

Oxford University Yacht Club, Risk assessment Yachting

Date: 2017-18

Key Points

- All members to have signed an Oxford University Yacht Club Membership Form/Next of Kin form before using any boat.
- All members to be e-mailed a copy of Oxford University Good Practice Guidelines and Risk Assessment upon joining OUYC.
- Any member with a potentially serious medical condition should alert the crew before the trip commences or they leave shore. See OUYC Safety Rules and Regulations.
- All injuries/accidents must be reported by a member of ASO following a trip out of Oxford.

Further information about the regatta, including insurance, can be found in the Notice of Race issued by the Organizing Authority, RORC. OUYC will follow the Sailing Instructions which will be e-mailed to competitors.

This document is to give skippers (Activity Leaders) and crew guidelines. It does not stipulate detailed emergency procedures, as these will be left up to the expertise and knowledge of the skipper and crew.

At the start of every trip the skipper (Activity Leader) will give the crew a full safety briefing. Novices should have a briefing before the trip commences.

Scale 1-5, with 5 being the most severe

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR (Risk x Severity)	FURTHER CONTROL MEASURES
Road accidents in hired vehicles when travelling to matches/competitions.	<ul style="list-style-type: none"> • Organiser/evens secretary to complete the Trip Registration Form before each event. Drivers must have appropriate comprehensive car insurance covering continental Europe. Drivers must comply with driving laws in all relevant countries and carry equipment stipulated by such countries (see AA and/or RAC websites for details). Drivers must comply with the Highway Code when in the UK. • OUYC to have telephone numbers of the Hire Company and the Area Safety Officer (Sport). All accidents to be reported to the University Security Services on (01865) 289999 and and Sports Safety Office, David White on 07866 366855 as soon as practicable. • ASO as soon as is practicable. Any accident involving a hire vehicle to be reported to Hire Company as soon as is possible. 	1 x 4	<p>For trips abroad a Trip Registration Form is to be sent to the SSO a month ahead of the trip.</p> <p>Vehicle being hired through the Sports Federation Travel Scheme. A copy of the Certificate for Motor Insurance is to be carried in the vehicle at all times.</p>
Road accidents in private vehicles.	<ul style="list-style-type: none"> • Follow guidance of Emergency Services. Individuals to exchange Insurance documents. All accidents to be reported to the University Security Services on (01865) 289999 and Sports Safety Office, David White on 07866 366855 as soon as is practicable 	1 x 4	
Accidents on the quayside e.g. slipping and falling.	<ul style="list-style-type: none"> • Experienced sailors help novices. 	1 x 2	
Equipment Failure	<ul style="list-style-type: none"> • The Activity Leader should not allow the boat to leave if insufficient equipment is supplied. • Emergency procedures and equipment will be addressed in the safety briefing. 	1 x 5	A boat check should be carried out by the charter company, checking that all safety equipment is present, and as far as can be determined in working order.
Boat structure and Equipment deficiency	<ul style="list-style-type: none"> • The Activity Leader should not allow the boat to leave if they believe insufficient safety equipment is supplied. 	1 x 5	

Personal Injury	<ul style="list-style-type: none"> • Wherever possible, OUYC is to ensure there is a qualified first aider on board. • OUYC will provide a First Aid Kit if not provided on a Charter boat. 	3 x 3	In the case of a serious injury the crew must return to shore as soon as is possible. If VHF radio on board, inform the coastguard immediately or alternatively as soon as possible on return to shore. Please refer to OUYC Safety Rules and Regulation 2.1.
Cold – leading to Hypothermia	<ul style="list-style-type: none"> • Appropriate warm clothing to be worn e.g. hats etc • Compulsory for windproof/waterproof clothing to be available for use on board. • Warm drinks to be available. • OUYC to carry at least one sleeping bag when racing in case of crew coldness. 	3 x 4	Before all trips, the crew are to be advised to bring appropriate clothing. The crew must try to prevent immersion. Crew knowledgeable about signs of Hypothermia. Information provided in skippers briefing.
Hot – Sunstroke/Sunburn/dehydration	<ul style="list-style-type: none"> • Appropriate clothing to be worn e.g. hats, sunglasses. • Limit exposure time in the sun where possible. • Regular intake of fluids. • Use of suntan lotion. 	3 x 3	Before all trips, the crew are to be advised to bring appropriate clothing. The crew must try to prevent immersion. Crew knowledgeable about signs of Sunstroke, sunburn or dehydration. Information provided in skippers briefing.
Seasickness	<ul style="list-style-type: none"> • Recognise symptoms of seasickness. • Keep hydrated. • Take medication where suitable. 	3 x 2	
Head Injury from Boom	<ul style="list-style-type: none"> • Activity Leaders should carry out a thorough safety briefing for novices at the start of each event. 	2 x 5	On land briefing before each event for novices, including basic teaching video, covering all the possible hazards on a boat.
Drowning	<ul style="list-style-type: none"> • Compulsory wearing of Life jackets for non-swimmers. • All crew members to wear Lifejackets in deteriorating weather conditions. • All crew members to be clear of 'MOB' procedure. Written procedures to be in place and safety briefing to cover such procedures. 	1 x 5	All members should be able to swim 100m. Prevent immersion where possible.
Winching and rope work – finger trapping.	<ul style="list-style-type: none"> • Briefing on how to use a winch. 	1 x 3	
Mast ascending	<ul style="list-style-type: none"> • Two halyards must be used – at least one tied on. Activity Leader to supervise winching. 	1 x 3	

Sailing Hazards e.g. sudden changes in wind strength, fog etc	<ul style="list-style-type: none"> • Before all trips accurate reports of the weather for the trip must be assessed. A decision is then made as to whether to sail or not. • Avoid sailing in poor visibility. • Strong recommendation to wear life jackets and harnesses in bad weather. • Ensure crew/boat/equipment is suitable for all weather conditions. 	3 x 4	
Collision with another boat or obstacle resulting in boat damage and potential sinking.	<ul style="list-style-type: none"> • Crews must be clear about 'rules of the road' to reduce the likelihood of collision. • Skippers should avoid contact with other boats during racing. • Crew briefing must cover emergency procedure, and location of flares and life raft. • A complete crew list will be left on shore with the charter company and a Trip Registration Form left with the Area Safety Officer (Sport). 	1 x 3	
Navigational hazards	<ul style="list-style-type: none"> • Ensure the skipper has a knowledge of navigation and the local area. • Only skippers who are competent and confident in unfamiliar waters should take a yacht into such waters. 	1 x 3	We are travelling to the race area a few days early to familiarise ourselves with the sailing area before the racing becomes competitive.
Hazard on board: Engine Fire	<ul style="list-style-type: none"> • Location of Fire Extinguishers to be made known to crew in the safety briefing and checked before departure from the shore. • Engine Procedure to be discussed in safety briefing. • Engine Alarms to be in good working order before departure. 	1 x 5	

<p>Crew Competency:</p> <p>Greater degree of chance of injury to novice than more experienced sailor.</p>	<ul style="list-style-type: none"> • Safety briefings are to be undertaken at the start of every trip by the Trip Leader covering the Yacht, the type of sailing taking place and the procedures to be followed whilst in the water and in an emergency. • All skippers of yachts will hold at least the RYA day skipper certificate of competence or of equivalent standard and have a valid First Aid Certificate. • Each yacht shall have an after guard of 2 other participants with RYA competent crew standard. • All crew members will sign a waiver of liability, to reconfirm that they understand the risks they are taking on. • All sailors will have submitted a sailing CV prior to the trip. • All skippers will be approved by OUYC before each trip. 	<p>1 x 5</p>	
<p>Racing injuries:</p> <p>Sudden gybes with fast moving boom.</p> <p>Collisions with other boats (trapped limbs)</p>	<ul style="list-style-type: none"> • It is the responsibility of the skipper/helm to shout and alert the crew if they suddenly anticipate an emergency gybe - the crew is warned in the safety briefing to rapidly duck should this shout be made. • It is the responsibility of the helm to avoid a collision at all costs regardless of who has 'right of way'. • Each yacht will have an experienced first aider where possible. • Each skipper/helm will be briefed on potential racing dangers by the current Racing Captain prior to departure. 	<p>1x4</p>	<p>We have a qualified RYA First Aider – Elizabeth Wallis 07702577701</p> <p>We also have two RYA Yacht masters – Elizabeth Dykstra-McCarthy and Josh Bell</p>

A handwritten signature in black ink, appearing to read 'Elizabeth Wallis', written in a cursive style with a horizontal line underneath.

Elizabeth Wallis, Yachting rear Commodore 2017-18