

TYC On the Water Activities Risk Assessment

On the water

Title	Hazard	Likelihood	Impact	Risk	Control Measures
Major Incident	Life-threatening incident	Low	High	Medium	Sufficient experienced members on duty; members briefed on emergency procedure; safety boat equipped with mobile telephone and VHF radio
Dinghy Capsize	Drowning and/or hypothermia	Low	High	Medium	All participants should be suitably fitted with a buoyancy Aid and wear appropriate clothing eg wet/drysuit; Suitably experienced safety boat operators will be in contact; First aid kit onboard and onshore; education – sessions on CRP and AED, effects of immersion in cold water are provided at the start of season; New guidance sheet on hypothermia - recognition and immediate management in first aid file
Inability to return to shore – equipment failure	Disablement, drifting, sinking, strong tidal flow	Low	Medium	Low	Requirement for boats to be in serviceable condition communicated to participants; boats to have completed buoyancy checks required by class.
Inability to return to shore – lack of wind	Boats drifting without wind	Medium	Low	Low	Boats should be able to self-recover; support boat and duty member to keep record of boats afloat; support boat to monitor boats
Collision between vessels (inc. Support Boat)	Injury; boat damage leading to equipment failure	Low	Medium	Low	Helms are suitably experienced and local conditions are explained including traffic regulations; Education – start of season meeting on race regulations held
Unsuitable weather conditions	Capsize; lightning strike; inability to self-recover	Low	Medium - High for lightning	Medium	Weather conditions (flow, wind strength & direction, air & water temperature) assessed before and during event and event suspended if unsuitable – race officer/sailing sec./flag officers. Sailors to retire as dictated by weather conditions. All sailing should be abandoned if lightning forecast / likely.

Waterborne infection/disease	Illness due to waterborne Disease mainly Weil's disease	Low	Medium - High	Low	Good hygiene advised; first aid kits contain waterproof plasters to cover cuts etc before sailing; wash skin exposed to river water after sailing; Education about symptoms of Weil's disease for sailors; notice to be put up in race hut and clubhouse
Safety Boat activity	Injury to crew or driver; Injury to dinghy sailors in the water	Low	High	Medium	Safety boat crew are suitably experienced. Training undertaken throughout the year. Race Officer to ensure that safety boat crew are appropriate for the conditions. Safety boat to have crew of two where possible.
Paddleboarding	Drowning, hypothermia, inability to return to shore due to loss of board or paddle	Low	High	Medium	Recommend beginners attend organized group sessions. Those taking out club paddleboards to inform club member responsible for paddleboards of when and where they are going out. Strongly advise use of buoyancy aid and leg strap to avoid separation from board.

Lower Dinghy Park

Title	Hazard	Likelihood	Impact	Risk	Control Measures
Major Incident	Life-threatening incident	Low	High	Medium	Sufficient experienced members on duty; members briefed on emergency procedure; information in race hut about directions for emergency services
Pontoon	Access via ladder with risk of falling; risk of falling off pontoon	Low	High	Low	Gate above ladder and signage advising of risk; sufficient experienced members on duty; buoyancy aids mandatory for access to ladder / pontoon
Slipway	Access ramps slippery - danger of falling and/or boat moving out of control	High	Medium	Medium	Ramp is only accessible to those involved with launching a boat; ramp is regularly inspected and jet washed as needed; only one boat on slipway at any one time; all people to be above any boats on the ramp at all times; Notice warning of slippery surface

Slipway	Falling from hut area to slipway	Low	High	Medium	Area is monitored by TYC members and children closely supervised at all times. Railings along top.
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White Swan Foreshore

Title	Hazard	Likelihood	Impact	Risk	Control Measures
Major Incident	Life-threatening incident	Low	High	Medium	Sufficient experienced members on duty; members briefed on emergency procedure; information in clubhouse about directions for emergency services

Clubhouse

Title	Hazard	Likelihood	Impact	Risk	Control Measures
Major Incident	Life-threatening incident	Low	High	Medium	Sufficient experienced members on duty; members briefed on emergency procedure; information in race hut & clubhouse about directions for emergency services
Pontoon	Access via ramp with risk of falling; risk of falling off pontoon	Low	High	Low	Sufficient experienced members on duty; buoyancy aids mandatory for access to ladder / pontoon

Specific to public events

Title	Hazard	Likelihood	Impact	Risk	Control Measures
Organisation	Incident, illness, injury	Low	Medium - High	Low	One person to be overall in charge of organisation of public event; To ensure all TYC members assisting know their responsibilities and who to contact in an emergency. Briefing for helms and safety boats; Safety and organisational email and procedures for running event (see example in Appendix 1 and 2)
Illness/injury	Member of public becomes unwell or is injured	Low	Medium - High	Low	Two trained first-aiders on duty wearing high-viz tabards; All TYC members involved in organisation to be given first-aiders contact numbers
Children on White Swan foreshore	Accident, illness, injury	Low	Medium	Low	First-aider present throughout session
Insurance of privately owned members dinghies	Public liability	Low	Medium	Low	Any members own boats used for public events should be insured for the day on the club's policy

General principles for parent led informal child sailing events

These informal events should be discussed and planned in advance with a senior member of the club e.g. sailing secretary or training principal.

Someone suitably experienced in sailing and the river conditions at Twickenham should be nominated to be in charge of:

1. Decision to sail or not depending on conditions of tide, flow, wind, wind direction, air & water temperatures and experience & age of sailors
2. Ensure appropriate clothing and buoyancy aids used
3. Sufficient number of support and safety boats available with sufficiently trained crew

TYC Safety Procedure

	RED	AMBER	GREEN
Wind speed	Force 5+	Force 4+	Force 0-3
River Flow (1)	High	Moderate	Low
Visibility (2)	Low	Reduced	Good
Thunder/Lightening	Recently seen/expected		
Air Temperature (3)		< 4 °C	
Water(3)		< 6 °C	

Sailing should be **CANCELLED** if any of the conditions in the **RED** column are met.

Any conditions in the **AMBER** column require consideration by Race Officer and Safety Boat Operator. Restrictions may be placed on sailing, for example: launching a second support boat, requiring the use of buoyancy aids, requiring thermal clothing / wetsuit etc. (NB Buoyancy aids are required for open events and the winter series).

Notes:

- (1) River flow depends on both tide state and land water. Tide times are published on the fixture list and river flow can be assessed using the PLA ebb tide flag and Teddington Lock status boards. If in doubt a single boat (plus support boat) should be launched to ensure that progress can be made against the flow.
- (2) A simple rule of thumb for visibility is that the bank of the river opposite the race hut must be clearly visible for sailing to take place. Moderate visibility may require a shorter course or additional safety boat coverage.
- (3) Air temperature can be estimated from the forecast and river temperature readings are available on the Kingston Rowing Club website.

Original by P. Sharp

Updated April 2018 O.Griffith

Updated March 2022 T. Hill

Appendix 1 – example briefing email (from PTBO 20/5/2018)

Safety briefing for helms and safety boat operators given by the Commodore (Mark) at 11am on the day

Dear Safety Boat team,

PTBO is this Sunday 12-4 so please can you arrive by 11.30 or earlier so we are ready to start at 12

If possible can you wear a blue top (club one if you have it). Remember sunscreen. You get a free roll/baked potato for lunch!

1st Safety boat (Pioneer) based from club pontoon to cover the 2 Quests & 2 Enterprises.

Pete Hinson is in charge of this with James de Wilde as pontoon- based controller when Pete is taking a turn in safety boat

2nd Safety boat covering Oppies on a string off W Swan hard

3rd Safety boat covering Toppers if/when this happens

Abraham is in charge of this with Nathan. Pip in overall charge of Oppies/Toppers. Rick Hamilton will help Pip and could do SB too

Safety Boat crew to be deployed between the sites by the leads above

David Wolsey, Brian English, Nicole Smart, Chantelle, Gill Carrick

If needed Olwen, Guy or Mark can help too but we are primarily doing the meet & greet in the clubhouse

VHF radios

We have the 3 club ones (one with Pontoon based Controller, one with Pioneer and one with 2nd W Swan Hard (Topper) Safety Boat.

Pip and Abraham have their own VHF radios so we will have 5 in total

Their call signs will be TYC PONTOON (Pete or James),

TYC SAILORS SAFETY BOAT (PIONEER)

TYC BEACH (PIP)

TYC OPIES SAFETY BOAT

TYC TOPPER PATROL

Can I ask that SB crew also give the leads their mobile numbers and have mobiles with them as backup

USE CHANNEL 77. If anyone needs a reminder of how to use VHF radio ask Pete

Children in the water may panic so need to be got to/rescued quickly.

In the event of a casualty they should be landed at the White Swan hard If you need extra help you can ask the other safety boats if they can assist (obviously only if they are not busy). To call the coastguard for on water help dial 999 and ask for Coastguard.

If you need an Ambulance dial 999 and ask for Ambulance. The pontoon based controller (Pete or James) can also do this for you. **THE POST CODE IS TW1 3DL** (Emergency services will ask for postcode as they are a London- wide service)

Inform the first aid officers immediately or ask Pete/James to do so. **FIRST AID OFFICERS are Olwen & Simonne**

Olwen (clubhouse) 07925 796527 & Simonne (W Swan hard) 07946 324972 PUT IN YOUR PHONE !

All the first aid kits contain a guide to CPR and a pocket mask for CPR. There is automated defibrillator in the clubhouse at the bottom of the stairs up to the bar.. If anyone has a cut or graze this needs to be washed and should be covered by a waterproof plaster before contact with river water (in all first aid kits)

Any questions/comments?

Olwen Griffith (vice C) 07925796527

Appendix 2

Harbour safety procedures for Open Day 2019

Harbour Safety Procedures for Open Day

- **Visitors are not permitted on the pontoons unless supervised by a member of TYC.**
- **Children are not permitted on the pontoons unless supervised by a responsible adult.**
- **Only one visitor crew is permitted at any one time on the pontoons and only for the purposes of immediate boarding/alighting from a yacht.**
- **Queuing is not permitted on the pontoons.**
- **Balcony visitor queues for sailing should be kept to a minimum of four people and be supervised by a TYC member. Other visitors should queue in the Clubhouse.**
- **Visitors are not permitted to queue on the gangway.**