# [Insert club name] CLUB RISK MANAGEMENT PLAN

# ADMINISTRATION AND ON THE WATER

(Dec 2021)

## 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 risk 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 which you will go through, and identify the hazards in each. Below is a suggested breakdown of a typical operational day at your club.

(a) 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 to manage this risk, as 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);

2. the loss or damage impact if the risk occurred (severity); and

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 to 3. The risk rating scales will 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**

|  |  |
| --- | --- |
| **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 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 that 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**

|  |  |
| --- | --- |
| **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 may be 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 three ways to help prevent risk: it is possible to *Prevent* the risk, *Isolate* the risk or *Minimize* the risk. The choice here is choosing 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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pre start / administration | 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 |
| **People** | | | | | | | |
| Race management officials making inconsistent decisions about eligibility of boats and crew to participate in the race. | c | 2 | 2 | 4 | m | • In the event of an [CLUB NAME] official accepting evidence for an eligibility clause that is found to not be sufficient, the safety officer will consult with the YNZ Technical and Safety Officer.  • If the provided information is not suitable the boat in question will be advised on what they need to do to mitigate their situation. | • The NOR and SI for the race will be read by the [CLUB NAME] Safety Officer and Race Officer to check for consistency with YNZ regulations and other events.  • A safety officer will be appointed for the race. This person or their delegated authority will be the only person able to provide sign-off for crew/boat eligibility.  • The safety officer will work with the YNZ Technical and Safety Officer, the [CLUB NAME] appointed Race Officer and other technical experts to ensure that the standards being used are correct.  • Once a standard has been set, e.g. which first aid qualifications will be accepted, the information will be promulgated by way of the event website. |
| Failure of yachts to provide documentation on time. | f,c | 7 | 2 | 9 | m | • Dispensation for boats may be given, but all other documentation must be provided and a [CLUB NAME] official will work with the crew until the entry is complete. | • The NOR provides a date for all paperwork to be submitted; this date is set to enable the information to be processed before the race start.  • Ongoing assistance and reminders will be given to crews leading up to this date. |
|  |  |  |  |  |  |  |  |
| 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 |
| Coastal and offshore races – on the water – not including marinas and docking | **People** | | | | | | | |
| |  | | --- | | Crews failing to complete scheduled  race position report with Maritime  Radio | | I,c | 5 | 2 | 7 | m | • In the event of a yacht missing a scheduled transmission, the safety officer will monitor the boat’s progress via the race tracker and will request Maritime Radio to request at the next schedule for all yachts to report sighting of the vessel.  • NOK will be called to see if they have had contact with boat.  • If at any time for any reason the safety officer is concerned about the safety of a yacht that is unreported they will contact RCCNZ. | • To ensure maximum coverage (both due to transmission and to 24-hour manning) Maritime Radio will be used for communication with the fleet via SSB, VHF and satellite phone. A communication schedule will be included in the SI and will include 12-hourly reporting.  • Evidence of the suitability of VHF, SSB and satellite phones, by way of radio checks to Maritime Radio, is required to be eligible to race.  • To promote increased awareness of the importance of completing schedules, the race committee has the ability to penalize a yacht 1% of their race elapsed time for each schedule missed or to protest the boat under rule 69 if it is believed that missing schedules was of advantage to the yacht’s crew. This clause will be promulgated before the race and at the race briefing.  • Where possible a tracker will also be placed on each boat.  • The safety officer will work with Maritime Radio to monitor the fleet. Prior to each scheduled position report an updated list of yachts still racing will be provided as well as any messages to the fleet. |
| Man overboard during race | i | 2 | 5 | 7 | m | • Crew to initiate their man overboard procedures.  • Crew to initiate ‘MAYDAY’ or other emergency call as required.  • Crew to contact on-call doctor if required  • [CLUB NAME] to provide support to RCCNZ should NOK need to be contacted. | • All yachts carry lifejackets for all crew members; it is the skipper’s decision if these will be used.  • 30% of crews for Category 3+ races are to have current WORLD SAILING Advanced Sea Survival Certificates.  • [CLUB NAME] to provide details of the procedure to contact on-call doctor through Maritime New Zealand. |
| Medical emergency resulting from injury or illness (this includes hypothermia) | i | 2 | 3 | 5 | m | • Crew to assess the seriousness of the incident.  • Crew to initiate their procedures for medical emergency.  • Crew to initiate ‘MAYDAY’ or other emergency call as required.  • Crew to contact on-call doctor if required  • [CLUB NAME] to provide support to RCCNZ should NOK need to be contacted. | • Yacht crews have adequate first aid training to deal with medical situations that may occur.  • [CLUB NAME] to include details for on-call doctor/s available to crews through Maritime New Zealand as part of contact numbers. These doctors have knowledge of the first aid onboard and the crew medical status. |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |
| Coastal and offshore races – on the water – not including marinas and docking | **Equipment** |  |  |  |  |  |  |  |
| Participating boats not up to required safety category | c | 1 | 2 | 3 | m | • Yachts failing the pre-race safety inspection be given chance to remedy the issues or face disqualification through protest | • All yacht competing are to hold a New Zealand safety certificate of the correct category – foreign flag vessels cannot use their NMA certificate  • Race committee in conjunction to complete random safety inspections prior to departure. |
| Yacht information held by RCCNZ not complete. | c | 5 | 1 | 6 | m | • If 406 Registry does not have information on a yacht, due to their EPIRB not being registered, contact owner ASAP. | • All safety documentation to be sent by [CLUB NAME] to the 406 Registry not later than 3 days before the race start, including details of the race safety officer and a brief about the race tracker. |
| A yacht dismasting or other major equipment failure. | I,f,c | 3 | 3 | 6 | m | • Crew to assess seriousness of incident.  • Crew to initiate ‘MAYDAY’ or other emergency call as required and race committee when able.  • Crew to manage any repairs.  • Safety officer to liaise with RCCNZ to provide all known information on the yacht.  • Safety officer to work with RCCNZ and other parties to manage the setup of the tracker to ensure adequate feeds are provided. | • All yachts should carry equipment as required by YNZ safety Regulations.  • 30% of crew for Category 3+ must have a current WORLD SAILING Advanced Sea Survival Certificate which includes strategies on dealing with equipment failure.  • All yachts are required by YNZ safety regulations to have the ability to make transmissions in the absence of rig mounted antennas. |
| **Environment** | | | | | | | |
| Severe weather | f,c | 4 | 4 | 8 | m | • Once the boats are at sea, safety officer to maintain an awareness of weather conditions and yacht locations.  • Safety officer in conjunction with meteorologist provide to RCCNZ a SITREP of conditions and vessel locations from trackers as required.  • Maintain open communications through website to NOK on conditions. | • Race committee to work with a professional meteorologist before the race start and during the race.  • A weather briefing for competitors will be completed no more than 48 hours before the start.  • If forecast conditions are likely to be severe, delay the time of the start.  • All skippers are required to have completed a qualification voyage.  • 30% of crew for Category 3+ must have a current WORLD SAILING Advanced Sea Survival Certificate which includes strategies on heavy weather sailing.  • All yachts must provide evidence of the suitability of VHF, SSB and satellite phones (by way of radio checks to Maritime Radio that are required to be eligible to race), for the ability to receive weather forecasts. |

**Abbreviations**

ASAP = as soon as possible; CIORC = Coastal, Inshore and Offshore Racing Committee; EPIRB = emergency position-indicating radio beacon; WORLD SAILING = International Sailing Federation; NMA = Member National Authority; NOK = next of kin; NOR = Notice of Race; [CLUB NAME] = [Club name]; RCCNZ = Rescue Coordination Centre New Zealand; RIB = rigid inflatable boat; RO = Race Officer; SI = Sailing Instructions; SITREP = situation report; SSB = single-sideband radio; VHF = VHF radio; YNZ = Yachting New Zealand.

## Standard Operating Procedures ([CLUB NAME] Category 3+ races)

**Definition**

**Race Management procedures**

• Appropriate race officials will be identified. The team will include a National Race Officer, a safety officer with suitable experience and then various volunteers related to finishing.

**Safety overview**

• Safety checks of all yachts will be completed prior to the start of the race to ensure compliance of the yacht with their previously obtained Category 1, 2 or 3 certificate.

• Maritime Radio will be used for communication with the fleet via SSB, VHF and satellite phone. A communication schedule will be included in the sailing instructions and will include 12-hourly reporting.

• Where possible a tracker will also be placed on each boat.

• The safety officer will work with Maritime Radio to monitor the fleet. Prior to each scheduled position report an updated list of yachts still racing will be provided as well as any messages to the fleet.

• In the event of a yacht missing a scheduled transmission the safety officer will monitor the yacht’s progress via the race tracker and request Maritime Radio to request at the next schedule for all yachts to report sighting of the vessel. If at any time for any reason the safety officer is concerned about the safety of a yacht that is unreported they will contact RCCNZ.

• In the event of an emergency onboard, vessels are to contact Maritime Radio on VHF channel 16, SSB 4125, 6215, 8291kHz or via satellite phone 04 550 5280.

## RELEVANT EMERGENCY CONTACT NUMBERS

Emergency Number 111

International VHF Emergency Channel Channel 16

Taupo Maritime Radio (ZLM) emergency 4125, 6215, 8291 kHz – monitored 24 hours a day.

Maritime Operations Centre / Maritime Radio 04 04 550 5280

## [CLUB NAME] CONTACTS

POC 1 POC 1 phone number

POC 2 POC 2 phone number