

Risk Area: Keel Boating

Date of next review: 31/01/22

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Drowning Drowning is an inherent risk in all water activities.</p>	<p>Staff and visitors drowning as a result of MOB</p>	<ul style="list-style-type: none"> • Buoyancy Aids must be worn, include CE mark and 50N • Buoyancy Aids are checked by instructors before use. • RYA Keelboat Instructors. • VHF Radio carried or appropriate means of communications • EAP in place. • Staff trained in EAP completion • Students are briefed for EAP if Instructor falls in the water • Students to be briefed that they must have one hand holding onto the vessel at all times • Self-inflating lifejackets should be available for guests that have injuries or disabilities which prevent them from turning themselves face up after falling in the water. • Harness lines to be used in extreme weather 				
<p>Collisions</p>	<p>Staff and visitors by colliding with other craft, or head injuries resulting from contact with booms</p>	<ul style="list-style-type: none"> • UKSA RYA Trained Keelboat Instructors • Guests are instructed re dangers of the boom • EAP is in place • Safety equipment on board • Appropriate lighting in place • Radar reflectors in use • Monitoring shipping movements on VHF radio (ch. 69) • * See item at end of the document re collisions 				

<p>Man overboard</p>	<p>Staff and visitors' risk of MOB when under sail or on tow.</p>	<ul style="list-style-type: none"> • Students briefed to always have one hand on the boat at all times • Students to have suitable footwear • Decks and railings to be maintained and safe for the use of students • Considerably short students or young students not to be permitted to hang legs over the gunnels, under the guard wires. Legs inside the vessel at all times. • Considerably short students or young students to remain seated on the benched further inboard and not up against the guard rails. • Students briefed not to be forward of the mast unless directed to do so (bow line retrieval) • No laying down on the decks • Controlled movements across the boat when going about • In the event of the instructor going overboard, the students are to be briefed as to the emergency procedures which include lying the vessel to, radio communication, summoning help, dropping anchor, depowering boat all as necessary. • In the event of a student overboard, UKSA to be notified immediately and a MOB procedure to take place as appropriate (engine or sail) • If the 'buddy boat' is sufficiently close enough to collect the MOB, then they are to do so. • When the emergency call is made, any safety craft in the area to immediately assist if safe to do so. • Evaluate the condition of the MOB once retrieved and consider returning to base or for the MOB to be collected for return. 				
<p>Hypothermia Cold</p>	<p>Staff and visitors due to environmental conditions</p>	<ul style="list-style-type: none"> • UKSA RYA Trained Keelboat Instructors • Waterproof clothing is provided by UKSA • Make sure students wear clothing suitable for conditions, no jeans • Additional clothing to be brought on sessions where appropriate • Length of sessions to be shortened to allow for colder temperatures. • Appropriate drinks and sugary food to be taken on sessions 				

Hyperthermia Hot	Staff and visitors due to environmental conditions	<ul style="list-style-type: none"> • UKSA RYA Trained Keelboat Instructors • Instructors make sure guests are drinking enough water during the day • Instructors make sure sun-cream and clothing is suitable • Water and sun-cream to be brought with on sessions where temperature is high • Regular checks on students to be done • Sessions length to be adjusted to allow for comfort breaks. • Prolonged exposure to direct sunlight to be minimized. 				
Guest Medical Issues	Visitors not declaring medical info.	<ul style="list-style-type: none"> • All guests must have completed a medical form before going afloat • All instructors must check if there any medical issues with the group they are taking out • Medicines must be placed in a dry bag and kept with instructor at all times • Medication must be given back to the student at the end • If a guest has a medical issue which may warrant an individual risk assessment the chief instructor will make sure this is completed • Those is additional needs will require a separate risk assessment where appropriate 				
Slippery Deck	Staff and visitors risking injury through slipping	<ul style="list-style-type: none"> • Guests advised to be careful • Any ice on deck will be removed before departure • Maintenance plan and checks to be carried out • Instructors to perform checks prior to going afloat • Students to be briefed that they must have one hand holding onto the vessel at all times 				
Guests using the engine	Visitors and other water users at risk through risk of collision or running aground.	<ul style="list-style-type: none"> • Guests are not allowed to use the engine unless permission has been given by the chief instructor • Guests are permitted to use the engine when on RYA Keel Boat courses • If guests are operating the engine, the instructor is to wear the kill chord and remain at the stern of the vessel. 				

High Winds	Staff and visitors affected by MOB and grounding risks	<ul style="list-style-type: none"> • The keel boats do not operate in more than a force 5. The call of whether to go afloat rests with the Chief Instructor or the IC for the day and will be discussed in the morning staff meeting. • Wind against tide scenarios must be weighed and considered. • In stronger winds the instructor will reef the keel boat accordingly • Wind direction and ability of the crew will be taken into account when considering the suitability of going afloat. 				
Sailing Area	Staff and visitors affected by limiting EAP response time when further afield.	<ul style="list-style-type: none"> • Normal sailing area as stated in the UKSA SOP's. • When more than one boat is out they are to 'buddy up' and remain within hailing distance of one another, preferably 'follow my leader' style sailing • Wind and tide considerations must be weighed when choosing correct sailing location • When vessels engaged with racing events, these will be separately risk assessed when sailing location is at the extremes of UKSA risk assessing. 				
Radio Use	Staff putting students at risk when dealing with EAPs and not following correct radio protocols.	<ul style="list-style-type: none"> • Correct radio procedure to be used at all times. • Radios to be fitted to the instructor when on session • Staff Mobile phone number to be given to Operations office written on the passage plan 				
Winches Catching fingers	Staff and visitors trapping digits in running gear.	<ul style="list-style-type: none"> • Use of winches for students to be clearly explained in the safety brief by the instructor • Minimum of three turns of rope around the winch • Winches to be serviced and maintained regularly • No students to operate winches unless briefed and supervised. 				
Grounding	Staff and visitors and vessel at risk.	<ul style="list-style-type: none"> • Check battery and depth sounder are working before leaving • Instructors to check charts and tidal heights if planning to go to an unfamiliar area • Don't sail too close to the shore • All groundings must be immediately reported to the IC who will report to fleet maintenance. • IC of the day to ensure session plans are appropriate for the activity and location 				

Flooding of keel boat	Staff and visitors and vessel at risk affecting buoyancy and stability of vessel.	<ul style="list-style-type: none"> • ½ wash boards must be fitted at all times when afloat • Full wash boards and coach roof to be fitted in windier conditions, directed by IC. • Bilges pumped dry at the start and end of use • Avoid wind against tide extremes and ensure angle of attack is oblique. 				
Engine Failure	Staff and visitors and vessel at risk affecting ability to maneuver	<ul style="list-style-type: none"> • Instructor to carry out engine checks before leaving the dock • VHF radio carried to call for assistance • Safety boat ready to assist if needing a tow • Main halyard always attached to main sail once left UKSA so ready to use sail if necessary • Anchor chain and warp to be free and ready for deployment. • Sail covers are not be used until the vessel is alongside. Main halyard must be fitted to the head of the sail ready for hoisting when engines are running 				

*** Note: Collision and Incident Reporting**

Any collisions or groundings of keel boats in any location is to be reported immediately to the IC and maintenance to be informed. Maintenance to be given sufficient forewarning to be able to meet the keel boat upon return to UKSA to carry out a visual inspection of the vessel (keel, fittings etc) to determine damage. If required, the keel boat will be lifted for repairs. The watersports IC or skipper will not make the decision as to the vessel's seaworthiness.

Any collision with another vessel will require immediate reporting to the IC and maintenance. The maintenance team will then go to the location of the collision and take appropriate statements or photographic evidence of any damages. In the event of claims or allegations, UKSA is to be in possession of sufficient evidence to support any claims.

Any collisions in the CHC inner fairway is also to be reported to the CHC for record keeping and the sharing of information.

Where appropriate, the CHC can also be contacted for vide CCTV evidence if the event took place in the confines of the inner fairway.

Where appropriate, the duty manager should also be informed if the event results in the actioning of an EAP.

Where a discussion takes place between UKSA skipper / instructor and third parties, the conversation should centre around the sharing of information and contact details and liability and blame should not be directed to either party. Upon return to UKSA, a full statement can then be taken.

At all times the safety of the students and public is of the highest importance and collisions should be avoided at all costs.