

Toowong Rowing Club



SAFETY MANAGEMENT AND EMERGENCY RESPONSE PLAN

Head of the Brisbane 2021

Table of Contents

1. BACKGROUND AND EVENT INFORMATION	4
1.1. Background.....	4
1.2. Head of the Brisbane Regatta	4
1.3. Main Race Marshalling Coordination.....	5
1.4. Emergency Services Rowing Challenge	6
1.5. Purpose of the Safety Management and Emergency Response Plan	8
1.6. Use and review of the Plan.....	9
1.7. Course map.....	10
2. SAFETY ROLES AND RESPONSIBILITIES	11
2.1. General principles	11
2.2. Duties of the Regatta Referee	12
2.3. Duties of Race Umpires or TRC Race Marshals	12
2.4. Insurances.....	13
3. PREPAREDNESS	13
3.1. Identifying hazards and managing risks.....	13
3.2. Procedures:.....	14
3.3. Emergency preparedness.....	14
3.4. Safety Briefing of Race Officials.....	15
3.5. Safety Briefing Competitors, Coxswains, Clubs and Schools	15
4. EMERGENCY AND INCIDENT RESPONSE	16
4.1. Emergency procedure.....	16
4.2. Incident procedure.....	17

4.3. Notifiable incidents and reporting.....17

5. SAFETY CULTURE..... 18

5.1. Consultation.....18

5.2. Communication18

APPENDIX 1 – OPERATIONAL CHECKLIST..... 19

1. Background and event information

1.1. Background

Rowing Queensland is the peak body for the administration of rowing activities in Queensland. It conducts, encourages, promotes, advances, controls and administers rowing activities throughout the state.

Toowong Rowing Club (TRC) is a non-profit sporting organisation that aims to be the premier rowing club in Queensland. TRC was established in 1889 and now engages over 250 competitive or social members.

The Head of the Brisbane is an event in Rowing Queensland's annual Calendar of Regattas that is hosted by TRC and managed in coordination with Rowing Queensland.

1.2. Head of the Brisbane Regatta

The Head of the Brisbane event is held annually in October.

Competitors race an approximately 10-kilometre-long course which starts at the TRC club site in St Lucia, heads upstream until reaching the 4YB Radio Transmitter (West riverbank) and Paringa Place (East riverbank), where competitors turn and head downstream, finishing at the TRC club site. Races follow a time trial format with competing rowing craft set off at approximately 2 minutes intervals.

The course is buoyed at the Start/Finish line, at the turning point, and intermittently along the racecourse. A course map of the race course is provided in Section 1.5.

Personnel, for the purposes of this document collectively termed Race course Officials, from Rowing Queensland and recruited as volunteer Race Marshals by TRC, with duty responsibilities for event safety management and emergency response, are situated:

- downstream from the Start/Finish line in the boat marshalling area;
- in the centre third of the Brisbane River stream upstream from the University of Queensland City Cat pontoon;
- in the centre third of the Brisbane River stream near the red navigation buoy upstream from the Eleanor Schonell Bridge;
- in the centre third of the Brisbane River stream near the green navigation buoy downstream from the St Lucia Golf Links; and
- at the race course turning point.

1.3. Main Race Marshalling Coordination

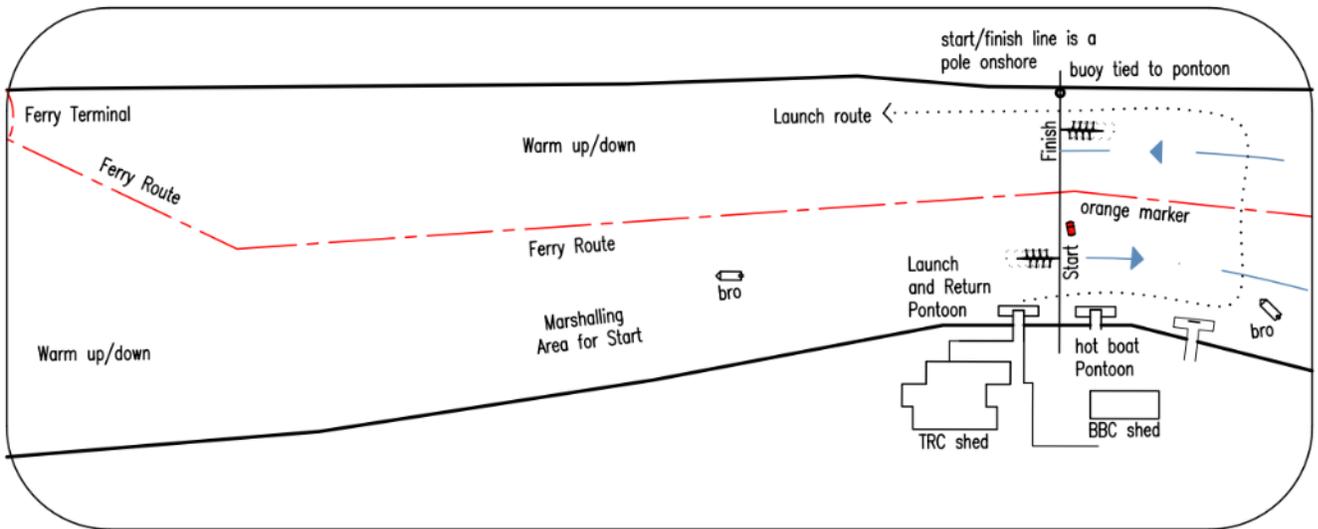


Figure 1 Brisbane River Course: Start/Finish

- Carefully refer to fig 1 above: Crews departing from the Toowong Rowing Club Pontoon with head upstream past the two BBC pontoons.
- Crews must give way to all boats that are starting and racing.
- When safe to do and with the assistance of the BRO, crews will cross the river directly to the opposite (south) side.
- Crews will then turn downstream along the bank to the warm-up/down area, crossing back to the marshalling area.
- Crews are requested to avoid crossing the finishing line when boats that are racing are doing so, to minimise the risk of confusion for the Race officials.

1.4. Emergency Services Rowing Challenge

After the last Head of the Brisbane race, Emergency Services crews, comprised of members of the Ambulance, Fire, and Police, will race from a starting point between the Guyatt Park Ferry Terminal to the Toowong Rowing Club pontoon; they will race a distance of approximately 700 metres.

Points of note:

- Duration of race 5 minutes and 700 metres
- Timed between scheduled ferry services.
- Delayed if there is recreational traffic as we will have marshal boats at either end of the course.
- CityCats and Mirimar will be pre-advised.
- An advisory call will be broadcast on VHF Channel 13 prior to the race
- Channel 13 will be monitored for queries from vessels during the emergency services vessels
- Boat marshal vessels will display signal flags: "Romeo" over "Yankee".

Refer to [Figure 2](#) and [Figure 3](#) for boat marshal positions and crew course to and from the start and finish lines. A detailed description of the Emergency Services Rowing Challenge follows.

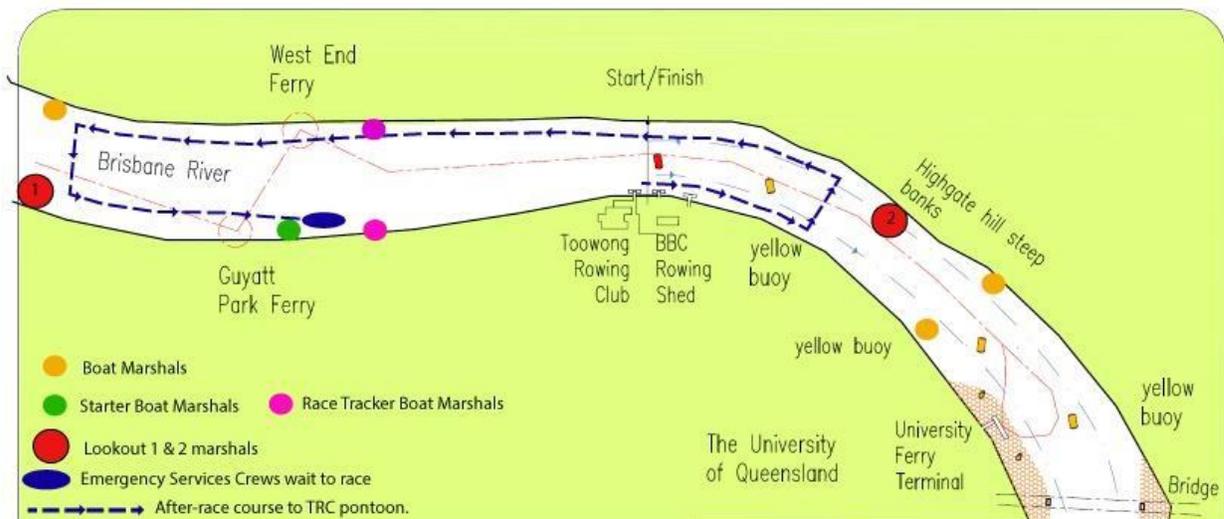


Figure 2 Emergency Services Race Challenge course to start line

Referring to [Figure 2: Emergency Services Race Challenge course to start line](#), after the crews from the last race head out for their race, under the guidance of boat marshals and coxed by experienced, registered coxswains, the three emergency crews will boat from the TRC pontoon.

They will individually row past the BBC pontoons, and before reaching the University of Queensland Boat Club's pontoon, they will cross to the other side (West End side) of the river when directed by a

boat marshal.

Maintaining single file, the crews will row past the West End Ferry Terminal for their warm-up under guidance of two boat marshals.

When clear of water vessels:

1. the crews will cross back to the TRC side of the river
2. row past the Guyatt Ferry Terminal
3. pull over towards the bank to wait for the start of the race.

Once all HOTB crews have crossed the finish line, the boat marshals, all equipped with VHF radios, will direct the Emergency Services crews onto the course. The course will take up no more than one-third of the river on the TRC side.

During this period, TRC expects:

1. The Mirimar vessel to make its way up river, heading towards Lone Pine Sanctuary.
2. Referring to the City Cat Timetable, a minimum of three City Cats to pass in both directions.
3. Lookout 1 and 2 boat marshals will use the VHF radios to notify the start line boat marshals and RQ personnel at the finish line when it is clear to start the race.
4. The start line boat marshals will direct the emergency services crews to the start line.
5. The crews will race, rowing to the finish line, which is the TRC pontoon.
6. Rowing QLD personnel will sound a hooter as the crews cross the line.

Referring to [Figure 3: Emergency Services after race back to TRC pontoon](#):

1. The crews will paddle towards the University of Queensland Boat Club's pontoon as a warm-down.
2. When directed by the boat marshals, including the lookout 2 boat marshals, the crews will cross to the West End side of the river in single file.
3. The crews will then row past the TRC pontoon, and, when given the clear by boat marshals, the coxswains will take their crews back to the TRC pontoon to disembark and prepare for the medal presentation.

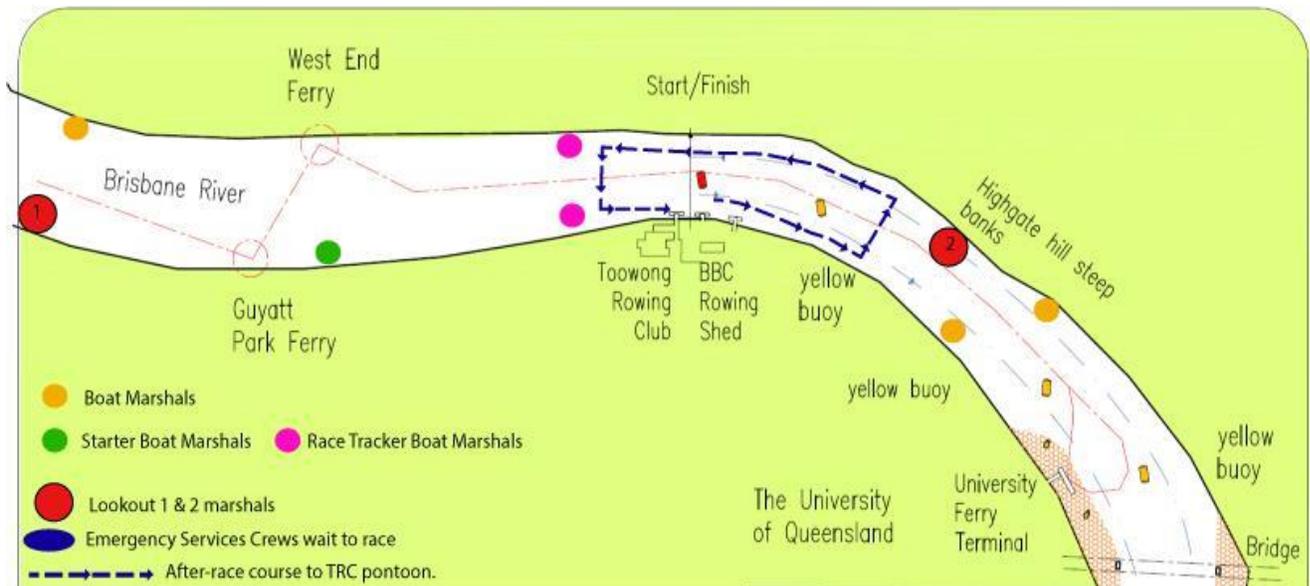


Figure 3 Emergency Services after race back to TRC pontoon

1.5. Purpose of the Safety Management and Emergency Response Plan

This safety management and emergency response plan (the Plan) has been developed to:

- outline TRC's approach to the management of safety at the Head of the Brisbane; and
- support all activities that contribute to the safety of the Head of the Brisbane event.

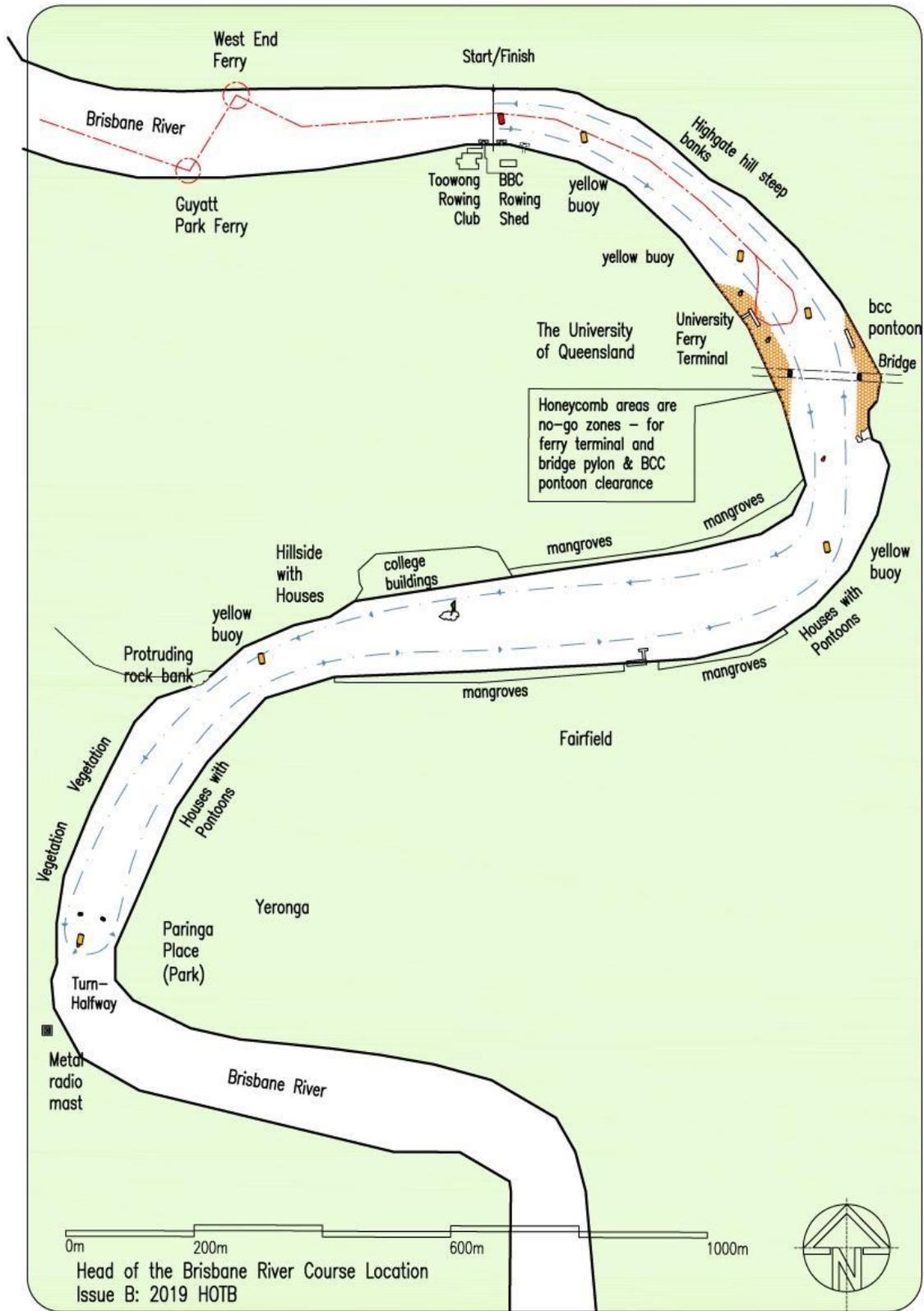
1.6. Use and review of the Plan

TRC will make this Plan available to:

- Maritime Safety Queensland;
- Rowing Queensland and its officials;
- TRC volunteer marshals and first aiders;
- rowing clubs and school rowing programs; and
- participating coxswains and competitors.

TRC will review safety management and emergency response plans regularly throughout the preparation phase of the Head of the Brisbane and in a post-event debrief. Any required revisions of safety management and emergency response plans will be made in advance of initiating the preparation phase of the next Head of the Brisbane event.

1.7. Course map



2. Safety roles and responsibilities

2.1. General principles

Everybody has a part to play in event safety including participating competitors and coxswains. The safe operation of rowing craft on Queensland's waterways is a priority for Rowing Queensland and all rowers, coxswains and coaches are expected to operate in a safe and healthy manner and behave in accordance with the Transport and Main Roads, Brisbane River Code of Conduct, 2015.

Official roles with duty responsibilities for event safety are the:

- Regatta Referee;
- Race Umpires;
- TRC Race Marshals;
- the TRC Representative; and
- participating club or school representatives.

During the regatta, the people with duty responsibilities will provide all available assistance, where it is safe to do so, in the event of:

- boating mishap;
- collision;
- sinking;
- grounding;
- other accident(s); or
- injured or sick competitors resulting from rowing mishaps on-water.

The assistance will be limited to the time prior to the arrival of a rescue boat on the scene or to the transport of injured competitors to locations where professional emergency response can operate.

2.2. Duties of the Regatta Referee

The Regatta Referee is the official point of contact for all on-water conduct and carries full authority and responsibility for all of the on-water activities of the regatta whilst on duty.

Responsibilities of the Regatta Referee include coordinating an emergency or incident response during the event and reporting, through the TRC representative, to Toowong Rowing Club and to Rowing Queensland.

The duties of the Regatta Referee are to:

- Coordinate the actions deemed necessary to follow and complete respectively the Emergency or Incident Procedures.
- Make determinations about the situation and the response required considering the duty personnel and resources available.
- Delegate race management duties to an alternative RQ Official in order to coordinate the Emergency or Incident Procedures.
- Allocate emergency or incident response duties and if required, delegate a person responsible for contacting the Queensland Ambulance Service or other emergency response agencies; TRC first aiders; or aides to direct emergency vehicles.
- Notify the TRC representative and to delegate to the TRC Representative the task of any required liaison with the relevant participating member of the club(s) or school(s) involved.
- Coordinate all requirements of the Emergency or Incident Procedures until the emergency is over or the situation addressed.
- Provide an official report of all relevant details of the emergency or incident post regatta.

2.3. Duties of Race Umpires or TRC Race Marshals

The first responsibility of the Racecourse Officials (Race Umpires and TRC Race Marshals), those crewing the on-water safety vessels, in the case of an emergency or incident, is to the wellbeing of themselves, their boat driver, and the competitors involved in the emergency or incident.

The duties of Race Umpires and TRC Race Marshals are to:

- Over the radio, put out the respective Emergency or Incident call. It is noted that the course exceeds the range of a hand-held radio and radio relaying may be necessary.
- Follow this call with advice of the location, crew(s) involved, and nature of the emergency or incident.

- Remain in radio contact with the Regatta Referee if they initiate the emergency or incident procedure and maintain radio silence if not crew in the responsible safety vessel.
- Complete tasks as delegated by the Regatta Referee.
- Attend independently of other safety vessels to on-water incidents where they have initiated the procedure or, in the event of a life-threatening event, abandon the race and attend the emergency with all safety vessels if directed to do so by the Regatta Referee.
- Clear the racecourse once the response is complete.
- Support all incident and emergency reporting activities as directed by the Regatta Referee.

2.4. Insurances

Insurance type	Company	Policy number	Expiry date
Public Liability	Update annually	Update annually	Update annually

3. Preparedness

3.1. Identifying hazards and managing risks

In coordination with Racecourse Officials, TRC will identify on-water hazards and assess risks before the race starts and delay or postpone the race if required to address hazards and risks. This is done during the process of laying the course at dawn on the day of the event.

The Rowing Queensland Risk Management Resource is used to assist in identifying hazards and mitigating risk. The template is available online at;

<https://www.revolutionise.com.au/rowingqld/club-resources/risk-management/>

As the Head of the Brisbane is an approved aquatic event, consultation with Brisbane River users is undertaken by Maritime Safety Queensland, but as a courtesy, TRC will liaise with other river users, such as the Brisbane City Council and Mirimar Cruises in the lead up to the event.

In years past, private river users particularly those using Jet Skis (Personal Watercraft) have been noted to be in breach of water safety rules in and around the Head of the Brisbane course.

Personal Watercraft (PWC) are required to keep a distance of 30 metres from other moving boats,

including other PWCs unless doing so would endanger people. PWC must stay 60 metres away from the shore; people in the water; anchored or moored boats; structures, boat ramps, jetties, or pontoons; or, reduce speed to 6 knots if within 60 meters of these things. (A brisk walking pace is approximately equivalent to 6 knots).

Race Officials are guided to collect photographic evidence (still or video) of rule-breaking and should attempt to record the registration of PWC(s) involved. Race Officials should report on- water incidents relating to breaches of the water safety rules for PWC to 'Policelink' – '13Hoon' (134666). Life threatening breaches of water safety rules by PWC or any other boats should be handled in accordance with the Emergency Procedure described in Section 4.

3.2. Procedures:

1. Weather forecasting is monitored daily commencing a week prior to the event.
2. The river course is inspected during the laying of marks for floating objects, fallen trees & moored vessels, occurring approximately 90 minutes prior to the race start.
3. If possible logs and small objects are towed to banks.
4. Support vessels communicate by vhf & mobile phone. Radio checks are made on distribution of radios, again as support vessels make their way to their river stations. Relay may be required at some locations; mobile phones have proven to be more effective for contacting race administration.
5. The course is continued to be monitored by the radio and mobile telephone equipped support boats throughout the race.
6. Vessels entering the course are contacted on VHF 13 and 16 or approached directly by support boats to advise of a safe traffic path (the river's middle 1/3) and with wash observance requests.

3.3. Emergency preparedness

To ensure TRC is prepared for an emergency:

- safety equipment on TRC runabouts is checked regularly and specifically the week before the race;
- first aid kits are checked a week before the race;
- TRC First Aid Volunteers are identified and confirmed a week before the event;
- the on-site defibrillator is tested a week before the event;

- the Plan is revised and updated as necessary;
- the Plan is shared with event competitors and coxswains, clubs and schools and event officials before and on the day of the race.

3.4. Safety Briefing of Race Officials

Prior to the commencement of racing the TRC Representative should establish with the Regatta Referee that the course is clear of hazards.

The Regatta Referee must establish that all two-way radios are functional and that all Racecourse Officials know how to operate them.

The TRC Representative (or delegate) and the Regatta Referee must provide a safety briefing to duty personnel. The safety briefing must outline the:

- Emergency Procedure;
- Incident Procedure
- locations where injured people can be transferred to emergency response;
- identities of TRC First Aid volunteers;
- event rules;
- relevant facilities; and
- racecourse and its fixed hazards.

3.5. Safety Briefing Competitors, Coxswains, Clubs and Schools

The TRC Representative (or delegate) must provide a race and safety briefing to competitors, coxswains, clubs, and schools outlining the event rules, the racecourse and its fixed hazards and any other relevant safety information.

4. Emergency and incident response

4.1. Emergency procedure

In the event of a life-threatening emergency or where another on-water incident escalates to a life-threatening emergency carry out the following steps as quickly as possible:

1. Make the radio call '**Rescue, rescue, rescue**'
2. Inform the Regatta Referee of the location, crew(s) involved, and nature of the emergency.
3. Attend to the emergency as directed by the Regatta Referee.
4. Determine the closest transfer point on-shore for the ambulance:
5. Ambulance transfer location – North side of the Brisbane River (Start/Finish)
Toowong Rowing Club
37 Keith Street St Lucia Q 4067
Kings College pontoon 72 Upland Road, St. Lucia QLD 4067 – driveway is opposite no 17. Esplanade St Lucia (has been organised with Kings)
6. Ambulance transfer location – South side of the Brisbane River (Mid-course)
Sommerville House Water Sports Facility
Brisbane Corso Yeronga Q 4104
Paringa Place Park (Beach) nearest no. 7 Cassia Lane Yeronga
7. Notify the Regatta Referee of the injured person's or persons' details including approximate age, gender, injury, the incident and the nearest Ambulance transfer location.
8. Transport the injured person(s) to an alternative safety vessel that will complete transport or transport the injured person(s) to the confirmed Ambulance transfer location.

4.2. Incident procedure

If an on-water incident other than a life-threatening emergency occurs carry out the following steps as quickly as possible:

1. Make the radio call '**On-water incident – standby all stations**'
2. Inform the Regatta Referee of the location, crew(s) involved, and nature of the incident.
3. Attend to the incident as directed by the Regatta Referee.

4.3. Notifiable incidents and reporting

As required by the provisions of the Transport Operations (Marine Safety) Act 1994 marine incidents of the following nature will be reported by TRC to Maritime Safety Queensland using the [Maritime Incident Report Form](#).

MSQ notifiable incidents

- Loss of a person from a ship
- Death of, or grievous bodily harm to, a person caused by a ship's operations
- Loss or presumed loss or abandonment of a ship
- Collision with a ship
- Stranding of a ship
- Significant damage, or danger of significant damage, to a ship
- Significant damage caused by a ship's operations
- Danger of significant damage to a structure caused by a ship's operations
- Danger to a person caused by a ship's operations

TRC will report any other incident using Rowing Queensland's incident reporting information system.

5. Safety Culture

5.1. Consultation

TRC will consult with Rowing Queensland concerning safety issues associated with Head of the Brisbane events during:

- the planning of activities for the event; or
- investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident recurring.

5.2. Communication

TRC will communicate relevant safety information to everyone involved in Head of the Brisbane events by:

- including event safety as an agenda item in event planning meetings
- Briefing Marshalls and support boat crews prior to the event
- delivering event day briefings (Section 3), and
- contributing to incident reporting.

Appendix 1 – Operational Checklist

1. Emergency preparedness checklist

To ensure TRC is prepared for an emergency the following items must be checked and certified by an appropriately skilled person from the organising committee. If any item requires rectification or action this is completed no later than 2 days prior to the event:

- Safety equipment on TRC runabouts is checked regularly and specifically no later than 5 days before the race:

Name_____ Date_____

- Support boat fuel tanks are filled a day before the race.

Name_____ Date_____

- First aid kits are checked a week before the race.

Name_____ Date_____

- Course equipment: anchors, chain, buoys, weights are laid out and checked 2 days before the race.

Name_____ Date_____

- TRC First Aid Volunteers are identified and confirmed a week before the event.

Name_____ Date_____

- The on-site defibrillator is tested a week before the event.

Name_____ Date_____

- The Plan is revised and updated as necessary.

Name_____ Date_____

- The Plan is shared with event competitors and coxswains, clubs and schools and event officials before and at the competitors briefing day of the race.

Name_____ Date_____

2. Safety Briefing of Race Officials

- Prior to briefings: Check the course area for hazards

Name_____ Date_____

- Check that two-way radios are functional, and Race Officials know how to operate them.

Name_____ Date_____

- The TRC Representative (or delegate) and the Regatta Referee must provide a safety briefing to duty personnel. The safety briefing must outline the:
 - Emergency Procedure and emergency telephone number
 - Incident Procedure
 - Locations where injured people can be transferred to emergency response
 - Locations of TRC First Aid Volunteers
 - Event rules
 - Relevant facilities
 - Racecourse and its hazards.

Name_____ Date of Briefing_____

3. Safety Briefing Competitors, Coxswains, Clubs and Schools

The TRC Representative (or delegate) must provide a race and safety briefing to competitors, coxswains, clubs, and schools outlining the event rules, the racecourse and its fixed hazards and any other relevant safety information.

This will occur via either a face-to-face competitor briefing, a document prepared and emailed to all parties, or a video upload to mainstream media (You Tube) for viewing prior to the event.