

Risk Management & Safety Action Plan for Clubs:

A	Introduction:			
	The current sporting environment can be characterised by the following:			
	Fewer Volunteers			
	Greater pressures on competitors and officials			
	Greater awareness of individual rights			
	The possibility that those who suffer injury or loss may take legal action.			
	The possibility of criminal prosecution for misconduct or negligence			
	The requirement of officials at all levels to be aware of obligations and the need to minimise risks			
	The employment of staff by some clubs for Club Management Specific areas of expertise.			
	Sources of obligations applicable at all levels:			
	Rules of the sport - volunteers and officials must themselves have a good knowledge of and observe the rules.			
	Contracts - employment, sponsorship, event management - failure to comply may result in a breach.			
	Common Law - There are five elements required in sport for negligence to be proved:			
	1. A duty of care to another -	Race management duty to sailors		
		Coach & Instructor duty to students		
	2. A breach of duty -	Failure to observe good safe practices.		
	3. Someone suffers an injury or loss - the cause will be questioned.			
	4. The injury was caused by a breach of duty - Failure to observe safe practices			
	5. The injury results in a loss - financial or traumatic - Failure to observe safe practices			
	Acts of Parliament - Health & Safety in Employment Act 1992 - To provide a safe and healthy environment for workers, participants, spectators & volunteers.			
	Maritime Safety Act	For safety at sea		
	Regional Authority Local Bylaws	For Regional by-laws controlling the safe operation of all water users on harbours & rivers.		
	Criminal Law - In extreme case in the event of gross negligence.			

Club Officials and Volunteers Special Obligations:			
To reduce the risk of of injury and enable the event to run smoothly.			
Enforce the rules of the sport			
Control and supervise the event - racing, coaching, training.			
Protect the participants - appropriate equipment & manning levels, appropriate clothing, first aid, safety guidelines, weather and sea conditions,			
Provide all appropriate information - Briefings & notices - <u>Assume ignorance</u> of environment, sport and conditions for all participants.			
Anticipate reasonably foreseeable dangers - Provide adequate training - ensure the presence of experienced personnel			
Take reasonable steps to ensure a safe sporting environment - Ensure manning levels - Be prepared to postpone or cancel.			
Consider all factors specific to the sport & participants - Conditions, Ages, Experience.			
Be Informed - Ongoing training and upskilling of all club officials.			
Employers Duties - Including ALL volunteers Responsible for Overseeing Club Activities:			
To reduce the risk of injury and enable the smooth and safe operation of Club Management.			
Ensure the rules of safe work practices are upheld			
Ensure the protection of all employees by providing safety guidelines, ensuring availability of appropriate clothing, equipment & First Aid.			
Provide all the appropriate information - Briefings & Notices - Assume ignorance of ALL participants.			
Anticipate reasonably foreseeable dangers - Provide adequate training - ensure the presence of experienced personnel.			
Responsibilities:			
Designate areas of responsibility as appropriate to events and other programmes.			
Risk Management:			
Identify the risks and hazards			
Identify the causal factors			
Develop risk management strategies			
Check relevant current safety standards			
Recommend policies and guidelines			
List skills, knowledge, competence and qualifications required for all areas			
Circulate risk plan for endorsement by club officials			
Re-evaluate and modify the plan as appropriate when considered necessary.			
Insurance:			
Check Club Insurance Policy to ensure adequate cover for all possible risks -			
Professional Indemnity, Public Liability, Directors' & Officers Liability, Participants Insurance, Legal expenses.			
Ensure international participants are adequately covered for personal and equipment damage			

Risk Management & Safety Action Plan for Clubs:

B Accident liabilities:

	Ashore:	Accident Considerations	Accident Avoidance	Reaction:
	Club house:			
	Fire protection	Escapes, Protection systems	Flamable goods, Barbecue, Location of Extinguishers	Secure storage, Adequate signage. Regular Fire Drills
	Kitchen & Bar	Burns, Cuts, Electroction, falls	Supervision, Rules, Wipe spills Correct equipment for the task	Supervision, Notices Training, Inspection & Maintenance of all equipment
	Verandas & Stairs	Falls	Supervision, Rules,	Maintenance, "Wet Floor" Signs
	Ablutions	Falls, Harassment, Burns, Infection	Supervision, Cleanliness, Security Regular Cleaning	Supply cleaning equipment & Disinfectant in site. Provide supervision when deemed advisable.
	Power supply	Electrocution, Fires	Supervision, Maintenance, Notices	Use of transformers, Use of electrical equip. in wet areas.
	Personnel:			
	Staff	Personal Injury	Training & observation of best practices	Notices & Information leaflets
	Members, Participants & visitors	Safety monitoring	Race Entries, Contacts, Radio Checks	Check In & Out all participants, Radios, Personnel training
	General	Glass breakages, wet floors	Footwear	Ensure Easy Access to clean-up equipment
	Equipment:			
	Fire Protection	Burns, Fumes ingestion.	Maintenance & training	Regular Servicing, Fire Notices strategically placed.
	Ladders	Falls	Correct use	Labelling & Storage.
	Security of rescue equipment	Damage avoidance	Secure storage	Nominated Security/Safety Officer & Detailed Checklists.
	Maintenance of rescue equipment	Damage checks	Regular maintenance	Nominated Security/Safety Officer & Detailed Checklists.
	Loss of communication	Radio equipment & operation	Regular maintence, Battery management	Nominated Security/Safety Officer & Detailed Checklists.
	Storage of equipment	Damage or loss during storage	Security, training	Designated supervisors
	Storage of heavy equipment	Injury of personnel, damage to equip.	Security, ease of stowing	Designated supervisors
	Fuel storage	Fire, fumes, chemical damage.	Secure, fire resistant storage.	Designated supervisors
	Refuelling	Fire, fumes, chemical damage.	Designate refilling areas, Clean up spills	Designated supervisors
	Boat Storage	personal & equipment damage	Supervision, Training, Rules,	Rule Enforcement - Security/Safety Officer.
	Radios	Failure in an emergency	Maintenace	Nominated equipment officer

Ashore:	Accident Considerations	Accident Avoidance	Reaction:
Traffic - Vehicles & Boats, Risks to person & property:			
Access points	Public injury, Slippery ramps, Congestion	Cautionary Notices, Traffic control	Awareness of First Aid facilities available
Car park /trailer storage	Public injury, Personal & equipment damage	Cautionary Notices, Traffic control	Nominate "traffic" controllers when necessary.
Careless loading/unloading	Public injury, Personal & equipment damage	Cautionary Notices, Traffic control	Ensure help available when necessary.
Parking Areas	Public injury, Personal & equipment damage	Cautionary Notices, Traffic control	Nominate "traffic" controllers when necessary.
Rigging areas	Public injury	Cautionary Notices,	Ensure help available when necessary.
Beach traffic	Public injury	Cautionary Notices, Traffic control	Nominate "traffic" controllers when necessary.
	Vehicle Accidents	Secure access to Reserve & Beach	Ensure extreme caution when driving on beach.
Power Lines & Cables	Electrocution	Be Aware - Labels & signs	
Patrol Boat launching:			
Tractor	Public & Personal Injury and damage.	Approved drivers, Maintenance, Education	
Tractor, Boats & Trailers	Damage to other boats and vehicles	Approved drivers, Maintenance, Education	
Rigging & Launching:			
Power Lines	Electrocution	Sign, clearways to avoid area	Signs & supervision
Rigging	Personal & public injury	Cautionary Notices, Assistance.	
Unsupervised Rigged yachts	Public Injury	Lower sails when boats unattended	Nominate beach supervisors.
Launching facilities	Personal & public injury	Care when handling boats & trolleys	Safe storage of beach trolleys when at sea.
Surf Conditions - Power Boats	Personal & public injury	Approved operators, wear kill switch.	Education & Training, Approved operators.
Surf Conditions - Sailors	Personal & public injury	Care & assistance with beach trolleys	Ensure on-shore assistance with trolleys.
Beach trolleys / trailers	Personal & public injury	Maintenance, Safe stowing.	Ensure boat numbers on all trolleys- YNZ Safety Rule
Injury to other beach users - ashore	Rigged Boats, Beach trolleys, .	Lower sails on shore, Supervision	Ensure assistance on shore.
Injury to other beach users-swimmers	Launching & retrieving	Check for swimmers, hail, watch speed	Ensure assistance with trolleys.
Lacerations-beach, ramp	Personal & public injury	Supervision, Assistance,	Ramp maintenance, Litter control
Water Safety - Patrol Craft:			
ALL power boats should be treated as HAZARDOUS - supervision and/or adequate training are essential for their safe operation.			
Committee Boats	Personal & public injury & damage	Regular maintenance, Checklists	Approved drivers, Training, Crew Nos.
Prepare Checklists of equipment & ensure compliance.			
Mark Layers -	Personal & public injury & damage	Regular maintenance, Checklists	Approved drivers, Training, Crew Nos.
Prepare Checklists of equipment & ensure compliance.			
Rescue craft -	Personal & public injury & damage	Regular maintenance, Checklists	Approved drivers, Training, Crew Nos.
Prepare Checklists of equipment & ensure compliance.			

		Accident Considerations	Accident Avoidance	Reaction:	
	Inadequacy of equipment				
	Official boats / Rescue Craft	Rescue delays, Communication deficiencies	Efficient ratios, Safety Checks	Approved Drivers, Training	
	Racing yachts	Personal injury,	Safety Checks, Competence	Regular checks by safety officer.	
	Sail Training Boats	Personal injury,	Safety Checks, Competence, Training	Regular checks by safety officer / Instructors	
	Inadequate safety checks	Public & personal injury.	Regular checks	Maintenance	
	Official boats / Rescue Craft	Loss of rescue efficiency	Regular checks	Maintenance	
	Racing yachts	Equipment failure & Personal injury	Regular checks, Training	Maintenance	
	Sail Training Boats	Equipment failure & Personal injury	Regular checks, efficient training	Maintenance, Qualified Instructors	
	Inadequate Maintenance				
	Official boats / Rescue Craft	Loss of rescue efficiency, Injury	Regular maintenance,	On going crew training, Nominated safety Officer	
	Racing yachts	Equipment failure & Personal injury	Regular checks, Training	Maintenance	
	Sail Training Boats	Equipment failure & Personal injury	Regular checks, Efficient Training	Maintenance, Qualified Instructors	
	Mechanical breakdowns	Loss of rescue efficiency, Injury	Regular maintenance,	On going crew training, Nominated safety Officer	
	Dangers to personnel		Regular training, approved drivers		
	Loss of rescue efficiency	Contingency plans	Alternative rescue craft	Be prepared to cancel	
	Inexperienced boat handlers	Injury & damage to personnel & equipment	TRAINING		
	Propellor dangers	Injury & damage to personnel & equipment	Wear kill switch, TRAINING	Training & experience	
	Power boat handlers	Injury & damage to personnel & equipment	Training & experience for the conditions	Debriefs,	
	Sailors	Injury & damage to personnel & equipment	STOP MOTOR, training		
	Propellor Guards - FALSE SECURITY	Possible severe injury	TRAINING, Maintenance	Training & Caution are still essential!	
	Ground Tackle				
	Stowage and retrieving	Injury & damage to personnel & equipment	Organised stowing area & systems	Regular over seeing of systems management	
	Stowage on boats while in motion	Injury & damage to personnel	Secure gear while in transit	Supervision & education.	
	Careless mark laying	Injury & damage to personnel & equipment	Training & experience for all conditions	Debriefing & on going training	
	Fouling of cables	Damage to cables, Electric shock	CAUTION, AWARENESS,	Briefings of RM Personnel, Use of weights for anchors	

		Accident Considerations	Accident Avoidance	Reaction:	
Weather & Effects:					
	Failure to interpret weather	Insufficient Rescue Boats	Sufficient patrol boats	Be prepared to abandon or cancel racing and	
	Failure to heed the weather forecast	Loss of control of the situation.	Heed the warnings.	return all personnel & boats to shore.	
	Severe weather changes - Unforeseen	Lack of control - lack of experience.	Contingency Plans	Abandon & return to shore -Be aware of LEE Shores	
	Rough Weather - wind & seas	Lack of abilities & experience of crews	Capable Operators	Abandon & return to shore if considered prudent	
	Calm Weather - Heat & tides	Dehydration / Sunstroke	Ensure hydration, hats & Sunscreen	Monitor fleets for adequate drinking water.	
	Person lost at sea - Insufficient safety craft		Prior Planning & Risk Management Plan	CONTACT MARITIME POLICE IMMEDIATELY!	
	Person lost at sea - Insufficient safety Equip.		Prior Planning & Risk Management Plan	CONTACT MARITIME POLICE IMMEDIATELY!	
	Launching & Retrieving with Surf Conditions	Personal injury thro' lack of control	Personnel Training - Ensure adequate extra assistance to <u>carry</u> boats ashore.		
Navigational - Know the Rules - Know the local Hazards:					
	Water hazards	Suspected Drowning, Hypothermia	Buoyancy Aids, Rescue craft, Training	Immediate medical Assistance.	
	Navigational hazards	Immobilisation, Injury	Awareness & Education	Training	
	Inexperienced boats - Power	Collisions	Supervision & Training	Training	
	Inexperienced boats - Sailors	Collisions, Capsizes	Adequate rescue craft & supervision.	Training	
	Shipping Channels / Marine traffic	Collisions	Education	Training	
	Disabled Boats -Navigational problems	If towing display Code Flag "D"	Maintenance - Education	Training	
	Disabled Boats - Handling problems	If towing display Code Flag "D"	Maintenance - Education	Training	
	Visibility - Patrol Boats	Collisions, Inefficiency of rescue	Adequate Radio & Safety equipment	Education & Policing of & by ALL members.	
	Visibility - Yachts	Collisions	Adequate rescue craft & supervision.	Education & Policing of & by ALL members.	
	Visibility - Kayaks	Collisions	Flags, Lights, Coloured gear / paddles	Education & Policing of & by ALL members.	
	Visibility - Swimmers.	Being hit by boats or paddlers	Coloured caps	Education & Policing of & by ALL members.	
	Visibility - Stand Up Paddle Boards	Loss of board	Leg strap, Buoyancy Aids shall be worn	Education & Policing of & by ALL members.	
Collisions:					
ALL MARINE USERS MUST KNOW THE COLLISION RULES & HARBOUR BY-LAWS - COPIES AVAILABLE ON LINE!!					
	Collision with other craft-PWC, boards, kites		Keep a good look-out at all times		
	Collision with other craft - other racing fleets		Keep a good look-out at all times		
	Collision Rules - racing		Keep a good look-out at all times		
	Collision Rules - Power craft		Keep a good look-out at all times		
	Collision Rules - Yachts not racing		Keep a good look-out at all times		

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C Additional Training Considerations:

COPIES OF THE MSA RULES & HARBOUR BY-LAWS ARE AVAILABLE ON LINE

Power Boats

Power Boat Handling & Mark Laying

Rules & Regulations as applicable including Club criteria

Race Management

Race Officer training

Rules & Regulations as applicable including Club criteria

Sail Training:

Supervision of Juniors - Ashore

Supervision of Juniors - on the water

Environmental protection considerations

Psychological considerations

Supervision of Adult Novices

Harrassment - Changing facilities

Club Instructor Training

First Aid:

Training & Qualification

Surf Ski:

Buoyancy Aids & Leg ropes must be carried

Waka

Buoyancy Aids must be carried - For all safety rules refer WAKA AMA SAFETY Booklet - www.maritimenz.govt.nz

Stand Up Paddlers

Buoyancy Aids and leg ropes must be worn if operating beyond the 200m markers

All juniors & novices MUST wear Buoyancy Aids AT ALL TIMES.

Kites

To be completed

