

INTRODUCTION

This risk assessment for NFS is based on that prepared by Spinnaker Sailing Club and reviewed and added to by the NFS Management Committee. Any amendments or additions for NFS are identified in blue. [] indicates a deletion. Certain sections that are not applicable to NFS have been deleted (First aid courses, Improvised raft building, Paddlesport, Open canoes, Rafted open canoes).

Some of the Control Measures are covered more comprehensively by NFS Best Practice Guides or policies, which are available on the website, and only certain extracts of these may be noted here. Cross reference has been made to some of the Best Practice Guides.

GENERIC RISK ASSESSMENT: ALL WATERBORNE ACTIVITIES

Hazard	Risk	Persons at Risk	Control Measures
Cold, deep water	Drowning, frost bite, hypothermia	[Clients and staff] read as sailors and volunteers through out	<ul style="list-style-type: none"> Season limited to April - October Going in the water will only occur in the event of an incident, not voluntarily during normal activity Group (read as volunteers and/or sailors going sailing throughout) to be wearing adequate clothing and suitable safety equipment. All must wear correctly fitted 50N buoyancy aid or life jacket at all times. All volunteers [participants] must be water confident. Safety boat driver [Staff] to take, and be competent in the use of, safety equipment including towing devices, knife and whistle and first aid kit. See NFS Power boat instructions Walkie-talkie or VHF radios to be used where appropriate. Volunteers on safety boat, on pontoon and in boats should be vigilant at all times and are in walkie-talkie contact.
Lifting and carrying boats	Injury	Clients and staff	<ul style="list-style-type: none"> Correct manual handling techniques to be used by volunteers [staff and demonstrated to group]. Experienced volunteers [Instructors] to monitor and take action where necessary.
Weather (exposure to heat or	Heat or cold related illness, being blown off	Clients and staff	<ul style="list-style-type: none"> Check weather forecast and OOD [instructors] to make an informed decision prior to activity. [Instructor to advise Chief Instructor or Senior Instructor of session plan and seek approval for

cold)	course or away [from group].		<p>session to take place as planned.]</p> <ul style="list-style-type: none"> • OOD in consultation with safety boat driver [Instructors] to monitor weather changes and alter sailing criteria as appropriate (e.g. reefing) or cancel session [have a back up plan]. • Brief group on conditions and advise of suitable clothing for conditions. • Use walkie-talkies [Devise signals] for clear communication [and keep group together]. more • OOD [Instructor in charge] to co-ordinate safety boat operations
Slippery or uneven ground	Injury	Clients and staff	<ul style="list-style-type: none"> • Volunteers to be wary of any unsuitable footwear identified [The group will be briefed prior to the activity and will be advised to wear appropriate footwear.] • Volunteers [Instructors should encourage] to enforce walking, not running.
Waterborne illness	Illness	Client and staff	<ul style="list-style-type: none"> • Going in the water will only occur in the event of an incident, not voluntarily during normal activity • Volunteers [Brief group and instructors] to advise to cover up all cuts with waterproof plasters. • [Ensure hand washing before eating and shower after immersion.] • [Alert clients to symptoms and action to take. • Students briefed on risk of veils disease and blue green algae at time of booking]
Other water users	Injury resulting from collision	Clients	<ul style="list-style-type: none"> • Volunteers [Instructor] to brief group of other water users and be aware of who has priority. • OOD [Instructors] to consult Spinnaker CI and/or PRO regarding suitable operating area when Spinnaker courses, other groups or club racing is taking place.
Emergency afloat	Any of above	Clients and staff	<ul style="list-style-type: none"> • All [Instructor and group] appropriately equipped in line with NGB guidelines. • OOD and All Skippers, independent sailors and Safety boat drivers [instructors] aware of emergency procedures. • OOD [Senior instructor] to take charge of situation and direct other volunteers [instructors, senior staff to be contacted if necessary].

SPECIFIC RISK ASSESSMENT – DINGHY SAILING

NFS sail Hansa 303s and 2.3s, which are self-righting dinghies with weighted and water ballasted centreboards, permanently down when sailing, and 2.4mR keel boats. Boats are only sailed by trained NFS Skippers or sailors that have been approved for single-handed sailing in suitable conditions.

Hazard	Risk	Persons at Risk	Control Measures
Capsize	Entrapment, immersion	Clients and staff	<ul style="list-style-type: none"> [Instructor to brief group on 'in the event of a capsize' on land.] NFS boats should not capsize. It could occur if a boat is knocked flat AND the centre board was not properly fixed such that it retracted or slid out. Ensure centre board retaining pin is fully inserted. Safety boat driver [Instructor] should give clear roles to rest of the group and have adequate experience, qualification and knowledge to carry out the rescue. Appropriate footwear and clothing to be worn.
Knocked flat	Entrapment, immersion, including being tipped out of boat	All	<ul style="list-style-type: none"> Boats should self-right.
Low boom	Head injury	Clients and staff	<ul style="list-style-type: none"> Volunteers [Instructor] to brief sailors [students] of danger of low boom and importance of ducking whilst tacking and gybing, although generally the booms of Hansas and 2.4mRs are above head height. Hansa booms are lighter than many dinghy booms. [Instructor(s) to advise adults and youths on availability of helmets and their potential benefits.] Volunteers [Instructor] to brief sailors [group] on importance of collision avoidance and introduce the rules of the road. Safety boat operators to remain vigilant. Advise to keep limbs inside boat.
Other group members	Collisions within group – trapped limbs	Clients and staff	
Pontoon & piles	Collision	Clients and staff	<ul style="list-style-type: none"> Volunteers [Instructor] to brief sailors [students] clearly about routes away from and returning to pontoons [slipways/beach], including approaching upwind and reefing if necessary. [Safety boat to be positioned between fleet and pontoon or within easy reach.]
Inversion	Entrapment	Clients	<ul style="list-style-type: none"> Self-righting boats and keel boats will not invert provided centre board retaining pin is fully

		and staff	<ul style="list-style-type: none"> inserted. [Brief on probable capsize and possible inversion.] Boats to be kept tidy. All safety boats [instructors] to carry an approved knife. [Mast head floats for all double-handed sailing craft.]
Inadvertent launch of dinghy	No safety cover	Clients	<ul style="list-style-type: none"> Sailing away from pontoon not allowed without safety boat cover except by volunteer skippers without non-volunteer sailors as crew. [Instructor to brief group not to go afloat until instructed to] Safety boat to be afloat, [and] ready and manned before dinghies sail away from jetty or slipway See NFS Power Boat Instructions
[Trapeze harnesses	Entrapment / entanglement	Clients and staff	<ul style="list-style-type: none"> Students to be briefed on correct use of trapeze harness, potential hazards and action to be taken 'in the event of capsize' Trapeze harness to be worn beneath buoyancy aids]

SPECIFIC RISK ASSESSMENT: POWERBOATING

NFS Pioneer powerboats are only used for safety boat duty and taking passengers on trips around the lake. The boats are low powered so cannot go at high speed. NFS may use Spinnaker power boats as safety boats. All drivers must hold an RYA Power Boat level 2 qualification. See **NFS Power boat instructions**

Hazard	Risk	Persons at Risk	Control Measures
Heavy / immobile participant	Unable to recover from water in event of man overboard	Clients and staff	<ul style="list-style-type: none"> Risk assessment made prior to departure, in consultation with said participant, appropriate craft to be used. Such a passenger would not be taken in a Spinnaker boat, only a Pioneer,
Manoeuvring boats ashore	Injury	Clients and staff	<ul style="list-style-type: none"> Only seasonally moved ashore for servicing. Manual handling techniques to be used by volunteers [staff and demonstrated to group. Instructors to monitor and take action where necessary.] Ensure tyres are inflated and operate correctly. Volunteers [Students] to be warned of danger of running feet over and standing behind (down hill of) boat on slipway.
Capsize due to heavy weather / large seas	Entrapment, immersion	Clients and staff	<ul style="list-style-type: none"> Boats would only be used in such conditions in an emergency Safety boat driver [Instructor] in control nearly always on rare occasion an unqualified driver is permitted Safety boat driver to be within reach of boat controls at all times. [Instructor] and to take control of the boat if conditions dictate. Safety pack to be accessible (not kept under seats when operating) Volunteer [Instructor] to carry portable walkie talkie radio/VHF and be competent in its use
Faulty Equipment or Equipment Misuse	Faulty /Failure	Clients and staff	<ul style="list-style-type: none"> Equipment to be CE/RYA/BCU/BSI/AALA approved and checked regularly as per service schedule Group to be briefed on correct use, importance of kit and expected behaviour. Equipment to be fitted and checked by qualified staff. Engines serviced regularly in accordance to manufacturers recommendations. Pre-start checks carried out prior to use.
Man	Injury, drowning	Clients	<ul style="list-style-type: none"> Volunteers [Groups briefed] to be conscious of danger of falling overboard and ensure others

overboard		and staff	<p>are safely positioned</p> <ul style="list-style-type: none"> • Kill cord to be used at all times by driver when engine is on. • All passengers to sit on seats when operating at high speed • Engine to be stopped and switched off when recovering man overboard •
[Young driver	Injury / damage	Clients / staff / other	<ul style="list-style-type: none"> • 8-11 year olds – kill cord to be worn by participant and instructor • Close supervision required by instructor through out session, including whilst ashore]
Other [group] members	Collisions [within group] – trapped limbs	Clients and staff	<ul style="list-style-type: none"> • Safety boat driver [Instructor to brief group on] to be aware of importance of collision avoidance and [introduce] the rules of the road and the need for other members on board to help keep a look out. • Advise to keep limbs inside boat. • Safety boat driver [Students advised prior to going afloat of the need for] to ensure appropriate behaviour at all times. • Safety boat driver [Instructor] to end session early if [student] behaviour compromises safety of activity.

GENERIC RISK ASSESSMENT: JETTY/PONTOON

See Best Practice Guides on: Assisting returning boats and Volunteer introduction - guidance

Hazard	Risk	Persons at Risk	Control Measures
Slippery Jetty/pontoon	Injury, cuts and bruises, falling into lake	Staff, Client and public	<ul style="list-style-type: none"> • All to wear buoyancy aids or lifejackets • Sailors to be escorted on pontoons • [Instructor to brief group before use and supervise] • Hand rail to be used if available and appropriate • No running [by group and staff] • Limited access signed to be used at all time
Use of wheel chair on jetty	Injury, falling off the side of the jetty	Client	<ul style="list-style-type: none"> • Sailors not to be strapped into wheelchairs • Only sailors to operate their own powered wheelchairs • [Instructor to brief group] • More assistance needed • Stay near the hand rail • Apply brakes when stopping and stopped
Embarking and disembarking of boats	Entrapment between boats and jetty, Injury	Staff and clients	<ul style="list-style-type: none"> • Clients to be briefed of risks • Boat to be positioned correctly alongside jetty. Firmly moored at stern first then bow. • Clients to be supervised at all times.
Angle of ramp at extreme high & low waters	Injury, slipping	Staff and clients	<ul style="list-style-type: none"> • Use alternative jetty or pontoon • Sailors to be escorted • [Instructor to brief group before use and supervise] • Hand rail to be used • No running by group and staff

GENERIC RISK ASSESSMENT: USE OF PETROL

Hazard	Risk	Persons at Risk	Control Measures
Fire / fume inhalation	Burns, inhalation of fumes, possible death	Clients and staff	<ul style="list-style-type: none">• All staff trained in use of equipment. Store and storage system in accordance with local fire protection regulations.• Adequate signage, store kept locked except when fuelling up.• Fuel up outside in well ventilated area.
Transport	Traffic accident, spillage, explosion, death	Staff, general public	<ul style="list-style-type: none">• Only trained persons to do fuel run• [Sand bucket carried in trailer]• Maintain as short a journey as possible
Transfer	Ignition / spillage / skin infections	Staff and clients	<ul style="list-style-type: none">• COSHH Assessments carried out. Spillage system / equipment notice in fuel store.• [Eye wash kit carried in trailer]
Fuelling on board craft	Spillage, ignition	All	<ul style="list-style-type: none">• Fire extinguisher to be at hand at all times during fuelling up• [Refuelling not to take place on water]

GENERIC RISK ASSESSMENT: DISABLED HOIST

See Best practice guides on: [Fitting a sling](#), [positioning boat for hoist](#), [fitting a lifejacket](#), [Moving and handling of people](#)

Hazard	Risk	Persons at Risk	Control Measures
Person slipping out of harness	Injury	Client	<ul style="list-style-type: none"> • Ensure correct sized sling is chosen • Fitting instructions to be followed • Only trained volunteers [staff] allowed to fit sling and operate hoist
Lifting and carrying of people	Strains, Injury	Staff and clients	<ul style="list-style-type: none"> • Manual Handling procedures to be followed • No lifting where possible
Cold, deep water	Drowning, Hypothermia	Staff and Client	<ul style="list-style-type: none"> • Appropriate clothing, Buoyancy Aids / Lifejacket to be worn
Trapped between boat and jetty	Injury, entrapment	Client	<ul style="list-style-type: none"> • Volunteer [Instructor] to be trained in appropriate for use of hoist and boat operations • Boat to be positioned correctly
Equipment failure	Injury	Client	<ul style="list-style-type: none"> • Hoist to be serviced annually and certified • Visual check of hoist prior to use • Safety checks to be completed on PPE
Other water users	Slips, Injury	Staff and client	<ul style="list-style-type: none"> • Check for large vessels/ wash prior and during the use of jetty and hoist
Transport and construction of the hoist	Strains and trapped limbs	Staff	<ul style="list-style-type: none"> • [Use gloves to protect hands and fingers] • Use correct manual handling procedures • [Use trolley for transporting the hoist]
Heavy participant	Equipment failure	Client	<ul style="list-style-type: none"> • Observe safe working load, as stated on the hoist itself
Assembling and taking down of hoist	Trapped fingers	Staff	<ul style="list-style-type: none"> • [Gloves to be worn when assembling and taking down of hoist] • Care to be taken to not place fingers in moving mechanisms of hoist

GENERIC RISK ASSESSMENT: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Negligible or no use of hazardous substances by NFS

Hazard	Risk	Persons at Risk	Control Measures
Staff not trained in use of chemicals and COSHH procedures	Unauthorised /incorrect use of chemicals resulting in injury/harm	Clients and staff	<ul style="list-style-type: none"> All staff that use chemicals are part of their job receive chemical training as part of their induction and ongoing training
Incorrect use of chemicals	Injury, irritation, poisoning, blindness	Clients and staff	<ul style="list-style-type: none"> Only non-hazardous chemicals to be used in public areas when public are present. Areas to be closed down or barrier restricting access for when deep cleaning using hazardous chemicals is in progress. Staff to wear PPE when using chemicals as identified in hazard data sheet. Regular ongoing training in use of chemicals is available for all staff.
Storage of chemicals	Unauthorised people gaining access to hazardous chemicals	Clients and staff	<ul style="list-style-type: none"> All hazardous chemicals stored either in workshop store or caretakers store. Both stores have access codes on door to restrict access by unauthorised people. Doors to be kept closed at all times when store is unoccupied Staff trained in storage of chemicals and hazards of leaving out in public areas.
Staff not wearing PPE when using hazardous chemicals	Injury, irritation, poisoning, blindness	Clients and staff	<ul style="list-style-type: none"> Rubber gloves, overalls, Wellington boots, goggles and face masks provided for staff to use. Staff informed of dangers/hazards of chemical usage and not wearing appropriate PPE
Injury caused through damaged Personal Protection Equipment (PPE)	Injury, irritation, poisoning, blindness	Clients and staff	<ul style="list-style-type: none"> Staff responsible for checking PPE before use and informing supervisor / manager if new PPE is needed

GENERIC RISK ASSESSMENT: GENERAL SITE OPERATIONS

Movement of People around Site

Hazard	Risk	Persons at Risk	Control Measures
Slippery floors due to wet feet / footwear	Injury	Clients and staff	<ul style="list-style-type: none"> • Volunteers [Instructors] to ensure [encourage] walking, not running • Staff to monitor the situation and take appropriate action i.e. mopping • Warning signs for wet floor to be used • Footwear to be worn at all times
Slippery floors due to cleaning	Injury due to falling	Clients and staff	<ul style="list-style-type: none"> • Areas marked by warning signs are the responsibility of staff involved with activity • Volunteers [Instructors] to ensure [encourage] walking not running
Walking in compound	Vehicles entering centre compound may strike pedestrians	Clients and staff	<ul style="list-style-type: none"> • Warning signs and road markings for incoming vehicles • [Students warned to be aware of traffic]
Falling / running into doors and corners	Injury	Clients and staff	<ul style="list-style-type: none"> • Volunteers [Instructors] to ensure [encourage] walking, not running • Children to be supervised at all times where possible.
Unauthorised public access to car park and premises	Intruders, attacks, molestations, abductions or thefts	Clients and staff	<ul style="list-style-type: none"> • Vulnerable or minor Sailors [Groups] supervised all of the time until carer [the group leader] or parents take responsibility • Staff to challenge strangers and check with senior staff if concerned • Doors to unoccupied areas to be kept closed
Exposure to elements	Hypothermia	Clients and staff	<ul style="list-style-type: none"> • Windproof/waterproof clothing issued • suitable footwear recommended
Mud	Becoming stuck, panic, twisted legs and ankles	Clients and staff	<ul style="list-style-type: none"> • No muddy areas used by NFS • [Groups under constant supervision, safe area delegated, clear instructions given • Appropriate staff to student ratio]

GENERIC RISK ASSESSMENT: CLUBHOUSE

People within the clubhouse

Hazard	Risk	Persons at Risk	Control Measures
Slippery floors due to wet feet / footwear	Injury	All	<ul style="list-style-type: none"> Volunteers to ensure walking, not running Volunteers to monitor the situation and take appropriate action i.e. mopping Warning signs for wet floor to be used Footwear to be worn at all times
Slippery floors due to cleaning	Injury due to falling	All	<ul style="list-style-type: none"> Areas marked by warning signs are the responsibility of staff involved with activity Volunteers to ensure walking not running
Fire		All	<ul style="list-style-type: none"> Fire exits clearly marked Fire extinguishers available Kitchen not accessible by NFS. Outside, professional caterers may use for occasional events
Falling / running into doors and corners	Injury	All	<ul style="list-style-type: none"> Volunteers to ensure walking, not running

Unaccompanied children, early arrivals / late departures Not applicable to NFS

Potentially unsupervised youngster	Injury, distress, lost children	Clients	<ul style="list-style-type: none"> Clear joining instructions to parents, schools, educational establishments Timing reinforced at outset of course Children kept on site and kept supervised by centre/school staff until collected by parents.
Bullying	Injury / distress	Clients	<ul style="list-style-type: none"> Bullying policy – refer to operations manual. All junior courses to be advised on bullying.

Lunchtime play sessions Not applicable to NFS

Unstructured playtime games	Injury	Clients and staff	<ul style="list-style-type: none"> Supervised by visiting and/or centre staff First aid available Out of bounds area as defined in session briefing
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			<ul style="list-style-type: none"> Unstructured games not permitted
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Manual handling

Lifting heavy or cumbersome objects	Back or neck injury	Clients and staff	<ul style="list-style-type: none"> Staff to undergo manual handling training
Moving boats on trolley	Back injury, muscle strain	Clients and staff	<ul style="list-style-type: none"> Staff training including on use of the capstan winch Always use suitable number of people to move boats according to age / size / experience If necessary use winch, or vehicle. General practice to use capstan winch on slipway

Working in [shed \[workshop\]](#)

Dust fumes and gases	Irritation to skin and lungs, poisoning, fatality	Staff	<ul style="list-style-type: none"> Safe workshop practices adhered to as per staff training COSHH regulations and recommendations adhered to Personal protective equipment available.
Welding flashes	Eyes irritation	Clients and staff	<ul style="list-style-type: none"> Ventilation used Arc flash shielded by guards Signage to warn others to be used
Using dangerous substances or materials	Poisoned, irritation to skin or hands, chemical burns	Clients and staff	<ul style="list-style-type: none"> Personal protective equipment made available and worn COSHH regulations and recommendations adhered to.
Electrocution from portable electrical equipment	Fatality or burn	Staff	<ul style="list-style-type: none"> Use of circuit trips All equipment has yearly test Equipment not used outside in rain All staff trained in use of equipment prior to use.
Faulty Equipment	Injury, possibly fatal	Clients and staff	<ul style="list-style-type: none"> Staff trained in correct use of equipment Defective equipment to be tagged 'DO NOT USE', and reported on defect board

or Equipment Misuse			<ul style="list-style-type: none"> • Regular safety checks / inspections carried out by senior staff and recorded • Any defects repaired by suitable qualified persons.
Running outboard engine ashore	Injury from propeller or other moving engine parts	Clients and staff	<ul style="list-style-type: none"> • Area to be coned off to keep third parties away from area • Only staff involved in operation to be in area • Staff to warn each other when operating gears • Where possible engine to be run up in a barrel of water rather using muffs

General site

Falling from ladder whilst retrieving items from above head height.	Broken limbs and/or head injury	Staff	<ul style="list-style-type: none"> • If possible to be supported by second person. Use of step-up
Incorrect use of ladders	Risk of fall from ladder	Staff	<ul style="list-style-type: none"> • Ladders tied securely • Safety check carried out.

Lone Working

Lone working	Injury [to employee]	Staff	<ul style="list-style-type: none"> • Mobile phone carried • [other staff made aware of placement via programme board]
Lone working in shed [building]	Injury [to employee]	Staff	<ul style="list-style-type: none"> • Mobile Telephone available • [front doors on buzzer/intercom/lock system • Outside lights on PIR]
Lone working on water	Injury / fatality	Clients and staff	<ul style="list-style-type: none"> • Walkie talkie/VHF radios and mobile phone carried to contact centre or emergency services • staff trained in emergency action • [Other staff made aware of operating area via the group board, programme board and VHF radio]