



Cruising Yacht Club of Hamilton Island Risk Management Plan

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1.0	Emma McMahon (WHS Consultant)	27/11/2018	Craig Traill	17/02/19	Risk Management Plan
1.1	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	<reason>

1. About the Cruising Yacht Club of Hamilton Island

The Cruising Yacht Club of Hamilton Island (CYC) is located on Hamilton Island, QLD. The Club operates the following events:

- Hamilton Island twilight sailing from September to April each year
- Discover Sailing Program
- Australia Day Race
- Hamilton Island Regatta
- Other events as authorised by the Committee

Discover Sailing Program

CYCHI offers training and coaching for children learning to sail.

Teaching is conducted by 3 volunteer members who are also qualified sailing instructors.

2. Regulations and Compliance

CYC conducts all its racing under the relevant regulations and guidelines, as specified by the following governing bodies:

Australian Sailing

Australian Sailing (AS) is the National Sporting Organisation for sailing and manages safety rules and regulations which all sailors competing in club races are obliged to be aware of and comply with, including;

- Racing Rules of Sailing (RRS)
- Special Regulations Part 1 for Racing Boats (SR1)

These documents can be found at:

<https://www.sailingresources.org.au/class-assoc/racing-rules/>

The Cruising Yacht Club of Hamilton Island and Discover Sailing Program

In addition to AS regulations and guidelines, CYCHI provides additional documentation which governs local events, including:

- Notice of Race (NoR)
- CYC of Hamilton Island Sailing Rules
- CYC of Hamilton Island Safety Management Plan: *Hamilton Island Regatta September to April*

Copies of the above documents can be obtained by visiting the CYCHI website:

www.cychi.com.au/

3. Inductions & Training

Committee Members

All CYCHI Committee members are to complete the Australian Sailing *Safety Code Induction online within 3 months of being elected to the committee.*¹

The course and associated information can be found at:

<https://www.sailingresources.org.au/safety/safety-code-induction-online-course/>

The Commodore of the Club is responsible for keeping an up to date register of those Committee members that have completed their inductions. Members are to provide a copy of the certificate of completion to the Commodore.

Crews

Each new vessel that registers will receive the following documents/information:

- Welcome Letter
- CYCHI Safety Management Plan
- CYCHI Sailing Guidelines
- CYCHI Risk Management Plan
- CYCHI Incident Management Plan

All skippers on registered vessels are to have completed the CYC of Hamilton Island Induction prior to sailing in their first race for the Club.

All skippers must have a boat license.

4. Sailing Areas

Twilight Sailing Regatta

The sailing area includes waters within the sight of the viewing rotunda atop “One Tree Hill” on Hamilton Island (Map AUS 252) and course areas as defined by CYCHI Yacht Division Courses as “around the local islands” including Henning Island, Plum Pudding Island, Fitzalan Island, Dent Island, Hamilton Island and Whitsunday Island.

Conditions can change quickly especially in the summer months.

Reef around bottom of Henning Island the wind strength and direction are especially prone to change and where extra care needs to be taken.

¹ This Risk Management Plan is a new document as at Feb 2019. A such, the current committee will have till 30 April 2019 to complete the induction.

Twilight Sailing Regatta Course Map



For other CYCHI Event Course Maps, see [Appendix](#).

Discover Sailing Centre

The area includes waters within the sight of the viewing rotunda atop “One Tree Hill” on Hamilton Island (Map AUS 252) and course areas as defined by CYCHI Yacht Division Courses as “around the local islands” including Henning Island, Plum Pudding Island, Fitzalan Island, Dent Island, Hamilton Island and Whitsunday Island.

Weather Forecasts

National weather forecasts may be of limited assistance. Local weather forecasts and weather observations are preferred and should be given more weight over national forecasts should the information provided differ.

The following sources are consulted by Racing Committee members prior to each race:

<http://www.bom.gov.au>

5. Risk Management

Hazard & Risk Identification

The following are general hazards/risks associated with the sport of sailing. They include but are not limited to:

- Pre-existing medical conditions that could be aggravated by the activity of sailing.
- Sun and heat related injuries and illnesses
- Dehydration
- Collisions between racing / training vessels, submerged objects and other vessels.
- Mechanical issues and breakdowns
- Fire and explosion
- Entrapment due to capsized vessels.
- Refuelling
- Rigging areas
- Inadequate/insufficient safety and rescue equipment
- Inexperienced crew
- Adverse weather conditions

The above have been identified both through formal and informal means, primarily by the committee members in consultation with an external work health and safety professional.

Risk Assessment

The matrix is based on ISO 31000:2009 Risk Management Principles and Guidelines.

Table 1. Risk Assessment Matrix

RISK RATING = CONSEQUENCE X LIKELIHOOD

		Consequences				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Moderate
	Unlikely	Low	Low	Moderate	Moderate	High
	Possible	Low	Moderate	High	High	Very High
	Likely	Moderate	Moderate	High	Very High	Very High
	Almost Certain	High	High	Very High	Very High	Very High

LIKELIHOOD	
Rare	May occur in exceptional circumstances
Unlikely	Could occur at some time
Possible	Might occur at some time

Likely	Will probably occur
Almost Certain	Expected to occur
CONSEQUENCES	
Negligible	Insignificant, minimal or no cost
Minor	First aid treatment only, medium cost
Moderate	Medical treatment, high cost
Major	Permanent disability or impairment, major cost
Catastrophic	Fatality, huge business costs
RISK RATING	
Low	Address as soon as practicable
Moderate	Address as soon as possible
High	Address urgently
Very High	Address immediately

Hierarchy of Controls (From most effective to least effective)	
Eliminate	Can the hazard be removed altogether, such as questioning whether it needs to be done at all?
Substitute	Can the hazard be addressed in a safer manner, such as doing it another way that has less risk?
Isolate	Can the hazard be confined to one area, such as containers, barriers and fences?
Engineering	Can something be made or added to the hazard to make it safer, such as seat belts, machine guarding, cut out switches and locks?
Administration	Has the hazard been analysed and documented accordingly, employees inducted and trained appropriately, customers made aware of the hazard(s) and instructions given, and signs displayed?
Personal Protective Equipment	Do employees wear or use equipment to protect them from exposure, such as hard hats, gloves, goggles, masks, aprons, sunscreen and suitable footwear?

Risk Register

Hazard	Risk	Risk Rating	Who is at Risk	Control Measures	Residual Risk
Deteriorating weather conditions	Injuries to crews and damage to vessels due to unsafe conditions	VH	Crew Other vessels	Race Committee monitor Bureau of Meteorology (BOM) Observations and warnings. Communication is made with teams by 4.30pm on Race Day.	L
Insufficient safety equipment on board vessels	Insufficient emergency response which could lead to more serious injuries/death	H	Crew Other vessels	Race Committee conducts Safety audits (Cat 6) regularly. Safety boat equipment. Trained boat operators.	L
Damaged comms	Insufficient emergency response which could result in more serious injuries/death	M	Crew Other vessels	Comms testing completed prior to each race-each vessel confirms comms with starter vessel All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures	L
	Failure to correctly identify number of people on the water-insufficient response in an emergency	M	Crew Other vessels		L
	Collision between racing / training vessels-damage and injuries	M	Crew Other vessels		L
	Collision between racing / training vessels and other vessels on the water	M	Crew Other vessels		L
Fading light	Collision between racing / training vessels-damage and injuries	H	Crew Other vessels	All boats are to be fitted with navigation lights (over 2m) and they must be turned on at sunset All skippers experienced and qualified All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race-each vessel confirms comms with	L
	Collision between racing / training vessels and other vessels on the water	H	Crew Other vessels		L
	Difficult to determine final placings. Collision between training vessels.	H			L

				starter vessel	
Pre-existing medical conditions	Injuries and/or death due to inability to safely take part in the race	H	Crew	Disclaimer completed by all participants First aid supplies Regular Cat 6 audits. Medical details captured on entry form.	L
Inexperienced crew(s)	Collision between racing / training vessels-damage and injuries	H	Crew Other vessels	All skippers experienced and qualified All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race-each vessel confirms comms with starter vessel	M
	Collision between racing / training vessels and other vessels on the water	H	Crew Other vessels		M
	Multiple injuries due to coming into contact with equipment on board vessels	H	Crew Other vessels		M
	Man over board Capsize	H	Crew Other vessels		M
Sea sickness	Sea sickness	M	Crew	First aid supplies as per Cat 6 list	L
Heat/sun	Sunburn/heat related illnesses	M		Sunscreen on all vessels	L
Malfunctioning equipment	Malfunctioning equipment	M	Crew Other vessels	Start boat available Test comms prior to racing Other vessels able to respond Experienced and qualified	L
Insufficient insurance for vessels/crews	Financial risk to the Club should someone suffer serious injury or vessels damaged	M	Club	Broker advice Race Committee ensures that race operates within scope	L

				Vessels must have a minimum level of insurance to berth in marina	
Capsizing vessel	Serious injury/drowning due to entrapment Entrapment	H	Crew Other vessels	All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race-each vessel confirms comms with starter vessel Other vessels to respond in an emergency	M
	Injuries/damage to others during retrieval	H	Crew Other vessels	All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race-each vessel confirms comms with starter vessel Other vessels to respond in an emergency	M

6. Incident & Emergency Management

Incident Management Plan

Detailed plans and procedures outlining the personnel, processes and resources to be implemented/utilised in the event of an incident/emergency can be found in the CYC of Hamilton Island Incident Management Plan.

It is the responsibility of all skippers and instructors to ensure that they are familiar with and understand this document. For more information or a copy of the Plan, please contact the Club Commodore via the website www.cychi.com.au

Emergency Communication and Coordination

All vessels participating in a CYC event are required to maintain radio communications on marine VHF Channel 73 and radio watch on marine VHF Channel 16.

In the event of an incident/emergency and a skipper or crew requires assistance, they shall initiate notification by radio (VHF CH73 primary and CH16 secondary), or other means available to it in the following order:

1. If a serious medical/life threatening emergency exists, dial 000 or 112 (mobile phone) to speak with emergency services.
2. The Race Officer (see contact information section for details)
3. Adjacent vessels

First Aid & Medical Resources

All vessels, whether competing or support vessels must comply with AS Special Regulations-Safety Equipment as defined for a Category 6 race vessel.

Hamilton Island has the following medical resources:

- QAS
- Medical Centre with Dr and Nurse available 24/7
- Island Safety & Security Officers 24/7
- Volunteer Fire Department & Emergency Response Team

All of the above can be access by dialling 07 4946 8555

Emergency Contacts

Position	Name	Contact Details
Regional Harbour Master Mackay		07 4944 3700 VTS Hay Point on VHF Ch 16
Emergency Services		000
QAS Hamilton Island		000
Hamilton Island Safety & Security		07 4946 9999
QLD Fire & Rescue		000
Whitsunday Water Police		07 4967 7222
Race Handicapper	Paul Alcock	0402 221 169
CYCHI Commodore	Craig Traill	0422 661 671
CYCHI Vice Commodore	Ben Staddon	0428 431 379
Australian Sailing	Ben Callard	0417 053 015 / 07 33936785

Emergency Contacts Vessels

Vessel	Contact	Contact Details
CYCHI Start Boat	Talmon Wilde	0408 665 177
Mars Charters	Braden Warne & Richard Anthony	1800 202 909
HI Watersports	Mark Harvey	0416 086 242

	Andrew Harvey	0414 893 805
Explore Group	Phil Andrews	0448 822 377
Hamilton Island Barge	Henry Danvers	0410 544 923

7. Audit & Review

CYCHI will conduct an internal review/audit of its Documentation at least annually. This will be conducted by a Senior Race Official and Race Committee.

The Club may conduct reviews more frequently in the following circumstances:

- Changes in legislation/guidelines
- Industry recommendations
- Post-incident (both internal and external)
- Training
- Discover sailing centre instructors

8. Appendix

Welcome Letter

Induction Checklist

Event Course Maps: Twilight Sailing long Course

Event Course Maps: Twilight Sailing Shorten Course

AS Operating standards and guidelines

AS Discover sailing centre review form

Welcome Letter



Hello fellow sailors,

The Cruising Yacht Club of Hamilton Island would like to welcome you to our regular Wednesday twilight sailing.

The season starts in September and goes through to March. Races are held every Wednesday (weather permitting).

You can follow us and obtain up to date race information on either of our social media sites listed below

Facebook page:

www.facebook.com/cruisinghamiltonisland

Website:

www.cychi.com.au

We are a club made up of volunteers who want to share what we consider a privilege in sailing the magnificent Whitsunday waters.

In this pack we have put together some information that will get you onto to the water and into the twilight racing action.

We have safety as a priority and it is the obligation of the skipper to ensure that all equipment is in order.

To assist we have added our safety plan as a reference and checklist.

Should you wish to register for a race simply contact our Handicapper Paul Alcock 0402 221 169 or Commodore Craig Trail 0422 661 671.

We look forward to seeing you on the water.

Regards,

Craig Traill | CYCHI Commodore

Cruising Yacht Club of Hamilton Island, Great Barrier Reef Australia |

M 0422 661 671

*It's even easier to reach **Hamilton Island** in the heart of the Great Barrier Reef, with **over 35 direct flights** a week from most major cities flying Virgin Australia, Jetstar and now Qantas.*



Cruising Yacht Club of Hamilton Island Induction Checklist

Please complete the Induction checklist. Kindly return the completed document to c.trail@hotmail.com

Name:	
Vessel(s)	

Items	Trainer Initial	Date:
Welcome Letter	Copy received	
CYCHI Safety Management Plan	Copy received and reviewed with crew member	
CYCHI Risk Management Plan	Copy received and reviewed with crew member	
CYCHI Sailing Guidelines	Copy received and reviewed with crew member	
CYCHI Incident Management Plan	Copy received and reviewed with crew member	
Cat 6 Safety Equipment List	Copy received and reviewed with crew member	
Incident and hazard reporting	Crew member understands the process and their obligations	
Communication	Radio Channels, emergency process and contacts. Ensure that sailors have been briefed on the specific hazards on the boat they are on.	

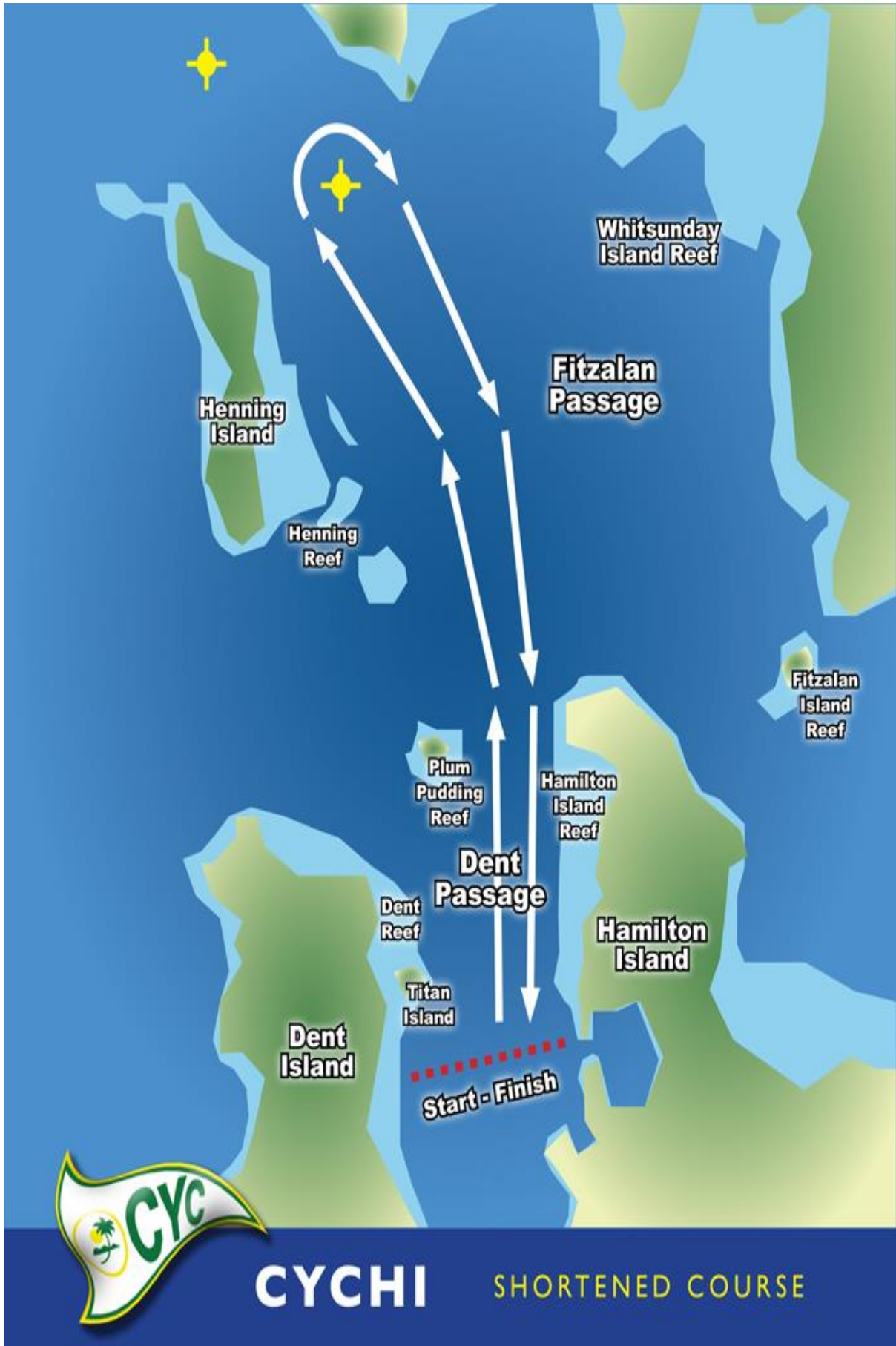
Assessment

Q.1. What is the primary radio channel for the event?	A. 1. 73	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Q.2. Name 5 safety items	A.2. Review Safety Equipment Audit List	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect

I have been informed that I have access to a copy of all relevant documents		
I confirm that I have been inducted into the Cruising Yacht Club of Hamilton Island		
Crew Member Signature:		Date:
Committee Member's Signature:		Date:



CYCHI CURRENT RACE COURSE



CYCHI SHORTENED COURSE