

Sports Safety Handbook

AQUATIC SPORT



Safety Guide for LSV & Club Events

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Definitions

For the purpose of this Guide, the definitions below apply:

ARRO	Area Risk and Response Officer
Emergency	means any event, which arises internally or from external sources, and which may adversely affect persons or the community generally, and requires immediate response
Emergency Response Plan	means a documented scheme of assigned responsibilities, actions and procedures required in the event of an emergency
Evacuation Point	means a number of designated places where patients, visitors and staff may be taken/assembled in the event of an Emergency
EOC	Event Organising Committee
Hazard	means a source of potential harm (ISO Guide 73:2009)
LSV	Life Saving Victoria
May	indicates the existence of an option
MLO	Media Liaison Officer, usually this is the LSV Media & PR Manager
Medical Emergency	means any event in which trained personnel are required to respond effectively to a medical crisis within or beyond the accepted routine of the event
OIC	Officer in Charge of the control agency
Risk	means the effect of uncertainty on your objective (AS/NZS ISO 31000:2018)
Risk Assessment	means the overall process of risk identification, risk analysis and risk evaluation (ISO 31000:2018)
Safety and Emergency Management Coordinator	means the person who is in overall charge of safety and emergency management, planning and operations
SARK	Search and Rescue Kit
SEMC	Safety and Emergency Management Coordinator
SEMO	Safety and Emergency Management Officer
SC	Safety Committee
Shall	indicates that a statement is mandatory
Should	indicates a recommendation
Stakeholder	means the person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity (ISO 31000:2018)

Version Control

Proposals for amendment or addition to the contents of this Safety Manual are to be forwarded to:

Manager, Aquatic Sports
Life Saving Victoria
200 The Boulevard
PORT MELBOURNE VIC 3207
Email: sport@lsv.com.au

Amendments promulgated are to be certified in the under mentioned amendment sheet when entered.

Version	Responsibility	Date
Version 1	Stephen Leahy	9/9/20

Foreword

Life Saving Victoria (LSV) and their affiliated clubs are involved in many events and activities and event safety is an ever-increasing aspect of LSV event management.

You and all LSV members need to be aware that that everyone has a right to a safe place to work and play. All clubs have an obligation to be committed to a safe sporting environment.

Prior to the commencement of any competition the Event Organising Committee (EOC) must be satisfied that all competition and non-competition arrangements provide the necessary safety for competitors, officials and other personnel involved at the competition. The EOC must also be satisfied that the surf conditions are satisfactory for competition to proceed.

Should, at any stage prior to or during competition, there is a credible basis for concluding there is an unreasonable risk of serious injury occurring, officials shall suspend all or parts of the competition. The EOC shall then decide whether to postpone, cancel or relocate all or parts of the competition.

This Guide details procedures and protocols to ensure health and safety risks are eliminated and/or minimized so far as is reasonably practicable as part of LSV's risk management planning and its duty under the workplace health and safety legislation.

The aim of this Guide is to ensure that the appointed personnel are well informed and resourced if any emergency occurs during the event.

Introduction

Life Saving Victoria (LSV) recognises the safety hazards associated with aquatic sport and activities (including training) at clubs. To assist volunteer clubs, coaches and officials to minimise these risks, LSV with the assistance of its State Associations has developed this basic safety management tool which can be implemented to provide a safer sporting environment and experience for our members.

LSV, our clubs and individual members including coaches and officials owe a duty of care to participants in aquatic sporting activities where there is a reasonably foreseeable risk of harm or injury to participants. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants as a result of those risks which are foreseeable.

A Risk Management Framework has been endorsed by LSV and this Guide is a risk tool that will assist in the reduction of injury to participants, officials and other persons associated with our sport competitions and activities, resulting in a fun, healthy and safe sporting environment.

This resource has been developed specifically for the sport component of LSV and club activities. As such it does not address risk management considerations for other elements of club operations such as governance, administration, finance, insurance or planning. This Guide should be used in conjunction with the LSV Sport risk Profile (as amended from time to time).

The resource is not a definitive resource that will make our events club litigation proof or completely fail-safe. However, if followed and regularly reviewed, it is likely to increase safety and may serve as a useful defence to claims for breach of duty of care.

Rachael Rylance
Director, Aquatic Sports
Life Saving Victoria

Kirsty Clark
Manager Aquatic Sports
Life Saving Victoria

Safety on a Page

Before the Event

- Establish Event Organising Committee (EOC)
- Appoint the Safety and Emergency Management Coordinator (SEMC)
- Appoint key safety personnel
- Develop and endorse a Safety Plan, e.g. Safety Operations Manual (SOM)

At the start of each day of the Event

- A Risk Assessment including a Surf and Weather Check is completed.
- The Safety Committee (SC) meets, reviews the risk assessment, considers all safety and risk matters and then develops a recommendation to the EOC as to whether the event can commence for the day.
- The EOC then meets and considers the report and recommendations from the SC.
- The EOC confirms if and when the event can commence.

During the Event

- All officials, especially Area Risk Response Officers (ARROs) and SC members monitor conditions and other safety factors.
- ARROs conduct regular risk assessments.
- SC meets mid morning (and mid-afternoon if necessary) to consider conditions and any other risk factors and safety issues.
- SC provides a recommendation to the EOC as to whether competition should continue.
- The EOC then meets and considers the report and recommendations from the SC.
- The EOC confirms if the event can continue.
- The SC and the EOC meets as required during the day to respond to any escalating safety concerns, e.g. deteriorating weather and / or surf conditions
- ARROs and the Safety team respond to specific safety issues.

At the completion of each day

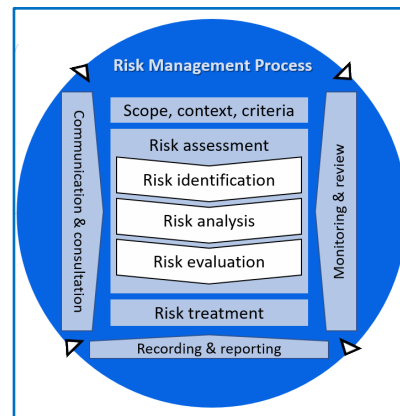
- Both committees should consider a debrief of the day's activities particularly if there have been safety issues during the day.
- The SEMC should have reviewed weather and ocean forecasts for the proceeding 24 hours and consider if any contingency or other safety plans need to be enacted.

Post Event

- Conduct a Debriefing process and identify opportunities to improve.

Who can suspend the Event?

Role	Scope of Authority
Event Organising Committee (EOC)	Event
Safety & Emergency Committee	Event / Area
Chair – EOC	Event / Area
Event Referee	Event / Area
Safety & Emergency Management Coordinator (SEMC)	Event / Area
Powercraft Coordinator	Event / Area
CEO or Delegated Representative	Event / Area
Area Referee	Area
Area Risk Response Officer (ARRO)	Area



1. Event Safety Planning

1.1 Event Organising Committee (EOC)

Irrespective of the size or type of the event or the organisers, it is prudent to have a formal planning process. The EOC is responsible for the logistical pre-planning and operational delivery of an LSV approved competition or sporting event. As the event approaches, the EOC turns its attention to the planning and conduct of actual competition.

The EOC may, subject to the rules in the current edition of the SLSA Surf Sports Manual (SSM) and event rules, postpone, cancel and/or alter any or all competition events and alter the venue(s) of the competition.

The EOC shall consult and seek advice from appropriate officials, athletes, local lifesaving / lifeguarding personnel, recognised subject matter experts and other personnel on local weather, surf conditions and safety issues when required. The event's Referee and the SEMC are responsible to the EOC for recommendations concerning competition safety.

The EOC is responsible for enacting the Contingency Plan for the Championships. In accordance with SLSA's SSM, the EOC must make available all of the necessary information to enable a competitor or club to properly assess their or its ability to enter a competition.

Membership of the Committee may include:

- EOC Chair
- Event Referee
- Deputy Referee
- SEMC
- Any relevant technical advisors
- Key personnel with oversight of logistical and administrative functions.
- Athlete Representatives
- Host Club Representative

At larger events such as state championships or high-profile events, consideration might be given to having other key stakeholders or technical experts that can support the event organisers as members of this Committee. This might include:

- LSV Director of Sport
- Sport Manager / CEO Delegate
- LSV Events Manager
- Independent Risk Advisor
- Media Liaison Officer
- Local Government Authority representative

During the event, the EOC should meet several times each competition day to (along with all other matters relevant to the ongoing conduct of the event) receive reports on risk and safety from the SEMC as well as considering any recommendations from the SEMC and the Safety and Emergency Committee (SEC). The first meeting should be early morning – shortly after the SEC has met. The EOC should meet mid-morning to review any risk and safety matters and to confirm ongoing proceedings. Consideration should be given as to whether the EOC meets at the end of competition each day, particularly if surf and / or weather conditions are forecast to deteriorate.

The EOC may meet at any time, with no notice, to consider and deal with any matter that might affect the safe conduct of the event or the welfare of participants including competitors, officials and spectators.

1.2 Safety Committee (SC)

A SC shall be appointed for the event. Its role is to consider and advise the Championship Referee and EOC on all matters relating to competition and non-competition safety, risk and emergency matters. The chair of the Committee shall be the SEMC who shall also be a member of the Organising Committee.

The composition of the SEC will be determined by LSV or the relevant Organising Committee. Membership of the Committee may include:

- SEMC (Chair)
- Safety & Emergency Management Officers
- Deputy Referee
- Medical Coordinator
- Powercraft Coordinator
- Athlete Liaisons – Male and Female
- Host Club Representative

At larger events such as state championships or high-profile events, consideration might be given to having other key stakeholders or technical experts that can support the event organisers as members of this Committee. This might include:

- Safety and Emergency Management Officers (if more than one has been appointed)
- Independent Risk Advisor
- Water Safety Coordinator
- Communications Coordinator
- Local Police representative
- Peer Support Manager

A sub-group of the SEC may be implemented during events being held away from the main competition site, e.g. boats. This group will comprise a SEMC (Chair), the Area Referee, a representative from the Victorian Surfboat Rowers League. Other persons may be appointed from time to time in consultation with the SEMC. That sub-group will report to the SEC via its Chair.

The SC meets each morning to confirm that all risk, safety and rescue systems have been reviewed and to develop a recommendation as to whether competition can commence that day. By the time of this meeting, an initial risk assessment and safety inspection has been completed and a weather forecast has been corroborated and medical / first aid provision has been confirmed.

If the Committee is satisfied that it is safe for competition to proceed, the recommendation should be along the lines of...*"RECOMMENDED that the EOC be advised that this Committee has no safety concerns that would prevent the event from proceeding."*

Should the SC consider that competition should not continue as planned, the Committee may make further recommendation that would mitigate any risk, including enacting various stages of the Contingency Plans, postponement or cancellation. Those recommendations are taken to the EOC meeting that immediately follows.

The SC repeats this process mid-morning, reporting to the EOC immediately thereafter.

The SC may meet at any time, with no notice, to consider and deal with any matter that might affect the safe conduct of the event or the welfare of participants including competitors, officials and spectators.

1.3 Safety Operations Manual (SOM)

A Safety Operations Manual (The Plan) relevant to the scope of the competition being conducted is essential to the sound planning process. The Plan should ensure appropriate procedures are in place if an emergency occurs during a competition. This Plan covers the entire event footprint not just the field of play so it details procedures and protocols to ensure health and safety risks are eliminated and/or minimized so far as is reasonably practicable as part of LSV's risk management planning and its duty under the workplace health and safety legislation.

The objectives of The Plan are to:

- Outline the facilities that will be utilised during the event.
- Identify those persons with the authority to initiate the plan.
- Outline command and control functions.
- State the activation methods for internal and external agencies and services.

SOM is developed in the pre-event planning stages, in consultation with key internal and external stakeholders. Once approved, any amendments to the SOM are only made under the authorisation of the event's Organising Committee.

It should be noted that all services provided or undertaken by the event's emergency management team during an emergency will be controlled and under the direction of the legislated control agency, usually Victoria Police.

A template for a SOM is found in Section 1.2 of the SLSA SSM.

2. Safety Personnel

2.1 Safety and Emergency Management Coordinator (SEMC)

The SEMC should be appointed at the earliest stages of planning an event and should be part of the Event Organising Committee (EOC) from the outset. The SEMC is responsible to the EOC to undertake all relevant planning and preparation in regard to safety, emergency management, rescue response and risk management. These responsibilities not only cover the competition arenas – the field of play – but also cover the “back of house” locations and activities.

The development of an event SOM is a key function of the SEMC. If an emergency arises during a competition, effective command and control shall be maintained under the direction of the SEMC or the Referee (if a dedicated SEMC is not appointed).

A Role Description is found in Appendix 1 of this Guide and further information can be found in Section 1 and Section 13.28 of the SLSA Surf Sports Manual.

2.2 Area Risk Response Officer (ARRO)

An Area Risk and Response Officer (ARRO) is to be appointed for each competition arena and reports to the SEMC.

The ARRO works with the Area Referees and Course Supervisor to undertake an initial risk assessment of the area and then continually monitor competition conditions by conducting further risk assessments on a regular basis.

Their duties will be to:

- identify potential casualties
- identify sources of hazards and risks
- manage hazards and risks to as low as reasonably practicable (ALARP)
- provide extra support at emergency sites.

ARROs must be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and they have the authority to immediately suspend wholly or in part the competition whenever there is a credible basis for concluding there is an unacceptable risk of serious injury and refer that decision to the SEMC and Referee. The ARRO also has the authority to initiate any search and rescue and they may be required to take and keep control as forward coordinator under direction of the SEMC or Police.

A Role Description is found in Appendix 2 of this Guide and further information can be found in Section 1 and Section 13.29 of the SLSA Surf Sports Manual.

A template of the duties of the ARRO and the schedule of those activities can be found at Appendix 3.

2.2a Course Statistician

Maintains the statistical records for the area and ensures that the data is handed to the Area Referee.

Other duties

- liaise with the marshall to obtain event starters for each race in the water
- Record the number of starters and finishers and account for any non-finishers in each race
- Monitor the time events take to complete and note any issues with the competition conditions
- Be aware of all times the safety and welfare of competitors, officials and other personnel

If personnel are limited often the role of the ARRO encompasses the Course Statisticians role.

2.3 Course Supervisor (CS)

The Course Supervisor (CS) is a separate role to that of the ARRO. The CS is responsible to the Area Referee for the safe, proper and fair layout of the competition course. The CS shall be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Area Risk and Response Officer in their arena.

2.4 Water Safety Coordinator (WSC)

A Water Safety Coordinator (WSC) may be appointed to coordinate the provision of water safety for competitors and non-competitors for the duration of the event. This position is strongly recommended if there are a number of water arenas operating simultaneously at an event.

The WSC reports to the SEMC and manages the two Water Safety Officers (lifesavers) that are appointed in each arena and the ARRO in each arena.

In a major incident the WSC supports the SEMC through controlling in the in-water search and rescue effort and the implementation of the Shallow Water Rescue Team.

Further information may be found in Section 13.31 of the SLSA Surf Sports Manual.

2.5 Shallow Water Response Team (SWRT)

A Shallow Water Rescue Team (SWRT) shall be implemented for the duration of the event. Their function is to provide an immediate search and rescue capability when it has been reported that a competitor or official is missing in shallow water within the competition boundaries.

These persons are predetermined prior to the event. The WSC (or SEMC if there is no WSC) confirms the name and contact details of the team member and confirms that the member is a proficient Bronze Medallion holder. The contact or tasking method should the team needs to be activated must be confirmed in advance and it is strongly recommended that this tasking method is tested.

The activation process and functions of this team is outlined in the Response Plan "Missing Person in the Water", (Appendix 6).

Pending the arrival of the Shallow Water Rescue Officer, the ARRO shall immediately implement shallow water search using competitors, coaches and officials in the immediate area. It is noted that a member must hold a Bronze Medallion and be proficient to take part in the search teams.

2.6 Medical Coordinator

A Medical / First Aid Coordinator should be appointed to coordinate the provision of medical and / or first aid services at the event. Depending on the size and nature of the event, consideration should be given to appointing a SLSA member who is a health care professional, ideally a paramedic, or emergency room doctor or nurse.

The Medical Coordinator should liaise with local ambulance and health service in the planning stages of the event. Ideally, it is wiser to provide an appropriate level of services at the event instead of burdening local community resources.

3. Safety Structure Event



4. Competition Safety

4.1 Water Safety

At all competitions, the Event Organising Committee conducting the competition shall provide sufficient and properly equipped and qualified water safety personnel (at each venue). The provision of rescue craft and a communication network is essential at all competitions. No event shall commence unless a viable means of rescuing an unconscious person from the water is in place, i.e. a crewed Inflatable Rescue Boat (IRB) or crewed Rescue Water Craft (RWC) is on the water and in the competition area.

Further, for events involving U13 and under aged unqualified participants (i.e. non SRC Award holders) the requirements of the SLSA Water Safety Policy 1.01 and Procedure shall apply, viz:

- One Water Safety Personnel to five participants; or
- One Water Safety Personnel to 10 participants where low risk conditions as determined by completion of an Event Safety Guide Sheet/Tool/Application.

Note 1: A low risk condition is generally described as surf conditions under one metre, however, other surf and environmental conditions should also be factored into an assessment.

Note 2: The requirement for a crewed IRB or a crewed RWC detailed above counts as two water safety personnel.

If an emergency arises during a competition, effective command and control shall be maintained under the direction of the Safety and Emergency Management Coordinator (SEMC).

During an emergency, any member of LSV entering the water or handling any rescue equipment must only do so at the direction of the SEMC or delegate and/or under the direction of the Police or emergency authority.

All surf lifesaving members not engaged in actual rescue work should assist in maintaining a clear area so that any rescue attempt can be carried out efficiently.

4.2 Resources

Rescue Water Craft (RWC) and Inflatable Rescue Boats (IRBs) operating at the Championships are under the control of the Powercraft Coordinator. Their role includes water safety and a minimum of one IRB will be exclusively assigned to each area for water safety and rescue and a minimum of one RWC will patrol between two water area.

Should any water safety personnel perform a rescue they will notify their coordinator who will contact Radio Control should any further assistance or treatment be required. Radio Control will pass on the message to the SEMC.

In a major incident where the use of powercraft are required the SEMC will liaise directly with the Powercraft Coordinator.

A **Shallow Water Rescue Team** shall be implemented for the duration of the Championships. Their function is to provide an immediate search and rescue capability when it has been reported that a competitor or official is missing within the competition boundaries.

4.3 Resource Allocation

If there is an abundance of resources (personnel or equipment) the SEMC may allocate these resources to an area or areas as he sees fit and advise the Carnival Referee accordingly.

4.4 Operational Hours

Medical/First aid and water safety services will be provided throughout the conduct of competition and during competition warm up times. Outside of the competition hours it will be the responsibility of the team manager(s) and coaches of their respective clubs to ensure there is adequate water safety and first aid available to ensure that risks associated with the training session are eliminated or reduced to as low as reasonably possible.

4.5 Competition Finishing Times

Previous experience has shown there is a need to complete water events well prior to sunset. It is normal policy that the last water event has concluded with a minimum of one hour of daylight prior to sunset. When determining this time, the SEMC must ensure that there is sufficient daylight to ensure an adequate search and rescue response should an incident occur late in the day.

This time should be confirmed by the event organising committee early in the planning stage so that the Referee can timetable events.

It is good practice that the EOC confirm the time at their morning meeting that all competition including water competition is to be concluded for the day. The EOC decision is to take into consideration the expected weather and surf conditions together with the fatigue and welfare issues of competitors, officials, workforce, contractors, water safety personnel and all others involved in the conduct of the event.

During the day, the SEMC, in consultation with the Referee and Medical Coordinator, may amend the water and other competition finishing times but may only extend a time if the Championship's search, rescue and medical capabilities are not compromised. Any such decisions should be referred to the EOC for endorsement.

4.6 Medical/First Aid Services

In the early stages of planning an event, consideration needs to be given to the level of medical and first aid services that will be provided. It is important for the EOC to realise that these services are provided to not only the competitors but to all persons in the event precinct.

A small local event will be resourced sufficiently by the local surf lifesaving club. Major events that attract large numbers of competitors, officials and spectators might require the services of medical professionals such as a doctor and / or paramedics. Not only does the presence of these professionals ensure a higher level of care to the patients, it reduces the work strain on local resources such as ambulances and hospitals.

The delivery of advanced care such as defibrillation and the delivery of pain relief, e.g. methoxyflurane, can be provided by specially trained lifesavers and the provision of this capability is encouraged at all events.

4.7 Search and Rescue Kits

A Search and Rescue Kit (SARK) allocated to each arena and to the vehicle allocated to the SEMC.

The SEMC or their delegate must check each SARK prior to the commencement of the event and confirm that all items are present in each kit. Once each kit is checked, the kit is to be sealed with a device that is easily broken in the event of an emergency, but the broken seal cannot be used again.

Prior to the commencement of competition each day, each SARK is to be checked by the SEMC or delegate to ensure that the seal is intact. If the seal is broken or missing or it appears that the SARK has been accessed in any way, the contents must be checked against the prescribed list. If any contents are damaged or missing, they must be replaced prior to the kit being resealed.

During competition the SARK will be the responsibility of the SEMC and should be easily accessible away from spectators.

The recommended contents of the Search and Rescue Kits are found in Appendix 4.

4.8 Marine Life

A proactive shark alarm system is to be in place during the event. There should be integrated surveillance across all the lifesaving services and other agencies including Event water safety resources and external agencies such as Life Saving Victoria support services, the Westpac Lifesaver Rescue Helicopter, Victoria Police, the State's Department of Fisheries and any Council appointed Lifeguard Service.

Rescue boats in each competition arena shall have an air horn on board to assist in broadcasting any shark alarm.

Any Shark Alarm Response Plan will conform to LSV policies and procedures. In the event of an attack, even minor, the site will be closed for a minimum of 24 hours.

If non-threatening species such as dolphins and other sea life enter the competition area, cease competition until they have moved on. At no stage should any animal be threatened or harmed.

5. Risk Management

Proper Risk Management processes are a key responsibility of anyone leading a surf lifesaving activity. Risk management is the course of action that you take to reduce potential legal liability. It seeks to address potential problems before they occur. Risk management aims to be proactive rather than reactive – creating a safer environment and legally safer operational procedures. The benefits of risk management in LSV aquatic sport are many:

- Better sporting or recreational outcomes
- Improved safety for participants, officials, spectators and volunteers
- Lower costs and increased budget certainty
- More effective management of assets, events, programs and activities
- Improved compliance with the law, regulations and other formal requirements
- Enhanced image and reputation.

5.1 Risk Management Process

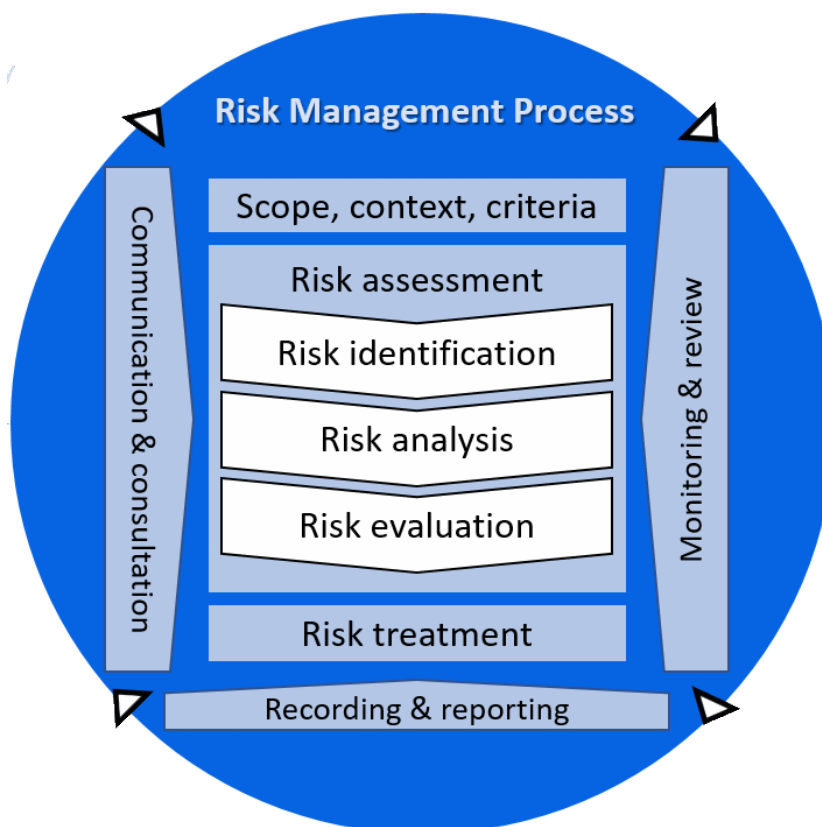


Figure 1 – The ISO 31000:2018 Risk Assessment Process

The process that this guide outlines is in six (6) stages:

1. Communication and Consultation
2. Establishing the context
3. Risk Assessment
4. Risk Treatment
5. Recording and Reporting
6. Monitoring and Reviewing

5.2 Consultation

Consultation shares views and knowledge; there is a reciprocal and better understanding of the risks faced and the range of treatment options. It is crucial for those charged with performing risk assessments to consult with key personnel around them. Effective communication ensures that those accountable for implementing the risk management process and stakeholders understand the basis on which decisions are made. Stakeholders understand how risks that are relevant to them are managed. Some stakeholders may include, but is not limited to:

- Competitors
- Officials
- Managers
- Lifeguards
- Lifesavers
- Safety and Emergency Services Personnel
- Medical/First Aid Personnel

5.3 Establishing the context

The purpose of establishing the scope, the context and the criteria is to customise the risk management process, enabling risk assessment and appropriate risk treatment. The process should be consistent with the values, objectives, and resources of the organisation.

An important role of establishing the context is to provide boundaries of what the risk management process will consider and to form the groundwork for the rest of the risk management process. Some considerations would include:

- Understanding the organisation's objectives
- Determining the activities that are / are not covered by the process.
- Determining the geographical extent of the risk assessment
- Determining whether the risk that are being considered only include those related to health and safety or whether they include environmental damage, reputational damage, financial loss, etc.
- Recognising things that are external to the activities being considered that may give rise to uncertainty.

Life Saving Victoria has further information in the Sports Risk Profile and their Sport Risk Management Framework.

5.4 Risk Assessment

Risk assessment is the overall process of risk identification, risk analysis and risk evaluation. Risk assessment should be conducted systematically and collaboratively, drawing on the knowledge and views of stakeholders. The purpose of conducting a Risk Assessment is to establish the level of risk and whether that level of risk is within or outside a tolerable range.

Risk Identification

The purpose of risk identification is to find, recognise and describe risks that help or prevent an organisation from achieving its objectives.

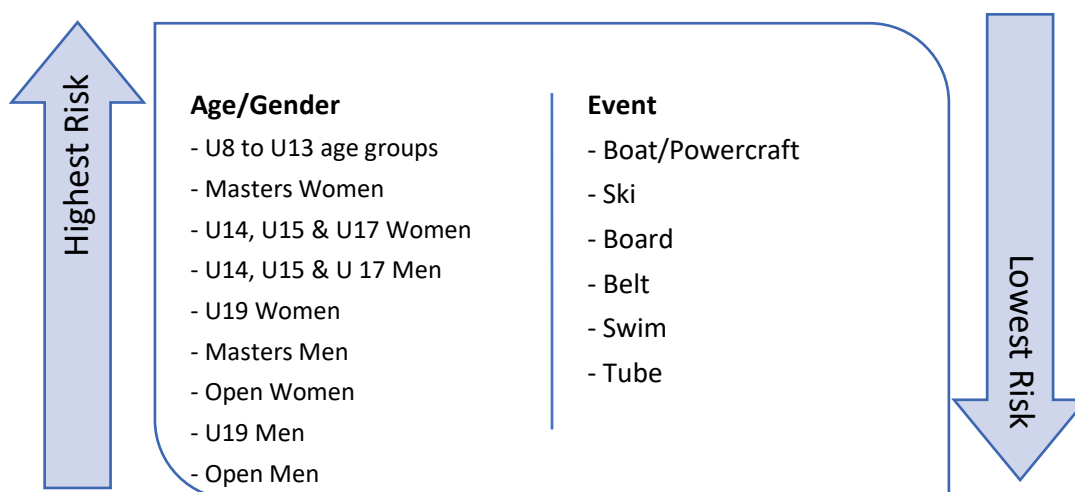
There are a range of techniques for identifying risk. For an aquatic event, consider utilising the SLSA Beach Management Program (www.beachsafe.org.au) to assist in identifying the potential hazard level at any particular beach. Local contacts should be considered, such as Lifeguards and Patrol Captains and Regional Officials and local coaches.

Following is a list of conditions that are regularly found in the aquatic environment that can also be considered.

Elements

Surf <ul style="list-style-type: none"> • Swell size • Wave type • Depth of Water • Currents & predicted effects of tides • Time between sets • Wave period • Width of wave zone • Options available to competitors (e.g. rips, sandbanks, etc) 	Geographic <ul style="list-style-type: none"> • Beach conditions • Headlands • Groynes • Seaweed, debris 	Climatic conditions <ul style="list-style-type: none"> • Wind – direction and intensity • Weather – heat, humidity, rain, cold, cloudy
Human <ul style="list-style-type: none"> • Skill level • Endurance, fitness • Experience / Age Groups • Strength 	Equipment <ul style="list-style-type: none"> • Craft – Boat, powercraft, • Ski, Boards, other • Swim – inc. belt, tube 	Other <ul style="list-style-type: none"> • Marine stingers • Dangerous marine life • Available light

Review types of events and age groups (for example):



During an event, the following occurrences also indicate that a risk assessment is required.

INDICATOR	INDICATION THAT ASSESSMENT IS REQUIRED
Minor equipment damage	More than 50% of the field suffers minor equipment damage in three out of four races
Major equipment damage	More than 50% of the field suffers major equipment damage in two out of three races
Injury – Minor	1 or more minor injury incidents due to conditions in three out of four races
Injury – Major	Any major injury incident due to conditions
Competitors unable to complete course	More than 25% of the field in two consecutive races are unable to complete the course due to conditions
Competitors unable to complete course in time limit	More than 50% of the field in two consecutive races are unable to complete the course in the time limit
Competitors requiring rescue/assistance	1 or more competitors requiring rescue/assistance due to conditions

Risk Analysis

Having identified the risks, they then need to be assessed against specified criteria to determine their risk level. The recommended approach to risk analysis is to assess the identified risks in terms of their likelihood to occur and the consequences (or impact) that could arise if they occur. This will help you to rate the risk. These ratings describe:

1. The chance of the risk occurring (i.e. likelihood) given the controls that are already in place.
2. The consequence (i.e. loss or damage impact) if the risk occurred given the controls that are already in place.
3. The risk level.
4. Whether or not the risk level is ALARP (As Low As Reasonably Practicable).

Life Saving Victoria has defined the rating scales and these are found in the [LSV Sport Risk Profile](#).

Risk Evaluation

The purpose of risk evaluation is to support decisions. It involves considering the results of the risk analysis to determine if additional action is required. This can lead to a decision to:

- Do nothing further
- Consider risk treatment options
- Undertake further analysis to better understand the risk
- Maintaining existing controls
- Reconsider objectives.

5.5 Risk Treatment Plan

Consider the range of options available for conducting the event ensuring that the level of risk is tolerable and risk reduction strategies are implemented to bring risk As Low as Reasonably Practicable (ALARP).

SLSA has published the following risk levels as part of their Surf Risk Rating App. This list is for example purposes only and is not intended to be a comprehensive list of all risk mitigation strategies that may be encountered. The EOC may decide to adopt these risk levels or to amend them.

Low Risk	Low – Moderate Risk	Moderate Risk	Moderate – High Risk	High risk	Extreme Risk
Monitor and review controls	Review water safety service requirements and controls	Review water safety service requirements and controls	Review water safety service requirements and controls	Discontinue event until level of risk is reduced – or move location	Discontinue event until level of risk is reduced – or move location
Ensure minimum safety requirements	Review participant numbers per event	Review participant numbers per event	Review participant numbers per event	Review participant numbers per event	
Follow participant number guidelines	Review PPE for event	Review PPE as required or as applicable	Review PPE as required or as applicable	Review PPE as required or as applicable	
Follow event guidelines		Review event location	Review event location	Review continuation of event	

Further guidance and an endorsed Risk Register can be found in the [LSV Sport Risk Profile](#).

5.6 Review

Once risk reduction strategies have been implemented the situation should be monitored to ensure the effectiveness of the strategy.

Should an incident occur, events in that area should cease and an immediate re-assessment of the risks should be undertaken. Events should remain on hold until the assessed level of risk is within a tolerable range.

5.7 Reports

A written report should be submitted concerning any major incidents. As a minimum the report should outline:

1. Nature of the incident
2. The response
3. Decision making process leading into the incident
4. Recommendation/s

6. Aquatic Sport Risk Management

Before any LSV competition is conducted, the SEMC or their delegate should assess the prevailing and expected weather and surf conditions.

The SC should also assess the non-competition aspects including occupational health and safety matters.

Assessments may be undertaken at any time before and during competition. Should an assessment indicate that part or all of the competition, not be conducted because of adverse weather or surf conditions, or another threat, the EOC will decide whether to postpone, cancel or relocate all or parts of the competition.

The major threat to the conduct of competition relates to the advent of adverse weather conditions, either before or during the competition. Adverse weather can create extremes in heat or cold, storms, dangerous surf or swell and associated dangers for competitors. Secondary natural threats are considered less likely, man-made disasters, such as pollution of the surf and beach and non-competition safety issues including occupational health and safety matters should be considered.

6.1 Aquatic Risk Assessments

Prior to the commencement of the event, it is prudent to conduct a risk assessment of the beach and surf conditions – the field of play – and prevailing and forecast weather conditions. Once it is deemed safe enough for the event to commence, regular assessments should be conducted throughout the day, particularly if the weather or other conditions change or if a participant raises concern. This should be communicated through to the Referee.

Regular risk assessments of the surf conditions will be carried out throughout the day by the SEMC (or their delegate such as an ARRO) will conduct an initial assessment of the surf conditions and event site via the SLSA iPad Risk app (e.g. the Surf Hazard Rating app) at 0600 hours (6.00 am) each day. All identified risks with a residual risk score exceeding the level of risk tolerance approved by LSV shall be reported to the EOC at the pre-competition meeting.

An ARRO shall be positioned in each competition area. The ARRO will complete and submit risk assessments using the SLSA iPad Risk App at the following stages during each day of competition:

- Prior to events commencing.
- Mid-morning (between 0930 and 1000).
- Mid-day (between 1200 and 1300).

ARROs may also be required to complete an “on demand” assessment of the competition area at any stage throughout the day if deemed necessary by:

- Safety and Emergency Management Coordinator
- Work, Health and Safety Advisor
- Championships Referee
- Sectional Referee
- Area Referee
- Medical / First Aid Coordinator

All risk assessments will be emailed through to a dedicated risk and safety email addressed (sport@lsv.com.au) managed by LSV. All assessments will be sighted, reviewed and signed off by the SEMC.

If a risk is identified with a residual risk exceeding the level of risk tolerance approved by LSV, competition in that area should be immediately suspended and the SEMC and the Referee is to be notified. Risk are to be reviewed and mitigated. Competition may recommence upon completion of a risk assessment where the residual risk scores of all identified risks sit within level of risk tolerance approved by LSV.

6.2 Complaint/Comment Management

For the purposes of this section, “official” is defined as any person that has a level of control at the event and is wearing any official uniform and / or identification lanyard identifying them as staff or a technical official. It includes a competition technical official, an LSV employee or volunteer working at the event but does not include a contracted service provider such as security or signage contractors.

If any person (“complainant”) approaches any official and makes a comment or statement that they are concerned about the beach or surf conditions, the complainant is immediately referred to the Sectional Referee of that arena. The official receiving the initial complaint should note the complainants name and the time and escort the complainant to the Area Referee and remain present, acting as a witness.

Upon receipt of a complaint, the Area Referee shall:

- make a written record of the complaint or concern using the Complaints Register (Appendix 5).
- note the time, date and location.
- ensure that the name, club / organisation (if any) and contact details are recorded.
- have the sectional ARRO undertake an immediate Risk Assessment.
- consider as to whether any further events in that arena should commence.

If the Risk Assessment indicates that the level of risk is outside of LSV’s tolerance:

- attempt to have the complainant remain with the Area Referee.
- have the Water Safety Coordinator attend the location; and
- notify the Championships Referee and SEMC of the complaint.

The Water Safety Coordinator shall:

- speak with the complainant.
- review the risk assessment undertaken by the ARRO.
- review the recommendations resulting from the risk assessment with the Sectional Referee.
- brief the Championships Referee and SEMC on any plan of action; and
- dependent upon this implementation plan, the Referee and SEMC may endorse the recommendations for implementation or refer the matter to an immediate meeting of the EOC.

6.3 Suspension of Competition

The following table outlines the various roles that have the ability to suspend competition for safety reasons:

Role	Level of Authority	Scope of Authority
Event Organising Committee (EOC)	Initiate contingency plan Cancellation	Event
Safety & Emergency Committee	Suspend	Event / Area
Chair – EOC	Suspend	Event / Area
Championships Referee	Suspend	Event / Area
Safety & Emergency Management Coordinator (SEMC)	Suspend	Event / Area
Water Safety Coordinator	Suspend	Event / Area
Workplace Health & Safety Advisor	Suspend	Event / Area
CEO or Delegated Representative	Suspend	Event / Area
Sectional Referee	Suspend	Area
Area Referee	Suspend	Area
Area Risk Response Officer (ARRO)	Suspend	Area
Medical Coordinator	Suspend	Event / Area

6.4 Suspension / Postponement of Competition Due to Death or Serious Injury to Competitor

If death or serious injury occurs to a competitor or spectator during the period of the event, the event Referee is responsible for any immediate decision to suspend or postpone competition. The SEMC in accordance with the event's SOM, is responsible to the EOC for managing the incident response.

The EOC shall convene as soon as possible following awareness of a fatal or serious injury incident to a competitor or spectator to determine any ongoing impact, suspension or postponement of competition following advice from all relevant stakeholders.

The SEMC is responsible for notifying and liaison with outside agencies. The LSV Media and PR Manager shall be responsible for managing all external communications regarding such incidents.

A full Emergency Response Plan for a Missing Person in the Water is found at Appendix 6.

Appendix 1:

Safety and Emergency Management Coordinator – Role Description

Position Description – Safety and Emergency Management Officer	
Reports to	Championship Competition Committee
Purpose Statement	The Safety and Emergency Management Coordinator is responsible for formulating and implementing a safety, search and rescue and contingency plan for an endorsed event. This plan will provide prompt and effective safety, rescue and recovery coordination in an emergency situation. This plan shall be approved by the Competition Committee conducting the event.
Consults with	<ul style="list-style-type: none"> • Event Organising Committee • Event Competition Committee • Event Safety & Emergency Committee • All senior event Referees • Medical Coordinator/Medical Officers • Powercraft Coordinator • Water Safety Coordinators/Personnel • Area Risk and Response Officers • Communications Coordinator • Event Staff – various positions as appropriate • Competitors, Officials, Team Managers, Coaches and Volunteers
Responsibilities	<p>Overall <i>(extract from current edition of Surf Sports Manual)</i></p> <ul style="list-style-type: none"> • Work in collaboration with the Referee. • Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and non-competition support functions and have the authority to immediately suspend wholly or in part the competition whenever there is a credible basis for concluding there is an unacceptable risk of serious injury occurring and refer that decision to the Competition Committee. • The Safety and Emergency Management Coordinator has the authority to immediately initiate and coordinate (command and control) any search and rescue actions if necessary and notify the Referee and the Competition Committee. • Co-ordinate other services to provide essential communication, transport and trained personnel in an emergency. • Brief all associated services prior to the competition to ensure that all: <ul style="list-style-type: none"> (i) Other involved services are aware of their responsibilities; and

	<p>(ii) Referees are aware of the safety and emergency plans and their responsibilities in the event of an emergency.</p> <ul style="list-style-type: none"> • Liaise and coordinate with LSV Medical and First Aid, Emergency and Safety personnel and relevant government agencies including local emergency service organisations such as Police, Ambulance and Fire services. • Be located in a convenient position during the competition and be available for communication with the Referee at all times. • Brief any lifesaving service and any other designated personnel on the emergency plans and assistance required in case of an emergency. • Provide reports and recommendations to the Referee or the relevant LSV authority on the conduct of the safety and emergency management systems. • Dependant on the size of the event, the Safety and Emergency Management Coordinator may also assume the responsibilities of other roles of the safety team as qualifications and skill allow. <p>Prior to Event</p> <ul style="list-style-type: none"> • Ensure officials accreditation and working with children licenses are current • Work closely with Event Organising Committee on all safety requirements • Finalise the Safety Operations Manual <p>During Event</p> <ul style="list-style-type: none"> • Respond immediately to and record any reports of safety concerns directly received from competitors, power craft, water safety personnel, officials and lifesaving/lifeguard personnel and liaise as appropriate with the Referee and/or the Competition Committee. • Respond immediately to and coordinate any specific notification of a search, rescue or hazardous event or incident. • Act as the organisation's Liaison Officer where the response to a major incident is coordinated by the legislated lead emergency service. <p>Post Event</p> <ul style="list-style-type: none"> • Provide input and feedback as appropriate for continual event improvement
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SELECTION CRITERIA	<i>Please address all three areas of the selection criteria below: qualifications, knowledge and experience and skills and attributes</i>
1. Qualifications	<ol style="list-style-type: none"> 1. SLSA Silver Medallion Basic Beach Management and / or Silver Medallion Aquatic Rescue.
2. Knowledge and experience	<ol style="list-style-type: none"> 1. Substantial surf lifesaving experience, at Patrol Captain or Duty Officer roles. 2. Understanding and knowledge of emergency management gained in working in a similar role. 3. Demonstrated understanding of WHS including risk management procedures/requirements. 4. Experience as an accredited technical official, Team Manager or coach is desirable.
3. Skills and attributes	<ol style="list-style-type: none"> 1. Strong communication skills 2. Ability to work with volunteers, employees and contractors 3. High level report writing and liaison skills 4. Communication and analytical skills 5. Mentoring skills 6. Physically fit

Appendix 2: Area Risk and Response Officer – Role Description

Position Description – Area Risk and Response Officer	
Reports to	Safety and Emergency Management Officer
Purpose Statement	The Area Risk and Response Officer (ARRO) is responsible for monitoring safety and ensuring risk management within a competition area of an event.
Consults with	<ul style="list-style-type: none"> • All Area Risk and Response Officers • Event Safety & Emergency Officers • Area Referee • Medical personnel • Area Powercraft Coordinator • Water Safety personnel • Competitors, Officials, Team Managers, Coaches and Volunteers
Responsibilities	<p>Whilst the ARRO reports to the Safety and Emergency Management Coordinator (SEMC), the position is required to work in close collaboration with the Area Referee.</p> <p>ARROs work with their respective Sectional Referee and Course Supervisor to:</p> <ul style="list-style-type: none"> • Undertake an initial risk assessment of the area and then continually monitor competition conditions by conducting further risk assessments on a regular basis. • Monitor and time events take to complete and note any issues with the competition conditions. • Consulting with other key officials, monitor trends in the ratios of competitors starting and finishing events. • In the absence of a Statistician assume the duties of this role including recording the number of starts and finishers and account for any non-finishers in each race. If there are any competitor not accounted for in a race, IMMEDIATELY advise the SEMC/Water Safety Supervisor and then the Sectional Referee. • Obtain, record and immediately convey feedback from competitors, powercraft water safety personnel, officials and lifesaving/lifeguard personnel as to the conditions and immediately escalate any reports of safety concerns directly with the SEMC/Water Safety Coordinator and Sectional/Area Referee. <p>The outcomes of such tasks are to be conveyed to the SEMC.</p>

	<p>ARROs must be aware at all times of the safety and welfare of competitors, officials and other personnel involved in competition and have the authority to immediately suspend wholly or in part the competition whenever there is a credible basis for concluding there is an unacceptable risk of serious injury and refer that decision to the SEMC/Water Safety Coordinator and Sectional/Area Referee or their delegate.</p> <p>In conjunction with the Sectional Referee, the ARRO has the authority to initiate any search and rescue actions and immediately notify the SEMC and Referee</p> <p>The ARRO may be required to take and keep control as forward coordinator under the direction of the SEMC or representatives of Government Agencies. This is to avoid confusion and conflicting directions being given to personnel contradictory instructions being given in respect to use of rescue assets and crowd control.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Identify potential casualties • Conduct routine and as required Water Safety Risk Assessments; identifying and reducing hazards and risks • Provide roving first aid service • Provide extra support at emergency sites • Undertake other duties as required <p>Provide input and feedback as appropriate for continual event improvement.</p>
SELECTION CRITERIA	<i>Please address all three areas of the selection criteria below: qualifications, knowledge and experience and skills and attributes</i>
1. Qualifications	<ol style="list-style-type: none"> 1. SLSA Bronze Medallion, currently proficient. 2. SLSA Silver Medallion Basic Beach Management and / or Silver Medallion Aquatic Rescue.
2. Knowledge and experience	<ol style="list-style-type: none"> 1. Substantial surf lifesaving experience, at Patrol Captain or employed lifeguard roles. 2. Understanding and knowledge of responding to aquatic emergencies gained in working in a similar role. 3. Demonstrated understanding of WHS including risk management procedures/requirements. 4. Experience as an accredited technical official, Team Manager or coach is desirable.
3. Skills and attributes	<ol style="list-style-type: none"> 1. Strong communication skills 2. Ability to work with volunteers, employees and contractors 3. Communication and analytical skills 4. Physically fit

Appendix 3:

Area Risk and Response Officer – Duties and Schedule

Below is a guide to daily tasks and timings, this is only a guide and may change due to conditions, events or requests from the Safety and Emergency Management Coordinator.

Time	Actions
0645-0700	Attend daily briefing at the Emergency Control Centre Collect gear and equipment Move to allocated area
0700-0800	Provide Water Safety in allocated competition area Liaise with Area Referee and Course Supervisor Conduct “Pre-Competition” Water Safety Risk Assessment (email to sport@lsv.com.au) Inform Area Referee of Water Safety Risk Assessment outcomes
0800-0930	Provide shallow water (inside the break zone) water safety for events in allocated area Monitor conditions Monitor races: completion rates, times, craft damage, etc. in consultation with Course Supervisor
0930-1000	Liaise with Course Supervisor and Area Referee Conduct “Mid-Morning” Water Safety Risk Assessment (email to sport@lsv.com.au) Inform Area Referee of Water Safety Risk Assessment outcomes
1000-1200	Provide shallow water (inside the break zone) water safety for events in allocated area Monitor conditions Monitor races: completion rates, times, craft damage, etc. in consultation with Course Supervisor
1200-1300	Liaise with Course Supervisor and Area Referee Conduct “Mid-Morning” Water Safety Risk Assessment (email to sport@lsv.com.au) Inform Area Referee of Water Safety Risk Assessment outcomes
1300-1400	Provide shallow water (inside the break zone) water safety for events in allocated area Monitor conditions Monitor races: completion rates, times, craft damage, etc. in consultation with Course Supervisor
1400-1430 (if competition is still being conducted)	Liaise with Course Supervisor and Area Referee Conduct “Mid-Morning” Water Safety Risk Assessment (email to sport@lsv.com.au) Inform Area Referee of Water Safety Risk Assessment outcomes
1430-completion of competition	Provide shallow water (inside the break zone) water safety for events in allocated area Monitor conditions Monitor races: completion rates, times, craft damage, etc. in consultation with Course Supervisor

Appendix 4: Search and Rescue Kits – Recommended Contents

Item	Quantity
Search and Rescue Kit – On beach at each arena with ARRO (usually First Aid Tent)	
Sea Marker Dye packs	3
Flare (orange smoke)	2
Personal strobe	1
Anchor kit and marker buoy ¹	1
Rescue tubes	2
Fluoro coloured swimming caps	40 (minimum)
Fluoro coloured lycra swimming vests	50 (minimum)
Waterproof Gear Bag	
Clipboard Case	1
Pens ²	3
Pencil ²	2
Whiteboard marker (blue or black) 2	1
SLSNSW Patrol Captain SOP Pocketbook 2	1
Waterproof Notepad 2	1
Waterproof torch	1
Binoculars	1
Glow sticks	6
Compass	1
Ear plugs	1
High visibility safety vest	1
Waterproof radio/mobile phone pouch	1

*1 Anchor Kit and Marker Buoy is described as follows: Sand anchor with one metre of chain. This chain is linked to 12 metres of 12mm nylon rope. A polyurethane marker buoy, 300mm in diameter and painted orange is attached to the other end of the rope. A floating strobe light is attached to the marker buoy.

*2 To be stored in clipboard case

Appendix 5: Complaints Register

No.	Date	Time	Mode of Complaint (email, phone, fax etc)	Complainant Details (Name, club, email, phone)	Nature of Complaint (Noise, rubbish etc)	Complaint Comments	Action taken	Action taken by	Complaint received by
				Name: Organisation: Email: Phone:					
				Name: Organisation: Email: Phone:					
				Name: Organisation: Email: Phone:					

Appendix 6: Missing Person in Water – Action Plan (Flow Chart)

INITIAL RESPONSE

In Water Area of Missing Person

<p>Senior Official “Rescue, Rescue, Rescue” protocols Sound air horn – cease competition Commence Log Headcount of <i>initial</i> shallow water search team</p>	<p>ARRO Retrieve area Search and Rescue Kit and break seal Activate flare Ensure all initial search personnel don a fluoro cap Assign Patrol Captain/Water Safety to each group</p>	<p>Area Officials Marshall/Recorder – ascertain missing person details Marshall/Recorder – record name of initial search personnel Marshall/Official – log current conditions Others – usher all competitors to ARRO to don fluoro cap and have name recorded</p>	<p>Water Safety Coordinator Assemble team at scene</p>
<p>Powercraft Coordinator Retrieve dye pack from SARK and release into ocean IRB Personnel Report to last known location commence in water search with crewperson (if safe)</p>	<p>FORWARD COMMAND POST (on beach) Assistant SEMC/Forward Incident Controller Powercraft Coordinator Log Keeper Water Safety Coordinator Security Manager LSV Liaison Officer Council Lifeguard Supervisor</p>		<p>Assistant SEMC/Forward Incident Controller Set up Forward Command Post Assume OIC role</p>

In Water Areas NOT of Missing Person

<p>Sectional Referees Cease competition Drop area/course flags</p>	<p>ARRO Transport area SARK to Incident Area ARRO (break seal for more caps/vests when needed) First on scene to conduct Water Safety Risk Assessment of area Act as water safety for all Search personnel</p>	<p>Powercraft First on scene to collect marker buoy from Search and Rescue Kit and drop at last known location Report to last known location commence in water search with crewperson (if safe)</p>	<p>Area Officials Act as crowd control – usher qualified members to Shallow Water Rescue Officer</p>
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INITIAL RESPONSE cont.

Command/Area Posts

SEMC

- Confirm incident location
- Confirm Command Post location
- Confirm Forward Command Post location
- Suspend aquatic activities in Competition boundaries
- Appoint Forward Incident Controller
- Determine search area, patterns and resources
- Arrange for immediate photo/video of conditions at site
- Commence Log

Medical / First Aid Coordinator

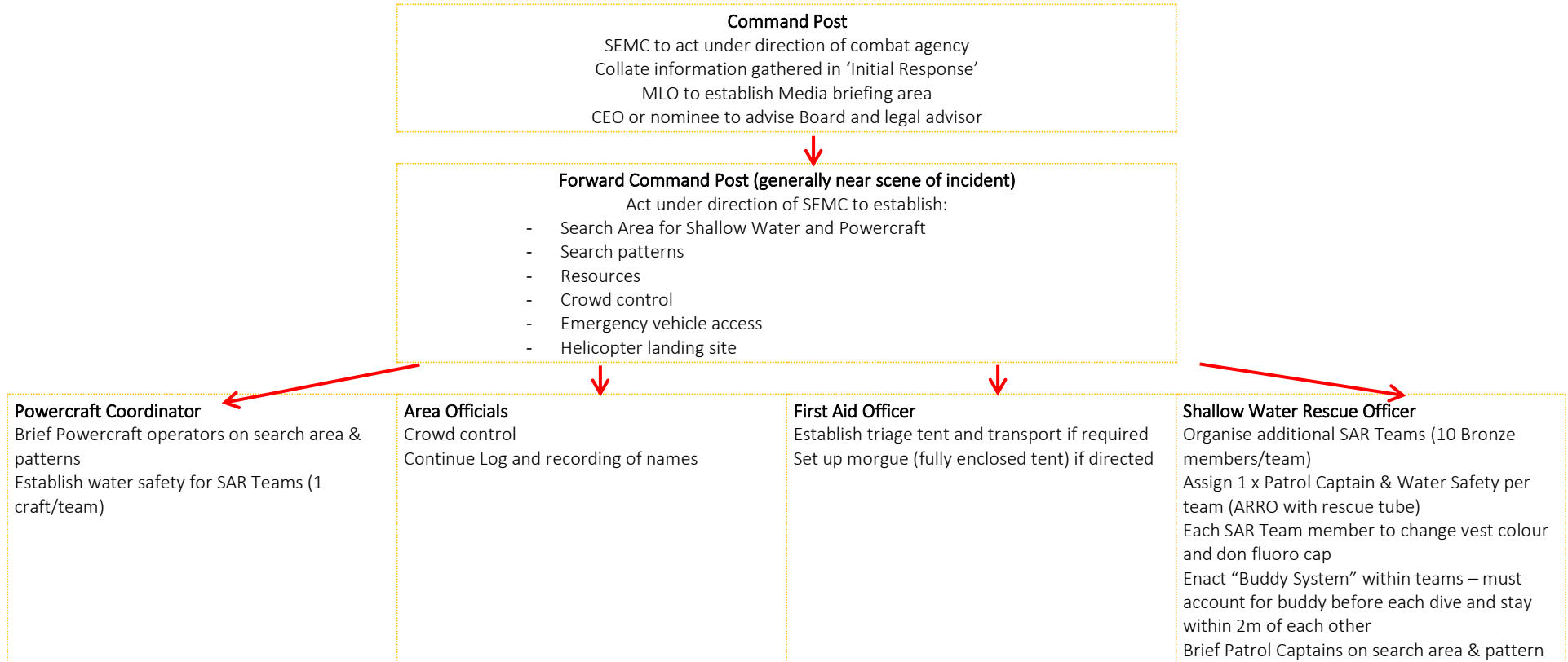
- Appoint Log Keeper for FA compound
- Appoint OIC
- Arrange security for compound
- Arrange area for relatives
- Arrange transport of emergency care stock to incident site
- Refer all enquiries to Command Post

COMMAND POST (back of beach)

- Safety and Emergency Management Coordinator
- Medical/First Aid Officer
- Chief Executive Officer or nominee
- Media Liaison Officer
- Police Coordinator
- Ambulance Coordinator
- Log Keeper

SECONDARY RESPONSE

Once Command Post and Forward Command Post are established



INCIDENT COMPLETION

Debrief

Safety & Emergency Management Coordinator

- Set venue/time location for debrief
- Ensure Police and Ambulance members present
- Ensure all members involved present
- Arrange refreshments
- Conduct internal debrief for LSV personnel
- Take notes
- Arrange Peer Support
- Consider stand-down procedures
- Investigate multi-agency debrief
- Ensure all resources are accounted for, replenished and cleaned

Appendix 7: Template Agenda – Safety Committee

AGENDA

Safety and Emergency Services Committee Meeting

TO BE CONDUCTED: <Location>
<DATE & TIME>

1. CHAIR

Safety & Emergency Management Coordinator <Name>

2. ATTENDANCE

Add or delete attendance in accordance with the composition of the Committee

Safety & Emergency Management Coordinator (Chair)	<Name>
Safety & Emergency Management Officers	<Name>
	<Name>
	<Name>
Deputy Referee	<Name>
Independent Risk Advisor	<Name>
Medical Coordinator	<Name>
Water Safety Coordinator	<Name>
Powercraft Coordinator	<Name>
Communications Coordinator	<Name>
Local Police Representative	<Rank and Name>
Athlete Liaisons	<Name>
	<Name>
	<Name>
	<Name>
	<Name>
Host Club Representative – <SLSC Name>	<Name>
Peer Support Manager	<Name>

3. APOLOGIES, PROXIES and VISITORS

3.1 APOLOGIES

<Name> <Title>

3.2 PROXIES

<Name> <for>

3.3 VISITORS

<Name> <Title>

4. MEETING COMMENCED

The Chairman welcomed all to the meeting which commenced at XX.XX am/pm

5. BUSINESS ARISING, ACTION ITEMS FROM PREVIOUS MEETINGS

6. REPORTS

Add or delete reports in accordance with the composition of the Committee

- 6.1 Weather and Surf Forecast**
- 6.2 Competition Risk Assessment**
- 6.3 Medical / First Aid**
 - Statistics and Report for previous 24 hours
 - Arising issues
- 6.4 Water Safety Coordinator**
 - Report for previous 24 hours
 - Arising issues
- 6.5 Powercraft Coordinator**
 - Report for previous 24 hours
 - Arising issues
- 6.6 Communications Coordinator**
 - Report for previous 24 hours
 - Arising issues
- 6.7 Club Representative**
 - Report for previous 24 hours
 - Arising issues
- 6.8 Police**
 - Emergency Management Report
- 6.9 Competition / Technical**
- 6.10 Competitor Liaison**
 - Male Rep
 - Female Rep
 - VSRL Rep

7. OTHER BUSINESS (FOR DISCUSSION, DECISION)

8. RECOMMENDATIONS FOR THE EOC

RECOMMENDED that the EOC be advised that this Committee has no safety concerns that would prevent the event from proceeding.

(Any recommendations to the EOC for modifications to the Safety Operations Manual?)

9. MEETING CLOSED

Time:

Next Scheduled Meeting:

Time: xxxx am/pm

Date: Day, XX March 2019

Location:

Note: The Committee may be called together at any time to discuss any safety or emergency management issue affecting the event.

10. ACTION ITEMS FOR NEXT MEETING

Appendix 8: LSV Hazards Checklist – Beach Carnivals

Event Details	
Event:	Venue
Date:	Start Time:
Contact Person:	

Age Group: Please Circle			
Senior	Junior	Masters	Other

Weather Conditions: Please Circle			
Fine	Overcast	Rain	
Temperature		Wind Direction	
Wind Warning	Yes / No	Wind Strength	
Storm Warning	Yes / No	Wave Height	m

Tide: Please Circle	
High / Low	Rising / Falling

Hazards: Please Circle				
Rips	Sweeps	Gutters	Banks	Rocks

Sea Conditions: Please Circle			
Calm	Rough	Choppy	Even Swell

Beach Conditions: Please Circle		
Clean	Seaweed	Debris

Safety Services: Please Circle				
Water Safety	Patrol	First Aid	IRB	Communications
Water Safety Officer:		First Aid Officer:		
Rescue Equipment:	Yes / No	First Aid Equipment:	Yes / No	
Emergency Access:	Yes / No	Emergency Plan:	Yes / No	

Supervisors:		

Venue/Conditions Suitable for Competition: Please Circle		
Yes	No	Review Later
If restricted or review later add comments:		

Additional Equipment:		

Other Comments:

Name or Names of Chief Referee:	
Name(s):	Signature:

Name or Names of Emergency Services Officer:	
Name(s):	Signature:

Officials Briefing:	
Time:	
Coordinator Name:	
Signature:	

Other Comments:

Appendix 9: Course Statistician's Race Data Sheet

Data of daily events:		Day:			Date:					
AREA:						GENDER:				
Time Competition Starts:		AM / PM			Time competition Ends:			AM / PM		
Event / Heat No	Start time	Finish time	Time of race	Time limit YES / NO	Time Limit	Number of Starters	No. finished	No. D N F	D N F – WHY ?? Surf too big / race time limit / poor endurance / boat rolled over	
<p>If a trend is occurring, immediately inform the ARRO. (Examples may include: limits exceeded, some athletes withdrawing from race, number of boat roll overs, skis can't get through the front or back break, etc.)</p>										
Officials Name & Signature:		Print				Sign			Checked at:	
Area Referee Name & Signature:		Print				Sign			Checked at:	

F23 Course Statistician – Race Data

Sheet Description:

A form to be filled out by the Course Statistician at the end of each race to collect information on progress of races within an area.

Intent:

Collect data and evidence as to the ability of competitors to complete events to program timing and also keep track of 'Did Not Finish' statistics and the reasons for not finishing. This information is then used to guide decision making and keep track of changes to conditions and ability of competitors.

Responsibilities:

13.35 COURSE STATISTICIAN

The Course Statistician shall:

- (a) Act under the direction of the Area Risk and Response Officer (ARRO) and/or Sectional Referee/Referee.*
- (b) Maintain the statistical records for the area and ensure that data is handed on to the Referee Steward.*
- (c) Liaise with the area Marshall to obtain event starters for each race in the water.*
- (d) Record the number of starters and finishers and account for any non-finishers in each race.*
- (e) Monitor the time events take to complete and note any issues with the competition conditions.*
- (f) Immediately advise the ARRO, and SEMC (if the ARRO is not on hand), and then the Sectional Referee/Referee (as applicable) if there is any competitor that is not accounted for in a race.*
- (g) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee, their delegate and/or the Area Risk and Response Officer. If the matter is a catastrophic event the official may order an immediate suspension of competition in their area and immediately escalate the matter to the Referee and/or their Area Referee and/or the SEMC.*

Course Statistician – responsible for completing the form after each race and consulting regularly with the Area Risk and Response Officer so that summary information can be entered into the 'ARRO Race Data Collection Tool'.

Area Risk and Response Officer – responsible for consulting regularly with the Course Statistician to obtain summary data from the 'Race Data Sheets' and entering into the ARRO Race Data Collection Tool.

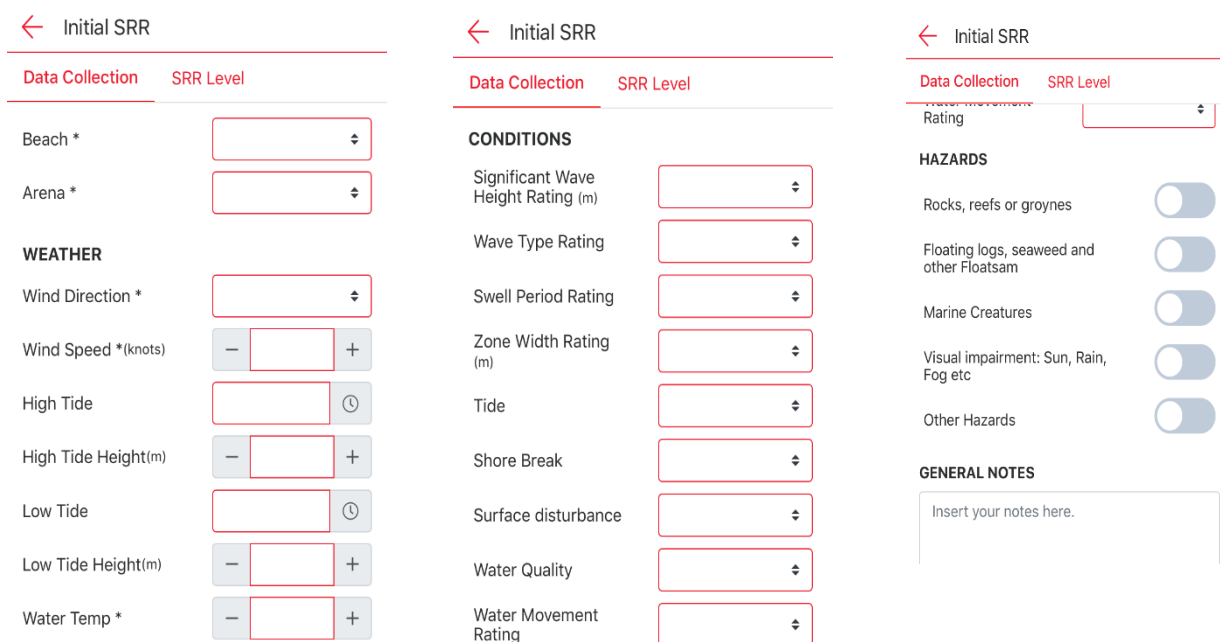
Schedule:

Data is expected to be entered after each race.

Form collection / submission:

At the completion of each event the completed 'Race Data Sheets' are to be handed over to the Referee Steward.

Appendix 10: SLSA Surf Risk Rating App



The Surf Risk Rating (SRR) App is a resource to assist in making decisions.

The SRR is a reflection of the most hazardous observations of the surf characteristics either over a period of time or at a point in time. The SRR is to be measured ON the Beach.

The Surf Risk Rating (SRR) App is now available through the SLSA Operations App across all platforms and is web-enabled, allowing it to be used on all devices including tablets, iPad, iPhone and computers.

The app includes three elements:

- **Surf Risk Rating** – to determine the risk rating for the event as an overview. This can be conducted as many times during the day as required.
- **Event Specific Rating** – this section is for a specific event, it determines a rating level for athletes heading out and returning to shore for that event.
- **Incident Reporting** – this section is linked to the Event Specific Rating. The incidents line up with the event rating to assist in collecting data to determine thresholds when people are losing their craft.

The App can be downloaded from the various App Stores and access can be obtained by contacting your state office.