		Risk rating						no)		Revised risk rating at		g after Incide	ter Incident Managen	
ID Number	Description of Unwanted Risk/ Event	Existing controls or treatments	Conseque	ence	Likeliho	od	Risk Level	ALARP (yes r	Additional controls or treatments required to be Incident Management Planlemented to reduce risk level (to ALARP)	Residual Consequence		Residual Likelihood		Residual Risk Level
	Only include unwanted events that are applicable to your club/regatta. The examples below are not intended to be exhaustive. Review your club risk register for unwanted events that are specific to the club/venue. The risk matrix used should be consistent with the one used by Australian Sailing.	Only include controls that have already been incident Management Planlemented for the club/regatta. If you have not incident Management Planlemented the controls but intend to do so include them in the 'Additional controls required to be Incident Management Planlemented'column.		work out the risk level how correctly before you rely or m the drop down lists.				If your risk level is 'Extreme, High or Medium' and not at ALARP you will need to develop and Incident Management Planlement more controls/treatments and re-assess the risk.	These cells automa that they are work	ing correc		ly on the i		
					Club Facilitie	s & Equ	ipment							
F1	Club and yard not kept clean, tidy and free of hazards	Participants asked to bin all litter and report any hazards at participant briefing	Minor	2	Possible	С	М	Yes	Particpants reminded to pack all gear away in correct location	minor	2	Unlikely	D	L
F2	Training equipment is not stored securely		Moderate	3	Possible	С	н	No	Sheds to be locked when not attended	Moderate	3	Unlikely	D	М
F3	electrocution of sailors/others as a result of rigging underneath overhead power lines		Major	4	Possible	С	н	Yes	Overhead power lines have been moved underground	minor	2	Unlikely	D	٦
					Child	Safety								
CS1	Child Safety	No mobile phones in changerooms. Adults encouraged to not be alone with a child in the changerooms. Physical touch limited to assist in skills development and to assist with safety of the child. WWVP current registration required for all committee members, Instructors and Assistant Instructors.	Minor	2	Possible	С	M	Yes	Play by the Rules resources	minor	2	Unlikely	D	L
CS2	Bullying	Member Protection officer and Sailing School Principal are the point of contact. Vigilance is expected of all volunteers, Instructors, Assistan Instructors.	Minor	2	Possible	С	М	Yes	Play by the Rules resources	minor	2	Unlikely	D	L
					A .l	istratio	_							
A1	Staff are not able to respond to enquires		Madagata	3	Possible	C	н		Ensure all staff are briefed on the activity and	Minan	2	Harilton Iv	D	
AI	from the public, participants and supporters Lack of emergency contact information	Listed as part of registration, but stored on revsport	Moderate	3	Possible			yes	know who to contactfor additional information Training Coordinator prints details for each	Minor	2	Unlikely	U	-
A2	Lack of emergency contact information	Listed as part of registration, but stored on revsport	Moderate	3	Possible	С	Н	yes	child for each course. Adult sailor details to be collated and kept in Start Box	Minor	2	Unlikely	D	L
А3	Poor handling of disputes resulting in members dissatisfaction and potential legal exposure	Commodore and Sailing School Principal are listed as main contact for member Protection	Moderate	3	Possible	С	н	yes	Commodore and Sailing School Principal to liaise with other Flag Officers and committee members when relevant	Minor	2	Unlikely	D	L
A4	Non compliance with OH and S regulations resulting in penalties and exposure to injury claims	Building inspections currently undertaken annually	minor	2	Unlikely	D	L	yes						
A5	Member, public and boat access points to club in unsafe condition leading to injury/damage	Building inspections currently undertaken annually	minor	2	Unlikely	D	L	yes						
A6	Environmental damage and liability due to inadequte maintenance of drainage and effluent	Building inspections currently undertaken annually	minor	2	Unlikely	D	L	yes	On ocassion the sullage pump needs ti be reset	minor	1	unlikely	D	1
A7	Injury caused by insufficient attendance to spills in club house	Members encouraged to report spills. Caution slippery floor signage on site	minor	2	Possible	D	L	yes	on ocassion the sullage pump needs to be reset, Refuelling undertaken off site.					
A8	Harassment of members/participants from others	Commodore and Sailing School Principal are listed as main contact for member Protection.	minor	2	Possible	D	L	yes						
A9	Pandemic - Covid-19	Covid 19 Safety Officer to maintain vigil ACCORING TO Tasmanian Government Guidelines and to advise any mandated restrictions	minor	2	Possible	D	L	yes	Ongoing vigilance	Minor		unlikely		
					ļ	ırance								
I1	Inadequate public liability insurance	Clubhouse	Major	4	Unlikely	Irance D	Н	No	Confirm \$20 Million PLI Policy is current	Minor	2	Unlikely	D	
12	Inadequate public liability insurance	Members	Major	4	Possible	С	H		Members declaration on Registration Form	Minor	2	Unlikely	D	- i
· <u> </u>			1				-							

	Inability to contact key personnel								Training Coordinator, Senior Instructor & all					
C1	, , , , , , , , , , , , , , , , , , , ,		Major	4	Possible	С	н	yes	Instructors have VHF radio. Start box to complete radio checks for every session. Recording of mobile phone numbers as well if available	Minor	2	Unlikely	D	L
						-								
	Les estates and the second				Instructors	& Volur	iteers		The state of the s					
IV1	Volunteers unaware of roles and specific requirements		Moderate	3	Unlikely	D	М	yes	Volunteers to be allocated to specific roles and briefed prior to the activity and provided a copy of the activity plan	Minor	2	Unlikely	D	L
IV2	Poor inductiuon of race officials leading to confused decisions and injury/damage to particpants	Only experienced Race Officers are rostered on. Advice sought from VC or other senior members if unsure	Minor	2			L	yes	Members and volunteers must complete induction	Minor	2	Unlikely	D	L
IV3	Poor training of club officials leading to poor decision making and club management	Policy and Procedures Manual readily available in Clubhouse. Senior members on hand to provide assistance	Minor	2			L	yes						
					0									
	Dereannel are not aware of amergency			<u> </u>	Onshore I	Emerger	icies		All Instructors are familiarised with, and		1			
OE1	Personnel are not aware of emergency procedures		Major	4	Possible	С	н	No	acknowledge receipt of, the Club's Emergency & Evacuation Plan during the induction process	Minor	2	Unlikely	D	L
OE2	Lack of trained first aid officers at club events leading to poor injury management		Major	4	Possible	р	М	yes	Need to make it clear on the weekly roster who the First Aiders are on duty each sailing day	Minor	2			L
OE3	Poor communication to emergency services of club location address leading to delayed attendance	Laminated sheet on Start Box provides clear address details	minor	2			L	yes						
OE4	first aid equipment not readily available leading to ineffective injury treatment		Major	4	Possible	С	М	yes	Location of First Aid equipment is signposted and to be shown to First Aiders and volunteers at induction	Minor		Unlikely		L
1														
F1	Location of fire extinguishers unknown		Major	4	Possible	Fire C	н	no	All fire extinguishers have signage.	Moderate	3	Unlikely	D	M
- ' '	Location of the extinguishers unknown		IVIAJOI	-	i Ossibie	Ŭ	- "	110	All file extinguishers have signage.	Woderate		Ullikely		101
					Vehicle	e Hazard	S							
VH1	Cars driving through yard where participants are walking and rigging/moving boats		Major	4	Possible	Α	E	no	Car movements to be controlled by use of cones where necessary. Rostered Boat Ramp volunteer to wear HiVis vest	Moderate	3	Unlikely	D	М
VH2	Boats on trailers being towed unsecured	Visual sasfety check that all trailers are attached correctly to tow vehicle	Major	4	Possible	С	н	yes	All volunteers are encouraged to cross check each other	minor	2	Unlikely	D	L
VH3	Boat trailer lights not operational	Bosun to regulary check	Major	4	Possible	С	Н		Repairs arranged as and when required	minor	2	Unlikely	D	L
					Beach &	Dublic A	***							
	Sharps and other dangerous objects on			<u> </u>					Ensure all participants have suitable footwear				_	М
BP1	the beach		Major	4	Possible	С	н	yes		Moderate	3	Unlikely	D	IVI
BP2	Injury due to slippery boat ramp Injury on beach caused by sails, spars	Visual inspection. Exercise extreme caution with low tide	Major	4	Possible	С	Н	yes	Visual inspection of boat ramp at low tide. Request Council to pressure clean Signs; Caution Rigging area. Keep clear of	Minor	2			L
BP3	moving in wind or boats blown off trollies		Moderate	3	Possible	С	н	yes	boats. Encourage lowering of sails and removal of booms where possible. Education of sailors.	Minor	2			L
BP4	Person injured whilst crossing the car park	Car movements to be controlled by use of cones where necessary. Rostered Boat Ramp volunteer to wear HiVis vest	Minor	3	Unlikely	D	L	yes						
BP5	illness caused by contact with contaminated stormwater	Council signs to be noted if beach closed. Discourage swimming at times of heavy runoff and high flow	Minor	2	Unlikely	d	L	yes	Beach Patrol to monitor children					
					Rescue Boa	t ctores	Shod							
	Oil/Fuel spillage	All boats to be refuelled by experienced staff or			Nescue D0a	Siorage	Siled				1			
RBS1	, -	volunteers	Minor	2	Possible	С	М	yes		minor	2	unlikely		
RBS2	Theft or damage to gear	Shed is to be locked at all times when not in use	Minor	2			L	yes						
					Medical	l Inciden	ts							
MI1	Inadequete first aid supplies to manage injuries		Moderate	3	Possible	С	Н	no	First aid kits to be audited and restocked on a regular basis. Commodore is responsible officer.	Minor	2	Unlikely	D	L
									JJ					

					Participant I	lealth &	Safety							
HS1	Participant suffers sunburn		Minor	2	Possible	С	М	yes	Participants advised sunscreen available in training room and on safety boats	Minor	2	Unlikely	D	L
HS2	Injury/damage due to rigging accidents (falling masts, wire under tension)		Minor	2	Unlikely	D	L	yes	Sailor education					
HS3	Injury to volunteers through careless loading/unloading of course marks, anchors etc	Volunteers are always paired with more experienced members	minor	2	Unlikely	D	L	yes						
HS4	Injury caused by failure to deploy rescue boats as needed	RO to monitor on water situation at all times and depploy additional rescue boats if required	moderate	3	Unlikely	D	М	yes	Have in the past requested assistance from other onwater users	Minor	2	Unlikely	D	L
HS5	Injury to junior due to inadequate or incorrect medeical info provided by parent	This information is collected as part of registration process	Minor	2	Possible	С	М	yes	Risk accepted as unknowns are unknown					
HS6	Parents harassing officials/sailors due to dissatisfaction with results	Commodore and Sailing School Principal are Member Protection Officers	minor	2	unlikely	D	L	yes						
HS7	Poor planning by instructors/coaches leading to insufficient supervision of juniors during dangerous activites or weather changes	Instructors meet each weeek prior to any Tackers sessions with Sailing School Principal/Secretary	moderate	3	Unlikely	D	М	yes	Instructors and Assistant Instructors have all completed Australian Sailing Training					
HS8	Injury or liability due to poor food handling procedures in catering area of club	Canteen Manger completes safe food handling course run by council. Risky foods like eggs not cooked. Kingborough Council regularly conducts food safety audit	moderate	3	Unlikely	D	М	yes						
HS9	Injury to officials throough handling weights. Anchors, trailers etc	Training of volunteers alongside more experienced members	minor	2	Unlikely	D	L	yes	Handling and storage of Pacers and Optimists in particuar have been designed so that craft do not have to be lifted into or out of water					
HS10	Injury from shark atack/jellyfish sting		Minor	2	rare	Е	L	yes			\Box			
HS11	Injury from slip.fall in clubhouse areas	Slippery when wet signage provided. Sailors encouraged to remain outside on deck when wet	minor	2	Unlikely	D	L	yes			igsqcup		ļ!	
HS12	Sailors burnt by poorly adjusted hot water in showers		Minor	2	Unlikely	D	L	yes	Temperatire has been lowered					
HS13	Injury due to electrical storm on/off water	RO to monitor on water situation at all times and cancel sailing and get sailors ashore if required	major	4	rare	E	М	yes						
HS14	Concussion	First Aiders notified	Moderate	3	Possible		M	yes						
HS15	Heart attack/stroke suffered by sailor/offical/volunteer	RO and rescue boats to monitor for signs of distress of nonactivity	major	4	rare	E	M	yes						
					Inc	dents								
IN1	Incident Log not monitored		Moderate	3	Possible	С	н	no	The Sailing school Princicpal/Secretary and Commodore are to review the incident report and take appropriate action	Minor	2	Unlikely	D	L
IN2	Post raumatic stress management for sailors/volunteers in serious accidents/emergencies		Major	4	Possible	С	н	no	Debrief and seek assistance from Australain Sailing when and if required	Minor	2	Unlikely	D	L
					On Wate	r Incide	nte							
	T			1	On Wate	Inolac	11.0		Incident to be Managed according to the On-		$\overline{}$		$\overline{}$	
OW1	Major Incident		Major	4	Possible	С	н	no	Water Safety Plan - Race Officer for the session in charge of incident unless handed over	Moderate	3	Unlikely	D	М
OW2	Collision of boats, other craft and	Rescue boats strategically placed around course and							At briefing RO briefs rescue boat crews	minor	2	Unlikely	D	L
	submerged objects during race causing injury	constant visual survey of fleet	Moderate	3	unlikely	D	M	yes		minor			<u>'</u>	
OW3		RO to monitor situation and if necessary sailing is cancelled	Moderate Moderate	3	unlikely Possible	C	н	yes	At briefing RO briefs rescue boat crews	Moderate	3	unlikely	D	М
OW3	injury Fire/Explosion on rescue boats causing	RO to monitor situation and if necessary sailing is							At briefing RO briefs rescue boat crews			unlikely	D	М
	injury Fire/Explosion on rescue boats causing injury Sea sickness of rescue boat crew	RO to monitor situation and if necessary sailing is cancelled RO to monitor situation and if necessary sailing is	Moderate	3	Possible	С	н	no	At briefing RO briefs rescue boat crews At briefing RO briefs rescue boat crews regarding the location of the safety gear			unlikely	D D	M L
OW4	injury Fire/Explosion on rescue boats causing injury Sea sickness of rescue boat crew causing ineffective rescue capability Hypothermia contracted by rescue boat	RO to monitor situation and if necessary sailing is cancelled RO to monitor situation and if necessary sailing is cancelled Rescue boat volunteers are encouraged to dress	Moderate Minor	3 2	Possible Possible	С	H L	no yes yes	At briefing RO briefs rescue boat crews regarding the location of the safety gear RO to brief start box crew and rescue boat	Moderate	3			
OW4	injury Fire/Explosion on rescue boats causing injury Sea sickness of rescue boat crew causing ineffective rescue capability Hypothermia contracted by rescue boat operators	RO to monitor situation and if necessary sailing is cancelled RO to monitor situation and if necessary sailing is cancelled Rescue boat volunteers are encouraged to dress appropriately. Wet weather gear is available RO to monitor situation in consultation with rescue boat crews. If necessary crew taken off boat and taken	Moderate Minor Moderate	3 2 3	Possible Possible unlikely	C C D	H L M	no yes yes	At briefing RO briefs rescue boat crews regarding the location of the safety gear RO to brief start box crew and rescue boat	Moderate minor	3	Unlikely	D	L
OW4 OW5 OW6	injury Fire/Explosion on rescue boats causing injury Sea sickness of rescue boat crew causing ineffective rescue capability Hypothermia contracted by rescue boat operators Hypothermia contracted by sailors Difficulty in attending medical emergency/injury during race	RO to monitor situation and if necessary sailing is cancelled RO to monitor situation and if necessary sailing is cancelled Rescue boat volunteers are encouraged to dress appropriately. Wet weather gear is available RO to monitor situation in consultation with rescue boat crews. If necessary crew taken off boat and taken ashore for treatment RO to monitor situation in consultation with rescue boat crews. If necessary crew taken off boat and taken boat crews. If necessary crew taken off boat and taken	Moderate Minor Moderate Moderate	3 2 3	Possible Possible unlikely unlikely	C C D	H L M	no yes yes	At briefing RO briefs rescue boat crews regarding the location of the safety gear RO to brief start box crew and rescue boat	Moderate minor	3	Unlikely	D	L

OW11	mechanical breakdown/gear failure Sunstroke/sunburn/dehydration of	cancelled						yes						
01//12		At briefing sailors and volunteers are advised location	Minor	2	Unlikely	D	L	yes						
	Sailors/officials Dangerous surf conditions at beach	of sunblock. Water bottles and sunhats are advised RO to decide if safe to launch. If unsafe no sailing to		3		D	M	Ė	Beach Patrol volunteers to be advised to wear	Minor	_	Unlikalı		
OW12	causing damage or injury Injury to water users by rescue boat	proceed. Beach Patrol to assist in retrieval of boats as they return to shore Every rescue boat has prop guard fitted.	Moderate		Unlikely		IVI	yes	wet suit and be prepared to enter water to assist Training provided to turn boat engine off when	Minor	2	Unlikely	D	
OW13	propellors Lack of safety equipment in rescue	Bosun to provide stocked 'grab bags' for each rescue	Minor	2	Unlikely	D	L	yes	in close contact with person in water Remind operators at briefing to ensure grab					
OW14	boats	boat. Operators to ensure this is in rescue boat at all times	Moderate	3	Possible	С	Н	yes	bags are in boats	Minor	2	Unlikely	D	L
OW15	Insufficient supervision of Green fleet leading to accidents or injury	Two properly manned rescue boats dedicated to green fleet sailing	Moderate	3	Unlikely	D	M	yes	Rescue boat vs sailors ratio constantly checked					
OW16	Incomplete sign on and sign off sheets resulting in sailor going missing unnoticed	Start Box to count and continually monitor all boats as they leave shore, and until their return.	Moderate	3	Unlikely	D	М	yes	Two people to man start box for each session, one of whom is experienced, Sign on sheets checked	Minor	2	Unlikely	D	L
OW17	Sailors particpating beyond their capability and njury due to inexperience	RO or other senior sailors to discourage if conditions are unsuitable	Minor	2	Possible	С	M	yes						
OW18	Loss of communications keading to ineffective rescue boat services	Radio checks undertaken for every session	Major	4	Unlikely	D	н	yes	Radio checks undertaken for every session. Hand held radios provided as alternate communication tool. Plus mobile phone numbers are available					
OW19	Heavy seas preventing rescue boat launching	No rescue boats no sailing	Minor	2	Unlikely	D	L	yes						
OW20	Strong off shore winds blowing boats into danger	RO monitors situation, If necessary sailors are retrieved and boats are left. 'Crew safe" buoys in all rescue boats	Minor	2	Unlikely	D	L	yes						
OW21	Damage or injury due to inexperienced operator of rescue boat	All rescue boats are manned by at least one experienced volunteer	Minor	2	Unlikely	D	L	yes						
OW22	Reduced effectiveness of rescue boat due to improper number of persons onboard	All rescue boats must have two people on board one of whom is dressed and prepared to enter the water	Minor	2	Unlikely	D	L	yes						
OW23	Sailors/officials/boats damaged during rescuing/towing operation	Second person on rescue constantly monitoring situation. Tow lines are not tied to rescue boats.	Minor	2	Possible	С	М	yes						
OW24	rope burn suffered by volunteers laying marks	Volunteers encouraged to wear gloves	Minor	2	Possible	С	М	yes						
OW25	Sailor separated from boat leading to hypothermia/hit by another vessel/drowning	Rescue boats strategically placed around course and constant visual survey of fleet	Major	4	Unlikely	d	н	yes	Start box also monitors					
					Danger of	entrant	nent							
	Sailor entrapped under capsized boat								Safety boat to obeserve dinghy which is				_ 1	
DE1	Caller entranned under trampeline		Major	4	Possible	С	н	yes	capsized and render assistance promtly if required. Boat must be righted ASAP	Moderate	3	Unlikely	D	М
DE2	Sailor entrapped under trampoline		Major	4	Possible	С	н	yes	All rescue boats must carry a sharp, well maintained, easily accesible, preferably serrated knife.	Moderate	3	Unlikely	D	М
DE3	Sailor entrapped in trapeze harness		Major	4	Possible	С	н	yes	Incident to be managed according to On-Water Safety Plan - Head Instructor in charge of incident unless handed over.	Moderate	3	Unlikely	D	М
					Commi	ınicatior								
C1	Incorrect radio channel being used		Major	4	Possible	C	H	yes	VHF Channel 11 advised as primary channel to all personnel at induction	Moderate	3	Unlikely	D	М
C2	Radio communications not established between rescue boats	Radio checks are undertaken each time a rescue boat begins duty	Major	4	Possible	С	н	yes	Ensure Start Box personnel have been briefed and understand requirement to do radio check for each rescue boat, and beach patrol. Visual chart to be provided for volunteers to complete each session. Boat and radio check	Moderate	3	Unlikely	D	М
					Weather /	Environ	ment							
WE1	Current weather forecasts are not available to activity supervisors		Major	4	Possible	C	Н	yes	Supervisors to have access to phones with internet	Moderate	3	Unlikely	D	М
					Safet	y Boats								
SB1	Safety boats run out of fuel		Minor	2	Possible	C	M	yes	Fuel to be checked prior to leaving shore	Minor	2	Unlikely	D	L
	1								, , , , , , , , , , , , , , , , , , , ,			-		