

ROWING NEW ZEALAND WATER SAFETY NATIONAL RISK REGISTER GUIDANCE

Purpose

The purpose of this document is to provide risk-related guidance to the respective individual entities that make up Rowing New Zealand. Whilst a number of these risks are similar and there is value in common guidance for all clubs/entities; it is the responsibility of the individual club/entity to ensure that their own policy and procedures regarding risk align with the Rowing New Zealand Water Safety Code and Maritime NZ guidelines.

This document is to support the Rowing NZ National Water Risk Register and to provide guidance to clubs in building their own risk register.

What is a risk?

As per the Worksafe definition, a risk is something that arises from people being exposed to a hazard (a hazard being a source of harm). There are many risks associated with sport, and these risks increase when water is involved.

National Risk Register

Rowing New Zealand will “Maintain a risk register highlighting the clearly identifiable national water safety risks; divisible by areas; water, equipment, weather, and medical.”

The risk register and guidance document have been developed in reference to the RNZ WSC, Worksafe Guidelines, and Maritime NZ Guidelines.

Using the Risk Register

Clubs should use sheet one ‘National Risk Register’ as a guide to the clearly identifiable water safety related risks. The identified risks are those that may be relevant to all clubs on all waterways. Each club should, where possible, expand on the identified risks with more information that is relevant to the club.

The reference column guides where the clubs/members can source further relevant information to address the risk. Clubs should fill this in with relevant information where possible.

Clubs should then use sheet two ‘Club Identified Risks’ as a template to fill in risks that address the specific risks to the club.

	A	B	C	D	E	F	G	H	I
1		2. Club Risk Register							
2		See Rowing New Zealand Water Safety National Risk Register Guidance sheet for support on using this document							
3	Area	RISK ID	Risk Name	Potential Harm	Risk Rating	Eliminate/Isolate/Minimise	Risk Controls	Reference	Risk Owner
4									
5	Water								
6									
7									
8									
9	Equipment								
10									
11	Weather								
12									
13	Medical								
14									
15									
16									
17									

Risk Assessment

Sheet three '*Risk Assessment*' helps clubs quantify the risks. Clubs should amend this matrix with relevant information (e.g., frequency and consequences within the club's normal operations).

Local Club Risk Register

Clubs will "Maintain their own risk register with specific local risks relevant to their normal operations."

It is suggested that the clubs refer to the 'Port and Harbour Safety Code – Key Principles for Marine Safety Risk Management' when building their local risk register.

What risks should be included in normal operations?

The key categories of on-water risks to consider are water, weather, equipment and medical.

On top of this, clubs should consider the risks within their normal operations that are specific to their environment. For example, clubs based in Wellington should consider the risk of shipping lanes and rowing boats intersecting.

Review Process

Internal Review

To capture evolving risks, it is suggested that the entities review their local risk register every 12 months. It is the responsibility of the individual entity to ensure that this process is completed promptly. The review should consider all risks noted on the register.

Relevant risks should also be assessed after the occurrence of any incidents.

External Review

From time to time, Rowing NZ may choose to review the entity's risk register and other water safety policies. This could involve direct review or submission to Rowing NZ via an online submission.

Helpful Resources

Key Principles for Marine Safety - <https://www.maritimenz.govt.nz/content/commercial/ports-and-harbours/documents/key-principles-marine-risk-management.pdf>

Rowing New Zealand Water Safety - https://rowingnz.kiwi/Category?Action=View&Category_id=94

Worksafe, managing risks –

<https://www.worksafe.govt.nz/managing-health-and-safety/managing-risks/>