Risk assessment for Cadet evenings (August 2023)

Tudor Sailing Club, Eastern Road, Portsmouth, PO3 5LY

Date of risk assessment: August 2023

Completed by Colin Thorpe

Date of risk assessment review: April 2024

Summary of activity – CADETS EVENINGS

What are the hazards?	Who might be harmed and how?	What controls are already in place?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Residual risk score	Date completed
FOR EXAMPLE Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on xx/xx/xx		xx/xx/xx xx/xx/xx

Immersion - result of capsize - result of collision result of equipment failure	Cadets/Safety boat drviers/crew	Buoyancy aid is mandatory. Leaders understand the risks and symptoms associated with cold water immersion such as cold shock and post rescue collapse. Appropriate clothing for coping with cold water effects. Support boats on the water to aid in recovery. 2 trained support boat drivers available at each session with trained crew. Minimum of 2 support boats prepared and ready to launch at start of each session. Appropriate number of support boats on the water (1 support boat for 6 cadet boats, 2 for 12, 3 for 18 etc) with trained helm and crew. Number of cadets limited to 30. Shore support in radio contact. Children advised to reef if possible in windier conditions.	Carry out activities close to the shore at the start of the season and with new cadets to allow us to assess their water confidence.	Cadet leaders	June 2023	Likely x Harmful 6	

Adverse weather conditions resulting in - capsize - collision - equipment failure	Cadets/Safety boat drviers/crew	If the wind is F5 on Cambermet, Chimet or Tudor Racebox, the Cadet Session Leader will review local conditions at the club before making a go/no-go decision, supported by the Assistant Session Leader. Generally, the wind would need to be from the west with a reasonable sea state (wind not against tide). However, this needs to be judged on the day. The Session Leader will be experienced instructing in these conditions and qualified to at least RYA Dinghy Instructor level. Club Qubas, Teras and Oppies may not launch above F4. A session plan, considering the conditions, will be made by the Session Leader and Assistant Session Leader. This may involve, for example, staying close to the club, taking cadets out on the club wayfarer/wanderer with an experienced adult helm, pairing inexperienced sailors with experienced, towing and downwind sailing under jib, or other activities deemed appropriate. Children advised to reef if possible in windier conditions. Parents remain responsible for making the judgement whether their children are able to cope with the conditions.	Review sessions at end of season	Cadet Leaders, Flag Officers, Welfare Officer	September 2023	Likely x slight 3	

Change in weather conditions	Cadets/Safety boat drviers/crew	Session leader plans activities with regards to a reliable weather forecast, tidal conditions and ability of cadets. Parents ensure future conditions are within their child's / boat's capabilities. Sessions run close to the club/shore within the harbour allowing ability to come ashore if bad weather develops.	Complete and file session plans in folder in Race box. This will formalize the assessment of risks and prevailing weather	Cadet leaders	Ongoing	Likely x slight 3	
Hypothermia / exhaustion / sun stroke		Wear appropriate windproof jacket and dry or wet suit for coping with sudden immersion. In summer, take water and use sun protection.				Unlikely x Harmful 4	
Geography of Langstone Harbour. - Grounding - Damage to boat - Fast tides - Moored boats and moorings		Session leaders familiar with both the low tide and high tide waterways within Langstone Harbour. Activities planned to avoid hazards. Be aware of fast tides. Take particular care if passing through moorings to avoid being caught up in ropes/chains/ buoys. Support boat helms provided with VHF radio for contact with shore and emergency services.	Brief cadets of the hazards of the harbour	Cadet leaders	Start of season and ongoing	Likely x slight 3	
Separation from fleet		Cadets to be briefed to stay within the designated sailing areas. Support boats to watch for cadets straying away from the main fleet. Appropriate number of support boats on the water (1 boat for 6 cadet boats, 2 for 12, 3 for 18 etc) with trained helm and crew, number of cadets limited to 30. Shore support in contact via VHF.	Ensure adequate support boat crews available and documented on Session Plan for the event	Cadet captain	Ongoing	Unlikely x Harmful 4	

Collision		Observe Regulations for Prevention of Collision at Sea and RYA Handy Guide to racing rules. Take particular care on either side of high tide for the dredger movements as they have no flexibility for avoiding small boats. Be observant at all times, particularly of your own manoeuvres and near any powered craft.	Ensure knowledge of dredger movements and that this is shared with those in the session. Document movements on Session Plan for the event	Cadet leaders	Ongoing	Likely x Slight 3	
Injury due to being hit by boom		Cadets to have basic knowledge of sailing prior to attending. Parents to consider providing their children with helmets. Parents to ensure that their children are able to handle to conditions on the evening.	Cadet leaders to ensure session plans are suitable for the weather conditions and abilities of the cadets involved	Cadet leaders	Ongoing	Likely x Harmful 6	
Impact with slipway, other boats, people during Launching / Recovery		Take particular care of wind shifts and gusts . For recovery, approach at sensible speed, turning upwind and safely adjusting the keel / daggerboard. Children coached in performing these manoeuvres by session leaders and other parents and volunteers.	Cadet leaders and event volunteers to brief and be observant	Cadet leaders and event volunteers	Ongoing	Likely x Slight 3	
Slipway - Edges - Algae growth Trailing ropes		Sailors to use appropriate footwear and be aware of slippery surface and edges of slipway.	Cadet leaders at season intro session	Cadet leaders	Ongoing	Likely x Slight 3	
Entrapment by harness / rigging		Support boats keeping watch for possible entrapment, and helms carry a suitable knife for freeing from entrapping sheets. For trapeze boats, quick-release harnesses should be considered. Cadets instructed to sail within designated areas. Appropriate number of support boats on the water (1 boat for 6 cadet boats, 2 for 12, 3 for 18 etc) with trained helm and crew, number of cadets limited to 30. Shore support in contact via VHF.		Cadet leaders and support boat crews	Ongoing	Unlikely x Harmful 4	
Equipment failure.		Check all fittings and ropes before launch.	Cadet leaders at start of season Cadets at each session	Cadet leaders and cadets	Ongoing	Likely x Slight 3	

You should review your risk assessment if you think it might no longer be valid (eg following an accident or if there are any significant changes to hazards, such as a steeper slipway, a different type of hoist, new activities etc)

Guidance for completing TSC Risk Assessments

Use this guidance to help you complete the Risk Assessment template

Summary of activity

List the activity being reviewed. Detail what's involved and how the task is carried out.

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in our club. Use the following examples as a guide:

- Drowning - from capsize or falling overboard
- Cold - from immersion or exposure
- Injuries - from booms, winches, ropes
- Slipping/tripping on slipways or pontoons
- Work at height (up masts)
- Overhead cables
- Chemicals used in workshops or for cleaning
- Dispersal of dinghy or windsurfing fleets
- Stranding
- Fire, afloat and ashore
- Winches and winch - wires on slipways
- Vehicles
- Contaminated water (blue/green algae and Weils disease)
- Underwater obstructions
- Operation of safety craft
- Use of tools
- Lifting/manoeuvring heavy objects
- Medical ailments of staff and students

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, for example:

- Members
- Guests of members
- Students
- Instructors
- Workshop staff
- Cleaners
- The public

Pay particular attention to the potentially more vulnerable:

- Children
- People with disabilities
- Visitors
- Absolute beginners
- Inexperienced staff
- Lone workers

List groups of people who are especially at risk from the significant hazards which you have identified:

- FOR EXAMPLE Inexperienced visitors (inc children) may not be aware of the hazards from booms, craft stability, immersion
- FOR EXAMPLE We may not be able to provide people with disabilities the help to get on/off boats or out of the water if they fall in
- FOR EXAMPLE Children also need to be safeguarded

WHAT CONTROLS ARE ALREADY IN PLACE - IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed?

For example, have you provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:

- Meet the standards set by a legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, policies etc. giving this information.

DO YOU NEED TO DO ANYTHING FURTHER TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:

- Remove the risk completely (but not the hazards inherent in sailing)
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities and first aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high.

Additional control

- FOR EXAMPLE All visitors to be accompanied on vessels and briefed on risk controls by an experienced TSC skipper
- FOR EXAMPLE lifejackets to be provided by TSC to all visitors before they go on the water

ACTION BY WHO?

Who needs to put in place the additional controls? Make sure they know they have been given the action and have the skills and influence to implement it.

ACTION BY WHEN?

Make sure you agree a date to implement the additional controls with whoever has been allocated the action. Try and complete the action quickly where additional controls can be achieved.

RESIDUAL RISK SCORE

		Severity/Consequence		
		Slightly harmful (1)	Harmful (2)	Extremely harmful (3)
Likelihood	Highly unlikely (1)	Trivial risk (Score 1)	Tolerable risk (Score 2)	Moderate risk (Score 3)
	Unlikely (2)	Tolerable risk (Score 2)	Moderate risk (Score 4)	Substantial risk (Score 6)
	Likely (3)	Moderate risk (Score 3)	Substantial risk (Score 6)	Intolerable risk (Score 9)