



## Wakatere Risk and Hazard Management plan (22<sup>nd</sup> October 2017)

### 1. Identify 2. Assess 3. Control 4. Monitor 5. Review

1. Identify		2. Assess		3. Control	4. Monitor	5. Review March 2018
Risk Identified	Hazard	Severity 1. Insignificant 2. Minor 3. Moderate 4. Significant 5. Serious	Likelihood 1. Rare 2. Unlikely 3. Possible 4. Likely 5. Almost certain	Control		Responsibility
Tractor	Public being struck by the tractor or boat being towed on the beach/road	4	3	High viz vests to be worn by drivers		Tractor Driver
				Use tractor flashing light		Tractor Driver/Safety officer
				Only trained or experienced tractor drivers to drive the tractor. Register to be kept.		Tractor Driver/PRO
				Spotters/launchers with high viz vests on the beach whenever		Tractor driver

				possible – mandatory for all regattas.		
				Cones to mark tractors path - mandatory for all regattas.		Tractor driver/Safety officer
	People being struck exiting the changing rooms	4	3	Hazard notice on the inside of the changing room exit door		Safety Officer
				Crash-proof barrier outside changing rooms doorway.	Check condition	Safety officer
<b>Patrol boats on the water</b>	Accident or injury on the water	3	4	Sailors and Patrol boat briefing before every event.  <b>SEE SAFETY FOLDER/WEBSITE:</b> <ol style="list-style-type: none"> <li>1. General regatta briefing notes.</li> <li>2. Reefs illustration</li> <li>3. General duties of PRO</li> <li>4. Safety procedures at Wakatere</li> </ol>		PRO
				<b>SEE SAFETY FOLDER/WEBSITE:</b> <ul style="list-style-type: none"> <li>• Club rescue boat standard operating procedures</li> </ul>		
	Sailor/Dingy in distress on the water				Safety boat courses with YNZ and CBES at least once per season. Secondary training with four specially trained club	PRO Safety officer
				Only club approved experienced or trained Patrol Boat Rescue skippers to drive the club patrol boats.		

				Nobody under the age of 15 to drive a patrol boat  Register kept in this folder	members (registered)	
				All rescue boats to have at least one crew member at every regatta. <i>(and on club days when practicable)</i>		Safety officer
				All skippers must be trained or experience VHF radio operators. <i>(either a registered course or through experienced Club member training)</i>	YNZ/CBES courses at least once per season	Safety officer
				Safety equipment: All patrol boats must be equipped with mandatory safety equipment as per the club "Safety Boat Checklist"	Reminder at every briefing	Skipper/PRO
	Accident or emergency	3/4	3/4	Dry Bag: All patrol boat skipper sign on the water and collect a WBC dry bag.  Skippers sign off and report any items used or lost.	Check dry bag contents when signing on	Skipper
				At least one qualified first aider or medical practitioner on the water and one on shore at all regattas.  A nominated qualified first aider to be on call on all club days.	Names and contact details of first aiders on duty to be written on the Patrol Boat Sign on/off sheet.	Safety officer

					Work in progress to get a register together.	
				Emergency coordinator on shore at all regattas  St John' First aid course booked for 16 <sup>th</sup> Dec for 20 coaches/members	First aid kits in the Race room, Kitchen and training room – fully stocked.  Clear signage for the location of first aid kits Clear signage for the location of first aid kits  Emergency numbers and details of the nearest medical centre to be placed on the club noticeboard.	Safety officer
				All accidents or incidents, including near misses, must be reported.  <b>SEE SAFETY FOLDER/WEBSITE:</b> Accident/Injury/Near miss report sheet	Complete an accident investigation for	Injured person, first aider, witness, Safety Officer
Launching and retrieving patrol boats	Injury to skipper and/or helper	4	3	Safety boat courses every season		Safety officer

<b>Launching and retrieving sail boats</b>	Injury to skipper and/or helper	<b>3</b>	<b>3</b>	Safety boat courses every season		Safety officer
<b>Event Risk management</b>	Accident or injury to participants, spectators, or volunteers	<b>4</b>	<b>3</b>	Every event must have an individual Risk assessment and management plan involving all the organisers and club officials		Sailing committee Safety officer
<b>Coaches</b>	Accident or injury	<b>3</b>	<b>3</b>	All coaches to receive first aid training	First aid course planned for each season	Safety officer
<b>Club Hire</b>		<b>2</b>	<b>3</b>	<b>SEE SAFETY FOLDER</b>		Hall hire rep

Completed by: Alan Gibb

Signed .....

Date: 22.10.17