

Race Day Risk Assessment to be Completed by Race Officer (Duty Person) during briefing before the Race

Date: _____ Duty Officers: _____ Overall Risk Rating (tick) : [] Extreme [] Major [] Medium [] Minor

Note: Decision to Race - *The responsibility for a boat's decision to participate in a race or to continue racing is hers alone.*

ID	Hazard and Risks	Initial Severity	Initial Likelihood	Initial Risk Rating	Controls, Resources and Actions implemented to ameliorate the risk severity and likelihood so that the risk rating is acceptable (Minor or Medium)	Mod Severity	Mod Likelihood	Mod Risk Rating	✓	Risk Acceptable – Tick box if controls are in place to reduce risk to acceptable (Minor or Medium). Provide Notes and Comments
	On Water									
	Weather – Wind & Sea-state; Air and Water Temperature; Hazards, Risks				Race will be cancelled if there is a Gale Warning or Higher Wind Warning for the Illawarra Region . Caution will be applied for forecast Severe Wind Warnings. Races will generally not start if winds exceeding 22 knots have been recorded, are likely to occur during the race, or the wind / wave conditions are likely to be hazardous. Willy Weather is the designated source for information on winds recorded at Point Perpendicular, and for wind forecasts for the Callala Bay and Jervis Bay area.					
1	Severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	A	C	1	The Race Committee will review the wind records & forecasts, before the start and what is expected during the race. Race will be cancelled if there is a Gale Warning or Higher Wind Warning, for the Illawarra Region. Races will be cancelled or abandoned if winds exceed 22 knots, or condition are hazardous, or are likely to be hazardous. Operations shall be postponed or abandoned when there is less than 30 seconds between lightning and associated thunder in the vicinity of the racing course. Racing shall not commence until 30 minutes after all thunder has ceased. Caution will prevail in all decisions whether to start or continue racing in potentially hazardous conditions.	B	E	3		Note: Record wind predicted and wind strength before start of race + wave conditions and weather
2	Dangerous sea and wave conditions result in capsizes, personal injury or boats being unable to get off the beach or return to shore safely.	A	C	1	Observations of sea-state in race area will be made to avoid hazardous sea conditions. Competitors are experienced and can re-right their boats after capsizes. Assistance will be provided for boats unable to re-right after capsizes due to gear failure or exhaustion by the support boat.	B	E	3		
3	Sunstroke / sunburn / dehydration to sailors and /or officials.	C	C	2	Sailors and officials are advised to wear protective clothing and to use sunscreens, and to carry adequate water.	D	E	4		
4	Seasickness of support craft personnel resulting in boat not being able to provide effective support capabilities.	C	C	2	Seasickness tablets are available in the First Aid Kit. Official prone to seasickness should be replaced on rough days. Race will be abandoned if support boat cannot operate effectively due to illness or incapacity of officials..	B	E	3		
5	Sailors develop hypothermia due to cold water or cold winds.	A	C	1	Sailors advised to wear wetsuits and adequate clothing. The existence of cold sea temperatures will be noted during the briefing and warnings issued.	B	E	3		

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6	Race officials develop hypothermia due to cold weather, winds and sea conditions.	B	C	2	Race officials must carry warm clothes and protective jackets at all times, including protection from spray and rain. Extra jackets are available in the support boat.	C	E	4		
	Participating Boats									
7	Collision of boats resulting in personal injury and/or major damage disabling boat(s).	B	C	2	Clear pre-race instructions. Limited number of entries. Competitors experienced in race rules and right s of way. Sailors advised to avoid collisions at all times.	B	E	3		
8	Inexperienced or disabled boat(s) lose control and get into difficulties requiring assistance. Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident.	B	C	2	Inexperienced sailors will be discouraged or prohibited from from sailing in conditions that do not suit novices. Extra support boats will be provided for training, including Junior Sailing School participation. Boats in poor condition will be prohibited from starting in races.	C	E	4		
9	Crew member(s) fall overboard, get trapped underwater in a capsized boat and require external assistance to locate and recover.	A	C	1	Club members are experienced. Fellow sailors are advised to immediately render assistance for boats in trouble. The support vessel will offer assistance as soon as possible. All sailors and race official must wear approved life jackets or floatation vests at all times.	B	E	3		
10	Collision of boat with submerged object resulting in personal injury or major damage to boat.	B	D	2	The course area will be visually checked for debris and submerged object hazards including the beach and ramp area. Sailors will be advised or are fully aware of shallow water areas, reefs and hazard markers. The race area is free of shallow water and navigation hazards.	C	E	4		
11	Missing boat(s) either during a race or failing to complete a race. Inadequate supervision of competing boats to attend to requests for assistance. No notification by competing	A	C	1	The Support vessel will monitor all competitors at all times. Sailors are advised to inform Officials when they retire and head back to the rigging area. Sign on and sign off sheets are checked. Sailors are aware of the need to check the safety of fellow competitors and the need to report missing boats or crew and to offer assistance. The fleet size is small and the Officials on the support boat can monitor the location and condition of	B	E	3		

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	boats of retirement from race and return.				competitors at all times. The beach areas adjoining the race area offer a safe haven for disabled boats.					
	Race Management & Equipment									
12	Support Vessel in poor condition with motor difficult to start or operate. Equipment in poor condition rendering vessel unable to provide adequate assistance.	B	D	2	The support vessel is maintained in good condition and races will be cancelled or abandoned if the boat is deficient in any way affecting safety.	B	E	3		
13	Mechanical breakdowns, Fire or gear failure in support vessel, resulting in it being unable to provide effective support or to contact base or Marine Rescue.	B	D	2	The support vessel is well maintained and there is a fire extinguisher on board. Marine Rescue will be contacted if there is a mechanical breakdown and the race will be abandoned. No race will start or continue without a fully operational support boat.	B	E	3		
14	Delay in attending to a medical emergency / injury occurring mid-race with potential to aggravate the condition of the injured person(s). Failure to respond to call for help.	A	D	2	Sailors are advised to immediately render assistance for boats in trouble that signal for help or are obviously in need of assistance. The support vessel will offer assistance as soon as possible in response to call for assistance or obvious signs of trouble with boat capsized for an extended period of time. The sailing area is generally safe in the prevailing winds. Sail boats can seek shelter on nearby beaches.	B	E	3		
15	Failure of participants to use and/or officials to check sign-off sheets resulting in missing person going unnoticed. Failure to conduct pre and post boat counts resulting in missing personnel.	A	C	1	The small fleet size means that the support vessel can continually monitor all sail boats racing and those proceeding to and from the race area. The sign on/off sheets are checked.	B	E	3		

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16	Other									

Safety and Risk Assessment Incident Report and Feedback.

Risk and Safety Update Suggestions:

Type	Risk or Safety Suggestion	Action Required and Person

Incident Report:

Type	Description of the incident, persons and boats involved and outcomes in terms of damage, injuries or other matters	Action Required, Person or authority contacted, follow up needed. Note: Major incidents will require a full and detailed report.

Risk Impact Criteria and Assessment

The risk impact matrix determines the severity of the risk and the impact it could have on the organisation. It provides an indicator to assist in the making decisions of what action is warranted for the risks. The purpose of risk evaluation is to assist in making decisions about which risks need treatment and the priority for treatment implementation. These decisions are based on the risk analysis. Risk evaluation involves comparing the level of risk analysis with risk criteria established when the context was considered. It involves determining what risks are tolerable to the organisation having regard to the organisation's attitude to risk. The risk rating using the table below considers the combination of:

- Potential Impact to the Organisation with 'A' being high impact or consequences, and 'E' being low
- Likelihood of the Risk with 'A' being highly likely and 'E' being unlikely to occur

Sailing Day Race Risk

The Race Day Official (the Duty Officer) and ad hoc committee of race entrants will complete the attached form on each day of racing. They will review the measures and actions implemented to reduce the risk to acceptable levels. Extreme and Major Risk assessments will mean that the race is cancelled or abandoned after the race has started. This will also occur if the overall assessment is Extreme or Major.

NOTE: Major Incidents need to be reported to Relevant Authorities and for Insurance Purposes as soon as possible, but well within 24 hours after the race.

Emergency contacts

AMBULANCE; POLICE; and FIRE SERVICE (LIFE THREATENING SITUATIONS): 000

Marine Rescue Jervis Bay 02 4441 5433

Police Huskisson 02 4441 5779

Police Nowra 02 4421 9699

NSW Roads & Maritime Services (RMS): Mr Mick Musson 0427 751 857

Marine Parks Authority 02 4428 3000

Marine Rescue Shoalhaven 02 4447 4466

Jervis Bay Sailing Club Commodore: Dave 0421 191 009; Secretary Steve 0400 104 451

Reporting Incident to Sailing Australia - Incidents can occur in any form of sailing; instruction, coaching, racing or cruising, or in any support activity. An important role in administering the sport of sailing is the review of incidents to ensure any lessons are captured. This will provide for an improved sport with better safety outcomes. The value of gaining statistical data and the ability to quantify how safe the sport is, or not, cannot be understated. To have this data enables the identification of adverse trends or specific issues that might require some remedial actions and ideally prevent recurrence or further accidents.

The form of the website (<http://www.sailing.org.au/sport-services/safety/reporting-major-incidents/>) may be filled in by the owner, skipper or person in charge of the vessel, or any person assigned the responsibility. The report should be submitted within 24 hours to ensure the information is current and fresh in the minds of those involved.

Risk Impact Matrix

POTENTIAL IMPACT SEVERITY

	A	B	C	D	E	L I K E L I H O O D
A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)	
B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)	
C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)	
D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)	
E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)	

Key for Risk Rating:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that may be managed by routine procedures