



RISK MANAGEMENT PLAN

Version 01: February 2021

CLASSROOM/ LAND BASED ACTIVITIES							
Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
<i>People</i>							
Students lack of control/Boredom	C	3	1	4	M	Stop and speak to students	Speak with enthusiasm; don't speak too long, get students involved. Create stimulating learning environment (Instructor)
Sunburn/Heatstroke	I C	4	3	7	M	See doctor or medics Cold bath, drink, shade	Remind students to stay in shade and wear hats and sunscreen (instructor), sunscreen to be provided
Loss/Theft of student equipment	E	4	3	7	M	Notify police, Notify YNZ, replace lost equipment	Keep all equipment and student gear tidy in Trailer or club and lock when unattended (instructor)
<i>Equipment</i>							
Loss of gear into the sand	E, F	4	2	6	P	Use spare parts for replacement	Tie pins to split ring (student), Thorough check of environment before departing (instructor)
Boom injures a student/public during rigging or demonstration	I, C	3	3	6	M	Utilise first aid kit. Administer Ice pack if available. If head is hit see doctor/medic	Position boats away from thoroughfare and into the wind when rigged, brief students away from rigged boats, explain the danger to students, wrap booms in foam (Instructor, Volunteer, Student)
RIB coming off trailer while transporting	E	4	1	5	P	Get assistance to lift RIB back onto beach trailer, check for damage	Ensure rope on rib attached to beach trailer handle whenever RIB is on beach trailer
<i>Environment</i>							
Lack of covered space to work in bad weather	I,E,C	4	2	6	M	Operate out of trailer or club if necessary, position trailer door out of wind/rain	Organise a class room or clubhouse to utilise in case of bad weather (YNZ)
Slippery Boat ramp	I,E	4	3	7	M	Treat injury/Change location for this activity.	Disclose risk to students, set activities away from ramp when possible (Instructor)
Uneven surface/trip hazard	I	3	3	6	I	Treat injury/Change location for this activity.	Point out hazards. Set activity on even ground, clear rocks etc (Instructor and students)
Sharp objects/insects in rigging/launching area	I,C	3	3	6	M	Treat injury/Change location for this activity.	Disclose risk to student, ensure students/staff wearing footwear when possible
Road/Carpark Traffic	I,S	4	5	9	M	Call for 111 for emergency. Utilise first aid kit	Keep activities away from busy roads, where possible structure activities so road crossing is unnecessary or kept to a minimum, supervise students when crossing roads, Keep students out of carpark area/main thoroughfare where possible Instructor to transfer all boats/equipment across road

Rigging close to car traffic	I E S F C	1	5	6	P	Call ambulance Fix equipment	Rig away from traffic areas where possible
Powerlines around rigging area	I,E,S,F,C	3	3	6	M	Call ambulance Notify owner or property and police. Repair equipment	Check for overhead wires when selecting rigging area and rig well clear (instructor)

ON WATER ACTIVITIES

Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
<i>People</i>							
Students unwilling to participate	C	4	1	5	M	Pull student aside and speak about their alternative to doing activity	Create a positive fun environment that will appeal to all students, pair students up where appropriate (Instructor)
Students not understanding concept	C,S	3	2	5	M	Pull students off water and explain in another way	Provide clear instructions and determine student understanding of the activity before commencement (Instructor)
Fear of the water	I	3	2	5	M	Continue with land based activities until student is ready	Progression from land to water must be gradual (Instructor, volunteer helper and student)
Multiple students fall out of boat/capsize	I,E	3	4	7	M	Send Remaining students ashore, attend to least confident or those in the most apparent danger first	Don't send out too many boats if the conditions don't suit it (Instructor, helper and student)
Student cannot swim	I	2	2	4	P	Keep them in chase boat or supervise closely	School provides a signed declaration that each student meets the minimum requirements regarding swimming ability (50 metres in lifejacket),
Students unable to achieve objective	C	2	2	4	M	Go back to previous exercise until ready to progress	Ensure students are achieving objectives before progressing (instructor)
Students crash boats	I,E,F	3	3	6	M	Assess damage	Ensure boats are fit for purpose (YNZ). Make students aware of the danger, emphasis on staying clear (Instructor and student)

ON WATER ACTIVITIES

Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
Injury while towing	I C	2	4	6	P	First aid, if serious take boat off tow and get sailor inshore to medics asap	Make students aware of correct towing behavior-Hands to be kept clear of tow line while towing, limbs kept inside the boat (instructor)
Sailor and boat blown out to sea	E I C	2	5	7	P	Locate boat, get upright, check sailors, tow in	Take regular boat count checks. Assist boat not in control or capsized, ensure correct instructor/boat ratio is kept at all times (instructor)
Lost Sailor	I C	1	5	6	P	Find boat, contact emergency services, teacher and volunteer, start search	Take regular head counts
Inappropriate clothing	I C	3	3	6	P	Give extra clothing. If severe take ashore for warm bath or shower	Sailors to wear appropriate kit- Guidance to be given prior to sailing day regarding adequate clothing. Spray Jackets, wetsuits, Lifejackets provided
Not enough food and water	I	3	2	5	P	Find spare food/water	Sailors to be prepared for day's activities- advised schools prior recommended items to bring (YNZ). Ensure adequate breaks are given (instructor)
Instructor falling overboard/drowning	I,C	1	5	6	M	Deploy life jacket. Get back in boat.	Instructor to wear a lifejacket (PFD) and kill cord at all times whilst afloat except for when momentarily changing clothing or if health or emergency requires either to be removed
Instructor driving RIB irresponsibly	C	2	2	4	P	Apology or pay fine	Instructors to drive within harbour rules & safety guidelines
Instructor Breaking harbour rules	C,F	2	2	4	M	Apology	Instructors to have extensive boating experience and be assessed/qualified to YNZ standards
RIB collision with other boats	E,C,F	2	4	6	P	Check for injury and damage.	Maintain constant visuals, understand right of way rules
RIB run aground	E,C,F	1	3	4	P	Check boat for leaks and seaworthiness. check engine. Repair.	Instructors to have extensive boating experience and be assessed/qualified to YNZ standards
General public getting in the way while launching/landing	I, C	3	3	6	P	Change launching/landing location if possible, inform public of activities	Launch away from people, watch for public and give extra room where possible
<i>Equipment</i>							
Boat breakage	I,E,F	3	3	6	M	Utilise spare parts, pull boat out of the water.	Keep maintenance up to date/encourage students to treat boats with respect. Point out things that may cause damage (Instructor)
Damage to boats when towing	E,F	2	3	5	P	Re tie boat in new place, tow in and repair damage	Tow lines to be tied to structurally adequate place, normally mast base.

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Engine/RIB stopping	E,I,C	3	3	6	M	Suitable anchor on board Check fuel Check prop for rope etc Check water inlet	Ensure fuel is full and connected Boats to be serviced as required
RIB punctured by sharp object	E	2	3	5	M	Keep inflated with pump if hole is small. Remove and repair.	Avoid sharp parts of sailors' boats. Be aware of sharp parts on beach trailer. Be aware of general public losing control of their boats when retrieving etc, predominantly their props.
Anchor lost overboard	E,F,C	1	3	4	M	Utilise spare anchor or head into shore	Ensure anchor is tied to rope and rope is tied to boat.
Engine damaged on ground	E,F	3	3	6	P		Engine to be trimmed up appropriately when in shallow water
<i>Environment</i>							
Inappropriate clothing/sun protection	I	3	2	5	P	Provide appropriate clothing /protection	Ensure schools are clear on what clothing is required (Instructor, helper and student), sunscreen provided (instructor)
Dangerous or slippery ramp	I,E,F,C	4	4	8	P	First aid. If serious, get injured person to medical centre	Check ramp before launching at low tide. Choose safe area to launch Advise everyone to Wear footwear if sharp objects present
Equipment damaged coming in or out in waves	I,F	2	3	5	m	Repair or replace.	Inform students of correct launching/landing techniques. Launch from calm area if possible e.g. marina. If beach launching in waves choose sheltered spot. Manage students launching/coming ashore into smaller groups. Have assistance available for launching/retrieving
Collision with unseen reefs/water hazards/boating channel.	I, E, F,C	1	3	4	P	Tow boat ashore. Use VHF and or cell phone for assistance if necessary	Research area to be sailed in. Point out hazards. Set sailing away from those areas (Instructor)
Weather not suitable for on the water	I,E,C	5	4	9	P	Don't go out if conditions are beyond skill levels. Send kids ashore. Drop sails and tow in if necessary.	Check, assess and monitor weather each day. Don't go out if conditions are beyond skill levels. Head back to shore if conditions become extreme. Coordinate with volunteer to manage getting sailors ashore (instructor)
Rough weather flipping RIB	E,F,I,C	1	5	6	P	Deploy Lifejacket, Put out anchor, access radio, wait for rescue.	Assess conditions accurately. In huge waves stay bow into waves or downwind. Avoid sitting beam on. If beam on keep eyes to windward.

ON WATER ACTIVITIES

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RIB damaged launching/retrieving in waves	E	3	2	5	M	Check for injuries-first aid/hospital Check and repair boat. Sea trial if major repair	Avoid launching/retrieving in waves where possible. Otherwise use Volunteers/sailors to help. When boat is coming in, no person to stand between beach and boat or Trailer and boat
RIB filling up with water	E	3	2	5	m	Bail. Run boat ashore	Have 2 forms of removing water (bailer, bung). Double check bung before launching.

LUNCH TIME

Hazard or Causal Factor	<u>Risk</u> Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
<i>People</i>							
Not enough food/water	I	3	1	4	I	Delegate to teacher	Tell schools that a packed lunch is required prior (YNZ, student)
<i>Equipment</i>							
Boats falling over on trailer	I,E,S	3	3	6	M	Pick up boat and move it to a more appropriate position	Lower sails during lunch time. Position boat in appropriate position (instructor)
Gear stolen	E,F	2	3	5	M	Call Police	Keep valuables in secure location. Stay in view of yachts/gear (Instructor, Volunteer, student)
<i>Environment</i>							
No shelter (YNZ trailer delivery only)	I,C	2	2	4	M	Use the empty trailer and position it out of the wind/rain.	Organise shelter prior to departure (YNZ)
Road/Carpark	I,S	5	4	9	M	Call for 111 for emergency. Utilise first aid kit	Follow SOP (instructor)

CLEAN UP/PACK AWAY BOATS							
Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
<i>People</i>							
Jammed limb between boat and trailer	I	3	2	5	M	First aid. Administer Ice pack if available	Point out danger, assist students with putting away boats, utilise volunteer help (instructor, volunteer)
Fatigue	I	2	1	4	M	Let student rest	Pace the day out, give breaks where necessary (instructor)
<i>Equipment</i>							
Boat/equipment is dropped and/or damaged	I,E,F	2	4	6	M	Make sure Students are safe Record the incident, fix the boat	Instructor coordinates and supervises pack up
<i>Environment</i>							
Slippery tail gate on trailer	I,E	3	2	5	M	Take extra care	Explain hazard, ensure nonskid on wood secure (instructor)

PICKING UP/DROPPING OFF TRAILER (Applies to delivery by YNZ trailer only)							
Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority (0-10)	Prevent Isolate Minimize	Crisis Management	Management Plan
<i>People</i>							
Human error not attaching/detaching trailer correctly	I,C,E,S,F	2	5	7	P	Check for injuries, administer first aid, call 111 emergency. Reattach trailer if possible	Instructors to double check attachment. Check when attaching and again before driving off. Tow ball to be set to correct size Chain to be attached to tow bar at all times Check Trailer brake is in correct position Check Wheel Clamp attached when trailer is stationary and detached when being towed
<i>Equipment</i>							
Trailer wear and tear	I,C,E,F	2	3	5	P		Ensure WOF and Registration are up to date (YNZ)

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							Visual Inspection of trailer body to be carried out weekly (Instructor)
Leaving sailing gear behind	C,E,F	3	2	5	M	Make do, if appropriate go back to get it.	Check list of gear prior to leaving (Instructor)
Tyre blow out	I,C,E,F,S	2	4	6	P	If necessary call 111 emergency and check for injuries. If possible replace tyre or call mechanic	Check tyre pressure and tread before towing
Instructor injured while lifting trailer onto tow ball	I	2	3	5	M	Administer first aid/Icepack if available, inform YNZ	Always use jockey wheel to lift Trailer. If not used to lifting or back is susceptible ask for help.
<i>Environment</i>							
Car getting stuck in mud	C,E,S	2	3	5	P	Put car in 4 wheel drive low ratio. Keep speed up in sticky conditions. Get a second car to help tow.	Park in appropriate areas (Instructor)

DRIVING TO LOCATION/ RETURNING HOME (Applies to delivery by YNZ trailer only)							
Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
<i>People</i>							
Getting lost	C	1	1	2	P	Consult map/stop and ask for directions	Plan trip prior to leaving/check out the location prior to arrival, Use GPS (Instructor)
Other drivers behaving carelessly	I,E,F	4	3	7	M		Back off/stop
Getting tired whilst driving	I,C,E,F	3	2	5	P	Pull over for a break	Plan to have rest breaks (Instructor) Avoid overbooking and provide travel days in calendar where necessary (YNZ)

DRIVING TO LOCATION/ RETURNING HOME (Applies to delivery by YNZ trailer only)							
Hazard or Causal Factor	Risk Injury (i) Equipment(e) Surrounds(s) Finance (f) Credibility(c)	Likelihood	Severity	Priority	Prevent Isolate Minimize	Crisis Management	Management Plan
Car crash	I,C,E, F	3	4	7	M	Check for Injuries, administer first aid, call 111 emergency if necessary. Inform YNZ asap	Instructors to have full license Instructors to be experienced at towing and reversing trailers (Driver Training to be provided prior to season start) Instructors to follow all road rules Instructors to maintain large following distances Trailer to be attached correctly as SOP
Police ticket (WOF, registration, lights, speeding, road rules)	C,F	2	1	3	P		YNZ to maintain car/trailers and ensure WOF, Registration, RU charges up to date Instructors to obey road rules Instructors to alert YNZ if faults found when undertaking pre-towing check
Fuel spills when fuelling up	I,E,S,F,C	1	3	4	P	Follow petrol stations SOP for spills	Only fill up fuel tanks at petrol station.
Jockey wheel left down while towing	E,F	2	2	4	P	Replace jockey wheel	Jockey wheel locked up as part of pre tow check
<i>Equipment</i>							
Trailer fish tailing	I,C,E,S,F	5	4	9	M		Stay to a limit of 80km/ph. If trailer starts to lose control, gently accelerate to get weight onto the back wheels then let car decelerate until trailer is stable (Instructor)
Gear damaged in transit	E,F	2	3	5	P	Have spare parts of everything	Tie down gear securely (Instructor)
Car/Trailer Breakdown	I,C,E,F	3	5	8	M	Call the AA/Mechanic, If possible use tools in car to fix problem	Cars to be serviced in line with manufacturer specifications, Trailer WOF kept up to date (YNZ, instructor)
<i>Environment</i>							
Road closure	C,F	2	4	6	M	Use alternative route	Check for road closures prior to travel, Always have an alternative route plan, GPS (Instructor)
Trailer loses control due to windage/slippery road	I,C,E,S,F	2	5	7	M	Cell phone call for assistance (where service is available)	Drive to the conditions. If conditions are unsafe, suspend travel until conditions improve (Instructor)

In the event of an Earthquake or Tsunami Warning, procedure would be as follows:

- Normal operation of Kōkōkaha – Powered by Wind would cease and the instructor would act to get students onto shore immediately.
- Once onshore, students would be placed back under the supervision of the teacher/parent in charge. Civil Defense advice would be followed by teacher in charge and they would act in accordance with the school policy in place.
- Whilst Civil Defense or Maritime New Zealand warnings remain in place for coastal regions or advising to stay out of the water, Kōkōkaha – Powered by Wind will not operate.

Relevant industry standards and Qualifications

St Johns Level 1 first Aid (or Equivalent)
RYA Powerboat Level 2 (or Equivalent) or assessed to Yachting NZ standards
YNZ Qualified coach (variety of levels) (or equivalent)
NZ full driver's license (or equivalent)
All coaches to carry a means of communication
All coaches to carry first aid kit in Trailer
1Lifejacket/PFD to be worn at all times

RELEVANT EMERGENCY CONTACT NUMBERS

Police Phone111

International VHF Emergency Channel 16

Yachting New Zealand

Raynor Haagh, National Sport Development Director
DDI +64 9 361 4021

Office Reception: (09) 361 1471

Training/ Safety Standards Review and Reporting Process

Scope:

Related to the activities of running Kōkōkaha – Powered by Wind we will undertake the following processes.

Review process:

1. Review the Risk Management process and Standard Operating procedures annually (April/May)
2. Have a team safety meeting with instructors twice annually (Sept/Oct and December). Risk Management covered in season debrief in April
3. Check all instructors have the correct safety equipment prior to sessions.

Training process:

- All Instructors to have their 'RYA Powerboat Level 2 (or Equivalent) or be assessed by YNZ
- All coaches to have the required First Aid certificate or equivalent
- All coaches to have current full Driver's license
- All Instructors to undergo Driver training prior to season start to ensure reversing of trailer and towing competence

Reporting process:

- All significant near misses and incidents to be reported to National Sport Development Director immediately or as soon as practical
- Incidents reported to Maritime NZ where necessary
- Incidents follow up and risk management updates conducted by National Sport Development Director

Hazard identification

(Sailing activities, hazards to be aware of)

All sailing drills come with generic risks, these are as follows;

- Boom hitting students
- Capsize
- Adverse weather conditions
- Sharp objects getting in and out of the yacht
- Boats hitting navigational hazards
- Stings and bites from animals such as bees, jellyfish and sharks
- Catching up on markers
- Sun and windburn

Figure 8 drill

- Crashing boats
- Boom hitting head
- Capsize

Coat hanger

- Students not able to lay through due to wind shift

Two buoys figure eight coat hanger tacking

- Boats converging on the gybe mark
- Boats crashing

Ball tag

- Ball hitting student on head
- Ball hitting sail and causing damage
- Boats colliding inside boundaries

Pick up toys

- Falling out of the boat
- Losing toys with the current

Capsize race

- Bending sprit in the sand

- Hypothermia and wind chill
- All boats upside down at once (potential for multiple rescues)

Snake follow the coach boat/ Set marks to zigzag up wind/ Windward leeward course

- Skill levels vary and easy for group to get separated
- Collisions with windward and leeward boats

Plan a short trip

- Long way from help should something go wrong
- Extra vulnerable to weather packing in
- Chance of a multiple rescue is increased
- Fatigue after longer period of sailing

Getting out of irons

- Likely hood of crashing the boats increases

(Wet weather activities, hazards to be aware of)

All land based activities come with generic risks, these are as follows;

- Trip hazard/uneven ground
- Bee stings and other animal bites
- Glass and sharp objects on and around the beach area
- Sun and windburn
- Sand in the eyes

Rats and rabbits (port and starboard)

- Chance of twisted ankles
- Overexcitement

Tug of war (haul in the sails)

- Rope breaking
- Rope burn
- Fingers caught in the rope from wrong technique
- Students falling on each other

Bailing races

- Sharp edges on bailer
- Slipping inside the boat

(Environmental games, hazards to be aware of)**These activities have similar generic risks to the wet weather games**

- Trip hazard/uneven ground
- Bee stings and other animal bites
- Glass and sharp objects on and around the beach area
- Sun and windburn
- Sand in the eyes

Fantasy adventure

- Wind and sunburn

Shell ID and bird watch games

- Easy for students to wonder off and go unnoticed