

Balmoral Sailing Club Risk Management Analysis

Risk Management Tables Revised August 2014

On Water

Potential Risk	Likelihood	Severity	Risk Rating	Controls/ Treatment	Resources	Lead Person	Comments
Collision of boats during race resulting in personal injury	B	3	high	Clear pre-race instructions. Limit number of entries. Training of competitors in race rules Notify crews of other events in area	Inter club contacts Local newspaper	RCO	
Difficulty in attending to a medical emergency/injury occurring mid-race resulting in exacerbation of injury.	C	4	high	Ensure adequate and trained officers on rescue boats Ensure they attend refresher courses. Entry includes Risk Warning to be signed	Radio for Rescue Services St Johns first aid courses TL3 course	Senior race officer First Aid Officer	FIRST AID COURSE DEC 2013 TL3 June2013
Unforeseen severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events	C	4	high	Seek latest weather forecast before each race Monitor weather forecast during race Cancel race if risk too high	Weather bureau Radio links Water Police et al	Official Starter Senior race officer	

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Mechanical breakdowns / gear failure resulting in not being able to provide effective rescue capabilities	C	3	moderate	Develop and implement maintenance program for rescue craft	Equipment suppliers	PRO Rear Commodore	Regular maintenance Rear Comm
Participant boats in danger of collisions with shipping traffic	C	4	high	Educate new members during induction program Minimize course legs in major ferry routes Provide warning in pre-race briefing Provide up to date briefings	New Member Induction Program Water Ways Video	RCO	Regular briefings Pre race
Injury to officials, sailors or other water users from rescue and race official boat propellers	D	4	high	Ensure rescue boat crews focus on issue by regular training for TL3 courses	TL3 courses	RCO	Prop guard fitted on 1 boat. It broke twice . Was found unsuitable for >30hp. Report sent to YA

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Personal injury to swimmers where collision with competitor or official boats either on-course or heading to course	C	4	high	Get council to erect sign (check) Advocate care when leaving and entering beach Insure appropriate insurances are in place	Mosman Council	RCO	
Collisions with BSC's and other craft resulting in personal injury	D	4	moderate	Ensure all participants updated on rules at sea Ensure participants insured appropriately	New Member Induction Program	Race Committee	
Fire/explosion on Rescue Craft resulting in personal injury to crew	E	4	moderate	Train all boat skippers Ensure no smoking when refuelling Use only staff trained on correct fuelling procedures Service fire extinguishes on board Ensure fuel lines and tanks serviceable, check race day Ensure clear signage on all boats Provide start-up check sheet for each boat	Maritime On-board radio	Commodore Race officers	

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Seasickness of rescue craft personnel resulting in not being able to provide effective rescue capabilities	B	2	moderate	Use non-prone volunteers Medicate prone volunteers prior to boarding. Roster on a different boat . Drop sick person on nearest landfall and continue race	Seasickness tablets or other control measures	RCO	
Hypothermia contracted by sailors and race officials	E	4	moderate	Provide warnings when water/ air temperature below 16 Provide list of safety recommendations in Club Program and in Club House	Weather Bureau On-board radio	Safety Officer	
Persons lost at sea as a result of insufficient safety equipment	E	5	High	Reinforce that it is mandatory to wear PFD. Stay with the boat.		RCO	
Inexperienced or disabled boats running aground or blown ashore	B	2	Moderate	Ensure rescue boats keep an eye on new members for first few races	Rescue boat Race Check Sheet	RCO	
Dangerous surf conditions resulting in capsizing, personal injury or inability of boats to get off the beach	E	4	moderate	Postpone races under these circumstances Provide pre-race warnings. Check course before allowing racing to resume .	Weather Bureau	RCO	

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Lack of safety / rescue equipment by race / event organizers	E	4	moderate	Ensure rescue boats gear checked before each race	Rescue Boat Safety Check Sheet	RCO	
Collisions between craft of different classes in multi-class events	D	3	moderate	Separate start times Layout different courses Provide regular updates as to safety rules and right of way. Ensure sailors understand their responsibility to check up	Check courses so no conflicts	Race Committee	
Personal injury to selves or others as a result of inexperienced sailors participating beyond their capacity	D	3	moderate	Institute pre-race warnings to inexperienced crews in potentially hazardous situations Ensure Class Captains note and advise inexperienced sailors Ensure SI enforces rule re competitors decision	Members experience grading sheet	PRO	
Collision of boat with submerged object resulting in personal injury	E	2	low	Place course away from land Request crews to be observant particularly after heavy rain		R C O	

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Sunstroke / Sunburn / dehydration to sailors and / or officials.	E	3	low	Educate new members during induction program Advocate proper protection for all participants Have explicit warning on high UV days Provide sun-screen in clubhouse. Safety Boats take out extra water bottles for race	New Member Induction Program Briefings pre-race Sun-screen Weather Bureau	RCO	
Insufficient supervision of juniors in training exercises resulting in accidents or person injury	E	3	low	Ensure strict controls and adequate competent staffing for any junior training run by the Club	Training Manual	Training Supervisor	
Failure to conduct pre and post event boat counts resulting in missing personnel	E	3	low	Ensure reinforced at pre-race meetings Ensure sheets checked at race end Ensure follow up if error	Sign-on /off documents	Senior race officer RCO OOD Commodore	

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Personal injury to sailors competing/ participating in boats of poor repair or insufficient capability	E	3	low	Appoint class/club safety officer(s) Execute regular pre-race class checks Ensure all competing boats are in good repair Ensure inexperienced crew sail with more experienced crew	Check sheets	Safety Officer(s) Class Captains	
Loss of communications resulting in not being able to provide effective rescue services	E	3	low	Ensure communication systems are in good repair Have two radios per boat Test communications systems before each race Utilize mobile phones in emergency if required Utilize other resources e.g. other clubs ,Marine Rescue	Radios Mobile Phones Club telephone	PRO	

Pre & Post Sailing

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Theft or damage of participants' boats or gear due to poor security or storage of equipment	B	3	high	Make Duty Officer responsible for ensuring all doors locked Keep key log Ensure locks in good order Keep after hours entry log Ensure other users are aware and comply with procedures Mark all at risk equipment Install CCTV equipment	List of duties for Duty class pre and post race	Security Officer	CCTV to be inst Sept. 2014
Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas	C	3	moderate	Advise boat owners be aware of people around	Flags / bunting to mark out rigging and transition area	House Safety Officer	
Placing of heavy boats or equipment high up in storage racks resulting in injury or damage during storage or retrieval	C	3	moderate	Store heavy and bulky boats in low racks Place warning signs around racks Make a club value to offer to assist lift boats in and out of racking Keep mast and boat racking separate		Racking Officer	

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Failure of participants to use and/or of officials to check sign-off sheets resulting in missing person going unnoticed	D	4	high	Always mention at briefing Request all that have forgotten to phone in once gone home Get Class Captain to check off Ensure RCO does overall check / reconciliation Telephone non complying members Keep current membership list	Membership telephone lists	RCO	
Personal injury and property damage arising from rigging accidents such as falling masts, wire under tension, etc	C	3	moderate	Ensure all skippers aware of the risk and fit masts in a safe manner		Safety officer .ALL sailors	
Needle stick injuries to sailors in launching and rigging craft on uncleaned beaches	D	4	high	Suggest boots worn on beach	Council beach cleaner	Safety Officer	
Equipment left lying around posing risk of injury to persons using the area	D	2	low	Add this check to the duty class's list Advise all participants of need to keep areas clear	Duty class	Duty Officer	
Sailors leaving rigging on roads unsecured causing damage to themselves, public, vehicles or trailers	E	2	low	Ensure all crews are aware	Duty class	Safety Officer	

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Inexperienced or careless persons re-fueling power boats resulting in burns and property damage	E	2	low	Ensure only authorized persons use boats Provide and enforce refuelling procedure Refuel only at authorized centre		RCO	
Inaccurate interpretation of weather reports resulting in sailors heading out in dangerous conditions	E	3	low	Monitor weather conditions continuously Communicate to sailors any changes pre-race Consult sailors and individual classes and rules	Boat radio update transmissions	PRO Ask sailors with internet access phones to check pre race	
Careless loading, unloading and laying of course equipment may result in specific and chronic injuries to officials	E	3	low	Ensure only authorized staff crew rescue boats Train/instruct appropriate volunteers		Safe lifting notices in areas	Boat handling courses Discover Sailing Programme
Inadequate compliance checks conducted on boats participating in club activities	E	2	low	Outline key compliance requirements pre-race Require rescue boats to report any crew without life jackets	Class rules	Safety Officer RCO	

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Poor handling of disputes and grievances resulting in dissatisfaction amongst sailors and potential legal exposure	E	2	low	Outline a procedure to be followed Ensure insurance covers this situation	Protest committee	Commodore	

Environment

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Potential Risk	Likelihood	Severity	Risk Rating	Controls/Treatment	Resources	Lead Person	Comments
Risk of personal injury to workers and members arising from racking due to restricted access	B	3	moderate	Audit racking quarterly Identify any improvement opportunities Implement improvements when funds permit Ensure racking officer provides adequate supervision Provide lifting apparatus when funds allow	Safety signs re lifting, up in racking areas	Racking Officer	
Injury to sailors and non sailors in boat park from unfastened equipment	C	3	moderate	Clearly designate rigging areas and enforce rule	Signs, duty officers	Property Officer	Pre-race season
Non-compliance with OH&S regulations resulting in penalties and exposure to personal injury claims	D	4	high	Check regulations for applicability Ensure insurances are in order Provide summary/ procedure of appropriate requirements	Risk management tables	Safety Officer	
Risks associated with the use of club social facilities for functions by members and public	C	3	moderate	Ensure external parties have own insurance Keep stairs, electrics and balustrades in good repair & inspect regularly Screen entities we hire club to Ensure indemnity form is signed		Person in charge of the hall hirings	

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Dogs in club house knocking people over or injuring in other ways	D	3	moderate	Ban dogs from the club house Note that dogs are not allowed on beach or off a leash Warn owners of their liability		Safety officer	
Inadequately licensed or trained personnel given access to or charge over operation of equipment such as power boats	E	4	moderate	Provide access only to authorized people Ensure only authorized staff crew rescue boats Communicate requirements regularly Restrict access to keys		RCO	
Insufficient fire safety measures in place such as the supply of extinguishers and communicated fire drill procedures	E	4	moderate	Identify high risk areas Select appropriate extinguishers Place extinguishers Contract to have checked yearly		Safety officer / house committee	
Unsuitable storage of rescue and safety gear resulting in poor repair and subsequent failure when used by officials or participants	E	1	low	Inspect regularly Check storage		Boat skippers	
Member, public and boat access points to the club in disrepair or unsafe condition leading to personal injury and/or property damage	D	2	Low	Inspect regularly Regular working bees	Maintenance list updated and monitored	House Committee	2 working bees annually

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Environmental damage and subsequent liability resulting from inappropriate maintenance of drainage and effluent	E	1	low	Inspect regularly Fix any problems as they arise	Council maintenance Sydney water	House Committee	
Insufficient attendance to spills and breakages that may cause injury to persons using the club premises	E	2	low	Inspect regularly by Club Committee		Everyone's responsibility to report to safety Officer	
Insufficient differentiation in storage of equipment for junior and senior members resulting in personal injury and property damage	D	2	low	Consult appropriate people	Class Captains	House committee	
Electrocution of sailors and public as a result of low overhead power lines in rigging and public areas	E	5	high	Ensure HMAS Penguin maintain their signs		Safety officer	

Personnel

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Incorrect or inadequate provision of personal information of junior participants by parents	D	2	low	Keep accessible list of health issues and contact numbers of all members available and up to date Ensure membership application forms include this information	Liase with the Balmoral sailing school if students are from them	Membership Officer Race Officer	
Appointment of inexperienced Race Officer resulting in poor decision making	C	1	low	Train more race officers Develop appropriate policy and procedures (check sheet)	YNSW courses	Club captain Race Officer	
Appointment of insufficiently trained or qualified volunteers into key officiating positions resulting in poor decision making	C	1	low	Ensure rescue boat crew well trained and experienced (TL3)	Regular boating courses	RCO	BSC is a TRAINING CENTRE for Power Boating
Lack of appropriately trained or qualified first aid officer(s) present during conduct of club activities resulting in poor injury management	C	4	high	Identify trained personnel Make list available of such people and qualifications Have club subsidise training for volunteers Arrange club training sessions	Engage a professional First Aid Officer from St Johns	Safety Officer	First Aid course run Dec 2013 Defibrillator installed and people trained June 2014

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Poor induction of officials and communication of responsibilities and duties of key officials resulting in confusion and possible neglect of tasks	C	3	moderate	Ensure proper handoff as rescue boat crew rotate Select officials carefully Seek professional help eg YA Develop policy and procedures to be followed and job descriptions Communicate responsibilities at official meetings and briefings Ensure broader group share the work load		RCO Club Captain	
Insufficient provision of training of key club officials resulting in poor decision-making and club management	C	3	moderate	Prepare a check sheet of things to know and do as a club official (job descriptions) Seek professional help	Board meetings Discussions	Commodore Club Captain	
Failure of officials to deploy rescue boats as required by emergency circumstances	D	3	moderate	Develop and apply appropriate procedures and good communication.		RCO	
Insufficient support for Race Officer resulting in too many responsibilities placed on Race officer and subsequent possible neglect of duties	D	3	moderate	List race officers' duties Delegate any overload to others Increase resources and build up a bigger core of future Race Control Officers	YNSW courses	Club Captain Race committee	

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Poor communication to emergency service providers of club location and access details resulting in delay in emergency treatment	E	4	moderate	Provide details in visible place adjacent to telephone Communicate regularly at briefings procedure in the event of an emergency	Highly visible emergency info on notice boards	RCO	
Possibility of post-traumatic stress for volunteers involved in serious accidents and emergencies	E	4	moderate	Seek counselling in case of such an event	Hospitals, GP	Board members Commodore	
Poor food management and handling procedures in catering and canteen areas of club may breach regulations	E	4	moderate	Ensure duty crew removes all perishable food after each race Outline policy and procedures	List of food handling procedures and inform duty class on these requirements	Duty Officer	Food handling courses attended
Harassment of participants and members from officials or other participants or members	E	2	low	Develop a Member Code of Conduct and promote and educate members	Code of Conduct	Club Committee	

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Poor tracking of fleet by officials resulting in missing boats, poor race management or incorrect results	D	3	moderate	Ensure only authorised staff crew rescue vessels Develop and apply appropriate procedures. Constant communication with Race Officer	Radio contact	RCO	
Parents harassing or abusing officials, members or other participants due to dissatisfaction with procedures or results	E	1	low	Refer such incidents to the Commodore	YNSW	Commodore	
Poor promotion of emergency procedures and contact numbers to club members	E	3	low	Ensure all numbers and procedures well documented and available Highlight this resource at briefings Improve signs	Procedures, telephone numbers on noticeboard Membership list in filing cabinet	Safety officer	
Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur	D	3	moderate	Identify appropriate services Get advice on contact procedure Ensure information available Ensure first aid box available and replenished	Emergency services	Safety Officer	

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Appointment of insufficiently competent or unqualified coaches resulting in poor instruction to participants	E	1	low	Provide regular training days Encourage greater participation of members	Training school	Club Captain	
Poor planning by coaches of training sessions resulting in insufficient supervision of juniors or dangerous activities due to weather changes	E	3	moderate	Develop and implement policy and procedures Ensure sessions held only when adequately trained personnel available	YNSW training courses	Club Captain	
Insufficient consideration of abilities, health and needs of different age groups in planning on-water activities resulting in personal injury	D	3	moderate	Develop and implement policy and procedures Ensure sessions held only when adequately trained personnel available	Race Committee discussions	Race Officer	

Revised Heather Hall Race Officer AUGUST 2014