

Castle Semple Sailing Club

www.castlesemplesc.co.uk



Operations Manual

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Club House
Website

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1 Introduction

This is the Operations Manual of Castle Semple Sailing Club (CSSC). The manual contains important information about the club's policies and procedures. All members are notified of the existence of this manual and encouraged to read its contents.

The manual includes the results of the club's risk assessment of club activities.

2 Code of Conduct

It is the policy of Castle Semple Sailing Club that all participants, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants - young sailors and powerboaters

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club/Class Welfare Officer or the person in charge of the activity.

3. CSSC Training

The RYA recognised that there was an absolute need for a national training scheme to make the sport of sailing more accessible and successful. Over a period of years many training courses have been perfected.

Within Clyde Muirshiel Country Park, sailing training courses are run by the Council operated water sports centre, which is an RYA official training centre.

CSSC are affiliated to the RYA but do not offer any of these officially recognised training courses. CSSC offer sailors (helm & crew) the opportunity to expand their sailing experience within a group of like minded individuals.

4 Safety Policy

The following is the Safety Policy of CSSC.

4.1 Aims

The fundamental aims of organised water-based activities at CSSC are:

- That they should promote the aims of the club.
- That they should meet the activity needs of club members.

- That all reasonable actions are taken to ensure the safety and enjoyment of all persons involved.

4.2 Responsibilities

All participating members, or in the case of children under the age of 18 their parents, are responsible for their own safety and insurance. It is the individual's (or parent's) responsibility to ensure the suitability and condition of their own boats and equipment at all times. In the case of club boats the individual is responsible for making sure it is suitable and safe to use before launching.

The committee of CSSC has the overall responsibility for the safety of all adult and junior members and visitors engaged in its organised activities. All participating members will be expected to abide by the decisions of the responsible officers for all CSSC sailing activities.

The safety of a boat and her entire management including insurance shall be the sole responsibility of the owner / person in charge who must ensure that the boat has the proper insurance and crew are adequate to face the conditions that may arise. CSSC are not responsible for members' safety whilst on water-borne activities not forming part of officially organised club activities.

All persons involved in, on or off the water activities share the responsibility for the safety of the participants.

Therefore:

It is the duty of all members to be vigilant and aware of all circumstances that may affect the safety of both themselves and others.

It is the duty of all members to notify any committee member of any situation or circumstance that concerns them, or that they feel may affect the safety of any person. This must be done as soon as possible, and then confirmed in writing if appropriate.

The nominated leader of all junior activities has the specific responsibility for the safety of all those involved.

For club events, the nominated "Person In Charge " has specific responsibility for the safety of all those involved.

Should an injury be sustained by a Junior, their parents are always to be informed. Great care is to be taken with head injuries, however minor.

4.3 Accidents

A first aid kit is located in the CSSC club house. These kits will be inspected periodically by a suitably qualified person to make sure they are properly equipped. If an accident occurs at any event, full details must be entered, as soon as possible, in the CSSC Accident Folder, which is located in the club House.

It is the duty of all persons to ensure that any accident is reported.

4.4 Organisation of Club Water-based Activities

A full copy of the club's Risk Assessment is attached at Appendix A of this Operations Manual. The assessment covers all appropriate areas of the club's activities. Organisers of club sailing events shall assess the risks associated with running an activity. The race officer or other suitably qualified person shall authorise club related on-water activities, taking into account the following:

- The actual and forecast weather conditions covering the activities.
- The experience of the participants.
- The proposed sailing area of the activity.
- What patrol craft are available, and are they suitable for the activity.
- Are there sufficient people available to put on the activity, and what is the experience of the organising adults and safety boat personnel.
- What equipment is available (eg safety equipment, first aid equipment).
- What means of communication, including radios if deemed appropriate, is available.
- Do any of those involved in the activity have special needs that could affect either their own safety, or the safety of others and if this is the case have additional measures been taken to minimise the additional risk.

Based on the assessment of all the above factors, the organiser shall have responsibility for deciding whether the event takes place, and who shall be allowed to participate.

For club days where sailing activities will take place, a safety boat should be on the water, with at least two crew available to man the boat, one of whom should hold a suitable qualification or have been deemed competent to operate the boat.

Buoyancy aids must always be used by participants on the water. These should be appropriate for the persons weight and size. It is understood that non-swimmers are particularly at risk and the wearing of a correct life jacket is recommended. It is the responsibility of the participant to ensure that they are wearing a suitable buoyancy aid.

It is recommended that all persons who may have reason to doubt the efficiency of any buoyancy aid or life jacket in a particular circumstance, for example, age, disability or body weight, tests the flotation device under controlled conditions before going on the water.

Attention must be given to young and elderly persons and those who have special needs. For example, they may not be personally aware of the dangers of hypothermia and heat exhaustion, or they may find it difficult to judge their stamina accurately. All members should be alert to these and other potential dangers and advise the "Person in Charge" immediately of any concerns.

4.5 Communication

Communication with sailors is of primary importance.

The sailing or operating area should be clearly defined and known to all afloat. A pre-session brief shall be given when appropriate prior to any special event to ensure that all participants know what is intended and are aware of safety matters.

4.6 CSSC Major Incident Procedures

In the event of any serious accident or catastrophe which directly or indirectly concerns or involves CSSC the following procedures must be followed:

- Deal with the incident in an appropriate way or find someone who can.
- Contact the Commodore or “Person in Charge” as soon as possible.

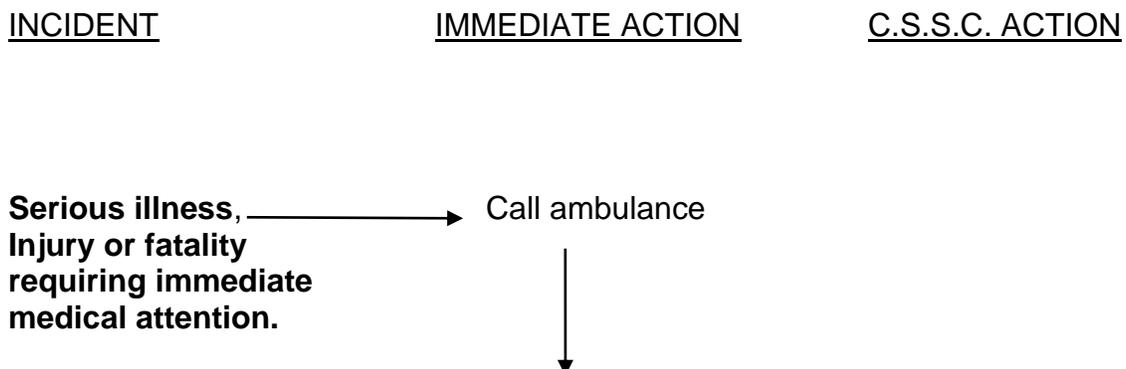
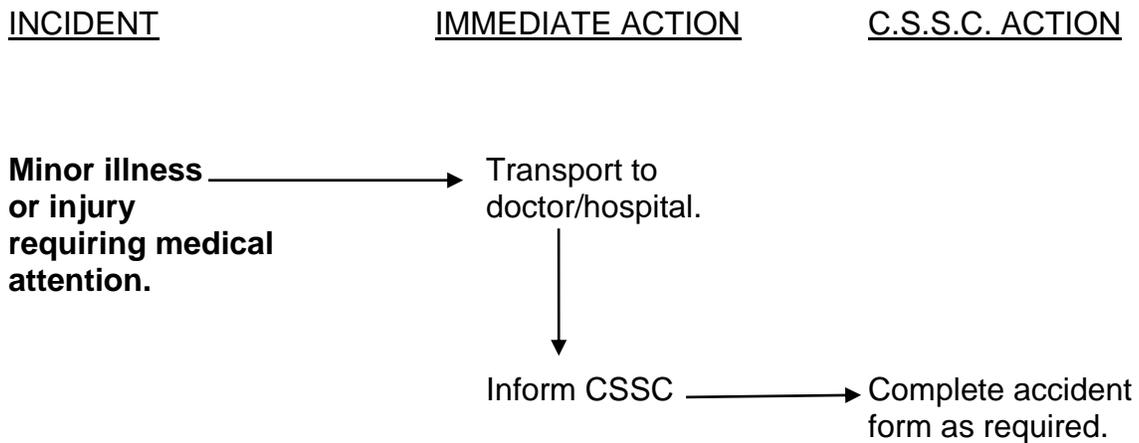
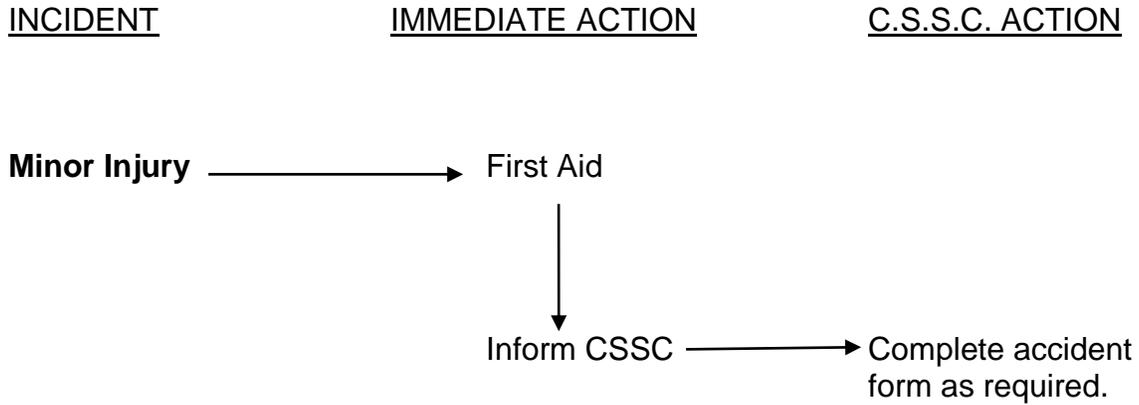
General Conduct

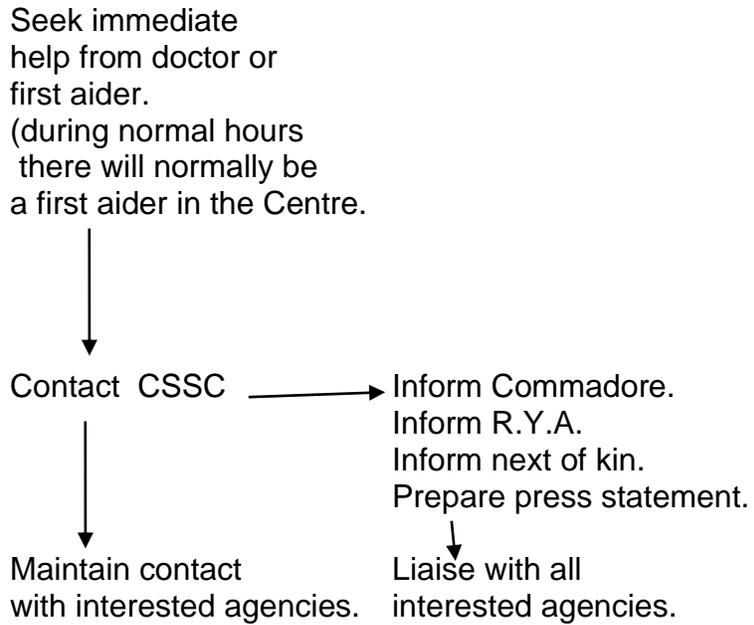
- Do not discuss the incident with anyone or give any opinion unless they are a member of a relevant public service e.g. Police, Ambulance, Fire, Social Services etc. In those circumstances try and avoid “UNOFFICIAL” discussion, and if appropriate have a witness present during “OFFICIAL” discussions.
- Under no circumstances talk to the media.
- The spokesperson for the club is the Commodore or the person designated by the Commodore.

Notes for Spokesperson

- Ensure that the occurrence is reported to the RYA who will take over the handling of any incident if it is extremely serious.
- Issue a written statement to the media after appropriate consultation.
- Only participate in an interview after appropriate consultation.
- Ensure that insurance issues are considered and met.

4.7 CSSC Emergency Plan





4.8 Medical Information

Any member (or their parent in the case of someone under the age of 18) that has a medical condition that could affect their safety on the water should make sure that their sailing companion is aware of the issues and any action that may have to be taken.

If the member would also like the committee to be aware of the condition they can complete the form below and passed to one of the committee members.

Note, that due to data protection issues the information passed to the committee will not be readily available to ordinary members but would only be passed to someone completing first aid measures if and when required.

Your name.....

Address.....

.....

Date of birth.....

Medical Notes

.....

.....

.....

.....

Medication or remedy

.....
.....
.....
.....

Dietary requirements

.....
.....
.....

It may be necessary to contact someone on your behalf. Please give as many contact telephone numbers as possible.

Name.....

Address.....
.....

Tel..... Mobile.....

Dated.....

4.9 Manual Handling

“Think Back” before lifting. Use lifting equipment where provided and safe to do so i.e. you have the appropriate skills and knowledge to use the equipment.

Where there is a previous history of back pain, please inform the person in charge. If you suspect that a load will be too heavy, large or awkward to lift unaided, ask for assistance. Assess the load.

Beware of possible obstructions or uneven surfaces and steps in your path.

Gloves should be worn if there is a likelihood of hand injury.

Position yourself at the load with your feet approximately hip width apart, one foot pointing in to the direction of the load, the other pointing in the intended direction of travel and arrival – this avoids twisting.

Bend the knees slightly but keep the back naturally straight.

Grip the load securely, keeping your back naturally straight and your arms close to your body. Lift the load letting your leg muscles take the strain.

When lifting to a height, do it in stages, i.e. from floor to knees, knees to waist level etc.

Ensure the load does not obstruct your vision.

Move off in the direction your advance foot is pointing, keeping the load closely to your body.

The Hoist should be used when possible by a trained operator for the transfer of sailors with disabilities

5 Use of Club Boats

5.1 Policy

The committee has determined the following policy for the use of club boats:
All boats that belong to the club are, by definition, the property of the members.

It is expected that boats are used for their prime purpose eg. practise, racing, cruising and patrol or other approved club activity.

Club boats must be kept to a safe standard.

RYA qualifications are recognised by CSSC as an indication of a person's capability.

The fact that a member of CSSC does not hold a qualification does not necessarily detract in any way from that member's capability or ability to use any boat.

In the event of damage caused by unreasonable behaviour or abuse, the member may be liable for the full cost of the damage.

Members who have been given permission to use a club boat are expected to fully acquaint themselves with the operation of the boat and check it prior to use. The club cannot be held accountable for any shortcomings.

5.2 Use of Club Power Boats

The committee is responsible for the boat including maintenance, fuelling and it's allocation for club events.

The power boat can only be used by people with RYA Power Boat Level 2, equivalent qualification or deemed to be competent verified by the Committee.

The safety boat outboards are fitted with a kill cord and these must be used by the person in control at all times when the boat is in use on the water. The person in control shall also be responsible for ensuring all crew are within the boat and holding on tight during manoeuvres.

The club power boats are not available for personal recreational use. Members wishing to use this boat for other purposes outside club organised events are to obtain permission from the committee or Commodore. Any defects are to be advised to a committee member.

5.3 Use of Club Sailing Boats

The Club owns a variety of sailing dinghies which will be maintained by members. These include:

- RS Vision
- RS Fevas
- Dart 15
- Lasers
- GP14
- 505
- Toppers
- Pico and Optimists

Club sailing dinghies may be used on any club day or club organised event unless otherwise advised. The club boats are not to be used outwith these times unless approved by the committee.

For use of the club boats outwith these times, permission must be obtained from the committee. If permission for use is granted it will be the responsibility of the member to ensure that the boat has the appropriate insurance for the activity (including third party insurance). Should any damage or incident occur during the period the person borrowing the boat will be responsible for any uninsured losses.

When a new member has joined the club he or she must have demonstrated to the committee that they have the appropriate sailing skills before being authorised to use the club boats.

The allocation of the boats is on a first come first served basis but consideration for the wishes/hopes of other members should be accommodated wherever possible. If more than one member wishes to use the same specific boat then a "gentleman's agreement" should be made to share use of the boat during that session. Reference to a committee member should be made when an agreement cannot be made.

The committee member will decide on priority. The decision will be based on fairness, racing & training considerations and the members who best represent the club.

For club races, in addition to those who may grant permission, the Race Officer may cancel the permission to use the club boat due to weather or other factors on the day such as the level of safety boat cover.

All club equipment must be washed as necessary and returned to its appropriate storage immediately after use.

Any loss of, or damage to club equipment must be reported to a committee member immediately (no later than the day of occurrence).

6 Boat Storage

6.1 General

- Boat storage is provided at Castle Semple Sailing Club for dinghies.
- Permission to store a dinghy within the club grounds will only be granted after approval by the compound steward.
- No boat may be stored at the club without prepayment. Any exception must be authorised by the compound steward, Commodore or committee.
- Storage charges will be determined by the committee and published in membership renewal documents.
- All boats must be fully insured.

The club does not accept any liability for dinghies stored within the club grounds. Storage is at the member / owner's own risk.

The club storage compound must be kept locked at all times when not in use.

Safety is paramount and is the responsibility of every member. If suspect practice or equipment is observed, please notify a committee member as soon as possible

6.2 Dinghy Compound

Please keep the park as tidy as possible, and put spent tape, ropes etc in black dustbin outside the club house.

Ensure boat covers are secure. Ensure all halyards are tied down

Lock the clubhouse and gates before / after you sail or leave the club grounds.

7. Operation of Club Safety Boat

7.1 Attaching the engine

You will need to be an engine locker key holder to access the engine and boat in the container.

Attaching the engine is only to be carried out by people who have been given the appropriate training on the correct procedure.

Once the engine is secured, ensure the safety line is attached to the eye on the transom. Place the drainage bung in and place the fuel tank into the boat, and attach the fuel line to the engine, and open the air breather screw on the fuel tank filler cap.

7.2 Starting the engine

Use /
operation of the engine is only allowed by people who have been given the appropriate training on the correct procedure and are approved by the committee.

8. Action in the Event of a Fire

If you discover a fire or suspect the presence of a Fire.

- Give the alarm by shouting "FIRE".
- On hearing the alarm or if you have given the alarm PROCEED IMMEDIATELY to the nearest available exit and leave the building. Do not stop to collect belongings.
- Summon the Fire Brigade directly by dialing 999 at the first possible moment when it is safe to do so unless you are aware this has already been done.
- All people should proceed to the designated fire assembly point.

THE ASSEMBLY POINT IN THE CASE OF FIRE IS THE COMPOUND GATE

- It is important that you do not remain near the entrances of the building which has been evacuated as this can restrict the evacuation procedure and hinder access for the fire service.
- Do not re-enter the building until you have been informed that it is safe to do so.
- As a rule all fire fighting should be left to the professionals i.e. the fire service.

Any attempt to fight a fire with fire extinguishers should only be made by appropriately trained or experienced people where the fire is of a small nature or impinging on an exit route.

Appendix A: Risk Assessments

CASTLE SEMPLE SAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
CLUB SAILING EVENT SAFETY			
<p>Hazard: drowning from capsize or falling overboard. Severity: death. Probability: low.</p>	<p>Sailors.</p>	<p>Person in charge to maintain controlled sailing area and adequate safety craft ratio. Everyone on the water to wear adequate personal buoyancy. Responsible person to decide if conditions are suitable for the club event.</p>	<p>None Residual Probability: very low</p>
<p>Hazard: hypothermia from immersion or exposure. Severity: loss of limbs, death. Probability: low.</p>	<p>Sailors.</p>	<p>Person in charge to maintain safety craft ratio. People on water to wear appropriate clothing for the conditions i.e. Wetsuit, Drysuit.</p>	<p>None Residual Probability: very low</p>
<p>Hazard: injury through being struck on the head by boom. Severity: concussion, cuts, bruises. Probability: high for inexperienced sailors.</p>	<p>Inexperienced sailors, i.e. those who have yet to learn the potential hazard that results from an uncontrolled gybe.</p>	<p>Club boats only available to helm's that have demonstrate the appropriate sailing skills.</p>	<p>None. Residual Probability: low-medium</p>

CASTLE SEMPLE SAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: injuries from equipment on boat. Severity: concussion, cuts, bruises. Probability: low rising to medium in strong winds.</p>	<p>Sailors -particularly inexperienced</p>	<p>Person in charge to decide if conditions are suitable for club event –risk higher in strong winds.</p>	<p>Assess level of risk for conditions. Residual Probability: low</p>
<p>Hazard: injuries from boat to boat/pontoon contact. Severity: crushed hands/legs. Probability: low.</p>	<p>Sailors -particularly inexperienced</p>	<p>Club boats only available to helm's that have demonstrated the appropriate sailing skills.</p>	<p>Assess level of risk for conditions. Residual Probability: very low</p>
<p>Hazard: head or eye injuries from contact with booms or mast whilst boats alongside pontoons. Probability: Low.</p>	<p>People who are alongside boats.</p>	<p>The boat helms to keep a good look out.</p>	<p>Ensure boats are unattended for minimum time Residual Probability: very low</p>
<p>Hazard: injuries from tripping/falling off pontoon. Severity: head injuries, breaks, drowning. Probability: drowning low, other medium.</p>	<p>People who use the pontoon.</p>	<p>N/A the pontoon is a public amenity and CSSC has no responsibility or control over its use.</p>	<p>Remove any unnecessary tripping hazards that belong to CSSC from pontoons. Residual Probability: very low</p>

CASTLE SEMPLE SAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
USE OF BOATS UNDER POWER			
<p>Hazard: drowning – from falling overboard. Severity: death. Probability: low.</p>	<p>Sailors.</p>	<p>Drowning only likely if knocked unconscious. All people to wear lifejacket / buoyancy aid whilst in powerboats. Person in charge to decide if conditions are suitable for launch–risk higher in strong winds. Only approved people to be in control of the boat.</p>	<p>None Residual Probability: low</p>
<p>Hazard: injury from propeller upon falling overboard. Severity: death or serious injury. Probability: low.</p>	<p>Sailors.</p>	<p>Use of kill cord mandatory for all outboard users. People to sit entirely within boat. Boat user to be vigilant. Person in charge to decide if conditions are suitable–risk higher in strong winds. Only approved people to be in control of the boat.</p>	<p>None Residual Probability: low</p>

CASTLE SEMPLE SAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: injuries from boat to boat/pontoon contact. Severity: crushed hands/legs. Probability: low.</p>	<p>Sailors.</p>	<p>Only appropriately skilled people authorised to use boat. The person in charge of the boat to ensure hands/legs in the boat during coming alongside.</p>	<p>None Residual Probability: low</p>
<p>Hazard: injuries resulting from coming alongside manoeuvres. Severity: crush injuries, possibly serious. Probability: low.</p>	<p>Sailors.</p>	<p>Only appropriately skilled people authorised to use boat. The person in charge of boat to keep crew briefed on intended manoeuvres and what is expected of them.</p>	<p>None Residual Probability: low</p>

CASTLE SEMPLAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
HAZARDS TO CLUB MEMBERS ON PREMISES			
Hazard: falling/tripping. Severity: serious injury. Probability: low.	All club members and guests.	All spillages to be dealt with immediately.	All perceived hazards to be immediately reported to the person in charge. Stairs to be maintained in a safe condition. Residual Probability: very low
Hazard: slipping in changing rooms. Severity: bodily injury, unlikely to be serious. Probability: medium.	All club members and guests.	All spillages to be dealt with immediately.	All perceived hazards to be immediately reported to the person in charge. Drains to be kept clear. Residual Probability: very low
Hazard: tripping in club grounds. Severity: bodily injury, unlikely to be serious. Probability: medium.	All club members and guests.	Grounds levelled as far as possible Children to be told not to run on wet or slippery surfaces.	Specific tripping hazards to be removed by re-levelling. Residual Probability: low

CASTLE SEMPLE SAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
BOAT LIFT IN/LIFT OUT			
<p>Hazard: boat in transit falling/hitting someone. Severity: bodily injury,unlikely to be serious. Probability: low</p>	<p>All people in area.</p>	<p>All people involved in lifting to be vigilant. Extra care to be taken in strong winds.</p>	<p>None. Residual Probability: very low</p>
<p>Hazard: mast falling on member during stepping. Severity: serious injury. Probability: low-medium with less experienced helpers.</p>	<p>All people in area.</p>	<p>Mast to be controlled preferable with two or more people. Before completing the task make sure that area where the mast could fall is clear and that unauthorised people do not enter the area of the lift.</p>	<p>None. Residual Probability: very low</p>

CASTLE SEMPLE SAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
SAILING SAFETY - RACING			
<p>Hazard: drowning from capsize or falling overboard. Severity: death. Probability: low.</p>	<p>Sailors.</p>	<p>Those racing are experienced sailors aware of risk. The safety boat must be on the water with helm and crew before a race can take place. All participants are required to wear adequate personal buoyancy. Person in charge to decide if conditions are suitable to hold race. Person in charge empowered to reduce length of course or cancel in severe conditions.</p>	<p>None Residual Probability: very low</p>
<p>Hazard: hypothermia from immersion or exposure. Severity: loss of limbs, death. Probability: low.</p>	<p>Sailors.</p>	<p>Safety Boat to be on the water with helm and crew before a race can take place. Person in charge to evaluate if conditions are suitable – risk higher in strong winds and racing in the Winter and early Spring / late Autumn.</p>	<p>Person in charge to have power of veto on participants inappropriately dressed for racing. Residual Probability: very low</p>
<p>Hazard: injury through collision with other water craft. Severity: concussion, cuts, bruises. Probability: medium.</p>	<p>People on the water (sailors, windsurfers etc.).</p>	<p>The Racing Rules of Sailing are mandatory and will be obeyed by all competitors. These are designed to minimise the risk of collision.</p>	<p>None Residual Probability: low</p>

CASTLE SEMPLE SAILING CLUB – RISK ASSESSMENT

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
Hazard: injury through being struck on the head by boom Severity: concussion, cuts, bruises Probability: low.	Sailors	Sailors who have progressed to racing will be aware of this risk.	None. Residual Probability: low
Hazard: injuries- from equipment on boat. Severity: concussion, cuts, bruises. Probability: low.	Sailors	Sailors who have progressed to racing will be aware of this risk. Person in charge to decide if conditions are suitable – risk higher in strong winds.	None. Residual Probability: low

