



Scouts Victoria
State Sailing
& Powerboating
Team
(SVSS&PBT)

**Risk
Management and
Control Plans**

Version 6

December 2019

Document History

This plan includes the provision for Annual Review and Updates as required by newly identified risks and the demonstrated need after recognizable and documented Risk Assessment and consultation with and input from all stakeholders to modify this plan.

Amendments and contributions to this document should be sent to Tony Case or Steve Burns via email to tony.case@bigpond.com or ssburns@bigpond.net.au

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1	Original	N/A	SVS&PBC	032015	Initial Risk Management Plan created following establishment of Council from previously separate Guide & Scout Water Activities Centre and VicScout Sailing Unit based on AS Risk Management Documentation
2	T. Case	16022016	SVS&PBC	032016	Changes to SVSS&PBT & AS/YV Audit of DSC
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6	S. Burns	27122019	SVSS&PBT		Change YA to AS, Combining Control Plans into Management Plan and update of Risk Matrix
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1. INTRODUCTION

1.1 Purpose

This document outlines the Risk Management process and meets Australian Sailing requirements for Discover Sailing Centres.

1.2 Philosophy

Australian Sailing and its State Associations recognise the risks associated with conducting sailing and powerboat skills development and sailing races (including skills development) at various venues and centres. To assist volunteer officials (including volunteers and volunteer instructors) to minimise these risks, Australian Sailing with the assistance of its State Associations has developed a basic risk management tool which can be implemented with a view to providing a safer sporting environment and experience for sailors and powerboaters. This tool is primarily intended for use by Scout water activity centres and venues where skills development may also be conducted as part of Scout activities.

1.3 Background – Duty of Care

The Scout Victoria State Sailing & Power Boating Team (SVSS&PBT) and its volunteer Scout Leaders and Supporters owe a duty of care to Scout participants in sailing and powerboating skills development and activities where there is a reasonably foreseeable risk of harm or injury to participants as a result of their actions. As the SVSS&PBT operates in areas also utilized by members of the general public; the same duty of care extends to the public who may be affected by our activities. In exercising this duty of care, the law requires Scout management to take reasonable steps to reduce the likelihood of injury to participants as a result of those risks which are foreseeable.

1.4 Objectives

- To reduce the incidence of injury to participants, leaders and other persons associated with SVSS&PBT and associated AS Discover Sailing Centres sailing and powerboating activities and skills development.
- To provide a fun, healthy and safe sporting environment for “Scouts” to participate and enjoy the sport of sailing and powerboating.
- To minimise potential SVSS&PBT and any associated Discover Sailing Centres liability as a result of poorly managed sailing and powerboating activities and skills development.

1.5 What is Risk Management?

Risk management is the process of systematically minimising or eliminating the adverse impact of all activities which may give rise to injurious, dangerous or fatal situations. This requires the development of a framework within which risk exposure can be reduce and if possible eliminated as well as monitored and controlled. Risk management is a tool by which persons involved in sport can seek to meet their duties and responsibilities, and minimise their exposure to liability.

Risks which can be covered by a risk management program include:

- Physical Risks – Injuries to participants and the public
- Legal Risks – Losses and costs arising from legal actions for breach of a common law or statutory duty of care and compliance requirements
- Financial Risks – Increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs
- Moral and Ethical Risks – Loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

1.6 Which Risks Need to be Managed?

Importantly, the law does not require Scout formations like the SVSS&PBT and associated AS Discover Sailing Centres to provide a completely risk free environment. Indeed, by agreeing to participate in sailing activities, participants will be taken to have consented to those risks which form an inevitable aspect of the activity. All “Scouts” agreeing to take part in these Adventurous Activities, or their parents or guardians will have accepted the risks involved as these activities are conducted under the Activities Policy that may be summarised as “appropriately trained Leaders”, “Health”, “Safety” and “Common Sense”. Scout Leaders of Adventurous Activities will not be required to take steps to counter risks where it would be unreasonable to expect them to do so in the circumstances. Scout Leaders of Adventurous Activities and those providing activities and skills development will however be expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

1.7 The Australian Standard

The approach adopted in this Risk Management Plan (RMP) is based on the Australian Standard’s Handbook on Risk Management HB 246:2010 and Risk Management – Principles and Guidelines AS 31000:2009.

The steps set out in the Australian Standard and followed in formulating this Plan, include the following stages:

- Communication and Consultation
- Establish the Context
- Risk Assessment
- Risk Identification
- Risk Analysis
- Risk Evaluation
- Risk Treatment (action plan)
- Monitoring and Review

1.8 SVSS&PBT Risk Management – Scope and Limitations

This RMP has been developed to address all activities and issues where risks can reasonably foreseen to arise concerning operation of activities, the SVSS&PBT and its associated AS Discover Sailing Centre, the Committees of Management, Association Members, Families and Supporters and the members of the public including those associated with both sailing and powerboating activities, Scout and centre governance and management, finance, insurances and planning.

1.9 Who should be involved in the Risk Management Process?

The Club recognises that Leaders, Supporters, Organizing Committee, associated Discover Sailing Principals, Instructors and Assistant Instructors must be involved in, and take a proactive approach to the Risk Management of the SVSS&PBT to ensure the effectiveness of this plan.

The SVSS&PBT includes all “key” people from the Leaders to Supporters, Participants and other Stakeholders, in each step of the risk management process. It is also vital that all members take a pro-active approach to the identification and management of risk in all of their sailing, powerboating, skills development and participation activities.

1.10 Accountability

The SVSS&PBT and its associated Discover Sailing Centres should ensure that there is authority, accountability and appropriate competence for managing risk. This can be facilitated by:

- Identifying the risk owner who has the authority to manage the identified risk
- Identifying who is responsible for managing the risk management framework
- Identifying other responsibilities of people at all levels in the various activity and skills development facilities
- Establishing internal reporting and escalation processes

As qualified Scout Leaders of the SVSS&PBT, State Leaders, Regatta Organizing Team members, associated Discover Sailing Centre Principals, Instructors, Assistant Instructors and other key management groups and officials all have a responsibility to be diligent in how the organization exercises its objectives. Due diligence requires that, among other things, the people in positions of power ensure that the organization has available and uses, appropriate resources and processes to minimise risks.

The SVSS&PBT has appointed a Health and Safety Officer to be responsible for the reviewing and updating of the risk management tables. However, this does not absolve other Leaders or associated DSC Principals and Instructors of their responsibilities.

2. THE RISK MANAGEMENT PROCESS

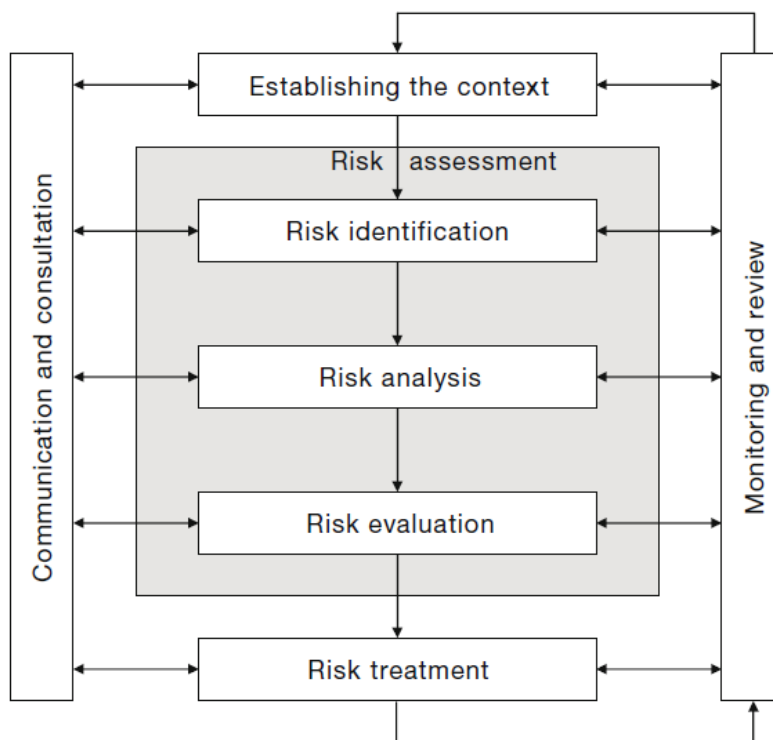


Figure 1

2.1 Communication and Consultation

It is essential that all SVSS&PBT members and activity participants in programs and activities are aware of the risk management program and are consulted in its development, implementation and evaluation. It is equally essential that this communication process begins early and is not only ongoing but is seen as ongoing and is part of a “living document” process.

Effective communication ensures that those accountable for implementing the risk management process and stakeholders understand the basis on which decisions are made, and the reasons why particular actions are required.

Membership of Scouts is constantly changing and as such those responsible for particular Scout Activities whether categorized as “Regular Scouting Activities” or “Adventurous Activities” should ensure that new members are introduced to the risk management policy and their obligations as part of their induction into “Scout” life. Similarly, family members and friends being involved in activities and skills development who are not members of Scouts should also be made aware of the SVSS&PBT Risk Management Procedures and any rules with which they must comply.

2.1.1 Communication Strategies

- To Scouts - Youth members, Leaders & Supporters:
 - Publish an annual explanation of its importance and role in activities and operations in “Australian Scout” magazine
 - Put summaries of particular items in “Australian Scout” from time to time.
 - Put relevant items on noticeboards and at other points around the activity and skills development venues.
 - Include this policy as part of Activity Participant’s and Skills development Briefings
 - Invite any members to contribute to the development of the document at times of review.

- To Leaders, Instructors, Assistant Instructors, Supporters and all On Water personnel:
 - Conduct annual Risk Management Inductions as well as Inductions for all new Leaders and Supporter becoming involved outside the annual Inductions.
 - Include relevant issues from the RMP in the Skills development Participants briefing.
 - Provide access to printed copies at all Activity and Skills development Venues.
 - Laminate relevant pages such as the Emergency Management Plan, Contacts page at all Activity and Skills development Venues as specific to that venue.

2.2 Establishing the Context

The Victorian Scout Sailing & Powerboating Council now known as the Scouts Victoria State Sailing & Powerboating Team, (incorporating Powerboating and Safetyboat skills development) (SVSS&PBT) is composed of volunteer Leaders, all registered members of various Scout formations. All Scout Leaders in Victoria hold current Working With Children (WWCC) accreditation as well as Level 2 First Aid. Many are Scout qualified in their chosen field of water activities and some are Australian Sailing qualified Dinghy, Keelboat and Powerboat Instructors. Some venues are Australian Sailing Accredited Discover Sailing Centres run by these same volunteers. The SVSS&PBT run Scout Basic & Advanced Sailing skills development programs under the Scout syllabus. They also conduct AS Powerboat Handling and RYA/AS Safetyboat courses under the Australian Sailing umbrella. Although the Sailing courses are Scout based they mirror the “Operating Standards and Guidelines for Australian Sailing Discover Sailing Centres (1 July 2014).” Powerboat and Safetyboat courses are run utilizing the above mentioned Australian Sailing Standards & Guidelines.

SVSS&PBT is part of Scouts Australia Victorian Branch is a body incorporated by Royal Charter 1912 and by an Act of the Victorian Parliament 1932 as amended by a further Act 1983. The umbrella of the body corporate extends to cover all Scout Regions, Districts, Groups and other Formations and their operating committees, including the SVSS&PBT. The association has developed a Risk Management policy to cover all activities and skills development offered by the Victorian Branch under the umbrella of “Scout Safe” that provides a policy covering “Venue”, “Equipment” and “Qualifications”. The SVSS&PBT has, in addition to this RMP, an Emergency Management Plan and has a Risk Assessment for its major Skills Development Centres. It is developing a Risk Assessment for each other venue that identifies and treats the risks specific to that venue aside from the risks that are common to all activity venues for those that differ by activity and skills development venue and vessel type and present unique risks. Additionally the Scout Workplace Health & Safety Policy is in place at each venue through the Scout Safe policy.

SVSS&PBT operates activities and skills development in a number of popular metropolitan and country areas on beaches and lakes that are also heavily used by both the local community and holiday visitors. A number of these venues also have capacity for other sailing and yacht clubs, as well as marina and swing mooring facilities and vary from sandy beaches to rocky foreshores to rocky and tree lined lakes and rivers as well as some venues where high density shipping is involved and all of which provide different challenges to address and control Risk Management issues.

Activities are primarily run for “off the beach” sailing dinghies but skills development is also undertaken in powerboating and safetyboating operations to provide a safety umbrella for the sailing activities. SVSS&PBT has access to a wide range of dinghies as well as powerboats including Plastic, IRBs, RIBs, Tinnies and larger Safety Craft. All Scout Safety craft outboard engines have been fitted with propeller guards to mitigate the possibility of prop strike, even though this safety requirement is yet to be mandated by Australian Sailing. Currently craft that are not fitted with propeller guards, whether Scout or privately owned are not acceptable for use in any Scout water based activities. This policy is under review as the current directive, it is believed unintentionally, has included craft that are not outboard powered and therefore less likely to pose propeller strike risks.

All Safetyboat operators, as well as holding current TSV Marine Licences, are required to have completed at least the AS Powerboat Handling Course and preferably the AS/RYA Safety Boat Operators course and when undertaking the later course are provided with a copy of the RYA Safetyboat handbook and its companion DVD. These resources, as well as those from the YV Powerboat Training Committee are heavily utilized in SVSS&PBT/AS Powerboat Handling and Safetyboat courses.

All sailing activities and skills development is conducted with full view coverage and support from SVSS&PBT Safetyboats using AS/YV craft ratios as well as being managed from the shore. Most Safetyboats are equipped with VHF radios and operators are required to be MROCP licensed. All SVSS&PBT sailing activities are run during daylight hours, whilst some Powerboat and Safetyboat activities are also conducted at night with suitably equipped craft.

2.3 Risk Identification

The first step in our Risk Management program is to identify what risks exist (or may exist in the future) within our sailing races and activities. Reviews of the SVSS&PBT RMP will include all Committees and Sub-committees, Instructors, Assistant Instructors and Supporters who are involved in SVSS&PBT activities.

SVSS&PBT continues to consider the risks evident that are applicable to our many particular environments and activities. There are a number of aspects that have been considered in identifying and assessing the risks:

- The venue of the activities (including the nature of shore, marinas, swing moorings and shipping)
- Types of boats sailed
- Types of Safety boats available and used
- Size of fleets
- The age and capabilities of Participants
- The type of activities conducted
- Injury and damage history (including type of injury and cause)
- How operational procedures are conducted, and whether there have been any previous problems and
- Skills development requirements for sailing and powerboating

2.3.1 Risk Categories:

(a) **On the water:**

This category includes all of those risks associated with the conduct of sailing activities once the participants have left shore.

(b) **Pre and Post sailing and powerboating events:**

This category refers to the risks involved in activities immediately preceding and following sailing events including rigging and preparation of boats, launching and recovery of sailing and powercraft over various types of terrain, appropriate craft lifting techniques, issues with land transport of small and larger craft, preparation of sail skills development courses and course adjustments as skills development progresses, skills development areas relative to wind and wave action and changes that may develop during courses.

(c) **Risks specific to the SVSS&PBT associated Discover Sailing Centre activities:**

SVSS&PBT Discover Sailing Centre activities will involve the inclusion of young Scouts, many of whom will have not sailed before and parents/guardians/leaders/supporters often with little or no sailing experience. The risks specifically related to working with children and parents involved in the Scout Sailing Programs and the Learn to Sail Programs is included in this category. Additionally regarding powerboat skills development of non adults and non Scout members poses extra risks for consideration and treatment.

(d) **Sailing & Skills Development Environments:**

The physical environments, in which we conduct SVSS&PBT activities at various venues, by default, include inherent risks to personal safety, property damage and damage to the environment. This risk category focuses on the SVSS&PBT and its surrounding on-shore environment as it is utilised for sailing activities by Member/participants, other water users and members of the general public. Additionally the need to limit the impact of our activities on the on water environment where commercial fishing and other aquaculture activities are conducted is considered.

(e) **Personnel and WH&S:**

This category specifically relates to personal risks to Member/participants, Instructors, Leaders and Supporters and other participants in SVSS&PBT Sailing and Powerboating activities not dealt with in other sections as they relate to what is now called Workplace Health & Safety.

(f) **SVSS&PBT Management:**

This category relates to SVSS&PBT Management responsibilities and the mitigation of risks associated with management as they relate to governance, policy, administration, insurance and finance.

(g) **SVSS&PBT Camping & Access Considerations:**

Risks associated with non-sailing activities are addressed in this section. This also relates to specific risks associated to food storage/preparation/handling as well as camp setup land based hazards and hygiene. Leaders and Supporters involved in these areas have been specifically included in the assessment and treatment of the risks so identified.

(h) **Risks associated with Operating in a Public Area:**

This category identifies the SVSS&PBT responsibility to show a duty of care to those people with whom we share the use of the various foreshores, beaches and waters in which we operate. Risks and responsibilities resulting from how our use of each of the areas may impact on others are included here.

2.4 Risk Analysis

Having identified the risks involved in our activities and associated Discover Sailing Centre activities, we have analysed them in order to better understand them. These analyses have provided input to the evaluation in each locality of the risk and whether or not it needs to be treated. It also has assisted in the selection of risk treatments once evaluation determines that treatment is required. This is an ongoing process as venues change.

Central to this analysis has been the assessment of the identified risks in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk has been rated. These ratings describe:

- The chance of the risk occurring (likelihood)
- The loss or damage impact if the risk occurred (consequence)
- 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 have applied the risk rating scales set out below in Tables 1 – 3. The risk rating scales have allowed us to rate identified risks and then identify risk management priorities.

2.4.1 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 in a year
A	ALMOST CERTAIN: Will probably occur (>90% Chance) , could occur several times per year
B	LIKELY: High probability (Between 50% and 90% Chance), likely to arise once per year
C	POSSIBLE: Reasonable likelihood (Between 25% and 50% Chance) that it may arise over a five-year period
D	UNLIKELY: Plausible (Between 5% and 25% Chance), could occur over a five to ten year period
E	RARE: Very unlikely (<5% Chance) but not impossible, once in 100 years

2.4.2 Consequence

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

Table 2: Consequence Scale

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
5	CATASTROPHIC: One or more fatalities or permanent disability or ill-health. Loss of one or more vessels.
4	MAJOR: Long-term illness or multiple serious injuries. Vessels damaged beyond repair.
3	MODERATE: Serious injury. Possible hospitalisation requiring medical treatment and rehabilitation. Numerous working days lost. Vessels unable to complete series, race or passage.
2	MINOR: Minor injury. Reversible temporary illness/injury requiring medical treatment. Some working days lost. Damage to equipment that requires repair before being operable.
1	INSIGNIFICANT: No or only minor injuries possibly requiring first aid. No working days lost. Minor damage to equipment.

Having assessed each risk in terms of its likelihood and consequence they have been prioritised to assist in the decision making of what action is warranted to manage the risks (wherever possible).

2.4.3 Risk Impact

The risk impact matrix determines the consequence of the risk and the impact it could have on the organization. It provides an indicator to assist in the decision making of what action is warranted for the risks.

Table 3: Risk Impact Matrix

		CONSEQUENCE				
		1	2	3	4	5
L I K E L I H O O D	A	Medium (3)	High (2)	Extreme (1)	Extreme (1)	Extreme (1)
	B	Medium (3)	Medium (3)	High (2)	Extreme (1)	Extreme (1)
	C	Low (4)	Medium (3)	Medium (3)	High (2)	Extreme (1)
	D	Low (4)	Low (4)	Medium (3)	Medium (3)	High (2)
	E	Low (4)	Low (4)	Low (4)	Medium (3)	Medium (3)

Key:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	High 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	Low risks and low consequences that may be managed by routine procedures

Once risk impact has been determined the SVSS&PBT Safety Sub-committee has then evaluated what response is necessary to make the risk tolerable to the organization.

2.5 Risk Evaluation

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.

2.6 Risk Control Plans

Risk treatment is the process to modify or eliminate risk. It involves selecting one or more options for modifying/eliminate risks and implementing them. This stage is all about identifying and testing strategies to manage the risks which have been identified and subsequently evaluated as posing a real risk to all Participants. Ideally Leaders and Supporters will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some "reality testing" of risk treatment strategies as they determine what reasonable steps they may take to reduce the impact of the risk arising.

Whenever the SVSS&PBT Safety Sub-committee recognises and assesses a newly identified risk and the risk is rated highly, it is carefully considered with necessary policies, procedures and strategies to treat the risk. If a risk is identified as "Extreme", we will ensure that it is addressed and controls are put in place to reduce its consequence and likelihood. We will formulate a "Risk Treatment Plan" that will include what is needed to treat the risks, who has the responsibility and what is the time frame for risk management. A number of risks have been previously identified and strategies are already in place to address or manage these identified risks. Details of these strategies are shown in part 3 of this document.

The risk control plan may also include a list of resources that are available as part of the Risk Management Process. These will be essential for the effective implementation of any emergency plan and it is critical that Leaders and Supporters, who are all volunteers, have the knowledge of what is required and know where the resources are located.

2.7 Monitor and Control

SVSS&PBT recognises that regular reviews of the RMP, particularly at the end of each season, are vitally important to keep the plan up to date and to include issues that arise with changes within the activities and the programs being conducted or for new planned activities.

The importance of accurate records keeping is reinforced at all skills development activities. This provides a basis for the continued evaluation and revision/updating of the RMP. Our risk management procedures include the accurate and comprehensive documentation of any accidents and/or incidents, as well as information on the effectiveness of the RMP. Statistics on any continuing injuries or accident occurrences are used to determine whether there are specific activities that require either increased precautions or supervision or an urgent review of particular parts of the RMP.

To assist with Monitoring and Controlling identified risks:

- SVSS&PBT has appointed a Health/Safety Officer to be responsible for overseeing risk management activities
- Each DSC Principal or Activity Leader in Charge also appoints a Safety Officer to work together with the Scout WHS Officer
- A number of checklists have been developed to assist with tasks so the importance of ensuring the significant number of aspects of each task are all addressed
- Check lists are used on a daily basis to ensure all equipment and resources are available in some areas. Craft Log Books are also utilized to monitor usage, craft and equipment damage, maintenance issues and consumables (fuel for powerboats) controls
- If a significant risk has arisen – a special meeting of the SVSS&PBT or Safety Sub-committee will be called to resolve the issue
- The risk tables are always looked at when incidents/accidents arise to assess if we can improve our risk management strategies. An incident report is prepared for each injury/incident/accident whether on-water or on-shore. There is also a Treatment register at SVSS&PBT's associated DSCs.
- Incident Reports are included as a standing item on each SVSS&PBT bi-monthly meeting agenda and the meeting considers a report from the Safety Sub-committee if appropriate and timely
- A full evaluation of the current RMP is done during each "off season", although issues may arise at any time during the year as Powerboat and Safetyboat Skills Development is also conducted during the "off season" so particular risk issues can be promptly considered and addresses as needed.
- As part of Scouts WHS Policy there is a list of areas where all participants (especially Leaders and Adult Supporters) need to be alert to assist in monitoring
- The RMP is prominently located at all permanent venues and are included for discussion and feedback at all annual RMP Induction Days held prior the commencement of each Sailing Season.
- Operations Manuals (OM) specific to a particular venue are also prominently located at all permanent venues and included for discussion at all annual RMP Induction Days.
- Any new Leaders, Supporters and Participants who are recruited to a particular venue DSC or skills development team during the Sailing Season are given a Venue Induction including a tour that identifies the location of the relevant RMP, RCP and OM
- The RMP and RCP that are specific to that particular venue in addition to the principal RMP, RCP and OM are provided to the all SVSS&PBT Leaders, Supporters and are available at all skills development and activity venues
- The SVSS&PBT has in place Emergency Procedures to address the impact of high wind and heavy seas on any Scout based water activities

3. RISK CONTROL PLANS

3.1 On Water Activities

Risk Assess ID No	Risk/Hazard`	Likelihood	Conseq	Risk Rating	Action to reduce risk levels	Resources	Responsible Person
OWR - 01	Skills Development Courses - Collision of sailing dinghies resulting in personal injury	B	3	High	On-shore Skills Development policy reiterated to trainees on non-contact of craft and crews when on water. Supervise sailing dinghies from Safetyboat nearby. Establish sailing Skills Development area to maintain control. Monitor Skills Development area to suit conditions. Keep to YA ratios for Monitoring Dinghies by Instructors and Safetyboat Crews. All Safetyboats required to have at least a skipper and crew	On Shore Theory explanation. Prompt O-W intervention	DSC Principal Instructor/s Safety Boat Crews
OWR 02	Sailing Activities & Racing - Collision of sailing dinghies resulting in personal injury	B	3	High	On-shore briefing on non-contact of craft and crews when on water. Application of COLREGS and ISAF Rules. Safetyboat crews to monitor racing and intervene if necessary. All Safety Craft to have at least a skipper and one crew	Pre Race Briefing Safetyboat crews monitor racing	Regatta LIC Regatta Sailors Safetyboat Crews
OWR - 03	Fire/explosion on Safetyboat resulting in personal injury to Crew.	E	4	Med	Well maintained and regularly serviced Safetyboats. No Smoking Policy during Refuelling operations. Fuel tanks to be removed from craft where applicable. Use of correct fuelling and refuelling procedures. NO Passengers during fuelling of in-boat tanks. Fire Extinguishers to be checked daily serviced annually and replaced every 4 years or sooner. Comprehensive 1 st aid kit in each Safetyboat and easily accessible	Safetyboat Operator and crew Skills Development Safetyboat Crewing Policy	DSC Principal Regatta LIC Safety Boat Crews

OWR - 04	Skills Development Courses - Seasickness of Safety Boat Crew resulting in not being able to provide effective rescue capabilities.	E	3	Low	Take To Shore. Replace crew. Have standby person ready. Establish and maintain policy on role of Safety Boat first out last in. Suspend Skills Development if necessary	Spare Instructors and Safety Boat Crews	DSC Principal Instructor & Assistants
OWR - 05	Sailing Activities & Racing - Seasickness of activities craft personnel resulting in not being able to provide effective leadership/crew	E	3	Low	Take To Shore to replace crew if approved by Regatta LIC. Have standby person ready. Establish and maintain policy on role of Safety Boat first out last in. Suspend activity or racing	Spare Safety Boat Crew Advise person Seasickness remedies	Regatta LIC Safety Boat Skipper
OWR - 06	Hypothermia contracted by sailors, instructors, Safetyboat crew and race officials.	D	3	Med	Brief all on-water personnel have proper appropriate clothing, footwear, headgear and hydration before getting on water. Spare woollen clothing and headgear in Safetyboat. Remove sufferer from dinghy and shelter in Safetyboat. Take to shore if approved by Regatta LIC so as not to compromise ratio and safety of rest of fleet	Safety Boat extra supplies	DSC Principal, Regatta LIC, Safetyboat Skippers
OWR - 07	Difficulty in attending to a medical emergency / injury occurring mid-race or Skills Development resulting in exacerbation of injury.	C	2	Med	Apply First Aid. Safetyboat crew to keep Regatta LIC or Course Leader informed by VHF Radio or mobile phone. Return casualty to shore on approval from Regatta LIC or Course Leader LIC so as not to compromise ratio and safety of rest of fleet	Notify Emergency services /	Regatta LIC or Course leader
OWR - 08	Collision of boat with submerged object resulting in personal injury	C	3	Med	Compulsory PFD 1 on all participants. Cover in on shore briefing and mark known obstacles with buoys to identify outside sailing or Skills Development area as well as safe passage to shore as appropriate	PFD1 for Scout sailing & power boating only. Marking of know obstacles	Check PFD fit All Participants Regatta LIC & Course leader

OWR - 09	Persons lost at sea as a result of insufficient safety equipment.	E	4	High	Compulsory PFD 1 On All Participants on Scout Activities. Safetyboat launched and operational before any activity starts. Maintain policy on role of Safety Boat first out last in	PFD1 for sailing & powerboating	All participants. Regatta LIC or Course leader
OWR - 10	Poor tracking of sailing, Skills Development or racing by lookouts during events resulting in missing boats	E	4	Med	Trained designated lookouts with radio and binoculars. Rotate lookouts to maintain vigilance.	Lookout Skills Development Spare lookouts on rotation Spare radios and binoculars	Regatta LIC or Course Leader
OWR - 11	Unforeseen severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	B	3	High	Check local weather forecasts from Bureau of Meteorology (BOM) or other internet weather providers, e.g. Will Weather, Seabreeze. All control personnel should be watching skies for dark clouds. Weather changes included in Basic Skills Development and updates. Abandon Skills Development or racing if lightning advances to sailing area. Brief sailors about lightning on metal masts	BOM and other Internet services Develop Sailors awareness through Skills Development Some centres have own weather stations	Regatta LIC or Course Leader. Safetyboat Crew. All Sailors
OWR - 12	Inexperienced crew/s or disabled boats running aground or being lost due to navigational problems.	D	3	Med	Brief sailors on shore. Safetyboat in attendance and to carry spare anchor line with buoy attached for attachment to abandoned craft or use of Crew Safe Tapes. Safetyboat and lookouts monitor fleet to keep within designated sailing/Skills Development area	Anchor, line, float. Crew Safe tapes	Regatta LIC or Course Leader. Safetyboat Crew

OWR - 13	Mechanical breakdowns/gear failure resulting in not being able to provide effective Safetyboat capabilities.	C	3	Med	Use VHF radio or mobile phone to get help from Coast Guard Water Police or passing capable and suitably equipped boaters Cancel or abandon all boating activities and recover boats to shore until full Safetyboat cover available so the safety of the sailors is not compromised in any way	Towing line, anchor Flares Radio, Mobile phone	Regatta LIC or Course Leader.
OWR - 14	Sunstroke / sunburn / dehydration to crews and /or officials.	B	3	High	Promote the Slip Slop Slap message. Apply 30+ waterproof broad spectrum sunscreen 20 minutes before outside activities and Reapply every 2 hours. Wear a broad brim hat that protects your face, head, back and sides of the neck and ears, not a baseball cap. The hat should be attached with a safety lanyard that will break if caught. If ashore seek Shade. Use Australian Standards sunglasses that are at least polarizing. Sunnies which also have a photochromatic lens are even better for on water use. All sailors and Safetyboat crews need to keep well hydrated in hot and windy conditions.	Sun screen Skills Development Supply sunscreen Hat with safety lanyard Sunglasses with safety lanyard. Safetyboats to carry their own and spare water bottles	Regatta LIC or Course Leader. Safetyboat Crew
OWR - 15	Participant boats in danger of collisions with shipping traffic.	E	3	Low	Fully brief crews on shipping activities and their need to stay within the designated sailing or Skills Development areas. Keep clear of all major traffic areas. Safetyboat Crew/s to monitor safe sailing areas.	On Shore Theory explanation. Prompt O/W intervention	Regatta LIC or Course Leader. Safetyboat Crew

OWR - 15a	Dangerous surf conditions resulting in capsizing, personal injury or inability of boats to get off beach.	D	2	Low	Onshore winds. Large swells Large ship wash. Brief crews on conditions, reduce sail, tow all craft to safe sailing areas or Safetyboat Crew/s to assist in returning sailing boats to shore. Cancel or Abandon racing or Skills Development if necessary. Note Scout Basic sailing Skills Development is limited to winds up to 10 knots and waves up to .8 of a metre. Regattas have their own limitations	On Shore Pre Sailing Briefing Safetyboats and Crews	Regatta LIC or Course Leader. Safetyboat Crew
OWR - 16	Injury to officials, sailors or other water users from Safetyboat outboard propellers.	C	1	Low	All Safetyboats used on Scout activities are now required to be fitted with metal or non-metal propeller guards. Safetyboat drivers are trained to RYA/YA standards. Correct and practiced PIW procedure and recovery techniques are utilized and motor is stopped when necessary if the safety of the Safetyboat is not compromised, otherwise motors will be in place in neutral and this fact advised to the PIW (MOB)	Fitted Propeller Guards on all Safetyboats. RYA/YA Safetyboat Skills Development PIW Practice on	Regatta LIC or Course Leader. Safetyboat Crew
OWR - 17	Lack of safety rescue equipment/organisers.	E	1	Low	Manning level for Skills Development and regattas are an important part of organizing Skills Development and regattas and any activities being run will reflect adequate manning levels. NO Safetyboat or critical equipment - NO on water boating activities. No instructors or insufficient to adhere to YA or Scout ratios - No course	Adequate planning for event. Sufficient Safetyboats and Crews. Reserve crews and assistants	Regatta LIC or Course Leader.

OWR - 18	Personal injury to swimmers where collision with competitor or official boats either on-course or heading to course	C	3	Med	<p>Mark swimming area with flags. Boats to keep clear of swimmers and human powered vessels.</p> <p>Mark Sailing lanes with orange buoys if required.</p> <p>Brief all participants of law of behaviour for sailors and swimmers. The stressed and expected need to respect other water users. Safetyboat Crews can intervene as necessary.</p> <p>Position Sailing areas well away from swimming areas</p>	<p>Participants Briefing</p> <p>Marker Buoys</p> <p>Beach marker flags</p> <p>Special Marks requirements</p>	Regatta LIC or Course Leader. Safetyboat Crew
OWR - 19	Collisions with PWC's and other craft not associated with the SS&PBT activities resulting in personal injury.	C	3	Med	<p>Prebrief all sailors and Safetyboat crews about these risks.</p> <p>Use Safetyboat to warn other craft away from sailing and Skills Development areas. Apply COLREGS. Use sound signals to warn impeding away. Safetyboat crews can intervene to control Skills Development Course or Scout activity craft. Inappropriate behaviour of other errant water users is reported in full detail to the relevant policing authorities</p>	<p>Sailors' Briefing</p> <p>Air canister or Safetyboat horn</p> <p>Whistle</p>	Regatta LIC or Course Leader. Safetyboat Crew
OWR - 20	Failure by lookouts to direct Safetyboats as required by emergency circumstances.	D	3	Med	<p>Adequate staffing to maintain good lookout. Good use of binoculars and radio. Follow correct rescue procedures.</p>	<p>Lookout Skills Development</p> <p>Appropriate equipment</p> <p>Awareness of</p>	Regatta LIC or Course Leader. Safetyboat Crew

OWR - 21	Insufficient supervision of participants in Skills Development exercises resulting in accidents or person injury.	C	4	High	Spotter needed with whistle to control swim between flags. No unaccompanied "Scouts" in water.	Scout Duty of Care Policy Leader and Supporter Skills Development	Regatta LIC or Course Leader.
OWR - 22	Failure to conduct pre and post event boat counts resulting in missing personnel.	C	1	Low	Sign in – Sign Out system. Leader or Supporter Adult Control.	Scout Duty of Care Policy Leader and Supporter Skills Development	Regatta LIC or Course Leader.
OWR - 23	Collisions between craft of different classes in multi-class events.	C	3	Med	Separate craft are of different size and speed. Separate classes e.g. catamarans different starting times or separate courses for large regattas	Skipper experience. Safetyboats can intervene	Regatta LIC or Course Leader.
OWR - 24	Personal injury to sailors competing / participating in boats of poor repair or insufficient capability.	D	2	Low	Check equipment before and after use. Skills Development stresses responsibility for all boat crews to check boats before every sailing day Annual checks for Scout certification. No overloading of boats. Meticulous Application of Scouts Boat Inspection Policy	Participants Skills Development. Scout Boat Examiners and Skills Development	SVSST. Regatta LIC or Course Leader.
OWR - 25	Personal injury to selves or others as a result in inexperienced sailors participating beyond their capacity	C	3	Med	Observer in Safetyboat may coach and assess competence. Constant assessment of prevailing conditions	Participants Skills Development. Safetyboats	Regatta LIC or Course Leader.
OWR - 26	Loss of communications resulting in inability to provide effective rescue services	C	3	Med	Use mobile phones. Use waterproof radios and waterproof pouches. Use flares in emergency. No radio - no sailing Some centres have alternate signalling equipment	Leader and Supporter Skills Development	Regatta LIC or Course Leader.

OWR - 27	Incorrect or inadequate provision of personal information of all participants by participants or parents/guardians	E	5	Med	All personal information forms to be completed before events. Contact numbers to be available at all times during events. Scout forms with all pertinent information provided by parent/guardian is kept at particular event usually by First Aider but accessible to other key Leaders	Scout Duty of Care Policy. Scout Personal Information Record forms	First Aider Regatta LIC or Course Leader.
OWR - 28	Overly Strong Winds or High Seas	C	3	Med	As with 15a, Responsibility for monitoring wind and wave conditions outside expectations is paramount. Limits set for Scout Sailing courses require intervention if conditions exceeded. Sailing level 1 courses Wind to 10 knots and waves to .8 metre. Sailing Level 2 Courses Wind to 15 knots and waves to 1.5 metres. Sailing Level 3 courses rely on the experience of participants to consider their craft and crews in unlimited circumstance. Powerboat and Safetyboat Courses have limits of wind 15knots/waves 1.5 metres and winds to 20 knots waves to 2.5 metres respectively. Safetyboat skills development courses recognize that students may be required to operate in conditions above these limits	Participants Briefing Marker Buoys Beach marker flags Special Marks requirements. Monitoring of Wind and wave conditions through radio broadcasts as well as access to mobile phone apps to provide up to date information on local conditions monitoring services such as Baywind, Meteye	Regatta LIC or Course Leader.

OWR - 29	On-water Emergency Plans for all activities	D	3	Med	All participants in activities are briefed on circumstances where resolution can be addressed on the water or where conditions require transport to beach. Systems are provided on shore and in Safetyboat craft to recall fleet if conditions change beyond acceptable levels, e.g. local storm warning. On water and Shore based signals are included in Risk Management Plans and Operations Manuals for specific Venues. Provision in some venues to use signals that don't rely on power for signal lights. Use of sound and flag signals is provided for on water signalling. LIC's and Course Leaders make contact with local authorities when in unfamiliar venues to use local knowledge to advantage for safety and comfort of all participants	Participant Briefings. Light and Sound Signals. Code Flag Signals Safetyboat Operator and Crew Skills Development Wind and Weather Awareness and Vigilance	Regatta LIC or Course Leader.
OWR - 30	Local shallows and rock formations posing risk to craft and crews	C	3	Med	Briefing of all crews to dangers posed and consideration of tidal changes during activities. Secure Anchoring of marker buoys adjacent to but well away from reefs/obstacles and marking of safe passages to shore. Some venues have shore based "lead" marks. Briefing includes awareness of tidal considerations to crews and craft including different centreboard/rudder and engine tilt possibilities. Regatta LIC or Course Leader assesses venue for this risk or is familiar with location and briefs participants on risks	Leader and Supporter Skills Development	Regatta LIC or Course Leader.

OWR - 31	Tidal effects on beach use	C	1	Low	Pull boats high on beach and secure or anchor in shallows with separate anchor gear or tie up to supplied and ready sailing craft anchor line with sufficient anchoring and lines for boats. Consideration of anchors and warps more than sufficient for expected multiple securing of craft afloat	Participants Skills Development. Instructors Skills Development	Regatta LIC or Course Leader.
OWR - 32	Inexperienced participants in Skills Development or regattas attempt shore return without necessary forethought of wind and tide causing potential risk to themselves and others	B	2	Med	Participant Skills Development on Lee & Weather Shore situations and options. Safetyboat can intervene if necessary. Provision of Beach Marshalls skilled in control of returning sailing and powered craft.	Participants, Instructors and Safetyboat operator and Crews Skills Development	Regatta LIC or Course Leader. Safetyboat Crews
OWR - 33	Effective Recovery of Safetyboats, safety of Safetyboat Crews and shore based support personnel is compromised by attempted recovery on Lee Shores that have now become unsuitable. Wind and wave conditions now present that were not present on launching activities	D	4	Med	Safetyboat is driven to a sheltered ramp with road trailer arrangements in place in consultation with Regatta Manager Other local Anchoring or Mooring options, if available, may be considered for the same or next day following agreement with Regatta Manager and local club officials	Provision of Road Trailer access to sheltered water ramp. Availability of suitable secure anchoring or acceptable mooring options	Safetyboat Skipper in consultation with Regatta Manager

OWR - 34	Conflict with other club racing activities causes possible danger of collision with other craft on limited area of sailing location, especially to Scout members with limited experience. Possible involvement in insurance matters or injury to sailors	B	2	Med	Scout racing or activities should not be scheduled during possible other club racing activities unless level of competence of Scout sailing Skippers and Crew can be such that there is no impact of other locality users	Assessment of likely impact on other water users is undertaken , is acceptable and consultation with other locality users is successfully negotiated	Regatta Manager and delegated Event Management Supporters
OWR - 35	Conflict with other boating activities causes limitation of access to sailing location	D	3	Med	Relocation of Scout Regatta Sailing activities away from other boating activities. Or Agreement with management of other boating activities (club committee) prior to commencement of Scout water activities by successful negotiation	Availability of and access to different sailing or powerboating location. Good Negotiating skills	Regatta Manager and delegated Event Management Supporters
OWR - 36	Possible risk of head injuries caused to novice and learning sailors being impacted by dinghy booms, boom hardware and mainsail sheets	B	2	Med	Use of helmets to provide better protection for novice and learning sailors/	Availability of suitable helmets in conformity to the relevant industry (sport) standard. Provision of a Scout Sailing Policy advising or mandating the wearing of helmets for all Skills	State Leader and SVSS&PBT members

						Development Courses or All Scout Sailing Activities. Funding for purchase of a sufficient size range and quantity of such helmets. Agreement with other Scout Water Activity Teams over the dual use of helmets to contain costs.	
OWR - 37	Unfamiliarity with newly acquired, hired or borrowed craft causes issues when correct rigging procedures or craft fittings deficiencies are not identified and resolved prior to use and craft launching. Any craft so compromised are likely to impact the confidence of novice or learning sailors be they Youth, Leaders or Support personnel at any level	C	3	Med	Such craft are inspected by Scout qualified Leaders or Support personnel so issues are resolved. Availability of sufficient specialist skills development opportunities conducted in acceptable localities to ensure easy access to such skills	Availability of sufficient Scout trained and qualified Leaders and Support personnel for every Group likely to be otherwise challenged. Encouragement of suitable training	Leaders at Troop, Group, District, Region and State level as well as Group and District Support personnel

3.2 On Beach Activities Risks

Risk Assess ID No	Risk/Hazard	Likelihood	Conseq	Risk Rating	Action to reduce risk levels	Resources	Responsible Person/s
OBR - 01	Improper use of Tractor resulting in injury to participants	C	3	Med	Operation of Tractor where available is restricted to well trained drivers and support personnel. Regular Maintenance of Tractor at G&SWAC that is Road registered and properly equipped with rotating light, mirrors and horn. No passengers. Good communication between driver and others coupling or uncoupling boats and trailers/trolleys. Safety Signs on beach and tracks to warn other users and general public	Operator Skills Development Working equipment Public Area Signage with witches hats	Regatta LIC or Course Leader.
OBR - 02	Ramp Condition - becoming slippery - risk of personal injury.	B	4	Extr	Launching at ramps is undertaken by Leaders or Supporters or under close supervision of Regatta LIC or Course Leader. Ramp winch use restricted to adult or trained Leaders or Supporters	Powerboat Skills Development. Use of rubber mats over slippery surfaces to assist in traction	Regatta LIC or Course Leader.

OBR - 03	Theft or damage of centre or participant's boats or gear due to poor security or storage of equipment.	C	3	Med	<p>Lock up equipment. Equipment monitoring, Trailer coupling Lock for all craft stored in outside compounds</p> <p>Smaller Outboards removed to store when not in use.</p> <p>All craft stored in secure storage. Large Safetyboats with large outboards securely bolted to Safetyboat transoms. Most fuel cells removed to safe Hazchem storage</p>	Secure Craft Storage. Limited access to secure areas. Safe storage of fuel and cells	Regatta LIC or Course Leader Safety officers
OBR - 04	Personal injury to crew and public/property damage should persons/vehicles pass through rigging areas	D	3	Med	<p>Restrict vehicles and persons to rigging area. Transport of craft to and from beach area is controlled by adult Leader and Supporters Youth members are closely supervised</p>	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader.
OBR - 05	Use of winches and ropes and vehicle to achieve a controlled raise/lower masts of boats on area adjacent to ramp/s	D	3	Med	<p>Ensure equipment in good order before use. Ensure good communications to vehicle and boat handling crew. Keep all persons clear of potential risk areas whilst manoeuvre is in progress.</p>	Scout Duty of Care Skills Development for Leaders and Supporters Boat Owner Skills Development for privately owned craft	Regatta LIC or Course Leader Safety officers
OBR - 06	Personal injury to sailors and public or property damage arising from persons and vehicles passing through beach launch and recovery areas	D	3	Med	<p>Use beach co-ordinator to monitor public access. Place public warning signs at extremities of beach launching and transit areas. Conduct regular Skills Development of operators as part of Centre Inductions</p>	Induction Skills Development and Refreshers	Regatta LIC or Course Leader

OBR - 07	Shallow water or beach collision with public beach users when landing outside designated landing areas	D	3	Med	Skippers care when approaching beach. Wait for safe / clear landing area to appear. Slow speed minimum sail/power.	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader Safety officers
OBR - 08	Equipment left lying around posing risk of injury to persons using area.	E	4	Med	Good housekeeping of equipment, trailers and beach trolleys	Induction Skills Development and Refreshers	Regatta LIC or Course Leader
OBR - 09	Placing heavy equipment and boats high up in storage racks resulting injury or damage during retrieval	C	3	Med	Follow correct lifting procedures. Use lifting equipment where provided. Adopt principle of Many Hands Make Light Work. Induction Skills Development. Know your limits. Don't Work Alone	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
OBR - 10	Sailors leaving rigging trailers on roads unsecured causing damage to vehicles, trailers, sailors themselves and public.	E	4	Med	Follow safe parking procedures. Induction Skills Development. Restricted Parking and limit access to Rigging Areas	Induction Skills Development and Refreshers	Regatta LIC or Course Leader Safety officers
OBR - 11	Re-fuelling power boats. Including inexperienced or careless persons. Resulting in burns and property damage.	E	3	Low	Competent person to be In Charge of all re-fuelling. Fire extinguisher to be readily available. 1 st aid kit available. No mobile phones or radios on during re-fuelling. Follow TSV, Scout and YA Policy for refuelling removable and onboard tanks	Induction Skills Development and Refreshers	Regatta LIC or Course Leader

OBR - 12	Failure of participants to use and/or officials to check sign-off sheets resulting in missing person going unnoticed.	C	2	Med	Educate all participants in safety requirements. Follow log-in procedures. Maintain crew list board. Notify beach control of any at sea crew changes.	Induction Skills Development and Refreshers	Regatta LIC or Course Leader
OBR - 13	Personal injury and property damage arising from rigging accidents such as falling masts, wire under tension, etc...	C	3	Med	All rigging and de-rigging to be supervised by competent person. Correct rigging / lifting procedures to be followed. Sufficient crew available. Restricted Rigging Areas. Operations Manual for	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
OBR - 14	Inaccurate interpretation of weather reports resulting in sailors heading out to sea in dangerous conditions	C	3	Med	Discuss weather reports with participants. Constant monitoring of conditions with regard to crew experience. Stop sailing if in doubt. All participants made aware of change indicators at activity Pre briefing	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
OBR - 15	Careless loading / unloading and laying of course equipment resulting in injuries to Leaders and Supporters.	D	3	Med	Follow correct lifting procedures. Sufficient crew for task. Induction Skills Development and Refreshers	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
OBR - 16	Inadequate compliance checks conducted on boats participating in activities.	D	2	Low	All Scout boats to be VicScouts certificated. All skippers are trained to assume responsibility for the seaworthiness of the craft they are operating.	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
OBR - 17	Poor handling of grievances resulting in dissatisfaction amongst sailors and potential legal exposure.	E	4	Med	Grievance process is part of Scout Regattas and Skills Development. Limiting the non Scout participants to Regattas and Skills Development Activities reduces potential legal exposure. YA insurance is offered to non scout Skills Development participants	Scout Duty of Care Skills Development for Leaders and Supporters. YA insurance	Regatta LIC or Course Leader

OBR - 18	Injury to sailors and non-sailors in centres from unfastened equipment.	C	3	Med	Where possible clearly designate rigging areas & enforce rules Dinghies do not have sails up in public areas unless under adult supervision where boom swings or flogging sails could cause injury	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
OBR - 19	Electrocution of sailors and public as a result of low overhead power lines in rigging / public areas.	E	5	Med	Areas to be used for rigging/de rigging to be inspected prior to use and designated safe for purpose	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
OBR - 20	Member, public and boat access points to the club in disrepair or unsafe condition leading to personal injury / property damage.	D	3	Med	Property maintenance by designated Safety Officers. External defects reported to Council or Parks Victoria for repair.	Skills Development for Leaders and Supporters. Induction Skills Development	Regatta LIC or Course Leader

3.3 Non-Specific Risk

Risk Assess ID No	Risk/Hazard`	Likelihood	Conseq	Risk Rating	Action to reduce risk levels	Resources	Responsible Person
NSR - 01	Non-compliance with WH&S regulations resulting in penalties and exposure to personal injury claims.	D	3	Med	Education of participants. Correct procedures to be followed. Correct signage displayed. WH&S inspections maintained	Scout Duty of Care Skills Development for Leaders and Supporters. Induction Skills Development and Refreshers	Regatta LIC or Course Leader
NSR - 02	Inadequately licensed or trained persons given access to or charge over the operation of mechanical equipment such as tractors, winches, cranes, etc...	E	3	Low	All operators are to be suitably qualified or under guidance of instructors	Induction Skills Development and Refreshers	Regatta LIC or Course Leader
NSR - 03	Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures.	E	3	Low	Health and safety equipment maintained by inspection contractors. Fire drill practiced. prevent misuse of safety equipment	Induction Skills Development and Refreshers	Regatta LIC or Course Leader

NSR - 04	Unsuitable storage of rescue and safety gear resulting in poor repair and subsequent failure when used by Leaders or participants.	E	4	Med	Health and safety inspections maintained by contractors. Regular servicing of equipment, vehicles and vessels	Skills Development for Leaders and Supporters Induction Skills Development and Refreshers	Regatta LIC or Course Leader
NSR - 05	Risk of personal injury to workers and members arising from poorly maintained equipment in centres.	D	3	Med	All contractors use their own equipment and insurance. Scout Duty of Care Skills Development for Leaders and Supporters Scouts trained and insured	Scout Duty of Care Skills Development for Leaders and Supporters Induction Skills Development and Refreshers	Regatta LIC or Course Leader
NSR - 06	Risks associated with use of centre social facilities for functions by members and public	D	3	Med	Scouting WH&S regime in place. Safety briefings to all users. All non Scout activities risk disclaimer signed prior to event.	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
NSR/ - 07	Environmental damage and subsequent liability resulting from inappropriate maintenance of drainage & effluent.	D	4	Med	Sewage disposal maintained by Councils or relevant authorities. Similar arrangements for drainage	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader Safety officers

NSR - 08	Insufficient attendance to spills and breakages which may cause to injury to persons using the premises.	C	4	High	Immediate attention to clean spills. Good housekeeping. Scout Duty of Care Skills Development for Leaders and Supporters Application of Scout WHS policy	Induction Skills Development and Refreshers	Regatta LIC or Course Leader Safety officers
NSR - 09	Lack of appropriately trained or qualified first aid officer(s) present during conduct of club activities resulting in poor injury management	D	3	Med	Qualified 1 st aider to be in attendance prior to any event taking place.	Induction Skills Development and Refreshers Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
NSR - 10	Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur.	D	3	Med	1 st aid kits to be available ashore and afloat ready for immediate use. WH&S inspections of 1 st aid kits to maintain stock levels and currency of materials	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader Safety officers
NSR - 11	Poor communication to emergency service providers of centre location and access details resulting in delay in emergency treatment.	D	3	Med	Centre access guide in attendance to guide emergency service personnel and vehicles as necessary. Centres will maintain details of all contacts numbers and addresses for emergency contact use.	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader Safety officers

NSR - 12	Possibility of post-traumatic stress for volunteers involved in serious accidents / emergencies.	C	3	Med	Vic Scouts advice and counselling services available	Scout Duty of Care Skills Development for Leaders and Supporters State wide Support services available	Regatta LIC or Course Leader
NSR - 13	Poor food handling procedures in food preparation areas of centres may breach regulations and or cause injury	D	3	Med	Event catering if supplied, to be carried out by food safety trained staff. All food handlers are trained or supervised by qualified personnel at all times. Correct handling and storage procedures to be maintained	Scout Duty of Care Skills Development for Leaders and Supporters Induction Skills Development and Refreshers	Regatta LIC or Course Leader
NSR - 14	Potential Injury through mis-handling of boat storage doors whilst opening/closing	C	3	Med	Skills Development for Leaders and Supporters to undertake or supervise Scouts when operating various centre access doors. Regular maintenance of centre access points to ensure adequate user safety and security of centres and equipment as stored	Induction Skills Development and Refreshers Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader

NSR - 15	Potential Misuse of ladders leading to fall or collapse	D	3	Med	Secure ladder before use, maintain ladder in good order and regularly inspect for damage. Skills Development of Skills Development for Leaders and Supporters to not over extend reach whilst on ladder. Maintain balance on ladder. Skills Development emphasises risk of carrying excessive loads	Induction Skills Development and Refreshers Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
NSR - 16	Potential Accidents whilst working aloft	D	3	Med	Above Ground Safety Skills Development included in Inductions and Refreshers. Safety officers ensure all equipment is well maintained and in good order prior to use.	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
NSR - 17	Potential risk of fall from centre balcony	D	3	Med	Ensure balcony rail and attachments is in good order. Ensure Youth members are supervised on the balcony. Limit numbers and enforce the No Running, Climbing or Skylarking Policy	Induction Skills Development and Refreshers Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
NSR - 18	Key left in tractor allowing non-authorise person to start it and / or tractor left running while authorised user not present.	A	4	Extre	When not in use, the tractor is to be turned off, the key removed from the ignition and the tractor placed in gear with the brake applied.	Induction Skills Development and Refreshers Scout Duty of Care Skills Development for Leaders and Supporters	Authorised user of the tractor

3.4 Events & Personnel Risks

Risk Assess ID No	Risk/Hazard `	Likelihood	Conseq	Risk Rating	Action to reduce risk levels	Resources	Responsible Person
EPR - 01	Harassment of participants / members from officials or other participants / members.	D	2	Low	Scouts "Scout Safe" Policy. Scout Duty of Care Skills Development for Leaders and Supporters	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
EPR - 02	Poor tracking of fleet by tower officials during events resulting in missing boats, poor race management or incorrect results.	D	3	Med	Ensure adequate staffing to maintain good lookout. Induction Skills Development and Refreshers	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
EPR - 04	Parents harming, abusing or harassing Leaders and/or Supporters, members and other participants due to dissatisfaction with procedures or results.	C	3	Med	Ensure Beach control adequate. Helpers to hold WWC. Refer all dissent to Regatta LIC or Course Leader for follow up. If Parents still complain they can be asked to become Leaders or Supporters. Scout Duty of Care Skills Development for Leaders and Supporters	Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
EPR - 05	Insufficient support for Regatta LIC or Course Leader resulting in too many responsibilities placed on them and subsequent possible neglect of duties.	D	4	High	Ensure adequate safe manning levels. Scout Duty of Care Skills Development for Leaders and Supporters	Skills Development for Leaders and Supporters. Induction Skills Development and Refreshers	Regatta LIC or Course Leader

EPR - 06	Insufficient consideration of abilities, health and needs of different age groups in planning on-water activities resulting in personal injury.	D	4	High	Regatta LIC or Course Leader and Safety officers to consider all skill, weather and manning levels prior to setting and carrying out any activity	Scout Duty of Care Skills Development for Leaders and Supporters	Regatta LIC or Course Leader
EPR - 07	Poor induction of officials and communication of responsibilities and duties of key officials resulting in confusion and possible neglect of tasks.	E	5	Med	Ensure effective and current Skills Development for Leaders and Supporters. Event duties distributed according to skill levels with individual agreement to accept duties and responsibilities.	Scout Duty of Care Skills Development for Leaders and Supporters Induction Skills Development and Refreshers	Regatta LIC or Course Leader

4. RISK MANAGEMENT & PROPOSED ANALYSIS AT SPECIFIC SKILLS DEVELOPMENT VENUES

Risks specific to operations of the many venues identify the following potential Risk areas for assessment, evaluation and development of Risk Control Plans as appropriate. The many diverse operations in these localities as detailed below create perceived risks to SVSS&PBT sailing and dinghy powerboat/safetyboat skills development activities and regatta support activities as well as assessment activities involved with sailing and powerboating.

4.1 Guide & Scout Water Activities Centre, Sandringham Foreshore & Port Phillip Bay

- Sandringham Yacht Club with its DSC and OTB and Keelboat SYCBA training courses and activities as well as Club members' on-water activities
- Hampton Sailing Club with OTB sailing, racing and skills development and powerboat support and skills development activities
- Swing moorings for yachts and motorboats some associated with SYC but others privately owned but under Parks Victoria jurisdiction
- Sandringham Anglers and Bayside Triathletes mostly beach activities but impacting on some on-water and on-shore G&SWAC activities
- Sandringham's sand and weed beach adjacent to the DSC and associated issues with public beach and access tracks usage
- Build-up of seaweed on the beach after storms causing perceived health issues
- Beach vessel transport risk issues with utilization of a tractor to provide muscle power formerly undertaken by students, instructors and participants have associated risks surrounding this vehicle's use on a publicly used and dog beach and associated access tracks
- Not all dogs are under the effective control of their owners leading to possible unintended interaction with vehicles and members. The possibility of dog faeces being deposited on the beach and not removed by the dogs owners also needs consideration.

4.2 SSS Holloway, Brighton Beach Foreshore & Port Phillip Bay

- The rocky shoreline, with limited safe passage to the sand beach, presently pose extra risks that need to be reassessed and managed. Complications in operations with various tide levels and differing sea bottoms or rocks, weed and sand need to be reassessed
- Beach and parkland adjacent to the DSC and associated issues with public beach and access tracks usage
- Multi use hall with other vested Scout interests attempting to control usage beyond reasonable Scout expectations as well as limited equipment and supplies storage availability aside from commercial hall hiring impacts
- Limited beach access across council raked sand with limited possibility of launching rescue or safety craft and distant access to suitable craft launching facilities
- Possibly health risks to participants associated with carrying or rolling trolley or trailer borne vessels across soft council contractor raked sand to the waterfront and launched and their retrieval after each days' on-water sessions are currently being investigated for risk assessment

4.3 4th Williamstown Sea Scout Hall, Yarra River & Port Phillip Bay

- Commercial shipping movements approaching the Yarra River
- Tug movements and support of commercial shipping operations transversing this SVSS&PBT skills development area as well as those assisting ships berthing at the various adjacent docks
- Port operations at the other side of the Yarra River but sufficiently adjacent to activity areas such as Webb Dock with Patrick Shipping and Searoad Tasmania's RORO ships as well as Toll Automotive Vehicle Transport Ships
- Shipping operations at Station Pier involving regular visits of cruise ships and the routine arrival and departure of the two Spirit of Tasmania ships
- Swing moorings for large keelboats and motor cruisers principally associated with RYCV and the risks they pose to SVSS&PBT sailing and powerboat trainees.
- The Royal Yacht Club of Victoria's :-
 - Dinghy Skills development programs
 - Dingy School Sailing programs
 - Keelboat Racing
 - Marina and commercial boatyard activities
- Victoria Police, Water Police headquarters - high speed vessel movements
- Port Phillip Sea Pilots - high speed vessel movements
- Sea Sheppard Conservation Organization homeport
- Ship building fitting out navy ship extended berthing facility
- HMAS Castlemaine historic minesweeper
- Williamstown Sailing Club
- Hobsons Bay Yacht Club
- An operating venue for Enterprise (Tall Ship 1830 Replica) public sails and crew training activities
- Numerous Yarra River commercial ferries services from Williamstown to the City
- Parsons Marina
- Local boat launching ramps with boaters with limited experience

4.4 Bendigo District Scout Camp, Lake Eppalock

- Lakefront Scout camp in fairly remote location with distant Emergency Service provision
- Lake is flooded riverbed and carries floodwater debris with associated snags and other dangers below the visible water surface
- Lake level rise and fall depending on rainfall as lake is source for irrigation and water supply for towns downstream of lake dam producing additional potential risks to participants, craft and sails of dinghies
- SVSS&PBT could use Bendigo Yacht Club facility on lake foreshore if the club is a DSC and club members willing to support SVSS&PBT sailing regattas, sailing and powerboat skills development but their site has limited camping to accommodate regatta and skills development participants, personnel and course presentation equipment
- This freshwater venue is occasionally subject to infestations of blue green algae

4.5 Lake Boga Sea Scout Group, Lake Boga

- SVSS&PBT would use Lake Boga Yacht Club craft if this does not impact on club events as the local Sea Scouts do not have any of their own craft. This introduces risk if their craft are not up to DSC standards. The issue of whether LBYC is a DSC also applies
- Issue of acceptance of the qualifications of SVSS&PBT drivers utilizing club and experience of drivers in unfamiliar craft and locations may exacerbate low level risks to higher and therefore unacceptable risks to the club.
- The size of the lake when full being subject to different winds at different times of the day and the sheer dimensions make the support of upturned boats and possible trapped crew members problematic for safety boat crews
- Lake level rises and falls depending on rainfall and runoff from the associated lake system. The lake was used as a flying boat base in WW2 and concrete anchor blocks remain on the lakebed and can pose risks to surface vessels at low levels

4.6 Geelong Grammar DSC, Limeburners Bay, Corio

- This location is currently utilized with the support of Geelong Grammar which as an AS DSC is likely to have its own Risk Management Plan and associated Risk Documentation in place. This presumption is currently being investigated

4.7 Karkarook Park Lake, Heatherton

- The lake is a flooded quarry and is therefore quite deep. Only approved operators can use safety boats to support SVSS&PBT activities. Consideration should be given to increasing the availability of additional safety boat support.
- Being filled with storm water runoff care should be taken with risk of associated with unknown contaminants as well as different buoyancy characteristics and lower temperatures.
- Access to the lake is extremely limited where most of the lake foreshore is covered by reed plantings that would make recovery of capsized sailing dinghies almost impossible except at the access beach.

4.8 Mornington Mothers and Scout Beach

- Area susceptible to lee shores. Safetyboat operators should be prepared to launch and retrieve at alternate sites.
- Safetyboat operators and trailer handlers should agree on the launch and retrieval sites. Best site is Mornington Boat Ramp next to the Mornington Pier as it is the most protected.

4.9 Mt. Eliza – Baden Powell Park Scout Group Beach Hall

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4.10 Sorrento - BP Regatta

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4.11 Balnarring – Westernport Yacht Club

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4.12 Lake Nillacootie

- Water level should be checked prior to the activity taking place.
- Camping costs should be confirmed before booking is made at the campsite.

4.13 Lake Narracan

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4.14 Gippsland Lakes (Lake Victoria & Bunga Arm)

- Strong westerly winds can make crossing from Paynesville to the Ocean Grange channels difficult.

4.15 Lake Nagambie (Jamboree Sailing)

- A separate Risk Management document will be available for this activity.

4.16 Indented Head

- The Bellarine water activities team will be able to provide further information.

4.17 Altona

- Boats to be launched from the pay for use boat ramp.
- Activity beach is a long way from the boat ramp with a rocky shore along the way.

4.18 Scout Beach Beaumaris

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4.19 Rosebud – Rye – Beaches & Campsites

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4.20 Leopold

-

4.21 1st Vic Sea Scouts (Albert Park Lake)

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