

| NO. | GENERAL HAZARDS | WHO MIGHT BE HARMED? | RISK CONTROL/MITIGATION ADEQUATE? | WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK? |
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| | | | | <i>None or Closed /Open/Routine</i> |
| 1 | Unaccompanied child. Activity based and Child protection risks. | Child | Club Safety Policy emphasises parental responsibility and advises members. Safeguarding procedures also apply. | OOD and safety boat to give particular attention if risk evident. |
| 2 | Manual handling: injury from lifting boats, anchor chains etc. | All sailors/helpers | Prudent behaviour. Jockey wheels fitted to safety boats, members encouraged to fit to heavier dinghies too. Safety boat crews work in pairs. Good housekeeping in club stores. | Occasional newsletter advice on lifting heavy objects. |
| 3 | Major incident/serious casualty on water, in dinghy park or at clubhouse | Casualty/ies. Those in charge or offering help. | Follow major incident procedure in OOD and Ops Manuals. Yearbook alerts members to these procedures. Posted on noticeboards. | Remind Instructors and OODs of procedure. |
| 4 | Behaviour of public who have access to club pathways | Vulnerable members, especially children | Training staff and/or OOD to be vigilant. | OOD or SI to speak with those presenting concern, remove vulnerable and if necessary summon support. |
| 5 | Child safeguarding incident/allegation | Children | Clear club policies and procedures on club board. Welfare officer appointed and publicised. | Annual training in safeguarding for all instructors. |
| 6 | Miscellaneous accidents or incidents. | Any user | Record in accident book on bridge. Entries analysed by Safety Officer and Principal, remedial action or training implemented as needed. List of members trained in First Aid in key places. Central record of First Aid expiry dates. | Continue to encourage members to undertake and update First Aid training. Required for current instructors. |
| 7 | Medical conditions become unstable whilst at club | Any user | Medical form required from all trainees and instructors. Instructors briefed on individual issues e.g. diabetes, epilepsy. List of members trained in First Aid in key places. Central record of First Aid expiry dates. Major incident procedure if necessary, includes emergency call instructions. | Continue to encourage members to undertake and update First Aid training. Required for current instructors. |

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| 8 | First Aid boxes ashore or in safety boats not replenished. | Anyone injured | Regular checks by lead member responsible, dated sticker records annual check in July. | Continue regular checks. |
| 9 | Members find themselves in situations on water that are beyond their experience | Any member | Members encouraged to seek advice from others informally. Regular club/RYA training programmes for sail, powerboat and First Aid. | Continue to encourage attendance on courses for all ages in sailing and for young adults/adults in powerboat, safety boat and First Aid. |
| 10 | Equipment missing or inoperative. | Any member | Locks and camera installed to cover high value areas. Check lists available. | Safety boats and club boats to be checked before use. Significant issues to be remedied before use. Additional rigour when conditions severe or prior to training. |
| | HAZARDS ON LAND | WHO MIGHT BE HARMED? | RISK CONTROL/MITIGATION ADEQUATE? | WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK? |
| 11 | Petrol in bunker is environmental risk to wildlife and watercourses. | Anyone passing. Wildlife in event of spillage to pond | Steel bunker always locked, keys behind coded door. No smoking notice on bunker. Only over 16s permitted to access. Containers at in bunker to catch at least 25% of any leakage. | Regular safety reminders in newsletter and to instructors. |
| 12 | Slips, trips and falls. | All users or anyone passing | All boat securing stakes removed or hammered to ground level. Running and bare feet discouraged, banned on courses. Members, instructors and students advised to wear gripping footwear. | Reminders about walking and wearing shoes in newsletter and to instructors. |
| 13 | Mud and algae on slipway | Any user | Warnings issued re. walking and footwear, as above. Mud cleared regularly. | Monitor new hazard from algae growth to determine any necessary remedial action. |
| 14 | Slippery surfaces on river wall, stairs to bridge and | Any user | Non slip steps fitted to bridge. All wooden steps treated with preservative and cleaned annually. | Check regularly for algae after periods of wet weather. Fit non |

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| | clubhouse | | Handrails fitted. | slip surface to landing at base of bridge steps. |
| 15 | Fire ashore | Any user | Fire alarms, extinguishers and fire blankets installed in galley, extinguishers on bridge and ground floor.. Emergency exit and other fire notices provided. Fuel bunker secured and away from clubhouse. Outboard engines stored away from club buildings. Notice requesting bridge laptop to be unplugged after use. Portable escape ladder on bridge. | Contract testing of equipment each July. Acquire dry powder extinguisher for engine shed. |
| 16 | Cleaning materials | Any user | Most kept off site by cleaner. Some branded items locked in changing room cupboard. | |
| 17 | Electrical equipment, shock | All users | Good installation, regularly tested. Improvements to cloakrooms June 2013. Warnings in wet areas. High voltage, no access permitted notice on switch cupboard. | Notice missing on switch cupboard. |
| 18 | Electric wall fires in changing rooms often left on – fire risk and waste of power. | Any user, club budget. | Automatic time switches fitted June 2013. | |
| 19 | Fall from pontoon, which could be slippery. | All users | Advise all users of risk and rule that buoyancy aids to be worn by children, via Club Safety Policy. No crabbing. Notices on pontoon. | Regular fresh water sluice and brush. |
| 20 | Accidents grass cutting | Bosun | Only Bosun operates strimmer and mower etc., which are his own. First Aid kit in clubhouse. List of First Aiders in clubhouse and on bridge. | Club Bosun responsible for regular servicing and maintenance. |
| 21 | Injuries from club BBQ: burns or gas explosion. | Volunteer chefs | Only suitable experienced adults allowed to operate. List of First Aiders and kit available. Cylinders are of approved type and obtained from official supplier. | Others to be kept away from heat sources, especially children. |
| 22 | Accidents in galley: scalding etc | Cooks and children. | Warning notices e.g. re water heater. First Aid kit in clubhouse. List of First Aiders in clubhouse and on bridge. Only adults involved permitted in galley when in use. | Warning notices to be checked and updated. |

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| 23 | Falling from clubhouse deck or stairs in the dark | All users | Handrails and lighting provided. | |
| 24 | Child students straying from "safe" areas on land | All children. | All students, staff and helpers briefed on safe areas. During courses, staff and helpers on duty to patrol. Register for signing students in and out. Parents told to collect children from clubhouse and notify SI when leaving. | Alert those on duty to instigate search and report back to SI. Notify parents. Follow major incident procedure. |
| 25 | Rashes/impetigo from club clothing | Students and staff/helpers who borrow club kit. | All advised to rinse kit thoroughly in fresh water drum provided. Water changed daily during courses, weekly at other times. Lid to be kept on. Milton added. | Advise parents of risk, monitor unexplained rashes and seek medical advice if necessary. |
| 26 | Asbestos | Any user | Professional survey completed and held by Rear Commodore Maintenance. Current regulations met. Proper procedures used if building work undertaken. | Warning notice missing from electrical cupboard. |
| 27 | Dog excrement on grass presents risk of disease | Any user | Members asked to control dogs. Duty training staff and/or duty teams warned to be vigilant and clear if necessary. Students also warned at initial briefing. | Advise Commodore to liaise with local authority to provide notices and bins for dog waste. |
| | HAZARDS ON WATER | WHO MIGHT BE HARMED? | RISK CONTROL/MITIGATION ADEQUATE? | WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK? |
| 28 | Drowning | Any user on or near water | Club policies mandate buoyancy aids: compulsory when afloat and for children on pontoon. Trained First Aiders. Safety boat available for all training, races and calendared family sessions. Experienced safety crew rostered for most hazardous events, e.g. annual sea race. | All club duty and training staff to check buoyancy aids worn. Priority is to intervene if incident likely or risk is imminent. |
| 29 | Hypothermia in water | Early/late season sailors, | Members own responsibility. Advised to wear 4mm wetsuit or dry suit when water temp low in spring and | Trainees monitored by instructors and issued with |

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| | | children on courses. | autumn, during rough weather or on safety boat duty. Club Safety Policy, distributed to all members. | appropriate clothing. |
| 30 | Strong wind | Any sailor | Forecast on noticeboard during busy times and training sessions. SI to risk assess and decide whether reefing and designating a more sheltered area minimises risks sufficiently to go ahead. | Risk assess before every session and keep under review. |
| 31 | Light wind | Any sailor | Forecast on noticeboard during busy times and training sessions. Fleet to be kept together and towed if necessary. | Risk assess before every session and keep under review. Safety boats to intervene if necessary. |
| 32 | Strong tide | Any sailor | Tide times on noticeboard during training and busy sessions. Sailing in tide a major feature of OSC courses. SI plans to avoid rough wind over tide by Reydon and Town Quay. SI to choose a designated area from which the tide will bring boats back to club if wind likely to fail. | Risk assess before every session and keep under review. Safety boats to intervene if necessary. |
| 33 | Single/solo dinghies sailing at off peak times e.g. Sunday, evening | Sailors | Members own responsibility. Club Safety Policy. Members advised to assess own ability against risk: training encouraged. | Member to advise someone before and after sailing. Help available from Quay Warden. |
| 34 | Crews with disabilities | Crews | Training: RYA Principal and SI via medical consent forms for all staff and students. SI to make safe arrangements and brief instructors. Racing: skipper to inform OD, Club Safety Policy. | SI/OOD brief safety boat crew and assess their ability to cope. |
| 35 | Non swimmers | Students | Not allowed onto courses or taster sessions. | SI to check consent forms. |
| 36 | Cruising boat safety: MOB. Head injuries etc | Crews | Skippers own responsibility. Club Safety Policy. | |
| 37 | Dinghy races at sea | Crews | One sea race each season if conditions permit. No dinghy race courses outside MCA + 3 mile radius. | Entrants briefed on conditions expected. Use of fit, experienced safety boats crews plus support boat. |
| 38 | Sudden extreme conditions: eclipse, whiteout, heavy squall | Anyone afloat | Sailing Instructions: procedure for abandonment. OODs trained and advised to log all decisions and comms. Fog horns in safety boats. | Annual training/revision for OODs. Launch additional safety boat. |

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| | | | Major incident procedure in Ops Manual. | Reference to weather forecast encouraged, on club board during training. |
| 39 | Fall from boat | Person in water | Training for safety boat helms and crews to avoid accidents and if necessary recover. Safety boat crews taught to hold on whilst under way. Buoyancy aids compulsory. MOB recovery featured in RYA courses, which members are encouraged to take. | Vigilance by all duty and training staff. |
| 40 | Person in water struck by boat | Person in water | Training for safety boat helms and crews to prevent and if necessary recover. Safety Policy: swimming discouraged and banned during organised sailing. | Vigilance and care by all duty and training staff. Continued emphasis on First Aid training. Major incident procedure. |
| 41 | Propeller injury | Person in water | Kill cords fitted in safety boats and spare carried. Club rules require kill cord to be worn. Powerboat training emphasises propeller risk to anyone in water. | Vigilance and care by all duty and training staff. Continued emphasis on First Aid training. Major incident procedure. |
| 42 | Collision with other river users: Lady Florence, ferry, landing craft, working boats, vessels with restricted manoeuvrability, large racing fleet from another club. | Anyone on water | Yes providing further action taken. Training and regatta organisers to ensure working boats and ferries aware. | Safety boat to protect if needed: position between risk and students and/or remove boats from hazard. |
| 43 | Collision with or fouling of moored boats | | When moving dinghies for training, SI to plan transit of moorings with dinghies being towed or helmed by instructors as appropriate. Racing rules require immediate retirement on touching moored boat. | Vigilance by safety boats, intervention if necessary. |
| 44 | Collision with remains of bridge opposite Town Quay | Anyone on water | Hazard is marked. | Reminders at briefings, safety boats to monitor. |
| 45 | Undeclared participants in races | All crews | Constant vigilance | Disqualification by OOD. |
| 46 | Accidents when using club | All users. | Ensure use only by competent crews who must be | Boat checklists before training |

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| | Fevas, Toppers or Wayfarer. | | members or by trainees under supervision/instruction. Booking procedure. Procedure for reporting defects to designated member. Informal training for users. | use. |
| 47 | Safety boat/s incapacitated | Safety crews and all participants in water based activity. | Safety boats crews RYA trained. Safety boat operating procedures provided. Safety boats carry spares, oars, toolkit, radio and flares. Defect reporting procedure to nominated member. | Check contact details on bridge and in rescue boats. In emergency notify Quay Warden to deploy launch. Consider emergency call to Coastguard for RNLI if serious risk to life. |
| 48 | VHF radio failure during serious incident | Crew or safety boat crew in need of assistance | Flares provided along with guidance about using VHF to call Mayday. Major incident procedure on bridge and clubhouse noticeboard. | OOD, SI or safety boat crew to judge seriousness of incident and call for external help if needed. |
| 49 | Students' boats stray out of designated operating area on water | All students and instructors. | Safety boats briefed on designated areas. Dinghies unable to reach designated area quickly to be towed so as to keep fleet together. | Alert safety boats to monitor and return them to designated area. |
| 50 | Sailors become too tired or cold to help themselves. | Any sailor. | Safety boats to monitor and intervene if necessary. Reminders that priority is safety of people, not boat salvage. | Remove crew from water, keep warm, notify club and return promptly, leave with responsible person. |
| 51 | Inversion. Risk of entrapment. | All sailors/helpers. | Procedure outlined in Ops Manual and on Safety Board. Priority must be to right boat and release casualty. Safety boat crews to carry rescue knives and wire cutters. Training for beginners and rescue crews. Masthead buoyancy used in training. | IMMEDIATELY alert safety crews, instructors/helpers to right boat. Response is highest priority. Follow First Aid and Major Incident procedures if necessary. |

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| 52 | Entrapment in deep mud. | Any sailor | Students advised they are likely to be safe on mud provided they remain in their boat or keep their weight on it. | Reminder of mud hazard during briefings. |
| | NEW RISKS IDENTIFIED AND DATE | WHO MIGHT BE HARMED? | RISK CONTROL/MITIGATION ADEQUATE? | WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK? |
| | | | | Red items recorded above on 6 th July 2013 by RYA Principal and Club Safety Officer. |
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