

**TAREE AQUATIC CLUB
SAILING COMMITTEE**

**RISK MANAGEMENT
MANUAL**

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SCHEDULE OF UPDATES

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3.9.2002	Approved at Taree Aquatic Club Sailing Committee meeting
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**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

CONTENTS

1	Introduction	1
1.1	<i>Philosophy</i>	<i>1</i>
1.2	<i>Background – duty of care</i>	<i>1</i>
1.3	<i>Background – Taree Aquatic Club Sailing Committee</i>	<i>1</i>
1.4	<i>Limitations – Risk Management Program</i>	<i>2</i>
2	Overview - Risk Management	2
2.1	<i>What is risk management?.....</i>	<i>2</i>
2.2	<i>Objectives of the Risk Management Program.....</i>	<i>2</i>
2.3	<i>Risk Management Program</i>	<i>3</i>
2.4	<i>General Safety Procedures.....</i>	<i>3</i>
3	The Risk Management Process	4
3.1	<i>Risk Identification</i>	<i>4</i>
3.2	<i>Risk Categories.....</i>	<i>4</i>
3.3	<i>Risk Assessment</i>	<i>4</i>
3.3.1	<i>Likelihood.....</i>	<i>5</i>
3.3.2	<i>Severity</i>	<i>5</i>
3.3.3	<i>Risk Priority.....</i>	<i>6</i>
3.4	<i>Risk Treatment (action plan)</i>	<i>6</i>
3.5	<i>Monitor and Review</i>	<i>7</i>
3.6	<i>Communication</i>	<i>7</i>
4	Risk Management Tables	8
4.1	<i>On Water Activities</i>	<i>8</i>
4.2	<i>Pre & Post Sailing</i>	<i>11</i>
4.3	<i>Environment.....</i>	<i>13</i>
4.4	<i>Personnel.....</i>	<i>13</i>

TAREE AQUATIC CLUB SAILING COMMITTEE RISK MANAGEMENT MANUAL

1 Introduction

1.1 Philosophy

The Taree Aquatic Club Sailing Committee is mindful of the risks associated with conducting sailing races and activities at the club level.

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 club sailors.

1.2 Background – duty of care

It is recognised that the Club 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.

1.3 Background – Taree Aquatic Club Sailing Committee

The Taree Aquatic Club Sailing Committee is a committee operating under the auspice of the Taree Aquatic Club Limited. The function of the Committee is to manage the sailing activities of the Club.

The Committee is elected by the sailing members of the Club. Participation on the Sailing Committee is voluntary and no member of the Committee is paid for duties undertaken as a member of the Committee.

Participation in sailing events by members and visitors is also voluntary. As with all sporting activity 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. It is incumbent on members and visitors not 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 boat owners and skippers to ensure their boats are in good repair and that they comply with all sailing rules, class rules, sailing instructions and other policies & procedures determined by the Sailing Committee.

Taree Aquatic Club Sailing Committee Risk Management Manual

1.4 Limitations – Risk Management Program

Whilst the Sailing Committee takes all reasonable steps to provide a safe sporting environment there are limitations in available financial and human resources.

The Sailing Committee does not operate a rescue boat service for participants. A Committee boat is deployed on the course to assist in the proper conduct of the event. The personnel on that boat are not specifically trained to fulfill an emergency rescue role but will assist participants when requested by them to do so or if it is perceived that there is an immediate danger of injury to a participant or boat.

2 Overview - Risk Management

2.1 What is risk management?

Risk management is the process of 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 thus avoid liability.

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

- Legal risks – losses and costs arising from legal actions for breach of a common law or statutory duty of care;
- 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.

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 and enjoy the sport of sailing.
- To minimise potential club liability as a result of poorly managed sailing competitions and activities.

Taree Aquatic Club Sailing Committee Risk Management Manual

2.3 Risk Management Program

The risk management program, as contained in this manual, has been developed by the Taree Aquatic Club Sailing 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* which was used as the basis for the preparation of this manual.

The approach adopted in the Resource 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 Resource 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 events (requirement to be included in the Sailing Instructions)
- Sunscreen is provided from the Taree Aquatic Club boatshed for all participants
- No event shall be conducted unless there is a minimum of one Committee boat available.
- Crews of entirely junior sailors will not be permitted to participate in events if there is not a minimum of two Committee boats available on the course.

Taree Aquatic Club Sailing Committee Risk Management Manual

3 The Risk Management Process

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 conducted;
- Injury history (including type of injury and cause);
- How operational procedures are conducted, and whether there have been any previous problems.

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 races 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. For the purposes of the sailing activities risks associated with activities within the licensed club have not been considered as it was felt this area is the responsibility of the Board of Directors and Club management.

(d) Personnel

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

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.

Each identified risk must be rated. These ratings describe:

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

**Taree Aquatic Club Sailing Committee
Risk Management Manual**

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.

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	POTENTIAL IMPACT	
	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 then prioritised the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

**Taree Aquatic Club Sailing Committee
Risk Management Manual**

3.3.3 Risk Priority

The risk priority 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 Priority Scale

		IMPACT				
		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 priority was determined the Committee then considered the level of risk treatment and action required for each risk.

3.4 Risk Treatment (action plan)

At this stage strategies were determined to manage the risks which have been identified and subsequently evaluated as posing a real risk to participants.

Taree Aquatic Club Sailing Committee Risk Management Manual

If a risk was rated highly careful consideration was 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 and the beginning of the season and during the course of the sailing program and updated as considered necessary.

The Club maintains records to enable the continued evaluation of the risk management plan. Records to be maintained include:

- Race day reports – starters, 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.

3.6 Communication

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

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

4 Risk Management Tables

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
4.1 On Water Activities							
Collision of boats during race resulting in personal injury	C	B	Major	Clear pre-race instructions Limit number of entries Encourage competitors to learn race rules		Committee	Prior to Regatta
Fire/explosion on Committee boats resulting in personal injury to crew.	D	B	Major	Fire Extinguisher Fuel tanks not refueled on boat		Committee	
Sickness of Committee boat personnel resulting in not being able to provide effective capabilities.	D	D	Minor	Relieve person Use roster if necessary		Committee	
Difficulty in attending to a medical emergency / injury occurring mid-race resulting in exacerbation of injury.	D	D	Minor	Committee Boat return injured person to boat ramp Serious/if doubt Committee boat to convey ambulance personnel		Committee	
Collision of boat with submerged object resulting in personal injury	D	C	Medium	No sailing in flood / high river conditions		Committee	

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Persons lost overboard as a result of insufficient safety equipment.	D	B	Major	Require crews to wear PFDs Sailing Instructions Periodic Inspections		Committee	
Unforeseen severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	C	A	Extreme	Consider weather reports before each race Briefing Advice crews to seek shelter in event of strong winds		Committee	
Inexperienced or disabled boats running.	B	D	Medium	Committee boat to render assistance if requested		Committee	
Mechanical breakdowns / gear failure resulting in not being able to provide effective capabilities.	C	C	Major	Race cancelled if second boat not available		Committee	
Participant boats in danger of collisions with other watercraft.	D	C	Medium	Emphasis on rules re avoiding collisions Committee boat to render assistance if requested		Committee	
Dangerous conditions resulting in capsizing, personal injury or damage.	C	C	Major	Consider weather report before race		Committee	

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Injury to officials, sailors or other water users from Committee boat propellers.	C	C	Major	No swimming in areas where Committee Boat is operating. Maintain safe distance from people in the water.		Committee	
Lack of or inadequate safety / emergency equipment by race / event organisers.	C	C	Major	Review safety equipment regularly		Committee	
Personal injury to swimmers where collision with competitor or official boats either oncourse or heading to course	E	B	Medium	No swimming at boat ramp during launching and retrieval of sail boats		Committee	
Insufficient supervision of juniors in training exercises resulting in accidents or person injury.	Training of junior sailors undertaken by Manning River Sailing Club Inc						
Failure to conduct pre and post event boat counts resulting in missing personnel.	D	B	Major	Sign On/Off. Investigate outstanding boats Verify boats that finish Advise Committee Boat		Committee	
Personal injury to sailors competing / participating in boats	C	B	Major	Sailing Instructions Inspection of boats as		Committee	

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
of poor repair or insufficient capability.				discretion of Committee Compliance with class rules			
Personal injury to selves or others as a result in inexperienced sailors participating beyond their capacity.	C	C	Major	Experience declaration on Membership application		Committee	
Loss of communications resulting in not being able to provide effective services.	D	C	Medium	Establish alternate communication – hand held radio/mobile phone		Committee	

4.2 Pre & Post Sailing

Ramp Condition - becoming slippery - risk of personal injury.	A	C	Major	Inspection and, if slippery, cleaned		Committee	
Theft or damage of participants boats or gear due to poor security or storage of equipment.	E	D	Minor	Secure equipment during race Shed locked		Committee	
Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas	D	C	Medium	Signage	Letter to GTCC	Committee	
Equipment left lying around posing risk of injury to persons using area or sailors leaving rigging trailers on roads unsecured causing	B	C	Major	Signage	Letter to GTCC	Committee	

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
damage to vehicles, trailers, sailors themselves and public.							
Placing heavy equipment and boats high up in storage racks resulting injury or damage during retrieval.	D	C	Medium	Heavy equipment not stored high Suitable boats only stored in upper racks		Committee	
Inexperienced or careless persons re-fuelling power boats resulting in burns and property damage.	E	C	Minor	No refueling on boat Extra tank available		Committee	
Personal injury and property damage arising from rigging accidents such as falling masts, wire under tension, etc...	D	C	Medium	Awareness – all sailors Notice		Committee	
Hazards to sailors in launching and rigging area.	C	D	Medium	Pre-season inspection Pre-race inspection Awareness – all sailors		Committee	
Careless loading / unloading and laying of course equipment may result in specific and chronic injuries to officials.	E	D	Minor	Use of bouy trolley Awareness of issue to Committee boat crew.		Committee	
Poor handling of disputes and grievances resulting in dissatisfaction amongst sailors and potential legal exposure.	D	D	Minor	Document procedures	Procedures Manual	Committee	
Injury to sailors and officials during	C	C	Major	Minimum 2 people to		Committee	

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
launch and recovery of Committee boat				launch Minimum 3 people to retrieve			

4.3 Environment

Injury to sailors and non-sailors in boat rigging/park from unfastened equipment.	C	C	2	Restrict access to boat rigging area/park to those people requiring access where possible Clearly designate rigging areas & enforce rule Signs	Signs – approach to GTCC		Pre-race season
Non-compliance with OH&S regulations resulting in penalties and exposure to personal injury claims.	OH&S regulations responsibility of Taree Aquatic Club Limited Notify Club if any issues identified.						
Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures.	D	B	Major	Fire drill including use of equipment		Committee	

4.4 Personnel

Harassment of participants / members from officials or other participants / members.	C	C	Major	Development Member Code of Conduct Promote Code and	Develop code of conduct	Committee	
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**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
				educate Members Protest procedures			
Incorrect or inadequate provision of personal information of junior participants by parents.	D	D	Minor	Membership forms to collect all required information	Revise Membership form	Committee	
Appointment of inexperienced Race Officer resulting in poor decision-making.	E	D	Minor	Committee to appoint race officer having regard to experience		Committee	
Insufficient support for Race Officer (RO) resulting in too many responsibilities placed on RO and subsequent possible neglect of duties	E	D	Minor	Race Committee to appoint RO as required		Committee	
Appointment of insufficiently trained or qualified volunteers into key officiating positions resulting in poor decision-making.	D	D	Minor	As above		Committee	
Insufficient consideration of abilities, health and needs of different age groups in planning on-water activities resulting in personal injury.	D	D	Minor	Entry form to collect required information	Entry form for regattas to be revised	Committee	
Poor promotion of emergency procedures and contact numbers to club members.	C	B	Major	Post emergency numbers in Committee Room and Boat Shed	Signage	Committee	Commencement of season

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Lack of appropriately trained or qualified first aid officer(s) present during conduct of club activities resulting in poor injury management.	B	B	Extreme	Identify current holders of first aid and CPR certificates If considered necessary, arrange training	Training	Committee	
Poor communication to emergency service providers of club location and access details resulting in delay in emergency treatment.	E	B	Medium	Emergency numbers and Club location to be posted in Committee Room and Boat Shed	Signage	Committee	
Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur.	C	C	Major	Preseason review and restock first aid kits Establish checklist of safety and first aid equipment Clear sign-posting	Develop Checklist Signage	Committee	
Poor induction/training of officials resulting in confusion and possible neglect of tasks.	C	D	Medium	Statement of Duties for each position Procedures Manual for each activity	Develop Statement of Duties & Procedure Manual	Committee	Over course of 2002/2003 year
Possibility of post-traumatic stress for volunteers involved in serious accidents / emergencies.	E	C	Minor	Referral of volunteers to appropriate professional services		Committee	

**TAREE AQUATIC CLUB SAILING COMMITTEE
RISK MANAGEMENT MANUAL**