

DINGHY SAILING & TRAINING

RISK ASSESSMENT

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References:

- A. Sail Training Policy
- B. Training Safety Policy
- C. Instructor Standard Operating Procedures
- D. Training Area Risk Assessment
- E. Daily Training Risk Assessment
- F. Child Protection Policy

Adopted

DROWNING

1.1 *Hazard*

- 1.1.1 Participants are at risk of drowning if they enter the water, either through capsizing or falling overboard from a sailing or safety boat. Risk is increased if trapped under a boat or if unconscious.
- 1.1.2 Risk (due to cold shock) increases when water is very cold.
- 1.1.3 Risk of entrapment increases when crews use trapezes.
- 1.1.4 Limited air gaps when Laser 3000 & Topaz invert.

1.2 *Risk Groups*

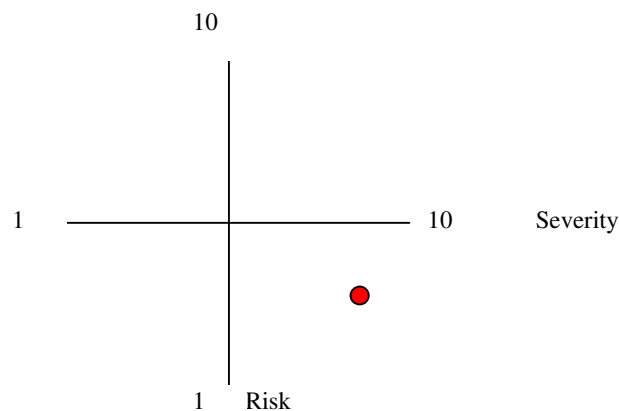
- 1.2.1 Course attendees.
- 1.2.2 Instructors & Coaches.
- 1.2.3 Helpers.

1.3 *Control Measures in Place*

- 1.3.1 All participants, whether cadet or adult, are required to wear a life jacket or buoyancy aid which complies to the CE 50 Newton standard at all times when afloat (150 Newton if non-swimmers).
- 1.3.2 All course attendees must be able to swim 50m.
- 1.3.3 RYA Safety boat ratios are to be adhered to.
- 1.3.4 No dinghy to launch until adequate safety cover is available.
- 1.3.5 All boats to be checked by an instructor, helper or the course attendee (if suitably competent) before going afloat.
- 1.3.6 All sailors to be checked by an instructor / helper before going afloat (adequate clothing, buoyancy aid correctly fitted).
- 1.3.7 All key personnel to be suitably trained for the role that they perform.
- 1.3.8 A safety boat to assess any capsized within 3 minutes.
- 1.3.9 Training Safety Policy and the Instructor Standard Operating Procedure shall be adhered to at all times.
- 1.3.10 No boat shall sail outside the designated sailing area.
- 1.3.11 Safety Boats shall carry serrated knives to cut in the event of entrapment.
- 1.3.12 MOB recovery system fitted to all high sided launches.

1.4 *Further Action Planned*

- 1.4.1 Annual review of Risk Assessment.
- 1.4.2 Safety briefing for all involved before each event.
- 1.4.3 As many instructors as possible to be Club Safety Boat trained.



HYPOTHERMIA & HYPERTHERMIA

2.1 Hazard

- 2.1.1 Participants are at risk from hypothermia from cold immersion and exposure.
- 2.1.2 Risk is increased by inadequate clothing or if in the water for an extended period of time due to a single or persistent capsized. Also by the time of year.
- 2.1.3 Participants are at risk from hyperthermia in very hot weather.

2.2 Risk Groups

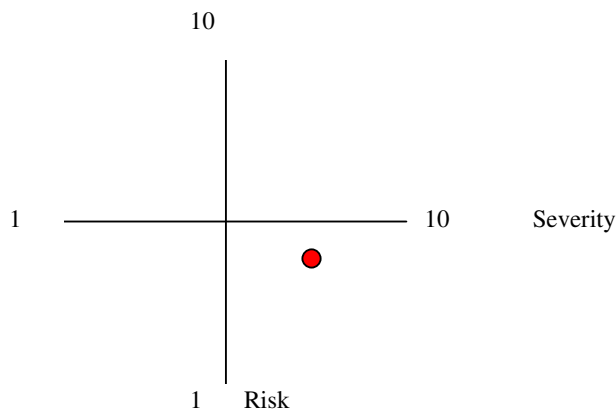
- 2.2.1 Course attendees.
- 2.2.1 Instructors & Coaches.
- 2.2.3 Helpers.

2.3 Control Measures in Place

- 2.3.1 All course attendees, instructors and helpers shall wear suitable clothing at all times when afloat (dry suits or equivalent during the winter).
- 2.3.2 No boat shall sail outside the designated sailing area.
- 2.3.3 A polythene Emergency Bag is in all Safety Boat boxes.
- 2.3.4 All sailors' clothing is checked by an instructor / helper before going afloat for suitability.
- 2.3.5 All instructors shall hold a recognised 1st aid certificate and have been trained in the recognition, prevention and treatment of hypothermia.
- 2.3.6 Suspected sufferers to be taken to the shore base, where they will be dealt with by trained staff. Parents to be informed and sufferers leaving the club to be monitored by a responsible person. Warm showers are always available during sailing periods.
- 2.3.7 People who are suspected of suffering hypothermia whilst still in the water shall, if reasonably possible, be recovered horizontally using the MOB recovery device.
- 2.3.8 In very hot weather, instructors regularly check that sun screen is in use; hats are worn and that there is plenty of drinking water available for all participants.
- 2.3.9 Safety Training Policy and the Instructor Standard Operating Procedures shall be adhered to at all times.

2.4 Further Action Planned

- 2.4.1 Annual review of Risk Assessment.
- 2.4.2 Safety briefing for all involved before each activity.
- 2.4.3 As many Instructors as possible are to have attended a Club Safety Boat Course.



GENERAL INJURIES

3.1 *Hazard*

- 3.1.1 Participants may be injured embarking or disembarking, by a boom, by equipment breakage or collision.
- 3.1.2 There is risk of slipping / tripping on pontoons, slipways and in the dinghy parks.
- 3.1.3 There is a risk of cut feet from broken glass or other sharp objects.

3.2 *Risk Groups*

- 3.2.1 Course attendees.
- 3.2.2 Instructors & Coaches.
- 3.2.3 Helpers.

3.3 *Control Measures in Place*

- 3.3.1 All boats and equipment are inspected daily to reduce chance of breakage & injury.
- 3.3.2 All Safety Boats & mother craft have appropriate 1st Aid kits.
- 3.3.3 All boats are checked by an instructor, helper or the course attendee (if suitably competent) before going afloat.
- 3.3.4 A safety boat is required to attend any capsize within 3 minutes.
- 3.3.5 Safety Boats are only to be driven by suitably qualified people.
- 3.3.6 All boats required to remain within the designated sailing area.
- 3.3.7 Children on courses are at all times on the water and on shore during course times be supervised by an instructor, helper or parent.
- 3.3.8 Participants are warned of the hazards inherent in sailing, including embarking / disembarking, tacking / gybing etc. These issues are reinforced during courses at the appropriate time.
- 3.3.9 Reduced sail (i.e. reef) ordered in windy conditions. Daily Training Risk Assessment completed daily.
- 3.3.10 Pontoons and slipways are regularly inspected, maintained and kept, as far as possible, free from weed. Trailers are not left where people can trip over them.
- 3.3.11 All participants are required to wear shoes ashore & afloat.
- 3.3.12 Regular checks are made of the club area for broken glass & other sharp objects.

3.4 *Further Action Planned*

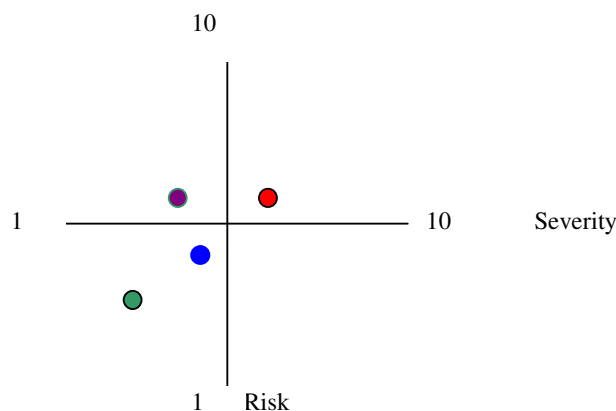
- 3.4.1 Annual review of Risk Assessment.
- 3.4.2 Safety briefing of all involved at each activity.
- 3.4.3 Accident records to be kept under review to identify persistent traits.

Injury due to slipping on slipway or around the Club ●

Injury due to stepping on broken glass or other sharp object ●

Injury during embarking & disembarking ●

Banging head on boom ●



FIRE

4.1 *Hazard*

- 4.1.1 Participants may be injured by fire on a boat or elsewhere.
- 4.1.2 Loss of radio control point in the Club during a fire.

4.2 *Risk Groups*

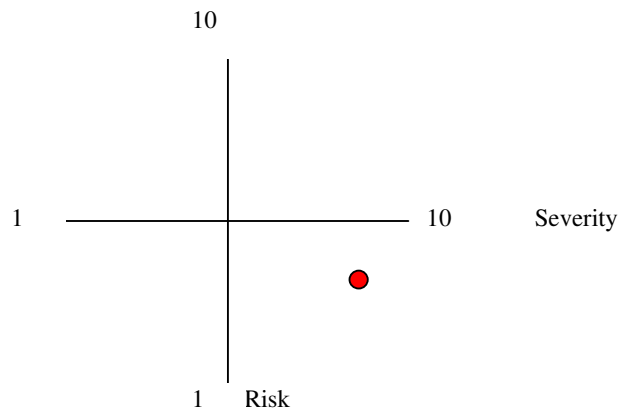
- 4.2.1 Course attendees.
- 4.2.2 Instructors & Coaches.
- 4.2.3 Helpers.

4.3 *Control Measures in Place*

- 4.3.1 Smoking in, or whilst refuelling, safety boats is forbidden.
- 4.3.2 No more fuel is carried than is necessary for safety boats.
- 4.3.3 All safety boats carry a functional in-date fire extinguisher of an approved type.
- 4.3.4 All key personnel are suitably trained for the role that they perform. In particular, instructors hold a recognised 1st aid certificate and are trained in the treatment of burns.
- 4.3.5 Safety Training Policy and the Instructor Standard Operating Procedures shall be adhered to at all times.
- 4.3.6 The Fuel Store is regularly inspected and quantities of fuel held logged on a regular basis.
- 4.3.7 The club holds a fire certificate issued by the fire authority to cover on-shore issues.
- 4.3.8 In the event of a fire in the Club when a course is on the water, instructors make for the closest point ashore pending “*****” control being re-established and able to respond to an crisis on the water.

4.4 *Further Action Planned*

- 4.4.1 Annual review of Risk Assessment.
- 4.4.2 Annual briefing to instructors & helpers on Fire Safety.
- 4.4.3 Incidents of fire shall be logged in the accident book and monitored to identify any trends.
- 4.4.4 Emergency “course information grab bag” being developed in case the office has to be vacated.



UNDERWATER OBSTRUCTIONS

5.1 *Hazard*

5.1.1 Participants may be injured by hitting an underwater obstruction either when in a boat or when jumping off a boat or jetty.

5.2 *Risk Groups*

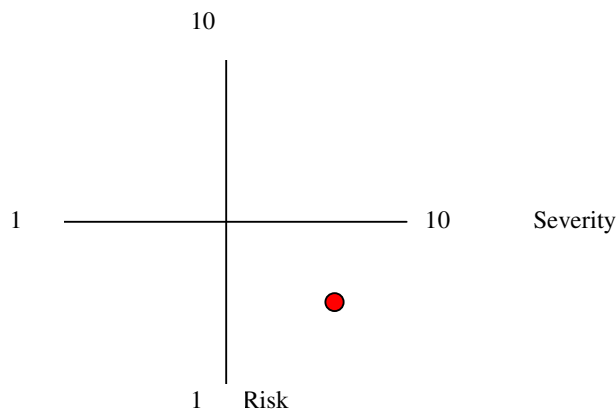
- 5.2.1 Course attendees.
- 5.2.2 Instructors & Coaches.
- 5.2.3 Helpers.

5.3 *Control Measures in Place*

- 5.3.1 Sailing Area Risk Assessment reviewed annually.
- 5.3.2 Sailing areas designated so as to minimise the risk of hitting an underwater obstruction.
- 5.3.3 All participants to be briefed on the designated sailing areas.
- 5.3.4 Boats required to remain within designated sailing areas.
- 5.3.5 Except around high water, only the navigation channel shall be the used to leave and enter the harbour.
- 5.3.6 No jumping off pontoons or jetties is allowed.
- 5.3.7 Training Safety Policy and the Instructor Standard Operating Procedures shall be adhered to at all times.

5.4 *Further Action Planned*

- 5.4.1 Annual review of Risk Assessment.
- 5.4.2 Regular Safety briefings.



SAFETY BOATS

6.1 Hazard

- 6.1.1 The boat or its propeller may injure participants.
- 6.1.2 Private boats used as Safety Boats not correctly equipped or set up.

6.2 Risk Groups

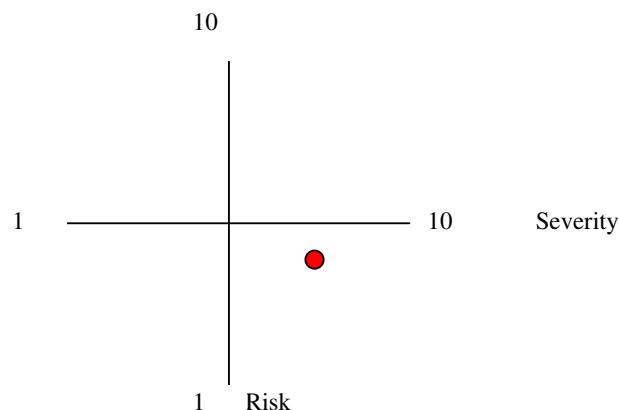
- 6.2.1 Course attendees.
- 6.2.2 Instructors & Coaches.
- 6.2.3 Helpers.

6.3 Control Measures in Place

- 6.3.1 Only suitably trained helms allowed to drive safety boats (min PBL2)
- 6.3.2 Safety boxes are required to always be carried and contents (to include a serrated knife) checked regularly.
- 6.3.3 Private Safety Boats are inspected and checked prior to use; members are requested to make sure that their insurance company have been informed.
- 6.3.4 RYA Safety Boat ratios are always adhered to.
- 6.3.5 All safety boats and equipment are regularly maintained and inspected; in particular propellers are regularly checked.
- 6.3.6 Safety boat drivers are briefed that it is their responsibility to check that the craft is in safe working order and fully equipped before leaving the pontoon.
- 6.3.7 A VHF radio is always carried.
- 6.3.8 Safety boat engines are to be switched off when a person is in the water beside the boat.
- 6.3.9 All planning support craft shall have a kill cord, which shall be used at all times when the engine is running.
- 6.3.10 Training Safety Policy and the Instructor Standard Operating Procedures shall be adhered to at all times.

6.4 Further Action Planned

- 6.4.1 Annual review of Risk Assessment.
- 6.4.2 Continue training instructors to RYA Safety Boat level.
- 6.4.3 Safety Boats are to be double manned whenever possible.



ACCIDENTS ENTERING & LEAVING THE HARBOUR

7.1 *Hazard*

7.1.1 Whilst entering and leaving the harbour, participants may be injured by collision with passing vessels or disrupted by their wake.

7.2 *Risk Groups*

7.2.1 Course attendees.

7.2.2 Instructors & Coaches.

7.2.3 Helpers.

7.3 *Control Measures in Place*

7.3.1 All course participants to leave and enter the harbour under the close supervision of a suitably experienced instructor¹.

7.3.2 All rights of way shall be adhered to inside and outside of the channel. Participants will be regularly briefed as to these rights of way. Providing there is sufficient water, boats are to be kept out of the main channel.

7.3.3 During busy periods (especially when there is little wind), all dinghies are to be towed in/out of the harbour). If necessary, numbers per tow are to be reduced either during busy periods or during the 3rd/4th hour periods.

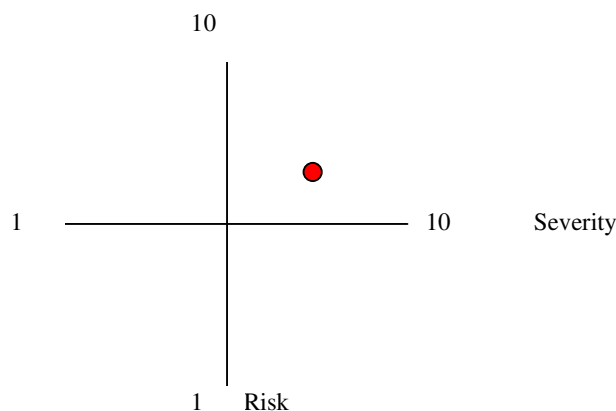
7.3.4 BSC Training Safety Policy and the Instructor Standard Operating Procedures shall be adhered to at all times.

7.4 *Further Action Planned*

7.4.1 Annual review of Risk Assessment.

7.4.2 Annual training of instructors in towing techniques.

7.4.3 Better control arrangements to be set up during busy periods.



¹ Towing sailing dinghies safely requires particular knowledge and skills. This task is only to be carried out by appropriately trained personnel.

MULTIPLE CAPSIZE SITUATIONS

8.1 **Hazard**

8.1.1 Due to a sudden increase in wind, inexperience or the actions of other water users a number of dinghies may capsize at the same time.

8.2 **Risk Groups**

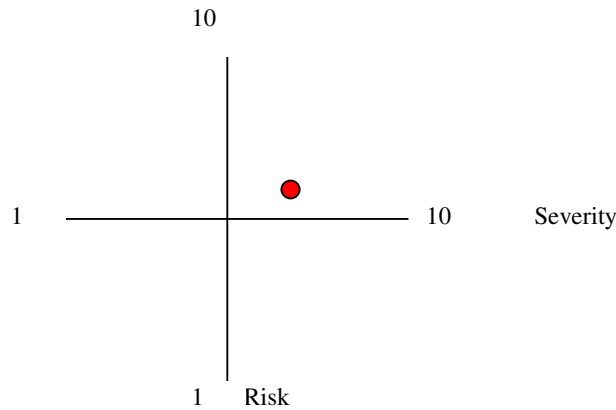
- 8.2.1 Course attendees.
- 8.2.2 Instructors & Coaches.
- 8.2.3 Helpers.

8.3 **Control Measures in Place**

- 8.3.1 All key personnel are suitably trained for the role that they perform.
- 8.3.2 A safety boat shall attend each capsize within 3 minutes and confirm the immediate safety of each sailor.
- 8.3.3 People in the water, who are considered by the safety boat crew to be at serious risk, are recovered immediately and the boat abandoned.
- 8.3.4 Providing it is not significantly increasing the risk of injury to anyone involved in the process, abandoned boats are marked by tying a fender to the top of the mast or a piece of spinnaker tape through the towing eye.
- 8.3.5 All persons on the water are recorded on shore, either by a tally / sign in/out system or by the person in charge compiling a record (i.e. Cadet/Laser/Oppy week morning briefings).
- 8.3.6 Training Safety Policy and the Instructor Standard Operating Procedures shall be adhered to at all times.
- 8.3.7 Boats are required to remain within designated sailing areas.

8.4 **Further Action Planned**

- 8.4.1 Annual review of Risk Assessment.
- 8.4.2 Safety briefing for all involved before each event.
- 8.4.3 As many instructors (and helpers) as possible are to have attended a Club Safety Boat Course.



MEDICAL AILMENTS & ENVIRONMENTAL HEALTH

9.1 *Hazard*

- 9.1.1 Participants may be affected by an existing medical condition while on shore or afloat.
- 9.1.2 Additionally their health could be affected by being immersed in or swallowing poor quality water.

9.2 *Risk Groups*

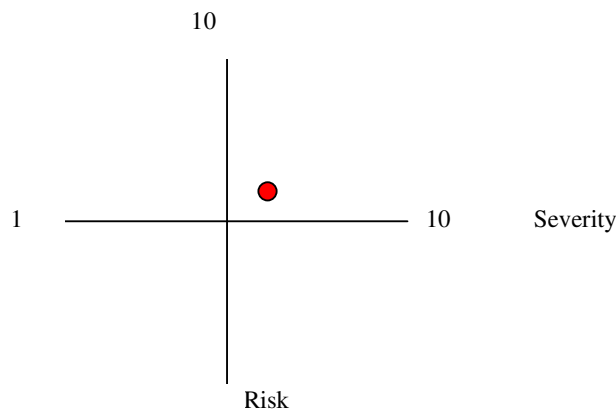
- 9.2.1 Course attendees.
- 9.2.2 Instructors & Coaches.
- 9.2.3 Helpers.

9.3 *Control Measures in Place*

- 9.3.1 Course application forms require parents/guardians to include details of any medical conditions (i.e. asthma, diabetes etc) that could affect their child(rens) participation on the course or activity.
- 9.3.2 Declared information is passed to the Instructors concerned.
- 9.3.3 Instructors and Helpers are required to notify the club of any existing ailment that could affect the safety of themselves or those around them.
- 9.3.4 Participants with declared medical conditions are monitored throughout the course and any problems dealt with appropriately.
- 9.3.5 An accident book is maintained in the office.
- 9.3.6 Every effort is made to ensure that participants, instructors & helpers with open wounds avoid immersing the wound in the harbour water; in the event of immersion, careful monitoring of any subsequent infection is undertaken.
- 9.3.7 Capsize drills are not allowed to be carried out in the harbour.
- 9.3.8 Training Safety Policy and the Instructor Standard Operating Procedures shall be adhered to at all times.

9.4 *Further Action Planned*

- 9.4.1 Annual review of Risk Assessment.
- 9.4.2 Reminders to be covered during every course & activity briefing.
- 9.4.3 Regular checks on whether information has been correctly logged and disseminated are to be made.



CHILD PROTECTION

10.1 *Hazard*

10.1.1 Children may be at risk of physical, emotional or sexual abuse from adults, whether or not the adult is directly involved in the sailing event.

10.1.2 Adults may be falsely accused of abuse by a child.

10.2 *Risk Groups*

10.2.1 Course attendees.

10.2.2 Instructors & Coaches.

10.2.3 Helpers.

10.3 *Control Measures in Place*

10.3.1 The Club's Child Protection Policy shall be adhered to at all times.

10.3.2 Instructors and helpers are briefed annually in identifying and dealing with signs of abuse. All are required to sign to say that they had received & read the Club's Child Protection handout prior to starting instructing.

10.3.3 All staff and volunteers are subject to some form of scrutiny (self-declaration for members; CRB level 1 for outside instructors).

10.3.4 The Club has appointed a Child Protection Co-ordinator, to whom all allegations or incidents are to be reported.

10.3.5 Adults should avoid being left alone with children and should avoid physical contact where possible.

10.4 *Further Action Planned*

10.4.1 Annual review of Risk Assessment.

10.4.2 Annual review of Child Protection Policy.

10.4.3 Awareness training to be conducted annually.

