Aquatic Event Safety Management Plan

*[This template has been developed as a guide for applicants completing an Aquatic Event Application in Western Australia. Not all elements of this template will be applicable to all activities, and the level of detail included should be commensurate with the event type, scale and associated risks. Delete all sections not relevant to your event.]*

[EVENT NAME]

[DATE(S)]

[LOCATION]

[ORGANISER]

**[INTRODUCTION]**

*Provide a brief description of the event, including the type of event, the location of the event and any staging areas (including maps or diagrams where appropriate - these may be included as an annex and referred to in this section), the event timeframe and the approximate number of vessels, participants, expected spectators, etc.*

*Where exclusive use of any waterway or any exemption from marine legislation has been applied for, note this here.*

**[EVENT SCHEDULE]**

*Provide a schedule or time-line of all activities associated with the event, e.g. start and finish times of races, location of each activities being undertaken, provide different maps for different days and locations of events, etc.*

**[EVENT COORDINATION/MANAGEMENT]**

*Provide details of the team of office bearers that will be coordinating and managing the event, including their names, position titles (e.g. ‘event coordinator’, ‘safety officer’, etc.), location during the event and how they may be contacted during the event (for larger events a contact list may be included as an annex to this plan).*

**[QUALIFICATIONS]**

*Outline the qualifications of event officials and/or participants and how these are to be verified, e.g. First Aid certificates or any required certificate issued by an accrediting or governing body such as the Australian Power Boat Association, Surf Life Saving Australia, etc. suggest Safety Vessel operators to hold Recreational Skippers Ticket.*

**[PROCEDURES AND STANDARDS]**

*Provide the names of any procedures or standards published by a governing or accrediting body that govern or apply to the event (e.g. Yachting Australia Racing Rules of Racing, Surf Life Saving Australia Competition Manual, etc.).*

**[BRIEFINGS]**

*Outline any briefings to be provided to office bearers, marshals, safety personnel or event participants prior to commencing the event. This information should include dates, times and locations of meetings, and the contact numbers of key organisers.*

**[SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS]**

*Indicate the number and type of any safety/rescue craft, how they are identified and their ‘on station’ position during the event and the safety equipment carried on board. For larger events it may be necessary to provide a table of official vessels including names or registration numbers, call signs and crew. Also indicate the ratio of marshals or safety/rescue personnel to event participants.*

**[INFRASTRUCTURE]**

*Provide details of any infrastructure that is proposed to be set up on foreshores and on the water (buoys, platforms, staging/spectator areas, seating etc.). Any in water infrastructure must be indicated in the map / chart of the event area.*

**[FIRST AID AND EMERGENCY SERVICES]**

*Indicate the number and location of First Aid stations and/or First Aid officers, any emergency services that will be on stand-by during the event, and evacuation/mustering points to be used in the event of an emergency. Also include the phone* *numbers of any relevant emergency services that will not be present but that may be called upon where necessary.*

**[SECURITY]**

*Where applicable, provide details of security arrangements for the event activities.*

**[COMMUNICATIONS]**

*Outline the communication methods (primary and alternate) to be used by event organisers, e.g. marine radio (specify type and channels to be used), mobile phone, etc. Describe the communications links between key officials of the event and how these links connect with event participants and support craft/personnel. Indicate how you will cancel an event or broadcast any safety warnings to all participants and support personnel during the event.*

**[INCIDENT REPORTING AND MANAGEMENT]**

*Outline the reporting procedures where an incident or multiple incidents may occur during the event, including the reporting mechanisms in place and the name, position and contact method of the person charged with receiving incident reports. Include that all marine collisions, accidents or incidents involving a vessel must be reported to the state authority within 72 hours of the master or owner of the vessel becoming aware of the incident occurring.*

**[CONTINGENCIES]**

*Outline the circumstances that will lead to the amendment to or cancellation of the event, indicate any incidents (such as an accident involving serious injury) or ‘trigger points’ (such as wind strengths or other measurable factors) that will result in the suspension or cancellation of the event. Also indicate the office bearer(s) that will make any decisions regarding suspension of cancellation of the activity.*

**[PREVIOUS INCIDENTS]**

*Provide details of any incidents which have occurred in previous holdings of this event. Discuss what changes have been or will be put in place to avoid re-occurrence of similar incidents, and what changes have been made to enable a better response if the incident was to re-occur.*

**[DEBRIEF]**

*Indicate any debriefs to be held and/or review methods to be employed in order to discuss and record any improvements to be made in future events or activities.*