

|  |  |                |           |
|--|--|----------------|-----------|
| <b>Address:</b>                                  | Tudor Sailing Club, Eastern Road, Portsmouth, Hants. PO3 5LY |                |           |
| <b>Activity being assessed:</b>                  | Kayaking in Langstone Harbour                                |                |           |
| <b>Method Statement linked to this activity:</b> | Tudor Sailing Club Kayaking Good Practice Guidance 2021      |                |           |
| <b>Date:</b>                                     | JUNE 2021  | <b>Ref No:</b> | TSC RA002 |

For each identified Hazard assess the Risk: 1-5 for Likelihood (L) & 1-5 for Severity (S). Multiply to calculate the Risk Rating (R).

**HIGH (20-25)**

**Unacceptable. Do not attempt this activity.**

**MEDIUM (8-16)**

**Additional control measures should be sought to reduce the risk before proceeding.**

**LOW (1-6)**

**Adequate control measures in place; proceed with caution.**

|   | LIKELIHOOD (L)  | X  | SEVERITY (S)   |  |    |    |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
|---|---|----|--|--|----|----|----|----|----|----|---|---|---|----|----|----|---|---|---|---|----|----|---|---|---|---|---|----|---|---|---|---|---|---|--|---|---|---|---|---|
| 1 | <b>Very unlikely</b><br>Existing controls are in place to ensure the activity is safe and the environment is protected.                   | 1  | <b>Minor Discomfort (First Aid not required)</b> eg: temporary aches and pains, blisters, scratches, bruises.  | <p>(GUIDE ONLY)<br/>RISK RATING (R)</p> <table border="1"> <tr> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table> <p>LIKELIHOOD</p> <p>SEVERITY</p> | 5  | 5  | 10 | 15 | 20 | 25 | 4 | 4 | 8 | 12 | 16 | 20 | 3 | 3 | 6 | 9 | 12 | 15 | 2 | 2 | 4 | 6 | 8 | 10 | 1 | 1 | 2 | 3 | 4 | 5 |  | 1 | 2 | 3 | 4 | 5 |
| 5 | 5   | 10 | 15   |  | 20 | 25 |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 4 | 4   | 8  | 12   |  | 16 | 20 |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 3 | 3   | 6  | 9  |  | 12 | 15 |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 2 | 2   | 4  | 6  |  | 8  | 10 |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 1 | 1   | 2  | 3  |  | 4  | 5  |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
|   | 1   | 2  | 3  | 4  | 5  |    |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 2 | <b>Unlikely</b><br>Some additional measures may be required to make the activity safe and to protect the environment.                     | 2  | <b>Minor Harm (First Aid required)</b> eg: minor cuts, minor burns, strains and sprains.   |  |    |    |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 3 | <b>Possible</b><br>Additional controls are necessary to ensure the activity is safe and the environment is protected.                     | 3  | <b>Badly Harmed (accidents causing incapacity for &gt;3 days)</b> eg: severe cuts, fractures to fingers & toes, temporarily disabling back injuries. |  |    |    |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 4 | <b>Likely</b><br>Formal and documented controls are required to protect individuals and the environment.                                  | 4  | <b>Severe Harm</b> eg: fractures to legs and arms, multiple injuries, chronic illness.   |  |    |    |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |
| 5 | <b>Very Likely</b><br>Further action in addition to the formal documented controls is necessary to mitigate the unacceptable risk/impact. | 5  | <b>Catastrophic Harm</b> eg: fatality, loss of limb(s), paralysis, blinded, badly burned.  |  |    |    |    |    |    |    |   |   |   |    |    |    |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |   |  |   |   |   |   |   |

| What is the hazard? | What is the risk?                                       | What are the current controls?  | Risk Rating       | Further Action necessary? |
|---------------------|---|---|-------------------|---------------------------|
| 1. General Kayaking | Minor Discomfort (First Aid not required)               | <ul style="list-style-type: none"> <li>Refer to Tudor Sailing Club Kayaking Good Practice Guidance (June 2021) before every trip.</li> </ul>  | L=3<br>S=1<br>R=3 | No                        |
|                     | Minor Harm (First Aid required)                         | <p>Check and confirm that at least two people in the group have the following</p> <ol style="list-style-type: none"> <li>Accessible mobile phone – fully charged or fully charged VHF radio</li> <li>Line suitable for attaching to a buoy or other craft</li> <li>whistle</li> </ol>   | L=3<br>S=2<br>R=6 | No                        |
|                     | Badly Harmed (accidents causing incapacity for >3 days) | <ul style="list-style-type: none"> <li>Visual inspection of all equipment to be completed before each trip (paddles, seats, leashes, bungs)</li> <li>All kayakers are responsible for assessing their own health and fitness to row.</li> <li>Check weather (including fog) and tide forecast before leaving the slipway. Ensure your ability matches the expected conditions.</li> </ul> | L=2<br>S=3<br>R=6 | No                        |
|                     | Severely Harmed   | <ul style="list-style-type: none"> <li>Leave crew contact details (mobile no) and expected ETA on whiteboard outside Sailing Club male changing room.</li> <li>Confirm bung is fitted before leaving the slipway.</li> <li>Kayakers must wear buoyancy aids while in the boat.</li> <li>Be aware of dredger movements.</li> </ul>   | L=1<br>S=4<br>R=4 | No                        |
|                     | Catastrophic Harm                                       | <ul style="list-style-type: none"> <li>Avoid leaving Langstone Harbour on a falling tide or with an off-shore wind unless part of a planned event.</li> <li>Wear appropriate clothing.</li> <li>Be courteous to other Harbour users and comply with international navigation rules.</li> <li>Respect the environment and the wildlife in the Harbour.</li> </ul>                          | L=1<br>S=5<br>R=5 | No                        |

| What is the hazard?                    | What is the risk?  | What are the current controls?   | Risk Rating              | Further Action necessary? |
|--|--|--|--------------------------|---------------------------|
| 2. Strong currents in harbour entrance | Capsizing  | All General Kayaking controls apply <b>plus</b> : <ul style="list-style-type: none"> <li>• Only leave the harbour in calm conditions and with fair weather forecast</li> <li>• Beginners to avoid harbour entrance unless kayaking with at least one other member who has a good knowledge of the tidal movements in the vicinity of the harbour entrance.</li> <li>• Assess tidal conditions before entering the harbour entrance.</li> <li>• Keep to edge of the channel to avoid the strongest currents.</li> <li>• Beach the boat if the current becomes too strong.</li> <li>• Exhibit extra caution on a falling tide</li> </ul> | L=2<br>S=3<br><b>R=6</b> | No                        |
|  | Drowning   |  | L=1<br>S=5<br><b>R=5</b> | No                        |
|  | Boat swept out to sea through harbour entrance (crew overwhelmed by tide and exhaustion) |  | L=2<br>S=3<br><b>R=6</b> | No                        |

| What is the hazard?        | What is the risk?      | What are the current controls?   | Risk Rating              | Further Action necessary? |
|----------------------------|------------------------|--|--------------------------|---------------------------|
| 3. Strong wind / rough sea | Capsizing              | All General Kayaking controls apply <b>plus</b> : <ul style="list-style-type: none"> <li>• Cancel session if winds too strong, before or likely during session.</li> <li>• Experienced paddlers only</li> <li>• Windproof clothing to be worn</li> <li>• Abort session and return to TSC if wind picks up</li> <li>• Beach boat if unable to continue</li> </ul> | L=2<br>S=3<br><b>R=6</b> | No                        |
|                            | Drowning               |  | L=1<br>S=5<br><b>R=5</b> | No                        |
|                            | Water ingress to craft |  | L=3<br>S=2<br><b>R=6</b> | No                        |

| What is the hazard?                        | What is the risk?          | What are the current controls?  | Risk Rating              | Further Action necessary? |
|--|----------------------------|---|--------------------------|---------------------------|
| 4. Collision with obstacles or other craft | Sinking                    | <p>All General Kayaking controls apply <b>plus</b>:</p> <ul style="list-style-type: none"> <li>Do not kayak in poor visibility.</li> <li>Complete an assessment of craft numbers prior to departure.</li> <li>Be aware of dredger movements. Consider other vessel movements and move out of the path of approaching vessels. Clear the main channel or hold water if unsure.</li> <li>When possible kayak with another paddler</li> <li>At least one paddler shall have a good knowledge of local waters and tidal movements with a good understanding of basic navigation.</li> </ul> | L=2<br>S=3<br><b>R=6</b> | No                        |
|  | Capsizing                  |   | L=2<br>S=3<br><b>R=6</b> | No                        |
|  | Drowning                   |   | L=1<br>S=5<br><b>R=5</b> | No                        |
|  | Skeletal / bodily injuries |   | L=2<br>S=3<br><b>R=6</b> | No                        |

| What is the hazard?                  | What is the risk?   | What are the current controls?  | Risk Rating              | Further Action necessary? |
|--------------------------------------|---|---|--------------------------|---------------------------|
| 5. Equipment failure during activity | Crew stranded off-shore                                       | <p>All General Kayaking controls apply, <b>specifically</b>:</p> <p>Check and confirm that at least two people in the group have the following</p> <ol style="list-style-type: none"> <li>Accessible mobile phone – fully charged or fully charged VHF radio</li> <li>Line suitable for attaching to a buoy or other craft</li> <li>whistle</li> </ol> <ul style="list-style-type: none"> <li>Visual inspection of all equipment to be completed before each trip (paddles, seats, leashes, bungs)</li> <li>Leave crew contact details (mobile no) and expected ETA on whiteboard outside Sailing Club male changing room.</li> </ul> <p><b>Plus</b>, each crew member to be responsible for ensuring they carry sufficient fluids.</p> | L=2<br>S=3<br><b>R=6</b> | No                        |
|                                      | Crew exposure to extreme weather (hypothermia / hyperthermia) |   | L=2<br>S=3<br><b>R=6</b> | No                        |

| What is the hazard?  | What is the risk?          | What are the current controls?  | Risk Rating              | Further Action necessary? |
|--|----------------------------|---|--------------------------|---------------------------|
| 6. Slipway launching and recovery including boarding and alighting the craft | Slips, trips and falls     | All General Kayaking controls apply <b>plus</b> : <ul style="list-style-type: none"> <li>Wear suitable footwear</li> <li>Help one another on and off.</li> <li>Assessment of craft numbers made prior to departure</li> <li>Experienced paddlers to warn beginners of known hazards / slippery areas</li> </ul> | L=3<br>S=2<br><b>R=6</b> | No                        |
|  | Skeletal / bodily injuries |   | L=2<br>S=3<br><b>R=6</b> | No                        |

| What is the hazard? | What is the risk?                                       | What are the current controls?   | Risk Rating              | Further Action necessary? |
|---------------------|---|--|--------------------------|---------------------------|
| 7. Night Kayaking   | Minor Discomfort (First Aid not required)               | All General Kayaking controls apply <b>plus</b> : <ul style="list-style-type: none"> <li>Ensure someone is aware that you are kayaking and know who to contact if you are late back. Coastguard to be alerted if crew get into difficulty.</li> <li>Always kayak with another paddler.</li> <li>Always carry a torch.</li> <li>Glow stick to be clipped to the shoulder strap of all buoyancy aids and activated at dusk</li> <li>Club kayaks not to leave the harbour at night-time</li> <li>Consider sharing GPS track of location whilst kayaking using a mobile phone app eg Glympse.</li> <li>Keep to the edges of the channel</li> </ul> | L=3<br>S=1<br><b>R=3</b> | No                        |
|                     | Minor Harm (First Aid required)                         |  | L=3<br>S=2<br><b>R=6</b> | No                        |
|                     | Badly Harmed (accidents causing incapacity for >3 days) |  | L=2<br>S=3<br><b>R=6</b> | No                        |
|                     | Severely Harmed   |  | L=1<br>S=4<br><b>R=4</b> | No                        |
|                     | Catastrophic Harm                                       |  | L=1<br>S=5<br><b>R=5</b> | No                        |

|  |  |      |  |      |  |
|--|--|------|--|------|--|
| Assessment completed by<br>(print name): |  | Sign |  | Date |  |
| Committee acceptance<br>(print name):    |  | Sign |  | Date |  |
| Review acceptance no change<br>(year 1)  |  | Sign |  | Date |  |
| Review acceptance no change<br>(year 2)  |  | Sign |  | Date |  |
| Review acceptance no change<br>(year 3)  |  | Sign |  | Date |  |

- A review of the Risk Assessment is required annually or following incidents or significant changes to the Method Statement. Where changes to the Risk Assessment are required a new document must be started, otherwise please confirm acceptance for the year as indicated above.