

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)

Hazard	Risk	Level of risk	Controls in place	Additional actions under consideration
General				
Delay in response to Incident/Accident requiring the Emergency Services	Club members	Low	Emergency Action Plan in place and displayed on club noticeboard so that a timely and accurate report can be made.	
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 2028. RCD checked quarterly when meter readings taken. Electrical appliances to be PAT tested or equivalent by a competent person.	
Fire	Burns/smoke inhalation to club members Damage to clubhouse/club property	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.	
First Aid for minor injuries	Injury becomes more severe		First Aiders trained	
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.

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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.
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 strimmer 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 to have appropriate hygiene training/qualification 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.	

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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.
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.	
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.
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.	
Stairs - falling hazard if sitting in chair backed onto the top of the stairs.	Injury to club members		Rope stop to be fixed across stairs if someone is sitting near the top of the stairs.	

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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.	
Garage/Shed				
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.	
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.	
Storage of Petrol	Fire and Environmental harm	Low	The garage and shed are no smoking areas, as are all indoor spaces. Fuel containers are stored in the tractor shed in a tray large enough (28 litres) to contain a leak or spillage from the largest container (20 litres).	
The garage floor can be slippery when wet	Risk of sprains or falls	Low	Floor to be cleared of water with squeegee when wet and at work parties	Apply non-slip paint to reduce hazard
Patrol Boats				

Hazard	Risk	Level of risk	Controls in place	Additional actions under consideration
Competence and ability of the Patrol Boat crew to operate.	Injury to those in the boat and those being rescued.	Low	The Patrol Boat will be driven by a competent person, deemed so by having a Powerboat 2 qualification or sufficient experience. The Committee monitors competence of members. Club rules specify how and when children are allowed in the Patrol Boat.	
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.	
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).	

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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	Cuts and bruises	Low	Padding has been fitted to the bottom corners of the trailer side arms to reduce the risk of injury from contact with members lower legs when pushing or manoeuvring the trailer.	
	Strains and heart attacks	Low	To avoid over stressing those involved, If the tractor or a trained driver is not available, 6- 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).	
Patrol boat crew climbing into Patrol Boat	Possible fall	Low	The trailer is fitted with side arms to contain the boat on the trailer. These have been replaced with ones of sufficient strength to allow them to be used to climb into the boat.	
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 Bay Yacht Club. Guidance sheet in boat for details of the access to Cardiff Bay and Cardiff Bay Yacht Club.	
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. The Committee monitors competence of members.	

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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.	
	Slipping on slippery surface	Low		
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.	

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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		Medium	Helmets are available in the garage and strongly recommended for children and recommended for novice adults in windy conditions. They may be offered to nervous students and may be required to be worn on a sailing course, if an instructor considers it beneficial.	
Sailors being injured 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.	
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.	

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Fog – being lost at sea	Club Members	Low	<p>OOD/Patrol Boat must set a course such that the Patrol Boat can see all boats on the course.</p> <p>The OOD to make sure that the Patrol Boat knows who is afloat and the Patrol Boat keeps track of the boats and warns individuals, as appropriate, not to sail outside the area it can monitor.</p> <p>If the visibility decreases to the point where boats in the race area cannot be seen by the Patrol Boat, the race should be abandoned.</p>	
Sailing/cruises outside Sully Bay	Club Members	Low	<p>Advice to OOD's is that where the club organises cruises up and down channel it is strongly recommended that 2 patrol boats are afloat and one proceeds at the front of the fleet and the other at the back.</p> <p>The OOD must complete the Cruise Risk Assessment Form listing the details of the cruise, precautions taken and the persons taking part.</p> <p>The OOD must hold a briefing for those going on the cruise before launching covering the safety requirements (e.g. the need to wait for the patrol boat before setting off, where the cruise is heading, the state of the tide and weather forecast, where there is safe landing, what to do in an emergency/fog/too much wind/too little wind).</p> <p>A list of those going on the cruise and their boats must be kept on the Patrol Boat as well (as on the Cruise Risk Assessment Form, which is left in the clubhouse in case it is required in the event of an incident).</p>	

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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 berth.	
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.	

Hazard	Risk	Level of risk	Controls in place	Additional actions under consideration
Tractor/Mower General				
Operator error	Injury to club members or members of the public. Damage to boats or other property	Med	All operators of the tractor must have been given in house training which is to be logged. Laminated sheet to be displayed in tractor shed indicating the basic modes of machine operations and controls. Operating procedure for use pulling up boats to be displayed on club website. The procedure will document what the tractor can be used for and how it should be done.	
Fuelling of Tractor	Spillage and Fire	Med	Unleaded petrol to be used and must be topped up in open air outside the tractor shed. Any sources of heat/ignition to be removed.	
Tractor/Mower Use for pulling boats				
Crossing Coastal Footpath and Driving on Slipway	Injury to the public	High	Operator to ensure footpath and slipway is clear of public before proceeding. At busy times consider the use other club members to act as banksman and to alert/advise members of the public. While crossing the footpath tractor is to be operated on low speed.	

Hazard	Risk	Level of risk	Controls in place	Additional actions under consideration
Loss of control of tractor while turning on slipway	Injury to operator, other club member or member of the public	Med	While turning the tractor the slowest speed must be selected. (Tortoise Speed)	
Fixing the rib trailer to the Patrol Boat	Trailer becoming unhitched and injuring club member or member of the public	Med	The ball must be fully engaged on the tow ball with the handle fully back and the protruding metal at the front above the hitch. The safety retaining strap must be clipped on. There is a Jockey wheel, which can be raised and lowered by turning handle, to ensure there is no need for people to lift the front of the trailer.	
Recovery of the Patrol Boat with not enough people to push it clear of the water.	Injury to club members		The Patrol Boat trailer will be pulled out of the water with the rope attached to the trailer. The tractor will be driven at minimum speed until the trailer is clear of the water and then the hitch connected. A banksman will be nominated to communicate between those controlling the trailer and the tractor driver.	
Recovery of Patrol Boat off the bottom of the slipway	Injury to club members	Low	As above but using up to the full length of the rope across the rocky beach. Very slowly, and stopping the tractor when the trailer wheels hit an obstacle and then manoeuvring the trailer round the obstacle.	
Recovery of Patrol Boat at high spring tide	Greater risk of driving off edge of slipway	High	This will be subject to trials before becoming routine. Only applies on Wednesday evenings.	

Hazard	Risk	Level of risk	Controls in place	Additional actions under consideration
Use of the tractor to pull boats other than the rib on its trailer	Boat breaking away and causing injury and damage	Med	The following can be towed by the tractor: <ul style="list-style-type: none"> Trailers with tow hitch - provided that a secondary retaining stop is attached. Trolleys with a hole through which the tow ball fitting can be fitted with the nut done up so the thread protrudes Trolleys with a jockey wheel, with an appropriate rope passed around the lower part of the tow ball fitting with the nut done up so the thread protrudes 	
Items being towed breaking away	Injury to club members or members of the public. Damage to boats	Low	Boats can be towed on trailers or trolleys provided the controls above are in place. People accompanying the boats must not walk between the tractor and the trailer/trolley or close behind the boat.	
Runaway of tractor and rib	Injury to club members or members of the public. Damage to boats	High	The tractor must not be used to tow the rib down the slipway as it is not heavy enough to prevent runaway.	
Runaway of tractor	Injury to club members or members of the public. Damage to boats	Med	When tractor is stationary the machine hand brake must be engaged.	
Collision	Injury to club members or members of the public. Damage to boats	Med	Tractor operator should always take a wide berth of people and boats while manoeuvring and driving up and down the slipway. If this is not possible the tractor should be stopped until it can safely proceed.	

Hazard	Risk	Level of risk	Controls in place	Additional actions under consideration
Contact with sea water	Rusting of Tractor	High	Tractor is not to be used in the sea or within reach of waves. Tractor to be washed down with fresh water after use.	
Tractor/Mower Use for Grass Cutting				
Stones being thrown up by grass cutting blades	Injury to people in vicinity of machine	Med	Machine to be operated at least 2m away from people in compound.	
Contact with moving blades	Injury to club members	Low	Machine will automatically stop when driver dismounts from machine seat.	
Weight of grass box full	Injury to member lifting grass box off machine	Low	Members to ensure correct lifting and handling techniques are used when removing the box. (Cutting blades will automatically stop when box is removed and will not operate until box is correctly refitted.)	
Cutting blades getting entangled with boat covers or ropes	Damage to boats or covers	Med	Driver to ensure that grass cutting area is clear of all obstructions before starting cutting operation.	