

# Kerikeri Cruising Club RISK MANAGEMENT PLAN For Boating Activity at Lake Manuwai & Club Centreboard Activities (excludes large (30+ participants) regatta October 2016

## The Risk Management Process

### 1. Risks (Forms of loss)

When identifying risk, it is important to identify what the end form of loss is. This loss is the risk. There are only five categories where we possibly stand to incur loss.

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

### 2. Causal Factors (Hazards)

Causal factors are the things that create the loss; these are commonly referred to as the hazards. There are only three categories which can cause loss. These are listed below.

- (a) **People**  
It is important when identifying in this area, to focus on how people can cause loss. This category includes team members, support personnel, officials, participants, parents, spectators and general public who may be in the vicinity of our actions.
- (b) **Equipment**  
It is important to focus on how equipment can cause loss.
- (c) **Environment**  
This category focuses on the hazards in the area (environment) defined by the environs that the event or activity may impact on or may be impacted by (also, see inherent vs. introduced risk). This can include weather, roads, beaches, parks, buildings.

### 3. Breakdown of daily process

It makes it easier to break the day down to the stages in which you will go through, and identify the hazards in each. Below is a suggested breakdown of a typical operational day at your club.

- (a) Club Environment / Rigging Area
- (b) Launching and Retrieving Rescue Boats / Rescue Boat Use on the Water
- (c) Launching and Retrieving Sail Craft
- (d) On Water Management
- (e) Event Management (*optional* – for clubs running large events or commercial events)

### 4. Inherent Risk vs. Introduced Risk

When assessing risks it is important to be aware of two key differences in the risks that are present during the running of the club, programmes or an event:

1. **Introduced** Risk – these are the risks that have been added to any person's normal daily life (whether directly involved in the activity or not) by the introduction of your club and event or programme. These are the risks that we must identify and manage to the best of our ability.
2. **Inherent** Risk – these are risks that are present and we have to deal with in our normal daily life and we are expected as individuals to learn to cope with these. For example walking up stairs, if the stairs in your club/facility are normal and safe there is no need to try and manage this risk, it is inherent to daily life. However, if the stairs are unsafe in any way this will need to be managed.

Our role when undertaking risk analysis and management is to identify the **introduced** risk and how best and most efficiently to manage this. This means we don't need to put up signs warning people of the dangers of stairs that are perfectly safe.

## 5. Risk Assessment

Having identified the risks involved in our activities we need to assess them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

1. the likelihood of the risk occurring (likelihood); and
2. the loss or damage impact if the risk occurred (severity);
3. the priority, or degree of urgency required to address the risk.

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

## 5.1 Likelihood

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

**Table 1: Likelihood Scale**

Rating	LIKELIHOOD The potential for problems to occur for the duration of the activity/event
5	ALMOST CERTAIN: Will probably occur, could occur several times per activity/event
4	LIKELY: High probability, likely to arise once during the activity/event
3	POSSIBLE: Reasonable likelihood that it may arise over the activity/event
2	UNLIKELY: Plausible, could occur over a the activity/event
1	RARE: Very unlikely but not impossible, unlikely for this activity/event

## 5.2 Severity

The severity of a risk refers to the degree of loss or damage which may result from its' occurrence.

**Table 2: Severity Scale**

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
5	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
4	MAJOR: Most objectives threatened, or one severely affected
3	MODERATE: Some objectives affected, considerable effort to rectify
2	MINOR: Easily remedied, with some effort the objectives can be achieved
1	NEGLIGIBLE: Very small impact, rectified by normal processes

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

## 5.3 Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in understanding the urgency and level of attention required from any given area of hazard. By adding the Severity rating score to the likelihood scale a ranking score of priority will be created.

**Table 3: Risk Priority Scale**

<b>10/9</b>	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
<b>8/7</b>	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
<b>6/5</b>	Medium risks that are likely to arise or have serious consequences requiring attention
<b>4/3</b>	Minor risks and low consequences that maybe managed by routine procedures
<b>2/1</b>	Almost no consequence risk, very unlikely to happen

## 5.4 Nature of Management Strategy

When managing risks there are 3 ways to help prevent risk, it is possible to Prevent the risk, Isolate the risk or Minimize the risk. The choice here is to choose a style that most **effectively and practically** manages the issue.

### Example:

If there was a steel bar sticking up out of a launching ramp.....

- Prevent;** Cut the steel bar out, or launch somewhere else
- Isolate;** Put a road cone over the steel bar to stop people walking into it, or rope it off
- Minimize;** In a briefing make everyone aware of the steel bar and to avoid it



CLUB ENVIRONMENT / RIGGING AREA LAUNCHING & RETRIEVING SAIL CRAFT	Risk Management Plan Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority (0-10)	Prevent Isolate Minimize	Crisis Management	Management Plan	
	<i>People</i>								
	Missing Person	Injury, credibility	2	5	7/8	P	Contact emergency person Search instigated	All students, coaches & on water assistants to sign in on arrival & be checked out by coach at end of session when off the water.	
	Water Quality	Deteriorating water quality due to boating activity (S), (C)	2	4	1/2	P	As advised by Keri Irrigation Company	Briefing by coach to advise: Location of toilets, Use before entering water Remove your own rubbish from the area including any boat related rubbish	
	Struggle to make landfall or sailing dinghy makes dangerous landing	Bruising, laceration, damage to equipment, loss of credibility	4	2	3/4	M	Coach to deal with situation & possibly tow sailors to land First aid to be administered as necessary Call ambulance 111	Briefing & instruction by coach to include best way to make landfall & to get out of boats Life jackets to be worn at all times	
	Sexual Harassment	Sexual Harassment (I), (C)	1	4	5/6	P		Coaches course includes education on risks of harassment	
	<i>Equipment</i>								
Centreboard Boat – while being rigged	Injury – concussion, crushing, laceration	3	1-3	2-5	M	Administer First Aid Contact parent/emergency contact Call ambulance 111	Briefing by coach to advise: Boat rigging procedure (keep clear of boom, keep fingers clear of crushing points e.g. mast/boat junction, rudder pins)		

	Equipment - Damage to boats	2	1-2	1-3	M		Briefing by coach to advise: Boat rigging procedure
Centreboard Boat /Rowing Dinghy/Canoe/Kayak	Crushing	2	1-3	5/6	M	Administer First Aid Contact parent/emergency contact Call ambulance 111	Boat unpack from shed to be closely supervised by coach to avoid crushing as hulls are removed from stack
Shed	Concussion, Crushing	1	3	5/6	M	Administer First Aid Contact parent/emergency contact Call ambulance 111	Adults only to open & close the roller door
Centreboard Boat/rowing dinghy/canoe/kayak – while being launched &/or retrieved	Injury – concussion, crushing, laceration	1	1-3	2-5	M	Remove person from water & administer First Aid Phone ambulance. 111	Briefing by coach to advise: Boat launching & retrieval procedure (keep clear of boom, keep fingers clear of crushing points e.g. mast/boat junction, rudder pins) Boat retrieval & launching to be closely supervised by coach to avoid injury
<i>Environment</i>							
Water – drowning - student or bystander entering the water before sailing has commenced	Injury, credibility	1	5	10	M	Remove person from water & administer First Aid & CPR as necessary. Phone ambulance. 111 Contact parent/emergency contact	Coaches briefing includes instruction not to enter water until permission has been given Risk for bystanders is inherent & should be managed as part of their normal daily activity
Road & car park – collision between person & vehicle in car park	Injury – concussion, crushing, laceration	1	2	5/6	M	Administer First Aid. Monitor, keep awake & seek medical attention. Phone ambulance. 111 Contact parent/emergency contact	Briefing by coach to advise: Boat rigging on pedestrian grass area only. Sailors/students/bystanders to keep to the pedestrian grass areas as much as possible.
Foreshore & ramp – Slipping or falling when launching &/or retrieving boats	Injury – bruising, laceration,	3	1-3	¾	M	Administer First Aid Contact parent/emergency contact	Briefing by coach to advise: Care needed on the launching area due to slipperiness Best ways to get into & launch boats Life jackets compulsory on all boats including Rescue Boats

LAUNCHING AND RETRIEVING RESCUE BOATS / RESCUE BOAT USE ON WATER	Risk Management Plan Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
	<i>People</i>							
	Inappropriate use of rescue boat	Injury, damage to equipment, loss of credibility	1	4	5/6	P	Call Club Manager or Commodore	All rescue boat drivers to be trained as YNZ RIB Operators & authorised by the Club Life jackets compulsory on all boats including rescue boats
	Collision between person & vehicle or trailer when rescue boats are being launched	Crushing, (I)	2	4	5/6	P	Administer First Aid Call ambulance 111 Contact parent/emergency contact	Caution to be used when launching safety boats/maneuvering trailers
	<i>Equipment</i>							
	Propeller	Laceration, broken bones if propeller connects with sailor in the water	1	4	5/6	P	Administer First Aid Call ambulance 111 Contact parent/emergency contact	Coaches & on-water assistants to approach capsized boat bow on, secure boat & turn engine off. Or, if sailor is separated from the boat, turn engine off when in proximity of sailor
	Equipment failure	Loss of credibility, injury, negative impact on water quality	2	2	¾	P	Club advised of maintenance requirement Keri Irrigation advised of incident if water quality at risk	Regular maintenance programme & checks implemented. Coaches will notify maintenance person of any issues with rescue boats & other boats Oars carried on rescue boats if sole rescue boat on the day 2 <sup>nd</sup> or subsequent rescue boats to attend Cell phone to be carried by coach on the water
	<i>Environment</i>							
	Weather conditions	Injury	3	2	¾	P	Administer First Aid Return to shore Call ambulance 111 Contact parent/emergency contact	Forecast checked, Wind conditions
	Foreshore & ramp – Slipping or falling when launching boat	Injury	3	1- 3	¾	M	Administer First Aid Call ambulance 111 Contact parent/emergency contact	Briefing by coach to advise: Care needed on the launching area due to slipperiness Best ways to get into & launch boats





ON WATER MANAGEMENT	Risk Management Plan Hazard or Causal Factor	<u>Risk</u> Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan	
	<i>People</i>								
	Capsize	Drowning, (I), (C)	1	5	5/6	P	Administer First Aid/CPR Return to shore Call ambulance 111 Contact parent/emergency contact	Capsizing is likely while learning to sail in a centerboard boat however drowning is extremely unlikely. Wearing life jackets/buoyancy aids compulsory Wind will assessed by the coach at each session & decisions about whether to sail, when to come ashore etc. will be made with safety foremost  Rescue boats crewed by competent operators at ratio of 1 rescue boat to every 6 students (YNZ guideline) YNZ trained qualified coaches instructing students & on hand to give assistance Careful attention will be paid to weather forecasts & appropriate selection of sailing venues, activities & sailing rigs	
		Concussion (I), (C)	1	3	5/6	M	Administer First Aid Monitor, keep awake Return to shore Call ambulance 111 Contact parent/emergency contact		
		bruising (I), (C)	2	1-2	3-4	M	Administer First Aid Return to shore Call ambulance 111 Contact parent/emergency contact		
	Capsize or prolonged activity	Hypothermia (I)	2	2	3-6	P	Administer First Aid Return to shore Call ambulance 111 Contact parent/emergency contact	Wind will assessed by the coach at each session & decisions about whether to sail, when to come ashore etc. will be made with safety foremost Rescue boats crewed by competent operators on hand at ratio of 1 rescue boat to every 6 students (YNZ guideline) YNZ trained qualified coaches instructing students & on hand to give assistance Observation on the water & return to shore where necessary	
		Exhaustion (I)	3	2	3-6	M	Administer First Aid Return to shore Call ambulance 111 Contact parent/emergency contact		

<i>Equipment</i>							
Boats	Minor cuts & bruises (I)	2	1	3/4	M	Administer First Aid Contact parent/emergency contact	Safety training provided in handling & behavior in boats. Careful maintenance of any parts of the boats which could cause injury, such as sprags in the rigging wire or sharp edged fittings.
	Head injuries (I)	1	3	5/6	M	Administer First Aid. Contact parent/emergency contact Monitor, keep awake Phone ambulance. 111	Careful training & in many of the sailing boats the use of light gear, especially booms Appropriate headgear may be recommended
<i>Environment</i>							
Sun	Sunburn (I)	3/4	1/3	5/6	M	Administer First Aid Contact parent/emergency contact Seek medical attention. Phone ambulance. 111	Briefing by coach/instructor to advise: Hats recommended Sunscreen recommended Sunglasses recommended Observation on the water & return to shore where further measures or reapplication is necessary
Water	Minor wound infections	1	1	½	M	First Aid administered on minor wounds	First Aid administered on minor wounds to prevent infection
Water	Viral &/or bacterial infections	1	4	5/6	M	Sessions cancelled if poor water quality has been advised. Sessions cancelled or individual participants kept on shore if symptoms warrant	Can only be reduced if they are recognized in time & the infectious party(s) kept isolated as much as possible Communications with Keri Irrigation re water quality forwarded by Club to coaches

Lake Manuwai is an artificial fresh water lake with a sailing area approximately 3 by 0.75kms. The depths range from 2-3metres up to 30metres. The shores are generally 'soft' & not likely to cause injuries apart from gorse prickles & bee stings. The main sailing area is distant from the outlet, which is in itself moderately well protected. Sailing lessons & practice sessions have been run at Lake Manuwai for 20 years without serious incident.

**RELEVANT EMERGENCY CONTACT NUMBERS****Phone (New Zealand)                      111****International VHF Emergency Channel                      Channel 16****RELEVANT AUTHORITIES**

<b>Kerikeri Cruising Club</b>	<b>094079434 – 0272714054</b>	<b>Notify all incidents</b>
<b>Far North District Council</b>	<b>0800920029 Mike.Colebrook@fndc.govt.nz</b>	<b>Contact is Mike Colebrook Notify incidents at Lake Manuwai</b>
<b>Northland Regional Council</b>	<b>0800002004</b>	<b>Notify of unsafe boating activity &amp; environmental incidents</b>
<b>Keri Irrigation Company</b>	<b>094071629 manager@keriirrigation.co.nz</b>	<b>Contact is Tony Corcoran Notify incidents at Lake Manuwai</b>
<b>Maritime New Zealand</b>	<b>0508 22 55 22</b>	<b>Notify of unsafe boating activity</b>