

HERTFORDSHIRE SCOUTS – SAILING SECTION

Monday 31st May – Friday 4th June



Model Sailing Risk Assessment

The Sailing over the Spring Bank Holiday period 2021 will take place under the general guidance of The Scout Association requirements for Water Activities as laid down in the Scout Association Policy, Organisation and Rules. The leaders are appropriately qualified for the waters on which the activity takes place.

The Sailing and Rescue craft are owned by Hertfordshire Scouts, ESSA or Bury Lake Young Mariners are certified and insured.

Leaders hold First Aid Qualifications and First Aid kits are carried on each support boat.

Support Boat Drivers all hold at least RYA Powerboat Level 2 or RYA Safety Boat Certificate.

Parents have signed a form giving their permission for their children to undertake the activity.

Mainly the Scouts have little or no experience of Sailing when starting at Stage 1, plus there will be Scouts at varying levels of capability dependent upon their experience.

Leaders accompany the activity in a number of ways:

- 1) On the water instruction from Powered Support Boats – Where Scouts or Explorers have some but limited ability to sail they will be supported in sailing the Topper dinghies or other single-handed dinghies.
- 2) On the water instruction from a similar Sailing Dinghy – Where Scouts or Explorers have some ability to sail they will be accompanied in a similar Sailing Dinghy with the Instructor Sailing it. An Instructor could therefore supervise 5 Topper dinghies from a 6th Topper dinghy.
- 3) From the shore – Where all the sailors are competent they may be allowed to sail within a defined area and supervised from the shore. The powered support craft would be available if any situation arose that required any closer supervision.

All leaders are in contact with each other by VHF radio.

The Support boats are briefed to spread out so that they can see all sailing dinghies and be within easy reach of them should they need to assist any of them for any reason.

Leaders will also have their mobile phones switched on where they possess one.

All leaders will have a list of names of those taking part in the activity.

Risk Assessment for Sailing - 2021

Location: On the water activities

HAZARD	Who is at Risk	Possible Result	Assessment	Mitigation
Capsize and falling out of the boat into the water.	Sailing Leaders [X]	Possible bruising, breaks, sprains, unconsciousness, hypothermia and drowning.	High []	Correct Instructor/Participant ratios. Sufficient rescue cover. All rescue boat drivers to be trained to RYA standards. Sessions planned and Instructors and participants briefed on expectations.
	Other Leaders [X]		Low []	
	Scouts [X]		Medium [X]	
	Other (public) []			
Entrapment by harness or other gear		Drowning/near drowning	High []	All Instructors and students to wear approved buoyancy aids and correct clothing for the conditions. All instructors and rescue boat drivers to be practised in current RYA procedures for dealing with entrapment.
			Medium []	
			Low [X]	
Driver being separated from Power boat	Sailing Leaders [X]	Being hit by unattended power boat	High []	All Drivers of Powerboats to wear Kill Cords in a proper manner
	Other Leaders [X]		Low []	
	Scouts [X]		Medium [X]	
	Other (public) []			
HAZARD	Who is at Risk	Possible Result	Assessment	Mitigation
Other water craft on the water.	Sailing Leader [X]	Accidents leading to any of the	High []	Keep a look out for other craft. Good crew communication. Instructor in charge to be

	Other Leaders [X] Scouts [X] Other (public) [X]	above.	Low [X] Medium []	aware of other water users and to adapt sailing areas/activities to suit conditions.
Affects of the weather.	Sailing Leaders [X] Other Leaders [X] Scouts [X] Other (public) []	Hypothermia, sun burn, sun stroke. Accidents caused by extreme weather, leading to capsize, injury, or death.	High [] Low [] Medium [X]	Ensure that instructors are aware of the weather forecast and ensure that safety comes first. Ensure that participants are aware of the dangers of the elements. (Part of briefing). Ensure that the people participating are wearing proper clothing for the conditions. Come off the water if weather becomes too dangerous to operate.
Lake Conditions.	Sailing Leaders [X] Other Leaders [X] Scouts [X] Other (public) []	Tipped into water, bruises, hypothermia and death in extreme cases.	High [] Low [X] Medium []	Ensure that instructors are aware of the weather forecast and ensure that safety comes first. Come off the water if conditions become too dangerous to operate.
Engine break down. (either rescue craft)	Sailing Leaders [X] Other Leaders [X] Scouts [X] Other (public) [X]	Dangers from wave state, lee shores, other craft. Sailing dinghies left with reduced or no rescue cover	High [] Medium [] Low [X]	Have VHF radio with instructor to call for assistance if cannot be fixed by instructor. Pre-course checks to be undertaken to ensure engines and equipment all in good order before leaving shore. Ensure that boats are serviced regularly.
HAZARD	Who is at Risk	Possible Result	Assessment	Mitigation
Trapping fingers or other limbs between boat and	Sailing Leaders [X]	Broken fingers or limbs.	High []	Warn people of dangers of coming along side. Instructors to make participants

other boats or pontoons/slipways.	Other Leaders [X] Scouts [X] Other (public) []		Low [X] Medium []	aware.
Head injuries, from boom while rigging or afloat.	Sailing Leaders [X] Other Leaders [X] Scouts [X] Other (public) []	Head Injuries	High [] Low [X] Medium []	Warn people of dangers from booms. Instructors to make participants aware. If this occurs depending on severity instructor must take action to ensure camp leaders are aware of injury and / or refer to hospital
Participant panicking.	Sailing Leaders [] Other Leaders [] Scouts [X] Other (public) []	Could result in any of the above.	High [] Low [X] Medium []	If this occurs then instructor to try and calm person down. If needed instructor to take over and show the person that boating can be controlled and that they are in control. If the person is still panicking then take them ashore and reassure them.

Hazard	Who is at Risk	Assessment	Control Measure	Monitoring
Risk of Drowning	Scouts and others on the water	Low	Appropriate Buoyancy Aids provided – Instruction in case of immersion and capsize	Leaders alert to correct procedures and instruction being carried out.
Risk of Drowning	Scouts and others on the water – non-swimmers	Low	In the case of non-swimmers appropriate buoyancy aids will be worn at all times and the wearer should be confident in the water if immersed.	Leaders alert to correct procedures and instruction being carried out and aware of any non-swimmer.
Hazard	Who is at Risk	Assessment	Control Measure	Monitoring
Risk of Drowning	Scouts not fully proficient in Capsize procedure	Low	Briefing if weather conditions warrant	Leaders monitor Scouts whilst rigging to ensure participants understand what to do in the event of a capsize

Blows to the Head	Scouts	Low	Consider the wearing of Head protection or different dinghy with higher boom	Leaders alert to individuals prone to head injury – refer to First Aiders
Cold	Scouts	Low	Appropriate clothing worn as appropriate – warm drinks available in support boats	Leaders monitoring all those afloat to ensure that nobody appears to be suffering from cold
Cold	Scouts	Low	Scouts appearing to be cold, monitored and removed from dinghy if necessary – see above	Leaders monitoring any cold Scout to ensure that their condition does not deteriorate
Cold	Leaders participating in Support Boats	Low	Ensure supervision – warm drinks available in support boats.	Other leaders monitoring to ensure conditions do not deteriorate
Leptospirosis (Weils Disease)	All those operating near water or agricultural premises.	Low	Information in briefing	Inform parents of children who might be at risk at the end of the event.
Injuries arising from incidents Such as cuts, bruises, crush injuries, fractures etc.	All those on the water	Medium	All leaders holding appropriate First Aid Qualification – Good flow of information as necessary, to other leaders	All leaders alert to calls by phone or radio. Severe injuries needing hospital attention, taken by support boat to nearest road access point.
Propellers of Support craft	All those who may become immersed in the water	Low	All powerboat drivers hold appropriate qualification or have been trained in their specific use for the event. All motors have kill cords attached.	All leaders vigilant to ensure kill cords are used. All leaders vigilant to the correct procedure adopted for rescue of persons from the water.
Lifting boats	All those moving boats	Medium	Instruction in the correct methods for carrying boats. Supervision to ensure no undue loads are carried	Leaders vigilant to correct procedures being followed such as removing water from craft before lifting.
Trips and Falls	All those moving on shore adjacent to the water	Medium	Briefing - a warning to the effect that water edges and uneven surfaces that can be slippery. Appropriate footwear to be worn.	Supervision ashore by leaders.

Operating Procedures

1. Roles and Responsibilities

- A. When operating as a training venue a nominated Hertfordshire Scouts Senior Instructor will assume overall responsibility for the safety of their activity at the venue where they are operating. During the Spring Bank Holiday Sailing Week Richard Ashwell is the Sailing Leader at ESSA, Alan Russell is the Sailing Leader at Bury Lake Young Mariners and Marion Caslake is the Sailing Leader at North Herts and Beds S.C..

2. Daily Briefing

- A. There will usually be a briefing each morning to discuss:
 - i. the allocation of sailing dinghies and any equipment issues,
 - ii. the allocation of safety boats,
 - iii. variations to the published programmes (weather),
 - iv. the sailing areas to be used by the participants given their experience and conditions,
 - v. the allocation of VHF radios and callsigns
 - vi. the nomination of the duty First Aider(s) for the day.

3. Safety and First Aid

- A. The Primary First Aid resource will be on the shore at each venue.
- B. Secondary First Aid kits will be kept in the Primary Safety Boats.
- C. There should be at least one Safety/Escort Boat operating with any planned activity.
- D. Approved Buoyancy Aids will be worn by all persons at all times when afloat. Instructors are responsible for advising all the participants what they should be wearing (waterproofs) and that they should also wear an approved Buoyancy Aid when on jetties.
- E. There shall be no swimming or wading in the water near the shore by participants when there is a Motor Boat operating in the vicinity. Instructors or senior members (over 18) may wade in the water near operating Motor Boats only when directly asked by the driver of the Motor Boat.

4. Callsigns

- A. The main VHF radio callsigns will be:
 - i. The designated Sailing Leader has callsign: 'Sailing Leader',

- ii. each Activity Leader will have a callsign of 'Activity+ Leader' e.g. Topper Leader,
- iii. Any other callsigns will be allocated as and when needed.

5. Accidents and Capsize

A. Accident Reporting

- i. Any accidents should be recorded each day or at most 24 hours after an incident, in the Accident Book, which will be kept on shore.
- ii. Any incidents or near misses should be recorded each day by the Sailing Leader of the activity where the incident occurred. Incidents are defined as any occurrence that could have resulted in personal injury had there not been some action taken to alleviate the situation. Damage to any craft or an incident that caused equipment to be used in a manner for which it was not designed should also be recorded for future analysis and lessons learnt.
- iii. Accidents that need to be reported to the Scout Association following Scout Association reporting procedures must be brought to the attention of the Principal Sailing Leader at the earliest opportunity.

B. Accidents That May Require Outside Assistance

- i. Where an accident occurs which may require outside assistance adopt the following procedure:
 - a. any supervising person should contact the local Sailing Leader,
 - b. if the Sailing Leader is unavailable then a Senior Instructor should be contacted,
 - c. if a Senior Instructor is unavailable then the appropriate Instructor responsible for the particular activity should be contacted to take action,
 - d. The Safety Boat Co-ordinator or one of their assistants can be requested to attend,
 - e. the person taking responsibility for the emergency may contact the emergency services by mobile phone if necessary, in case of an emergency requiring the next of kin to be informed, the Principal should be informed and the registration forms accessed if required
 - f. the overall home contact is: Richard Watson 07747758494 or 07971514631
 - g. in the event of an emergency the Principal Sailing Leader should be debriefed as soon as possible if he was not directly involved with it at the time.

C. Capsize

- i. Where a capsized occurs adopt the following procedure:
 - a. the leader responsible for the participant(s) assesses the situation,
 - b. if the leader requires assistance the Safety Boat Co-ordinator(s) should be informed if necessary by radio,
 - c. if the participant(s) require medical attention for any reason including cold they should be brought back to shore immediately for the attention of the First Aider,
 - d. if the situation can be dealt with by the persons present no further escalation action need be taken.

D. Accidents Causing Injury to a Participant

- i. Where an injury occurs to a participant the following procedure should be adopted:
 - a. the leader responsible for the course participant(s) assesses the situation,
 - b. if the leader requires assistance the Safety Boat Co-ordinator(s) should be informed,
 - c. if any participant(s) require medical attention for any reason including cold they should immediately be brought back to shore, if possible, for the attention of the First Aider,
 - d. the First Aider in consultation with the responsible leader and/or the Sailing Leader shall decide what action should be taken including informing the emergency services if necessary,
 - e. the Medical forms are available should they be required.

6. Power Boats

- A. At all times when afloat, Power Boat drivers must wear Kill Cords, where fitted, either around the thigh or securely attached to the driver's Buoyancy Aid.**
- B.** Individual Power Boat drivers will be responsible for:
 - i. adhering to the maximum load factor for the boat they are driving as marked on the maker's plate,
 - ii. keeping to the Speed Limits as appropriate when operating in the various lakes giving due regard for other water users,
 - iii. All Safety Boat drivers need to be responsible for the refuelling of their boats.

7. Dinghy Storage and Equipment

- A.** All equipment including knives, where provided, on each boat must remain with that boat. If for any reason equipment needs to be moved from one boat to another or from one boat to the shore, the Sailing Leader should be informed. Any equipment moved must be replaced at the first opportunity.
- B.** All equipment should be stored in accordance with the methods prevailing at the particular centre.
- C.** Any concerns regarding equipment provided with boats or any damage or losses to equipment used in connection with the boats should be reported to the Sailing Leader at the earliest opportunity. Minor replacements or repairs should, in the first instance, be the responsibility of the

Instructor involved with the boat or equipment. If they are unable to resolve the problem then assistance from a Safety Boat or the Sailing Leader should be sought.

8. Leaders and Qualifications

Principal Sailing Leader Richard Watson

RYA Advanced Dinghy Senior Instructor, RYA Advanced Powerboat Instructor

Sailing Leaders:

ESSA Richard Ashwell

RYA Advanced Dinghy Senior Instructor, RYA Powerboat Instructor

Bury Lake Alan Russell

RYA Dinghy Senior Instructor, RYA Powerboat Instructor

North Herts & Beds S C Marion Caslake

RYA Dinghy Senior Instructor, RYA Powerboat Instructor