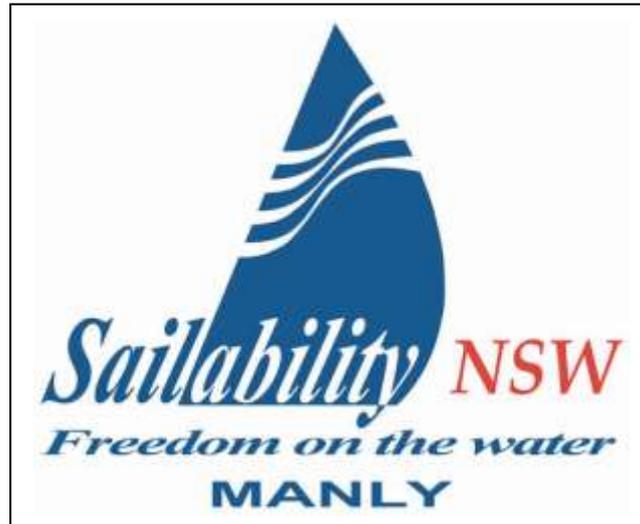


**SAILABILITY MANLY
RISK MANAGEMENT MANUAL.**



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MANUAL**

SCHEDULE OF UPDATES

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**SAILABILITY MANLY
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1 Introduction

1.1 Philosophy

Sailability Manly provides pleasurable on-water experiences for people with different abilities.

The Sailability Manly Committee is mindful of the risks associated with conducting sailing activities.

This manual has been developed by the Committee to assist all members and visitors to recognise the risks and assist in minimising them with a view towards providing a safer sporting environment and experience for members, their carers and families, and volunteers.

1.2 Background – Duty of Care

There is a duty of care to participants in sailing activities where there is a reasonably foreseeable risk of harm or injury to participants.

1.3 Background – Sailability Manly Committee

Sailing activities of Sailability Manly are conducted under the auspices of SAILABILITY NSW.

The local Committee is elected by the members of the local branch. Participation on the Committee is voluntary and no members of the Committee are paid for duties undertaken as a member of the Committee.

Participation in training and sailing activities by members and visitors is also voluntary. As with all sporting activities there are inherent risks in participating in sailing activities. The risks are also affected by an individual's level of experience, knowledge of practical aspects of sailing, and their level of fitness. Members and visitors are not expected to participate in any event where they do not believe they have the requisite skills, knowledge or fitness to satisfactorily participate.

Further, it is the responsibility of Sailability Manly Committee to ensure their boats are in good repair and that they comply with all sailing rules, class rules, sailing instructions and other policies & procedures.

1.4 Limitations – Risk Management Program

Whilst Sailability Manly take all reasonable steps to provide a safe sporting environment there are limitations in available financial and human resources. A safety boat service is operated for participants. The personnel on that boat will assist to help in an emergency if it is perceived that there is an immediate danger of injury to a participant or damage to a boat.

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2 Overview - Risk Management

2.1 What is Risk Management?

Risk management is the process of systematically eliminating or minimising 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.

Risks which can be covered by a risk management program include:

- Physical risks – injuries to participants and the public;
- 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
- Legal risks – losses and costs arising from legal actions for breach of a common law or statutory duty of care

2.2 Objectives of the Risk Management Program

The objectives of the Risk Management Program are:

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

2.3 Risk Management Program

The Risk Management Program, as contained in this manual, has been developed by the Sailability Manly Committee through the following process:

- Identification of the risks involved in conducting sailing competitions and activities.
- Assessing the risks.
- Developing and adopting strategies and actions designed to reduce these risks, wherever possible.
- Documenting the risks, assessment and strategies/actions to be undertaken.

The Committee gratefully acknowledges Yachting Victoria and their publication *Risk Management – A Practical Resource for Clubs (PRC)* which was used as the basis for the preparation of this manual.

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The approach adopted in the PRC is based on the Australian Standard on Risk Management AS/NZS 4360:1999 and the National Risk Management Guideline developed by the Standing Committee on Sport and Recreation (SCORS) risk management working party.

The PRC sought to simplify the steps set out in the Australian Standard, and includes the following stages:

- Risk Identification
- Risk Assessment
- Risk Treatment (action plan)
- Monitoring and Review
- Communication

The program is regularly reviewed by the Sailing Committee at its monthly meetings.

2.4 General Safety Procedures

The following is a summary of general safety policies and procedures adopted by the Sailing Committee

- All sailors are required to wear personal floatation devices (lifejackets) during all on-water activities.
- Sunscreen is available from the Sailability Manly boatshed for all participants
- No on-water activity shall be conducted unless there is a minimum of one Support Boat available.

3 The Risk Management Process

Risk Management Tables are developed using the guidance below and are used to prioritise & manage the process of controlling risks identified:

3.1 Risk Identification

The first step in developing the risk management program was to identify what risks exist (or may exist in the future) within our sailing programs and competitions. All Club members were encouraged to contribute.

In identifying the risks the following factors were considered

- The age of participants;
- The type of activities being conducted;
- Incident history including type of incident, cause and damage to equipment;

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3.2 Risk Categories

We have identified four **Risk Categories**.

(a) On-water

This category includes all of those risks associated with the conduct of sailing training and activities once the participants have left shore.

(b) Pre-and Post-Event Activities

This category refers to the risks involved in activities which immediately precede and follow our on-water events including launching and retrieval of boats, rigging and preparation activities.

(c) Environment

This category focuses on the physical environment in which we conduct club events.

(d) Personnel

This category includes club members, officials, participants, parents and spectators who may be involved in club sailing activities.

3.3 Risk Assessment

Having identified the risks involved in our sailing activities we have assessed them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence and the urgency required to address the risk..

Each identified risk must be rated. These ratings describe:

1. The probability of the risk occurring (Likelihood).
2. The loss or damage impact if the risk occurred (Severity).
3. The Rating or degree of urgency required to address the risk (Risk Rating).

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 allow us to rate the identified risks and identify Risk Management Priorities.

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3.3.1 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 arise over a five-year period
D	Unlikely:	Plausible, could occur over a five to ten year period
E	Rare:	Very unlikely but not impossible, unlikely over a ten year period

3.3.2 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	SEVERITY	
	In terms of the objectives of the organization	
A	Catastrophic:	Most objectives may not be achieved, or several severely affected
B	Major:	Most objectives threatened, or one severely affected
C	Moderate:	Some objectives affected, considerable effort to rectify
D	Minor:	Easily remedied, with some effort the objectives can be achieved
E	Negligible:	Very small impact, rectified by normal processes

Having assessed each risk in terms of its likelihood and severity, we prioritised the risks to assist in the decision making of what action is warranted to manage the risks.

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3.3.3 Risk Rating Scale

The Risk Rating Scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.

Table 3: Risk Rating Scale

		SEVERITY				
		A	B	C	D	E
LIKELIHOOD	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key:

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

Once the Risk Rating is determined the Committee then considers the level of risk treatment and action required for each risk.

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3.4 Risk Treatment (Action Plan)

Risk treatment involves identifying the range of options for treating risk, assessing those options, preparing risk treatment plans and implementing those action plans. At this stage strategies must be determined to manage the risks which have been identified and subsequently evaluated as posing a real risk to participants.

Risk Treatment options include:

- Accepting the risk,
- Reducing the risk,
- Avoiding the risk,
- Transferring the risk

If a risk is rated highly, careful consideration is given to the necessary policies, procedures and strategies to treat the risk. The Committee as a whole is responsible for all actions and determining the timeframe for risk management.

3.5 Monitor and Review

The Risk Management Program is regularly reviewed at the beginning of the season and during the course of the sailing program and updated as considered necessary.

Sailability Manly maintain records to enable the continued evaluation of the risk management plan. Records to be maintained include:

- Sailing Day Reports – attendee's, conditions etc
- Incident Reports including accidents, and if appropriate the effectiveness of the risk management plan.
- Minutes of meetings which record changes to the risk management plan.

3.5 Communication

All members and participants in activities are to be made aware of the risk management program and invited to contribute to its ongoing development.

3.6 Sailing Day Delegations

In the absence of the Sailing Coordinator the committee members present are to nominate a Sailing Coordinator for the day's activities.

For the 2013 / 2014 Season the following Committee Members / Volunteers hold the authority to cancel, postpone or suspend day sailing activities.

- Eli Demeny.- 9976 2747
- Judy Cole ?????
- David Webb ????

In the case of a sudden change of weather conditions during a sailing activity, the Safety Boat Crew may suspend on-water activities and direct boats to return to shore immediately.