# [Insert club name] CLUB RISK MANAGEMENT PLAN

# IN PORT

(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

| **Finish of yacht race in marina** | **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 |  |  |  |  |  |  |  |
| Sailors or volunteers falling in the water when docking the race yachts  | i | 2 | 3 | 5 | m | * Crew to initiate their man overboard procedures.
* Use RIB to assist with recovery of person in the water
* Seek medical attention if there is injury
 | * All yachts carry lifejackets for all crew members, it is the skipper decision if these will be used.
* Race committee to remind skippers of the risk of falling in the water when docking and suggest the use of lifejackets.
* In situation where docking is difficult, a RIB will be on the water with 2 volunteers at all times to assist with berthing of the yacht, both will be wearing lifejackets. Any yacht crew member who transfers to the RIB will be given a lifejacket
 |
| Sailors or volunteers getting injured when docking the race yachts | i, c | 2 | 3 | 5 | m | * Seek first aid and take any further steps as required
 | * [CLUB NAME] Port Captain /RIB driver to discuss with the skipper of the yacht where they will be berthing and what the plan is, including any possible risks, for example slippery docks.
 |
| **Equipment** |  |  |  |  |  |  |  |
| Finishing race yachts being in the way of commercial shipping | E,f,c | 2 | 4 | 6 | m | * Race yacht to take evasive action.
* Race committee to formally warn the yacht and their yacht club about the disregard to the Race Committee instructions.
 | * Finish line should be positioned clear of any shipping channel. Race committee will outline below procedure to the finishing yachts at the race briefing.
* Race officials will monitor the activities occurring at the port and will relay these via VHF (channel in SI’s) to the race yachts as they approach the finish
 |
| A finishing race yacht is unable to start their motor  | E,f,c | 3 | 2 | 5 | m | * Tow vessel in using Coastguard if appropriate.
* If neither are available or suitable anchor the vessel or ask them to remain on station outside the port until a suitable boat is available.
 | * For Cat 2 races the Race Committee has recommended that all yachts carry an additional 20 L of fuel, in case of fuel contamination, the most likely reason for an engine not starting.
* Local Coastguard or other local rescue service are to be called to tow the vessel.
 |
| Race yachts colliding with other boats or docks in the marina  | i, f, c | 3 | 2 | 5 | m | * Seek additional support from sailors and volunteers to assist.
* Seek first aid and take any further steps as required
* Once the boat is safely docked call Marina Authority
 | .* Race committee to ensure all yachts have $3 million of third party liability insurance, by way of inclusion in the Notice of Race
* Race committee to discuss the process of entering the marina, and where yachts are likely to be docked at the race briefing.
* the [CLUB NAME] Port Captain /RIB driver will discuss with the skipper of the yacht where they will be berthing and what the plan is, including any possible risks, for example any close boats.
* Port Captain to seek additional support from sailors of other yachts and volunteers to assist in high wind conditions.
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| RIB making contact with other boat or dock in the marina  | I,f,c | 3 | 2 | 5 | m | * Seek additional support from sailors and volunteers to assist.
* Seek first aid and take any further steps as required
* Once the boat is safely docked call Marina Authority
 | * RIB to be driven by approved drivers
 |
| Environment |  |  |  |  |  |  |  |
| A race yacht introduces fan worm or other invasive species to the area – Cat 2, New Zealand Portds | f,c | 2 | 2 | 4 | p | * Immediately inform Port if a vessel completing the race on return to Auckland has fanworm or other species,
 | * Race committee to ensure all yachts have been cleaned and checked in a commercial facility prior to departure from Auckland , by way of inclusion in the Notice of Race if applicable for the destination.
* Those yachts who have not supplied the required evidence will be protested by the race committee and will be unable to enter the Port on arrival
 |
| Race crews being noisy and or drinking on the dock on arrival  | c | 2 | 2 | 4 | p | * Port Captain or other [CLUB NAME] volunteers to ask sailors to desist
* Call the police
 | * Race committee to remind crews that excessive noise and drinking on the dock is not permitted.
* [CLUB NAME] Port Captain to monitor the situation and to speak directly to anyone who is being noisy or drinking
* Race Committee to provide food on arrival and incentive to crews to go to Yacht Club nearby.
 |
| *A breech in security caused by a person not associated with the race or the Port or Marina being present on the dock*  | E,f,c | 3 | 5 | 8 | p | * Port Captain or other [CLUB NAME] volunteers to speak to the person
* Call the police
 | * Race committee to have control of the access to the docks.
* Sailors reminded to be mindful about others following them on to the dock and for people they do not recognize being present.
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|  |  |  |  |  |  |  |  |

**Standard Operating Procedures ( [CLUB NAME] Category 1 or 2 races )**

Definition

Race Management procedures

* [CLUB NAME] to apply to the **Cruising Inshore & Offshore Racing Committee** for permission to be allowed to run a ny Cat 1 or Cat 2 race. This application is to ensure that the club is seen as having adequate experience to run such a race.
* The Notice of Race for any Cat 1 or 2 race will be forwarded to Yachting New Zealand for checking by the safety manager and an independent YNZ National Race Officer.
* 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 Cat 1 or 2 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 included 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 boats 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 NZ Police.
* 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 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