



Risk Assessments

Version 3

Risk Assessments - The risk assessment process followed these steps:

Identify the hazards and assess the chances of a hazardous event occurring. Assess the severity or consequences, and if the risk and severity is too great, take action to; remove the risk, or if not possible, reduce the risk to as low a level as reasonably practicable.

The risk assessments then form the basis of our Standard and Emergency Operating Procedures or as stand alone documents.

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Hazard	Consequence	Severity	Likelihood	Control measure	Action
General					
In General, please think safety first. If you are unsure, ask. Don't be afraid to stop the process and take time to think or ask. Please consider Toolbox talks when appropriate so that everyone knows what they are supposed to do and when. If you personally don't feel comfortable doing something - don't do it - but let us know what the issue is. .					
Manual Handling Rafts, Engine parts Petrol cans	Musculoskeletal	Medium	Medium	Avoid manual handling if possible. When unavoidable - use an aid such as a trolley If a trolley is not possible to use, do a two person lift but ensure good comms. Keep back straight and bend knees.	Consider the Task - what you are lifting and where it needs to go Load - how heavy is it - kick it to see - check for printed weights Individual - can i lift it - am i in good health Environment - are there slips trips, is the area clear
Young persons Lack of experience in workplace	Injury	Medium	Low	We employ young people under 18 and also have some under 18 students. Issues may arise through immaturity or not seeing a particular problem beforehand that is obvious to an adult but new to a young person. THEY MAY NOT SEE A DANGER. Therefore explain any issues or dangers before conducting work.	Persons with responsibility over young persons should ensure Briefings are given on jobs PPE is worn when required The young person is not left in exposed positions Young persons can work alone, but should not work on scaffold or in exposed situations or night time situations.
CoSHH Cleaning Maintenance	Eyes, reactions on skin, inhalation,	Medium	Medium	Overall, use common sense when using substances that can cause harm and use appropriate measures. Read the label. In maintenance situations, more aggressive substances are used, therefore use appropriate ppe such as mask, gloves and eye protection in use.	Download and keep appropriate MSDS for generic products. Ensure eye wash is available Use Gloves when cleaning and using harsh cleaners. (Many products are generic by nature - such as acetone and white spirit so generic sheets should be appropriate)
COVID	Infection	Medium	Medium	Ask attendees to be double vaccinated (Aug21) Take temperatures on arrival Masks in communal places Optional masks in classrooms Wipe down surfaces regularly	Keep reviewing the situation and be reactive to government announcements and proactive to public perceptions. Provide Face masks and gloves Have LF tests available Distance tables apart - depending on regulations
Slips, Trips and falls	Injury	Medium	Medium	This can occur anywhere. Key points are to keep walkways clear of obstructions and clear up any spillages when they occur and sign post if there are wet floors	Also beware on vessels with lines ashore and moving too and from vessels especially when pontoons are wet or icy.
Expectant mothers Posture Manual handling	Strain and stress	Medium	Low	Discuss with person how they are and what creates barriers and what adjustments are required	Discussion and monitoring

Vessels					
Fire onboard	Loss of vessel	High	Low	<ul style="list-style-type: none"> Equip and maintain fire fighting equipment to Code or RYA standards Procedures for Fire and Abandon ship Ensure detection systems are used in cabins 	<ul style="list-style-type: none"> Fire fighting equipment to be inspected and maintained by checklist and service engineer Safety brief to include fire safety and evacuation Check fire detection systems See briefing sheets onboard
Collision	Loss of vessel	High	Low - Medium	<ul style="list-style-type: none"> Adequate watch keeping whilst at sea Early action when risk is identified Procedures for abandon ship Procedures for when to call Skipper if risk of collision is identified 	<ul style="list-style-type: none"> Efficient look out to be kept at all times. Early avoiding action to be taken Ensure extra vigilance during sail hoists & drops Conduct regular abandon ship drills
Flooding	Loss of vessel	High	Low	<ul style="list-style-type: none"> Maintenance of skin fittings Sufficient bilge pumping systems Monitoring of bilge levels Procedures for flooding & abandon ship 	<ul style="list-style-type: none"> Regular inspection of skin fittings and systems Regular check of bilge pumping systems Regular checking of bilge levels Skin fitting location identified Conduct regular abandon ship drills
Grounding	Loss of vessel	High	Low	<ul style="list-style-type: none"> Navigational awareness Use of echo sounder 	<ul style="list-style-type: none"> Maintain regular position fixing. Maintain effective look-out See Grounding policy
Man overboard	Casualty lost overboard. Risk of death by drowning or Hypothermia.	High	Low	<ul style="list-style-type: none"> Lifejackets and harness lines to be worn when told by skipper Staff to enforce lifejacket rules 	<ul style="list-style-type: none"> Safety brief on lifejackets and harness lines Regular MOB training and drills <p>Use lifting gear on sailing and hard boats as supplied. Consider deflating a tube if necessary on a RIB for retrieval.</p>
Runaway RIB	Death injury	High	Low	<p>Ensure kill cord is used when engine is started Sit down when underway Monitor person helming the vessel One hand on throttle and one on wheel</p>	<p>Use briefing sheet when starting a course or charter Skipper to manage people onboard</p> <p>Skipper to monitor use</p>
Back injury on vessel Anchoring Compression/Rib	Injury	High	Low	<p>Discuss with students and customers, crew about any pre existing injuries. Discuss proper lifting techniques.</p> <p>RIBS - Ensure no one sits forward of the helm when underway and at speed or in waves. Discuss ways to take load with legs Good communication when underway Avoid rough waves when possible</p>	<p>Review booking forms for pre-existing injuries Pre briefing with crew</p> <p>Review booking forms for pre-existing injuries Briefing with crew during course and before fast manouvres</p>
Hypothermia cold weather	Risk of death	Medium	Low - Medium	<ul style="list-style-type: none"> All to be properly dressed for weather Waterproofs available for all on board 	<ul style="list-style-type: none"> Staff to check that guests are correctly dressed Staff to be alert for first signs of hypothermia

				<ul style="list-style-type: none"> Joining instructions to indicate clothing to bring on voyage Staff to hold First Aid Certificate 	<ul style="list-style-type: none"> Those showing signs of hypothermia to be sent below for warming/treatment and supervised
Gas escape	Explosion	High	Low	<ul style="list-style-type: none"> Gas safety procedures to be followed Galley stove not to be left unattended when lit 	<ul style="list-style-type: none"> Briefing and induction to crew on gas safety Regular inspection of gas installation by Gas engineer
Going aloft	Injury - death	High	Low	<ul style="list-style-type: none"> Use correct equipment and procedures when going aloft Supervision from deck 	<ul style="list-style-type: none"> Enforce procedures for working aloft Permission required from Skipper
Control of boom	Injury from being struck by boom or boom dismasting vessel	High	Medium	<ul style="list-style-type: none"> Use of boom guys when necessary Supervision of guests when sailing 	<ul style="list-style-type: none"> Staff to organise guys when required Supervision of helm when sailing up/downwind Safety brief to cover danger of boom.
Dismasting	Injury – death – MOB. Holing or loss of vessel	High	Low	<ul style="list-style-type: none"> Reef and shorten sail early Carry effective rig cutters Check rig regularly 	<ul style="list-style-type: none"> Train crew in location and use of rig cutters Rig check schedule in accordance with code
Working on deck Sailing vessels	Injury from being washed off feet when on deck	Medium	Medium	<ul style="list-style-type: none"> Bear away if conditions are hazardous Use of harness lines and jackstays when necessary Manage crew working on deck Anticipation of conditions and setting appropriate sail plan in advance 	<ul style="list-style-type: none"> Deck work on high side Effective helmsman whilst crew are working on deck Effective briefing of task before starting work Setting sail plan appropriate to conditions – reef early Induction brief to cover harness use
Working on deck Hard boats power	Injury from being washed off feet when on deck Injury from falling	Medium	Medium	<ul style="list-style-type: none"> On the hard boats there is no reason to go on foredeck deck when in exposed conditions Use of harness lines and stainless rails when necessary Manage crew working on deck with talk On Talisman clip on when at bow at all times because of more exposed design 	<ul style="list-style-type: none"> Deck work on high side Effective helmsman and crew comms when working on deck Effective briefing of task before starting work Induction brief to cover harness use - all hard boats Harness use for person assisting in MOB all hard boats Harness use when on bow - talisman Ensure these briefs are given at induction
Headsail sheets	Injury from flogging sheets and clew	High	Medium	<ul style="list-style-type: none"> Sheets to be controlled to reduce flogging during sail hoists Crew to be clear of clew during manoeuvres 	<ul style="list-style-type: none"> Induction on winch use, sheeting and making fast Staff to check guests are not in hazardous position Safety brief to cover sheets and blocks
Rope Injuries	Rope Burns Entrapment	Low	Medium	<ul style="list-style-type: none"> Correct use of cleats, capstans and winches <p>Correct rope use and avoidance of standing in loops and bights</p>	<ul style="list-style-type: none"> Training in correct use of making off and easing Halyards and sheets prepared for use <p>Brief students and watch for their actions when on deck</p>

Foot Injuries	Injury to feet from deck fittings	Medium	Low	<ul style="list-style-type: none"> All personnel to wear footwear when on deck, below and sailing Joining instructions to note footwear 	<ul style="list-style-type: none"> Wearing of footwear when sailing to be enforced by staff
Seasickness	Dehydration Shock	Medium	High	<ul style="list-style-type: none"> Those seasick to be cared for and if required treated for dehydration Medication if directed 	<ul style="list-style-type: none"> Staff to monitor guests for seasickness and give appropriate care Skipper to administer medication if qualified Drinks before leaving and regularly on voyage
MOB at Anchor or in Harbour	Drowning Hypothermia Shock	High	Low	<ul style="list-style-type: none"> Staff member on deck when guests swimming Staff to know when guests/crew returning after shore leave 	<ul style="list-style-type: none"> Safety brief to include life-rings and MOB
Falling in the water	Drowning Hypothermia Shock	High	Low	<p>Lifejackets worn when vessel is underway</p> <p>Lifejackets worn on pontoons when conditions dictate - ice, foul weather.</p> <p>Lifejackets worn on Turnchapel pontoon due to lack of people to help and availability of ladders.</p>	<p>Comply with safety brief and additional inclement weather brief.</p> <p>Lifejackets worn on Turnchapel pontoon - sign on door.</p>
Companionway ladders	Falling	High	Low	<ul style="list-style-type: none"> Correct use of ladders. 	<ul style="list-style-type: none"> Briefing of guests
Galley stove	Burns Scalds	Medium	Low	<ul style="list-style-type: none"> Care when using galley stove Protective clothing when at sea Adequate supervision 	<ul style="list-style-type: none"> Briefing for guests using stove
Galley fire	Burns Loss of vessel	High	Low	<ul style="list-style-type: none"> Galley stove not to be left unattended when lit 	<ul style="list-style-type: none"> Briefing of fire procedures and blanket Supervision of galley stove whilst lit
Galley utensils	Cuts	Low	Low	<ul style="list-style-type: none"> Care when using sharp utensils 	<ul style="list-style-type: none"> Effective stowage of sharp utensils and knives before setting to sea. This will be part of general stowage for sea discussion and checks.
Falling in interior spaces	Injury	Medium	Low	<ul style="list-style-type: none"> Handholds and proximity of surfaces 	<ul style="list-style-type: none"> Briefing to guests on moving around at sea
Using hazardous products for crew cleaning boats	Injury	Low	Medium	<ul style="list-style-type: none"> Equip vessel with Personal Protective Equipment (PPE) Crew to only use low risk products in dilution. Washing up liquid, anti bac spray. Identify hazardous products 	<ul style="list-style-type: none"> Ensure crew know to use PPE when appropriate and have onboard if they should want to use it. Brief crew to use ppe/gloves if required
Maintenance ashore or on vessels					

Grinding, sanding, sawing etc	Dust and eye issues	High	Low	When there is a presence of particles that could be inhaled or that could go in your eye, please wear a dust mask and goggles	Ensure staff know where PPE is
Painting, cleaning	skin irritation, eye issues			Whenever painting or using chemicals that could end up on hands, please wear glasses and gloves	Ensure staff know where PPE is
Use of tools and power tools	Injury	Medium	Low - Medium	<ul style="list-style-type: none"> Equip vessel with Personal Protective Equipment (PPE) Correct use of tools and power tools Ensure 230v power tools are not used by water 	<ul style="list-style-type: none"> Ensure crew know to use PPE when appropriate Brief to be sensible with tools Use battery tools near water
Ladders when vessel ashore	Injury Death	High	Low	<ul style="list-style-type: none"> Ensure ladder secured at base and to boat Use line system to carry heavy items on-board from below 	<ul style="list-style-type: none"> Skipper to ensure ladders are secured Skipper to brief crew on line system for loading heavy items and bags On high boats 5 m etc. dual working so that each can take care of each other.
Working on scaffold	Injury Death	High	Low	<ul style="list-style-type: none"> Ensure scaffold is checked before use. Ensure scaffold is close to boat and any gaps between the boat and scaffold are small. 	<ul style="list-style-type: none"> Check scaffold once it has been erected Tie scaffold to vessel to secure if working at greater heights. Use outrigger supports when deemed necessary by worker.
Teaching ashore and offices					
Fire classroom and centre Plymouth and London	Death Injury	High	Low	<ul style="list-style-type: none"> Equip classroom with fire extinguishers Check fire exits clear Identify Muster point Establish brief for students Ensure fire extinguisher checks are completed Ensure fire alarm is checked 	<ul style="list-style-type: none"> Brief students on fire bell and muster point Affix signs on muster point and fire extinguishers
PST/pool session Drowning	Death through drowning	High	Low - Medium	<ul style="list-style-type: none"> Employ safety swimmer Establish system for safety swimmer Ensure swimmer has mask Ensure pool watch tower overlooking pool 	<ul style="list-style-type: none"> Ensure swimmer has mask Ensure safety swimmer is briefed using briefing sheet Annex 8 & 10 Lifeguards to be employed by pool for correct certification
RSA Pool session Drowning	Death through drowning	High	Low	<ul style="list-style-type: none"> Wear lifejacket Ensure pool lifeguards are on site 	<ul style="list-style-type: none"> Safety brief and registration – identify non or low swimming confidence. Allow students to enter water at own pace.
PST/RSA Pool Session Medical	Injury or stress related problem	High	Low - Medium	<ul style="list-style-type: none"> Ensure students health information taken to pool 	<ul style="list-style-type: none"> Instructors and pool staff all first aiders Check again with students before water entry Monitor students for anxiety – stress

PST/RSA Pool Session Poolside Safety	Injury due to Slips Trips and falls	Medium	Low - Medium	<ul style="list-style-type: none"> Ensure students are briefed on poolside safety 	<ul style="list-style-type: none"> Ensure students know to use Lifejackets Brief poolside dangers Brief on raft capsize drill
PST/RSA Pool Session Transport	Injury or Death en route to pool	High	Low	<ul style="list-style-type: none"> Ensure liabilities covered as we cannot remove the risk completely. 	<ul style="list-style-type: none"> Check SeaRegs drivers qualified SeaRegs cars insured and maintained Plated taxis used to comply with passenger insurance Public transport advised to use in London
PST/RSA Pool London + above Trips depth	Injury	Med	Low	<ul style="list-style-type: none"> Identify – small step before entry to pool Identify depths markings and visual points 	<ul style="list-style-type: none"> Brief on trip hazard Brief on deep area to enter water when jumping Use briefing checklist
PST Turnchapel Walk to pontoon	Injury or death from yard traffic	High	Low	<ul style="list-style-type: none"> Ensure all students present and walk over as a group Check for moving vehicles and machinery 	<ul style="list-style-type: none"> Brief on hazards of working yard Ensure no buckles or suits dragging as trip hazards Instructors to lead
PST Turnchapel Pontoon safety	Injury due to slips trips and falls or Death through drowning	High	Low - Medium	<ul style="list-style-type: none"> Ensure students and staff wearing lifejackets if going on pontoon Identify handrail to use to go down steps Ensure leg straps on immersion suits correctly attached so won't trip Identify safety lines in water and around pontoon edge 	<ul style="list-style-type: none"> Instructor to check and clean steps of algae Brief on pontoon dangers Toolbox talk between staff Ensure lines from any boat on pontoon coiled next to cleats Ensure any PST kit stored away from teaching area on pontoon Organise wet session 2hrs +- HW for clear steps
EDH Course rope & wire	Injury	Low	Medium	<ul style="list-style-type: none"> Ensure tools and equipment are fit for purpose Ensure workshop facilities are safe and clear underfoot Brief students on dangers around working area Exercise caution around lifting and heavy ropework Supply appropriate PPE 	<ul style="list-style-type: none"> Instructor to check workshop before students arrive Brief to include fire exits and new dangers Issue PPE appropriate to the job Be vigilant during lifting exercises
Approved Engine Course Heavy equipment	Injury	Medium	Low	<ul style="list-style-type: none"> Movement of heavy equipment – provide trolleys for engines Establish weight of ancillaries and label Provide PPE Ensure students wear shoes. 	<ul style="list-style-type: none"> Ensure trolleys are in good condition Brief on use and movement of equipment Brief on use of vices Brief on use of teamwork when moving equipment
Approved Engine Course Oils	Injury	Medium	Low	<p>Remove surplus oils, fuels and lubricants from teaching aids as they are fire risk and can cause slips.</p> <ul style="list-style-type: none"> Provide appropriate PPE Remove oil bottles from classroom 	<p>Review new teaching aids and engines</p> <p>Brief on use of PPE</p> <ul style="list-style-type: none"> Brief on possible causes of spraying of liquids – pumps etc Ensure oils are kept out of classroom after use

Approved Engine Course Batteries	<ul style="list-style-type: none"> Injury/electrocution 	Medium	Low	Cover battery terminals, to prevent arcing	<ul style="list-style-type: none"> Ensure battery terminals are covered when not in use.
Use of cars and transport	Injury Death	High	Low	Use only company insured cars or taxis	Ensure staff do not give lifts to students except in companies cars
Flare Accidental operation	Injury	High	Low - Medium	<ul style="list-style-type: none"> Establish system for safety is in force. 	<ul style="list-style-type: none"> Trainer to use Flare demo checklist Brief students in flare operation Students to read instructions first Have bucket of water to hand
Flare Student event control	Injury	Low	Medium	<ul style="list-style-type: none"> Monitor students Monitor and check area Check environment and wind 	<ul style="list-style-type: none"> Brief student in flare demo Set off one at a time Students behind the live flare Set off down wind Hold flare base away from body in case of backfire
Flare Burns	Injury	Medium	Low	<ul style="list-style-type: none"> Provide PPE 	<ul style="list-style-type: none"> Ensure Gloves are worn and long sleeves. Have long sleeve top available
Flare Eye damage	Injury	High	Low	<ul style="list-style-type: none"> Provide PPE 	<ul style="list-style-type: none"> Students to wear protective glasses Students advised not to look at flare
Flare Accidental call out of services	Reputation loss	Medium	Low	<ul style="list-style-type: none"> Inform authorities 	<ul style="list-style-type: none"> Contact Harbourmaster Port Ops Fire Police
Flare Onlookers	Injury	Low	Low	<ul style="list-style-type: none"> Cordon off area 	<ul style="list-style-type: none"> Use cones to cordon off area
Fire training Accidental operation Bystanders	Severe burns/ injury	High	Medium	<p>Instructor will be responsible for the fire at all times Students not left alone with Fire.</p> <p>Area used will be discussed with site managers & cordoned off or made safe. Wind and shelter will be taken into account to ensure best protection</p>	<p>A bucket of water/hose and first aid kit shall be kept available at all times. In the event of incident the instructor shall immediately inform the office at SeaRegs Training who shall inform all relevant authorities. Extinguishers contained in an appropriate area when not being used.</p>

Fire training Incorrect operation	Severe burns/ injury	High	Medium	<p>Instructor to follow the fire demo checklist The instructor must check with the SeaRegs Office to ensure all relevant local authorities have given permission.</p> <p>Students will also read the instructions on the extinguishers before using them. The area, weather and wind shall be checked and monitored by the instructor before and during demos. The area shall be cordoned off to keep all onlookers out of harms way.</p> <p>Instructor will monitor the students.</p>	<p>Students will be briefed on how the fire demonstration will be conducted.</p> <p>Only one extinguisher set of at a time. All students must stand behind the person operating the live extinguisher.</p> <p>Fire retardant gloves, long sleeve clothing and eye protection must be worn when operating extinguishers.</p> <p>A bucket of water and first aid kit shall be kept available at all times.</p>
Fire Training Spread of Fire	Fire spreading to nearby objects	High	Medium	Ensure there is a 5m clear area around the open fire tray.	<p>Monitor wind shifts</p> <p>2nd person to operate the gas rig</p>
Fire Training Contamination from extinguisher	Damage to property	High	Medium	<p>Water/foam as primary extinguishants which are both mostly harmless.</p> <p>Only demo a small dry powder into a receptical or clear area away from cars and property and only if required.</p>	Students to wear old clothes or overalls plus PPE - glasses and gloves.
Lifesaving exercise at bankside – Throwing liferings and lines in the water, either at DOCK OR RIVER LOCATION. Requirement to simulate throwing to a casualty in the water. Throw should be over a 1m barrier. In the event of someone falling in water – call for HELP.					
Falling in water from bankside or pontoon	Injury	High	Low	<ul style="list-style-type: none"> Briefing, PPE Monitoring 	<ul style="list-style-type: none"> Standing 0.5 m back from edge Trip hazards Shoes to be worn Ensure instructor has phone for emergencies Do not overcrowd area One instructor to watch the group – one to watch the exercise if over 10 participants
Falling in water from bankside or pontoon	Drowning	High	Low	<ul style="list-style-type: none"> Briefing PPE Monitoring 	<ul style="list-style-type: none"> Lifejackets to be worn Identify ladders and retrieval points Identify liferings and throwlines One instructor to watch the group – one to watch the exercise if over 10 participants

Falling from a height to shallow water	Injury Drowning	High	Low	<ul style="list-style-type: none"> Briefing Monitoring 	<ul style="list-style-type: none"> Stand 0.5m back from edge One instructor to watch the group – one to watch the exercise if over 10 participants
Being hit by lifering when thrown	Injury	Medium	Low	<ul style="list-style-type: none"> Briefing Monitoring 	<ul style="list-style-type: none"> Participants to be away from the person throwing. Identify a safe area with rope on floor of pontoon. Monitor the participants and throw
Slips and Trips	Injury	Medium	Low	<ul style="list-style-type: none"> Briefing Making safe 	<ul style="list-style-type: none"> Brief that pontoons and slips can be slippy Salt if icy
Ladder and step use around dock	Injury Drowning	Medium	Low	<ul style="list-style-type: none"> Briefing Do not allow if steps/ladders are weed covered Get students to dynamically risk assess 	<ul style="list-style-type: none"> Brief that pontoons and slips can be slippy Identify/use ladders that rise above the dock wall Only use steps with a siderail Ensure vessel is securely moored alongside Monitor sea state and wash Do not step at tapers of vessel

Signed by Simon Jinks.....Director at SeaRegs on the20th September 2021..... Revision date: End of September 2022