



U3A Risk Assessment. Sailing at Rickmansworth Sailing Club.



Members of the U3A, who are registered as members of affiliated U3A Dinghy Sailing groups, are allowed to sail on Troy Lake as associate members of Rickmansworth Sailing Club, and are bound by the rules of that club.

From the U3A website:

U3A stands for the University of the Third Age, which is a self-help organisation for people no longer in full time employment providing educational, creative and leisure opportunities in a friendly environment. It consists of local U3As all over the UK, which are charities in their own right and are run entirely by volunteers.

By extension, therefore, most U3A members are over 60, and may suffer from medical or mobility problems.

Nature of Risk	Likelihood of occurrence	Risk severity	Overall risk rating	Current controls	Notes/Further mitigation measures required
1. Access to Rickmansworth Sailing Club is by means of an unmetalled track, over a narrow bridge which crosses a weir, with parking in a field outside the gates of the Sailing Club which has an unfenced stream running alongside. The track and field can be muddy and slippery during and after wet weather. Risk of car accident and risk of falling in the mud or in the stream.	Low	Low	Low	Members of the U3A are advised to drive slowly down the track and to take care when crossing the bridge and not to park in muddy areas of the car park. Care should also be taken when parking close to the stream. The lake is also used by anglers and the track is used by walkers, so members of the U3A should be aware that there may be other cars and pedestrians on the track.	To be mentioned at every Safety Briefing No further mitigation measures required. Brief members and accept risk.



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2. Moving about within the grounds of the Sailing Club. There are lots of dinghies and trailers parked on the hardstanding beside the water, and there are dinghies under repair in the boatshed. There are also steps, mooring loops, building works and other trip hazards. Risk of damage to dinghies and risk of injury to persons.	Low	Low	Low	Members of the U3A are advised to take care when moving about near the parked dinghies or when retrieving equipment from the boatshed. When carrying booms, masts and other bulky pieces of equipment, members of the U3A should ensure they do not damage parked dinghies or injure other people or themselves.	RSC insist that their members who berth dinghies at the club should have £3 million public liability insurance. Club boats used by the Group are covered by RSC insurance against material damage and public liability. 3 rd Age Trust Insurance covers damage to any U3A material and third party liability but not members' personal injury. Members to consider whether they make their own insurance arrangements for other risks otherwise no further mitigation measures required. Brief members and accept risk.
3. Launching boats: Access to the lake is via ramps, steps and three floating pontoons. Risk of falling on the ramps and pontoons, risk of falling in the lake.	Low	Medium	Low	Members of the U3A are advised that care should be taken when dragging boats up and down the ramps. The pontoons can become slippery during and after wet weather and can be covered in bird droppings. Boats should only be launched or recovered when sufficient people are available to do this safely. The electric winch is available to facilitate getting boats up and down the launching ramp and should be used. Members of the U3A should wear a	A suitably experienced and competent Officer of the Day (OOD) is appointed by the U3A Group. Members of the U3A must obey the instructions of the OOD at all times No further mitigation measures required. Brief members and accept risk.



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				personal flotation device when on the ramps or pontoons.	
4. Electric winch: This is powered from an electric socket within the boatshed. Risk of injury from the winch itself or tripping or becoming tangled in the rope.	Low	Low	Low	The winch should only be used under the supervision of the OOD or by an appropriately trained operator. Members should ensure that the winch rope does not become tangled or trip people up.	Members of the U3A must obey the instructions of the OOD or the winch operator at all times No further mitigation measures required. Brief members and accept risk.
5. Weather: Sailing takes place from April to October. Weather conditions vary. Risk of hypothermia, sunstroke.	Low	Medium	Low	The OOD is responsible for gauging whether the weather conditions are suitable for sailing. All members of the U3A should complete a Registration document giving details of emergency contact, doctor, and any medical problems or allergies. This information will be available to the OOD. U3A members should also make the OOD, and (if appropriate) the helmsman aware of any relevant limitations they may have Members of the U3A who are permitted to go out on the water should be appropriately dressed and must wear a personal flotation device at all times.	Registration documents should be kept up to date No further mitigation measures required. Brief members and accept risk.



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				Suitable footwear should also be worn. Sunscreen should be applied in summer. Members of the U3A should bring a change of clothing	
6. Condition of water: Weil's Disease, Leptospirosis or Blue Green Algae. Risk of contracting disease	Low	Low	Low	Members of the U3A should be made aware that there is a low risk of contracting Weil's Disease or Leptospirosis which is a disease caused by organisms in animal droppings, particularly the urine of rats. It is caught through skin abrasions and cuts or through the eyes, nose or mouth. Existing cuts and grazes should therefore be covered with waterproof sticking plaster. Blue green algae is rarely a problem but can be toxic. Members of the U3A should shower after sailing, and consult their doctor if any symptoms typical of either of the above conditions appear.	Notices pinned on notice board No further mitigation measures required. Brief members and accept risk.



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7. Sailing: Risk of collision, going aground	Low	Medium	Low	Members of the U3A are not permitted to take a dinghy or canoe onto the lake unless a patrol boat is already on the water, or moored at the pontoon. The patrol boat should be manned by at least two people, one of whom should have attended an appropriate patrol boat course and have been approved by RSC. The boat should be equipped with a sealed safety box and a fire extinguisher. The kill cord should be used at all times. The helmsman is responsible for the boat and the crew. He or she should know which boat has right of way but should avoid colliding with other boats. The helmsman should also be aware of potential hazards on the lake such as shallows, overhanging trees, weed and buoys. More experienced members helm for less experienced crews and intervene if necessary when less experienced members are at the helm.	RSC insurance covers damage to boats owned by the Club (not by individual members) but does not cover personal injury. Members of the U3A can take out personal accident insurance if they think it appropriate. No further mitigation measures required. Brief members and accept risk.
8. Capsizing: Risk of drowning, hypothermia or serious injury	Medium	High	High	Members of the U3A are not permitted to take a dinghy or canoe onto the lake unless a patrol boat is already on the water, or moored at	Capsize Drill arranged when water is warm. No further mitigation measures required. Brief members and accept



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				the pontoon. The patrol boat should be manned by at least two people, one of whom should have attended an appropriate patrol boat course and have been approved by RSC. The boat should be equipped with a safety box. The kill cord should be used at all times. Two-way radios used to communicate between the patrol boat and the OOD. The helmsman is responsible for the boat and the crew. He or she should know which boat has right of way but should avoid colliding with other boats. The helmsman should also be aware of potential hazards on the lake such as shallows, overhanging trees, weed and buoys. More experienced members helm for less experienced crews and intervene if necessary when less experienced members are at the helm. All members of the U3A should have practiced capsize drill – this will be organised at some point during each sailing season. All members should be able to swim at least 10 metres, but should stay with the boat until rescued.	risk.



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				If necessary, the OOD will call the emergency services. U3A members should also make the OOD, and (if appropriate) the helmsman aware of any relevant limitations they may have.	
9. Sailing: Danger of head injury from impact by the boom whilst sailing	Medium	Medium	Medium	Crew awareness of potential hazards, especially when tacking and gybing. Helmsman should advise crew when they are about to tack or gybe.	Members consider whether to wear a suitable helmet or protective headwear. No further mitigation measures required. Brief members and accept risk.
10. Sailing: Failure of dinghy/rigging or equipment causes injury or capsize	Low	Medium	Low	Measures as per (8) above Rigging of boats checked visually by more experienced group members before sailing starts. Club boats thoroughly checked from time to time – Club has an on-line “fault-reporting” arrangement in place implemented if necessary by the Group Co-ordinator.	See (8) above No further mitigation measures required. Brief members and accept risk.
11. Kitchen: Risk of accident or injury	Low	Low	Low	Members of the U3A should take care when handling kitchen utensils and equipment, particularly the oven, barbeque and hot water tap.	A Catering First Aid kit is located in the kitchen. A Burns First Aid kit is located in the



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Risk of contamination by vermin	Low	Low	Low	All food waste should be disposed of properly in the bins provided	kitchen. No further mitigation measures required. Brief members and accept risk.
12. Other risks: In the clubhouse, training room, store buildings or decking : Risk of accident or injury. Risk of contamination by vermin	Low	Low	Low	Members of the U3A should take care when moving around the clubhouse. All accidents should be reported to the OOD and recorded in the accident book (kept in the club-house by the notice board). All waste should be disposed of properly in the bins provided. No crockery or glasses should be left outside. All areas of the clubhouse should be kept clean and tidy.	Fire extinguishers are located in the clubhouse There is an AED (Automatic External Defibrillator) near the main notice board in the clubhouse. No further mitigation measures required. Brief members and accept risk.
13. Major Incident (e.g. fire, explosion, gas leak etc) threatens safety of people on site	Low	Medium	Low	OOD to call emergency services and send someone to ensure gates are open and direct emergency services. OOD to call in any boats on the water. OOD to instruct everyone to leave the compound and assemble in the car park where he/she should organise a head count.	See notes at end on calling the emergency services and dealing with a major incident



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14. Member becomes ill during the session	Low	Low	Low	Members should be advised not to attend if they feel ill If a member appears to be ill, OOD to discuss their condition with them. OOD to be prepared to call the emergency services if thought to be necessary. All members of the U3A should complete a Registration document giving details of emergency contact, doctor, and any medical problems or allergies. This information will be available to the OOD. U3A members should also make the OOD or skipper aware of any relevant limitations they may have. Record kept of Group Members attending each meeting.	No further mitigation measures required. Brief members and accept risk.
15. Members contract Coronavirus or spread it to others	Low	High	Medium	Members not to attend meetings if showing any symptoms or having visited any high risk area within 14 days. All Government guidance and legislation followed (especially on social distancing, hand cleaning/sanitising and wearing of face covering. All guidance and operating procedures from RSC followed. Record kept of Group Members	Monitor evolving guidance and change controls/mitigation measures as appropriate. Brief members and accept risk.



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				attending each meeting	



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Calling the emergency services

Address: Rickmansworth Sailing Club, Troy Lake, Old Uxbridge Rd, West Hyde, Herts, WD3 9YB – access via Marble and Granite from A412.

But note that postcode shows as Marble & Granite Centre not the clubhouse.

Give emergency services the What3words code: twins:verge:patch

Send someone/people to ensure gates are open and direct emergency services

Dealing with a Major Incident

A 'major incident' is one in which an accident or other incident has happened which has involved the emergency services (Fire, Police or Ambulance) and is serious enough such that the press or other news media might take an interest. Assuming that any immediate danger has been resolved then the OOD should contact the Commodore or Vice Commodore who will implement the RSC's Major Incident Plan.

NB: do not speak to the press or other media

Current Club contact numbers

The Commodore is currently Jonathan Carter: 01923 284066 or 07807 099916

The Vice Commodore and Training Principal is Martyn Hawkins: 01753 651353 or 07951 694673