

## Introduction

### Philosophy

Sailability Sunshine Coast is mindful of the risks associated with conducting sailing activities. In an effort to assist volunteer officials to minimize these risks, SSC 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 volunteers.

### Background – duty of care

SSC volunteers will owe a duty of care to participants in sailing and activities where there is a reasonably foreseeable risk of harm or injury to participants as a result of their actions. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants as a result of those risks which are foreseeable.

This is the rationale which underpins any risk management program – in this case, the process of identifying risks involved in conducting sailing days and activities and then adopting strategies and actions designed to reduce these risks wherever possible.

### Objectives

- **To reduce the incidence of injury to participants, officials and other persons associated with sailing days.**
- **To provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of sailing.**
- **To minimise potential liability resulting from the operations of the organisation.**

### What is risk management?

Risk management is the process of systematically eliminating or minimising the adverse impact of all activities which may give rise to injurious or dangerous situations. This requires the development of a framework within which risk exposure can be monitored and controlled. Risk management is a tool by which persons involved in the activities of Sailability can seek to meet their duties and thus avoid liability.

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

- **Legal risks – losses and costs arising from legal actions from breach of a common law or statutory duty of care;**
- **Physical risks – injuries to participants and the public;**
- **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.**

### Which risks need to be managed?

Importantly, the law does not require SSC 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 and inevitable aspect of the activity. Clubs are not required to take steps to counter risks where it would be unreasonable to expect a club to do so in the circumstances. Clubs are however expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

## **The Australian Standard**

The approach adopted in the Resource is based on the Australian Standard on Risk Management AS/NZS 4360:1999 and the National Risk Management Guideline developed by the Standing Committee on Sport and Recreation (SCORS) risk management working party.

## **Scope and Limitations**

This resource has been developed specifically for the sailing component of Sailability Sunshine Coast activities. As such it does not cover risk management considerations for other elements of SSC operations such as governance, administration, finance, insurance, planning etc.

This risk management tool is not a “be-all-and-all” resource which will make this organisation completely fail-safe however, if followed it may serve as a useful defence to claims for breach of duty of care.

## **Who should be involved in the risk management process?**

It is important that all “key” people, from the committee to volunteers are involved in each step of the risk management process. Key people such as the “Officer of the day” (OOD) have the training and knowledge that is required when risk questions regarding sailing races and activities are asked.

When SSC has assessed a risk and rated that risk it will be necessary to carefully consider appropriate policies, procedures and strategies to treat the risk. These will include what is needed to treat the risk, who has the responsibility and what is the timeframe for implementation. These elements will comprise our action plan.

## **Monitoring Progress**

The keeping of records and the continued evaluation of the risk management plan in the light of such records is crucial. Risk management procedures at SSC will include the documentation of any accidents, as well as information on the effectiveness of the risk management plan. Statistics on continuing injuries or accident occurrences will be used to determine whether there are specific activities that require either increased precautions or supervision.

The SSC Risk Management Plan does not remain static. Risk can change according to changes in the law, development of safe practices and techniques, and developing technology in the sport of sailing. Constant evaluation and updating must be done to take account of developing trends and the organisation’s own experience.

## **Communication**

It is essential that all SSC members and participants in programs are aware of the risk management program and are consulted in its development, implementation and evaluation.

Membership is constantly changing and as such the organisation should ensure that new members are introduced to the risk management policy and obligations as part of their induction into Sailability Sunshine Coast.

## The Risk Management Process

### 1. Risk Identification

The first stage of the process is to identify all hazards and other risks associated with the operation of Sailability Sunshine Coast . An initial list of all such hazards and risk has been prepared and forms part of this document. See Tables

### 2. Risk Assessment

Having identified the risks involved in our sailing activities we need to assess them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

- I. The likelihood of the risk occurring(likelihood); and
- II. The loss or damage impact if the risk occurred (consequence);

In order to systematically assess the risks identified in the first stage of the process, we apply the risk rating scales set out below in Table 1 and Table 2. The risk rating scales will allow you to rate identified risks. The scales address the Likelihood and the Consequence for each risk.

**The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.**

**Table1: Likelihood Scale**

Rating	<b>LIKELIHOOD</b> The potential for problems to occur in a year.
A	ALMOST CERTAIN: Will probably occur, could occur several times per year.
B	LIKELY: High probability, likely to arise once per year.
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period

**Table 2: Consequence Scale**

Rating	<b>CONSEQUENCE</b> The impact resulting from the identified risk
A	EXTREME Risks that are likely to arise and have potentially serious consequences requiring urgent attention
B	MAJOR Risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
C	MODERATE Risks that are likely to arise or have serious consequences requiring attention
D	MINOR Risks having low consequences that may be managed by routine procedures
E	INSIGNIFICANT. Minimal impact risk that may be managed by routine procedures or assumed by the organisation.

### 3. Risk Score and Priorities

The combined ratings of the Likelihood and Consequence are used to establish basic priorities so that the committee can determine the appropriate treatment and timelines for each identified risk.

To do this we use the “Risk Score Calculator”. This also forms part of this document. By referring to the calculator you will see that a risk/hazard that has been rated as a C in the Likelihood Table and also as a C in the Consequence Table resulting in a high priority score H.

**Table 3 Risk Score Calculator**

LIKELIHOOD		CONSEQUENCE				
		Extreme	Major	Moderate	Minor	Insignificant
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Almost Certain	<b>A</b>	Extreme	Extreme	Extreme	High	High
Likely	<b>B</b>	Extreme	Extreme	High	High	Medium
Possibly	<b>C</b>	Extreme	Extreme	High	Medium	Low
Unlikely	<b>D</b>	Extreme	High	Medium	Low	Low
Rare	<b>E</b>	Extreme	High	Medium	Low	Low

### 4. Determine corrective action and implement

Using the established priorities the committee will determine what needs to take place to remove or minimise the occurrence and/or the impact of the risk concerned. The results of these deliberations are recorded. Initial deliberations are shown in the attached Table, see column 4. See also in column 5 that responsibilities are delegated to appropriate members of SSC.

### 5. Monitor and Assess

In order for the program to be and remain effective it is necessary for progress to be monitored and appropriate changes made as time goes by. Additionally the progress should be repeated at appropriate intervals as deemed necessary by the committee.