



# Sailability Capricornia Inc Risk Management Process





# Risk Management Framework - What, Why and How

## What is Risk Management (RM)?

1. We understand that Sailing has some inherent risk
2. RM is a systematic process for identifying, evaluating, controlling those risks/unwanted events to reduce the risk to "As Low as Reasonably Practical" (ALARP)
3. The process is continuous requiring continuous monitoring of existing controls and emerging risks

## Why is Risk Management Important?

As Sailability clubs in Queensland we have a shared responsibility to provide a sailing environment that is as safe as reasonably practical for:

- Our Clients
- Our Volunteers
- Our Supporters
- The General Public

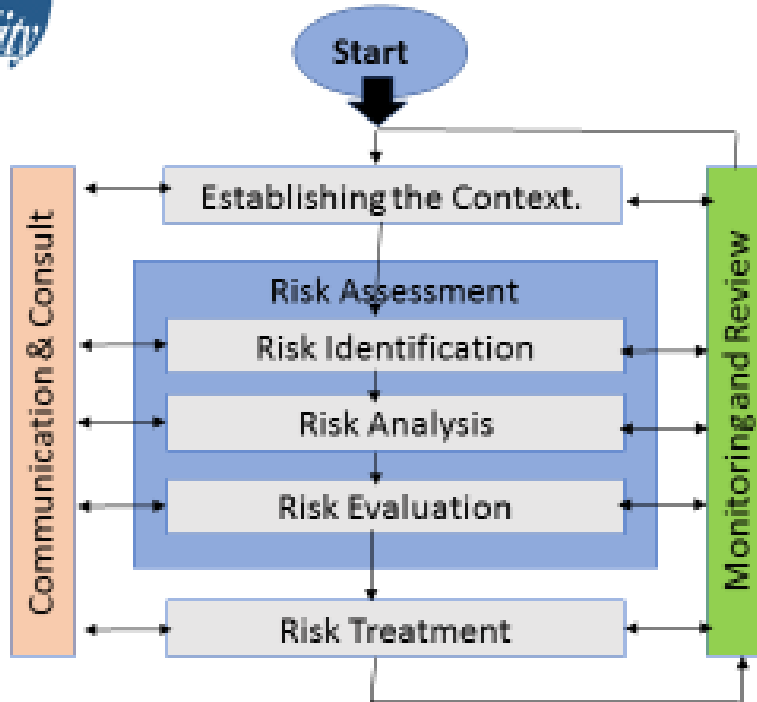
## How is the Risk Managed?

Through a Risk Management Framework (see next slide)

Much of the material in this presentation is based on the **Australian Sailing's Club Risk Management Handbook**



# The Risk Management Framework



Communication across all elements of the framework are essential to achieve ownership of the process

Monitoring & Review is essential to ensure all controls are achieving a risk level of ALARP

## Establishing the Context

The scope of the activities to be covered by the RM Process (i.e. what's in and what's out)  
In this instance:  
**This risk study is being limited to Safety Risk**

## Identifying the Risks

Personal Injury and Asset damage On Water and Off Water

## Analysing the Risks

Assessing Risk Likelihood & Risk Consequence gives Risk Level Evaluation

## Mitigating the Risks (Risk Treatment)

Developing and completing the plan to achieve a risk level ALARP



## Scope of Risk Management Process

The Scope of the Risk Management Process includes the physical Undertaking of providing a boating experience for people with disability



The Undertaking involves 8 to 10 Activities

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Hansa 303</li><li>• Hobie</li><li>• Support Boat</li><li>• Transferring Clients between shore and craft and visa versa</li></ul> | <ul style="list-style-type: none"><li>• On Water Activities</li><li>• On Shore Activities</li><li>• Client related</li><li>• Carer related</li><li>• Volunteer related</li><li>• Administration</li></ul> |
|--|---|



For each Activity there are several Elements

Example: Elements associated with Hansa 303 Rigging, Launching & Recovery, Departure & Return to Shore

- The Elements are aimed at level where there is enough detail to determine whether there is an opportunity for an Unwanted Event/Risk to occur
- For some Elements there maybe no such opportunity identified. Recording them as an Element provides others with the knowledge that the Element was considered



Where a possible Unwanted Event/Risk is identified it entered and managed in Risk Management Register

## CONSEQUENCES MEASUREMENT

**CATASTROPHIC:** One or more fatalities. Large scale environmental damage. Significant reputational damage likely to attract ongoing adverse media attention

**MAJOR:** Permanent disabling injury. Injury to a member of the public. Vessels lost or damaged beyond repair. Significant environmental damage or likely to result in fine.  
Reputational damage with national media attention

**MODERATE:** Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete activity. Environmental damage temporary/reversible.  
Short term adverse media attention

**MINOR:** Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable. Local reputational damage

**NEGLIBLE:** Minor injuries possibly requiring first aid. Minor damage to equipment. Minor environmental impact

## LIKELIHOOD MEASUREMENT– The potential for problems to occur in a year

**ALMOST CERTAIN:** Will probably occur, could occur several times per year

**LIKELY:** High probability, likely to arise once per year

**POSSIBLE:** Reasonable likelihood that it may arise over a five-year period

**UNLIKELY:** Plausible, could occur over a five to ten-year period

**RARE:** Very unlikely but not impossible, once in 15 years



## Matrix Used for Risk Evaluation from Likelihood and Consequences

		CONSEQUENCES					
		Catastrophic	Major	Moderate	Minor	Negligible	
		5	4	3	2	1	
LIKELIHOOD	Almost Certain	A	Extreme	Extreme	High	High	Moderate
	Likely	B	Extreme	Extreme	High	Moderate	Low
	Possible	C	Extreme	High	High	Moderate	Low
	Unlikely	D	High	High	Moderate	Low	Low
	Rare	E	Moderate	Moderate	Low	Low	Low

## Sailability Capricornia

### Risk Management – Scope of Activities

The Risk Management Scope includes the physical undertaking of providing a boating experience for people with disability			
Activity		Element	
1	Hansa 303	a	Rigging
		b	Launching
		c	Security of Client
		d	Departure and return to shore
2	Hobie	a	Rigging
		b	Launching
		c	Security of Client
		d	Departure and return to shore
3	Support Boat	a.	Preparation/maintenance
		b.	Launching
		c.	Volunteer safety
		d.	Departure and return to shore
4	Transferring Clients between Shore and Craft	a	Movement of Clients, Carers and Volunteers on Boat Ramp
		b	Transfer from Beach to Craft, then Craft to Beach

5	On Water Activities	a	Weather
		b	Communications
		c	Emergency Response/ Incident Management
		d	Boat Collision
		e	Man Overboard (MOB) - Hansa 303, Hobie and Support Boat
		f	MOB - Retrieval
		g	Wildlife bites/stings
6	On Shore Activities	a	Shore Facilities
		b	Ramp Maintenance
		c	Tow Vehicle/ Trailers Usage/ Storage
		d	Communications
		e	Emergency Response/ Incidents
		f	Personal Injury/ Illness
		g	Traffic Control
		h	Housekeeping-client/carer/volunteer facilities
7	Clients	a	Compliance with Child and Youth Risk Management Strategy
		b	Australian Charities and Not-for- profits Commission (ACNC) Requirements (Vouchers etc)
		c	Parking of Vehicles
		d	Client care/safety



8	Carers	a	Responsible for Client always, except when sailing
		b	Carer care/safety
9	Volunteers	a	Briefings/ Work Level, Roles, Officer of the Day (OoD), etc.
		b	Volunteer care/safety
10	Administration	a	Blue Cards
		b	Maritime Safety Queensland
		c	Code of Conduct
		d	Craft/ Tow Vehicle Competency
		e	Operating Procedures Craft/Tow Vehicle
		f	Safety Equipment
		g	Life Jackets
		h	UHF Radios
		i	First Aid/ Defibrillators/ Spine Board
		j	Induction
		k	Insurance
		l	Litigation

**Notes:**

1. The Activities and associated Elements in the table are aimed at generating discussion.
2. The output is a record of the Activities which will be covered by the Club's risk assessment
3. The content and format of the output is at the Club's discretion



## Risk Management Register

(Unwanted events and risks derived from Sailability Capricornia’s Scope of Activities Document. Some activities do not have an unwanted event/risk associated with them)

Activity Number	Description of Unwanted Event/Risk	ID Number	Existing or Planned Controls/Treatment Status		Risk Rating – with Existing and Planned Controls/Treatments			As Low As Reasonably Practical (ALARP) Yes/No
				Status	Consequences	Likelihood	Risk Level	
1.	<b>Hansa 303</b>							
2.	<b>Hobie</b>							
3.	<b>Support Boat</b>							
	a. Loss of control of trailered boat on ramp while launching/retrieving leading to personal injury	C1	Ramp to be clear of people.	Complete	Minor	Unlikely	Low	Yes
		C2	Minimum 2 person handling of boats					
	b. Loss of control of trailered boat on ramp leading to equipment damage	C3	Boat to be secured on trailer	Complete	Minor	Unlikely	Low	Yes
		C4	Ramp surface area to be clear of obstacles					
		C5	Security pin inserted on tow bar of tow vehicle					

	c. Mast breakage/collapse on Hobie leading to injury of client or volunteer d. Mast breakage leading to equipment damage	C1 C2 C3 C4	Thorough rigging procedures Reduce sail area immediately in high winds Sail removed, mast and mast step to be checked quarterly Volunteer training/induction	In progress  In progress	Minor  Minor	Unlikely  Unlikely	Low  Low	Yes  Yes
	e. Outrigger collapse on Hobie leading to capsize resulting in personal injury/drowning	C1 C2 C3 C4 C5 C6	Thorough inspection of joining links and security pins Rigging of craft must be thorough and checked by volunteer before sailing Reduction of boat speed to reduce risk of pontoons entering waves Security screw/pin inserted through outrigger metal into plastic insert Rounding up immediately with intact outrigger on leeward side Skipper training/induction	In progress	Minor	Unlikely	Low	Yes
4.	<b>Transferring Client between Shore and Craft</b>							
	a. Injury to volunteer/carer/client while transferring to and from boats to shore.	C1 C2 C3 C4	Ramp surface maintenance Lifting training Importance of carers assisting volunteers Where necessary, use of wheelchairs to be considered	In progress	Minor	Unlikely	Low	Yes

		C5	for movement of clients on ramp Minimum 2-person assistance with clients where practical					
<b>5.</b>	<b>On Water Activities</b>							
	a. Strong winds causing capsize leading to personal injury/anxiety and possible death b. Strong winds leading to equipment damage	C1 C2 C3 C4 C5 C6	Strong wind warning and clear 'when to sail' policy Keels pinned Volunteer sails in sheltered area with furled sails President/Officer of the Day (OoD) has power to cancel sailing and direct volunteers to furl sails Reduce boat speed Use of emergency flag/whistle by volunteers	Complete  Complete	Minor  Minor	Unlikely  Unlikely	Low  Low	Yes  Yes
	c. Storms leading to personal injury from lightning, hail, rain and gusty winds d. Storms leading to equipment damage	C1 C2 C3	If a storm is developing, sailing immediately cancelled, immediate reduction of sail area and return to shore Strong indication of storms equals no sailing Masts not to be erected if any sign of lightning	Complete  Complete	Negligible  Negligible	Unlikely  Unlikely	Low  Low	Yes  Yes

	<b>e. Extreme temperature leading to heat stress/stroke, dehydration and volunteer fatigue</b>	<b>C1</b> <b>C2</b> <b>C3</b> <b>C4</b> <b>C5</b> <b>C6</b> <b>C7</b>	<b>President/OoD has the power to cancel sailing because of extreme temperature and humidity</b> <b>Slip, slop, slap</b> <b>Adequate hydration</b> <b>Shade shelters</b> <b>Strict enforcement of the number of clients a volunteer can take out in one day</b> <b>Volunteer break periods</b> <b>Use of relief volunteers when possible</b>	<b>Complete</b>	<b>Minor</b>	<b>Unlikely</b>	<b>Low</b>	<b>Yes</b>
	<b>f. Marine stings/bites leading to injury of client/carer/volunteer</b>	<b>C1</b> <b>C2</b> <b>C3</b> <b>C4</b> <b>C5</b> <b>C6</b>	<b>Enclosed shoes must be worn</b> <b>Adequate search of launch area before sailing commences</b> <b>No entering water outside launch area</b> <b>Encourage clients not to drag hands/feet in water</b> <b>Wearing of long pants encouraged</b> <b>First aide equipment must be nearby at the launch area</b>	<b>Complete</b>	<b>Minor</b>	<b>Unlikely</b>	<b>Low</b>	<b>Yes</b>
	<b>g. Boat collision: boat to boat, boat to object and grounding leading to personal injury</b>	<b>C1</b>	<b>Volunteers keep to buoyed area</b>	<b>Complete</b>	<b>Minor</b>	<b>Unlikely</b>	<b>Low</b>	<b>Yes</b>
	<b>h. Boat collision leading to equipment damage</b>	<b>C2</b> <b>C3</b>	<b>Hansa volunteers sail in one direction only</b> <b>Hansa 303s have right of way</b>	<b>Complete</b>	<b>Minor</b>	<b>Unlikely</b>	<b>Low</b>	<b>Yes</b>

		C4	Encourage clients to not have arms and legs outside of boat					
		C5	Keep a watch out for other boat hazards					
		C6	Volunteer training/induction					
		C7	Support boat reduced speed, no wake					
		C8	Support boat volunteer always wears outboard safety lanyard					
	i. Man overboard event leading to injury or possible drowning j. Man overboard leading to capsize of support boat	C1	Wear a correctly fitting Personal Flotation Device (PFD)	Complete	Minor	Unlikely	Low	Yes
		C2	Shallow nature of The Causeway Lake to be considered in emergency response	Complete	Minor	Unlikely	Low	Yes
		C3	Man Overboard (MoB) retrieval procedures					
		C4	Use whistle/flags to gain attention					
		C5	Support boat volunteers always have a proper lookout to be available to assist					
		C6	Support boat volunteers always seated					
		C7	Propeller guard always installed on support boat.					
		C8	Support boat to stop motor when assisting with MoB					
6.	On Shore Activities							

	a. Use of tow vehicle leading to personal injury	C1	Driver training	Complete	Minor	Unlikely	Low	Yes
	b. Use of tow vehicle leading to equipment damage	C2	Vehicle visibility: colour, flag and constantly flashing warning light	Complete	Minor	Unlikely	Low	Yes
		C3	Low tow vehicle speed					
		C4	Minimum number of people on ramp and near ramp exit					
		C5	Vehicle maintenance					
		C6	Vehicle registration					
	c. Vehicular traffic in parking area hitting a person.	C1	Carer's cars only in area	Complete	Minor	Unlikely	Low	Yes
		C2	Reduced speed					
		C3	Cars parked along caravan park side of area or near permanent shade shelters					
		C4	Client movement to be carefully supervised by carer					
	d. Failure or placement of Sailability equipment leading to personal injury	C1	Chairs to be appropriately loading rated and inspected for damage/cracking	Complete	Minor	Unlikely	Low	Yes
		C2	Shade shelters erected correctly					
		C3	Shade shelters to be appropriately anchored with sand/water bags or pegs					
		C4	If wind becomes gusty, shelters to be lowered					
		C5	Whiteboard secured to tree					

		C6	Trailers parked in one area away from immediate launch area					
	e. Slipping/falling on uneven, loose, wet and littered surfaces	C1	If raining, President/OoD makes assessment of the situation	Complete	Minor	Unlikely	Low	Yes
		C2	Ramp and surrounding areas checked at start of day for unwanted objects					
		C3	Mats placed at bottom of launch area					
		C4	Dangerous areas marked off with cones/tape					
		C5	All loose items to be placed in safe areas					
<b>10.</b>	<b>Administration</b>							
	a. Injury leading to possible litigation against Sailability Capricornia volunteers	C1	Carer's responsibilities to be clearly documented and made aware to them	Complete	Minor	Unlikely	Low	Yes
		C2	Blue cards					
		C3	Code of conduct					
		C4	Appropriate first aid and emergency procedures					
		C5	Efficient documentation of incidents					
		C6	Appropriate insurance cover					





## Risk Management Process Administration, Reporting and Monitoring

Action	Responsibility
Management of RM Process	Club Risk Management Team
Approval of RM Process	Club Committee
Review of new Unwanted Events/Risks and resulting Controls	Club Risk Management Team
Annual Review of RM Process Operation	AGM agenda item
Ensuring safety communications to Sailability Club Members, Clients and Carers	Club President