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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **SUWC’s Standard Operating Procedures** | **Date** | **17/08/2020** |
| **Unit/Faculty/Directorate** | **Southampton University Windsurf Society** | **Assessor** | **Matvei Mehhovits** |
| **President****Vice President** | **Matvei Mehhovits****James MacDonell** | **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** |
| Windsurfing Injury  | Cuts, abrasions, bruises, sprains/strains, broken limbs, concussion, cold water shock and drowning. | Participants on the trip.Other water users. | **5** | **5** | **25** | Eliminate-The inherent risks of the sport cannot be completely eliminated.Substitute-Adverse conditions are to be avoided and windsurf trips will only be run upon considering conditions – such considerations include:1) Avoidance of strong offshore winds and outgoing tides.2) Consideration of weather conditions – trips may be cancelled due to poor visibility, lightning, winds too strong for the ability of the group (i.e. no stronger than force 5 for beginners at a max and avoidance of force 7+ for intermediates) or cold temperatures.3) Avoidance of spots with unknown hazards – most intermediate trips shall be run at locations included in the SUWC spot guide[[1]](#footnote-1) with which our members can be made aware of local hazards. If a new spot is to be used research shall be done with those who have sailed there before to identify any submerged or hidden hazards.Physical Controls-A clear sailing area shall be defined to ensure help can always be on hand to any windsurfers that require it.Admin Controls-Beginner trips will be run by a qualified RYA instructor who can provide tuition to avoid common windsurfing injuries.-All beginner trips will be run in ratio as required by the RYA to ensure there is a safe number of students per instructor.-Beginner trips will always occur at a registered RYA centre where safety cover and first aid will always be on hand.-No SUWC organised trip will permit any person to windsurf at a spot alone (as stipulated by the RYA 7 common senses)[[2]](#footnote-2) thus ensuring help is always on hand in case of serious injury.-If an injury does occur said person shall be taken off the water and the relevant first aid applied at the discretion of the person running the session rather than at the injured’s own discretion. -Only those at a suitable level of windsurfing shall be permitted to attend the intermediate trips thus ensuring that those without the required ability are always covered by a safety boat.Personal Safety Equipment1) All beginner windsurfers must wear shoes and a wetsuit while windsurfing to protect the body from cuts and abrasions2) All windsurfers must wear some form of floatation device (either a buoyancy aid for beginners or a harness for intermediate/advanced windsurfers) – this means drowning is not likely as the person cannot sink.3) All windsurfers on an SUWC run trip shall have access to club provided equipment and shall not be permitted to windsurf unless the organiser of the trip deems their equipment suitable – i.e. a suitable thickness wetsuit for the winter months. | **2** | **2** | **4** |  |
| Faulty Equipment | Personal injury (see previous entry about personal injury), Loss of equipment Inability to return to shore. | Members of the society. | **3** | **4** | **12** | Eliminate-All SUWC equipment shall be checked at the start of the year and anything with faults shall be repaired if possible or discarded if not repairable.-Ongoing assessment of SUWC equipment by those knowledgeable in the maintenance and standards of windsurfing equipment. For 2020 these persons include: Matvei Mehhovits – President (RYA Start Instructor); James MacDonnell – VP (RYA Non-planing Intermediate Instructor); Jonny Gambell – Intermediate Rep(RYA Start Instructor); Isabel Lawrence – Beginner Rep (RYA Start Instructor); Ed Gilbert – Beginner Rep (RYA Start Instructor).Substitute-Beginner Trips shall be run at registered RYA centres where they maintain their own equipment to rigorous safety standards in order to comply with the RYA health and safety standards.Physical Controls-The club shall travel with essential spares while heading out on trips as dictated by the RYA’s 7 common senses[[3]](#footnote-3).Admin Controls-Those who have undergone their Start Windsurf Qualification will have already received training on the importance of checking equipment before heading out.Personal Protection-N/A  | **2** | **1** | **2** |  |
| Improper use of the powerboat during beginner trips. | Serious injuries including broken limbs, severe bruising, deep lacerations, loss of limbs.Loss of life. | Members of the trip.Other water users. | **1** | **5** | **5** | Eliminate-Only those with the required qualification of the RYA Powerboat Level 2 will be permitted to utilise the powerboat.-Use of the powerboat shall be under the discretion and supervision of the Senior Instructor at the centre where trips run. | **1** | **1** | **1** |  |
| Improper Use of Simulator Equipment(Specifically, during events with the general public). | Trips, slips and falls.Entrapment of limbs.Falling masts could cause head injuries/concussions.Cuts, bruises, abrasions, sprains and broken limbs.Strong windspeeds could lead to the user becoming backwinded and falling off the equipment. | Members of the society.Members of the public both those utilising the equipment and those nearby. | **3** | **4** | **12** | Eliminate-The risks cannot be fully eliminated only controlled.Substitute- A skeleton frame for the intermediate simulator shall be used consisting of just the bottom section of a mast and a boom thus eliminating the risk of becoming backwinded and lessening the risk of damage being caused by a falling mast.- The beginner simulator shall have a sail size of no larger than 3.5 which shall be rigged with a reduced diameter mast thus limiting the weight of the mast and therefore the extent of the injury caused should the mast fall on someone.Physical Controls - An exclusion zone shall be created around the simulators which match the length of the masts used thus ensuring no member of the public can suffer from injuries from a falling mast. - Those watching the event will be placed upwind of the simulators so, if the sail is dropped, they will be safe from the falling mast.- The beginner simulator shall have a rope attached to the front of the board which will prevent the board from unexpectedly turning upwind causing the participant to be backwinded and falling off.Admin Controls-The simulator shall always be manned by a qualified RYA instructor of a suitable level i.e. Start Instructors shall oversee the Beginner simulator and an Intermediate Instructor shall oversee the Intermediate simulator (proper use of the simulator is covered during the RYA Instructor courses).-The beginner simulator shall not be utilised if the wind is above an acceptable limit. This shall constantly be reconsidered during the day.-A dynamic risk assessment will be constantly occurring during the day and the equipment shall not be used if a fault is discovered.-Participants shall not step off the simulator without first kneeling down.-Participants shall be instructed to lower the sail down rather than drop it so as not to endanger themselves or others.Personal Protection-Participants shall wear footwear at all time to prevent entrapment of the foot by the mast. | **1** | **2** | **2** |  |
| Social Events | Alcohol induced injuries.Bullying or peer pressure leading to emotional trauma.Alcohol could potentially heighten the risks for those suffering from mental illness. | Members of the society.Those the society interact with. | **4** | **4** | **16** | Eliminate-Southampton University Windsurf Society strongly agrees with the University’s ethos regarding initiation and as such will strive to ensure that no member of the club feels at all pressured into taking part in any activity with which they are not comfortable.Substitute-There will be events organised i.e. barbeques where alcohol consumption is at a minimum.Physical Controls-During Freshers week and the first few society run socials a committee member will be sent to each University Hall of Residence to accompany freshers to the starting location of the socials in order to create a welcoming and safe environment.-The first socials will be structured in such a way that scheduled stops will be made along the way i.e. certain pubs or committee member’s houses. This will be updated on our Facebook group allowing for members of the society to come and go as they please throughout the night so that they may excuse themselves if they should feel uncomfortable at any time.Admin Controls-Social secs will provide members of the society with their contact numbers for the first socials so if a member of the society does get lost or injured they have a contact number with which they can call for help.-For the introductory socials there shall be at least 1 committee member who maintains a suitable level of sobriety in order to ensure that no instances of bullying, peer pressure or initiation occur.-As outlined in the society’s constitution the Social Secs shall serve as welfare representatives on nights out.-In line with University policy at minimum one member of the committee shall attend welfare officer training and shall pass on information gained from said training to the rest of the committee to ensure all committee members are in some capacity capable of identification, prevention and assistance in matters related to alcohol and emotional well-being.Personal Protection-N/A  | **1** | **1** | **1** |  |
| Transport | A vehicular accident leading to injuries such as: concussion, whiplash, broken bones, lacerations or even death.A member of the public being injured by a vehicle driven by a member of SUWC. | Members of SUWC.Members of the public. | **2** | **5** | 10 | Eliminate-It is impossible to eliminate the potential for accidents on the road.Substitute-The nature of the sport requires that kit be transported and thus the use of cars, minibuses and vans cannot be avoided.Physical Controls-Due to the varied locations of Student Windsurfing Association events it is impossible to limit travel to any area.Admin Controls-Only those who pass the University minibus test will be allowed to hire out minibuses.-Vehicles must not be overloaded beyond a safe limit, whether it be people or kit, in compliance with the highway code. -Equipment must be attached to the roof of vehicles with suitable equipment which must be checked before setting off for signs of wear and tear.-The driver of said vehicle must be fit to drive: below the legal alcohol limit, having not taken narcotics (legal or illegal) that may impair their ability to drive and holding a valid driving license. -While in a vehicle hired by SUWC or in a vehicle on a SUWC organised trip all passengers must wear a seatbelt at all time.-The driver of the vehicle maintains the right to refuse to drive under any circumstance.-The driver of the vehicle maintains the right to stop the vehicle at any time due to any circumstances i.e. tiredness, the loosening of a load carried on the roof, excessive distraction from the passengers, etc. The driver may only resume driving once the issue has been resolved.-All vehicles must be road worthy and covered by a suitable insurance policy-Vehicles will preferably be hired via the University or a university approved company that provide reliable vehicles. If an external company is to be used a dynamic risk assessment must occur on the company/vehicle to ensure it is safe to use.-While organising trips the Events Rep shall consider the relevant driving experience of potential drivers and shall at no point apply tacit or verbal pressure to a potential driver.-Adverse weather conditions which may affect drivers shall be advertised to said drivers before the commencement of any journey – it shall be the responsibility of the organiser of said trip to ensure this is done.   | **1** | **4** | **4** |  |
| Landboard (windsurf sail attached to a skateboard like device) | Falling off the equipment leading to broken bones, abrasions, concussions, etc.Dropping the mast leading harming people nearby which could lead to concussions, bruising or broken bones.Collision with an object or person leading to cuts, abrasions, bruising, broken bones, concussions, etc. | User.Nearby members of the club.Members of the General Public.  | **5** | **4** | **20** | Eliminate-Risk cannot be mitigated.Substitute-For those who have not used the equipment before they shall first use it on grass to avoid injuries they may sustain on concrete or another hard surface (i.e. cuts, abrasions, broken limbs, concussions, etc.)Physical Controls-The board shall only be used in isolation from the general public. If people are nearby or can be seen approaching there must be a termination of use.Admin Controls-The board can only be used by members of the group who have achieved a minimum of intermediate planning qualification (or an equivalent level or skill) to ensure that the equipment is properly used unless under the direct supervision of an RYA qualified instructor.-The sail used on the board shall be no larger than a 5.5m and shall be rigged on a reduced diameter mast to ensure if the mast is dropped on someone the damage is minimal.-The equipment shall only be used at the discretion of the President or Vice President, all other members must first request permission. -All requests to use the equipment shall only be approved after the user has been made aware of the safety measures that have been implemented in this risk assessment.-The equipment shall not be used in an excess of a force 6 on the beaufort scale.Personal Protection-Shoes must always be worn while using the equipment. | **2** | **2** | **4** |  |

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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** |
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| Responsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: Matvei Mehhovits | Date:19/08/2020 | Print name: James MacDonell | Date: 19/08/2020 |

**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 |

1. [https://www.facebook.com/suwindsurfing/](http://suwc.net/local-spot-guide/) [accessed 17/08/2020] [↑](#footnote-ref-1)
2. <http://www.hicklingbroad.co.uk/information-for-members/sailing-safety-advice/> [accessed 17/08/20] [↑](#footnote-ref-2)
3. Ibid. [↑](#footnote-ref-3)