Part I – Evaluation of risks

| Assumed Documents:  A1 Club Racing – Inside Harbour A7 Youth salling A1 3 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 salling 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 Ves/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 risls see A1 Club Racing – Inside Harbour  If present & requiring control 1 Occasional 2 Likely 3 Severe 3 Bold  Rare 1 Occasional 2 Likely 3 Severe 3 Bold  A competitors who have set sail  Selection of the propertion of the propertion of the propertions  3. Each of experience of tidal competitors who have set sail Support boats being driven by no cube they have tallied out  3. Borrowed support boats 1 3 3 1 3  Borrowed Support boats 1 3 3 1 3  Borrowed/hired boats used by 1 3 1 3 1 3  Borrowed/hired boats used by 1 3 1 3 1 3  Borrowed/hired boats used by 1 3 1 3 1 3  Borrowed/hired boats used by 1 3 1 3 1 3 3  Borrowed/hired boats used by 1 3 1 3 1 3 3  Borrowed/hired boats used by 1 3 1 3 1 3 3  Borrowed/hired boats used by 1 3 3 1 3 3  Borrowed/hired boats used by 1 3 3 1 3 3  Borrowed/hired boats used by 1 3 3 1 3 3  Borrowed/hired boats used by 1 3 3 1 3 3  Borrowed/hired boats used by 1 3 3 1 3 3  Borrowed Support boats   | Project No:   | D1 S             | che      | ools Week – Senior           |                       |               |
|--|---|------------------|----------|------------------------------|-----------------------|---------------|
| 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 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 risls see A1 Club Racing – Inside Harbour  If present & requiring control 1 Rare 1 Occasional 2 Severity Risk multiple  Occurrence Severity Risk multiple  Occasional 2 Moderate 2 Severe 3 Bold  8. Tally mismanagement/Failure to account for safe return of all competitors who have set sail  9. Lack of experience of tidal conditions for visiting competitors 30. Being swept under the jetty 1 1 1 3 3 2 6 competitors who have set sail  9. Lack of experience of tidal conditions for visiting competitors 31. Support boats being driven by 1 3 2 6 competitors who have set sail  32. Accommodation and onshore activities of Youth competitors when they have tallied out 33. Borrowed support boats 1 3 3 1 3 34. Borrowed/bired boats used by 1 3 1 3 3 35. Borrowed/bired boats used by 1 3 1 3 3 36. Borrowed/bired boats used by 1 3 1 3 3 37. Borrowed/bired boats used by 1 3 1 3 3 38. Borrowed/bired boats used by 1 3 3 1 3 3 39. Borrowed/bired boats used by 1 3 3 1 3 3 30. Borrowed/bired boats used by 1 3 3 1 3 3 30. Borrowed/bired boats used by 1 3 3 1 3 3 30. Borrowed/bired boats used by 1 3 3 1 3 3 30. Borrowed/bired boats used by 1 3 3 1 3 3 30. Borrowed/bired boats used by 1 3 3 1 3 3 3 30. Borro |   |                  |          |                              |                       |               |
| A 13 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 risls see A1 Club Racing – Inside Harbour  If present & requiring control 1  Rare 1 Minor 1 Significant risks Severe 3  Bold  28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail 29. Lack of experience of tidal conditions for visiting competitors  30. Being swept under the jetty 1 1 1 3 2 6 6 conditions for visiting competitors  31. Support boats being driven by 1 3 3 2 6 6 conditions for visiting competitors  32. Accommodation and onshore activities of Youth competitors when they have talled out 3. Borrowed/hired boats used by 1 3 1 3 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3  |   |                  |          |                              |                       |               |
| 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 PERSONS EXPOSED Yes/No This risk assessment The Workers The  |   |                  |          |                              |                       |               |
| 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   |   |                  |          |                              |                       |               |
| B12A Pool   C1a Young Person teaching sailling   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   |   |                  |          |                              | id common areas       |               |
| 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 Islander Risks assessments.  Employees Yes Sailing Manager, Boatman and Assistant  Other Workers Yes Islander Risk EVALUATION  This risk assessment covers the additional risks associated with youth sailing, for general racing risls see A1 Club Racing – Inside Harbour  If present & requiring control 1  Rare 1  Occurrence Severity Risk multiple  Occurrence Severity  Risk multiple  Occurrence Severity  Risk multiple  Additional risks associated with youth sailing, for general racing risls see A1 Club Racing – Inside Harbour  If present & requiring control 1  Rare 1  Occasional 2  Likely 3  Severe 3  Bold  Risk conditions for visiting conditions for visiting competitors who have set sail competitors who have set sail see a count for safe return of all competitors who have set sail see a count for safe return of all conditions for visiting competitors  Description of the pletty 1 1 1 3 3 2 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6  |   |                  |          |                              |                       |               |
| 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   |   |                  |          |                              |                       |               |
| 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   |   |                  |          |                              |                       |               |
| 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  |   |                  |          |                              | ad aa anaaifia ta Cab | oolo Wook     |
| Documents listed above. This document should therefore be read in conjunction with those Risk Assessments.   Location   Chichester Harbour   |   |                  |          |                              |                       |               |
| Conjunction with those Risk Assessments.   Location   Chichester Harbour   |   |                  |          |                              |                       |               |
| Chichester Harbour   Name employees, add comments, include reference to disabled & trainees.   |   |                  |          |                              |                       | reau III      |
| Persons Exposed   Yes/No   Sailing Manager, Boatman and Assistant  | Location  |                  |          |                              | 13.                   |               |
| Content   Cont   |   |                  |          |                              | ments include refere  | ence to       |
| Employees   Yes   Sailing Manager, Boatman and Assistant   | PERSONS EXPOSED   | Yes/No           | )        |                              |                       |               |
| Public   Yes   Club members and guests including novices and disabled  | Employees   |                  |          |                              | and Assistant         |               |
| HAZARD IDENTIFICATION  This risk assessment covers the additional risks associated with youth sailing, for general racing risls see A1 Club Racing – Inside Harbour  If present & requiring control 1  Rare 1 Occasional 2 Likely 3  Risk multiple  Amoderate 2 Severity  Risk multiple  Significant risks Sociated vith Moderate 2 Severe 3  Bold  28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail 29. Lack of experience of tidal conditions for visiting competitors 30. Being swept under the jetty 1 1 3 2 6 6  31. Support boats being driven by non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out 33. Borrowed support boats 1 3 1 3 34. Borrowed/hired boats used by competitors  | Other Workers   | Yes              | 3        | Fisherman and other commo    | ercial operations     |               |
| This risk assessment covers the additional risks associated with youth sailing, for general racing risls see A1 Club Racing – Inside Harbour  If present & requiring control 1  Rare 1 Occasional 2 Likely 3  Risk multiple  Rare 1 Occasional 2 Likely 3  Severe 3  Roderate 2 Severe 3  Bold  28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail  29. Lack of experience of tidal conditions for visiting competitors 30. Being swept under the jetty 1 1 3 2 6 6  31. Support boats being driven by non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out  33. Borrowed support boats 1 3 1 3 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3   | Public  | Yes              | 3        | Club members and guests in   | ncluding novices and  | l disabled    |
| This risk assessment covers the additional risks associated with youth sailing, for general racing risls see A1 Club Racing – Inside Harbour  If present & requiring control 1  Rare 1 Occasional 2 Likely 3  Risk multiple  Rare 1 Occasional 2 Likely 3  Severe 3  Roderate 2 Severe 3  Bold  28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail  29. Lack of experience of tidal conditions for visiting competitors 30. Being swept under the jetty 1 1 3 2 6 6  31. Support boats being driven by non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out  33. Borrowed support boats 1 3 1 3 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3   |   |                  |          |                              |                       |               |
| additional risks associated with youth sailing, for general racing risls see A1 Club Racing – Inside Harbour  If present & requiring control 1  If absent or not significant 0  28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail  29. Lack of experience of tidal competitors  30. Being swept under the jetty 1 1 3 2 6 6 conditions for visiting competitors  31. Support boats being driven by non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out  33. Borrowed support boats 1 3 1 3 1 3 3 1 3 3 3 3 3 3 3 3 3 3 3  | HAZARD IDENTIFICATION                                     |                  |          | RISK EVALUATION              |                       |               |
| If present & requiring control 1  Rare 1 Occasional 2 Likely 3  Rare 1 Occasional 2 Likely 3  Severe 3  Significant risks > 5 points Bold  Rare 1 Occasional 2 Likely 3  Severe 3  Severe 3  Severe 3  Significant risks > 5 points Bold  Rare 1 Occasional 2 Likely 3  Severe 3  Se | additional risks associated youth sailing, for general ra | with<br>icing ri |          | Occurrence                   | Severity              | Risk multiple |
| If absent or not significant 0  28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail  29. Lack of experience of tidal conditions for visiting competitors  30. Being swept under the jetty 1 1 1 3 2 6 6 6 7 1 1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | see A1 Club Racing – Inside                               | e Harbo          | our      |                              |                       |               |
| If absent or not significant 0  28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail  29. Lack of experience of tidal conditions for visiting competitors  30. Being swept under the jetty 1 1 1 3 2 6 6 6 7 1 1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | If present & requiring control 1                          |                  | Rare 1   | Minor 1                      | Significant risks     |               |
| 28. Tally mismanagement/Failure to account for safe return of all competitors who have set sail  29. Lack of experience of tidal conditions for visiting competitors  30. Being swept under the jetty 1 1 3 3 3 6 6 7 6 7 6 7 7 8 7 8 7 8 7 8 7 8 7 8 7  |   |                  |          | Occasional 2                 | Moderate 2            | > 5 points    |
| to account for safe return of all competitors who have set sail  29. Lack of experience of tidal conditions for visiting competitors  30. Being swept under the jetty 1 1 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3  | If absent or not significant 0                            |                  | Likely 3 | Severe 3                     | Bold                  |               |
| 29. Lack of experience of tidal conditions for visiting competitors  30. Being swept under the jetty  31. Support boats being driven by non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out  33. Borrowed support boats  34. Borrowed/hired boats used by competitors   | to account for safe return of all                         |                  | 2        | 3                            | 6                     |               |
| conditions for visiting competitors  30. Being swept under the jetty 1 1 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3   | •   |                  | 1        | 3                            | 2                     | 6             |
| competitors  30. Being swept under the jetty  31. Support boats being driven by non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out  33. Borrowed support boats  34. Borrowed/hired boats used by competitors   |   |                  |          |                              | _                     |               |
| 30. Being swept under the jetty 1 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3  |   |                  |          |                              |                       |               |
| 31. Support boats being driven by non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out  33. Borrowed support boats  34. Borrowed/hired boats used by competitors   |   |                  | 1        | 3                            | 3                     |               |
| non club members  32. Accommodation and onshore activities of Youth competitors when they have tallied out  33. Borrowed support boats  34. Borrowed/hired boats used by competitors   | <u> </u>  |                  | 3        | 2                            | 6                     |               |
| activities of Youth competitors when they have tallied out  33. Borrowed support boats  1 3 1 3  34. Borrowed/hired boats used by competitors  1 3 1 3   |   |                  |          |                              |                       |               |
| when they have tallied out  33. Borrowed support boats  1 3 1 3  34. Borrowed/hired boats used by competitors  1 3 1 3   |   |                  | 3        | 2                            | 6                     |               |
| 33. Borrowed support boats 1 3 1 3 34. Borrowed/hired boats used by competitors 1 3 1 3  | •   | · ·              |          |                              |                       |               |
| 34. Borrowed/hired boats used by competitors 1 3 1 3   | when they have tallied or                                 | ut               |          |                              |                       |               |
| competitors  | 33. Borrowed support boats                                |                  | 1        |                              | 1                     |               |
|  |   | ed by            | 1        | 3                            | 1                     | 3             |
| Dimmary of Diguilicant Risks   | Compeniors  |                  | Sı       | lummary of Significant Risks | <u> </u>              |               |

# 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, 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

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                        | Are the risks now AS LOW AS REASONABLY PRACTICABLE (ALARP)? |      |  |  |  |
|---|---|------|--|--|--|
| 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

Part I – Evaluation of risks

| Part I – Evaluation of risks   |             |                          |                                 |                           |                      |
|--|-------------|--------------------------|---------------------------------|---------------------------|----------------------|
| Project No:  | <b>D2</b> S | cho                      | ools Week –Junior               |                           |                      |
| Assumed Documents:   | A1 Clu      | ıb R                     | acing – Inside Harbour          |                           |                      |
| A7 Youth s   |             | sailing                  |                                 |                           |                      |
|  | A13 C       | lub I                    | ooats                           |                           |                      |
|  | B4 Clu      | ub R                     | ooms                            |                           |                      |
|  | B12 P       | onto                     | on, Slipway and Staging         |                           |                      |
|  | B12A        |                          |                                 |                           |                      |
|  | C1A Y       | oun'                     | g Person Sailing Instruction    |                           |                      |
|  |             |                          | Safeguarding Policy             |                           |                      |
|  |             |                          | Assessment lists risks identifi | ed as specific to Sch     | nools Week – Junior  |
|  |             |                          | not specifically or completely  | •                         |                      |
|  |             |                          | e. This document should the     |                           |                      |
|  |             |                          | ssments.                        | 101010 00 1000 111 001    | ijanotion with those |
| Location   |             |                          | r Harbour                       |                           |                      |
|  |             |                          | Name employees, add com         | ments, include refere     | ence to              |
| PERSONS EXPOSED  | Yes/No      | )                        | disabled & trainees.            | monto, morado roron       | 5,100 to             |
| Employees  | Yes         |                          | Sailing Manager, Boatman        |                           |                      |
| Other Workers  | Yes         |                          | Fisherman and other comm        |                           |                      |
| Public   | Yes         | 3                        | Club members and guests i       | ncluding novices and      | d 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                   | Minor 1                         | Significant risks         |                      |
| If absent or not significant 0   |             | Occasional 2<br>Likely 3 | Moderate 2<br>Severe 3          | > 5 points<br><b>Bold</b> |                      |
| Tally mismanagement/Failure 1  |             |                          | 2                               | 3                         | 6                    |
| to account for safe return   |             |                          | _                               | ٥                         | U                    |
|  |             |                          |                                 |                           |                      |
| competitors who have set   |             | 1                        | 3                               | 2                         | 6                    |
| <ol><li>Lack of experience of tid<br/>conditions for visiting</li></ol>  | aı          |                          | ) s                             |                           | 6                    |
| <u> </u>   |             |                          |                                 |                           |                      |
| competitors  3. Being swept under the jetty 1  |             | 1                        | 3                               | 3                         |                      |
| 4. Support boats being driven by 1   |             | 3                        | 2                               | 6                         |                      |
| non club members   |             | 3                        |                                 | 0                         |                      |
| 5. Onshore activities of You   | ıth         | 1                        | 2                               | 2                         | 4                    |
| competitors when they h  |             | "                        | _                               | _                         |                      |
| -  | tallied out |                          |                                 |                           |                      |
| 6. Borrowed support boats  |             | 1                        | 3                               | 1                         | 3                    |
| 7. Borrowed/hired boats used by 1  |             | 3                        | 1                               | 3                         |                      |
| competitors  | eu by       |                          |                                 |                           | 3                    |
|  |             | Sı                       | ummary of Significant Risks     | s                         |                      |

# 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,

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                              | Yes  |      |
|---|------|------|
| Further measures<br>needed or to be<br>considered | None |      |
| Further measures taken                            | None | Date |

Reviewed by Event Coordinator/Race Officer: Nicola Davies/Peter Taylor Date: Jun-16

Reviewed by General Manager/Club Child Welfare Officer:

Stephen Carden-Noad Date: Jun-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

#### Part I – Evaluation of risks

| Project No:   | C2 - CH    | HILD SAFEGUARDING AND PROTECTION  |
|---|------------|---|
| Location  | Itchenor S | ailing 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                                |

| given | time. Adults may be incorrectly   |
|-------|---|
| accus | sed of abuse by a child.  |
|       |   |
|       | 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:  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  |

- 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

Part 2 – Risk controls (cont)

| Project No:       | C2 – CHILD SAFEGUARDING AND PROTECTION |
|-------------------|--|
| Significant risks |  |

| PROCEDURES           | Risk control systems  |
|----------------------|---|
| H&S Management       | Yes   |
| System               |   |
| 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  |

|                                   | Cotoguarding and Child Drotaction Drocadures drofted and approved by the   |  |  |  |  |
|-----------------------------------|--|--|--|--|--|
| Further measures taken            | <ul> <li>Safeguarding and Child Protection Procedures drafted and approved by the<br/>General Committee. Updated March 2016</li> </ul>   |  |  |  |  |
|                                   | <ul> <li>All Junior Class Captains to receive the Safeguarding and Child Protection<br/>Procedures and sign a declaration that they have read and understood the<br/>documents</li> </ul>  |  |  |  |  |
|                                   | 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  |  |  |  |  |
|                                   | <ul> <li>Risk assessment and Club Guidelines updated in the light of recently updated<br/>RYA Safeguarding Guidelines</li> </ul>   |  |  |  |  |
| Further measures to be considered | <ul> <li>Consider requesting all Junior Class captains, certain of those managing JF and<br/>pre Junior Training weeks and other major Junior Events who have not<br/>undertaken the NSPCC Child Protection Awareness in Sport and Active Leisure<br/>online training programme, to undertake the new RYA Safe &amp; Fun Safeguarding<br/>Course.</li> </ul> |  |  |  |  |
| Are the risks now AS              | LOW AS REASONABLY PRACTICABLE (ALARP)? Yes   |  |  |  |  |

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

Club Welfare Officer

Approved by General Committee: 22 April 2016

For review 1 April 2019