

Altona Yacht Club- Risk Register

Document History

Version	Implemented By	Date	Approved By	Date	Reason
1.0	Michael Arnold		Committee	Aug 2022	Initial Risk Management Plan following YA template.
1.1	Peter Robinson	November 2023			General Review

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a) On the water

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1a	Collision of boats during race resulting in personal injury.	C	D	3	<ul style="list-style-type: none"> * AYC Emergency Management Policy and Procedures set out an Emergency Management Plan for this scenario. * Race Officials Procedures Manual contains a copy of this plan giving easy access to the Proposed Response. * Clear pre-race instructions. * Relatively small fleet sizes — separated into divisions. * High percentage of experienced skippers. * Learn to Sail programs offered for novice skippers. * Training offered to competitors in Race Rules through High Tide and by Special Events. * Minimum of 2 Rescue Craft for each race (Plus 1 additional Craft if Green Fleet is racing) with another in reserve. * Daily "race information session" will provide skippers and crew with up-to-date weather information. * Yacht skippers and crew to be always aware of other boats while racing. * Application of IRPCS and ISAF RRS. * The majority of our fleet are small off the beach boats where the impact of any collision is generally minor. 	D	D	4	Yes
2a	Fire / explosion on Rescue Craft resulting in personal injury.	D	B	2	<ul style="list-style-type: none"> * AYC Emergency Management Policy and Procedures set out an Emergency Management for this scenario. * Well maintained and regularly serviced Rescue Craft. * Fuel tanks to be removed from craft for refuelling. 	D	C	3	Yes
3a	Personal physical condition such as seasickness of Patrol Boat personnel resulting in not being able to provide effective rescue capabilities.	D	E	4	<ul style="list-style-type: none"> * Personal information provided to C. * Those susceptible to seasickness not rostered for on water duty. * Close proximity to Club makes replacement of ill personnel relatively easy if incidents occur. 	D	E	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
4a	On set of hypothermia affecting sailors or race officials.	D	C	3	<ul style="list-style-type: none"> * Races and sailing events in close proximity to shore. * Events not held in extreme conditions. * Events only held over late spring, summer / autumn period. * Information provided about hypothermia for members. * Procedures set out to assist decision making for Race Officials in marginal conditions. * Provide "space blankets" in Rescue Boats. * Club owns a range of wet suits that can be borrowed if required. 	D	D	4	Yes
5a	Difficulty in attending to a medical emergency / injury mid-race resulting in exacerbation of injury.	D	C	3	<ul style="list-style-type: none"> * Manual handling techniques when lifting over the side of boats included in the Rescue Boat volunteer training. * Suitable footwear to be worn on patrol boats. * Second boat and/or inflatable boat called to assist. 	D	D	4	Yes
6a	Person/s being lost at sea.	C	B	2	<ul style="list-style-type: none"> * AYC Emergency Management Policy and Procedures set out an Emergency Management Plan for this scenario. * All participants required to wear approved Life Jackets. * Both Tower and Rescue boats required to do regular checks to ensure all boats are continuing to race without difficulties. * All competitors made aware of responsibility to assist other boats in need of help. * All Rescue Boats carry "crew removed markers" so if a boat is found without crew aboard it will be clear if the crew has been rescued and the boat left. * Sailing Courses are close to shore and in close proximity to the Club House. * The concept of "stay with the boat" is always emphasised in Club "Learn to Sail" programs and with members. * All Cub racing is conducted in daylight hours and in enclosed waters. 	D	B	3	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
7a	Unforeseen severe weather changes (including squalls and electrical storms) result in sailors and officials being exposed during events.	C	C	2	<ul style="list-style-type: none"> * AYC Emergency Management Policy and Procedures set out an Emergency Management Plan and a Critical Incident Response Plan for On Water emergency situations. * AYC has an "onsite" weather station that gives us up to the minute information. * Computer weather analysis monitored before and during sailing activities by trained Race Officials. * Race Official Training is run before the start of each season. * Appropriate Rescue Boat to fleet size ratio's maintained. * Race Officials will remind boat skippers about Fundamental Rule 4 on days where a significant change of conditions may occur. * Races held relatively close to shore and club house, in enclosed waters and of relatively short duration. * Relatively small racing fleets. * Daily "race information session" will provide skippers and crew with up to date weather information. 	D	D	4	Yes
8a	Mechanical breakdowns / gear failure resulting in not being able to provide effective rescue capabilities.	C	E	4	<ul style="list-style-type: none"> * All equipment is well maintained and regularly serviced. * An extra Rescue Craft is always available if needed. * Small Inflatable Rescue Craft can be used if necessary. * The Race Officials should consider whether to POSTPONE 1 CANCEL or ABANDON a race if the safety of competitors is in any way compromised by any breakdown. 	D	E	4	Yes
9a	Sunstroke / sunburn / dehydration to sailors and or race officials.	C	D	3	<ul style="list-style-type: none"> * Free sunscreen always available at the "sign on desk" and in the change rooms. * Advice/reminders given to participants when required. * Water available to all personnel. * Water provided to rescue boat crews on request. * Larger rescue boats (including inflatables) have a "T Top" sunshade. 	D	D	4	Yes
11a	Poor tracking of fleet by tower officials resulting in missing boats during a race or inaccurate race results.	D	C	3	<ul style="list-style-type: none"> * Training is run annually for Race Officials. * All members receive "Race Management Procedures Manual" outlining responsibilities before, during and after races. * Tower staff check boats around marks and take particular note of boats leading and trailing each division. * Rescue boat staff are alerted to regularly check on all boats progress. 	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
12a	Loss of communications resulting in not being able to provide effective rescue service.	C	D	3	<ul style="list-style-type: none"> * Two main rescue boats and Race Control Tower are equipped with VHF radios and monitor the radios constantly. * The Club has 4 fully operative handheld VHF radios for use in reserve and by small RIB's when in operation. (One can always be used as a backup in the Tower or can be ferried out to a rescue boat if required.) 	D	D	4	Yes
13a	Injury to officials, sailors or other water users from rescue and official boat propellers.	D	A	2	<ul style="list-style-type: none"> * AYC Emergency Management Policy and Procedures set out an Emergency Management Plan and a Critical Incident Response Plan for On Water emergency situations. * Licensed drivers only operate Club rescue boats — skippers should also have completed a YA Power Boat Handling Course. * Patrol boat skipper training run annually. * Skippers instructed to turn off the motor if attending swimmers in the water. * Minimum of two staff on each boat. * All boats required to adhere to the 5kph speed limit inside the Parks Victoria 5 knot markers. * Propeller guards are fitted to "rubber ducks" which operate closer to shore with the Junior Sailing Program. 	D	C	3	Yes
14a	Insufficient or poor quality rescue/safety equipment available to event organisers.	C	D	3	<ul style="list-style-type: none"> * Safety equipment for use is reviewed each off season to ensure all items are available and in good condition. * A check list of items is used each day to ensure items are available. * Items used or not serviceable are reported to the Sailing Committee for replacement. 	D	D	4	Yes
15a	Failure to conduct proper pre and postrace checks resulting in missing personnel and/or boats.	D	C	3	<ul style="list-style-type: none"> * Race Officials procedures are reviewed each year in an annual Training Program. * Sign on/off sheets enforced for every sailing activity. * Race Officials instructions require Sign On sheets to be checked during and again after the race. * Timekeeper's procedures cross check sign on sheets. * Handicapper double checks results on each race day. 	D	D	4	Yes
16a	Personal injury to sailors competing/participating in boats in poor repair or with insufficient safety equipment.	D	C	3	<ul style="list-style-type: none"> * Compliance checks are required from all boat skippers. * Spot checks are carried out by the Sailing Committee to check safety equipment is carried. * Informal advice from experienced sailors is part of the "Club Culture." 	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
17a	Personal injury to selves or others as a result of inexperienced sailors participating beyond their capacity.	D	C	3	<ul style="list-style-type: none"> * Learn to sail courses are offered to inexperienced skippers and new members. * Informal advice from experienced sailors is part of the "Club Culture." * Advice is given about conditions at briefing and attention is drawn when conditions are marginal or likely change significantly. 	D	D	4	Yes
18a	Failure by tower officials to deploy rescue boats as required by emergency conditions.	C	C	2	<ul style="list-style-type: none"> * AYC has an Emergency Management Plan and Procedures are clearly outlined to follow in Emergency situations and conditions. * Race Officials Procedures Manual includes a "guide to positioning of Rescue Boats during the race." * Rescue boats are constantly patrolling the fleet for any incidents that need their attention. * Control Tower volunteers keep a close watch on racing fleets and mark boats regularly around Buoys during racing. * Control Tower staff constantly monitor conditions and will abandon races if conditions become unsuitable for racing to continue. * Annual Training Programs are run for Control Tower staff to ensure they are aware of and can implement effective Race Management Procedures. * A mentor system is used to assist new Race Officials. 	D	C	3	Yes
19a	Poor handling of rescue boat/s resulting in personal injury to sailor/s and or damage to boats.	C	C	2	<ul style="list-style-type: none"> * AYC Emergency Management Policy and Procedures set out an Emergency Management Plan for this scenario. * Licensed drivers only operate Club rescue boats. * Patrol boat skipper training run annually — assisting disabled boats is an essential part of this training. * More than 10 members will complete Power Boat Handling Courses this winter. * Minimum of two staff on each boat. * Rescue Boat Skippers are instructed to stop the motor whenever possible when rescuing crew from the water. 	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
20a	Capsize of craft resulting in skipper and/or crew trapped either under sails or under an upturned hull.	C	C	2	<ul style="list-style-type: none"> * Sailors are made aware that their first responsibility following a capsize is to check on the safety of other crew members. * We teach this also in all Learn to Sail courses. * We discuss the possibility of entrapment under sails or under the upturned hull and the actions to take if that does happen. * A practical activity relating to entrapment is also part of our Learn to Sail Courses — it is important to reduce the likelihood of panic should entrapment occur. * Students are made aware of the additional risks associated with the "scoop method" of capsize recovery. * Rescue boats are instructed to check on the safety of crew of a capsized boat as their FIRST PRIORITY. * Rescue boat crews are also instructed to be ready to enter the water to assist crew if entrapment is suspected. 	D	C	3	Yes

b) Pre and Post sailing events

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1b	Improper use of vehicles to launch rescue boats resulting in injury to race participants, race officials or others.	C	C	2	<ul style="list-style-type: none"> * Strictly defined and marked operating areas. * Drivers must adhere to the indicated operating areas and operate their vehicles at safe speeds and in a safe manner. * A "spotter" is required to walk with the vehicle when boats are being launched and retrieved. * The rescue boat preparation area is clearly marked. 	D	D	4	Yes
2b	Poor maintenance of the OTB boat beach access ramp leading to personal injury or damage to boats.	C	D	3	<ul style="list-style-type: none"> * Ramp is re-dug and prepared at the start of each season. * Sand is removed from the surface when necessary. * Access at the bottom is levelled when required. 		E	4	Yes
3b	Personal injury to sailors or other club members from vehicles and trailers passing through the club access point and/or on the grassed rigging areas.	C	C	2	<ul style="list-style-type: none"> * Vehicles only move in defined areas and only at safe speeds. * Gates are locked to prevent non-member access. * Driveway and Rescue Boat launch area is separated from boat yard and OTB rigging area. * Defined trailer parking area. * A very high percentage of Club boats are stored on trolleys in the Club Enclosure. 	D	C	3	Yes
4b	Heavy equipment placed high up in racks causing injury or damage to equipment during retrieval.	C	D	3	<ul style="list-style-type: none"> * OH&S Policy includes guidelines for Manual Handling. * Manual Handling Guidelines are on display around the Club. * Members aware of risks of heavy objects being placed inappropriately. * Members work together in lifting and/or moving heavier boats and objects. * Proper lifting techniques are taught and practised as part of "Learn to Sail" courses. 	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
5b	Careless practice in refuelling power boats resulting in damage to boats and/or burns to individuals.	C	B	2	<ul style="list-style-type: none"> * No Smoking policy in garage area. * No Smoking policy when and where refuelling is taking place. * Refuelling practice is covered in annual Race Management Training (Rescue Boat Crews) run by Sailing Committee. * Also - no Mobile Phones near refuelling area. * Fuel tanks are to be removed from craft for refuelling. * Refuelling done as part of after race routine when time is less of a pressing issue. * It is STRONGLY RECOMMENDED to use the syphon when refuelling rather than a funnel. * A properly labelled Government Standards Approved Fuel Storage Cabinet is used to store fuel and other inflammable materials. * EMERGENCY EVACUATION PLAN in place as part of Emergency Management Policy and Procedures. * Signs on display describe Evacuation Procedure. * Building Plan with Fire Equipment and other key locations marked is on display. <p>INDUCTION PROGRAM is part of the pre-season Race Management Training and a PRACTICE DRILL for Emergency Evacuation will be held each season.</p>		B	2	Yes
6b	Failure of participants to properly complete and/or check sign on/off sheets leading to missing persons and/or boats going unnoticed.	C	B	2	<ul style="list-style-type: none"> * Sailing Instructions require sign-on and sign-off for each race session. * Sign on sheets are checked prior to the race start and the number of boats signed on is checked with the number on the water. * Sign off sheets are checked 30 minutes after the last boat finishes to ensure all boats have safely returned to the beach. * Procedures are revised at annual Race Official and Timekeeper training. * Rescue Boats are to remain on the water until it is confirmed that all boats have returned to the beach. * The Rescue Boats and Tower carefully monitor both leading and trailing boats in each division. * A penalty is applied for skippers not signing on and or off in time. * AYC Emergency Management Procedures outline the actions to be taken if a person is determined to be "Lost at Sea." 	D	C	3	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
7b	Personal injury and/or property damage caused by falling masts or other accidents during rigging.	C	D	3	<ul style="list-style-type: none"> * Many Club boats have masts permanently stepped for the season and are stored mast up. * Members are encouraged to seek assistance in stepping masts, this is stressed in Learn to Sail programs. * The Club has a culture of members offering assistance to others. * TS and OTB rigging areas are separate from each other. * Members are responsible to check and maintain their boats, including standing rigging, in a safe and seaworthy condition. 	D	D	4	Yes
8b	Careless loading and unloading of course equipment resulting in chronic injury to race officials.	C	D	3	<ul style="list-style-type: none"> * OH&S Policy includes guidelines for Manual Handling. * Manual Handling Guidelines are on display around the Club. * Lifting procedures are discussed as part of Rescue Boat crew annual training. * Care is taken in rostering to ensure that the boat crews are capable of their required tasks. * Equipment such as buoys and ground tackle are left aboard boats whenever possible to reduce unnecessary lifting. 	D	D	4	Yes
9b	Inadequate compliance checks carried out on boats participating in Club activities.		E	3	<ul style="list-style-type: none"> * Compliance forms are required to be submitted before boats are eligible for points in races. * Periodical compliance checks are carried out by Sailing Committee. * Boats without a valid compliance form submitted are scored as DNC until a form is submitted. 	D	E	4	Yes
10b	Poor handling of disputes or grievances regarding incidents while sailing or management of results leading to dissatisfaction of members.	B	E	3	<ul style="list-style-type: none"> * AYC has adopted and works with the Australian Sailing Member Protection Policy. * Any disputes are generally solved through amicable discussion. * The Club has also adopted and endorsed the Victorian Code of Conduct for Community Sport. * This Code of Conduct is on display at the Club and is published in the High Tide from time to time. 	C	E	4	Yes

c) Risks specific to the Discover Sailing Centre

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1c	Insufficient supervision of sailors in Discover Sailing programs resulting in accidents or personal injury.	C	D	3	<ul style="list-style-type: none"> * AYC is an accredited Discover Sailing Centre and ensures all safety requirements, including instructor-student ratios, are met or exceeded. * Parents and other volunteers assist with sailing activities, to launch and retrieve boats and assist with getting out and packing away boats etc. * We have a pool of more than 10 volunteers to staff training events. * We cap enrolments so the desired ratio can be met. * Discover Sailing Programs are run close to shore. 	D	E	4	Yes
2c	Inadequate provision of personal information about Discover Sailing participants regarding specific health issues.	C	D	3	<ul style="list-style-type: none"> * Enrolment forms must be completed and checked before students can take part in Junior Sailing Program events. * Parents must complete and sign forms for all participants under 18 years of age. * Both parents and students must sign an acknowledgment that participation in a sailing problem has some inherent risks. * Health information and information on medication is collated for each program and kept on hand at all Junior Events. 	D	D	4	Yes
3c	Appointment of unqualified and inexperienced Instructors resulting in poor program delivery.	C	D	3	<ul style="list-style-type: none"> * AYC is a Australian Sailing Accredited Discover Sailing Centre and ensures that sufficient qualified Instructors are available to run each program. * A detailed program of Lesson Plans outlining Instruction for each session of each course has been written that follows the Australian Sailing approved method of teaching sailing. * We aim to maintain our Instructor resource base by having at least two more people complete Australian Sailing Instructor and/or Assistant Instructor courses each year. * For all Instructors, Assistant Instructors, Coaches and any other adults assisting with the program, relevant Certificates are required to be provided to the Club and kept on file to ensure they are kept up to date. * Working with Children Checks are required for all adults assisting with the program. 	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
4c	Poor planning by Instructors resulting in poor learning outcomes for trainees.	C	D	3	<ul style="list-style-type: none"> * A detailed Program of Instruction with Course Outlines, Lesson Plans, Instructor's Notes, Checklists and Inclement Weather Activities has been written for each course and these follow the Australian Sailing approved method of teaching sailing. * All Qualified Instructors and Assistant Instructors will have received a copy of the Australian Sailing Course outlines when completing their Australian Sailing training course. * Australian Sailing approved text books are provided to all participants. * Detailed Learn to Sail notes are provided where required to each participant to supplement the information in the texts. 	D	E	4	Yes
5c	Parents harassing members, officials or other participants due to dissatisfaction with procedures or results.	C	D	3	<ul style="list-style-type: none"> * The Club is subject to the National Integrity Framework, including the Member Protection Policy and Complaints, Disputes and Discipline Policy. * These policies are on display at the Club. * Parents are involved with the program as much as possible, so they understand the program structure, organisation and the expected outcomes thoroughly. 	D	E	4	Yes
6c	Capsize of Tackers Optimist resulting in entrapment of participant.	C	C	2	<ul style="list-style-type: none"> * Participants are given theoretical and practical training on managing. * Rescue crews are instructed to check on the safety of crew of a capsized boat as their FIRST PRIORITY. * Rescue boat crews are also instructed to be ready to enter the water to assist crew if entrapment is suspected. 	D	C	3	Yes
7c	Injury to Tackers participants due to propeller strike.	D	A	2	<ul style="list-style-type: none"> * All Instructors hold a Powerboat Handling Certificate at minimum. * All power boat drivers are licensed and strongly encouraged to hold a Powerboat Handling Certificate. * The Club runs Powerboat Handling courses each season or reimburses the cost of such courses for volunteers. * Propeller guards are fitted to all boats used for Tackers programs. 	D	C	3	Yes
8c	Tackers participant being struck by the boom, resulting in concussion.	B	C	2	<ul style="list-style-type: none"> * Participants are given theoretical and practical training before sailing. * Helmets are available for participants' use. * All Instructors, and many volunteers, are qualified to give First Aid. * Emergency management procedures are in place. 	C	D	3	Yes
9c	Capsize of a boat, resulting in entrapment of a Dinghy Course participant.	C	C	2	<ul style="list-style-type: none"> * Participants are given theoretical and practical training on managing. * Rescue crews are instructed to check on the safety of crew of a capsized boat as their FIRST PRIORITY. * Rescue boat crews are also instructed to be ready to enter the water to assist crew if entrapment is suspected. 	D	C	3	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
10c	Injury to Dinghy Course participants due to propeller strike.	D	A	2	<ul style="list-style-type: none"> * All Instructors hold a Powerboat Handling Certificate at minimum. * All power boat drivers are licensed and strongly encouraged to hold a Powerboat Handling Certificate. * The Club runs Powerboat Handling courses each season or reimburses the cost of such courses for volunteers. * Propeller guards are fitted to all boats used for Tackers programs. 	D	C	3	Yes
11c	Dinghy Course participant being struck by the boom, resulting in concussion.	B	C	2	<ul style="list-style-type: none"> * Participants are given theoretical and practical training before sailing. * Helmets are available for participants' use. * All Instructors, and many volunteers, are qualified to give First Aid. * Emergency management procedures are in place. 	C	D	3	Yes

d) Club Environment

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1d	Needle stick injuries or cuts from broken glass to members and participants on uncleaned beaches.	D	C	3	<ul style="list-style-type: none"> * "Sharps" container and tongs are always available at the Club – it is replaced when required. * Council has regular beach cleaning program. * We will approach Hobsons Bay Council Customer Services at any time if the Beach Cleaning is not satisfactory. * Members are aware of the issue and will pick up dangerous objects on the beach, particularly early in the morning. 	D	D	4	Yes
2d	Injury to sailors in the boatyard or rigging area due to unfastened equipment.	C	D	3	<ul style="list-style-type: none"> * It is the boat owner's responsibility to ensure that a boat and its equipment are securely stored. * The Club Captain will approach anyone where it is felt that a boat is not stored safely. * Members accept a "shared responsibility" to look after the yard and ensure that boats and equipment are stored safely, kept covered and water is drained from boats after rain storms. 	D	D	4	Yes
3d	Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures.	C	C	2	<ul style="list-style-type: none"> * Fire Extinguishers and the Fire Hose Reel are checked and serviced every 6 months by Chubb * Chubb will replace any equipment that needs replacement. * Fire Evacuation Procedures are part of our Emergency Management Policy/Procedures. * Evacuation Procedures are on display around the building. * A building plan showing all existing fire equipment and other key locations is also on display. * An Emergency Procedures "induction" and "emergency drill" will be planned and held each season. * An Emergency Procedures Induction Folder is available for all non-Club building users. * Smoke detectors are fitted throughout the building. * Batteries are checked at the start and end of each season. * A "new member induction program" has been established and information about Emergency Evacuation Procedures is part of that induction. 	D	C	3	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
4d	Theft of or damage to participant's boats and equipment due to poor security or storage.	C	D	3	<ul style="list-style-type: none"> * ART Security monitors alarms on the building and access points 24 hours. * ART Security will contact one of a list of contacts if there is a problem. * Outdoor sensor lights act as a security deterrent. * Barbed wire is fixed to the top of the Security Fence. * Members regularly check on the building and yard during the week to improve monitoring of security. 	D	E	4	Yes
5d	Equipment left lying around posing a risk of injury to persons using the area	C	D	3	<ul style="list-style-type: none"> * It is the boat owner's responsibility to ensure that a boat and its equipment are securely stored. * If equipment is not correctly and safely stored the Club Captain will approach the owner to have the problem rectified. * Items for Club Learn to Sail Program Boats have specific locations and are checked at the end of each usage. 	D	D	4	Yes
6d	Club access points in disrepair leading to damage to boats and equipment.	C	D	3	* Civic Reserve is maintained by Hobsons Bay Council. Entry points to the Reserve are maintained by Council. While they do routine maintenance from time to time — a call to Customer Services needs to be made if these entries are in poor condition.	D	D	4	Yes
7d	Proper maintenance of stairway and balcony areas and railings must be maintained to avoid personal injury.	C	D	3	<ul style="list-style-type: none"> * The internal stairway to the second floor level has been fitted with non-skid strips which has made it much safer, especially in wet weather. * Lighting is also fitted to light the internal steps. 	D	D	4	Yes
8d	Adequate heating, cooling and ventilation should be maintained to avoid distress of members at the Club, particularly in the Control Tower in hot weather.	C	D	3		D	D	4	Yes
9d	Environmental damage and subsequent liability resulting from inadequate management of waste and effluent.	C	D	3	<ul style="list-style-type: none"> * Regular maintenance of spouting drains and storm water outlets is required. * Clean out of "sand trap" on a regular basis. 	D	D	4	

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
10d	Erosion of the beach and foreshore posing a risk to Club Facilities and rigging areas.	B		1	<p>* This issue MUST be closely monitored, especially during the winter months when most storm damage occurs.</p> <p>* Close contact with the Hobsons Bay Council is essential to ensure appropriate action if the situation deteriorates further.</p> <p>* Statistical data including measurements of sand movement and weather data as well as a photographic record of the erosion situation must be kept to properly monitor the changes over the years.</p> <p>* Federal, State and local government representatives should be kept up to date with the current situation so they can be called upon to support any action requested.</p> <p>* Altona Community Action Group should also be kept up to date with the current situation.</p> <p>* The Club should keep up to date with strategies used to deal with beach erosion at other sites.</p> <p>* Sand bagging by the Club should be considered if a storm surge necessitates such action.</p> <p>* The "Altona Foreshore Coastal Processes Study (Draft Final Report) was submitted to Council on 27th May 2013 — This supports much of what we have observed over the past 30 years that the Club has been at the current site.</p> <p>* A representative of the Club should be on the newly established Altona Foreshore Advisory Group whenever possible as this group has the ability to influence Hobsons Bay Council and DSE action in regard to beach erosion.</p>	B	C	2	Yes

e) Personnel and OH&S

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1e	Non-compliance with OH&S procedures resulting in personal injuries and possible litigation.	D	C	3	<ul style="list-style-type: none"> * OH&S Policy is now in place and important aspects are published in the High Tide. * OH&S procedures are part of pre-season training program offered to all members. * "Manual Handling Guidelines" are published around the Club to help educate members about safe lifting practices in particular. 	D	D	4	Yes
2e	Harassment of participants or members by other participants or members.	C	D	3	<ul style="list-style-type: none"> * The Club has adopted the Australian Sailing Member Protection Policy which includes Position Statements on a number of issues such as Codes of Behaviour for Administrators, Officials, Participants, Coaches and Instructors, Parents and Spectators, as well a setting out a Complaints Procedure should issues arise. * The Club has also adopted and endorsed the Victorian Government's "Code of Conduct for Community Sport" and promotes this within the Club. * The Club has a friendly and cooperative atmosphere where most disagreements can easily be resolved amicably. * Any disputes in regard to on water activities can be easily resolved by proper protest procedures. 	D	D	4	Yes
3e	Appointment of inexperienced Race Officers leading to poor decision making and/or race management.	C	D	3	<ul style="list-style-type: none"> * Training is provided for all Race Control personnel each year. * A "Race Management Procedures Manual" has been written to outline the key Responsibilities of Race Management Duties and is distributed to all members rostered. * A Race Management Procedures Folder is in the Control Tower for use by Race Control staff on race days. * The appointment of a mentor with inexperienced Race Control staff is often used to assist new members become familiar their rostered roles. 	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
4e	Insufficient support for Race Officials resulting in too many responsibilities placed on the Race Officials and subsequent neglect of some duties.	C	D	3	<ul style="list-style-type: none"> * The Sailing Committee Secretary works closely with the Race Officials and Rescue Boat volunteers in regard to pre-race decisions and race management. * Training is provided for all Race Official personnel each year. * Race Management Procedures Manual outlines and explains all duties of the Race Officials. * A Race Officials Procedures Manual is available for daily use to assist in Race Management. There are checklists, lists of responsibilities and a Daily Race Record Sheet to help ensure all aspects of Race Management are addressed. * A timekeeper/observer is always in the tower to assist with race control and management. 	D	D	4	Yes
5e	Appointment of insufficiently trained or qualified volunteers to key officiating positions resulting in poor decision making.	C	D	3	<ul style="list-style-type: none"> * Training is provided for all members in the duties that they may be rostered for. * Care is taken with the roster to ensure that new members are rostered on with experienced people to assist them in learning what is required for each rostered task. "Race Management Procedures Manual" is distributed to all members rostered for Race Management Duties. 	D	D	4	Yes
6e	Poor promotion of emergency procedures and numbers to members.	D	C	3	<ul style="list-style-type: none"> * An Emergency Management Plan is in place and includes Management Procedures for both on water and on land emergency situations. * An Emergency Evacuation Plan is in place and signs around the building show the plan in written and diagram form. * Emergency Management Procedures are part of the Annual Training Program for all Race Management staff. * An induction process and for Emergency Management Procedures and Evacuation Procedure will be run each season. * Emergency Services contact numbers are published in the Club Year Book distributed to all members. * Lists of Emergency Services contact numbers are displayed at prominent places around the Club. * An "Emergency Services Call Sheet" outlining information required to make an Emergency Services call is displayed at prominent places around the Club. * Emergency Contacts for individual members are collated by the Club Secretary and are available in the Tower on Race Days. 	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
7e	Insufficient consideration of abilities, health and needs of different age groups in planning on water activities leading to personal injuries.	C	D	3	<ul style="list-style-type: none"> * A Roster Preference Sheet provides information to the Club Captain as to the capabilities of members to carry out rostered duties. * Learn to Sail Committee uses the "Safety Guidelines for Children and Young People in Sport and Recreation" as a guideline when planning activities. * Equipment used for Junior Learn to Sail programs is specifically designed for use by Junior Sailors. * Risk Management Committee monitors these issues and makes recommendations where required. * Members are requested to provide feedback on the on water activities each year as part of the planning process for the following season. 	D	D	4	Yes
8e	Lack of appropriately trained First Aid Officers present during the conduct of Club Activities resulting in poor injury management.	C	C	2	<ul style="list-style-type: none"> * The Risk Management Committee will compile an up to date list of qualified First Aid trained people. * A list will then be displayed in the tower, kitchen and the "sign on" area. * The Club needs to continue to actively encourage more members to undertake First Aid training. * The Risk Management Committee will both monitor First Aid equipment and encourage more people to undertake First Aid Courses. * The Risk Management Committee will investigate the possibility of running a First Aid course at the Club for members. * The Club should ensure a qualified First Aid person is present at all Club activities. * The Club OH&S Policy includes an Accident / Incident Report Form and a set of "Completion Instructions" to assist with injury management. 	D	C	3	Yes
9e	Poor communication to Emergency Services of Club location and access details resulting in delay in emergency treatment.	D	C	3	<p>"Emergency Services Call Sheet" provides guidelines and information on hand to ensure that accurate information is provided should an 000 call be necessary.</p> <p>This sheet is displayed at prominent places around the Club.</p> <p>Use of this sheet is discussed at Race Management Training held each year for rostered members.</p>	D	D	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
10e	Lack of appropriate First Aid Equipment readily available to treat injuries or accidents as they occur.	C	D	3	<ul style="list-style-type: none"> * First Aid Equipment is available in the Control Tower, the Kitchen, in the Sign On area (drink fridge enclosure) and on each rescue boat. * A First Aid kit is also kept on the beach during Junior Sailing Program activities. * First Aid equipment is replaced as items are used and checked periodically during the year. * The Club "Risk Management Committee" is responsible for ensuring that First Aid Equipment is kept up to date. 	D	D	4	Yes
11e	Poor induction and training of officials and/or communication of responsibilities to key officials resulting in confusion and possible neglect of required tasks.	C	D	3	<ul style="list-style-type: none"> * A training program for all race control personnel is run each year by the Sailing Committee. * A Procedures Manual for all tasks associated with race management is provided for all members involved in both sailing and race management. * An Emergency Management Plan sets out responsibilities and actions required to deal with any emergency situation. * A mentor system is often used to help to train new people in race management tasks. 	D	D	4	Yes
12e	Possibility of post-traumatic stress for volunteers involved in serious accidents and/or emergencies.	C	C	2	<ul style="list-style-type: none"> * De-brief is always provided for personnel involved in any serious incident. * Emergency Management Plan sets out a process of dealing with "Critical Incidents" including monitoring and seeking counselling for those involved if required. * Specific "Critical Incident Management Procedures" are included in the Emergency Management Plan to ensure the steps to deal with personal issues of those involved are adequately dealt with. * A review process always follows any serious incident to see if the Emergency Management Plan can be improved for the future. * OH&S Policy includes an Accident/Incident Report form to be used to record information about significant injuries and/or incidents. * These reports are reviewed from after completion. * A designated role for the Risk Management Committee is to monitor those who have been involved in a critical incident to ensure their wellbeing. 	D	C	3	Yes

f) Club Management

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1f	Poor club leadership decision making and/or management leads to significant governance issues arising.	C	D	3	<ul style="list-style-type: none"> * The Club is a legally Incorporated Body with Club General Rules approved by the Department of Justice as required by the Associations Incorporation Reform Act. * The Club has a strong Committee Structure covering all areas of governance. * Guidelines for Operation are part of the General Rules and additional guidelines and procedures have been written to define Committees' responsibilities. * All Committees are sub-committees of the Club Executive committee. * Executive Committee and other subcommittees all generally meet monthly to ensure that issues arising are dealt with promptly. 	D	E	4	Yes
2f	Poor management of Club finances puts the Club at risk.	C	D	3	<ul style="list-style-type: none"> * The Executive Committee, the Club Treasurer and all sub-committees manage Club finances under the guidelines set out in the Club General Rules. * The Treasurer gives a monthly report on Income, Expenditure and Current Bank Balances that need to be approved by Executive Committee. * Annual Income and Expenditure Statements, Bank Account Summaries and Projected Budgets are provided for members' approval at each AGM. * The Club books are independently audited by an Accountant before each AGM. * Expenditure of more than \$10,000 on one project needs to be approved by a General Meeting of members. 	D	E	4	Yes
3f	Insufficient Insurance cover leaves the Club at risk.	C	D	3	<ul style="list-style-type: none"> * The Club holds Public Liability Insurance cover of AU \$ 10 Million as required by Australian Sailing for Accreditation as a Discover Sailing Centre. * The Club also has Insurance Cover on the Club Building and Equipment and Insurance cover for Volunteer Workers at the Club. * As an Accredited YA DSC, Instructors, Coaches and Students involved with Australian Sailing Learn to Sail Programs have additional Insurance cover through AS. * All Club Rescue Boats and all Yachts owned by the Club DSC are also covered by Insurance. 	D	E	4	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
4f	Declining Club membership put the future of the Club at risk.	C	D	3	<ul style="list-style-type: none"> * Altona Yacht Club is actively involved in promotion through the YA Discover Sailing Program. * We currently run Discover Sailing Activities free to members of the public on 2 days each summer. * We will run School Sailing Programs for three different school groups in the coming summer. * We use our Website, Facebook page and will have an Instagram account set up for promotion and communication with members. * We run a promotion activity at the Local Monthly market with a boat on display and promotional material to hand out for 5 months over summer. * We have prepared Club Brochures and a Junior Sailing Brochure to help promote Club activities. 	D	E	4	Yes
5f	Security of Tenure on current site.	C	D	3	<ul style="list-style-type: none"> * AYC current Lease Agreement is due for renewal in 2016. * Contact with the relevant Hobsons Bay Council Officer was made in 2013 and we have been advised to wait until 2015 to make further contact. * AYC has worked to make strong links in the Altona Community. 		E	4	

g) Club Social Functions and Canteen

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1g	Risk of fire associated with heating and cooking food in the Canteen.	C	C	2	<ul style="list-style-type: none"> * Adequate Fire Extinguishers and a Fire Hose attached to mains water are provided and these are serviced every six months by Chubb. * There is a Fire extinguisher and a Fire Blanket in the Canteen. * A diagram showing the location of all Fire Equipment is on display in the Canteen. * There is a second Fire Extinguisher immediately outside the Canteen door. * There is another Fire Extinguisher and a Fire Hose Reel in the Garage outside the Canteen. * The Club has a Fire Evacuation Procedure and an Emergency Management Procedure in place in case of Fire. * An induction and drill to educate members about these procedures will be run each season. 	D	C	3	Yes
2g	Inadequate attention to correct food handling and preparation procedures may breach regulations.	C	D	3	<ul style="list-style-type: none"> * Supervising staff encouraged to complete adequate "Food Handling" training. * Appropriate signage is displayed to remind people of correct food handling and preparation procedures. 	D	E	4	Yes
3g	Insufficient attendance to spills and/or breakages could lead to personal injury.	C	D	3	<ul style="list-style-type: none"> * These are attended to as required. * Children are not allowed inside the food preparation area. 	D	E	4	Yes
4g	Wet floors in the canteen may lead to personal injury.	C	D	3	<ul style="list-style-type: none"> * A mop and bucket is readily available to clean up spills. * Floors are washed as the last thing before canteen staff finish each day. 	D	E	4	Yes
5g	Children in the Canteen would be more susceptible to injury due to easy access to both hot and sharp objects.	C	D	3	<ul style="list-style-type: none"> * Children are not allowed inside the food preparation area. 	D	E	4	Yes
6g	Function numbers should be restricted so as not to exceed capacity for Health and Safety reasons.	C	D	3	<ul style="list-style-type: none"> * A ceiling of 100 downstairs and 70 upstairs should be kept to as a maximum for Social Functions. 	D	E	4	Yes
7g	Adequate after dark lighting must be provided for access areas for functions held after dark.	C	D	3	<ul style="list-style-type: none"> * Both 240 volt exterior lighting are provided at all building entrances and exits. 	D	D	4	Yes

h) Risks associated with Operating in a Public Area

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
1h	Personal injury to a member of the public caused while launching and retrieving boats.	C	D	3	<ul style="list-style-type: none"> * Boat "Launching and Retrieval areas" are clearly defined and marked with cones and signs on race days. * Two crew as lookouts, plus the vehicle driver are required as a minimum to be present when rescue boats are launched or retrieved. * Vehicle drivers must drive only in the indicated areas and operate the vehicle at safe speeds and in a safe manner (as described in the TOP). 	D	D	4	Yes
2h	Personal injury to a swimmer caused by a boat leaving or returning to the beach or while racing.	C	D	3	<ul style="list-style-type: none"> * Licensed drivers only operate Club rescue boats. * We encourage (and prefer) all rescue boat drivers to complete an Australian Sailing Power Boat Handling Course. * AYC Patrol Boat Skipper Training run annually. * Minimum of two staff on each boat. * Boats required to adhere to the 5kph speed limit inside the Parks Vic 5 knot markers. * Propeller guards are fitted to all 4 of our regularly used rescue boats. * All regular racing is held outside the usual swimming area. 	D	D	4	
3h	Personal injury to a member of the public from a propeller of a Club Boat.	D	A	2	<ul style="list-style-type: none"> * AYC Emergency Management Policy and Procedures set out an Emergency Management Plan and a Critical Incident Response Plan for On Water emergency situations. * Licensed drivers only operate Club rescue boats — skippers should also have completed a YA Power Boat Handling Course. * Patrol boat skipper training run annually. * Skippers instructed to turn off the motor if attending swimmers in the water. * Minimum of two staff on each boat. * All boats required to adhere to the speed limit inside the Parks Victoria 5 knot markers. * Propeller guards are fitted to "rubber ducks" which operate closer to shore with the Junior Sailing Program. 	D	C	3	Yes

#	Hazard	IL	IS	IR	Control	RL	RS	RR	AR?
4h	Collision between a Club boat and a PWC resulting in damage to craft and/or personal injury.	C		1	<ul style="list-style-type: none"> * Skippers attention drawn to the presence of more PWC's at "information sessions" on hotter days (information is available for RO's to assist in informing participants in racing about likely PWC activity). * Clear pre-race instructions. * PWC's often use the areas to the West of the Altona Pier and closer to shore than where our Race Courses are set. * Skippers and crew are aware of all other craft in the area while racing. * International Rules for Preventing Collisions at Sea apply as do Transport Safety Victoria regulations for boat speed in close proximity to other vessels. * Information about International Rules for Preventing Collisions at Sea taught in Learn to Sail courses. * Minimum of 2 Rescue Craft on the water with 1 additional craft if Green Fleet is operating. * All Rescue Boats carry First Aid Kits. * All Rescue craft carry VHF radio for communication and "Crew Removed Buoys" for use if required. 	D	C	3	Yes
5h	Personal injury to member of the public from vehicles and trailers passing through the club access point and/or on the grassed rigging areas.	C	D	3	<ul style="list-style-type: none"> * Vehicles only move in defined areas and only at safe speeds. * Gates are locked to prevent non-member access. * Driveway and Rescue Boat launch area is separated from boat yard and OTB rigging area. * Defined trailer parking area. 	D	D	4	Yes
6h	Injury to members of the public from unattended boats on the beach.	C	D	3	<ul style="list-style-type: none"> * Skippers are required to lower sails if a boat is left unattended on the beach. * Race Officials will remind skippers if required to of this obligation. * Race Officials will notify skippers on race days if adverse weather is approaching. 	D	D	4	Yes