



Safety Management Plan

for

Speers Point Amateur Sailing Club Inc.

Safety **M**akes **S**ense

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About this release

Document Number: SMP: RMS: SPASC – Edition 5
 Title: Safety Management Plan
 Author: Bill Sharland, Hon Secretary & Public Officer, SPASC

Issue	Date	Revision Description	Authorised by
1	5/4/2019	New Safety Management Plan	Bill Sharland
2	27/9/2019	Safety Management Plan Edition 2	Bill Sharland
3	18/11/2020	Safety Management Plan Edition 3	Bill Sharland
4	5/2/2021	Safety Management Plan Edition 4	Bill Sharland
5	8/11/2021	Safety Management Plan Edition 5	Bill Sharland

Management Review

This Plan will be reviewed with the Safety Incident Plan and in accordance with Section 13.

Planned Review Date	Scope	Review By	Review Record Ref no. Date
27/9/2019	Updated Safety Management Plan	Bill Sharland	Edition 2 – 27/9/2019
30/9/2020	Updated Safety Management Plan	Bill Sharland	Edition 3 – 18/11/2020
5/2/2021	Updated Safety Management Plan	Bill Sharland	Edition 4 – 5/2/2021
8/11/2021	Updated Safety Management Plan	Bill Sharland	Edition 5 – 8/11/2021

Endorsement of Safety Management Plan

Bruce Gunn (President)

/ /
Date

Bill Sharland (Secretary)

/ /
Date

Mark Krynda (Treasurer)

/ /
Date

Note:

This document has been prepared from the specimen Safety Management Plan (SMP) provided by RMS, together with child safety and risk management guidelines provided by Australian Sailing to facilitate development of SPASC's Safety Management Plan.

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1. Overview

Introduction

Speers Point Amateur Sailing Club Inc. (SPASC) is based at the northern end of Lake Macquarie within Speers Point Park – our address is 20B Park Road, Speers Point Park, Speers Point and postal address is PO Box 56, Boolaroo NSW 2284.

SPASC has a history dating back to at least 1905, and links with the local community including a strong association with Lake Macquarie City Council for over 50 years.

SPASC has partnerships with local organisations, e.g., Lake Macquarie Stand Up Paddleboard Club, Speers Point-Boolaroo RSL, local chandleries, accommodation providers and businesses, spreading knowledge of them via its website (www.spasc.org.au) and at events.

We have around 100 members, and we encourage junior participation, have a good proportion of non-sailing members who assist with race operation, plus a good sailing mix of off-the-beach sailing dinghies (monohulls) and catamarans, plus stand-up paddleboards.

SPASC runs several regattas annually for local sailing community, plus we run extended State and National regattas regularly for classes and associations, bringing visitors to Lake Macquarie region, boosting the local community.

SPASC through its committee (refer Appendix A: SPASC Executive Committee including contact details) and members, runs sailing racing and training throughout the year from its clubhouse (refer Appendix B: SPASC map indicating location of clubhouse and normal sailing area for races/regattas).

SPASC's Designated Person (DP) is SPASC Secretary & Public Officer, Bill Sharland, mobile phone number 0411 013 853.

The number of sailing craft varies from 10 or less to 120. Participants vary between one and three per sailing craft. Spectators are accommodated in the clubhouse, or nearby.

Event Schedule

SPASC members and visitors participate in regular Saturday races and in regattas, such as the Annual Regattas, e.g., SPASC Regatta (Monohulls & 14' Cats) and SPASC Catagatta (Large Cats) normally during October, the SPASC Marathon around Pulbah Island in February, other novelty events, plus our popular annual ANZAC Day Regatta.

SPASC (the Club) also runs a Friday Twilight Sailing Series involving a short race program for Lasers and other single handed off-the-beach sailing classes during daylight saving hours. A Junior Sail Training Program although initially based on the Australian Sailing "Green Fleet" concept also provides "learn to sail classes" for less experienced participants, has also commenced at SPASC on Saturday mornings from 9:30am to Midday up until late March.

SPASC may run multi-day regattas for classes and associations as determined, involving attendance by local and interstate sailors, e.g., 2021 Tasar NSW State Titles (3 to 5 April 2021) and 2022 Hartley TS16 NSW State Titles (15 to 17 April 2022).

On race days sailors and officials may be at the SPASC clubhouse and normal sailing area from morning until evening. Senior races generally begin between 10am and 2.30pm. A racing session usually lasts up to 3 hours, depending on the weather. There may be more than one racing session per day.

Sail racing is conducted weekly during spring, summer, and autumn, and less frequently, although during winter months. Generally racing is conducted in the northern part of Lake Macquarie, primarily the Speers Point / Marmong Point / Warner's Bay (Cockle Bay) area, however, some races extend further down the Lake, e.g., the Marathon which covers the area to and around Pulbah Island.

Event Coordination / Management

Events are coordinated by the Club's Committee and Race Committee. Committee members are elected at the Club's AGM, and are involved, with members, in the organisation of events, with the supervision of the Race Secretary.

The sport of sailing is dependent on the weather. Races can be deferred, delayed or cancelled as a result of conditions unfavourable to the safety of participants. If weather conditions are not suitable for racing, participants are advised on shore to delay launching their boats. The Club's wind strength limit for racing is 25 knots.

Regular races are managed by the Officer of the Day, the Starter, one or two Assistant Starters and Support Boat Crew or crews. SPASC's Junior Sail Training Program is managed by the Junior Sailing Manager.

Regattas are coordinated and managed by the Race Secretary with a supporting group as above, with the addition of Regatta Co-ordinator, Registration Officer and other personnel as required. SPASC operates under the auspices of Australian Sailing.

Communication with the Club from outside is by mobile telephone or UHF radio, Channel 77.

SPASC launches as many support boats as the size of the fleet and weather conditions require. Support boats set up the racing course and remain on station on the water during racing. For regular Club racing, boat crews sign on for races. Races are closely monitored by clubhouse officials and support boat crews, to ensure all participants are safe.

Scope of this Plan

This document defines the work health and safety processes and practices that SPASC will observe during their 2021/22 Sailing Season.

It encompasses both SPASC's COVID-19 Safety Plan at Appendix D, Fire Emergency Response and Procedure Plan at Appendix E and Risk Assessment at Appendix F.

SPASC's SMS Objectives

SPASC's Safety Management Plan objectives are to:

- Ensure the health and safety of SPASC members, participants in sailing regattas, junior sail training programs, support boat drivers and crew, volunteers and the general public who may be at SPASC's clubhouse and/or on Lake Macquarie participating in SPASC sailing regattas and races, as far as reasonably practicable,
- Comply with any Acts, Regulations, local laws and by-laws, Codes of Practice, Australian Standards and RMS NSW policy and procedures which are in any way applicable,
- Ensure SPASC's Safety Management Plan is developed and implemented in accordance with any other Acts, regulations, local laws and by-laws, Codes of Practice, Australian Standards, NSW COVID-19 Regulations and RMS's policy, practice and procedures,
- Maintain trust, good faith and cooperation between SPASC and the Maritime NSW.

SPASC's objectives will be met through good leadership, commitment and continual training.

Purposes of SPASC's Safety Management Plan

The purposes of SPASC's Safety Management Plan (SMP) are to:

- Define SPASC's management of their Safety Management System (SMS),
- Provide guidance and actions to SPASC's members on SPASC's safety obligations,
- Confirm that SPASC is fulfilling its obligations and risk management responsibilities,
- Define the responsibilities of SPASC's Designated Person (DP), and set down the frequency and responsibilities for management review of this Plan.

Practice of Safety Management

SPASC will:

- Assess risks and plan work activities to eliminate or control foreseeable hazards or risks,
- Comply with relevant legislation and regulations,
- Adopt the Australian Sailing Member Protection and Child Safety Protection Policy,
- Establish measurable objectives and targets for continuous improvement,
- Consult with SPASC members and disseminate SMS information,
- Make this SMP available to all SPASC members,
- Maintain the workplace including support boats in a safe condition,
- Maintain support boats, plant, and equipment in a safe condition,
- Provide appropriate instruction and training for SPASC members to assist them in avoiding unsafe situations, unsafe work practices and the use of defective equipment,
- Provide adequate facilities for participants in sailing regattas, support boat drivers and crew, and volunteers, and
- Provide enough resources to achieve all the above.

2. Safety and Environment Policy

SPASC has warranted that it will provide people, materials, resources and systems to properly perform the Services.

SPASC and Maritime NSW require the people to be competent, experienced and qualified to carry out the Services.

Safety Craft, Equipment and Other Requirements

SPASC own three race support boats, powered by petrol outboard motors of the range 30-40HP, together with a RIB, registered with RMS. Support boats set up the racing course, remain on station on the water during racing and provide support as required to participants.

Race participants are reminded of the need to carry drinking water and use sunscreen at briefings. A warning of risks associated with the sport of sailing must be acknowledged on the Club's membership form and all Regatta entry forms and documentation. Drinking water and sunscreen are available in the clubhouse.

For regattas SPASC generally requires boat crews to sign on and sign off for safety reasons.

For regular Club racing boat crews sign on for races. Races are closely monitored by clubhouse officials and support boat crews, to ensure all participants are safe.

Contingencies

The sport of sailing is dependent on the weather. Races can be deferred, delayed or cancelled as a result of conditions unfavourable to the safety of participants.

The Club's wind strength limit for racing is 25 knots. This is conservative, as Lake Macquarie does not experience the large waves that some other waterways have. A race does not start if the wind strength exceeds 25 knots for a certain period of time, or if the Race Committee decides conditions are unsafe or likely to become so.

If the wind strength is close to 25 knots, it is the responsibility of the individual crews to determine if they have the skills and experience to handle conditions – in line with Australian Sailing Rules and Procedures. In stronger wind conditions the Club launches extra support boats. The Club obtains weather reports from appropriate websites and Marine Rescue on race days.

If weather conditions are not suitable for racing, participants are advised on shore to delay launching their boats. If conditions change while participants are on the water, they are advised by the Club’s support boat crew to return to shore and assisted to do so if necessary.

The Club reserves the right to refuse entry to its races for any reason.

3. SPASC Responsibilities and Authorities

Committee members are elected at the SPASC’s AGM, and are involved, with members, in the management of SPASC and organisation of events, with the supervision of the Race Secretary. SPASC’s Committee appoint the Designated Person (DP) who is responsible for the development and management of SPASC’s Safety Management Plan (SMP).

4. Designated Person (DP)

The Designated Person (DP’s) responsibilities remain with him / her, however, the DP has delegated authority and concomitant responsibility as shown hereunder:

Responsibility	Who is Responsible	Type(s) of Actions
Overall responsibility for safety management for SPASC	Designated Person (DP)	Regular safety reviews, periodic safety audits and monitoring compliance with SPASC’s Safety Management Plan
		Ensure SMS training takes place as required by this Plan
		Address safety non-conformances as they arise
		Encourage the active involvement of all SPASC members in the management of SMS
		Arrange the supply and use of Automatic Inflatable Life Jacket Inflation (PFD) Survival Vests, which meet Australian Standards
		Ensure each support boat holds a first aid kit for use on the water, with a more extensive first aid kit held in the clubhouse to be placed in a prominent accessible position for treating minor injuries
		Keeping safety records in accordance with SPASC’s Safety Management Plan

5. Master’s Responsibility and Authority

The designated SPASC Support Boat Driver is effectively the ‘Master’ of each SPASC Support Boat and is responsible for the following:

- Check in with the Officer of the Day and confirm allocation of SPASC Support Boat driver and crew,
- Check safety equipment in support boat against ‘Boat Safety Sheet’ & read ‘Safety Management System’ document before operating a SPASC Support Boat,
- Put bungs in back of support boat, remove support boat from the clubhouse with assistance from members, launch support boat and attach cover,
- Make sure petrol tank is full and attach to the outboard motor (petrol hose should have bulb at the tank end),

- Obtain a hand-held UHF radio and ensure channel is set at 77 (note, Teralba Amateur Sailing Club channel is 73). Check reception with clubhouse,
- Load marks and anchors into boat together with a shorten course flag,
- Buoyancy vests or PFD's must be worn by all persons whilst on the water in SPASC Support Boats,
- If you do not have a power-boat licence **you must not drive at more than 10 knots except in an emergency**, i.e., stay below planing speed,
- If you are going faster than 10 knots you must keep more than 30 metres from any boat, the shore (including any wharf or structure) and any person standing in or swimming in the water,
- Lay marks for courses before races as per Officer of the Day's instructions, ensuring the anchor/weight hits the bottom,
- Take up position as per Officer of the Day's instructions,
- Move to appropriate mark and display 'Code Flag S' if instructed to shorten the race,
- Advise race office of any shark sightings and determine if it poses a threat to any competitors,
- Pick up marks after race and return to clubhouse as per Officer of the Day's instructions.
- Take radio out and place it within the re-charger in the race office,
- Remove petrol hose and tank, replace in cage, get support boat out of water and remove bungs,
- Hose boat down. Run motor until it stops with fresh water cooling (hose attachment is in cage), and
- Put boat back into clubhouse and secure with security lead & padlock.

6. Resources and Personnel

Qualifications

Ideally the Designated Person (DP) should have experience with safety and/or risk management.

Ideally Junior Sail Training instructors will hold an Australian Sailing Accredited Dinghy Instructor Certificate.

Many Club officials hold Australian Sailing Race Officers' qualifications, and members are encouraged to participate in courses.

All drivers of support boats should have some training in handling powerboats, and ideally should hold a powerboat licence (not required if boats do not exceed 10 knots). In the past the Club has conducted Powerboat Handling courses for members.

The Club holds Public Liability insurance for its activities, in level and style as recommended by Australian Sailing.

7. Operational Procedures

SPASC members and visitors participate in regular Friday Twilight and Saturday races, and in regattas, such as the Annual Regattas. Further SPASC also run multi-day regattas for sailing classes and associations as determined, involving attendance by local and interstate sailors. The Club also runs Junior Sail Training including 'Green Fleet' races on Saturday mornings.

Events are coordinated by the Club's Committee and Race Committee, with the supervision of the Race Secretary.

Regular races are managed by the Officer of the Day, the Starter, one or two Assistant Starters and Support Boat Crew or crews.

Regattas are coordinated and managed by the Principal Race Officer with a supporting group as above, with the addition of Shore Officer, Registration Officer and other personnel as required.

Club and race officials are briefed on procedures prior to events and participants' meetings are held before regular racing and regatta racing.

The Club launches as many support boats as the size of the fleet and weather conditions require.

Procedures and Standards

SPASC operates under the auspices of Australian Sailing (AS). Racing is run in accordance with ISAF Racing Rules of Sailing 2021-2024 (RRS), Part 2 of the Australian Sailing Special Regulations "Off the Beach Boats", the rules of individual classes as required and SPASC Sailing Instructions. SPASC will also seek to comply with AS 'Sailing Training' guidelines.

Communications

Communication between the clubhouse, SPASC support boats, Marine Rescue and at times other sailing clubs is by marine UHF radios, using generally Channel 77.

Each SPASC Support Boat is equipped with a marine UHF radio for communication between boats and the clubhouse.

Debrief

The Club conducts ongoing reviews of racing procedures and regattas at Committee meetings and Race Committee meetings and works continually to improve events for participants. Such improvements are recorded in the minutes of meetings, and officials designated to implement them.

8. Member Protection and Child Safety

The safety of all sailing participants is paramount, and this is especially the case for Children and Young People. All members of the Sailing community have an important role to play in ensuring that everyone can participate in a fun and enjoyable environment that they feel completely safe in.

As the National Body for Sailing, Australian Sailing recognises that it needs to be a leader in promoting safe environments and in the provision of resources and best practice information. The Australian Sailing webpage provides up to date resources and information for sailing clubs to use to assist in their compliance with all requirements and relevant legislation.

Child Safety

Child Safety is about keeping children and young people safe from abuse and protecting them from people who are identified as unsuitable to work with children.

All children and young people have a right to be safe when participating in sport and recreation activities. SPASC will adhere to the NSW Child Protection Laws and requirements.

All Speers Point Amateur Sailing Club volunteers engaged by SPASC to perform work with children must agree to abide by Australian Sailing's Child Safety Code of Conduct which specifies the standards of conduct required when working with children and young people.

SPASC training requirements ensure that all volunteers who perform work with children understand that child safety is everyone's responsibility and undertake their duties in accordance with Australian Sailing's policies, guidelines & procedures, so they are able to:

- Care for and support one another; and
- Feel confident and comfortable in discussing any allegations of child abuse or child safety concerns.
- Identify, assess, and minimise risks of child abuse; and
- Detect potential signs of child abuse.

All SPASC volunteers who perform work with children are regularly supervised to ensure they understand SPASC's commitment to child safety and their role in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

Member Protection

Member Protection is about allowing SPASC members and volunteers to take part in the sport, free from harassment, discrimination, abuse and other harmful behaviours. It is also an effective risk management tool that protects against the loss and harm of participants and members.

All members and volunteers deserve to participate in a safe, fair and inclusive environment. SPASC have a significant level of responsibility in ensuring its members and participants are free to be involved with the sport without fear of harm.

Ideally SPASC will have someone who will assume the responsibilities of Member Protection Information Officer Clubs (MPIO), who is the first point of call for any enquiries, concerns or complaints of breaches of the its MPP.

9. Emergency Procedures

First Aid and Emergency Services

Relevant emergency service contact details are posted in the clubhouse.

SPASC First Aid Officer, Mark Hodgins is responsible for the oversight of the provision of first aid by SPASC members, including facilitating compliance with SPASC's Safety Management Plan – his mobile number is 0407 282 748.

SPASC Race Starter and/or Race Officer/Secretary have a mobile phone to use in the event of emergencies.

Each support boat holds a first aid kit for use on the water, with a more extensive first aid kit held in the clubhouse.

All SPASC Junior Sailing Instructors have a mobile phone to use in the event of emergencies.

Club members bring expertise with them, such as medical and first aid qualifications, including SPASC's First Aid Officer. We aim to have relevant members on duty at the Club.

Emergency Response and Procedure Plans

Refer to Appendix E "SPASC Emergency Response and Procedure Plan".

Dealing with Boats in Distress

SPASC's prime objective is saving people, i.e., only worry about saving boats if all the people are safe.

Care needs to be taken not to run the propeller over people or sails. If you are pulling someone out of the water, you should coast up to them with the motor out of gear, utilise the ladder to help people out of the water, and not put motor back into gear until the person is safely aboard.

When lives are not in danger, offer help, but only give it when asked.

Try not to approach a boat in distress from upwind because in any sort of wind you will drift uncontrollably down on to it.

If a sailing boat is capsized and needs to have its sails taken down or its rigging repaired before it can be righted, it is a good idea to get the tip of the mast into the support boat and hold it there. That keeps the sailing boat stable while the crew work on it. The sailing boat will probably also be easy to right by just throwing the mast tip into the air.

Do not use the support boat to pull hard on the tow rope while it is pressing on a sailing boat's hull since the rope could easily cut into the hull.

If you are towing a disabled boat, it is best if the tow rope is not actually tied to that boat. If possible, it should be wrapped 2 or 3 times around something strong and then held so that it can be released quickly if necessary.

10. Hazard Identification / Risk Management

Risk Management

Community and recreational groups, such as sailing clubs, need to be aware of risk and potential injury or harm to people. Although there are some legislative requirements in this respect, having a risk awareness and risk management plan is best practise and common sense for all clubs. In general, the main risks that clubs need to be aware of are risks associated with harm or injury to people and property. Under the law, clubs have a duty of care to:

- a) Their members,
- b) Competitors,
- c) Spectators,
- d) Coaches, instructors, officials,
- e) Volunteers, and
- f) The general public

This duty of care extends from not just the club and its surrounds but also the operations of the club. For example, a sailing event on the water. Best practise risk management involves developing a Risk Management Plan. A Risk Management Plan covers, amongst other things, the following:

- a) Identification of threats and risks, and,
- b) Mitigation and management of the risks.

Management of the risks typically involves a multi-faceted approach. These facets should include some or all of the following:

Providing Warnings

Under some state base legislation (such as the NSW Civil Liabilities Act (2002)), if you provide a reasonable risk warning, you may not be liable for harm that befalls someone. However, this is not a "get out of jail free card". The warnings must be reasonable and must identify the general nature of the risks. In some cases, a warning may not protect you.

Positive Mitigation Action

This can be as simple as regular checks and maintenance of equipment and infrastructure. However, this is more than putting a name against who "looks after the RIB's". This must be, at least, a regular inspection against a documented check list. These checklists must be kept as evidence that the inspections were carried out. Sport Clubs have an additional requirement here. This includes making sure (in as much as this is reasonably possible) that the sporting "fields of play" are safe. This would include making sure that the race management team is aware of things like BOM strong wind warnings, commercial shipping movements, and, either communicating these to the participants or setting courses appropriately.

Positive Remediation

Included here are things like having First Aid kits and defibrillators on site, in working order and having trained people who know how to use them. Evacuation diagrams, CPR posters prominently displayed, and emergency contact numbers should be prominently displayed.

Incident Management

This includes a plan should something happen. Typically, there is an "incident response team", which might be no more than one or two people who know exactly what to do when something bad happens. The team "takes over" and manages the incident to conclusion. This might be something as simple as a minor injury to someone through to a major disaster. Regardless, the team must know what to do, who to call etc. When the incident is over, they must record the details. The incident management team should be familiar with the practical nature of how to respond in the event of a major incident, not just have read the documents

Awareness

Every club member needs to know that the club has a Risk Management Plan. The Plan should be readily available to all members, preferably on a website. In addition, all volunteers should undertake some sort of induction training. This does not need to be onerous. It can be another trained member walking through the club and the grounds with the new volunteer showing them where everything is.

Insurance

This is basically the final backup plan. When all else fails and a problem arises, it will be the insurance company who helps you out. The most important action a club can take is to contact their insurance broker and invite them to a club meeting to discuss risk management and what the insurer requires.

Risk Management Tools

Refer Appendix 3 SPASC Safety Incident Plan

Refer Appendix 5 SPASC COVID-19 Safety Plan

Refer Appendix 6 SPASC Fire Emergency Response and Procedure Plan & Evacuation Map

Refer Appendix 7 Risk Management Tools

11. Reporting Incidents and Accidents

Safety Incident Plan

SPASC has prepared a Safety Incident Plan for accidents and safety incidents. The SPASC Safety Incident Plan is at Appendix C.

Incident Reporting and Management

Australian Sailing protest forms are held at the Club for sailors to use to report on-water incidents.

The Officer of the Day or Principal Race Officer/Protest Committee Chairman handles these.

Incidents of further-reaching import are reported to appropriate authorities and Maritime NSW.

Fire Fighting Equipment

Fire-fighting equipment will consist of the following:

- Minimum of two 9kg and two 2kg dry powder type fire extinguishers within SPASC clubhouse,
- SPASC Support Boats will be fitted with a 1kg dry chemical extinguisher, and
- An accredited person will carry out the mandatory extinguisher checks.

12. Maintenance and Reporting

This section is about how you look after SPASC Support Boats and equipment. It provides information on:

- When and how you check and test emergency equipment,
- What you do on a regular basis on your vessel, for example, regular outboard motor checks,
- How you follow a maintenance schedule and manufacturer's instructions,
- How and where you record maintenance that has been carried out, for example, an outboard motor servicing log, and
- How you might train crew in the use of some equipment, e.g. operation of outboard motors.

13. Documentation

This section is about how you look after the documents that relate to your operation. It provides information on:

- How you make sure documents are in the right place,
- How you make changes to documents and record them,
- How people are told changes have been made, and
- How you remove/destroy out of date documents and record that you've done it.

14. Review and Evaluation

This section is about how you give your SMS a “health check” or review. It provides information on:

- How often you will review your SMS,
- How you will make any changes and keep a record (minimum 5 years), and
- How you will tell people changes have been made.

An effective way of doing a review is with all the people who use the SMS on a regular basis. They will be able to tell you if it’s working or if it needs to be changed in some way.

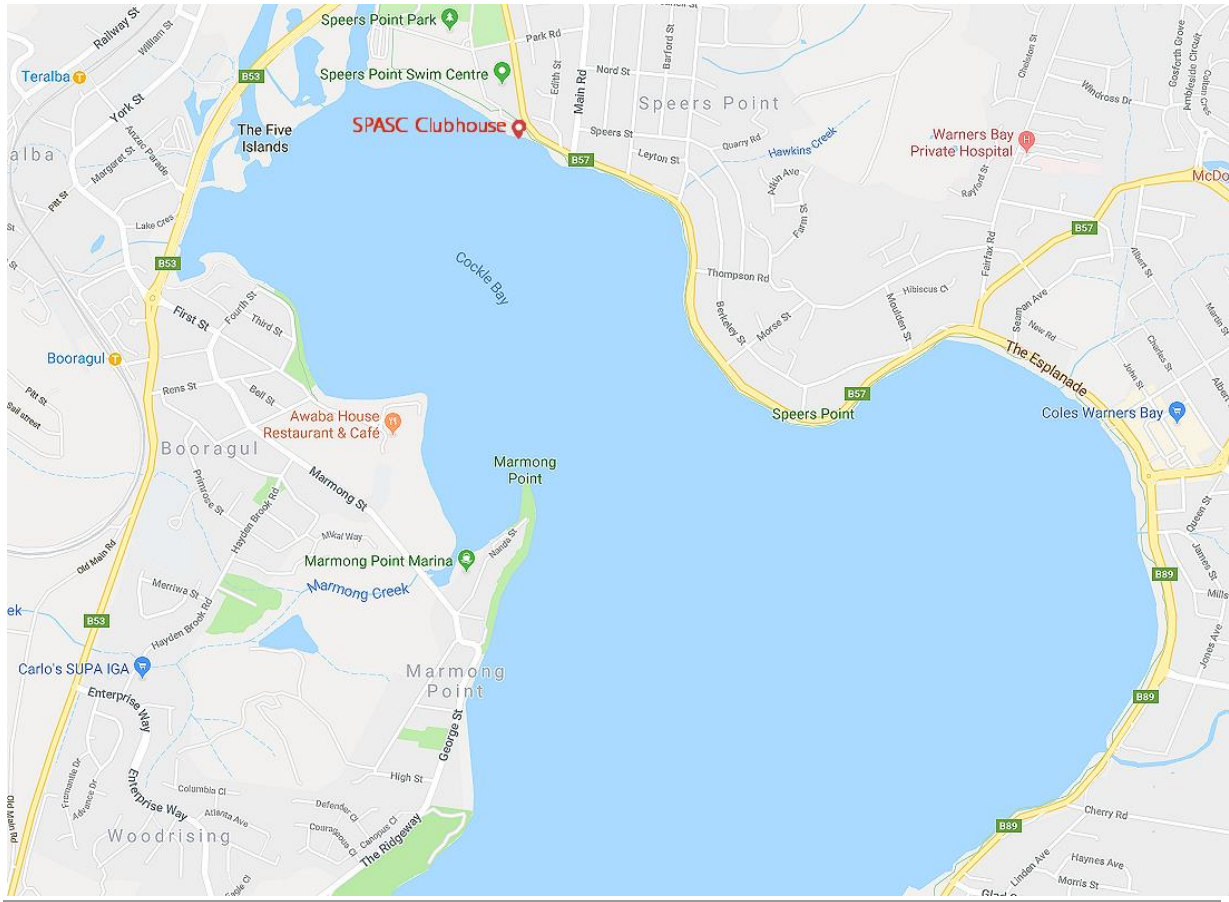
Remember that this document is only part of an SMS. It is a tool to be used by everyone to help maintain a safety culture.

Appendix 1 - SPASC Executive – 2021/22 Season

Position	Name	Phone No	Email Address
President	Bruce Gunn	0458 280 096	gunn.family@hotmail.com
Secretary/Public Officer	Bill Sharland	0411 013 853	billsharland1@gmail.com
Treasurer	Mark Krynda	0414 014 136	markgerrie@iinet.net.au
Senior Vice President	Glenn Nolan	0438 481 590	gdnolan1@gmail.com
Junior Vice President	Nick Powell	0409 824 353	oldrowley@gmail.com
Race Secretary	Bill Gearing	0412 254 636	wggearing@gmail.com
Junior Sailing Manager	Andy Clark	0468 440 030	clark.a@inbox.com
Registrar	Cathy Ware	0421 920 866	cathyware35@gmail.com
Assistant Secretary	Jeremy Hackett	0418 630 985	jhac76206@bigpond.com
Clubhouse Snr Manager	Gary Powell	0417 672 023	lecogaz@gmail.net.au

Appendix 2 - SPASC / Lake Macquarie Area Map

Map shows the Speers Point area & adjacent suburbs - location of SPASC clubhouse is adjacent to Speers Point Swim Centre on the Northern shore of Cockle Bay, plus approx. location of the racing area.



Appendix 3 - SPASC Safety Incident Plan

Scope of this Plan

This Safety Incident Plan (SIP) sets down SPASC's management of accidents and safety incidents.

It deals with:

- Being prepared for incidents and accidents and
- Responding to and managing them.

Principle

In the event of a safety incident or accident the first consideration is the safety of SPASC members, participants, visitors and the public. Following the safety of members and the public the next consideration is the minimisation of damage to the environment.

Purposes of this Plan

This Plan aims to make workers aware of the requirements for the timely planning and safe response to incidents and accidents.

Accident or Safety Incident

FOR ALL EMERGENCIES REQUIRING POLICE, AMBULANCE OR FIRE BRIGADE RING:

000

OR FROM DIGITAL PHONES RING

112

IF NO PHONES ARE AVAILABLE ATTEMPT CONTACT ON TWO-WAY RADIO.

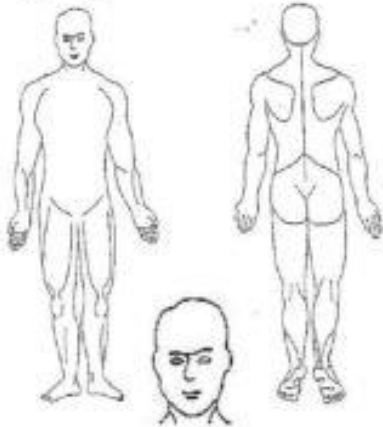
PROCEDURE:

1. Give immediate First Aid and extinguish any fire.
2. Assess the situation, and call 000 as required
3. While waiting for Emergency Services continue first aid if appropriate.
4. When Emergency Services arrive, they will take control
5. Give them details of the incident & any further actions you have taken and
6. As soon as practicable report on the Incident using SPASC's Accident / Incident Report (See Appendix 4 PDF).

Appendix 4 - Sample Injury Report Form



Appendix 4: Sample Injury Report Form

Injury Report Form: This report reflects an accurate record of the injured person's reported symptoms of injury		
Name of person injured:		Date of Birth:
Date when injury occurred:		Date when injury is evident:
Person injured: <input type="checkbox"/> Participant/Sailor <input type="checkbox"/> Instructor <input type="checkbox"/> Other: _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Supervising Instructor: _____ (Signature)		Witness: _____ (Signature)
First aid provided by: _____ (Signature)	Time of first aid:	Initial treatment required: <input type="checkbox"/> No treatment required <input type="checkbox"/> CPR <input type="checkbox"/> RICER <input type="checkbox"/> Crutches <input type="checkbox"/> Sling / splint <input type="checkbox"/> Dressing <input type="checkbox"/> Strapping <input type="checkbox"/> Massage <input type="checkbox"/> Stretching
Nature of injury:	<input type="checkbox"/> New injury <input type="checkbox"/> Aggravated injury <input type="checkbox"/> Recurrent injury <input type="checkbox"/> Other: _____	
Did the injury occur during: <input type="checkbox"/> Training <input type="checkbox"/> Event <input type="checkbox"/> Other: _____		
Symptoms of injury: <input type="checkbox"/> Blisters <input type="checkbox"/> Inflammation/swelling <input type="checkbox"/> Spinal injury <input type="checkbox"/> Bleeding nose <input type="checkbox"/> Cramp <input type="checkbox"/> Cardiac problem <input type="checkbox"/> Bruising/contusion <input type="checkbox"/> Suspected bone fracture/break <input type="checkbox"/> Electrical shock		
Body part injured: 		How did the injury occur? <input type="checkbox"/> Collision with a fixed object? <input type="checkbox"/> Overbalance <input type="checkbox"/> Collision/contact with another person <input type="checkbox"/> Overstretch <input type="checkbox"/> Fall from height/awkward landing <input type="checkbox"/> Slip/trip <input type="checkbox"/> Fall/stumble on same level <input type="checkbox"/> Other: _____
Extra detail regarding how the injury occurred:		
Was protective equipment worn on the injured body part? <input type="checkbox"/> Y <input type="checkbox"/> N		
Follow up action: <input type="checkbox"/> None <input type="checkbox"/> Medical practitioner/physiotherapist <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance <input type="checkbox"/> Other:		
Signature of person completing form:		Date:
<p>Note: Instructors without medical training should refer all medical decisions to appropriately qualified persons. Do not attempt to 'diagnose' an injury. Users of this form are advised that medical information should be treated confidentially. In some states, additional legislation affects the management of health records. See the Australian Legal Information Institute website (www.austlii.edu.au) for further information.</p>		

Appendix 5 - SPASC COVID-19 Safety Plan

REFER ENCLOSED SPASC COVID-19 Hospitality and Community Sport Safety Plans

Appendix 6 - SPASC Emergency Response & Procedure Plan

Scope of this Plan

This Fire Emergency Response and Procedure Plan sets down SPASC's management of emergencies, aligned to SPASC's Safety Incident Plan (refer Appendix C).

It deals with:

- Being prepared for fires, medical emergencies, evacuation and the threat of a bomb, and
- Responding to and managing them.

Principle

SPASC are committed to complying with Emergency Response and Procedure Plans under regulation 43 of the Work Health and Safety (WHS) Regulations.

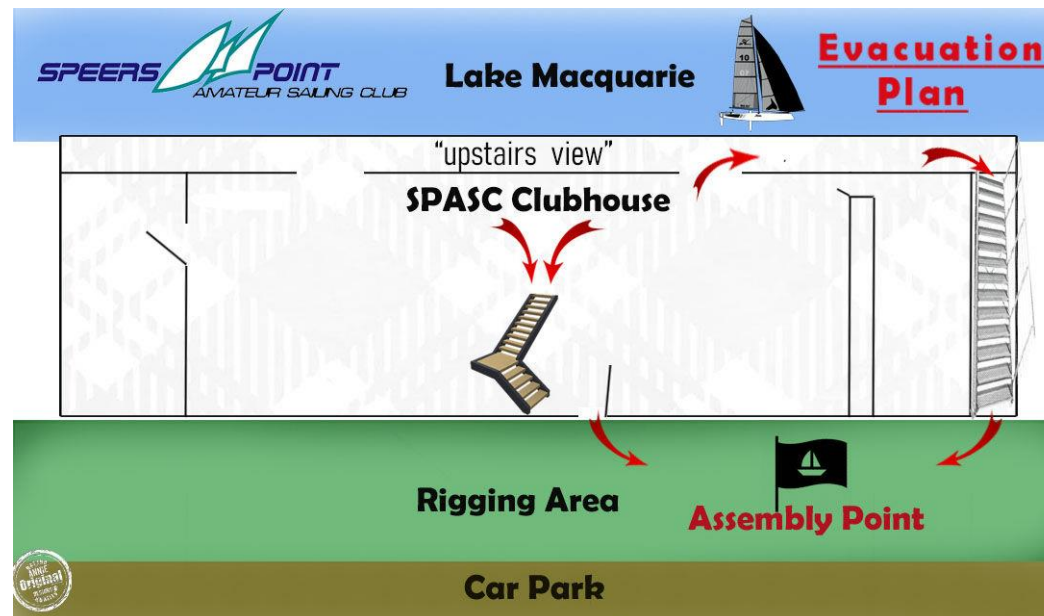
Purposes of this Plan

This Plan aims to ensure the safety of SPASC members, participants, visitors and the public by making them aware of the requirements for the timely planning and safe response to fires, medical emergencies, evacuation and the threat of a bomb.

SPASC Evacuation Plan

SPASC have created an Evacuation Plan which includes a map, specifically of the upstairs area of the clubhouse to educate and illustrate the location of emergency exits and the assembly point adjacent to the clubhouse.

The mechanism for alerting people at the SPASC clubhouse to an emergency or possible emergency, shall be the use of the hanging bell and audio systems.



Appendix 7 - Risk Management Tools



SPASC Inc RISK ASSESSMENT

In the following table:

1. We identify risks
2. We assess the risks
3. We describe an action plan
4. We describe monitoring and review
5. We detail how this is communicated

Date reviewed: 6 November 2021, by:

- SPASC Secretary / Designated Person
- SPASC President
- SPASC Executive Committee

Risk	Assessed as	Action plan	Monitoring, Review	Communication
<i>SPASC clubhouse</i>				
Danger through fire or another emergency	Possible	<ul style="list-style-type: none"> • Install and maintain fire prevention devices • Provide personal protective equipment • Regularly tag-test electrical devices and cords • Safely store gas cylinders and provide sharps container • Provide information on egress in case of fire or another emergency 	Periodic	<ul style="list-style-type: none"> • Exit signs • Egress signs • SPASC Evacuation Plan communicated to members and displayed on notice-board • Notice with emergency phone numbers
COVID-19 outbreak within SPASC clubhouse	Possible	<ul style="list-style-type: none"> • Create and regularly update SPASC's COVID-19 Safety Plan to help you create and maintain a safe environment for members, participants and visitors • Educate members and assign one member as a COVID-19 Safe Hygiene Marshal who wears a distinctive vest and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to 	Periodic	<ul style="list-style-type: none"> • SPASC COVID-19 Safety Plan communicated to members and displayed on notice-board • Services NSW QR Code Poster at multiple locations • Weekly briefings
<i>SPASC Junior Sail Training</i>				
Managing risks specific to implementing a Junior Sail Training Program	Possible	<ul style="list-style-type: none"> • Instructors need to understand that proper risk management processes can contribute to maintaining a safe environment for all on-water and land-based activities. • Create specific documentation which records what happens in practice emphasising what is done to ensure Instructors and Customers are kept safe. 	Ongoing	<ul style="list-style-type: none"> • SPASC's risk management processes are made available to all personnel. • SPASC Junior Sailing Instructors to complete the Australian Sailing Dinghy Instructor course as soon as possible.

Safety Management Plan

Risk	Assessed as	Action plan	Monitoring, Review	Communication
Safe training area and suitable equipment	Possible	<ul style="list-style-type: none"> • Check equipment and training areas for risks each session • Ensure all participants wear life jackets that fit effectively, from the time they arrive at sessions until they leave. • Modify the training area or equipment to suit participants' developmental level • Use safety equipment where necessary • Ensure the training area and equipment is adequate for the activity being taught 	Weekly	<ul style="list-style-type: none"> • All SPASC Junior Sail Training Instructors and support personnel are aware of the content and compliance of SPASC's Safety Management and Risk Management Plan. • All SPASC Junior Sail Training Instructors and support personnel must wear life jackets, to set an example to participants.
Appropriate activity for participants	Possible	<ul style="list-style-type: none"> • At the beginning of the season establish the skill level of the participants you will be instructing • Match participants appropriately if there is going to be competition within activity and/or multiple participants need to be in the one vessel together • Participants should have adequate physical abilities and skill levels for the task being taught 	Periodic	<ul style="list-style-type: none"> • Criteria for assessment of participants skill levels is communicated to SPASC Instructors.
Lack of adequate planning	Possible	<ul style="list-style-type: none"> • Compile safety notes, which are a key component of written plans. • Choose content that will engage all participants. • Choose content that you know that matches the level of the participants and is of a particular learn to sail syllabus. • Organise your group so that participants spend a lot of time in activities. • Plan for safe "traffic flow" and transitions. 	Ongoing	<ul style="list-style-type: none"> • SPASC Junior Sailing Manager ensures adequate planning of SPASC's Junior Sail Training Program

Safety Management Plan

Risk	Assessed as	Action plan	Monitoring, Review	Communication
		<ul style="list-style-type: none"> • Ensure boats have enough space between them so that participants avoid collisions and running into equipment. • Accurate recording as aids for planning and are essential in all cases of injury or significant incidents. 		
Instructing participants with a disability	Possible	<ul style="list-style-type: none"> • Instructors should assess each person's aspirations, needs and ability and adapt the learn to sail program accordingly. • Use the "TREE" approach which is a useful tool for ensuring inclusive instructing. • Be prepared to accept each participant as an individual. 	Ongoing	<ul style="list-style-type: none"> • Adopt the TREE approach – <ul style="list-style-type: none"> • Teaching/instructing skills and styles • Rules and regulations • Environment • Equipment
Children are kept safe and protected from harm	Possible	<ul style="list-style-type: none"> • Instructors must have an understanding of child abuse, child protection and what to do if child abuse is suspected. • Instructors need to use good teaching practices to avoid child abuse, behave appropriately and create an environment where children feel safe and protected. 	Ongoing	<ul style="list-style-type: none"> • Instructors are aware of the extra responsibilities and requirements to ensure the children they work with are kept safe and protected from harm.
<i>On-water events</i>				
Injury and/or damage to competitors or boats through unfavourable weather conditions	Possible	<ul style="list-style-type: none"> • Race Starter or Officer has mobile phone • Policies on maximum wind speed • Local sailing rules • Use anemometer • Use Marine Rescue services • Use internet weather resources • Use local observation by experienced members 	Ongoing	<ul style="list-style-type: none"> • SOP SMS/Communication procedures • Sailing Instructions • IYRU & Australian Sailing rule books • Club computer • Phone numbers of Marine Rescue and nearby clubs in office

Safety Management Plan

Risk	Assessed as	Action plan	Monitoring, Review	Communication
Injury and/or damage to competitors or boats through incidents between competing boats	Possible	<ul style="list-style-type: none"> • Enforce racing rules through member education • Have appropriate local regulations • Supply first-aid kits in support boats 	Ongoing	<ul style="list-style-type: none"> • Sailing Instructions • Sailing Rule books available • Rules sessions
Daily racing compromised	Low	<ul style="list-style-type: none"> • Appoint Officer of the Day, with duties listed • Provide starting officials with appropriate procedures • Have support boats on course 	Ongoing	<ul style="list-style-type: none"> • SOP Duties of the OoD • SOP Shortening Course at SPASC • SPASC Regatta checklist
Shark attack	Low	<ul style="list-style-type: none"> • Have starting/finishing officials aware of how to clear course • Ensure sufficient support boats are on hand • Have support boats cover course before racing 	Ongoing	<ul style="list-style-type: none"> • SOP on procedure if shark is sighted on race course
Support boat drivers lack on-water support skills	Medium	<ul style="list-style-type: none"> • Equip support boat drivers with necessary knowledge and skills • Hold regular training sessions on driving and rescue • Hold basic first aid training 	Ongoing	<ul style="list-style-type: none"> • SOP How to be a Support Boat Driver • SOP Duties of the Support Boat Driver • Conduct one-on-one training • SOP Starting Procedures for outboard motors
Support boats suffer mechanical / technical problems	Low	Appoint Support boat Committee member with responsibility for boats	AGM and ongoing	
<i>Pre and post event / activities</i>				
Food problems	Low	<ul style="list-style-type: none"> • Provide food for members • Provide instructions for canteen operation, including food hygiene 	Ongoing	<ul style="list-style-type: none"> • SOP Canteen Tasks • Publication on Members' section of SPASC website

Safety Management Plan

Risk	Assessed as	Action plan	Monitoring, Review	Communication
<i>Environment</i>				
Administration of Club compromised	Low	Appoint Committee members with appropriate duties	AGM and ongoing	SOP Duties of Committee Members
Rigging area accidents (e.g., falling mast, passageways obstructed)	Medium	Members keep aware of possible problems, alert others	Ongoing	Members
Unsafe environment through deterioration, wear and tear and extreme weather events	Low	<ul style="list-style-type: none"> • Hold regular working bees • Committee assesses situation • Effect repairs promptly 	Ongoing	<ul style="list-style-type: none"> • Committee meetings - minutes • Competitors' meetings
<i>Personnel</i>				
Impact on Club officials from liability situations	Low	Hold appropriate insurance	Periodic	Committee meetings - minutes

Documents referred to in this risk assessment:

1. SOPs:
 - a. Safety Management System (SMS) documents / SPASC Support Boats
 - b. Officer of Day & COVID Safety Marshal Duties
 - c. Shortening Course at SPASC
 - d. SPASC Regatta checklist
 - e. Shark Sighting
 - f. How to be a Support Boat Driver
 - g. Duties of the Support Boat Driver
 - h. Starting Procedures for Motors
 - i. SPASC Canteen Tasks
 - j. SOP Duties of Committee Members
 - k. SPASC Evacuation Plan
 - l. SPASC COVID-19 Safety Plan
2. SPASC Sailing Instructions
3. Incident / Accident Report
4. NSW Maritime: Vessel Incident Report

Nominated Safety Management Representative

As at 8/11/2021 Nominated Safety Management Representative's details are:

Surname: Sharland

First name: Wilfred Drew (Bill)

Mobile phone: 0411 013 853

Relevant Qualifications: ANZIIF (Senior Associate CIP).

Relevant experience: 44 years involved within the insurance industry and risk management, including:

- Associateship through Australian Insurance Institute
- Financial Control Managers Course through Graduate School of Management
- Diploma Holder through Australian Insurance Institute

Signed: **Position:**

Signed: **Safety Management Representative**

Last page of SMP