



Risk Policy

Purpose

This document describes how Sailability Shorncliffe manages risks associated with providing people with disability (Clients) the opportunity to participate in the sport of sailing and other on-water activities.

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	For review
1	25 Feb 25	Owner: Peter Tyrrell, President Writer: Donna Wenham, Danny Fay Approver: Peter Tyrrell, President	Endorsed and approved at Management Meeting
2	Aug 26	Owner: Peter Kearney, President	Reviewed and updated

Compliance

This document supports the requirements of *Working with Children (Risk Management and Screening) Act and Regulations*.

This document supports the associations common law obligations to identify risks and develop processes to manage them as part of their general duty of care.

As a volunteer association, Sailability Shorncliffe is not regarded as a person conducting a business or undertaking (PCBU) under section 5 (7) of the *Workplace Health and Safety Act* and therefore does not have duties under this Act. (ref: *WorkSafe.Qld.gov.au*)

Context

Sailability Shorncliffe is a not-for-profit organisation run entirely by volunteers who are dedicated to providing sailing and cruising experiences for people with disabilities.

Sailability Shorncliffe operates from the Queensland Cruising Yacht Club (QCYC) at Cabbage Tree Creek, Shorncliffe.

Our sailing course takes in the lower reaches of Cabbage Tree Creek system and the basin of Bramble Bay, not far from the famous Shorncliffe Pier.

Special equipment and boats provide the opportunity for all people regardless of age, gender, ability or their level of disability to enjoy the water.

The fleet consists of nine (9) specially designed sail boats, a pontoon boat and a safety support boat.

Sailability Shorncliffe operates on Mondays from 9am to approximately noon during the school term, excluding public holidays.

Additional training, maintenance and special event days are held throughout the year, as well as administrative support meetings.

Sailability Shorncliffe is affiliated with the state branch of Sailability Queensland and works closely with other Sailability clubs across the state.

Commitment

Sailability Shorncliffe is committed to eliminating or minimising risk, so far as is reasonably practicable, for our clients, carers, volunteers and visitors.

In line with this commitment Sailability Shorncliffe continues to develop and improve its *Risk Management Policy* and *Risk Register*, through regular reviews and learnings from incidents.

Assurances

Sailability Shorncliffe was established in 2007 in Brisbane Australia. It is an incorporated association under Queensland law and registered as a not-for-profit charity with the *Australian Charities and Not-for-profits Commission (ACNC)*.

Public Liability Insurance

Sailability Shorncliffe is insured for public liability through Sailability Queensland which acts as agent. To be covered volunteer members must sign on and clients register on any particular event day.

Committee Liability Insurance

The association is legally separate from its members. The committee makes decisions, the association becomes legally liable for these decisions, and individuals on the committee aren't personally liable (as long as they act in good faith).

Asset Insurance

The major assets owned by Sailability Shorncliffe are fully insured, including the shed, tractor, pontoon boat and safety support boat.

Volunteers

All volunteer members are assessed as being suitable through the acquisition of a Queensland Government issued 'Blue Card', linked to Sailability Shorncliffe.

Certain activities have pre-requisite qualifications such as a Recreational Marine Driver's Licence (RMDL). Other activities require accreditation through our Safe Sailing program.

Clients and Carers

Clients and their carers are required to complete a Client Registration form providing all required details before participating in their first event day with Sailability Shorncliffe.

For each future event day the client and carer are required to confirm their registration at the administration desk when they first arrive.

If any details for the client or carer change, they must advise the administration desk before they participate in any further events.

Risk Management Framework

Risk management is an important part of our association.

It is recognised risks are inevitably associated with providing sailing and other on-water activities. Feedback and complaints from volunteers and clients are used as valuable input to our management of risk.

Our risk management framework revolves around developing, implementing, managing and reviewing the risk register, policies, procedures and practices.

Level	Process	Description
1	Risk Register	The risk register consolidates all risks identified and their respective controls to eliminate or minimise the risk, so far as is reasonably practicable.
	Risk Policy	Describes how Sailability Shorncliffe manages risks associated with providing people with disability (Clients) the opportunity to participate in the sport of sailing and other on-water activities.
	Organisation Policy	Describes how Sailability Shorncliffe meets its objectives as described in the association's Incorporation Rules.
	Child and Youth Risk Management Strategy	Fulfills legal requirement for any organisation with volunteers required to have a blue card to have a strategy.
2	Operational Procedures	Describes how Sailability Shorncliffe manages key areas of its operation.
3	Sail Safe Program	Accreditation of competency for sailing and motorboat skippers.
	Sailing Day Roles	Roles are organised and communicated
	Training and Maintenance	Additional maintenance and training days provide opportunities to review and practice procedures.
4	Monitoring and Review	Committee and general meeting agendas provide opportunity to review incidents, feedback and update risk register.