

Itchenor SC Risk Assessment

Part I – Evaluation of risks

Project No:	D1 Schools Week – Senior			
Assumed Documents:	A1 Club Racing – Inside Harbour A7 Youth sailing A13 The Club's Powered Boats (ex Betivuka) B4 Accommodation, changing rooms and common areas B12 Pontoon, Slipway and Staging B12A Pool C1a Young Person teaching sailing C2 Child Safeguarding and Protection This Risk Assessment lists risks identified as specific to Schools Week – Senior which are not specifically or completely covered by the Assumed Documents listed above. This document should therefore be read in conjunction with those Risk Assessments.			
Location	Chichester Harbour			
PERSONS EXPOSED	Yes/No	Name employees, add comments, include reference to disabled & trainees.		
Employees	Yes	Sailing Manager, Boatman and Assistant		
Other Workers	Yes	Fisherman and other commercial operations		
Public	Yes	Club members and guests including novices and disabled		
HAZARD IDENTIFICATION		RISK EVALUATION		
This risk assessment covers the additional risks associated with youth sailing, for general racing risks see A1 Club Racing – Inside Harbour		Occurrence	Severity	Risk multiple
If present & requiring control 1		Rare 1 Occasional 2 Likely 3	Minor 1 Moderate 2 Severe 3	Significant risks > 5 points Bold
If absent or not significant 0				
28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail	1	2	3	6
29. Lack of experience of tidal conditions for visiting competitors	1	3	2	6
30. Being swept under the jetty	1	1	3	3
31. Support boats being driven by non club members	1	3	2	6
32. Accommodation and onshore activities of Youth competitors when they have tallied out	1	3	2	6
33. Borrowed support boats	1	3	1	3
34. Borrowed/hired boats used by competitors	1	3	1	3
<p align="center">Summary of Significant Risks and other risks considered significant</p> <p>Tally mismanagement/Failure to account for safe return of all competitors who have set sail, Lack of experience of tidal conditions for visiting competitors, Being swept under the jetty, Support boats being driven by non club members, Accommodation and onshore activities of Youth competitors when they have tallied out, Borrowed support boats, Borrowed/hired boats used by competitors</p>				

Itchenor SC Risk Assessment

Part 2 – Risk controls

Project No:	D1 Schools Week – Senior
Significant risks	Tally mismanagement/Failure to account for safe return of all competitors who have set sail, Lack of experience of tidal conditions for visiting competitors, Being swept under the jetty, Support boats being driven by non club members, Accommodation and onshore activities of Youth competitors when they have tallied out, Borrowed support boats, Borrowed/hired boats used by competitors
RISK ITEM	Risk Control Procedures and Systems
Tally mismanagement/Failure to account for safe return of all competitors who have set sail	All competing boats are required to collect a tally before the day's racing and return it on completion. The PRO is required to check the dinghies starting and finishing a race and to account for those that do not finish a race. Further Measures are as recorded in Risk Assessment A7.
Lack of experience of tidal conditions for visiting competitors	Training day provided on the Wednesday before racing starts.
Being swept under the jetty	A rope will be provided if tidal conditions necessitate it. See Further Measures in Risk Assessment A7
Support boats being driven by non club members	RYA Powerboat Level 2 or equivalent qualification will be required for support boat drivers who are not club members. Teachers will be asked in advance to provide copies of their PB2 certificate or such confirmation from the school's authorities.
Accommodation and onshore activities of Youth competitors when they have tallied out	The teacher in charge or other nominated responsible person is responsible for Youth competitors during all onshore activities and in their accommodation. Notwithstanding this, the club's Best Practice Guidelines from the Child Safeguarding Policy will in addition be sent to accommodation hosts.
Borrowed support boats	Those not being driven by owners/providers will be checked by the Club.
Borrowed/hired boats used by competitors	Those using such boats will be required to sign appropriate disclaimers while the Club will extend its insurance to cover them. The Club will also undertake a basic safety check.
PROCEDURES	Risk control systems
None	Not applicable

Are the risks now AS LOW AS REASONABLY PRACTICABLE (ALARP)?		Yes
Further measures needed or to be considered	None	
Further measures taken	None	Date

Reviewed by Event Coordinator:

Nigel Glennie

Date: May-16

Reviewed by General Manager/Club Child Welfare Officer:

Stephen Carden-Noad

Date: May-16

Reviewed by Rear Commodore Sailing:

Chris Blevins

Date: Jun-16

Reported to General Committee

Date: Jun-16

To be reviewed by:

31-May-19

Itchenor SC Risk Assessment

Part I – Evaluation of risks

Project No:	D2 Schools Week –Junior			
Assumed Documents:	A1 Club Racing – Inside Harbour A7 Youth sailing A13 Club boats B4 Club Rooms B12 Pontoon, Slipway and Staging B12A Pool C1A Young Person Sailing Instruction C2 Child Safeguarding Policy This Risk Assessment lists risks identified as specific to Schools Week – Junior which are not specifically or completely covered by the Assumed Documents listed above. This document should therefore be read in conjunction with those Risk Assessments.			
Location	Chichester Harbour			
PERSONS EXPOSED	Yes/No	Name employees, add comments, include reference to disabled & trainees.		
Employees	Yes	Sailing Manager, Boatman and Assistant		
Other Workers	Yes	Fisherman and other commercial operations		
Public	Yes	Club members and guests including novices and disabled		
HAZARD IDENTIFICATION		RISK EVALUATION		
This risk assessment covers the additional risks associated with youth sailing, for general racing risks see A1 Club Racing – Inside Harbour		Occurrence	Severity	Risk multiple
If present & requiring control 1		Rare 1 Occasional 2 Likely 3	Minor 1 Moderate 2 Severe 3	Significant risks > 5 points Bold
If absent or not significant 0				
1. Tally mismanagement/Failure to account for safe return of all competitors who have set sail	1	2	3	6
2. Lack of experience of tidal conditions for visiting competitors	1	3	2	6
3. Being swept under the jetty	1	1	3	3
4. Support boats being driven by non club members	1	3	2	6
5. Onshore activities of Youth competitors when they have tallied out	1	2	2	4
6. Borrowed support boats	1	3	1	3
7. Borrowed/hired boats used by competitors	1	3	1	3
Summary of Significant Risks and other risks considered significant Tally mismanagement/Failure to account for safe return of all competitors who have set sail, Lack of experience of tidal conditions for visiting competitors, Support boats being driven by non club members,				

Itchenor SC Risk Assessment

Part 2 – Risk controls

Project No:	D2 Schools Week – Junior
Significant risks	Tally mismanagement/Failure to account for safe return of all competitors who have set sail, Lack of experience of tidal conditions for visiting competitors, Support boats being driven by non club members,
RISK ITEM	Risk Control Procedures and Systems
Tally mismanagement/Failure to account for safe return of all competitors who have set sail	All competing boats are required to collect a tally before the day's racing and return it on completion. The PRO is required to check the dinghies starting and finishing a race and to account for those that do not finish a race. Further Measures are as recorded in Risk Assessment A7.
Lack of experience of tidal conditions for visiting competitors	Due to the increased entry the fleet will be split into Gold and Silver fleets based on declared experience. The fleets may be raced separately depending on weather conditions and room in the Harbour. Boats in the Silver fleet will fly a yellow streamer from the masthead. There will be 12 support ribs giving a ratio of 7:1 plus a Nanny boat with medical assistance aboard. There will also be medical assistance in some of the ribs. The support boats will be managed by a Safety Leader, and a dedicated person on the Committee Boat will coordinate with the safety leader
Being swept under the jetty	A rope will be provided if tidal conditions necessitate it. See Further Measures in Risk Assessment A7
Support boats being driven by non club members	RYA Powerboat Level 2 or equivalent qualification will be required for support boat drivers who are not Club members. Teachers will be asked in advance to provide copies of their PB2 certificate or such confirmation from the school's authorities.
Onshore activities of Youth competitors when they have tallied out	The teacher in charge or other nominated responsible person is responsible for Youth competitors during all onshore activities and in their accommodation. Notwithstanding this, the club's Best Practice Guidelines from the Child Safeguarding Policy will in addition be sent to accommodation hosts.
Borrowed support boats	Those not being driven by owners/providers will be checked by the Club. A list of all support boats and driver qualification will be prepared in advance of the event and kept at the club
Borrowed/hired boats used by competitors	Those using such boats will be required to sign appropriate disclaimers while the Club will extend its insurance to cover them. The Club will also undertake a basic safety check.
PROCEDURES	Risk control systems
None	Not applicable

Are the risks now AS LOW AS REASONABLY PRACTICABLE (ALARP)?		Yes
Further measures needed or to be considered	None	
Further measures taken	None	Date

Reviewed by Event Coordinator/Race Officer: Nicola Davies/Peter Taylor
 Reviewed by General Manager/Club Child Welfare Officer:

Date: Jun-16

Reviewed by Rear Commodore Sailing:
 Reported to General Committee

Stephen Carden-Noad
 Chris Blevins

Date: Jun-16

Date: Jun-16

Date: Jun-16

To be reviewed by: 31-May-19

Itchenor SC Risk Assessment

Part I – Evaluation of risks

Project No:	C2 – CHILD SAFEGUARDING AND PROTECTION	
Location	Itchenor Sailing Club	
PERSONS EXPOSED	Yes/No	Name employees, add comments, include reference to disabled & trainees.
Employees	Yes	Staff and temporary staff
Other Workers	Yes	Contractors, professional coaches
Public	Yes	Members, guests, young persons and disabled, coaches, helpers
HAZARD IDENTIFICATION		RISK EVALUATION
A child is considered to be abused if he or she is treated in a way that is unacceptable in a given culture at a given time. Adults may be incorrectly accused of abuse by a child.		The risk is considered to be significant

Part 2 – Risk controls

Risk control systems	
1.	The Club has appointed a Child Welfare Officer – currently the General Manager ; and a Deputy Child Welfare Officer (currently the Sailing Manager).
2.	A Safeguarding and Child Protection Policy has been established
3.	The Club has approved Safeguarding and Child Protection Procedures and best practice, based on the template provided by the RYA, which includes: <ul style="list-style-type: none"> a. Good Practice Guide for Instructors, coaches & volunteers b. Code of Conduct for instructors, coaches and volunteers c. What is child abuse? d. Ethics and conduct for trainers and coaches e. Anti-bullying
4.	The junior class captains and the organisers of any junior activity have been given the Safeguarding and Child protection Procedures pack.
5.	The Club office has a procedure for referral, including a regularly updated list of contacts – police, RYA specialist and the NSPCC. (See Further Measures below)
6.	The name and contact details of the Child Welfare Officer and Deputy Child Welfare Officer are included in the Handbook, with names and photos displayed in Club Foyer.
7.	The Class Captain / Senior Instructor / Event Organiser should not appoint anyone to act “in loco parentis” for a child. (See Further Measures below)
8.	References are taken for all employees before commencing work, including whether there is any reason why they should not work with children. CRB checking is not carried out as staff do not work closely with children.
9.	Staff are told not to be alone with children – for instance when cleaning the changing rooms or making beds upstairs. (See Further Measures below)
10.	The Class Captain / Senior Instructor/Event Organiser should ensure that no helper spends time alone with a child not their own. (See Further Measures below)
11.	The Class Captain / Senior Instructor / Event Organiser should ensure that all trainers receive the RYA Documents in 2 above and sign a declaration that they have read the documents (See Further Measures below)
12.	The Class Captain / Senior Instructor / Event Organiser should endeavour to ensure that helpers do not engage in inappropriate behaviour with the children.
13.	Adult members, coaches and helpers should avoid being alone in the changing rooms at the same time as the children where possible
14.	Parents of children either participating in Club racing or events are asked whether they wish to opt out of the standard permission to publish photos of their children

Itchenor SC Risk Assessment

Part 2 – Risk controls (cont)

Project No:	C2 – CHILD SAFEGUARDING AND PROTECTION
Significant risks	

PROCEDURES	Risk control systems
H&S Management System	Yes
Safe systems of work	Procedures approved by the General Committee Staff failure to comply is an offence under the disciplinary procedures
Emergencies	All suspected incidents to be referred to the Club Child Welfare Officer who will decide on further actions as necessary

Further measures taken	<ul style="list-style-type: none">• Safeguarding and Child Protection Procedures drafted and approved by the General Committee. Updated March 2016• All Junior Class Captains to receive the Safeguarding and Child Protection Procedures and sign a declaration that they have read and understood the documents• All Event Organisers and Senior Instructors involved in Junior events to receive Safeguarding and Child Protection Procedures and sign a declaration that they have read and understood the documents• All Junior Instructors involved in Junior Training weeks should receive the documents referred to in 3 a-e above and sign a declaration that they have read and understood the documents• Child Welfare Officer and Deputy attended course for Welfare Officers• Risk assessment and Club Guidelines updated in the light of recently updated RYA Safeguarding Guidelines	
Further measures to be considered	<ul style="list-style-type: none">• Consider requesting all Junior Class captains, certain of those managing JF and pre Junior Training weeks and other major Junior Events who have not undertaken the NSPCC Child Protection Awareness in Sport and Active Leisure online training programme, to undertake the new RYA Safe & Fun Safeguarding Course.	
Are the risks now AS LOW AS REASONABLY PRACTICABLE (ALARP)?		Yes

Reviewed by: S Carden-Noad, GM and Club Welfare Officer 4 March 2016

Approved by General Committee: 22 April 2016

For review 1 April 2019