



GUERNSEY  
**SAILING**  
TRUST

# Risk Assessment 2024



# Risk Assessments

## General for All Activities:

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>DROWNING</b>	<b>STAFF &amp; STUDENTS</b>	Students must wear lifejackets or buoyancy aids before going afloat. All Dinghy Instructors and above are First Aid qualified.
<b>CAPSIZE</b>	<b>STAFF &amp; STUDENTS</b>	<p>All students to be briefed by the instructor in charge on what to do in the event of a capsize, this must include total inversion. No GST staff member will work in a location alone, without consents from the Principal or Chief Instructor. All staff are to be in visual or VHF communication range of another instructor at all times.</p> <p>Larger double handed dinghies to be sailed with mast head floats (unless conditions deemed suitable and when teaching a total inversion)</p> <p>On Hawk20s, the keel must remain down while sailing.</p>
<b>HEAD INJURY</b>	<b>STAFF &amp; STUDENTS</b>	Students are to be made aware before going afloat of the dangers of the boom coming across the boat. Helmets are available if necessary. Staff are to be briefed on head injuries.
<b>HYPO/HYPER EXPOSURE</b>	<b>STAFF &amp; STUDENTS</b>	<p>All students are briefed on what to wear by the instructor in charge of the group. All appropriate protective clothing will be provided and checked by an instructor before going afloat.</p> <p>All GST Staff are appropriately trained &amp; qualified and are responsible for ensuring they have the correct clothing for themselves before going afloat.</p> <p>Instructors should ensure that the group is appropriately hydrated and monitor the state of all individuals within the group.</p> <p>Instructors should be prepared to stop or have a break during the session.</p>
<b>GROUP CONTROL WHILST AFLOAT &amp; OTHER WATER USERS</b>	<b>STAFF &amp; STUDENTS</b>	All students and instructors will receive a comprehensive safety briefing by the Instructor in charge before going afloat. This will include the sailing area, safety & recall signs, awareness of other water users, any local hazards & weather conditions.
<b>ENTRAPMENT</b>	<b>STAFF &amp; STUDENTS</b>	<p>All GST Instructors are to have access to a knife with a serrated blade to cut a trapped person free of any ropes or harnesses worn. Long hair must be tied back.</p> <p>A knife is located in all Safety Packs found on keelboats, Invictus and powerboats.</p>

<b>STUDENT MEDICAL ISSUES</b>	<b>STUDENTS</b>	<p>All students must fill out a booking form prior to arrival. If under 18 this form must be signed by the students Legal Guardian. All forms are read by the Principal, General Manager or Chief Instructor. Any issues will be appropriately risk assessed before going afloat and discussed with the course instructors.</p> <p>For School and Youth Groups consent forms and medical conditions will be held by the teacher or group leader. In this case, instructors will ask if there are any conditions they need to be aware of before commencing the session.</p>
<b>SLIPS, TRIPS AND FALLS</b>	<b>STAFF &amp; STUDENTS</b>	<p>During the Briefing for students it must be stated that the slipways and boat park have uneven surfaces and that care must be taken at all times, even suggesting two people per boat whilst trailing down the slipway. Suitable footwear to be worn at all times. Slipway to be appropriately risk assessed by the instructor in charge for condition and sea conditions before going afloat.</p>
<b>CRUSHED FINGERS</b>	<b>STAFF &amp; STUDENTS</b>	<p>All students are to be advised to keep their fingers and hands inside the confines of the boat they are in.</p> <p>Staff should be aware at all times when handling boats.</p>
<b>ROAD TRAFFIC</b>	<b>STAFF &amp; STUDENTS</b>	<p>All groups briefed and supervised by instructors and school staff. The zebra crossing should be used. An instructor or Teacher will act as traffic supervisor.</p>
<b>BOARDING /DEPARTING VESSEL AT SLIPWAY OR PONTOON</b>	<b>STAFF &amp; STUDENTS</b>	<p>Boat to be moored correctly and secured alongside. Brief Students prior to boarding/departing. Help given where necessary, especially if rough weather.</p> <p>Fenders should be used to protect the boats. Extra care and help should be given to avoid falling in the gap this creates.</p>
<b>TRANSFER BETWEEN VESSELS</b>	<b>STAFF &amp; STUDENTS</b>	<p>Agree who is in charge or leading the transfer, radio in your intentions. A dynamic risk assessment to be taken at all times.</p> <p>A clear safety briefing must be given to all on the boats, regardless of experience. This must include what is planned, any responsibilities expected of all, with appropriate reminders of any risk including entrapment and slipping.</p> <p>Consideration needs to be taken to where and how the boats are being held. The boats should ideally be held using the mooring lines to help prevent accidental trapping of hands (or other) between the hulls. If this is not possible, then there must be consideration of the use of a fender, placed between the boats.</p>

<b>TRANSFER BETWEEN VESSELS CONT.</b>	<b>STAFF &amp; STUDENTS</b>	<p>Consider if a fender creates other risks, for example a gap between the boats that could cause an entrapment or a slip between the hulls). On larger dinghies and Hawks, there could be other options for holding the boats, for example holding the shrouds.</p> <p>Instructors must consider the following factors: the ability of all persons afloat, the weather and sea conditions, any specific considerations associated with the boats and make a decision about which approach is best.</p>
<b>USING LADDERS</b>	<b>STAFF</b>	<p>Only staff are allowed to use the ladders. Staff must use the ladders in a calm, slow and sensible way. Best practice is to have three points of contact at all times. Heavy equipment (e.g. fuel) should be transferred to the top of the ladder using the ropes provided and not carried up.</p>
<b>USING HARBOUR PONTOONS</b>	<b>STAFF &amp; STUDENTS</b>	<p>Pontoons around the harbour can be used for loading and unloading, including Boatworks, the Cruiseline and Albert Pier. These pontoons are working pontoons and used by the public.</p> <p>Pontoons can be unstable and are affected by sea state. Care should be taken at all times and instructors should brief student appropriately.</p> <p>The pontoons should not be used as a waiting area. When loading: students should be asked to wait at the top of the pontoons until boats are alongside and ready for boarding. When unloading: students should be asked to move off the pontoon as soon as they are ashore.</p>

# Specific Risk Assessment Points

## Oppies on the Pond

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>Drowning</b>	<b>STAFF &amp; STUDENTS</b>	Buoyancy aids must be worn at all times. Brief all, that on entering the water action should be to stand up.
<b>Entrapment</b>	<b>STAFF &amp; STUDENTS</b>	Putting a safety boat on the pond would increase the risk to staff and students. Therefore a safety pack with a knife in it will be carried in the buoyancy aid of the lead instructor (DI or SI), in Lieu of a full safety pack, which can be found in the Trust building.

## Powerboating

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>WHEN STUDENTS ARE UNDER INSTRUCTION</b>	<b>STAFF &amp; STUDENTS</b>	<p>Instructors should be seated adjacent to the driver with access to the throttle &amp; killcord at all times..</p> <p>The driving student must always wear a killcord. While teaching under 16s and Powerability the instructor must be wearing a dual killcord and be prepared to take control of the throttle if necessary.</p> <p>Students must be instructed to helm with 1 hand on the wheel and 1 on the throttle.</p> <p>The engine must be switched off when changing helms and when the killcord is changed between students/instructor.</p>
<b>DRIVER DISLODGED FROM HELM</b>	<b>STAFF &amp; STUDENTS</b>	Killcord/dual killcord is to be worn at all times.
<b>LOOSE EQUIPMENT IN BOAT</b>	<b>STAFF &amp; STUDENTS</b>	All equipment is to be stowed, especially fuel tanks and batteries. No loose jerry cans are to be carried on board.

<b>MAN OVERBOARD &amp; PEOPLE IN THE WATER</b>	<b>STAFF &amp; STUDENTS</b>	<p>All occupants are instructed to sit &amp; hold on to designated hand holds. When contact is made with the person/people in water the engine <b>MUST</b> be switched off*. The instructor should helm the vessel whenever possible.</p> <p>*an experienced, competent helm with crew may decide to keep the engine switched on when they consider it safer to do so i.e., hazards in the recovery area. This is a judgement for the skipper. Always switch off where possible.</p>
<b>DAMAGING VESSELS IN MARINA</b>	<b>STAFF, STUDENTS &amp; VESSEL</b>	<p>Only the person in charge on the vessel should moor it in the marina (specifically for TJE). For other vessels, the person in charge should make the decision if they are to allow students to moor the boat in the marina, only under strict supervision.</p>

**Nighttime Powerboating**

The John Elliott is the only vessel that may be used at night and must be skippered by a commercially endorsed Advanced Powerboat Driver.

<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>CONTROL MEASURES</b>
<b>NIGHT TIME OPERATIONS</b>	<b>STAFF &amp; STUDENTS</b>	<p>Instructor to inform VTS of training plans.</p> <p>Instructors to remain in contact with VTS and update them with arrival and departure times of planned locations.</p> <p>Any changes to planned routes must be communicated to VTS as soon as possible.</p>
<b>MAN OVERBOARD AT NIGHT</b>	<b>STAFF &amp; STUDENTS</b>	<p>In addition to points above, Instructor to make regular checks of the conditions and welfare of all onboard.</p> <p>Lifejackets with lights to be worn by all crew members</p> <p>All crew to be seated in view of another crew member</p>
<b>ADVERSE CONDITIONS</b>	<b>STAFF &amp; STUDENTS</b>	<p>As the course may run in adverse conditions, ensure all crew are fully briefed on what to expect, where to sit, how to hold on and are dressed appropriately.</p>
<b>EQUIPMENT FAILURE</b>	<b>VESSEL, STAFF &amp; STUDENTS</b>	<p>All crew briefed on emergency procedures. Full safety kit (according to RYA Advanced courses) to be carried at all times. Crew briefed on use of safety equipment.</p>

**Standup Paddle Boarding**

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>LOOSING BOARD WHILE AT SEA</b>	<b>STUDENT</b>	Leash must be worn at all times while on the water.
<b>STRUCK BY PADDLE</b>	<b>STAFF &amp; STUDENTS</b>	Instruct the group on the correct method of holding the paddle. Good supervision throughout.
<b>FALLING OFF</b>	<b>STAFF &amp; STUDENTS</b>	All students to be briefed by the instructor in charge on what to do when falling off the board. This is to include awareness of depth of water, other students & to be aware of the paddle. No GST staff member will work in a location alone, all staff are to be in visual or VHF communication range of another instructor at all times in case of an accident or emergency

**RS Venture Connect (Invictus)**

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>CAPSIZE &amp; ENTRAPMENT</b>	<b>STAFF &amp; STUDENTS</b>	<p>The RS Venture is a keel boat which is self-righting and will not capsize unless there is catastrophic boat failure, however all students will be briefed by the instructor in charge on what to do in the event of a capsize, this must include total inversion.</p> <p>The keel is locked in place by a pin and a velcro strap. Both of these must be in place at all times while the keel is down. There is a spare velcro strap in the safety pack. Staff are to be in VHF communication range at all times. All GST Instructors are to have access to a knife with a serrated blade to cut a trapped person free of any ropes or harness worn.</p> <p>There is a knife in Invictus' safety pack, as well as in the safety packs in all Powerboats.</p> <p>A designated safety boat will be in the sailing area at all times she is on the water.</p>

Students with disabilities will all have individual needs so it is important to take these into consideration before, during and after the sailing session. Considerations such as ensuring students have easy access to toilet facilities or do not get too cold are important. Instructors should ensure they are aware of their students' needs before going afloat, whether this is through a discussion with the student or their carer, in the case of those with learning disabilities.

### Guernsey Harbour Hoist

The hoist sling and spreader bar are located in the Instructor Room at the Guernsey Sailing Trust. Staff must be trained before using the hoist.

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>DROWNING</b>	<b>STAFF &amp; STUDENTS</b>	Students and staff must wear lifejackets or buoyancy aids whilst on the pontoon.
<b>INJURY FROM HOIST</b>	<b>STAFF &amp; STUDENTS</b>	<p>Training must be received from Hoist Instructors (Clare Chapple or Richard Klein) before being used.</p> <p>Hoist operation manual must be read as part of training.</p> <p>Always check the hoist is in good condition and functioning properly before use. Inform Management staff of any concerns.</p> <p>Ensure that the vessel is tied up correctly using springs to position for easy access.</p>
<b>SLIPS, TRIPS AND FALLS</b>	<b>STAFF &amp; STUDENTS</b>	During the Briefing, students and carers/helpers must be made aware of any trip hazards



**Raft building**

<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>CONTROL MEASURES</b>
<b>DROWNING</b>	<b>STAFF &amp; STUDENTS</b>	<p>Instructor training and experience.</p> <p>Assessment of groups' abilities.</p> <p>All participants on or in the water should wear correctly fitted and checked buoyancy aids.</p> <p>Ensure the raft is secure and stable before allowing anyone to enter the water.</p> <p>Tailor length of raft trip to the condition of the raft.</p> <p>Have throw lines available for use or instructors in the water.</p> <p>Students should avoid wearing heavy clothing and must wear appropriate footwear Instructor knowledge of weak/non-swimmers.</p> <p>Control of groups' actions whilst on the raft.</p>
<b>CUTS &amp; BRUISES</b>	<b>STAFF &amp; STUDENTS</b>	<p>Inspection of equipment and construction of raft to ensure no gaps/loose planks for limbs to become trapped.</p> <p>Footwear to be worn at all times (on &amp; off the water). Correctly fitted helmets to be worn whilst on the rafts.</p> <p>Discourage 'messaging around' on the raft, pontoon or slip during launch and recovery.</p> <p>Stay clear of the walls surrounding the pond whilst rafting.</p>
<b>INFECTION</b>	<b>STAFF &amp; STUDENTS</b>	<p>Cover all cuts/new piercing etc. Rinse any open wounds with fresh water.</p>
<b>ENTRAPMENTS</b>	<b>STAFF &amp; STUDENTS</b>	<p>Brief group to keep limbs away from tied and tensioned ropes.</p> <p>Tie away loose ends. Loose hair to be tied back.</p> <p>Instructors to ensure that they are sufficiently close to perform a rescue if needed.</p>

<b>HYPO/HYPER EXPOSURE</b>	<b>STAFF &amp; STUDENTS</b>	<p>Instructors should ensure that the group is appropriately clothed for the weather.</p> <p>Instructors should ensure that the group is appropriately hydrated and monitor the state of all individuals within the group.</p> <p>Instructors should be prepared to stop or have a break during the session.</p>
<b>STRUCK BY PADDLE</b>	<b>STAFF &amp; STUDENTS</b>	<p>Instruct the group on the correct method of holding and using the paddle.</p> <p>Good supervision throughout.</p>
<b>FLIPPING RAFT</b>	<b>STAFF &amp; STUDENTS</b>	<p>Ensure the weight of the group is evenly distributed over the raft.</p>
<b>OTHER ACTIVITIES</b>	<b>STAFF &amp; STUDENTS</b>	<p>Keep the raft away from other activities taking place, such as model boats on the pond</p>
<b>RAFT BREAKING OR FALLING APART</b>	<b>STAFF &amp; STUDENTS</b>	<p>Ensure the raft is built with the aims and objectives of the session in mind.</p> <p>Ensure appropriate safety measures are in place at all times.</p>
<b>INJURY CAUSED BY CARELESS HANDLING OF RAFT</b>	<b>Instructors &amp; Group</b>	<p>Good brief from the instructor at the beginning of the session.</p> <p>Instructor to be vigilant throughout the session.</p> <p>Instructor to adopt correct manual handling procedures.</p>
<b>FALLS AND SLIPS</b>	<b>Instructors &amp; Group</b>	<p>Brief group on techniques for getting on and off the raft and safe manual handling of the raft on uneven and slippery ground including the slip and pontoon</p> <p>Make the group aware of any tripping hazards.</p>