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# Operating Procedures Manual & Safety Management Plan

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for  
Speers Point Amateur Sailing Club Inc.

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20B Park Road, Speers Point NSW 2284



## About this release

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Document Number: OPM & SMP – Edition 2

Title: Operating Procedures Manual & Safety Management Plan (OPM & SMP)

Author: Bill Sharland, Secretary & Public Officer, SPASC

Issue	Date	Revision Description	Authorised by
1	31/3/2022	Operating Procedures Manual & Safety Management Plan 1 <sup>st</sup> Edition	Bill Sharland
2	8/12/2022	Operating Procedures Manual & Safety Management Plan 2 <sup>nd</sup> Edition	Bill Sharland

## Management Review

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This Plan will be reviewed with the Safety Management Plan and in accordance with Section XX.

Planned Review Date	Scope	Review By	Review Record Ref no. Date
31/7/2023	Periodic review of OPM & SMP	Bill Sharland	Edition 2

## Endorsement of OPM & SMP

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Bill Gearing (SPASC President)

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/ /  
Date

Bill Sharland (SPASC Secretary & DSC Principal)

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/ /  
Date

Mark Rayson (SPASC Safety & Risk Management Officer)

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/ /  
Date

### Note:

This document has been prepared from the specimen Operating Procedures Manual provided by Australian Sailing and the Safety Management Plan (SMP) provided by RMS, together with child safety and risk management guidelines provided by Australian Sailing.

SPASC has combined the Operating Procedures Manual and Safety Management Plan into one document to support their Australian Sailing Discover Sailing Centre accreditation process.

## Table of Contents

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About this release .....	2
Management Review .....	2
Endorsement of Operating Procedures Manual .....	2
1. Health & Safety Policy .....	4
2. Overview .....	5
3. SPASC Position Descriptions .....	7
4. Operating Procedures .....	14
5. Member Protection and Child Safety .....	15
6. Club Participation Programs .....	20
7. Safety Management System .....	22
8. SPASC Responsibilities and Authorities .....	25
9. Designated Person (DP) .....	25
10. Master's Responsibility and Authority .....	25
11. Resources and Personnel .....	26
12. Emergency Procedures .....	27
13. Hazard Identification / Risk Management .....	27
14. Reporting Incidents and Accident .....	29
15. Maintenance and Reporting.....	29
16. Review and Evaluation .....	30
Appendix 1 SPASC Safety Incident report Form .....	30
Appendix 2 SPASC Office Bearers – 2022/23 Sailing Season .....	31
Appendix 3 Child Safe Standards .....	32
Appendix 4 Work and Occupational Health & Safety Policy .....	34
Appendix 5 Child Protection Policy.....	35
Appendix 6 SPASC Safety Incident Plan .....	37
Appendix 7 Calling an Ambulance.....	39
Appendix 8 Sample Injury Report Form.....	40
Appendix 9 SPASC Emergency Response and Procedure Plan .....	41
Appendix 10 SPASC Junior Sailing Area .....	42
Appendix 11 SPASC Junior Sailing Program – Sign on & Sign Off Sheet .....	43
Appendix 12 Junior & Youth Recreational Sailing Pathway.....	44
Appendix 13 Risk Management Tools .....	45
Appendix 14 Support Boat Safety Management.....	58
SPASC Nominated Safety Management Representative.....	64

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# 1. Health & Safety Policy

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Speers Point Amateur Sailing Club (SPASC) is committed to providing a safe and healthy workplace for instructors and volunteers and to ensuring the safety of visitors and students.

SPASC will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health. SPASC will ensure its activities conform to relevant state and federal legislation and will consult with staff and students in the identification, assessment, and control of hazards at the training centre.

Effective management of OHS risks depends on the commitment and cooperation of instructors and students. SPASC is committed to consulting with instructors and students in a meaningful and effective manner on safety issues, enabling each person to contribute to decisions that may affect their health, safety, and welfare.

SPASC expects instructors and students to comply with its occupational health and safety policies, procedures, and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Instructors are responsible for the health and safety of volunteers and students working under their direction.

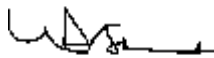
SPASC is also committed to ensuring child safety, that is keeping children and young people safe from abuse and protecting them from people who are identified as unsuitable to work with children.

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 is also responsible for providing a safe and healthy environment for its visitors and members of the public who enter the training centre or are affected by its activities. Contractors working on SPASC premises are also required to conduct their activities in a manner that ensures the safety, health, and welfare of others. (Refer Appendix 3, 4 & 5)

Bill Sharland



8<sup>th</sup> December 2022

Principal

Signed

Dated

## 2. Overview

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### Introduction

SPASC have recently prepared a Strategic Plan aligned with the recently released Australian Sailing "Sailing 2032" strategy document, to facilitate driving strategy and business excellent across Speers Point Amateur Sailing Club (SPASC) operations, together with supporting a new initiative of successfully achieving Australian Sailing Discover Sailing Centre accreditation.

SPASC currently has around 115 members, having been successful in growing our membership base in recent years. We have no employees and rely solely on members who act as volunteers to support SPASC's many activities including our Junior Sailing Program.

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 established an alliance with the Lake Macquarie StandUp Paddleboard Club two years ago so they could use the SPASC Clubhouse as a base, potentially providing around 20 members.

SPASC's membership split includes 58 Senior (including 13 Family memberships), 2 Student, 21 Junior, 9 Life members, and 5 Club Volunteer & Social members.

SPASC has a sailing fleet of 73 boats (58 excluding club boats) including 23 catamarans (8 A Class, 6 Arrow, 5 Nacra 5.8, 2 F18, 1 Nacra 20, 1 Hobie 16) and 35 monohulls (10 Tasar, 16 Laser, 8 Optimist, 5 O'pen Skiff & 4 Hartley TS16). Club boats include 2 Tasers, 2 Lasers, 3 O'pen Skiffs and 8 Optimist Dinghies.

We have 6 support boats including an upgraded Committee Boat for race management and 2 other boats with new 30HP outboard motors, to ensure the safety of sailing participants. A successful grant application enabled us to purchase a new Mercury RIB & 5HP O/B motor, plus we purchased 2 second hand RIBs and outboard motors to support SPASC's Junior Sailing Program.

We currently store 43 boats within the SPASC Clubhouse including 22 club owned boats.

Our annual Sailing Program includes Saturday afternoon races from late August to Anzac Day each year including annual regattas, Monohull & 14'Cat Regatta, Catagatta, Marathon/Pulbah Is Race and Anzac Day Regatta. SPASC also regularly hold State and National Titles for various sailing classes, bringing visitors to Lake Macquarie region, boosting the local community.

We successfully launched our Friday Twilight Sailing Series in 2021, holding 2 races from 5:30pm to 7:00pm during daylight saving hours involving single handed off-the-beach monohull dinghy classes (primarily Lasers) using a unique online sign-on process via revolutioniseSPORT.

We also successfully launched our Junior Sailing Program on Saturday mornings from late October to mid-March based on both the 'Start Sailing' and 'Green Fleet' programs, involving Optimists and O'pen Skiffs, which is managed by our Junior Sailing Manager, Andy Clark.

SPASC have secured Discover Sailing Centre accreditation through Australian Sailing including 3 accredited Dinghy Instructors at the start of our 2022/23 sailing season. We will continue to forward 'Learn to Sail' enquiries to sailing clubs who run 'Tackers' programs.

We use the SPASC website <https://www.spasc.org.au/> and Facebook to promote our club.

SPASC have also established a revolutioniseSPORT website which we use to drive Membership, SailPass and Events & Programs with online payment capability including online payment by direct debit or credit card and bank transfer – <https://www.revolutionise.com.au/spasc/>

Additionally, SPASC are keen to support the Australian Sailing 'Club Participation Program'.



## Our Purpose

The objects for which the club is established and encompassed within our Constitution are:

- (a) To encourage, promote, facilitate, and foster the sport of sailing within a safe environment on Lake Macquarie and other waterways,
- (b) To provide for:
  - (i) the recreation, accommodation, and comfort of its members,
  - (ii) the preservation, upkeep and upgrading of the Club property, and
  - (iii) any other objects and purposes which the Club may decide from time to time.
- (c) To cooperate with other persons or organisations of similar interests and foster a co-operative approach with other sailing clubs on Lake Macquarie with respect to sailing activities and events.

## Our People

The future of Speers Point Amateur Sailing Club lies in our members who provide integral services on a voluntary basis to ensure we can operate our Club effectively and efficiently.

SPASC are fortunate to have an Executive Committee with a broad range of experience and business knowledge to effectively run a not-for-profit sailing club.

We will proactively attract, train, support and retain people who love sailing and are committed to achieving our purpose.

## Our Culture

Our values define our character and guide how we behave as we collectively to do what is right for our Club and members.

- **Respect** – We value each other’s experience and knowledge.
- **Integrity** – We act honestly and take responsibility.
- **Teamwork** – We work as one crew to help each other perform.
- **Excellence** – We exceed expectations and strive for the best.

## Examples:

1. *Recent feedback from new members that Speers Point Amateur Club indicated that they felt most welcome and consider SPASC is the friendliest sailing club they have visited.*
2. *SPASC recently supported the sailing community on Lake Macquarie by working in partnership with Lake Macquarie City Council and Australian Sailing with respect to the development of a Lake Macquarie Sailing Calendar, an inaugural event that brings together and showcases Lake Macquarie as one of Australia’s premier sailing locations. We subsequently successfully engaged nine Lake Macquarie sailing clubs to work together to promote the lake.*

### **3. SPASC Position Descriptions**

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#### **Executive Committee**

SPASC have 9 Executive Committee Members fulfilling 11 Executive Committee positions (refer Appendix 2) have additional responsibilities to our General Committee including:

- The Executive Committee's primary responsibility is one of trusteeship on behalf of its stakeholders, ensuring that the legal entity, the Club, remains viable and effective in the present and for the future.
- The Executive Committee's role includes determining the Club's strategic direction, core values and ethical framework, as well as key objectives and performance measures.
- A key critical component of this role is the Executive Committee's ultimate authority and responsibility for financial operations and budgeting to ensure the achievement of strategic objectives.

#### **Public Officer**

##### **Role and Responsibilities**

- The Public Officer is both the official point of contact for an incorporated association and one of the authorised signatories.
- Notifying Fair Trading of any change in the association's official address within 28 days.
- Collecting all association documents from former committee members and delivering the documents to the new committee member.
- Returning all association documents to a committee member within 14 days, upon vacating office.
- Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable.
- Has custody of any documents as required by the Club's Constitution.

#### **President**

Role and Responsibilities – Provides leadership, drives strategic planning and is generally both the chairperson of meetings and spokesperson of the association.

#### **Treasurer**

##### **Role and Responsibilities**

- All money due to the association is collected and received and that all payments authorised by the association are made, and
- Correct books and accounts are kept showing the financial affairs of the association including full details of all receipts/expenditure connected with activities of association

## Secretary

### Role and Responsibilities

- Is the person holding office under our Constitution as Secretary of the association, or if no such person holds that office, the Public Officer of the association.
- The Secretary of the association must, as soon as practicable after being appointed as Secretary, lodge notice with the association of his or her contact details.
- It is the duty of the Secretary to keep minutes of:
  - all appointments of office-bearers and members of the committee,
  - names of members of committee present at committee / general meetings, and
  - all proceedings at committee meetings and general meetings.
- Minutes of proceedings at a meeting must be approved by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- Refer to "SPASC Secretary - List of Responsibilities / Actions" – provides additional details/timings of responsibilities.

## Race Secretary

### Role and Responsibilities

- Overall management of racing including Sailing Programs, Notice of Race, Sailing Instructions, handicaps, race results and managing any race protests.
- Ensuring the appointment of Race Officer/OOD at each SPASC Regatta & Events.
- Input of SPASC Regattas & Events together with results within SPASC's website and revSPORT.

## Race Officer / Officer of the Day

### Role and Responsibilities

- The Race Officer (RO/OOD) is responsible for the safe conduct of races by:
  - Review current and forecasted weather conditions and determine if conditions are safe for racing.
  - Decide whether to cancel, postpone or shorten racing if weather conditions are unsuitable.
  - Hoist clubhouse flags.
  - Conduct Race Management volunteer briefing.
  - Determine the course(s) and ensure that conditions of the Notice of Race and Sailing Instructions are met.
  - Brief sailors on race schedule, courses and conditions.
  - Monitor race starts, safety of boats on the course and ensure all sailors are accounted for.
  - Record sail numbers and finish times,
  - Radio communications with Support and Start Boats.

A Volunteer Working With Children Check (WWCC) is required.

Knowledge of the Racing Rules of Sailing, race management and start sequencing is essential.

Whilst the boats are entirely responsible for their own safety ([Rule 1](#), [Rule 3](#) and [standard safety SI's](#)) the RO/OOD has ultimate responsibility whilst either in the Race Office or on the water for the duty of care held by the Organising Authority (SPASC). Accordingly, the appointed SPASC RO/OOD should not personally participate in any racing on the day(s) when allocated this role.





## **Registrar & revolutioniseSPORT Specialist**

Role and Responsibilities – Promotes and encourages SPASC membership to new and existing members, payment of membership/race/storage fees, and inputting club member data in revSPORT. Refer to SPASC Registrar Duties document.

Also responsible for the creation and management of SPASC events within revSPORT.

## **Clubhouse Manager**

Role and Responsibilities – Oversees clubhouse maintenance, security, storage of boats and identifies any improvements/repairs required.

## **Safety & Risk Management Officer**

Role and Responsibilities – Responsible for the ownership, management and updating of SPASC's Safety Management Plan, as the "Designated Person", together with the management of SPASC's Safety Management System for each SPASC Support Boat.

## **Support Boat Manager**

Role and Responsibilities – Responsible for SPASC Support Boats, equipment, compliance of SPASC's SMS, together with assisting people and boats in distress and the recovery of persons/boats – refer SPASC Support Boat Driver/Crew Duties & SMS document.

Role requires current Australian HLTAID011 (First Aid) Certificate and HLTAID011 (CPR) Certificate, Volunteer Working With Children Check, Powerboat license and an Advanced Powerboat Handling Certificate.

## **Canteen Manager**

Role and Responsibilities – Responsible for purchasing supplies and management of Canteen Roster – refer to SPASC Canteen Duties/Shopping List/Square Credit Card Processes documents for details.

## **Race Office Support**

Role and Responsibilities – Responsible for management of starting procedures including an understanding of our AusSport Electronic Start Timer processes. Manages communications with support boats and monitors safety of boats on the course. Also manages race finishes including recording sail numbers and finish times

Communicates with the RO/OOD to assist and advise ongoing safety of boats on the course.

## **First Aid Officer**

Role and Responsibilities – Oversight of the provision of first aid by SPASC members, including facilitating compliance with SPASC's Safety Management Plan. Delivers First Aid (Level 3) training and issues certificates.

## **Webmaster**

Role and Responsibilities – Maintenance and updating of SPASC's website & Facebook site together with developing a knowledge of the functionalities of SPASC's revSPORT website, considering longer term plans to transition to revSPORT.



## **Discover Sailing Centre Principal**

### **Duties and Expectations**

- Have current Australian HLTAID011 (First Aid) Certificate and HLTAID011 (CPR) Certificate.
- Have a current Working With Children Check Certification.
- The Principal does not need to hold any Australian Sailing qualifications, however, is the person who acts with the authority of the Centre.
- Be aware of the Duty of Care reasonability for both the students, their carers and club's coaching staff (available in the Discover Sailing Operating and Procedures Manual).

### **Responsibilities**

- The safety and quality of all course delivery at the Centre. However, the instructor in charge will be expected to ensure that the instructors are teaching to Australian Sailing standards and syllabi on a day-to-day basis.
- Ensure good tuition demands that good teaching methods are delivered using appropriate equipment with the prescribed participant to instructor ratios. A flexible teaching approach to ensure that this can be delivered in a variety of conditions is essential.
- Ensure that all courses run at their Centre are run correctly by an Australian Sailing instructor qualified to deliver that program and course and in accord with the syllabi for the course.
- That tuition should comply with the following participant to instructor ratios and safety boat ratios for all on-water activity.
- Completion of the online Discover Sailing Centre Accreditation Application and Agreement on behalf of the Centre annually.
- Completing the Annual Review in conjunction with the Australian Sailing Centre Reviewer including the Centre Review Self-Review Form.
- Paying the yearly Centre accreditation fee issued via revSPORT on July 1. Payment of the accreditation invoice represents the centre acknowledgment to agree and abide by the Australian Sailing Operating Standards & Guidelines.
- Ensure ongoing compliance with the Australian Sailing Operating Standards and Guidelines.
- The management of instructors.
  - Ensure that Australian Sailing programs are only delivered by an Australia Sailing qualified instructors endorsed to deliver that program and course and that applicable state legislations are followed and checked year on year (i.e. valid WWCC).
  - Centres must appoint an instructor to any accredited course within revSPORT, in order to finalise the course e.g. mark students, complete and issue certificates.
- Be knowledgeable in the use of the revSPORT administration tools.

### **Planning and Management Requirements and Responsibilities**

- Develop in cooperation with the Junior Sailing Manager the annual Club training plan for the Discover Sailing Centre.
- Prepare annual budget for the operation of the Discover Sailing Centre.
- Attend Executive Committee and Junior Sailing subcommittee meetings held monthly.
- Oversight of the maintenance of sailor training records.
- Follow up injury reports submitted in a timely manner and report to the Clubs main committee these incidents.



## **Junior Sailing Manager (Head Instructor)**

### **Duties and Expectations**

- Have current Australian HLTAID011 (First Aid) Certificate and HLTAID011 (CPR) Certificate.
- Have a current Working With Children Check Certification.
- Proven experience leading and motivating a team of part time coaches.
- Have Australian Sailing Dinghy Instructor Certification who acts with the authority of the Centre.
- Have a Powerboat license and Advanced Powerboat Handling Certification.
- Capable of planning and implementing lessons within the Discover Sailing Syllabus.
- Ensure ongoing compliance with the Australian Sailing Operating Standards and Guidelines.
- Be aware of the Duty of Care reasonability for both the students, their carers and club's coaching staff (refer DSC Operating and Procedures Manual).
- Check each operating vessel seaworthiness as defined in the dinghy check list before launching vessel.
- Always ensure safe operation of coach boat and sail training equipment both on and off the water.
- Be aware of the weather conditions and make changes to training operations as required to suite the prevailing conditions.
- Assist in maintaining constant surveillance on the weather with the SPASC Race Office and if the situation requires to assist in implementing the "Emergency Response & Procedure Plan".
- Assist in the event of a medical emergency, coordinating the transportation of the injured person where applicable – refer SPASC Emergency Response & Procedure Plan (Appendix 8).
- Report all incidents involving injury into the incident register and ensure the Principal is directly informed.
- Ensure that racing is conducted with the latest editions of:
  - Sailing Instructions
  - The World Sailing Race Management Manual

### **Leadership Responsibilities**

- Leading, managing and mentoring the team of coaches by providing clear role responsibilities and objectives.
- Provide regular feedback on performance and development of instructors and coaches.
- Conducting regular reviews of coaches, including attendance at training, reporting accordingly and arrange replacements as necessary.
- Recruiting appropriate coaches in consultation with the Principal and manage their workloads.
- Developing weekly and season based coaching plans
- Manage Instructors and Assistant instructors
- Ensure enough qualified personnel are available for each sail training session.
- Develop training skills within the Speers Point Amateur Sailing Club, encourage and promote club sailors to become instructors, assistant instructors etc.
- Staying up to date with changing rules, techniques, technologies, and philosophies relevant to sailing.



- Follow up all reported incidents promptly.
- Completion of the Annual Review in conjunction with the Australian Sailing Centre Reviewer including the Centre Review Self-Review Form.
- The management of instructors.
  - The Junior Sailing Manager must ensure that Australian Sailing programs are only delivered by an Australia Sailing qualified instructors endorsed to deliver that program and course and that applicable state legislations are followed and checked year on year (i.e. relevant police checks).
  - Centres must appoint an instructor to any accredited course within revSPORT, in order to finalise the course e.g. mark students, complete and issue certificates.
- Maintain DSC records including:
  - Instructor attendance.
  - Effectiveness of each of the coaches during coaching sessions.
  - Coach certifications
    - Australian Sailing registration
    - Working with Children status
    - First aid and CPR currency. Speers Point Amateur Sailing Club
    - Recruiting appropriate coaches in consultation with the Club Captain and manage their workloads.

### **Capabilities**

- Have excellent and respectful communication style
- Convey feedback to Club's Executive Committee and other stakeholders in a positive, constructive manner.
- Demonstrate understanding of changing weather conditions and the potential effects of on water activities.

### **Planning and Management Requirements and Responsibilities**

- Develop the annual Club training plan for the Discover Sailing Centre.
- Prepare annual budget for the operation of the Discover Sailing Centre.
- Attend Executive Committee and Junior Sailing subcommittee meetings held monthly.
- Be in attendance on Saturday mornings for Junior Sailing sessions throughout the Sailing Season (late October to Mid-March each year).
- Managing the sailing activities on and off the water always ensuring safe operations.
- Oversight of the maintenance of sailor training records.
- Follow up injury reports submitted in a timely manner and report to the Clubs main committee these incidents.

### **Dinghy Instructors**

The Dinghy Sailing Instructor is responsible for delivering DSC courses and all on-water activities during training days including clients/participants, SPASC volunteers, boats, and equipment.

### **Qualifications and Experience**

- Have current Australian HLTAID011 (First Aid) Certificate and HLTAID011 (CPR) Certificate.
- Have a current Working With Children Check Certification if 18 years or older.



- Proven experience leading and motivating a team of part time coaches.
- Have Australian Sailing Dinghy Instructor Certification.
- Have a Powerboat license and Advanced Powerboat Handling Certification.
- Capable of implementing lessons within the Discover Sailing Syllabus.

### **Duties and Expectations**

- Ensure ongoing compliance with the Australian Sailing Operating Standards and Guidelines.
- Be aware of the Duty of Care reasonability for both the students, their carers and club's coaching staff (refer DSC Operating and Procedures Manual).
- Check each operating vessel seaworthiness as defined in the dinghy check list before launching vessel.
- Always ensure safe operation of coach boat and sail training equipment both on and off the water.
- Be aware of the weather conditions and make changes to training operations as required to suite the prevailing conditions.
- Assist in maintaining constant surveillance on the weather with the SPASC Race Office and if the situation requires to assist in implementing the "SPASC Emergency Response & Procedure Plan".
- Assist in the event of a medical emergency, coordinating the transportation of the injured person where applicable – refer SPASC Emergency Response & Procedure Plan (Appendix 8).
- Remain on the water until all students are safely ashore.
- Report all incidents involving injury into the incident register and ensure the Junior Sailing Manager is directly informed.
- Ensure that racing is conducted with the latest editions of:
  - Sailing Instructions
  - The World Sailing Race Management Manual
- At the conclusion of racing for the day, retrieve all marks where applicable and ensure that all competitors and personnel have safely returned to shore.

### **Dinghy Assistant Instructors**

The Dinghy Assistant Instructor role is designed for those wishing to work/help out at an accredited Australian Sailing DSC or those wishing to go on to become a Dinghy Instructor. It's a great introduction to instructing for teenagers and also others wanting to help out at their Centre, such as parents, volunteers, etc.

The Dinghy Assistant Instructor is responsible for assisting Dinghy Instructors with delivering DSC courses, including all on-water activities during training days including clients/participants, boats, and equipment.

### **Qualifications and Experience**

- Have current Australian Sailing Membership.
- Have a current Working with Children Certification if 18 years or older.
- Have Australian Sailing Dinghy Assistant Instructor Certification.
- Have a Powerboat license.



## **Duties and Expectations**

- Ensure ongoing compliance with the Australian Sailing Operating Standards and Guidelines.
- Be aware of the Duty of Care reasonability for both the students, their carers and club's coaching staff (refer DSC Operating and Procedures Manual).
- Assist in maintaining constant surveillance on the weather with the SPASC Race Office and if the situation requires to assist in implementing the "SPASC Emergency Response & Procedure Plan".
- Assist in the event of a medical emergency, coordinating the transportation of the injured person where applicable – refer SPASC Emergency Response & Procedure Plan (Appendix 8).
- Remain on the water until all students are safely ashore.
- Report all incidents involving injury into the incident register and ensure the Junior Sailing Manager is directly informed.
- At the conclusion of racing for the day, retrieve all marks where applicable and ensure that all competitors and personnel have safely returned to shore.

## **4. Operating Procedures**

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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 World Sailing Racing Rules of Sailing 2021-2024 (RRS), the prescriptions and special regulations of Australian Sailing, the rules of individual classes as required and SPASC Sailing Instructions.

SPASC will comply with the minimum Operating Standards that an Australian Sailing Discover Sailing Centre and agrees to acknowledge to be recognised as a DSC, Speers Point Amateur Sailing Club must meet the requirements detailed within the Discover Sailing Operating Standards and Guidelines document.

### **Communications**

All incidents requiring emergency services are to be reported directly to the principal via phone call and follow up email or written report – revSPORT Incident Reports

Equipment and Boat damage and failures reported to the club maintenance team via the reporting system – revSPORT Incident Reports



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

## **5. Member Protection and Child Safety**

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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.

### **NSW Child Safe Scheme**

Any sporting organisation that provides services to children must, by law, comply with the Child Safe Standards. This includes any Club, Association or Discover Sailing Centre running programs or racing for children.

The 10 Child Safe Standards provide a framework for creating child safe organisations. They are designed to drive cultural change to create, maintain and improve child safe practices. When organisations implement the Standards, they build a culture where abuse of children is prevented, responded to and reported.

The Standards are based on the extensive research and consultation by the Royal Commission into Institutional Responses to Child Sexual Abuse. They provide clear guidance for organisations to create cultures, adopt strategies and act to put the interests of children first to keep them safe from harm.

This policy is available in Appendix 3.

### **Workplace Occupational Health and Safety Policy**

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.

This policy is available in Appendix 4.

### **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 can:

- 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.

All volunteers who perform work with children are required to undergo working with children checks. A register of working with children checks is maintained by the club secretary.

## **Child Protection Policy**

This policy is available in Appendix 5

## **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 MPP.

## **Junior Sailing Site Layout & Training Area Map**

Sailing areas for 'Start Sailing 2' and 'Green Fleet 2 Coaching Program' are highlighted in red within the northern region of Lake Macquarie in the vicinity of the SPASC Clubhouse – refer Appendix 8.

Map shows the Speers Point area & adjacent suburbs, location of SPASC clubhouse plus approx. location of the racing area.

## **Booking Procedures and Enrolment**

SPASC has four options for student registration based on the Australian Sailing Club Pathways Program:

- Australian Sailing 4, 'Start Sailing 2 Program' and 'Green Fleet 2 Coaching Program' (20 Sessions each), which are conducted over an 18-week period on Saturday mornings from October to March each Year –
  - Registration is via the club's website (provided through revolutioniseSPORT).
  - New sailors will join up to the Club's Red or Blue groups depending on their experience.
  - Start Sailing 2 followed by Green Fleet 2 Coaching Program' is defined as Blue Group for registration purposes.





- Junior Friday Twilight Sailing & Coaching Program, which are conducted over an 18-week period on Friday afternoons from October to March each Year –
  - Registration is via the club's website (provided through revolutioniseSPORT).
  - Designed for students who have completed the Australian Sailing 'Start Sailing 2 Program'.
- Saturday Junior Race Series Program on Saturday afternoons during SPASC's Sailing Season from September to April each year –
  - Registration is via the club's website (provided through revolutioniseSPORT).
  - Designed for students who have completed the Australian Sailing 'Green Fleet 2 Coaching Program'.

## **Safety Briefings**

To include but not restricted to:

- Ensure lifejacket is fitted and worn correctly.
- The wearing of the lifejacket is compulsory at all times on the water.
- Demonstrate how they should attract attention when in difficulties.
- Review local hazards the best path through the moored boats.
- Be aware of other boat moving through the training area.
- Port tack boat gives way to starboard tack boats.
- Windward boat is to keep clear of leeward boats.
- The boat with least ability to manoeuvre has right of way over other boats.
- Always follow the instructions of the instructors.

## **Towing and Retrieving boats**

Crew onboard:

- Deploy the towline.
- Approach boat to be towed slowing.
- Allow the crew to pick up the tow line and stop the towing boat.
- The towed boat crew should wrap the towline around the mast a number of times.
- Ensure the crew is instructed to let go the towline in the event of capsize.
- Raise the centreboard halfway.
- When crew indicates they are ready accelerate slowly.
- Maintain a safe speed while towing.
- When approaching the end of tow plan to detach the tow boat with a slow turn of the tow boat.

No crew onboard

- Drop the sails and mast if safe to do so.
- Remove the centerboard.
- Tie the towline to the towed boat.
- Tow at a safe speed if unsafe to return to the club go to the nearest safe location or beach.

## **Environmental issues affecting the training area**

- If actual wind speed is in excess of 15 knots no on-water junior sailing activity will take place:
  - Instructors should plan for this event and prepare alternative activities.
- Excessively Hot (above 32C) the following alterations should be made:
  - Additional drinking water available on coach and support boat.
  - Sun protection and sunscreen requirements are to be reinforced.
- Reduce the on-water session time to 1 hour to reduce health risks.
- Excessively Cold (below 10C) apply the following alterations:
  - Ensure students have suitable protective clothing.
  - Reduce the on-water session time to 1 hour to reduce health risks.
  - Closely monitor students on-water.

## **Training Equipment and Craft**

SPASC uses the following training boats:

- 8 Optimist Dinghies
- 5 Open Skiffs
- 2 Lasers

## **Personal Flotation Devices**

- Ensure all PFD are fitted and worn correctly before going on to water.
- All Instructors, Rescue Crews and participants are to wear these devices at all times when on the water.

## **UV Protection and Footwear**

- Ensure each student has proper UV protection.
- Require suitable protective footwear be worn.

## **Manual Handling and stowage of Training Equipment**

- Optimist Dinghies are stored on launch trollies it requires a minimum of 2 people to launch and store.
- O'pen Skiffs are stored on launch trollies it requires a minimum of 2 people to launch and store.
- Lasers are stored on launch trollies it requires a minimum of 2 people to launch and store.

## **Training Boat Launching Procedures**

- Off the Beach Yachts:
  - All skippers of 'Off the Beach' boats shall Sign On prior to leaving the beach area and Sign Off upon returning to shore.
  - This requirement is to ensure all boats have safely returned to shore.
- All junior boats are to be launched from the shore adjacent to the western side of the SPASC Clubhouse.
- Rescue and Support and Support Vessels:
  - All rescue and support vessels shall sign on via UHF Channel 77 with the SPASC Clubhouse with their Support Boat name and Persons on board.



- Training Boats are to remain in the launch zone until response and rescue boats are ready to escort them into the training area.

## **Vessel Maintenance and Fault Reporting**

- All maintenance and fault reporting will be notified via the revSPORT Incident Reporting system.

## **Accidents, incidents and near misses**

- All accidents and near misses are to be reported via the revSPORT Incident reporting system.

## **Communication Procedures**

- All racing and training associated with Speers Point Sailing Club shall use the UHF frequencies, operating on UHF Channel 77 – call sign 'SPASC Support Boat name'.
- The SPASC Race Office will monitor these channels for distress and safety during all times students and coach boat are operating.

## **Lone Working Policy**

- Instructors are not expected to be working alone.
- In the event this occurs the person is expected to contact the school principal upon arrival and departure for the club

## **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, Assistant Starters and Support Boat 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.

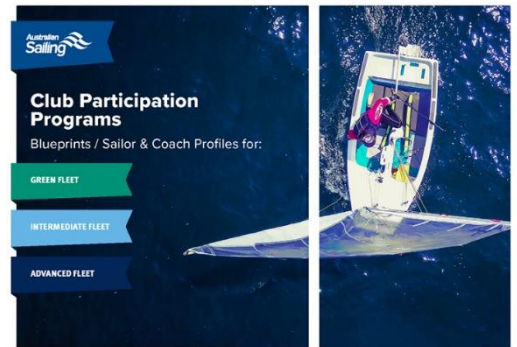
SPASC launches as many support boats as the size of the fleet and weather conditions require. Support boats set up the racing course and remain on station on the water during racing. For regular Club racing, boat crews sign on for races. Races are closely monitored by clubhouse officials and support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

## 6. Club Participation Programs

Australian Sailing recently launched its **Club Participation Programs guide**.

This guide is written for anyone with an interest in the future growth of sailing, especially those who play a role at their club and aspire to see it prosper, as well as the coaches who deliver the programs.

To enable clubs, classes and the coach workforce to deliver programs, the Blueprints and Profiles in the guide provide structure and practical view into each program purpose, to the sailor and their development as well as the coach delivering the programs.



The Blueprints and Profiles are supported by resources and training and will be released in stages throughout 2022 by Australian Sailing.

The Australian Sailing **Participation & Membership Plan** is a roadmap for clubs and classes to achieve participation and membership growth, including the steps and actions for implementing each goal and project.

Sailing is a sport for all, and one that people can be active in for life, whether it's participating for recreation or competition. Whatever the motivation for participating in sailing, Australian Sailing is committed to providing programs that are fun, inclusive, safe, and develop life-long sailors for strong club membership and growth in sailing.

To support participation and membership growth, Australian Sailing have developed club programs on the sailing pathway which enhance retention strategies for clubs and enable participants to move from Discover Sailing Centre programs to Club Participation Programs in a way that is seamless and allows the sailor to continue progressing in the sport and meet their individual interests no matter what class of boat or board sailed.

Also refer to Appendix 12 - Junior & Youth Recreational Sailing Pathway

### **Australian Sailing 4 – Start Sailing 2 Program**

This program is designed for kids aged 8 to 16 with basic sailing experience, involving a mixture of classroom learning, sailing exercises and adventure games, where participants have attended between 1 and 3 Australian Sailing Tackers courses before enrolling.

There is a huge focus on confidence building and ensuring that game-based learning is fully utilised. It will involve mainly Optimist Dinghies and O'pen Skiffs and younger kids will always start in an Optimist, as this is the most stable design.

The Australian Sailing 4, Start Sailing 2 Program syllabus (20 sessions) involves a progression of learn to sail fundamental skills and includes – principles of sailing, learning the names of the parts of the boat, rigging the boat, launch and return, tacking, capsizing, reaching, close hauled sailing, knots, understanding weather forecasts, gybing, rights of way, running, sailing a circle and sailing triangular courses.

Online registration for SPASC's Junior Sailing Start Sailing 2 Program is available via revolutioniseSPORT. Students that achieve all of the above before March may progress to Green Fleet Level 2 earlier at no additional cost.



## **Australian Sailing – Green Fleet 2 (Green Fleet Coaching) Program**

Designed for students aged 8 to 17 years, involving a mixture of classroom learning, sailing exercises, adventure games, occasional racing and cruising to a destination, where participants have completed the Australian Sailing 4 – Start Sailing 2 Program before enrolling.

In Green Fleet, sailors cement the foundation skills learned in the Start Sailing course and are prepared for Junior Club Racing in an environment where the focus is on fun and enjoyment. There are regular races, adventure sails and game-based learning activities. It will involve mainly Optimist Dinghies, O’pen Skiffs and Lasers.

The Australian Sailing, Green Fleet 2 Coaching Program syllabus (20 sessions) includes – race start sequence, penalty turns, wind shifts, sail trim, gusts and lulls, gunwale capsize recovery, start tactics, centre-board position, racing rules, roll tacks, roll gybes.

Online registration for SPASC’s Junior Sailing Green Fleet 2 Coaching Program is available via revolutioniseSPORT. If kids want to do more racing, they can participate in our Club Racing on Saturday afternoons. A normal entry point to club racing is to crew for an experienced skipper in a Taser two-person dinghy.

## **Junior Friday Twilight Sailing & Coaching Program**

The Junior Friday Twilight Sailing Program provides an entry point to junior racing with a coach on the water to provide advice before and after the race. Each week consists of a single race followed by a coaching session or adventure sail. When possible, game based learning will be used in the coaching session.

This Twilight Sailing Program is suitable for competent junior sailors aged 9 to 17 that have completed the Green Fleet Program, or can demonstrate competent race sailing in winds of 16 knots.

SPASC’s Junior Twilight Sailing Program syllabus includes – better sailing, wind shifts, sail trim, gusts and lulls, dry capsize recovery, start tactics, centre-board position, racing rules, roll tacks, roll gybes.

Further this program will involve – one race of a triangle and windward return course, according to the SPASC Friday Twilight Junior Race Fleet sailing instructions, followed by adventure games, including the following:

- Club racing with periodic visits from top sailors to provide coaching sessions.
- Buoys are set within view from the SPASC Clubhouse.
- Open to Optimist Dinghies, O’pen Skiffs, and Lasers but likely to only consist of Laser sailors.
- Racing may be cancelled when wind exceeds 16 knots.

Online registration for SPASC’s Junior Friday Twilight Sailing & Coaching Program is available via revolutioniseSPORT.

## **Junior Saturday Race Series**

The Saturday Junior Race Series is held as a separate division as part of SPASC’s Saturday Race Program. There is no official coaching associated to this series. Sailors are expected to be competent, know the rules and have their own boat, although Club boats may be available for charter.

Designed for students aged 10 to 17 years and can demonstrate the necessary sailing skills and competencies to compete within a standard racing course.

This Junior Race Series will involve – triangle and windward return course, according to the SPASC Saturday sailing race program

- Club racing with periodic visits from top sailors to provide coaching sessions.
- Provision for buoys to be set within view from club house when winds exceed 15 knots.



- Races to be held until the wind reaches 20 knots.
- Open to Optimist Dinghies, O'pen Skiffs, and Lasers.

Online registration for SPASC's Junior Saturday Race Series is available via revolutioniseSPORT.

## **7. Safety Management System**

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### **Scope of this Plan**

This document defines the work health and safety processes and practices that SPASC will observe during their 2022/23 Sailing Season.

It encompasses both SPASC's Fire Emergency Response and Procedure Plan at Appendix 9 and Risk Management Tools at Appendix 13.

### **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**

Speers Point Amateur Sailing Club 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.

## **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.

## **Health and Safety Rules**

- Housekeeping
  - Ensure all boats are checked using the safety check sheet prior to use.
  - Check the weather before launching boats.
  - Head Instructor will brief instructors and advise of any particular requirements and health issues that the students may exhibit.
- PPE use
  - Hats and Sunscreen.
  - Footwear.
  - Personal Floatation Device (PFD).
- Maintenance procedures
  - Report any broken equipment to SPASC via the revSPORT maintenance reporting system.
  - Ensure all equipment is properly cleaned after use.
  - Only repair damaged equipment if properly trained to do so.
- Accident reporting
  - All collisions resulting in damage to the training boats or support boat are to be reported in revSPORT.
  - Report all incidents requiring first aid in the revSPORT incident reporting system.
  - Accidents requiring an ambulance must be reported to the Principal as soon as practicable.
- Fire prevention
  - Boat fuel is all stored in a combustibles cabinet in the fuel storage bay.
  - No naked flames are to be left unattended at any time.
- Electrical equipment
  - All electrical equipment will be regularly tested for safety.
  - No electrical equipment is to be used if the power lead is damaged.
  - Do not use power tools in or very near the water.
- Smoking, Alcohol, Drugs

SPASC recognises that passive smoking may be hazardous to health and that non-smokers should be protected from tobacco smoke where possible.

The club grounds have been designated smoke free including:

  - Administration and office areas.
  - Change rooms and toilet blocks.



- Internal function rooms and areas.
- Any area with 4m of a building or structure.
- All patrol and training boats.
- Any area within 50 meters of operations where there is a hazard of fire or explosions including but not limited to berthing, handling any type of flammable material, receiving, or transferring fuels, oils or other volatile liquids, and flammable liquids store.
- Misuse of equipment  
Any misuse of equipment may result in:
  - Reprimand and/or removal of authority to use equipment.
  - Others may be asked to leave the SPASC area of operations.
- Operating power-driven vessels
  - Ensure the vessel is fit for purpose before leaving the dock.
  - Always maintain safe operating speeds.
  - Beware of the status of all boats within the reasonable proximity at all times.
  - No consumption alcohol is permitted at any time.

## **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.



## 8. 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:

- The **Principal** of SPASC’s Discover Sailing Centre who is responsible for the safety and quality of all DSC courses at the Centre, maintain the Club’s DSC accreditation, and ensure ongoing compliance with the Australian Sailing DSC Operating Standards and Guidelines.
- The **Designated Person** (DP) who is responsible for the development and management of SPASC’s Safety Management Plan (SMP).

## 9. 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

## 10. 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 also use channel 77). 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.

## 11. Resources and Personnel

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### 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.

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## Emergency Procedures

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### 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 9 "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 as 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.

## 12. Hazard Identification / Risk Management

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### 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 1 – SPASC Safety Incident Report Form

Refer Appendix 6 – SPASC Safety Incident Plan

Refer Appendix 9 – SPASC Fire Emergency Response and Procedure Plan & Evacuation Map

Refer Appendix 13 – Risk Management Tools

## **13. Reporting Incidents and Accidents**

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### **Safety Incident Plan**

SPASC has prepared a Safety Incident Plan for accidents and safety incidents. The SPASC Safety Incident Plan is at Appendix 6.

### **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.

## **14. Maintenance and Reporting**

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Details of support boat safety management are outlined in Appendix 13, which includes how you look after SPASC Support Boats and equipment, together with:

- 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.

## 15. Review and Evaluation

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This section is about how you give your Operating Procedures Manual & Safety Management Plan a “health check” or review. It provides information on:

- How often you will review your OPM & 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 OPM & 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 Operating Procedures Manual & Safety Management Plan (OPM & SMS).**

**It is a tool to be used by everyone to help maintain a safety culture.**

## Appendix 1 - SPASC Safety Incident Report Form

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An important role in administering the sport of sailing is the review of incidents to ensure any lessons are captured. This will provide for an improved sport with better safety outcomes. The value of gaining statistical data and the ability to quantify how safe the sport currently is cannot be understated. To have this data enables the identification of adverse trends or specific issues that might require some remedial actions and ideally prevent recurrence or further accidents.

Speers Point Amateur Sailing Club members and volunteers to record of all incidents, which will be regularly reviewed to determine opportunities to improve its Risk Management Plan.

<b>Name of Person(s) involved:</b>		<b>Date:</b>
<b>Describe Incident:</b>		
<b>Describe support (if any) provided by SPASC personnel:</b>		
<b>Injuries sustained if any:</b> <i>( Complete Injury Report Form – Appendix 8)</i>		
<b>Property damage if any:</b>		
<b>Risks identified:</b>		
<b>Lessons captured:</b>		
<b>Safety outcomes:</b>		

## Appendix 2 - SPASC Office Bearers – 2022/23 Season

<b>SPASC Executive</b>			
<b>Position</b>	<b>Name</b>	<b>Phone No</b>	<b>Email Address</b>
President	Bill Gearing	0412 254 636	wggearing@gmail.com
Secretary/Public Officer	Bill Sharland	0411 013 853	billsharland1@gmailcom
Treasurer	Bruce Gunn	0458 280 096	gunn.family@hotmail.com
Senior Vice President	Glenn Nolan	0438 481 590	gdnolan1@gmail.com
Junior Vice President	Nick Powell	0409 824 353	oldrowley@gmail.com
Race Secretary	Glenn Nolan	0438 481 590	gdnolan1@gmail.com
Junior Sailing Manager	Andy Clark	0468 440 030	clark.a@inbox.com
Registrar / revSPORT Specialist	Dale Sims	0457 405 229	dalesims@tpg.com.au
Assistant Secretary / Publicity Officer	Jeremy Hackett	0418 630 985	jhac76206@bigpond.com
Clubhouse Snr Manager	Gary Powell	0417 672 023	lecogaz@gmail.net.au
<b>SPASC Discover Sailing Centre / Junior Sailing Program – Key Positions</b>			
<b>Position</b>	<b>Name</b>	<b>Phone No</b>	<b>Email Address</b>
DSC Principal	Bill Sharland	0411 013 853	billsharland1@gmailcom
Head Instructor	Andy Clark	0468 440 030	clark.a@inbox.com
Dinghy Instructor	Neil Long	0408 641 974	neillongsailing@gmail.com
Dinghy Instructor	Laura Ioannides	0447 663 527	lj.ioannides@gmail.com
JSP Marshall	Gerrie Krynda	02 4943 3000	gerrie@aapt.net.au
First Aid Officer	Mark Hodgins	0407 282 748	hodginsm1963@gmail.com
Safety/Risk Mgt Officer	Mark Rayson	0432 496 068	mark.rayson@mineralcarbonation.com
<b>SPASC Other Key Volunteers</b>			
<b>Position</b>	<b>Name</b>	<b>Phone No</b>	<b>Email Address</b>
Race Officer / OOD	Allocated on a weekly basis via SPASC Roster		
Support Boat Manager	Terry Rodger	0401 727 569	terryrodger1@gmail.com
Race Office Support	Margaret Fitzgerald	0419 460 208	frustratedcat@yahoo.com.au
Canteen Manager	Cathy Ware	0421 920 866	cathyware35@gmail.com

## Appendix 3 – Child Safe Standards

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### Purpose

There are 10 Child Safe Standards, which you can view on the website of the Office of the Children’s Guardian (OCG), as well as a guide to implementing the Standards. When considering the Standards, it’s important to remember that they’re not meant to be a set of rules or checkboxes; rather, they are overarching guidelines to help you assess your current practices and find areas you can improve. It’s best to frequently re-visit the Standards to consider how you can improve child safety in your Club.

#### **1. Child safety is embedded in organisational leadership, governance and culture**

1. The organisation publicly commits to child safety and leaders champion a child safe culture
2. Child safety is a shared responsibility at all levels of the organisation
3. Risk management strategies focus on preventing, identifying and mitigating risks to children
4. Staff and volunteers comply with a code of conduct that sets clear behavioural standards towards children
5. Staff and volunteers understand their obligations on information sharing and record keeping

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#### **2. Children participate in decisions affecting them and are taken seriously**

1. Children are able to express their views and are provided opportunities to participate in decisions that affect their lives
2. The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and be less isolated
3. Children can access abuse prevention programs and information
4. Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to communicate and raise their concerns

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#### **3. Families and communities are informed and involved**

1. Families have the primary responsibility for the upbringing and development of their child and participate in decisions affecting their child
2. The organisation engages in open, two-way communication with families and communities about its child safety approach and relevant information is accessible
3. Families and communities have a say in the organisation’s policies and practices
4. Families and communities are informed about the organisation’s operations and governance.

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#### **4. Equity is upheld and diversity is taken into account**

1. The organisation actively anticipates children’s diverse circumstances and responds effectively to those with additional vulnerabilities
  2. All children have access to information, support and complaints processes
  3. The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds.
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**5. People working with children are suitable and supported**

1. Recruitment, including advertising and screening, emphasises child safety
2. Relevant staff and volunteers have Working With Children Checks
3. All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities, including reporting obligations
4. Supervision and people management have a child safety focus.

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**6. Processes to respond to complaints of child abuse are child focused**

1. The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families
2. The organisation has an effective complaint-handling policy and procedure which clearly outline roles and responsibilities, approaches to dealing with different types of complaints and obligations to act and report
3. Complaints are taken seriously, responded to promptly and thoroughly, and reporting, privacy and employment law obligations are met.

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**7. Volunteers/Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training**

1. Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
2. Staff and volunteers receive training on the organisation's child safe practices and child protection
3. Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures.

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**8. Physical and online environments minimise the opportunity for abuse to occur**

1. Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
2. The online environment is used in accordance with the organisation's code of conduct and relevant policies.

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**9. Implementation of the Child Safe Standards is continuously reviewed and improved**

1. The organisation regularly reviews and improves child safe practices
2. The organisation analyses complaints to identify causes and systemic failures to inform continuous improvement.

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**10. Policies and procedures document how the organisation is child safe**

1. Policies and procedures address all Child Safe Standards
  2. Policies and procedures are accessible and easy to understand
  3. Best practice models and stakeholder consultation inform the development of policies and procedures
  4. Leaders champion and model compliance with policies and procedures
  5. Staff understand and implement the policies and procedures.
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## **Appendix 4 - Workplace Occupational Health & Safety Policy**

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### **Purpose**

This policy affirms Speers Point Amateur Sailing Club's commitment to work health and safety and reflects the value that Speers Point Amateur Sailing (SPASC) places on the health and wellbeing of all its members. This policy recognises the varied uses and activities conducted by SPASC and its members, both individually and in organised events.

### **Scope**

This policy applies to:

- all SPASC members and all contractors working at the SPASC clubhouse
- to the SPASC facilities
- all activities run by the SPASC at the clubhouse as well as those activities undertaken by the SPASC at other locations e.g. on the water, at regattas

### **Members' responsibilities**

Members are individually responsible for helping to establish and maintain a safe and healthy club environment.

All members are expected to:

- Take reasonable care for their own health and safety and not adversely affect the health and safety of others.
- Comply with WOH&S legislation and with any reasonable instruction that is given to them.
- Support the Club's objective of maintaining a club facility and environment that is safe and accident free.
- Be vigilant in identifying practices, attitudes and traditions that are likely to add risk.
- Eliminate risks to health and safety so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise the risks so far as is reasonably practicable.
- Discharge their duty to the extent to which they have the capacity to influence and control the matter.

### **Officer duties**

Under WHO&S law volunteers who sit on a committee where they make, or participate in making, decisions that affect the whole or a substantial part of the SPASC's organisation are deemed to be officers.

A volunteer officer cannot be prosecuted for failing to comply with their officer duties under the WHO&S Act. This immunity for volunteer officers is designed to ensure that voluntary participation at the officer level is not discouraged.

An officer must exercise due diligence to ensure that SPASC complies with its health and safety duties.

To this end SPASC:

- Makes work health and safety a standing agenda item on committee meetings.
- Maintains a risk management process to manage work health and safety risks on and off the water.
- Has developed a Safety Incident Plan specifying response for potential incidents.



## Rules governing general health and safety

All SPASC members, contractors and visitors are required to comply with the following:

- Any member considered to be under the influence of alcohol or drugs, where this condition may endanger the health and safety of that member or other members, is not permitted to launch a boat.
- No SPASC Support Boat driver or crew are allowed to operate a Club boat if they are considered to be under the influence of alcohol, or drugs.
- Only persons with a boat license are permitted to drive any SPASC boat with an engine.
- Life jackets must be worn at all times on centerboard sailing boats and support boats.
- Boats are to be driven safely and in compliance with State laws.
- All hazards observed are to be reported to the Officer of the Day by the end of the day.
- Smoking is not permitted inside the clubhouse. Any area within 50 meters of operations where there is a hazard of fire or explosions including but not limited to berthing, handling any type of flammable material, receiving or transferring fuels, oils or other volatile liquids, and flammable liquids store.
- The ratio of supervisors to learner sailors is specified and adhered to.
- Rules are in place for each class of boats for the weather conditions under which sailing is cancelled.

## Appendix 5 – Child Protection Policy

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The Speers Point Amateur Sailing Club has adopted and is committed to the peak body (Australian Sailing) Child Protection Policy, which encompasses compliance with the NSW Child Safe Scheme.

### Physical contact

Generally physical contact with students/participants should only take place for the following:

- To develop sport skills
- To treat an injury
- To prevent or respond to an injury
- To meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sports related skill
- Permission from the student/participant should be sought
- Students/participants be congratulated or comforted in public not in an isolated setting.

### Online contact

Online contact with students/participants should take place as follows:

- **Only** relate directly to SPASC's Junior Sailing Programs, to meet the specific requirements of the sport, and **must only** be through the parent's email addresses.
- Direct contact through Facebook and other electronic/media platforms is forbidden.

### Supervision for children

The number and gender of staff required will depend on the age and number of children involved, the gender balance, and on disability considerations.

## **Being alone with a child**

Members and volunteers are to follow the following guidelines:

- Do not isolate yourself and a child and avoid being alone with any particular child. If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. Other coaches, officials, or parents/guardians)
- Ideally advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child becomes emotional and/or you indicate support is required in dealing with the child
- Avoid unaccompanied and unobserved activities with children
- Adopt positive language and behaviour
- Adopt positive language when talking with children and in the presence of children.

## **Change Rooms and Toilets**

Members and volunteers are to follow the following guidelines:

- Where possible avoid using the change rooms and toilets during SPASC Junior Sailing Programs on Saturday mornings, i.e., between 9:00am and Midday.
- Children's parents/supervisors should ensure children entering change rooms and toilets are supervised by either the child's parents or a supervisor, or have another child with them, or two SPASC members ensuring child safety.
- Do not isolate yourself and a child from others in the change rooms.
- If you suspect that any activity is/has occurred in the change rooms and toilets which presents a threat to a child, is a matter of concern for the child's safety, IMMEDIATELY call 000 and notify the Police.

## **Maintain control**

Manage child behaviours using positive and inclusive management strategies – some ideas to assist with maintaining control include:

- Keeping them busy doing interesting tasks; Know the student's names; Be firm but fair when applying the rules.
- Set up some basic rules at the beginning of the season such as be nice, follow instructions, have a go, no put downs.
- Make sure children are aware of these rules and give positive messages.

## **Collection by parents/guardians**

SPASC have a policy on the collection of children from a Sailing Course:

- Course participants and parents/guardians will be told of the start/ finish times of the course via email and verbally at the start of the course.
- All students must be signed out by a parent/guardian, each day of the course.
- At least two Staff, Officials or Volunteers will wait for parent/guardian of the child to collect the students from the Speers Point Amateur Sailing Club.
- There will be a register of parent/guardian emergency contact numbers and all staff, officials and volunteers will have access to a phone & emergency contact register in the Sailing Office.



## **Appendix 6 - SPASC Safety Incident Plan**

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### **Scope of this Plan**

This Safety Incident Plan (SIP) sets down SPASC's management of accidents and safety incidents including incidents which present a threat to a child, creating concern for the child's safety.

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, children, 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.

### **First Aid Facilities and Procedures**

This section outlines the policy of the SPASC regarding the first aid facilities and services that are available to staff, volunteers, and competitors during an emergency situation

It is not the policy of the SPASC to offer comprehensive medical services but simply to provide basic first aid and arrange for transport of an injured person to professional medical treatment as quickly as possible, as and when required. SPASC will ensure that:

- All support boats are equipped with first aid kits suitable to their purpose and use.
- A fully equipped and maintained first aid kit is kept in a designated position ashore with access to a telephone.
- The minimum of one qualified person capable of providing first aid is available at all times for all sailing events.
- The Club will hold regular first aid courses for all staff, volunteers, and members through a certified training provider.
- A scheduled program shall be adhered to ensure that all First Aid kits are maintained and serviced.

An up-to-date emergency contact list shall be kept for full medical assistance such as local hospital, private doctor, ambulance etc.

This shall be located in the Speers Point Amateur Sailing Club Race Office.

The procedure outlined below details the action to be taken when a person requires first aid as the result of an accident either within the SPASC grounds or on the water during a SPASC event.

Persons that are injured within the SPASC grounds, who require first aid, should report to the SPASC Race Office.

In the event of an injury occurring on the water, it is hoped that sufficient basic first aid can be administered to allow the sailor to continue sailing.

If the injury is severe enough that the sailor is not able to continue, then they should be transported by support boat to the shore to administer first aid and/or call an ambulance.



## Accident or Safety Incident

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

**000**

### Procedure:

1. Give immediate First Aid and extinguish any fire.
2. Assess the situation, and call 000 as required.
3. Confirm SPASC's address is 20B Park Road, Speers Point 2284
4. While waiting for Emergency Services continue first aid if appropriate.
5. When Emergency Services arrive, they will take control.
6. Give them details of the incident & any further actions you have taken.
7. Have the following details available when communicating with emergency services:
  - (a) Next of Kin details – available in revSPORT.
  - (b) Location of incident.
  - (c) Best access point for emergency vehicles.
  - (d) communication of the type of emergency.

As soon as practicable report on the Incident using the Australian Sailing Sample Injury Report Form (See Appendix 8 PDF).

## Breaches of SPASC's Child Protection Policy

Children have the right to feel safe.

If you see something you should say something.

Call Police if you believe a child is at risk of abuse

**NSW POLICE RING: 000**

### Processes to respond to complaints of child abuse are child-focused

A child focused complaint process supports children who are exposed to the risk of harm and encourages them to speak up

Children, families, and staff know who to tell if they want to make a complaint of child abuse. Child safe organisations respond by immediately protecting children at risk.

Complaints are addressed promptly, thoroughly, and fairly. Children who make a report are kept up to date about the way the complaint has been addressed and any outcomes.

Feedback should be provided in accordance with their age and developing maturity. All adults understand their reporting obligations, including to external authorities.

Child safe cultures create environments where staff can identify, and report suspected harm of children.

## Appendix 7 – Calling an Ambulance

### Calling an Ambulance

The emergency number in Australia is Triple Zero (000). Dialling Triple Zero (000) is the quickest way to get the right help from the NSW Ambulance in a medical emergency.



**For all medical emergencies dial Triple Zero (000) immediately and ask for Ambulance**

#### CALLING TRIPLE ZERO (000)

- Calls to Triple Zero (000) are free and can be made 24 hours a day, seven days a week from any landline, pay phone or mobile phone.
- When calling Triple Zero (000), a Telstra operator will ask which service you require – police, fire or ambulance.
- Ask for AMBULANCE.
- You will be connected to an ambulance control centre.
- The call taker will ask you a standard set of questions to help us organise the most appropriate service as quickly as possible.
- Stay calm. Speak slowly and clearly.

#### QUESTIONS ASKED BY THE CALL TAKER

- What is the exact address of the emergency?
- What is the phone number you are calling from?
- What is the problem, tell me exactly what happened?
- How old is s/he?
- Is s/he conscious?
- Is s/he breathing?

Answering these questions to the best of your ability ensures we have the most accurate information about the patient's condition and can assess the situation quickly.

#### WHAT HAPPENS NEXT

- Do not hang up
- The call taker may ask you additional questions and can also provide further assistance and/or medical advice depending on the emergency.

- If you have a life-threatening injury or illness, paramedics will be sent immediately.
- If you require medical assistance but do not have a life-threatening injury or illness, paramedics will be sent as soon possible.
- If you do not require onsite medical assistance, your call may be transferred to a registered nurse who can provide you with over-the-phone advice and direct you to alternate healthcare providers.

**Remember ambulances are available for saving lives and are not taxis. Calling an ambulance for non urgent conditions could cost someone their life.**

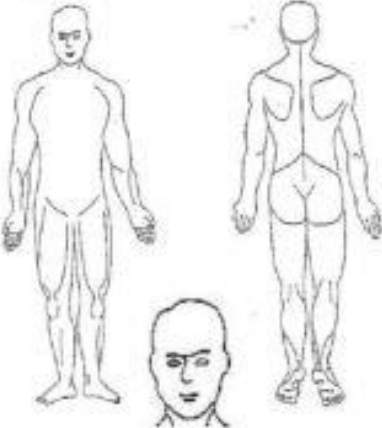
#### TIPS FOR CALLING TRIPLE ZERO (000)

- It is important to teach children how to call Triple Zero (000) as well as their name, address and phone number.
- If calling from a house, unit, flat or business address, ensure that the building number is clearly visible from the street.
- If you are in a hard to find location have someone wait outside the building/location to wave the ambulance down or leave the front light on at night.
- If you live in a rural area or an area difficult to find, remember landmarks such as 'yellow house with blue picket fence' for example.
- Make it a habit to note street names of places you frequent such as shops, schools, parks, restaurants, clubs and sporting grounds. This could assist you to give more detailed information.
- If travelling on a motorway or on a rural road, identify the direction you are travelling and the last exit or town you passed through.

## Appendix 8 - 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:
<small>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 (<a href="http://www.austlii.edu.au">www.austlii.edu.au</a>) for further information.</small>		



## Appendix 9 - 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 6).

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.

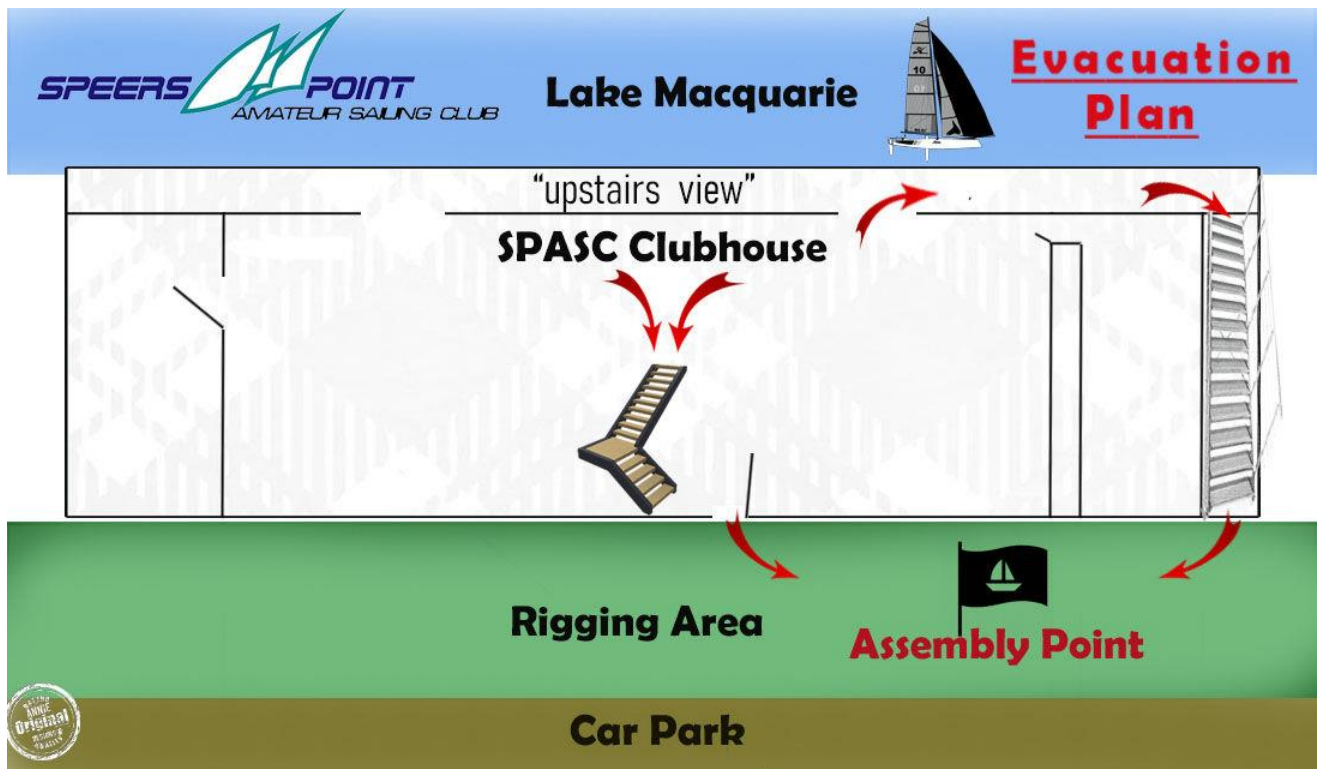
### Purposes of this Plan

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.

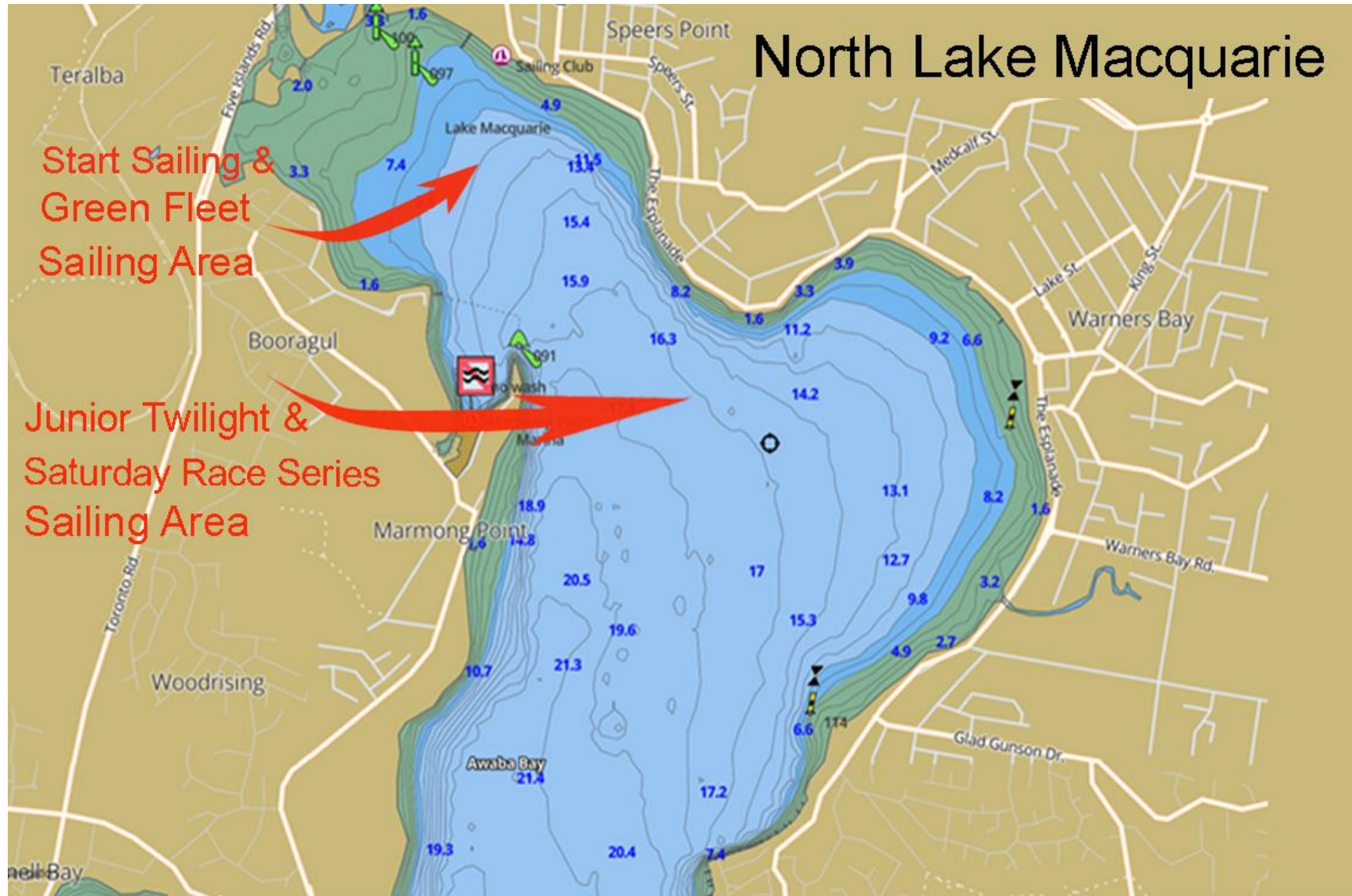
### SPASC Evacuation Plan

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 10 - SPASC Junior Sailing Area – North Lake Macquarie





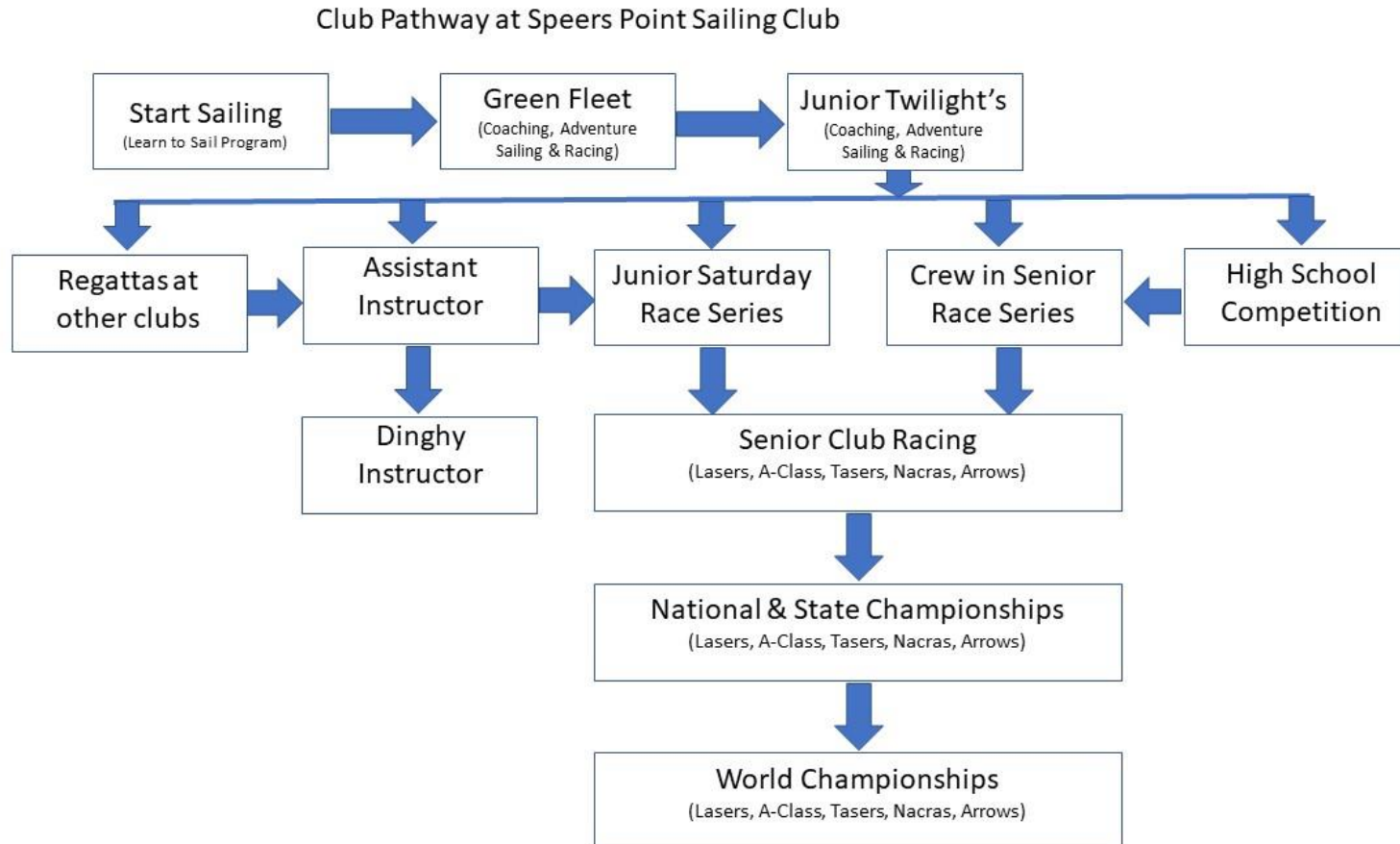
## Appendix 11 - SPASC Junior Sailing Program – Sign On & Sign Off Sheet

### SPASC Junior Sailing Program – Sign On & Off Sheet – 6/11/2021

	Participant Name	Age	Gender	Parent / Guardian Name / Mobile	Boat Name / Number	Instructor Group	Sign On	Sign Off
1	Ashley-Brown, Callum	11	Male	Phil - 0417 416 596	Pelican	Neil Long		
2	Dodd, Charlotte	10	Female	Paula - 0403 419 440	Pelican	Neil Long		
3	Ioannides, Philippa	10	Female	Laura - 0421 514 600	Open Skiff	Neil Long		
4	Speirs, Annika	10	Female	Gillian - 0409 044 865	Pelican	Neil Long		
5	Speirs, Duncan	12	Male	Gillian - 0409 044 865	Pelican	Neil Long		
6	Annis, Cohen	8	Male	Hillary - 0414 595 900	Club Opti 4	Andy Clark		
7	Clark, Finn	8	Male	Andy - 0468 440 030	Club Opti 1	Andy Clark		
8	Wilkinson, Benjy	12	Male	Jess - 0431 275 029	Club Opti 7	Andy Clark		
9	Wilkinson, Nyah	8	Male	Jess - 0431 275 029	Club Opti 3	Andy Clark		
10	Wilkinson, Tilly	10	Female	Jess - 0431 275 029	Club Opti 6	Andy Clark		
11	Dobbins, Toma	7	Male	Hal - 0438 141 032	Club Opti 8	Gerri Krynda		
12	O'Mahoney, Joquen	7	Male	Stacey - 0459 350 219	Zig Zag	Gerri Krynda		
13	Royes, Callan	9	Male	Belinda - 0407 480 668	Club Opti 2	Gerri Krynda		
14	Speirs, Nicola	7	Female	Gillian - 0409 044 865	Club Opti 5	Gerri Krynda		

## Appendix 12 – Junior & Youth Recreational Sailing Pathway

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## Appendix 13 - Risk Management Tools

### SPASC Inc RISK ASSESSMENT

The following matrix shall be used to prioritise the implementation of control measures

		<span style="font-size: 1.2em;">→</span> <b>Consequences</b> <span style="font-size: 1.2em;">→</span>			
<b>Level of Injury</b>	Injuries or ailments not requiring medical treatment	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life-threatening injuries.
<b>Action Required</b>	Incident Report or Near Miss Report	Incident Report Review of control measures	Notify relevant Maritime authority or Work Cover temporarily discontinue activities	Prepare for intense public and media interest	Prepare for Coroners Enquiry

		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
<b>Almost Certain</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Likely</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>Possible</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Unlikely</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Rare</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>



## CONTROL MEASURES

Activity/Element	Hazards Identified	Existing Controls	Residual Risk	Additional Controls Required	Residual Risk
Man Overboard	Injuries to crew or driver Drowning	Kill Cords to be worn at all times Crew briefed on MoB procedure prior to leaving	Reduced	SPASC Emergency Procedures and Safety & Incident Plan	Reduced

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: 8 December 2022, by:**

- SPASC Secretary / DSC Principal
- SPASC President
- SPASC Executive Committee
- SPASC Nominated Safety Management Representative / Designated Person

Risk	Assessed as	Action plan	Monitoring, Review	Communication
<b><i>SPASC clubhouse</i></b>				
Danger through fire or another emergency	Possible	<ul style="list-style-type: none"> <li>• Install/maintain fire prevention devices</li> <li>• Fire blanket located in kitchen area</li> <li>• Regularly tag-test electrical devices/cords</li> <li>• Safely store gas cylinders and provide sharps container</li> <li>• Provide information on egress in case of fire or another emergency</li> </ul>	Periodic	<ul style="list-style-type: none"> <li>• Exit &amp; Egress signs</li> <li>• SPASC Evacuation Plan communicated to members and displayed on noticeboard</li> <li>• Notice with emergency phone numbers</li> </ul>
Petrol ignites causing property damage or personal injury	Likely	<ul style="list-style-type: none"> <li>• Petrol not decanted indoors. Funnel used, no smoking.</li> <li>• Appropriately labelled flammables cabinet. No petrol stored outside cabinet. No ignition sources near flammables cabinet.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Communicate correct fuel handling procedures via training and posters</li> </ul>
COVID-19 outbreak within SPASC clubhouse	Possible	<ul style="list-style-type: none"> <li>• Update SPASC's COVID-19 Safety Plan to maintain a safe environment for members, participants, and visitors</li> <li>• Member assigned as a COVID-19 Safety Marshal, wears a distinctive vest and responsible for adherence of Plan.</li> </ul>	Periodic	<ul style="list-style-type: none"> <li>• SPASC COVID-19 Safety Plan communicated to members and displayed on noticeboard</li> <li>• Services NSW QR Code Poster at multiple locations</li> <li>• Briefings as required</li> </ul>
Injury due to failure of balcony rails and or children falling from balcony	Possible	<ul style="list-style-type: none"> <li>• Upgrade balcony rails and install additional rails to prevent small children falling from balcony</li> </ul>	Periodic	<ul style="list-style-type: none"> <li>• Arrange working bee to improve balcony railing.</li> </ul>
Electrocution using electrical tools in wet conditions.	Possible	<ul style="list-style-type: none"> <li>• Earth leakage protection.</li> <li>• Rules not to use electrical equipment which is wet.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>

Risk	Assessed as	Action plan	Monitoring, Review	Communication
<b><i>SPASC Junior Sail Training</i></b>				
Managing risks specific to implementing a Junior Sail Training Program	Likely	<ul style="list-style-type: none"> <li>• Instructors understand that proper risk management processes can contribute to maintaining a safe environment for all on-water and land-based activities.</li> <li>• Create specific documentation which records what happens in practice emphasising what is done to ensure Instructors and Customers are kept safe.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• SPASC's risk management processes are made available to all personnel.</li> <li>• SPASC Junior Sailing Instructors have completed either the AS Dinghy Instructor Course or Dinghy Assistant Instructor Course.</li> </ul>
Safe training area and suitable equipment	Possible	<ul style="list-style-type: none"> <li>• Check equipment and training areas for risks each session</li> <li>• Ensure all participants wear life jackets that fit effectively, from the time they arrive at sessions until they leave.</li> <li>• Modify the training area or equipment to suit participants' developmental level</li> <li>• Use safety equipment where necessary</li> <li>• Ensure the training area and equipment is adequate for the activity being taught</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All SPASC Junior Sail Training Instructors and support personnel must wear life jackets, to set an example to participants.</li> </ul>
Appropriate activity for participants	Possible	<ul style="list-style-type: none"> <li>• At the beginning of the season establish the skill level of the participants you will be instructing</li> <li>• Match participants appropriately if there is going to be competition within activity and/or multiple participants need to be in the one vessel together</li> <li>• Participants should have adequate physical abilities and skill levels for the task being taught</li> </ul>	Periodic	<ul style="list-style-type: none"> <li>• Criteria for assessment of participants skill levels is communicated to SPASC Instructors.</li> </ul>



Risk	Assessed as	Action plan	Monitoring, Review	Communication
Lack of adequate planning	Possible	<ul style="list-style-type: none"> <li>• Compile safety notes, which are a key component of written plans.</li> <li>• Choose content that will engage all participants.</li> <li>• Choose content that you know that matches the level of the participants and is of a particular learn to sail syllabus.</li> <li>• Organise your group so that participants spend a lot of time in activities.</li> <li>• Plan for safe "traffic flow" and transitions.</li> <li>• Ensure boats have enough space between them so that participants avoid collisions and running into equipment.</li> <li>• Accurate recording as aids for planning and are essential in all cases of injury or significant incidents.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• SPASC achieves AS Discover Sailing Centre accreditation.</li> <li>• SPASC Junior Sailing Manager ensures adequate planning of SPASC's Junior Sail Training Program</li> </ul>
Instructing participants with a disability	Possible	<ul style="list-style-type: none"> <li>• Instructors should assess each person's aspirations, needs and ability and adapt the learn to sail program accordingly.</li> <li>• Use the "TREE" approach which is a useful tool for ensuring inclusive instructing.</li> <li>• Be prepared to accept each participant as an individual.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Adopt the TREE approach – <ul style="list-style-type: none"> <li>• Teaching/instructing skills and styles</li> <li>• Rules and regulations</li> <li>• Environment</li> <li>• Equipment</li> </ul> </li> </ul>
Children are kept safe and protected from harm.	Possible	<ul style="list-style-type: none"> <li>• Instructors must have an understanding of child abuse, child protection and what to do if child abuse is suspected.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Instructors are aware of the extra responsibilities and requirements to ensure the children they work with are kept safe and protected from harm.</li> </ul>

Risk	Assessed as	Action plan	Monitoring, Review	Communication
Children are exposed to physical abuse or grooming through online electronic or media platforms, e.g., Facebook, Instagram etc.	Possible	<ul style="list-style-type: none"> <li>• Instructors need to use good teaching practices to avoid child abuse, behave appropriately and create an environment where children feel safe and protected.</li> <li>• Hold meetings with members, instructors and volunteers reinforcing SPASC's Child Protection Policy – seeking feedback</li> <li>• Creation/distribution of key messages</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Regular meetings with members, instructors and volunteers reinforcing SPASC's Child Protection Policy – seeking feedback</li> <li>• Creation and distribution of posters providing key messages</li> </ul>
<b><i>On-water events</i></b>				
Injury and/or damage to competitors or boats through unforeseen severe weather changes (makes rescue more difficult).	Likely	<ul style="list-style-type: none"> <li>• Racing Rules and Club's Sailing Instructions provide for abandonment of races if winds exceed predefined limits.</li> <li>• Organise more support boats for higher wind strength</li> <li>• Monitor approach of southerly from clubhouse keeping race officer informed</li> <li>• If caught out, sailors are trained to capsize boats and sit on top.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Ongoing training &amp; established procedure.</li> <li>• Sailing Instructions</li> <li>• IYRU &amp; Australian Sailing rule books</li> <li>• Phone numbers of Marine Rescue and nearby clubs in office</li> </ul>
Injury and/or damage to competitors or boats through incidents between competing boats	Possible	<ul style="list-style-type: none"> <li>• Enforce racing rules through member education</li> <li>• Have appropriate local regulations</li> <li>• Supply first-aid kits in support boats</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Sailing Instructions</li> <li>• Sailing Rule books available</li> <li>• Rules sessions</li> </ul>
Daily racing compromised due to weather	Possible	<ul style="list-style-type: none"> <li>• Appoint Officer of the Day, listing duties</li> <li>• Provide starting officials with appropriate procedures</li> <li>• Have support boats on course</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• SOP Duties of the OoD</li> <li>• SOP Shortening Course at SPASC</li> <li>• SPASC Regatta checklist</li> </ul>

Risk	Assessed as	Action plan	Monitoring, Review	Communication
Capsize: routine but could escalate see below	Almost certain	<ul style="list-style-type: none"> <li>• Learner sailors must complete capsize drill within first three weeks. Any children refusing to do so are not permitted to continue with the course</li> <li>• Support boat driver training covering capsize and possible escalations</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Ongoing, established procedure.</li> </ul>
Capsize: person tangled or trapped underneath dinghy	Likely	<ul style="list-style-type: none"> <li>• Ensure sufficient support boats at all events</li> <li>• Support boat driver /crew procedures and training</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice with constant vigilance during each sailing session.</li> <li>• Ongoing, established procedure</li> </ul>
Capsize: crew separated from boat	Likely	<ul style="list-style-type: none"> <li>• Capsizes are monitored by support boats. If boats don't right quickly, support boat investigates and rescues.</li> <li>• Sailors are trained to grab something as boat capsizes. Capsize drill in first three weeks.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice with constant vigilance during each sailing session</li> </ul>
Capsize: panic (in water).	Possible	<ul style="list-style-type: none"> <li>• Attendance of rescue boat if dinghy not righted immediately</li> <li>• Lifejackets worn by all sailors</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Ongoing training, established procedure</li> </ul>
Capsize: sharks nearby	Low	<ul style="list-style-type: none"> <li>• Have starting/finishing officials aware of how to clear course</li> <li>• Ensure sufficient support boats are on hand</li> <li>• Have support boats cover course before racing</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• SOP on procedure if shark is sighted on race course</li> </ul>

<b>Risk</b>	<b>Assessed as</b>	<b>Action plan</b>	<b>Monitoring, Review</b>	<b>Communication</b>
Sailor injured during capsize.	Possible	<ul style="list-style-type: none"> <li>• Support boat person has First Aid training</li> <li>• First Aid kit is complete and safety kit checked at end of each race day</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Sailor suffers concussion due to boom impact or another event	Likely	<ul style="list-style-type: none"> <li>• Apply First Aid training including rolling person on side etc. if unconscious</li> <li>• Call ambulance in event sailor is unconscious</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Near drowning	Likely	<ul style="list-style-type: none"> <li>• Support boats personnel trained in CPR.</li> <li>• Defibrillator in club</li> <li>• First Aid training for dealing with situation.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Ongoing training, established procedure.</li> </ul>
Sunstroke / sunburn / dehydration to sailors.	Likely	<ul style="list-style-type: none"> <li>• Sunscreen and water carried in yellow bags.</li> <li>• Free sunscreen provided in club.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Injury from entanglement with boat propellers	Likely	<ul style="list-style-type: none"> <li>• Propeller guards fitted to larger motors that prevent entanglement from the side.</li> <li>• Support boat drivers are trained to wear motor cut out wrist straps</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Boat un-sailable, loss of boat.	Possible	<ul style="list-style-type: none"> <li>• Fix on water where possible, grey duct tape and knife carried in safety bags</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Boat not seaworthy, sinks or becomes un-steerable	Possible	<ul style="list-style-type: none"> <li>• Rescue sailors as priority.</li> <li>• All boat owners are required to sign a Declaration of Compliance and Equipment Check list that their boat complies with the requirements of Special Regulations</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>

Risk	Assessed as	Action plan	Monitoring, Review	Communication
Inexperienced or disabled boats running aground; damage to dinghy	Possible	<ul style="list-style-type: none"> <li>Area of the sailing is defined with regard to wind conditions and skill level of sailors.</li> <li>Communication with the rescue boat is available at all times.</li> <li>Welfare of sailors is a priority - boats retrieved later.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Established practice implemented</li> </ul>
Fire/explosion on Support Boat from petrol ignition while on the water	Possible	<ul style="list-style-type: none"> <li>In date fire extinguisher carried on all boats with electric ignition.</li> <li>No smoking on support boats.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Established practice implemented</li> </ul>
Dinghies and sailors missing	Possible	<ul style="list-style-type: none"> <li>Pre and post-race counts and sign on/off procedures.</li> <li>Support Boat personnel notify club if someone pulls out of a race and returns unescorted.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Established practice implemented</li> </ul>
Coach over-board from a training boat leaving untrained sailors onboard.	Possible	<ul style="list-style-type: none"> <li>Ensure support boats are always within range.</li> <li>Brief trainees of possibility of this event.</li> <li>Ensure trainees are aware of the need to release all the sails to stop the boat</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Follow safety instructions for rescue operations.</li> </ul>
<b><i>Risks to rescue operations</i></b>				
People manning rescue boats inadequately trained	Possible	<ul style="list-style-type: none"> <li>Equip support boat drivers with necessary knowledge and skills including First Aid</li> <li>Support boat drivers have boat licences and have club specific rescue training</li> <li>Hold regular training sessions on driving and rescue</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>SOP How to be a Support Boat Driver and Duties</li> <li>Conduct one-on-one training</li> <li>SOP Starting Procedures for outboard motors</li> </ul>

Risk	Assessed as	Action plan	Monitoring, Review	Communication
		<ul style="list-style-type: none"> <li>• Roster officer rosters sufficient trained people each week</li> </ul>		
Boat driver falls over-board from support boat	Possible	<ul style="list-style-type: none"> <li>• Wear PFD.</li> <li>• Attach the red safety lanyard connected to engine-shutoff switch.</li> <li>• Suitable hand holds and ladder.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Mechanical breakdowns / gear failure of support boats resulting in not being able to provide effective rescue capabilities.	Possible	<ul style="list-style-type: none"> <li>• Boat maintenance procedures.</li> <li>• Multiple rescue boats available.</li> <li>• Rescue craft must meet Marine Safety requirements</li> <li>• Appoint Support Boat Committee member with responsibility for boats</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• SPASC Support Boat Manager appointed</li> <li>• Established practice implemented</li> </ul>
Lack of safety / rescue equipment by race / event organisers.	Possible	<ul style="list-style-type: none"> <li>• Checklist before boats start and rechecked at end of day with missing items reported.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Insufficient rescue boats available.	Possible	<ul style="list-style-type: none"> <li>• Numbers of dinghies allowed to participate reduced if insufficient boats available</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Loss of communications.	Possible	<ul style="list-style-type: none"> <li>• Working radios carried on all rescue boats.</li> <li>• Radio checks before boats leave the Club.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
<b><i>Pre and post event / activities*</i></b>				
Injury to feet caused by dropping battery or other heavy equipment	Possible	<ul style="list-style-type: none"> <li>• Use hand cart.</li> <li>• Safety shoes would not be safe on the boats.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>

<b>Risk</b>	<b>Assessed as</b>	<b>Action plan</b>	<b>Monitoring, Review</b>	<b>Communication</b>
Musculoskeletal, long-term injury from lifting.	Possible	<ul style="list-style-type: none"> <li>• Battery and buoy weights moved on trolley/hand cart.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Fire, burns or property damage from re-fueling power boats or petrol tanks near hot engines / other ignition sources.	Possible	<ul style="list-style-type: none"> <li>• Tanks should not be refueled on board boats.</li> <li>• Refueling to occur outdoors.</li> <li>• No smoking.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Fall overboard/injured while laying buoys in Lake Macquarie	Possible	<ul style="list-style-type: none"> <li>• Two people on board unless wind light.</li> <li>• Use red inflatable buoys rather than orange air filled buoys</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Injury to dinghy sailors from being over tired.	Likely	<ul style="list-style-type: none"> <li>• Encourage support right up to beach. Parents to help manoeuvre boats to and from beach</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Injury from falling masts or objects in rigging area.	Likely	<ul style="list-style-type: none"> <li>• Ensure 2 people erect/remove masts.</li> <li>• First aid kit in clubhouse.</li> <li>• Trained first aid person at club</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Foot injury from razor fish shells or sharp rocks.	Likely	<ul style="list-style-type: none"> <li>• Shoes to be worn by all sailors</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Injury from tripping on equipment left on rigging area.	Likely	<ul style="list-style-type: none"> <li>• First Aid kit in clubhouse.</li> <li>• Trained First Aid person at club.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Musculoskeletal injury or injury from dinghies falling while placing them in storage racks.	Likely	<ul style="list-style-type: none"> <li>• Adult to assist and supervise placing of dinghies in racks</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>
Psychological injury from child abuse	Possible	<ul style="list-style-type: none"> <li>• Child protection guidelines followed.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Established practice implemented</li> </ul>

Risk	Assessed as	Action plan	Monitoring, Review	Communication
		<ul style="list-style-type: none"> <li>Coaches and adults exposed to one-on-one child training situations to obtain Working with Children Check.</li> </ul>		
Heart attack at club.	Likely	<ul style="list-style-type: none"> <li>Defibrillator provided in clubhouse. CPR and First Aid training provided</li> </ul>	Periodic	<ul style="list-style-type: none"> <li>Ongoing training, established procedure</li> </ul>
Lack of appropriately qualified First Aid officer(s) present, resulting in poor injury management	Likely	<ul style="list-style-type: none"> <li>Club regularly provides First Aid training.</li> <li>Roster officer reviews list when setting roster</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Established practice implemented</li> </ul>
Food problems	Possible	<ul style="list-style-type: none"> <li>Provide food for members</li> <li>Provide instructions for canteen operation, including food hygiene</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>SOP Canteen Tasks</li> <li>Publication on Members' section of SPASC website</li> </ul>
<b><i>Environment</i></b>				
Administration of Club compromised	Low	Appoint Committee members with appropriate duties	AGM and ongoing	<ul style="list-style-type: none"> <li>SOP Duties of Committee Members</li> </ul>
Rigging area accidents (e.g., falling mast, passageways obstructed)	Medium	Members keep aware of possible problems, alert others	Ongoing	<ul style="list-style-type: none"> <li>Established practice implemented</li> </ul>
Unsafe environment through deterioration, wear and tear and extreme weather events	Low	<ul style="list-style-type: none"> <li>Hold regular working bees</li> <li>Committee assesses situation</li> <li>Effect repairs promptly</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Committee meetings - minutes</li> <li>Competitors' meetings</li> </ul>
<b><i>Personnel</i></b>				
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. Health and Safety Policy
  - b. Operating Procedures
  - c. NSW Child Safe Scheme
  - d. Workplace Occupational Health and Safety Policy
  - e. Child Protection Policy
  - f. SPASC Safety Incident Report Form
  - g. Safety Management System (SMS) documents
  - h. Shortening Course at SPASC
  - i. SPASC Regatta checklist
  - j. Shark Sighting
  - k. How to be a Support Boat Driver
  - l. Duties of the Support Boat Driver
  - m. Starting Procedures for Motors
  - n. SPASC Canteen Tasks
  - o. SOP Duties of Committee Members
  - p. SPASC Evacuation Plan
  - q. SPASC Risk Management Tools
2. SPASC Sailing Instructions
3. Incident / Accident Report
4. NSW Maritime: Vessel Incident Report



## **Appendix 14 – Support Boat Safety Management**

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### **Safety Management System – 3 SPASC Support Boats**

#### **General:**

Speers Point Amateur Sailing Club Inc. (SPASC) is based at the northern end of Lake Macquarie within Speers Point Park – [www.spasc.org.au](http://www.spasc.org.au)

We have around 125 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 sailing dinghies (monohulls) and catamarans.

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 and members, runs sailing racing and training throughout the year from its clubhouse (refer to 'SPASC Operating Procedures Manual & Safety Management Plan' for SPASC Executive Committee including contact details & map indicating location of clubhouse and normal sailing area for races/regattas).

SPASC's Designated Person (DP) is SPASC Nominated Safety Management Representative, Mark Rayson.

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 on weekends in October, the SPASC Marathon around Pulbah Island on first Saturday in February, other novelty events, plus our ANZAC Day Regatta.

SPASC may run multi-day regattas for classes and associations as determined, involving attendance by local and interstate sailors, e.g., Class Association State and National Sailing Championships.

SPASC also runs a Friday Twilight Sailing Series from 5:30pm to 7:00pm involving a short race program for single handed off-the-beach sailing classes, during daylight saving hours, plus Junior Sailing Programs on Saturday mornings from 9:30am to Midday, from October until late March.

On race days sailors and officials may be at the Club from morning until evening. 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, during winter months.

Generally racing is conducted in the northern part of Lake Macquarie, primarily the Cockle Bay/ Marmong Point/ Warner's Bay area, however, our annual Marathon/ Pulbah Island race 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 Officer.

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 Race Officer/Officer of the Day, the Race Starter, and Support Boat Crew.

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.

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.

## **Vessel Descriptions:**

1. SPASC Committee Boat – 2004 Stacer Sunseeker 4.6M Aluminium Roundabout, IAU769N, & 2004 Mercury 40HP 2 Stroke Outboard Motor, S/N T190084
2. SPASC Support Boat No 2 – 1977 UNK Quintrex Runabout, DA494N & 2019 Mercury 30HP 2 Stroke Outboard Motor, S/N ON304592
3. SPASC Support Boat No 3 – 1977 UNK Quintrex Runabout, EV338N & 2019 Mercury 30HP 2 Stroke Outboard Motor, S/N ON304591
4. SPASC Support Boat/RIB No 4 – 2022 Mercury 320 Sport Inflatable, S/N BE-BME69145A121 & Mercury 5HP 4 Stroke Outboard Motor, S/N 1R076822
5. SPASC Support Boat/RIB No 5 – 2015 Sirocco Inflatable RIB, S/N NSVV2006H818 & Parsun 5HP O/B Motor, S/N W02055412
6. SPASC Support Boat/RIB No 6 – 2012 Hydro-Force Inflatable RIB, S/N CN-XBCY0056H818 & Parsun 2.6HP O/B Motor, S/N U03038765



The designated SPASC Support Boat Driver is effectively the 'Master' of respective SPASC Support Boats – refer hereunder Procedures/Notes:

Procedure	Responsibility	Notes
Routine Maintenance <ul style="list-style-type: none"> <li>• Boat</li> <li>• Equipment</li> <li>• Trailer</li> <li>• Other</li> </ul>	Master	<ul style="list-style-type: none"> <li>• Put bungs in back of support boat, remove support boat from the clubhouse with assistance from members, launch support boat and attach sun canopy.</li> <li>• Obtain a hand-held UHF radio and ensure channel is set at 77 (note, Teralba Amateur Sailing Club channel is also 77). Check reception with clubhouse.</li> <li>• Load marks and anchors into boat together with a shorten course flag.</li> <li>• Take radio out and place it within the re-charger in the race office.</li> <li>• Remove petrol hose and tank from support boat, replace in cage, get support boat out of water, and remove bungs.</li> <li>• Hose boat down. Run motor in support boat until it stops with fresh water cooling (hose attachment is in cage).</li> <li>• Put boat back into clubhouse and secure with security lead &amp; padlock.</li> </ul>
Check Safety Gear – on-board/in date - Check Fuel - sufficient	Master	The following checks to be performed prior to every voyage: <ul style="list-style-type: none"> <li>• Ensure PFD's have been serviced annually.</li> <li>• Buoyancy vests or PFD's must be worn by all persons whilst on the water in Support Boats.</li> <li>• Make sure petrol tank is full &amp; attach to O/B motor (support boat petrol hose should have bulb at the tank end).</li> <li>• Check oil level of Committee Boat O/B motor each month</li> </ul>
Check safety equipment in support boat against Boat Safety Sheet.	Master	SPASC Boat Safety Sheet includes the following: <ul style="list-style-type: none"> <li>• Automatic Inflatable Life Jacket Inflation (PFD) Survival Vests,</li> <li>• First Aid Kit, Sunscreen &amp; Drinking Water,</li> <li>• Fire Extinguisher, Bailer, Ladder &amp; Tow Rope,</li> <li>• Whistle or Air Horn, Torch, Knife, Shackle Key &amp; Shorten Course Flag, and</li> <li>• Safety Management System document</li> </ul>
Pre-Operating Safety Inspection / Tell someone / Bung / Check Weather	Master	The following tasks to be performed prior to every voyage: <ul style="list-style-type: none"> <li>• Check in with the Officer of the Day and confirm allocation of SPASC Support Boat driver and crew.</li> <li>• All crew read this 'Safety Management System' document in full.</li> </ul> If weather conditions are not suitable for racing, participants are advised on shore to delay launching their boats.
Records up to date / Licences up to date. (SPASC Secretary) OPM /SMP Reviewed each year	Designated Person	Confirm annual review of SMS and check on licences / certificates have been completed

Procedure	Responsibility	Notes
<p>Operating SPASC Support Boats / set up the racing course / laying &amp; picking up marks for races / remain on station on the water during racing and provide support as required to participants.</p>	<p>Master</p>	<p>The following tasks to be performed during every voyage:</p> <ul style="list-style-type: none"> <li>• Persons driving SPASC Support Boats <b>must have</b> a current general boat driving licence.</li> <li>• 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.</li> <li>• Attach the red safety lanyard, which can be attached to a personal flotation device or around the boat driver's wrist, which connects to an engine-shutoff switch, in case the boat driver falls overboard.</li> <li>• Lay marks for courses before races as per Officer of the Day's instructions, ensuring the anchor/weight hits the bottom.</li> <li>• Take up position as per Officer of the Day's instructions.</li> <li>• Move to appropriate mark and display 'Code Flag S' if instructed to shorten the race.</li> <li>• If weather conditions deteriorate while participants are on the water, they are advised by the SPASC's support boat crew to return to shore and assisted to do so if necessary.</li> <li>• Advise race office of any shark sightings and determine if it poses a threat to any competitors.</li> <li>• Pick up marks after race and return to clubhouse as per Officer of the Day's instructions.</li> </ul>

Emergency Response	
<p>Fall Overboard</p>	<p>Activate PFD Survival Vest Reboard via ladder or engine trim plate Use PLB</p>
<p>Fire</p>	<p>Use fire extinguisher / Attempt to remove fuel if possible. (i.e.: petrol / disconnect battery etc.) / Abandon ship</p>
<p>Boats in Distress</p>	<p>SPASC's prime objective is saving people, i.e., only worry about saving boats if all the people are safe.</p> <p>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.</p> <p>If racing crew is separated from their boat and/or you are pulling someone out of the water, approach slowly travelling upwind being propeller aware.</p> <p>You should coast up to them with the motor out of gear, utilise the ladder (pull side leg out of ladder &amp; clip to the top of gunnel, ideally on port side ahead of canopy pole) to help people out of the water (rescue crew will need to balance boat while boarding), and do not put motor back into gear until the person is safely aboard.</p> <p>When lives are not in danger, offer help, but only provide assistance when it is requested.</p> <p>Try not to approach a boat in distress from upwind because in any sort of wind you will drift uncontrollably down on to it, i.e. approach from the leeward side and make sure crew are OK.</p>

<b>Emergency Response</b>	
Boats in Distress (continued)	<p>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. Sailing boat will probably also be easy to right by just throwing the mast tip into the air.</p> <p>If you are towing a disabled boat:</p> <ul style="list-style-type: none"> <li>• It is best if the tow rope is not actually tied to that boat to ensure the rope won't damage their boat,</li> <li>• 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,</li> <li>• Centreboards should be up and confirm sailors are ready to be towed, and</li> <li>• If possible, the rope should be wrapped 2 or 3 times around something strong and then held so that it can be released quickly if necessary.</li> </ul>
Injury (slips/trips/falls/ /others)	Remove danger - Apply first aid / seek medical assistance if required Report collision to authorities
Taking Water	Move boat to shallow water and assess
Collision	Render assistance / if collision - respond to first aid needs if applicable / Report collision to authorities
Grounding	Assess for damage. Reverse to re-float if safe
Adverse Weather	Assess – If weather conditions deteriorate while participants are on the water, they are advised by the SPASC's support boat crew to return to shore and assisted to do so if necessary.
Breakdown	Assess and attempt repair – summon assistance
Fuel Spill	Cease operation / Contain and mop up spill / Report to authorities



**SUPPORT BOAT OPERATIONAL RISK ASSESSMENT**

Hazard	Risk	Control Measure	Monitoring	Responsibility
On water operations	Falling overboard, Collision	Wear PFD. Suitable hand holds and ladder. Always maintain proper lookout Attach the red safety lanyard connected to engine-shutoff switch.	Regular Drills / Toolbox talks	Master of Vessel
Fire / Mechanical Systems	Fire/ Breakdown	Pre Departure checks. Regular maintenance schedule. Radio or phone. Fire extinguisher	Regular maintenance on systems	Master of Vessel
Slippery or cluttered boat floor	Slips, trips, falls resulting in personal injury	Clear a safe space to operate, with non-slip mats and wear appropriate footwear	Check working space regularly.	Master/Crew
Sinking	Losing vessel or persons overboard	Have a bucket/bailer or working bilge pump. Beach the vessel	Pre departure checks	Master
Damage to competitors or boats through unfavourable weather conditions	Injury to competitors or damage to boats	<ul style="list-style-type: none"> <li>• Race Starter or Officer has mobile phone</li> <li>• Policies on maximum wind speed</li> <li>• Local sailing rules</li> <li>• Use anemometer</li> <li>• Use Marine Rescue services</li> <li>• Use internet weather resources</li> <li>• Local observation by experienced members</li> </ul>	<ul style="list-style-type: none"> <li>• Safety/Communication procedures</li> <li>• Sailing Instructions</li> <li>• IYRU &amp; Australian Sailing rule books</li> <li>• Club computer</li> </ul>	Master
Damage to competitors or boats through incidents between competing boats	Injury to competitors or damage to boats	<ul style="list-style-type: none"> <li>• Enforce racing rules through member education</li> <li>• Have appropriate local regulations</li> <li>• Supply first-aid kits in support boats</li> </ul>	Sailing Instructions plus Sailing Rule books & Rules sessions	Master
Shark attack	Injury to competitors	<ul style="list-style-type: none"> <li>• Have starting/finishing officials aware of how to clear course</li> <li>• Ensure sufficient support boats are on hand</li> <li>• Support boats cover course before racing</li> </ul>	SOP on procedure if shark is sighted on race course	Master



## **SPASC Nominated Safety Management Representative**

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As at 8/12/2022 Nominated Safety Management Representative's details are:

**Surname:** Rayson

**First name:** Mark

**Mobile phone:** 0432 496 068

**Relevant Qualifications:** PhD, Chemical Engineering

**Relevant experience:**

- 10 years industry experience in process industries, including minerals & explosives
- Orica "hazard study leader"
- 10 years practical experience conducting Hazard Studies and Job, Safety & Environment Risk Assessments.

**Signed:**  ..... **Position: SPASC Secretary & DSC Principal**

**Signed:**  ..... **Position: SPASC Safety Management Representative**

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Last page of OPM & SMP