

University of Oxford Sports Department

Oxford University Yacht Club, Risk Assessment - Cruising 2020/2021

Date : May 2020

Key Points:

- This is a generic risk assessment for all UK based OUYC cruising weekends
- All members to have signed an Oxford University Yacht Club Membership Form/Next of Kin form before using any boat.
- All members to be informed of location 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.

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

Hazards	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/events 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 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	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.
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	
Drugs and Alcohol	<ul style="list-style-type: none"> • Non-prescribed drugs are prohibited. • Alcohol consumption limited to reasonable levels • A committee member will remain sober at all times in case of emergencies. • Said committee member is responsible for ensuring all crew members are accounted for at the end of each evening. 	1 x 4	
Overnight Moorings	<ul style="list-style-type: none"> • All trip participants are to have their own designated berth on each trip • No participants are to sleep on deck • All overnight moorings must be in a marina or an area approved by the local coastguard • Abide by all local regulations as stated in the local almanac 	1 x 3	

Passage plans	<ul style="list-style-type: none"> • All skipper should create a passage plan before the cruising weekend and inform an OUYC point of contact (who is remaining in Oxford) of this plan. • All skippers should perform a radio check with the coastguard before setting out • If this passage plan involves night sailing or setting out in bad weather the coastguard radio check should also include informing them of your intentions • If the weather deteriorates or the passage plan changes this should be relayed to the OUYC point of contact, if it is not possible to contact them then the coastguard should be informed. 		
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 Skipper 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 OA, checking that all safety equipment is present, and as far as can be determined is in working order.
Boat structure and equipment deficiency	<ul style="list-style-type: none"> • The Skipper 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 in board. • OUYC will provide a First Aid Kit if not provided by the OA 	3 x 3	In the case of a serious injury the crew must return to shore as soon as possible. If VHF radio on board, inform the coastguard/OA immediately or as soon as possible on return to shore.
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. 	3 x 3	Before all trips, the crew are to be advised to bring appropriate clothing. The crew must try to prevent

	<ul style="list-style-type: none"> ● Use of suntan lotion. 		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 all participants. ● All crew members to wear life jackets 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	Must be avoided whilst sailing unless absolutely necessary for safety reasons
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' and the 'International rules for the prevention of collisions at sea' to reduce the likelihood of collision. ● Crew briefing must cover emergency procedure, and location of flares and life raft. 		

	<ul style="list-style-type: none"> • A complete crew list will be left on shore with the OA and a Trip Registration Form left with the Area Safety Officer (Sport). 		
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. 		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. 		
Crew Competency: Greater degree of chance of injury to novice than more experienced sailor.	<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. • Each yacht shall have a registered skipper and first mate. • All crew members will sign a waiver of liability, to reconfirm that they understand the risks they are taking on. • All skippers will be approved by OUYC before each trip. 		<p>Qualified Skipper 2020/2021</p> <ul style="list-style-type: none"> • Annika Mösllein • Meirian Evans • Fraser Goldsworth • Ryan Schenck • Ross Gales <p>Qualified first aiders:</p> <ul style="list-style-type: none"> • Fraser Goldsworth • Ross Gales • Ryan Schenck