

# EASTBOURNE SOVEREIGN SAILING CLUB

## RS AERO OPEN 2020 COMMITTEE & RESCUE BOAT



### RISK ASSESSMENT AND METHOD STATEMENT FOR COVID SAFE EVENT

|                               |  |
|-------------------------------|--|
| Duration/Working Hours        | 27th August 2020 - 31st August 2020  |
| Main Point of Contact         | Rear Commodore - Andrew Hunt - 07715 922 957   |
| Emergency Contact             | Rear Commodore - Andrew Hunt - 07715 922 957   |
| Number of Club member Helpers | 29   |
| Number of Attendees           | 120 in 4 groups of 30  |
| First Aider Required          | ESSC will provide first aider  |
| Facilities                    | Provided by ESSC   |
| Emergency Procedures          | Rear Commodore - Andrew Hunt - 07715 922 957   |
| Accident Reporting Procedure  | Rear Commodore - Andrew Hunt - 07715 922 957   |
| Personal Protection Equipment | Refer to risk assessment   |
| Event Area                    | ESSC Premises and associated beach front   |
| General                       | <b>ALL ESSC MEMBERS ORGANISING AND HELPING AT THE EVENT WILL CARRY OUT ALL TASKS SAFELY WHILST BEING COVID SECURE AND FOLLOWING GOVERNMENT GUIDELINES. ALL ATTENDEES ARE TO CONFIRM THE ACCEPTANCE OF ESSC RULES AND RISK ASSESSMENTS.</b> |

By using the 5 x 5 matrix below Eastbourne Sovereign Sailing Club assess all the hazards and risks involved in the required task. We allocate each task a consequence ranking and a likelihood ranking, from those two scores we calculate the level of risk that the task carries to our staff and any others that may be affected by our actions. From this risk level we compile a risk control form which accompanies our risk assessments clearly showing how we intend to manage the risks involved, some further control measures which potentially could be implied may result in the risk level being reduced even further. Our team are trained and are competent at identifying any further hazards and risks that may arise while they are on site.

|   |    |    |    |    |
|---|----|----|----|----|
| 5 | 10 | 15 | 20 | 25 |
| 4 | 8  | 12 | 16 | 20 |
| 3 | 6  | 9  | 12 | 15 |
| 2 | 4  | 6  | 8  | 10 |
| 1 | 2  | 3  | 4  | 5  |

17-25 Unacceptable, stop the activity and make immediate improvement

10-16 tolerable, look to improve within specified time-scale

5-9 Adequate, look to improve if possible

1-4 Acceptable, no further action but ensure controls are maintained

#### CONSEQUENCE RANKING

- 1) Insignificant, no injury
- 2) Minor, minor injuries requiring first aid
- 3) Moderate, up to 3 days absence
- 4) Major, over 3 day absence
- 5) Catastrophic, death / disablement

#### LIKELIHOOD RANKING

- 1) Very unlikely, 1 in a million chance
- 2) Unlikely, 1 in 100,000 chance
- 3) Fairly likely, 1 in 10,000 chance
- 4) likely, 1 in 1000 chance
- 5) Very likely, 1 in 100 chance

**RESCUE AND COMMITTEE BOAT RISK ASSESSMENT FORM:**

| HAZARD/<br>HAZARDOUS<br>EVENT           | EXPECTED<br>CONSEQUENCE   | PEOPLE<br>AFFECTED                        | ASSESSMENT OF RISK  |                      |               | ACCEPTANCE<br>OF RISK LEVEL | ARE<br>CONTROLS<br>REQUIRED |
|---|---|---|---------------------|----------------------|---------------|-----------------------------|-----------------------------|
|   |   |   | LIKELIHOOD<br>LEVEL | CONSEQUENCE<br>LEVEL | RISK<br>LEVEL |                             |                             |
| Receiving race instructions             | Contact with person who is infected with Covid 19   | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| Changing to go sailing                  | Contact with person who is infected with Covid 19   | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| Poor control and command of rescue boat | Dangerous situation is created  | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| Rescue boat crew ability                | Dangerous situation is created  | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| Gear failure and damage to boat         | Disablement, sinking, or loss of manoeuvrability. Inability to return to shore.                               | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| Capsize and MOB                         | Persons in water at risk of drowning or hypothermia.  | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| Collision between boats                 | Injury, MOB. Damage to boats, and as above  | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| Seasickness                             | Limited ability of crew to participate in the safe management of the event and personal risk from dehydration | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |
| De hydration and hunger                 | Dehydration and reduced ability to participate in the safe management of the event                            | Organiser, Participant and General Public | 4                   | 5                    | 20            | Unacceptable                | Yes                         |

|   |   |   |   |   |    |              |     |
|---|---|---|---|---|----|--------------|-----|
| Sunny day                                 | Sun burn  | Organiser, Participant and General Public | 4 | 5 | 20 | Unacceptable | Yes |
| Preparing the boat before launching       | Contact with person or object that is infected with Covid 19  | Organiser, Participant and General Public | 4 | 5 | 20 | Unacceptable | Yes |
| Leaving and returning to the marina berth | Contact with person or object that is infected with Covid 19 and risk of slip or fall                                       | Organiser, Participant and General Public | 4 | 5 | 20 | Unacceptable | Yes |
| Transiting Eastbourne Marina Lock         | Contact with person or object that is infected with Covid 19 and risk of slip or fall                                       | Organiser, Participant and General Public | 4 | 5 | 20 | Unacceptable | Yes |
| Transiting to and from race area          | Contact with person or object that is infected with Covid 19, encountering poor weather conditions and risk of slip or fall | Organiser and Participant                 | 4 | 5 | 20 | Unacceptable | Yes |
| Launching marker buoys                    | Contact with person or object that is infected with Covid 19, encountering poor weather conditions and risk of slip or fall | Organiser and Participant                 | 4 | 5 | 20 | Unacceptable | Yes |
| Retrieving marker buoys                   |   |   |   |   |    |              |     |
|   | Contact with person or object that is infected with Covid 19, encountering poor weather conditions and risk of slip or fall | Organiser and Participant                 | 4 | 5 | 20 | Unacceptable | Yes |

|   |   |                           |   |   |    |              |     |
|---|---|---------------------------|---|---|----|--------------|-----|
| Event participant that requires general assistance    | Contact with person or object that is infected with Covid 19, encountering poor weather conditions and risk of slip or fall | Organiser and Participant | 4 | 5 | 20 | Unacceptable | Yes |
| Event participant that requires rescue from the water | Contact with person or object that is infected with Covid 19, encountering poor weather conditions and risk of slip or fall | Organiser and Participant | 4 | 5 | 20 | Unacceptable | Yes |
| Injury at sea   | Participant or organiser that requires urgent medical attention   | Organiser and Participant | 4 | 5 | 20 | Unacceptable | Yes |
| Proximity to other people whilst on boat              | Contact with person or object that is infected with Covid 19, encountering poor weather conditions and risk of slip or fall | Organiser and Participant | 4 | 5 | 20 | Unacceptable | Yes |

**COMMITTEE & RESCUE BOAT RISK CONTROL FORM:**

| RISK ARISING FROM   | EXISTING RISK LEVEL | CONTROL MEASURES  | ADDITIONAL CONTROL MEASURES                                | RESIDUAL RISK LEVEL |
|---|---------------------|---|--|---------------------|
| Receiving race instructions and understanding how the event is to be operated | 20                  | The organisers will have a full event briefing  | Social distancing maintained and method statement followed | 4                   |
| Changing to crew rescue boats   | 20                  | Club changing rooms and showers are not available during event  | Social distancing maintained and method statement followed | 4                   |
| Poor control and command of rescue boat                                       | 20                  | Safety briefing, helm ability recorded, following of club risk assessments                                  | Social distancing maintained and method statement followed | 4                   |
| Rescue boat crew ability  | 20                  | Safety briefing, crew ability recorded, following of club risk assessments                                  | Social distancing maintained and method statement followed | 4                   |
| Gear failure and damage to boat   | 20                  | Boat will be inspected prior to event   | Social distancing maintained and method statement followed | 4                   |
| Capsize and MOB   | 20                  | Safety briefing, helm ability recorded, following of club risk assessments and the wearing of buoyancy aids | Social distancing maintained and method statement followed | 4                   |
| Collision between boats   | 20                  | Safety briefing, helm ability recorded, following of club risk assessments                                  | Social distancing maintained and method statement followed | 4                   |
| Seasickness   | 20                  |   | Social distancing maintained and method statement followed | 4                   |
| De hydration and hunger   | 20                  | Crew to have access to food and drink whilst on boat  | Social distancing maintained and method statement followed | 4                   |
| Sunny day   | 20                  | Crew to use sun cream and or wear caps  | Social distancing maintained and method statement followed | 4                   |

|   |    |   |  |   |
|---|----|---|--|---|
| Preparing the boat before launching                   | 20 | Safety briefing, helm ability recorded, following of club risk assessments  | Social distancing maintained and method statement followed | 4 |
| Leaving and returning to the marina berth             | 20 | Safety briefing, helm ability recorded, following of club risk assessments and the wearing of buoyancy aids   | Social distancing maintained and method statement followed | 4 |
| Transiting Eastbourne Marina Lock                     | 20 | Safety briefing, helm ability recorded, following of club risk assessments and the wearing of buoyancy aids   | Social distancing maintained and method statement followed | 4 |
| Transiting to and from race area                      | 20 | Safety briefing, helm ability recorded, following of club risk assessments, the wearing of buoyancy aids and checking of the weather                      | Social distancing maintained and method statement followed | 4 |
| Launching marker buoys                                | 20 | Safety briefing, helm ability recorded, following of club risk assessments, the wearing of buoyancy aids and checking of the weather                      | Social distancing maintained and method statement followed | 4 |
| Retrieving marker buoys                               |    |   |  |   |
|   | 20 | Safety briefing, helm ability recorded, following of club risk assessments, the wearing of buoyancy aids and checking of the weather                      | Social distancing maintained and method statement followed | 4 |
| Event participant that requires general assistance    | 20 | Safety briefing, helm ability recorded, following of club risk assessments, the wearing of buoyancy aids and checking of the weather                      | Social distancing maintained and method statement followed | 4 |
| Event participant that requires rescue from the water | 20 | Safety briefing, helm ability recorded, following of club risk assessments, the wearing of buoyancy aids and checking of the weather                      | Social distancing maintained and method statement followed | 4 |
| Injury at sea   | 20 | Safety briefing, helm ability recorded, following of club risk assessments, the wearing of buoyancy aids and checking of the weather                      | Social distancing maintained and method statement followed | 4 |
| Proximity to other people whilst on boat              | 20 | Maintain distance if crew is not from same household, use face coverings when in close proximity for more than 15 minutes and sanitiser available on boat | Social distancing maintained and method statement followed | 4 |

## RESCUE & COMMITTEE BOAT METHOD STATEMENT:

|   | EXPECTED CONSEQUENCE  | PEOPLE AFFECTED   | ARE CONTROLS REQUIRED   |
|---|---|---|---|
| 1 | Receiving race instructions and understanding how the event is to be operated | Before the event begins, the organisers will attend a briefing and the race officer will run through all of the control measures put in place to enable a safe and successful event. Points covered will include safety, weather, number of boats, VHF procedures, distress situations and Covid risk management. | Social distancing maintained  |
| 2 | Changing to crew rescue boats   | The club changing rooms and showers are out of bounds at this time. All crews are to arrive at the boats ready to launch  | Social distancing maintained  |
| 3 | Poor control and command of rescue boat                                       | Each helm is to have been supervised in the operation of the rescue boats and made aware of their responsibility to the crew and participants. People always take priority over property.   | Social distancing always maintained and kill cords worn when the boat is moving |
| 4 | Rescue boat crew ability  | Each crew is to be made aware of the operation of the boat, if the helm was not at the controls and be able to enter the water to assist in the rescue of participants.   | Social distancing maintained  |
| 5 | Gear failure and damage to boat   | The boats will be inspected by the club bosun prior to the event  | Social distancing maintained  |
| 6 | Capsize and MOB   | The boats will be operated by the helm at speeds and in a manner, which suits the prevailing conditions, with care, skill and consideration to the crew, participants and other water users.  | Social distancing always maintained and kill cords worn when the boat is moving |
| 7 | Collision between boats   | The helm will always maintain a good look out and be aware of international collision regulations   | Social distancing always maintained and kill cords worn when the boat is moving |
| 8 | Seasickness   | The helm and crew must report to the Race Officer if they are continuously seasick and are unable to carry out the allocated tasks safely. If the boat cannot continue due to sea sickness it will be released by the Race Officer and asked to return to the harbour.  | Social distancing maintained  |

|    |   |   |  |
|----|---|---|--|
| 9  | De hydration and hunger                   | The helm and crew will carry their own drink and food, to enable them to be hydrated and fed through out the period they are scheduled to be at sea.  | Social distancing maintained   |
| 10 | Sunny day                                 | The helm and crew will use sun cream or wear protective clothing  | Social distancing maintained   |
| 11 | Preparing the boat before launching       | The helm will carry out checks for, engine, steering, hull, VHF, fuel, kill cord and safety equipment performance. All of these items must be in good condition before launching.   | Social distancing maintained   |
| 12 | Leaving and returning to the marina berth | At all times manoeuvres in the marina will be carried out at low speed with due care to other harbour users whilst following marina by laws.  | Social distancing-maintained<br>face coverings used if possible.<br>Buoyancy aids will always be worn and kill cords used. |
| 13 | Transiting Eastbourne Marina Lock         | At all times manoeuvres in the lock will be carried out at low speed with due care to other harbour users whilst following marina by laws.  | Social distancing maintained.<br>Buoyancy aids and kill cords always used.   |
| 14 | Transiting to and from race area          | At all times boat speed will be maintained to suit the weather conditions, a good look out maintained.  | Buoyancy aids and kill cords always used. Social distancing maintained or face coverings used if possible                  |
| 15 | Launching marker buoys                    | The buoys will be launched on the instruction of the Race Officer. Care is to be taken that the anchor rope is clear of the propeller. When launching place the buoy over the boat side, feed anchor warp and then launch anchor when you are happy with the buoy position. | Buoyancy aids and kill cords always used. Social distancing maintained or face coverings used if possible                  |



|    |   |   |   |
|----|---|---|---|
| 16 | Retrieving marker buoys                               | The buoys will be retrieved on the instruction of the Race Officer. Care is to be taken that the anchor rope is clear of the propeller. When approaching the buoy do so to ensure the anchor line cannot foul the propeller. Retrieve buoy and then motor slowly towards the anchor position whilst retrieving the anchor line and anchor. Do not coil the anchor line, flake the line into the basket. | Buoyancy aids and kill cords always used. Social distancing maintained or face coverings used if possible |
| 17 | Event participant that requires general assistance    | If a participant needs assistance, inform the Race Officer. Approach the participant and confirm that they are safe and identify what assistance is required. Update the Race Officer.  | Buoyancy aids and kill cords always used. Social distancing maintained or face coverings used if possible |
| 18 | Event participant that requires rescue from the water | If a participant needs to be recovered from the water, inform the Race Officer. Recover the participant confirm they are not injured and decide if the participants boat can be recovered safely. Priority of people over property always. The helms decision is final.   | Buoyancy aids and kill cords always used. Social distancing maintained or face coverings used if possible |
| 19 | Injury at sea   | If there is an injury at sea inform the Race Officer. If the injury is serious consider issuing a mayday followed by a code red radio message.  | Buoyancy aids and kill cords always used. Social distancing maintained or face coverings used if possible |
| 20 | Proximity to other people whilst on boat              | In the event that social distancing cannot be maintained, and close contact is for longer than 15 minutes, face coverings should be used. Hand sanitiser is to be available to the boat crew.   |   |