

WWYSA RISK ASSESSMENT

- **Club Name:** West Wilts Youth Sailing Association
- **Club Address:** Westbury Lake, Station Approach, WESTBURY, BA13 4HP
- **Assessment Undertaken:** February 2024 (David Long – Principal)
- **Last Reviewed:** April 23

- **Signed and Date:** _____

- **Assessment Review Date:** April 24.

Hazard	Who Might be Harmed?	Is the Risk Adequately Controlled?	What Further Action is Necessary to Control Risk?
On Shore Hazards			
Slips and trips on slipways and pontoons	Students Instructors Adult helpers	Slipways and foreshore to be kept clear of obstructions – to be checked prior to training. Algae and weed should be removed when necessary. Instructors to be qualified first aiders. No running on site	None
Slips and trips on foreshore and in the compound	Students Instructors Adult helpers	The foreshore and the rest of the compound should be checked for obstructions at the beginning of each training session. No running on site	None
Slips and trips on foreshore and in the compound	Students Instructors Adult helpers	When using the electric winch to recover safety boats, all students, instructors and adults to be kept away from winch rope zone, snap-back area and no entry to the sail and equipment container whilst winch is in operation.	Cones to denote winch line, trip hazard and snap-back zone
Lifting and manoeuvring heavy objects	Students Instructors Adult helpers	Instruction to be given before attempting to move heavy and/or large objects. When launching and recovering Toppers, ensure there are sufficient instructors and/or students to take the weight (a minimum of 2 instructors, or 1 instructor plus 2 senior students or 2 junior students, or 3 senior students, or 4 junior students). This is explained in the Operations Manual in Sect 8.3	None
Use of electric winch	Students Instructors Adult helpers	When using the electric winch to recover safety boats, all students, instructors and adults to be kept away from winch rope zone, snap-back area and no entry to the sail and equipment container whilst winch is in operation.	Cones to denote winch line, trip hazard and snap-back zone
Vehicles – in car park	Students Instructors Adult helpers	All to ensure vehicle speed is kept to a minimum in the car park. Vehicles to be parked with care. No running on site	None

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Vehicles – in compound	Students Instructors Adult helpers	Vehicles in the compound are to be 'ground commanded' by someone able to see all around the vehicle. Students to be kept away from any vehicle towing a trailer	None
Chemical hazards	Anyone on the Association's premises	All chemicals are to be securely stored, preventing access by any unsupervised students. Any spillages are to be cleaned up immediately, using the appropriate method according to the chemical spilled and any waste cloths/rags etc removed from the site and disposed of appropriately	Periodic checks to ensure chemical containers remain fit for purpose and the minimum amount of chemicals are stored on the premises
On Water Hazards			
Hazard	Who Might be Harmed?	Is the Risk Adequately Controlled?	What Further Action is Necessary to Control Risk?
Drowning from capsizing, falling overboard or falling off the jetty or pontoon	Students Instructors Adult helpers	Yes. Buoyancy aids to be worn by all when on the concrete foreshore and on the water. Safety boats to be on the water and crewed before activity starts	Novice sailors are to have their buoyancy aids checked for correct fitting. Buoyancy aids to be periodically checked for serviceability and replaced when required
Safety boats	Students Instructors Adult helpers	Only qualified drivers, who hold current RYA Powerboat Level 2 certificates, are to be in control of boats. Kill cords are to be used at all times, and a spare kill cords is to be carried on each boat. Safety boat operators are to have completed a WWYSA safety boat induction training session. Safety boat engines have prop guards fitted	///////
Medical and Health Hazards			
Medical ailments	Students Instructors Adult helpers	Instructors-in-Charge should have access to the relevant medical information for their students	None
Hypothermia and hyperthermia	Students Instructors Adult Helpers	Instructors to be qualified first aiders. Safety boats to be on the water and crewed before activity starts. Students to be taught risks of hypothermia and hyperthermia. Instructor-in-charge is to check all are appropriately attired for the conditions. Warm/cold drinks to be available as relevant	Students, parents/guardians to be periodically reminded prior to sailing sessions to ensure the correct kit is brought to suit the weather conditions
Sunburn and sunstroke	Students Instructors Adult helpers	Prevention by advice on use of sunblock creams, protective headgear and clothing	Additional vigilance required of the younger students

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Weil's disease, other waterborne infections and goose excrement	Students Instructors Adult helpers	Pre-season and induction briefs to students and instructors on importance of washing hands before eating after having been on the water. Footwear is mandatory for all	Annual water quality checks to be conducted
Strains, sprains, knocks, cuts, bruises	Students Instructors Adult helpers	Membership application form advises of potential risk. Shore based awareness training by qualified instructors prior to students sailing. Helmets are available to be used by those who want to, but use mandated for all those working towards Stage 1 and those attending taster sessions. Instructors to be qualified first aiders. First aid equipment to be checked at the beginning of the season; used items to be notified to the Principal; periodic checks of first aid kit to be completed by the Principal	Helmets to be checked for correct fit prior to sailing, and periodically checked for serviceability.
Fire			
Fire	Anyone on the Association's premises	Fire procedures are covered under Section 5 of the main body of the Operations Manual. Additional measures include: routine removal of litter from the Association's premises; electrical and fire fighting equipment to be periodically checked for serviceability	Fuel storage covered separately. No smoking is permitted on WWYSA's premises
Fuel Storage			
Fuel storage	Anyone on the Association's premises	No petrol is stored on site following the conversion of to electric engines in November 2023	No smoking is permitted on WWYSA's premises
Safeguarding			
Disabled sailors	Students Instructors Adult helpers	Instructors-in-Charge are to ensure suitably qualified staff are available. Care workers or helpers are responsible for on shore activity. Disabled children are more vulnerable to the effects of the elements so additional care is required to ensure they don't become too hot or cold	Ensure guidance notes for disabled sailing have been read prior to any disabled sailing sessions
Working with children	Students Instructors Adult helpers	All instructors and adult helpers must be DBS checked, and are to have read the Association's safeguarding policy. Children are more vulnerable to the effects of the elements so additional care is required to ensure they don't become too hot or cold. Medication should only be administered by parents or guardians. All children under 8 years old should be accompanied by a responsible adult. Parents and guardians should only help on the foreshore if they are known as 'water aware' members. Special care must be taken to ensure no instructor or adult helper is left alone with a child. Any suspicions are to be reported to the Association's Safeguarding Officer	Periodic checks of the DBS register to be maintained. All instructors and adult helpers are to have completed the RYA's Safe and Fun course

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Unwelcome Visitors on site	Students Instructors Adult helpers	Unwelcome visitors should not be allowed to wander onto the site. All Visitors should report to the Senior Instructor in charge and be asked to sign in. No photographs should be taken without the express consent of the Senior Instructor. Signs have been erected next to the gate to request any Visitors ask for the Senior Instructor if they are coming onto the site.	Gate from car park to the Association Premises should be closed whilst sailing sessions are in progress to minimize the risk of unwelcome visitors wandering onto the site