



CHIPSTEAD SAILING CLUB
RYA RECOGNISED TRAINING CENTRE
RISK ASSESSMENT 2024

Version	Date	Amendment	Amended by
2017.1	23 January 2017	Review of risks for 2017, incorporating prior experience.	Angus MacAskill / John King
2018.1	6 February 2018	Review of risks for 2018, incorporating prior experience.	Angus MacAskill
2019.1	1 March 2019	One potential hazard added (SB11) and one risk rating altered.	Sean R Chapman
2020.1	3 May 2020	Review of risks for 2020, incorporating prior experience.	Sean R Chapman
2021.1	15 March 2021	Review of risks for 2021, incorporating prior experience.	Sean R Chapman
2022.1	2 February 2022	Review of risks for 2022, incorporating prior experience.	Nigel P Lamb/James Russ
2023.1	9 December 2022	Review of risks for 2023, incorporating prior experience.	Nigel Lamb, James Russ, Jane Marshall, Sean Chapman, Lesley Dutton
2024.1	18th January 2024	Review of risks for 2024, incorporating prior experience.	Nigel Lamb, James Russ, Sean Chapman

Safety Boats

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
SB 0	Lifting injury when fixing outboard motors to Patrol Boats or storing motors in safes	Medium	Medium	All boats except the Dories have engines permanently attached. Manual lifting of motors in and out of the security safes and on and off these boats must be carried out by a team of two people and must have the stern of the boat located as close to the security safe as possible to minimise lifting distance.
SB 1	Back injuries due to launching and recovering Safety Boats	Low	Medium	Minimum of two people required to launch and recover safety boats. Electric winches are available, they can be used as a brake to slow the boats when launching, and as the power source for recovery.
SB 2	Fire or explosion risk due to storage and use of petrol	Low	High	Petrol is stored in purpose designed flame resistant containers which are in turn stored in an outdoor lockable steel fuel store. Coxswains are instructed in the risk of static electricity. Smoking is prohibited in the vicinity of the fuel store and boat shed and during any handling of fuel. Fuel store lid should always be closed unless fuel cans are being taken out or put back in.
SB 3	Propellers causing injury to persons in the water	Low	High	All Coxswains must hold the RYA PB2 qualification and are regularly reminded to turn the engine off when approaching people in the water.

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
				Engines are secured to safety boats by a security chain in addition to the engine clamps.
SB 4	Powerboat 'Out of Control' if Coxswain falls overboard	Low	High	All Coxswains must be RYA PB2 qualified. Wearing of the Kill Cord, around the thigh whenever the engine is on, is the standard operating procedure. The integrity and functioning of the kill cord is checked at the start of each day. Spare kill cords are available in the safety boats, in the safety boat kit pots.
SB 5	Injury or hazard creation from wash from safety boats	Medium	Low	Coxswain to ensure that low speed is maintained around pontoons and other watercraft. High speeds to be used only when necessary.
SB 6	Collision injuries when moving boats around onshore	Medium	Low	A designated person in the team moving the safety boat is to continually monitor the path ahead of the boat to ensure that collisions are avoided.
SB 7	Injuries when starting outboard engines	Low	Medium	Coxswain to ensure that space in front and behind is clear before starting outboard engines.
SB 8	Trip injury from winch rope	Low	Low	Winch operator to view winch area and keep it clear.
SB 9	Inadequate safety team vigilance due to poor communication	Low	High	Safety boats must each carry a radio and a shore-based radio or equivalent, should also be established. Radios should be tested at the start of each session.

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
				All operators should be aware of the Radio usage procedures.
SB 10	Collision injuries while operating on the lake	Low	High	All Coxswains must be RYA PB2 qualified. Coxswains are instructed to maintain low speed around the pontoons and other watercraft, and to use high speeds only where necessary.
SB 11	Injury caused when manually launching and recovering powerboats	Medium	Medium	People should not stand behind boats being launched or recovered from the water. If the winches are inoperative, at least three people must launch or recover a commando or dory and at least five people must launch or recover a RIB (due to their weight). Before launching, the instructor in charge should decide if the activity can continue safely.
SB 12	Injury caused using the Winch(s)	Medium	Medium	People should not stand behind boats being recovered from the water. Only persons over 16 and who are conversant with the winch operating procedures should drive the winches.

Foreshore and Pontoons

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
FP 0	Risk of drowning if people fall from pontoons	Low	High	<p>All people using the pontoons must wear a buoyancy aid.</p> <p>The pontoons have clear hazard signage.</p> <p>There are throw lines located by the pontoons.</p>
FP 1	Strain injury incurred when launching and recovering boats	Medium	Low	<p>Electric winches are available for launching and recovering heavy boats.</p> <p>Instructors and students must be reminded to work in teams and should have reviewed the winch operating procedures.</p>
FP 2	Slips and falls on the concrete slipways	Low	Low	<p>Electric winches are available for launching and recovering safety boats and heavy dinghies.</p> <p>Instructors and students must be reminded to work in teams.</p> <p>Long ropes should be used to ensure that people are pulling from an area with good grip.</p> <p>Do not walk behind the boat being recovered on the sloping slip ways.</p>
FP 3	Slips and falls on the pontoons due to wet or dirty surfaces	Low	Medium	<p>Pontoons are power hosed during winter maintenance and at other times as necessary.</p> <p>All instructors and students to be regularly warned of the hazard during welcome briefings.</p>

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
				Everyone to be told to act responsibly on the pontoons.
FP 4	Slips and falls on the foreshore while launching and recovering boats	Medium	Low	Boats to be launched and recovered under Instructor supervision, using appropriate number of people, and appropriate angle to slope. Avoid having students at stern of boats during launching /recovery. Instructors to consider use of winch for recovery of larger dinghies.
FP 5	Slips and falls in the boat park during periods of very wet weather	Low	Low	Students and instructors to be briefed on the slippery nature of the grassed areas during wet weather. Larger teams will be required to move boats.
FP 6	Slips and falls on the steep grass bank in front of clubhouse	Medium	Low	Students and instructors to be briefed on the slippery nature of the grassed areas and be discouraged from running. Instructors and students must not go down the grass slopes and should use the steps instead.
FP 7	Slippery steps leading down to foreshore in icy weather	Low	Medium	Courses are not generally run during the winter months, but on an exceptional basis, steps to be salted before students arrive. The instructor in charge should brief about the hazard during briefings.
FP 8	Injury from rigged boats on foreshore.	Low	Medium	All training boats are to be properly stowed between sessions and parked 'head to wind'. Students should be warned about risk from other club boats that are not part of the training course.

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
FP 9	Potential health hazard from faeces	Low	Medium	All people using the pontoons must be warned of the risk of infection from faeces, and advised to wash hands thoroughly before eating etc. Pontoons to be cleaned regularly.
FP 10	Injury from vehicles on foreshore	Low	High	Students must be briefed on the risk from vehicles manoeuvring on the foreshore. All vehicles to be removed after loading or unloading.
FP 11	Injury incurred lifting dinghies on and off storage racks or trolleys.	Medium	Medium	Care should be taken when moving boats on and off racks or trolleys. Always use two people. Small children should be supervised by and instructor and kept clear of racks or trolleys during lifting operations.
FP 12	Danger from submerged hazards around the pontoons	Low	Medium	Jumping off of the pontoons is prohibited. Students must be warned that potentially hazardous objects may be in the water.
FP 13	Cuts and lacerations to feet	Low	Low	The foreshore is open to club members and the public and litter can occasionally arise. Instructors should check the foreshore, boat park, and shed areas for hazards at the start of each day.

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
				<p>All Students and Instructors must always wear suitable footwear. Bare feet are not permissible.</p> <p>All open wounds wherever caused to be covered by waterproof plasters to avoid any interactions from waterborne bacteria.</p>
FP14	Stings and bites from snakes or other wildlife on foreshore, boat park, or lake.	Low	High	<p>Students and instructors to be briefed on potential risk during summer and warned not to touch or step on snakes.</p> <p>Grass growth around boat park and launching areas restricted by matting and mowing to ensure habitat inhospitable to snakes and other biting wildlife.</p> <p>Instructors should check for the presence of wasp nests etc. around boat racks, shed, pontoons etc. and any areas that the students are going to use regularly.</p>
FP15	Injuries caused when rigging and derigging removable masts.	Medium	Medium	Students and instructors should always work in pairs to fit or remove masts from boats and when moving masts in and out of the storage sheds.

Clubhouse

Item	Possible Hazard	Probability (H,M,L)	Consequences (H,M,L)	Control Measure
C 0	Inappropriate behaviour towards young and vulnerable persons	Low	Medium	<p>For students and instructors under the age of 16 a parent or guardian must be always on site.</p> <p>All instructors must be fully conversant with the club's Safeguarding Protection Policy and Code of Conduct.</p>

Item	Possible Hazard	Probability (H,M,L)	Consequences (H,M,L)	Control Measure
				<p>All instructors should use the disabled toilets when there are young or vulnerable persons on site.</p> <p>Parents, and club members are advised not to allow themselves to be alone in the changing rooms when young or vulnerable people are present.</p> <p>During junior courses, Wealden Sailability clients should either use the disabled toilets or be accompanied by a carer when using the changing room facilities.</p>
C 1	Kitchen area hazards	Low	Medium	<p>Adult instructors, adult students and parents can use the kitchen facilities.</p> <p>Instructors should ask parents to make hot drinks etc. for juniors who are not allowed in the kitchen.</p> <p>Parents should be encouraged to assist with the provision of food etc. for juniors.</p>
C 2	Changing Room high spirits	Low	Low	<p>Instructors need to check changing rooms on a regular basis during Junior sailing courses. Two adults must make the inspections.</p> <p>Where possible. co-opt mothers to assist in checking the Female facilities and fathers for the Male facilities.</p>
C 3	Slips on wet floors	Low	Low	<p>Students and especially juniors to be instructed not to run in the club house.</p> <p>Equipment readily available to deal with spillages which should be mopped up as a matter of urgency by the duty team and/or instructors.</p>

Whilst Sailing

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
WS 0	Head Injuries from Booms	Medium	Medium	<p>Instructors must ensure that mainsails are fully raised to ensure boom heights are correct.</p> <p>Land Drills to major on 'look at boom' during tacking and gybing demonstrations.</p> <p>Instructors to highlight the risk during lessons and before going on the water without engendering a sense of fear.</p>
WS 1	Risk of drowning during capsize or man overboard	Low	High	<p>All people afloat or on the pontoons must wear appropriate buoyancy aids.</p> <p>Safety boat must be afloat and on station, and ready for use during all sailing activities.</p> <p>The duty SI will monitor the lake. All Instructors are reminded to keep an eye on all students, not just those under their immediate control.</p> <p>All training boats must be fitted with an appropriate mast head float during training activities.</p>
WS 2	Risk of Entrapment in lines, rigging etc.	Low	High	<p>All Safety Boat crews to be made aware of risk.</p> <p>Safety boat must be afloat and on station, and ready for use during all sailing activities.</p>

Item	Possible Hazard	Probability (H,M,L)	Consequence (H,M,L)	Control Measure
				<p>Safety boat crews must carry a First Aid kit that includes a suitable safety knife.</p> <p>All training sailing boats must be fitted with a suitable mast head float.</p> <p>Safety boat helms appropriately trained to deal with entrapments and Cold-Water Shock.</p>
WS 3	Cold and Exposure	Low	Medium	<p>All instructors are trained in First Aid particularly about spotting the early onset of Hypothermia.</p> <p>Sailing sessions to be kept short during cold weather.</p> <p>Consider not holding courses if the club heating and hot water is not working.</p>
WS 4	Students swimming in the lake.	Low	High	<p>Students to be instructed to stay inside boats whilst sailing, apart from during specific exercises (e.g., capsizes). Swimming is not permitted during training courses.</p>
WS 5	Crush injuries	Low	Medium	<p>Students to be instructed to keep fingers inside boat when coming alongside pontoon or other craft.</p> <p>Students to be instructed to be careful when lifting boats on and off of racks and trolleys.</p>

Risk Summaries

Safety Boats

Consequence	H	SB2, SB3, SB4, SB9, SB10		
	M	SB1, SB7	SB0, SB11, SB12	
	L	SB8	SB5, SB6	
		L	M	H
		Probability		

Foreshore and Pontoons

Consequence	H	FPO, FP10, FP14		
	M	FP3, FP7, FP8, FP9, FP12	FP11, FP15	
	L	FP2, FP5, FP13	FP1, FP4, FP6	
		L	M	H
		Probability		

Club House

Consequence	H			
	M	C0, C1		
	L	C2, C3		
		L	M	H
		Probability		

Whilst Sailing

Consequence	H	WS1, WS2, WS4		
	M	WS3, WS5		
	L			
		L	M	H
		Probability		