YNZ TEMPLATE RISK MANAGEMENT PLAN

(V1.1 April 2014)

The Risk Management Process

**1. Risks (Forms of loss)**

When identifying risk, it is important to identify what the end form of loss is. This loss is the risk. There are only five categories where we possibly stand to incur loss.

1. Injury/Illness (I)
2. Loss or damage to Equipment (E)
3. Damage to the Environment/Surrounds (S)
4. Financial Loss (F)
5. Loss of Credibility (C)

**2. Causal Factors (Hazards)**

Causal factors are the things that create the loss; these are commonly referred to as the hazards. There are only three categories which can cause loss. These are listed below.

(a) **People**

It is important when identifying in this area, to focus on how people can cause loss. This category includes team members, support personnel, officials, participants, parents, spectators and general public who may be in the vicinity of our actions.

(b) **Equipment**

It is important to focus on how equipment can cause loss.

(c) **Environment**

This category focuses on the hazards in the area (environment) defined by the environs that the event or activity may impact on or may be impacted by (also, see inherent vs. introduced risk). This can include weather, roads, beaches, parks, buildings.

**3. Breakdown of daily process**

It makes it easier to break the day down to the stages in which you will go through, and identify the hazards in each. Below is a suggested breakdown of a typical operational day at your club.

1. Club Environment / Rigging Area

(b) Launching and Retrieving Rescue Boats / Rescue Boat Use on the Water

(c) Launching and Retrieving Sail Craft

(d) On Water Management

(e) Event Management (*optional* – for clubs running large events or commercial events)

**4. Inherent Risk vs. Introduced Risk**

When assessing risks it is important to be aware of two key differences in the risks that are present during the running of the club, programmes or an event:

1. **Introduced** Risk – these are the risks that have been added to any person’s normal daily life (whether directly involved in the activity or not) by the introduction of your club and event or programme. These are the risks that we must identify and manage to the best of our ability.
2. **Inherent** Risk – these are risks that are present and we have to deal with in our normal daily life and we are expected as individuals to learn to cope with these. For example walking up stairs, if the stairs in your club/facility are normal and safe there is no need to try and manage this risk, it is inherent to daily life. However, if the stairs are unsafe in any way this will need to be managed.

Our role when undertaking risk analysis and management is to identify the **introduced** risk and how best and most efficiently to manage this. This means we don’t need to put up signs warning people of the dangers of stairs that are perfectly safe.

**5. Risk Assessment**

Having identified the risks involved in our activities we need to assess 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.

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

**5.1 Likelihood**

The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.

**Table 1: Likelihood Scale**

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| **Rating** | **LIKELIHOOD**  The potential for problems to occur for the duration of the activity/event |
| 5 | ALMOST CERTAIN: Will probably occur, could occur several times per activity/event |
| 4 | LIKELY: High probability, likely to arise once during the activity/event |
| 3 | POSSIBLE: Reasonable likelihood that it may arise over the activity/event |
| 2 | UNLIKELY: Plausible, could occur over a the activity/event |
| 1 | RARE: Very unlikely but not impossible, unlikely for this activity/event |

**5.2 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 |
| --- | --- |
| 5 | CATASTROPHIC: Most objectives may not be achieved, or several severely affected |
| 4 | MAJOR: Most objectives threatened, or one severely affected |
| 3 | MODERATE: Some objectives affected, considerable effort to rectify |
| 2 | MINOR: Easily remedied, with some effort the objectives can be achieved |
| 1 | NEGLIGIBLE: Very small impact, rectified by normal processes |

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

**5.3 Risk Priority**

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in understanding the urgency and level of attention required from any given area of hazard.

By adding the Severity rating score to the likelihood scale a ranking score of priority will be created.

**Table 3: Risk Priority Scale**

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| **10/9** | Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention |
| **8/7** | Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation |
| **6/5** | Medium risks that are likely to arise or have serious consequences requiring attention |
| **4/3** | Minor risks and low consequences that maybe managed by routine procedures |
| **2/1** | Almost no consequence risk, very unlikely to happen |

**5.4 Nature of Management Strategy**

When managing risks there are 3 ways to help prevent risk, it is possible to Prevent the risk, Isolate the risk or Minimize the risk. The choice here is to choose a style that most **effectively and practically** manages the issue.

Example;

If there was a steel bar sticking up out of a launching ramp…..

**Prevent;** Cut the steel bar out, or launch somewhere else

**Isolate;** Put a road cone over the steel bar to stop people walking into it, or rope it off

**Minimize;** In a briefing make everyone aware of the steel bar and to avoid it

YNZ TEMPLATE RISK MANAGEMENT PLAN

| **CLUB ENVIRONMENT / RIGGING AREA** | **Hazard or Causal Factor** | **Risk**  Injury (i)  Equipment(e)  Surrounds(s)  Finance (f)  Credibility(c) | **Likelihood** | Severity | Priority (0-10) | **Prevent Isolate**  **Minimize** | **Crisis Management** | **Management Plan** |
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| **LAUNCHING AND RETRIEVING RESCUE BOATS / RESCUE BOAT USE ON WATER** | **Hazard or Causal Factor** | **Risk**  Injury (i)  Equipment(e)  Surrounds(s)  Finance (f)  Credibility(c) | **Likelihood** | Severity | Priority | **Prevent Isolate**  **Minimize** | **Crisis Management** | **Management Plan** |
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| **LAUNCHING & RETRIEVING SAIL CRAFT** | **Hazard or Causal Factor** | **Risk**  Injury (i)  Equipment(e)  Surrounds(s)  Finance (f)  Credibility(c) | **Likelihood** | Severity | Priority | **Prevent Isolate**  **Minimize** | **Crisis Management** | **Management Plan** |
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| **ON WATER MANAGEMENT** | **Hazard or Causal Factor** | **Risk**  Injury (i)  Equipment(e)  Surrounds(s)  Finance (f)  Credibility(c) | **Likelihood** | Severity | Priority | **Prevent Isolate**  **Minimize** | **Crisis Management** | **Management Plan** |
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| **EVENT MANAGEMENT** | **Hazard or Causal Factor** | **Risk**  Injury (i)  Equipment(e)  Surrounds(s)  Finance (f)  Credibility(c) | **Likelihood** | Severity | Priority | **Prevent Isolate**  **Minimize** | **Crisis Management** | **Management Plan** | **Responsible Person** |
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**Standard Operating Procedures**

**RELEVANT EMERGENCY CONTACT NUMBERS**

**Phone (New Zealand) 111**

**International VHF Emergency Channel Channel 16**

**RELEVANT AUTHORITIES**

**Maritime New Zealand**

**Regional Council**

**Yachting New Zealand**