

# Lane Cover River Kayakers



## Time Trial

# Risk Management & Emergency Procedures Document

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Version 1.6

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# 1 Introduction

This document covers the risk management procedures and emergency actions to be followed in the management of Time Trials held by Lane Cove River Kayakers (LCRK) on Wednesday evenings between the times of 6:15 pm and 8:00 pm.

The purpose of the document is to provide an overview of safety precautions and basic procedures to follow in a range of emergencies.

## 1.1 Brief Details

The Time Trial is held on the Lane Cove River from the Rotary Athletics Field, Lane Cove and comprises 6km, 9km and 12km courses started in up to 20 starts of between 1 and 8 boats at minimum of one-minute intervals.

The Time Trial has been safely conducted weekly for over two decades on the Lane Cove River. Over that time participants have increased to typically 50-60 during daylight time trials (summer) and typically 40-50 at night time trials.

Participants generally arrive from around 5.00 pm and depart by 9.00 pm.

All members are advised to be familiar with the club's safety page at <http://www.lcrk.org.au/pmwiki/pmwiki.php?n=Main.Safety>

Insurance cover for each paddler is provided by affiliation with Paddle Australia.

## 1.2 Overview

As a condition of joining LCRK, all paddlers are advised at the time of joining and renewing their membership, that paddlers are responsible for their own safety.

However, there are a number of procedures that reduce the risk to paddlers during the Wednesday night time trial:

- Lane Cove River Kayakers will provide pre-event and event risk management.
- The environment will be scouted prior to and observed during the time trial.
- Computer based registration and tracking using boat numbers will be used to monitor the status of each paddler at the start and finish of the time trial as well as at partial lap.
- Protocols and procedures will be observed to trigger emergency recoveries and searches as required.
- Mobile phone contact between the Timekeeping Supervisor and selected paddlers acting as Safety Monitors will be maintained throughout the time trial.
- The Timekeeping Supervisor will have communication with local rescue authorities or emergency services if required.

### **1.3 Available resources**

LCRK has access to a number of safety-related resources:

- Members associated with the medical profession
- First-aid kit in the shed
- Defibrillator (belonging to the Athletics club)
- The computerized timing system which includes emergency contacts for each member.

The club will periodically promote an accredited first aid course to all members.

## 2 Personnel

### 2.1 Volunteer organising personnel for each time trial

Personnel	Number required
Timekeeping Supervisor	1
Timing assistants	2
Safety Monitors (paddlers with phone and safety pack)	2-3
Immediate safety responders	All paddlers

The nearest committee member in the circumstance will assume the coordinating role in any situation that requires decision making.

## 3 Input to the time trial

- Position of officials
- Expected attendance
- Contact personnel and numbers
- Weather forecast

### 3.1 Information to be provided to the Timekeeping Supervisor

The following contact information will be provided to the Timekeeping Supervisor:

- North Sydney Harbour Water Police (02 9320 7499)
- Emergency Services 000 (Ambulance, Police)

## 4 On the day of the time trial

### 4.1 Weather Forecast

A weather forecast will be obtained by a nominated committee person from the Bureau of Meteorology (BOM) and will include wind and storm warnings. The report shall be sent to the committee.

#### 4.1.1 Actions

Prior to the time trial, committee members will deliberate if the time trial will proceed, or be modified if:

- a) The bureau has forecast winds of great than 25 knots (46km/hr) in the area within 2 hours of the time trial

- b) The bureau has issued any storm or severe weather alert for the area within 2 hours of the time trial
- c) There are adverse heat or smoke conditions likely to impact some paddlers.
- d) Other relevant factors such as localised flooding

#### **4.1.2 Weather (and other) Condition Signage**

Signage will be added at the shed or pontoon if adverse conditions are forecast.

### **4.2 Local Environmental Survey**

LCRK personnel will coordinate an informal survey (hazard identification and risk assessment) of the course area and start / finish region periodically and after severe weather anomalies. This will include:

- a) Inspection of the course (for hazards, shifting and new sand bars, etc)
- b) Inspection of the navigation markers and course buoys
- c) Check for flooding and abnormal fast river flow
- d) Check for sewage overflow into Lane Cove River
- e) Check for bush fire hazards (smoke, poor air quality, fire, proximity of firefighting activities)

#### **4.2.1 Actions**

- a) Prior to the time trial, committee members will deliberate if the time trial will proceed, or be modified to allow the time trial to safely proceed
- b) River hazards will be communicated via notice board (if known) or removed or the course modified to address factors for time trial conditions

### **4.3 Safety Boats**

For Wednesday night time trials, every participating kayak is considered a Safety Boat.

### **4.4 Safety Monitors**

At least 3 specific regular paddlers will be assigned as “Safety Monitors” for a given time trial. Safety Monitors will be provided a safety pack that will include:

- Flip top mobile phone with button keyboard and pre-programmed numbers
- Small torch
- Map showing access points and named regions of the course
- Space blanket
- Waterproof pouch



## 5 Contingency Planning

The most important aspect of safety is looking out for each other. If for any reason a paddler suspects that another paddler is in trouble, they must stop.

If a paddler has fallen into the water, the first person to arrive must stay with them until they have re-entered their kayak.

If paddlers have any concerns for themselves or another paddler (or the paddling conditions), the paddler should call for assistance from other crafts close by. If necessary, another craft can be sent back to the start/finish line to get assistance from the Timekeeping Supervisor. The club's procedures will be followed including issuing a Rescue kit. If there is any serious concern, authorities will be contacted as per the club's written procedures (this document).



## **6 Emergencies Procedures**

The followings sections identify various emergency situations and outline appropriate action for each.

### **6.1 Emergency Procedures 1: Non-Critical**

Refer to Appendix 1 for Non-Critical procedures.

### **6.2 Emergency Procedures 2: Lost Paddler Search Procedure**

All paddlers will be monitored via the Time Trial timing and control system which records the progress and expected finish time of each paddler and their actual finish.

Refer to Appendix 2 for Lost Paddler Search Procedure.

### **6.3 Emergency Procedures 3: Lightning or Extreme Weather Event**

A time trial must not go ahead if deemed unsafe as per section [Weather Forecast](#) or per section 7.1 Forecast storm or other severe weather event.

### **6.4 Emergency Procedures 4: Serious Injury or Medical Episode**

Refer to Appendix 4 for procedure relating to serious injury or serious medical on-water event.

### **6.5 Emergency Extraction Points**

Refer to Appendix 5 for suggested Emergency Extraction Points.

## 7 LCRK Time Trial - Risk Register and Proposed Controls

This section details the potential risks faced by paddlers during the LCRK Time Trials together with the controls employed to manage those risks.

### 7.1 Environmental risks

Inherent risk (what can happen if no controls are put in place)	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level (after controls are in place)	Person(s) responsible
Forecast storm or other severe weather event	Likely	High	High	Deliberation by the committee prior to the Time Trial. Possibility of using 6km course or postponing or cancelling. Any decision concerning lightning needs to be cognisant of any actual or forecast lightning in the vicinity (regardless of size), given the possibility of smaller storm cells combining into larger cells.	Low	Committee

<b>Inherent risk</b> (what can happen if no controls are put in place)	<b>Likelihood</b>	<b>Consequence</b>	<b>Inherent Risk level</b>	<b>Controls to be implemented</b>	<b>Residual Risk level</b> (after controls are in place)	<b>Person(s) responsible</b>
Storm – lightning (not forecast)	Possible	Catastrophic	Extreme	If Time Trial not started, postpone or cancel Time Trial.  If Time Trial under way and lightning in the vicinity, redirection to shore via Safety Monitors.	Low  High	Committee  Safety Monitors  Paddlers
Extreme winds (not forecast)	Possible	Moderate	Moderate	Shelter on nearby shore.	Low	Paddlers
Extreme heat or smoke conditions or fire	Possible	Moderate	Low	Deliberation by the committee prior to the Time Trial.	Low	Committee
Extreme cold	Possible	Minor	Low	Deliberation by the committee prior to the Time Trial. Paddlers to wear appropriate clothing	Low	Paddlers
State of the river – pollution	Possible	Minor	Low	Deliberation by the committee prior to the Time Trial. Paddlers advised in registration email (if LCRK is made aware)	Low	Committee

## 7.2 Human risks

Inherent risk (what can happen if no controls are put in place)	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level (after controls are in place)	Person(s) responsible
Capsized paddler impacted by cold water temperature	Likely (during winter months)	Minor	Moderate	All paddlers required to wear a lifejacket in winter (night time trials).  Other paddlers to assist (stay until capsized paddler is in their boat and able to paddle).  Initiate emergency services procedure if required.	Low	Paddler
Paddler collisions at night, or unable to see paddlers at night	Likely (during winter months)	Minor	Moderate	All paddlers to display white front light and red rear light. Light to be of low luminosity to avoid blinding oncoming paddlers. Purpose of light is to allow boat to be seen on the water, NOT to provide vision for the paddler.  Regular reinforcement to paddlers to “stay right”.	Low	Paddler

<b>Inherent risk</b> (what can happen if no controls are put in place)	<b>Likelihood</b>	<b>Consequence</b>	<b>Inherent Risk level</b>	<b>Controls to be implemented</b>	<b>Residual Risk level</b> (after controls are in place)	<b>Person(s) responsible</b>
Critical fatigue	Unlikely	Moderate	Moderate	Other paddlers and Safety Monitor to assist.	Moderate	Safety Monitor  Other paddlers
Major injury – conscious	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Follow <a href="#">Emergency Procedure 4</a></li> </ul>	Moderate	Safety Monitor  Other paddlers
Major injury - unconscious	Rare	Catastrophic	Catastrophic	<ul style="list-style-type: none"> <li>Follow <a href="#">Emergency Procedure 4</a></li> </ul>	Moderate	Safety Monitor  Other paddlers

### 7.3 On-water risks

Inherent risk (what can happen if no controls are put in place)	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level (after controls are in place)	Person(s) responsible
Collision between boats (paddlers and other craft)	Possible	Moderate	Moderate	<p>Paddlers reminded that waterway is not closed, and other traffic could be present, and rules of navigation must be adhered to.</p> <p>Regular reinforcement to paddlers to “stay right”.</p> <p>Deliberation by the committee prior to the Time Trial if there is expected to be significant traffic from other boats.</p>	Low	Paddlers
Collisions between boats and river obstacles	Possible	Minor	Low	<p>River obstacles to be clearly marked on map displayed in club house.</p> <p>Other paddlers to assist those who collide with obstacles.</p>	Low	Paddlers

<b>Inherent risk</b> (what can happen if no controls are put in place)	<b>Likelihood</b>	<b>Consequence</b>	<b>Inherent Risk level</b>	<b>Controls to be implemented</b>	<b>Residual Risk level</b> (after controls are in place)	<b>Person(s) responsible</b>
Capsize	Likely	Insignificant	Low	Safety Craft to assist recovery if paddler is not able to self-recover.  Paddlers are required to stop and assist	Low	Other Paddlers  Safety Monitors
Oyster laceration	Possible	Moderate	Low	Risk area to be identified (course map)	Low	Paddlers
Fish hooks lacerations	Possible	Moderate	Low	Risk area to be identified (course map)	Low	Paddlers
Crash into navigation buoys	Possible	Moderate	Low	Risk area to be identified (course map)	Low	Paddlers

## TERMS AND DEFINITIONS USED

### RISK Definition (Likelihood)

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur during the time trial
B	Likely	Will probably occur during the time trial
C	Possible	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	Could occur at some time (perhaps every 4-10 years)
E	Rare	May occur only in exceptional circumstances (in more than 10 years)

### Definition of the most likely consequence

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	Possible major injury to paddlers requiring hospitalization.
4	Major	Possible injury requiring ambulance.
3	Moderate	Possible minor injury requiring first aid attention.
2	Minor	Minor injury not requiring first aid.
1	Insignificant	Self / Assisted recoverable and manageable incidences.

### Probability Matrix

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>A (almost certain)</b>	Moderate risk	Moderate risk	High risk	Extreme risk	Extreme risk
<b>B (likely)</b>	Low risk	Moderate risk	High risk	Extreme risk	Extreme risk
<b>C (possible)</b>	Low risk	Low risk	Moderate risk	High risk	Extreme risk
<b>D (unlikely)</b>	Low risk	Low risk	Moderate risk	High risk	High risk
<b>E (rare)</b>	Low risk	Low risk	Low risk	Moderate risk	High risk

### KEY:

Extreme risk	Cancel time trial
High risk	Attention needed. Consideration to cancel time trial
Moderate risk	Requires constant vigilance during time trial
Low risk	Requires monitoring during time trial



## APPENDIX 1 NON-CRITICAL EMERGENCY PROCEDURE 1 NON-CRITICAL

The following table and explanatory notes detail the actions to be taken in the event of identified situation.

<b>Event</b>	<b>Action</b>	<b>By</b>	<b>Notes</b>
Capsize	Attempt remount	Impacted paddler(s)	Remount on the water or egress to bank for reentry. A bank will be within 50m throughout the course.
		Assisting Paddler	Other paddlers are required to assist  Assisting paddler must stay with impacted paddler until they have successfully remounted, even if the impacted paddler say that they are OK.
Failure to remount / remain mounted	Maintain contact with boat	Impacted Paddler	Paddler to indicate assistance required by raising paddle vertically.  Paddler to swim boat ashore and re-enter.
		Assisting Paddler	Other paddlers are required to assist.  The assisting craft is required to remain with the capsized paddler even when they say they are OK.  Ensure that the information is passed to the time keepers.
		Safety Monitor	SM's will immediately report to the time-keepers capsized and unmanned craft that are not able to recover and need additional assistance.

# APPENDIX 2 LOST PADDLER SEARCH PROCEDURE

## EMERGENCY PROCEDURE 2 LOST PADDLER SEARCH PROCEDURE

All paddlers will be monitored via the Time Trial timing and control system which records the progress and expected finish time of each paddler and their actual finish.

If a paddler is overdue search procedures will be enacted.

### 1 Overdue Paddler

A paddler is deemed to be overdue if:

- a) He/she has not returned to the start/finish point
- b) He/she has not notified the timekeepers of his/her intention to return by 8.15pm.
- c) He/she is more than 15 minutes overdue from their calculated return time

#### 1.1 Search Controller

The following personnel will typically fulfil the role of Search Controller. Circumstances will dictate the appropriate person:

- a) Club President
- b) Other committee members
- c) Timekeeping Supervisor or assistants

#### 1.2 Rescue Kit

A rescue kit, packed in a dry-bag and comprising the following items, shall be available for search teams: One is with the time keeper, the other in the inner shed.

1. First Aid kit
2. Torch
3. Waterproof mobile phone pouch
4. Map including emergency extraction points
5. Emergency Space Blanket
6. Tape and Towline,
7. Whistle,
8. Copy of procedure (Appendix 2)

#### 1.3 Search Procedure

1. In adverse weather conditions, the Search controller must call emergency services immediately (Water Police - 02 9320 7499).

2. A search party comprising 2 teams of at least 2 people per team shall be appointed.
3. The last known whereabouts of the missing paddler shall be determined if possible.
4. The search plan can be modified based on information available from the timekeeping system about the paddler's last known position (i.e. upstream or downstream).
5. One team shall be nominated as the “downstream team” and shall search from the launching pontoon to Figtree Bridge and return.
6. The other team shall be nominated as the “upstream team” and shall search from the launching pontoon to Fullers Bridge and return.
7. Both teams shall be provided with the rescue kit which should be supplemented with a mobile phone.
8. The search controller shall have a mobile phone and the relevant phone numbers shall be exchanged between the teams and the controller.
9. The controller shall have a list of emergency phone numbers, e.g. Water Police, Ambulance etc.
10. If safe to do so, search teams shall depart at the instruction of the Search Controller.
11. The upstream team shall continue downstream when the upstream leg has been satisfactorily searched. The intention here is to meet the downstream team on their return from Figtree Bridge.
12. The Search Controller shall decide the frequency of communication required. For example, get the teams to report back when they have reached certain landmarks.
13. If the paddler is located, the controller is to be immediately notified of the paddler's condition and determine what steps are required to get the paddler back to the launching pontoon.
14. If the paddler needs medical attention, the Police and Ambulance are to be called immediately. The search party is to remain with the paddler.
15. If the missing paddler is not located within 30 minutes, the Search Controller must call emergency services.
16. If both teams return to the launching pontoon without the missing paddler, the controller shall immediately notify the authorities and send the search teams to continue the search in the appropriate areas.

## APPENDIX 3 LIGHTNING OR EXTREME WEATHER EVENT

### LIGHTNING OR EXTREME WEATHER EVENT

A time trial must not go ahead if deemed unsafe as per section [Weather Forecast](#).

In the event that an unforeseen extreme weather event does occur during a Time Trial, the following actions will be followed:

Event	Action	By	Notes
<b>Lightning storm</b>	<ul style="list-style-type: none"> <li>Direct all paddlers away from path of storm through contact with Safety Monitors</li> </ul>	Timekeeping Supervisor	<p>Each group of paddlers to be directed to the nearest shore away from the storm centre</p> <p>In the event of an injured paddler, follow procedure <a href="#">Emergency Procedures 4: Serious Injury or Medical Episode</a></p>
<b>Extreme weather – resulting in mass capsizes</b>	Paddlers to stay with boat and swim to nearest bank (50m max)	Paddlers	<p>If possible, alert Timekeeping Supervisor. Once passed and safe to do so, return to the timekeepers.</p> <p>In the event of an injured paddler, follow procedure <a href="#">Emergency Procedures 4: Serious Injury or Medical Episode</a></p>

## APPENDIX 4 SERIOUS INJURY OR MEDICAL EPISODE

### SERIOUS INJURY OR MEDICAL EPISODE

Timekeeping Supervisor and Safety Monitors are to be briefed on procedures to follow for calling ambulance and giving directions for ambulance access.

In case of Safety Monitors, a map with various Emergency Extraction points suitable for fastest access for Ambulance pickup is provided in the safety pack.

Where necessary, contact should be made with the paddler's emergency contact per the details in the computerized timing system.

The following actions will be followed (with reference to the available resources at the front of this document):

<b>Event</b>	<b>Action</b>	<b>By</b>	<b>Notes</b>
<b>Serious injury - Off Water</b>  <b>Possible events:</b> <ul style="list-style-type: none"><li>• <b>Injury</b></li><li>• <b>Anaphylactic episode</b></li><li>• <b>Asthma attack</b></li><li>• <b>Hypothermia</b></li><li>• <b>Stroke</b></li><li>• <b>Heart episode</b></li><li>• <b>Epileptic episode</b></li></ul>	<ul style="list-style-type: none"><li>• Responsible person to assess to best of their ability.</li><li>• If further attention is required, Emergency Services are to be called to the site</li><li>• Responsible person must stay with the injured person until emergency services arrive and relieves them.</li></ul>	Responsible person	Responsible person preferably to have first aid skills and/or qualifications.

Event	Action	By	Notes
<p><b>Serious injury - On Water</b></p> <p><b>Possible events:</b></p> <ul style="list-style-type: none"> <li>• <b>Anaphylactic episode</b></li> <li>• <b>Asthma attack</b></li> <li>• <b>Hypothermia</b></li> <li>• <b>Stroke</b></li> <li>• <b>Heart episode</b></li> <li>• <b>Epileptic episode</b></li> </ul> <p><b>Injury:</b></p> <ul style="list-style-type: none"> <li>• <b>Lacerations</b></li> <li>• <b>Infection</b></li> <li>• <b>Collisions</b></li> </ul>	<ul style="list-style-type: none"> <li>• Safety Monitor to make initial contact with Timekeeping Supervisor, who will assess situation and decide on whether Emergency Services are required.</li> <li>• Agree on emergency extraction point.</li> <li>• Timekeeping Supervisor to contact Emergency services and give direction to</li> <li>• Emergency Extraction point.</li> <li>• Safety Monitor to apply initial first aid if instructed.</li> <li>• Safety Monitor to summons nearby paddlers to form a Rescue crew, or to contact Timekeeping Supervisor to send a Rescue crew</li> <li>• Rescue crew to take patient to Emergency Extraction point and wait for Ambulance.</li> </ul>	<p>Nearest Safety Monitor</p>	<p>Safety Monitor to be provided with map with emergency extraction points with their street address/GPS location.</p>

# APPENDIX 5 EXTRACTION POINTS

## EXTRACTION LOCATIONS MAP

Below is a map showing possible Emergency Extraction Points. Note that upstream from the pontoon to Fuller's Bridge, has access via Wirong Ramp and Greens Flat (100m downstream from Fuller's Bridge). There is no access at Fullers Bridge. Common sense should prevail in the event for example that an incident occurs close to a private pontoon.

