

RISK ASSESSMENT HEALTH AND SAFETY

<i>HAZARD</i>	RATING	RISKS TO PERSONS	PRECAUTIONS ALREADY TAKEN	FURTHER ACTIONS REQUIRED	RESIDUAL RISK	WHO IS RESPONSIBLE FOR THIS ON SAILING DAYS
WEATHER	Moderate	All Sailors & Paddlers	Weather forecast obtained before sailing and monitored throughout day. Volunteers briefed. Boats reefed in accordance with likely weather conditions. Sailing cancelled/curtailed if judged necessary by the leader. Safety boat(s) on water		Low	Leader
DROWNING	Low	All sailors, paddlers, volunteers	All leaders of customer groups (CGL) and sailors/paddlers warned of risk. All persons wear buoyancy aids on site at all times. No swimming allowed		Low	Shore Officer Leader Individual sailors/paddlers, carers/assistants, CGL
ONSHORE RISKS DRIVING THROUGH GATE TO LAKE	Low	Pedestrian on road leading to lake	Only Leaders and other drivers who have to make deliveries of heavy equipment or to drop off disabled individuals are permitted to drive. Hazard warning lights must be on and 5 mph speed limit observed By allowing driving to lake in these circumstances avoids injury to individuals who would otherwise have to carry the heavy equipment to the lake from the main car park.		Low	Trustees only authorize through the gate to lake and other responsible who must have access
SLIPPING ON WALKWAYS PATHS AND OTHER AREAS	Moderate	Body Injury	CVSS vols to advise customers to walk (not run) on site. CGL advised that groups should use walkways. Sailors/paddlers advised of suitable footwear and clothing for sailing (advice to parents		Low	Sailor/paddler/CGL CVSS vols to warn customers as needed

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			and carers leaflet). CGL responsible for the safety of their group on shore. In the event of an accident: deliver/organize First Aid; fill in BLYM and CVSS accident book. Record accident on CVSS Daily Record Sheet.			
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ACCIDENTS IN BOATHOUSE/CLUBHOUSE/BLYM SITE	Low	Body Injury	CGL are responsible for the safety of their group whilst on shore. A suitable ratio of carers to sailors must be maintained. Carers must provide a member of staff to remain on shore if there are sailors/paddlers on shore. In the event of accident provide/organize first aid, organize further assistance fill in accident records as above.		Low	Sailor/paddler/ Assistants/CGL Supported by Shore Officer (SHO)
BOARDING AND DISEMBARKATION						
GETTING INTO AN UNSUITABLE BOAT	Low	Distress	All boats allocated by SHO on the basis of sailors experience/ age/weight/size and known special requirements. Buddy sailors allocated where possible if necessary.		Low	SHO in consultation with sailor/carers/CGL and leader if required
SLIPPING WHILST	Moderate	Body	Boat secured bow and stern to		Low	SHO/CVSS

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ENTERING/LEAVING BOAT		Injury	jetty/pontoon. Consult with sailors/ re safest way to board/disembark. All sailors/paddlers assisted by CVSS to board/leave boat. Consideration given to use of hoist or slider board.			
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JAMMING FINGERS	High	Fingers	Sailors/paddlers/CGL advised to keep hands inside boat at all times and especially when close to other boats/jetty safety boat. In the event of accident deliver/organise first aid and follow recording procedures		Low	CVSS/sailors/paddle
SITTING ON TILLER	Low	Body	Tiller removed prior to boarding and disembarkation. In event of accident deliver organize first aid and follow recording procedures		Low	CVSS/sailors/paddlers/CGL
BOARDING AND DISEMBARKING USING HOIST						
USE OF MAIN PONTOON HOIST BY WHEELCHAIR USERS	High	Distress	ALL CVSS /SAILORS /PADDLERS /CGL made aware of PONTOON procedure. ALL PERSONS ON PONTOON MUST WEAR BUOYANCY AIDS/ LIFEJACKETS		Low	Shore Officer/Leader Trained CVSS volunt

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<p>USE OF MAIN PONTOON HOIST BY WHEELCHAIR USERS continued....</p>			<p>Sling placed under WU on shore before proceeding onto jetty. WU proceed to pontoon under direction of CVSS. All retaining straps/belts holding sailor/paddlers into chair MUST be released before the sailor/paddler enters the pontoon. Carer MUST push the wheelchair unless the sailor/paddler maneuvers the chair themselves. CVSS volunteer accompanies the WU. Wheelchair does not enter the hoist area until instructed by CVSS. Sailors /paddlers who are "unsteady" will be escorted onto the pontoon</p>			
<p>SLINGS</p>	<p>Low</p>	<p>Person being Hoisted</p>	<p>Sailors should, ideally, use their own sling which would then be fitted to the hoist. If a CVSS sling is to be used it should be chosen in discussion with the sailor/paddler/carers. Hoisting and maneuvering the sailor should be carried out with regard to the person's security and comfort in consultation with them/their carer.</p>		<p>Low</p>	<p>SHO/CVSS/Sailor/Paddler/Carer</p>

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WHEELCHAIR STORAGE	Low	All Involved	Wheelchairs must be removed from the pontoon and stored on hard ground away from the water's edge where they will not cause obstruction. Brake to be applied. Fittings/contents adjusted as directed by sailor/paddler/ carer. CVSS cannot take responsibility for wheelchairs or items left with them		Low	CVSS/Carers/CGL
ON THE WATER						
HYPOTHERMIA	Low	All sailors/ Paddlers	All sailors/paddlers/CGL given "Advice to parents and Carers leaflet" at beginning season with advice on clothing. Leader and safety officer monitor weather conditions and advise CGL etc as required. Suspend sailing if necessary if weather unsuitable	In the event of Hypothermia sailor leaves water; Is removed to a warm place; Offered extra clothing and warm hot drink. Hot shower offered; First aid if necessary. Medical attention advised or ambulance called if	Low	SHO, Leader, Sailor/ Paddler/carers/CGL

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HEAD INJURY	Low	All Sailors	Boom high and light. Tall sailors advised of danger. All sailors observed by safety boat whilst sailing. First Aid and medical assistance if needed		Low	Leader, SHO. CGL
SQUASHED FINGERS	Moderate	All Sailors/ Paddlers	All sailors/paddlers advised to keep hands within boat. When safety boat approaches sailors/paddlers reminded. First aid/medical attention arranged if required.		Low	Leader/SHO/Safety crew/CGL
BOAT FILLS WITH WATER (1) Access (2) Katakana	Low	All sailors/ Paddlers	All craft monitored by safety boat whilst on water (1) consider transfer of sailor to safety boat; tow Access to safe disembarkation point. (2) Tow KK to safe disembarkation point/ transfer strong paddler onto KK. Check sailors/paddlers for distress; consult with sailor/paddler /CGL re change of clothing/warm drink. Transfer to warm place. Offer first aid/arrange medical attention if required		Low	Leader/SHO/ Safety boat Crew

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SAILOR OVER TIGHTENS MAIN SHEET	Moderate	All sailors	Sailor is advised by safety boat to release sheet and correct. If unable to do so sheet adjustment by safety boat crew. If necessary boat towed to jetty to adjust sail		Low	Leader, Safety boat crew
Collision with other boats	Moderate	All sailors/paddlers	BLYM duty warden advised when CVSS is operating. Situation monitored by safety boat. Sailors advised how to avoid collisions. Boats towed apart if necessary.		Low	Leader, Safety boat crew
Sailor taken ill on water	Moderate	All sailors/paddlers	Sailors/paddlers /CGL asked to advise CVSS of likely risk. Safety boat is asked to monitor vulnerable Sailors/ paddlers. Medication can be taken on safety boat. Sailor/paddler can be taken ashore if necessary (normally by towing the boat to jetty). First aid/medical assistance if needed		Low	Leader, SHO, CGL, Safety boat crew
HAZARD	RATING	RISK TO	PRECAUTIONS ALREADY	FURTHER	RESIDUAL	WHO IS

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		PERSONS	TAKEN	ACTION REQUIRED	RISK	RESPONSIBLE ON SAILING DAYS
Panic	Low	All sailors/ Paddlers	Anxious sailors sail in double Access boats. Paddlers are seated close to familiar adult. Safety boat monitors in consultation with CGL. Reassure sailor. If necessary returns boat to jetty		Low	Leader, sailor, paddl CGL
Bad Behaviour	Low	All sailors/ Paddlers	Special needs of sailors are taken into account. In the event of dangerous behaviour sailor is required To return the boat to the jetty escorted by the safety boat if necessary		Low	Leader
Blue green algae	Low	All sailors/ Paddlers	Sailors/paddlers/CGL advised on personal hygiene if algae present		Low	Leader
Weil's Disease	Low	All sailors/ Paddlers/ CGL	Sailors/paddlers/CGL advised to wash hands after sailing and to shower if immersed		Low	Leader