

Lake Wellington Yacht Club Inc.



RISK MANAGEMENT

Version #	Implemented By	Revision Date	Adopted By	Approval Date	Reason
1.0	<i>Safety Committee</i>	9 Oct 2013	Committee	9 Oct 2013	Initial Risk Management Plan draft
1.1	All Members	20 Nov 2017	Committee	20 Nov 2017	2017 Revision of LWYC Risk Management Document
1.1	Safety Committee	16 Sep 2019	Committee	16 Sep 2019	Annual Review
1.2	Committee	9 Nov 2020	Committee	16 Nov 2020	Annual Review & Unforeseen Risks added



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Introduction to Lake Wellington Yacht Club Risk Management

Safety is Lake Wellington Yacht Club's first priority. Proper risk management processes can contribute to maintaining a safe environment for sailing activities. Safety is about the protection of people, physical property and organisations.

Risk management also assists Lake Wellington Yacht Club to meet its duty of care. Risk management involves putting processes in place to make sure that:

- The hazards (or unwanted events) associated with proposed sailing activities have been comprehensively and systematically identified, assessed and recorded.
- Controls have been identified and put in place to keep risks at an acceptable level.
- Checks are made, and evidence maintained to confirm that the controls are in place and effective.



1. INTRODUCTION

1.1 Background – Duty of Care

LWYC, members 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.

This is the rationale which underpins this risk management program. LWYC will identify risks involved in conducting sailing competitions and activities, and then adopting strategies and actions designed to reduce these risks wherever possible.

1.2 Objectives

- To reduce the incidence of injury to participants, officials and other persons associated with club/centre 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/centre liability as a result of poorly managed sailing competitions and activities.

1.3 The Australian Standard

The approach adopted in this Risk Management resource is based on the Australian Standard's Handbook on Risk Management HB 246:2010 and Risk Management – Principles and Guidelines AS 31000:2009.

1.4 Accountability

As officers of LWYC, Flag Officers and officials all have a responsibility to be diligent in how the organisation exercises its objectives. Due diligence requires that, among other things, the people in positions of authority ensure that the organisation has available and uses, appropriate resources and processes to minimise risks.

1.5 Risk Analysis

Having identified the risks involved in LWYC we need to analyse them in order to better understand them. This analysis provides input to the evaluation of the risk and whether or not it needs to be treated. It also assists in the selection of risk treatments once evaluation determines that treatment is required.

Central to this analysis is the assessment of the identified risks 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 chance of the risk occurring (likelihood)
2. The loss or damage impact if the risk occurred (severity)
3. The priority or degree of urgency required to address the risk

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 will allow you to rate identified risks and then identify risk management priorities.



2.4.1 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, once in 100 years

2.4.2 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 organisation
A	CATASTROPHIC: One or more fatalities.
B	MAJOR: Permanent disabling injury. Vessels lost or damaged beyond repair.
C	MODERATE: Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete series, race or passage.
D	MINOR: Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable.
E	NEGLIGIBLE: Minor injuries possibly requiring first aid. Minor damage to equipment.

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

2.4.3 Risk Impact

The risk impact matrix determines the severity of the risk and the impact it could have on the organisation. It provides an indicator to assist in the decision making of what action is warranted for the risks.



Table 3: Risk Impact Matrix

		POTENTIAL IMPACT				
		Consequences				
		A Catastrophic	B Major	C Moderate	D Minor	E Negligible
Likelihood	A Almost Certain	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B Likely	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	C Possible	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D Unlikely	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E Rare	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key:

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



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LWYC 2014
RISK MANAGEMENT TABLES

ID No.	Hazard	Initial Likelihood	Initial Severity	Initial Risk Rating	Control	Revised Likelihood	Revised Severity	Revised Risk Rating	Is This Risk Acceptable Yes or No	Resources	Person Responsible	Time-frame
On Water												
	Weather/Environment/Seastate											
1	Severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	B	A	1	<ul style="list-style-type: none"> Forecast for not greater than 25kts. No strong wind warnings for race duration Weather forecast. Post forecast on noticeboard. A contact list is included in Safety Manual. 	C	D	3	Yes	BOM: Gippsland Lakes Forecast. Volunteer Marine Rescue (VMR). Water Police <i>Avon Princess</i>	Race Officer	
2	Dangerous sea and wave conditions result in capsizes, personal injury or boats being unable to get off the beach or return to shore safely.	B	A	1	As above & Safety Manual.	C	D	3	Yes	As above		
3	Sunstroke / sunburn / dehydration to sailors and /or officials.	B	D	3	Education of participants by mentioning at pre-race brief	C	E	4	Yes	Sunscreen available at club house & <i>Avon Princess</i>		
4	Seasickness of rescue craft personnel resulting	C	D	3	Check with participants	D	E	4	Yes			



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ID No.	Hazard	Initial Likelihood	Initial Severity	Initial Risk Rating	Control	Revised Likelihood	Revised Severity	Revised Risk Rating	Is This Risk Acceptable Yes or No	Resources	Person Responsible	Time-frame
	in not being able to provide effective rescue capabilities.				regarding expected conditions							
5	Sailors and race officials develop hypothermia.	C	C	2		E	D	4	Yes			
Participating Boats												
6	Collision of boats resulting in personal injury and/or major damage disabling boat(s).	B	C	2	<ul style="list-style-type: none"> • Clear pre-race instructions • Limit number of entries • Training of competitors in race rules • Application of IRPCS 	D	D	4	Yes	Avon Princess	Race Officer	Prior to race
7	Personal injury to crew member(s)	B	B	1	Education of participants by mentioning at pre-race brief	C	D	3	Yes		Race Officer	Prior to race
8	Inexperienced or disabled boat(s) lose control and get into difficulties which require external assistance.	B	C	2	Safety Manual. RO to advise inexperienced sailors to not compete in challenging conditions	D	D	4	Yes		Race Officer	Prior to race
9	Crew member(s) fall overboard and require external assistance to locate and recover.	E	A	3	As above Adequate rescue services for number of entries	D	D	4	Yes			
10	Crew member(s) trapped underwater in a capsized boat	C	A	1	Personal rescue knife with all catamaran sailors	E	C	4	Yes	Avon Princess rescue knife		



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ID No.	Hazard	Initial Likelihood	Initial Severity	Initial Risk Rating	Control	Revised Likelihood	Revised Severity	Revised Risk Rating	Is This Risk Acceptable Yes or No	Resources	Person Responsible	Time-frame
11	Collision of boat with submerged object resulting in personal injury or major damage to boat.	D	D	4		D	D	4	Yes			
12	Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident	D	C	3	Safety Equipment Inspections	D	D	4	Yes			
13	Missing boat(s) either during a race or failing to complete a race	D	A	2	Sign On – Sign Off	E	E	4	Yes			
Race Management and Equipment												
14	Mechanical breakdowns / gear failure in rescue vessel(s) resulting in being unable to provide effective rescue capabilities.	C	A	1	Avon Princess pre-race checklist. Safety Manual	D	D	4	Yes	Other participating boats		
15	Fire/explosion (e.g. on Rescue Craft) resulting in personal injury to crew and inability to provide rescue service.	C	B	2	Avon Princess pre-race checklist. Safety Manual	D	D	4	Yes	Other participating boats		
16	Injury to person(s) in the water from rescue and race	C	C	2	Rescue boat training	D	D	4	Yes			



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ID No.	Hazard	Initial Likelihood	Initial Severity	Initial Risk Rating	Control	Revised Likelihood	Revised Severity	Revised Risk Rating	Is This Risk Acceptable Yes or No	Resources	Person Responsible	Time-frame
	official boat propellers.											
17	Inadequate or insufficient safety / rescue equipment provided by race / event organisers.	B	A	1	Avon Princess pre-race checklist. Safety Manual	E	D	4	Yes		Avon Princess driver	
Communications												
18	Loss of primary communications resulting in race officials being unable to provide and coordinate effective rescue services.	B	C	2	VHF, UHF mobile phones available. Safety Manual pre-race comms check	D	E	4	Yes			



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Off-Water												
1	Persons sustaining injury from slipping on launching ramp.	B	C	2	Maintenance of ramp (small quantity of sand on ramp)	D	E	4	Yes		Be aware	
2	Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas.	C	C	2	Safety Brief and personal awareness Advice to public	D	D	4	Yes		Club members	
3	Equipment left lying around posing risk of injury.	C	C	3	Safety Brief and personal awareness	D	E	4	Yes		Club members	
4	Sailors leaving rigging trailers on roads or at the water's edge unsecured, causing damage to vehicles, trailers, or the public.	C	C	2	Safety Brief and personal awareness	D	E	4	Yes		Club members	
5	Personal injury and property damage arising from rigging accidents such as falling masts, objects falling from heights or wire breaking under tension.	C	C	2		C	E	4	Yes		Club members	
6	Glass or needle stick injuries to	C	C	2	<ul style="list-style-type: none"> • Wear shoes • Awareness 	C	E	4	Yes		Club members	



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	sailors in launching and rigging craft on uncleaned beaches and foreshores.											
7	Inaccurate interpretation of weather reports resulting in sailors heading out to sea in dangerous conditions.	C	C	2	Short race duration Conditions on race course visible from beach/jetty	D	D	4	Yes	BOM: Gippsland Lakes Forecast.	Race Officer	
8	Poor handling of disputes and grievances resulting in dissatisfaction amongst sailors and potential legal exposure.	C	C	2	Clear and transparent Policies and Processes	D	D	4	Yes		Committee	
9	Broken glass in the club/centre surrounds.	C	C	2	Working Bee Periodic grounds check	D	D	4	Yes		Club members	
10	Dangerous beach/sea conditions during launching and retrieval of boats.	B	C	2	Safety Manual	D	D	4	Yes		Club members	
11	Club members and guests under the influence of drugs or alcohol on premises.	D	C	3	Responsible Service of Alcohol.	E	E	4	Yes		Licence Holder	



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Environment												
1	Injury to sailors and non-sailors in boat park from unfastened boats and equipment. Rigging in public area	B	C	2	Safety Brief OTB Boats must be tied down	D	D	4	Yes		Club members	
2	Insufficient fire & other safety measures in place such as supply of extinguishers and communicated fire drill procedures.	C	B	2	Develop Maintenance and Safety Register Regular fire extinguisher inspections	D	D	4	Yes		Safety Officer	
3	Member, public and boat access points to the club in disrepair or unsafe condition leading to personal injury.	C	B	2	Working Bee	D	D	4	Yes		Maintenance Man	
4	Inadequate storage of hazardous materials/dangerous goods.	C	B	2	Material Safety Data Sheet (MSDS) on display on notice boards and on club web page Fuel & Gas	D	E	4	Yes		Safety Officer	
5	Inappropriate storage of firearms resulting in theft or injury.	D	B	2	Flare gun in home gun safe	E	E	4	Yes			



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Club Sailing Operations												
Equipment												
1	Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur.	C	B	2	Equipment register	D	D	4	Yes		Committee member – Boats & Bouys	
Club Management												
1	Incorrect or inadequate provision of personal information.	C	B	2	Entry & NOK form Sign On Form	D	D	4	Yes		Commodore & Secretary	
2	Appointment of inexperienced Race Officer (RO) resulting in poor decision-making.	C	B	2	<ul style="list-style-type: none"> Over the next 5 years Race Officers will have completed an appropriate training course RO will be mentored by experienced RO 	D	D	4	Yes		Club Members	
3	Insufficient support for Race Officer (RO) resulting in too many responsibilities placed on RO and subsequent possible neglect of duties.	C	B	2	As above	D	D	4	Yes			
4	Appointment of insufficiently trained or qualified	C	B	2	As above	D	D	4	Yes			



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	Hazard	<u>Initial</u> Likelihood	<u>Initial</u> Severity	<u>Initial</u> Risk Rating	Controls	<u>Revised</u> Likelihood	<u>Revised</u> Severity	<u>Revised</u> Risk Rating	Is This Risk Acceptable? Yes or No	Resources	Responsible Person	Time- frame
	volunteers into key officiating positions resulting in poor decision-making.											
5	Insufficient consideration of abilities, health and needs of different age groups in planning on-water activities resulting in personal injury.	C	B	2	Safety Manual Procedures	D	D	4	Yes		Safety Officer	
6	Poor promotion of emergency procedures and contact numbers to club members.	C	B	2	Safety Manual Next of Kin (NOK) List Available	D	D	4	Yes		Commodore & Secretary	
7	Lack of appropriately trained or qualified first aid officer(s) present during conduct of club/centre activities resulting in poor injury management.	C	B	2	First Aid course for members	D	D	4	Yes		Commodore & Members	
8	Poor communication to emergency service providers of club/centre location and access details resulting in delay in	C	B	2	Safety Manual	D	D	4	Yes		Club Members	



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	Hazard	<u>Initial</u> Likelihood	<u>Initial</u> Severity	<u>Initial</u> Risk Rating	Controls	<u>Revised</u> Likelihood	<u>Revised</u> Severity	<u>Revised</u> Risk Rating	Is This Risk Acceptable? Yes or No	Resources	Responsible Person	Time- frame
	emergency treatment.											
9	Poor induction of officials and communication of responsibilities and duties of key officials resulting in confusion and possible neglect of tasks.	C	B	2	Safety Manual Qualifications Register	D	D	4	Yes		Safety Officer	
Member Protection												
1	Harassment of participants / members from officials or other participants / members.	C	B	2	Policies available	D	E	4	Yes		Committee	
2	Possibilities of post-traumatic stress for volunteers/participants/officials/involved in serious accidents / emergencies.	C	B	2	Policies & Support	D	D	4	Yes			



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Operation of Power Equipment												
1	Personal injury to operator or other persons from incorrect operation of mower	C	C	2	Certify Operator	D	D	4	Yes	Operator List SWP	Committee member for Works	
	Personal injury to operator from incorrect PPE whilst using mower	C			PPE	D	D	4	Yes	SWP	Committee member for Works	
	Personal injury to operator or other persons from incorrect operation of line trimmer	C			Certify Operator	D	D	4	Yes	Operator List SWP	Committee member for Works	
	Personal injury to operator from incorrect PPE whilst line trimmer	C			PPE	D	D	4	Yes	SWP	Committee member for Works	

In the event of an unforeseen risk developing such as fire, flood or pandemic we will consult with the relevant authority and if appropriate Australian Sailing and will comply with their advice and/or directions. Many of these unforeseen risks will have a dynamic response that are not appropriate for this Risk Management document. We will advise the public and our members via documentation on our webpage and via our Facebook page and to our members via email.



RISK TREATMENT PLAN

RISK CATEGORY: <input type="checkbox"/> On-water <input type="checkbox"/> Environment <input type="checkbox"/> Personnel		Ref:
RISK IDENTIFIED	Risk Rating:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Responsible Group / Person:		
Pre-emptive Actions: [what steps will be taken to minimise the risk arising in the first place?]		
Proposed Response: [what steps will be taken if the risk does arise?]		
Resource Requirements: [what resources are required to treat the risk? ie human, financial etc]		
Time Frame (for pre-emptive actions to be completed by):		
Anticipated Risk Period (for which the proposed response is applicable):		
Compiled By:		Date:
Reviewed By:	LWYC Risk Manager	Date: