

| Hazard or Causal Factor | Risk | | | | | Crisis Management | Management Plan | Responsible Person | Timeframe | Checklist actioned |
|-----------------------------------------------------------|--------------------------------------------------------------------------------|------------|----------|----------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|--------------------|
| | Injury (i) Equipment (e) Surrounds (s) Finance (f) Credibility (c) | Likelihood | Severity | Priority | Minimise Prevent Isolate | | | | | |
| What could go wrong? And what could cause it to go wrong? | | | | | | What do we do when it happens? | How do we stop it from happening? | | | |
| People | | | | | | | | | | |
| Student behaviour putting Normal operation in jeopardy | l e s f c | 1 | 5 | 6 | i | Contact parents, Director, complete incident report, consider exclusion from course, no refund. | All participants gain prior approval from parents by enrolling. Stated they are competent swimmers and can swim 50m. Expected to behave sensibly and considerately, focussed on task. Sign in at start of session and that they have transport home. | Director, coaches | On day | |
| Student not arrived home: | c | 2 | 2 | 4 | m | Arrange transport for student, Contact parents. | Students to sign in at start of session and at end to indicate they have transport home. Sign in / out sheet at all sessions. Coaches must account for all students at all times until their transport home has departed. Have parents and students contact details. | Coach | First day's safety briefing, and daily thereafter. | |
| Hanging masts or moving to-from storage | i | 3 | 2 | 5 | m | First Aid and transfer to Doctor or hospital for assessment. Contact parents, notify Director, complete an incident report. | Students be advised and shown how to suspend masts in shed and how to carry them (Hanging Stirrup should be near the base of the mast) | Coach | First day's safety briefing | |
| Equipment | | | | | | | | | | |
| Metal edge of beach trolley when moving the yacht. | l | 2 | 2 | 4 | m | First Aid at club. Assessment and transfer as required. Contact parents, notify Director complete an incident report. | Students advised wear shoes for sailing. | Coach | First day's safety briefing | |
| ground tackle | l c | 2 | 3 | 5 | m | First Aid at club. Assessment and transfer as required. Contact parents, notify Director, complete an incident report. | Students advised wear shoes and to carry weights carefully. | Coach | First day's safety briefing | |
| Spilt fuel during carriage or refuelling | l e s f c | 1 | 3 | 4 | i | Fire Extinguisher (powder type) on hand, Sand for MOP up | Refuelling by experienced people clear of shed. Carried out at time clear of classes. | Boat master | Night before or before registration opens. | |
| falling mast. | | 3 | 3 | 6 | m | Apply first Aid principles. | 420 has a false forestay: Forestay must be secured or held when mast is in place in the boat. When unrigging, the forestay holder must check the "fall line" of the mast is clear before release. | Coach | First day's safety briefing | |
| Rigging failure/fault | l e f c | 4 | 3 | 7 | m | Apply first Aid Principles. Note all maintenance items to the maintenance team directly or on the white board. | Coach check each yacht is adequately rigged and fit for purpose, Seaworthy. Maintenance team check and respond to maintenance items they are informed of. | Coach | on going | |
| People backing trailers, RIB exiting shed | l c e | 2 | 2 | 4 | M | | Post a lookout | Coach | on going | |
| Storing equipment / Loading RIB with weights | l e f c | 2 | 2 | 4 | M | | Get someone to help you with heavy loads | Coach | on going | |
| Waving boom or capsizing boat | i | 2 | 2 | 4 | m | Apply first Aid principles | Students warned not to stand near end of boom or to hold the boom when the boat is on shore Show students where to stand and consequences of holding the boom. | Coach | First day's safety briefing | |
| Environment | | | | 0 | | | | | | |

On Land / rigging area

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| | Green algae on ramp. Person slipping on ramp | l c | 3 | 5 | 8 | m | First Aid and transfer to Doctor or hospital for assessment. Contact parents, notify Director, complete an incident report.. | Students be advised and shown where the ramp is very slippery. No Running down the ramp. Occasional "de slime" by EBY&MBC | Coach | First day's safety briefing | |
| | Hard Stand area and Tavel lift operations | l c | 2 | 4 | 6 | i | First Aid at club. Assessment and transfer as required. Contact parents, notify Director, complete an incident report. | Warn students not to enter area: Especially when sanding dust and esp when travel lift operating. | coach | First day's safety briefing | |
| | UV sunrays | | 4 | 2 | 6 | m | Cooling and cover. | Include sunburn cream on gear list. Supply SPF30+ at HQ. Encourage students to put it on. | Coach | First day's safety briefing | |
| | Theft from change rooms or TRIYA shed. | e f c | 2 | 2 | 4 | m | Report to police | Students not leave gear in the change rooms. but kept in the TRIYA shed. | Coach | First day's safety briefing | |
| LAUNCHING AND RETRIEVING Coach BOATS / Coach BOAT USE ON WATER | People | | | | 0 | | | | | | |
| | Injury: Coach Boat: Man overboard or falling in Coach boat due to rapid acceleration | l c | 3 | 3 | 6 | m | List of Designated drivers of the RIB. Apply First Aid and get person ashore. Fly AP/H for all boats go ashore, call ambulance if severe. | List of Designated drivers of the RIB. Passengers warned to not drag themselves or any body parts in the water. Train Coach crews to warn passengers to hang on if evasive manoeuvres imminent.Coaches think about the position of your power boat relative to other boats. Teach man overboard drill. | Coach | First day's safety briefing | |
| | RIB driver behaviour | l e f c | 3 | 5 | 8 | m | List of Designated drivers of the RIBs. Apply First Aid and get person ashore. Fly AP/H for all boats go ashore, call ambulance if severe. Notify Director and Students Parents. | Qualified and Designated person only to operate the boat. At least 15 years old. Ensure at least one competent, capable operator on each boat with assistant in wetsuit to enter water in need. Briefing of crew in procedures. Document all training given | Coach | On going | |
| | Anchors puncturing RIBs | l e f c | 1 | 2 | 3 | P | | File sharp edges, mark chain at 1m | | | |
| | COLD WET WIND | l c | 5 | 4 | 9 | m | Coaches monitor students' Hypothermia symptoms (Current First Aid Certs) and get students ashore and warmed slowly. | Students informed of type and amount of clothing suitable for sailing. Suggested gear list published. Pre sailing check by Coach. Some spare gear held at TRIYA as needed | Coach | on going | |
| | Equipment | | | | | | | | | | |
| | grazed or broken fingers from boat/wharf. | | 2 | 2 | 4 | m | First Aid Principles | Students shown the need to keep fingers and other body parts off the gunwhale (edge) of the yacht when coming alongside another object. | Coach | First day's safety briefing | |
| | RIB sliding off trailer | l e f c | 1 | 2 | 3 | M | First Aid if required | Don't unhook boat until in the water, make sure hook on before pulling up the ramp. | Coach | on going | |
| | Motor left down | e f c | 1 | 2 | 3 | M | | Check motor is up when moving RIB | Coach | | |
| | Bungs left out | e f c | 2 | 2 | 4 | M | | Check bungs are in before launching | Coach | | |
| | Coach boat unable to respond to situation | | 1 | 3 | 4 | | Fly appropriate flags to get remaining yachts to go ashore (AP/H). Radio or cell phone call for assistance WSR | Check starting and operation of motor prior to launching.Note any problems to maintenance team ASAP so next group is not disadvantaged. Equipment to be serviced regularly and kept in good repair. Fly appropriate flags to get appropriate response. Flags (L, AP/H) to signal to all to go ashore and wait, or (L) come to the Coach boat. | Coach , Maintenance Team | Ongoing | |
| | Injury from propeller whilst Coach | l e f c | 2 | 5 | 7 | M | First aid, Radio/cell phone ambulance | Have reasonable guard on propeller. Include propeller safety in H&S briefing | Maintenance, Coach | First day's safety briefing | |
| | Environment | | | | | | | | | | |
| | Coach boat launch - retrieve. Slippery ramp, Waves | l c | 4 | 4 | 8 | m | First Aid and transfer to Doctor or hospital for assessment. Contact parents, notify Director, complete incident report. | Note "Green line" slippery. Have at least 5 students on rope to control trailer down the ramp. Keep hands clear of space between boat and winch. Coach appoint experienced person to oversee. An "in charge student" make sure the others are safe. | Coach | First day's safety briefing | |

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| Sunburn: Reflective sunrays from the water surface amplify radiation. | l c | 5 | 2 | 7 | m | Cooling and cover. | Include sunburn cream on gear list. Supply SPF30+ at HQ. Encourage students to put it on. | Coach | First day's safety briefing | |
| | Other Coach Agency: Attending Yacht afloat unoccupied | | 1 | 5 | 6 | m | Mark upturned hull with large X using crayon | If sailors removed from yacht, then Large X (Crayon is under the seat of the Coach boat) to be marked on upturned hull. Indication to Coach operations, eg. WRS or police, that the people have been taken off. | Coach | First day's safety briefing |
| People | | | | | | | | | | |
| Body parts between boat and ramp/wharf | i | 2 | 2 | 4 | m | Apply first Aid Principles. | Show students how to launch, embark and sail away from wharf, Show how to come along side and disembark. SIT, Fingers legs away from gunwhales. | Coach | on going | |
| Injury: Danger from Propellers of Coach boats or other water users (eg Jet Ski) | l e c | 2 | 5 | 7 | m | List of Designated drivers of the RIB. Apply First Aid and get person ashore. Fly AP/H for all boats go ashore, call ambulance if severe. | List of Designated drivers of the RIB. Propeller shielded. Sailors warned not to have feet near the back of the Coach boat unless the motor is off. Train Coach crews to engage neutral (or kill motor if appropriate) when near sailors in the water. Coaches think about the position of your power boat if sailor falls overboard from the yacht you are beside and talking to. | Coach | First day's safety briefing | |
| Equipment | | | | | | | | | | |
| Damage to boats when launching | e f c | 1 | 2 | 3 | M | | Watch for collisions with other boats. When launching a group, supervise orderly exit from ramp. | Coach | first day sailing | |
| Injury: Sea creatures | l s | 1 | 3 | 4 | m | First aid: Cool the area, and call ambulance if severe. | There are stinging jelly fish in Evans Bay. Coaches note the presence of them at sea. Full length wetsuits advised. | Coach | First day's safety briefing | |
| Environment | | | | | | | | | | |
| Cold Wet Wind conditions for Hypothermia | l c | 5 | 5 | 10 | p | Coaches monitor students' Hypothermia symptoms (Current First Aid Certs) and get students ashore and warmed slowly. | Students informed of type and amount of clothing suitable for sailing. Suggested gear list published. Pre sailing check by Coach. Some spare gear held at TRIYA as needed | Coach | on going | |
| Incident requiring Communication to all boats at once | e c | 1 | 3 | 4 | m | Signal all boats example (AP/H) " go ashore and wait". Or (L) "come here/ follow me" | Set of flags under seat of RIB. Teach students the role of flags and the meaning of important safety ones. | Coach | Ongoing | |
| People | | | | | | | | | | |
| Sailors at risk when launching before Coach boats on water | l e f c | 4 | 2 | 6 | M | Call back | Discuss at briefing, COACH to control | Coach | At least on first day sailing | |
| Collision between boats resulting in damage/injury | l e f c | 2 | 2 | 4 | M | Boats back to shore, deal with injury or damage. | Educate sailors in give way rules, run a rules seminar | Coach | At least on first day sailing | |
| Coach boats exceeding speed restrictions when not an emergency | l e f c | 2 | 2 | 4 | M | Reprimand | Include speed restriction information in training (5kts within 200m of shore) | Coach | On going | |
| Rocks/other boat traffic, particularly Large ships coming to Miramar Wharf. | I C E F | 2 | 2 | 4 | M | When shipping in Evans Bay all yachts to be on West side of Shoal Pile and south of Breakwater/ Miramar Cutting. | Cover at sailors briefing. Note requirements from Harbour Authority. Display instruction sheet. Laminated sheet under Coach Boat seat | Coach | on going | |

ON WATER MANAGEMENT

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| Student: in difficulty following capsizes due to inadequate swimming ability | l c | 1 | 4 | 5 | p | Apply First Aid principles, Airway Breathing Circulation. Apply CPR if required. Notify Director and complete incident report | Ability to swim 50m prerequisite of enrolment. Registration requires tick off of swimming ability. All people on the water are to wear life jacket/bouyancy aid at all times on the water (including bringing the Coach boat from wharf to the launching ramp). Coach boats to stay in close attendance to assist in need. Coach boat must be afloat before yachts are afloat. | Coach | on day | v |
| EMERGENCY: Drowning / serious injury/death | l s | 1 | 5 | 6 | p | Apply First Aid Principles, ABC and Call police/Ambulance on secure line ring 111, Coach boat in attendance retrieve person to Evans Bay. Wellington Sea Coach monitoring channel 62. Notify parents and Director ASAP. Complete incident report. Director or Head Master to disseminate information post incident.(Media) | Coaches vigilant. Are competent, experienced operators and passed minimum Club Coach YNZ. Current First Aid Certificate. Parent phone numbers WSR police numbers on hand. | Coach | On day | |
| Failure of officials: to act in accordance with safety procedures, unco-ordinated, delayed responses due to lack of clarity | l e s f c | 1 | 5 | 6 | p | Removal of official from such duties if behaviour persists | Risk Management Plan published. Provide clarity about responsibilities and processes instruction in advance. Warning to official if a problem occurs. Removal of official from such duties if behaviour persists | Director of Sailing | Ongoing | |
| Equipment | | | | | | | | | | |
| Head knock from boom. | l c | B | C | 0 | | Apply First Aid Principles, for concussion. Call police/Ambulance on secure line ring 111, Coach boat in attendance retrieve person to Evans Bay. Wellington Sea Coach monitoring channel 62. Notify parents and Director ASAP monitor the pupil and complete incident report. Director or Headmaster to disseminate information post incident. | Appoint new sailors sail with experienced sailor. Students shown the need to keep head down particularly in certain manoeuvres. New people encouraged to wear a supplied helmet. | Coach | First day's safety briefing | |
| Poor radio contact | l e f c | 2 | 3 | 5 | M | cell phone back up | Service/charge radios, have back up radios | Coach | on going | |
| Poor maintenance results in Coach boats breaking down | l e f c | 2 | 3 | 5 | M | anchor, call for assistance | Establish maintenance schedule and responsibility roster | Coach | on going | |
| Radio Blackout | e f c | 2 | 2 | 4 | m | Use cell phone | Radios checked and charged each session. Radio check prior or soon after launching. Have cell phone aboard. | Coach | On going | |
| Environment | | | | | | | | | | |
| Weather: Weather deterioration putting group at risk. | e f c | 3 | 3 | 6 | m | Fly AP/H to signal all boats go ashore and wait. Radio on channel 16 noting Call sign, "This is Triya Coach ZMW8741" [Mayday, Mayday, Mayday, If life at immediate risk.] [Pan Pan Pan, if people not at risk eg sitting on bottom of the capsized boats] for assistance. If you Take people onto Coach boat, Mark " X " with crayon on upturned hull. | Include in safety instructions, what to do if very windy or cannot right the boat.(Don't let go the boat... Sit on bottom of upturned boat.) Coaches check weather forecast from at least two sources on the day. No on water activities if wind at or above 20kts. Coaches have radio channels for assistance. Or numbers to ring. Have appropriate flags to signal instructions to yachts. | Coach | Ongoing | |
| Normal operation | | | | 0 | | | All participants gain prior approval from parents by enrolling. Stated they are competent swimmers and can swim 50m. Expected to behave sensibly and considerately. Sign in at start of session and that they have transport home. | Director, coaches | On day | |

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| EVENT MANAGEMENT | Damage to TRIYA vessels and or equipment | e f | | | 0 | Sailors of the boat and coach provide written report, immediately after getting ashore, of what happened. Parents and participants contacted. Repairs undertaken with assistance from the contribution. | Participants aware from enrolment form that both the skipper and crew will be billed for damage up to a total of \$500 if damage occurs. | Sailors, Coach, Director. | On Going | |
| | | | | | 0 | | | | | |

Suggested Clothing

On water
 2 x Polypropelene or woolen shirt/jersey
 Wet suit
 Shoes soft sole
 Beanie or cap. (head warm and eye shade)
 Sunscreen
 (Bouyancy aid and windproof jacket is supplied)

Ashore
 Towel
 Warm windproof Change of clothes

These items of clothing are **NOT good** in water
 Jeans or track pants
 Baggy or thick jackets
 Gumboots
 Hoodies or large cotton jerseys
 T Shirts
 Most of these become heavy and cold when wet.
 but OK on the Dry land

SIGNED BY COACH as ACKNOWLEDGED,
 UNDERSTOOD and WILL COMPLY

Name

Date

