

# **ROYAL NAVY SAILING ASSOCIATION**



## **Safety Management Plan**

**Sponsor: Chief Executive Officer RNSA**

**Version: 1.0**

**Dated: March 2019**

# Contents

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<b>Introduction</b>	4
<b>Plan</b>	
Standards	4
Key Roles and Responsibilities	4
Watersports Activity Centres	5
Insurance	6
<b>Do</b>	
Safety Risk Management	7
Emergency Planning	8
Reporting	8
Equipment Safety	9
<b>Check</b>	
Assurance	10
Audit	10
<b>Act</b>	
Governance	11
Review	11
<b>Annex</b>	
A. RNSA Risk Assessments: MOD Form 5010	
B. Administration Order and Specific Risk Template: MOD Form 5010	
C. Dynamic Risk Assessment	

## FOREWORD

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The Policy Statement by the Secretary of State (SoS) for Defence for Health, Safety and Environmental Protection (HS&EP) applies to everyone and all organisations within Defence who conduct defence activities, including sport. It is a fundamental objective that the risk to the health and safety of anyone conducting, or affected by, Defence activities is as low as reasonably practicable (ALARP).

Sailing, as a recognised Royal Navy sport, is managed by the Royal Navy Sailing Association (RNSA) whose officials act in accordance with the governance arrangements directed by the National Governing Body for sailing, namely the Royal Yachting Association (RYA)

To achieve the SoS's policy outlined above, the RNSA's Safety Management Plan (SMP), this document, defines the Health and Safety (H&S) organisation and arrangements put in place to ensure the safe delivery of RNSA activity; this includes organising and participating in development and competitive sailing.

This SMP is issued by the RNSA Central Committee on my behalf. It follows the guidelines outlined in JSP 660 which sets out MOD policy for sport in the Armed Forces and BRd51 which provides direction for the safe conduct and delivery of sport in the RN. This SMP seeks to cover only the specific detail pertaining to the RNSA and is therefore intended to be read along with higher level RN safety management guidance and not read in isolation.

As the Chairman of the RNSA I am accountable to the Second Sea Lord for ensuring the safe delivery of activities conducted by the RNSA. I therefore expect that Flag Officers, Branch Captains and all those leading the delivery of sailing activity under the RNSA burgee read this document, become familiar with its contents and act in accordance with its requirements.

I welcome any feedback on how we can improve our safety management; if you identify an issue do not wait for a formal meeting, tell me.

*Rob Bellfield*

**R J A Bellfield**  
**Commodore Royal Navy**  
**Chairman**  
**Royal Navy Sailing Association**

# PLAN

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## Safety Standards

1. The RNSA has a duty of care to people in line with its responsibilities under the Health and Safety at Work etc Act 1974. In general, terms the standards applied to RNSA activities are to be in alignment with National Governing Body (NGB) standards. Where it is not suitable to apply NGB standards, this should be recorded in this safety management plan or risk register.
2. The Royal Yachting Association (RYA), as the NGB for sailing, provides firm guidance for the safe delivery of sailing. To ensure RNSA sailing is delivered as safely as possible, RYA guidance is to be followed, unless the RN requirement is deemed to set a higher standard.

## Applicability

3. This SMP is applicable to all RNSA Naval Service sailing members and all activity delivered by and for Naval Service members. It does not cover social activities for the membership or activity conducted by and for non-serving members.

## Key Roles and Responsibilities

4. Responsibilities for those involved in RNSA safety management are as follows:

- (a) **Chairman.** The Chairman is appointed by the Director of Naval Sport (DNS) on behalf of the Second Sea Lord (2SL) and is then accountable to 2SL for the efficient administration of their organisation. BRd51<sup>1</sup> requires a Chairman to:

*Operate your sport in accordance with the rules and regulations of the [appropriate] National Governing Body (NGB).*

Whilst JSP 660<sup>2</sup> provides more detail:

*As Chairman, you manage the risk with the appropriate safety management plan for your Association's activities. You are to:*

*(a) ensure that the Association conducts its sport in an appropriately safe manner in accordance with NGB rules and compliance with MOD regulations. Where NGB rules fail to mitigate the risk to life adequately or to the standard required by MOD regulation, you are to establish risk management systems to ensure any risk is as low as reasonably practicable, using best practice within single Service sports boards. Single Service Heads of Sport hold the risk for the participation of their Service personnel and they manage that risk through the chairmen of their respective sports associations. Where necessary, you are to assure the single Service sports association chairman that the risk management of UKAF sporting activity is appropriately safe for the participation of their Service personnel.*

*(b) establish assurance procedures for your sport, conducting self-assurance (1st party audit) within the association. Internal assurance (2nd party audit) is to be managed by the appropriate single Service where the responsibility for managing/chairing the association rotates between the Services or the secretary position is permanent within a single Service. External assurance may be directed on a risk based approach.*

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<sup>1</sup> BRd 51 Sport in the Naval Service Annex 2C Terms of Reference – Chairman RN Sports Association

<sup>2</sup> JSP 660 Pt 1 Appendix 1 to Annex C to Chapter 1 ara 6.

The Chairman is thus the Senior Safety Manager (SSM) and has responsibility to ensure that a SMP is established, put into practice across all RNSA activity and is regularly reviewed.

(b) **Rear Commodores.** Rear Commodores are responsible for ensuring that the policy within this SMP is adhered to within their discipline and that all incidents are reported immediately to the Chief Executive Officer (CEO). Every RNSA sailing event is to be risk assessed prior to the event taking place. The Generic Risk Assessments are at Annex A, the Administration Order and Specific Risk Template is at Annex B with the Dynamic Risk Assessment pro-forma at Annex C.

(c) **Branch Captains.** Branch Captains are responsible for ensuring that the policy within this SMP is adhered to within their Branch and that all incidents are reported immediately to the CEO. Every RNSA event is to be risk assessed prior to the event taking place. An example of an Administration Order and Specific Risk Template at Annex B with the Dynamic Risk Assessment pro-forma at Annex C.

(d) **CEO.** The CEO is:

- (1) The sponsor for this SMP, maintaining it on behalf of the Chairman;
- (2) The central point of contact for the reporting of incidents and accidents; and
- (3) Responsible for administering the audit process and maintaining sufficient records in line with policy.

(e) **Event Managers/Tour Manager/Team Captains/Skippers.** As a part of their supervisory responsibilities, event organisers have specific risk management responsibilities as detailed later in this SMP (para 15-18).

(f) **Race Officers.** RNSA Race Officers are to hold an appropriate NGB level of qualification depending on the role they are fulfilling; generally minimum [RYA Club Race Officer](#).

(g) **Individuals.** Individuals participating in RNSA organised activities have a responsibility towards the maintenance of their own personal safety, that of their fellow participants and the general public.

## **Watersports Activity Centres (WACs)**

5. The WACs and the activities they conduct are not the direct responsibility of the RNSA; they are the responsibility of the Commanding Officer of their associated establishment. In order to retain custody of RNSA craft, WACs are to be administered by a RYA Principal and maintain RYA accreditation relevant to the activities they undertake and the boats within their control. In addition, they must maintain, and operate in accordance with, an up to date Operating Procedure. Assurance is provided through the RN Sailing Manager.

## **Operating Procedures**

6. Individual keelboats operating outside of a recognised WAC are to have an operating procedure document specifying (as a minimum):

- a) Skipper brief
- b) Operating category of the vessel (max crew numbers, distance offshore, max wind strength etc).
- c) Safety Equipment – inc Lifejackets and lifesaving equipment
- d) Fire precautions
- e) First Aid

f) Emergency Procedures and communications

7. RNSA Branches are to produce and maintain Operating Procedures, with Risk Assessments, to cover all sailing activities.

### **Insurance**

8. While insurance does not reduce the likelihood of an accident, it can help to ensure prompt access to the best medical help and also protects the RNSA from significant financial liability should an accident occur. Accordingly, the RNSA holds appropriate public liability insurance. Event managers are to ensure that participants hold appropriate insurance to cover them for competition, third party or personal accident risks. This will be achieved by signature on the individual registration process.

### **Training and Education**

9. It is the responsibility of all to have the necessary knowledge, experience, practical ability and skill to perform their duties competently and safely. All personnel must understand and comply with the legislation, codes of practice, international conventions and MoD Policy required of them by their post and responsibilities within the RNSA.

10. Relevant RNSA Operating Procedures are to specify the level of training and qualifications for specific roles.

## Safety Risk Management

11. All forms of sailing expose participants to hazards. Analysis of these hazards and the controls and mitigations in place to reduce the resulting risks are a core element of a successful SMP. Residual risks (i.e. after controls and mitigations have been applied) are to be demonstrably managed to as low as reasonably practical (ALARP) ensuring that the activity giving rise to the risk remains Tolerable<sup>3</sup>. These risks then need to undergo review at intervals proportionate to the risk posed.

12. The risk assessment process is to have been followed for all RNSA sailing activities which present a credible risk of harm<sup>4</sup>.

13. **Risk Assessment Process.** Risk assessments must be carried out by suitably qualified experienced personnel (SQEP) in the activity being assessed. It is recommended that the MOD Form 5010 as shown in Annex A is used. There are four key stages of risk assessment:

(a) **Hazard Identification.** The first stage of risk assessment involves the identification of hazards applicable to a given activity. Hazards are physical situations (e.g. cold water, UV rays) or the state of a system (e.g. highly loaded halyard, swinging boom) that have the potential to cause harm. The hazard identification process needs to be undertaken within a clearly bounded context (the hazards introduced by yacht racing in the Solent are different to those experienced by Volvo Ocean Race sailors) and to a specific group of people (usually just RNSA crew).

(b) **Risk Evaluation.** The residual risk associated with each hazard is then assessed for severity of the consequence (e.g. drowning, limb fracture, burns) and likelihood of occurrence taking existing controls (reduce the likelihood of an event occurring e.g. using CE marked equipment, adequate training) and mitigations (to reduce the consequence if it does occur e.g. first aid training, SAR cover). This assessment is to include evaluation of whether the residual risk is ALARP (can we reasonably do more to reduce the risk further).

(c) **Risk Recording and Implementation.** The results of the risk assessment are to be formally recorded unless it is deemed that the residual risk is negligible or insignificant<sup>5</sup>. Additional controls and mitigations to manage a risk as ALARP are to be implemented; if they cannot then the risk must be escalated or the activity ceased.

(d) **Risk Review.** The risks must be reviewed on a regular, but proportionate, basis paying particular attention to; the effectiveness of controls and mitigations; learning from related accidents/incident; and any new controls or mitigations that may now be available (e.g. new technology). Corrective action may be required to be taken to maintain the ALARP status.

14. **Types of Risk Assessment.** There are three recognised types of risk assessment that allow for differing circumstances:

(a) **Generic.** Risk assessments for generic, regularly conducted activities should be held in a Risk Register, the generic risk assessment for Windsurfing, Dinghy Sailing and Yacht Sailing at Annex A. These will cover broad ranging activities and if, when undertaking one of these activities, the circumstances match the Generic risk assessment then no further action

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<sup>3</sup> HSE's Reducing Risks, Protecting People 2000 – Tolerability of Risks

<sup>4</sup> Drawing an equivalence to The Management of Health and Safety at Work Regulations 1999, Regulation 3 – “Every employer shall make suitable and sufficient assessment of the risks to health and safety of his employees to which they are exposed whilst at work”.

<sup>5</sup> HSE's Reducing Risks, Protecting People 2000 – Tolerability of Risks

is required other than to ensure the controls and mitigations remain in place and a Dynamic Risk Assessment is completed prior to the activity.

(b) **Specific.** Specific risk assessments build on Generic assessments and will most commonly be used to assess a specific activity, event or tour (e.g. 24hr race, Fastnet, windsurfing round the IoW, Training Camp or Overseas Visits) that introduces hazards not considered or adequately controlled by the Generic assessment (e.g. fatigue, extreme weather or distance from safe haven). Event Managers and Tour Managers will be expected to undertake Specific Risk Assessments for their event or tour as part of the Admin Order. A generic template for an Admin Order is at Annex B.

(c) **Dynamic.** Dynamic risk assessments are the most common and arguably the most important type of risk assessment. These are often carried out at the water's edge before a day's activities commence or on the water to take account of varying local conditions. The result may be to apply additional controls and mitigations as required. The Dynamic Risk Assessment proforma is at Annex C and is to be completed by a suitable qualified and experienced individual each day of the activity or when circumstance dictate a review.

## Emergency Planning

15. RNSA activities take place across MOD establishments and within civilian competitions often outside of normal working hours. It is therefore essential that Event Managers/Team Captains/Systems understand what specific emergency plans are required and their reporting responsibilities.

16. Emergency plans will normally be specific to the site you are operating from. Event Managers must consider how emergency assistance can be sought at their location, the practicalities of evacuation of casualties and the implications of an incident on the rest of the event. The RNSA requires event organisers to specify emergency arrangements in their Administrative Orders.

## Reporting

17. In all instances of injury, the event organiser is to inform the RNSA CEO as soon as is reasonably practicable, to discuss the nature of injury and the implications on the remainder of the event. Event Managers are also to ensure that an NLIMS Initial Report Form is submitted and distributed in accordance with the instructions on the form. The RNSA CEO will lead on informing the RNSA Chain of Command as appropriate.

18. Following a reportable occurrence, the Chain of Command (CoC) responsible for the authorisation of the particular sporting activity is to provide the following<sup>6</sup>:

(a) The information that needs to be passed via the injured person's parent unit to the Joint Casualty and Compassionate Centre (JCCC) is contained in a Notification of Casualty report (NOTICAS) which includes the following information provided by the Event Manager/Tour Manager/Team Captain/Skipper needs to provide:

(1) Number, rank, name and unit of casualty.

(2) Casualty category, i.e. very seriously ill (VSI), seriously ill (SI), incapacitating illness injury (III) or unlisted (UL). The category may be obtained from the medical authorities where the casualty is being treated, but it should be noted that civilian medical staffs may not use precisely the same definitions. VSI is reserved for cases where life or reason is imminently at risk.

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<sup>6</sup> BRd 51 Vol 4 para 0806

- (3) Date, time and location of the incident.
- (4) Other information about the incident.
- (5) Details of injuries, if known, and the current location of the casualty, provide the name and telephone number of the hospital, including the ward and preferably the name of the doctor.
- (6) Whether the emergency contact of the Next of Kin has been informed.
- (7) Your contact details, name, mobile telephone number.

(b) In the event that the casualty's parent unit cannot be contacted, the information in the NOTICAS report should be relayed directly to the JCCC. Contact details are:

- (1) Phone (civilian direct dial): (0044) (0) 1452519951
- (2) Fax: (0044) (0) 01452 510807

### **Physical Fitness**

19. All RN personnel must have passed the Naval Swimming Test. Other Services' personnel entering RNSA events are to have either passed the JSAT swim test, or sign a written declaration that they are capable of meeting the swim JSAT test standard as part of the event entry form.

20. Personnel with pre-existing injuries or medical conditions that may impact on their ability to conduct strenuous water-based activity are to declare the condition to the event organiser/skipper. The event organiser/skipper has the authority to refuse participation if, in their judgement, an individual is unsuitable to take part.

### **Equipment Safety**

21. **Personal Equipment.** All safety equipment worn by RNSA participants is either to be MoD supplied Water Safety Equipment (WSE) or alternative non-public WSE of an equivalent or higher specification. Non-MoD WSE must be procured from recognised and approved agents/supplier and maintained in accordance with the OEM's specification<sup>7</sup>. Records of such maintenance must be retained for 3 years.

22. **Craft.** RNSA boats/boards are to be maintained iaw the manufacturer's instructions but it is the helm/skipper's responsibility to ensure that the boat they are about to use is fit for the purpose that it is about to be used for. It is the helms/skipper's responsibility to ensure that the craft is operated within the Category and/or Coding for which the craft is capable. The use of an individual's privately-owned boat is beyond the scope of this SMP and it is the organizing authority's right to deny use such craft at an event.

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<sup>7</sup> 2019DIN04-xxx

## CHECK

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### Assurance

23. Branch and Rear Commodore committee meetings are to review accidents and incidents that have occurred in the period preceding the meeting. They are also to review feedback for improvement submitted in the wake of events or competitions.

### Audit

24. Audit of RNSA activity will be conducted at the different levels:

- (a) **1<sup>st</sup> Party.** The RNSA will conduct 1<sup>st</sup> party sports safety assurance of disciplines and branches through peer review by Rear Commodores and Branch Captains under a process administered by the CEO.
- (b) **2<sup>nd</sup> Party.** SO2 Sport will conduct periodic audits of the RNSA, or direct an audit by peer organisations such as comparable, reputable sailing organisations.
- (c) **3<sup>rd</sup> Party.** DNS through his team based at TEMERAIRE will conduct 3<sup>rd</sup> Party Audit to ensure compliance against more generic sports safety policy requirements.
- (d) **4<sup>th</sup> Party.** Independent safety audit by DSA or NGB.

# ACT

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## **Governance**

25. The Finance and General Purpose Committee (F&GP) is the formal body for the review of the RNSA's safety performance and for sentencing of actions highlighted during the audit process.

26. Safety performance will then be reported to the Central (Executive) Committee.

## **SMP Review and Amendments**

27. This SMP is to be reviewed annually. Outside of this review cycle, suggestions for amendments are to be forwarded in the first instance to the CEO.

MOD Risk Assessment Form		MOD Form 5010
Establishment /Unit/Ship: RNSA		Assessment Ref: RNSA SMP
		Date: Dec 18
Section/Department: RNSA Windsurfing		Assessment Type
		Specific <input type="checkbox"/>
		Generic <input checked="" type="checkbox"/>
Activity/Process: RNSA Windsurfing		
		Who is at risk:
		RNSA Personnel: <input checked="" type="checkbox"/>
		Non-RNSA Personnel involved in the activity: <input checked="" type="checkbox"/>
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>
Ref	Hazard	RA Required
1	Falling into the water and being hit by the rig.	Yes
2	Injury as a result of collision or other accident.	Yes
3	Gear failure and damage to windsurfing board.	Yes
4	Collision between sailors.	Yes
5	Separation from equipment.	Yes
6	Medical pre-conditions.	Yes
7	Collision between sailors and other vessels	Yes
8	Sailor incompetence.	Yes

9	Deterioration of weather or sea conditions.	Yes
10	Tide, strong current, wind and over tide conditions	Yes
11	Communications lost due to distance, interference or equipment failure.	Yes
12	Safety boat problems, crew sickness, breakdowns etc.	Yes

Likelihood		Risk Matrix		
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Occasional occurrence.	2	2 Low	4 Med	6 High
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Severity		1 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.

Hazard Ref	RISK Associated with Hazard (How people may be harmed – type of injury or ill health)	Existing Control Measures (Note 2)	Risk Rating	Additional Controls Required (Note 2)	Review frequency (Note 3)
1	Persons in water at risk of drowning or hypothermia.	Wetsuits and Buoyancy aids worn at all times. Safety boat will attend quickly. Crews recovered to safety. Safety boats carry thermal blankets for hypothermia cases.	Occasional x Minor = LOW	Nil	Yearly
2	Cuts, sprains, bruising, breaks, blows to head, rope burns	Tactical positioning of safety boats at high risk areas. Safety boats vigilant and attend all incidents. First aid kits carried. Some trained with CPR capability. Injured sailors returned to jetty. Event organizer to call emergency services if necessary.	Occasional x Minor = LOW	Nil	Yearly

Annex A to  
RNSA SMP

3	Disablement, or failure of equipment. Inability to return to shore	Safety boats vigilant and attend all incidents. Damaged board and rig towed ashore and sailor taken on board. Signals well understood.	Occasional x Minor = LOW	Nil	Yearly
4, 7	Injury, separation from equipment. Damage to board and rig.	Congestion minimized by sailors being mindful of other sailors on the water Special care when towing. Activity taking place out of congested areas.	Occasional x Minor = LOW	Nil	Yearly
5	Potentially leading to drowning	Safety boat crews dressed ready to enter water to assist sailors. Sharp knife carried. Tactical positioning of safety boats and ratios minimizes time to attend. Safety boat drivers suitably qualified and briefed to attend all incidents quickly.	Occasional x Minor = LOW	Nil	Yearly
6	Fatigue, dehydration, hypothermia, other condition.	Safety boats vigilant and attend all incidents. Event management takes account of time on water in prevailing weather. Pre-conditions know to Race Officer and boat crews.	Occasional x Minor = LOW	Nil	Yearly
8	Need greater attention from safety boats. Potential to cause accidents.	High vigilance by safety boats, encourage sailors to return to the beach if in difficulty.	Occasional x Minor = LOW	Nil	Yearly
9, 10	Safety boats may not be able to support all sailors in difficulty. Many in the water.	For all weathers, close watch on weather forecasts and developing conditions. Event Management to direct all sailors off the water to enable focus on individuals in trouble Call coastguard if safety boats become overloaded.	Occasional x Minor = LOW	Nil	Yearly
11	Loss of control of event and safety on the water.	All teams briefed on this risk assessment and control measures, and to follow them independently until comms re-established. Flag signalling briefed at competitor and safety brief. Mobile phone contacts as a backup.	Occasional x Minor = LOW	Nil	Yearly
12	Safety boat needs assistance and draws	Problem reported to Event Management. Extra safety boat in case crew need to be landed.	Occasional x Minor = LOW	Nil	Yearly

resources. Unable to return or function.					
<b>Assessor</b>			<b>Manager (Note 4)</b>		<b>Overall Activity/Process Risk Rating</b>
<b>Name:</b>	W Shirley		<b>Name:</b>		
<b>Rank/Grade:</b>	Cdr RN		<b>Rank/Grade:</b>		
<b>Date:</b>	Dec 18		<b>Date:</b>		
<b>Sig:</b>			<b>Sig:</b>		
<b>Line Manager Assessment Review</b>					
<b>(Note 3 and 4)</b>					
<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	

**Notes:**

- 1 If using a 'Generic' risk assessment, Assessors and line managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
- 3 Risk Assessments are to be reviewed:
  - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
  - where required by local instructions/procedures;
  - if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
  - if there is reason to doubt the effectiveness of the assessment.
  - following an accident or near miss.
  - following significant changes to the task, process, procedure, personnel or line management.

- following the introduction of more vulnerable personnel.
- If a “Generic” assessment then prior to use.

4 Line managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix</b> <b>Likelihood X Severity</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

## MOD Risk Assessment Form

MOD Form 5010

Establishment /Unit/Ship: RNSA		Assessment Ref: RNSA SMP	Date: Dec 18
Section/Department: RNSA Dinghy Sailing		Assessment Type	
		Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/>
Activity/Process: RNSA Dinghy Sailing		Who is at risk:	
		RNSA Personnel: <input checked="" type="checkbox"/>	
		Non-RNSA Personnel involved in the activity: <input checked="" type="checkbox"/>	
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>	
Ref	Hazard	RA Required	
1	Dinghy Launch, Recovery and Manual Handling	Yes	
2	Capsize	Yes	
3	Entrapment	Yes	
4	Contact with unclean water	Yes	
5	Exposure	Yes	
6	Medical pre-conditions.	Yes	
7	Collision between dinghies	Yes	
8	Sailor incompetence.	Yes	

9	Moving rigging	Yes
10	Tide, strong current, wind and over tide conditions	Yes
11	Communications lost due to distance, interference or equipment failure.	Yes
12	Safety boat problems, crew sickness, breakdowns etc.	Yes

Likelihood					
Likelihood		Risk Matrix			
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High	
Occasional occurrence.	2	2 Low	4 Med	6 High	
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med	
Severity		1	2	3	
		Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.	
Hazard Ref	RISK Associated with Hazard (How people may be harmed – type of injury or ill health)	Existing Control Measures (Note 2)	Risk Rating	Additional Controls Required (Note 2)	Review frequency (Note 3)
1	Slips, trips and falls. Manual handling injury	Site Specific RAs and Dynamic RAs and Briefs. Experience/Familiarity. NGB Qualifications (RYA Level 2 Standard Minimum). Or Instructor Supervision.	Occasional x Minor = LOW	Nil	Yearly
2, 9	Cold Shock Water Ingestion Head Injury	Experience/Familiarity. Sailing specific clothing. Mandatory use of Buoyancy Aids. Powered Rescue/Umpire/Instructor Boats in Vicinity. NGB Qualifications (RYA Level 2 minimum).	Occasional x Minor = LOW	Nil	Yearly
3	Limb Injury Water Ingestion	Experience/Familiarity. Sailing Specific Clothing. Mandatory use of Buoyancy Aids. Powered	Occasional x Minor = LOW	Nil	Yearly

Annex A to  
RNSA SMP

		Rescue/Umpire/Instructor Boats in Vicinity. NGB Qualifications (RYA Level 2 minimum).			
4	Water Borne Diseases	Site Specific RAs and Dynamic RAs and Briefs. Experience/Familiarity. Showers on Site.	Occasional x Minor = LOW	Nil	Yearly
5	Sunburn Dehydration Fatigue Cold Shock	Experience/Familiarity. Site Specific RAs and Dynamic RAs and Briefs Sailing Specific Clothing.	Occasional x Minor = LOW	Nil	Yearly
6	Fatigue, dehydration, hypothermia, other condition.	Safety boats vigilant and attend all incidents. Event management takes account of time on water in prevailing weather. Pre-conditions know to Race Officer and boat crews.	Occasional x Minor = LOW	Nil	Yearly
7, 9	Impact Head Injury Finger/Limb Crushing Injury	Experience/Familiarity. NGB Qualifications (RYA Level 2 minimum)	Occasional x Minor = LOW	Nil	Yearly
8	Need greater attention from safety boats. Potential to cause accidents.	High vigilance by safety boats, encourage sailors to return to the beach if in difficulty.	Occasional x Minor = LOW	Nil	Yearly
10	Safety boats may not be able to support all sailors in difficulty. Many in the water.	For all weathers, close watch on weather forecasts and developing conditions. Event Management to direct all sailors off the water to enable focus on individuals in trouble Call coastguard if safety boats become overloaded.	Occasional x Minor = LOW	Nil	Yearly
11	Loss of control of event and safety on the water.	All teams briefed on this risk assessment and control measures, and to follow them independently until comms re-established. Flag signalling briefed at competitor and safety brief. Mobile phone contacts as a backup.	Occasional x Minor = LOW	Nil	Yearly
12	Safety boat needs assistance and draws resources. Unable to return or function.	Problem reported to Event Management. Extra safety boat in case crew need to be landed.	Occasional x Minor = LOW	Nil	Yearly

Assessor								Manager (Note 4)				Overall Activity/Process Risk Rating	
Name:		W Shirley		Name:						Low			
Rank/Grade:		Cdr RN		Rank/Grade:									
Date:		Dec 18		Date:									
Sig:				Sig:									
Line Manager Assessment Review													
(Note 3 and 4)													
Date:				Date:				Date:					
Name:				Name:				Name:					

Notes:

- 2 If using a 'Generic' risk assessment, Assessors and line managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
- 3 Risk Assessments are to be reviewed:
  - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
  - where required by local instructions/procedures;
  - if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
  - if there is reason to doubt the effectiveness of the assessment.
  - following an accident or near miss.
  - following significant changes to the task, process, procedure, personnel or line management.
  - following the introduction of more vulnerable personnel.
  - If a "Generic" assessment then prior to use.

- 4 Line managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix</b> <b>Likelihood X Severity</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

## MOD Risk Assessment Form

MOD Form 5010

Establishment /Unit/Ship: RNSA		Assessment Ref: RNSA SMP	Date: Dec 18
Section/Department: RNSA Yachting		Assessment Type	
		Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/>
Activity/Process: RNSA Yachting		Who is at risk:	
		RNSA Personnel: <input checked="" type="checkbox"/>	
		Non-RNSA Personnel involved in the activity: <input checked="" type="checkbox"/>	
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>	
Ref	Hazard	RA Required	
1	Drowning	Yes	
2	Sun Burn	Yes	
3	Slippery walkways and Jetties	Yes	
4	Fall from height (mast)	Yes	
5	Fire	Yes	
6	Injuries – Crushes and Cuts	Yes	
7	Head injury caused by rigging	Yes	
8	Dynamic movement of equipment	Yes	

9	Explosion	Yes
10	Breaking Waves	Yes
11	Man Overboard	Yes
12	Cold Exposure	Yes
13	Collision	Yes
14	Significant structure failure (keel, hull, standing rigging)	Yes

Likelihood					
Likelihood		Risk Matrix			
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High	
Occasional occurrence.	2	2 Low	4 Med	6 High	
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med	
Severity		1 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.	

Hazard Ref	RISK Associated with Hazard (How people may be harmed – type of injury or ill health)	Existing Control Measures (Note 2)	Risk Rating	Additional Controls Required (Note 2)	Review frequency (Note 3)
1	Persons in water at risk of drowning or hypothermia.	Follow SMP policy on the wearing of lifejackets and buoyancy aids. Further mitigation is to hold on to any floating equipment until rescued.	Occasional x Minor = LOW		Yearly
2	Risk of Sunburn	Regular application of Sun cream.	Occasional x Minor = LOW		Yearly

Annex A to  
RNSA SMP

3	Injury through slips, trips and falls	All crew briefed to take extra care when operating on jetties/walkways. Appropriate footwear to be worn at all times. Do not run on the jetties. Take care walking on the concrete matting.	Occasional x Minor = LOW		Yearly
4	Risk of falling from height	Follow Offshore SOP guidance for ascending mast.	Rare x Serious = LOW		Yearly
5	Risk of fire/burns	Fire extinguisher available. Offshore SOP guidance outlines all fire safety precautions to be adhered to at all times.	Occasional x Minor = LOW		Yearly
6	Fingers or limbs trapped in winches.	SOP guidance on winch operation inclusion in Safety Brief.	Occasional x Minor = LOW		Yearly
7	Boom hits head	Inclusion in Safety Brief. Covered as part of RYA Training Courses for skippers.	Rare x Serious = LOW		Yearly
8	Friction Burns/Crush injuries	Inclusion in Safety Brief.	Occasional x Minor = LOW		Yearly
9	Gas Explosion	SOP guidance on gas safety precautions. Inclusion in Safety Brief.	Rare x Serious = LOW		Yearly
10	Excessive movement of yacht	Copy of RYA Stability and Buoyancy Booklet G23/00 aboard each yacht.	Occasional x Minor = LOW		Yearly
11	Lost at Sea	Man overboard recovery training. Wearing of harnesses matched to conditions as directed by the skipper.	Rare x Serious = LOW		Yearly
12	Hypothermia	Skipper briefing and SOPs. Copy of RYA Sea Survival Practical Course Notes (SSPCN) aboard each yacht.	Rare x Serious = LOW		Yearly
13	Collision	SQEP skipper and mate. Maintaining lookout. AIS.	Rare x Serious = LOW		Yearly
14	Significant structural failure	Vessel Coding and associated inspections. Maintenance programme.	Rare x Serious = LOW		Yearly

Assessor		Manager (Note 4)		Overall Activity/Process Risk Rating	
Name:	W Shirley	Name:		Low	
Rank/Grade:	Cdr RN	Rank/Grade:			
Date:	Dec 18	Date:			
Sig:		Sig:			
<b>Line Manager Assessment Review</b>					
(Note 3 and 4)					
Date:		Date:		Date:	
Name:		Name:		Name:	

**Notes:**

- 3 If using a 'Generic' risk assessment, Assessors and line managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
- 3 Risk Assessments are to be reviewed:
  - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
  - where required by local instructions/procedures;
  - if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
  - if there is reason to doubt the effectiveness of the assessment.
  - following an accident or near miss.
  - following significant changes to the task, process, procedure, personnel or line management.
  - following the introduction of more vulnerable personnel.
  - If a "Generic" assessment then prior to use.

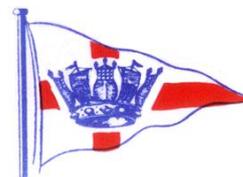
- 4 Line managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix</b> <b>Likelihood X Severity</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

## Royal Naval Sailing Association

10 Haslar Marina, Haslar Road, GOSPORT, PO12 1NU



Date.

### ADMINISTRATION ORDER - TEMPLATE.

Reference:

- A. BRd 51(4) Chapter xxx
- B. JSP 660 xxx

### Introduction/General

- Brief details of the title of the event with location, dates of departure and return.

### Aim.

- Aim and/or why the event is taking place.
- Specific objectives – training camp etc

### DIPCLEAR.

- Details of Dipclear if required.

### Eligibility

- Specifics about who is allowed to travel
- Eligibility to enter the event

### Competitors

- Minimum qualification/standard of competitors.
- Details of teams such as ladies/masters.

### Rules

- What rules apply and who will be the organising authority and officials.

### Licences or Qualifications

- What membership and qualifications the competitors must have and how to achieve the appropriate level.
- Competence levels.

### Location and Event.

- Specifics on location and any special arrangements.

### **Travel and Duty Status**

- Details on “On Duty” status and authorised travel

### **Accommodation.**

- How the team/competitors are to be accommodated.
- Individual arrangements.
- Team arrangements.
- Booking process and timings.
- Passes if required

### **8. Programme.**

- Daily breakdown of the event in the following format:

<b>Serial (a)</b>	<b>Time (b)</b>	<b>Event (c)</b>	<b>Comment (d)</b>
<b>Fri 21 July xx</b>			
1			
<b>Sat 22 July xx</b>			
5			

### **Messing/Food.**

- Messing arrangement
- Whether individuals need to make pre-arrangements

### **Equipment.**

- Equipment competitors will need – kit
- Equipment provided by the organisers
- Transport arrangement for special kit

### **Costs.**

- Income and expenditure and overall costings
- Entry costs
- Travel costs
- Details of grants

### **Health and Safety.**

- Safety plan details
- Reference to Specific Risk Assessments using MoD Form 5010 (Annex A)
- Who is responsible for Dynamic Risk Assessment and overall safety.
- Details of injury and casualty procedures.
- Safety arrangements by the organising authority (eg safety boats)
- Casualties and NOTICAS if required as an annex.

**Insurance.**

- Details of authority insurance
- Individual travel insurance with suitable Armed Forces Duty Clause.
- EHIC CARD if required.

**Trophies/Medals**

- What will be awarded.
- Who will be organising collection and return.

**Photographer**

- Who will be arranging.
- Details of where photography will be taking place.

**Nominal role.**

- Details of participants including Service Numbers are detailed below.
- Next-of-kin details arrangements if required.

Name	Rank	Service Number	Association Membership

**VIPs**

- Arrangements for VIPs if required.

**Code of Conduct.**

- Latest update to be included as an annex.

*(signed on original)*

F Bloggs  
Lt RN  
Team Captain

Annexes:

- A. Specific Risk Assessment *(not included in this template)*
- B. Code of Conduct *(not included in this template)*

**MOD Risk Assessment Form**

MOD Form 5010

Establishment /Unit/Ship: RNSA		Assessment Ref: RNSA SMP	Date: Dec 18
Section/Department: RNSA Event/Specific Risk Assessment		Assessment Type	
		Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/>
Activity/Process: RNSA Yachting		Who is at risk:	
		RNSA Personnel: <input checked="" type="checkbox"/>	
		Non-RNSA Personnel involved in the activity: <input checked="" type="checkbox"/>	
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>	
Ref	Hazard	RA Required	
1	e.g Drowning	Yes	

Likelihood		Risk Matrix		
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Occasional occurrence.	2	2 Low	4 Med	6 High
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
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<b>Assessor</b>			<b>Manager (Note 4)</b>		<b>Overall Activity/Process Risk Rating</b>
<b>Name:</b>		<b>Name:</b>			
<b>Rank/Grade:</b>		<b>Rank/Grade:</b>			
<b>Date:</b>		<b>Date:</b>			
<b>Sig:</b>		<b>Sig:</b>			
<b>Line Manager Assessment Review</b> (Note 3 and 4)					
<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	

**Notes:**

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<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

**Dynamic Risk Assessment:** Each Risk Value should be added in each Hazard Area to achieve an overall score.

Class		Organising Authority		Race Officer/ Event Organiser		Date	
Number of Craft Entered		Number of Safety Boats		VHF Channel		Wind Dir & Strength	

Risk Value ➤	1			2			3			4		
<b>Wind Strength (kts)</b>	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht
	0-8	0-8	0-10	9-14	9-14	10-20	15-22	15-22	20-30	23-30	23-30	30+
Risk Level	Low			Low/Med			Med/High			High		
<b>Air Temp (inc Chill Factor) °C</b>	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht
	25-15	25-15	25-15	14-10	14-10	14-8	9-5 or 25-30	9-5 or 25-30	7-0 or 25-30	5-(-5) or >30	5-(-5) or >30	<0 or >30
Risk Level	Low			Low/Med			Med/High			High		
<b>Sailing Area</b>	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht
	Enclosed	Enclosed	Harbour	Harbour	Harbour	Offshore Fleet	Known Sea	Known Sea	Offshore Singleton	Offshore	Offshore	Ocean
Risk Level	Low			Low/Med			Med/High			High		
<b>Standard of Competence</b>	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht
	High	High	High	Club+	Club+	All Competent	Qualified	Qualified	Mixed Crew	Novice	Novice	Min Quals
Risk Level	Low			Low/Med			Med/High			High		
<b>Safety Cover</b>	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht	Wind-S	Dinghy	Yacht
Safety Ratio/Support	1:6	1:6	1:10	1:12	1:12	Fleet Racing	1:15	1:15	In Company	1:20+	1:20+	Nil
Risk Level	Low			Low/Med			Med/High			High		

**Risk Score:** Any medium to high risks must be documented and evidence provided to ensure the risks are being suitable managed.

Low Risk =	5-7
Medium Risk =	8-14
High Risk =	15-20

Completed forms to be retained for 6 months