



Clarence Coast Dragon Boat Club Inc.

RISK MANAGEMENT PLAN – CLARENCE COAST DRAGON BOAT CLUB - February 2024						
CLARENCE COAST DRAGON BOAT CLUB PRESIDENT: Wayne Sutton DESCRIPTION AND LOCATION OF ACTIVITY: Dragon Boat Paddling – Yamba Bay, Witonga Boat Ramp, Brushgrove, Iluka Bay. MAXIMUM NUMBER: 22 SAFETY OFFICER: Chris Evans			NAME OF COACH: Ree Dunn, Lyn Stainlay, Mel Scrace (trainee), Kim Sanders (trainee). NAME OF SWEEP: Wayne Sutton, Chris Evans, Kathy Thornton, Chez Coleman, Ree Dunn, Phil Sparks (trainee), Mary Jane Lang (trainee), Sarah Gurich (trainee) NAME OF TOWERS: Terry Bennett, Phil Sparks, Jenny Sparks, Chez Coleman, Graham Dunford.			
NO.	ACTIVITY	HAZARD / RISK	ASSESS RISK	ELIMINATION OR CONTROL MEASURES	WHO	WHEN
1.	Weather, water conditions, water quality, environmental conditions	Wind, rain, dirty water (after floods especially) Hot humid, lightning, electrical storm, hypothermia, hyperthermia, dehydration, sun exposure.	Some are LIKELY others are VERY UNLIKELY	Paddlers to have hat, closed in shoes, sunscreen, shirt, water bottle.	SWEEP in conjunction with COACH	Night before and morning before paddling early enough to cancel and contact all paddlers.
2.	A: Planning the session	Session too hard/easy. Warm-up. New paddlers.	VERY UNLIKELY	Session planning takes into account the strengths and weaknesses of paddlers and where the club is in terms of their Macro and Micro training timetable. Competition loading. Balancing boat left and right, front and back for both weight and power. 18 paddlers + coach + sweep and /or 1700kg (Wed & Sat) 20 paddlers + coach + sweep and /or 1700kg (Mon only)	COACH COACH	Days before session is held Night before session is held
	B: Balancing the boat	Unbalanced Boat.		SWEEP will make changes if they think boat could be better trimmed.	SWEEP in conjunction with COACH	



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3.	Equipment	Failure of equipment.	VERY UNLIKELY	Regular inspection and maintenance of equipment prior to use.	SWEEP in conjunction with COACH and Club Maintenance group.	Days before session is held
4.	Attaching the boat to be towed	Not connecting properly.	UNLIKELY	Trying to have 2 people at shed for boat pickup.	TOWER	Day of session
5.	Moving the boat off the trailer at the boat ramp	Moving the boat too quickly. Ramp being slippery. Not having the rope ready.	UNLIKELY	Slowly and methodically going through the steps to ensure safe movement of boat off trailer	TOWER in conjunction with SWEEP	Beginning of session
6.	Moving the boat to the beach, boat ramp or pontoon	Other craft, wakes, swell and wind.	UNLIKELY	Using 3 – 4 strong paddlers to paddle the boat from ramp to beach or pontoon.	SWEEP and crew	Beginning of session
7.	Loading the boat	Mobility of paddlers. Fall.	LIKELY	Explicit instruction on Safety Day. Strokes sit on bow to provide stability. 3 points of contact on loading.	COACH in conjunction with SWEEP & STROKES	Beginning of session
8.	Instruction from Sweep	Not knowing their buddy or total number of paddlers in case of a capsize.	VERY UNLIKELY	Safety Talk: Number on boat, capsize reminder, winds, tides – handover to coach for rest of session.	SWEEP	Beginning of session
9.	Session run by Coach	Paddlers becoming physically distressed.	VERY UNLIKELY	Planning the session taking into account all the paddlers and sweeps qualities.	COACH	During the session
10.	Chain of Command	Dangerous or difficult to navigate situations.	VERY UNLIKELY	Understanding that the SWEEP then COACH is in charge of boat safety.	SWEEP then COACH	During the session
11.	Managing other craft	Wakes.	LIKELY	Awareness and early preparation by Sweep to navigate the wakes – ‘Paddle Through!’ or in case of small wakes ‘Paddles flat!’.	SWEEP	During the session
12.	Return the boat to beach, boat ramp or pontoon	Other craft, wakes, wind and swell.	UNLIKELY	Using 3 – 4 strong paddlers to paddle the boat from ramp to beach or pontoon.	SWEEP	After the session



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13.	Capsize / person overboard	Injury to paddlers. Anxiety levels increase.	VERY UNLIKELY	Mandatory swim tests for sweeps to confirm ability to take control in the event of a capsize. Mandatory swim tests for all paddlers to confirm swimming ability with club assessment sign off sheet completed.	SAFETY OFFICER plus assistance from SWEEP and COACH	Start of every season and a follow up for new paddlers
14.	Unload the boat	Mobility of paddlers. Fall.	LIKELY	Explicit instruction on Safety Day. Strokes sit on bow to provide stability. 3 points of contact on loading.	COACH in conjunction with SWEEP & STROKES	End of session
15.	Return boat to boat ramp and trailer	Other craft, wakes, wind and swell.	UNLIKELY	Using 3 – 4 strong paddlers to paddle the boat from beach or pontoon to ramp.	SWEEP and crew	End of session
16.	Load Boat on trailer	Moving the boat too quickly. Ramp being slippery.	UNLIKELY	Explicit instruction at every training session.	TOWER, SWEEP and rest of crew.	End of session
		Not being attentive when the boat & trailer are about to move.	LIKELY	Explicit instruction on every training session.	TOWER, SWEEP and rest of crew.	End of session
17.	Wash and clean boat	Wet surfaces – slipping over.	VERY UNLIKELY	Move with caution.	ALL of the paddling session CREW	End of session
18.	Taking boat back to shed at Wooloweyah	Traffic, road surfaces.	UNLIKELY	Drive defensively.	TOWER	After session and clean up
19.	Unhitch boat from trailer	Small shed on crest of hill – traffic issues or shed damage.	UNLIKELY	Drive defensively. Trying to have 2 people at shed for boat drop off.	TOWER	After session and clean up
20.	Lock shed	Break ins damage to equipment	VERY UNLIKELY	Be methodical.	TOWER	After session and clean up



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21.	Injury and emergency management	Falls, cuts, abrasions, head injury, stroke, heart attack.	UNLIKELY	Know where AED's are stored. Basic first aid kit maintained. Membership Officer and Coach need to aware of any medical history. Incident Report. Sign on page.	SAFETY OFFICER, COACH, SWEEP all have current CPR & First Aid Quals. INJURED PADDLER, COACH &/or SWEEP sent to President, Safety Officer & Secretary Financial Officer, President.	Before, during or after session After session After session