



Annual Risk Assessment Form

To calculate **Risk Rating (R)**: assess the **Likelihood (L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R**

Club & Society Name:	Leeds University Sailing Club	Likelihood (L)	X	Severity (S)			
Category:	Sport	Unlikely	1	Minor harm caused			
Group Description:	A university sailing club training every weekend at West Riding Sailing Club, regularly racing 707's at Scarborough Yacht Club and compete at university team racing, and national keelboat events. We also have weekly social events.	Possible	2	Moderate harm caused			
		Certain	3	Major harm caused			
Completed by (name and committee position) and date:	Amy Goult - Vice Commodore Ellen Bickley - Commodore		<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: #00FF00;">Low (Acceptable) = 1 - 2</td> <td style="background-color: #FFFF00;">Moderate (Tolerable) = 3 - 6</td> <td style="background-color: #FFA500;">High (Intolerable) = 7 - 9</td> </tr> </table>		Low (Acceptable) = 1 - 2	Moderate (Tolerable) = 3 - 6	High (Intolerable) = 7 - 9
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Club & Society Signature:	Amy Goult Ellen Bickley						
(Staff Only) Checked by:							
(Staff Only) Final Sign Off:							

Society Activity Hazards

Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at risk and how?	Control measures (Already in place)	Risk Rating			Additional control measures needed (Staff ONLY)
			L	S	R	
<u>ON THE WATER:</u> Drowning	All Participants affected. If not wearing the correct clothing, participants could drown. Unexpected capsize or man over board could cause panic and increase risk.	Ensure all equipment meet RYA safety standards. All participants must wear CE approved buoyancy aids at all times when near or on the water. Adequate briefing prior to activity and at least one person in the boat with capsize drill training. Adequate rescue provision provided by RYA qualified drivers. Safety boat to accompany activity on water at all times. Participants should	1	3	3	

		be advised not to jump out of boats.				
Exposure to heat and cold	All participants could be affected. Risk of hyperthermia or heat stroke or burn, if not adequately protected.	Awareness of the environmental conditions when planning sailing session. Advice to be given to participants of correct clothing, rehydration and use of sun cream. Notice to be given to instructor if someone is struggling with conditions. Adequate rescue provision provided by RYA qualified drivers.	2	2	4	
Dehydration	All Participants affected. Sailing is an active sport and especially when it is hot the wind can be deceiving to moisture loss. Dehydration could occur leading to collapse.	Ensure adequate breaks for re-hydration. Encourage participants to drink plenty of water. Safety boat to carry spare water.	1	1	1	
Over exertion/ fatigue	Sailing is an extreme sport and especially when racing or in high winds can be very strenuous and tiring which can result in over exertion and fatigue.	Participants should take regular breaks to re-hydrate and to avoid fatigue. Instructors in charge of the session should be aware of the risks and schedule breaks and/or swap people in and out of boats for rests.	1	1	1	
Water born illness/parasite	All participants who come in contact with water.	Participants should not drink the water. If they have open cuts these should be cleaned and covered up as to keep water out and not get infected. Cuts and grazes should be cleaned with appropriately if they come in contact with water. If problems occur medical advice should be sought.	1	1	1	
Equipment failure	All participants could be affected. Danger could involve falling items, entrapment, loss of control, collision, capsize and multiple capsizes. All could result in severe injury.	Regular 6 week check on all equipment. Ensure equipment meets RYA safety standards (ref, doc: dinghy coaching G14/06). If weak or broken equipment is noticed, it is to be reported to an instructor or organiser and fixed accordingly.	3	2	6	
Entrapment Transferring between boats	All participants affected. Risk of entrapment between boats and among ropes, practically when moving between dinghy and power boats. Getting fingers trapped is a high risk. Also getting trapped on engine is a high risk.	Qualified power boat and safety boat taking part in the session. Knife easily available. Clear instructions should be given on land and reminded on water of correct procedure to all participants. Keep fingers clear of potential traps and inside boats as they approach each other. Be fully aware of where footing will be. Approach boats from the sides so that engine is clear astern.	2	2	4	

Towing dinghies by power boats	Towing could lead in collision between power boat and dinghies if not controlled properly. It could also lead to rope burns, mainly on the hands. Also prop ropes can occur if not carried out properly.	Towing should be kept to a minimum and only used when really needed. Tow rope should be correctly fastened to the bridle and be of the right length to meet RYA guidelines. This will be checked at the start of each session with the other power boat checks. When towing speed should be keep to a minimum. Helms and crew of dinghies should be made aware of the procedure in the briefing.	1	2	2	
Damage to boats when on water	If boats are not controlled properly collisions can happen. Either between other boats or with stationary objects. Particular care to be taken where collisions are not obvious like the slip way and shallow points of the lake.	The helm should take care to avoid other boats and crew should inform helm of upcoming hazards. The rules of the water should be stuck too, but most importantly avoid collisions at all costs! Depending on experience helms should make sensible decisions to avoid collisions. Sailors should be made aware of shallow points in the water before launching. Everyone should look out for everyone else and inform the people in the boat if they are approaching a hazard situation.	3	1	3	
Accidents whilst on boats.	If care is not taken to avoid, collisions between sailors and the boom can occur. This could result in concussion if hit on the head or other accidents especially. Sailors should watch out for movable objects and bits of metal as to not hurt themselves. All risks greatly increase in high winds. Ropes retain a lot of wind power which could easily cause damage including rope burn and trapping fingers. Long hair should be tied up or covered as to not get it caught in the boom or mechanisms.	Warning of risks, especially the boom should be made clear before launching and warning of tacks should be given by the helm. Helmets should be worn by inexperienced sailors. Any sharp ends should be covered and sailors should make themselves familiar with the boat and everything in it before setting off on the water to minimise risks. Care needs to be taken when touching anything in the boat, ropes should be handled with care and kept tidy and away from limbs. People with long hair should take necessary precaution not to get it tangled or caught especially in the boom. All sailors should be made very aware of all risks before beginning the sport. Sailing is an extreme sport and is weather dependent. Anyone taking part should be very aware of all risks involved.	3	2	6	

Power Boats	Risk of injury from engine propellers. Risk of engine failure or running out of fuel can result in being stranded with no power. Low risk of capsize, especially in high winds.	Drivers should be careful when dealing with the engine. If there is a problem with the propeller the engine should be switched off safely before it is looked at. The boat should have a spare carton of fuel on board and oars in case of engine failure. All drivers and passengers should wear buoyancy aids in case of capsize.	1	2	2	
Extreme weather	Risk of damage to boats in stormy weather, lightning striking mast could result in serious injury to sailors. Extreme heat or cold could damage boats and cause mechanisms to not work as well as being a risk to sailors.	Weather is to be assessed by whoever is in charge of the session about whether it is safe, a forecast should be looked at before each session. If the wind is considered to be too strong sessions are to be cancelled. Session leaders should take precautions and necessary action when sailing in very cold, wet, hot or snowy weather or if visibility is poor. Boats should be checked before each session and maintained properly.	2	2	4	
Risk to Participants	Sailing is a high risk extreme sport. Participants may have medical conditions which could affect their health and fitness. If they cannot swim, panic could increase the risk of drowning or injury.	All participants must be able to swim 50m and be supervised by a safety boat at all times when on the water. It is the participants responsibility to make session leaders aware of any medical problems which might affect their performance. Session leaders are to make it known at the beginning of each session that medical problems should be reported. Participants have access to what they are insured against and have the option to purchase more insurance. Instructor to ask and assess participants competency and set activities accordingly, supervision and support should be available and given when needed.	2	2	4	

Jewellery	Participants wearing jewellery affected. Jewellery can get caught and cause harm to wearer.	Ensure no jewellery is worn during the session.	1	1	1	
Hazards on water	Risk of collision with underwater objects or visible objects. Capsizing and the mast becoming stuck in boat, capsizing and boat sinking.	Shallow points in the water should be identified to sailors. Participants to keep clear of shore, specifically fishermen as to not get tangled. The capsize drill should be taught to new participants. There should always be a rescue boat nearby to come to the aid of a capsized boat which may have complicated problems, like stuck mast. Safety of the participants should always be put before the boats.	1	1	1	

Entrapment on Dinghies'	All participants affected. Risks of entrapment under sail, boat or amongst ropes particularly on capsize. Getting fingers trapped is high risk.	Qualified instructor taking part in sessions. Knife easily available. Discuss capsize drill prior to launching boats. Give talk on awareness of all parts of the boat. Keep fingers clear of potential traps and be careful when dealing with ropes.	2	2	4	
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AROUND THE CLUB						
Slips in the club house	Any wet patches created by wet people or spillages can cause people to slip and hurt themselves. Mainly brought inside by wet kit after being on the water.	People to remove wet clothing before entering the communal area. Wet patches and spillages made are to be mopped up and attention brought to the point of hazard.	1	1	1	
Slips on the slipway and pontoon.	Slipway is wet and slimy and on an incline. Under the water hazard patches and gradient change cannot be seen. People can fall and hurt themselves.	Make everyone aware of high risk on arrival, and everyone to look out for each other. Caution to be taken when using these areas. Suggest suitable footwear is worn to decrease risk, no bare feet.	2	2	4	
Trips - In particular in the container and when in and around boats.	If ropes are not tidied up properly, especially when in the container with poor lighting or in the evening, trips can occur and someone could get hurt or damages sails or equipment. There are often hard and sharp objects around which can increase risk or harm.	All ropes and equipment in the container should be kept neat, tidy and organised. Equipment to be put back in its proper place. Care to be taken when in the container and a torch to be used if lighting is not sufficient. On boats ropes to be tidied and put out of the way after rigging. Caution to be taken when sailing and towing that ropes do not get caught or tangled.	1	1	1	
Manoeuvring awkward or heavy items - I.e. Boom and masts.	If not carried or transported in the correct way damage to the participants or equipment can occur.	There should be a suitable amount of people to the job be carried out. Heavy objects should be lifted properly with bent knees and straight back and if required by multiple amounts of people. Only those qualified to move heavy objects should manoeuvre certain objects.	1	2	2	
Barbecue	Risk of burning as a result of standing too close to the barbecue or not being warned about scalding.	Before using the barbecue, everyone must be warned about the risks, and told not to stand too close to the barbecue.	1	1	1	

Manoeuvring and lifting of sailing and safety boats in and out of the water.	Heavy boats are moved around and lifted on a regular basis. If this is not done properly then people could hurt themselves, in particular damage their backs or trap fingers. If not manoeuvred safely boats can be damaged.	Boats to be firmly secured to trailers before moving. If one person is struggling, wait for help, in particular when removing from water and up inclines. A sufficient number of people should help remove the safety boat from the water, and be situated at different points around the boat, wearing suitable clothes if in the water. When putting boat in the container particular care should be taken that no one is trapped or hurt and the motor does not get damaged.	1	1	1	
Theft or damage of Personal Possessions	Personal possessions are left un attended at own risk, there is a risk of theft. Items that cannot get wet should not be taken onto the water. This risk increases as the number of participants increases.	Visitors made aware of risks. Visitor should make appropriate arrangements or not bring items of value with them. Belongings left unattended at participants own risks.	1	1	1	

Socials, Meetings and Transport Hazards

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at risk and how?	Control measures (Already in place)	Risk Rating			Additional control measures needed (Staff ONLY)
			L	S	R	
TRANSPORT Hazards associated with transport	Accidents can happen on the road to do with the driver or other drivers. This could result in serious injury or death. Passengers in the vehicles can hurt themselves or get travel sickness. There is a risk of traffic or breakdown resulting in delays. Risk of delay or missing trains when using public transport	All drivers should be qualified and registered with LUU, photocopies of both their paper and plastic licences. Vehicles used should be registered with LUU with their MOT, insurance and tax disc certificates. All minibus drivers have the correct MiDAS qualifications. Drivers should take regular stops on long journeys or have multiple drivers. Rules of the road and laws are to be followed at all times. They should drive safely with no distractions. Passengers wear seat belts and not drink in the car. Injuries or illnesses such as travel sickness, trapped fingers or falling out of vehicles should be dealt with appropriately, if serious, the emergency services should be contacted. The weather should be taken into account and drivers should drive accordingly if risk is high the driver should not drive. If there is an accident or breakdown the appropriate plans should be made for recovery.	1	3	3	

Towing boats on trailer and long distance driving	When collecting boats from other universities and bringing them to the sailing club. Towing increases the chance that the severity of any accident will increase. With distance being travelled being longer than normal distraction and fatigue can be a problem.	Upgraded insurance on all cars towing boats needs to be up-to-date and cover the rules stated by the DVLA. The weight and length of boats needs to be checked making sure that licences are still valid if over this then towing licence will be needed. Tow bars, Trailer and lighting boards all need to be checked and in compliance with the law. Boats must be stacked and securely fasted onto the trailer. The laws of the road for towing must be followed. On long distance drivers must be occupied by a navigator and maps and/or satnavs should be carried. Regular rest breaks should be taken.	1	3	3	
Visiting drivers and driving to club	Due to the location of the club, it is easy to become lost. This can lead to delays in the weekend program. Drivers may be tired after nights out and drink drive limit.	Maps and contact numbers should be given to all drivers heading to the club. General verbal direction and things to look out for should also be given. All drivers must have had sufficient sleep and should not drink excessively on nights out. They must be within the limits of the law or should not gain access to cars.	1	3	3	
Socials	Risk of injury in relation to intoxication, falling/ slipping over, accidents, antisocial behavior, food poisoning.	Members advised they are responsible for themselves. There should always be at least 2 sober committee members on every social to deal with emergencies. Committee and other members should look out for each other and report dangerous, suspicious or over intoxicated behavior. Intoxicated members should be advised to stop drinking and/or go home. If there is an emergency, 999 should be called. When walking in large groups there should be awareness of traffic. Excessive drinking and nudity should not be promoted and not linked to the university name. No 'initiation' socials will be permitted, and nobody will be pressured to drink. No first aid should be performed when intoxicated or by non-trained persons.	1	2	2	

Covid-19	All participants are at risk of contracting coronavirus when attending LUUSC events and participating in sailing.	LUSC encourages members to take lateral flow tests before attending social events to minimise the risk of transmitting Covid-19. Members must not attend events if they have any coronavirus symptoms and instead isolate until they no longer feel unwell. If anyone becomes unwell with a new continuous cough, a high temperature or loss of smell/taste during or within 48 hours of an activity they will be sent home and advised to take a lateral flow test. The society will report this to the LUU Activities Team if the individual tests positive.	3	2	6	
<u>GENERAL</u> Food Preparation	Risk of food poisoning as a result of unsanitary food preparation.	Only members of the club with appropriate food safety qualifications will be allowed to prepare food for LUSC events such as the Howler or a GIAG. A list of members with these qualifications will be maintained by the Commodore.	1	1	1	
Accommodation	Members of LUSC staying in accommodation provided by other university sailing societies. Visiting sailors staying in accommodation provided by LUSC members.	All accommodation provided by LUSC members should be Unipol approved to ensure all appropriate certification is in place. Members should provide a safe and suitable area for visitors to sleep. When travelling to away events, members should take suitable sleeping equipment to ensure comfort and to make sure they are not cold. If the accommodation offered by the host university is deemed unsafe or unsuitable, a committee member should contact a senior committee member of the host university society.	1	1	1	
Finances	For committee members. If money is not accounted for and recorded properly it can go missing or confusion can occur, causing problems. For the Howler the money is in higher quantities and so the risk and so the risk is increase.	Executive committee should check and review all expenses. LUSC treasurers should regularly check the LUU accounts to see if any unidentified transactions have occurred. This should be increased during the Howler planning period to ensure all finances are accounted for.	1	2	2	

<p>Accidents and emergency</p>	<p>If accidents are not dealt with in the appropriate manner the situation could be made worse. In emergencies there should be a clear procedure to reduce risks.</p>	<p>Fire exits and assembly points to be marked clearly and identified to all visitors. All accidents should be reported and logged in a accident book, specific attention should be given to neck, head and back injuries. Only first aid qualified persons should perform any first aid. For serious accidents the emergency services should be called. There should be a first aid trained person at every session.</p>	<p>2</p>	<p>1</p>	<p>2</p>	
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