



Point Leo Boat Club Risk Management Table

Version 1.0 – Reviewed 2023

Key: # - Hazard ID; IL – Initial Likelihood Score; IS – Initial Severity; IR – Initial Risk Rating; RL – Resulting Likelihood after Controls; RS – Resulting Severity after Controls; RR – Resulting Risk Rating after Controls have been applied; AR – Is it an Acceptable Risk;

Contents

- Introduction
- On the Water
- Pre and Post Sailing Events/Training
- Risks Specific to Discover Sailing Centre (Training Programs)
- Club Environment
- Personnel and OH&S
- Club Management
- Club Social Functions, Kitchen, BBQ and Club House Usage
- Risks Associated with Operating in A Public Area

Introduction

The purpose of this document is to outline all the risks associated with Point Leo Boat Club and the relevant controls in place to mitigate those risks. The procedures and definitions used in this document are outlines in the Risk Management Policy document.

Document Version History

Version Number	Author	Date	Approved by	Approval Date
1.0	Liam Whitehouse	5/07/2023	Colin Beanland	21/10/2023

ON THE WATER (a)

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1a	Collision of boats during race resulting in personal injury.	3	2	Medium	<ul style="list-style-type: none"> * PLBC Emergency Management Policy and Procedures set out an Emergency Management Plan for this scenario. * 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 1 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. * 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. 	2	2	Minor	Yes
2a	Fire / explosion on Rescue Craft resulting in personal injury.	2	4	Major	<ul style="list-style-type: none"> * PLBC 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. * Refuelling to be done outdoors to minimise spread of fire/explosion 	2	3	Medium	Yes
3a	Personal physical condition such as seasickness of Patrol Boat personnel resulting in not being able to provide effective rescue capabilities.	2	1	Minor	<ul style="list-style-type: none"> * Personal information provided to Club. * Those susceptible to seasickness not rostered for on water duty. * Close proximity to Club makes replacement of ill personnel relatively easy if incidents occur. 	2	1	Minor	Yes
4a	On set of hypothermia affecting sailors or race officials.	4	3	Major	<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. 	2	2	Medium	Yes
5a	Difficulty in attending to a medical emergency / injury mid-race resulting in exacerbation of injury.	4	3	Major	<ul style="list-style-type: none"> * Manual handling techniques when lifting over the side of boats included in the Rescue Boat volunteer training. * Second boat and/or inflatable boat called to assist. 	2	2	Medium	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
6a	Person/s being lost at sea.	3	4	Major	<ul style="list-style-type: none"> * PLBC 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. 	2	2	Medium	Yes
7a	Unforeseen severe weather changes (including squalls and electrical storms) result in sailors and officials being exposed during events.	3	3	Major	<ul style="list-style-type: none"> * PLBC Emergency Management Policy and Procedures set out an Emergency Management Plan and a Critical Incident Response Plan for On Water emergency situations. * 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. 	2	2	Minor	Yes
8a	Mechanical breakdowns / gear failure resulting in not being able to provide effective rescue capabilities.	3	1	Minor	<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. <p>The Race Officials should consider whether to POSTPONE, CANCEL or ABANDON a race if the safety of competitors is in any way compromised by any breakdown.</p>	2	1	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
9a	Sunstroke / sunburn / dehydration to sailors and or race officials.	3	2	Medium	<ul style="list-style-type: none"> *Free sunscreen always available at the "sign on desk" and in the training room. *Advice/reminders given to participants when required. *Water available to all personnel. *Water provided to rescue boat crews on request. *Not being on water for extended periods of time. *Having the race close to shore so should symptoms present they can be quickly moved out of the environment. 	2	2	Minor	Yes
10a	Poor tracking of fleet by tower officials resulting in missing boats during a race or inaccurate race results.		3	Medium	<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. 	2	2	Minor	Yes
11a	Loss of communications resulting in not being able to provide effective rescue service.	3	2	Medium	<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.) 	2	2	Minor	Yes
12a	Injury to officials, sailors or other water users from rescue and official boat propellers.	2	5	Major	<ul style="list-style-type: none"> *PLBC 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 AS Power Boat Handling Course. *Patrol boat skipper training run annually. With additional courses depending on demand *Skippers instructed to turn off the motor if attending swimmers in the water. *Minimum of two staff on each boat. *Kill Cords will be warn at all times during operation. 	2	3	Medium	Yes
13a	Insufficient or poor quality rescue/safety equipment available to event organisers.	3	2	Medium	<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 Committee for replacement. 	2	2	Minor	Yes
14a	Failure to conduct proper pre and posttrace checks resulting in missing	2	3	Medium	<ul style="list-style-type: none"> *Race Officials procedures are reviewed each year in an annual Training Program. 	2	2	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
	personnel and/or boats.				<ul style="list-style-type: none"> *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. 				
15a	Personal injury to sailors competing/participating in boats in poor repair or with insufficient safety equipment.	2	3	Medium	<ul style="list-style-type: none"> *Compliance checks are required from all boat skippers. * Spot checks are carried out by the Committee to check safety equipment is carried. *Informal advice from experienced sailors is part of the "Club Culture." 	2	2	Minor	Yes
16a	Personal injury to selves or others as a result of inexperienced sailors participating beyond their capacity.	2	3	Medium	<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. 	2	2	Minor	Yes
17a	Failure by tower officials to deploy rescue boats as required by emergency conditions.	3	3	Major	<ul style="list-style-type: none"> *PLBC Emergency Management Policy and Procedures set out an Emergency Management Plan and a Critical Incident Response Plan for On Water emergency situations. *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. 	2	3	Medium	Yes
18a	Poor handling of rescue boat/s resulting in personal injury to sailor/s and or	4	3	Major	<ul style="list-style-type: none"> *PLBC Emergency Management Policy and Procedures set out an Emergency Management Plan and a Critical Incident Response Plan 	2	2	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
	damage to boats.				<p>for On Water emergency situations.</p> <p>*Licensed drivers only operate Club rescue boats.</p> <p>*Patrol boat skipper training run annually — assisting disabled boats is an essential part of this training.</p> <p>*Powerboat Handling and Safety Boat Training Courses will be run each year to allow many trained members.</p> <p>*Minimum of two staff on each boat.</p> <p>*Rescue Boat Skippers are instructed to stop the motor whenever possible when rescuing crew from the water.</p> <p>*Kill Cords are to be worn by all rescue boat operators</p>				
19a	Capsize of craft resulting in skipper and/or crew trapped either under sails or under an upturned hull.	3	3	Major	<p>*Sailors are made aware that their first responsibility following a capsize is to check on the safety of other crew members.</p> <p>*We teach this also in all Learn to Sail courses.</p> <p>*We discuss the possibility of entrapment under sails or under the upturned hull and the actions to take if that does happen.</p> <p>*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.</p> <p>*Students are made aware of the additional risks associated with the "scoop method" of capsize recovery.</p> <p>*Rescue boats are instructed to check on the safety of crew of a capsized boat as their FIRST PRIORITY.</p> <p>*Rescue boat crews are also instructed to be ready to enter the water to assist crew if entrapment is suspected.</p>	2	3	Medium	Yes
20a	Craft gets stuck near or on the rock formations where massive swell form, resulting in serious boat damage and also risk of serious harm to crew	2	5	Major	<p>*PLBC Emergency Management Policy and Procedures set out an Emergency Management Plan and a Critical Incident Response Plan for On Water emergency situations.</p> <p>*Sailors are made aware of this danger and so they will stay clear of the hazard.</p> <p>*Rescue boats are trained in the rescue of crafts stuck on the rock's using principals from the safety boat operator's course.</p> <p>*Races will be set up away from the rocks to prevent possible damage.</p> <p>*Should a person be stuck in the situation, focus is solely on the safety of the sailor and to disregard the boat.</p>				
21a	Larger craft gets stuck on the sand due to the large tide movements	2	1	Minor	<p>*Ensure that new members are made aware of the large tidal movements</p> <p>*Ensure that the large tide change is clearly communicated</p>	1	1	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
					*Encouraging the usage of applications to track the tide movements to best plan before heading out.				

PRE AND POST SAILING EVENTS/TRAINING

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1b	Improper use of vehicles or winch to launch rescue boats resulting in injury to race participants, race officials or others.	3	3	Major	<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. * Winch operation is only done by approved members by the committee who have undergone an induction. 	2	2	Minor	Yes
2b	Poor maintenance of the OTB boat beach access ramp leading to personal injury or damage to boats.	2	3	Major	<ul style="list-style-type: none"> * Ramp condition is continually monitored throughout the season for its condition. * Should parts of the ramp be missing it will be clearly marked and communicated to relevant members. It will then be fixed by either a member or a contractor as soon as possible. 	2	1	Minor	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.	3	3	Major	<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. * Defined trailer parking area. * A very high percentage of Club boats are stored on trolleys in the Club Enclosure. 	2	3	Medium	Yes
4b	Heavy equipment placed high up in racks causing injury or damage to equipment during retrieval.	3	2	Medium	<ul style="list-style-type: none"> * OH&S Policy includes guidelines for Manual Handling. * 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. 	2	1	Minor	Yes
5b	Careless practice in refuelling power boats resulting in damage to boats and/or burns to individuals.	3	4	Major	<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 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. 	2	3	Medium	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
					<ul style="list-style-type: none"> * 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. *INDUCTION PROGRAM is part of the pre-season Race Management Training and a PRACTICE DRILL for Emergency Evacuation will be held each season. 				
6b	Failure of participants to properly complete and/or check sign on/off sheets leading to missing persons and/or boats going unnoticed.	3	4	Major	<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. * PLBC Emergency Management Procedures outline the actions to be taken if a person is determined to be "Lost at Sea." 	2	3	Medium	Yes
7b	Personal injury and/or property damage caused by falling masts or other accidents during rigging.	3	2	Medium	<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. * Members are responsible to check and maintain their boats, including standing rigging, in a safe and seaworthy condition. 	2	2	Minor	Yes
8b	Careless loading and unloading	3	2	Medium	* OH&S Policy includes guidelines for Manual Handling.	2	2	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
	of course equipment resulting in chronic injury to race officials.				<ul style="list-style-type: none"> * 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. 				
9b	Inadequate compliance checks carried out on boats participating in Club activities.	3	1	Minor	<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. 	2	1	Minor	Yes
10b	Poor handling of disputes or grievances regarding incidents while sailing or management of results leading to dissatisfaction of members.	4	1	Medium	<ul style="list-style-type: none"> * PLBC 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. 	3	1	Minor	Yes

RISKS SPECIFIC TO DISCOVER SAILING CENTRE (TRAINING PROGRAMS)

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1c	Insufficient supervision of sailors in Discover Sailing programs resulting in accidents or personal injury.	3	2	Medium	<ul style="list-style-type: none"> * PLBC 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. 	2	1	Minor	Yes
2c	Inadequate provision of personal information about Discover Sailing participants regarding specific health issues.	3	2	Medium	<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 program has some inherent risks. * Health information and information on medication is collated for each program and kept on hand at all Junior Events. 	2	2	Minor	Yes
3c	Appointment of unqualified and inexperienced Instructors resulting in poor program delivery.	3	2	Medium	<ul style="list-style-type: none"> * PLBC 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 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. 	2	2	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
4c	Poor planning by Instructors resulting in poor learning outcomes for trainees.	3	2	Medium	<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. 	2	1	Minor	Yes
5c	Parents harassing members, officials or other participants due to dissatisfaction with procedures or results.	3	2	Medium	<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. 	2	1	Minor	Yes
6c	Capsize of Tackers Optimist resulting in entrapment of participant.	3	3	Major	<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. 	2	3	Medium	Yes
7c	Injury to Tackers participants due to propeller strike.	2	5	Major	<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 or Safety Boat courses each season or reimburses the cost of such courses for volunteers. * Propeller guards are fitted to all boats used for Tackers programs. 	2	3	Medium	Yes
8c	Tackers participant being struck by the boom, resulting in concussion.	4	3	Major	<ul style="list-style-type: none"> * Participants are given theoretical and practical training before sailing. * All Instructors, and many volunteers, are qualified to give First Aid. * Emergency management procedures are in place. 	3	2	Medium	Yes
9c	Capsize of a boat, resulting in entrapment of a Dinghy Course participant.	3	3	Major	<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. 	2	3	Medium	Yes
10c	Injury to Dinghy Course	2	5	Major	<ul style="list-style-type: none"> * All Instructors hold a Powerboat Handling Certificate at minimum. 	2	3	Medium	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
	participants due to propeller strike.				<ul style="list-style-type: none"> * 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. 				
11c	Dinghy Course participant being struck by the boom, resulting in concussion.	4	3	Major	<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. 	3	2	Medium	Yes

CLUB ENVIRONMENT

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1d	Needle stick injuries or cuts from broken glass to members and participants on uncleaned beaches.	2	3	Medium	<ul style="list-style-type: none"> * We will approach Point Leo Foreshore Committee at any time if the Beach is not satisfactory clean. * Members are aware of the issue and will pick up dangerous objects on the beach, particularly early in the morning. * Members are encouraged to wear closed toe shoes * Closed toe shoes are mandatory for "learn to sail" courses 	2	2	Minor	Yes
2d	Injury to sailors in the boatyard or rigging area due to unfastened equipment.	3	2	Medium	<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 Committee 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. 	2	2	Minor	Yes
3d	Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures.	3	3	Major	<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. * The Emergency Management and Procedures Plan 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. 	2	3	Medium	Yes
4d	Theft of or damage to participant's boats and equipment due to poor security or storage.	3	2	Medium	<ul style="list-style-type: none"> * PLBC Security monitors alarms on the building and access points 24 hours. * PLBC Security will contact one of a list of contacts if there is a problem. * Outdoor sensor lights act as a security deterrent. 	2	1	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
					<ul style="list-style-type: none"> * Members regularly check on the building and yard during the week to improve monitoring of security. * Security Camera have been installed around the club to ensure security is maintained 				
5d	Equipment left lying around posing a risk of injury to persons using the area	3	2	Medium	<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. *Members are encouraged to wear closed toe shoes *Closed toe shoes are mandatory for "learn to sail" courses 	2	2	Minor	Yes
6d	Club access points in disrepair leading to damage to boats and equipment.	3	2	Medium	* Point Leo Foreshore is maintained by the foreshore committee and the Point Leo Rangers. Should a issue be present, the club is to contact the ranger to initiate the process to fix this issue.	2	2	Minor	Yes
7d	Proper maintenance of stairway and balcony areas and railings must be maintained to avoid personal injury.	3	2	Medium	<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. 	2	2	Minor	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.	3	2	Medium	<ul style="list-style-type: none"> *If an issue with one of these systems is present, the member should contact the committee so that it can be fixed. *Temporary measures may be used (such as a relocation of the tower if it is too hot) 	2	2	Minor	Yes
9d	Environmental damage and subsequent liability resulting from inadequate management of waste and effluent.	3	2	Medium	<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. 	2	2	Minor	Yes
10d	Erosion of the beach and foreshore posing a risk to Club Facilities, rigging and training areas.	4	4	Extreme	<ul style="list-style-type: none"> * This issue MUST be closely monitored, especially during the winter months when most storm damage occurs. * Close contact with the Point Leo Foreshore Committee is essential to 	4	3	Major	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
					<p>ensure appropriate action if the situation deteriorates further.</p> <ul style="list-style-type: none"> * 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. * 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. * Point Leo Surf Life Saving Club should also be kept up to date with the current situation. * The Club should keep up to date with strategies used to deal with beach erosion at other sites. * Sand bagging by the Club should be considered if a storm surge necessitates such action. * A representative of the Club should be on the newly established Point Leo Foreshore Committee whenever possible as this group has the ability to influence the local governments action in regard to beach erosion. 				

PERSONNEL AND OH&S

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1e	Non-compliance with OH&S procedures resulting in personal injuries and possible litigation.	2	3	Medium	<ul style="list-style-type: none"> * "Manual Handling Guidelines" are published around the Club to help educate members about safe lifting practices in particular. * Members are given access and made aware of OH&S policy * All employees and instructors are required to read and sign off that they agree with the OH&S policy. 	2	2	Minor	Yes
2e	Harassment of participants or members by other participants or members.	3	2	Medium	<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 as 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. 	2	2	Minor	Yes
3e	Appointment of inexperienced Race Officers leading to poor decision making and/or race management.	3	2	Medium	<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. 	2	2	Minor	Yes
4e	Insufficient support for Race Officials resulting in too many responsibilities placed on the Race Officials and subsequent neglect of some duties.	3	2	Medium	<ul style="list-style-type: none"> * The Committee 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. 	2	2	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
5e	Appointment of insufficiently trained or qualified volunteers to key officiating positions resulting in poor decision making.	3	2	Medium	<ul style="list-style-type: none"> * Training/inductions 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. 	2	2	Minor	Yes
6e	Poor promotion of emergency procedures and numbers to members.	2	3	Medium	<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 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. 	2	2	Minor	Yes
7e	Insufficient consideration of abilities, health and needs of different age groups in planning on water activities leading to personal injuries.	3	2	Medium	<ul style="list-style-type: none"> * The 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. 	2	2	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
8e	Lack of appropriately trained First Aid Officers present during the conduct of Club Activities resulting in poor injury management.	3	3	Major	<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. 	2	3	Medium	Yes
9e	Poor communication to Emergency Services of Club location and access details resulting in delay in emergency treatment.	2	3	Medium	<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>	2	2	Minor	Yes
10e	Lack of appropriate First Aid Equipment readily available to treat injuries or accidents as they occur.	3	2	Medium	<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. 	2	2	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
11e	Poor induction and training of officials and/or communication of responsibilities to key officials resulting in confusion and possible neglect of required tasks.	3	2	Medium	<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. 	2	2	Minor	Yes
12e	Possibility of post-traumatic stress for volunteers involved in serious accidents and/or emergencies.	3	3	Major	<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. 	2	3	Medium	Yes

CLUB MANAGEMENT

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1f	Poor club leadership decision making and/or management leads to significant governance issues arising.	3	2	Medium	<p>* 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.</p> <p>* The Club has a strong Committee Structure covering all areas of governance.</p> <p>* Guidelines for Operation are part of the General Rules and additional guidelines and procedures have been written to define Committees' responsibilities.</p> <p>* All Committees are sub-committees of the Club Executive committee.</p> <p>* Executive Committee and other subcommittees all generally meet monthly to ensure that issues arising are dealt with promptly.</p>	2	1	Minor	Yes
2f	Poor management of Club finances puts the Club at risk.	3	2	Medium	<p>* The Treasurer gives a yearly report on Income, Expenditure and Current Bank Balances that need to be approved by Executive Committee.</p> <p>* Annual Income and Expenditure Statements, Bank Account Summaries and Projected Budgets are provided for members' approval at each AGM.</p> <p>* The Club books are independently audited by an Accountant before each AGM.</p> <p>* Expenditure of more than \$10,000 on one project needs to be approved by a General Meeting of members.</p>	2	1	Minor	Yes
3f	Insufficient Insurance cover leaves the Club at risk.	3	2	Medium	<p>* The Club holds Public Liability Insurance cover of AU \$10 Million as required by Australian Sailing for Accreditation as a Discover Sailing Centre.</p> <p>* The Club also has Insurance Cover on the Club Building and Equipment and Insurance cover for Volunteer Workers at the Club.</p> <p>* As an Accredited AS DSC, Instructors, Coaches and Students involved with Australian Sailing Learn to Sail Programs have additional Insurance cover through AS.</p> <p>* All Club Rescue Boats and all Yachts owned by the Club DSC are also covered by Insurance.</p>	2	1	Minor	Yes

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
4f	Declining Club membership put the future of the Club at risk.	3	2	Medium	<ul style="list-style-type: none"> * Point Leo Boat Club is actively involved in promotion through the AS Discover Sailing Program. * The club is looking at running some Discover Sailing days which are free to the public to introduce non-members to the club. * We will reach out to Schools to run School Sailing Programs for 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 have prepared Club Brochures and a Junior Sailing Brochure to help promote Club activities. 	2	1	Minor	Yes
5f	Security of Tenure on current site.	3	2	Medium	<ul style="list-style-type: none"> *PLBC Lease Agreements are currently in negotiations, in previous years the lease has been for 10 years so similar length is expected. *Review this section of the risk assessment before end of 2023/4 Financial Year to confirm lease agreements. * At least 1 member of the PLBC is on the Point Leo Foreshore committee to ensure security of tenure. * PLBC has worked to make strong links in the Point Leo Community. 	2	1	Minor	Yes

CLUB SOCIAL FUNCTIONS, KITCHEN, BBQ and CLUB HOUSE USAGE

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1g	Risk of fire associated with heating and cooking food in the Kitchen or in the BBQ area.	3	3	Major	<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 Kitchen. * A diagram showing the location of all Fire Equipment is on display in the Kitchen. * There is a second Fire Extinguisher immediately outside the Kitchen door. * There is another Fire Extinguisher in the Storage Area outside the Kitchen. * 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. 	2	3	Medium	Yes
2g	Inadequate attention to correct food handling and preparation procedures may breach regulations.	3	2	Medium	<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. 	2	1	Minor	Yes
3g	Insufficient attendance to spills and/or breakages could lead to personal injury.	3	2	Medium	<ul style="list-style-type: none"> * These are attended to as required. * Requirements for clean kitchen and BBQ space is set out in the rules for the kitchen and BBQ area. * Running is not allowed in the club house space. 	2	1	Minor	Yes
4g	Wet floors in the canteen may lead to personal injury.	3	2	Medium	<ul style="list-style-type: none"> * A mop and bucket is readily available to clean up spills. * Who ever is last to leave the kitchen it is on them to ensure that the area remains clean and spotless. 	2	1	Minor	Yes
5g	Children in the Canteen would be more susceptible to injury due to easy access to both hot and sharp objects.	3	2	Medium	<ul style="list-style-type: none"> * Children must be supervised at all times in the food preparation areas. 	2	1	Minor	Yes
6g	Function numbers should be restricted so as not to exceed capacity for Health and Safety reasons.	3	2	Medium	<ul style="list-style-type: none"> * A ceiling of 200 should be kept to as a maximum for Social Functions. 	2	1	Minor	Yes
7g	Adequate after dark lighting must be provided for access areas for functions held after dark.	3	2	Medium	<ul style="list-style-type: none"> * Lighting is available for both the indoor and outdoor areas, including the high risk access path. 	2	2	Minor	Yes

RISKS ASSOCIATED WITH OPERATING IN A PUBLIC AREA

#	Hazard Description	IL	IS	IR	Control	RL	RS	RR	AR
1h	Personal injury to a member of the public caused while launching and retrieving boats.	3	2	Medium	<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/ winch driver are required as a minimum to be present when rescue boats are launched or retrieved. * Vehicle drivers/ winch operators must drive only in the indicated areas and operate the vehicle at safe speeds and in a safe manner. 	2	2	Minor	Yes
2h	Personal injury to a swimmer caused by a boat leaving or returning to the beach or while racing.	3	2	Medium	<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. * We also encourage all rescue boat drivers to complete the Safety Boat Operators Certificate. * PLBC Patrol Boat Skipper Training run annually. (including both Powerboat Handling and Safety Boat Courses) * Minimum of two members on each boat. * Boats required to adhere to the 5kph speed limit when operating close to shore * All regular racing is held outside the usual swimming area. 	2	2	Minor	
3h	Personal injury to a member of the public from a propeller of a Club Boat.	2	5	Major	<ul style="list-style-type: none"> * PLBC 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 AS 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 are required to be under the 5 knots speed limit when within 50 meters of a swimmer. * Propeller guards are fitted to "rubber ducks" which operate closer to shore with the Junior Sailing Program. 	2	3	Medium	Yes

4h	Collision between a Club boat and a PWC or other personal boat resulting in damage to craft and/or personal injury.	3	5	Extreme	<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. * 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. 	2	3	Medium	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.	3	2	Medium	<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. 	2	3	Minor	Yes
6h	Injury to members of the public from unattended boats on the beach.	3	2	Medium	<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. 	2	2	Minor	Yes