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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Wessex Sailing Club General Risk Assessment 2020-21** | | **Date** | **August 28 2020** |
| **Unit/Faculty/Directorate** |  | **Assessor** |  | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Medical Emergency (life threatening) eg. Heart attack, stroke or similar | Death/permanent disability | Sailors | **1** | **5** | **5** | Sailors are able to render assistance when required.  Many club members are qualified first aiders.  Mobile phone/VHF radio on site able to contact emergency services.  Casual sailors remain within defined boundaries so in event of emergency they are close enough to hail for help. | **1** | **5** | **5** | First aid / CPR to be administered as necessary. |
| Drowning from capsize or falling overboard | Death/brain damage | Sailors | **1** | **5** | **5** | As per RYA guidelines, all members while on the water or pontoon must be wearing a buoyancy aid. (Standard: BS EN 393:1994 Lifejackets and personal buoyancy aids) Mobile phone/VHF radio on site able to contact emergency services, and safety boat to carry VHF/mobile phone switched on. | **1** | **4** | **4** | First aid / CPR to be administered as necessary.  Reefing or using ‘cutdown’ sails to ensure control while sailing in strong winds.  For casual sailors, where it is deemed appropriate by the casual reps, must attach a mast head float to the top of the mast to prevent a dull capsize. |
| Capsize resulting in crew trapped under boat | Death/brain damage | Sailors | **1** | **5** | **5** | Helm of boat in sufficiently competent to sail. Sailing areas are designated before session and usually are the only watercraft in area.  The Rules of Sailing are mandatory and will be obeyed by all sailors. These are designed to minimise the risk of collision.  For casual sailors, where it is deemed appropriate by the casual reps, may not be allowed to use spinnaker/trapeze without supervision. | **1** | **5** | **5** | Helms and crews to ensure that they are competent to take avoiding action and do not present a hazard to other craft. Third party insurance to be held.  Reefing or using ‘cutdown’ sails to ensure control while sailing in strong winds.  First aid to be administered as necessary |
| Injury through being struck on the head by boom. | Concussion, cuts, bruises.  Low risk for experienced sailors.  Medium risk for novice sailors | Sailors | **1** | **3** | **3** | Only able to sail if demonstrated sufficient competency sailing (qualifications or assessment) or while under instruction from RYA Dinghy Instructor.  Inexperienced sailors or those with medical condition to wear head protection at their discretion | **1** | **3** | **3** | First aid to be administered as necessary  Reefing or using ‘cutdown’ sails to ensure control while sailing in strong winds. |
| Hypothermia from immersion or exposure. | Loss of limb. Death | Sailors | **1** | **4** | **4** | Sailors must wear appropriate clothing for conditions (wetsuit, drysuit, gloves. etc).  First aid kits contain “space blankets”.  Sailing areas are within close reach of shore so able to transport patient quickly via sailboat or powerboat. | **1** | **3** | **3** | Sailors to ensure own welfare and to retire if affected to a degree that would hinder their recovery from capsize.  First aid / CPR to be administered as necessary. |
| Illness due to water contamination | Death / disability. Illness. | Sailor | **1** | **4** | **4** | Sailors to cover cuts with waterproof plasters. Water quality at regular session locations is good so risk of contaminated water is low. | **1** | **3** | **3** | Club members to be aware of potential hazard and need to state they have been in contact with lake/sea water area if seeking medical advice |
| Injuries from equipment on boat or slipping on surfaces | Concussion, cuts, bruises.  Low rising to medium in high winds | Sailors | **2** | **2** | **4** | Sailors to decide if conditions are suitable for sailing. Session will not proceed if too windy.  Sailors ensure boats are adequately maintained and does not present a slip hazard where appropriate. | **1** | **2** | **2** | Reefing or using ‘cutdown’ sails to ensure control while sailing in strong winds. |
| Injuries from boat to pontoon contact. | Crushed hands/legs. Bruising | Sailors / people on Pontoons | **2** | **3** | **6** | Only able to sail if demonstrated sufficient competency sailing (qualifications or assessment) or while under instruction from RYA Dinghy Instructor.  Most sessions very unlikely to come in contact with pontoon given usually launch from beach/lakeside.  Rules of sailing to be observed and care taken on approach to jetty. | **1** | **3** | **3** | Sailors must assess level of risk depending on conditions and act accordingly. |
| Injuries from collision with other dinghies | Cuts, brusies, abrasions, concussion. | Sailors | **2** | **3** | **6** | Crews to take all reasonable precautions to avoid contact with other boats Observation of the rules of Sailing is mandatory and must be obeyed by all sailors. Third party insurance must be held. | **1** | **2** | **2** | Novice sailors to be under instruction by qualified RYA Dinghy Instructors or suitably experienced helms. |
| High temperatures and strong sunshine | Heatstroke, sunburn, eye damage | Sailors | **2** | **3** | **6** | High SPF sunscreen, hats, sunglasses with suitable UV rating, recommended to be worn.  All unnecessary skin to be covered where possible.  Fluid intake to be significant. | **1** | **2** | **2** | Sailors are advised to ensure enough water with them while sailing.  First aid administered where necessary. |
| Launching and Recovering | Slips and trips | Sailors | **2** | **2** | **4** | Always two people present when launching boats.  Appropriate footwear to be worn. | **1** | **2** | **2** |  |
| Use of Power Craft | Incorrect use resulting in injury  Incorrect use resulting in damage to boats/safety craft | Sailors | **2** | **4** | **8** | Drivers must have PB2 qualification.  Kill cords MUST be worn. (two joint rule – above knee)  Engines to be turned off when around people in the water.  Drivers shown where health and safety kits are kept. | **1** | **4** | **4** |  |
| Use of footwear to protect feet | Injuries/cuts to feet  Slips and trips | Sailors | **2** | **2** | **4** | Sensible and appropriate footwear must be worn around the boat park, slipway, and beach as there are potentially sharp objects.  Sailors won’t be allowed to sail without correct footwear. | **1** | **2** | **2** | Appropriate wet boots may be advised by casual reps/team racing captains.  Appropriate yacht shoes may be advised by yacht captains. |
| COVID-19 | Illness, spreading virus | Sailors |  |  |  | See COVID specific Risk assessment |  |  |  |  |
| Trailing/Towing single, double or triple stacker trailers | Injury during loading (including lifting)  Boat damage  Trailer damage  Damage on the road due to components coming loose. | Sailors  Other road users | **4** | **5** | **20** | Driver should check over the following:   * Pins * Straps * Lighting board * Tow hitch and safety chain * Lightning board cable * Tyres/wheels * Trolley wheel   When loading, there should be sufficient number of people to lift boats to avoid injury to individuals – if a person is carrying an injury, they should not lift boats. | **1** | **5** | **5** | Final checks should be complete before setting off and each time the trailer is stopped.  Maintenance of the trailer and any missing pieces/damage must be reported to S&W – this is the responsibility of the driver. |
| Use of the University Yacht | Damage to personnel and vessel | Sailors |  |  |  | See yachting specific risk assessment. |  |  |  |  |
| RS200 | Damage to personnel and the three boats. | Sailors | **4** | **4** | **16** | Only selected sailors can use 200s following an induction and approval. Wind and weather conditions must be approved by Fleet racing rep before a 200 session can be booked.  Sailors must report any damage to the boats. | **1** | **4** | **4** | Sailors must follow the same processes as casual for use of Southampton Sailing Club.  Further information please see the RS200 NOP. |
| Team Racing | Damage to personnel and the flights of fireflies. | Sailors | **4** | **2** | **8** | Sailors must abide by Spinnaker Sailing Clubs rules.  Sailors must report any damage to the boats.  Boat will be checked over by team racing captains following every other session. | **1** | **2** | **2** | Sailors will be reminded to avoid collisions and report damage. |
| Racing events/ hosting events | Damage to personnel  Damage to flight of firefly’s  Damage to hired boats | Sailors  Cost to club | **3** | **2** | **6** | Briefing about damage.  Check boats when damaged reported – to find responsible parties (in regard to event damage deposits). | **1** | **2** | **2** |  |
| Keelboat racing | Damage to personnel and the hired vessel or other boats. | Sailors  Race organisers/ helpers | **3** | **4** | **12** | Lifejackets must be worn always.  Safety briefings will be held before sailing.  Skipper and first mate to be in charge (help teach and manage other sailors).  Tethers are required in high wind strengths and in fog and after dusk. | **2** | **3** | **6** | Checking previous experience before invite to set sail. |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
|  | Use of Buoyancy Aids- Casual sailors and beginners who borrow Buoyancy Aids will be monitored by the Casual reps who will make sure they are not broken.  Team race captains will make sure team racers wear them on the water during training. | All Sailors |  | | June 2022 |  | |
|  | Monitor sailor’s skill level during first sessions to ensure the right level of support and guidance is given. | Casual Reps |  | | June 2022 |  | |
|  | Give warning about potential injury areas (edge of dock, boom, launching and recovery) so people are more aware and careful around them. | Captains and Casual Reps |  | | June 2022 |  | |
|  | Remind people to hydrate and wear sunscreen or sun protection when the temperatures are hot. | Casual Reps and Captains |  | | June 2022 |  | |
|  | Ensure everyone is wearing proper clothing for the cold weather. (Casual Reps provide wetsuits for beginners and team race captains enforce the drysuit/ wetsuit rule when required) | Casual Reps and Captains |  | | June 2022 |  | |
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| Responsible manager’s signature:  A picture containing text  Description automatically generated | | | | | Responsible manager’s signature: | | |
| Print name: James Harris | | | | Date: December 2021 | Print name: | | Date |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |