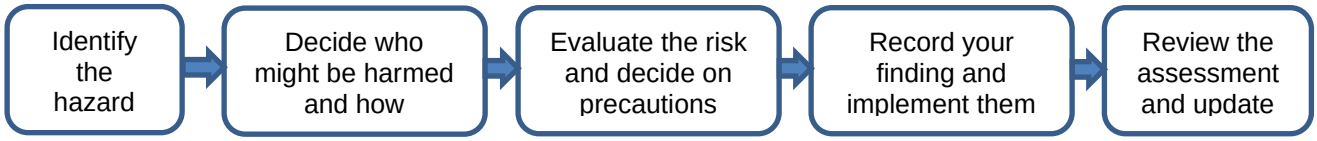
1. Introduction

1.1 The aim of this policy document is to set in place the risk assessment process for use across Warsash Sailing Club (the Club).

2. The WSC Risk Assessment Process

2.1 The Club's risk assess process consists of 5 simple steps:



2.2 Step 1 – Identify the hazard:

2.2.1 This is best achieved by the person undertaking the Risk Assessment "walking" through the area of the planned activity, thinking through what will be undertaken and then seeing what could reasonably be expected to cause harm. It is often a good idea to do this in conjunction with a second person. The checklist in Appendix B will help with this process.

2.2.2 It is helpful to look at a similar risk assessment previously carried out and held in the Admin Office. It can be useful to talk to Club Staff and to Flag Officers involved in the area. The Honorary Secretary will also be able to advise on the risk assessment process.

2.3 Step 2- Decide who might be harmed and how:

2.3.1 Once the hazards have been identified, decide who might harmed by the hazard and how this harm may come about.

2.3.2 This is best done by working through categories of people, i.e. members, staff, visitors, contractors etc. Take care to identify those people who may be particularly vulnerable to a certain hazard.

2.4 Step 3 – Evaluate the risk and decide on precautions:

2.4.1 Now it is known who may be harmed and how, systematically work out the best way to manage the risk and therefore control it. First consider what is already being done to reduce the risk, i.e. reduce the chance that someone will actually be hurt. The law does not require the Club to remove all risk from all activities, that would be impossible to achieve. However, it does require the Club to do everything "reasonably practicable" to protect people from being harmed.

2.4.2 Once the measures already in place have been identified, then it it is necessary to quantify the risk associated with the hazard. In WSC this is done by identifying (i) the likelihood of harm score and (ii) the score of severity of that harm. Hazard Severity and likelihood scores are then used to identify the Risk Factor from the following Risk Factor Matrix.

Hazard Severity	Hazard Likelihood 1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

1 - 4	Low Risk Factor (RF)
5 - 12	Medium Risk Factor
15 - 20	High Risk Factor
25	Dangerous

Score	Severity (S)
1	Insignificant, no loss to Club, no 1st aid required
2	Minor injury or loss, first aid required at WSC/home
3	Mid-scale injury, significant loss, drive to GP / A&E, formal investigation if > 3 days hospital
4	Major injury, major loss to Club, ambulance called RIDDOR if > 7 days hospital
5	Fatality, big impact on WSC immediate report to HSE

Score	Likelihood (L)
1	Highly unlikely
2	Somewhat unlikely
3	Possible
4	Probable
5	Almost certain

Figure 1: Risk Factor Matrix

2.4.3 Risk Factors fall between 1 and 25, the figure identifies where further action may be required:

2.4.4 A Low Risk factor (i.e. 1-4) is managed, existing precautions are effective and the situation should be monitored on an ongoing basis.

2.4.5 A Medium Risk Factor (i.e. 5-12) is being partially managed. It is worth looking again to see if there is any other way to better control or eliminate the risk.

2.4.6 A High Risk Factor (i.e. 15-20) is not being managed and further precautions are necessary. Extra measures must be devised and implemented to reduce the risk. Activities having either a High or a Dangerous Risk Factor (i.e. 25) are not permitted to proceed by the WSC Executive Committee.

2.5 Step 4 - Record and implement precautions:

2.5.1 It is not necessary to record the entire research and thought processes when doing a risk assessment. The Risk Assessment Checklist (Appendix B) should be used when reviewing new tasks to show that the risks have been considered and to record the significant findings so that they can be acted on by others in WSC. Consequently, significant findings are to be recorded in such a way that they can be used and understood by other people. In WSC, risk assessments are recorded on Form FS1000 unless a different form is specified by Southampton Port, Hamble Harbourmaster etc.

2.5.2 Where further precautions are necessary these must be specified together with a time frame and identification of the person responsible for enacting them. Once they have been put in place and are seen to be working, they can be signed off and the risk assessment reviewed to show the hazard and risks have been effectively managed.

2.5.3 The person carrying out the risk assessment is to show the completed Risk Assessment Form to the responsible Flag Officer for approval. The Flag Officer may decide to bring the assessment to the Executive Committee for decision on e.g. an event progressing, or to approve the investment or byelaw change necessary to reduce risk to an acceptable level.

2.6 Step 5 - Review the assessment and update as necessary

2.6.1 Risk assessments have a certain shelf life; they should not go out of date the day after they are created. However, all risk assessments should be reviewed after a reasonable time (e.g. annually). It is important that review dates are set for confirming the effectiveness of risk reduction measures.

2.6.2 The Club is not a particularly dynamic environment, i.e. The hazards and risks it contains tend not to change on a daily or even weekly basis, so it is possible that most general risk assessments (e.g. dinghy racing, working at heights) will not need to be reviewed any more than annually or if there is a change in legislation. However, there are always certain non-routine or special circumstances that may require a one-off risk assessment.

3. Responsibility

3.1 Key responsibilities for the conduct of risk assessments are:

3.1.1 The Commodore has overall responsibility for effective risk management within the Club, and to ensure that the Club complies with its statutory obligations.

3.1.2 The Executive Committee as the Club's decision-making body oversees Health and Safety matters, including risk assessments, as a standing agenda Item.

3.1.3 Flag Officers and the Bar Committee Chairperson are responsible for ensuring that necessary risk assessments are carried out in their areas of responsibility to maintain a safe environment for all staff, members, contractors and visitors to the Club.

3.1.4 Event co-ordinators usually carry out the risk assessments, for major series (e.g. dinghy racing, Spring series, general social events) these are carried out on a committee basis and approved by the responsible Flag Officer.

3.1.5 The Honorary Secretary provides advice to those carrying out risk assessments.

3.1.6 The Administrator maintains a file of completed risk assessments for reference of Officers, duty personnel, staff and members.

4. Policy for the control of risks

4.1 Once an assessment of the hazard has been completed and a risk factor calculated, it might be that further precautions are needed to reduce the risk factor to an acceptable level. The following approach is to be adopted:

4.1.1 **Eliminate**. The first option should be to remove the risk entirely, then it is no longer a danger to anyone or anything.

4.1.2 **Reduce**. The second option is to lower the risk factor. This can be achieved by:

- Reducing the likelihood of the risk occurring by reducing exposure to the source of the hazard, or
- Reducing the severity of the risk by reducing the effect of the hazard. l

4.1.3 **Isolate**. If the risk cannot be eliminated or reduced then it may be necessary to identify a way of isolating the hazard from those at risk.

4.1.4 **Control**. If the risk is such that it cannot be eliminated, reduced, or isolated then the only course of action left is to control how people interact with that hazard. The key to this is through the use of concise, coherent procedures that are agreed by the Flag Officer or the Executive Committee.

4.1.5 **Protective Equipment**. Personal protective equipment (PPE) in most cases is the last method used to control a risk. Principally this is because it only protects the wearer and no one else. The requirement for PPE is usually specified by the Flag Officer or the Executive Committee.

4.1.6 **Discipline**. There must always be the necessary Club discipline to ensure that:

- Identified risk control methods are followed;
- Hazard inducing defects are reported and rectified;
- Procedures are reviewed and monitored regularly;
- Requirement for the wearing of PPE is enforced.

5. References

SF1001 – Risk Assessment Form

6. Change history

V1.0 - Initial Issue dated 7/12/2016
V2.0 – Update following initial use, dated 1/04/2019
V3.0 – Update, change of Commodore, dated 27/03/2023

Appendix A – Examples of Risk Assessments and Risk Control

A1. Shore Based Activities

A1.1 Bar Equipment and operation

Why do the assessment?
The purpose of this assessment is to identify if there is a risk to staff or bar operative using bar and cellar equipment.
How might they be harmed?
The may be harmed, whilst in the cellar, either through shifting full beer kegs (see moving and handling) or through discharge of high-pressure gas or liquids whilst changing over kegs and high-pressure gas cylinders.
How do we control the Risk?
The risks are controlled by training employees and volunteer bar staff into changing over kegs and gas cylinders and backing this up by having operator instructions and appropriate tools continuously available.

A1.2. Fuel storage and refuelling of club craft (See also HS103)

Why do the assessment?
The purpose of this assessment is to identify if there is risk to staff or members from the storage of fuels (i.e. diesel and petrol) and from the refuelling of craft either at the club or at fuelling berths on the river.

How might they be harmed?
Petrol, when spilt or exposed to open air, can vaporise quickly and the vapour can be ignited easily by spark, flame, cigarette, etc. Even a small spill of petrol will create a large amount of vapour. Likewise, when it is being poured and when a tank is being filled, the vapour in the 'empty' tank is displaced by the new liquid fuel. Escaping vapour will sink to the lowest level of its surroundings, accumulating at low level in places such as cabin floors, lockers, bilges and other 'still-air' spaces. Even if the concentration of vapour is too rich to ignite immediately, it will dilute creating the potential for a serious fire and/or an explosion, even though, given enough ventilation, it may eventually dissipate to a safe level.

How do we control the Risk?
The risks are controlled by keeping to any fulling point/garage-owner guidance and rules on refuelling boats and/or containers and the handling of petrol and/or diesel on their sites. Measures are to be taken to prevent petrol vapour being blown back or flowing down into boats during refuelling, turn off all ignition sources before removing any tank or container caps. Avoid decanting petrol from containers, but if essential, use proprietary anti-spill containers, spouts or nozzles to allow, clean and easy, no-spill refuelling.

Petrol leaks and spills can readily vaporise and ignite in an instant. Any loose fuel must be cleaned up straight away, filler caps must be checked secure after refuelling. Before starting the boat's engine, turning any switch or lighting any flame, it is important to check that no petrol vapours have entered a boat. Care is to be taken to protect containers form physical damage. If there's a strong smell of petrol staff and members are not to assume it is OK to carry on.

Only the minimum essential quantity of petrol is to be stowed in containers. If spare fuel is a necessity, the club must comply with UK law. All fuel is to be stored ashore in the designated stowage location in properly specified containers. This is not to be in a building and is to be in direct contact with the open air. More than 30 litres of petrol are not to be stowed in a single location unless local authority approval has been granted, when up to 275 litres may be stowed. Containers are to be stowed securely upright and protected from pressurisation by siting them away from intense heat and out of direct sunlight. Petrol cans and spare fuel containers are to be be stored away from any source of ignition in secure, dedicated drained lockers,

where any escaping petrol fuel and/or vapours will dissipate safely.

Demountable fuel tanks must be designed to be safely disconnected, connected and removed/replaced without leaking fuel. The maximum quantity of petrol that can be kept in a demountable tank is 30 litres.

A1.3 Asbestos

Why do the assessment?
The purpose of an asbestos assessment is to identify if there is a risk of any employee, member, visitor, or contractor coming into contact with asbestos whilst within the Club premises.

How might they be harmed?
Asbestos is a naturally occurring mineral fibre that comes in many forms, but there are three which were used predominantly; Chrysotile (white), Amosite (brown), and Crocidolite (Blue). It was used extensively in buildings and refurbishments/renovations, for its heat resistant properties. It was banned from use after 1999.
Asbestos has been linked with several medical conditions including Lung Cancer, Asbestosis, Mesothelioma, and Pleural Plaques. It is therefore important to control exposure to asbestos when in its dangerous form. Asbestos is only dangerous when fibres are released into the air and then inhaled. It is not necessary to remove all asbestos from a building if it is in good condition and the chance of fibre release is very low; in such a case it can be managed.

How do we control the Risk?
Asbestos has been identified in over 3,000 products ranging from pipe lagging to ceiling coverings to floor tiles. It is therefore imperative that only competent persons survey buildings to locate. The Control of Asbestos regulations, 2006, require that a written register of all asbestos within WSC is held. This register must be available to anyone who might be working on any of the areas of asbestos. A risk assessment and a safe method of work must be carried out before any work is done on asbestos.

If it becomes necessary for Asbestos to be removed from a WSC building it must be done by a competent and licensed contractor in accordance with the Hazardous Waste regulations. Once the Asbestos has been fully removed and the area declared clear; a certificate of safe removal is to be provided by the contractor.

A1.4 Hazardous substances (See also HS103)

Why do the assessment?
The purpose of a hazardous substances risk assessment is to identify who might be harmed by exposure to harmful substances within the Club and to identify any precautions that need to be taken to eliminate, or reduce to a minimum, any exposure to hazardous substances. However, this risk assessment does not remove the need to perform individual Control of Substances Hazardous to Health (COSHH) Assessments of any substances that are known to be hazardous.

COSHH specifies the need to assess all hazardous substances that are:

- Used during work activities (e.g. alcohol gel, oven cleaner);
- Stored at the Club (e.g. Bleach, rat poison, Paints);
- Which occur naturally on the premises (e.g. Legionella (see A1.5), Radon).

Some substances have separate regulations that remove them from COSHH and place other obligations on the Club, these include Lead, asbestos, explosive or flammable substances.

How might they be harmed?
Staff, members, visitors or contractors may be harmed by exposure to hazardous substances via:

- Absorption through the skin (e.g. from a spill of a chemical onto the body);
- Inhalation of a vapour or gas into the lungs (e.g. from broken gas main, or a chemical reaction);
- Ingestion of a substance into the digestive system (e.g. eating food without washing hands).

How do we control the Risk?
The primary source of information are COSHH data sheets, also known as Manufacturers Safety Data Sheets (MSDS). These give guidance on the safe handling and storage of the substance. The risk is managed by limiting the severity and likelihood of harm:

- is it possible to use a less hazardous substitute?
- Storage in properly marked sealed containers in a locked cupboard;
- Procedures promulgated for handling, storage and use of substances and actions necessary in the event of spills.
- Publicising hazard symbols used to mark substances;

A1.5 Legionella

Why do the assessment?
The purpose of a hazardous substances (Legionella) assessment is to identify who might be harmed by exposure to Legionella bacteria within the Club and to identify any precautions that need to be taken to eliminate, or reduce to a minimum, any risk of exposure to Legionella bacteria.

How might they be harmed?
Legionella bacteria (Legionella Pneumophila) occur naturally in exposed water courses in this country and from there can easily be carried into the mains water supply and into the Club. The bacteria cause a group of diseases called Legioneliosis, which includes Legionnaires Disease. This infection is potentially fatal and has similar symptoms to flu or pneumonia.

The most common method of contracting the disease is via inhalation of water droplets from a shower spray or aerosol which contain the bacteria.

How do we control the Risk?
At WSC the risks areas are the hot and cold water systems within buildings. Good plumbing design avoids areas where pipe runs create the low flow/stagnant conditions favoured by Legionella. Water must either be kept below 20 degrees centigrade (Legionella dormant) or above 60 degrees centigrade for at least 2 minutes before use (Legionella destroyed).

The Club's water systems are also kept clean and routinely tested for legionella following the HSE guidance. Maintenance and cleanliness –

A1.6 Display screen equipment (DSE)

Why do the assessment?
The purpose of the Display Screen Equipment (DSE) assessment is to identify any hazards that result from their use within the Club. At WSC it is the Administrative and Accounts staff who are at risk.

How might they be harmed?
Users of display screen equipment may experience:

- Musculoskeletal disorders (MSDs) from prolonged sitting in a stationary position;
- Visual discomfort or fatigue from long periods of concentration on the display screen;

- Stress from frustration at slow responses from the PC or from unsuitable software being used;
- Deep Vein Thrombosis caused by prolonged physical inactivity.

How do we control the Risk?
WSC monitors its PCs and software ensuring they conform to modern practice and provides good general working conditions. It provides for staff eye examinations and spectacles for close work.

A1.7 Falls from Height

Why do the assessment?
The purpose of the Falls from Height assessment is to identify if there are circumstances within the Club which might result in staff, member, visitor, or contractor being harmed by falling from above ground level.

How might they be harmed?
Falls from height involves falling in any uncontrolled or unexpected way from above floor level, e.g. from an exposed edge, down into a hole in the ground, or from a ladder. These falls can result in injury even when falling a relatively small distance.

How do we control the Risk?
It is not easy to reduce the severity in the case of falls from height, so the focus is on reducing the likelihood of a fall happening. Risks of a fall are increased by the use of ladders, poor lighting over stairs and unmarked steps.

Key points to consider
Are activities requiring working at heights properly planned and organised? Is access equipment used for working at height suitable, maintained and inspected? Are employees trained and competent to do the work? Are all steps within the Club well marked?

A1.8 Moving and handling (See also HS102)

Why do the assessment?
The purpose of a general Manual handling assessment is to identify if there is a risk of staff, members or visitors being harmed through lifting any objects. If a significant risk is found, then precautions must be put in place to reduce this to a minimum.

How might they be harmed?
Musculoskeletal injuries due to poor lifting technique.

How do we control the Risk?
Controlling Manual Handling of objects revolves around precautions in place to assist and using the following 4 stage check:

- **Task.** Is the task necessary, do you really need to move this item, how far does the item really need to be moved?
- **Individual**. Am I capable of performing this task, do I have the skills and knowledge, am I physically capable?
- **Load.** Is the load stable, is it difficult to hold, do I need and safety equipment to handle it?
- **Environment** Is the area where I plan to perform the task clear of obstructions, is it well lit, is it safe to walk in carrying an object? (Sometimes referred to as a TILE assessment for short).

Key points to consider
Have all hazardous moving and handling tasks carried out in the Club been assessed? Are plans specific

about different handling tasks and the equipment to be used? Are staff and members competent to carry out moving and handling techniques safely?

A1.9 Safe temperatures

Why do the assessment?
The purpose of the safe temperatures assessment is to identify if there is a risk of any staff, member, visitor or contractor being harmed by contact with high temperature surfaces or water. If there is a significant risk then precautions must be designed and put into place to reduce the risk.

How might they be harmed?
The safe temperature assessment addresses two areas:

- High temperature surfaces, e.g. hot water cylinders, radiators, hot water pipes, hot plates; which can cause burns to people in a short time at very high temperatures
- High temperature water which can cause scalds if all or part of the body is immersed

How do we control the Risk?
Hot plates are not left switched on and unattended. The risk of scalding from hot water has been a difficult one to control as it lies in opposition to the risk of Legionella bacteria propagating. The compromise is achieved by heating water to a temperature of over 60 degrees C for more than 2 minutes, storing at above 50 degrees C and then using thermostatic mixer valves which restrict the temperature to a safe limit, usually taken to be below 44 degrees C

A1.10 Slips and trips

Why do the assessment?
Slips and trips make up about a quarter of National annual injury statistics. The purpose the slips and trips assessment is to see if there is a reasonably foreseeable risk of staff, member, visitor or contractor being harmed by slipping or tripping and falling within the Club. Precautions are then designed and put into place to reduce the risk.

How might they be harmed?
A key factor in tripping is lack of attention being paid to the environment in which people are moving, e.g. carrying a large object, reading whilst walking, a poorly lit corridor, objects left on the floor, uneven paving stones or unmarked change of height in the floor.

How do we control the Risk?
Although there is always the chance of someone simply tripping over their own feet it is necessary to do as much as possible to create an environment in WSC that is safe to work and move about it. Essentially this is a case of reducing the likelihood of someone tripping over something and the severity of the fall when they do trip. Reducing the likelihood is best achieved by having a clean, tidy and, simple environment:

- No trailing cables across the floor;
- No debris left in corridors e.g. boxes etc;
- Clear routes into and out of and through rooms.

Key points to consider
Is the flooring in different parts of WSC suitable for the activities carried out there (eg non-slip flooring in potential wet areas)?
Do floor cleaning methods create additional slip risks (eg leaving the floor wet at a time/place when members might have access)?

A1.10 Utilities (i.e. Electricity, Gas, Water) (see also HS 108)

Why do the assessment?
The purpose of the Utilities risk assessment is to identify if staff, members, visitors or contractor may be at risk of harm from contact with water, gas, and electricity and their fixed installations. If there is a significant risk of harm then precautions will be designed to reduce this risk to a minimum. This assessment does not apply to any appliances or portable/hand held tools which are covered under a separate work equipment assessment.

How might they be harmed?
Mains supplies are usually at a much higher pressure/voltage than at the point of use and as such create increased levels of risk. Mains gas, if not properly inspected and maintained, brings the risk of dangerous leaks and possibly explosion. Mains Electricity is typically fused at a much higher rating that that in the Club's ring main.

How do we control the Risk?
The overriding theme of risk control is of isolation and maintenance.

- **Isolation.** The mains feeds must be accessible for meter reading but the associated pipework/cabling should all be securely fixed and shielded from accidental damage
- **Maintenance and Inspection**. Regular inspections are required to highlight any defects or causes for concern. Maintenance work should only be carried out by trained competent persons it is mandatory that mains services are isolated beforehand.

A1.11 Work Equipment (i.e. fixed, portable or hand held equipment used in the course of work)

Why do the assessment?
The purpose of the work equipment assessment is to identify if there is a risk of staff, member, visitor or contractor being harmed by any item of work equipment within the Club. If there is a risk then precautions will be devised and put into place to reduce the risk.

How might they be harmed?
The two main causes of harm with respect to work equipment are from improper use and from improper equipment:

- **Improper Use**. A person using equipment for which they are not properly trained, from using it for a purpose other than for which is was intended or using it in a reckless manner.
- **Improper Equipment**. An equipment which is not appropriate to the task, that has been neglected or not maintained, that has been damaged or broken

How do we control the Risk?
The risk is controlled by:

- Ensuring that equipment is suitable and fit for purpose (i.e. the right tool for the job).
- Checking that persons know the right way to use the equipment, training is key.
- Maintaining equipment as specified by the manufacturer.
- Checking the equipment for damage before use.

A1.12 Working at Height

Why do the assessment?
The purpose of the working at height assessment is to identify if there is any risk of staff, member, visitor or contractors being harmed by working at height tasks within the Club properties. If any significant risk is found the precautions will be designed and put in place to minimise the risk as far as is practicable.

Working at height is defined as working where a person could fall to cause personal injury. There is no minimum height for this and it includes working at ground level on the edge of a pit or hole.

How might they be harmed?
Staff working at height may be injured by falling from a ladder or other working platform. Any person may be harmed by objects that fall from wherever a working in height task is being performed, e.g. dropped tools or a ceiling panel falling.

How do we control the Risk?
It is important to minimise the height at which a person is working e.g. using extending brushes to clean high windows. Also, the shorter the time someone needs to be at height the better. Designing methods of work the permit ae person to remain on the ground is the idea approach.

If it is necessary to work at height then proper procedures need to be followed and suitable equipment and training provided to whoever will be involved.

Key points to consider
Where persons are working at height, their activities must be properly planned and organised. Access equipment used for working at height must be suitable, maintained and inspected. Staff must be trained and competent to do the work.

A1.13 The Club Tractor

Why do the assessment?
The purpose of the assessment is to identify if employees and members are at risk from being harmed when operating or standing near the Club tractor.

How might they be harmed?
Injuries such as fractures or, at worst, fatalities can be caused to the tractor driver because of the tractor crashing into boats, vehicles and/or other objects or overturning. People in the vicinity may be injured or, at worst killed by being struct by the tractor.

The driver and/or other people in the locality may also be harmed by:

- Vibration;
- Noise;
- Fumes;
- Fuelling
- Being struck by Trailers and tow bar.

How do we control the risk?
We have provided standard operating procedures for the safe use of the tractor. These require that only personnel authorised by Rear Commodore Sailing may operate the tractor, to be authorised persons must be trained and competent in its use and licenced and insured to drive the tractor on a public highway.

Pre-operator checks confirm that the tractor is in satisfactory order and that the safety fittings (e.g. seatbelts and roll over protective structure), lights and warning devices are correct.

Operator procedures ensure that:

- Risk of rollover is minimised by keeping clear of ditches, holes or embankments and that the tractor reverses up any steep slopes and only pulls from the drawbar or hitch;

- Operators are not permitted to operate controls unless in the driving seat, and do not dismount whilst the engine is running;
- No persons are on Lobster Bridge when the tractor is operating there;
- Procedures minimise the risk of persons or objects being struck by the tractor or trailer when moving or turning;
- The engine is only run in unventilated buildings for the minimum of time before the tractor is moved out;
- Care is taken whilst refuelling.

A2. Afloat Arrangements

2.1 Afloat Based Activities (See also HS109)

Why do the assessment?
The purpose of the assessment is to identify if staff and members are at risk from being harmed when afloat either in club boats, or their own boats or whilst using the club's jetties, bridges and pontoons.

How might they be harmed?
Employees and members whilst afloat may be harmed due to:

- Drowning;
- Hypothermia;
- Death from cold water shock;
- Serious injury whilst afloat (e.g. from being hit by a boom),
- Collision whilst afloat leading to injury;
- Causing injury to other water users;
- Rib crew risk injury whilst laying or recovering racing marks;
- There are risks of injury whilst launching and recovering boats from slipways and pontoons;
- There are risks of injury whilst using bridges, pontoons and jetties.
- Whilst Racing and "free sailing" (i.e. away from club organised events), the degree of risks of harm are likely to increase.

How do we control the Risk?
We ensure that every time a boat enters a Club organised event (e.g. a race) the owner/person in charge of the boat recognises rule 4 of the safety rules of racing. This highlights that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in a club afloat event, each participant agrees and acknowledges that 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; and that they are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or shore and they accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions; Their boat is in good order, equipped to sail in the event and they are fit to participate

We carry out sailing risk assessments for the afloat based activities that we organise, we then give safety briefings to participants. In the Winter we often offer occasional "safety on the water" themed Friday Night Talks for members.

We provide patrol boats manned by trained crews for our locally based dinghy racing whenever possible. However, members are advised that they cannot assume that such cover is available. We also check that all participants in club event have safely returned at its completion.

In the case of Club boats, the individual using the boat is responsible for carrying out a check list to make sure it is suitable and safe to use before launching.

The safety of a boat and her entire management including insurance is the sole responsibility of the owner/person in charge who must ensure that the boat has the appropriate equipment and insurance and that crew are adequately skilled to face the conditions that may arise. WSC is not responsible for members' safety during water-borne activities not forming part of officially organised club activities. All participating members, or in the case of children aged up to 17 years of age under the guidance of their parents or guardians, are responsible for their own safety and insurance. It is the individual's (or parent's) responsibility to ensure the suitability and condition of their own boats and equipment. Youth Sailing also have a standing safety policy of "no children permitted on the Club jetties not wearing buoyancy aids".

It is mandatory for club employees to wear serviceable personal safety equipment whenever on the Club's bridges, pontoons and jetties.

All persons using Club boats are to wear the appropriate personal safety equipment.

Appendix B

Risk Assessment Checklist	Risk possible?		Risk already covered by RA?	
Hazard Type	Yes	No	Yes	No
1. Fall of person from height				
2. Fall of object or material from height				
3. Fall of person on same level (e.g. slip or trip)				
4. Manual handling (includes: pushing / pulling as well as lifting and carrying and repetitive actions)				
5. Use of machinery				
6. Operation of vehicles				
7. Electricity or electrical equipment				
8. Drowning				
9. Excavation work (where this is part of the task)				
10. Stored energy (e.g. elastic cords, hydraulic & air pressured systems)				
11. Explosions (e.g. from chemicals or dust)				
12. Contact with excessively hot or cold surfaces				
13. Compressed air or gases				
14. Mechanical lifting operations				
15. Noise				
16. Biological agents				
17. Hot work				
18. Asbestos				
19. Excessive vibration				
20. Use of hand tools				
21. Outdoor work - weather				
22. Chemicals or substances				
23. Storage, stacking or shelving				
24. Stress				
25. Lighting levels (too high or too low, glare etc)				
26. Confined spaces				
27. Temporary workplace				
28. Use of display screen equipment (as part of the task)				
29. Lone or unaccompanied working				
30. Exposure to personal violence or aggression				
31. Other (please state)				
32. Other (please state)				

Where there is no current Risk Assessment but there is a new potential risk, then carry out a risk assessment for the activity.