

**SAILABILITY MANLY
RISK MANAGEMENT TABLES**

RISK MANAGEMENT TABLES

SCHEDULE OF UPDATES

Date	Details
March 2013	Original
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1 On Water Activities

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Collision of boats during activities resulting in personal injury	C	B	Major	Clear pre-activity instructions. Encourage attendees to learn boating rules. All on water personnel wearing PFDs.	PFD's, dinghies kept in good repair	Boat Operations manager, competent sailors	Prior to sailing
Fire/Explosion on Support Boat resulting in personal injury to crew	D	B	Major	Engine must be turned off before refuelling tanks.	Fire equipment on boat	Support Boat Crew	Boat refuelled after each sailing session.
Sickness of Support Boat personnel resulting in not being able to provide effective capabilities	D	D	Minor	Relieve person Use roster if necessary. Cancel Activity	Large group of volunteers	Sailing Coordinator	
Illness of disabled sailor perceived during on-water activity	D	D	Minor	Competent sailor to signal help needed by waving paddle. Support Boat tows dinghy to pontoon. If ambulance required, radio to shore for ambulance call.	Ship to shore radio. All boats to have paddles	Support Boat Crew	Immediately on noting illness.

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Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Sailor in water	E	C	Minor	Require crew to wear PFDs See Operations Manual.	Harness stored on Support Boat.	Support Boat Crew Sailing Coordinator to contact Ambulance Service.	Immediately.
Severe weather	A	E	Medium	Consider weather reports and observation before and during each sailing day Cancel Activity Return to shore (if on the water).	Anometer kept on Support Boat.	Support Boat Crew Sailing Coordinator	Immediately weather changes.
Inexperienced sailors in difficulties	B	D	Medium	Support Boat to render assistance, tow to pontoon if necessary.	Towing rope on Support Boat.	Support Boat Crew	When requested.
Mechanical breakdowns / gear failure resulting in coaching / Support Boat not being able to provide effective capabilities	C	C	Major	Activity cancelled if stand-by Support Boat not available.	Stand-by Support Boat.	Support Boat crew or Sailing Coordinator.	Immediately.
Participant boats in danger of collisions with other watercraft	E	A	Medium	Emphasis on rules regarding avoiding collisions Support Boat to render assistance if requested	Support Boat	Competent sailing crew.	Danger with ferries every 30 minutes.

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Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Lack of or inadequate safety / emergency equipment by activity organisers	C	C	Major	Review safety equipment regularly	Sailability Committee.	Maintenance, Safety Committee	Continuous
Personal injury to swimmers where collision with attendee's or official boats	E	A	Medium	No swimming by members at boat launch area.	No swimming allowed in area.	Sailors, Volunteers and Support Boat Crew.	Continuous
Insufficient supervision of sailors in sailing activities resulting in accidents or person injury	C	B	Major	During sailing activities, a competent sailor is to be in each dinghy with trainee.	Competent sailor in each dinghy.	Sailing Coordinator	During sailing activities.
Failure to conduct pre and post event head counts resulting in missing personnel	E	B	Medium	Sign On/Off on sailing day sheet	Sign On/Off Sheets readily available	Sailing Coordinator.	At commencement and end of activity.
Personal injury to sailors participating in boats of poor repair or insufficient capability	C	B	Major	Ensure that only boats maintained & signed off are used. Daily inspection before leaving shore.	Competent sailor in each dinghy.	Maintenance person. Pontoon Manager. Boat Operations Manager.	Boats checked as they are launched.

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Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Personal injury to volunteers or others as a result of inexperience and participating beyond their capacity	C	C	Major	Training / mentoring Read Operations Manual	Operations Manual and Training videos	Committee	Continuous.
Loss of communications resulting in not being able to provide effective services	D	C	Medium	Establish alternate communication – hand held radio/mobile phone	Paddle in boat Hand held radio/ship to shore radio	Sailing Coordinator Or Nominee	Continuous.
Capsize of dinghy being used to pick up Support Boat from mooring	C	C	Major	Person rowing dinghy to be wearing PFD. Verbal and written instructions to take care.	Operations Manual, Training videos.	Support Boat Driver	Each sailing day.
Engine failure, grounding, collision, anchoring, filling petrol tank of Support Boat	C	C	Major	Qualified and experienced skipper and at least one competent observer on board at all times.	Support Boat Operations Manual	Support Boat Driver.	Continuous.
Keels being removed from dinghies while a person with a disability is still on board.	D	C	Medium	Training video, watchful eye of pontoon manager.	Operations manual, training videos	Pontoon Manager	Each sailing day.

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2 Pre & Post Sailing

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Check all involved on water to wear buoyancy vests/ personal floatation devises (PDF)	A	C	Major	Compliance. PFD bin storage placed in obvious position	PFD storage bins PDFs available in all sizes.	Sailing Coordinator or Nominee	Continuous.
Theft or damage of participants' gear due to poor security or storage of equipment	E	D	Minor	Secure / Monitor personal gear and equipment during activities	Continual supervision of sailing area.	Committee	Continuous.
Personal injury to sailors and public or property damage arising from persons passing through rigging areas	D	C	Medium	Instruction / monitoring. Liaison with other groups using area.	Signage	Sailing Coordinator Committee	By August 2013
Equipment left lying around posing risk of injury to persons using area or damage to themselves and public	B	C	Major	Instruction / monitoring Insurance	No equipment to be left lying around. Signage	Sailing Coordinator Committee	By August 2013

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Placing heavy equipment and boats high up in storage racks resulting in injury or damage during retrieval	D	C	Medium	Heavy equipment not stored high Suitable boats only stored in upper racks	Training videos Signage	Boat Operations Manager.	By August 2013
Handling dinghies before sailing. Removing dinghies from storage racks. Injury to persons handling	E	D	Minor	Volunteer training. At least 2 tall people to remove boats from top-racks. Verbal reminder to be careful of fingers caught in trolley handle.	Operations Manual, training.	Sailing Coordinator Pontoon manager to check that boats are correctly rigged before launching.	Continuous.
Handling dinghies after sailing. Bringing boats to deck, washing, placing back in racks. Injury to people involved	E	D	Minor	Volunteer training, Operations Manual, training videos. At least 2 people to put boats back on racks.	Training videos Signage	Sailing Coordinator	Continuous.
Handling other equipment used in sailing. Keels and hoists Injury to persons moving other equipment. Danger of back injury or slipping on wet deck or ramp	D	C	Medium	3 keels in Keel Kaddy at a time. Hoists lifted by 2 people.	Boat Operations Manager. Operations Manual Training videos	Operations manual and training videos.	Continuous.

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2.1 Movement and Management of People with Special Requirements on Deck and Pontoon

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Loss of control on steep or moving ramp. Stress or injury in case of fall	D	C	Medium	Verbal reminders to take care. Shoes worn at all times. Straps on wheelchairs fastened. Help given if needed.	Wheelchair safety precautions. Volunteer help may be needed.	Sailing Coordinator	Continuous
Need for care of person on walking frame or stick	D	C	Medium	Shoes to be worn. PFD to be worn by person with special needs and children. Constant reminders about care and safety. Volunteer may be needed to walk side by side with the person.	Volunteers	Sailing Coordinator	Continuous.
Risks inherent in use of hoist	D	D	Minor	Training given to anyone using hoist. Hoist inspected at 12 monthly intervals. PFD worn by person being hoisted. 2 people involved in lifting.	Training video Operations Manual Training sessions	Hoist operator.	Continuous.
Risks to people with special needs embarking and disembarking from pontoon	E	C	Minor	Person with special needs accompanied to side of pontoon when dinghy is ready. Asked to sit on pontoon, lower body and sit on seat.	Volunteer assistance Training sessions	Pontoon Manager	Continuous.

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Risks in using car-seat for participants with severe needs	E	A	Medium	Careful fitting of car-seat to hoist. Then careful fitting into dinghy with hooks over back of seat.	Operations Manual.	Pontoon manager	Rarely used.
Wheel chairs, walking frames, etc left on pontoon	E	E	Minor	Equipment removed from pontoon as soon as person is not using it. Volunteer to remove to deck	Large number of volunteers.	Pontoon Manager	Continuous.

2.2 Handling and Use of Ancillary Equipment

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Dangers involved in hoists and keels being transported to pontoon. Loss of control on wet or steep ramp	E	E	Minor	Check that equipment is tied into trolleys and placed square for transporting. Shoes to be worn.	Keel Kaddies and hoist trolleys. 2 people to lift hoists into bases.	Pontoon Manager or Sailing Coordinator.	Continuous
Dangers involved in carrying and erecting gazebos	D	C	Medium	4 volunteers to erect gazebos. Continual reminders to avoid fingers being trapped.	Gazebos	Sailing Coordinator or nominated volunteer	Continuous
Dangers involved in use of barbecue in public areas	D	B	Major	Person in charge of barbecue to hold a food-handling certificate. Participants told to stay out of area. Gas tank refilled as necessary.	Barbecue, food handling items, cold water kept in tank. Fire equipment	Allocated chef for the day.	Saturdays only.

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				Fittings checked regularly.	available.		
Risks inherent in moving anchors, chains, buoys from boat-room. Injuries may occur to fingers, backs, shoulders	C	C	Major	Articles to be placed on trolley and transported to Support Boat.	Operations Manual	Race Officer	Race Days
Risk of injury or illness not being attended to correctly or promptly because First Aid Kit not readily available, or incomplete	B	B	Extreme	First Aid Kit to be checked regularly. Remove "out of date" items. Replenish used articles. Record Book to be updated every time First Aid Kit is used.	First Aid Kit. First Aid courses	Suitable qualified person nominated at AGM each year.	At beginning of each season.
Risks inherent in transporting dinghies by trailer to venues other than Manly Yacht Club	E	B	Medium	Care taken in loading boats up to 3 levels high. At least 3 tall, able bodied people to load boats. An expert to tie on. The person who is driving to check all tie ons. Extra equipment such as sails and booms to be tied separately. Keels stored in bottom of trolley, lead to front.	Trailer, tie-ons, extra rope.	Person who is driving the car.	Several times a year.

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3. Environment

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Injury to attendee's and non-sailors in boat rigging area whilst rigging or moving equipment	C	C	Major	Restrict access to "danger" area. Sailing coordinator to supervise	Signage	Instructors & Sailors	By August 2013
Slip hazard on deck or pontoon from decking being wet	A	D	Major	Verbal reminder of hazard.	Training sessions	Sailing Coordinator.	Continuous

4. Personnel

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Harassment of participants / members from parents or other participants / members	E	E	Minor	Quiet chat with persons involved to allay concerns. Good communication.	Operations Manual Training sessions	Committee	Continuous

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Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Poor promotion of emergency procedures and contact numbers to club members	C	B	Major	Frequent training days include these procedures	Training sheets for procedures	Volunteer Coordinator	Continuous
Lack of appropriately trained or qualified First Aid officer(s) present during conduct of club activities resulting in poor injury management	E	E	Minor	Identify current holders of First Aid and CPR Certificates. Arrange First Aid Training for others.	First Aid Training	Volunteer Coordinator	Once each season.
Poor communication to emergency service providers of club location and access details resulting in delay in emergency treatment	E	E	Minor	Sailability Manly is a well-known venue located at Manly Yacht Club.	Information freely available and visible. Training	Committee Sailing Coordinator	Continuous
Poor induction/training of officials resulting in confusion and possible neglect of tasks	C	D	Medium	Statement of Duties for each position. Video procedure for each duty. Post on web-site.	Operations Manual Training videos	Committee Sailing Coordinator	Continuous
Possibility of post-traumatic stress for volunteers involved in serious accidents / emergencies	E	C	Minor	Referral of volunteers to appropriate professional services	Debriefing Sessions Disability Awareness Training	Committee	Continuous