

# RBSC Risk Assessment

last updated: May 2021

HAZARD	RISK	CONTROL MEASURES in PLACE	ACTIONS	ACTION by WHO / WHEN
1. Accidents on the water	MEDIUM	<p>To ensure a rapid and co-ordinated response, VHF radios are to be used:</p> <p>During RYA training courses, the Senior Instructor will carry a functional VHF radio to communicate with instructors on the water carrying radios.</p> <p>During formal racing, the OOD (Officer of the Day) will carry a functional VHF radio to communicate with the safety boat crew.</p> <p>Radios kept on charge in Race Hut when not in use.</p>	Senior Instructor and OOD	Radios returned to charge in Race Hut after use.
2. Man overboard	MEDIUM	<p>If a person falls into the water, a number of risks arise:</p> <ul style="list-style-type: none"> <li>• Cold Water Shock</li> <li>• Hypothermia</li> <li>• Drowning</li> </ul> <p>These are identified below in more detail.</p> <p>The risks can be mitigated by appropriate use of suitable clothing and buoyancy aids, by help from other sailors or the Safety Boat. Most importantly, sailors should make a realistic assessment of the personal risk of sailing under the prevailing conditions. During RYA training courses students must follow the advice of the Senior Instructor in charge of the session.</p>	Members are reminded to wear suitable clothing (wet or dry suits if required) and buoyancy aids in renewal information (e.g. Club Programme) and in notices at the club.	Membership Secretary/Sailing Secretary/Safety Officer

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2.1. Cold Water Shock	MEDIUM	<p>Cold Water Shock is a cause of death that many people fail to appreciate. Adequate clothing and a lifejacket will help you to survive long enough to be recovered. When the body is suddenly immersed in cold water it experiences a number of physiological responses that can rapidly incapacitate and even kill. As blood vessels contract, increases in heart rate and blood pressure may result in cardiac arrest even in people who are in good health. At the same time a “gasp” response may result in water being inhaled into the lungs and your breathing rate may increase by as much as tenfold. CWS is a danger in water below 15°C. It is therefore important to think carefully about the clothing you wear and protection from the cold – a dry suit will provide additional protection, particularly in very cold water. CWS coupled with the shock of capsizes may well contribute to a feeling of panic as you struggle to stay afloat; this will be far easier to overcome if you are wearing a buoyancy aid. The key to surviving cold shock is being alert to the symptoms and acting quickly to protect your airway and conserve your strength.</p> <ol style="list-style-type: none"> <li>1) All single-handed sailors are strongly advised to wear wetsuits or drysuits during the winter season.</li> <li>2) All sailors are strongly advised to wear wetsuits or drysuits whenever a capsizes is likely, especially during winter months.</li> <li>3) Sailors are advised to wear appropriate clothing for the conditions.</li> <li>4) A close eye may need to be kept on the person after an incident in case of delayed symptoms.</li> </ol>	<p>If someone is recovered from the water, they may seem okay, but might be susceptible to secondary drowning where any water entering the lungs can cause a condition called pulmonary oedema. This can happen within 1 to 24 hours after an incident in the water.</p> <p>Symptoms to look out for are coughing, chest pain, troubled breathing, tiredness and irritability.</p>	<p>Rescue boat crew, OOD and other club members to check on anyone who has entered cold water.</p> <p>Medical help to be obtained if there is concern.</p>

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2.2. Drowning	LOW	1) Personal buoyancy aids, correctly fitted to be worn at all times both on the jetties and when afloat. 2) Children, to wear well-fitted personal buoyancy aids when near or on the water. Under 5 years of age and non-swimmers at all times. 3) Life ring, with heaving line sited outside the clubhouse.		
2.3. Hypothermia	LOW	Hypothermia happens over time as heat is conducted away from the body leading to a gradual decline in body core temperature and loss of swimming ability. 1) All single-handed sailors are strongly advised to wear wetsuits or drysuits during the winter season. 2) All sailors are strongly advised to wear wetsuits or drysuits whenever a capsize is likely, especially during winter months. 3) Sailors are advised to wear appropriate clothing for the conditions. 4) A Safety Boat is available to members to assist sailors in the water as required. (Note: During organised events the Safety Boat is manned.) 5) Sailors to supply towels and dry clothes as necessary. 6) Hot showers available.		

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2.4. Capsize	HIGH – LOW (depending on wind conditions and type of dinghy sailed.)	1) Sailing alone (i.e. no other members at the Club) is strongly advised against. 2) Personal buoyancy aids, correctly fitted, should be worn at all times when afloat. 3) A Safety Boat is available to members to assist sailors in the water as required. (Note: During organised events or training the Safety Boat is manned.) 4) Sailors are advised to practise righting their own boats. 5) Dinghy buoyancy should be checked at least once a year. 6) Emergency Response Procedures in place.	1) Club Programme (sent annually upon renewal of membership) states “Members are advised NEVER to sail alone.”  2) Emergency Response Procedure regularly checked and updated	1) Sailing Secretary/Membership Secretary 2) Safety Officer

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3. Entrapment	LOW	<p>Because Rollesby Broad is shallow (maximum depth 8ft) the risk of a dinghy completely turning over is restricted to Optimists only.</p> <p>When Safety Boat cover is provided, the helm and crew are available to assist with the righting of an inverted boat in the event of an entrapment. They can also help people trapped by the sheets or sails of a capsized dinghy.</p> <p>Safety Boat helm or crew must not put themselves at risk by going underneath a capsized dinghy. Help should be provided by righting a boat promptly in the normal way.</p> <p>All sailors have a duty to look for sailors in difficulty and go to their assistance if required and possible. This is particularly important if a sailor is not visible or free to move after capsizing.</p> <p>During RYA training courses mast head floats will be used to reduce the risk of inversion.</p>	Senior Instructor to monitor the use of mast head floats for each RYA training session.	1) Senior Instructor

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4. Head injuries	MEDIUM - HIGH	<p>The boom and other parts of a sailing dinghy can present a risk of head injury, both when preparing the boat to sail (maintaining, rigging, launching) and when sailing. Variable and gusty winds add a risk of the boom swinging unexpectedly.</p> <p>Club boats for trainees will have padding on the boom to reduce the effect of an impact with the sailor. Beginner sailors in their own boat will be encouraged to have padding on the boom.</p> <p>The risks of bumping the head during rigging, setting off and sailing will be covered by the Instructor during teaching and briefing.</p> <p>Experienced sailors should consider the risk of head injury when sailing and take precautions with regards to the conditions, and use protective equipment.</p>	<p>Pad boom of club boats to be used by trainees</p> <p>Instructor to remind trainees regularly about this risk</p>	Senior Instructor

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5. Injuries Whilst Sailing	MEDIUM - LOW	<p>1) First Aid Kit available in the Clubhouse. A single use first aid kit on the safety boat for minor injuries (e.g. cut fingers)</p> <p>2) A Safety Boat is available to members to assist sailors in the water as required. (Note: During organised events the Safety Boat is manned.)</p> <p>3) Emergency Response Procedures in place.</p> <p>4) On racing days and organised events; the OOD is in overall charge, therefore will take responsibility to see that first aid is carried out and emergency services contacted if required.</p> <p>5) On non-racing days; individuals at the Club will take responsibility for themselves.</p> <p>6) During RYA training courses the Senior Instructor is responsible for ensuring that first aid is carried out and emergency services contacted if required.</p>	Check Clubhouse First Aid kit and safety boat first aid kit	Safety Officer, monthly
6. Injuries Onshore	MEDIUM - LOW	<p>1) First Aid Kit available in the Clubhouse</p> <p>2) Emergency Response Procedures in place</p> <p>3) On racing days and organised events; the OOD is in overall charge, therefore will take responsibility to see that first aid is carried out and emergency services contacted if required.</p> <p>4) On non-racing days; individuals at the Club will take responsibility for themselves.</p> <p>5) During RYA training courses the Senior Instructor is responsible for ensuring that first aid is carried out and emergency services contacted if required.</p>		

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7. Slips and Falls on Jetties and Slipways	MEDIUM - LOW	1) Running not allowed on jetties or slipways 2) Stiff brooms available for sweeping down the jetties and slipways 3) Regular cleaning. High pressure hose available. 4) Non-slip matting on slipways. 5) Gritting material available, to be used during icy conditions.		
8. Racing Accidents	MEDIUM	1) All helms should have a basic knowledge of the right of way rules. 2) Safety boat to assist as required. 3) All helms to sign in prior to the start of each race, as confirmation they are insured.		
9. Safety Boat Preparation	LOW	No smoking or naked flames when refuelling engine. Safety boat to carry the following: <ol style="list-style-type: none"> <li>1. Paddle</li> <li>2. Mud weight attached</li> <li>3. 1 towline</li> <li>4. Throwline packed correctly</li> <li>5. Spare Kill cord undamaged</li> <li>6. Sharp, serrated knife</li> <li>7. Fire extinguisher 5a/34b</li> <li>8. VHF radio</li> <li>9. Bridle secured to strong points</li> <li>10. Emergency response items (Tool kit, survival bag, first aid kit, spare kill cord) are in date and functional</li> <li>11. Adequately fuelled</li> <li>12. Painter</li> </ol>		Safety boat helm to be responsible for checking prior to launch



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10. Safety Boat Operations	MEDIUM	<p>1) All helmsmen must have experience or training in safety boat use.</p> <p>2) When the safety boat is on duty the crew will be two (one with a minimum age of 16 years and a second with a minimum age of 12).</p> <p>3) A Kill Cord must be attached both to Helmsman &amp; Dory when afloat. Kill cords must be worn at all times, tight around the top of the leg before engaging forward or reverse gear. Killcord lanyards should be checked regularly for wear, with worn ones removed from use. A spare kill cord is available in all power boats, please notify John Saddington if you use the spare cord so that it can be replaced.</p> <p>4) Crew to be in radio contact with OOD or Senior Instructor (for RYA Training sessions) and positioned so all boats can be monitored.</p> <p>5) In case of injury to the safety boat helmsman or crew, the boat is to contact the OOD or Senior Instructor via radio and return to the Clubhouse for first aid without delay. Racing or training to be postponed until fully crewed safety boat is back on the water.</p> <p>6) In case of injury to a sailor, he/she is to be recovered immediately. The boat is to contact the OOD or Senior Instructor via radio and return to the Clubhouse for first aid without delay. Racing or training to be postponed until fully crewed safety boat is back on the water.</p> <p>7) A single use first aid kit is on the safety boat for minor injuries (e.g. cut fingers)</p>	1) On going Training for Safety Boat Helmsman	

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11. Safety Boat Propeller	HIGH (when recovering a person from the water) otherwise MEDIUM	Keep the engine as far away as possible from people at all times. The safety boat engine to be switched off before recovering people who are in the water or have any part of their body in the water. Safety boat helm to alert dinghy helm and crew to the importance of staying well inboard if a tow is to be carried out. Particular care to be exercised upon arrival at the jetty.	1) On going Training for Safety Boat Helmsman	
12. Fire on Safety Boat	LOW	A fire extinguisher is provided, however if there was a fire on the safety boat the first priority is the crew. Therefore they should not attempt to put out the fire, but instead abandon the boat. The only exception would be if they had specific training in the use of fire extinguishers.	Safety Boat Crew	Safety Officer to check expiry of Fire Extinguisher annually
13. Fire	LOW	1) Fire fighting equipment in Clubhouse. 2) Emergency Response Procedures in place. 3) Fire extinguisher in boat shed. 4) Flammable Liquids sign on front and rear exits of boat shed. 5) Fire extinguisher on safety boat.	1) Inspection of Fire fighting equipment carried out as required	1) Safety Officer

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14. Storm Damage	LOW	1) The site will be closed when storm force winds are anticipated or after a storm when damage to trees must be checked before allowing access. 2) All dinghies subject to be blown about in strong winds should be secured to the ground when not in use, especially during winter. 3) Removal of overhanging hazardous branches as practical. 4) Emergency Response Procedures in place	1) Commodore and Safety Officer to decide if site should be closed due to storm risks 2) On going tree trimming in cooperation with the landlord.	
15. Thunder & Lighting	HIGH (when present) – LOW (as not a common occurrence most of the year)	1) When sailing it is up to the individual sailor to decide if he/she should come off the water when there is a thunder and lighting in the area. It is highly recommended that all sailors come off the water until the risk has passed. 2) During RYA training the Senior Instructor will make a dynamic risk assessment throughout the session with regards to the weather. If lighting and thunder is present students will come off the water and the Senior Instructor will decide if and when it is safe to return to sailing.		

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16. Other Broad Users	LOW	<p>1) Members to appreciate that other Broad users may not have the same degree of knowledge of right away rules as they do. Therefore, they should make allowances when approaching such users.</p> <p>2) Fishing often takes place from the jetties in the northeast corner of Rollesby, where lines are often cast out some distance. Members should be aware of their floats and avoid them.</p>	1) On going communications with the restaurant on Rollesby, to avoid conflicts with other to Broad users	
17. Collapsing of the Slipways, due to undercutting	LOW	1) Limit the maximum weight on the slipways to 500Kgs.	Notification at the Club and web page of the limitation	Safety Officer
18. Weed - entrapment	MEDIUM. Capsize in areas of heavy weed where the Safety boat cannot reach.	<p>1) Avoid sailing into areas of heavy weed concentration where the Safety Boat cannot reach.</p> <p>2) Children particularly at risk, to be instructed of the hazard by a responsible adult.</p> <p>3) Safety Boat to carry paddle to help in reaching a victim.</p>		

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19. Blue-Green Algae, possible toxicity. (Particular risk to children up to the age of 14.)	LOW – MEDIUM Depending on concentrations and toxicity.	1) Avoid capsizing in areas of high algae concentration. 2) Avoid lee shores on windy days where high algae concentration will accumulate. 3) Wear clothing to minimise contact with algae. 4) Minimise time in water when launching and recovering dinghies. 5) Sailors coming in contact with the algae should hose themselves and cloths down before entering the changing rooms. 6) Dogs entering areas of algae should be hosed down. 7) Children, adults and pets should avoid shore side areas where the algae are present, particularly on windy days. 8) <a href="http://www.wgcsc.org.uk/download/RYA_Guidance_on_blue_green_algae.pdf">http://www.wgcsc.org.uk/download/RYA_Guidance_on_blue_green_algae.pdf</a>	All Members concerned with Blue-Green Algae should refer to the RYA Guidance below:	All Members
20. Covid 19 General Infection spread	MEDIUM	Refer to current Covid risk assessments.	Follow club and government guidelines	All Members
21. Covid 19 Galley	MEDIUM	Refer to current Covid risk assessments for Galley operation	Follow club and government guidelines	All Members

## DEFINITIONS:

- |                     |   |
|---------------------|---|
| 1) Hazard           | - Something that could cause potential harm       |
| 2) Risk             | - The likelihood that a specific hazard may occur |
| 3) Risk Levels      | - High, Medium, Low                               |
| 3) Control Measures | - Measures put in place to reduce the risk        |
| 4) Actions          | - Requirement to further reduce the risk          |