

ROYAL AKARANA YACHT CLUB RISK MANAGEMENT PLAN

(using the Yachting New Zealand Template)

Administration and on the water

(May 2015)



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 risk 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 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 to manage this risk, as 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);
2. the loss or damage impact if the risk occurred (severity); and
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 to 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 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 that 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

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

5.4 Nature of Management Strategy

When managing risks there are three ways to help prevent risk: it is possible to *Prevent* the risk, *Isolate* the risk or *Minimize* the risk. The choice here is choosing 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

	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
Coastal and offshore races – on the water – not including marinas and docking	Equipment							
	Participating boats not up to required safety category	c	1	2	3	m	<ul style="list-style-type: none"> Yachts failing the pre-race safety inspection be given chance to remedy the issues or face disqualification through protest 	<ul style="list-style-type: none"> All yacht competing are to hold a New Zealand safety certificate of the correct category – foreign flag vessels cannot use their NMA certificate Race committee in conjunction with YNZ to complete safety inspections prior to departure.
	Yacht information held by RCCNZ not complete.	c	5	1	6	m	<ul style="list-style-type: none"> If 406 Registry does not have information on a yacht, due to their EPIRB not being registered, contact owner ASAP. 	<ul style="list-style-type: none"> All safety documentation to be sent by RAYC to the 406 Registry not later than 7 days before the race start, including details of the race safety officer and a brief about the race tracker.
	FOR CATEGORY 1 RACES ONLY - Collision between yachts or running aground before, during or 1hour after the start.	i,c,f	2	2	4	m	<ul style="list-style-type: none"> Crew to assess seriousness of incident. Crew to initiate 'MAYDAY' or other emergency call as required. On-water race management vessels to provide assistance as they are able. Crew to contact RO ASAP if the incident is minor and they would like to continue the race. Race committee to immediately view damage and contact inspector. 	<ul style="list-style-type: none"> Race committee to have multiple RIBs and other boats on the water to report incidents to the RO. SIs to include clause about such incidents and the requirement for yachts to be inspected by a YNZ safety inspector should they wish to continue the race. A berth suitable for all yachts and a safety inspector will be available to cater for yachts that require inspections. On-water race management to kindly ask spectator vessels to keep clear – note we do not have a restricted area so we can only ask.
	FOR CATEGORY 1 RACES ONLY – Collision between boats or other objects more than 1 hour after the start.	i,f	2	4	6	m	<ul style="list-style-type: none"> Crew to assess seriousness of incident. Crew to initiate 'MAYDAY' or other emergency call as required. Crew to manage any repairs. Race committee to assist with contact of NOK as requested and liaison with Customs if returning to New Zealand (Category 1 only) Safety officer to liaise with RCCNZ to provide all known information on the yacht. Safety officer to work with RCCNZ and other parties to manage the setup of the tracker to ensure adequate feeds are provided. 	<ul style="list-style-type: none"> All yachts should carry equipment as required by YNZ Safety Regulations 50% of crew for Category 1 and 30% of crew for Category 2 must have a current ISAF Advanced Sea Survival Certificate which includes strategies on dealing with equipment failure. If a yacht returns to a New Zealand port to make repairs, it must gain clearance from a YNZ Safety Inspector to continue. A clause in the SI details this.

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A yacht dismasting or other major equipment failure.	i,f,c	3	3	6	m	<ul style="list-style-type: none"> Crew to assess seriousness of incident. Crew to initiate 'MAYDAY' or other emergency call as required and race committee when able. Crew to manage any repairs. Race committee to assist with contact of NOK as requested and liaison with Customs if returning to New Zealand (Category 1 only) Safety officer to liaise with RCCNZ to provide all known information on the yacht. Safety officer to work with RCCNZ and other parties to manage the setup of the tracker to ensure adequate feeds are provided. 	<ul style="list-style-type: none"> All yachts should carry equipment as required by YNZ safety Regulations. 50% of crew for Category 1 and 30% of crew for Category 2 must have a current ISAF Advanced Sea Survival Certificate which includes strategies on dealing with equipment failure. All yachts are required by YNZ safety regulations to have the ability to make transmissions in the absence of rig mounted antennas.
Environment							
Severe weather	f,c	4	4	8	m	<ul style="list-style-type: none"> Once the boats are at sea, safety officer to maintain an awareness of weather conditions and yacht locations. Safety officer in conjunction with meteorologist provide to RCCNZ a SITREP of conditions and vessel locations from trackers as required. Maintain open communications through website to NOK on conditions. 	<ul style="list-style-type: none"> Race committee to work with a professional meteorologist before the race start and during the race. A weather briefing for competitors will be completed no more than 48 hours before the start. If forecast conditions are likely to be severe, delay the time of the start. All skippers are required to have completed a qualification voyage. 50% of crew for Category 1 and 30% of crew for Category 2 must have a current ISAF Advanced Sea Survival Certificate which includes strategies on heavy weather sailing. All yachts must provide evidence of the suitability of VHF, SSB and satellite phones (by way of radio checks to Maritime Radio that are required to be eligible to race), for the ability to receive weather forecasts. FOR CATEGORY 1 – All yachts are to demonstrate the use of their storm sails, by sailing past Orakei Wharf prior to the start of the race.

Abbreviations

ASAP = as soon as possible; CIORC = Coastal, Inshore and Offshore Racing Committee; EPIRB = emergency position-indicating radio beacon; ISAF = International Sailing Federation; NMA = Member National Authority; NOK = next of kin; NOR = Notice of Race; RAYC = Royal Akarana Yacht Club; RCCNZ = Rescue Coordination Centre New Zealand; RIB = rigid inflatable boat; RO = Race Officer; SI = Sailing Instructions; SITREP = situation report; SSB = single-sideband radio; VHF = VHF radio; YNZ = Yachting New Zealand.

Standard Operating Procedures (RAYC Category 1 and 2 races)

Definition

Race Management procedures

- RAYC to apply to the Cruising, Inshore and Offshore Racing Committee (CIORC) for permission to be allowed to organize Category 1 or 2 races. This application is to ensure that the club is seen as having adequate experience to run such a race.
- The Notice of Race for any Category 1 or 2 race will be forwarded to Yachting New Zealand for checking by the YNZ Technical and Safety Officer, as an independent YNZ National Race Officer.
- Appropriate race officials will be identified. The team will include a National Race Officer, a safety officer with suitable experience and then various volunteers related to finishing.

Safety overview

- Safety checks of all yachts will be completed prior to the start of the race to ensure compliance of the yacht with their previously obtained Category 1 or 2 certificate.

- Maritime Radio will be used for communication with the fleet via SSB, VHF and satellite phone. A communication schedule will be included in the sailing instructions and will include 12-hourly reporting.
- Where possible a tracker will also be placed on each boat.
- The safety officer will work with Maritime Radio to monitor the fleet. Prior to each scheduled position report an updated list of yachts still racing will be provided as well as any messages to the fleet.
- In the event of a yacht missing a scheduled transmission the safety officer will monitor the yacht's progress via the race tracker and request Maritime Radio to request at the next schedule for all yachts to report sighting of the vessel. If at any time for any reason the safety officer is concerned about the safety of a yacht that is unreported they will contact RCCNZ.
- In the event of an emergency onboard, vessels are to contact Maritime Radio on VHF channel 16, SSB 2182, 4125, 6215, 8291kHz or via satellite phone +6 4 550 5280.

RELEVANT EMERGENCY CONTACT NUMBERS

Emergency Number	111
International VHF Emergency Channel	Channel 16
Taupo Maritime Radio (ZLM) emergency	2182, 4125, 6215, 8291 kHz – monitored 24 hours a day.
Maritime Operations Centre / Maritime Radio	+64 4 550 5280
Rescue Coordination Center New Zealand	+64 4 577 8030

RAYC CONTACTS

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