

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
<p>Those affected Members, Guests, Trainees, Staff, Volunteers</p> <p>Generic Water Activities Dinghy Sailing, Catamaran Sailing, Keelboat sailing, Power boating, Windsurfing, Kayaking, Canoeing, Paddle boarding Swimming</p>	<p>General</p> <p>Dehydration</p> <p>Sun Burn / Sunstroke</p> <p>Hypothermia</p> <p>Injury</p>	<p>Group Leader & teachers/adults that accompanying visiting groups of under 18s are in 'loco parentis'.</p> <p>Parents / Guardians to accompany/supervise Cadets when on Club premises</p> <p>General Safety briefing given to all trainees prior to starting any activity or session.</p> <p>Senior Instructor and Dinghy Instructors to dynamically risk assessing during activity /sessions. Report / alert observations to SI.</p> <p>Information and actions to be passed on to Assistant Instructors and Parents helping.</p> <p>Drinking water is available at all sites. In hot weather bottles of water should be taken on session by sailors.</p> <p>Hot/sunny weather Sailors to be advised to wear high factor, waterproof sun cream, hats, sunglasses etc & to cover up when necessary. Advise drinking plenty of water. Get out of sun when possible. Alertness of instructors to signs of sunburn and sunstroke Cold/breezy weather Correct Personal Protective Clothing for the activity to be worn according to the conditions. Alertness of instructors to signs of hypothermia. Remove casualty to warm area.</p> <p>Instructors should hold valid hold a valid First Aid Certificate (RYA or equivalent), and are appropriately qualified to teach activity with relevant experience.</p> <p>Emergency Action Procedures and Operating procedures to be available in folder kept in Piddinghoe Clubroom and in Racebox at Seaford.</p> <p>Groups using the facilities should SIGN IN, giving date , name, and next of kin contact details.</p> <p>On courses, Instructor to hold emergency contact numbers for next of kin of trainees and Club Directors.</p> <p>Maintenance, breakages and repairs required on equipment and any work carried out should should be logged in Incident books.</p> <p>First Aid kit available in both Clubhouses and in Rescue Boats (contents suitable for operational situation).</p>

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		<p>Accidents/incidents are reported at monthly directors meeting under Health & Safety Item, Reviewed as required .</p> <p>RIDDOR reporting to be done by a director.</p> <p>Dynamic risk assessment by session staff.</p> <p>If performing Rescue Duties, in a powerboat, helm to have a crew to do the rescue work.</p> <p>Coaching can be done by helm alone.</p> <p>Helm to have killcord securely attached to leg. Spare killcord carried in Safety Tub.</p> <p>Boats and Bouyancy aids to be inspected at start of session by Instructor. Reject/ use alternatives if required.</p> <p>Rescue boat equipment checked by helm at start of session.</p> <p>Shortages breakages etc to be entered into Daily log/ Incident Book</p> <p>Annual check, entered to register, and replacement if required of equipment</p>
	<p>Drowning</p> <p>Missing Persons</p> <p>Launching & Recovery</p>	<p>Buoyancy Aids worn within 2m of the water.</p> <p>Alertness of staff to potential dangers.</p> <p>Information on swimming ability provided on booking form– weak/non swimmers highlighted. Equipment provided by the Club to be CE certified, and kept on a register</p> <p>Complete Register at the beginning & end of each session.</p> <p>Head counting during session, not equipment counting.</p> <p>Names on Register/Session Form.</p> <p>Emergency telephone numbers and contact details held by Session Leader.</p> <p>Briefing and training given to Instructors, helpers and trainees on operating procedures.</p> <p>Correct use of trailers & trolleys.</p> <p>Empty trolleys to be stacked in suitable position</p> <p>Instructors and helpers to provide guidance during activity.</p>

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	Contact with boat / equipment parts	<p>Safety Boat to be in water and engine ready to run before any rigging near to water, or any boat launched in the water. Instructor or helper to aid landings where required.</p> <p>Safety briefing, Pupils made aware of potential risks, where to sit in boats, Positioning of boats / equipment within fleet, correct powerboat handling skills (minimum RYA PB2 to operate).</p>
Cadets events away from Piddinghoe	Injury, illness or disease, Safeguarding	<p>Organisation. Event To be arranged by the Cadet Coordinator/Parent or equivalent. Under 18's to be under close supervision of Parent or person nominated by parent to be 'in loco parentis' Transport to site in private cars, may be Seaford or event at another club, Road Traffic Act applies to seat belting etc. Communication. All organisers/parents to event to have mobile phone contact details of each other. Welfare. Food and drink to be available to all youngsters at appropriate times. Safeguarding. Effected by organisers, parents. Support/Rescue for on-water activities to be available before launching and after ashore Coaching and Training to be given by RYA qualified staff. Emergency action plan, Use site specific plan published for site</p>
Equipment	Injury from worn or damaged or equipment failure	<p>Equipment checked when it is returned after use, buoyancy aids zipped and buckled before placed on storage rack Damaged/worn/faulty discarded. Enter into Incident Book</p>
Illness	Cross Contamination from centre clothing and Buoyancy Aids	<p>If required, rinse buoyancy aids/wetsuits in detergent/disinfectant</p>

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Competency of staff and Instructors	Hazard to well being of trainees, cadets, and other users	Instructors to be trained and certificated or competent for the activity they are engaged in. Refresher training and updating to be offered annually To be aware of Operational Procedures and Risk Assessments. Acknowledge in writing that they have read and understood the Operational Procedures and Risk Assessments
First Aid Provision	<p>In the event of an incident suitable equipment not available to treat injury First Aid equipment not verified and replaced as necessary Suitable First Aid stores not carried per session and site.</p> <p>Potential in the event of an injury those persons will not receive correct primary response and ongoing action.</p> <p>Suitable equipment not available as and when required,</p>	<p>Session Leader is be responsible for the presence of relevant first aid kit and supplementary equipment as necessary for each session. Instructors revalidate First Aid qualification every 3 years Annual refresher courses offered to Club Members/helpers First Aid Kits are available both Clubhouses and on rescue boats</p> <p>Ongoing procedure of replenishing First Aid Kits on a regular basis. Noted in Bosuns/ Repairs log on each site.</p> <p>First Aid Kit contents reviewed on a yearly basis in conjunction with analysis of accident and incident reports as well as recommendation from NGB and inspecting bodies. Kits adjusted specifically with regard to areas identified in activity risk assessments and historical data. Kit contents listed within NSSC Operating Procedures</p> <p>Minimum one RYA First Aid certificate holder to be present at each sessions. All Instructors to have valid First Aid certificate</p> <p>First Aid Kits are available both Clubhouses and on rescue boats</p>

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	<p>Injury from contact with boat parts</p> <p>Missing person</p> <p>Sand in eyes</p>	<p>Correct storage of equipment into racks and locked up. Young people to be assisted by adult Instructors to watch enthusiastic young persons and be ready to step in to assist</p> <p>Head count regularly.</p> <p>Avoid throwing of any article(s) into the air</p>
<p>Kayaking, Canoeing SUP and Other paddle sports</p>	<p>Capsize or Drowning</p>	<p>Safety briefing, explanation of paddling, and other boat parts. Timing of paddling strokes so avoid contact with other crew in vessel. Initial briefing, identifying that paddles are not to be used carelessly</p> <p>Proper loading of and distribution of weight on canoe. Distribution of canoes/kayaks away from each other when playing games.</p> <p>Towing of vessel must be done smoothly ensuring all clients to kneel or sit (not standing)</p> <p>All sea sessions are to go no further from the shore line than the Harbour Arm, return to shoreline if large vessels appear, no further that Splash Point unless with rescue boat in attendance.</p>
<p>Windsurfing</p>	<p>Injury from contact with board & rig parts</p> <p>Manual handling</p> <p>Hidden objects in the water</p>	<p>Safety briefing highlighting dangers of boom, mast & board. Correct rigging of kit and equipment repairs. Alertness of instructors. Group control, separation of fleet avoiding collisions. All windsurfers to wear suitable footwear Alertness of instructors. Advise operating area away from other traffic.</p> <p>Briefing on how to carry a windsurf board and a rig. Correct storage of equipment</p> <p>Suitable footwear to be worn</p>
<p>Dinghy Sailing</p>	<p>Injury from contact with boat parts</p>	<p>Safety briefing highlighting dangers of boom, sheets & other boat parts before going on the water and during training sessions. Suitable footwear to be worn. Reefing in marginal conditions. Boat maintenance by approved competent persons. Junior boats with low boom consider padding at main contact area to reduce effect of a hit to the head Consideration given to the wearing of lightweight helmets.</p>

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	Entrapment	<p>Train rescue crew on rescue techniques and action to be taken. Give priority to righting boat rather than cutting rigging</p> <p>Safety briefing to all trainees. Mast head floatation fitted to avoid inversion.</p> <p>All rescue boats to carry a suitable rescue knife.</p> <p>Procedure is to lift boat by shrouds and have mast parallel to water is quicker than cutting rigging.</p> <p>Safety Boat refreshers training offered annually.</p>
Catamaran Sailing	<p>Contact with boat parts</p> <p>Inversion / Entrapment</p>	<p>Safety briefing, highlighting dangers of sheets & other boat parts before going on the water. Suitable footwear to be worn</p> <p>Reefing in marginal conditions.</p> <p>Continuous boat maintenance by competent persons</p> <p>Training given to rescue persons on risk and action to be taken.</p> <p>Safety Boat refreshers training offered annually.</p> <p>Safety talk to all sailors on procedures in event of inversion/ entrapment</p> <p>Capsize Recovery Righting lines fitted where applicable</p> <p>All rescue boats to carry a suitable knife.</p>
Day Sails/ long distance races/ expedition	<p>Capsize equipment breakage, change in weather, tiredness of crews, seasickness</p>	<p>Race Officer has overall authority over event and is to coordinate Rescue boats on water to recover persons and boats.</p> <p>Rescue boat crew have authority to call off race/expedition if conditions on sea deteriorate</p> <p>Rescue boat staff should have RYA Rescue training.</p> <p>Working VHF radios fitted to rescue boats for ability to communicate for assistance.</p> <p>Handhelds also on larger dinghies.</p> <p>Club working channel is CH37A or CH N1 or M1</p> <p>Newhaven Marina is CH12</p> <p>Coastguard/ Lifeboat CH16 or CH67</p> <p>Rescue boat crew have authority to call off race/expedition if conditions on sea deteriorate.</p>
Power boating training	Injury	<p>Course to be delivered by qualified Powerboat Instructor.</p> <p>Safety briefing. Constant instruction/assessment following RYA guidelines.</p> <p>Ratios 3:1 persons Max.</p> <p>Fixed VHF radio on on boat. Portable VHF radio carried by Instructor. Backed up by mobile phone</p> <p>Register of course members carried by instructor, with emergency next of kin and Club Officers contact details</p>
Powerboat and Rescue boat helming and crewing	Injury	<p>Sea going boats (wheel steer) to carry tow ropes, safety tub containing, first aid kit, space blanket, rescue knife, flares, compass</p> <p>Inland boats,(tiller steer) without flares and compass.</p> <p>All session staff to hold RYA PB2 certificate.</p>

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		<p>Crew to be dressed to enter water to assist sailors. Buoyancy Aids worn at all times Kill cord to be worn at all times, securely attached to helm round leg, before starting engine Oil and water engine checks before departing. Enter incidents reports etc to Bosuns Log asap. Seaford in Office, Piddinghoe in galley. Engine turned off when helm is changed. Correct use of equipment when launching/recovering craft. Awareness to potential hazards. Eg other water users, especial look out for fishing lines off Harbour Arms. Avoid running propeller if entangled. Report to Bosun immediately. Enter into Bosuns log in Seaford Office Engines turned off when near to sailors in water. Follow guidelines set by the national governing body RYA. Engines regularly serviced by qualified technician or competent person</p>
Slipway / Launching & Recovery of Equipment	Injury	<p>Briefing given before launching/recovering. Caution when removing equipment from slipway as can be slippery. Use correct trolleys and trailers for equipment, with safe operating and manual handling procedures. Wear suitable footwear.</p>
Manual Handling (Pico, Lasers, Toppers, Ribs, Launch)	Back Injury Slips/trips	<p>Staff Training. Trailers provided where necessary. All boats / equipment not stored on trailers/trolleys carefully lifted onto trailer or racks using enough manpower. With minimum three persons</p>
Tides and Channels	Injury Running aground	<p>Call Newhaven Port CH12 for permission to enter/leave port. Keep to buoyed/marked channels. Observe Newhaven Harbour Byelaws. Speed limited to 5 knots. Staff training. Awareness of state of tide and direction.</p>
Powerboat Engine Dis/mounting	Injury, Dropping of engine	<p>Staff Training. Use of trolleys for moving engines from shed to boat. Use correct manual handling techniques. Minimum two persons. Piddinghoe. Use engine hoist provided. Avoid passing engine from dock to boat/ boat to dock manually Check mounting bolts are tightened before and during use. Tie engine cord through mounting bolt handles and onto boat.</p>
Wild life on pond	Injury	<p>Safety briefing. Awareness by staff. Don't approach or feed / pet the birds.</p>
Support / rescue / teaching boats	Injury/Emergency	<p>Fixed VHF Radios as means of communication between rescue boats. Hand held VHF radios on larger dinghies.,</p>

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		Instructors to carry whistles and rescue knife. Radios if appropriate. Brief trainees on meaning of hand, arm and whistle signals
Seaford Carpark and workshop area	Stranger Danger	Car park and workshops exterior to be illuminated at night during use. Numbers on coded padlocks to car park entrance and workshop entrance to be scrambled when open. No under 18's may use the workshop without close supervision by an adult.
Piddinghoe Pond	Blue Green algae illness	Users briefed accordingly to minimise the risk. Instruct not to enter areas in which blooms are collecting. Wash hands / shower thoroughly after activity and before eating. Staff to minimise risk of illness by avoiding complete immersion in the lake water
Concrete/timber edges, pontoons, jetty edge to Pond	injury	Safety briefing. Group control. Staff training. Buoyancy Aids to be worn at all times within 2m water. Suitable footwear to be worn.
Debris in Lake & on Lake bed Islands in Lake	Injury	All lake users to wear appropriate footwear. Awareness by staff. Safety briefing. Operating area clearly defined. Staff training. New hazards to be reported to Bosuns Log, Sail Store Piddinghoe or in Office Seaford
Changing Rooms	Security	Lockable front door & lockable changing room doors. Awareness by staff and accompanying adults.
Fishermen / Other water users	Injury	Keep away from fishermen areas. Watch out for lines.
Launching & Recovery of dinghies	Injury	Equipment not to be launched directly into other water user's vicinity or violently. Caution when launching and recovering. Use correct trolleys and trailers for equipment, with safe operating and handling procedures. Speed kept to 5 knots when close to shore. Sport 14's to be moved on trolley with minimum 3 persons. 2 to lift, 1-2 to push. Team leader to lead. Toppers to be lifted with min. 3 persons, one each side one at rear,
Beach winch	Injury from rope burn, trip over rope, pulled into	2 Operators. Competent adult operator on crest of beach with control button handset. 'Banksman' with foot control at rear of Winch box. Clear hand and voice signals. Boats to be attached to Winch rope with tow rope, using 'rolling hitch' quick release knot, winch rope not to be attached to trolley,

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	mechanism, run over by boat.	Warning cones to be put near line of winch rope
Newhaven Port & Channel	Injury or collision	Safety briefing, awareness of perimeter walls. . Keep to right hand side of channel. Speed limit 6 knots. No persons in water in port or channel. Care when towing boats in channel checking that equipment not too close to the port wall. Give wide berth to fishing lines. Stop engine immediately if fouled, drop anchor and release line. Newhaven Port to be radioed CH12 for permission to enter / leave. I call for multiple boats at same time.
Fire	Injury, smoke inhalation	Fire procedures notice. Fire Blanket present in Kitchen area. CO2 and Foam extinguishers present in clubhouse. See emergency Action Plan
Office Equipment	Electric shock	Check flexes sockets & connections regularly. Careful operation. Breaks from continuous use. Care when lifting. All appliances to be visually checked periodically by nominated person. Arrange PAT annually
Furniture	Injury	Check regularly for wear & damage. Close drawers after use, keep walkways clear, do not overload files or filing cabinets. Care when lifting. Assistance from other persons.
Lifting Heavy Objects	Injury	Use lifting equipment or assistance from other persons.
Kitchen and Cooking Equipment	injury	Keep untrained persons outside kitchen area. Equipment to be inspected by qualified person
Gas Boiler	Injury asphyxiation	To be inspected by qualified person and certificated annually
Intruders / Unauthorised Entry	Stranger Danger' theft, damage or vandalism	Changing rooms to be kept locked during racing and when not in use. ARO to check doors locked when collecting race sign on sheet. Gates and buildings to be kept locked when unused.. Alarm set on clubhouse and workshop Combination locks on gates and doors to have numbers scrambled while open.
All general areas	Injury Slips, Trips & Falls	Adequate lighting, all trip hazards removed where possible
Maintenance Manual Handling	Back injury	Correct use of equipment provided. Correct lifting and handling techniques. Organise assistance for heavy equipment. Check no obstacles

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Grinding	Injury to eyes and hands	Wear protective goggles, gloves & clothing, use of guards. Warn other persons to stay at a reasonable distance. Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing and should exercise care when using their own tools or when grinding
Tools	Injury	Hand and power tools to be used by competent person. Correct use of equipment & use of safety equipment provided. Aware of dangers if misused. Use tool for correct purpose. . Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing exercise and care when using their own tools.
Electrical Equipment	Electric shock	Check leads, sockets & all connections regularly. Careful operation, especially if working outdoors. Power tools only to be used by competent, trained staff. Visual Inspection at every use, inventory of all electrical appliance and PAT annually
Use of Club's workshops	Injury	Users should gain permission of the Director in charge, before starting work.
Laminating (Fibre Glass)	injury	Wear protective gloves & use warning "Keep Clear" signs. Work in open (well-ventilated) area. Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing and exercise care when using their own tools.
Painting (Solvent Base)	Injury	Wearing face masks & uses warning "Keep Clear" signs. Work in open (well-ventilated) area. Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing and exercise care when using their own tools.
General Boat repairs	Injury	Owners when working on own boat on their berth or within the Club's workshops should exercise care when using repair tools, especially electrical tools. Power tools only to be used by competent person. Lock away when not in use. Ensure boats are securely chocked and supported Dust to be kept to a minimum. Suitable clothing for the work being done. Eg. Boots with steel toecaps, overalls, head protection, dust masks, eye protection, ear/hearing protection.

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Exposure to Engine Noise	Hearing impairment	Engine turned off when not being tested. Use of correct procedures for testing
Handling Hazardous Substances COSHH	Injury	Training given to anyone who will be in contact with substances with warning labels. Substances to be stored in separate well ventilated storage area. Only competent persons to use them. Suitable protective clothing to be worn, correct procedures to be used. Read guidance notes attached to all COSHH substances before use. Used in well-ventilated areas.
Work Area Floor	Trip, slip, fall	Working areas to have warning signs/barriers during work. Floors and working areas to be cleared after use
Boats/Vehicles on Jacks	Crush Injury	Careful operation & precautionary use of axle stands and chocks. Only to be fitted and used by competent, person.
Greases & Oils	Allergic skin reactions	Careful use. Use gloves and barrier cream. Remove from skin thoroughly after use.
Workshop Fire	Injury	Fire procedures notice located in workshop. Smoke detector checked regularly
Controlling Spills Disposal of waste	Injury	See above. Correct methods of disposal set out by manufacturer. Use of warning signs if required.
Overloaded Shelving Units	Crush injury Falling objects	Use step ladders provided when handling goods above head height. Work areas kept clean & tidy. Operate a clean as go policy.
Engine Testing out of Water	Cuts & Burns	Supervision & work to be carried out by engineer.
Lifting & Carrying Engines	Back injury	Use correct lifting techniques, engine hoist & engine trolleys where possible
Testing Engines in Tank – Fumes	Smoke inhalation	Test tank only to be used by engineer. Use in open area
Engines Starting in Gear	Injury	Engineer or nominated person to regularly check all engines. Kill cords to be worn before starting engine. Records kept. Out of gear mechanism to be checked periodically

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Fuel	Injury & Manual Handling Fire	Observe Fuel Transport Regs and Protocols. Fuel containers to be kept in lockable storage at all times. Observe "No Smoking" signs in area Two Stroke fuel for grass cutting machines to be clearly marked, in a 5 litre can and be marked with ratio
Fuel Store	Injury & Manual Handling Fire	Attention to be taken when entering and leaving store area. Observe correct handling techniques and make others aware of any potential hazards. Store to be locked at all times once loading unloading has finished. Fuel to be kept in metal jerry cans or RIB portable plastic fuel cans. No naked lights or flames.
Fuel Spillage	Contact with eyes or skin	Only decant in gravelled area. Care when decanting into fuel cans or outboards. Use funnel. Prevent contact with skin. Eyes wash bottles and protective gloves are provided at each fuel store.
Boats & Trailers as Obstacles	Injury from Tripping, over/ walking into	Leave stored equipment in correct place; ensure no protruding parts into walk ways.
Mowing	Injury from contact with blades, wheels noise, flying debris	Only nominated competent person to operate. Mowing to be undertaken when site not in use by others. Training given to nominated users. Over 14 year old and under 18 year olds, after training, only to use mowers and other machines under close supervision by adult. Walk site looking for obstacles if grass is long Refuel only after engine cooled Ear defenders to be worn. Sign in/out when undertaking work in Bosun's Log in Office, Report any loss, damage, incident etc
Strimming	Injury from contact with blades, noise Flying debris	Training given to nominated users. Boots, Ear defenders, face mask and overalls to be worn Walk site before using machine. Check for obstacles and remove. Refuel after engine cooled Sign in/out when undertaking work in Bosun's Log in Office, Report any loss, damage, incident etc found to be broken or missing, stop work or effect repair
Moving Boats & Trailers	Injury	Briefing of persons on procedure before moving equipment. Work in unison when lifting & handling. Ensure enough persons to lift boat safely.

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Sharp Objects on Ground	Injury	Suitable footwear should be worn at all times. Regular checking of site Reporting of items appearing on ground to be reported / entered to Incident/ Bosuns Log
Safeguarding when Working With Children under 18 years	Abuse of young people	Organisers and Instructors should hold DBS certificate. Staff/volunteers monitored during the event or training session, etc.. Suspicion of abuse to be raised immediately, to a Director of the club or the Club Safeguarding Officer only. No discussion with any other party. Under 18s are permitted to use the facilities of the club, only under close supervision of a parent or guardian
Lone Working	Help not available immediately	Operational Procedures to keep this to absolute minimum. Ensure Contact facilities are available.

I have read the above Risk Assessments and understand them.

Name

Date

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