

**GERALDTON
YACHT
CLUB**

RISK MANAGEMENT

***A plan to systematically eliminate or
minimise risks at Geraldton Yacht Club***

**Geraldton Yacht Club
October 2023**

Disclaimer

This document provides general information and guidance relating to risk management practices of sailing at GYC. This document may be affected by changes to legislation. It is not exhaustive in its coverage of rights or obligations under any law.

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**GERALDTON YACHT CLUB
RISK MANAGEMENT**

CONTENTS

| | | |
|-----------|--|-----------|
| 1. | INTRODUCTION | |
| | <u>OVERVIEW</u> | 3 |
| 1.1 | PHILOSOPHY | 4 |
| 1.2 | BACKGROUND – DUTY OF CARE | 4 |
| 1.3 | OBJECTIVES | 4 |
| 1.4 | WHAT IS RISK MANAGEMENT? | 4 |
| 1.5 | WHICH RISKS NEED TO BE MANAGED? | 5 |
| 1.6 | THE AUSTRALIAN STANDARD | 5 |
| 1.7 | THIS RESOURCE – SCOPE AND LIMITATIONS | 5 |
| 1.8 | WHO SHOULD BE INVOLVED? | 5 |
| 1.9 | ACCOUNTABILITY | 6 |
| 2. | THE RISK MANAGEMENT PROCESS | |
| | <u>OVERVIEW</u> | 7 |
| 2.1 | COMMUNICATION AND CONSULTATION | 8 |
| 2.2 | ESTABLISHING THE CONTEXT | 9 |
| 2.3 | RISK IDENTIFICATION | 9 |
| 2.4 | RISK ANALYSIS | 10 |
| 2.5 | RISK EVALUATION | 12 |
| 2.6 | RISK TREATMENT | 13 |
| 2.7 | MONITOR AND CONTROL | 13 |
| 2.8 | INCIDENT REPORTING | 15 |
| 3. | RISK MANAGEMENT TABLES | |
| | <u>OVERVIEW</u> | 16 |
| 2.1 | ON-WATER | 17 |
| 2.2 | OFF-WATER | 23 |
| 2.3 | ENVIRONMENT | 27 |
| 2.4 | GYC SAILING OPERATIONS | 32 |
| 4. | GYC RISK TREATMENT PLAN | 37 |

Introduction to the Club Risk Management Template

Safety is Geraldton Yacht Club's priority. Proper risk management processes can contribute to maintaining a safe environment for sailing activities. Safety is about the protection of people, physical property and organisations.

Risk management will assist the club to meet our duty of care. Risk management involves putting processes in place to make sure that:

- The hazards (or unwanted events) associated with proposed sailing activities have been comprehensively and systematically identified, assessed and recorded.
- Controls have been identified and put in place to keep risks at an acceptable level.
- Checks are made, and evidence maintained to confirm that the controls are in place and effective.

GYC already has a number of controls in place to reduce risk levels:

- Advising competitors to check the weather forecast for race days
- Requiring competitors to wear Life jackets
- Making competitors sign on and off when racing
- Requiring people to be trained or licensed before driving safety craft
- Requiring people to be trained before acting as instructors or coaches
- Having first aiders available on race days

GYC now needs to continue conducting the process of identifying hazards and assessing the appropriateness of controls as a rigorous and comprehensive process led by the Management Committee.

The main purpose of developing this manual is to provide GYC with guidance and tools that can be used to continue this process.

Whilst the manual is based on available Risk Management Standards and recognised best practices, it should not be considered a conclusive resource, however, if it is followed and regularly reviewed by the key people, the resource will help the GYC meet its duty of care.

1. INTRODUCTION

1.1 Philosophy

Geraldton Yacht Club (GYC) recognises the risks associated with conducting sailing races and activities (including training) at the club. To assist the club and its officials (including volunteers and instructors) to minimise these risks, Australian Sailing with the assistance of its State Associations has developed a basic risk management tool which GYC implemented with a view to providing a safer sporting environment and experience for sailors.

1.2 Background – Duty of Care

GYC, Flag Officers, Management Committee and race officials owe a duty of care to participants in sailing races and activities where there is a reasonably foreseeable risk of harm or injury to participants as a result of their actions. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants as a result of those risks which are foreseeable.

This is the rationale which underpins any risk management program. In this case, the process of identifying risks involved in conducting sailing competitions and activities, and then adopting strategies and actions designed to reduce these risks wherever possible.

1.3 Objectives

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

1.4 What is Risk Management?

This risk management has been developed to assist in systematically eliminating or minimising the adverse impact of all activities which may give rise to injurious or dangerous situations. This requires the development of a framework within which risk exposure can be monitored and controlled. Risk management is a tool by which persons involved in sport can seek to meet their duties and responsibilities, and minimise their exposure to liability.

Risks which are covered by a risk management program include:

- Physical Risks – Injuries to participants, the public and staff.
- Legal Risks – Losses and costs arising from legal actions for breach of a common law or statutory duty of care and compliance requirements
- Financial Risks – Increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs
- Moral and Ethical Risks – Loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

1.5 Which Risks Need to be Managed?

Importantly, the law does not require yacht clubs to provide a completely risk free environment. Indeed, by agreeing to participate in sailing activities, participants will be taken to have consented to those risks which form an inevitable aspect of the activity. Geraldton Yacht Club will not be required to take steps to counter risks where it would be unreasonable to expect a yacht club to do so in the circumstances. Yacht clubs are however expected to adopt reasonable precautions against risks that might result in injuries or damages which are reasonably foreseeable.

1.6 The Australian Standard

The approach adopted by GYC is based on the Australian Standard's Handbook on Risk Management HB 246:2010 and Risk Management – Principles and Guidelines AS 31000:2018.

This resource has sought to simplify the steps set out in the Australian Standard, and includes the following stages:

- Communication and Consultation
- Establish the Context
- Risk Assessment
- Risk Identification
- Risk Analysis
- Risk Evaluation
- Risk Treatment (action plan)
- Monitoring and Review

1.7 GYC Risk Management – Scope and Limitations

This resource has been developed specifically for the sailing component of GYC activities. As such it does not address risk management considerations for other elements of GYC operations such as governance, administration, finance, insurance or planning.

The resource is not a “be-all-and-end-all” resource that will make GYC litigation proof or completely fail-safe. However, if followed and regularly reviewed, it is likely to increase safety and may serve as a useful defence to claims for breach of duty of care.

Risks will vary depending upon the circumstances and the ways in which GYC operates. It is up to the Committee and key people at GYC, when using this resource, to think about other risks not identified here, and plan for their treatment accordingly. “Other Local Risks” should be included in this process where indicated in the Risk Management Tables.

1.8 Who Should be Involved in the Risk Management Process?

Successful management of risk will reflect the expectations and mandate of those at the top (e.g. Flag Officers and Management Committee). It is critical that these people express the mandate and commitment. Leadership from the top will shape the culture, and the culture will either encourage or discourage effective risk management.

It is important that all “key” people from the Committee to race officials, instructors, volunteers and other stakeholders, are involved in each step of the risk management process. Key people such as our head coach/instructor or senior race official have the training and knowledge that is required when risk questions regarding sailing races and activities are asked. Do not try to complete the risk management process in this resource without consulting with other key people in your organisation. Failure to do so may result in the responses being flawed and a less than adequate document.

Finally, all involved in yachting at GYC have a responsibility to take a pro-active approach to the identification and management of risk in all of their training and participation activities.

1.9 Accountability

GYC should ensure that there is authority, accountability and appropriate competence for managing risk. This can be facilitated by:

- Identifying the risk owner who has the authority to manage the risk
- Identifying who is responsible for managing the risk management framework
- Identifying other responsibilities of people at all levels in the club/centre
- Establishing internal reporting and escalation processes

As officers of the organisation, Flag Officers and Management Committee and officials all have a responsibility to be diligent in how the organisation exercises its objectives. Due diligence requires that, among other things, the people in positions of authority ensure that the organisation has available, and uses, appropriate resources and processes to minimise risks.

The GYC should have a nominated officer to be responsible for the reviewing and updating of this document. However, this does not absolve the club officers or principals of their responsibilities.

Implementing a Risk Management Process

The key steps of the risk management process should involve:

1. Working out the scope of the activities that are going to be covered (i.e. what is in and what is out).
2. Systematically identifying, recording and assessing the hazards (unwanted events) associated with these activities (usually completed as a group).
3. Identifying and recording the controls that are already in place to reduce the level of risk associated with these hazards.
4. Assessing the level of risk with the controls already in place.
5. Determining whether the level of risk is acceptable (they are not acceptable if they are 'Extreme').
6. Deciding if 'High' or 'Moderate' risk has been reduced to as low as reasonably practicable (ALARP).
7. Determining the additional controls required to bring the level of risk down to an acceptable level.
8. Developing a list of actions (also called risk treatments) to put these controls in place.
9. Ensuring that the actions/risk treatments are completed.
10. Ensuring that all identified controls are implemented and effective.

Importantly, risk management is not something that is done once, 'ticked off' and put on a shelf to gather dust. Risk management must be an ongoing process that must be revisited in a systematic manner on a regular basis and whenever either of the following occurs:

- Something has, or is proposed to be, changed from the situations that were assessed. This could be a change to the training activities, numbers or types of rescue craft, race formats or times, types of boats or courses that are being run, or the introduction of overlapping courses.
- When there has been an incident or emergency, to establish whether the correct controls were in place and what needs to occur in the future.

This manual is largely focussed on the first three parts in the four part cycle in Figure 1. However, GYC must have systems in place to make sure that the monitoring of controls is carried out. Without this last step, the risk management process is incomplete leaving sailors at risk and classes and officials exposed to potential litigation.

2. THE RISK MANAGEMENT PROCESS

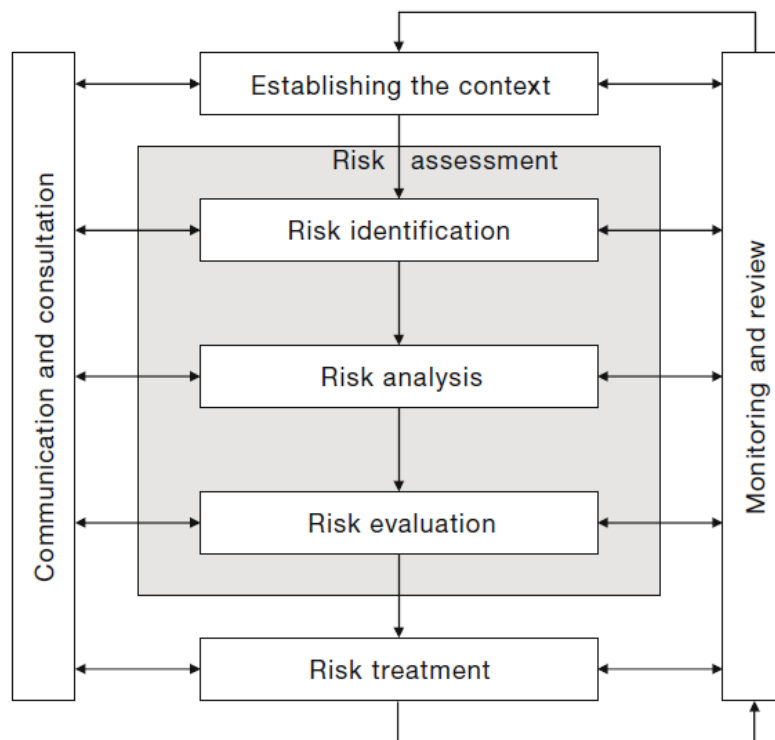


Figure 1

2.1 Communication and Consultation

It is essential that all GYC members and participants in programs and activities are aware of the risk management program and are consulted in its development, implementation and evaluation. It is equally essential that this communication process begin early and continue to be maintained at all stages of the consultation process.

Effective communication ensures that those accountable for implementing the risk management process and stakeholders understand the basis on which decisions are made, and the reasons why particular actions are required.

Membership of GYC is constantly changing and as such the club should ensure that new members are introduced to the risk management policy and obligations as part of their induction into club life. Similarly, entrants in competitions and races that are not members of your club should also be made aware of the club's risk management procedures and any rules with which they must comply.

2.1.1 Examples of Communication Strategies

- To Members :
 - Publish an explanation of its existence in the club newsletter (Congratulate and thank the people who have completed the document).
 - Post it in the members section of the club website.
 - Put a one page summary on the noticeboard and point to the details on the website.
 - Invite members to contribute to its the development of the document.
- To Race Officials, Instructors and Coaches (on water personnel):
 - Conduct an annual Risk Management Update for all on water personnel.

- Before every on water session mention the RMP and IMP in your crew briefing.
- Provide copies or website links for more information.
- Laminate relevant pages such as the IMP Contacts page and make sure there is a copy in the sailing office, starting tower and on every safety boat as appropriate.

2.2 Establishing the Context

Establishing context defines the basic parameters through which the risk management process is considered and forms the groundwork for the rest of the risk management process. Establishing the context is concerned with:

- Understanding the GYC objectives
- Recognising the features of the environment, or circumstances, inside and outside of GYC which can give rise to uncertainty and risks to its objectives
- Internal and external stakeholders
- GYC's risk criteria against which it will evaluate the acceptability of risks that have been considered

Where GYC may have complete control over its objectives, it pursues these against the background of their internal and external environment. GYC cannot control all aspects of these environments and so is exposed to uncertainty. Articulating the club's objectives should also consider the club's legal charter and constitution. The objectives of the GYC can be found in our strategic plan.

The internal environment includes features such as governance structures, roles and responsibilities. It may include assets or even intangible assets such as experience based skills or intellectual property. These contexts should take into account the relationships that the GYC, and the expectations it has, and must meet. The environment importantly considers the people engaged, whether they are paid or voluntary, and their capabilities.

Environmental factors external to the GYC may include relevant laws, regulatory codes of behaviour, media, sponsorship, trends, the economic climate and relationships with external stakeholders. It is important to include any public perceptions, community trust and the wide range of recreational and sporting opportunities sought by participants.

Stakeholders are those persons or organisations that can affect, be affected by, or perceive themselves to be affected by a decision or activity of the GYC

2.3 Risk Identification

The first step in our risk management program is to identify what risks exist (or may exist in the future) within our sailing races and activities. It is important that people who are regularly involved in the sport are involved in identifying risk areas. Officials, instructors, coaches and even participants should be consulted. There is no substitute for actual practical experience in working out why accidents occur, or what presents a potential problem.

There are a number of things that must be considered in identifying risks:

- The age of participants, experience, type of fleet
- The type of activities conducted
- Injury history (including type of injury and cause)
- How operational procedures are conducted, and whether there have been any previous problems

For the initial GYC Risk Management Plan. Four **Risk Categories** have been identified. As recommended by Australian Sailing a number of common risks which fall within these categories. Our task is to assess and treat (where necessary) these risks in the context of the GYC and its activities. Space has also been provided under each category for you to identify additional risks which are particular to the GYC.

2.3.1 Risk Categories:

(a) On-Water

This category includes all risks associated with the conduct of sailing races and sailing activities once the participants have left shore. On-water risks will vary depending upon the nature of the activities, experience of participants and organisers and the location(s) in which they are conducted.

(b) Off-Water

This category refers to the risks involved in activities which immediately precede and follow our on-water events and activities. Launching and retrieval of boats, rigging and preparation activities of race organisers and instructors should all be considered in this regard.

(c) Environment

The physical environment in which we conduct GYC events will necessarily include risks to personal safety and property damage. This category is not concerned with the on-water environment, but rather focuses on the GYC and surrounding environments which are utilised by members, participants, and in some circumstances, the general public.

(d) GYC Sailing Operations

This category includes members, officials, participants, parents, visitors and spectators who may be involved in the GYC sailing activities. The GYC owes a duty of care to those people who may be affected by its actions and therefore should ensure that it takes steps to manage the risks which may confront the clubs personnel, in addition to those risks which arise as a result of their conduct.

2.4 Risk Analysis

Having identified the risks involved in GYC activities we need to analyse them in order to better understand them. This analysis provides input to the evaluation of the risk and whether or not it needs to be treated. It also assists in the selection of risk treatments once evaluation determines that treatment is required.

Central to this analysis is the assessment of the identified risks in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

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

In order to systematically assess the risks identified in the first stage of the process, we apply the risk rating scales set out below in Tables 1 – 3. The risk rating scales will allow you to rate identified risks and then identify risk management priorities.

2.4.1 Likelihood

The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.

Table 1: Likelihood Scale

| Rating | LIKELIHOOD The potential for problems to occur in a year |
|---------------|---|
| A | ALMOST CERTAIN: Will probably occur, could occur several times per year |
| B | LIKELY: High probability, likely to arise once per year |
| C | POSSIBLE: Reasonable likelihood that it may occur at some stage over a five-year period |
| D | UNLIKELY: Plausible, could occur over a five to ten year period |
| E | RARE: Very unlikely but not impossible, once in 100 years |

2.4.2 Severity

The severity of a risk refers to the degree of loss or damage which may result from its occurrence.

Table 2: Severity Scale

| Rating | POTENTIAL IMPACT In terms of the objectives of the organisation |
|---------------|---|
| A | CATASTROPHIC: One or more fatalities. |
| B | MAJOR: Permanent disabling injury. Vessels lost or damaged beyond repair. |
| C | MODERATE: Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete series, race or passage. |
| D | MINOR: Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable. |
| E | NEGLIGIBLE: Minor injuries possibly requiring first aid. Minor damage to equipment. |

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

2.4.3 Risk Impact

The risk impact matrix determines the severity of the risk and the impact it could have on the organisation. It provides an indicator to assist in the decision making of what action is warranted for the risks.

Table 3: Risk Impact Matrix

| | | POTENTIAL IMPACT | | | | |
|------------|---------------------|------------------|-------------|------------|------------|------------|
| | | A | B | C | D | E |
| | | Catastrophic | Major | Moderate | Minor | Negligible |
| LIKELIHOOD | A Almost certain | Extreme (1) | Extreme (1) | Major (2) | Major (2) | Medium (3) |
| | B Likely | Extreme (1) | Extreme (1) | Major (2) | Medium (3) | Minor (4) |
| | C Possible | Extreme (1) | Major (2) | Major (2) | Medium (3) | Minor (4) |
| | D Unlikely | Major (2) | Major (2) | Medium (3) | Minor (4) | Minor (4) |
| | E Rare | Medium (3) | Medium (3) | Minor (4) | Minor (4) | Minor (4) |

Key:

| | |
|----------|--|
| 1 | Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention |
| 2 | Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation |
| 3 | Medium risks that are likely to arise or have serious consequences requiring attention |
| 4 | Minor risks and low consequences that may be managed by routine procedures |

Once risk impact has been determined the committee can evaluate what response is necessary to make the risk tolerable to the organisation.

| Danger of entrapment | | | | | | | | | | | | | |
|----------------------|--------------------------------------|--|----------|---|----------|---|---|---|----------|---|----------|---|---|
| DE1 | Sailor entrapped under capsized boat | | Major | 5 | Possible | C | E | Safety boat to observe dinghy which is capsized and render assistance promptly if required. | Moderate | 4 | Unlikely | E | M |
| SB3 | Prop hitting someone | | Moderate | 3 | Likely | B | H | Only trained people are allowed to be near kids in water, if you go close to kids the motor should be in neutral and if they are close to the motor the engine shall be turned off. | Minor | 2 | Unlikely | D | L |

2.5 Risk Evaluation

The purpose of risk evaluation is to assist in making decisions about which risks need treatment and the priority for treatment implementation. These decisions are based on the risk analysis.

Risk evaluation involves comparing the level of risk analysis with risk criteria established when the context was considered. It involves determining what risks are tolerable to the organisation having regard to the organisation's attitude to risk.

2.6 Risk Treatment (Action Plan)

Risk treatment is the process to modify risk. It involves selecting one or more options for modifying risks and implementing them. This stage is all about identifying and testing strategies to manage the risks which have been identified and subsequently evaluated as posing a real risk to participants. Ideally officials will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some "reality testing" of risk treatment strategies as officials determine what reasonable steps they may take to reduce the impact of the risk arising.

If GYC has assessed a risk and the risk has rated highly we will need to carefully consider necessary policies, procedures and strategies to treat the risk. If a risk is identified as "Extreme", the Club must ensure that it is addressed and controls are put in place to reduce its severity and likelihood. These will include what is needed to treat the risk, who has the responsibility and what is the timeframe for risk management. These elements

will comprise our action plan. If the Club already has a strategy in place to address or manage any identified risk, we need to insert details of that strategy in the space provided. If not, we will have to devise a strategy.

NOTE: An action plan may also include a list of resources that are available as part of the risk management process. These will be essential for the effective implementation of any emergency plan and it is critical that staff or volunteers have the knowledge of what and where they are.

2.7 Monitor and Control

It is very important that officials review the risk management plan at the end of the competition, activity, program or season. The risk management plan should be a fluid document which is regularly updated to take account of changes within the GYC.

The keeping of records and the continued evaluation of the risk management plan in the light of such records is crucial. The risk management procedures should include the documentation of any accidents, as well as information on the effectiveness of the risk management plan. Statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.

It is suggested that the GYC use methods such as:

- Assigning a key person to be responsible for overseeing the risk management activities
- Developing checklists for any given activity or risk control to ensure the operator knows and implements the controls
- Periodically checking that procedures are being observed, that equipment is in place and being maintained
- Periodically reviewing the risk register. This is a mandatory action if circumstances or activities change within the Clubs or its environments.
- Provide a report to the committee at periodic intervals
- Make the Club's risk management activities a standing item on the Club's Management committee's agenda

Risk management plans cannot remain static. They should be approached and maintained as a live document. Risks can change according to changes in legislation, development of safe practices and techniques, and developing technology in the sport of sailing. Constant evaluation and updating must be done to take account of developing trends and the organisation's own experience.

PLEASE NOTE: *This resource is a guide. The risks which have been included under the respective Risk Categories in the following Risk Management tables were identified by researching other Club's plans and formulated by the GYC's Secretary (2017). There will be circumstances where risks which are particular to the GYC sailing activities that may not have been addressed. Space has been provided for you to identify and address these.*

2.8 Incident Reporting

Purpose: To ensure that every incident is handled in the correct method as outlined in the relevant state Workers Compensation and Return to Work Legislation and Guidelines. Also, to ensure that injured workers are brought back to full health and fitness and resume duties back at work as soon as possible.

Scope: This procedure encompasses all incidents, accidents and injuries that occur within the workplace.

Responsibilities: It is the responsibility of Management to contact the Return-to-Work Coordinator and cooperate fully with the process.

It is the responsibility of every member of Workers to follow the instructions within this procedure.

Procedure:

- Whenever there is an incident, it must be reported to management
- The incident then **MUST** be recorded in the Incident Report Form register.
- The incident form will ask you to nominate the parties that must be notified and will give you options on how you are going to follow-up and what you are going to do.
- From these options the following people **MUST** be made aware of the incident: Workcover in your state, the GYC Operation's Manager and Great Western Insurance Brokers.
- The Incident Report will also allow you to fill in dates for follow up and will remind you through email prompts when follow up is due.
- Be sure to get the injured person (if there is one) immediate First Aid (see WHS019 First Aid) and medical attention when necessary.
- Do not leave the scene until management has arrived and has excused you if you are first to arrive.
- For follow up and next steps, please refer to WHS023B Return to Work Coordinator's handbook (see below for instructions).

All Incidents **must** be reported to the Operation's Administrator or a GYC Management Committee Member.

Identifying Risks and Controls

The risk management process includes identifying risks, categorising them and developing control strategies to mitigate those risks.

The GYC will draw on its key people, those with experience in risk management and those with extensive sailing, racing and training knowledge, to undertake this activity.

It is effective to be organised and list the categories of risk and identify the various problems or incidents that could occur. For each of these hazards, the club should devise a way of controlling it and then assign responsibility and a time frame for its implementation.

Hazards change; new ones develop and others may cease, as a result of changing circumstances or the environment at the club. It is important that the risk identification and control process is always alive and frequently reviewed.

GERALDTON YACHT CLUB RISK MANAGEMENT TABLES

| ID No. | Hazard | Initial Likelihood | Initial Severity | Initial Risk Rating | Control | Revised Likelihood | Revised Severity | Revised Risk Rating | Is This Risk Acceptable? Yes or No | Resources | Person Responsible | Time-frame |
|--------|---|--------------------|------------------|---------------------|--|--------------------|------------------|---------------------|------------------------------------|--|--------------------|------------|
| | On Water | | | | | | | | | | | |
| | Weather/Environment/Seastate | | | | | | | | | | | |
| 1 | Severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events. | A | D | 2 | <ul style="list-style-type: none"> Weather forecast. Post forecast on noticeboard. Create a contact list. Management plan. Briefing. Emergency procedures. | B | E | 4 | Yes | <ul style="list-style-type: none"> BOM. Seabreeze Midwest Ports | OOD SRC | Always |
| 2 | Dangerous sea and wave conditions result in capsizes, personal injury or boats being unable to get off the beach or return to shore safely. | B | D | 3 | <ul style="list-style-type: none"> Weather forecast Create contact list Post forecast on noticeboard Refer Sailing Instructions Abandon Racing | D | E | 4 | Yes | <ul style="list-style-type: none"> BOM SeaBreeze | OOD SRC | Always |
| 3 | Sunstroke / sunburn / dehydration to sailors and /or officials. | A | C | 2 | <ul style="list-style-type: none"> Flag Officer on Duty raise awareness Provide water & sunscreen Extra water on Safety boats | B | D | 3 | Yes | <ul style="list-style-type: none"> Water and sunscreen provided | OOD SRC JRC Self | Always |
| 4 | Seasickness of rescue craft personnel resulting in not being able to provide effective rescue capabilities. | B | D | 3 | <ul style="list-style-type: none"> Raise awareness. Use Radio to call for substitute crew. Advise Flag Officer on duty | D | E | 4 | Yes | | OOD SRC JRC | Always |

| ID No. | Hazard | Initial Likelihood | Initial Severity | Initial Risk Rating | Control | Revised Likelihood | Revised Severity | Revised Risk Rating | Is This Risk Acceptable? Yes or No | Resources | Person Responsible | Time-frame |
|--------|---|--------------------|------------------|---------------------|--|--------------------|------------------|---------------------|------------------------------------|--|--|------------------|
| 5 | Sailors and race officials develop hypothermia. | C | D | 3 | <ul style="list-style-type: none"> • First Aid training • First Aid equipment • Raise awareness • Appropriate Clothing | D | D | 4 | Yes | <ul style="list-style-type: none"> • First Aid Kit. • Thermal blanket • Ring 000 | OOD SRC JRC Self Support Boat Crew | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Participating Boats | | | | | | | | | | | |
| 6 | Collision of boats resulting in personal injury and/or major damage disabling boat(s). | B | B | 1 | <ul style="list-style-type: none"> • Clear pre-race instructions • Training of competitors in race rules • Application of IRPCS | C | B | 2 | Yes | <ul style="list-style-type: none"> • IRPCS, • YWA • ORHB • Current RRS • First Aid Kits | OOD PRO Instructor SRC JRC | Prior to Sailing |
| 7 | Personal injury to crew member(s) | A | C | 2 | <ul style="list-style-type: none"> • Skipper & Crew Safety Briefing • PPE • First Aid Kits | B | D | 3 | Yes | <ul style="list-style-type: none"> • First Aid Kits | <ul style="list-style-type: none"> • OOD • Instructor • Skipper & Crew | Prior to sailing |
| 8 | Inexperienced sailors or disabled boats lose control and get into difficulties which require external assistance. | B | C | 2 | <ul style="list-style-type: none"> • Skipper preparedness & training. • Boat Equipment Inspections • Ratio of support boats to participants | C | D | 3 | Yes | <ul style="list-style-type: none"> • Sea Rescue • Support Boats | <ul style="list-style-type: none"> • OOD • Instructor • Skipper & Crew • Support Boat Crew | Prior to sailing |

| ID No. | Hazard | Initial Likelihood | Initial Severity | Initial Risk Rating | Control | Revised Likelihood | Revised Severity | Revised Risk Rating | Is This Risk Acceptable? Yes or No | Resources | Person Responsible | Time-frame |
|--------|---|--------------------|------------------|---------------------|--|--------------------|------------------|---------------------|------------------------------------|---|---|------------------|
| 9 | Sailor Falls Overboard | B | A | 1 | <ul style="list-style-type: none"> • PPE • M.O.B Training | C | C | 2 | Yes | <ul style="list-style-type: none"> • Instructors | <ul style="list-style-type: none"> • SRC • JRC | Prior to sailing |
| 10 | Sailor falls overboard and requires external assistance to locate and recover. | B | A | 1 | <ul style="list-style-type: none"> • M.O.B training mandatory. • Sign On/Off form. • Trained Support boat operators • Support boat radio | C | C | 2 | Yes | <ul style="list-style-type: none"> • IRPCS • Support boat • Call 000 • Sea rescue | <ul style="list-style-type: none"> • OOD • Instructor • Skipper • Safety Boat | Pre season |
| 11 | Crew member(s) trapped underwater in a capsized boat | C | A | 1 | <ul style="list-style-type: none"> • Capsize Training • Trained safety boat operators • PPE | C | C | 2 | Yes | <ul style="list-style-type: none"> • Support Boat • Sailing Instruction | <ul style="list-style-type: none"> • Sailors • Safety Boat Crew • SRC • JRC | Pre season |
| 12 | Collision of boat with submerged object resulting in personal injury or major damage to boat. | C | D | 3 | <ul style="list-style-type: none"> • Race Instructions define known sites • Pre-race instruction awareness | C | D | 3 | Yes | <ul style="list-style-type: none"> • Sailing Instructions • Local Maps | <ul style="list-style-type: none"> • Skippers • Sailors • SRC • JRC | Prior to sailing |
| 13 | Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident | C | D | 3 | <ul style="list-style-type: none"> • Equipment check list. • Inspections | D | E | 4 | Yes | <ul style="list-style-type: none"> • RRS • Safety Check list | <ul style="list-style-type: none"> • SRC • JRC • Safety Officer | Always |
| 14 | Missing boat(s) either during a race or failing to complete a race | C | C | 2 | <ul style="list-style-type: none"> • Sign On/Off sheets • Recording boats • Final check | D | C | 3 | Yes | <ul style="list-style-type: none"> • RRS • Sailing Instructions • Boat List | <ul style="list-style-type: none"> • OOD • SRC • JRC • Finish Boat Crew | Race Days |
| 15 | Dangerous interaction with commercial vessels or other recreational boats. | B | C | 2 | <ul style="list-style-type: none"> • Keep a good look out • Avoid restricted areas • Crew training | C | C | 2 | Yes | <ul style="list-style-type: none"> • Shipping Movements • Sailing Instructions • Restricted Area Map | <ul style="list-style-type: none"> • Skipper • Crew • OOD | Race Days |

| ID No. | Hazard | Initial Likelihood | Initial Severity | Initial Risk Rating | Control | Revised Likelihood | Revised Severity | Revised Risk Rating | Is This Risk Acceptable? Yes or No | Resources | Person Responsible | Time-frame |
|--------|--|--------------------|------------------|---------------------|---|--------------------|------------------|---------------------|------------------------------------|--|--|------------|
| | | | | | <ul style="list-style-type: none"> Respond to ship signal | | | | | | | |
| 16 | Personal injury to swimmers following a collision with a competitor, participant or official boat. | D | B | 2 | <ul style="list-style-type: none"> Awareness Keep a look out Avoid Swimming areas | E | B | 3 | Yes | <ul style="list-style-type: none"> Swimming Area map Training | <ul style="list-style-type: none"> Skipper Crew Official Boat Crews | Race Days |
| 17 | Potential collisions between boats of different classes in multi-class events. | B | B | 1 | <ul style="list-style-type: none"> Keep a look out Crew training Race briefing Planning Courses | D | B | 2 | Yes | <ul style="list-style-type: none"> RRS Sailing Instructions Course Map | <ul style="list-style-type: none"> Skipper SRC JR OOD | Race Days |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Race Management and Equipment | | | | | | | | | | | |
| 18 | Mechanical breakdowns / gear failure or fire in rescue vessel(s) resulting in being unable to provide effective rescue capabilities. | C | C | 2 | <ul style="list-style-type: none"> Regular Servicing of Safety Boats. Maintenance Log Pre Start Checks Extra Boat | E | E | 4 | Yes | <ul style="list-style-type: none"> Safety boat check list Extra Boats & Crew Maintenance Schedule | <ul style="list-style-type: none"> Safety boat officer and / or crews SRC JRC | Pre-Race |
| 19 | Fire/explosion (e.g. on Rescue Craft) resulting in personal injury to crew | E | B | 3 | <ul style="list-style-type: none"> Regular servicing of safety boats. Maintenance log. Fire Extinguisher servicing. | E | C | 4 | Yes | <ul style="list-style-type: none"> Safety boat check list Training in first aid | <ul style="list-style-type: none"> Safety boat officer and/or crew SRC JRC | Pre-race |

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|--------|---|--------------------|------------------|---------------------|--|--------------------|------------------|---------------------|------------------------------------|---|--|---------------------|
| | | | | | <ul style="list-style-type: none"> • Safe storage of fuel. • No ignition point. • Training • First Aid Kit | | | | | <ul style="list-style-type: none"> • and fire extinguisher • Maintenance Schedule | | |
| 20 | Delay in attending to a medical emergency / injury occurring mid-race with potential to aggravate the condition of the injured person(s). | C | D | 3 | <ul style="list-style-type: none"> • First Aid training. • Safety boat training. • Regular servicing of safety boats • Radio communication checks • Vigilance of Safety boat crew | D | D | 4 | Yes | <ul style="list-style-type: none"> • Safety boat check list. • Emergency response plan • Binocular's | <ul style="list-style-type: none"> • Safety boat officer and/or crew • OOD | Pre & during racing |
| 21 | Prevailing weather conditions prevent rescue vessels being able to remain on station or fulfil their role. | D | D | 4 | <ul style="list-style-type: none"> • BOM forecasts. • Rules on when to cancel & stand down safety boats • PRO abandon Racing | D | E | 4 | Yes | <ul style="list-style-type: none"> • Midwest Ports Seaview • BOM Access • Flag Officer of the day instructions | <ul style="list-style-type: none"> • OOD • SRC • JRC | Always |
| 22 | Injury to person(s) in the water from rescue and race official boat propellers. | D | B | 2 | <ul style="list-style-type: none"> • Safety boat operation training • Prop guards • Training • Keep a look out | E | B | 3 | Yes | <ul style="list-style-type: none"> • Crew Training • Fitting of Prop guards | <ul style="list-style-type: none"> • Safety boat operator & crew • Boat Maintenance | Always |
| 23 | Inadequate or insufficient safety / rescue equipment provided by race / event organisers. | E | D | 4 | <ul style="list-style-type: none"> • Follow YA recommendations on ratio of safety boats • Safety Equipment Checks | E | D | 4 | Yes | <ul style="list-style-type: none"> • RRS • Safety Equipment check list | <ul style="list-style-type: none"> • Flag officer on duty • SRC • JRC • Race Committee | Pre-race |

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|--------|---|--------------------|------------------|---------------------|---|--------------------|------------------|---------------------|------------------------------------|---|--|------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Training | | | | | | | | | | | |
| 27 | Insufficient supervision of juniors in training exercises resulting in accidents or injury. | C | D | 3 | <ul style="list-style-type: none"> • Maintain supervision. • Trained instructors • Limit ratio of juniors to instructors | C | E | 4 | Yes | <ul style="list-style-type: none"> • More supervisors | <ul style="list-style-type: none"> • Instructor / trainer in charge. | Always |
| 28 | Poor Induction of assisting supervisors resulting in confusion & possible neglect of task | B | D | 3 | <ul style="list-style-type: none"> • Pre-commencement induction and sign off • Duty Statement | D | E | 4 | Yes | <ul style="list-style-type: none"> • Duty Statement for task | <ul style="list-style-type: none"> • Instructor in charge | Always |
| 29 | Personal injury to passengers in coach boats | C | D | 3 | <ul style="list-style-type: none"> • Passengers sanctioned by head instructor only. • Passenger Induction | D | E | 4 | Yes | <ul style="list-style-type: none"> • Passenger Induction package | <ul style="list-style-type: none"> • Coach Boat operator • Head Instructor | Always |
| 30 | Personal injury to selves or others as a result of inexperience participants | B | E | 3 | <ul style="list-style-type: none"> • Instructors to assess individual capabilities & tailor sessions to suit | C | E | 4 | Yes | <ul style="list-style-type: none"> • Skills assessment | <ul style="list-style-type: none"> • Instructor | Always |

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|---|---|-----------------------|---------------------|---------------------------|---|-----------------------|---------------------|---------------------------|--|---|---|----------------|
| | Off-Water | | | | | | | | | | | |
| 1 | Improper use of towing vehicle resulting in injury. | C | C | 2 | <ul style="list-style-type: none"> Only licenced personnel to use vehicle Advise to operate at walking pace | D | D | 4 | Yes | <ul style="list-style-type: none"> Induction pack for driver | <ul style="list-style-type: none"> Vehicle Operator. Boat Owner | Always |
| 2 | Persons sustaining injury from slipping on launching ramp. | B | D | 3 | <ul style="list-style-type: none"> Caution users when using ramp. Appropriate footwear | C | D | 3 | Yes | <ul style="list-style-type: none"> Induction pack | <ul style="list-style-type: none"> All | Always |
| 3 | Theft or damage of participant's boats or gear due to poor security or storage of equipment. | C | D | 3 | <ul style="list-style-type: none"> Club to maintain secure storage Security awareness | D | E | 4 | Yes | <ul style="list-style-type: none"> Secure storage Security fencing | <ul style="list-style-type: none"> All | Always |
| 4 | Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas. | C | D | 3 | <ul style="list-style-type: none"> Restrict traffic movement. | D | E | 4 | Yes | <ul style="list-style-type: none"> Indication witches hats | <ul style="list-style-type: none"> All | Always |
| 5 | Equipment left lying around posing risk of injury. | C | C | 2 | <ul style="list-style-type: none"> Promote general house-keeping & rules | D | D | 4 | Yes | <ul style="list-style-type: none"> Policies | <ul style="list-style-type: none"> All | Always |
| 6 | Placing heavy equipment and boats high up in storage racks resulting in injury or damage during retrieval. | C | C | 2 | <ul style="list-style-type: none"> Promote good manual handling techniques. Adult Supervision | D | D | 4 | Yes | <ul style="list-style-type: none"> Manual handling Code of practice | <ul style="list-style-type: none"> All | Always |
| 7 | Sailors leaving rigging trailers/beach | C | D | 3 | <ul style="list-style-type: none"> Promote orderly parking | D | E | 4 | Yes | | <ul style="list-style-type: none"> Sailors | Always |

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|----|--|-----------------------|---------------------|---------------------------|---|-----------------------|---------------------|---------------------------|--|--|---|----------------|
| | trolleys on roads or at the water's edge unsecured, causing damage to vehicles, trailers, or the public. | | | | | | | | | | | |
| 8 | Inexperienced or careless persons re-fuelling power boats resulting in burns and property damage. | C | C | 2 | <ul style="list-style-type: none"> Only instructors or experienced operators to refuel boats | D | C | 3 | Yes | <ul style="list-style-type: none"> | Support boat officers | Always |
| 9 | Failure of participants to use and/or officials to check sign-off sheets resulting in missing person going unnoticed. | C | C | 2 | <ul style="list-style-type: none"> Flag officer on duty to remind participants to sign on & off. Flag officer on duty to check after race Vigilant support boat crew | E | C | 4 | Yes | <ul style="list-style-type: none"> Yellow Book Blue Book Sailing Instructions Officer on duty instructions | <ul style="list-style-type: none"> OOD Support boat crew Skipper | Race |
| 10 | Personal injury and property damage arising from rigging accidents such as falling masts, objects falling from heights or wire breaking under tension. | C | C | 2 | <ul style="list-style-type: none"> Promote awareness of risk management when working on rigging. Rigging training | D | D | 4 | Yes | <ul style="list-style-type: none"> Trainer | <ul style="list-style-type: none"> OOD Support crew Everyone in rigging area | Always |
| 11 | Glass or needle stick injuries to sailors in launching and rigging craft on uncleaned beaches and foreshores. | B | D | 3 | <ul style="list-style-type: none"> Wear shoes Check beach & rigging area Promote Awareness | D | E | 4 | Yes | <ul style="list-style-type: none"> Gloves Needle container | <ul style="list-style-type: none"> All crews SRC JRC | Always |

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|----|---|-----------------------|---------------------|---------------------------|---|-----------------------|---------------------|---------------------------|--|---|---|----------------|
| 12 | Inaccurate interpretation of weather reports resulting in sailors heading out to sea in dangerous conditions. | D | C | 3 | <ul style="list-style-type: none"> • 2nd opinion • Re Check forecast • Post BOM forecast | E | E | 4 | Yes | <ul style="list-style-type: none"> • BOM-computer & printed | <ul style="list-style-type: none"> • SRC • JRC • OOD | Always |
| 13 | Careless loading / unloading and laying of course equipment may result in injuries. | C | D | 3 | <ul style="list-style-type: none"> • Train support boat crews in procedures for laying & retrieving marks | D | E | 4 | Yes | <ul style="list-style-type: none"> • Practical training in winches | <ul style="list-style-type: none"> • Support Boat Officer | Always |
| 14 | Inadequate compliance checks conducted on boats participating in GYC activities. | C | B | 2 | <ul style="list-style-type: none"> • Maintenance and compliance checks | D | E | 4 | Yes | <ul style="list-style-type: none"> • Safety check list | <ul style="list-style-type: none"> • Safety Officer • Owner | Pre Season |
| 15 | Poor handling of disputes and grievances resulting in dissatisfaction amongst sailors and potential legal exposure. | C | C | 2 | <ul style="list-style-type: none"> • Implement procedures outlined in Membership Protection Policy • Appoint Arbitrator | D | D | 4 | Yes | <ul style="list-style-type: none"> • Membership protection policy | <ul style="list-style-type: none"> • Flag Officers • Management | Always |
| 16 | Broken glass in the GYC surrounds. | B | D | 3 | <ul style="list-style-type: none"> • Keep Club & surrounds clean • Inspect for broken glass | D | E | 4 | Yes | <ul style="list-style-type: none"> • Bin | <ul style="list-style-type: none"> • All | Always |
| 17 | Club members and guests under the influence of drugs or alcohol on premises. | C | D | 3 | <ul style="list-style-type: none"> • Drug and alcohol policy • RSA Trained bar staff • Code of conduct | C | E | 4 | Yes | <ul style="list-style-type: none"> • Policies | <ul style="list-style-type: none"> • Bar Manager • Flag Officers | Always |
| 18 | Poor food handling practices resulting in food poisoning. | C | D | 3 | <ul style="list-style-type: none"> • Compliance with food & beverage service laws. • Compliance checks | D | E | 4 | Yes | <ul style="list-style-type: none"> • Cleaning products • Gloves • Hot & Cold water | <ul style="list-style-type: none"> • Vice Commodore • All persons handling food | Always |

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|---|--|-----------------------|---------------------|---------------------------|--|-----------------------|---------------------|---------------------------|--|--|--|----------------|
| | Environment | | | | | | | | | | | |
| 1 | Injury to sailors and non-sailors in boat yard / Marina from unfastened boats and equipment. | B | C | 2 | <ul style="list-style-type: none"> • Restrict access to boat yard / marina to those people requiring access where possible • Clearly designate rigging areas and enforce rule • Boats must be tied down | D | C | 2 | Yes | <ul style="list-style-type: none"> • Signs | <ul style="list-style-type: none"> • Boat Owners | Always |
| 2 | Non-compliance with OH&S regulations resulting in personal injury. | A | B | 1 | <ul style="list-style-type: none"> • Promote awareness of safety. • Mandate safety • PPE • Induction on riskier jobs to include safety | C | D | 3 | Yes | <ul style="list-style-type: none"> • GYC safety policy • Access to OHS regulations | <ul style="list-style-type: none"> • Management Committee • Self | Always |
| 3 | Storage of equipment inappropriate for junior and senior members resulting in personal injury or property damage. | B | C | 2 | <ul style="list-style-type: none"> • Promote risk management. • Check storage areas for risks • Safety Check list | D | D | 4 | Yes | <ul style="list-style-type: none"> • Safety check list | <ul style="list-style-type: none"> • Management Committee | Ongoing |
| 4 | Inadequately licensed or trained persons given access to or charge over the operation of mechanical equipment such as: | B | C | 3 | <ul style="list-style-type: none"> • Only trained operators allowed to use mechanical equipment • Persons must have a current vehicle driving licence | C | D | 3 | Yes | <ul style="list-style-type: none"> • Trained Operators • Current Licences | <ul style="list-style-type: none"> • Management Committee | Ongoing |

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|---|---|-----------------------|---------------------|---------------------------|--|-----------------------|---------------------|---------------------------|--|--|---|----------------|
| | <ul style="list-style-type: none"> Winch cables Vehicles | | | | | | | | | | | |
| 5 | Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures. | A | C | 2 | <ul style="list-style-type: none"> Regular fire drills Maintain Fire Extinguishers Signage at Marina & Club | D | D | 4 | Yes | <ul style="list-style-type: none"> Ledger on fire extinguisher maintenance | <ul style="list-style-type: none"> Management Committee | Annually |
| 6 | Unsuitable storage of rescue, maintenance and safety gear resulting in poor repair and subsequent failure when used by officials or participants. | B | C | 2 | <ul style="list-style-type: none"> Regular checks of safety gear. Maintain storage facilities | D | D | 4 | Yes | <ul style="list-style-type: none"> Checklist | <ul style="list-style-type: none"> Management Committee Operators | Always |
| 7 | Member, public and boat access points to the club in disrepair or unsafe condition leading to personal injury. | B | C | 2 | <ul style="list-style-type: none"> Signage Good Access Maintain Facilities | D | D | 4 | Yes | Maintenance plan | <ul style="list-style-type: none"> Management Committee | Always |
| 8 | Risks associated with use of club facilities for functions by members and public | B | C | 2 | <ul style="list-style-type: none"> Emergency Evacuation process clearly visible Emergency exit clearly visible | D | D | 4 | Yes | <ul style="list-style-type: none"> Emergency evacuation plan and signage Exit points clearly visible | <ul style="list-style-type: none"> Management Committee | Always |
| 9 | Environmental damage and subsequent liability resulting from | B | C | 2 | <ul style="list-style-type: none"> Maintain good repair of sewage pipes. | D | D | 4 | Yes | | <ul style="list-style-type: none"> Vice Commodore House | Always |

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|----|--|-----------------------|---------------------|---------------------------|--|-----------------------|---------------------|---------------------------|--|--|---|----------------|
| | inappropriate maintenance of drainage and effluent. | | | | <ul style="list-style-type: none"> • Ensure portable facilities are serviced | | | | | | | |
| 10 | Insufficient attendance to spills and breakages which may cause injury to persons. | C | C | 2 | <ul style="list-style-type: none"> • Raise awareness of environment & required clean up procedures & reporting required • MSDS available | D | D | 4 | Yes | <ul style="list-style-type: none"> • Safety Data sheets • MSDS | <ul style="list-style-type: none"> • Vice Commodore • Management Committee | Always |
| 11 | Injury, damage, complaints or antisocial behaviour associated with use of club for social functions. | B | C | 2 | <ul style="list-style-type: none"> • Trained bar staff • Function management through T&C • Police contacts | C | D | 3 | Yes | <ul style="list-style-type: none"> • T&C's • Membership protection policy • Code of Conduct | <ul style="list-style-type: none"> • Vice Commodore • Management Committee • Bar Manager | Always |
| 12 | Damage and injury associated with dinghy masts falling over. | C | C | 2 | <ul style="list-style-type: none"> • Drop and secure masts for boats stored on lawn/beach when winds are in excess of 25 knots | D | D | 4 | Yes | | <ul style="list-style-type: none"> • OOD • Boat Owners | Race Days |
| 13 | Maintain and review Safety Equipment register | C | D | 3 | <ul style="list-style-type: none"> • Check tags on fire extinguishers • Battery in Defib • Tags on Electrical items | D | D | 4 | Yes | <ul style="list-style-type: none"> • Safety Register | <ul style="list-style-type: none"> • Management Committee | Always |
| 14 | Inadequate storage of hazardous materials/dangerous goods. | B | C | 2 | <ul style="list-style-type: none"> • MSDS on display on notice boards • Update hazardous material register & signage | D | D | 4 | Yes | <ul style="list-style-type: none"> • MSDS • Access to Australian standards | <ul style="list-style-type: none"> • Management Committee | Always |
| 15 | External contractors that may be unfamiliar with club/centre safety protocols. | B | C | 2 | <ul style="list-style-type: none"> • GYC Induction | D | D | 4 | Yes | | <ul style="list-style-type: none"> • Management Committee • Staff | Always |

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|----|--|-----------------------|---------------------|---------------------------|---|-----------------------|---------------------|---------------------------|--|--|--|----------------|
| 16 | Unsafe boat trolleys and cradles to comply with appropriate standards. | B | C | 2 | <ul style="list-style-type: none"> Boat trolleys and cradles to comply with appropriate standards Regular check | D | D | 4 | Yes | | <ul style="list-style-type: none"> JRC Owners | Always |
| 17 | Inappropriate storage of firearms resulting in theft or injury. | C | D | 3 | <ul style="list-style-type: none"> Gun Safe always locked. Separate storage for firing mechanism. Separate storage for safe keys | D | D | 4 | Yes | <ul style="list-style-type: none"> Secure gun cabinet | <ul style="list-style-type: none"> Management Committee | Always |
| 18 | | | | | • | | | | | | | |
| 19 | | | | | • | | | | | | | |
| 20 | | | | | • | | | | | | | |
| | | | | | • | | | | | | | |
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|---|--|-----------------------|---------------------|---------------------------|--|-----------------------|---------------------|---------------------------|--|--|---|------------------|
| | Sailing Operations | | | | | | | | | | | |
| | Equipment | | | | | | | | | | | |
| 1 | Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur. | B | B | 1 | <ul style="list-style-type: none"> • Check first aid kits and equipment regularly. • On water boat sharing • Ready access to first aid kits | C | D | 3 | Yes | <ul style="list-style-type: none"> • First Aid Kit lists • Induction | <ul style="list-style-type: none"> • SRC • JRC • Safety Officer | Always |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Race Event Management | | | | | | | | | | | |
| 2 | Incorrect or inadequate provision of personal information. | B | D | 3 | <ul style="list-style-type: none"> • Introduce secure data base. • Trained Race management staff | D | E | 4 | Yes | <ul style="list-style-type: none"> • Race management guide lines • YWA | <ul style="list-style-type: none"> • SRC • JRC | Pre Regatta |
| 3 | Appointment of inexperienced Race Officer resulting in poor decision-making. | C | D | 3 | <ul style="list-style-type: none"> • Engage services of a qualified PRO • Provide details of local knowledge | D | E | 4 | Yes | <ul style="list-style-type: none"> • YWA training centre. • Race Instructions | <ul style="list-style-type: none"> • SRC • JRC • Regatta Committee | Prior to Regatta |
| 4 | Insufficient support for Race Officer (RO) resulting in too many responsibilities placed on RO and subsequent neglect of duties. | C | D | 3 | <ul style="list-style-type: none"> • Provide adequately experienced race support crews | D | D | 4 | YES | <ul style="list-style-type: none"> • Race Instructions • People • Equipment | <ul style="list-style-type: none"> • SRC • JRC • Regatta Committee | Prior to Regatta |

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|---|---|-----------------------|---------------------|---------------------------|---|-----------------------|---------------------|---------------------------|--|--|---|------------------------|
| 5 | Appointment of insufficiently trained or qualified volunteers into key officiating positions resulting in poor decision-making. | B | C | 2 | <ul style="list-style-type: none"> • Provide training courses for volunteers. • Utilise trained volunteers | D | E | 4 | Yes | <ul style="list-style-type: none"> • YWA training centre. • In house training | <ul style="list-style-type: none"> • SRC • JRC • Regatta Committee | Prior to Regatta |
| 6 | Appointment of unqualified or insufficient competent coaches/instructors resulting in poor instruction to participants. | C | D | 3 | <ul style="list-style-type: none"> • Provide training courses for instructors | C | E | 4 | Yes | <ul style="list-style-type: none"> • YWA training centre • In house training | <ul style="list-style-type: none"> • Instructors • SRC • JRC | Prior to Regatta |
| 7 | Poor planning by coaches/instructors of training sessions resulting in insufficient supervision of participants | C | C | 2 | <ul style="list-style-type: none"> • Instructors to maintain suitable qualifications. • Maintain Supervision • Use check list in preparation | D | D | 4 | Yes | <ul style="list-style-type: none"> • YWA training centre • In house training • Preparation Check list | <ul style="list-style-type: none"> • Instructors • SRC • JRC | Prior & during Regatta |
| 8 | Insufficient consideration of abilities, health and needs of different age groups in planning on-water activities resulting in personal injury. | C | B | 2 | <ul style="list-style-type: none"> • Instructors to ascertain individual health requirements and revise training | D | D | 4 | Yes | <ul style="list-style-type: none"> • Personal details form | <ul style="list-style-type: none"> • Instructors • SRC • JRC | Prior to Regatta |
| 9 | Poor promotion of emergency procedures and contact numbers to club members. | B | B | 1 | <ul style="list-style-type: none"> • Emergency response plan displayed in prominent places. • Emergency contact numbers chart • Induction | C | D | 3 | Yes | <ul style="list-style-type: none"> • Emergency response plan • Emergency contact list | <ul style="list-style-type: none"> • Race Officer • Support boat crew • Flag Officer on duty | Always |

| | Hazard | Initial Likelihood | Initial Severity | Initial Risk Rating | Controls | Revised Likelihood | Revised Severity | Revised Risk Rating | Is This Risk Acceptable? Yes or No | Resources | Responsible Person | Time- frame |
|----|---|-----------------------|---------------------|---------------------------|--|-----------------------|---------------------|---------------------------|--|--|---|----------------|
| 10 | Lack of appropriately trained or qualified first aid officer(s) present during conduct of GYC activities resulting in poor injury management. | B | B | 1 | <ul style="list-style-type: none"> Continue to encourage first aid courses. Ensure quality first officer in attendance | D | D | 4 | Yes | <ul style="list-style-type: none"> First Aid Kits. First Aid training. | <ul style="list-style-type: none"> SRC JRC | Always |
| 11 | Poor communication to emergency service providers of GYC location and access details resulting in delay in emergency treatment. | B | B | 1 | <ul style="list-style-type: none"> Train Race officer on duty and support boat crews Inductions | C | B | 2 | Yes | <ul style="list-style-type: none"> Race officer of the day instructions. Emergency response plan | <ul style="list-style-type: none"> OOD SRC JRC | Always |
| 12 | Poor induction of officials and communication of responsibilities and duties of key officials resulting in confusion and possible neglect of tasks. | C | C | 2 | <ul style="list-style-type: none"> Flag officer on duty training Experienced inductor with checklist | D | D | 4 | Yes | <ul style="list-style-type: none"> Induction checklist | <ul style="list-style-type: none"> Regatta Committee Marina Mng JRC SRC | Always |
| 13 | Insufficient provision of training to key club officials resulting in poor decision-making and club management. | B | C | 2 | <ul style="list-style-type: none"> Training of key personal by qualified officials & instructors | C | D | 3 | Yes | <ul style="list-style-type: none"> Training | <ul style="list-style-type: none"> Regatta Committee. | Always |
| 14 | Poor food management and handling procedures in | B | C | 2 | <ul style="list-style-type: none"> Train personal in safe food handling Display food handling | C | D | 3 | Yes | <ul style="list-style-type: none"> Qualifications | <ul style="list-style-type: none"> Vice Commodore | Always |

| | Hazard | Initial Likelihood | Initial Severity | Initial Risk Rating | Controls | Revised Likelihood | Revised Severity | Revised Risk Rating | Is This Risk Acceptable? Yes or No | Resources | Responsible Person | Time- frame |
|----|---|-----------------------|---------------------|---------------------------|---|-----------------------|---------------------|---------------------------|--|---|---|----------------|
| | catering and canteen areas of GYC may breach | | | | procedures in kitchen | | | | | | | |
| 15 | Breakdown in chain of command. | B | C | 2 | <ul style="list-style-type: none"> • Hold Pre Sailing briefings • Implement chain of command flow chart | C | D | 3 | Yes | <ul style="list-style-type: none"> • Notice of Race • Race Instructions • Race Officer | <ul style="list-style-type: none"> • Race Officer • OOD | Always |
| | | | | | • | | | | | • | • | |
| | | | | | • | | | | | • | • | |
| | Member Protection | | | | • | | | | | • | • | |
| 16 | Harassment of participants / members from officials or other participants / members. | B | C | 2 | <ul style="list-style-type: none"> • Develop Member Code of Conduct • Promote Code and educate members & participants | C | D | 3 | Yes | <ul style="list-style-type: none"> • Code of Conduct • Members protection policy | <ul style="list-style-type: none"> • Management Committee | Always |
| 17 | Parents abusing or harassing officials, members and other participants due to dissatisfaction with procedures or results. | B | C | 2 | <ul style="list-style-type: none"> • Develop Member Code of Conduct • Promote Code and educate members • Conduct briefing prior to commencement of Regatta outlining the Code of conduct | C | D | 3 | Yes | <ul style="list-style-type: none"> • Code of conduct • Membership protection policy | <ul style="list-style-type: none"> • Management Committee • OOD | Always |
| 18 | Possibilities of post-traumatic stress for volunteers/participants/officials/involved in serious | B | B | 1 | <ul style="list-style-type: none"> • Provide counselling as required | C | D | 3 | Yes | <ul style="list-style-type: none"> • Counselling services | <ul style="list-style-type: none"> • Management | Always |

[illegible]

The following form may be used to record the details of risk identification, mitigation and controls, and who the responsible persons are etc. as shown in the sample, for any given risk.

CLUB/CENTRE RISK TREATMENT PLAN

| | | |
|---|--|--|
| RISK CATEGORY: | [insert relevant category ie. On-water, Environment, Personnel etc] | Ref: [cross reference to Risk Audit and Action Plan] |
| RISK IDENTIFIED | [as per Risk Audit and Action Plan] | Risk Rating: [1 and 2 risk ratings must have risk treatment developed] |
| Responsible Group / Person: | | [insert group / individual] |
| | | |
| Pre-emptive Actions: [what steps will be taken to minimise the risk arising in the first place?] | | |
| | | |
| Proposed Response: [what steps will be taken if the risk does arise?] | | |
| | | |
| Resource Requirements: [what resources are required to treat the risk? ie human, financial etc] | | |
| | | |
| Time Frame (for pre-emptive actions to be completed by): | | |
| | | |
| Anticipated Risk Period (for which the proposed response is applicable): | | |
| | | |
| Compiled By: | | Date: |
| Reviewed By: | Risk Manager of GYC | Date: |