



GUERNSEY
SAILING
TRUST

Risk Assessments
2025



Risk Assessments

General for All Activities:

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
DROWNING	STAFF & STUDENTS	Students must wear lifejackets or buoyancy aids before going afloat or when in the water. All Dinghy Instructors and above are First Aid qualified.
CAPSIZE	STAFF & STUDENTS	<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 consent from the Principal or Chief Instructor. All staff are to be in visual or VHF communication range of another instructor or Coastguard 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 all keelboats, the keel must remain down while sailing.</p>
HEAD INJURY	STAFF & STUDENTS	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 dealing with head injuries. The 'Head Injury Flowchart' can be found in all safety packs.
HYPO/HYPER EXPOSURE	STAFF & STUDENTS	<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 & qualified and are responsible for ensuring they have the correct clothing for themselves before going afloat.</p> <p>Instructors should be aware of weather conditions and forecast; and 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>
GROUP CONTROL WHILST AFLOAT & OTHER WATER USERS	STAFF & STUDENTS	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.

ENTRAPMENT	STAFF & STUDENTS	<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>
STUDENT MEDICAL ISSUES	STUDENTS	<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, Chief Instructor or Senior Instructor/Powerboat Instructor in charge. 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>
SLIPS, TRIPS AND FALLS	STAFF & STUDENTS	<p>This risk is most apparent on slipways. Students should be briefed on the safest way to move boats on the slipway and care must be taken at all times.</p> <p>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>
CRUSHED FINGERS	STAFF & STUDENTS	<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 of their hands and student hands at all times when handling boats.</p>
ROAD TRAFFIC	STAFF & STUDENTS	<p>All groups to be briefed and supervised by instructors and school staff. The zebra crossing should be used. An instructor or Teacher will act as traffic supervisor.</p>
BOARDING /DEPARTING VESSEL AT SLIPWAY OR PONTOON	STAFF & STUDENTS	<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>
TRANSFER BETWEEN VESSELS ON WATER	STAFF & STUDENTS	<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>TRANSFER BETWEEN VESSELS CONT.</p>	<p>STAFF & STUDENTS</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> <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>
<p>USING LADDERS</p>	<p>STAFF</p>	<p>Only staff are allowed to use harbour ladders. Staff must use harbour 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/from the top of the ladder using the ropes provided and not carried up.</p> <p>Ladders on Hawk 20s are suitable to get back into the boat from the water, follow above guidance.</p>
<p>USING HARBOUR PONTOONS</p>	<p>STAFF & STUDENTS</p>	<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 students 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 in a safe and timely manner.</p>
<p>INFECTION</p>	<p>STAFF & STUDENTS</p>	<p>Cover all cuts/new piercing etc. Rinse any open wounds with fresh water.</p>

Specific Risk Assessment Points

Oppies on the Pond

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
Entrapment on the Pond	STAFF & STUDENTS	<p>Putting a safety boat on the pond would increase the risk to staff and students. Therefore the lead instructor must have access to a serrated knife on their person while teaching. A pond safety pack with a knife and first aid supplies is available to be taken on the pond.</p> <p>Oppies must always be used with a daggerboard in place, even when paddling.</p>

Powerboating

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
WHEN STUDENTS ARE UNDER INSTRUCTION	STAFF & STUDENTS	<p>Instructors should be seated adjacent to the driver with access to the throttle & killcord at all times.</p> <p>The driving student must always wear a killcord. While teaching under 16s (without a PB2 qualification) 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; unless this increases the danger, in which case the Instructor must take charge of the throttle during the handover and carefully manage swapping controls..</p>
DRIVER DISLODGED FROM HELM	STAFF & STUDENTS	Killcord/dual killcord is to be worn at all times.
LOOSE EQUIPMENT IN BOAT	STAFF & STUDENTS	All equipment is to be stowed, especially fuel tanks and batteries. The boat must be checked for loose equipment before each use.

MAN OVERBOARD & PEOPLE IN THE WATER	STAFF & STUDENTS	<p>All occupants are instructed to sit & hold on to designated hand holds. When contact is made with the person/people in water the engine MUST 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>
DAMAGING VESSELS IN MARINA	STAFF, STUDENTS & VESSEL	<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.

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
NIGHT TIME OPERATIONS	STAFF & STUDENTS	<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. VTS to be contacted at the end of the training.</p> <p>Any changes to planned routes must be communicated to VTS as soon as possible.</p>
MAN OVERBOARD AT NIGHT	STAFF & STUDENTS	<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>
ADVERSE CONDITIONS	STAFF & STUDENTS	<p>As the Advance courses 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>
EQUIPMENT FAILURE	VESSEL, STAFF & STUDENTS	<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>

RS Venture Connect (Invictus)

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
CAPSIZE & ENTRAPMENT	STAFF & STUDENTS	<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. Students must never be strapped in.</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>
REMOVING AND REPLACING SEATS	STAFF & STUDENTS	<p>When Invictus' is not in use seats must always be left fitted ready for use. Each seat is fixed with two bars beneath them that slot into grooves fixed to the hull. There are a series of grooves and instructors can use the most appropriate for the size of the student. Once the seat is slotted into the grooves, there is a line on the rear bar to be secured in a cleat behind the seat.</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
INJURY FROM HOIST	STAFF & STUDENTS	<p>Training must be received from Hoist Instructors (Clare Chapple or Richard Klein) before being used. 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>

Raft building

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
DROWNING	STAFF & STUDENTS	<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>
INJURY CAUSED BY CARELESS HANDLING OF RAFT	STAFF & STUDENTS	<p>Inspection of equipment and construction of raft by Instructor to ensure no gaps/loose planks for limbs to become trapped.</p> <p>Suitable footwear to be worn at all times (on & off the water). Correctly fitted helmets to be worn whilst on the rafts.</p>

INJURY CAUSED BY CARELESS HANDLING OF RAFT cont.	STAFF & STUDENTS	<p>Instructor to be vigilant throughout the session. and discourage 'messaging around' on the raft, pontoon or slip during launch and recovery.</p> <p>Instructors to brief on and adopt correct manual handling procedures.</p>
ENTRAPMENTS	STAFF & STUDENTS	<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>
FLIPPING RAFT	STAFF & STUDENTS	<p>Ensure the weight of the group is evenly distributed over the raft.</p>
OTHER ACTIVITIES	STAFF & STUDENTS	<p>Keep the raft away from other activities taking place, such as model boats on the pond</p>
RAFT BREAKING OR FALLING APART	STAFF & STUDENTS	<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>
STRUCK BY PADDLE	STAFF & STUDENTS	<p>Instruct the group on the correct method of holding and using the paddle. Students to wear helmets while on the raft.</p> <p>Good supervision throughout.</p>
FALLS AND SLIPS	Instructors & Group	<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>
SPLINTERS	STAFF & STUDENTS	<p>Raft building poles may be the exception of smooth objects and students are at a higher risk of splinters. Students should be briefed on risks and first aid. Before being used raft poles should be inspected.</p>

Maintenance

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
Injuries from use of Tools	Staff & Volunteers	All staff must be briefed on the use of tools, as per the Maintenance Induction. Correct tools for the jobs should be used. Use of tools should be cleared by Senior Instructor, Chief Instructor or Principal.
Power Tools	Staff & Volunteers	Power tools are secured in a cupboard in the Store. They should only be used with permission from Senior Instructor, Chief Instructor or Principal.
Manual Handling	Staff & Volunteers	Correct lifting and handling techniques to be used at all times (covered in Maintenance Induction).
Injuries resulting Hazardous Materials	Staff & Volunteers	PPE must be used at all times.
Chemical Hazards	Staff & Volunteers	Permission from Senior Instructor, Chief Instructor or Principal must be gained before using any chemicals. Guidance from Safety Data Sheet and Instructors must be followed.
Electrical Hazards	Staff & Volunteers	Disconnect all tools not in use and inspection condition before use. Careful operation when working outdoors, especially near water.
Lone Working	Staff & Volunteers	Access to the Store is controlled by Senior Instructor, Chief Instructor and Principal.

Swimming from a beach

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
OTHER BEACH USES	STAFF & STUDENTS	Ensure a safe and appropriately sized swimming area is maintained. Students to be briefed on keeping clear of other beach users.
GETTING INTO TROUBLE OUT OF DEPTH	STAFF & STUDENTS	Instructors must keep watch of swimmers at all times and have throw lines available and ready to use. Instructors will enforce strict boundaries that match their confidence given the variable conditions. Anyone in the water is required to have buoyancy aids on. Students to be briefed on sound signals and instructors must have a whistle.
SLIPS, TRIPS AND FALLS	STAFF & STUDENTS	Area around the swimming area will be assessed for trip hazards. Area chosen should be clear, if not possible no running rule shall be enforced. Slippery areas, usually weedy, will try to be avoided and students briefed on avoiding or careful movement. Students should not be climbing on things that they can fall off of, even if it is falling into the water. Jumping is only permitted off an empty Havelett slipway after proper briefing.