

**RBVC Discover Sailing Dinghy Courses
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
ONSHORE												
Club Facilities & Equipment												
Club and yard not kept clean, tidy and free of hazards	D	C	3	Participants asked to bin all litter and report any hazards at participant briefing	D	D	4		Bins	Senior Instructor	Activity	
	D	C	3	Bins provided in yard and training room	D	D	4		Bins	Maintenance support	Ongoing	
Underage participant gains access to bar and alcohol storage	D	B	2	Alcohol in low cabinets to be locked when not in use	D	D	4		Locked Storage	Catering	Ongoing	
				Participant briefing to advise underage participants not allowed in bar unless supervised					Briefing	Senior Instructor	Activity	
Cleanliness of changeroom facilities	C	D	3	Daily cleaning of changerooms	D	D	4		Cleaning Contractor	General Manager	Ongoing	
Unauthorised use of member facilities - steam room and gym	D	D	4	Signs on the doors of both rooms instructing that they are for members only	D	D	4		Signs	RBVC Maintenance	Ongoing	
				Participant briefing to advise participants not allowed in steam room & gym					Briefing	Senior Instructor	Activity	
Shelter for participants, volunteers and supporters in case of adverse weather	C	D	3	Room booked for activity	D	D	4		Booking System	Training Coordinator	Completed	
Training equipment is not stored securely	C	D	3	Room to be locked when not attended	D	D	4		Equipment Store	Senior Instructor	Activity	
Administration												
RBVC staff are not able to respond to enquires from the public, participants and supporters	C	C	3	Ensure all staff are briefed on the activity and know who to contact for additional information	D	D	4		Briefing	Training Coordinator	Ongoing	
Lack of documentation of registrations and qualifications	C	D	3	Training Coordinator to manage in MyCentre and print summaries for each course	D	D	4		MyCentre	Training Coordinator	Activity	
Lack of emergency contact information	C	D	3	Training Coordinator to print details for each course	D	D	4		Printer	Training Coordinator	Activity	
Insurances												
Inadequate public liability insurance	D	B	2	Confirm \$20 Million PLI Policy is current	D	D	4		Insurance Policy	General Manager	Ongoing	
No personal accident insurance	D	B	2	Ensure all participants are registered through MyCentre	D	D	4		MyCentre	Training Coordinator	Activity	
Communications												
VHF radios not charged	C	B	2	Radios to be charged in the Sailing Office daily	D	D	4		Charging Bench	Sailing Office	Ongoing	
				Radios to be collected from and returned to Sailing Office daily					Charging Bench	Senior Instructor	Activity	
Inability to contact key personnel	C	B	2	Training Coordinator, Senior Instructor & all Instructors have VHF radio	D	D	4		Radios	Coordinator/Instructors	Activity	
	C	B	2	Training Coordinator, Senior Instructor & all Instructors have phone contacts for each other and RBVC office	D	D	4		Telephones	Coordinator/Instructors	Activity	
Confusion about identity of Instructors, Volunteers & Participants	C	C	3	Name tags to be provided as required	D	D	4		Name Tags	Training Coordinator	Activity	
Instructors & Volunteers												
Inappropriate Behaviour	D	C	3	All Instructors are familiarised with, and agree to abide by, the RBVC Codes of Behaviour during induction process	D	D	4		Codes of Behaviour	Training Coordinator	Inductions	
				All volunteers agree to abide by the RBVC Codes of Behaviour by signing the declaration at registration	D	D	4		Codes of Behaviour	Training Coordinator	Volunteer Registration	
Volunteers unaware of roles and specific requirements	D	C	3	Volunteers to be allocated to specific roles and briefed prior to the activity and provided a copy of the activity plan	D	D	4		Role Descriptions / Briefing	Senior Instructor	Activity	
Instructor or volunteer suffers dehydration	C	B	2	Water and sunscreen to be made available to all instructors & volunteers	D	D	4		Sunscreen & Water	Training Coordinator	Activity	
Instructor or volunteer do not have sufficient food and water	C	C	3	Fruit and snack provided to all instructors & volunteers working for more than 5 hours	D	D	4		Catering	Training Coordinator	Activity	
Onshore Emergencies												
Personnel are not aware of emergency procedures	C	B	2	All Instructors are familiarised with, and acknowledge receipt of, the RBVC Emergency & Evacuation Plan during the induction process	D	D	4		Emergency Plan	Training Coordinator	Inductions	
				All RBVC staff are familiar with the RBVC Emergency & Evacuation Plan	D	D	4		Emergency Plan	General Manager	Ongoing	
Inappropriate Media response following an incident.	C	B	2	Documented procedure for staff and volunteers specifying that only the General Manager, Commodore or Club Appointed Media Contact Person to speak to the media following any incident. Noted during induction process.	D	D	4		Emergency Plan	Training Coordinator	Inductions	
Fire												
Location of fire extinguishers unknown	C	B	2	Locations marked on map in emergency plan and noted at induction	D	C	3		Emergency Plan / familiarisation	Training Coordinator	Inductions	
Emergency evacuation plan not well known	C	B	2	Senior Instructors to be designated as 'fire wardens' and made aware of procedures and know to take control of situation	D	C	3		Emergency Plan	Training Coordinator	Inductions	
Areas of RBVC unsafe to gather individuals	C	B	2	Emergency evacuation area assigned as the adjacent carpark at Brighton Baths	D	C	3		Emergency Plan	Training Coordinator	Inductions	
Emergency evacuation area unknown	C	B	2	Locations of the evacuation area to be displayed on signs around RBVC with accompanying directions from that location to evacuation area	D	C	3		Signs	Chief Fire Warden	Ongoing	
Individuals not accounted for at evacuation point	C	B	2	List of names to be provided to fire wardens at assembly area to ensure all participants and volunteers are accounted for	D	C	3		Course Enrolments List	Fire Warden	Incident	
List of names of volunteer and participants not easily accessible	C	B	2	Instructors, participants and volunteers to sign on in training room each day	D	C	3		Sign On Sheets	Senior Instructor	Activity	
Large uncontrollable fire within RBVC premises	C	B	2	Call 000 and emergency fire evacuation plan to be implemented	D	C	3		000	Fire Warden	Incident	
Individuals remaining in the club unaware	C	B	2	Building to be searched systematically by fire wardens to ensure no one remains in the club	D	C	3		Emergency Plan	Fire Warden	Incident	
Fire wardens unaware if rooms have been evacuated	C	B	2	When a room is evacuated or checked, sign to be placed on the outside of the door so individuals know not to enter	D	C	3		Emergency Plan	Fire Warden	Incident	

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Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Vehicle Hazards												
Cars driving through yard where participants are walking and rigging/moving boats	C	B	2	Car movements to be controlled by use of cones where necessary	D	C	3		Cones	Senior Instructor	Activity	
Boats left in car parking or clearway areas	C	D	3	Boats to be kept in designated areas	D	D	4		Defined rigging area	Instructors	Activity	
Beachfront Bike and Pedestrian Path												
Disruption of bike path traffic	C	D	3	Marshall participants moving boats across pathway. Use cones & signs on days of high traffic	D	D	4		Cones & Signs	Instructors	Activity	
Bike and Participant or boat collision	C	C	2	Marshall participants moving boats across pathway. Use cones & signs on days of high traffic	D	D	4		Cones & Signs	Instructors	Activity	
Beach												
Disrupted access to the water due to sand location	D	D	4	Rubber mats to be placed on top of sand to allow easy movement of boats along sand	D	D	4		Mats	Instructors	Activity	
Sharps and other dangerous objects on the beach	C	B	2	Bayside Council regular beach cleaning year round	D	C	3		Contractor	Bayside Council	Ongoing	
	C	B	2	Participants instructed to wear shoes at all times when going to the water	D	C	3		Briefing	Instructors	Activity	
Hardstand & Crane												
Damage or injury resulting from use of crane	C	B	2	Personnel instructed about safe working practices to operate crane via online induction Only inducted personnel to operate cranes. All RHIBs to be kept in water for activity	D	D	4		Online Crane Induction	Training Coordinator	Inductions	
Breakdown of Crane	D	C	3	3 cranes available. Advise Marina Manager of any faults	D	D	4		Online Crane Induction	Instructors	Activity	
Breakdown of Crane	D	C	3	Marina Manager to contact mechanic / electrician	D	D	4		Cranes	Instructors	Activity	
No access to hardstand cabin for first aid casualty	D	C	3	Ensure that a key to the cabin is kept by Senior Instructor	D	D	4		Mechanic	Marina Manager	Incident	
									Key	Senior Instructor	Activity	
Marina												
Oil/Fuel spillage	C	C	2	All boats to be refuelled by experienced staff or volunteers Oil/Fuel Spillage Kit to be available on the marina/hardstand	D	C	3		Spill Kit	Maintenance Support	Ongoing	
Damage or Injury caused by poor refuelling practice	C	C	2	All boats to be refuelled by experienced staff or volunteers Oil/Fuel Spillage Kit to be available on the marina/hardstand	D	C	3		Spill Kit	Maintenance Support	Ongoing	
Medical Incidents												
Medical Incident in boat area or in RBVC clubhouse	D	B	2	All senior instructors to have first aid qualifications RBVC staff to maintain First Aid qualifications	D	C	3		Instructor Register	Training Coordinator	Ongoing	
Inadequate first aid supplies to manage injuries	C	C	2	First aid kits to be audited and restocked on a regular basis	D	C	3		First Aid Training	General Manager	Ongoing	
Unable to access first aid service or supplies	C	C	2	First aid facilities and locations to be communicated during inductions	D	D	4		First Aid Kits	General Manager	Ongoing	
Injury out of scope of first aid capabilities	C	B	2	Call 000 number for Ambulance	D	D	4		First Aid Kits	Training Coordinator	Inductions	
Personell unaware of ambulance procedure	C	C	2	Ambulance procedure included in Emergency Plan and On-Water Safety Plan Emergency Plan and On-Water Safety Plan provided and discussed during induction	C	D	3		000	Instructor	Incident	
Onshore Manager not aware an ambulance has been called	C	D	3	If ambulance is called - On-shore Manager to be notified by VHF or Phone	D	D	4		Emergency Plans	Training Coordinator	Ongoing	
Ambulance requires access to the pier	C	B	2	Onshore Managers to have a key to the pier at all times on person	D	D	4		Emergency Plans	Training Coordinator	Inductions	
									Radio / Phone	Instructor	Incident	
									Keys	General Manager	Ongoing	
Participant health and safety												
Participant suffers hypothermia, dehydration or heat stroke	D	B	2	Instructors brief participants about dangers of exposure Course information provides advice about appropriate clothing Instructors to remain aware for signs of hypothermia and dehydration Space blanket to be part of safety equipment on all boats Water to be available for instructors, volunteers & participants ashore and on-water	D	C	3		Briefing	Instructor	Activity	
					D	C	3		Couse Information Email	Training Coordinator	Ongoing	
					D	C	3		Observation	Instructor	Activity	
					D	C	3		First Aid Kits	RBVC Sailing Dept	Ongoing	
Participant suffers from known medical condition	C	B	2	All participants to be asked if they have a medical condition during registration process Information on medical condition to be passed to senior instructor	D	C	3		Water	Training Coordinator	Activity	
	C	B	2	Instructors to have participant list annotated with asterix if known medical issue - to enable quick identification on water and correct response is given	D	C	3		Registration Form	Training Coordinator	Enrolment	
	C	B	2	Participants advised sunscreen available in training room and on safety boats	D	C	3		Registration Form	Training Coordinator	Activity	
Participant suffers sunburn	C	D	3	Participants advised sunscreen available in training room and on safety boats	D	D	4		Participant List	Training Coordinator	Activity	
Guardian of Participant unable to be contaced in case of emergency/medical incident	C	C	2	Parent / guardian emergency contact details collected with online enrolment and confirmed at first attendance	D	C	3		Sunscreen	Training Coordinator	Activity	
On-Water Safety Plan is not distributed	C	C	2	All Instructors and Volunteers to receive emergency information as part of induction process	D	C	3		Registration Form	Instructor	Activity	
Poor fleet tracking resulting in missing boats / participants	D	B	2	All participants are to sign on and sign off for each on-water session Sign on - Sign Off Sheets to be checked after each on-water session and any boats not signed off to be located	D	C	3		Operations Procedures	Training Coordinator	Inductions	
	D	B	2		D	C	3		Sign On Sheet	Instructor	Activity	
					D	C	3		Sign On Sheet	Senior Instructor	Activity	
Incidents												

RBYC Discover Sailing Dinghy Courses Risk Assessment & Management													
Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status	
Details of incidents are not recorded	C	C	2	All incidents are to be recorded via the RBYC Online Incident Report System	D	D	4		Online System	Senior Instructor	Incident		
Incidents are not responded to appropriately	C	C	2	The Training Coordinator and General Manager are to be made aware of all major incidents as soon as possible	D	D	4		Online System	Senior Instructor	Incident		
Incident Log not monitored	C	C	2	The Training Coordinator and General Manager are to review the incident report and take appropriate action	D	D	4		Automatic Email from Online System	Training Coordinator & General Manager	Incident		
ON WATER													
On-Water Incidents													
Major Incident	C	B	2	Incident to be Managed according to the On-Water Safety Plan - Senior Instructor in charge of incident unless handed over	D	C	3		On-Water Safety Plan	Senior Instructor	Incident		
Boat or Person Missing	C	B	2	Water Police to be contacted to handover management of incident	D	C	3		On-Water Safety Plan	Senior Instructor	Incident		
Boat found but crew missing				Report missing person to Senior Instructor and initiate immediate search	D	C	3		On-Water Safety Plan	Senior Instructor	Incident		
Boat found but crew missing	C	B	2	All safety boats to carry hazard tape in safety boxes to indicate crew safe	D	C	3		Safety Canisters	RBYC Sailing Dept	Ongoing		
Collision of boat with submerged object resulting in damage	C	B	2	Hazard to be marked and sailing office notified	D	C	3		Buoy / Radio	Senior Instructor	Incident		
Participant tangled in rigging and needs to be rescued	C	B	2	All Safety Boats to carry a shackle key and sharp knife	D	C	3		Safety Canisters	RBYC Sailing Dept	Ongoing		
Boat requires towing	C	D	3	All race management boats to have towing bridle and capacity to tow	D	D	4		Tow Line & Lifting Strops	RBYC Sailing Dept	Ongoing		
Participant injured while on water	C	B	2	All senior instructors have first aid qualification	D	C	3		Instructor Register	Training Coordinator	Inductions		
				All boats have first aid kits					Safety Canisters	RBYC Sailing Dept	Ongoing		
Danger of entrapment													
Sailor entrapped under capsized boat	C	B	2	Safety boat to observe dinghy which is capsized and render assistance promptly if required.	D	C	3		RHIB	Senior Instructor	Incident		
Sailor entrapped under trampoline	C	B	2	All instructors must carry a sharp, well maintained, easily accessible, preferably serrated knife.	D	C	3		Knife	Instructor	Ongoing		
Sailor entrapped in trapeze harness	C	B	2	Incident to be managed according to On-Water Safety Plan - Senior Instructor in charge of incident unless handed over.	D	C	3		Safety Plan	Senior Instructor	Incident		
				All safety boats must be equipped with a grab bag which includes a serrated knife, this is to be checked before leaving marina.	D	C	3		Knife	RBYC Sailing Dept	Ongoing		
Communications													
Incorrect radio channel being used	C	B	2	VHF Channel 77 advised as primary channel to all personnel at induction	D	C	3		Radios	Training Coordinator	Inductions		
Primary VHF channel is not able to be used	C	B	2	The backup VHF channel 73 advised as secondary channel to all personnel at induction	D	C	3		Radios	Training Coordinator	Inductions		
Breakdown of radio equipment	C	B	2	Spare VHF radio to be available in the sailing office	D	C	3		Radios	RBYC Sailing Dept	Ongoing		
VHF radios are not charged	C	B	2	All VHF radios to be brought ashore and put on overnight charge each day	D	D	4		Charging Bench	Senior Instructor	Activity		
The phone at RBYC is not answered	C	D	3	RBYC to ensure that someone is available to answer the phone at all times during the Activity	D	D	4		Office	General Manager	Ongoing		
Weather / Bay Conditions													
Current weather forecasts are not available to activity supervisors	C	B	2	Supervisors to have access to computers with internet	D	C	3		Internet	Sailing Department	Ongoing		
Current weather conditions not monitored by key personnel	C	B	2	Monitoring of weather conditions by Senior Staff	D	C	3		Observation	Senior Staff	Activity		
Safety Boats													
Essential equipment not available	C	D	3	Equipment checklists to be provided for each boat	D	D	4		Checklists	Sailing Department	Ongoing		
				Equipment to be checked each day before use and issues reported	D	D	4		Checklists	Instructors/Volunteers	Activity		
Safety boats do not comply with Victorian Legislation	C	C	2	Equipment to be checked each day before use and issues reported	D	D	4		Checklists	Instructors/Volunteers	Activity		
Safety boats run out of fuel	C	C	2	All boats to be fueled weekly	D	D	4		Checklists	Workshop/Volunteers	Weekly		
				Fuel to be checked prior to leaving marina	D	D	4		Checklists	Instructors/Volunteers	Activity		

**RBVC Discover Sailing Keelboat Courses
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
ONSHORE												
Club Facilities & Equipment												
Club and yard not kept clean, tidy and free of hazards	D	C	3	Participants asked to bin all litter and report any hazards at participant briefing	D	D	4		Bins	Senior Instructor	Activity	
	D	C	3	Bins provided in yard and training room	D	D	4		Bins	Maintenance support	Ongoing	
Underage participant gains access to bar and alcohol storage	D	B	2	Alcohol in low cabinets to be locked when not in use	D	D	4		Locked Storage	Catering	Ongoing	
				Participant briefing to advise underage participants not allowed in bar unless supervised					Briefing	Senior Instructor	Activity	
Cleanliness of changeroom facilities	C	D	3	Daily cleaning of changerooms	D	D	4		Cleaning Contractor	General Manager	Ongoing	
Unauthorised use of member facilities - steam room and gym	D	D	4	Signs on the doors of both rooms instructing that they are for members only	D	D	4		Signs	RBVC Maintenance	Ongoing	
				Participant briefing to advise participants not allowed in steam room & gym					Briefing	Senior Instructor	Activity	
Shelter for participants, volunteers and supporters in case of adverse weather	C	D	3	Room booked for activity	D	D	4		Booking System	Training Coordinator	Completed	
Training equipment is not stored securely	C	D	3	Room to be locked when not attended	D	D	4		Equipment Store	Senior Instructor	Activity	
Administration												
RBVC staff are not able to respond to enquires from the public, participants and supporters	C	C	3	Ensure all staff are briefed on the activity and know who to contact for additional information	D	D	4		Briefing	Training Coordinator	Ongoing	
Lack of documentation of registrations and qualifications	C	D	3	Training Coordinator to manage in MyCentre and print summaries for each course	D	D	4		MyCentre	Training Coordinator	Activity	
Lack of emergency contact information	C	D	3	Training Coordinator to print details for each course	D	D	4		Printer	Training Coordinator	Activity	
Insurances												
Inadequate public liability insurance	D	B	2	Confirm \$20 Million PLI Policy is current	D	D	4		Insurance Policy	General Manager	Ongoing	
No personal accident insurance	D	B	2	Ensure all participants are registered through MyCentre	D	D	4		MyCentre	Training Coordinator	Activity	
Communications												
VHF radios not charged	C	B	2	Radios to be charged in the Sailing Office daily	D	D	4		Charging Bench	Sailing Office	Ongoing	
				Radios to be collected from and returned to Sailing Office daily					Charging Bench	Senior Instructor	Activity	
Inability to contact key personnel	C	B	2	Training Coordinator, Senior Instructor & all Instructors have VHF radio	D	D	4		Radios	Coordinator/Instructors	Activity	
	C	B	2	Training Coordinator, Senior Instructor & all Instructors have phone contacts for each other and RBVC office	D	D	4		Telephones	Coordinator/Instructors	Activity	
Confusion about identity of Instructors, Volunteers & Participants	C	C	3	Name tags to be provided as required	D	D	4		Name Tags	Training Coordinator	Activity	
Instructors & Volunteers												
Inappropriate Behaviour	D	C	3	All Instructors are familiarised with, and agree to abide by, the RBVC Codes of Behaviour during induction process	D	D	4		Codes of Behaviour	Training Coordinator	Inductions	
				All volunteers agree to abide by the RBVC Codes of Behaviour by signing the declaration at registration	D	D	4		Codes of Behaviour	Training Coordinator	Volunteer Registration	
Volunteers unaware of roles and specific requirements	D	C	3	Volunteers to be allocated to specific roles and briefed prior to the activity and provided a copy of the activity plan	D	D	4		Role Descriptions / Briefing	Senior Instructor	Activity	
Instructor or volunteer suffers dehydration	C	B	2	Water and sunscreen to be made available to all instructors & volunteers	D	D	4		Sunscreen & Water	Training Coordinator	Activity	
Instructor or volunteer do not have sufficient food and water	C	C	3	Fruit and snack provided to all instructors & volunteers working for more than 5 hours	D	D	4		Catering	Training Coordinator	Activity	
Onshore Emergencies												
Personnel are not aware of emergency procedures	C	B	2	All Instructors are familiarised with, and acknowledge receipt of, the RBVC Emergency & Evacuation Plan during the induction process	D	D	4		Emergency Plan	Training Coordinator	Inductions	
				All RBVC staff are familiar with the RBVC Emergency & Evacuation Plan	D	D	4		Emergency Plan	General Manager	Ongoing	
Inappropriate Media response following an incident.	C	B	2	Documented procedure for staff and volunteers specifying that only the General Manager, Commodore or Club Appointed Media Contact Person to speak to the media following any incident. Noted during induction process.	D	D	4		Emergency Plan	Training Coordinator	Inductions	
Fire												
Location of fire extinguishers unknown	C	B	2	Locations marked on map in emergency plan and noted at induction	D	C	3		Emergency Plan / familiarisation	Training Coordinator	Inductions	
Emergency evacuation plan not well known	C	B	2	Senior Instructors to be designated as 'fire wardens' and made aware of procedures and know to take control of situation	D	C	3		Emergency Plan	Training Coordinator	Inductions	
Areas of RBVC unsafe to gather individuals	C	B	2	Emergency evacuation area assigned as the adjacent carpark at Brighton Baths	D	C	3		Emergency Plan	Training Coordinator	Inductions	
Emergency evacuation area unknown	C	B	2	Locations of the evacuation area to be displayed on signs around RBVC with accompanying directions from that location to evacuation area	D	C	3		Signs	Chief Fire Warden	Ongoing	
Individuals not accounted for at evacuation point	C	B	2	List of names to be provided to fire wardens at assembly area to ensure all participants and volunteers are accounted for	D	C	3		Course Enrolments List	Fire Warden	Incident	
List of names of volunteer and participants not easily accessible	C	B	2	Instructors, participants and volunteers to sign on in training room each day	D	C	3		Sign On Sheets	Senior Instructor	Activity	
Large uncontrollable fire within RBVC premises	C	B	2	Call 000 and emergency fire evacuation plan to be implemented	D	C	3		000	Fire Warden	Incident	
Individuals remaining in the club unaware	C	B	2	Building to be searched systematically by fire wardens to ensure no one remains in the club	D	C	3		Emergency Plan	Fire Warden	Incident	
Fire wardens unaware if rooms have been evacuated	C	B	2	When a room is evacuated or checked, sign to be placed on the outside of the door so individuals know not to enter	D	C	3		Emergency Plan	Fire Warden	Incident	
Vehicle Hazards												
Cars driving through yard where participants are walking and rigging/moving boats	C	B	2	Car movements to be controlled by use of cones where necessary	D	C	3		Cones	Senior Instructor	Activity	
Boats left in car parking or clearway areas	C	D	3	Boats to be kept in designated areas	D	D	4		Defined rigging area	Instructors	Activity	
Beachfront Bike and Pedestrian Path												
Disruption of bike path traffic	C	D	3	Marshall participants moving boats across pathway. Use cones & signs on days of high traffic	D	D	4		Cones & Signs	Instructors	Activity	
Bike and Participant or boat collision	C	C	2	Marshall participants moving boats across pathway. Use cones & signs on days of high traffic	D	D	4		Cones & Signs	Instructors	Activity	
Beach												
Disrupted access to the water due to sand location	D	D	4	Rubber mats to be placed on top of sand to allow easy movement of boats along sand	D	D	4		Mats	Instructors	Activity	
Sharps and other dangerous objects on the beach	C	B	2	Bayside Council regular beach cleaning year round	D	C	3		Contractor	Bayside Council	Ongoing	
	C	B	2	Participants instructed to wear shoes at all times when going to the water	D	C	3		Briefing	Instructors	Activity	
Hardstand & Crane												
Damage or injury resulting from use of crane	C	B	2	Personnel instructed about safe working practices to operate crane via online induction	D	D	4		Online Crane Induction	Training Coordinator	Inductions	
				Only inducted personnel to operate cranes. All keelboats to be kept in water for activity	D	D	4		Online Crane Induction	Instructors	Activity	

**RBVC Discover Sailing Keelboat Courses
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Breakdown of Crane	D	C	3	3 cranes available. Advise Marina Manager of any faults	D	D	4		Cranes	Instructors	Activity	
Breakdown of Crane	D	C	3	Marina Manager to contact mechanic / electrician	D	D	4		Mechanic	Marina Manager	Incident	
No access to hardstand cabin for first aid casualty	D	C	3	Ensure that a key to the cabin is kept by Senior Instructor	D	D	4		Key	Senior Instructor	Activity	
Marina												
Oil/Fuel spillage	C	C	2	All boats to be refuelled by experienced staff or volunteers Oil/Fuel Spillage Kit to be available on the marina/hardstand	D	C	3		Spill Kit	Maintenance Support	Ongoing	
Damage or Injury caused by poor refuelling practice	C	C	2	All boats to be refuelled by experienced staff or volunteers Oil/Fuel Spillage Kit to be available on the marina/hardstand	D	C	3		Spill Kit	Maintenance Support	Ongoing	
Medical Incidents												
Medical Incident in boat area or in RBVC clubhouse	D	B	2	All senior instructors to have first aid qualifications RBVC staff to maintain First Aid qualifications	D	C	3		Instructor Register	Training Coordinator	Ongoing	
Inadequate first aid supplies to manage injuries	C	C	2	First aid kits to be audited and restocked on a regular basis	D	D	4		First Aid Training	General Manager	Ongoing	
Unable to access first aid service or supplies	C	C	2	First aid facilities and locations to be communicated during inductions	D	D	4		First Aid Kits	General Manager	Ongoing	
Injury out of scope of first aid capabilities	C	B	2	Call 000 number for Ambulance	C	D	3		First Aid Kits	Training Coordinator	Inductions	
Personnel unaware of ambulance procedure	C	C	2	Ambulance procedure included in Emergency Plan and On-Water Safety Plan	D	D	4		000	Instructor	Incident	
				Emergency Plan and On-Water Safety Plan provided and discussed during induction	D	D	4		Emergency Plans	Training Coordinator	Ongoing	
Onshore Manager not aware an ambulance has been called	C	D	3	If ambulance is called - On-shore Manager to be notified by VHF or Phone	D	D	4		Emergency Plans	Training Coordinator	Inductions	
Ambulance requires access to the pier	C	B	2	Onshore Managers to have a key to the pier at all times on person	D	D	4		Radio / Phone	Instructor	Incident	
									Keys	General Manager	Ongoing	
Participant health and safety												
Participant suffers hypothermia, dehydration or heat stroke	D	B	2	Instructors brief participants about dangers of exposure Course information provides advice about appropriate clothing	D	C	3		Briefing	Instructor	Activity	
				Instructors to remain aware for signs of hypothermia and dehydration	D	C	3		Couse Information Email	Training Coordinator	Ongoing	
				Space blanket to be part of safety equipment on all boats	D	C	3		Observation	Instructor	Activity	
				Water to be available for instructors, volunteers & participants ashore and on-water	D	C	3		First Aid Kits	RBVC Sailing Dept	Ongoing	
Participant suffers from known medical condition	C	B	2	All participants to be asked if they have a medical condition during registration process	D	C	3		Water	Training Coordinator	Activity	
	C	B	2	Information on medical condition to be passed to senior instructor	D	C	3		Registration Form	Training Coordinator	Enrolment	
	C	B	2	Instructors to have participant list annotated with asterix if known medical issue - to enable quick identification on water and correct response is given	D	C	3		Registration Form	Training Coordinator	Activity	
Participant suffers sunburn	C	D	3	Participants advised sunscreen available in training room and on safety boats	D	D	4		Participant List	Training Coordinator	Activity	
Guardian of Participant unable to be contacted in case of emergency/medical incident	C	C	2	Parent / guardian emergency contact details collected with online enrolment and confirmed at first attendance	D	C	3		Sunscreen	Training Coordinator	Activity	
On-Water Safety Plan is not distributed	C	C	2	All Instructors and Volunteers to receive emergency information as part of induction process	D	C	3		Registration Form	Instructor	Activity	
Poor fleet tracking resulting in missing boats / participants	D	B	2	All participants are to sign on and sign off for each on-water session	D	C	3		Operations Procedures	Training Coordinator	Inductions	
	D	B	2	Sign on - Sign Off Sheets to be checked after each on-water session and any boats not signed off to be located	D	C	3		Sign On Sheet	Instructor	Activity	
									Sign On Sheet	Senior Instructor	Activity	
Incidents												
Details of incidents are not recorded	C	C	2	All incidents are to be recorded via the RBVC Online Incident Report System	D	D	4		Online System	Senior Instructor	Incident	
Incidents are not responded to appropriately	C	C	2	The Training Coordinator and General Manager are to be made aware of all major incidents as soon as possible	D	D	4		Online System	Senior Instructor	Incident	
Incident Log not monitored	C	C	2	The Training Coordinator and General Manager are to review the incident report and take appropriate action	D	D	4		Automatic Email from Online System	Training Coordinator & General Manager	Incident	
ON WATER												
On-Water Incidents												
Major Incident	C	B	2	Incident to be Managed according to the On-Water Safety Plan - Senior Instructor in charge of incident unless handed over	D	C	3		Safety Plan	Senior Instructor	Incident	
Boat or Person Missing	C	B	2	Water Police to be contacted to handover management of incident	D	C	3		Safety Plan	Senior Instructor	Incident	
Boat found but crew missing				Report missing person to Senior Instructor and initiate immediate search	D	C	3		Safety Plan	Senior Instructor	Incident	
Boat found but crew missing	C	B	2	All safety boats to carry hazard tape in safety boxes to indicate crew safe	D	C	3		Safety canisters	RBVC Sailing Dept	Ongoing	
Collision of boat with submerged object resulting in damage	C	B	2	Hazard to be marked and sailing office notified	D	C	3		Buoy / Radio	Senior Instructor	Incident	
Participant tangled in rigging and needs to be rescued	C	B	2	All Instructors to carry sharp serrated knife. Safety Boats to be equip with carry a shackle key, knife and wire cutters	D	C	3		Knife	RBVC Sailing Dept	Ongoing	
Boat requires towing	C	D	3	All race management boats to have towing bridle and capacity to tow	D	D	4		Tow line / Lifting Straps	RBVC Sailing Dept	Ongoing	
Participant injured while on water	C	B	2	All senior instructors have first aid qualification All boats have first aid kits	D	C	3		Instructor Register	Training Coordinator	Inductions	
									Safety canisters	RBVC Sailing Dept	Ongoing	
Communications												
Incorrect radio channel being used	C	B	2	VHF Channel 77 advised as primary channel to all personnel at induction	D	C	3		Radios	Training Coordinator	Inductions	
Primary VHF channel is not able to be used	C	B	2	The backup VHF channel 73 advised as secondary channel to all personnel at induction	D	C	3		Radios	Training Coordinator	Inductions	
Breakdown of radio equipment	C	B	2	Spare VHF radio to be available in the sailing office	D	C	3		Radios	RBVC Sailing Dept	Ongoing	
VHF radios are not charged	C	B	2	All VHF radios to be brought ashore and put on overnight charge each day	D	D	4		Charging Bench	Senior Instructor	Activity	
The phone at RBVC is not answered	C	D	3	RBVC to ensure that someone is available to answer the phone at all times during the Activity	D	D	4		Office	General Manager	Ongoing	
Weather / Bay Conditions												
Current weather forecasts are not available to activity supervisors	C	B	2	Supervisors to have access to computers with internet	D	C	3		Internet	Sailing Department	Ongoing	
Current weather conditions not monitored by key personnel	C	B	2	Monitoring of weather conditions by Senior Staff	D	C	3		Observation	Senior Staff	Activity	
Safety Boats												
Essential equipment not available	C	D	3	Equipment checklists to be provided for each boat Equipment to be checked each day before use and issues reported	D	D	4		Checklists	Sailing Department	Ongoing	
					D	D	4		Checklists	Instructors/Volunteers	Activity	
Safety boats do not comply with Victorian Legislation	C	C	2	Equipment to be checked each day before use and issues reported	D	D	4		Checklists	Instructors/Volunteers	Activity	
Safety boats run out of fuel	C	C	2	All boats to be fueled weekly Fuel to be checked prior to leaving marina	D	D	4		Checklists	Workshop/Volunteers	Weekly	
					D	D	4		Checklists	Instructors/Volunteers	Activity	
Safety & Keelboats Boats												
Keelboats don't comply with YA Standards	C	D	3	Boats and equipment to be reviewed annually	D	D	4		DSC Review	DSC Principal / AS	Annual	
Essential equipment not available	C	D	3	Equipment checklists to be provided for each boat Equipment to be checked each day before leaving the marina	D	D	4		Checklists	RBVC Sailing Dept	Ongoing	
					D	D	4		Checklists	Instructors	Activity	
Boats do not comply with Victorian Legislation	C	C	2	Equipment to be checked each day before leaving the marina	D	D	4		Checklists	Instructors	Activity	

**RBVC Discover Sailing Keelboat Courses
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Boats run out of fuel	C	C	2	All boats to be fueled weekly Fuel to be checked prior to leaving marina	D	D	4		Fuel Checklists	Maintenance Support Instructors	Ongoing Activity	

**RBYC Junior & Transition Program
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
ONSHORE												
ON WATER												
Multiple boats, outside of the harbour, require rescue assistance.			Major	All rescue boats to attend. Training boats inside harbour to be beached all all rescue craft to then attend to rescues outside the harbour. Sailors to report to shed.						Head Coach		
Radio communication becomes completely inoperable			Minor	Use mobile phones as a back up. Restrict all activities in line with communication constraints. Use flags to have all craft return to Beach						Head Coach\Beach Master		
Failure of all boats to return to the Harbour or be accountable			Major	Divert all available assets to locate missing craft and sailors. If not located within a reasonable time then alert external rescue services. Lead Coach of each group to have list of boats and sailors. Check in/out boar to be organised by sailing group.						Head Coach\Beach Master		
Insufficient support boats available to meet planned objectives			Major	Scale back all activities as appropriate to align with available resources						Head Coach\Beach Master		
Primary VHF station is not able to be used			Major	A backup VHF station to be nominated and all personnel to be made aware of backup VHF station						Head Coach\Beach Master		
Breakdown of radio equipment			Major	Spare VHF radio to be delivered to the rescue boat requiring it						Head Coach\Beach Master		
Incorrect radio channel being used			Major	Prime VHF station to be provided to all personnel.						Head Coach\Beach Master		
On-water volunteers unclear on roles and responsibilities			Minor	Beach Master to hold meeting before sailing, this to include safety plan and on beach and water coordination. On water instruction and supervision by coaches.						Beach Master		
On-water volunteers do not have sufficient food and water			Minor	All volunteers to be advised of expected duration at sea, should this be exceeded then arrangements can be made to take them food and water						Beach Master		
Sailor tangled in rigging and needs to be rescued			Major	All safety Boats to carry a shackle key and knife capable of cutting lines								
Boat disabled and requires towing			Minor	All safety boats to have towing bridle and capacity to tow sabots/optimists/lasers								
Volunteers not wearing sunscreen, hat, sunglasses, protective clothing, appropriate footwear, Floatation device			Major	Volunteers will be advised of appropriate dress, sunscreen and PFD						Enrollment Officer/Coach/Beach Master		
Sailor not wearing sunscreen, hat, sunglasses, protective clothing, appropriate footwear, Floatation device			Major	Coaches and Volunteers will monitor sailors preparedness to be on the water. Sailors will be advised of appropriate protection including insistance on PFDs.								
Pre and Post Sailing												
Lack of Co-ordination of on-shore activities			Minor	Each group head coach is responsible for co-coordinating launching and retrieval/ Beach Master to supervise						Beach Master\Group Coach		
The Beach Master is unable to be contacted			Minor	Contact the committee Chair or designate for day to day issues. Urgent safety issues should be directed immediately to the clubs officer of the day						Beach Master		
Improper raising of masts on beach causing possible head strikes			Minor	Coaches to instruct sailors in the proper methods of raising masts. Beach Master to ensure that masts are raised safely						Coach\Beach Master		
Damage or Injury resulting from use of crane			Major	Only trained personnel to use crane						Beach Master		
Breakdown of Crane			Minor	Use alternative crane and advise Committee Chair						Committee Chair		
Communications												
Sailors and Volunteers do not know who to contact if an incident arises			Major	Key phone numbers and Emergency phone numbers to be available in the canteen and club office. Volunteers to be briefed regarding escalation procedures.						Committee Chair		
Appropriate Personnel are unable to be contacted			Minor	Key phone numbers and Emergency phone numbers to be available in the canteen and club office						Committee Chair		
Volunteers are not aware of the communication procedure			Minor	All volunteers to be given a copy of the operating procedures that include the hierarchy of communication						Committee Chair		
Weather / Bay Conditions												
Current weather forecasts are not available to Beach Master and coaches			Minor	Forecasts will be sourced via the internet from BoM and Predict wind								
Current weather conditions not monitored by key personnel				Forecast information to to be shared and discussed at coaches meeting								

**RBVC Junior & Transition Program
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Medical Incidents												
Medical Incident happening on hardstand/marina			Major	First Aid facilities to be available on the Hardstand/Marina								
Medical Incident happening on RBVC premises/beach			Major	First Aid facilities to be available on the Shore and Canteen								
On water medical incident			Major	First Aid facilities and locations to be communicated to all coaches and volunteers								
Ambulance is required			Major	All sailors and volunteers aware that 000 is the number for Ambulance. Also escalate through Beach Master, Committee Chair and Officer of the day								
Ambulance requires access to the pier			Major	Key to the pier is permanently located in the canteen cabinet								
Key to the pier cannot be located			Minor	RBVC office to ensure that a key to the pier is available at all times								
Medical and emergency contact details of sailors required			Minor	The details of all sailors are held in the canteen								
Incorrect details given to Ambulance required at pier or hardstand			Major	Emergency Marker BAY813 given as location - as ambulance then has melways ref, lat long and directions to pier								
Incidents												
Private sailing craft uninsured			Major	Insurance certificates to be verified by boat owner and liability to be indemnified in enrollment Terms and conditions						Enrollment Officer		
Program Management												
Equipment breaks or fails			Minor	Backup equipment to be available								
Lack of safety/rescue equipment			Minor	Program is scaled back to satisfy available safety equipment								
Incidents are not responded to appropriately			Major	The program manager, the Beach Master and the officer of the day are to be made aware of all major incidents as soon as possible.								
VHF radios are not charged			Minor	All radios to be put on charge the night before. Back up radios are available from the office								
Incident Log Book not monitored			Minor	The program manager, the Beach Master and the officer of the day are to be made aware of all major incidents as soon as possible.								
Rescue Boats												
Rescue Boats do not comply with Victorian Legislation			Major	All club rescue boats comply with Victorian Legislation						Committee Chair		
Boats are abandoned and crew rescued			Major	All rescue boats will have red and white safety tape to indicate crew safe						Committee Chair		
Rescue Boats run out of fuel			Minor	All boats are to be fueled the previous day - Skipper to check fuel level before leaving shore						Boat Skipper		
Volunteers												
Inappropriate Behavior			Minor	All Volunteers to abide by the GUIDANCE GIVEN THEM BY COACHES AND INSTRUCTORS								
Working with Children check				All volunteers who do not have children in the program to have Working with Children Check								
Incidents												
Major Incident			Major	Beach Master in charge of incident unless handed over								
Boat or Person Missing			Major	Water Police to be contacted immediately and handover of management of incident						Committee Chair		
Collision of boat with submerged object resulting in damage			Minor	Appropriate Number of Rescue/Towing Boat for no of sailors								
Weather												
Severe weather resulting in damage to boats			Minor	Weather to be monitored via internet and observation by Beach Master and Head Coach. Committee Chair and Coaches to be notified of any weather differing to expectations. Head Coach to make determination if conditions remain safe to sail.						Head Coach		
Severe weather posing danger to Sailors			Major	Head Coach to monitor weather to make determination if sailing should undertaken or canceled								
Beach Master												
Co-ordination between the sign on/off manager and Beach Master			Minor	All boats are to sign on and call in every time they leave and return to the beach and Pond								
Knowledge of people and boats outside and inside the pond			Major	Beach Master to have a list of all sailors at sea								
On Water Personnel not able to contact Beach Master			Minor	Beach Master to carry VHF at all times								
				Beach Master to carry mobile phone								

**RBYC Junior & Transition Program
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Not all boats accounted for at end of race Session			Major	Coaches responsible for all craft and sailors returning to beach. If a boat or sailor discovered missing an immediate search should be launched coordinated by Beach Master and Head Coach								
Working with Children												
Key personnel who do not have children in the program have not had a working with children check			Major	All key personnel to submit working with children check - which are recorded in central place								
Volunteer has not had working with children check			Major	All Volunteers who do not have a child in the program required to have a working with children check						Enrolment Officer		
				Sailors must attend showers with other participants or adult supervisor with working with children check or an adult with a child in the program								
Coaches over 18 years of age require working with Children Check			Major	Coaches required to provide working with children card								
Sailor Health and Safety												
Sailor suffers hypothermia			Major	Sailor to be brought ashore (if not already) ASAP. Safety officer to coordinate and be responsible for medical action to be taken Coaches to be aware of signs of hypothermia								
				Space blanket to be part of safety equipment on all boats								
sailor suffers from known medical condition			Major	All sailors to be asked if they have a medical condition that the organizers need to know about Information on medical condition to be passed to relevant key personnel								
				Principal Race Officer, Beach Master and relevant Coach to be informed of any medical condition								
Guardian of sailor unable to be contacted in case of emergency/medical incident			Minor	Beach Master or Committee Chair responsible for contact of sailor's guardian in case of emergency This person to be on key phone number list and carry a VHF radio at all times								
Sailor dehydrates												
			Major	All competitors to be made aware that if they need water it is available from any Safety boat								
Sailor suffers from sunstroke				Coaches to be aware of symptoms of sunstroke and treatment - include fact sheet in documentation kit								
			Major	Sailors at briefing to be reminded to keep hydrated and wear a hat All Safety boats to carry sunscreen								
Sailor suffers sunburn												
Missing Sailor												
Missing Sailor			Major	Rescue Boats to be instructed to search to leeward of the last known location of the boat/sailor Water Police to be contacted immediately								
On - Water Incident Management												
Confusion over areas of responsibility			Minor	Committee chair or his designate has the right of veto over any safety related decisions Coaches can make on water decisions which must be communicated to the Beach Master								
				Areas of responsibility are defined each Sunday at the coaches briefing								
Unable to identify which boats are 1 up or 2 up			Minor	Each Coach will be responsible for identify and tracking the number of occupants in each boat within their coaching cohort while the boats are on the water.								
Catering												
Food Allergy and cross contamination of food			Major	All Sailor allergies to be lodged and separate food preparation identified if necessary								
Unsafe storage of knives			Minor	Ensure that all sharp knives are locked away in safe area when not in use								
Burns in kitchen			Major	Adequate burn management planning - first aid kits available								
Fire - small			Minor	Ensure fire blankets and extinguishers are up to date and readily accessible								
Boiling water made accessible to children			Minor	All hot water for tea and coffee to be in an area that is well supervised								

**RBYC Junior & Transition Program
Risk Assessment & Management**

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Children left in catering area with food			Minor	Food area to always be supervised and locked up when not in use								
Poor storage of food			Minor	All food storage areas to be cleaned and refrigerators to be checked for quality								
Bike and pedestrian movement												
Bike and sailor or boat collision			Major	Cones and warning signs to be placed across bike path while boats are being taken from and returned to shed. Beach Master and volunteers to alert sailors and bikers to dangers. Bikers to be asked to slow their travel. Sailors to be alert to bikers transiting on path.								
Disruption of bike path traffic			Minor	Cones and signs placed leading up to the bike path								
Animals and children			Minor	Ensure that all animals if brought to the facilities are kept on a leash								
Children walking across bike path unsupervised or without warning			Minor	Parents to be instructed to supervise children at all times across busy bike path. Parents and children should not stand on path. Boats should be brought to the shed one at a time and not left on path or any part of the path.								

RBYC Youth Sailing Program Risk Assessment & Management

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
ONSHORE												
Club Facilities & Equipment												
Club and yard not kept clean, tidy and free of hazards	D	C	3	Participants asked to bin all litter and report any hazards at participant briefing	D	D	4		Bins	Senior Instructor	Activity	
	D	C	3	Bins provided in yard and training room	D	D	4		Bins	Maintenance support	Ongoing	
Underage participant gains access to bar and alcohol storage	D	B	2	Alcohol in low cabinets to be locked when not in use	D	D	4		Locked Storage	Catering	Ongoing	
				Participant briefing to advise underage participants not allowed in bar unless supervised					Briefing	Senior Instructor	Activity	
Cleanliness of changeroom facilities	C	D	3	Daily cleaning of changerooms	D	D	4		Cleaning Contractor	General Manager	Ongoing	
Unauthorised use of member facilities - steam room and gym	D	D	4	Signs on the doors of both rooms instructing that they are for members only	D	D	4		Signs	RBYC Maintenance	Ongoing	
				Participant briefing to advise participants not allowed in steam room & gym					Briefing	Senior Instructor	Activity	
Shelter for participants, volunteers and supporters in case of adverse weather	C	D	3	Room booked for activity	D	D	4		Booking System	Training Coordinator	Completed	
Training equipment is not stored securely	C	D	3	Room to be locked when not attended	D	D	4		Equipment Store	Senior Instructor	Activity	
Administration												
RBYC staff are not able to respond to enquires from the public, participants and supporters	C	C	3	Ensure all staff are briefed on the activity and know who to contact for additional information	D	D	4		Briefing	Training Coordinator	Ongoing	
Lack of documentation of registrations and qualifications	C	D	3	Training Coordinator to manage in MyCentre and print summaries for each course	D	D	4		MyCentre	Training Coordinator	Activity	
Lack of emergency contact information	C	D	3	Training Coordinator to print details for each course	D	D	4		Printer	Training Coordinator	Activity	
Insurances												
Inadequate public liability insurance	D	B	2	Confirm \$20 Million PLI Policy is current	D	D	4		Insurance Policy	General Manager	Ongoing	
No personal accident insurance	D	B	2	Ensure all participants are registered through MyCentre	D	D	4		MyCentre	Training Coordinator	Activity	
Communications												
VHF radios not charged	C	B	2	Radios to be charged in the Sailing Office daily	D	D	4		Charging Bench	Sailing Office	Ongoing	
				Radios to be collected from and returned to Sailing Office daily					Charging Bench	Senior Instructor	Activity	
Inability to contact key personnel	C	B	2	Training Coordinator, Senior Instructor & all Instructors have VHF radio	D	D	4		Radios	Coordinator/Instructors	Activity	
	C	B	2	Training Coordinator, Senior Instructor & all Instructors have phone contacts for each other and RBYC office	D	D	4		Telephones	Coordinator/Instructors	Activity	
Confusion about identity of Instructors, Volunteers & Participants	C	C	3	Name tags to be provided as required	D	D	4		Name Tags	Training Coordinator	Activity	
Instructors & Volunteers												
Inappropriate Behaviour	D	C	3	All Instructors are familiarised with, and agree to abide by, the RBYC Codes of Behaviour during induction process	D	D	4		Codes of Behaviour	Training Coordinator	Inductions	
				All volunteers agree to abide by the RBYC Codes of Behaviour by signing the declaration at registration	D	D	4		Codes of Behaviour	Training Coordinator	Volunteer Registration	
Volunteers unaware of roles and specific requirements	D	C	3	Volunteers to be allocated to specific roles and briefed prior to the activity and provided a copy of the activity plan	D	D	4		Role Descriptions / Briefing	Senior Instructor	Activity	
Instructor or volunteer suffers dehydration	C	B	2	Water and sunscreen to be made available to all instructors & volunteers	D	D	4		Sunscreen & Water	Training Coordinator	Activity	
Instructor or volunteer do not have sufficient food and water	C	C	3	Fruit and snack provided to all instructors & volunteers working for more than 5 hours	D	D	4		Catering	Training Coordinator	Activity	
Onshore Emergencies												
Personnel are not aware of emergency procedures	C	B	2	All Instructors are familiarised with, and acknowledge receipt of, the RBYC Emergency & Evacuation Plan during the induction process	D	D	4		Emergency Plan	Training Coordinator	Inductions	
				All RBYC staff are familiar with the RBYC Emergency & Evacuation Plan	D	D	4		Emergency Plan	General Manager	Ongoing	
Inappropriate Media response following an incident.	C	B	2	Documented procedure for staff and volunteers specifying that only the General Manager, Commodore or Club Appointed Media Contact Person to speak to the media following any incident. Noted during induction process.	D	D	4		Emergency Plan	Training Coordinator	Inductions	
Fire												
Location of fire extinguishers unknown	C	B	2	Locations marked on map in emergency plan and noted at induction	D	C	3		Emergency Plan / familiarisation	Training Coordinator	Inductions	
Emergency evacuation plan not well known	C	B	2	Senior Instructors to be designated as 'fire wardens' and made aware of procedures and know to take control of situation	D	C	3		Emergency Plan	Training Coordinator	Inductions	
Areas of RBYC unsafe to gather individuals	C	B	2	Emergency evacuation area assigned as the adjacent carpark at Brighton Baths	D	C	3		Emergency Plan	Training Coordinator	Inductions	

RBYC Youth Sailing Program Risk Assessment & Management

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Emergency evacuation area unknown	C	B	2	Locations of the evacuation area to be displayed on signs around RBYC with accompanying directions from that location to evacuation area	D	C	3		Signs	Chief Fire Warden	Ongoing	
Individuals not accounted for at evacuation point	C	B	2	List of names to be provided to fire wardens at assembly area to ensure all participants and volunteers are accounted for	D	C	3		Course Enrolments List	Fire Warden	Incident	
List of names of volunteer and participants not easily accessible	C	B	2	Instructors, participants and volunteers to sign on in training room each day	D	C	3		Sign On Sheets	Senior Instructor	Activity	
Large uncontrollable fire within RBYC premises	C	B	2	Call 000 and emergency fire evacuation plan to be implemented	D	C	3		000	Fire Warden	Incident	
Individuals remaining in the club unaware	C	B	2	Building to be searched systematically by fire wardens to ensure no one remains in the club	D	C	3		Emergency Plan	Fire Warden	Incident	
Fire wardens unaware if rooms have been evacuated	C	B	2	When a room is evacuated or checked, sign to be placed on the outside of the door so individuals know not to enter	D	C	3		Emergency Plan	Fire Warden	Incident	
Vehicle Hazards												
Cars driving through yard where participants are walking and rigging/moving boats	C	B	2	Car movements to be controlled by use of cones where necessary	D	C	3		Cones	Senior Instructor	Activity	
Boats left in car parking or clearway areas	C	D	3	Boats to be kept in designated areas	D	D	4		Defined rigging area	Instructors	Activity	
Beachfront Bike and Pedestrian Path												
Disruption of bike path traffic	C	D	3	Marshall participants moving boats across pathway. Use cones & signs on days of high traffic	D	D	4		Cones & Signs	Instructors	Activity	
Bike and Participant or boat collision	C	C	2	Marshall participants moving boats across pathway. Use cones & signs on days of high traffic	D	D	4		Cones & Signs	Instructors	Activity	
Beach												
Disrupted access to the water due to sand location	D	D	4	Rubber mats to be placed on top of sand to allow easy movement of boats along sand	D	D	4		Mats	Instructors	Activity	
Sharps and other dangerous objects on the beach	C	B	2	Bayside Council regular beach cleaning year round	D	C	3		Contractor	Bayside Council	Ongoing	
	C	B	2	Participants instructed to wear shoes at all times when going to the water	D	C	3		Briefing	Instructors	Activity	
Hardstand & Crane												
Damage or injury resulting from use of crane	C	B	2	Personnel instructed about safe working practices to operate crane via online induction	D	D	4		Online Crane Induction	Training Coordinator	Inductions	
				Only inducted personnel to operate cranes. All RHIBs to be kept in water for activity	D	D	4		Online Crane Induction	Instructors	Activity	
Breakdown of Crane	D	C	3	3 cranes available. Advise Marina Manager of any faults	D	D	4		Cranes	Instructors	Activity	
Breakdown of Crane	D	C	3	Marina Manager to contact mechanic / electrician	D	D	4		Mechanic	Marina Manager	Incident	
No access to hardstand cabin for first aid casualty	D	C	3	Ensure that a key to the cabin is kept by Senior Instructor	D	D	4		Key	Senior Instructor	Activity	
Marina												
Oil/Fuel spillage	C	C	2	All boats to be refuelled by experienced staff or volunteers Oil/Fuel Spillage Kit to be available on the marina/hardstand	D	C	3		Spill Kit	Maintenance Support	Ongoing	
Damage or Injury caused by poor refuelling practice	C	C	2	All boats to be refuelled by experienced staff or volunteers Oil/Fuel Spillage Kit to be available on the marina/hardstand	D	C	3		Spill Kit	Maintenance Support	Ongoing	
Medical Incidents												
Medical Incident in boat area or in RBYC clubhouse	D	B	2	All senior instructors to have first aid qualifications	D	C	3		Instructor Register	Training Coordinator	Ongoing	
				RBYC staff to maintain First Aid qualifications	D	C	3		First Aid Training	General Manager	Ongoing	
Inadequate first aid supplies to manage injuries	C	C	2	First aid kits to be audited and restocked on a regular basis	D	D	4		First Aid Kits	General Manager	Ongoing	
Unable to access first aid service or supplies	C	C	2	First aid facilities and locations to be communicated during inductions	D	D	4		First Aid Kits	Training Coordinator	Inductions	
Injury out of scope of first aid capabilities	C	B	2	Call 000 number for Ambulance	C	D	3		000	Instructor	Incident	
Personell unaware of ambulance procedure	C	C	2	Ambulance procedure included in Emergency Plan and On-Water Safety Plan	D	D	4		Emergency Plans	Training Coordinator	Ongoing	
				Emergency Plan and On-Water Safety Plan provided and discussed during induction	D	D	4		Emergency Plans	Training Coordinator	Inductions	
Onshore Manager not aware an ambulance has been called	C	D	3	If ambulance is called - On-shore Manager to be notified by VHF or Phone	D	D	4		Radio / Phone	Instructor	Incident	
Ambulance requires access to the pier	C	B	2	Onshore Managers to have a key to the pier at all times on person	D	D	4		Keys	General Manager	Ongoing	
Participant health and safety												
Participant suffers hypothermia, dehydration or heat stroke	D	B	2	Instructors brief participants about dangers of exposure	D	C	3		Briefing	Instructor	Activity	
				Course information provides advice about appropriate clothing	D	C	3		Couse Information Email	Training Coordinator	Ongoing	
				Instructors to remain aware for signs of hypothermia and dehydration	D	C	3		Observation	Instructor	Activity	
				Space blanket to be part of safety equipment on all boats	D	C	3		First Aid Kits	RBYC Sailing Dept	Ongoing	
				Water to be available for instructors, volunteers & participants ashore and on-water	D	C	3		Water	Training Coordinator	Activity	

RYC Youth Sailing Program Risk Assessment & Management

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Participant suffers from known medical condition	C	B	2	All participants to be asked if they have a medical condition during registration process	D	C	3		Registration Form	Training Coordinator	Enrolment	
	C	B	2	Information on medical condition to be passed to senior instructor	D	C	3		Registration Form	Training Coordinator	Activity	
	C	B	2	Instructors to have participant list annotated with asterix if known medical issue - to enable quick identification on water and correct response is given	D	C	3		Participant List	Training Coordinator	Activity	
Participant suffers sunburn	C	D	3	Participants advised sunscreen available in training room and on safety boats	D	D	4		Sunscreen	Training Coordinator	Activity	
Guardian of Participant unable to be contacted in case of emergency/medical incident	C	C	2	Parent / guardian emergency contact details collected with online enrolment and confirmed at first attendance	D	C	3		Registration Form	Instructor	Activity	
On-Water Safety Plan is not distributed	C	C	2	All Instructors and Volunteers to receive emergency information as part of induction process	D	C	3		Operations Procedures	Training Coordinator	Inductions	
Poor fleet tracking resulting in missing boats / participants	D	B	2	All participants are to sign on and sign off for each on-water session	D	C	3		Sign On Sheet	Instructor	Activity	
	D	B	2	Sign on - Sign Off Sheets to be checked after each on-water session and any boats not signed off to be located	D	C	3		Sign On Sheet	Senior Instructor	Activity	
Incidents												
Details of incidents are not recorded	C	C	2	All incidents are to be recorded via the RBYC Online Incident Report System	D	D	4		Online System	Senior Instructor	Incident	
Incidents are not responded to appropriately	C	C	2	The Training Coordinator and General Manager are to be made aware of all major incidents as soon as possible	D	D	4		Online System	Senior Instructor	Incident	
Incident Log not monitored	C	C	2	The Training Coordinator and General Manager are to review the incident report and take appropriate action	D	D	4		Automatic Email from Online System	Training Coordinator & General Manager	Incident	
ON WATER												
On-Water Incidents												
Major Incident	C	B	2	Incident to be Managed according to the On-Water Safety Plan - Senior Instructor in charge of incident unless handed over	D	C	3		On-Water Safety Plan	Race Officer/Senior Instructor	Incident	
Boat or Person Missing	C	B	2	Water Police to be contacted to handover management of incident	D	C	3		On-Water Safety Plan	Race Officer/Senior Instructor	Incident	
Boat found but crew missing	C	B	2	Report missing person to Race Officer and initiate immediate search	D	C	3		On-Water Safety Plan	Safety boat crew	Incident	
Boat found - crew found	C	B	2	All safety boats to carry hazard tape in safety boxes to indicate crew safe	D	C	3		Safety Canisters	RBYC Sailing Dept	Ongoing	
Collision of boat with submerged object resulting in damage	C	B	2	Hazard to be marked and sailing office notified	D	C	3		Buoy / Radio	Race Officer/Senior Instructor	Incident	
Participant tangled in rigging and needs to be rescued	C	B	2	All Safety Boats to carry a shackle key, sharp knife and wire cutters.	D	C	3		Safety Canisters	RBYC Sailing Dept	Ongoing	
Boat requires towing	C	D	3	All race management boats to have towing bridle and capacity to tow	D	D	4		Tow Line & Lifting Strops	RBYC Sailing Dept	Ongoing	
Participant injured while on water	C	B	2	All senior instructors have first aid qualification	D	C	3		Instructor Register	Training Coordinator	Inductions	
				All boats have first aid kits					Safety Canisters	RBYC Sailing Dept	Ongoing	
Support personnel and sailors unfamiliar with safety procedures and incident response.	B	C	2	Pre-season briefing for program participants and ongoing instruction for new volunteers by Youth program.	D	D	4		Participant briefing and printed resources	RBYC Sailing Dept	Start of season and ongoing.	DC
Hypothermia	B	C	2	Stay close to safe harbour if water temp <16 degrees, retrieve capsized crews in <5mins if water temp<16 and no more than 10mins otherwise. Assess condition of sailors who have capsized multiple times and send to shore if negatively affected by cold.	B	D	4		Observation	Safety boat crew	Activity	DC
Mixed fleets and collisions												
Collisions in mixed dinghy and skiff fleets	A	C	2	Pre-sailing briefing to highlight different performance of craft in fleet and reminder of rules of sailing.	C	C	2		Pre sailing briefing	Race Officer/Senior Instructor	Activity	DC
Collisions in mixed fleets involving a kiteboard with foil	B	B	1	Do not mix kiteboards with dinghy and skiff fleets	E	E	4		Pre sailing briefing	Race Officer/Senior Instructor	Activity	DC
Danger of entrapment												
Sailor entrapped under capsized boat	C	B	2	Safety boat crew to observe dinghy which is capsized and render assistance promptly if required.	D	C	3		RHIB	Safety boat crew	Incident	
Sailor entrapped under rigging	C	B	2	All safety boat must carry a sharp, well maintained, easily accesible, preferably serrated knife and wire cutters for rigging.	D	C	3		Knife, wire cutters	Safety boat coordinator	Ongoing	DC
Sailor entrapped in trapeze harness	C	B	2	Incident to be managed according to On-Water Safety Plan - Race Officer/Senior Instructor in charge of incident unless handed over.	D	C	3		Safety Plan	Race Officer/Senior Instructor	Incident	
				All safety boats must be equipped with a grab bag which includes a serrated knife and wire cutters, this is to be checked before leaving marina.	D	C	3		Knife, wire cutters	Safety boat coordinator	Ongoing	

RBYC Youth Sailing Program Risk Assessment & Management

Potential Risk	Initial Likelihood	Initial Impact	Initial Risk Rating	Treatment	Reviewed Likelihood	Reviewed Impact	Reviewed Risk Rating	Acceptable Risk?	Resources	Responsibility	Time Frame	Status
Communications												
Incorrect radio channel being used	C	B	2	VHF Channel 77 advised as primary channel to all personnel at induction	D	C	3		Radios	Training Coordinator	Inductions	
Primary VHF channel is not able to be used	C	B	2	The backup VHF channel 73 advised as secondary channel to all personnel at induction	D	C	3		Radios	Training Coordinator	Inductions	
Breakdown of radio equipment	C	B	2	Spare VHF radio to be available in the sailing office	D	C	3		Radios	RBYC Sailing Dept	Ongoing	
VHF radios are not charged	C	B	2	All VHF radios to be brought ashore and put on overnight charge each day	D	D	4		Charging Bench	Safety boat coordinator	Activity	
The phone at RBYC is not answered	C	D	3	RBYC to ensure that someone is available to answer the phone at all times during the Activity	D	D	4		Office	General Manager	Ongoing	
Weather / Bay Conditions												
Current weather forecasts are not available to activity supervisors	C	B	2	Supervisors to have access to computers with internet	D	C	3		Internet	Sailing Department	Ongoing	
Current weather conditions not monitored by key personnel	C	B	2	Monitoring of weather conditions by Senior Staff	D	C	3		Observation/Internet	Senior Staff	Activity	
Strong winds experienced while on water	B	C	2	Assess condition of fleet, contain them to restricted area and return to shore if beyond fleet capability.	B	D	3		Observation/Internet	Race Officer/Senior Instructor	Activity	DC
Strong wind conditions present before launching from beach	B	C	2	Do not leave shore until conditions improve	B	E	4		Observation/Internet	Race Officer/Senior Instructor	Activity	DC
Gale warning current - issued by Bureau of Meteorology	B	B	1	Do not leave shore	B	E	4		Internet	Race Officer/Senior Instructor	Activity	DC
Sea state	B	C	2	Revise crew makeup, stay close to protected water and return to base if wind >20kts and sea state becomes too difficult for the capabilities of the crews.	B	D	3		Observation	Race Officer/Senior Instructor	Activity	DC
				Note: assessment of weather and effect on sailing, considers wind and sea state together and what managers observe on the day, regardless of forecasts								
Safety Boats												
Essential equipment not available	C	D	3	Equipment checklists to be provided for each boat	D	D	4		Checklists	Sailing Department	Ongoing	
				Equipment to be checked each day before use and issues reported	D	D	4		Checklists	Instructors/Volunteers	Activity	
Safety boats do not comply with Victorian Legislation	C	C	2	Equipment to be checked each day before use and issues reported	D	D	4		Checklists	Instructors/Volunteers	Activity	
Safety boats run out of fuel	C	C	2	All boats to be fueled weekly	D	D	4		Checklists	Workshop/Volunteers	Weekly	
				Fuel to be checked prior to leaving marina	D	D	4		Checklists	Instructors/Volunteers	Activity	
Safety boat to fleet size ratio does not meet YA requirements	B	C	2	Ensure required safety coverage or reduce fleet size	B	E	4		Checklists	Sailing Department/Race Officer	Pre-weekend and on activity	DC

Likelihood Scale

Rating	LIKELIHOOD 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, once in 100 years

Severity Scale

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
A	CATASTROPHIC: One or more fatalities.
B	MAJOR: Permanent disabling injury. Vessels lost or damaged beyond repair.
C	MODERATE: Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete series, race or passage.
D	MINOR: Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable.
E	NEGLIGIBLE: Minor injuries possibly requiring first aid. Minor damage to equipment.

Risk Impact Matrix

		POTENTIAL 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:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that may be managed by routine procedures