

Risk Management Tables

Document Change Control

Version	Date	Updated by:	Description
MP 2014 V2	28-Oct-14		
280516	28-May-16		
20-Aug-19	29-Aug-19	D Collings & C Russell	Child Safety Standards added. Worksheets combined into one worksheet to enable conversion to pdf format for website.

The following legend applies to the “Responsible Person” field:

BC	Patrol Boat Captain	STF	Sail Training Facilitator
MPO	Member Protection Officer	STT	Sail Training Trainer/Coach
PRO	Principal Race Officer	VC	Vice Commodore
RC	Rear Commodore	COM	Commodore
ROC	Race Office Coordinator		

On Water Risks

* Assumes Treatment(s) understood and in operation

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
1	Unforeseen severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	B	A-B	1	Surveillance by on water & tower race management staff. Monitoring of weather forecasts & updates. Nominated Incident Coordinator	Internet weather surveillance, Inter-club contact	PRO, RC, STF, STT, Tower Staff	Ongoing
2	Dangerous sea and wave conditions resulting in capsizing, personal injury or inability of boats to get on or off beach.	C	D	3	Tutoring and proper advice at the info session. RHIB patrols.	RHIBs & swimmers	PRO, TS, BC	Info session

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
3	Hypothermia contracted by sailors and race officials.	D	B	2	Monitoring weather conditions, Info session for sailors.	RHIB, Thermal blankets	PBC, PRO, BC, STF, STT	Ongoing
4	Fire/explosion on Rescue Craft resulting in personal injury to crew.	D	A	2	Non-smoking policy on rescue craft. Accredited routine service schedule. Safety equipment on board including fire extinguisher Daily survey of rescue craft.	Rescue Boat Smoking Policy, Rescue Boat Survey Checklist, Safety equipment	PBC, BC	Ongoing
5	Collision of boats during race resulting in personal injury	C	B	2	Clear pre-race instructions at info session. Limit number of entries – multiple fleets – fleet separation. Chose appropriate course, multiple courses. Info on being mindful of other sailors and less experienced sailors.	Info session board. SIs. Info Session Checklist.	PRO	Prior to Regatta
6	Collisions with 3rd party vessels including PWCs resulting in personal injury.	D	A-B	2	Surveillance by on water & tower race management staff.	Radio equipment, Emergency contact list	RC, PRO, TS, BC,	Ongoing
7	Difficulty in attending to a medical emergency / injury occurring mid-race resulting in exacerbation of injury.	C	C	2	Appropriate Patrol Boat/competitor ratio Appropriate rescue boat crew training. First aid training	Training procedures	PRO, Tower Staff	Ongoing
8	Insufficient supervision in training exercises resulting in accidents or personal injury.	C	C	2	Appropriate trainer – trainee ratio. Appropriate trainer training. Appropriate monitoring of training activities	Training Guidelines Adequate trainers	RC, STF, STT, Tower Staff	Ongoing
9	Personal injury to selves or others as a result of inexperienced sailors participating beyond their capacity.	C	C	2	Info session – advice on class wind limits – reminder of personal decision to sail. Proper monitoring of competitors while sailing	Class wind limits. Weather forecasts & reports	PRO RC BC, STF, STT	Info session Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
10	Loss of communications resulting in not being able to provide effective rescue services.	C	B	2	Adequately serviced radios. Mobile phones. Allocation of a back-up communications channel. Patrol boats with back-up radios.	Mobile phones. List of numbers in tower Back-up radios.	BC , Tower Staff, PRO	Prior to event
11	Persons at risk as a result of insufficient safety equipment.	E	A	3	Monitoring of compliance of personal buoyancy requirements by Race Management staff, Proper monitoring of competitors while sailing, Correct & adequate safety equipment on patrol boats.	Rule Book & SIs	RC, STF, STT, PRO, BC, Tower Staff	Prior to event & during event
12	Sunstroke / sunburn / dehydration to sailors and /or officials.	B	D	3	Adequate supplies of sunscreen and bottled water. Advice at info session	Sunscreen, Water	ROC, BC, STF, STT, PRO	Prior to event
13	Injury to officials, sailors or other water users from rescue and race official boats/ propellers.	E	B	3	Adequate boat driver training & accreditation. Propeller guards for RHIBs.	TL3 & Licence	RC, STF, STT, PBC, BC	Next Motor Changeover
14	Lack of safety / rescue equipment by race / event organisers resulting in ability to assist participants as required.	D	C	3	Appropriate ratio of patrol boats to competitors. Equipment checklists & compliance monitoring.	Rescue Boat Equipment Checklist, Safety equipment	RC, STF, STT, PBC	Ongoing
15	Personal injury to swimmers due to collision with competitor or official boats.	D	C	3	Surveillance by on water & tower race management staff – emphasis on beach & pier areas.	Licence, TL3, Binoculars	RC, TS, BC, PRO	Ongoing
16	Mechanical breakdowns / gear failure resulting in not being able to provide effective rescue capabilities.	C	D	3	Daily survey of rescue craft. Accredited routine service schedule.	Rescue Boat Survey Checklist	RC, STF, STT, PBC	Ongoing
17	Seasickness of rescue craft personal resulting in not being able to provide effective rescue capabilities.	D	C	3	Monitoring & treating rescue craft personal where appropriate.	Seasickness treatments	RC, BC, PRO	Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
18	Rescue Boat damage while entering or leaving the creek	C	C	2	Proper boat handling training	Licence , TL3	RC, TS, BC	Ongoing
19	Collision of boat with submerged object (reefs) resulting in personal injury	E	C	4	Surveillance by on water race management staff – resulting in warnings to competitors. Info session – warning for reef & creek.		On-water race management staff, TS	During regatta
20	Insufficient or inappropriate crew on rescue craft restricting their ability to assist sailors or boats	C	C	2	Rescue Boat crew number and experience is adequate to provide assistance and rescue		RC, BC	Ongoing
21	Inexperienced or disabled boats running aground or being lost due to navigational problems. eg inclement weather	E	D	4	Surveillance by on water & tower race management staff. Potential early abandonment.	Proper radio equipment	Tower & On-water race man staff	During regatta
63	A sailor is trapped (eg: tangled in the rigging) in a semi capsized (on its side) yacht.	C	D	3	Proper monitoring of competitors/trainees while sailing. Adequate training of Patrol Boat crews in how to respond. Early inclusion of capsized safety skills in training courses.	RHIBs & swimmers Training Course Guidelines	PRO, ROC, BC, STF, STT	Ongoing
64	A sailor is trapped underneath a fully capsized (upside down) yacht.	C	D	3	Early identification if sailors are missing when a yacht capsizes. Adequate training of Patrol Boat crews on rescuing an upside down yacht. Early inclusion of capsized safety skills in training courses.	RHIBs & swimmers Training Course Guidelines	PRO, ROC, BC, STF, STT	Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
65	Personal contact that results in a notification under the Child Safe Standards	E	D	4	Adequate training of Patrol Boat crews on rescuing children and young people. Educating parents and participants in regards to the likely need for contact if a rescue is required. Educating the children & young people participating that MSC is a Child Safe Club; "if you don't feel its Fun, Safe, Friendly or your not happy then speak to your parents or our MPO".	MSC Child Safety Policy, Training Guidelines, Child Safe Training, MSC Club Code of Conduct, Junior Training Program Code of Conduct, Posters in all rooms.	STF, STT, COM, MPO	Ongoing

Off Water Risks

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
22	Needle stick injuries to sailors in launching and rigging craft on uncleaned beaches.	C	C	2	Clean ramp and surrounds. Monitor council beach cleaning. Advise competitors of the need for shoes.	Sharps container, Tools	VC	Monitoring Daily
23	Inaccurate interpretation of weather reports resulting in sailors heading out to sea in dangerous conditions.	D	C	3	Proper training in interpretation of weather reports and warnings & their limitations. Continual monitoring of weather trends around the bay. Information sessions prior to event.	Internet, Other clubs.	RC, STF, PRO	Ongoing
24	Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas and club roadways	C	A-B	2	Setting & monitoring of speed limits. Monitoring One-way traffic flow.	Signage	VC	Daily
25	Sailors leaving rigging or trailers unsecured causing damage to vehicles, trailers, sailors themselves and public.	C	C	2	Allocated trailer parking areas away from rigging area. Monitoring.	Site Management Plan, Signage	Site Coordinator	Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
26	Careless loading / unloading and laying of course equipment may result in specific and chronic injuries to officials / public.	D	C	3	Adequate duty class members to shift heavy equipment to designated loading area. Training in appropriate laying/retrieval techniques. Approp boat crew numbers.	Training days & Equipment Handling Guide.	RC	Ongoing
27	Personal injury to sailors competing / participating in boats of poor repair.	D	C	3	Monitoring of compliance to YV/YA safety requirements at race entry / declaration. During coaching and training. Coaches and instructors to ensure all boats are seaworthy before they leave the beach.		RC, STF, STT, PRO	Prior to event
28	Risk of personal injury as a result of shuffling/moving/reversing boats in boat yard or boat shed.	C	C	2	Guidelines for manning boat movement operations. Enforcing procedures	Rescue Boat Trailing Procedures	RC	Ongoing
29	Improper use of slewing hoist ("crane") resulting in personal injury	D	C	3	Only trained personnel to use equipment. Club will conduct training of personnel & write guidelines	Crane Operation Guide in box.	RC	Beginning of winter series, Pre-season and Jan-15 for guidelines
30	Personal injury and property damage arising from rigged boats, rigging accidents such as falling masts, wire under tension, etc...	D	C	3	Raceday & Exec staff monitoring. Info session – awareness. Supervision of trainees		Raceday & Exec Staff STC	Daily
31	Inadequate compliance checks conducted on boats participating in club activities.	C	D	3	Information sessions - advice to sailors' own responsibility for sea worthiness of boat.	Equipment Compliance Checklist	RC, STF	Ongoing
32	Ramp Condition - becoming slippery - risk of personal injury.	D	D	4	Regular cleaning of loose debris from ramp – as required.	Approp tools	VC	Daily
33	Placing heavy equipment and boats high up in storage racks resulting injury or damage	D	C	3	Appropriate allocation of storage resources. Monitoring of use of proper lifting techniques.	Equipment Storage Plan	VC	Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
34	Inexperienced or negligent persons re-fuelling power boats resulting in personal injury and/or property damage.	D	B	2	Proper training & monitoring of fuelling activities. Train "first timers"	Rewrite Fuel Storage Policy	RC	Ongoing
35	Theft or damage of participants boats or gear due to poor security or storage of equipment.	B	E	4	Securing compound & laneway gates. Floodlights – if boats not in compound. Surveillance in accordance with event requirements.	Locks, Lighting	VC	Ongoing, Prior to event
36	Inadequate use of sign on/sign off sheets leading to lack of understanding of boats on shore and on water	C	C	2	Information session regular reminders Monitoring	Info sessions Boards/sheets	RC, STF	Ongoing
37	Safety gear in rescue boats inadequate or defective	C	D	3	Regular inspections	Race personnel	RC & RBC	4 per annum
38	Injuries when alighting or departing boats in the creek	C	C	2	Training and monitoring	Good boat tethering habits	RC	Ongoing
39	Risk of a refuelling incident due to inadequate safety & procedural knowledge	D	B	2	Supervision of all refuelling processes. Refuel all but ducks at rear boatshed door.	Fire extinguishers, Fuel storage policy		Fuel storage policy review August 1st 2016. Supervised refuelling - Daily
66	Personal contact or favouritism that results in a notification under the Child Safe Standards	E	B	4	Adequate training of all club member volunteers on MSC Child Safety Policy and expectations. Educating parents and participants in regards to MSC being a Child Safe Club that promotes a culture of child safety.	MSC Child Safety Policy, Child Safe Training, Training Guidelines, MSC Club Code of Conduct, Junior Training Program Code of Conduct	BC, STF, STT, COM, MPO	Ongoing

Environment Risks

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
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ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
40	Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures.	D	B	2	Review fire safety measures. Prepare evacuation procedures including muster point at flagpole. Emergency procedures document and communicate procedures to all competitors including visitors. Service appropriate equipment.	Evacuation Procedures	VC	Nov-16
41	Unsuitable storage of rescue and safety gear resulting in poor repair and subsequent failure when used by officials or participants.	C	C	2	Regular survey of rescue & safety equipment	Rescue Boat Survey Procedures & Rescue Boat Equipment Checklists	PBC	Ongoing
42	Working bee injuries to volunteers	C	C	2	Allocation of tasks to appropriately qualified personnel only. First Aid trained people to be identified. All activities to be supervised.	First Aid Procedures	VC	Prior to Working Bee
43	Risks associated with use of club social facilities for functions by members and public.	D	B	2	Adequate club member staffing and monitoring of social functions.		Venue Coordinator	Ongoing
44	Insufficient attendance to spills and breakages which may cause to injury to persons using the club premises.	D	D	4	Provision of Wet Floor Signage x 2 Address slippery tiles in Women's Showers	Spill Management Procedures. Signage	VC	Nov-16
45	Unauthorised access to fuel storage resulting in inappropriate use or injury or malicious damage (fire)	D	D	4	Secure storage of fuel. Bundy Fuel Storage. Access to authorised users only. Signage. Provision of Fire Extinguishers in shed and boats	Signage. Extinguishers; Refuelling procedures document	VC, RC	Done
46	Member, public and boat access points to the club in disrepair or unsafe condition leading to personal injury / property damage.	D	C	3	Regular monitoring and inspection of club access areas. Wheel Chair Access	Access Ramp in good repair. Hightrip tape Yellow and black	VC	Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
47	Risk of personal injury on stairs and steps within the club	C	E	4	Appropriate signage. Restricting access to the tower to physically able people.	Signage	VC	Feb-15
48	Selina suspended from ceiling	E	B	3	Safety chains and wire; check straps	Safety chains	VC	Feb-15
49	Structural integrity of Selina	E	B	3	Assessment & action		VC	Nov-16

Club Sailing Operations Risks

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
50	Failure by tower officials to deploy rescue boats as required by emergency circumstances.	C	B	2	Training of Tower staff in emergency response procedures	Emergency Tower Procedures, Regatta Incident Management Procedures	PRO, RC	Prior to event
51	Poor tracking of fleet by tower officials during races resulting in missing boats, or poor race management.	C	B	2	Proper equipping and race management training of tower staff & involvement on patrol boats	Clear tower windows. Binoculars & on water patrol boat communication	RC, VC	Prior to event
52	Insufficient support for Race Officer (RO) resulting in too many responsibilities placed on RO and subsequent possible neglect of duties.	C	C	2	Race management staff recruitment and training		RC, PRO	Prior to event
53	Appointment of insufficiently trained or qualified volunteers into key officiating positions resulting in poor decision-making.	C	C	2	Ensuring all race management staff are adequately trained for their roles.	Race management training	RC, PRO	Prior to event
54	Poor promotion of emergency procedures and contact numbers to club members.	C	C	2	Regular review & updating of procedures. Regular emergency procedure drills.	Evacuation Procedures	VC, Exec Committee	Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
55	Appointment of unqualified or insufficiently competent coaches resulting in poor instruction to or supervision of participants.	C	D	3	Ensuring all coaching staff are adequately trained for their roles. Could also be referring to non-racing coaching	Race management training & coaching staff, shore based supervision.	RC, PRO	Prior to event
56	Poor handling of disputes, grievances and Child Safety Notifications resulting in dissatisfaction amongst sailors and potential legal exposure.	C	D	3	Grievance Procedures. MSC Child Safety Policy	Club Constitution MSC Child Safety Policy	Commodore	Ongoing
57	Harassment of participants / members from officials or other participants / members.	D	C	3	Develop Member Code of Conduct. Promote Code and educate Members.	Member Code of Conduct & MPO	Exec Committee	Done
58	Incorrect or inadequate provision of personal information of junior participants by parents.	C	D	3	Monitoring details given during the registration process. Ensuring all areas of forms completed. Training of volunteers	Regatta Registration Procedures	ROC & RC	Prior to event
59	Poor communication to emergency service providers of club location and access details resulting in delay in emergency treatment.	D	C	3	Provision of clear access details to all emergency services. Emergency procedures documented & available to all staff.	Emergency Tower Procedures, Regatta Incident Management Procedures.	RC/VC, PRO	Nov-16
60	Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur.	D	C	3	Fully resourced First Aid kit. Appropriately trained first aid staff.	First Aid Procedures / First Aid kit	VC	Audit Prior to event
61	Poor food management and handling procedures in catering and canteen areas of club may breach health regulations.	D	B	2	Supervisory catering staff to be appropriately trained. Canteen equipment to be appropriate for the task	Food Handling Procedures	Food Safety Supervisor	Audit - Ongoing

ID no	Hazard	Likelihood*	Severity*	Risk Rating*	Treatment	Resources	Responsible Person	Time-frame
62	Parents abusing or harassing officials, members and other participants due to dissatisfaction with procedures or results.	C	D	3	Complaint resolution and referral procedures.	Complaint Resolution Procedures	Commodore, Executive Committee	Yearly Reviews or Post event review

End of Risk Tables