



WOOLLAHRA SAILING CLUB RISK MANAGEMENT 2024-25 RACING SEASON

Woollahra Sailing Club (WSC) Risk management is conducted in accordance with the principles outlined in AS/NZS ISO 31000:2009 (Risk Management: Principles and Guidelines), and complies with risk management principles in that it:

- creates value
- be an integral part of organisational processes
- be part of decision making
- explicitly address uncertainty and assumptions
- be systematic and structured
- be based on the best available information
- be tailorable
- take into account human factors
- be transparent and inclusive
- be dynamic, iterative and responsive to change
- be capable of continual improvement and enhancement

Woollahra Sailing Club has an incident reporting system to address incidents and identify risks and all members are encouraged to report incidents or risks by completing an incident/risk form and return it to the Centre Management / Club Administration. Currently this is a paper reporting system with the document folder held in the main office. The incident reporting system will be migrated to the new Club Management System (Sailing Club Manager) over the next 12 months.

Risks are managed through the use of a risk register that identifies the risks involved in the main activities undertaken by Woollahra Sailing Club and key controls are in place to reduce those risks to an acceptable level. The risk register is contained below and the procedure for accessing risks is shown at the end of this document.

Where any Residual Risks are rated as Extreme or High, further consideration of controls will be instigated or the planned racing activity will be cancelled. Racing has been cancelled on occasions when the required number of competent volunteer safety boat crews were not available.

Competent safety boat crews are those that have:

- A NSW Boat Licence;
- Completed a safety boat training course;
- Current first aid certification + CPR • A Working with Children Check; and
- Mark laying training.



Woollahra Sailing Club 2024-2025 Racing Season – RISK REGISTER AND PROPOSED CONTROLS

Note: The Risk Methodology employed in this risk register directs the management of the risk to the person(s) in a position to sight, manage and have effect, rather than the Vice Commodore who has overall responsibility at the Club level.

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
Significant collisions between competing boats and other vessels	Possible	Moderate	Moderate	Notice of Race. (example attached) Sailing Instructions. (example attached) Race Officer assessment of race environment. Class Representatives assessment of class competitors. Position Race Courses for minimum conflict with other water way users. Check Shipping movements. Deploy adequate number of safety boats. Coaching and training of competitors. and volunteers in the safe conduct and participation in racing.	Moderate	Race Officer	See WSC Club Racing and Events Emergency Plan (attached).
Injury due to the nature of the activity	Possible	Moderate	Moderate	Notice of Race. Sailing Instructions. Race Officer assessment of race environment. Class Representatives assessment of class competitors. Safety boats to constantly monitor approaching vessels during activities.	Moderate	Race Officer and safety boat volunteers	See WSC Club Racing and Events Emergency Plan (attached).
Drowning	Rare	Major	Moderate	For all dinghy activities, correctly fitted PFDs worn while on or near water. Rescue Procedures and adequate personnel in the conduct of racing to deal with falling in the water, entrapment and entanglement. Prohibit Skylarking / jumping from boats.	Moderate	Race Officer, sailors, and safety boat volunteers	See WSC Club Racing and Events Emergency Plan (attached).



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Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
Boom Strike - Occurring both on the water and on land while boats are being rigged	Possible	Minor	Low	Competitors made aware of dangers of boom strike. Awareness of changing weather conditions. Change or reduce sails in fresh wind conditions. Competitors marshalled where to stand when rigging or launching boat. Movements of general public monitored around boats.	Low	Class Representatives, experienced competitors and Ramp Marshalls	See WSC Club Racing and Events Emergency Plan (attached).
Entrapment and Entanglement	Possible	Moderate	Moderate	High speed safety vessels employed for rescue duties. Safety boat drivers to be briefed on how to deal with entrapment / entanglement. First aid procedures in place (see Attachment Risk register for First Aid.)	Moderate	Race Officer and safety boat volunteers	See WSC Club Racing and Events Emergency Plan (attached).
Capsized competitor boats washing onto Lee Shores	Possible	Minor	Low	Assign course area to reduce likelihood. High speed safety vessels employed for rescue duties. Maintain fleet management practices to keep all boats together.	Low	Race Officer and safety boat volunteers	See WSC Club Racing and Events Emergency Plan (attached).
Collision with moored and moving vessels or a fixed structure	Possible	Moderate	Moderate	Notice of Race. Sailing Instructions. Race Officer assessment of race environment. Class Reps assessment of class competitors. Passages to and from sailing area planned to minimise time spent channel areas. Race Courses planned with marine traffic, mooring areas and fixed structures in mind. Safety boats to constantly monitor approaching vessels during activities	Moderate	Race Officer	See WSC Club Racing and Events Emergency Plan (attached).



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Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
Loss of a competitor	Possible	Moderate	Moderate	Sign on / Sign off sheets. Off Water observation of returning classes. Race Officer and Safety Boats last off the water.	Moderate	Race Officer, safety boat volunteers and off water staff	See WSC Club Racing and Events Emergency Plan (attached).
Sunburn	Possible	Insignificant	Low	Sunscreen available in Club Foyer. Use of sunscreen and appropriate clothing incorporated into briefings.	Low	Centre Staff Race Officer	Pre-race Briefing
Hypothermia or Heat Stroke	Possible	Minor	Low	Class Reps and experienced competitors to recommend / check inexperienced /young competitor clothing for prevailing conditions.	Low	Parents, Class Reps, Experienced Competitors	Pre-race Briefing
				Parents of young sailors given information on appropriate clothing. Attention is drawn to competitors / volunteers drinking water to prior to launching on hot days and hats and sunscreen			
Fire	Possible	Moderate	Moderate	Staff and Volunteers trained to safely handle fuel. Fuel stored on shore in dedicated fuel storage. Smoking prohibited on or near safety boats and fuel storage. Volunteers / Race Officer to monitor fuel tanks and leads. Fire extinguishers in appropriate locations	Moderate	Club staff, Race Officer, safety boat volunteers.	
Propeller strike	Possible	Moderate	Moderate	Licence, trained and qualified safety boat drivers. Operating practice of motor safety boats consistent with training standards upheld on safety boats Prop guards to be fitted to all safety boats Motors to be in idle when not steaming	Moderate	Club staff Race Officer, safety boat volunteers.	Adequately trained safety boat crews and staff.



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Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
Water Pollution	Possible	Minor	Low	Fuel tanks, lanes and motors maintained in good order and replaced regularly. Fuel tanks, lines and motors only handled by trained drivers. Fuel stored in secure storage onshore. All motor maintenance carried out on shore in an environmentally safe location.	Low	Club Staff	
Trip Hazards and Cut feet	Possible	Minor	Low	Boats and parts kept in designated locations, out of walkways. Competitors, safety boat crews and staff directed to wear footwear. Prohibit running. Clean up after any maintenance work. Beach/ramp inspection each morning for possible dangers, removing any glass.	Low	Club Members, Class Reps, Board members and staff.	All members of Club to identify hazards and rectify or raise incident report to staff.
Child abuse and Bullying	Rare	Moderate	Low	Department of Sport and Recreation's Working with Children legislation supported and implemented Bullying policy and displayed posters. Child protection management policy implemented.	Low	Board members and staff. Club Members and Class Reps.	Communicate required behaviour in meetings, notice boards and clearly visible posters. Ensure Club policy is
				YA Child Protection policy adopted and followed. Members of the public monitored around the Club's grounds and members are directed to remain alert to suspicious actions.			clear.



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Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
Launch and Recovery of Safety Boats	Possible	Moderate	Moderate	Safety barriers in place and alarm activated when winch is operating. Ramp Marshalling enacted during large events. Standard and safe operating procedure. Pre-operation induction and check given to boat operators (instructors and coaches) and safe procedure published on a poster clearly visible at winch and crane. Walkway hazards identified with contrast paint.	Moderate	Boat Operators Club Instructors and Club Race officials, Third party (not club employed) instructors and coaches, School representatives.	Adequately trained and inducted operators, continuous monitoring by Club Staff and training for new of inductees. Marshalling procedure adequately managed, minimum 2 person activity.
Electrocution	Possible	Major	Moderate	Ensure areas where electrical equipment is used near water have appropriate kill switches.	Moderate	Club staff	
Shark Attack	Rare	Major	Low	Race Officer and Safety Boats will monitor when on the water for racing and events. Sailing School staff will monitor during activities.	Low	Club Members, Class Reps, Board members, Race Officials and staff.	Water users should be aware of the following risk factors so as to ensure a heightened sense of alertness and an appropriate level of response when these factors are present. While sharks may be present at any time the following risk factors may increase the risk of an encounter with a shark. These risk factors are: 1. Twilight hours (dusk or dawn) and night. These are considered as times when sharks are typically more active; 2. Salt water meets fresh water. Often this water is dirty, silt-laden or has debris in it (including river-mouths/estuaries/harbours); 3. Deeply overcast conditions; 4. Large amounts of fish schooling in the vicinity (seabirds diving is a good indicator of baitfish); 5. The occurrence of a shark attack in the area in the recent past; and 6. Swimming near steep drop offs and between sandbars. Refer to Fisheries NSW Shark Smart public education program website and brochure: http://www.dpi.nsw.gov.au/fisheries/info/shark-smart



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Risk Procedure adopted by Woollahra Sailing Club

Step 1: Identify all inherent risks, recording each on a separate line in column 1 of the risk register.

Step 2: For each identified risk, assess the qualitative measures of likelihood and record this in column 2.

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur during this event
B	Likely	Will probably occur during this event
C	Possible	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	Could occur at some time (perhaps every 4-10 years)
E	Rare	May occur only in exceptional circumstances (in more than 10 years)

Step 3: For each risk or hazard, if it was to occur, assess the qualitative measures of consequence or impact and record this in column 3. This table has been modified to reflect the most likely consequence with regard to Club Racing at Woollahra Sailing Club.

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or wide spread inconvenience to the public over protracted period, or likely to appear as front page media reports, or cost of damage over \$1M, or significant unrecoverable damage to the environment
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in media, or cost of damage \$100K - \$1M, or environmental impact that is unconfined and requires long term recovery/residual damage
3	Moderate	One significant injury (requiring hospital treatment), or moderate inconvenience to the public, or would probably appear in media, or cost of damage \$10K - \$100K, or environmental impact that is confined with medium term recovery
2	Minor	Small number of minor injuries requiring first aid treatment, or some inconvenience to the public, or may appear in media, or cost of damage \$1K - \$10K, or environmental impact locally confined with short term recovery
1	Insignificant	One injury requiring first aid treatment, or cost of damage up to \$1K, or environmental impact locally confined and promptly reversible



Step 4: Determine the risk level using the Probability Matrix and record this in column 4.

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	Moderate risk	Moderate risk	High risk	Extreme risk	Extreme risk
B (likely)	Low risk	Moderate risk	High risk	Extreme risk	Extreme risk
C (possible)	Low risk	Low risk	Moderate risk	High risk	Extreme risk
D (unlikely)	Low risk	Low risk	Moderate risk	High risk	High risk
E (rare)	Low risk	Low risk	Low risk	Moderate risk	High risk

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KEY:

Extreme risk	Attention required before applying for licence
High risk	Attention needed, preferably before applying for licence, certainly before event
Moderate risk	Requires constant vigilance during event
Low risk	Requires monitoring during event

Step 5: Determine the appropriate controls that may be put in place to mitigate each identified risk, recording these in column 5.

Step 6: Re-assess the risk level for each identified risk taking in to account the specified controls, recording the results in column 6.

Step 7: Record the person(s) responsible for implementing and monitoring each control measure and any relevant comments or notes in columns 7 and 8.