

# **DARLING POINT SAILING SQUADRON**



## **RISK MANAGEMENT PLAN**

**Revised - September 2023**



# RISK MANAGEMENT PLAN

## Risk Management Process

This section contains information on the Risk management Process adopted by Darling Point Sailing Squadron.

### 1. Resources

The approach adopted in this resource is based on the Australian Standard's Handbook on Risk Management HB 246:2010 and Risk Management – Principles and Guidelines AS 31000:2009.

### 2. Aim

Our aim is to provide a safe environment for our members and visitors engaging in activities at the club, both on and off the water.

### 3. Risk management process

As a club run by volunteers from the membership, each of the steps below will be undertaken primarily by the DPSS Management Committee, and in collaboration with ALL others members who have a responsibility to identify and reduce or eliminate risks arising from club activities.

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

### 4. Communication

- To Members :
  - Publish an explanation of its existence in club emails
  - Post it on the club website
  - Invite members to contribute to its the development of the document
- To Instructors and Coaches (on-water personnel):
  - Conduct an annual Risk Management Update for all on water personnel
  - Before every on-water session mention the RMP and IMP in your crew briefing
  - Provide copies or website links to personnel
  - Laminate relevant pages such as the IMP Contacts page and make sure there is a copy in the sailing office, the radio area and on every safety boat as appropriate.

## 5. Risk Identification

Listing the main categories where risk may arise provides a framework for individual risk identification. Below are the four Risk Categories based on the Australian Sailing Club Risk Management resource.

### On-Water

This category includes all of those risks associated with:

- the conduct of sailing activities once the participants have left shore (e.g. DSC Instructor's Handbooks, safety boats, radio communication)

### Off-Water

This category refers to the risks involved in activities which immediately precede and follow our on-water events and activities, such as:

- preparation activities of instructors
- launching and retrieval of boats
- rigging of dinghies
- use of pontoon and tying up safety boats, picking up and setting down crew
- laying and retrieval of buoys
- operation of club safety boats

### Environment

The physical environment in which we conduct club events may include risks to:

- personal safety
- property
- the club and surrounding environments which are utilised by members, participants, member of other organisations using the facilities and in some circumstances, the general public.

### Club Sailing Operations

This category includes risks to:

- club members, officials, instructors, participants, parents, visitors and spectators who may be involved in club sailing or social activities.

## 6. Risk Assessment

Having identified the risks involved in sailing and club activities, each risk is assessed in terms of its likelihood to occur, along with the seriousness of the consequences arising from the risk occurring.

Each identified risk must be rated in terms of

1. The chance of the risk occurring (likelihood)
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** each risk and then identify risk management priorities.

### Likelihood

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

**Table 1: Likelihood Scale**

Rating	<b>LIKELIHOOD</b> The potential for problems to occur in a year
<b>A</b>	<b>ALMOST CERTAIN:</b> Will probably occur, could occur several times per year
<b>B</b>	<b>LIKELY:</b> High probability, likely to arise once per year
<b>C</b>	<b>POSSIBLE:</b> Reasonable likelihood that it may arise over a five-year period
<b>D</b>	<b>UNLIKELY:</b> Plausible, could occur over a five to ten year period
<b>E</b>	<b>RARE:</b> Very unlikely but not impossible, once in 100 years

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

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

## 7. Risk Impact

The risk impact matrix determines the severity of the risk and the impact it could have on the organisation. It provides an indicator to assist in the decision making of what action is warranted for the risks.

**Table 3: Risk Impact Matrix**

		POTENTIAL IMPACT				
		A	B	C	D	E
LIKELIHOOD	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 to risk rating:

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

Once **risk impact** has been determined the committee can evaluate what response is necessary to make the risk tolerable to the organisation.

## 8. Risk Evaluation

The purpose of risk evaluation is to assist in making decisions about which risks need treatment and the priority for treatment implementation. These decisions are based on the risk analysis.

Risk evaluation involves comparing the level of risk analysis with risk criteria established when the context was considered. It involves determining what risks are tolerable to the club having regard to the club's attitude to risk.

## 9. Risk Treatment (Action Plan)

Risk treatment is the process to modify risk. It involves selecting one or more options for modifying risks and implementing them. This stage is all about identifying and testing strategies to manage the risks which have been identified and subsequently evaluated as posing a real risk to participants.

The Management Committee, and others, will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some “reality testing” of risk treatment strategies to determine what reasonable steps they may take to reduce the impact of the risk arising.

Each risk that has rated highly will need to carefully consider necessary policies, procedures and strategies to treat the risk. If a risk is identified as “Extreme”, the club must ensure that it is addressed and controls are put in place to reduce its severity and likelihood. These will include what is needed to treat the risk, who has the responsibility and what is the timeframe for risk management. These elements will comprise the **action plan**.

## 10. Monitor and Control

It is very important that officials review the Risk Management Plan at the end of the competition, activity, program or season. The risk management plan should be a fluid document which is regularly updated to take account of changes within the club/centre.

### Record keeping

The keeping of records and the continued evaluation of the Risk Management Plan in the light of such records is crucial. Risk management procedures include the documentation of any accidents, as well as information on the effectiveness of the risk management plan. Statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.

The club uses the following methods:

- Assigning a key person to be responsible for overseeing the risk management activities
- Developing checklists for given activities or risk control to ensure the operator knows and implements the controls
- Periodically checking that procedures are being observed, that equipment is in place and being maintained
- Periodically reviewing the risk register
- Provide a report to the committee at periodic intervals.

## DARLING POINT SAILING SQUADRON RISK MANAGEMENT ACTION PLAN

Details of Potential Risk	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>CLUB ACTIVITIES</b>						
<b>Weather, environment, sea state</b>						
Severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	C	B	2	Race officer maintains weather watch and check weather websites including BOM Discuss forecast at Pre-race Briefing Contact with radio officer on-shore Abandonment of on-water racing by Race Officer if weather deemed unsuitable for sailing Emergency procedure Sailors must wear PFDs	BOM, Seabreeze, Manly Coastguard	Race officer
Dangerous sea and wave conditions result in capsize, personal injury or boats being unable to return to shore safely.	B	B	1	Abandonment of on-water racing by Race officer Safety boats to monitor and guide boats and respond as required Lower sails on boat and safety boat crew tow the boat to shore	Safety boats	Race officer Safety boat crew
Sunstroke / sunburn / dehydration to sailors and /or instructors.	B	D	3	Provide sunscreen and water at the Sign-on table Carry bottled water on safety boats Educate sailors on the importance of sun safety and maintaining hydration at race briefings	Sunscreen Bottled water	Sailors and Sailing manager
Sailors and instructors develop hypothermia.	D	B	2	Safety boats to carry first aid foil blankets Safety boat crews undertake first aid training	First aid kit on board each safety boat	Sailors and safety boat crews
<b>Participating Boats</b>						
Collision of boats resulting in personal injury and/or major damage disabling boat(s).	C	C	2	Giving clear instructions prior to participating in on-water activities. Safety boat crews to keep participating boats at a distance from each other	Briefing and Instructions	Sailors and safety boat crews
Personal injury to crew member(s)	C	C	2	All competitors compete at their own risk RRS Rule 4 Instructors explain the risks associated with sailing and provide adequate supervision Safety boat crew to manage injury on water until is transferred to land	Racing Rules of Sailing 2017-2021 First aid kit on board each safety boat First Aid kit on shore	Sailors/ Safety boat crews

Details of Potential Risk	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>CLUB ACTIVITIES</b>						
Inexperienced or disabled boat(s) lose control and get into difficulties which require external assistance.	C	C	2	Participants on training courses are guided by instructors to prevent difficulties	First aid kit on board each safety boat	Sailors/ Safety boat crews
Crew member(s) fall overboard and require external assistance to locate and recover.	C	C	2	All sailors wear PFDs Emergency plan activated Notify Emergency contacts - Coastguard, police, other club boats on the water	Emergency Plan Emergency contacts	Sailors/ Safety boat crews/ Race Officer
Crew member(s) trapped underwater in a capsized boat	C	B	2	Safety boat crews to retrieve crew and right capsized boat - priority placed on participant safety over boat preservation Each boats carries a serrated knife	Emergency Plan Emergency contacts Safety kit on board each safety boat including a knife - bolt cutters in two safety boats	Sailors/ Safety boat crews
Sailor entrapped in trapeze harness	B	C	2	Safety boat crews to assist sailor immediately if required - priority placed on sailor safety over boat preservation Each boats carries a serrated knife, two carry bolt cutters Radio for assistance from other safety boat crews if required	Safety Plan Emergency contacts Safety kit on board each safety boat including a knife - bolt cutters in two safety boats	Sailors/ Safety boat crews
Collision of boat with submerged object resulting in personal injury or major damage to boat.	E	D	4	All volunteers and sailors to be briefed on shallow areas to avoid near the race course Safety boat crews to assist if necessary		Sailors/ Safety boat crews
Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident	D	C	3	All competitors compete at their own risk RRS Rule 4 Race officer may exclude competitors if boats deemed to pose an unacceptable risk to others Club safety boats regularly maintained with	Racing Rules of Sailing 2017-21	Sailors/ Safety boat crews/Race officer



Details of Potential Risk	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>CLUB ACTIVITIES</b>						
				safety check performed prior to the commencement of each season		
Missing boat(s) either during a race or failing to complete a race	D	C	3	Make other safety boat crews and Radio operator on-shore aware Check sign off sheets and club grounds Emergency plan activated	Sign on/off sheets VHF Radios Emergency plan	Safety boat crews/ Race officer/On-shore radio operator
Dangerous interaction with commercial vessels or other recreational boats.	C	B	2	Sailors made aware of the movement of commercial vessels and IRPCS particularly in Manly Boat Harbour and channel Safety boats on standby as Junior sailors leave and enter the harbour Participants in courses may be towed out and into harbour		Sailors/Race officer/Safety boat crew
Potential collisions between boats of different classes in multi-class events.	C	C	2	Racing conducted using Racing Rules of Sailing 2017-21 All competitors made aware at briefing Stagger starts and lay courses to prevent collisions	Racing Rules of Sailing 2017-21	Sailors/Race officer/ Starter/Course layer
Stings from jellyfish in water	C	C	2	Make participants aware at briefing if jellyfish are present on bay Sailors wear appropriate clothing	Vinegar at on-shore first aid post; cool running water on sting	Sailors/Race officer/Club members/Volunteers
<b>Race Management and Safety boats/ Equipment</b>						
Mechanical breakdowns / gear failure in Safety boat(s)/run out of fuel resulting in being unable to provide effective rescue capabilities.	C	D	3	Motors are regularly serviced by qualified outboard motor mechanic. Gear checked regularly and maintained. Fuel checked in each boat prior to leaving harbour	VHF radio to contact for assistance	Bosun/Experienced volunteer
Fire/explosion on Safety boat resulting in personal injury to crew and inability to provide rescue	E	A	3	All safety boats carry a fire extinguisher Fuel lines checked during maintenance checks No smoking on board or near safety boats	Fire extinguisher on board each safety boat and on shore Fire hose on shore	Safety boat crew

Details of Potential Risk	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>CLUB ACTIVITIES</b>						
service.						
Delay in attending to a medical emergency / injury occurring mid-race with potential to aggravate the condition of the injured person(s).	D	B	2	Safety boats crews and race officer keep in regular contact Safety boat crews patrol given areas of course	First aid kits on board each safety boat Safety boat crew trained in basic first aid Injured sailor transferred to shore	Safety boat crew/Race officer
Prevailing weather conditions prevent Safety boats being able to remain on station or fulfil their role.	E	B	3	Contact RQYS or Coastguard to assist in rescuing competitors	Safety boat crews RQYS or Coastguard VHF radios	Race officer/ Safety boat crews On shore radio operator
Injury to person(s) in the water from rescue and race official boat propellers.	E	B	3	Outboard motor props on club safety boats fitted with Prop guards Motors turned off when rescuing a person from the water	Prop guards fitted on each club powerboat	Bosun Committee
Inadequate or insufficient safety / rescue equipment provided by race / event organisers.	E	A	3	Safety boats carry mandatory safety equipment. Regular checks made on safety equipment on club safety boats	Safety equipment on safety boats	Bosun Committee
Failure to conduct pre and post event boat counts resulting in missing personnel.	E	A	3	All skippers sign on and sign off - Race officer to check after racing Remind skippers at race briefing to sign on and off	Sign on sheets	Sailors/safety boat crews/ Race officer
Failure by race officials to deploy safety boats as required by emergency circumstances.	D	B	2	Qualified/experienced persons manning safety boats Contact Emergency services Ch16 and Coastguard and call 000	Australian Sailing (AS) Safety management plan	Safety boat crews On-shore Radio operator
<b>Communications</b>						
Loss of primary communications resulting	D	C	3	Each safety boat to carry spare VHF Regularly check and maintain VHF radios	VHF radios on safety boats	Bosun

Details of Potential Risk	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>CLUB ACTIVITIES</b>						
in race officials being unable to provide and coordinate effective rescue services.				One crew on each safety boat carry mobile phone	Handheld VHF radios	Safety boat crews
Incorrect radio channel being used	D	C	3	All personnel made aware that Channel 74 is used for club activities		
Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>CLUB ACTIVITIES - ONSHORE and Management</b>						
Persons sustaining injury from slipping on launching ramp.	C	B	2	Regular cleaning of ramp to remove build-up Place mats on lower part of ramp on sailing days if required	Ramp mats Water blaster operated by trained person	Club member/Volunteer
Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas.	C	B	2	Vehicles not to be driven on rigging lawns Person guides towed safety boats being launched and retrieved looking out for people and property Car movement controlled by cones if required Yellow lines marked for pedestrians to walk across bitumen	Experienced volunteers	Safety boat crews/Rostered Sailors and Volunteers
Oil or fuel spillage	C	B	2	All boats to be refuelled from fuel drums by experienced personnel. Spilt fuel or oil to be hosed or mopped up Fuel to be kept in garage with air flow	Water hose nearby Garage locked when not in use	
Inadequate public liability insurance	E	E	4	Insurance renewal date is 10 November for \$20million PLI Policy - confirm current	Certificate of insurance	Club Secretary and DSC Principal
Onshore fire outside buildings	C	D	3	Evaluate the extent of the hazard. Remove injured personnel Contact the Fire and Rescue Service if required Switch off adjacent electrics and remove	Extinguishers and hoses Map of equipment locations	Committee/safety officer

Details of Potential Risk	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>CLUB ACTIVITIES</b>						
				combustible material or fuels Employ firefighting equipment - fire hose, fire extinguishers	Emergency numbers	
Fire inside building	C	B	2	Evaluate the extent of the hazard. Remove injured personnel. Move people to Assembly area on rigging lawn. Contact the Fire and Rescue Service if required. Switch off electrics and remove combustible material or fuels. Employ firefighting equipment - fire blanket and fire extinguishers	Extinguishers and hoses Map of equipment locations Emergency numbers	Committee/safety officer
On-shore gas leak form cylinder	C	D	3	Ascertain the source of the leak. Turn off gas supply. Evacuate the area if required. Regular check of gas cylinders at BBQ and in garage. Contact the Fire and Rescue Service if required.	Extinguishers and hoses Map of equipment locations Emergency numbers	

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>OFF-WATER - DISCOVER SAILING CENTRE</b>						
Training equipment is stored incorrectly	D	D	4	Equipment to be stored correctly, garage locked when not in use	Equipment garage, trolleys	Instructors
Injury to participants due to tripping hazards	D	D	4	Tripping hazards removed where possible. Potential hazards explained to participants at briefing and encouraging participants to avoid		

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>OFF-WATER - DISCOVER SAILING CENTRE</b>						
				running to and from activities		
Lack of emergency contact details	D	D	4	Parents/guardians' emergency contact details are provided at registration and each day the sailor signs on	Sign-on sheets	Principal/Instructors
Persons sustaining injury from slipping on launching ramp.	C	B	2	Regular cleaning of ramp to remove build-up Place mats on lower part of ramp on sailing days	Ramp mats Water blaster operated by trained person	Volunteer grounds person/Club members
Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas.	C	B	2	Vehicles not to be driven on rigging lawns Person guides towed safety boats being launched and retrieved looking out for people and property	AS qualified Principal instructor, instructors, assistant instructors	Club members
Inadequate public liability insurance	E	E	4	Insurance renewal date is November each for \$20million PLI Policy which is current.	Certificate of insurance	Club Treasurer
<b>ON-WATER - DISCOVER SAILING CENTRE</b>						
<b>Weather, environment, sea state</b>						
Severe weather changes (including squalls, electrical storms) resulting in sailors and instructors being exposed during courses.	C	B	2	Maintain weather watch and check weather websites Discuss forecast at Instructors Briefing Contact with radio officer on-shore Abandonment of on-water activities by DSC Principal or Senior Instructor if weather deemed unsuitable for sailing Emergency procedure Sailors must wear PFDs	BOM, Seabreeze, Manly Coastguard	DSC Principal or Head Instructor
Dangerous sea and wave conditions result in capsize, personal injury or boats being unable to	B	B	1	Abandonment of on-water activities by DSC Principal or Senior Instructor Safety boats to monitor and guide boats and respond as required	Safety boats	Instructors

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>OFF-WATER - DISCOVER SAILING CENTRE</b>						
return to shore safely.				Lower sails on boat and safety boat crew tow the boat to shore		
Sunstroke / sunburn / dehydration to sailors and /or instructors.	B	D	3	Provide sunscreen at the Sign-on table Carry bottled water on safety boats Educate participants on the importance of sun safety	Sunscreen Bottled water	Sailors and instructors
Sailors and instructors develop hypothermia.	D	B	2	Safety boats to carry first aid foil blankets Safety boat crews undertake first aid training Instructors to assess youth clothing for conditions	First aid kit on board each safety boat	Sailors and instructors
<b>Participating Boats/Stand-up Paddle boards</b>						
Injury when rigging boats	D	D	4	Giving clear instructions on how to rig boats Ensuring boats are properly maintained	Briefing and Instructions	Sailors/Instructors
Collision of boats resulting in personal injury and/or major damage disabling boat(s).	C	C	2	Giving clear instructions prior to participating in on-water activities. Instructors to keep participating boats at a distance from each other	Briefing and Instructions	Sailors/Instructors
Personal injury to sailor/s	C	C	2	Instructors to manage injury on water until is transferred to land	First aid kit on board each safety boat	Sailors/ Instructors
Inexperienced or disabled boat(s) lose control and get into difficulties which require external assistance.	C	C	2	Participants on training courses are guided by instructors to prevent difficulties	First aid kit on board each safety boat	Sailors/ Instructors
Crew member(s) fall overboard and require external assistance to locate and recover.	C	C	2	All sailors wear PFDs Emergency plan activated Notify Emergency contacts - Coastguard, police, other club boats on the water	Emergency Plan Emergency contacts	Sailors/ Instructors
Crew member(s) trapped underwater in a capsized boat	C	B	2	Instructor to observe dinghy and render assistance immediately if required. Instructor/s to retrieve crew and right capsized boat - priority placed on participant safety over boat preservation Participants made aware of procedure if this	Emergency Plan Emergency contacts Safety kit on board each safety boat including a serrated knife	Sailors/ Instructors

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>OFF-WATER - DISCOVER SAILING CENTRE</b>						
				event occurs.		
Collision of boat with submerged object resulting in personal injury or major damage to boat.	E	D	4	All instructors to be briefed on shallow areas near the training course Other instructors in safety boats to assist if necessary	Chart of area to show	Instructors
Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident	D	C	3	Club owned boats regularly maintained Instructors report damage to Principal and record in boat maintenance register	Boat maintenance register	Principal/ Volunteers/ Instructors
Missing boat(s) during course	D	C	3	Make other safety boat crews and Radio operator on-shore aware Check sign off sheets and club grounds Emergency plan activated	Sign on/off sheets VHF Radios Emergency plan	Principal/ Instructors
Dangerous interaction with commercial vessels or other recreational boats.	C	B	2	Sailors made aware of the movement of commercial vessels and IRPCS particularly in Manly Boat Harbour and channel Safety boats on standby as sailors leave and enter the harbour Participants in courses may be towed out and into harbour		Principal/ Instructors
Stings from jellyfish in water	C	C	2	Make participants aware at briefing Sailors wear appropriate clothing	Vinegar at on-shore first aid post; running water on sting	Instructors
Concussion from boom strike	C	C	2	Make participants aware at briefing and during course lessons Ice head and monitor participant Inform parent/guardian Call ambulance if participant's condition worsens or they are unconscious, vomiting, dizzy	Briefing and Instructions	Sailors/Instructors
<b>DSC Management</b>						

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>OFF-WATER - DISCOVER SAILING CENTRE</b>						
Mechanical breakdowns / gear failure in Safety boat(s) resulting in being unable to provide effective rescue capabilities.	C	D	3	Motors are regularly serviced by qualified outboard motor mechanic. Gear checked regularly and maintained.	VHF radio to contact for assistance	Bosun
Fire/explosion on Safety boat resulting in personal injury to crew and inability to provide rescue service.	E	A	3	All safety boats carry a fire extinguisher Fuel lines checked during maintenance checks No smoking on board or near safety boats	Fire extinguisher on board each safety boat	Safety boat crew
Delay in attending to a medical emergency / injury occurring mid-race with potential to aggravate the condition of the injured person(s).	D	B	2	Safety boats crews and race officer keep in regular contact Safety boat crews patrol given areas of course	First aid kits on board each safety boat Safety boat crew trained in basic first aid	Safety boat crew
Prevailing weather conditions prevent Safety boats being able to remain on station or fulfil their role.	E	B	3	Contact Coastguard to assist in rescuing participants	VHF radios	Principal/Instructors/On shore radio operator
Injury to person(s) in the water from safety boat propellers.	E	B	3	Outboard motor props on club safety boats fitted with Prop guards Motors turned off when rescuing a person from the water	Prop guards	Committee/Instructors
Inadequate or insufficient safety / rescue equipment.	E	A	3	Safety boats carry mandatory safety equipment. Regular checks made on safety equipment on club safety boats	Safety equipment on safety boats	Committee
Insufficient supervision of participants in training exercises and courses resulting in accidents or injury.	E		2	Provide appropriate number of safety boats and experienced/qualified persons at training and on courses	AS qualified Principal instructor, instructors, assistant instructors	Principal instructor



Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
<b>OFF-WATER - DISCOVER SAILING CENTRE</b>						
<b>Communications</b>						
Loss of primary communications resulting in instructors being unable to provide and coordinate effective rescue services.	D	C	3	Each safety boat to carry spare VHF Regularly check and maintain VHF radios One crew on each safety boat carry mobile phone	VHF radios on safety boats Handheld VHF radios	Instructors/Committee