

MIDDLE HARBOUR AMATEUR SAILING CLUB

RISK MANAGEMENT

Objectives

The objectives of the Risk Management Plan are:

- To provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of sailing.
- To reduce the incidence of injury to participants, officials and other persons associated with club sailing competitions and activities.
- To minimise potential club liability as a result of poorly managed sailing competitions and activities.

Risk Assessment

This risk assessment has been carried out with reference to the guidelines and principles and step by step process set out in the Roads and Maritime Services template for aquatic activity risk management and guideline documents from Yachting Australia.

Risks are managed through the use of a risk register that identifies the risks involved in an activity and the key controls which need to be put in place before the activity is undertaken to reduce those risks to an acceptable level. The aim is to reduce all Residual Risks to either a Medium or Low rating before holding the event.

The club is aware that these Residual Risks ratings mean:

- **Medium** – constant vigilance is provided by race officials and club members across these risk areas.
- **Low** – these risk areas are monitored by race officials and club members.

Strategies and Control Measures

Strategies and specific control measures in place for risk management include:

- Ongoing identification and control of potential hazards
- Club activities planned with consideration given to implementation of suitable safety measures
- Clubhouse, grounds and rigging area maintained in a safe condition
- Raising members' awareness of safety and reduction of risk to themselves and others in using, handling, storage, rigging, and sailing boats and other equipment
- Race Officer Guidelines
- Sailing Instructions
- Races conducted under Yachting Australia Racing Rules of Sailing containing Racing Rules of Sailing (RRS) of the International Sailing Federation and the Prescriptions and Special Regulation (SR) of Yachting Australia
- Pre-race briefing sessions
- Regular training / information sessions for club members on boating topics, including boat handling, boat safety, boat rescue etc
- Boat licence courses, log book certification
- Regular maintenance of facilities and boats
- Sail training.

RISK REGISTER

The risk register identifies the inherent risks, risk analysis, ie the likelihood, severity and inherent risk level if no control measures in place, control measures to mitigate the risks, residual risk level after controls are in place, responsibility and comments. The scales and ratings used in the **risk analysis** are provided at the end of the risk register.

The risk register will be reviewed annually, or for any new or change in club activities.

**MIDDLE HARBOUR AMATEUR SAILING CLUB
RISK REGISTER AND PROPOSED CONTROLS**

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 in place	Person(s) responsible	Comments
	Refer risk analysis at end of register for scales and ratings						
Strong winds / adverse weather.	Almost certain	Moderate	High	Race officer guidelines to abandon racing if wind over 25 knots. RO has discretion to postpone or abandon racing any time if conditions deemed unsuitable. Decision to race is made by sailor. Sailors may select smaller rig.	Low (by cancelling race)	Duty crew, sailors	Established procedure, Race Officer Guidelines / Checklist (ROG), Sailing Instructions (SI)
Unforeseen severe weather changes (including squalls, electrical storms) resulting in sailors being exposed during events.	Possible	Moderate	Moderate	Visual observation of weather for changing conditions, approaching clouds, front. Access to on-line weather information, including radar, forecasts and observations. Shorten course or abandon racing. Take shelter on nearest shore if not possible to return to club.	Low	Duty crew, sailors	ROG, Established procedure
Launching and retrieval of boats at ramp: Slipping on ramp, cuts from oysters on ramp.	Possible	Moderate	Moderate	Mat placed on ramp on race days. Regular maintenance to keep ramp clean.	Low	Duty crew, sailors	Established procedure, ROG,
Collision of boats during race resulting in personal injury and/or major damage to boats.	Rare	Moderate	Low	Training of competitors in race rules and avoidance of collisions at sea. Robust boat design.	Low	All	Established sailing procedure

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Comments
Person in water – separated from boat	Unlikely	Moderate	Moderate	All sailors on off the beach boats to wear approved personal flotation device (PFD type 2). Safety boats have person rescue as priority over recovery of boats. Other sailors to provide assistance if needed.	Low	Sailors, duty crew	Established procedure, SI, ROG
Hypothermia due to cold weather / water, prolonged immersion	Rare	Moderate	Low	Sailors to wear appropriate clothing. Safety boat to respond to sailor in water / capsized boat requiring assistance. Conditions to be considered when setting course and race duration.	Low	All	Established procedure, SI, ROG
Unable to right capsized or disabled boat Note boat capsizes are part of dinghy sailing and laser dinghies can generally be righted quickly and easily.	Unlikely	Minor	Low	Sailors to be familiar with righting sailing dinghy before participating in race. Safety boat to provide assistance if requested by sailor or if sailor showing signs of tiring / suffering hypothermia. Other participants to provide assistance if required. Abandon racing if necessary.	Low	All	Established procedure
Capsized or disabled boat drifts into lee shore / shipping channel / ferry lanes	Unlikely	Moderate	Moderate	Courses to be set with regard to wind direction and forecast to ensure marks not set too close to lee shores, clear of shipping channels and ferry lanes. Safety boat keeps eye on boats on course. Other participants to provide assistance if required or report any boats in difficulty to safety boat.	Low	All	Established procedure

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Comments
Inexperienced / junior sailors - lack of boat handling skills	Likely	Minor	Moderate	Junior and less experienced sailors to demonstrate sailing ability before participating in club races. Parents required to provide declaration of child's swimming and sailing ability. Inexperienced sailors advised to sail only in light to moderate conditions until competent to handle heavier conditions. Training sessions provided.	Low	Club committee, sailors	SI, club policy
Missing boat	Unlikely	Moderate	Moderate	Competitors required to sign on before sailing, all boats accounted for at end of race day. Competitors retiring from race to notify on water race officials if possible. Race officials to monitor number of boats on water and follow boats in to shore	Low	Sailors, duty crew	SI, club policy
Fire or explosion on committee / safety boat	Rare	Major	Moderate	Approved fuel tank. Regular maintenance of outboard motor and checking of fuel line. Fuel tank removed from boat for refuelling. Safety equipment and first aid on board.	Low	Club committee, duty crew	Established procedure
Inexperienced / untrained personnel driving power boat	Likely	Moderate	High	Experienced driver rostered as duty crew. Licenced driver required if boat operated at 10 knots or over. Boat operation in accordance with RMS regulation.	Low	Club captain	Established procedure
Mechanical breakdowns / gear failure in safety boat resulting in being unable to provide effective rescue capabilities	Possible	Minor	Low	Regular servicing of motor; adequate fuel in tank before leaving shore. Equipment on boat checked before starting.	Low	Club committee, duty crew	

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Comments
Injury to person(s) in the water from power boat propellers	Rare	Major	Moderate	Experienced boat driver. Club training sessions on person rescue. Procedures stipulate motor to be stopped immediately if person in water is closer than 3 metres from motor. Boat fitted with propeller guard and 2 emergency motor shut off switches.	Low	Duty / safety boat crew	Established procedures, race officer checklist
Club buoys presenting hazard to other boats	Unlikely	Minor	Low	Marks removed at the end of racing. Marks of high visibility colour. No marks left in water overnight. Courses set within designated area only and with regard to other sail racing activities in the area.	Low	Duty crew	Race officer guidelines
Fuel spills / injury or damage from incorrect refuelling	Possible	Minor	Low	Refuelling by experienced personnel. Appropriate funnels and jerrycans used.	Low	Committee member or delegate	Established procedure
Strains or other injury from handling boats in storage, rigging and launching area	Possible	Moderate	Moderate	Two or more members to assist in lifting boats at above floor racks. Boats moved around, launched and retrieved on wheeled dollies.	Low	All	Established procedure
Tripping hazards within club.	Possible	Minor	Low	All boats, dollies and equipment stored in designated racks, floor area kept clear.	Low	All	Established procedure
Slips, trips and falls in and around clubhouse and grounds	Possible	Minor	Low	Housekeeping. Equipment to be properly stowed or secured. Ensure grounds / launching areas kept clear of debris and rubbish.	Low	All	Established procedure
Misuse of ramp by heavy trailers or vehicles	Possible	Moderate	Moderate	Signage in place that ramp suitable for light sailing dinghies only. Locked chain across ramp when not in use by club's sailors.	Low	All	Established procedure

RISK ANALYSIS

For each identified risk, assess the qualitative measures:

1. The chance of the risk occurring (likelihood)
2. The loss or damage impact if the risk occurred (consequences or severity)
3. The priority or degree of urgency required to address the risk from the Risk Impact Matrix

Likelihood Scale

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur, could occur several times per year
B	Likely	Will probably occur during this event
C	Possible	Might occur at some time over a five year period
D	Unlikely	Could occur at some time (perhaps every 5-10 years)
E	Rare	Very unlikely, but not impossible, may occur only in exceptional circumstances

Severity Scale (adopted from Yachting Australia)

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities
4	Major	Permanent disabling injury. Vessels lost or damaged beyond repair
3	Moderate	Serious reversible injury requiring medical treatment and rehabilitation. Vessel unable to complete race.
2	Minor	Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable.
1	Insignificant	Minor injuries possibly requiring first aid. Minor damage to equipment.

Risk Impact Matrix

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

Key to Risk Impact Matrix:

Extreme risk	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention. Attention required before applying for licence.
High risk	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation. Attention needed before event
Moderate risk	Medium risks that are likely to arise or have serious consequences requiring attention, monitor during event
Low risk	Minor risks and low consequences that may be managed by routine procedures