

Sully Sailing Club Risk Assessments

(This document is based on the original risk assessments which were carried out and recorded in December 2003 and have been reviewed and updated since)

This document reviewed and revised 24/03/2021 by Risk Assessment sub-committee.

Hazard	Risk	Level of risk	Controls in place	Additional actions under consideration
General				
Electrical outlets	Electrocution	Low	RCD on central distribution board and regular inspection by qualified electrician. Ensure inspection at suitable intervals. Treasurer flags inspections as insurance require. Next inspection due 2023. RCD checked quarterly when meter readings taken.	
Fire	Burns	Low	Fire Risk Assessment Carried out 16 th August 2012 remains valid with no significant changes (bar updating the officers). Reviewed annually – arranged by Clubhouse Manager.	
Club Compound				
Flapping sails and Booms Boat blowing over	Blow to head or impact with - Club Members and the public during launching	Medium	Members advised of hazard in Welcome Pack and Safety Advice Advised not to leave boats unattended. Members of the public to be warned to keep clear by sailor or crew.	Consider signage.
Dog mess	Disease and discomfort - Club members	Low	Gate by the slipway is kept shut, where practical. Members will be present when it is open and will prevent dogs and people wandering in.	Consider signage.

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Boats blowing over (unrigged)	Damage to other boats this is only likely during storm conditions.	Low	If the mast is left up, Club rules state that the boat should be tied down, at least to a road trailer if not to the ground.	
Grass cutting	Flying debris – Cutting by rotor arm	Medium	Will be supervised by a committee member who will ensure that Lawn mowers are only used by adults & suitable footwear and goggles or face visor to be worn if using the trimmer to be used. A member of the committee is nominated to supervise each work party.	Consider checklist of hazards for Work Party supervising committee member.
Cars (risk of impact)	Club members	Low	Club rules require cars should not be driven into or left in the boat park (except under exceptional circumstances such as towing a boat or maintenance activities outside organised sailing times).	
Barbeques	Burns – food poisoning - Club members	Low	Catering Officer/Supervisor/OOD to ensure any barbeque is not left unattended when lit or hot. Catering Officer/Chef to ensure food is sufficiently cooked before serving.	
Slipping hazard by entrance gate. After rain, mud is washed under the gate.	Bruising & possible fractures - Club Members and guests	Low	Compound Master to monitor. To be checked and cleared away regularly, especially at Work Parties.	Consider adding to work party checklist.

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Clubhouse				
Disinfectant and toilet cleaner	Poisoning or allergic reaction	Low	Disinfectant and toilet cleaner to be stored out of the reach of young children. Club rules require that young children to be supervised at all times.	
Front Door	Finger trapping hazard around front door - Young Children	Medium	A plastic cover strip is in place at the hinge end. A rope stop is kept on the inside door handle and should be fixed between the handles when the door is open to prevent door slamming onto fingers, Signage as to purpose.	
Other harmful substances	Poisoning - Children and Adults	Low	Harmful substances must only be stored in containers clearly labelled with the hazard. Bosun & work parties to monitor garage Clubhouse Manager to monitor clubhouse	Consider adding to work party checklist.
Legionella	Those having a shower	Low	The hot water tank is heated to 75 deg C when the boiler is switched on. There is no heating in the club so cold water tank temperature is unlikely to exceed 20C – when it does (Summer) there will be regular usage so system will be flushed.	

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Garage				
Sails and spars stored at height	Hitting other members – falling – twists and strains Club members	Medium	Signage to remind that care to be taken to avoid injury due to awkward handling. Ask for help if necessary. Inexperienced users to be supervised.	Consider how best to rearrange storage when a new shed or lean to is purchased for a tractor.
Buoys and anchors	Strains and sprains - Club members	Low	Signage to remind of care to be taken to avoid injury due to heavy weight. Ask for help if required. If fouled a mark can be left in the water for later recovery.	
Patrol Boats				
Filling Patrol boats with petrol	Burns - Club members	Low	Clear signage stating fill the tanks with petrol in the open air. Never in the garage. No smoking or other sources of ignition allowed in the vicinity. Fill using the funnel and long tube. Do not splash. Ensure containers are left with lids/caps securely fitted.	
Running the engine on land	Lacerations from propeller if put in gear - Club members. Carbon monoxide poisoning if run in restricted space	Low	Crew to watch and supervise at all times while the engine is run. Engine only to be run in the open.	

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Descending the slipway	Being hit by runaway craft - General public	Low	Do not set off down the slipway while there are members of the public on the upper part. OOD/Instructor is in charge and will ensure adequate supervision by an experienced club member. Patrol boat launching and recovery procedures are available on the club website	
Winch handle	Rapid rotation causing injury	Low	To prevent the winch handle spinning and injuring someone, the winch strap must be removed at the point before the patrol boat goes in the water (the rope to remain attached).	Update if technique changes – winch is needed for low tide recovery.
Boat rolling off Trolley	Possible impact injury or strains to those involved	Low	The rope and winch strap should both be attached to the patrol boat before moving up the slipway in case one fails.	
Pulling boats up slipway	Strains and heart attacks - Those involved	Low	To avoid over stressing those involved, normally 8 people should be available to push the patrol boat up the ramp or it must be done at a slower pace. (4 minimum, with instructor) Members should assist other members.	
Launching and recovery in waves	Crush injury from boat - Club members	Medium	The OOD will decide if it is safe to launch the patrol boat. If the waves are too big for safe recovery, the patrol boat crew will be advised to go to Cardiff Bay where there is an arrangement that the boat can be left temporarily on the pontoon at Cardiff Yacht Club. Guidance sheet in boat for details of the access to Cardiff Bay and Cardiff Yacht Club.	

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Driving Patrol Boat Being hit/run over by patrol boat	Fractures and lacerations - Club members	Low	A Kill Cord must be used. Those driving the patrol boat must be competent or under the instruction of a competent person. Persons under 16 must not drive the patrol boat unless under the instruction of a competent powerboat instructor. Committee monitors competence of members.	
People being thrown from the patrol boat	Drowning – hypothermia - Club members	Low	Only club members are allowed in the patrol boat unless covered by a separate risk assessment. Young children (under 8) are not allowed in the patrol boat unless accompanied by their parents and not when the boat is being used for rescue cover, unless being rescued. For courses, trainees are briefed on man-overboard procedure.	
Patrol boat runs out of petrol	Club members	Low	OOD to ensure fuel levels checked before launching. The large rib has two tanks, both of which must be adequately full.	
Patrol boat breaks down	Club members	Low	Committee ensure patrol boat engines are serviced at appropriate intervals. Boats carry an anchor and the crew carry radios. If used for courses a shore contact will be present and can be contacted.	
Fire on the patrol boat	Burns - Club members	Low	Smoking is not allowed in the patrol boat. Boat can be abandoned and crew picked up by other boats in area or lifeboat.	

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Slipway				
Descending and ascending slipway	Being hit by booms or boats – club members and general public	Medium	Members advised in Welcome Pack and Safety Advice: keep watch for people on the slipway. Keep to the side of the slipway where the sail blows. Communicate.	
Falling off edge of slipway at top	Club members	Low	Members made aware of the hazard of the edge in Safety Advice. If in doubt don't launch or recover at high tide without sufficient help. Experienced members supervise and control launching,	
Waves – boat washed ashore trapping people underneath	Crushing by boat - Club members	Medium	Members advised in Welcome Pack and Safety Advice: Always try to keep between the wave and the boat. Avoid standing on the other side. Experienced members advise.	
Boats coming ashore	Collision with boat - Club Members	Medium	During club racing a duty member is on the slipway to assist and control landing. At other times Safety Advice suggests two boats come in together to help each other. Even in calm conditions there should be no more than two boats in the water on the slipway.	
Use of tractor, other vehicle or winch to pull boats up slipway or launch/recover boats			Not to be done unless covered by a separate detailed risk assessment.	

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Sailing				
Drowning	Club members	Low	Buoyancy aids or life jackets must be used at all times when in boats or the patrol boat. Due to the nature of our activities buoyancy aids are considered adequate, even in the patrol boat, as recovery should be relatively prompt.	
Hypothermia	Club members	Low	Club rules require that Wet suits, dry suits or effective thermal protection shall be worn when afloat. Patrol boat crew must be prepared to enter the water.	
Sailors unable to cope with the conditions.	Club members	Medium	It is up to the individual member to decide whether they are competent to sail in the prevailing conditions. The OOD will decide if it is safe to run the races, if so a patrol boat will be launched and be available to assist as far as possible. It is strongly advised that members have a radio if sailing without a patrol boat.	
Patrol boat does not see craft in trouble	Possible injury/drowning Club members	Low	OOD to ensure that a VHF radio is carried by at least one person on the Patrol Boat. Race office will be in radio contact with Patrol boat. Club radios are available for patrol boats.	
Patrol boat unable cope with situation.	Club members	Low	Patrol boat and race office have radios and can call the coastguard. Race office has club mobile phone to call the emergency services.	

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Sailors being injured, e.g. by boom or unable to cope with conditions.	Club members	Medium	A patrol boat will be on the water for all racing and training. Children and youths must not sail without a patrol boat unless authorised by and in the presence of a parent, guardian or other nominated responsible person. Helmets may be offered to nervous students and may be required to be worn on a sailing course, if an instructor considers it beneficial.	
Being lost at sea – with consequential risks of hypothermia etc	Club members	Low	Members required to sign the book before launching and on return. For courses, shore contact will raise alarm if boats don't return by arranged time.	
Tide – being swept away and lost at sea.	Club members	Medium	Members advised in Safety Advice to always know what the tide is doing and sail up-tide or where you can be sure you can get back to the slipway - even if conditions change. Advised to carry an anchor (and radio) if sailing without a patrol boat.	
Tide – changing conditions on slipway.	Club members	Medium	Members Advised that conditions generally worsen around high tide	
Sailing/cruises outside Sully Bay	Club Members	Low	Advice to OOD's is that where the club organises cruises up and down channel or a long distance race outside the bay, it is strongly recommended that 2 patrol boats are operational and those going on the cruise are briefed on safety requirements (e.g. the need to wait for the patrol boat before setting off).	

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Rocks and variable depth below surface of water	Club Members	Medium	Club members are advised to ensure that they are familiar with rock outcrops and the general topography of Sully Bay before launching. Low tide during a spring tide is a good time to make such observations. Pay particular attention to the slipway vicinity.	
Uneven, sharp rocks and deep slippery sand and mud on the beach, shore and below the water	Fractures and strains - Club members	Medium	Members Advised to keep to slipway when launching and recovering boat where possible. When this is not possible, for example due to lack of wind, equipment failure or tide levels lower than the end of the slipway, do not rush and take small, careful and tentative steps.	
Tide and current whilst launching and recovering boat	Club members	Low	Club members advised to avoid standing in water deeper than chest height and where possible no deeper than waist height to launch and recover boats. Also, members should avoid standing too close to the edges of the slipway.	
Collision with other craft and people in the sea	Club members and general public	Low	Club members advised to be aware and vigilant of other people using the beach, shore and water such as jet skis, kayaks, fishermen and swimmers. Particularly, tankers and freight vessels should be given a wide birth.	
Club Boats				
Club boat gear failure.	Drowning Hypothermia - Club members	Low	The committee will endeavour to keep the club boats seaworthy, but members are advised that they sail club boats at their own risk and are responsible for checking the gear before launching. During organised sailing a patrol boat will be on the water to assist.	