

*Bay of Islands
Yacht Club Inc.*

Risk Register and Management Plan

To cover all sailing sessions coached or independent of the Sailing Programme

Version 04: 10 August 2022

Context:

Venue; Bay of Islands Yacht Club
Client type; All sailors and Volunteers
Dependency; Low
Extent of Activities; Manage the movement of volunteers and the transport of equipment, the environment in which the sailors rig and launch, the activities of the sailors and manage the impact of our activities on the general public and environment.

The Risk Management Process

1. Risks

1. Injury/Illness (I)
2. Loss of Credibility (C)
3. Loss or damage to Equipment (E)
4. Damage to the Environment/Surrounds (S)
5. Financial Loss (F)

2. Causal Factors

The first step in our risk management program is to identify what can cause loss.

(a) **Equipment**

(b) **Environment**

This category focuses on the club and surrounding environments which are utilized by members, participants, and in some circumstances, the general public.

(c) **Personnel**

This category includes team members, support personnel, officials, participants, parents, spectators and general public who may be in the vicinity of our actions.

3. Various environments involving hazards

- (a) Travel - Commuting
- (b) Pre and post sailing
- (c) Launching and retrieving
- (d) On the Water

4. 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); 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 in the first stage of the process, we apply the risk rating scales set out below in Tables 1 – 3. The risk rating scales will allow you to rate identified risks and then identify risk management priorities.

4.1 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 contract
5	ALMOST CERTAIN: Will probably occur, could occur several times per contract.
4	LIKELY: High probability, likely to arise once during the contract
3	POSSIBLE: Reasonable likelihood that it may arise over the contract.
2	UNLIKELY: Plausible, could occur over a the contract
1	RARE: Very unlikely but not impossible, unlikely for this contract.

4.2 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
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).

4.3 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 maybe managed by routine procedures
2/1	Use this to note a risk that does not apply to your organization

4.4 Nature of Management Strategy

When managing risks there are 3 ways to help prevent risk, it is possible to Prevent the risk, Isolate the risk or minimize the risk. The choice here is to choose 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

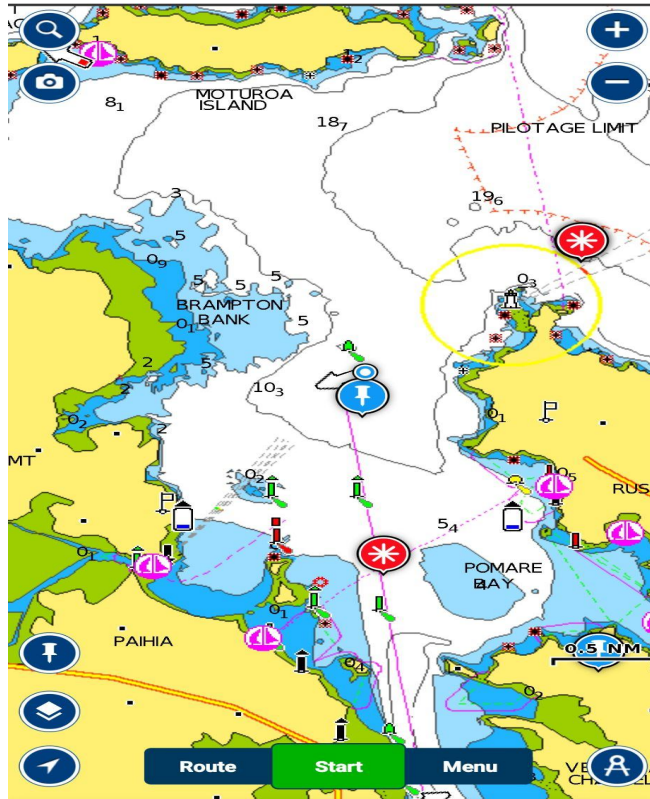
Scope of this Risk management process:

Nearly everything we do has some relation to safety. Therefore, this Risk Register and Management Plan covers all the on water boating-related activities

that are carried out within the Club operating areas and buildings by Club members and those people under the control of the club.

The main operating area is between Tapeka Point, Kent Passage, the Veronica Channel and the Waitangi River - See map below.

The buildings include the Clubhouse and associated sheds and green areas.



In addition, the Risk register and Management Plan covers boating-related activities that are carried out away from the Club, bearing in mind that there could be some overlap or jurisdictional issues with other agencies and organisations. Examples include:

- Transporting club equipment to regattas
- Operating Club vessels in other locations (where away regattas are held)

Out of scope of SMS

The SMS does not cover:

- activities conducted by groups that have hired the club facilities, particularly the Clubhouse.
- sailors that are out sailing when the Club is not operating and organised training or racing sessions.
- sailors that have not signed on the water (using the allocated sign in system) as part of a Club coaching session or regatta.

We recognise that members of the public use grounds surrounding the Club which is recognised as a public park. The Risk Register and Management Plan does not cover these activities, however, we will take all reasonable and practicable steps to ensure no foreseeable hazard could potentially injure someone.

When reasonably required The Bay of Islands Yacht Club should contact (as appropriate) The Northland Regional Council or Far North District Council, Far North Holding Ltd and The Waitangi Trust about safety issues around Club facilities.

CLASSROOM/ LAND BASED ACTIVITIES							
Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)					Crisis Management	Management Plan
<i>People</i>							
Students lack of control/Boredom	C	3	1	4	M	Stop and speak to students	Speak with enthusiasm; don't speak too long, get students involved. Create stimulating learning environment (Instructor)
Sunburn/Heatstroke	I C	4	3	7	M	See doctor or medics Cold bath, drink, shade	Remind students to stay in shade and wear hats and sunscreen (instructor), sunscreen to be provided
Loss/Theft of student equipment	E	4	3	7	M	Notify police, Notify the BOIYC General Committee, replace lost equipment	Keep all equipment and student gear tidy in Trailer or club and lock when unattended (instructor)
<i>Equipment</i>							
Loss of gear into the tide	E, F	4	2	6	P	Use spare parts for replacement	Tie pins to split ring (student), Thorough check of environment before departing (instructor)
Boom injures a student/public during rigging or demonstration	I, C	3	3	6	M	Utilise first aid kit. Administer Ice pack if available. If head is hit see doctor/medic	Position boats away from thoroughfare and into the wind when rigged, brief students away from rigged boats, explain the danger to students, wrap booms in foam (Instructor, Volunteer, Student)

RIB coming off trailer while transporting	E	4	1	5	P	Get assistance to lift RIB back onto beach trailer, check for damage	Ensure rope on rib attached to beach trailer handle whenever RIB is on beach trailer
<i>Environment</i>							
Slippery Boat ramp	I,E	4	3	7	M	Treat injury/Change location for this activity.	Disclose risk to students, set activities away from ramp when possible (Instructor)
Uneven surface/trip hazard	I	3	3	6	I	Treat injury/Change location for this activity.	Point out hazards. Set activity on even ground, clear rocks etc (Instructor and students)
Sharp objects/insects in rigging/launching area	I,C	3	3	6	M	Treat injury/Change location for this activity.	Disclose risk to student, ensure students/staff wearing footwear when possible
Road/Carpark Traffic	I,S	4	5	9	M	Call for 111 for emergency. Utilise first aid kit	Keep activities away from the road, where possible structure activities so road crossing is unnecessary or kept to a minimum, supervise students when crossing roads, Keep students out of carpark area/main thoroughfare where possible

Safe storage of boats & Windsurfers	I,E,	3	2	3	M	-Store equipment securely so it cannot fall -Windsurfer fins/skegs to be stored upright or covered with foam	Windsurfer fins/skegs to be stored upright or covered with foam

ON WATER ACTIVITIES

Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)	S	Y	Y	S	Crisis Management	Management Plan
<i>People</i>							
Students unwilling to participate	C	4	1	5	M	Pull student aside and speak about their alternative to doing activity	Create a positive fun environment that will appeal to all students, pair students up where appropriate (Instructor)
Students not understanding concept	C,S	3	2	5	M	Pull students off water and explain in another way	Provide clear instructions and determine student understanding of the activity before commencement (Instructor)
Fear of the water	I	3	2	5	M	Continue with land based activities until student is ready	Progression from land to water must be gradual (Instructor, volunteer helper and student)
Multiple students fall out of boat/capsize	I,E	3	4	7	M	Send Remaining students ashore, attend to least confident or those in the most apparent danger first	Don't send out too many boats if the conditions don't suit it (Instructor, helper and student)

Student cannot swim	I	2	2	4	P	Keep them in chase boat or supervise closely	School provides a signed declaration that each student meets the minimum requirements regarding swimming ability (50 metres in lifejacket),
Students unable to achieve objective	C	2	2	4	M	Go back to previous exercise until ready to progress	Ensure students are achieving objectives before progressing (instructor)
Students crash boats	I,E,F	3	3	6	M	Assess damage	Ensure boats are fit for purpose (BOIYC). Make students aware of the danger, emphasis on staying clear (Instructor and student)

ON WATER ACTIVITIES

Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)					Crisis Management	Management Plan
Injury while towing	I C	2	4	6	P	First aid, if serious take boat off tow and get sailor inshore to medics asap	Make students aware of correct towing behavior-Hands to be kept clear of tow line while towing, limbs kept inside the boat (instructor)
Sailor and boat blown out to sea	E I C	2	5	7	P	Locate boat, get upright, check sailors, tow in	Take regular boat count checks. Assist boat not in control or capsized, ensure correct instructor/boat ratio is kept at all times (instructor)
Lost Sailor	I C	1	5	6	P	Find boat, contact emergency services, teacher and volunteer, start search	Take regular head counts
Inappropriate clothing	I C	3	3	6	P	Give extra clothing. If severe take ashore for warm bath or shower	Sailors to wear appropriate kit- Guidance to be given prior to sailing day regarding adequate clothing., Lifejackets provided
Not enough food and water	I	3	2	5	P	Find spare food/water	Sailors to be prepared for day's activities- advised schools prior recommended items to bring (BOIYC). Ensure adequate breaks are given (instructor)

Instructor falling overboard/drowning	I,C	1	5	6	M	Deploy life jacket. Get back in boat.	Instructor to wear a lifejacket (PFD) and kill cord at all times whilst afloat except for when momentarily changing clothing or if health or emergency requires either to be removed
Instructor driving RIB irresponsibly	C	2	2	4	P	Apology or pay fine	Instructors to drive within harbour rules & safety guidelines
Instructor breaking harbour rules	C,F	2	2	4	M	Apology	Instructors to have extensive boating experience and be assessed/qualified to YNZ standards
RIB collision with other boats	E,C,F	2	4	6	P	Check for injury and damage.	Maintain constant visuals, understand right of way rules
RIB run aground	E,C,F	1	3	4	P	Check boat for leaks and seaworthiness. check engine. Repair.	Instructors to have extensive boating experience and be assessed/qualified to BOIYC standards
General public getting in the way while launching/landing	I, C	3	3	6	P	inform public of activities	Launch away from people, watch for public and give extra room where possible
<i>Equipment</i>							
Boat breakage	I,E,F	3	3	6	M	Utilise spare parts, pull boat out of the water.	Keep maintenance up to date/encourage students to treat boats with respect. Point out things that may cause damage (Instructor)
Damage to boats when towing	E,F	2	3	5	P	Re tie boat in new place, tow in and repair damage	Tow lines to be tied to structurally adequate place, normally mast base.

ON WATER ACTIVITIES

Hazard or Causal Factor	Risk	L	M	H	V	Crisis Management	Management Plan
	Injury (i)		
	Equipment (e)		
	Surrounds (s)		
	Finance (f)		
	Credibility(c)		

Engine/RIB stopping	E,I,C	3	3	6	M	Suitable anchor on board Check fuel Check prop for rope etc Check water inlet Anchor locker labeled Phone numbers for key Club members that maybe able to help listed on communication protocols.	Ensure fuel is full and connected Boats to be serviced as required Use communication protocols found on laminated card in the safety boat to make appropriate communication for help
Mark Flying out of Boat	I, E	3	2	9	P	-Safety boat clipping system for marks, anchors and warps in boat -Educate Club user that heavy items are stored at back of boat -Only use appropriate anchor type for mark laying (no hook anchors) -Two people at all times when laying marks	Always store heavy items at the back of boat when moving Use clip on and clip off systems with large marks to store them securely when maneuvering between points on the race course Do not take on board any anchors that are of an inappropriate style (no hook anchors) Always have two people on board when laying marks
RIB punctured by sharp object	E	2	3	5	M	Keep inflated with pump if hole is small. Remove and repair.	Avoid sharp parts of sailors' boats. Be aware of sharp parts on beach trailer. Be aware of general public losing control of their boats when retrieving etc, predominantly their props.
Anchor lost overboard	E,F,C	1	3	4	M	Utilise spare anchor or head into shore	Ensure anchor is tied to rope and rope is tied to boat.
Engine damaged on ground	E,F	3	3	6	P		Engine to be trimmed up appropriately when in shallow water
<i>Environment</i>							
Inappropriate clothing/sun protection	I	3	2	5	P	Provide appropriate clothing /protection	Ensure students are clear on what clothing is required (Instructor, helper and student), sunscreen provided (instructor)
Dangerous or slippery ramp	I,E,F,C	4	4	8	P	First aid. If serious, get injured person to medical centre -Regular cleaning of ramp	Check ramp before launching at low tide. Choose safe area to launch Advise everyone to Wear footwear if sharp objects present

Equipment damaged coming in or out in waves	I,F	2	3	5	m	Repair or replace.	Inform students of correct launching/landing techniques. Launch from calm area if possible e.g. marina. If beach launching in waves choose sheltered spot. Manage students launching/coming ashore into smaller groups. Have assistance available for launching/retrieving
Collision with unseen reefs/water hazards/boating channel.	I, E, F,C	1	3	4	P	Tow boat ashore. Use VHF and or cell phone for assistance if necessary	Research area to be sailed in. Point out hazards. Set sailing away from those areas (Instructor)
Weather not suitable for on the water	I,E,C	5	4	9	P	Don't go out if conditions are beyond skill levels. Send kids ashore. Drop sails and tow in if necessary.	Check, assess and monitor weather each day. Don't go out if conditions are beyond skill levels. Head back to shore if conditions become extreme. Coordinate with volunteer to manage getting sailors ashore (instructor)
Rough weather flipping RIB	E,F,I,C	1	5	6	P	Deploy Lifejacket, Put out anchor, access radio, wait for rescue.	Assess conditions accurately. In huge waves stay bow into waves or downwind. Avoid sitting beam on. If beam on keep eyes to windward.

ON WATER ACTIVITIES

Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)					Crisis Management	Management Plan
RIB damaged launching/retrieving in waves	E	3	2	5	M	Check for injuries-first aid/hospital Check and repair boat. Sea trial if major repair	Avoid launching/retrieving in waves where possible. Otherwise use Volunteers/sailors to help. When boat is coming in, no person to stand between beach and boat or Trailer and boat
RIB filling up with water	E	3	2	5	m	Bail. Run boat ashore	Have 2 forms of removing water (bailer, bung). Double check bung before launching.

Collisions	E C	3	3	6	M	Protest, Inform class rep, repair	Sailors to sail by rules. Emphasis on staying clear
Damage to boats when towing	E F	2	3	5	P	Re tie boat in new place tow in and repair damage	Tow lines to be tied to structurally adequate place, normally mast base.
Sailor hurt whilst sailing, or being hurt during capsize		3	5	8	m	Get sailor ashore. Seek approp. Medical attention. See SOP at bottom of page.	Check boats to make sure they meet the class safety rules. Disclose to sailors to compete at their own risk. Have rescue boats spread over fleets to ensure visual coverage. Use experienced rescue personnel to identify possibly accident as early as possible
<i>Environment</i>							
Weather conditions	I C	4	3	7	M	Don't go out if conditions are beyond skill levels. Abandon racing. rescue if necessary.	Check, assess and monitor weather constantly. Have daily meeting with safety and officials. Have signal to show sailors to head in.
Local Reefs that sailors can hit	I,e,c	2	2	4	i/m	Sailors to sail in and fix if possible otherwise rescue craft to rescue and tow ashore.	Sailors know area well from pre training clinics. Course area to avoid reefs/shallow water.
Hypothermia from cold	I,c	1	4	5	p	Sailor into RIB down low out of wind. Cover them in jackets and clothing. Get sailor ashore. See SOP at bottom of page.	Sail in spring or summer. Water temps are mild. Experienced sailors know what equipment to wear to stay warm. Ensure sailors don't spend too long swimming in water. Rescue craft to watch for tiredness.
<i>People</i>							
Inappropriate clothing	I C	3	3	6	P	Give extra clothing. If severe seek medical advice.	Sailors to wear appropriate kit. Experienced sailors.
Not enough food and water	I	3	2	5	P	Find spare food	Sailors be prepared. Spare water and muesli bar on gear boat
Not obeying racing rules	C	3	1	4	M	Lose protest, learn rules	Sailors agree to sail by the rules
Not obeying local rules	C	2	1	3	M	Learn rules apologize	Disclose local rules to sailors
Lost sailor	I C	1	5	6	P	Find boat, contact emergency services, race committee, other coaches and sailors, start search	Take regular head counts at mark roundings. RET sailors to be notified to PRO and RC. Use check in and out system. Have good coverage of rescue craft around course
Windsurfer blown of course or unable to sail back to Club	I,E	3	2	9	P	Educate windsurfers about checking they have safety cover on the water	-Windsurfers to sail with a buddy -Windsurfers to check they have notified safety boat of person ashore they are going out, where and for how long. -Windsurfers to carry a form of communication

LUNCH TIME

<i>People</i>							
Jammed limb between boat and trailer	I	3	2	5	M	First aid. Administer Ice pack if available	Point out danger, assist students with putting away boats, utilise volunteer help (instructor, volunteer)
Fatigue	I	2	1	4	M	Let student rest	Pace the day out, give breaks where necessary (instructor)
<i>Equipment</i>							
Boat/equipment is dropped and/or damaged	I,E,F	2	4	6	M	Make sure Students are safe Record the incident, fix the boat	Instructor coordinates and supervises pack up
<i>Environment</i>							
Slippery tail gate on trailer	I,E	3	2	5	M	Take extra care	Explain hazard, ensure nonskid on wood secure (instructor)

DRIVING TO LOCATION/ REGATTAS / RETURNING HOME

Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)					Crisis Management	Management Plan

<i>People</i>							
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Human error not attaching/detaching trailer correctly	I,C,E,S,F	2	5	7	P	Check for injuries, administer first aid, call 111 emergency. Reattach trailer if possible	Instructors to double check attachment. Check when attaching and again before driving off. Tow ball to be set to correct size Chain to be attached to tow bar at all times Check Trailer brake is in correct position Check Wheel Clamp attached when trailer is stationary and detached when being towed
<i>Equipment</i>							
Trailer wear and tear	I,C,E,F	2	3	5	P		Ensure WOF and Registration are up to date (BOIYC)

DRIVING TO LOCATION/ REGATTAS / RETURNING HOME)							
Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)					Crisis Management	Management Plan
							Visual Inspection of trailer body to be carried out weekly (Instructor)
Leaving sailing gear behind	C,E,F	3	2	5	M	Make do, if appropriate go back to get it.	Check list of gear prior to leaving (Instructor)
Tyre blow out	I,C,E,F,S	2	4	6	P	If necessary call 111 emergency and check for injuries. If possible replace tyre or call mechanic	Check tyre pressure and tread before towing
Injured while lifting trailer onto tow ball	I	2	3	5	M	Administer first aid/Icepack if available, inform BOIYC	Always use jockey wheel to lift Trailer. If not used to lifting or back is susceptible, ask for help.
<i>Environment</i>							

DRIVING TO LOCATION/ REGATTAS / RETURNING HOME

Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)	Crisis Management	Management Plan
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<i>People</i>							
Getting lost	C	1	1	2	P	Consult map/stop and ask for directions	Plan trip prior to leaving/check out the location prior to arrival, Use GPS (Instructor)
Other drivers behaving carelessly	I,E,F	4	3	7	M		Back off/stop
Getting tired whilst driving	I,C,E,F	3	2	5	P	Pull over for a break	Plan to have rest breaks (Instructor)

DRIVING TO LOCATION/ REGATTAS / RETURNING HOME

Hazard or Causal Factor	Risk Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility(c)	Crisis Management	Management Plan
Car crash	I,C,E, F	3	4	7	M	Check for Injuries, administer first aid, call 111 emergency if necessary. Inform BOIYC asap	Drivers to have full license Drivers to be experienced at towing and reversing trailers Drivers to follow all road rules Drivers to maintain large following distances Trailer to be attached correctly as SOP

Police ticket (WOF, registration, lights, speeding, road rules)	C,F	2	1	3	P		BOIYC to maintain car/trailers and ensure WOF, Registration, RU charges up to date Drivers to obey road rules Drivers to alert BOIYC if faults found when undertaking pre towing check
Fuel spills when fuelling up	I,E,S,F,C	1	3	4	P	Follow petrol stations SOP for spills	Only fill up fuel tanks at petrol station.
Jockey wheel left down while towing	E,F	2	2	4	P	Replace jockey wheel	Jockey wheel locked up as part of pre tow check
<i>Equipment</i>							
Trailer fish tailing	I,C,E,S,F	5	4	9	M		Stay to a limit of 80km/ph. If trailer starts to lose control, gently accelerate to get weight onto the back wheels then let car decelerate until trailer is stable (Instructor)
Gear damaged in transit	E,F	2	3	5	P	Have spare parts of everything	Tie down gear securely
Trailer Breakdown	I,C,E,F	3	5	8	M	Call the AA/Mechanic, If possible use tools in car to fix problem	Trailers to be serviced in line with manufacturer specifications, Trailer WOF kept up to date (BOIYC)
<i>Environment</i>							
Road closure	C,F	2	4	6	M	Use alternative route	Check for road closures prior to travel, Always have an alternative route plan, GPS (Driver)
Trailer loses control due to windage/slippery road	I,C,E,S,F	2	5	7	M	Cell phone call for assistance (where service is available)	Drive to the conditions. If conditions are unsafe, suspend travel until conditions improve (Driver)

In the event of an Earthquake or Tsunami Warning, procedure would be as follows:

- Whilst Civil Defense or Maritime New Zealand warnings remain in place for coastal regions or advising to stay out of the water, Kōkōkaha – Powered by Wind will not operate.

CT NUMBERS

Police phone 111

International VHF Emergency Channel 16

BOIYC Club Captain - Chris Fewtrell - 021 105 8126

BOIYC Boats Manager - Thomas Fewtrell - 028 411 8171