

Aquatic Activity Operational Plan Template

**Sailing Academy
30 August 2018 – 29 August 2019
Newcastle Harbour
Newcastle Cruising Yacht Club**

PART ONE: OPERATIONAL PLAN INTRODUCTION

Newcastle Cruising Yacht Club intends to conduct sailing training all year round. The club has a generous collection of Tackers (Optimist), and Force 24 and Elliot 6m (inshore) keelboats which are used for learn to sail training and racing.

The sailing academy operates within Newcastle Harbour in the areas specified in the area map on the last page of this document.

EVENT COORDINATION/MANAGEMENT

Emergency contacts can be found in the attached 'Emergency Response Plan'.

QUALIFICATIONS

Any racing will be overseen on the day by an Australian Sailing accredited Club Race Officer or Instructor. This person is responsible for onwater operations until all boats have safely completed racing. Major events/regattas typically see us use a State or National level Race Officer who generally has more detailed training and experience.

To drive a support boat for a Sailing Academy activity, drivers are required to hold a minimum of RMS General Boat License in addition to holding an Australian Sailing Powerboat Handling Certificate. All boat drivers are also encouraged to participate in the Safety Boat Operator course which is specifically targeted at operating around sailboats and dealing with an MOB or injured person in the water.

We also require a minimum of 1 person trained in First Aid + CPR on each NCYC vessel at any time and this must be verified by providing us with the certificate of completion from the RTO and a valid expiry date displayed on it. All instructors are required to hold a current First Aid Certificate.

PROCEDURES AND STANDARDS

Australian Sailing – Racing Rules of Sailing & Special Regulations

BRIEFINGS

A briefing to participants is held prior to going on the water each day to discuss conditions, plan for the day and reconfirm emergency procedures.

SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS

Each vessel meets the minimum equipment requirements set by Australian Sailing as a condition of the Discover Sailing Centre. These requirements either meet or exceed the requirements set by RMS NSW and are subject to annual inspection by Australian Sailing personnel.

When operating the Force 24 inshore keelboats, an instructor will be assigned on board each boat. In the event there is not an instructor aboard a boat, then a support rib will also be on the water.

When operating the Tackers (dinghy) learn to sail program. When 1-6 dinghys are being used at least 1 support boat will be on station, when 6-12 dinghys are being used then at least 2 support boats will be on station. Australian Sailing also has guidelines identifying number of instructors and assistant instructors required as participant numbers increase.

INFRASTRUCTURE

NCYC has a collection of temporary (inflatable) buoys which are used on training and race days.

FIRST AID AND EMERGENCY SERVICES

NCYC requires at least one First Aider to be onboard any NCYC vessel and additionally each vessel carries a map/list of waterfront pickup locations and Emergency contacts for coordination of meeting with Emergency Services. See the attached NCYC Safety Card.

COMMUNICATIONS

Primary method of communication for onwater operations is VHF Ch 77. Additionally, race officials and instructors will be provided with a list of mobile contact numbers.

NCYC also radios Newcastle Harbour on VHF Ch 09 to confirm shipping movements before commencing any onwater activities.

INCIDENT REPORTING AND MANAGEMENT

For boats racing, if an incident occurs the Australian Sailing Racing Rules of Sailing have a standard procedure which involves lodging a 'Protest Form'. This form collects general information about the incident including a diagram, description, and witness contact details. Following this, a panel of (usually) 3 experienced sailors (Protest Committee) are presented with evidence from all parties. The 'Protest Committee' then identifies rules broken (if any) and assigns responsibility for any damages.

Additionally, for any powerboat (or any non-racing) incidents, there is an internal reporting procedure to be reviewed by the Board of Directors and, if required, sent to RMS where appropriate.

When an incident occurs on the water, it is the responsibility of the Race Officer or Senior Instructor to manage the situation. The attached Emergency Response Plan further examines this procedure.

CONTINGENCIES

NCYC has strict guidelines on weather conditions to maintain consistency in decision making by Race Officers.

Training will be cancelled if:

- The BOM has currently issued a Storm Warning for the Hunter Coastal Waters
- The Race Management Team records wind speed of more than 25knts or gust strength is deemed unsuitable by the Senior Instructor or Race Officer.
- The combination of sea, swell and wind conditions is deemed too dangerous by the Senior Instructor or Race Officer.
- It is deemed that the capabilities of Instructors is not sufficient to safely monitor the group
- There is lightning near the training area

In the event that all NCYC assets are required to focus their attention to a vessel in distress, all training will be postponed and all sailors to return to shore and attention given to vessel in distress as required. The Emergency Response Plan provides further information on this.

In the event that training is cancelled, rescheduling may occur at a later date, on the same day of the week as was originally planned. Rescheduling of an event if conditions prohibit training on the day scheduled is unlikely.

DEBRIEF

A debrief with the Rear Commodore, CEO, Sailing Manager, and Sailing Academy Manager occurs after each major event has concluded. The findings of the debrief are reviewed by the Board of Directors and actioned by making changes to the running of future event.

PART 2: RISK MANAGEMENT

Risk management is to be conducted in accordance with the principles outlined in AS/NZS ISO 31000:2009 (Risk Management: Principles and Guidelines), which stipulates that risk management should:

- create value
- be an integral part of organisational processes
- be part of decision making
- explicitly address uncertainty and assumptions
- be systematic and structured
- be based on the best available information
- be tailorable
- take into account human factors
- be transparent and inclusive
- be dynamic, iterative and responsive to change
- be capable of continual improvement and enhancement

Risks are managed through the use of a risk register that identifies the risks involved in an activity and the key controls which need to be put in place before the activity is undertaken to reduce those risks to an acceptable level. The aim is to reduce all Residual Risks to either a Medium or Low rating before holding the event. Organisers should be aware that during the event these Residual Risks ratings mean:

Medium – constant vigilance is provided by event officials and staff across these risk areas

Low – these risk areas are monitored by event officials and staff

Where any Residual Risks are rated as Extreme or High, further consideration of controls is required, or alternatively it may be better not to hold the event in its proposed form.

A template and step-by-step process for completing a risk register appears on the following pages. The completed risk register will be assessed by RMS Maritime Division staff during the Aquatic Licence assessment process. Where required, RMS Maritime Division staff will be made available to assist organisers in preparing a risk register, and to help determine what controls are best suited for the key risks.

RISK CONTROLS AND COMMENTS

Provide more detail on how the key/highest risks will be controlled, both before and during the event. Further general or specific comments regarding risks can also be provided here.

KEELBOAT RACING – RISK REGISTER AND PROPOSED CONTROLS

Inherent Risk (what can happen if no controls are put in place)	Likelihood	Consequence	Inherent Risk Level	Controls to be implemented	Residual Risk level (after controls are in place)	Person(s) Responsible	Brief Comments
Collision resulting in damage	Possible	Moderate	Moderate Risk	Instructors to monitor competitors at crucial locations and monitor race frequency VHF 77.	Low Risk	The Senior Instructor will be responsible for liaising with assistant instructors to monitor this and also to liaise with emergency services should their assistance be required.	Racing Rules of Sailing apply to all events Support boats/instructors provided with details of waterfront pickup locations and contact details to meet with Emergency Services
Vessel Capsize resulting in entrapment underwater	Rare	Catastrophic	High Risk	Assess environmental conditions prior to racing. Train support boat crew to monitor capsizes and ensure crew visible. Train to lift boat so that trapped sailor can breathe. Carry wire cutting equipment to assist recovery.	Moderate Risk	Support boat drivers to constantly monitor the race course for any capsized vessels.	Provide BOM weather updates. As part of learn to sail, walk through capsized procedure with sailors and practice on water.

Man Overboard (MOB)	Possible	Minor	Low Risk	<p>All dinghy sailors must wear an appropriate PFD at all times.</p> <p>Support boats to be wary of boats sailing with nobody onboard and be on lookout for person in the water.</p> <p>All inshore dinghy racing primarily conducted in the basin – smooth water easier to spot MOB.</p>	Low Risk	<p>Instructors to teach safe manner of sitting in boats and importance of remaining in their boats.</p> <p>Sailors responsible for remaining with their vessel.</p>	<p>All sailors indicate prior to racing with NCYC that they are physically able to swim a distance of at least 50m unassisted.</p>
Support Boat (Instructor) MOB	Rare	Catastrophic	High Risk	<p>Drivers of all NCYC powerboats with an outboard engine are to wear a lifejacket and attach kill chord at all times when engines running.</p>	Moderate Risk	<p>Skippers of the vessels are responsible for this.</p>	<p>All vessels fully equipped with MOB retrieval methods, First Aid kits, methods of communication with emergency services, map/list of contact details for waterfront access points to coordinate meeting with Emergency Services.</p>

<p>Proximity to Commercial Shipping</p>	<p>Possible</p>	<p>Catastrophic</p>	<p>Extreme Risk</p>	<p>All skippers required to read the Harbour Safety Information booklet for operating in proximity to commercial shipping at Newcastle and sign Declaration before racing with NCYC</p> <p>After checking in with Newcastle Harbour on VHF Ch 09, the Instructor or Race Officer will decide whether it is safe to allow sailboats to transit the harbour to the race start or whether it is necessary to delay or relocate the start of a race to avoid any conflict with commercial shipping movements.</p> <p>Support boat(s) to be used to shepherd sailboats when in proximity of shipping channel.</p>	<p>Moderate Risk</p>	<p>Instructors are responsible for ensuring that none of their group venture near to other marine traffic – with special attention to commercial shipping where stopping ability and manoeuvrability is significantly reduced.</p> <p>Instructors on water also to confirm and share any upcoming shipping movements.</p>	<p>Instructor to notify Harbour Master VHF 09 of intentions and confirm shipping movements. Then broadcast relevant information to other instructors on Club Frequency VHF 77.</p> <p>When a sailboat is required to transit between sailing areas, the path taken should be as direct as practicable and supervised by a powerboat.</p>
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<p>Severe Weather</p>	<p>Likely</p>	<p>Major</p>	<p>Extreme Risk</p>	<p>NCYC has a strict policy regarding weather conditions when racing including:</p> <ul style="list-style-type: none"> - No racing when a BOM Storm Warning is current - No racing when wind exceeds 25knts - No racing when lightning/thunderstorm can be seen - At the discretion of the Race Management Team, racing may also be cancelled sooner when the combination of wind and sea/swell is deemed to be dangerous for sailors and/or mark laying personnel. - It is deemed that the capabilities of Race Officials is not sufficient to safely monitor the training group 	<p>Moderate Risk</p>	<p>It is the responsibility of the Race Officer or Senior Instructor of the day to postpone or abandon training and/or racing in the event of severe weather.</p> <p>Other activities and training areas to be made available on shore when weather conditions are prohibitive to sailing.</p>	
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Approximate Area Map of Newcastle Harbour

Approximate Inshore training & racing areas

