

RISK ASSESSMENT FORM

Workplace	Buzz Active	Likelihood (L)	X	Severity (S)
Department	Children's Services	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	R Wilson	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Princes Park Lake and Eastbourne Bay	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Dinghy Sailing	Likely	4	Major (death or serious injury)
Date	12/01/2022	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Activity sessions and courses	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating				
				L	S	R		L	S	R		
1.	Manual handling – strains and sprains	All participants	SI to brief instructors to make sure that there are enough people to carry and tow the equipment safely and prevent any injury. Staff oversee all movements	2	2	4						

3.	Launching and landing people in the shore dump	All participants	When launching/landing on the sea, there must always be a safety boat on the water before any clients are allowed out. The instructors to brief of dangers in the shore break and enforce no swimming policy whilst boats are launching/landing. Instructors to brief clients and be last off the beach when launching and first on the beach when landing. If any shore break, clients must never embark or disembark from the inshore side to avoid waves pushing boat on top of client's legs.	3	2	6			
4.	walking to activity site with equipment	All participants	Briefing on looking where you are going, taking corners wide, and not running. Working together with pairs where possible/practical.	3	2	6			
5.	Crossing the road to Princes Park Lake/prom to beach	All participants	Clients crossed in a walking bus style and briefed prior to crossing on walking and paying attention. Working together with pairs where possible/practical.	2	5	10			
6.	Collision while sailing	All participants	Clients to use control of power in sail and to adhere to rules of the road. Avoid collisions at all cost. Teach passing port to port. Coaching, setting up a course and spacing clients out sufficiently. Coach rules of the road. Communication between people on the water.	3	2	6			

7.	Rigging the boats on the beach	All participants	Clients are to wear helmets if under 18 and offered use of helmets if over 18. Head to wind, boom on last. Staff led or supervised rigging. Helmets to be worn where appropriate. Never stand towards the end of the boom and be careful of the sail. Keep sails rolled if not in use to prevent flogging and injury.	3	2	6			
8.	Winch rope on the beach	All participants	To be left flush with floor if ready and set up. Clients not to cross if in use. Left coiled if possible. Briefing to include caution of winch ropes.	3	2	6			
9.	Rope burn, trapped fingers between boats and or lake edge Crush injuries	All participants	Briefing about how to pull in and release a sail safely, no wrapping rope round hands, where to put hands and how to hold the boats safely. Coaching and monitoring of coming alongside/ landing, and hand drill for sheeting in/ letting sail out.	3	2	6			
10.	Injury incurred by the boom hitting head – Struck by object	All participants	Clients are to wear helmets if under 18 and offered use of helmets if over 18. Clients are briefed about the boom swinging, especially if gybing. Taught to tack first. Land drills for all first time sessions before heading out. Focus on PUSH the tiller AWAY!	3	2	6			

11.	Boats capsizing	All participants	<p>Mast head floats to be fitted to any craft with shrouds/wire rigging and Zests even if sailed with a staff member on board to reduce inversion.</p> <p>Clients to be briefed on capsize drills for all craft suitable for their session. If a boat is capsized, staff to make sure the clients are ok and count heads all the time and the boat is buoyant. Instructors to brief clients on shore about the capsize drill and how to right the boat. While operating on the sea, the safety boat MUST have a VHF radio.</p>	3	3	9			
12.	Foreign objects in the water	All participants	<p>Lake water surface to be visually checked for foreign objects prior to the start of the session. If any objects found during the session, object to be removed before session continues. Whilst sailing on the lake, as safety boats are not used due to the shallow water, clients are briefed on the depth of the water and all staff will be ready to enter the water if needed.</p>	2	3	6			
13.	Injuring - grazing or cutting feet	All participants	<p>All persons participating MUST always wear appropriate footwear whilst on the lake and advised to wear shoes whilst on the sea. If a shoe is lost, another should be sourced as soon as possible.</p>	3	2	5			

14.	Drowning and entrapment	All participants	<p>Helmets where appropriate. Buoyancy aids to be worn always and must be properly fitting. Mast head floats to be fitted to any craft with shrouds/wire rigging. Even if sailed with a staff member on board.</p> <p>Clients to be briefed on capsized drills for all craft suitable for their session. Proper group control, safety boat positioning and designated sailing areas defined so clients can be monitored, and coaching delivered safely. All instructors to carry a suitable working knife on their person. Importance of a properly fitted buoyancy aid being worn at all times and leg straps if fitted to be properly affixed and excessive webbing to be tucked away from the side to prevent catching.</p>	1	5	5				
15.	Tide and sea state.	All participants	<p>Briefed on how to raise help if needed. Capsized drills delivered. Good group control and safety boat helming/pre-empting a star burst scenario Working within ratio. AI can be placed in craft. Clients taken safely/walked up the lake</p>	3	2	6				

	Towing	Participants Staff	Use appropriate methods as to not cause injury or damage. Only tow with masts up if the wave state, and sea conditions allow. Always keep an eye on the boat and the participant. Have suitable communication between all, Keep speed to a reasonable pace as to not damage equipment or become out of control. Participants to sit in the middle of the boat for balance	2	3	6			
16.	Weather – Hypothermia, heat stroke, lightening	All participants	Instructors to make sure that all clients are dressed appropriately. If hot, clients to be advised to wear sunscreen, and if really cold clients to be advised to wear a windproof top. Spares can be to hand or in safety boat. Water and sunscreen available. Thunder and lightening to be monitored by the duty SI and incoming squalls coordinated between all staff to bring everyone ashore safely	3	2	6			
17	Water Quality	All	Water testing is done periodically. If questionable then talk to the duty SI for the day. Check the SAS website for updates on the sea and follow the Ops for poor water quality. Make sure everyone washes their hands after exposure to the water. Limit the immersion on session.						

18	Slips trips and falls	All	Careful of uneven ground and foot placement in the boats. A good stance and balance adopted when sailing. Suitable footwear and gentle movements to slow down instability.							
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:	R Wilson	Signature of Manager:	R Wilson	Date:	10/3/2020
1st review undertaken on:	10/11/2020	Signature of Manager:	O Richardson	Date:	10/11/2020
2nd review undertaken on:	12/1/21	Signature of Manager:	R Wilson	Date:	12/1/21
3rd review undertaken on:	12/01/2022	Signature of Manager:	R Wilson	Date:	
4th review undertaken on:	20/01/2023 P Lansdown	Signature of Manager:			
5th review undertaken on:	25/1/24 P Lansdown				