



Risk Assessments

Date Carried Out: May 2024
Review Date: May 2025

Assessment Carried Out By: RJ Woods, B Bibby, D Pennell, C Hewer

On the Water

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Drowning	Sailors	<p>Safety boat on water with trained personnel available (See Buddy Sailing Policy) or boat fully manned with trained personnel (minimum PB2 or assessed by powerboat instructor).</p> <p>Compulsory wearing of buoyancy aids for all water users.</p> <p>Helm or crew should be experienced sailors, or novices arrange for someone with experience to be available to be aware of risks of sailing.</p> <p>Additionally for sail training: Manned safety boat to be on water. Compulsory wearing of buoyancy aids checked by instructors prior to going out on water. Masthead floats to be fitted to all boats for learn to sail courses and at discretion of Senior Instructor for other courses. Senior Instructor to set defined sailing area which is easily managed. Senior Instructor to advise sails to be reefed if conditions dictate.</p>	No			



Chelmarsh Sailing Club

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Entrapment	Sailors	<p>Safety boat on water with trained personnel available (See Buddy Sailing Policy) or boat fully manned with trained personnel (minimum PB2 or assessed by powerboat instructor)</p> <p>Safety boat to carry knife and wire cutters</p> <p>Individual sailors carry own addition equipment e.g. knife, whistle</p> <p>Additionally for sail training: Instruction to be given on how to exit/breath if under sail as part of Level 1 training.</p> <p>Senior Instructor to supervise capsized drill, with second instructor in the water.</p>	Review RYA advice and action as required	Principal of Training	Quarterly	
	SUP	<p>Risk is inherently low as flowing water only exists around the intake and outlet points of reservoir. All club boards are fitted with quick release tethers and SUP training covers use of these, to avoid SUP close to water inlet and outlet points and recommendation to use quick release tethers on own boards.</p>	Review Go Paddle advice and action as required	SUP Lead	Quarterly	



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Hyperthermia	Sailors, SUP, Power Boat users	<p>Water users responsible for their own protection e.g. hat, correct clothing, drinking enough fluids.</p> <p>Additionally for training, instructor to brief students on appropriate clothing and dangers of hyperthermia.</p> <p>Instructors to monitor students and if getting hot suggest removing layers or bring to shore for break and drink</p>	No			
Hypothermia	Sailors, SUP, Power Boat users	<p>Wetsuit or dry suit to be worn between 1st October and 31st March.</p> <p>Warm showers available in club house Grab bag with blankets etc - by carpark door</p> <p>Additionally for training, instructor brief students on appropriate clothing and dangers of hypothermia.</p> <p>Senior Instructor to supervise capsize drill, instructor in the water with dry suit if conditions dictate and water temperature must be above 10'C</p> <p>Instructors to monitor students and if getting cold bring to shore for break and warm up.</p>	No			
Injuries - Crushing	Sailors, Power Boat Users	<p>Helm or crew should be experienced sailors, or novices arrange for someone with experience to be available to be aware of risks of sailing. Additionally for training students instructed to keep hands inside the boat when approaching another boat or pontoons.</p>	No			



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Injuries - Slip	Sailors, SUP, Power Boat Users	<p>Sailors to wear non slip footwear and walk on pontoons (no running).</p> <p>Handrails installed on all pontoon bridges.</p> <p>Steps painted with white edging.</p> <p>Pontoons washed down as required.</p> <p>Anti-slip matting installed on west slipway to be checked regularly for weed/algae build up and cleaned as necessary.</p> <p>Hospital telephone numbers and telephone available in clubhouse.</p> <p>Additionally for training, Senior Instructor to inspect pontoons prior to training session and delegates brushing or washing if necessary.</p> <p>Students warned of dangers of slipways, walkways and pontoons, including boat launching and boat access from pontoon.</p>	Review means access to pontoons if fall in water.	Vice Commodore on water	Jan 2025	



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Child abuse or child abuse allegations	All club users	Child Protection Office appointed by club. Child protection policy in place for club. Instructors and assistants working with children to sign they have read and understood the policy and DBS Checked	No			
Environment - Blue Green Algae	Sailors, SUP, Power Boat users	Reservoir users to be warned if blue green algae present	Reservoir owner to notify if blue green algae present.	South Staffordshire Water Company	As required	
Environment - Invasive Species	Sailors, SUP, Power Boat users	SUP Boards and boats should be washed down and dried for 48 hours prior to relaunch when brought to site from another area, or when removed from Chelmarsh for Sailing elsewhere. Particular issues to be advised on club noticeboards	Any issues to be notified to members via TGIF, Facebook and club notice boards.	Commodore	As required	
Environment - Lightning strike to boat on water	Sailors, SUP, Power Boat users	No sailing or paddling when thunderstorms in immediate vicinity of reservoir. Senior Instructor, Officer of Day or coordinator for activity to clear water if thunder heard.	No			



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Environment - Sunburn and associated risks	All club users	Instructors should 'recommend' to adults and 'strongly recommend' to children that they apply a high-factor sun cream before training sessions, and frequently throughout the day. Instructors to build in regular shade opportunities in periods of strong sunlight, wearing hats and sunglasses recommended. Experienced swimmer/sailors/SUP/powerboat users to take own precautions.	No			
Fuel handling and fire	Power Boat users	Fire extinguisher on each power boat. No fuel transfers on or within 10m of the water No smoking on boats.	No			
Injuries – Cut Foot	SUP	SUP users to wear footwear to launch area, barefoot on boards is permitted.	Update SUP Operating Procedure	SUP Lead	May 24	Done



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Injuries - Sprains and Strains	Sailors Power Boat users SUP	Ask for help! Two person boats to be launched by two people. Take care not to overcrowd launch slipways. Officer of Day to consider for busy Open Race Meetings. Powerboat crews to request assistance with launch and recovery of boat, particularly the larger Jaffa Engines generally left on boats - Bosun to be consulted if engine removal is required Two persons required for stacking of SUPs in storage container.	No			
Environment - Weill's Disease (incl. other water borne pathogens and Avian Flu)	All club users	Cuts to be covered by waterproof plasters. Water users to avoid water ingestion if in reservoir. Water users encouraged to wash hand before eating and to shower at end of day. Clothing and boots not to be washed in club sinks or showers. Known issues to be advised on club notice boards and social media via H&S Officer. Instructors to brief students of risks.	Notify users of new issues	H&S Officer	As required	



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Powerboat - Crew ejected from powerboat	Power Boat users	PB2 Training to cover safe operation of boats including: Helm to communicate to crew prior to starting off or accelerating boat. Helm to ensure crew are properly seated and holding on.				
Powerboat - Injuries from propeller or struck by powerboat	Power Boat users	All power boat users to be authorised, list displayed in galley (either Power Boat Level 2 Trained or Assessed by RYA Instructor). Only exception is users under direct instruction as part of RYA course or assessment Kill Cord to be worn by helm when engine is running. All users instructed to stop engines when near to persons in the water and keep engine away from person at all times.	List of power boat users to be reviewed and updated after each course	Principal of Training or Powerboat Chief Instructor	After each course, usually Spring and Autumn	
Powerboat - Safe Use of Engines	Power Boat users	PB2 Training includes safe starting and operating procedures for engines on all club powerboats. When new equipment is introduced, changes are circulated via TGIF or if required hands on training provided.	No			
Strong water currents	All club users	Water outlet is guarded and fenced, users should not approach within 1 m. Water inlet creates a "current" when pumping in occurs, this can be quite strong and Instructors to advise students and Officer of Day should cover in race briefing for Open Events.	No			



Chelmarsh Sailing Club

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Medical Emergency	Sailors	Safety boat on water with trained personnel available (See Buddy Sailing Policy) or boat fully manned with trained personnel (on authorised powerboat user's list) to get person off the water. Emergency procedures are displayed in clubhouse Senior Instructor or Officer of Day to lead incident response.	No			
	SUP All Club users	Buddy SUP must have mobile phone with them in waterproof bag List of trained club first aiders maintained and displayed on club notice boards. First aid kits and defibrillator located in lobby of sailing club under stairs, first aid kit to be carried in rescue boat and first aid kit in galley. Telephone and emergency contact details displayed by phones in clubhouse (in bar and by carpark door)	List of First Aiders to be updated after each course. First Aid kits to be checked for contents and in date.	Principal of Training Principal of Training	Following each course Annually, prior to RYA Inspection.	
Unable to recover in case of medical emergency or injury	Sailors, SUP	Lone Sailing/Paddling is not permitted under any circumstances	No			



Swimming

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Drowning	Swimmers	<p>SUPs on water manned by trained personnel (minimum WoW course or equivalent basic first aid Instruction in torpedo Buoy use and First Aid certificates where achieved).</p> <p>Compulsory using of swim float.</p> <p>All swimmers have competency assessed by NOWCA and understand risks and safety procedures.</p> <p>Swim Manager and Safety crew as SOP.</p>	No			
Entrapment - Objects in the water or on the bottom leading, to injury or entrapment	Swimmers	<p>Briefing by swim manager: Caution to be taken when treading with bare feet, only authorised entry and exit points provided may be used.</p> <p>Avoid known risk areas that should be marked as higher risk.</p> <p>Manager/safety check from land and SUP for safe swimming course prior to opening.</p>	Check for hazards prior to each swim session	Swim Manager	Each Session	



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Hyperthermia	Swimmers	Swim Manager check water temp before session and brief swimmers on appropriate clothing and dangers of hypo/hyperthermia. No wetsuit use in unlikely event of water temp > 25°C	No			
Hypothermia	Swimmers	Everyone to wear wetsuits or have Open Water acclimatisation experience. No swimming below 12°C without wetsuit. Warm clothing available for supervisors during session and emergency blanket for swimmers post swim. Instructor brief students on appropriate clothing and dangers of hypothermia.	No			
Being caught out on own in open water	Swimmers	Scan in and out of water with NOWCA ID tag. Swim with a person who knows you are in the water. Observation (Rescue personnel scanning drill – taught on lifeguard courses) from safety personnel. Only NOWCA members or profiled guests allowed to swim with NOWCA wristband. NO LONE SWIMMING PERMITTED	No			



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Panic	Swimmers	<p>Attend a NOWCA Open Water Course or safety briefing before swim to learn how to relax and stay confident. Swimmers must be able to demonstrate that they are capable of completing each designated distance within the lake before being allowed to progress.</p> <p>Only competent swimmers are allowed to go into the water.</p> <p>As part of the swimmer's rules set out in NOWCA rules and advised to each swimmer they must swim in the water with a swimming partner (where possible) who can raise the alarm if the other swimmer gets in trouble or has not exited the water for any reason. They do not have to be close together but aware where the other swimmer is and what they are doing.</p>	No			
Collision - Between swimmers	Swimmers	Follow swim designated route / brief swimmers before they swim & ask them to follow venue rules at all times	No			
Collision - Between water craft and swimmers	Swimmers	<p>No power craft or sailing boats allowed on water during swim sessions.</p> <p>SUPs are used as rescue/safety craft. SUP safety to keep and steer away from swimmers and to maintain a position outside of the swim zones.</p>	No			



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Environment - Water Quality leading to illness and/or infection	Swimmers	Reservoir water is from natural untreated sources (River Severn and land run off). Any perceived risk (e.g. algae etc) will be reported to users and all users must report any adverse event potentially related to water quality.	No			
Injury - Cuts from entering water/ infection	Swimmers	<p>Ask swimmers to be careful when entering and exiting.</p> <p>Wash all cuts with clean cold water and clean with an antibacterial wipe before applying a sterile dressing such as a plaster. Ensure recorded in the accident log-book.</p> <p>Regular check of entry and exit areas where swimmers enter exit.</p> <p>Advise swimmer to monitor and seek medical attention if any bleeding, discolouration, redness, sensitivity or pain persists.</p>	No			
Medical Emergency	Swimmers	<p>Safety SUP on water with trained personnel available as detailed in Swim SOP.</p> <p>Emergency procedures are displayed in clubhouse Swim Manager to lead incident response.</p> <p>List of trained club first aiders maintained and displayed on club notice boards - Swim Manager ensures First Aider on site.</p> <p>Telephone and emergency contact details displayed by phones in clubhouse (in bar and by carpark door).</p>	No			



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Reduced Visibility of Swimmers in water	Swimmers	<p>Light sticks issued to all swimmers to be placed on tow float at attachment point to body strap; Ratio of SUP support to Swimmers to be set at 1:15 max. Additional briefing to all SUP support and swimmers.</p> <p>All swimmers to have whistle and audible signals to be used for event control.</p> <p>Reduction in course size and extent (Bouy 1 only).</p> <p>Admin increased to ensure better controls as higher risks from reduced swimmer visibility specifically: Illumination of check in area, added admin to ensure all swimmers have mandatory standard equipment (Tow Float wrist band swim cap).</p> <p>Reduced swim numbers allowing more admin processing time.</p>	No			
Reduced visibility of beach hazards	Swimmers	<p>Use of Astroturf walkway and this to be illuminated with glow sticks to reduce beach injury risks.</p> <p>Recommendation to swimmers pre event to wear appropriate footwear as land hazards harder to identify.</p>	No			



Off Water

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Disease transmission to or between members	All club users	Follow Government advice (eg: as implemented in covid). Any Public Health England (PHE) advice to be considered and implemented (at a minimum at each monthly committee).	Monitor Government Public Information on outbreaks of contagious diseases	Club Committee		
Fire - Building fires	All club users	Fire alarm in building. Fire Doors and emergency exits provided. Fire safety notices. Emergency Procedure in place. Responsibility for testing the fire alarm and annual maintenance is with Chelmarsh Sailing Club and is carried out by a nominated individual.	Confirm that fire alarm checks are being carried out every 6 months	H&S Manager		



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Fire - Fuel fires	Powerboat Users	Fuel to be stored in boat fuel tanks or metal fuel containers only. Fuel to be stored in metal fuel store, to be locked when not in use. Fire hazard signs to be displayed in area of fuel store. No smoking or ignition sources in vicinity of fuel store or in areas where fuel is being handled. Fuel transfers, e.g. filling of tanks, must take place at least 10 m from water's edge. Rules for fuel handling covered as part of powerboat training.	No			
Fire - Gas fire or explosion	All club users	No smoking in area of LPG storage tank or anywhere around tanker when deliveries are made. Tank installed 10' from building to meet safety codes. Tank to be fenced off with no access except authorised persons.	No			
Food poisoning	Galley Users	Good hygiene rating, coloured chopping boards, separate sinks, fridge policy etc.	No			



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Injury - Cuts	All club users	First aid kit in galley for minor cuts from glass or sharp equipment.	No			
Injury - Chemical injury (cleaning chemicals)	Cleaner	Household chemical cleaners only used. All chemicals kept in cleaner's store.	No			
Injury - Chemicals injury (boat repair)	Sailors	Chemicals kept in steel cabinet in Bosun Store (Bosun Store locked). No major boat repairs on site, quantities of chemicals small.	No			
Injury - Electric shock	All club users	Users to check condition of cables and plugs prior to use of electric tools. Electric tools not to be used near water. Portable electrical equipment to be PAT tested. Landlord to carry out fixed electrical equipment testing as required.	No			



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Injury - Slip injuries (steps/stairs/wet feet/freezing conditions)	All club users	Sailors to wear non slip footwear and walk on stairways, corridor and paths (no running). Instructors to advise students of risk of slipping on wet floors. Handrails installed on all stairways. Paths washed down as required. Grit/salt to be applied in cold conditions when ice is present. Hospital telephone numbers and telephone available in clubhouse.	No			
Injury - Using power tools	All club users	Tools are all kept in containers in secure Bosun's Stores and are to be used by competent members only.	No			
Social Events	All club users	Licencing for premises in place. Maximum numbers allowed on site. Cut off time for events to minimise noise to local people.	Ensure licence is kept up to date	Club Secretary		
VDUs (office computer)	All club users	Only one computer and laptop on site, use is infrequent (for registration of sailors at Open Meetings, calculation of race results and printing of race instructions).	No			