

<b>Hazards</b>	<b>Who might be harmed</b>	<b>P 1-10</b>	<b>S 1-10</b>	<b>Risk Factor</b>	<b>What precautions have been taken to reduce the risk? Risk Controls</b>	<b>Risk Factor With controls</b>	<b>What further action is needed to reduce the risk to ALARP PPE Requirements</b>
Accident with pedestrians and traffic whilst dropping off equipment in drop off zone.	Staff Competitors	<b>2 Unlikely</b>	<b>8 Single death</b>	<b>16 High</b>	<ul style="list-style-type: none"> <li>• Staff and competitors warned by car parking marshal to be aware of moving vehicles when dropping off and to use the pavement where possible</li> <li>• Only staff and competitors cars allowed in drop off turning circle to minimise exposure.</li> <li>• A watch kept for moving vehicles by Marshall.</li> <li>• Drop off only allowed between 7.30am and 9.00am so it is complete before the roads get busy with those visiting the town and shops for the weekend.</li> <li>• Marshall to guide competitors to town car parks promptly to avoid build up of traffic in drop of area. No vehicles to remain in drop off zone for more than 5 minutes.</li> </ul>	<b>8 Medium</b>	Marshall to wear a hi vis vest.
Pedestrian versus vehicle incident.	Staff Competitors Spectators	<b>2 Unlikely</b>	<b>8 Single death</b>	<b>16 High</b>	<ul style="list-style-type: none"> <li>• Quay parking area that is being used as a board store to be blocked off to vehicle access by cone and safety tape or barrier.</li> <li>• Competitors and event staff to be warned to take care if crossing the road to walk in to town or across to café for food during the day.</li> </ul>	<b>8 Medium</b>	Marshall to wear a hi vis vest.
Accident between public using footpath and competitors/event staff.	Spectators Public Staff Competitors	<b>4 May Happen</b>	<b>4 Lost time injury, illness, damage</b>	<b>16 Low</b>	<ul style="list-style-type: none"> <li>• Footpath clearly marked through site with cones/safety tape or barrier.</li> <li>• Competitors told to keep all equipment clear of the footpath and to avoid congregating on the footpath.</li> </ul>	<b>8 Low</b>	None

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Slips, Trips and falls	Staff Competitors Spectators	<b>4 May happen</b>	<b>6 Major injury</b>	<b>24 Medium</b>	<ul style="list-style-type: none"> <li>• Competitors and event staff warned to take care to look out for boat tie downs.</li> <li>• Safety tape to be used between bollards on the edge of the quay boardstore area area to warn competitors of the edge.</li> <li>• Competitors/Staff to be asked to keep all boards/paddles clear of footpaths and walkways and to ensure they are stored in either the boardstore area on the quay or within the boatpark between races.</li> <li>• Cabling for Tanoy system to be covered/taped.</li> </ul>	<b>12 Low</b>	None
Lifting heavy objects	Staff	<b>4 May Happen</b>	<b>4 Lost time injury, illness, damage</b>	<b>16 Low</b>	<ul style="list-style-type: none"> <li>• Staff asked to lift properly with bent legs and straight back.</li> <li>• Staff told to not lift heavy objects alone but to lift in pairs or groups as needed.</li> </ul>	<b>8 Low</b>	
Sleuce Gate	Staff Competitors	<b>2 Unlikely</b>	<b>8 Single Death</b>	<b>16 High</b>	<ul style="list-style-type: none"> <li>• Competitors and staff to be warned to keep clear of Sleuce gate and to not paddle near them.</li> <li>• Safety tape to be put across access to main sleuce gate near to the Slipper Sailing Clubhouse.</li> </ul>	<b>8 Low</b>	None
Wet weather	Staff Competitors	<b>4 May happen</b>	<b>4 Lost time injury, illness, damage</b>	<b>16 Low</b>	<ul style="list-style-type: none"> <li>• Staff/Competitors warned to take care walking around site to avoid slipping.</li> </ul>	<b>8 Low</b>	None

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Slipway access	Staff Competitors	<b>4 May happen</b>	<b>4 Lost time injury, illness, damage</b>	<b>16 Low</b>	<ul style="list-style-type: none"> <li>Staff/Competitors warned that the sailing club slipway will also be used by club members so do not block and beware of other users.</li> <li>Staff/Competitors warned that public beach by the quay is a public slip and that other water users might be launching/recovering boats and accessing with vehicles so do not block and beware of other users.</li> <li>Competitors warned not to use any of the private slipways on the foreshore.</li> </ul>	<b>8 Low</b>	None
Shallow water in the slipper pond	Competitors Staff	<b>4 May happen</b>	<b>4 Lost time injury, illness, damage</b>	<b>16 Low</b>	<ul style="list-style-type: none"> <li>Competitors/Staff to be shown where shallow areas are in race briefing.</li> <li>Competitors advised to not jump feet first off boards and to fall flat</li> <li>Race course to avoid shallow areas where boards might ground.</li> </ul>	<b>8 Low</b>	None
Entanglement with moored boats and mooring/buoys.	Competitors Staff	<b>4 May happen</b>	<b>8 Single Death</b>	<b>32 High</b>	<ul style="list-style-type: none"> <li>Long distance race on Chichester Harbour to be ran when tidal flow is least (1.5 hours either side of high tide)</li> <li>Race course to avoid major areas of moored boats.</li> <li>Race course to avoid deep water channels where possible and to cross channels by shortest route where required.</li> <li>On water safety to be positioned near high risk areas.</li> <li>Competitors warned of dangers and told to avoid passing too close to buoys or moored boats.</li> <li>Competitors shown universal distress signal should they get into difficulty.</li> </ul>	<b>8 Medium</b>	None

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Tidal Flow	Competitors Staff	<b>4 May Happen</b>	<b>8 Single Death</b>	<b>32 High</b>	<ul style="list-style-type: none"> <li>• Race course to avoid deep water channels where possible.</li> <li>• Race times to avoid times of most tidal flow.</li> <li>• Safety motorboats to control offshore perimeter of race area to catch any paddlers swept offcourse.</li> <li>• Struggling paddlers to be towed back to shore where necessary.</li> <li>• Competitors shown universal distress signal should they get into difficulty.</li> <li>• All safety boat drivers must be RYA safety boat qualified.</li> <li>• All on water paddleboard/kayak safety crew must be BSUPA/BCU or ASI qualified instructors.</li> </ul>	<b>8 Medium</b>	None
Offshore Winds/Strong Winds	Competitors Staff	<b>4 May Happen</b>	<b>10 Multiple Death</b>	<b>40 High</b>	<ul style="list-style-type: none"> <li>• Race course to be selected to allow most shelter from the wind and to bring competitors closest to shore.</li> <li>• Safety motorboats to control offshore perimeter of race area to catch any paddlers swept offcourse.</li> <li>• Competitors briefed on self rescue technique should they struggle to hold course against wind. Drop to knees or event prone position if needed.</li> <li>• Competitors shown universal distress signal should they get into difficulty.</li> <li>• Struggling paddlers to be towed back to shore where necessary.</li> <li>• Should average windspeed be</li> </ul>	<b>10 Medium</b>	None

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					<p>over 20knots at race start time then course will be reduced and pulled in to shelter where the course can be seen in it's entirety from race control. Where shelter is not possible then racing will be restricted to the Slipper Mill Pond.</p> <ul style="list-style-type: none"> <li>• All safety boat drivers must be RYA safety boat qualified.</li> <li>• All on water paddleboard/kayak safety crew must be BSUPA/BCU or ASI qualified instructors.</li> <li>• Should the conditions squall dangerously or the fleet become starburst the race director is to be contacted and the Emergency Action Plan put in to action. Lead rib to cross fleet showing back to shore flag. All safety crew to gather paddlers together and to land on nearest shore and report to base. Tally system to be used to account for all paddlers and staff. Where a paddler can not be accounted for, Harbour Master and Coast Guard to be alerted.</li> </ul>		
Fog/Poor Visibilty	Staff Competitors	<b>4 May Happen</b>	<b>8 Single Death</b>	<b>32 High</b>	<ul style="list-style-type: none"> <li>• All safety crew to have access to VHF radio and event control.</li> <li>• Racing on Chichester Harbour to be postponed to wait for improved visibility.</li> <li>• Course reduced until course area can be viewed and controlled n visibility.</li> <li>• Where visibility closes in during race and becomes impossible to</li> </ul>		

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					manage, race director to order Emergency action plan. Lead rib to cross fleet showing back to shore flag. All safety crew to gather paddlers together and to land on nearest shore and report to base. Tally system to be used to account for all paddlers and staff. Where a paddler can not be accounted for, Harbour Master and Coast Guard to be alerted.		
Lightning	Staff Competitors	<b>4 May Happen</b>	<b>8 Single Death</b>	<b>36 High</b>	<ul style="list-style-type: none"> <li>• Racing to be postponed and held ashore until Lightning passes. At least 15 minutes since last strike.</li> <li>• Where lightning strikes during a race, race director to order Emergency action plan. Lead rib to cross fleet showing back to shore flag. All safety crew to gather paddlers together and to land on nearest shore and report to base. Tally system to be used to account for all paddlers and staff. Where a paddler can not be accounted for, Harbour Master</li> </ul>	<b>8 Medium</b>	
Water/Drowning	Staff Competitors	<b>4 May Happen</b>	<b>10 Multiple Death</b>	<b>40 High</b>	<ul style="list-style-type: none"> <li>• All staff to wear buoyancy aids when on the water.</li> <li>• All staff and competitors to wear board leashes when on the water.</li> <li>• Nervous competitors given the option to wear buoyancy aids.</li> <li>• On Water Safety Crew/competitor ratio of 1:20 when in Chichester harbour and 1:30 when on the Slipper Mill</li> </ul>	<b>10 Medium</b>	Buoyancy Aids for Staff.

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					Pond. <ul style="list-style-type: none"> <li>All safety boat drivers must be RYA safety boat qualified.</li> <li>All on water paddleboard/kayak safety crew must be BSUPA/BCU or ASI qualified instructors.</li> <li>All safety crew must hold first aid qualification.</li> </ul>		
Exposure to low air/water temperatures	Competitors Staff	<b>4 May Happen</b>	<b>8 Single Death</b>	<b>32 High</b>	<ul style="list-style-type: none"> <li>All safety staff to be first aid qualified.</li> <li>Competitors told of potential risk and advised to dress appropriately.</li> <li>All racing to be within easy access to return to the shore.</li> <li>Warm area inside to be made available for competitors during the day.</li> <li>On the Chichester Harbour race, safety boats to be available to return to shore with any competitors struggling for warmth.</li> </ul>	<b>8 Medium</b>	Staff to wear appropriate clothing for on water activities.
Exposure to high air temperature/strong sun/lack of shade.	Staff Competitors	<b>4 May Happen</b>	<b>8 Single Death</b>	<b>32 High</b>	<ul style="list-style-type: none"> <li>Indoor area provided for competitors to find shade.</li> <li>Sun shade tent to be erected outside.</li> <li>Access to drinking water provided.</li> <li>Sun cream/Sun hats recommended at briefing if fair weather expected.</li> <li>Drinking water to be placed in each safety boat.</li> <li>On the Chichester Harbour race, safety boats to be available to return to shore with any</li> </ul>	<b>8 Medium</b>	None

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					<ul style="list-style-type: none"> <li>competitors struggling with sunstroke or heat exhaustion.</li> <li>All safety staff to be first aid qualified.</li> </ul>		
Pontoons	Competitors Staff	<b>4 May Happen</b>	<b>6 Major injury, disabling injury major damage</b>	<b>24 Medium</b>	<ul style="list-style-type: none"> <li>Competitors/Staff asked to approach and leave pontoons on their knees until a safe distance away.</li> <li>Competitors/Staff advised to dock at pontoons side on.</li> </ul>	<b>12 Low</b>	None
Other Water Users	Competitors Staff	<b>4 May Happen</b>	<b>8 Single Death</b>	<b>32 High</b>	<ul style="list-style-type: none"> <li>Course to be set to avoid deep water navigation channels where possible other than to cross where necessary.</li> <li>Channel crossings to be guarded by safety boat.</li> <li>Race course to avoid mooring areas.</li> <li>Safety crews to be briefed on local traffic movements and likely areas where other water users might be encountered.</li> <li>Harbour Master to be notified of launch onto Chichester Harbour.</li> <li>Where the required course crosses slipways or harbour entrances, a safety boat will be present for guiding/guarding.</li> <li>Competitors to be briefed on expected other water users and asked to paddle with consideration.</li> </ul>	<b>8 Medium</b>	None
Other competitors	Competitors	<b>4 May Happen</b>	<b>4 Lost time injury, illness,</b>	<b>16 Low</b>	<ul style="list-style-type: none"> <li>Competitors asked sign a 'Code of conduct' form as part of the waiver at registration.</li> <li>Competitors asked not to push other competitors with their</li> </ul>	<b>8 Low</b>	



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			damage		paddles and to not aim to hit other boards.		
Safety Boats	Competitors Staff	4 May Happen	8 Single Death	32 High	<ul style="list-style-type: none"> <li>All safety boat drivers to wear a kill cord</li> <li>All safety boat driver to be RYA Qualified powerboat drivers.</li> <li>Staff advised to cut engines when assisting a paddler in the water.</li> <li>Safety boats to lead race and to hold off course on offshore perimeter only unless needed for safety.</li> <li>Safety boats to not exceed 6 knots whilst competitors are on the water unless responding to a safety critical situation.</li> </ul>	8 Medium	
Debris in shallow water	Staff Competitors	4 May Happen	4 Lost time injury, illness, damage	16 Low	<ul style="list-style-type: none"> <li>Competitors asked to launch from only identified launching areas.</li> <li>Launch sites checked for debris prior to the start of the event.</li> <li>Competitors advised to avoid jumping off board and to stay on the board where possible.</li> <li>Competitors asked to drop to knees if they find themselves paddling in verty shallow water where they might ground.</li> </ul>	8 Low	
Lost children	Competitors Spectators	2 Unlikely	8 Single Death	16 High	<ul style="list-style-type: none"> <li>All children to be accompanied by parent or guardian at event.</li> <li>Lost child meeting point at registration.</li> <li>Tanoy system available for lost child message.</li> </ul>	8 Medium	Marshalls to wear hi vis and other event staff to wear event T-Shirts.

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Terrorism	Competitors Staff Spectators	<b>2 Unlikely</b>	<b>10 Multiple Death</b>	<b>20 High</b>	<ul style="list-style-type: none"> <li>Site when left unattended the night before the event to have a night security present.</li> <li>All staff to be listed and to wear event T-Shirt</li> <li>Area for congregation of competitors to be blocked off with barriers</li> <li>All event staff to have access to VHF with event director.</li> </ul>	<b>10 Medium</b>	Marshalls to wear Hi Res.

Assessor 1 Signature: Alex Tobutt Date: 3<sup>rd</sup> May 2018

**RISK ASSESSMENT  
USE OF RISK FACTOR CALCULATORS**

<b>Probability</b>		<b>Severity</b>	<b>DO NOT OVERSTATE SEVERITY</b>
Certain or imminent	10	Multiple death	10
Very likely	8	Single death	8
Likely	6	Major injury, disabling injury major damage	6
May happen	4	Lost time injury, illness, damage	4
Unlikely	2	Minor injury, minor damage	2
Very unlikely	1	Delay only	1

1\* **Risk Factor:** multiply probability by severity (high numbers indicate priority for giving attention)

<b>P=Probability</b>	1	2	4	6	8	10
<b>S=Severity</b>	<b>RISK FACTOR (Probability x Severity)</b>					
	1	2	4	6	8	10
	2	4	8	12	16	20

4	4	8	16	24	32	40
6	6	12	24	36	48	60
8	8	16	32	48	64	80
10	10	20	40	60	80	100

Any assessor that identifies an activity falling into the **RED** Risk Factor categories **YOU MUST STOP THAT ACTIVITY IMMEDIATELY AND INFORM EVERY ORGANISOR straight away**. Any assessor that identifies an activity falling into the **Orange** Risk Factor categories must introduce control measures to reduce the risk factor to as low as reasonably practicable.

**Additional Requirements** i.e. those not included in Risk Controls but required because of the nature of the work being undertaken. Use this column also to record if the risk is deemed adequately controlled, the PPE requirements (if applicable) and any other additional information.

**Numbers of Persons Affected** When carrying out the assessment the numbers of people at risk to the hazard should be taken account of. **A risk assessment must be carried out before any new activity is undertaken.** Unless otherwise stated in legislation Risk Assessments will be reviewed annually.