

RISK REGISTER

This document is part of the NBTS Operating Manual, found at [Nelson Bays Team Sailing | Documents](#)

Page numbers and sections on the following pages refer to that document.

Risk Assessment Process

NBTS activities have been considered to enable the identification of risks and hazards, the assessment of the risk associated with each hazard, and subsequent management of that risk. The options of elimination, substitution, isolation, control, PPE have been considered.

| <i>Risk score = Likelihood X Consequences</i> | | Consequences | | | | |
|---|----------|---------------------|-------------------|--------------------|-------------------|---------------------------|
| | | Trivial 1 | Minor 2 | Medium 3 | Major 4 | Life-changing 5 |
| Frequent | 5 | 5 | 10 | 15 | 20 | 25 |
| Likely | 4 | 4 | 8 | 12 | 16 | 20 |
| Possible | 3 | 3 | 6 | 9 | 12 | 15 |
| Unlikely | 2 | 2 | 4 | 6 | 8 | 10 |
| Rare | 1 | 1 | 2 | 3 | 4 | 5 |

Likelihood

| | |
|----------|---|
| Frequent | Likely to occur on any day |
| Likely | Likely to occur in any month |
| Possible | Likely to occur in any year |
| Unlikely | Unlikely to occur within a 3 year period, but could occur in a 10 year period |
| Rare | Would only occur in exceptional circumstances |

Consequences

| | |
|---------------|--|
| Trivial | Doesn't prevent participation in the activity |
| Minor | May require some adaptation to continue, may mean ending that day's activity |
| Medium | Would prevent participation in activities for a few days |
| Major | Longer term impact or recovery, e.g. hospitalisation, concussion, |
| Life-changing | Death, or life-changing impact on person (e.g. permanent disability) |

| Descriptor | Action | Who can accept |
|-------------------|---|-------------------------------|
| Intolerable | Cease activity until safer | Not acceptable |
| Significant | Put controls in place and consider alternatives | Committee |
| Moderate | Put controls in place | Weekend Co-ordinator or coach |
| Low | Put controls in place | |
| Very low | Consider controls | |

Risk scores in the tables below are Residual Risk, i.e. risk remaining once controls are in place.

All previously unidentified risks should be communicated to the Committee Secretary for discussion by Committee.

| Potential risk / hazard | Likelihood | Consequence | Risk after controls | Managed by | Reference | Responsible person | Timing |
|---|------------|-------------|---------------------|--|--|-------------------------------------|---------|
| Environmental / generic | | | | | | | |
| Inclement weather or dangerous conditions | 4 | 3 | 12 | Coach and OOD to obtain weather forecasts. Coach and OOD to monitor conditions and adjust area, numbers of boats etc taking into account sailor skills, current / forecast weather | Daily briefing <u>Sailor Skill</u> / | Weekend Co-ordinator | Daily |
| Fall on slippery steps and ramps | 3 | 3 | 9 | Cleaning, scrubbing, scraping ramp. No running. Use care. Appropriate footwear | <u>Induction</u> (p13) | Weekend Co-ordinator / NYC | Monthly |
| Injury caused by wind on boats while rigged on land | 3 | 3 | 9 | Boats aligned into wind. Ensure loose items or parts of the boat are secured | <u>Weekend Co-ordinator Responsibilities</u> (p11) | Weekend Co-ordinator / Participants | Daily |
| Slips, trips and falls | 3 | 3 | 9 | Maintain area clean and tidy. Appropriate footwear. | <u>2- Health and Safety Management</u> t (p6) | | Daily |
| Traffic accidents around rigging area | 2 | 4 | 8 | No cars to be brought onto rigging area. | | Coach and Weekend Co-ordinator | Daily |
| Strains or sprain when lifting | 3 | 3 | 9 | No person to lift more than 40kg without assistance. Boats to be stored correctly on trailers. | | | Daily |
| Sunburn, especially on water | 4 | 2 | 8 | Sun cream available at NYC and offshore (supplied by NBTS). Encourage suitable clothing and sunhats | | Participants | Daily |
| Launching /Recovering yachts | | | | | | | |
| Sailing unsupervised | 3 | 3 | 9 | Patrol boat to be in water | Daily briefing | | Daily |
| Slipping on ramp | 3 | 3 | 9 | Caution. No running. Suitable footwear. | <u>Sailor Skill / Induction</u> (p13) | | Daily |
| Other vehicles and users | 2 | 3 | 6 | Caution. Courtesy | <u>Weekend Co-ordinator Duties</u> (p11) | Coach and Weekend Co-ordinator | Daily |
| Oyster shells at low tide | 2 | 3 | 6 | Caution. | <u>2- Health and Safety Management</u> t (p6) | | Daily |
| Patrol boats on land | | | | | | | |

| Potential risk / hazard | Likelihood | Consequence | Risk after controls | Managed by | Reference | Responsible person | Timing |
|---|------------|-------------|---------------------|--|--|--------------------------------|--------|
| Fire danger resulting from spilt fuel. | 2 | 5 | 10 | No smoking. Only authorized people to fill tanks. Allow spilt fuel to evaporate. Large spilled amounts to be contained and cleaned up immediately. | Powerboat Skipper Competence SOP (p14) | Coach and Weekend Co-ordinator | Daily |
| Fall from boat while on land | 2 | 4 | 8 | Nobody on boats while being moved. | Patrol Boat Standard Operating Procedures (p16) | | Daily |
| Injury from turning propeller | 2 | 5 | 10 | Guards fitted to propeller. Motor switched off near swimmers (except in exceptional circumstances) | Patrol Boat Standard Operating Procedures (p16) | Coach and Weekend Co-ordinator | Daily |
| Strain while moving boat | 2 | 4 | 8 | Two capable people required to move boat | | | Daily |
| Struck by boat being moved | 2 | 3 | 6 | Two capable people required to move boat | | | Daily |
| Nelson Yacht Club winch | | | | | | | |
| Electrocution from controls | 1 | 5 | 5 | Regular maintenance and earth leakage system fitted | NYC Winch Standard Operating Procedure (p20) | Club committee | |
| Entrapped in Mechanism of winch or rope | 2 | 5 | 10 | Guarding of winch. Keep clear of rope. Maintain clear field of vision when operating winch. | NYC Winch Standard Operating Procedure (p20) | Operator | Daily |
| Struck by boat, trailer or winch rope | 3 | 5 | 15 | No person to be downhill of boat and trailer on slipway. Second person to guide boat and maintain watch | | Operator | Daily |
| Trip over tow rope | 3 | 3 | 9 | Maintain clear field of vision when operating winch. | | Operator | Daily |
| On Water Patrol Boat | | | | | | | |

| Potential risk / hazard | Likelihood | Consequence | Risk after controls | Managed by | Reference | Responsible person | Timing |
|---|------------|-------------|---------------------|--|---|--------------------|--|
| Sinking or swamping of patrol boat | 2 | 3 | 6 | No sharp loose objects in support boat or on other craft. Avoid collisions. Maintain sufficient freeboard - no overloading. Use correct clothing and equipment including lifejacket or buoyancy vest. Avoid high seas and strong winds. Check bungs in, drain socks up. | Powerboat Skipper Competence SOP (p14) | Powerboat skipper | Daily |
| Running aground or drifting out of sailing area | 2 | 3 | 6 | Anchor on boat, radio working and fuel checked as part of pre op checks. Regular maintenance of patrol boat and equipment. | Patrol Boat Standard Operating Procedures (p16) | | Daily |
| Fire resulting from spilt fuel. | 2 | 5 | 10 | No smoking. Tanks not filled at sea. | Start Boat Standard Operating Procedures (p18) | | Daily |
| Entanglement with ropes or lines | 2 | 4 | 8 | Good housekeeping on board. Avoid loose lines / mooring lines from other craft and buoys. Knife easily at hand | | | Daily |
| Injury as result being thrown about or falling into sea | 2 | 4 | 8 | Remain seated as much as possible. Maintain good hold. Exchange crew one at a time. Always wear suitable clothing and buoyancy vest or lifejacket | | | Daily |
| Injury from turning propeller | 2 | 5 | 10 | Keep propeller clear of people. Maintain motor out of gear whenever possible near people. No casual swimming | | | Daily |
| Crew of patrol boat missing | 1 | 5 | 5 | Advise Coach, Weekend Co-ordinator to alert emergency services. Controlled with sign on/off | | | Powerboat skippers, Coach and Weekend Co-ordinator |
| Powerboat breakdowns | 2 | 3 | 6 | Pre op checks and routine maintenance schedule. Radio check as part of daily check list. | | | Daily or as required |

| Potential risk / hazard | Likelihood | Consequence | Risk after controls | Managed by | Reference | Responsible person | Timing |
|--|------------|-------------|---------------------|--|---|--|-------------|
| Powerboat exceeds speed restrictions when not an emergency | 4 | 3 | 12 | Include speed restriction information in patrol boat training. In coaching scenarios manage group control proactively to avoid a dangerous situation developing. | Sailor Skill / Induction (p13) | Powerboat Skipper | Daily |
| Collision with swimmers or other vessels. | 2 | 5 | 10 | Keep good watch at all times. Keep others clear of boat especially near ramp | Powerboat Skipper Competence SOP (p14) | | Daily |
| Hypothermia in either sailors or powerboat crews | 2 | 5 | 10 | Always wear suitable clothing and lifejacket or buoyancy vest. Briefing from OOD. Sailors instructed to watch out for hypothermia. | Patrol Boat Standard Operating Procedures (p16) | | Daily |
| Crew indisposed sea sickness etc. | 3 | 3 | 9 | Return to shore after permission received from OOD | Start Boat Standard Operating Procedures (p18) | | As required |
| On Water Yachts & Sailors | | | | | | | |
| Sinking, overturning or swamping of yacht | 4 | 2 | 8 | Avoid collisions. Trained in right of way rules. Suitable clothing and buoyancy vest. Right the boat or summon help from patrol boat. Bailers carried. Return under jib in poor weather. | Sailor Skill / Induction (p13) | Coach, Weekend Co-ordinator, Yacht Skipper | Daily |
| Running aground or drifting out of sailing area | 3 | 3 | 9 | Summon help from Patrol boat or other vessel | and daily briefing | | Daily |
| Struck by part of boat e.g. boom | 4 | 3 | 12 | Good training, careful briefing. Summon help from Patrol boat or other vessel or return to shore. | Weekend Co-ordinator Duties (p11) | | Daily |
| Injury from turning propeller of powerboat | 2 | 5 | 10 | Keep clear of propeller. Propeller guards on patrol boats | Powerboat Skipper Competence SOP (p14) | Powerboat skipper | Daily |

| Potential risk / hazard | Likelihood | Consequence | Risk after controls | Managed by | Reference | Responsible person | Timing |
|--|------------|-------------|---------------------|--|---|--|--------|
| Entanglement with ropes or lines | 3 | 3 | 9 | Obtain assistance from crew. Summon help from other vessels. Always wear suitable clothing and buoyancy vest | Sailor Skill / Induction (p13) and briefing Weekend Co-ordinator Duties (p11) | Coach, Weekend Co-ordinator, Yacht Skipper | Daily |
| Missing sailor or person | 2 | 4 | 8 | Advise OOD to alert emergency services. Sign on / off procedures. | | | |
| Gear breakage or loss of steering. | 2 | 3 | 6 | Summon help from patrol boat. Keep clear of sharp objects or tangled ropes | | | |
| Trapped under upturned hull | 2 | 5 | 10 | Obtain assistance from crew. Summon patrol boat or other vessels. Always wear suitable clothing and life vest or jacket | | | |
| Collision with other vessels | 3 | 3 | 9 | Patrol boat training and crew briefings. Check shipping movements with Port Nelson. Maintain watch. Right of way rules. Obtain shipping movements. | | | |
| Hypothermia | 2 | 4 | 8 | Wearing of appropriate PPE. Weather forecast obtained. Summon patrol boat or other vessels | | | |
| Collision with rocks or other underwater obstacles | 2 | 3 | 6 | Maintain good look out. Notify the patrol boat and others if obstacle is identified as a risk to sailors/boats. | | | |
| Medical or emotional condition of participant triggering or exacerbating a problem | 4 | 3 | 12 | Disclosure by sailors (or next of kin) Coach and OOD have access to medical info of sailors through the Friendly Manager system. | | | |
| Injury as result being thrown about or falling into sea | 2 | 3 | 6 | Crew to remain seated as much as possible. Maintain good hold. Always wear suitable clothing and buoyancy vest | | | |

| Potential risk / hazard | Likelihood | Consequence | Risk after controls | Managed by | Reference | Responsible person | Timing |
|--|------------|-------------|---------------------|--|--|--|--------|
| Loss of visibility and disoriented in rain or fog | 2 | 3 | 6 | Lower sails if necessary. Stop and listen. Call for help. Maintain lookout. Watch for fog before going on water – don't go if close. | <u>Sailor Skill</u> / <u>Induction</u> (p13) and briefing | Coach, Weekend Co-ordinator, Yacht Skipper | Daily |
| Unforeseen deterioration in weather | 3 | 3 | 9 | Stay with boat. Lower mainsail if possible | | | Daily |
| Pre and Post sailing | | | | | | | |
| Injury or damage to people or gear due to waves while launching/retrieving | 3 | 3 | 9 | Organise sufficient helpers, skippers to secure boat by bow. | Crew briefing | Coach and Weekend Co-ordinator | Daily |
| Sailors not signed out | 2 | 4 | 8 | Anyone missing from the list should be treated as missing until located. Sign off before debrief | List of competitors | | Daily |