

## GROUP DETAILS

### IN AN EMERGENCY CALL:

<b>Leader:</b>		<b>Group Phone:</b>	
<b>Participants:</b>			

## ACTIVITY DETAILS

<b>Purpose of Activity:</b>		<b>Date:</b>	
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**Benefit of Activity:** Builds confidence through mastering sailing skills and overcoming challenges. | Develops teamwork and communication skills through coordinated sailing. | Encourages appreciation for maritime environments and water safety. | Enhances understanding of wind patterns and navigation techniques. | Fosters responsibility through the maintenance and care of sailing equipment. | Promotes physical fitness and balance through boat handling.

## HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Boom impact (head injuries)	Head injury, concussion	Improves understanding of boat dynamics	Brief participants on the dangers of the boom, and provide helmets where appropriate. Teach participants to avoid the boom when tacking and to keep a low position in the boat. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Capsizing	Capsizing, entrapment, panic	Enhances participants' sailing skills and experience	Teach capsize recovery techniques in a controlled environment, and brief participants on how to safely exit a capsized boat. Ensure supervision is always present. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Collision with motorized watercraft	Serious injury or boat damage from motorboats or jet skis.	Improves participant awareness of other water users and helps prevent serious accidents.	Designate safe sailing zones away from motorized traffic. Equip safety boats with radios to warn motorized craft. Educate participants on how to avoid collisions. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Inadequate supervision	Unsupervised incidents, accidents	Ensures safe practice and confidence in instructors	Maintain appropriate instructor-to-participant ratios, ensure instructors hold relevant qualifications, and conduct regular headcounts to avoid participants being left unsupervised. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Safeguarding	Abuse, bullying	Ensures safety and well-being of participants	Implement a safeguarding policy to protect children and vulnerable individuals. Ensure instructors and staff are appropriately trained, and conduct background checks. Avoid one-on-one situations without another adult present, and ensure clear procedures for reporting concerns. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Med</b>
Strong winds	Capsizing, injury	Improves sailing skills in challenging conditions	Limit activities based on wind strength and participant experience. Provide additional instruction and safety measures when high winds are expected, and reduce sail size to maintain control. Have a rescue boat ready to assist if participants are unable to navigate due to strong gusts. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Unpredictable water currents	Disorientation, increased drowning risk	Improves participants' understanding of water safety	Choose safe locations for the session, considering the strength of the currents. Rescue boats should be on standby, and participants should be briefed on how to handle strong currents. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Unsupervised areas	Wandering, increased injury risk	Ensures participant safety	Establish clear boundaries and mark out safe zones for participants. Supervise the activity closely to prevent participants from wandering into unsupervised areas. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Adverse weather	Capsizing, hypothermia, panic	Promotes understanding of weather conditions	Continuously monitor weather forecasts before and during the activity. Establish clear protocols to postpone or cancel sessions in the event of lightning, heavy rain, or storm warnings. Ensure participants are briefed on emergency weather procedures. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Being stranded due to equipment failure	Isolation, delayed rescue	Improves safety and self-reliance	Regularly check equipment and ensure participants know how to signal for help. Keep a rescue boat on standby to assist participants if needed. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Cold water	Hypothermia, cold shock	Encourages resilience and adaptability	Provide participants with wetsuits or dry suits when necessary. Rescue boats should carry thermal blankets, and instructors should monitor participants closely for early signs of hypothermia. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Collision between boats	Injury, equipment damage	Improves navigation skills and spatial awareness	Teach right-of-way rules and keep safe distances between boats. Ensure that instructors supervise boat handling closely to avoid collisions, especially in busy waters. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Dehydration	Heat exhaustion, decreased performance	Promotes hydration and physical well-being	Regularly remind participants to drink water, especially in hot weather. Provide accessible water during breaks and educate them on the signs of dehydration. <b>(ALL)</b>	Participants	Before Measure: <b>Low</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Disorientation in water	Panic, increased drowning risk	Improves water survival skills	Ensure all participants are confident in water and conduct drills to prepare them for emergencies such as capsizing or being separated from their boat. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Drowning	Drowning, hypothermia, panic	Improves water confidence and safety awareness	Ensure all participants wear properly fitted buoyancy aids at all times. Perform buoyancy checks before entering the water, and instructors should have rescue qualifications. Rescue boats must be on standby with appropriate safety gear. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Entrapment by equipment	Entrapment, injury	Improves safety knowledge and reduces panic risk	Ensure ropes and lines are clear of snag hazards, and teach participants quick-release techniques in case of entanglement. Footwear and clothing should reduce the risk of becoming trapped in equipment. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Environmental hazards (branches, rocks)	Cuts, bruises, falls	Increases situational awareness and safety	Inspect the site for potential hazards such as overhanging branches, slippery rocks, or debris. Brief participants on how to avoid these during the session. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Equipment failure	Capsizing, injuries, delays	Ensures consistent operation of activities	Regularly maintain and inspect all sailing equipment. Ensure spare parts are available, and that staff can perform minor repairs during sessions. <b>(ALL)</b>	Participants, Instructors	Before Measure: <b>High</b> After Measure: <b>Low</b>
Fatigue	Exhaustion, poor decision-making	Encourages physical fitness and awareness of limits	Schedule frequent breaks, and encourage participants to hydrate. Ensure that activities are adjusted according to participant fitness levels to avoid exhaustion. <b>(ALL)</b>	Participants	Before Measure: <b>Low</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fatigue from physical strain	Exhaustion, poor coordination	Encourages physical fitness and builds resilience	Monitor participants for signs of exhaustion from handling boats and adjust the session intensity as needed. Provide assistance when handling heavier boats. <b>(ALL)</b>	Participants	Before Measure: <b>Low</b> After Measure: <b>Low</b>
Foot injuries from sharp objects	Cuts, punctures	Reduces risk of injury	Ensure participants wear proper water footwear to protect against sharp objects like rocks, broken glass, or debris in the water and onshore. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Heatstroke and sunburn	Heatstroke, dehydration, sunburn	Promotes awareness of outdoor conditions and self-care	Implement regular hydration breaks, encourage sunblock use, and provide hats and sunglasses. Create shaded areas during breaks and monitor participants for signs of heat-related illnesses. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Improper rescue procedures	Delayed or ineffective rescue	Improves response times and rescue effectiveness	Train instructors thoroughly in rescue techniques, covering a variety of emergency scenarios. Conduct regular rescue drills to ensure staff readiness. <b>(ALL)</b>	Participants, Instructors	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Improper storage of boats and equipment	Injury, damage	Reduces risk of injury and prolongs equipment life	Ensure boats and equipment are properly stored when not in use. Check storage racks regularly for damage and hazards that could lead to injury. <b>(ALL)</b>	Participants, Instructors	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Inadequate safety briefing	Misunderstanding risks, improper behavior	Improves safety and participant confidence	Provide a thorough safety briefing covering potential risks, equipment usage, and emergency protocols. Ensure participants fully understand all instructions before starting. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate safety equipment	Increased injury risk	Promotes safe practices and participant confidence	Perform regular inspections of safety gear like buoyancy aids, helmets, and rescue equipment. Replace any worn or damaged equipment to ensure participants' safety. Younger and less experienced participants are required to wear helmets. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Inappropriate clothing	Exposure, discomfort	Enhances comfort and safety during activities	Brief participants on suitable clothing for the conditions and ensure they are properly equipped before starting. This includes wetsuits for cold weather and sun protection in hot weather. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Inexperienced participants	Injury, panic, poor decision-making	Builds skills and confidence in beginners	Tailor the activity level to participant skill. Beginners should receive additional instruction and direct supervision, and sessions should be adapted based on confidence and ability. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Lack of first aid response	Increased injury severity	Ensures timely treatment of injuries	Ensure all instructors are first aid trained and that first aid kits are readily accessible on both land and rescue boats. Develop an emergency response plan that includes access to medical facilities. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Low visibility	Disorientation, collision	Improves navigation skills	Equip boats with GPS or compasses. Postpone activities in fog or low-visibility conditions unless the sailing area is small and supervision is close. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Manual handling of boats and equipment	Strains, sprains, back injuries	Reduces physical strain and risk of injury	Train staff in proper lifting techniques, and provide adequate manpower for heavy or bulky equipment. Where possible, use tools or vehicles to reduce manual handling risks. <b>(ALL)</b>	Participants, Instructors	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Medical conditions	Medical emergencies	Supports inclusivity for participants with medical conditions	Collect medical information from participants and ensure that medications such as inhalers or EpiPens are on hand. Instructors should be trained in handling medical emergencies. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Miscommunication in rescue situations	Delayed response, increased injury risk	Improves emergency preparedness	Equip instructors with radios or other communication devices. Have backup communication systems in place to ensure rapid response during emergencies. <b>(ALL)</b>	Participants, Instructors	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Misuse of equipment	Injury, equipment damage	Reduces risk of accidents and equipment damage	Provide thorough training on how to correctly use sails, rudders, and other equipment. Supervise participants closely, especially during initial handling of equipment. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Motor vessels nearby	Collision, injury	Enhances navigation skills and safety	Establish communication with motor vessel operators to avoid accidents, and brief participants on how to safely navigate around larger vessels. Use visual signals if needed. Avoid areas with lots of motor traffic. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Navigation hazards (rocks, sandbanks, shallow waters)	Collision, capsizing, injury	Improves navigation skills and situational awareness	Conduct thorough site assessments and communicate navigation hazards to participants. Mark out areas to avoid using buoys or visual markers, and ensure participants are familiar with local charts or maps. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Other water users (kayakers, swimmers)	Collision, injury	Promotes awareness of surroundings and safe navigation	Instruct participants to maintain a safe distance from other water users, including kayakers, swimmers, or other boaters. Define clear boundaries for sailing areas away from busy areas. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Overcrowded waters	Collision, injury	Improves safety and navigation skills	Schedule sessions during less busy times and allocate specific sailing zones to avoid collisions. Clearly define the boundaries of the sailing area. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Prolonged exposure to cold	Cold stress, hypothermia	Promotes awareness of physical limits and resilience	Ensure regular warm-up breaks and provide access to warm clothing or blankets. Monitor participants for signs of cold stress, especially after extended periods in cold water. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Rescue boat failure	Inability to assist, delays in rescue	Reduces response time during incidents	Rescue boats should be checked regularly and equipped with necessary safety gear such as kill cords, paddles, and throw lines. A backup boat should always be available in case of failure. <b>(ALL)</b>	Participants, Instructors	Before Measure: <b>High</b> After Measure: <b>Low</b>
Slippery or uneven surfaces	Slips, trips, falls	Increases awareness of surroundings	Regularly inspect the sailing area for hazards, brief participants on slippery or uneven surfaces, and ensure everyone wears non-slip footwear. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Unfamiliarity with local water conditions	Collision, entrapment, injury	Improves safety and situational awareness	Conduct site inspections before each session and brief participants on local water hazards, including tides, currents, and underwater obstructions. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Water pollution	Illness, skin irritation	Increases environmental awareness	Check water quality for debris or harmful algae before the session. Ensure participants avoid ingesting water, and encourage handwashing after contact. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Wildlife interactions	Stings, bites, allergic reactions	Promotes respect for nature and wildlife awareness	Brief participants on local wildlife that may be encountered, such as jellyfish, birds, or marine mammals. Ensure they understand not to disturb wildlife and how to respond if they come into contact with it. <b>(ALL)</b>	Participants	Before Measure: <b>Low</b> After Measure: <b>Low</b>
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. <b>(ALL)</b>	All	<b>N/A</b>

## NOTES

**Extra notes & activity evaluation:**

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date