SAILABILITY SHORNCLIFFE
QUEENSLAND AUSTRALIA

Sailing for people with disabilities

Risk Register

Purpose

To identify potential plausible (reasonable or believable) risks with their likely impact on the association and then identify controls to manage the risk.

This risk register is reviewed and updated at the Annual General Meeting as recorded in the minutes.

This document should be read in conjunction with Sailability Shorncliffe policies and procedures.

Refer website – www.sailabilityshorncliffe.org.au/information/risk-management/

Document Information

Version	Date	Person/s	Comments
1 DRAFT	Nov 24	Writer: Donna Wenham, Danny Fay	DRAFT for committee and lead review
1	25 Feb 25	Owner: Peter Tyrrell, President Writer: Donna Wenham, Danny Fay Approval: Peter Tyrrell, President	Requested minor adjustment. Endorsed and approved at Management Meeting.
2	Aug26	Owner: Peter Kearney, President	Reviewed

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Strategic Risks *(What prevents the association from delivering its objectives)*		
Failure to effectively govern and operate the association, with potential impact on reputation or legal action	Conduct unbecoming a member Personal, financial or political gain	• Incorporation containing the rules of the association • Election of committee members • Minutes of business conducted at meetings • Register of members • Liability insurances
	Negative public perception and the loss of confidence from supporters	• Regular communication mediums • Local community involvement
	Inability to meet 'fiduciary' duties	• Treasurer elected • Records of accounts and reporting
Inability to adequately plan or resource events / programs, with potential impact on reputation	Lack of volunteers Lack of stakeholder involvement Lack of sponsorship support	• Recruitment activities • Identifying community connections • Sponsor and grant acquisition activities • Events managed by committee members

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Financial Risks *(What prevents the association from maintaining solvency)*		
Failure to effectively manage financial resources, which may lead to financial loss	Theft / fraud / embezzlement / misappropriation of funds	• Records of accounts kept • Expenditure must be approved at association meetings • Cash deposited in financial institution account as soon as practical
	Insufficient cash flow when it is needed	• Budget maintained
	Deceptive fundraising	• All fundraising activities approved by committee
Regulatory Risks *(What prevents the association from meeting its compliance requirements)*		
Failure to meet relevant legislative compliance resulting in fines and penalties	Relevant legislation requirements unknown	• Incorporation containing association requirements • Risk Policy containing legislative requirements developed
Volunteer causes injury or damage leading to claims of negligence	Volunteers working outside of capability and capacity	• Records of volunteers and ability • Adequate supervision • Public liability insurance
Failure to meet Working with Children (Risk Management and Screening) Act requirements	Sailing activity delivery provided to children	• Child and Youth Risk Management Strategy developed • Volunteers assessed as being suitable through the acquisition of a Qld Government issued ‘Blue Card’

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Operational Risks *(What prevents the association from providing and maintaining, as far as reasonably practicable, a safe working environment)* In the event of any of the below risks occurring an Incident Report should be completed and ensuing procedures per Risk Policy. **Note:** *WHS Act does not apply to not-for-profit organisations that are volunteer associations (Sec 5 (7) WHS Act not regarded as a PCBU)*		
Losing a person (man) overboard (MOB) and potential drowning	Falling from pontoon and inadvertently entering the water, during: - Volunteer set up - Client/Carer access - Volunteer operation - Client access to Sailboat - Client access to Pontoon Boat	• Pontoon Coordinator (PC) in command • Clients supervised by carer • Life jackets to be worn by all clients on pontoon • Wheelchair safety restraints removed when on pontoon • Use of Hansa 'C' hoists and slings to load client sailors • Use of Pontoon Boat access ramp • Safety Boat in attendance • Radio used to raise alarm • Pontoon MOB recovery plan developed
	Falling from Sailboat and inadvertently entering the water	• Sailing only conducted when conditions are within limits (No lightning or thunderstorm activity in the area and winds below 20 knots) • Skippers competent under Sail Safe program • Weight restrictions as per the Owner's Manuals, including passenger weight limit (under 100kg) • Life jackets to be worn • Radio used to raise alarm • Safety Boat operating when boats are on the water • Sailboat MOB recovery plan developed

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Losing a person (man) overboard (MOB) and potential drowning	Falling from Pontoon Boat and inadvertently entering the water	• Weight limits and passenger numbers on vessel compliance plates are observed • Skippers competent under Sail Safe program • Carers to accompany clients • Life jackets to be worn • Radio used to raise alarm • Safety Boat to be operating on the water • Pontoon Boat MOB recovery plan developed
	Falling from Safety Boat and inadvertently entering the water	• Weight limits and passenger numbers on vessel compliance plates are observed • Skippers competent under Sail Safe program • Life jackets to be worn • Radio used to raise alarm • Appropriate recovery equipment - spinal board / rope ladder / lifebuoy / First Aid kit carried onboard • Safety Boat MOB recovery plan developed

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Injury whilst operating Sailboat	Collision, instability, MOB	• Skippers competent under Sail Safe program • Boat inspected and checked before launch • Seating low in the boat, keeping the centre of gravity low • Ballasted centreboard lowered to give stability • Crane to lift centreboards, these can weigh up to 35kgs • Suitable sail configuration (roller reefing) • Weight restrictions as per the Owner's Manuals, including passenger weight limit (under 100kg) • Radios for communication • First Aiders trained and equipment • Sailboat MOB recovery plan developed
	Adverse weather conditions, lightning, strong winds	• Weather forecast consulted prior to departure and conditions visually monitored during the day • Advise Officer of the Day (OOD) / PC of changing conditions • Reef sails if conditions unsafe to maintain full sail • Sailing activities suspended when conditions are outside of limits (lightning or thunderstorm activity in the area and winds above 20 knots)
	Poor water quality / contamination	• Suspend sailing activities

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Injury whilst operating Pontoon Boat	Fire, collision, instability, MOB	• Skippers competent under Sail Safe program • Recreational Marine Drivers Licence (RMDL) required • Boat inspected and checked before launch • Maritime regulations observed • Radios for communication • Fire Extinguisher onboard • First Aid Kit • Required safety equipment such as flares, torch, ropes • Engine kill switch • First Aiders trained and equipment • Pontoon Boat MOB recovery plan
	Adverse weather conditions, lightning, strong winds	• Weather forecast consulted prior to departure and conditions visually monitored during the day • Advise OOD / PC of changing conditions

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Injury whilst operating Safety Boat	Fire, collision, instability, MOB	• Skippers competent under Sail Safe program • Recreational Marine Drivers Licence (RMDL) required • Boat inspected and checked before launch • Maritime regulations observed • Radios for communication • Fire Extinguisher onboard • First Aid Kit • Required safety equipment such as flares, torch, ropes • Engine kill switch • First Aiders trained and equipment • Safety Boat MOB recovery plan
	Adverse weather conditions, lightning, strong winds	• Weather forecast consulted prior to departure and conditions visually monitored during the day • Advise OOD / PC of changing conditions

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Injury whilst using Hansa 'C' hoists and slings to transfer clients into sailboat	Equipment not fit for purpose or mechanical failure	• Designed manufactured, and tested to ISO 10535 • Rating of maximum loading of 120kg per person observed • Inspected and maintained • No modifications to be made
	Loss of control of hoist	• Volunteers trained or supervised to operate • Lift must be vertical
Injury whilst using BBQ	Fire, hot surfaces	• Regulator fitted to gas line • BBQ positioned on firm, level base sheltered from wind • Fire extinguisher located near by • Maximum of three (3) people within the BBQ area • Never leave the BBQ unattended once it is alight • Do not move the BBQ until it has cooled sufficiently
	Food not suitable for human consumption	• Meat supplied by reputable supplier • Minimum of one (1) person in attendance with food safety training • Maintain hygiene standards - wash and dry hands before preparing food • Keep raw and cooked food separate • Kitchen facilities used for washing up

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Medical situation Person injured or ill	Medical condition Cuts and abrasions Burns Fractures Heat stress Unconsciousness	• First Aid Kits available • Defibrillator available • Trained First Aiders identified • Carer responsible for client treatment with support from volunteer First Aiders • External Emergency Services – Qld Ambulance Service (QAS) • Incident management process
	Sun burn	• Sunscreen available • Water available
Emergency situation requiring evacuation	Fire	• Qld Cruising Yacht Club (QCYC) evacuation plan • Muster point identified • OOD responsible for coordinating evacuation of clients, carers and volunteers
Adverse weather conditions that could cause harm or damage	Storms Lightning Strong winds (greater than 20 Knots) Heavy rain	• Activities suspended or cancelled • All boats removed from the water or at least returned to pontoon and secured • Use of QCYC buildings or Sailability shed as shelter • Leave shelter only when safe to do so

Potential Risk Event/Incident (what can go wrong and what is the likely consequence)	**Cause** (why will it go wrong)	**Current Control Measures** (how is the risk currently managed)
Inappropriate behaviour from a volunteer with potential impact on individuals, equipment, reputation or legal action	Unreasonable reaction to situations beyond their capability and capacity to control	• Code of conduct as detailed in Child and Youth Risk Management Strategy • Volunteers registered and approved by committee • Blue Card accreditation • Accreditation through Sail Safe program • Handling of suspicions or alleged breaches as per Child and Youth Risk Management Strategy • Incident management process
Challenging behaviour of clients that may cause harm to volunteers	Medically diagnosed with a disability	• Client Registration form identifies any behaviour issues • Accompanied and supervised by carer • Volunteers introduced to working with clients
Injury to volunteers whilst setting up or operating landbased equipment	Operating tractor Set up/pack away gazebos Unloading/pack away equipment trailer Equipment not fit for purpose or mechanical failure	• Volunteers introduced or supervised • Equipment Basics documents developed • Maintenance and training days • Equipment checks before use • Equipment trolleys and dollys utilised • Chocks for trailer