

THE CANTERBURY" J" CLASS (ONE DESIGN) OWNERS ASSOCIATION INCORPORATED.
RISK MANAGEMENT TABLE AND PLAN.

Table and Scale

Likelihood The potential to occur.			Severity The degree of injury, loss or damage.	
	LIKELIHOOD			SEVERITY
Rating	The potential to occur.		Rating	Impact on the organisation
A	Almost certain		5	Highly significant
B	Probable		4	Major
C	Possible		3	Moderate
D	Unlikely		2	Minor
E	Rare		1	Insignificant

RISK RATING

		Severity				
		1	2	3	4	5
LIKELIHOOD OF OCCURRENCE	A	Low Med	Medium	Med Hi	High	High
	B	Low	Low Med	Medium	Med Hi	High
	C	Low	Low Med	Medium	Med Hi	Med Hi
	D	Low	Low Med	Low Med	Medium	Med Hi
	E	Low	Low	Low Med	Medium	Medium

RESPONSIBLE PERSONS

Committee	To familiarise themselves with pages 1 to 6
Race Officers	To familiarise themselves with pages 3 to 5
Dedicated Operators	To familiarise themselves with page 6

EQUIPMENT							
Potential Risk	Likelihood	Severity	Rating	Control	Resources	Responsible Person	Timing
Theft or damage of any personal items due to poor security.	C	2	Low Med	Make participants and officials aware of risk. Security is personal responsibility.	Notice of Race.	CJCOA committee, everyone.	every event
Theft or damage of any items due to poor security and or storage of equipment.	C	2	Low Med	We own inflatable, electric outboard, 12v battery, buoys and anchors stored in CMYC clubhouse) All equipment to be properly used and stowed away. All locks to be secured at end of event.	CJCOA Events and Regattas document. Appointed person(s)	CJCOA Committee. Appointed person. Users.	every event
Aging equipment, unsuitable use or storage of any equipment resulting in subsequent failure when used.	C	2	Low Med	Any equipment used will be inspected before and after use and stored according to owners requirements.	CJCOA Events and Regattas document. Appointed person(s).	CJCOA Committee. Appointed person. Users.	every event
Structures of any type that may result in failure and or injury when used.	B	4	Med Hi	We do not own any structures that requires this. Any structures used will be inspected before and after use.	Appointed person. CJCOA Events and Regattas document.	CJCOA Committee. Appointed person. Users.	every event

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VENUE							
Potential Risk	Likelihood	Severity	Rating	Control	Resources	Responsible Person	Timing
Unstable or changes in terrain where skippers or officials will stand or move	B	3	Medium	Notice of Race.	Everyone, Common sense. CJOCA Events and Regattas document.	CJOCA Committee	Each Event
Blocking Public access, emergency response vehicle or persons and facilities by participants, officials or equipment.	D	1	Low	Any public or emergency access must be left clear or approval from property owner sought and signs erected if required. Common sense	Notice of Race, Race officials. CJOCA Events and Regattas document.	Race Officer. CJOCA committee. Appointed person.	Each event
Movement and erecting of equipment disrupting public, or causing a hazard	D	2	Low Med	First and last task avoiding crowded times where possible. Supervision by appointed person.	CJOCA Events and Regattas document. Appointment person.	CJOCA Committee. Appointed person	Each Event
Placement of equipment disrupting, causing damage to persons or property.	D	2	Low Med	Placement requires care and consideration for users and others	CJOCA Events and Regattas document. Appointed person.	CJOCA Committee. Appointed person.	Each Event
personal equipment left lying around posing risk of injury to persons using area.	C	3	Medium	Make sailors aware not to leave equipment lying around	Notice of race. Race officials.	All persons attending.	Each Event
Launch and retrieval area condition for any water craft becoming a hazard - risk of personal injury.	B	2	Low Med	Clean or clear area as required	Appropriate cleaning / clearing equipment. CJOCA Events and Regattas document.	CJOCA Committee. Race officer	Each Event
Personal injury and property damage arising from persons and or vehicles within designated area of venue.	C	3	Medium	All boats in stands in designated area with masts vertical. Designated area away from public access routes. Warning signs. All equipment placed with care.	Race officials. Notice of race. CJOCA Events and Regattas document.	All persons attending. Race Officer. CJOCA committee	Each Event
Non-compliance with Government regulations resulting in legal actions. Fines etc.	B	4	Med Hi	Risk Management Plan. Health and Safety at work Act 2016 is not applicable to volunteers of a volunteer organisation.	CJOCA Committee.	CJOCA Committee. Everyone	Each Event
Use of equipment in adverse or inappropriate environmental conditions, weather etc.	E	2	Low	Officials made aware of any dangers. Weather forecast check on the day. Cancel or delay as required.	CJOCA Events and Regattas document. Race officer. Officials.	Race Officer. CJOCA committee	Each Event
Transfer of toxic or algal blooms	B	4	Med Hi	Avoid use of known infected. Boats and equipment to be washed, rinsed and dried between use at unaffected lakes	General notice to all members for cooperation, common sense and a wash rinse and dry after sailing.	CJOCA committee. All users.	When Used

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PERSONAL							
Risk Identification	Likelihood	Severity	Rating	Control	Resources	Responsible Person	Timing
Health issues related to the environment, animal life, water (toxic blooms) or ground hazards	B	4	Med Hi	Make everyone aware of risk. Avoid venues showing signs of toxic blooms where practical	Notice of Race. Is individuals responsibility.	CJCOA committee	Each Event
Health issues relating to climate / weather. Dehydration, Hypothermia, sunburn, sunstroke etc.	C	2	Low Med	Manage exposure to elements. Monitor officials & sailors.	Shelter. Race Officer. CJCOA Events and Regattas document. Notice of Race	Race Officer. CJCOA committee.	Each Event
Exposure to unforeseen severe and adverse weather changes	E	2	Low	Weather forecast check on the day. Provide Shelter. Delay or cancell as required	Available shelter & Vehicles. Common sense.	Race Officer. CJCOA committee	Each Event
Participants batteries catching fire	C	2	Low Med	Make everyone aware of risk	CJCOA Committee.	Principala Organiser	Fire extinguisher supplied
Movement of yachts with unsecured and flapping sails & booms.	B	3	Medium	Make members aware to move yachts with care. Mast vertical, booms secured.	CJCOA Committee. Notice of Race.	CJCOA Committee.	Each Event
Theft or damage of participant's or official's belongings.	C	2	Low Med	Make everyone aware of risk. Security is everyone's responsibility. Loss of personal belongings is an individuals responsibility and liability.	Notice of Race.	CJCOA committee	Each Event
Sailors or race officials falling in water	C	2	Low Med	Life jacket available. Everyone aware of danger near water	Notice of race. CJCOA Events and Regattas document.	All persons attending. Race Officials. CJCOA committee	Each event.
Careless loading / unloading / placement of any equipment that may result in physical injuries.	E	2	Low	Make all aware of lifting dangers.	CJCOA Committee. Position description.	CJCOA Committee. Everyone.	Each Event
Harassment, abuse or bullying	D	2	Low Med	Warning of consequences in Notice of race.	CJCOA Committee. CJCOA Events and Regattas document. Notice of Race.	CJCOA Committee	Each Event
Lack of or poor promotion of emergency procedures and contact numbers.	D	2	Low Med	Display street address of events where possible. Have list of contact phone numbers.	CJCOA Committee. CJCOA Events and Regattas document. Appointed person.	CJCOA Committee. Principal organiser	Each event
Knocking over person whilst participating and concentrating on the race.	B	4	Med Hi	Notice of Race. Avoid public access ways. Control area and signs.	Everyone. Notice of race.	Organising person. Race Officer.	Each Event

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SAILING TIME							
Potential Risk	Likelihood	Severity	Rating	Control	Resources	Responsible Person	Timing
Poor handling of disputes or grievances resulting possible legal exposure.	E	3	Low Med	Best practices, clear documentation and experienced people are available. Ongoing.	Notice of Race. Sailing Instructions. Race officials. CJCOA Events and Regattas document.	CJCOA committee. Race officials.	Each event
Verbal or physical harassment, abuse or bullying.	E	2	Low	Consequences known in clear Notice of Race	Notice of Race. Experienced race officials. CJCOA Events and Regattas document.	CJCOA Committee. Race Officials	Each event
Appointment of inexperienced Race officials resulting in poor decision-making and neglect of duties.	C	2	Low Med	CJCOA Events and Regattas document. A balance of experienced and inexperienced Race Officials used.	CJCOA committee. Experienced Race Officials.	CJCOA Committee. Principal organiser.	Each event
Insufficient consideration of officials abilities, health and needs of different age groups in planning activities resulting in personal injury.	E	2	Low	Consideration of persons abilities.	CJCOA committee. CJCOA Events and Regattas document. Awareness of officials knowledge and abilities	CJCOA committee. Principal organiser.	Each event

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RESCUE CRAFT							
Potential Risk	Likelihood	Severity	Rating	Control	Resources	Responsible Person	Timing
General safety of water craft.	E	3	Low Med	<u>Appointed person(s) only to use craft. Or permission from organiser gained for use.</u>	CJCOA Events and Regattas document. Other persons on hand. Fire extinguisher	CJCOA committee. All users	When Used
Fire/explosion on rescue craft resulting in personal injury, damage to boat and contents.	E	3	Low Med	Row where possible. Avoid electric boat if practical.	CJCOA Events and Regattas document. Other persons on hand. Fire extinguisher	CJCOA committee. All users	When Used
Failure or capsizing of rescue craft when used.	D	2	Low Med	Check to make sure craft and equipment is in good useable condition. Users are physically able and competent to use craft and self rescue themselves. Wear lifejackets. Oars and a bailer are on board and secured to the	Lifejackets. Appointed persons only to use the craft. Other persons on hand. CJCOA Events and Regattas document.	CJCOA committee. All users	When Used
Capsizing of rescue craft embarking or disembarking	C	2	Low Med	Ensure rescue craft is secured for embarking & disembarking point. Step in middle of craft.	Painter line. Lifejackets. Other persons on hand. CJCOA Events and Regattas document.	CJCOA committee. All users	When Used
Transfer of toxic or algal blooms between venues / lakes	B	4	Med Hi	Ensure rescue craft is used in unaffected lakes only, wash, rinse and dry before storage	Facilities available at place of storage	CJCOA committee. All users	When Used

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