



BOTANY BAY YACHT CLUB Ltd		Risk Register - Definitions and Scales	
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Term	Description		
<b>Risk</b>	An uncertain future event, which if it occurred, could influence the successful achievement of planned outcomes or impact BBYC club operations. These items must be recorded in the Risk Register.		
<b>Mitigation Strategy</b>	These are the controls that are currently in place to manage identified risks. The effectiveness of these controls must be taken into consideration when determining the risk likelihood and impact ratings.		
<b>Risk Response Type</b>	<b>Accept</b>	This type of risk response involves BBYC taking an informed decision that the risk is within the club's tolerance and no action will be taken to avoid, transfer or mitigate the risk. Examples include accepting that the level of risk left after mitigations have been applied is within the risk tolerance. Also for risks that have low impact or likelihood ratings where the effort to avoid / transfer / mitigate would be equal to or greater than the risk itself.	
	<b>Mitigate</b>	This type of risk response involves evading the risk altogether by eliminating the cause of the risk event or changing BBYC planning in order for the risk to no longer exist.	
	<b>Share</b>	This type of risk response involves assigning a third party to deliver the opportunity.	
	<b>Transfer</b>	This type of risk response involves placing the consequences or impact of the risk to a third party. The risk still exists, so it is not avoided but responsibility rests elsewhere. Examples include: insurance and contracts where the risk is borne by a third party; contract where a skill set is acquired for the project for a fee; and fixed price contracts to limit the financial risk to BBYC, i.e. the vendor accepts the risk.	
<b>Risk Response Plan</b>	This details the one or more actions that have been selected (for implementation) to set risk at acceptable levels, given the tolerance of the club (e.g. to move a risk that is rated High to a BBYC tolerance level of Medium, etc).		

LIKELIHOOD SCALE				
Level	Scale	% Frequency (Low)	% Frequency (High)	Description
A	Almost Certain	86	100	Expected to occur
B	Likely	51	85	Will probably occur
C	Possible	26	50	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	11	25	Could occur at some time (perhaps every 4-10 years)
E	Rare	0	10	May occur only in exceptional circumstances (in more than 10 years)

IMPACT SCALE		
Level	Scale	MOST LIKELY CONSEQUENCES IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or wide spread inconvenience to the public over a protracted period, or likely to appear as front page media reports, or cost of damage over \$1M, or significant unrecoverable damage to the environment.
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in the media, or cost of damage \$100K - \$1M, or environmental impact that is unconfined and requires long term recovery / residual damage.
3	Moderate	One significant injury (requiring hospital treatment), or moderate inconvenience to the public, or would probably appear in the media, or cost of damage \$10K - \$100K, or environmental impact that is confined with medium term recovery.
2	Minor	Small number of minor injuries (requiring first aid treatment), or some inconvenience to the public, or may appear in the media, or cost of damage \$1K - \$10K, or environmental impact locally confined with short term recovery.
1	Insignificant	One injury (requiring first aid treatment), or cost of damage up to \$1K, or environmental impact locally confined promptly reversible.

RISK RATING MATRIX		LIKELIHOOD SCALE				
		1 (Insignificant)	2 (Minor)	3 (Moderate)	4 (Major)	5 (Catastrophic)
Impact Scale	A (Almost Certain)	Moderate	Moderate	High	Extreme	Extreme
	B (Likely)	Low	Moderate	High	Extreme	Extreme
	C (Possible)	Low	Low	Moderate	High	Extreme
	D (Unlikely)	Low	Low	Moderate	High	High
	E (Rare)	Low	Low	Low	Moderate	High

Key	
Extreme	Attention Required before applying for Aquatic Licence
High	Attention needed, preferably before applying for Aquatic Licence and certainly before any organised activity / event
Moderate	Requires constant vigilance during any organised activity / event
Low	Requires monitoring during any organised activity / event

**Aquatic Licence  
renewal due annually in  
August**

Risk Review Committee	
	Rear Commodore
	Honorary Race Secretary
	Starter (at least 1)
	Honorary Secretary



## BBYC Risk Assessment Register

VERSION: 7		DATED: 31-Jul-19		RESPONSIBLE ROLE: Rear Commodore				CURRENT FLAG OFFICER: Gregory Lerond			
Risk ID	Risk	Associated Hazard/s	Risk Likelihood	Risk Impact	Risk Rating (Auto Completed)	Control/s	Residual Risk Rating	Residual Risk Rating (Auto Completed)	Risk Response Type	Risk Response Plan	Supporting Documentation
1	Rescue / starter vessel refuelling	Fire; explosion; spillage	E (Rare)	4 (Major)	Moderate	SWMS; training; containment procedure; bowser procedure	2 (Minor)	Low	Mitigate	Maintain vessel equipment; regular training; standard procedures	Vessel log; maintenance log; training log
2	Rescue vessel personnel seasickness reduces rescue capability	Impaired vessel operation; dehydration	D (Unlikely)	2 (Minor)	Low	First Aid certification on board; marine experience; Race Committee / Clubhouse liaison	2 (Minor)	Low	Accept	First Aid certification requirement for vessel crew; Marine Radio Operator CoP	First Aid Certification; induction documentation
3	Exposure to severe weather changes	Seasickness; hypothermia	D (Unlikely)	3 (Moderate)	Moderate	Abandon race at Starter's discretion; follow Race Committee procedures	2 (Minor)	Low	Mitigate	Follow Race Committee procedures	BBYC Sailing Instructions
4	Vessel grounded due to navigational or weather problems	Marine traffic hazard	E (Rare)	1 (Insignificant)	Low	Compliance with safety standards; Radio procedure; Maritime Rescue / Police assistance	1 (Insignificant)	Low	Mitigate	Rescue vessel on call; VHF & HF monitored by BBYC clubhouse	BBYC Conditions of Sailing
5	Sunburn and/or dehydration to officials and/or sailors	Skin damage; illness; control of vessel impaired	C (Possible)	1 (Insignificant)	Low	Compliance with safety standards; PPE (hats, sunscreen, water, First Aid)	1 (Insignificant)	Low	Accept	Regular reminder to members of PPE and safety standards	First Aid Certification
6	Collision with other vessel/s or commercial shipping traffic	Loss of life; marine traffic hazard; injury; loss of vessel	D (Unlikely)	5 (Catastrophic)	High	Coll Regs; ISAF RRS; NSW Maritime handbook; BBYC Sailing Instructions	2 (Minor)	Low	Mitigate	Contact with: Start / Rescue vessel; Marine Rescue; Water Police	Refer Controls
7	Injury by propeller during rescue procedure	Injury; loss of life	C (Possible)	4 (Major)	High	Trained / experienced vessel operators; MOB procedure (SWMS); engines off at close station	1 (Insignificant)	Low	Mitigate	Contact with: Start / Rescue vessel; Marine Rescue; Water Police	SWMS
8	Missing persons / boats during time frame of organised activities / events	Search and rescue event	E (Rare)	1 (Insignificant)	Low	BBYC Sailing Instructions; VHF & 27MHz communication available on Start Boat	1 (Insignificant)	Low	Accept	Start to check entry list and record sail number & number of crew on board	Starter check list of entered vessels and crew number
9	Collision of vessels during racing events	Operational vessel damage; injury; MOB; loss of life	C (Possible)	5 (Catastrophic)	Extreme	Coll Regs; ISAF RRS; NSW Maritime handbook; BBYC Sailing Instructions	2 (Minor)	Low	Mitigate	Contact with: Start / Rescue vessel; Marine Rescue; Water Police	Refer Controls
10	Event participation beyond sailor's reasonable capability / skill	Personal injury; vessel damage	C (Possible)	2 (Minor)	Low	BBYC Conditions of Sailing; age limit; organised training; skipper education; crew development	1 (Insignificant)	Low	Share	Race Committee monitoring of events; skippers to report unacceptable activity	BBYC Member Handbook
11	Loss of Race Committee communication	Inability to relay risk warning	C (Possible)	1 (Insignificant)	Low	Both VHS and HF radio frequencies monitored; mobile phone operational on Start Boat; flares	1 (Insignificant)	Low	Mitigate	Start / Rescue Boat crew training	NSW Maritime regulations
12	Man overboard	Hypothermia; injury; drowning; loss of life	C (Possible)	5 (Catastrophic)	Extreme	BBYC Conditions of Sailing; boats carry readily deployable life buoy; Starter / Rescue Boat on call	2 (Minor)	Low	Mitigate	Start / Rescue vessel; Marine Rescue; Water Police	BBYC Member Handbook
13	Starter / Rescue vessel driver / crew under the influence of alcohol or drugs	Collision; vessel damage; injury	D (Unlikely)	3 (Moderate)	Moderate	Compliance with safety standards	1 (Insignificant)	Low	Mitigate	Start / Rescue Boat crew training	BBYC House Alcohol Policy
14	Clubhouse fire	Fire & smoke damage to assets and/or neighbouring property; injury; loss of life	E (Rare)	5 (Catastrophic)	High	Compliance with Fire Prevention and OH&S regulations, including: fire alarm; emergency evacuation plan; exit signs; safety lighting; fire extinguishers	2 (Minor)	Low	Mitigate	Member Fire Drill training; regular reminders at club events and meetings; Fire Warden training	BBYC Fire Prevention & Emergency Plan
15	Boatyard fire	Fire & smoke damage to assets and/or neighbouring property; injury; loss of life	E (Rare)	5 (Catastrophic)	High	Compliance with Fire Prevention and OH&S regulations	2 (Minor)	Low	Share	Responsibility outsourced to boatyard tenant under lease agreement; operation monitored by Rear Commodore / Board	EMS Fire Prevention & Emergency Plan
16	Inappropriate use of club facilities	OH&S related hazards	C (Possible)	2 (Minor)	Low	SWMS; pontoon life ring / buoy; wharf ladder; OH&S / RSA signage on club premises; crane operator accreditation	2 (Minor)	Low	Mitigate	Monitoring of activities & any appropriate action taken by Vice Commodore	BBYC Member Handbook
17	Environmental damage caused by boatyard activities	OH&S related hazards; pollution	C (Possible)	4 (Major)	High	Environmental Management Plan; compliance with operational boatyard procedures	2 (Minor)	Low	Transfer	EMS to implement Environmental Management Plan	EMS Environmental Management Plan