



Founded 1863

**Richmond Rowing Club Inc.**  
7 Boathouse Drive Melbourne Vic 3004

**DESIGNATED SAFETY OFFICER CHECKLIST**

MLC's Designated Safety Officer is Tim Dolphin, or his nominated staff member and they will be listed on the Attendance Roll.

RRC's Designated Safety Officer is the Coach (if it is a coached session) or the Rower COVID #1 Slot in Sportsnoticeboard for the session.

<b>BEFORE THE SESSION</b>	
	<b>Action</b>
1	Open the roller doors and door to back entrance hall (air circulation)
2	Check boat & oar cleaning materials & top up if necessary
3	Place trestles outside, as required
4	MLC – Review the cleaning schedule to ensure the prior session's touchpoint cleaning has been completed by the professional cleaner
5	MLC – Complete Roll Call, marking the name of all athletes and coaches in attendance at the session
6	Politely ask athletes without a booked session and boat to leave the premises
7	Politely ask parents, non-essential workers to refrain from entering premises
8	Politely ask members of the public sitting on the areas between the boatshed and landing to leave the area until boats are all in the water and advise when the boats are expected back at the landing
9	Request any athlete or coach showing symptoms of illness leave the session <ul style="list-style-type: none"> <li>• assist them to find safe way home (not public transport)</li> <li>• immediately isolate the areas the ill person had been in</li> <li>• notify the Jon Roberts (RRC President) OR Tim Dolphin (MLC Rowing Program Manager - who will also contact President of RRC) within 60 minutes</li> <li>• notify Christine Sullivan (RRC Facilities Coordinator)</li> </ul>
10	Send any athlete without a mask away from the session
<b>DURING THE ON-WATER SESSION</b>	
1	Ensure physical distancing guidelines are adhered to <ul style="list-style-type: none"> <li>• No-one in the boatsheds prior to their allocated time slot (stay outside if early)</li> <li>• Invite athletes into the boatbays to get boats on a staggered basis to ensure boatbay density limits adhered to Maximum 10 in boatbays</li> </ul>
2	Stagger on water start times as required to maintain social distancing – 1.5m – from other rowers and the general public
3	Remind rowers to enter and exit the water from directly in front of RRC boatshed
4	Remind rowers to stay 100m away from other crews (where possible)



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<b>AFTER THE ON-WATER SESSION</b>		
1	Stagger scheduled off water & fleet cleaning times as required to maintain social distancing – 1.5m – from other rowers and the general public	
2	MLC – operate hose and supervise boat & oar & other equipment cleaning sanitation	
3	Athlete Crew session debriefs will be held outside.	
4	RRC – Ensure all athletes and boats are signed back into shed – log book	
5	RRC – agree which athletes will complete touchpoint cleaning	
6	Place any athlete gear not taken home or put in locker in garbage bin for disposal	
7	RRC - Review the cleaning schedule to ensure the prior session's touchpoint cleaning has been completed	
8	Close roller dors and door to back entrance hall if no further sessions – To be completed 15 minutes prior to allotted time slot finishes.	
9	Wipe down roller door chains and door handles as you exit the building	
10	Advise Facilities Coordinator of any cleaning products which are running low	