



# **RISK MANAGEMENT MANUAL**

**MAYLANDS YACHT CLUB  
MAYLANDS  
WESTERN AUSTRALIA**

**VERSION: July 17<sup>th</sup> 2017.**

**ABOUT THIS MANUAL:**

This manual is prepared for the Management Committee of Maylands Yacht Club (MYC) and the maintenance and distribution of it shall be assigned as part of his responsibility. Additions, amendments and variations to this document may be carried out at any time but require the knowledge and consent of the Committee.

Safety requirements for yacht racing are well prescribed by international standards in the Yachting Australia published document "Racing Rules of Sailing", which provides in detail, rules and standards for handling on-water activities and procedures required by the participants.

However, racing rules do not deal with the total scope of activities associated with events, nor the operational activities generally occurring at the yacht Club.

This manual provides the basis for Maylands Yacht Club to document its approach to the management of risk associated with its activities and those of its members, to make clear to others the limits of Maylands Yacht Club's obligations as to risk management, what its procedures are and what is expected of those who take part in events or utilise the Club's facilities.

This manual is a live document, intended to be amended as required on a regular basis to reflect current practice.

Ownership of this manual is vested in the Management Committee, such that at least annual reviews are required.

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**SECTION 1: DEFINITIONS:**

In this manual the following meanings shall be applied;

<b>The Club:</b>	Shall be taken to mean Maylands Yacht Club (MYC), or any location that is being used for operations.
<b>An event:</b>	Shall be defined as any scheduled or unscheduled activity that is formally organised by the Club. All boating events are as programmed in the issued program. All other events are classified as special events.
<b>YA:</b>	Yachting Australia
<b>YAWA:</b>	The Yachting Association of Western Australia Incorporated
<b>Commodore:</b>	The person appointed to this position from time to time by the Club.
<b>Boat owner:</b>	The party registered by the Club as being the recognised owner of the boat. In the case of joint owners, the parties registered shall be jointly and severally liable for all matters in relation to the vessel.
<b>Boat skipper/operator:</b>	Shall be the natural person in charge of the boat at any time. Except in the case of theft it shall be assumed that the skipper/operator has the appropriate authority from the boat owner.
<b>Crew:</b>	Any other persons on board or intending to be on board the boat.
<b>Boat or vessel:</b>	Any craft registered with the Club, or visiting the Club as a recognised visitor.
<b>Support Boat</b>	Any boat used by the Club to support the activities of members.

**SECTION 2: POLICY STATEMENTS:**

General Club Objectives;

The objective of Maylands Yacht Club is;

**“The advancement of dinghy sailing”**

Within this long-standing objective are several detailed policy positions of the Club which directly affect the conduct of yachting and boating activities.

a. Risk Management.

Maylands Yacht Club recognises that forward planning for the management of risk associated with its activities is in the interests of all parties.

The recognition of possible risk events allows prior preparation for their occurrence, the provision of procedures, resources and appropriate risk insurance ahead of time and more importantly, the ability to plan to avoid the occurrence by appropriate training and clear instructions to all parties who may be involved.

b. Safety.

Maylands Yacht Club requires that all boating activities shall be conducted in a manner that ensures the safety of all who take part or are associated with them.

c. Duty of care.

Maylands Yacht Club as the organising body for boating activities within the Club recognises the duty of care that it must exercise in relation to the conduct of those activities.

However, nothing that the Club does diminishes or in any way reduces the direct responsibility of owners or skippers of boats, nor their responsibility, to act in accordance with the rules of yachting, the statutory obligations of boat owners and operators or removes their responsibility for making their own decisions and operating at their own risk.

In particular the provisions of the \*Racing Rules of Sailing, 2017- 2020, as prescribed by Yachting Australia, apply to all races and events conducted by Maylands Yacht Club, unless otherwise stated or modified within the Sailing Instructions issued for that event.

<http://www.sailing.org.au/wp-content/uploads/2017/03/Sailing-v6.pdf>

d. Training.

Maylands Yacht Club recognises that the support for yachting activities is supplied by volunteer personnel. The need for training of participants in yachting activities and all support personnel is believed to be important for all levels of activity. The Club requires appropriate accreditation of all its support officials.

In particular, the training of junior and new entrants to the sport is seen as a commitment to future sportsmen and members. Training in safe boating behaviour and practices is seen as important.

[Risk management specific to Training](#)

e. Environment.

Maylands Yacht Club recognises that the sport of yachting is dependent on a high quality environment, and therefore commits to look after and enhance the environment and to impress on members the responsibility associated with the use of the river and its surroundings.

**SECTION 3: PRINCIPLES ASSOCIATED WITH RISK MANAGEMENT AT MYC:**

This section of the manual details the principles under which the Club operates, the Club's requirements of its members and boat owners/operators, and the basis on which the risk of those operations is accepted.

Nothing in this manual or section diminishes the obligation on all parties to mitigate risk related to their own activities or their responsibility to act in accordance with best boating practices.

The purpose of the Risk Management Manual is to ensure that a documented approach is taken to possible risk, and that information is available to others to be able to avoid or deal with occurrences if necessary.

In particular, the procedures will provide basic information for those who take part.

This manual will be brought to the attention of all members and be permanently available in a readily accessible format at all times and will be reviewed at least annually as part of the ongoing risk assessment for the Club.

**a. The Club's Insurance Cover:**

The Club carries all insurances required by statutory authorities.

Insurances carried, cover in addition to normal commercial requirements, cover for fire and theft in relation to Club assets, storm and tempest, third party and public liability cover associated with authorised Club activities, and cover for approved volunteer assistants, generally within the recognised boundaries of the Club.

The Club does not carry insurance for boats, equipment, vehicles or assets of any kind belonging to members or others whether stored on the Club premises, visiting Club premises, or using Club facilities. The Club's insurance does not intend to cover either directly or indirectly the activities of members or others except as to the extent of normal public liability insurance related to its own risk areas or where members or others are specifically carrying out recognised and approved duties on behalf of the Club.

No party, other than authorized Club officials may make any claim or register any commitment in regard to any claim to any parties on behalf of the insurance cover carried by the Club.

**b. Facilities provided to members.**

The Club provides a range of facilities and services to members requiring only that members are paid up financial members and comply with Club bylaws and Constitutional requirements.

Membership of the Club is provided to approved applicants on the basis of nomination fees and annual subscriptions payable at rates and at times declared by the Club from time to time.

The use of boat storage facilities is provided to members on the basis of annual rental fees declared from time to time.

Land areas provided for membership use includes foreshore areas where some public access is permitted as well as the Club facilities which include the Startbox, Boat Shed and Clubhouse, a facility leased from the City of Bayswater. The Maylands Jetty and its use is the responsibility of the City of Bayswater and the Swan River Trust.

Non-members and visitors are permitted into Club facilities only as guests of Financial Members and must be signed in as guests into the appropriate Visitors' Book by a sponsoring member.

It is the direct responsibility of the sponsoring member to look after his / her visitor and to ensure their safe conduct and behaviour in accordance with the rules of the Club. In particular guests on board member's boats are the responsibility of the sponsoring member who shall answer to the owner / skipper of the boat for their safety and behaviour on and off the boat.

Persons and their guests who hire the Club facilities are covered by the Club Insurance Policy.

A limited number of training and other boats are owned by the Club and provided to enrolled trainees or members, as long as they meet the standards laid down for their use.

Starting/Support boats are provided by the Club for recognised events, and staffed with appropriately qualified officials who have been recognised by the Club as being acceptable. No other persons are authorised to operate the starting/support boats.

**c. Facilities provided to the public.**

The Club enables access to the beach foreshore for members of the public who are entitled to traverse the property by means of the beach, in accordance with property lease conditions that exist from time to time.

This access does not permit unauthorised entry into any facilities, or to members' boats. The giving of such permission is limited to the Commodore, Flag Officers, Management Committee Members, or persons who from time to time might be given such authority. Parking motor vehicles in Club areas is not permitted by members of the public, unless specifically arranged as part of a function or event where invitations are made to the public or to non-member visitors.

Except for the foreshore traverse area at Maylands, Maylands Yacht Club, as a private members funded Club reserves the right to exclude non-members or to invite non-members to functions.

**d. Responsibilities accepted by the Club.**

The Club recognises its responsibility to provide and maintain facilities for members and authorized visitors to standards that are equivalent to those provided for public use elsewhere.

Services provided by the Club, are also provided in accordance with the best recognised standards.

However, where equipment, machinery, storage racks, trailers, launching trolleys or other elements are provided for the use of members, the Club's position is:

1. No party other than authorized members is entitled or permitted to use any facilities without prior specific arrangements with the Commodore.
2. Such authorised members may be required to demonstrate acceptable qualifications or capabilities in relation to such equipment.
3. It is recognised that accessing boats and boat equipment may involve lifting, carrying or handling awkward items. It is the individual member's responsibility to ensure that proper lifting and access equipment is used for these purposes.
4. The Club takes no responsibility for vehicles or their contents left at the Club or adjacent to any of its premises whether the owner is a member or not.

Many boating activities promoted by the Club are recognised as, and intended to be, physically demanding. All people taking part in Club activities are required to recognise that limitations may be necessarily placed on individuals in relation to certain activities. In particular the Club requires that all individuals taking part are appropriately fit and well at the time of undertaking those activities, or that they seek appropriate assistance before doing so.

No responsibility is taken by the Club for members, or any other parties while moving around the Club or its associated grounds, nor for those accessing boats on or off the water. The Club areas are necessarily uneven and often cluttered with equipment associated with the irregular shapes and needs of boats.

In particular, the responsibility for the safety and welfare of visitors who may be inexperienced in boating matters is not carried by the Club but is a direct responsibility of the boat owner or operator concerned.

On the water, whether racing or taking part in Club events, boat owners or operators shall abide by the appropriate regulations, rules and starting instructions at all times. The Club is committed to the full use and acceptance of international standards as exemplified in the "Racing Rules of Sailing" publication produced by Yachting Australia.

During private use of boats, the Club takes no responsibility for actions or consequences of actions of those involved.

**e. Responsibilities required of members.**

Members on entry into the Club agree to accept and abide by the Club rules and regulations as prescribed from time to time. They are required to maintain familiarity with these regulations and ensure that they remain up to date.

Members are required to be directly responsible to the Club and its management and Officers for visitors and guests, and to ensure their safety and welfare within the rules of the Club.

Members are expected to meet the standards of behaviour laid down by the Club from time to time, and to ensure that any visitors or guests associated with them do likewise.

In particular it is expected that members show friendship to strangers at the Club and be willing to advise them of the appropriate conduct required of them if necessary. To this extent every member has a responsibility to maintain the standards of the Club.

It is expected that members will make orderly use of the facilities available at the Club, and be directly responsible for any damage or consequences of any misuse that may occur.

Members are responsible for payment of accounts to the Club in accordance with the payment terms laid down from time to time, and to accept the consequences of failure to pay such accounts in regard to their rights as members.

**f. Responsibilities required of boat owners.**

Boat owners shall ensure that they are fit and capable of handling the boat at all times, and that any parties they have authorized to use the boat are also fit and capable.

The boat owner is also directly responsible, whether using the boat or not, to ensure that it is in every sense seaworthy and that all equipment associated with the boat is operable and meets all required standards. The dinghy user must wear an approved flotation vest whenever engaged in sailing at the Club, either during scheduled races or while training or involved in social sailing. This includes any duty in support boats.

The member shall also be responsible for the consequences of any violent or other weather conditions, to their boat, the equipment or boats of others, or any property of the Club

All parties on board while involved in racing shall be familiar with the current International Rules of Racing, the Sailing Instructions and any briefing or other information relevant to the activity involved.

A boat owner or operator shall be answerable to Club authorities or any civil or other authority for any circumstance that may have occurred on board his boat or in relation to other boats or equipment or facilities, regardless of whether such circumstances were reported by him or by others.

If the boat is being operated under Racing Rules, such rules shall be applied and the boat owner shall accept the outcomes determined and take whatever steps required by those outcomes.

**g. Responsibilities required of crew members and participants.**

Crew members and participants taking part in boating activities whether organised or otherwise shall be held individually responsible to ensure that they are fit, informed, suitably



experienced and capable on the day of carrying out all the necessary duties required by the use of the boat and their role in doing so.

Where racing is involved all crew members shall be members of the Club in accordance with its rules and regulations and be appropriately licensed and experienced. Those undergoing training or gaining experience shall be under the care of an appropriately experienced member or coach who shall be held responsible for their safety and welfare. In the event that no such experienced member or coach is available or nominated, the owner/operator of the boat shall be held responsible.

Crew members and participants shall be aware of Club standards of behaviour and shall ensure that such standards are adhered to by all on board during use of the boat.

Where desired, it is the responsibility of any crew member or participant to arrange and carry any suitable insurance, health or medical cover they may consider necessary for their own purposes.

The Club takes no responsibility for individual crew members or participants or for any consequences of actions taken or not taken by themselves or others during their involvement with any boat or at any event.

The crew member or participant is also responsible for ensuring that all knowledge relating to safety equipment, its location and accessibility, emergency and other procedures has been made available to him/her prior to commencement.

#### **h. Responsibilities required of members of the public and visitors.**

Invited visitors are responsible for meeting Club standards of dress and behaviour during their visit, for ensuring that they are logged in appropriately as guests of a member, and for meeting the acceptable standards of behaviour as required by the Club.

If permitted, vehicle parking within the Club designated areas shall only be available at the visitors risk and responsibility and shall not displace a member's right to parking unless specifically authorised by the Club.

Visitors and members of the public, whether invited or otherwise, are held responsible for their own safety and welfare, whilst moving around the Club, accessing or leaving boats, entry on to or use of any other facilities of the Club.

**i. Insurance required of members.**

Individual members other than boat owners or operators shall be responsible for any requirements of insurance that they deem appropriate in relation to their activities at the Club, their own vehicles or any other property.

The Club makes no specific provision for such insurance nor waives any requirement that the individual member is responsible for his/her own actions and involvement whilst a member.

**j. Insurance required of others.**

Contractors, visitors and all other parties visiting the Club for any purpose shall be required to carry all or any insurance necessary or demanded by law to properly cover their assets or activities at any time.

In particular, those employed to work on equipment or facilities shall carry all appropriate insurances, including but not limited to third party cover, workers compensation insurance, accident insurance, professional indemnity insurance and any other insurance required for the day to day activities proposed.

In the event that such insurance is found to be wanting or not carried, the boat owner involved shall be held responsible for any outcomes resulting from any claim or potential claim.

**SECTION 4: GENERAL RESPONSIBILITIES OF PARTIES:****a. The Club - For on-shore activities and facilities.**

The Club generally is responsible for the appearance, environment, maintenance and operating standards of the land and fixed assets within its care.

In this regard the Club has under its constitution and by-laws the right and obligation to require of its members and visitors full adherence to policies and standards it may set in relation to those facilities under its control.

Equipment shall be properly maintained and where required properly certified and licensed for the operations declared to be suitable for it.

The Club shall be responsible for ensuring that an adequate level of general maintenance and cleanliness is maintained within the grounds of the properties and for ensuring that periodic removal of discarded equipment, materials, boats, and rubbish is undertaken.

Hazardous materials, such as paint, combustibles, fuels, old oils or any discarded materials shall be removed promptly in accordance with State standards.

The Club shall be responsible for ensuring that suitable emergency procedures and instructions are present for all occasions at each facility, and that these are prominently posted and updated as required. Such procedures shall include schedules of emergency numbers for civil, police and medical authorities and support.

When organised events are taking place at the Club's facilities, appropriate authority shall be delegated to known officers or authorized persons who have authority to initiate and carry out emergency procedures as required.

Such persons shall be identified on notice boards at the Club, accessible to all, and with suitable contact mechanisms identified.

The Club's responsibility shall be to ensure that the appropriate authorities are called as soon as possible in response to any emergency, plus ensuring that all reasonable steps are taken to contain the emergency and protect the welfare of those who may be exposed to it.

Where necessary specific arrangements shall be made for security or other reasons for particular functions.

**b. The Club - For boating activities in protected waterways.**

For events organised by the Club within protected waterways, sailing or other instructions shall be prepared such that the arrangements for the particular event are identified.

The Club shall provide a support boat for such events that remains in the vicinity of the participating boats during the course of the event. Such support boats shall, however, be required to attend any on water emergency within its reach regardless of whether the distressed boat is taking part in the event or not. During such time as the support boat is so occupied there may be no available support facility available for participants.

The Club, as part of its duty of care shall define and declare weather conditions limiting the operation of each and every event under its control.

Sailing Instructions shall define the requirements of boat owners and skippers in regard to their responsibilities and qualifications for each and every event. These Sailing Instructions are posted on the Club's Website.

[http://www.maylandsyachtclub.org.au/sailing\\_instructions.html](http://www.maylandsyachtclub.org.au/sailing_instructions.html)

In all cases where organised events are held, the Club shall maintain a radio lookout at the Clubhouse concerned such that coordination and control of emergency or other circumstances shall be centred at the Club.

All participants in organised events shall be advised that the Club remains the central control point even for activities that may be out of sight.

In cases where emergency actions have been taken, it is the responsibility of all parties directly concerned to fully inform the Club of the circumstances that have occurred and the any actions taken. The Club will be responsible for advising any necessary authorities for support or for notice of impending requirements.

On days when Club events are not scheduled, the Club shall post a suitable notice that support facilities are not operating and provide a list of emergency numbers for use by individual members. The Club has no responsibility for members and their boats for operations other than for scheduled events.

**c. The Club - For boating activities in unprotected waterways (offshore).**

For offshore events organised by the Club, sailing or other instructions shall be prepared such that the arrangements for the particular event are identified and full coordination steps shall be taken with all appropriate authorities to ensure that full awareness of the event is known and that all necessary support steps are taken.

If required the Club shall provide an accompanying support boat for such events that remains in the vicinity of the participating boats during the course of the event. Such rescue boats shall be suitably equipped with radio, safety and other facilities as required by the sailing instructions and by international standards.

The Club, as part of its duty of care shall define and declare weather conditions limiting the operation of each and every event under its control.

Sailing instructions shall define the requirements of boat owners and skippers in regard to their responsibilities and qualifications for each and every event, and in the case of long distance events shall require of each participating boat, evidence of experience and equipment before permitting entry.

In all cases where organised events are held at the Club, a radio lookout shall be maintained such that the coordination and control of emergency or other circumstances shall be centred at the Club. For scheduled events held away from the Club, a support boat or boats with emergency radio facilities must accompany participating sail boats.

In cases where emergency actions have been taken, it is the responsibility of all parties directly concerned to fully inform the Club of the circumstances that have occurred and the any actions taken. The Club will be responsible for advising any necessary authorities for support or for notice of impending requirements.

The Club has no responsibility for members and their boats for operations other than for scheduled events.

**d. Boat owners or operators.**

Boat owners are responsible for all elements of the preparation, capability and maintenance of their boats and, whether or not formally requested, are deemed to have specifically declared the suitability of their boat, its skipper and crew for each and every organised event that it enters.

The responsibility specifically extends in all circumstances to the safety and welfare of all persons on board at any time whether for organised events or private purposes.

This responsibility cannot be contracted out to others except by the authorisation provided to appropriately qualified skippers or operators in particular circumstances.

**f. Visitors.**

Visitors to the Club shall be held responsible for making themselves aware of safety procedures and exits and any other standard emergency procedures made publicly available by the Club.

**SECTION 5: GENERAL RESPONSIBILITIES OF PARTIES IN AN EMERGENCY SITUATION:**

The general responsibility of parties associated with Maylands Yacht Club, in emergency situations shall include:

- a. Consideration and assessment of the nature of the emergency.
- b. Raising of the alarm.
- c. Protection of personnel, and their removal from further harm.
- d. Treatment of injured personnel.
- e. Prevention of escalation of the emergency.
- f. Notification of emergency services.
- g. Protection of assets and equipment.

The safe removal of personnel from harm or further harm, and the containment of the emergency directly or by calling emergency services are initial priorities.

Medical emergencies may require the use of first aid facilities, available medical assistance and the use of private transport to hospital centres if available. Generally parties should not be moved until professional assistance is available.

It is the responsibility of all parties involved to ensure that the Club is formally advised of the emergency, steps taken and the immediate needs and outcome in order to ensure that the Club may take a central coordinating role.

**APPENDIX A: EMERGENCY CONTACT NUMBERS:**

<b>TITLE</b>	<b>LOCATION</b>	<b>WORK PHONE</b>	<b>AFTER HOURS</b>
Commodore (S. Rose)	Bassendean		0417 995 598
Vice Commodore (M. Secco)	Maylands		(08) 6161 7360
Secretary (R. Hermans)			0434 458 723
Manager, House & Grounds (A. Benn)	Maylands		0429 101 703
Fire and Rescue	External	000	All Hours
State Emergency Service	External	9277 5333	All Hours
Water Police	External	9442 8600	All Hours
Police (Critical)	External	000	All Hours
Police	External	131 444	All Hours
Ambulance	External	000	All Hours
<b>EMERGENCY</b> If emergency hospital care is required call 000 and ask for <b>AMBULANCE</b>			
Princess Margaret Hospital	Subiaco	(08) 9340 8222	All Hours
Midland Hospital	Midland	(08) 9462 4000	All Hours
Royal Perth Hospital Emergency	Perth	(08) 9224 2244	All Hours
Sir Charles Gairdner Hospital	Hollywood	9346 3333	All Hours
Local Doctor	Maylands	(08) 93771462	All Hours
Western Power	External	131 354	All hours
Alinta Gas	External	131 352	All hours
Water Corporation	External	9420 2420	All hours
Swan River Trust	External	9278 0400	0419 192 845

**APPENDIX B: SPECIFIC EVENT SCHEDULES:**

This section provides in indexed format a list of emergency or untoward events requiring a response and the suggested responses to each of them.

The format used is indexed as follows:

- a. Fire Events:
- b. Fuel Spills and Leakages:
- c. Hazardous Material Events:
- d. Electrical Events:
- e. Disturbance and riot:
- f. Medical Emergency Events;
- g. Boats and Vessels:
- h. Weather Related Events:
- i. Vehicles and Equipment:

Note that the classifications of events as to their Likelihood, Severity and Priority are established in accordance with Australian standard requirements as follows.

**The Australian Standard**

The approach adopted is based on the Australian Standard on Risk Management AS/NZS 4360:1999 and the National Risk Management Guideline developed by the Standing Committee on Sport and Recreation (SCORS) risk management working party.

This manual has sought to simplify the steps set out in the Australian Standard, and includes the following stages:

- Risk Identification
- Risk Assessment
- Risk Treatment (action plan)
- Monitoring and Review
- Communication

**This Manual – scope and limitations**

This manual has been developed specifically for Maylands Yacht Club activities.

The manual is not a “be-all-and-end-all” resource, which will make the Club litigation proof or completely fail-safe, however, if followed, it may serve as a useful defense to claims for breach of duty of care.

Risks will vary depending upon the circumstances and the ways in which circumstances evolve. It is up to operating and key people in the Club when using this Manual to think about other risks not identified here, and plan for their treatment accordingly. Such “other local risks” should be added into this process where indicated in Appendix B.

**Who must be involved in the risk management process?**

All “key” people, from the Committee to race officials and volunteers, are involved in each step of the risk management process. Key people such as the head coach or senior race officials have the training and knowledge that is required when risk questions regarding sailing races and activities are asked.

## The Risk Management Process

### 1. Risk Identification

There are a number of things that must be considered in identifying risks:

- The age of participants;
- The type of activities conducted;
- Injury history (including type of injury and cause);
- How operational procedures are conducted, and whether there have been any previous problems.

### 2. Risk Assessment

Risks need to be assessed 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 the risk rating scales set out below in Tables 1 – 3 have been applied.

#### 2.1 Likelihood

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

**Table 1: Likelihood Scale**

Rating	<b>LIKELIHOOD</b>
	The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period



**2.2 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
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGIBLE: Very small impact, rectified by normal processes

It is important to note that the severity of the event relates to its severity of impact **“on the objectives of the Club”** and not necessarily for example on the severity of any damage to other parties, or assets that may be affected.

**2.3 Risk Priority**

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.

**Table 3: Risk Priority Scale**

		IMPACT				
		A	B	C	D	E
L I K E L I H O O D	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

**Key:**

<b>1</b>	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
<b>2</b>	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
<b>3</b>	Medium risks that are likely to arise or have serious consequences requiring attention
<b>4</b>	Minor risks and low consequences that maybe managed by routine procedures
<b>5</b>	Use this to note a risk that does not apply to your organisation

Potential Risk	Likelihood	Severity	Risk Rating	Required Actions	Resources
Onshore fire outside of buildings	C	D	3	Evaluate the extent of the hazard. Remove injured personnel. Contact the Commodore with a description and location of the fire. Contact the Fire and Rescue Service Switch off adjacent electrics and remove combustible material or fuels. Employ fire fighting equipment Keep personnel away. Get assistance for injured.	Extinguishers and hoses Map of equipment locations Emergency numbers schedule.
Fire inside buildings.	C	B	2	Evaluate the extent of the hazard. Remove injured personnel. Close Fire Door Contact the Commodore / Secretary with a description and location of the fire. Contact the Fire and Rescue Service Switch off adjacent electrics and remove combustible material or fuels. Employ fire fighting equipment Keep personnel away. Get assistance for injured.	Extinguishers and hoses Map of equipment locations Emergency numbers schedule
Kitchen fire.	C	B	2	Evaluate the extent of the hazard. Remove injured personnel. Contact the Commodore / Secretary with a description and location of the fire. Contact the Fire and Rescue Service Switch off adjacent electrics and remove combustible material or fuels. Close gas mains. Employ fire fighting equipment Keep personnel away. Get assistance for injured.	Extinguishers and hoses Map of equipment locations Emergency numbers schedule

Potential Risk	Likelihood	Severity	Risk Rating	Required Actions	Resources
Fuel leak on board support boat.	E	D	4	Turn off the outboard motor. Ascertain the source of the leak and stop leak if possible. Contact the Maylands Control and advise of the extent of the leak. Do not operate mobile phone. If petrol, evacuate the area of all personnel and await the Fire and Rescue Service. If possible isolate the boat from others.	Emergency numbers schedule
On-shore gas leak	C	D	3	Ascertain the source of the leak. Turn off gas supply. Switch off adjacent electrics and remove combustible material or fuels. Evacuate the area of all personnel and await the Fire and Rescue Service. Contact the Fire and Rescue Service and Alinta Gas, and advise of the extent of the leak. Advise Commodore or Secretary	Extinguishers and hoses Map of equipment locations Emergency numbers schedule Map of fuel control points.

Potential Risk	Likelihood	Severity	Risk Rating	Required Actions	Resources
Electrical leaks or shocks within building areas.	C	B	2	Switch off power to the unit or area. Remove injured party if any. If unconscious seek immediate medical assistance/render First Aid Isolate area and provide a notice on power switches that they must remain off. Place an "Out of Operation" tag on any affected switch or appliance. Advise Commodore of the circumstances.	Map of electrical isolators. Emergency contact number schedule. Out of Operation tags
Electrical leaks or shocks within the grounds.	C	B	2	Keep well away from any wet areas or water. Switch off power to the unit or area. Remove injured party if any. If unconscious seek immediate medical assistance/render First Aid Isolate area and provide a notice on power switches that they must remain off. Place an "Out of Operation" tag on any affected switch or appliance. Advise Commodore of the circumstances.	Map of electrical isolators. Emergency contact number schedule. Out of Operation tags
Falling while climbing to Start-box	C	C	2	Provide stable ladder with platform and hand rails	Ladder assembly with wheels
Placing and removing ladder on Start-box	C	C	2	Training of likely handlers. Two persons are required to place and remove ladder.	

Potential Risk	Likelihood	Severity	Risk Rating	Required Actions	Resources
Bomb Threat - Suspect Package	E	A	3	Do not touch or move the package. Evacuate personnel in the vicinity to a safe assembly area by the most direct route. All other staff and members called to the assembly area. Call Police Advise of the location and concern. Inform the Commodore.	Map of assembly areas. Emergency contact numbers schedule.
Bomb Threat - Telephone Warning	E	A	3	Immediately write down word for word the total message and any other detailed information. Call Police & Advise of the message and details. Evacuate personnel in the vicinity to a safe assembly area by the most direct route. All other staff and members called to the assembly area. Inform the Commodore.	Map of assembly areas Emergency contact number schedules.
Theft of goods, boat or other items	B	E	4	Do not interfere with evidence or the area. Immediately advise the Commodore. Prepare a written record of all relevant information. Commodore or Secretary to call the appropriate Police service. Advise the boat owner. Do not confront any intruders.	Emergency contact number schedules.
Out of control individual.	B	E	4	Advise the Commodore. Counsel the individual to moderate his behaviour. Do not serve the individual with any alcohol. Clears other persons away from the individual. If no result call the Police.	Emergency contact number schedules.

Potential Risk	Likelihood	Severity	Risk Rating	Required Actions	Resources
Riot by large numbers of people at Club facilities.	E	B	3	Close all entertainment and any service of drinks or food. Close and lock all doors. Clear others away from the area. Turn off the lights and other services. Assess the numbers involved. Call the Police requesting urgent assistance. Provide report on the incident including names and any relevant information. Advise the Commodore.	Emergency contact number schedules.
Noisy or disruptive social event.	E	C	4	Ascertain the cause of the disruption. If a telephone complaint, record the complainants name and number and the basis of the complaint. Obtain the terms of the license for the event and determine whether the complaint is justified. If the complaint is justified, advise those at the event to correct the problem and monitor the result. If unacceptable, provide a warning to those present of the nature of the problem, the need to correct it, and the likelihood that the event must be closed down if no action is taken. If after 15 minutes no correction is evident, the event shall be closed down and all present asked to leave. Advise Commodore.	Requirement for security personnel to attend specified functions linked to Hall Hire. (See policy/documentation to be signed by hirers)

Potential Risk	Likelihood	Severity	Risk Rating	Required Actions	Resources
Medical emergency within the buildings Incapacitating event such as heart attack or stroke.	C	C	2	Remove patient if necessary to safe area. Call First Aid and ambulance urgently. Keep patient warm apply CPR if needed. Apply oxygen if available. Apply defibrillator if required (stored on kitchen wall) See if a medically qualified member is available. Await ambulance. Advise Commodore	Emergency contact number schedule.  Defibrillator: periodic check to ensure battery is charged.
Medical emergency onshore. Physical event such as broken limbs or severe cuts or damage or debilitating illness.	C	D	3	Remove patient if necessary to safe area. Obtain First Aid Kit. Apply emergency dressings. Call ambulance urgently. Apply defibrillator if required. Keep patient warm. See if a medically qualified member is available. Await ambulance. Advise Commodore.	Map showing first aid kit locations. Emergency contact number schedule.
Medical emergency on a boat on the river. Physical event such as broken limbs or severe cuts or damage or debilitating illness.	C	D	3	If advised by radio/phone of the emergency the Club should advise the parties on board the Support Boat to; Move patient if necessary to safe area. Apply emergency dressings from First Aid Kit. Keep patient warm. Return to Club or agreed nearest access point for ambulance immediately. Club then to: Notify the Commodore See if a medically qualified member is available for advice.	Map showing ambulance access points on the river. Map showing First Aid Kit locations. Emergency contact number schedule.



				<p>Call ambulance urgently to go to agreed meeting point. Await ambulance. Advise member's family if possible.</p>	
<p>Failure of a sailor to complete a race due to capsize, exhaustion or illness</p>	D	C	3	<p>Radio contact between Support Boats and Maylands Control to report event. Administer appropriate First Aid by qualified First Aid Personnel:</p>	<p>At least one Support Boats must be on the water at all times during Racing or Training Qualified Senior First Aid persons list readily available.</p> <p>Club to ensure members are trained in the use of the defibrillator.</p>
<p>Injury to trainees from propeller of support boat</p>	C	A	2	<p>All support boat propellers to have a protective cage around them Any powerboat skipper must hold a Recreational Skippers Ticket and have been trained in recovery of a crew from a capsized boat.</p>	
<p>Infection from use of Club facilities</p>	A	D	D	<p>Toilets must be sanitised after any Hall Hire as part of the general cleaning. Shower facilities must be cleaned after weekly use using sodium hypochlorite based sanitiser e.g. bleach mixed as per instructions on container or directly sprayed on surfaces e.g. products like Exit Mould. Kitchen must be sanitised after any Hall Hire as part of the general cleaning.</p>	<p>Sanitiser kept as part of general cleaning stock Payment of contracted cleaner.</p>

Potential Risk	Likelihood	Severity	Risk Rating	Required Actions	Resources
Drowning	E	A	3	All persons on the water must wear an appropriate PFD Maintain a ratio of support boats to sail boats of 1:20 in ideal conditions. For fresh conditions 1:10 For training maintain a ratio of 1:3 during Basics 1 then 1:6 for Basics 2 Cancel on water training in the event of wind over 15 knots	
Severe wind or weather warnings	B	C	2	Post notice to all members. Cancel all sailing or boating events if the wind will exceed:  20 knots for all junior events or training 25 knots for all small boat racing or training 30 knots for larger boats. Cancel all sailing if an electrical storm is imminent.	Emergency contact number schedule
Unexpected stormy weather - if yacht races are in progress.	D	C	3	Cancel all races and require all boats to return to the Club or to safe areas as soon as possible. Recall all start/support boats, requiring them to advise competitors as they return, Monitor the progress of all boats that were in the race and advise Maylands Control of any yet to reach safety.	Support boats
Injury to sailor from contact with support boat	B	A	3	A support boat driver must hold a RST and be competent in handling a support boat making a 'rescue'	Training courses offered by the Club or external organisation

**Training:**

<b>Potential Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Required Actions</b>	<b>Resources</b>
Absence of qualified and current trainer	B	D	3	Substitute trainer to take charge if available. Cancel class if not	Alternative trainers
Broken glass/sharp objects	A	B	2	Training crew to check the grounds and water for broken glass or other hazardous objects and remove them before lesson begins. Students required to wear suitable footwear at all times	
Injury from sharp rigging components on training boats	A	D	4	Periodic check of all training boats to ensure wire stays are in good condition, sharp rigging components are taped, sharp edges removed	
Possible illness from contaminated water from Bayswater Drain	C	D	3	Actively discourage children from playing in the area of the drain.	
Trainers or assistant/s unsuitability for working with children	D	B	3	All training volunteers must hold a current Working With Children card	

**APPENDIX C: SCHEDULE OF MAPS:**

1. [Map for Maylands Yacht Club](#) site showing;
  - a. Fire hose positions
  - b. Fire mains connections.
  - c. Fire extinguisher positions.
  - d. Fuel storage
  - e. Emergency equipment locations:
    - First Aid Kits and identity of personnel holding first aid qualifications
    - Defibrillator
  
2. Personnel assembly Evacuation Area – MYC rigging area.