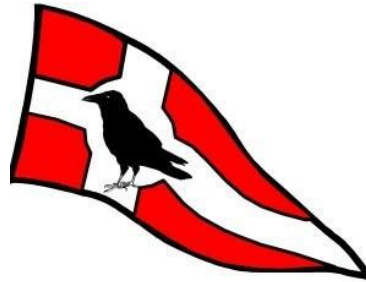


WIVENHOE SAILING CLUB
DINGHY SAILING RISK ASSESSMENT



VERSION 2021.02 V5

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WIVENHOE SAILING CLUB

Dinghy Sailing - Risk Assessments and Procedures

Section 1 - Introduction

Any form of sailing, especially on the open sea, carries an element of risk. Wivenhoe Sailing Club (WSC) members take part in sailing and in any events organized by WSC at their own risk. The decision on whether or not to sail on a given day rests ultimately with the helm and crew of the boat. WSC, however, has a responsibility to ensure that safe sailing is promoted at all times. These guidelines are based on a risk assessment of WSC's principal activities and build on the accumulated knowledge of people who have sailed at WSC over the years.

This document includes risk assessments and operating procedures for WSC. All members should read the appropriate sections before sailing or taking part in club races. Safety Boat Helms (SBH's) and Race Officers/Officer of the Day (RO/OOD) must be familiar with all sections of this document.

Sailors do not need to provide evidence that they have read this document. However, the Club reserves the right to remove a member from any activity if they are not following these procedures.

This document covers all dinghy sailing, dinghy races and other water borne activities events managed by WSC.

Other waterborne activities may take place, using WSC as a base but not managed by WSC, but these are not subject to the Club's risk assessments.

This is an active document and will be reviewed every year. Members who wish to comment on the risk assessments should contact a member of the General Committee or Sailing Committee.

Definitions and abbreviations used in this document

RO – Race Officer (Normally this shall be the Sailing Secretary or their appointed person. The RO and the OOD shall coordinate to determine appropriate conditions for racing/sailing)

OOD – Officer of the Day

SBT - Safety Boat Team

SBH – Safety Boat Helm

SBC – Safety Boat Crew,

PFD – personal flotation device (buoyancy aid or lifejacket)

MOB – Man Overboard

Hazard - The potential for something to cause harm.

Risk - The consequences of the hazard.

Control measure - The method used to control the risk factor. The guiding principle should be to implement strategies that reduce risk factors as low as is reasonably practicable.

Section 2 – Recreational Sailing

Risk Assessment for all Club sailors and those assisting them, including Race Officers, Officer of the Day and Safety Boat Teams

All members please be advised that WSC is run by the members for the benefit of the members. We all have a responsibility for our own Health and Safety and the safety of others, particularly our junior members. No guidelines can replace the core responsibilities of all members who sail, to support each other on and off the water. It is the member's responsibility to please follow the advice and guidance laid down in this risk assessment and not to engage in any activity that puts you or others at risk of injury.

Hazard	Risk	Advice and/or Control Measure	Risk Level
Tide (Ebb and Flow)	Hitting the Barrier - strong tidal flow. Running aground Limited draught at low tide	Refer to tide tables. Ensure all sailors are familiar with the hazards of tidal flow and proximity of the Barrier	M
Fishing boats, yachts and other watercraft	Collison, wake, injury, entrapment, drowning	Sailors must keep a sharp lookout for other craft on the water and be familiar with and abide by the Collision Regs and give way to larger craft when necessary.	M
Weather e.g. sea state, wind thunderstorms and lightning.	Inability to cope with conditions potentially causing many of the hazards and risks listed below	Sailors should be confident that they are capable of handling the expected conditions. In some conditions you may be asked to head for shore by a Club Officer, another responsible sailor or Safety Boat Crews.. Sailors must cooperate with such a request.	M
Hot weather	Dehydration Hyperthermia	Appropriate clothing should be worn. Water should be carried in hot weather and sun protection (sunscreen) used where appropriate.	L
Cold weather/water	Hypothermia (Drop in Core Temp) Confusion fatigue	Weather forecast and water temperature should be checked prior to sailing. All Club sailors must wear a PFD and appropriate clothing	M
Immersion in cold water by falling into water from craft, quay or steps	Shock, Difficulty breathing, Hypothermia, Drowning	All sailors should be aware of the consequences of entering cold water on hot days or after exercise. Be aware of the consequences of cold water shock. All Club sailors should be aware that if they enter water unexpectedly they should try to relax, breath normally and have confidence that their buoyancy aid will keep them afloat. A PFD and appropriate clothing must always be worn.	H

Dinghy capsize and inversion	Immersion Injury	Mast-head floats should be considered for boats. RYA techniques for avoiding and recovering from inversion should be followed.	H
Hazard	Risk	Advice and/or Control Measure	
Collision	Injury, Immersion as above, Head injury,	All sailors should keep a look out at all times (on land and water), paying particular attention before changing direction. They should follow the 'Rules of the Road' (International Regulations for the Prevention of Collisions at Sea and Racing Rules of Sailing)	M
Interference with other slip/ pontoon users e.g. children, visitors and other boat users	Causing an accident and injury to self or others	Sailors should keep clear of the slip/pontoons unless they wish to come alongside. They should warn others of their intentions and the consequences as non-sailors are often unaware of these issues.	L
Accident due to car and tractor movements including cyclists	Injury to self or others	Sailors should check for traffic when crossing the footpaths particularly when moving dinghies. Young children should be supervised at all times. Use bollards/signs as a warning to other users.	L
Snaring in mooring area by ropes and submerged buoys	Injury Immersion	Sailors should be observant if sailing through the area of moored boats to avoid becoming accidentally caught up in ropes/chains/buoys associated with moorings	M
Entrapments by harnesses, rigging etc	Drowning	Ropes etc. should be kept tidy and equipment in good order. For trapeze boats, quick-release harnesses should be considered. All trapeze systems must have a rope component close to the harness that can be severed with a knife.	M
Equipment failure	Shock, drowning, injury	All sailors should make visual checks prior to use of their equipment. All PFDs should be serviceable	L
Lifting heavy objects	Injury	When it is necessary to lift/move heavy objects, e.g. dinghies up the slip, the basics of correct manual handling should be followed.	M

Slipway	Slipping causing injury to self or others. Injury from tripping	Sailors should wear suitable footwear. Sailors should not run on wet slip. Sailors should be aware that green on slipway indicates slipperiness. Sailors should always remove stones. Sailors should be aware of where the kerbed edge of the slip is.	H
Fuelling Safety Boats (also refer to lifting heavy weight)	Fire, pollution,	Fill fuel tanks on land in the open air using suitable filling equipment. Familiarise yourselves with the location and operation of the fire extinguishers	M
Safety Boat not used within correct speed limits (except in emergency)	Loss of control Man-Overboard scenario Collision	Adhere to the speed restrictions and observe all hazards. When operating powerboats monitor sea conditions and restrict or cease operations or reduce speed when necessary to maintain control. WEAR KILL CORD AT ALL TIMES	M

Section 3 - WSC Club Racing Operating Procedures and Responsibilities

These must be read in conjunction with Sections 1 and 2.

No guidelines can replace the core responsibilities of all participants in club racing to support each other on and off the water, including: -

- Signing on for races so that the RO/OOD can keep track of all sailors and rescue boat crews.
- Arriving in good time for races so that everyone can launch their boats with appropriate assistance.
- Wearing appropriate clothing and personal buoyancy
- Assisting other members, particularly those who are less experienced, in launching and landing boats.
- Giving priority to landing boats and removing them from the slip or beach before de-rigging your own
- Ensuring that boats and sailing gear are in good order and adequately insured.
- Reporting dangerous (or potentially dangerous) occurrences to WSC officers

Sailing Instructions

These are available on the website and on club noticeboards.

RESPONSIBILITIES OF SAILORS

All sailors considering taking part in any race must understand Rule 4 of the Racing Rules of Sailing – ***“The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone.”***

All sailors should be aware that there is NO Safety Boat cover until 15 minutes before the start of a race. Safety Boat cover ends when all competitors have finished or retired and are ashore, or close to shore, and the RO stands down the Safety Boat. Sailors wishing to sail before or after this period of cover do so without Safety Boat cover. All sailors taking part in Club races must familiarise themselves with the WSC Risk Assessment for Sailing and the Risk Assessment for Racing.

- Racing Rules of Sailing

Experience and Ability

All sailors should be able to: -

- Launch/recover their dinghy correctly,
- Sail on all points of sail,
- Tack and gybe with confidence,
- Recover from a capsize and total inversion,
- Know the importance of keeping the boat tidy to prevent entrapment.

ROLE AND RESPONSIBILITIES OF THE RACE OFFICER/OOD

1. An appropriate First Aid kit shall be available in the Starting Hut.
2. A VHF radio and mobile phone, with signal, shall be available in the Starting Hut for every race and emergency phone numbers shall also be available.
3. The RO/OOD must obtain an up-to-date weather forecast including wind strength and direction, sea state and visibility before deciding on any aspect of a race.
4. The RO/OOD must consider all other water users before deciding on a course.
5. The RO/OOD, in taking account of the conditions and the participants, is empowered to:
 - make a decision about whether some boats/sailors should not race,
 - limit the number of participants,
 - discuss with the SAFETY BOAT HELMS the number of safety boats required,
 - discuss with the SAFETY BOAT HELMS whether the safety boats may crewed by one person.
6. The RO/OOD must set an appropriate course having regard to the ability of the safety boat to respond to an incident within a very short time to all participants wherever they are in the fleet.
7. The RO/OOD must make visiting sailors aware of this document.
8. The RO/OOD should remain on duty until all the participants are on land.
9. The RO/OOD must ensure that she/he is able to communicate with the SAFETY BOAT HELMS at all times during the race.
10. The RO/OOD must keep the SAFETY BOAT HELMS informed of the number of boats on the water, i.e., any retirements etc. and vice versa.
11. The RO/OOD must remain vigilant for the duration of the race, monitoring all participants and alerting the SAFETY BOAT HELMS to any problems as soon as possible.
12. The RO/OOD shall stand down the Safety Boat(s) at the end of the race and record: -
 - 1) the RIB or RIBs used
 - 2) the Safety Boat Helms
 - 3) the Safety Boat Crews
 - 4) any faults or inadequacies reported by the Safety Boat Helms

Conditions and Ability Limitation

A discussion must be had between the RO/OOD and the SAFETY BOAT HELMS to check course and that number and crewing of safety boats is appropriate for the sailors' abilities on the water.

ROLE AND RESPONSIBILITIES OF SAFETY BOAT TEAM (SBT), SAFETY BOAT HELMS (SBH) AND SAFETY BOAT CREW (SBC)

Overview

SAFETY BOAT HELMS must be experienced powerboat drivers i.e. appropriately qualified and competent power boat drivers** and they are capable of the operation of a powerboat providing safety cover during Club Racing. Depending on the weather conditions and other considerations the SAFETY BOAT HELMS may operate alone or with an SBC (See above for guidance).

(**minimum of Powerboat Level 2 with sufficient training by a suitably qualified or experienced person. RYA Safety Boat qualification strongly recommended or otherwise WSC approved SBH. First Aid qualification is desirable,).

SAFETY BOAT HELMS must have knowledge of appropriate rescue techniques for sailing dinghies.

General procedures

1. SAFETY BOAT HELMS should make themselves available to discuss safety issues with the RO/OOD prior to each race.
2. SAFETY BOAT HELMS to check Safety Boat and equipment before each race.
3. SAFETY BOAT HELMS should always discuss any concerns about safety of sailors in a pending race with the RO/OOD.
4. SAFETY BOAT HELMS and SBC must operate in a safe and responsible manner keeping a constant lookout and attending/observing any capsizes or signals for assistance.
5. Priority should be given to capsized (especially inverted) boats and persons in the water separated from their boats. The welfare of people must always be put before the welfare of boats and equipment.
6. Any physical or verbal assistance given to a competitor requires the competitor to declare this, but no longer requires them to retire from the race.
7. Safety boats should be positioned appropriate to the areas likely to need attention (i.e. to cover downwind legs or gybe marks) and must not impede those racing. Ideally one safety boat should be at the front of the fleet and one at the back to cover the full length of the course.
8. SAFETY BOAT HELMS's must call the OOD for advice as early as possible if:
 - Racing or non-racing water users require attention that they cannot give without compromising the safety of the competitors.
 - If they are unable temporarily to cover safety for any reason (e.g. boat intow)
 - If the situation is deteriorating (for example worsening weather or the rate of capsizing is increasing).

9. SAFETY BOAT HELMS may end their duty when, after the race has ended, all the competitors have returned to shore or otherwise signalled their intentions to carry on sailing independently, and RO has released them via radio.
10. SAFETY BOAT HELMS should always pass on any concerns about the equipment to the Safety Boat Coordinator or RO/OOD.
11. SAFETY BOAT HELMS should always pass on any concerns about safety issues regarding courses or conduct of a race to the RO/OOD.

SAFETY BOAT OPERATING PROCEDURES

Ratios

As a guide, the maximum ratio of safety boat to dinghies is to be taken as 6. This can be increased by the RO/OOD, in discussion with the SAFETY BOAT HELMS, taking into account the conditions, experience, and course. 2 Safety Boats to be kept afloat for busy race days, e.g. when more than 6 boats are racing.

The RP/OOD has full authority to limit numbers.

SAFETY BOAT HELMS Equipment

1. VHF Radio.
2. Knife – readily accessible.
3. Appropriate clothing and PFD. PFD should be a buoyancy Aid not a lifejacket.

Procedures

- Inflate sponsons and inspect Safety Boat for any visible damage.
- The SAFETY BOAT HELMS must check fuel and the presence of first aid kit and VHF radio before Safety Boat use.
- **KILL CORDS AND PFDs must be worn at all times.**
- **Engines must be switched off when bringing persons on board from the water.**
- No planing in speed restricted areas unless rescuing or to ensure sufficient visual contact maintained.
- Engines must be left up when boats are left moored, even for a short period of time.
- For Club racing the Safety Boat must be manned and operational 15 minutes before the planned start of the race and until released by the RO/OOD.
- There must be NO RUBBISH left on board the boats. Fuel, safety kits, anchors and paddles must be secured at all times.
- There must be no smoking on board the Safety Boat.
- Tow lines and painters must be tied and stowed during boat use,
- SAFETY BOAT HELMS must take care in shallow water and tilt engine appropriately.
- **The VHF radio should be switched to Channel P4 (M2) and Channel 68 for Brightlingsea Harbour**
- Coastguard is on Channel 16.
- Key and kill cord must be stored correct cupboard when not in use.

- Radio(s), first aid kit and fuel to be stored correctly when racing is over and boat has been returned to the Boatshed.
- Notify RO/ WSC Officer if fuel reserves are running low.

SAFETY BOAT EQUIPMENT

Sufficient fuel. Additional can of fuel if required.

Key & Kill cord

VHF radio

First Aid Kit (waterproof)

Survival bag

Sharp knife

Sound signalling equipment e.g. whistle or horn

Spare kill cord

Paddle / oar / boat hook

Throw line

Tow line

Bailer / bucket

Anchor, chain and warp

EMERGENCY PROCEDURES - Accident on water

- INFORM RO/OOD IMMEDIATELY BY VHF who should contact Emergency Services if necessary.
- USE “SCOOP AND RUN” procedure - Return the casualty to shore AS QUICKLY AS POSSIBLE and ensure that appropriate first aid is carried out. A designated point of return must be stated e.g. ‘New Hard at Wivenhoe Sailing Club’ or ‘Old Hard at Wivenhoe Quay’.
- If possible / appropriate return to Safety Boat duties.
- Any recall from shore by RO/OOD will generally be carried out by radio.
- After any dangerous or emergency situation, even if avoided, there should be a discussion between the RO/OOD, SAFETY BOAT HELMS and any other appropriate person so that procedures are reviewed so that any similar incidents are avoided.
- ANY TREATMENT UNDERTAKEN, HOWEVER MINOR, MUST BE RECORDED IN THE ACCIDENT REPORT BOOK.
- If an incident results in a fatality or serious injury, then the Commodore/ Hon Secretary of WSC and the RYA must be informed immediately for advice. The WSC Commodore is responsible for dealing with any media enquiries or may deputise a Committee Member.

Section 4 - Dinghy Racing Risk Assessment – Safety Boats Procedures

Hazard	Risk	Advice and/or Control Measure	Risk Level
Launching/Recovery	Injury to sailors and other slipway/pontoon users	All SAFETY BOAT HELMSs must be aware of the correct procedures for launching/recovery and mooring safely and securely.	H
Rubbish and fuel spilt on boat	Slipping, tripping etc causing potential injury to sailors & SBT	SBT should ensure that the boat is kept clean and is cleared of rubbish after each use	L
Ropes etc not stowed tidily	Tripping over rescue lines, towing lines and painters etc – potential injury to sailors and SBT	SBT should ensure that all rescue lines, towing lines and painters are kept in good repair and stowed appropriately on the boat	M
Capsize or MOB	Drowning Hypothermia Exhaustion Risk to Sailors and SBT	SBT to follow RYA MOB guidance SBC must as far as is practicable be aware of the location of all participants at all times when on/in/near water. Buoyancy Aids must be worn when on water	H
Entrapments	Sailors	Due to the use of trapeze harnesses and ropes on dinghies all safety boats must carry knives	H
Collisions	Potential injury to sailors, other water users and SBT	SBT should alert sailors and RO/OOD to collision hazards	L
Participant becoming separated from boat.	Drowning Hypothermia Exhaustion	RO/OOD must ensure all participants are identified before the race and know exactly how many should present. SBTs must stay within visual range of all participants at all times. RO and SAFETY BOAT HELMS must monitor all participants at all times. Regular head counts must be made during the session by RO and SBT.	M

Hazard	Risk	Advice and/or Control Measure	
Non-compliance with personal medication	Health deterioration eg coma Risk to Sailors	Any participant who may require medication while sailing shall inform the RO. Appropriate measures must be taken to ensure the medication is quickly available. These details should be kept by the RO	L
Deteriorating weather	Unexpected conditions causing potential risk to Sailors and SBT	RO and SBT must remain vigilant throughout race. Both should report to each other any new concerns via radio. SBT to monitor every participant particularly those young or inexperienced. Frequent headcounts should be carried out. SBT must stay within visual range of all participants at all times.	M
Other boat users not taking due care and attention	Injury to Sailors	SBT to be aware of potential danger from other boat users. If other boat users acting dangerously or in contravention of local guidelines SBT to inform them and ask them to modify their behaviour.	H
Sailors unaware of swimmers or not taking due care	Injury to swimmers	SBT to alert sailors to the presence of the swimmers and advise on precautions to be taken.	H

Guidelines for Session Briefing

Before going afloat for any on-the-water session, the following information should be given out in the briefing:

Identification of all persons going afloat	
Aims and plan for the session	
Weather	
Tide times	
Area of operation	
Safety boat cover	
Personal safety	
Emergency routines	
Safety equipment required	
Local hazards	
Other activities in and around the club	

Incident Report Form

Where did the accident/ incident take place?

Date of incident/ accident

Time of incident/ accident

Name of injured person

Address of injured person

Nature of incident/ accident and extent of injury

Please give details of how and precisely where the incident/ accident took place

Describe what activity was taking place, e.g. sailing, boat recovery, getting changed etc

Give full details of the action taken including any first aid treatment

Were any of the following contacted?

Police	Yes/ No
Ambulance	Yes/ No
Parent/ Carer	Yes/ No

What happened to the injured person following the incident/ accident e.g. went home, hospital, carried on activity?

Was a Club Officer informed? Yes/No

If YES please give date and time and who was informed

Declaration: All of the above facts are a true and accurate record of the incident/ accident

Data protection - Please seal this form in an envelope (provided) marked 'confidential' and addressed to the Commodore.

I agree that details of this accident/ incident may be shared with club committee members in order to assist with accident reduction, risk assessment and the introduction of any control measures required.

PRINT NAME:

SIGNATURE:

DATE:

Near Miss Report Form

General Information	
Name of reporter	
Contact details	
Nature of near miss	
Names of witnesses	
Incident details	
Date /time	
Location	
Weather conditions	
Assessment of risk	
What was the potential of severe injury	H M L
What is the likelihood of the incident recurrin	H M L
Action	
Risk assessment amended?	YES/NO
Appropriate authority informed	YES/NO
Signed:	
Date:	

Emergency Procedures Check Sheet

MAJOR EMERGENCY

Radio using Channel 16 to Coastguard
Dial 999 on mobile and ask for Coastguard

Inform: OOD on Channel (M2/P4)

Complete: Incident / accident form

GOLDEN RULES

- Manoeuvre for best visibility
- Count heads
- ENTRAPMENT - right the boat
- Engine OFF when safe to do so

Safety Boat Kit List

Sufficient fuel. Additional can of fuel if required,

Key & Kill cord

VHF radio (to be collected from Club House/Starting Hut)

First Aid Kit

Survival bag

Sharp knife

Sound signalling equipment e.g., whistle or horn

Spare kill cord

Paddle / oar / boat hook

Throw line,

Tow line

Bailer / bucket

Anchor, chain and warp,

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WSC Sailing Risk Statement

Rule 4 of the Racing Rules of Sailing states: ***The responsibility for a boats decision to participate in a race or to continue to race is hers alone.***

Sailing, by its nature, is an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each competitor agrees and acknowledges that:

- a) They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event.
- b) They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore.
- c) They accept responsibility for any injury, damage or loss to the extent caused by own actions or omissions.
- d) Their boat is in good order, equipped to sail in the event and they are fit to participate.
- e) The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve the competitor of their own responsibilities.
- f) The provision of patrol boat is limited to such assistance, particularly in extreme weather conditions as can be practically provided in the circumstances.