



Training risk assessment

Training activities at Weir Wood Sailing Club, Weir Wood Reservoir, Forest Row, East Sussex.

Risk Assessment

Assess each hazard or group of hazards for how likely it is to occur, and the possible severity of the consequences if it does occur. Multiply the likelihood and the severity to obtain an overall risk factor for each hazard.

Carefully consider any hazard which comes out with a score of **9 or more** and develop control measures for any risks falling into the shaded categories.

| Severity | | Trivial | Minor injury | Multiple minor injury | Single serious injury | Multiple injury | Death |
|--------------------|---|---------|--------------|-----------------------|-----------------------|-----------------|-------|
| Likelihood | | 1 | 2 | 3 | 4 | 5 | 6 |
| Extremely unlikely | 1 | 1 | 2 | 3 | 4 | 5 | 6 |
| Unlikely | 2 | 2 | 4 | 6 | 8 | 10 | 12 |
| Possible | 3 | 3 | 6 | 9 | 12 | 15 | 18 |
| Probable | 4 | 4 | 8 | 12 | 16 | 20 | 24 |
| Likely | 5 | 5 | 10 | 15 | 20 | 25 | 30 |
| very likely | 6 | 6 | 12 | 18 | 24 | 30 | 36 |

| Update record | Date | Who by? |
|---|----------------|--------------|
| New health forms, sack truck for moving fuel tanks. | 28/10/04 | P Hargreaves |
| Risks reviewed and updated | Oct 06, Feb 07 | P Hargreaves |
| Risks reviewed and updated | Nov 11 | P Hargreaves |

Club House

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|-----------------------------|------------------------------|------------|----------|-------|--|---|
| Fire | anyone | 3 | 6 | 18 | Fire extinguishers, fire exits, briefing of students | Main committee looking into replacing the alarm system. |
| Wet floor – slipping hazard | Anyone | 4 | 3 | 12 | Briefing students Non-slip mats in changing rooms | None |
| Stairs - tripping | anyone | 3 | 4 | 12 | Briefing students | None – new flooring in hallway Feb 07 |
| Scalding – hot showers | Children, Disabled people | 3 | 4 | 12 | Briefing students | None, faulty mixer valve replaced Oct 06 |

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|---------------------------|---|------------|----------|-------|---|--|
| Balcony –falling off/over | anyone | 2 | 3 | 6 | High balcony rail | None – refurbished balcony is wider than before and has a higher handrail – both of these measures reduce this risk (Oct 06) |
| Kitchen | Unauthorised users, particularly young people | 1 | 4 | 4 | Out of bounds to students Young instructors only to enter with supervision | None |

Outside area in general

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|---|--|------------|----------|-------|--|----------------|
| -icy paths & slipways | anyone | 4 | 4 | 16 | Sand in race hut for treating surface | None |
| - slipways, especially when green algae blooms | Anyone, especially when launching or recovering boats | 5 | 4 | 20 | Briefing students & instructors Sweeping areas before use. Warning notices in place | None |
| Overhead cable – telephone cable (low power) across car park exit | Someone wheeling a boat with mast up, from car park to slipway | 3 | 1 | 3 | Briefing students | None |
| Traffic / Cars | Anyone, but especially children | 3 | 4 | 12 | Not under training committee control. Club members requested not to drive through club except to collect boats | None |

Safety Boat garages and fuel store

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|--|---|------------|----------|-------|---|----------------|
| Heavy engines Hazardous liquids (fuel, oil) | Instructors children | 3 | 4 | 12 | Garage doors kept shut Only accessed by qualified people Students supervised | None |
| Heavy launching trolleys | Instructors students | 3 | 4 | 12 | Briefing and training of young instructors and students | None |
| Heavy door on fuel store | anyone | 3 | 2 | 6 | Notice needed to remind users to keep it locked | None |
| Fuel – fire risk | Smokers passing by Static electricity hazard when filling with drysuits on | 2 | 6 | 12 | Filling only by qualified people. Fire extinguisher in store. Explain risk and correct procedure on powerboat courses. | None |
| Fuel – spillage – slipping hazard | See slipping hazards | 3 | 2 | 6 | Sand in race hut. Filling only by qualified people. Explain risk and correct procedure on powerboat courses. | None |
| Fuel containers – heavy objects to lift | Young people, women and anyone with back problems | 3 | 3 | 9 | No one at risk to carry cans unaided. Smaller tanks now in use. Sack truck available in safety boat garages. | None |

Dinghy Parks and Race Hut

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|--|---------------------|------------|----------|-------|----------------------|----------------|
| Slipping, tripping hazards: Brambles Being hit by spars Climbing in or out of boats | anyone | 3 | 2/3 | 8 | Briefing students | None |
| Race hut - Tripping hazard | instructors | 3 | 2 | 6 | Not used by students | None |

Launching areas and pontoon

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|--|-------------------------|------------|----------|-------|--|--|
| Manhandling boats – slipping, back injuries. Being hit by spars when rigging in progress. Boats blowing off trolleys | Instructors & students | 3 | 4 | 12 | Briefing and supervision | None |
| Trolley storage when on water- tripping hazard & injury when extracting trolley from heap | Instructors & students | 3 | 3 | 9 | Briefing and advice, supervision | None |
| Pontoon - tripping hazard – metal rings & retaining ropes | Anyone | 4/5 | 4 | 18 | Briefing and advice | No reasonable adjustment possible |
| Pontoon - falling into water | Any user of the pontoon | 3 | 4 | 12 | Buoyancy aids must be worn on pontoon General tidiness, supervision | Notice on pontoon reminding of buoyancy aid rule |
| Boats moored on pontoon capsizing onto people, especially if left rigged | Any user of the pontoon | 3 | 2 | 6 | Briefing and advice, supervision | None |

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|--|--|------------|----------|-------|---|----------------|
| Catching fingers/limbs between boats & pontoon | Students/instructors | 3 | 2 | 6 | Briefing/ advice | None |
| Pontoon moves – especially at hinged areas – might catch feet. Also tripping hazard of ropes | Any user of pontoon | 3 | 2 | 6 | Briefing/ advice | None |
| Winch - See club risk assessment. Tripping over wire Fingers in machinery Breakage of winch wire Hot engine parts Petrol | Users and anyone passing by or nearby when in use Instructors, students and third parties | 3 | 5 | 15 | Only Instructors to use if required for training boats. Signs and cones to warn people. Second Instructor to supervise students nearby when winch in operation. Use alternative route when winch in operation | None |

Sailing

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|---|---|------------|----------|-------|--|----------------|
| Head injury – from boom or from falling over | Students, especially beginners | 4 | 4 | 16 | Correct rigging of boats for boom clearance Supervision & briefing Use of helmets discussed and unanimously rejected except for small children Training logbook kept in Training room to record defects | None |
| Drowning, from capsize, falling overboard, or falling off pontoon | Anyone going on the water, but especially inexperienced sailors or non-swimmers | 3 | 6 | 18 | Buoyancy aids must always be worn on the water, at the water's edge and on the pontoon. Safety boat cover for all teaching activity, at or above RYA recommended ratios. Students asked about swimming ability | None |
| Drowning from capsize inversion in Laser 2000 or other high performance boats | Inexperienced sailors/beginners | 3 | 6 | 18 | Mandatory use of masthead buoyancy at top of mast to slow down inversion, when used with students. Briefing of instructors, support boat crews & students. | None |

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|---|---|------------|----------|-------|--|-------------------------------------|
| Cold, including cold water shock, hypothermia | Students, instructors, but especially small children and those with asthma, or medical conditions | 3 | 5/6 | 18 | Courses timed to avoid the coldest time of year. Beginners briefed on appropriate clothing & checked by instructors before & during activities. Vulnerable students identified | None |
| Sun – over heating & sunburn | Anyone, but especially children and fair skinned adults | 4 | 2 | 8 | Students briefed with regard to use of sun block, & sun hats, and drinking plenty of fluid. Adequate breaks for refreshment. | None |
| Contaminated water – blue green algae | Students and instructors | 3 | 2 | 6 | Water users warned of risk. Swimming (other than capsizes) not permitted. Warning notices provided by water authority | None |
| Weills disease | Water users particularly children paddling | 2 | 2 | 4 | Ensure students aware of symptoms. | Minimal risk due to dilution effect |
| Collisions: boat/boat or boat/person – causing bruising, cuts, etc. | Students, instructors, other water users | 3 | 4 | 12 | Supervision, training & briefing | None |

Powerboats - as for sailing plus:

| HAZARD | WHO MIGHT BE HARMED | LIKELIHOOD | SEVERITY | TOTAL | RISK CONTROL | FURTHER ACTION |
|---|--|------------|----------|-------|---|----------------|
| Engine & Propeller | Instructors Students People in the water | 2 | 6 | 12 | All safety craft crew briefed on use of kill cords & switching off engine near people in water. All instructors have powerboat qualifications. Unqualified drivers only allowed under supervision, and not if people in the water | None |
| Falling out especially during fast or sudden manoeuvres | Instructors students | 3 | 2/3 | 8 | Use of kill cords Driver to check kill cord works Driver to warn crew before fast manoeuvres | None |
| Manual handling | Instructors Students Club members | 3 | 4 | 12 | Briefing crew Crew to request assistance as necessary. Sack truck available in safety boat garages. | None |