- b) The other party breaches a provision of this agreement and has not remedied that breach within 7 days after service of notice of the breach from the party giving notice of its intention to terminate;
- c) The Club may terminate this agreement immediately if, in the reasonable opinion of the Club, the Event has been poorly organised to the extent that the Club’s personnel may be placed at risk in providing the Services or any part of them .
- d) Where the Event Organiser terminates this agreement deposit fees will not be returned.

6. Club’s Right to Withdraw Services

The parties agree that:

- a) The Club has the right to withdraw its provision of the Services up to and on the day of the Event if at anytime it considers that the Event Organiser, by virtue of its decisions and actions, has or is likely to place at risk the health, safety or livelihood of the Event participants or any Club personnel; and
- b) In the event of the withdrawal of Services under clause 6(a) the Club shall be in no way responsible for any costs or



losses incurred by the Event Organiser as a result of the Services being withdrawn, but shall not be entitled to the Fee.

7. Insurance

- a) The Event Organiser must secure and maintain throughout the Term both public liability and professional indemnity insurance, noting the interests of the Club for the level of cover specified in schedule item 7, and agrees to provide the Club with a copy of such insurance cover at least three months prior to the date of the Event.
- b) The Club agrees to secure and maintain its own insurance to cover any liability of the Club arising from the provision of the Services by it .
- c) In the event that a claim is made against the SLS State Public Liability Insurance Policy as a result of the States involvement in the sanctioned event, the Event Organiser will be liable to the State Centre for the Public Liability Policy Excess. The amount of the excess will be advised to you.

8. Participant Declarations

The Event Organiser agrees to require each participant in the Event to execute a declaration releasing the Club and Surf Life Saving from any liability arising from the Club's provision of the Services in a form acceptable to the Club, and at least incorporating the wording set out in schedule item 8.

9. Indemnity

The Event Organiser agrees to indemnify, and keep indemnified the Club and State Centre, their volunteers, members, employees, contractors and agents against all actions, claims and demands (including the cost of defending or settling any action, claim or demand) which may be instituted against the Club and / or SLS State Centre arising out of the breach or performance by the Event Organiser of its obligations under this agreement or the negligence of the Event Organiser, its agents, employees or any sub-contractor or any other person for whose acts or omissions the Event Organiser is vicariously liable and also against any action, claim or demand by the Event Organiser's employees or agents or their personal representatives or dependants arising out of the performance of this agreement .

10. Relationship of Parties

Nothing in this agreement shall operate or be deemed to create a partnership, joint venture or association of any kind between the parties or shall render them liable for the debts or liabilities incurred by the other party .

11. Governing Law and Jurisdiction

The parties acknowledge that this agreement is legally binding and shall be governed by the laws of the particular State. The parties unconditionally submit in connection with the agreement to the jurisdiction of the Courts of that State.

12. Force Majeure

No party shall be responsible or liable to the other party for, nor shall this agreement be terminated as a result of any failure to perform any of its obligations hereunder (with the exception of payment of monies due and owing) to the extent and for the period that such failure results from circumstances beyond the control of the party.

SIGNED for and on behalf of the Club by)
[Insert Name] as its duly authorised)
representative in the presence of:)

Witness (signature)

Name of witness (please print)

SIGNED for and on behalf of the Event by)
Organiser by [Insert Name] as its duly)
authorised representative in the presence)
of:

Witness (signature)

Name of witness (please print)



Contract for Service *(continued)*

Schedule

Item 1 – Event Organiser:
 <Clubs to insert>

Item 2 – Event:
 <Clubs to insert>

Item 3 – Event Location:
 <Clubs to insert>

Item 4 – Event Date(s):
 <Clubs to insert>

Item 5 – The Services:
(please mark services provided with a X)

Responsible for	X	X	X
Checking for hazards		Design of the course	Crowd Control
Marking / removing hazards		Setting the course	Briefing / warning competitors
First Aid		Surveillance and rescue	
Other <i>(please describe)</i> :			

Item 6 – The Fee:
 < Clubs to insert>

Item 7 – Insurance Cover:
 State Public Liability, Professional Indemnity and Personal Accident Certificate of Currency Event Organiser Public Liability, Professional Indemnity and Personal Accident Certificate of Currency



Application for Involvement in a Special Event

- This form must be completed, where SLSA Members are involved in any activity and identified as Surf Lifesavers, outside such NORMAL Club/SLSA Carnival activity. These events outside normal Club/SLSA activity might be: Endurance Events, Triathlons, Marathons, Displays and all other events that include a water safety component.
- Please print clearly.
- Please attach additional information if space is not sufficient.

Privacy

These personal details are being collected by Surf Life Saving Australia for the purpose of application for involvement in a special event. This information will not be disclosed to third parties. You have the right to access the information held about you by these Surf Life Saving Australia .

1. Event details

Name of event:	
Start date:	Venue:
Start time: AM/PM	Finish time: AM/PM
Conclusion date: <i>(if not the same as start date)</i>	
Type of event <i>(please tick)</i> :	
<input type="checkbox"/> Triathlon	
<input type="checkbox"/> Swim	
<input type="checkbox"/> Marathon	
<input type="checkbox"/> Aquatic safety supervision e .g . Lifeguard / lifesaver water supervision	
<input type="checkbox"/> Community education program e .g . school / community surf awareness lecture	
<input type="checkbox"/> Non-approved surf carnival or event <i>(brief description)</i>	
<input type="checkbox"/> Other <i>(brief description)</i>	
Are public roads to be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the event been held before?	<input type="checkbox"/> Yes <input type="checkbox"/> No



2. Details of the Applying Club/Party *(please fill in all sections to allow ease of contact)*

Name of applying club/clubs:		
Name of applying officer:		
Address:		
Town:	State:	Postcode:
Phone <i>(home)</i> :	Phone <i>(work)</i> :	
Phone <i>(mobile)</i> :	Fax:	
Email:		

3. Category of Involvement

Category of involvement <i>(please tick)</i> :		
<input type="checkbox"/> Category A	<input type="checkbox"/> Category B	<input type="checkbox"/> Category C
<input type="checkbox"/> Category D	<input type="checkbox"/> Category E	<input type="checkbox"/> Category F
For category A and B detail the scope/scale and formality of your involvement:		

4. Insurance

Attach copy of insurance policy for the event (if applicable). Has the SLSA Insurance Broker provided advice on this event?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the advice?



Application for Involvement in a Special Event *(cont.)*

5. SLSA Club Support Details

Name of club:	
Club contact person:	
Other clubs supporting:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	
Water Safety	
Contact person:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	
Medical/First aid	
Contact person:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	

6. Leg/s to be Assisted/Conducted by the Club/Group

Order and distance of legs:		
		km
		km
		km
		km
		km
		km
Total event distance:		km
General description of involvement:		

Note: Please supply map of course layout.



7. Number and Age Restrictions of Competitors/Attendees

		Approximate numbers
Competitors/attendees	SLSA members only	
	SLSA members and public	
	Total (max) entries allowed	
Age restrictions	Minimum (years)	
	Maximum (years)	

8. Safety Equipment

Lifesaving equipment involved <i>(please indicate number)</i>			
Helicopter rescue service		Jet/ Rib/Offshore rescue boat	
First aid kits		Rescue boards	
Surf skis		Vehicles	
Radios		IRB's	
Air viva units		ATV's	
Defibrillators		RWC's	
Spinal Boards		Other rescue equipment <i>(specify)</i>	

9. Number of SLSA Club Officials/Members

Total number of SLSA club officials/members (etc.) involved	
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10. Number of Stations

Total number of:	Stations manned by doctors	
	Stations manned by first aid personnel	
	Drink stations	
	Other, please specify	
Total stations		



Application for Involvement in a Special Event (cont.)

11. SLSA Instructor / Personnel in Charge (Only fill out for Category E events)

Name:	
Address:	
Town:	State: Postcode:
Phone (home):	Phone (work):
Phone (mobile):	Fax:
Email:	
SLSA awards held:	
Type of group (please tick):	<input type="checkbox"/> Primary school
	<input type="checkbox"/> Secondary school
	<input type="checkbox"/> Special needs
	<input type="checkbox"/> Community group (specify)
No. of participants in the group:	
Special requirements:	

12. Other Non-SLSA Persons / Groups Involved

Name of non-SLSA persons / groups involved	
No. of non-SLSA persons / groups involved:	
First aid:	
Marshals:	
Radio communications:	
Other (specify):	
Total number of persons:	
Are these persons covered by voluntary personal accident insurance? (please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No



13. Notification / Permits / Permission

Have you notified and obtained permission / permits from the following bodies? <i>(please tick)</i>		
Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local government	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Transport department	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local hospital casualty department notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local ambulance notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Other, please specify		

14. SLSA Race Referee / Safety Director

Name of designated race referee on behalf of your club:	
<i>(First name)</i>	<i>(Last name)</i>

15. Club Endorsement *(to be signed by Club President)*

Club name:	
Name, position and signature of club management contact	
Name:	
Position:	
Signature	
Date:	



Application for Involvement in a Special Event *(cont.)*

16. Branch Endorsement *(if applicable)*

Branch name:	
Name, position and signature of club management contact	
Name:	
Position:	
Signature	
Date:	

17. State/Territory Centre Endorsement

State name:	
Name, position and signature of club management contact	
Name:	
Position:	
Signature	
Date:	

Appropriate comments or conditions of approval:

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Does the event comply to SLSA conditions for the conducting of special events? *(please tick)*

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If 'No', why not?
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Post Event Report

Event: _____

Date: _____ Location: _____

Start time: _____ Finish time: _____

Total Number of Competitors: _____

Approximate Number of Spectators: _____

Club Officer/Contact: _____

Summary of Weather Conditions:

Rescue/Incident Report (Patient Details, Action Taken):

Complete an SLSA Incident Report Log for each patient. Complete Log overleaf to summarise incidents.

Person Involved	Age	Gender	1 st Language	Location of Incident	Time	Equipment Used	IRD#

Incident Report Log completed for each incident: (Tick for yes)

General Comments Regarding Event:

Date this form was completed: _____

Club Officer: _____
(Print Name)

(Signature)

Club President: _____
(Print Name)

(Signature)



Event Organiser Details Form

- This form must be completed, where a third party is involved in the organisation of a special event that involves the use of Surf Life Saving resources.
- Please print clearly.
- Please attach additional information if space is not sufficient.

Privacy:

These personal details are being collected by Surf Life Saving Australia for the purpose of application for involvement in a special event. This information will not be disclosed to third parties. You have the right to access the information held about you by these Surf Life Saving Australia.

Event Organiser:

Event:		
Event Organisers Details:		
Name:	Tel:	Fax:
Postal Address		Postcode:
Email:		
Event Directors name:		
Has this event been held before: Yes / No		

Organisation's History of Event Management:

Event Director's Experience:

Written Approvals:

I declare that all necessary and appropriate approvals have been obtained from all relevant agencies that issue permits for events.

Please attach a copy of your Certificate of Currency for your Public Liability and Professional Indemnity insurance **(This must be to the minimum value of \$20 million)** and Personal Accident insurance **(This must be to the minimum value of \$5 million)**

Date this form was completed:

Event Organiser:			
	(Print name)	(Signature)	(Position)
Witness:			
	(Print name)	(Signature)	(Position)

ACTIVITY SAFETY (RISK) PLAN

FOR

<<Event Name>>

<<Date>>

<<Location>>

<<Club>>

Contents

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Risk Register	#
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1 Confidentiality Notice

The information contained in this Activity Safety (Risk Management) Plan (and any Appendices or Annexure) is STRICTLY CONFIDENTIAL and is only intended for the use of individuals and entities named in section 4.

This document is not to be copied, disseminated or distributed without the express authorisation of [Your Club].

2. Context / Scope

Purpose

This document describes how [Your Club] will perform the role of managing risks associated with the [Your Event Name]. It defines roles and responsibilities for participants in the risk management process. It discusses how to identify, quantify, and mitigate risks for the [Your Event Name].

[Your Club] recognizes various risks are inherent in with the [Your Event Name] and processes must be implemented to reduce or eliminate these risks and hazards.

Process

The Activity Safety (Risk Management) Plan is a six-step process:

1. Identify risks.
2. Assess risks.
3. Treat risks.
4. Operating Procedures.
5. Ongoing monitoring and review.
6. Personnel responsible for implementation.

Objectives

The objectives of this plan are to:

- Continually evaluate the effectiveness of these processes to ensure performance improvement.
- Identify individuals to oversee the development and implementation of these processes, and to intervene whenever the level of risk becomes to high.
- Communicate issues to appropriate personnel.
- Ensure personnel who participate in safety activities are knowledgeable and capable.
- Distribute, practice, enforce and review risk management policies and procedures as frequently as needed.

What is Risk?

The Australian/New Zealand Standard for Risk Management (AS/NZS 4360) define risk as:

"The chance of something happening that will have an impact upon objectives. It is measured in terms of likeliness and consequences."

The scope of this plan is to:

1. To identify, analyse and prioritise the risks associated with the [Your Event Name].
2. Record these risks on a standard “RISK REGISTER”.
3. Develop strategies to mitigate those identified risks by:
 - a. reducing the LIKELIHOOD of those risks occurring and/or,
 - b. reducing the CONSEQUENCES of those risks should they occur.
4. To objectively document these mitigating strategies in standardised “ACTION PLANS”.
5. It is intended this Risk Management Plan be the basis of an objective post event debrief at which time both the Risk Register and Action Plans will be revisited and updated as required.
6. Specific sources of risk that are to be addressed in this plan are:
 - Human Factors
 - Environmental Factors
 - External Factors

3 Criteria

This Risk Management Plan is prepared using the QUALITATIVE method outlined in AS/NZS 4360.

Risks will be analysed in terms of LIKELIHOOD and CONSEQUENCE in the context of the existing controls.

4 Roles / Responsibilities of Stakeholders

The table below sets out the core functions of the various participating stakeholders.

Stakeholder	Core functions
“Your local Council”	<ul style="list-style-type: none"> ◆ Approval of event permits. ◆ Traffic Management and road safety. ◆ Reserve management. ◆ By-law enforcement ◆ Land controller
“Your Club”	<ul style="list-style-type: none"> ◆ Prevention ◆ Emergency management coordination.
“Surf Life Saving State Centre”	<ul style="list-style-type: none"> ◆ Event insurance
Event Officials	<ul style="list-style-type: none"> ◆ In charge of the conduct of the event.

5 Risk Register

Table 1 has been compiled for identified risks associated with the [Your Event Name] and the actions required.

6 Revision

Revision of this risk management plan and all associated documents is to be performed on an annual basis or as required.

Date	Name	Reason for change	Version



ACTIVITY SAFETY (RISK) PLAN

Risk		Assessment			Action Required	
Source	Description	Likelihood	Consequence	Level of Risk	Treatment / Procedures	Personnel Responsible
Human Factors						
Pre	Lack of skill / knowledge of event				<ul style="list-style-type: none"> • Include Waiver (Appendix B) and declaration on entry form - 'I declare that I have undertaken sufficient training and have acquired a level of fitness necessary to complete this race' • Water safety focus on start line looking for poor swimmers 	
	Number of participants				<ul style="list-style-type: none"> • Number of entrants limited (Rotto Swim) • Number of swimmers on course at one time limited (Pier to Pub) • Swimmers started in waves of ability – request projected swim time from swimmers 	
	Physical capacity of participants e.g: age, fitness, health				<ul style="list-style-type: none"> • Swimmers started in waves of ability • Water safety focus on age fringes 	
	Event duration – exposure				<ul style="list-style-type: none"> • Water temperature checked prior to event and swimmers advised (see Triathlon Australia recommendations) 	
During	Sunburn/ Heat Stress				<ul style="list-style-type: none"> • Shade / sunscreen provided • PA announcements on SunSmart • Follow guidelines from Dept of Health and Ageing (Playing and exercising safely in hot weather) www.sma.org.au or via http://www.sma.org.au/information/launch.asp 	
	Exposure / hypothermia				<ul style="list-style-type: none"> • Monitor swimmers conditions • Monitor weather conditions 	
	Effects of strenuous exercise				<ul style="list-style-type: none"> • Time limits set on event • Hydration / food at finish line 	
	Illness / inhalation				<ul style="list-style-type: none"> • Trained water safety at a ratio of 1:50 • Access to emergency first aid facilities and treatment • Access to emergency services including ambulance and hospitals 	
	Remain on course				<ul style="list-style-type: none"> • Course identified by markers / buoys • Race briefing to advise swimmers of course • Water safety to guide swimmers 	
	Monitor and communicate with participants				<ul style="list-style-type: none"> • Water safety plan implemented • Water safety to guide swimmers 	
Post	Dehydration				<ul style="list-style-type: none"> • Hydration / food at finish line 	
	Lost swimmer				<ul style="list-style-type: none"> • Finish list reconciled with start list – swimmers unrecorded at finish to be contacted • Emergency action plan implemented 	



ACTIVITY SAFETY (RISK) PLAN

	Exposure / hypothermia				<ul style="list-style-type: none"> • First aid facilities at finish line 	
	Lost support on land				<ul style="list-style-type: none"> • Storage facility for swimmers personal items • PA system available to assist in finding support crew 	
Environmental factors						
Pre	Hazards on the beach				<ul style="list-style-type: none"> • Event personnel check for hazards 	
	Open water or protected water e.g: surf beach or lake / river				<ul style="list-style-type: none"> • Determine typical and extreme conditions for location that would cause problems for swimmers e.g: strong currents, large swell / surf • Establish safe operating conditions for the event (Rotto Swim 1.5 rule) • Establish contingency for event should conditions exceed safe requirements • Adjust course location, direction, time, distance • Adjust competency for participation 	
	Nature of course e.g: obstructions, boundaries				<ul style="list-style-type: none"> • Obstructions manned / policed by water safety • Boundaries / hazards set by course markers 	
	Weather conditions including water temperature				<ul style="list-style-type: none"> • Weather rating matrix established and monitored • Race Committee review conditions as required 	
During	Adverse weather conditions				<ul style="list-style-type: none"> • Changes to weather noted and discussed by Race Committee • Event conducted within weather rating restrictions 	
	Currents and tides				<ul style="list-style-type: none"> • As above 	
	Distance to egress e.g: close to shore / self rescue				<ul style="list-style-type: none"> • Generally the closer the swim is to shore / egress the safer the event • Increase water safety management for events conducted further from shore • Advise swimmers of process for self rescue / withdrawal – report to finish 	
	Nature of course e.g: obstructions, boundaries				<ul style="list-style-type: none"> • As above 	
Post	Egress from beach				<ul style="list-style-type: none"> • Clearly marked pathway fro swimmers leaving water to recovery area • Marshalls guiding 	
	Hazards on beach					
External						
Pre	Vehicle traffic and parking					
	Boating traffic					
	Recreational users including surfers, swimmers					
During	Support craft interference					
	Commercial Boating					
	Support craft congestion					
	Recreational users including surfers, swimmers					
Post	Traffic congestion					
	Support craft congestion					



ACTIVITY SAFETY (RISK) PLAN

Table 2 – Risk Likelihood Descriptors

Likelihood

Descriptor	Description
Rare	The event may occur only in exceptional circumstances.
Unlikely	The event could occur at some time.
Possible	The event might occur at some time.
Likely	The event will probably occur in most circumstances.
Almost certain	The event is expected to occur in most circumstances.

Table 3 – Risk Consequence Descriptors

Consequences

Descriptor	Description
Insignificant	No injuries, Low financial cost, Little impact.
Minor	First aid treatment, Medium financial loss.
Moderate	Medical treatment required, High financial loss, lower level political
Major	Extensive injuries, Major financial loss, medium level political
Catastrophic	Death, Huge financial loss, high level political embarrassment

Table 4 – Risk Analysis Tables

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	L	L	M	S	S
Unlikely	L	L	M	S	H
Possible	L	M	S	H	H
Likely	M	S	S	H	H
Almost Certain	M	S	H	H	H

Legend

H	High Risk	Detailed research and management plan
S	Significant Risk	Senior Management action needed
M	Medium Risk	Management responsibility must be specified
L	Low Risk	Manage by routine procedures



ACTIVITY SAFETY (RISK) PLAN

EXAMPLE MAJOR EMERGENCY RESPONSE FLOW CHART

