

**SAILABILITY MANLY
RISK MANAGEMENT TABLES**

RISK MANAGEMENT TABLES

SCHEDULE OF UPDATES

Date	Details
March 2013	Original
Nov. 2014	Updated.
June, 2018	Updated
15 July 2019	Draft for Manly Committee Review

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The Sailability NSW Risk Management Program, employs the following process:

- Identification of the risks and hazards involved in conducting sailing competitions and activities;
- Assessing the likelihood and consequences of those risks occurring, utilising the Likelihood and Severity Tables of the Risk Management Manual to classify and rate the priority to deal with the risks and hazards identified.
- Developing and implementing strategies and actions to eliminate or at least reduce these risks wherever practicable;
- Documenting the risks, assessment and strategies/actions to be undertaken.
- Communication of corrective actions taken and training where needed;
- Monitoring of compliance with modified requirements;
- Follow-up review assessment of the actions taken.

The effectiveness and ongoing suitability of the program is regularly reported and reviewed at Sailing Committee meetings and at periodic training activities.

HOWEVER, at the start of each Sailing Day, the Sailing Coordinator provides all volunteers present with a detailed briefing regarding the day's activities and expectations .

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1 Environment.

Identification	Assessment			Strategy and Actions to be taken	Response and Verification of Action taken	Follow-up
<i>Hazards and Risks – Potential and real identified and reported</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk Rating</i>	<i>Treatment</i>	<i>Resources and Responsible Person</i>	<i>Time-frame Communication Training Compliance</i>
Severe Weather likely to injure sailors and damage equipment and /or boats r	L2	S3	major	Weather conditions and forecast assessed by Volunteer Coordinator and Sailing Coordinator prior to confirming sailing	Voice message on Volunteer Coordinator's phone from 7.00 a.m. on sailing day. Sailing can be cancelled if necessary during sailing sessions.	This process is standard practice, and has been proven effective over many years
Ferries en-route to Manly Wharf or leaving wharf colliding with our dinghies or Support Boat	L3	S1	Extreme	MUST NEVER OCCUR Constant verbal reminders to sailors leaving and returning to pontoon.	Verbal and written reminders to sailors at briefings by Sailing Coordinator and on the water by Support Boat Drivers.	Continuous reminder and emphasis of requirement to comply at all times with this mandatory RMS safety regulation
Slip Hazard on deck or pontoon from decking being wet.	L1	S4	Medium	Appropriate footwear to be worn, supported by verbal reminder of hazard to all attendees.	Sailing Coordinator reminders. Training Sessions	Continuous

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Spillage of petrol being moved to Support Boat for refill.	L3	S4	Minor	Care to be taken when moving fuel from fuel store to Support Boat, and when filling tank.	Verbal reminder Support Boat Driver	Whenever fuel tank is being filled.
Injury to attendees and non-sailors in boat rigging area whilst rigging or moving equipment.	L3	S3	Major	Restrict access to area of "danger" Sailing coordinator to supervise	Sailing coordinator Instructors & Sailors Verbal reminders.	Continuous on sailing days.

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2. Personnel

Identification	Assessment			Strategy and Actions to be taken	Response and Verification of Action taken	Follow-up
	Likelihood	Severity	Risk Rating			
<i>Hazards and Risks – Potential and real identified and reported</i>				<i>Treatment</i>	<i>Resources and Responsible Person</i>	<i>Time-frame Communication Training Compliance</i>
Lack of appropriately trained or qualified First Aid officer(s) present during conduct of club activities resulting in poor injury management.	L5	S5	Minor	Identify current holders of First Aid and CPR Certificates. Arrange First Aid Training for others.	First Aid Training Volunteer Coordinator	Life-saving /First Aid courses planned and conducted each third year.
Possibility of post-traumatic stress for volunteers involved in serious accidents / emergencies	L5	S3	Minor	Referral of volunteers to appropriate professional services.	Debriefing Sessions Disability Awareness Training Committee	Continuous
Dangers present for some of our elder volunteers and more vulnerable participants to and from Sailability, Care needed to and from transport.	L3	S4	Medium	Buddy system for lifts from other volunteers or accompany to car.	Communication with personnel. Sailing coordinator, Volunteer Coordinator or other personnel.	Every sailing day.
Harassment of participants / members from parents or other participants / members	L2	S3	Major	Awareness training. Quiet chat with persons involved to allay concerns. Good communication. Accidental Counselling.	Operations Manual Training sessions Sailing Coordinator	Continuous, improving as message becomes clear.

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Poor promotion of emergency procedures and contact numbers to club members	L3	S2	Major	Frequent training days include these procedures	Volunteer Coordinator maintains Training records for procedures	Continuous information is disseminated whenever need arises

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3. Ancillary Equipment: Handling and Use.

Identification	Assessment			Strategy and Actions to be taken	Response and Verification of Action taken	Follow-up
	Likelihood	Severity	Risk Rating			
<i>Hazards and Risks – Potential and real identified and reported</i>				<i>Treatment</i>	<i>Resources and Responsible Person</i>	<i>Time-frame Communication Training Compliance</i>
Dangers involved in hoists and keels being transported to, and placed on, pontoon. Loss of control on wet or steep ramp at high and low tide.	L5	S5	Minor	Check that equipment is tied into trolleys and placed square for transporting. Correct lifting techniques. training provided Shoes to be worn	Keel Kaddies and hoist trolleys. 2 people to lift hoists onto bases. Pontoon Manager or Sailing Coordinator verifies correct lifting techniques.	Continuous on the job training and supervision.- compliance with correct lifting techniques.
Risks inherent in transporting dinghies and other equipment by trailer to venues other than Manly.	L5	S2	Medium	Care taken in loading boats up to 3 levels high. At least 3 able-bodied, tall persons to load and unload boats. An expert to tie on. and the DRIVER. to check all tie-ons. Extra equipment such as sails, booms to be tied separately. Keels stored in bottom of trolley, lead to front.	Trailer, tie-ons, extra rope. Person who will be driving the car.	Several times a year. Treat each occasion as a training session.

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Risks inherent in moving anchors, chains, buoys from boat-room. Injuries may occur to fingers, backs, shoulders.	L3	S3	Major	Articles to be placed on trolley and transported to Support Boat.	Operations Manual – ensure correct lifting technique Race Officer	Race Days
Dangers involved in use of barbecue in public areas	L4	S2	Major	Person in charge of barbecue to hold a food-handling certificate. Carers to ensure that Participants stay away from hot surfaces. Gas tank refilled as necessary. Fittings checked regularly.	Barbecue, food handling items, cold water kept in tank. Fire equipment available. Allocated chef for the day.	Saturdays only. No food to be stored for subsequent use.
Risk of injury or illness not being attended to correctly or promptly because First Aid Kit not readily available, or incomplete	L4	S4	Minor	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 always available at Registration desk First Aid courses conducted triennially to maintain skills. Suitable qualified persons nominated at AGM each year.	At beginning of each season.
Dangers involved in carrying and erecting gazebos	L3	S4	Medium	4 volunteers to erect gazebos. Continual reminders to avoid fingers being trapped	Sailing Coordinator or nominated volunteer	Continuous training.

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4. Movement and Management of People with Special Requirements.

Identification	Assessment			Strategy and Actions to be taken	Response and Verification of Action taken	Follow-up
	Likelihood	Severity	Risk Rating			
<i>Hazards and Risks – Potential and real identified and reported</i>				<i>Treatment</i>	<i>Resources and Responsible Person</i>	<i>Time-frame Communication Training Compliance</i>
Risks inherent in use of hoist	L3	S3	Major	<p>Training given to everyone using hoist. Hoist inspected at 12 monthly intervals for rope fray, etc.</p> <p>PFD worn by person being hoisted. 2 people involved in lifting.</p> <p>Special care to be taken in fitting the harness. Carer should at least assist with fitting of harness.</p>	<p>Training video on web.</p> <p>Operations Manual, training sessions given frequently, both on the job, and separately when new volunteers are present.</p> <p>Pontoon Manager, hoist operator if available.</p>	Continuous on the job training.
Risks for people with special needs embarking to boats and disembarking to pontoon	L3	S3	Major	<p>Person with special needs accompanied to side of pontoon when dinghy is ready.</p> <p>Helped and shown to sit on pontoon, lower body and sit on seat</p>	<p>.Pontoon Manager</p> <p>Dinghy must be securely fastened to pontoon both stern and bow. Volunteer assistance and guidance, training sessions for volunteers and carers</p>	<p>Continuous supervision and training.</p> <p>Carers must be involved to validate appropriate handling of participants who need to embark and disembark using hoist and harness</p>

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<p>Wheelchairs, walking frames, etc left on pontoon.</p> <p>This creates a hazard, risking falls by participants and volunteers involved in embarkation and disembarkation operations.</p>	L3	S3	Major	<p>Equipment to be removed from pontoon as soon as person is not using it.</p> <p>Volunteer or carer to remove to deck.</p>	<p>Large number of volunteers alert to removal and replacement of equipment on return of participant.</p> <p>Pontoon Manager in charge of this operation</p>	<p>Continuous supervision and training.</p>
<p>Loss of control on steep or wet ramp. Stress or injury in case of fall</p>	L3	S3	Major	<p>Verbal reminder to take care. Shoes worn at all times Straps on wheelchair fastened.</p> <p>Help given if needed or asked for</p>	<p>Wheelchair Safety Precautions. Carer or supervisor of person with a disability.</p> <p>Sailing Coordinator - Volunteer help may be needed</p>	<p>Continual supervision and training given.</p>
<p>Need for care of person on Walking Frame or stick</p>	L4	S3	Major	<p>PFD and shoes to be worn by person with special needs, and all children.</p> <p>Constant reminders about care and safety.. Volunteer or carer should walk alongside person with special needs.</p>	<p>Volunteers to check constantly that person is safe.</p> <p>Sailing Coordinator while on deck, Pontoon Manager on the pontoon.</p>	<p>Continuous training and supervision.</p>
<p>Risks in using Stabilo Equipment.</p>	L5	S1	Medium	<p>Careful fitting of Stabilo equipment into dinghy. Person placed in equipment and air removed until it is comfortable.</p> <p>Use strap to secure into dinghy.</p>	<p>Pontoon Manager or person trained in use of Stabilo equipment</p> <p>Operations Manual.</p>	<p>Extra care must be taken when using this equipment</p>

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<p>Extra hazards for people with complicated conditions involved in Sailability activities.</p>	<p>L3</p>	<p>S3</p>	<p>Major</p>	<p>Some of our participants with complicated conditions such as epilepsy, tracheotomy patients, severe autism need special seating attention and/or a person in the Support Boat supervising. This can be arranged.</p>	<p>Support Boat available, information to be notified to Sailing Coordinator and Support Boat via radio.</p> <p>Sailing Coordinator.</p>	<p>On days when necessary.</p>
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5. Before Sailing Starts.

Identification	Assessment			Strategy and Actions to be taken	Response and Verification of Action taken	Follow-up
	Likelihood	Severity	Risk Rating			
<i>Hazards and Risks – Potential and real identified and reported</i>				<i>Treatment</i>	<i>Resources and Responsible Person</i>	<i>Time-frame Communication Training Compliance</i>
Theft or damage of participant's gear due to poor security or storage of equipment	L4	S3	Medium	Secure/Monitor personal gear and equipment during activities	Continual supervision of sailing area. The person who is the owner is responsible for their own gear. We have secure places for securing valuables.	Continuous
Handling dinghies before sailing	L3	S4	Medium	Volunteer training. At least 2 tall people to remove boats from top racks. Verbal reminders to be careful of fingers caught in trolley handle.	Operations Manual, training videos on web-site. Sailing Coordinator.	Verbal training is continuous.
Rigging of boats. This task must be carried out carefully to ensure safe sailing for everyone. There is a serious risk of danger to sailors if boats go out with faulty or unsafe rigging.	L1	S3	Extreme	We try to avoid this risk by close supervision of rigging by an experienced rigger and sailor, who releases each boat after individual checking.	Training videos, operations manual, training sessions. Boat Operations Manager.	Continuous on the job training and supervision and inspection

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<p>Support Boat not ready to go when sailors and dinghies are ready.</p>	<p>L4</p>	<p>S5</p>	<p>Minor</p>	<p>While dinghies are being rigged on deck. Support Boat Driver picks up Support Boat from Mooring, checks fuel, safety checklist and radio check.to base.</p>	<p>Sailing Coordinator, Support Boat Driver, Observer. Instructions from Sailing Coordinator. .DINGHIES WITH SAILORS AND PARTICIPANTS MAY NOT LEAVE THE PONTOON UNLESS SAFETY BOAT IS AVAILABLE ON STAND-BY.</p>	<p>Verbal instruction, training.</p>

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6. On Water Activities

Identification	Assessment			Strategy and Actions to be taken	Response and Verification of Action taken	Follow-up
	Likelihood	Severity	Risk Rating			
<i>Hazards and Risks – Potential and real identified and reported</i>				<i>Treatment</i>	<i>Resources and Responsible Person</i>	<i>Time-frame Communication Training Compliance</i>
Sickness of Support Boat personnel resulting in not being able to provide effective safety surveillance and/or rescue.	L4	S4	Minor	Relieve and replace person. Use roster if necessary. Cancel activity if no Support Boat crew available,	Sailing Coordinator has access to a large group of volunteers with applicable powerboat licence.	If ever it happens.
Ill or disabled sailor observed during on-water activity	L4	S3	Medium	Competent sailor to signal help needed by waving paddle.. Support Boat tows dinghy to pontoon, Radio call to shore if ambulance required	All boats to have paddles Support Boat Crew use ship-to-shore radio if required..	Immediately on noting illness.
Sailor in water	L3	S3	Major	ALL crew and participants on the water ARE REQUIRED TO WEAR PFDs See Operations Manual.	Support Boat Crew conduct immediate rescue with harness stored on Support Boat. Radio shore to advise Sailing Coordinator, and to contact Ambulance Service if needed.	Immediate response required!

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Severe weatherr	L1	S4	Major	Consider and review weather observation and reports before and during each sailing day Cancel activity and return to shore if conditions deemed unsafe	Anemometer kept on Support Boat. Sailing Coordinator liaises with Support Boat Crew and makes decision. Support Boat crew advise boats on water, and provide towing or other assistance as required	Immediately weather changes.
Inexperienced sailors in difficulties	L 2	S3	Major	Support Boat to render assistance, tow to pontoon if necessary.	Support Boat Crew. Towing rope on Support Boat. Radio advise to Sailing Coordinator.	When requested.
Participant boats in danger of collisions with other watercraft	L4	S1	Extreme	Emphasis on rules regarding avoiding collisions. Support Boat to render assistance if required to prevent an accident	Competent sailing crew should know and obey maritime laws and regulations. Support Boat must act and intervene. If necessary. to prevent an accident.	Danger with large ferries every 30 minutes, and fast ferries more frequently. Ferry lanes must be kept clear
Personnel not wearing Personal Flotation Devices	L 4	S1	Extreme	Non-compliance with mandatory requirements. Constant reminders to Sailing personnel. PFD bin storage	PFD storage bins and racks have PFDs available in all sizes. Life-jacket coordinator and personal carers of participants must ensure that all participants are wearing a PFD before moving to the pontoon.	Continuous monitoring by all volunteers and carers is needed..
Personal injury to swimmers from collision with power or sail boats boats	L 4	S1	Extreme	Swimming by members is forbidden at boat launch area.	No swimming allowed in area. Sailors, Volunteers and Support Boat Crew maintain surveillance.	Continuous

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Failure to conduct pre and post event head counts resulting in missing personnel	L5	S2	Major	Sign On/Off on sailing day sheet	Sailing Coordinator ensures Sign On/Off Sheets are readily available and completed	At commencement and end of activity.
Loss of communications resulting in not being able to provide effective services	L4	S3	Medium	Establish alternate communication – hand held radio/mobile phone	Sailing Coordinator or Nominee. Paddle in boat for dinghies. Hand held radio/ship to shore radio	Continuous.
Keels being removed from dinghies while a person with a disability is still on board.	L5	S3	Medium	Training video, watchful eye of pontoon manager.	Operations manual, training videos Pontoon Manager	Each sailing day.
Collision of boats during activities resulting in personal injury	L3	S3	Major	Encourage attendees to learn boating rules. Clear pre-activity instructions. All on water personnel must wear 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	L5	S2	Major	Engine must be turned off before refuelling tanks.	Support Boat Crew have Fire extinguishing equipment on boat	Boat refuelled after each sailing session.
Mechanical breakdowns / gear failure resulting in Support Boat not being able to provide effective capabilities	L3	S3	Major	Activity cancelled if stand-by Support Boat not available. May be other options at MYC, eg, borrow MYC Support Boat so that activity can continue.	Support Boat crew and / or Sailing Coordinator arrange Stand-by Support Boat	Immediate.

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Lack of or inadequate safety / emergency equipment by activity organisers	L3	S3	Major	Review safety equipment regularly	Sailability Committee. Maintenance, Safety Committee	Continuous
Insufficient supervision of sailors in sailing activities resulting in accidents or person injury	L3	S2	Extreme	During sailing activities, a competent sailor is to be in each dinghy with trainee.	Competent sailor in each dinghy. Sailing Coordinator	During sailing activities.
Personal injury to sailors participating in boats of poor repair or insufficient capability	L3	S2	Extreme	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. No boats to leave pontoon that are not checked as safe for current conditions.
Personal injury to volunteers or others as a result of inexperience and participating beyond their capacity	L3	S3	Major	Training / mentoring Read Operations Manual	Operations Manual and Training videos Sailing Coordinator, Pontoon Manager	Continuous.
Capsize of dinghy being used to pick up Support Boat from mooring	L3	S3	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, of Support Boat.	L3	S3	Major	Qualified and experienced skipper and at least one competent observer on board at all times. Maintain Radio contact with shore	Support Boat Operations Manual, Fire extinguisher on board. Support Boat Driver.	Continuous.

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7. After Sailing.

Identification	Assessment			Strategy and Actions to be taken	Response and Verification of Action taken	Follow-up
	Likelihood	Severity	Risk Rating			
<i>Hazards and Risks – Potential and real identified and reported</i>				<i>Treatment</i>	<i>Resources and Responsible Person</i>	<i>Time-frame Communication Training Compliance</i>
Handling dinghies after sailing. Bringing boats to deck, washing, placing back in racks. Injury to people involved	L4	S4	Minor	Volunteer training, Operations Manual, training videos. At least 2 people to put boats back on racks	Training videos Signage Sailing Coordinator	Continuous.
Personal injury to sailors and public or property damage arising from persons passing through rigging areas	L4	S3	Medium	Instruction / monitoring. Liaison with other groups using area.	Signage Sailing Coordinator	By August 2013
Placing heavy equipment and boats high up in storage racks resulting in injury or damage during retrieval	L4	S3	Medium	Heavy equipment not stored high Suitable boats only stored in upper racks	Training videos Signage Boat Operations Manager.	By August 2013
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	L4	S3	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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Equipment left lying around posing risk of injury to persons using area or damage to themselves and public	L2	S3	Major	Instruction / monitoring Insurance	No equipment to be left lying around. Signage Sailing Coordinator Committee	Continuous
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