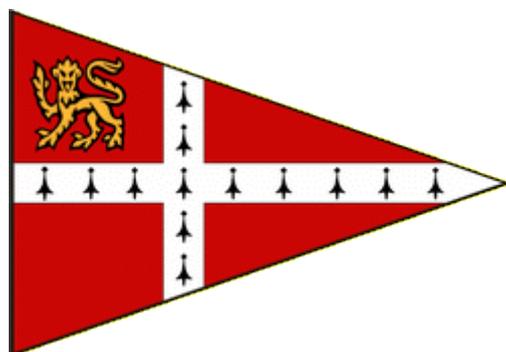


CAMBRIDGE UNIVERSITY CRUISING CLUB



REGULATIONS

ISSUE 7S – 21ST OCTOBER 2020

(Approved by the General Committee 30th October 2020)

CONTENTS

| | |
|---|----|
| 1 Introduction | 2 |
| 2 Equal Opportunity | 2 |
| 3 Conduct of Members | 2 |
| 4 Health and Safety..... | 6 |
| Grafham Flags..... | 7 |
| CUCrC On-Water Emergency Procedures..... | 11 |
| Dynamic Risk Assessment Form..... | 12 |
| Windsurfer and Gear Pre-Activity Checklist..... | 13 |
| 5 Welfare | 14 |
| 6 Team Selection | 17 |
| 7 Online Membership Declaration..... | 18 |
| 8 Privacy Notices | 19 |
| 9 Risk Assessments and COVID-19 Arrangements..... | 24 |

1 INTRODUCTION

This document contains the Regulations of the Cambridge University Cruising Club (the Club). These Regulations cover operational arrangements and matters of club and member conduct that it would not be appropriate to detail in the Club's Constitution. Also included are important statements that appear on the Club's websites, such as member acceptance of the Club's requirements and Privacy Notices.

Detailed statements of club officer responsibilities; comprehensive information on how to use club systems such as G Suite emailing and the Alumni Supporter database; and explanations of annual activities such as telephoning alumni, are provided in a set of Google Drive documents. Matters covered adequately in the Club's Constitution are excluded – apart from appropriate cross referencing.

2 EQUAL OPPORTUNITY

The Cambridge University Cruising Club (CUCrC) is committed to the University's Equal Opportunities Policy and believes that this policy is in the best interest of the Club and its members. The Club aims to ensure that members and visitors are treated on their relative merits, abilities and potential, regardless of their sex, gender reassignment, relationships, race, colour, ethnic or national origin, nationality, disability, sexual orientation, religious or political beliefs, age, socio-economic background, or other distinction. The Club does not have the resources to offer sailing and windsurfing to all disabled people.

Members and people used by the Club in training and support undertake to adhere to this policy at all times. Discrimination or harassment by any club member, visitor, instructor, support staff, or volunteer will be regarded as gross misconduct and treated as such. Any member, visitor, or other person who believes themselves to have been the subject of discrimination or harassment, or has observed such an incident, should attempt to resolve the problem with the other(s) involved in the first instance, and then with the Trip Leader or senior officer present, and then with the Welfare Officer.

This complaints procedure does not affect the right of a member to approach College, Sports Service, University, or public authorities. In particular, the University pays particular attention to matters of student counselling, conduct and discipline, as do the Colleges. Some helpful links are on the Regulations page of the Club website.

3 CONDUCT OF MEMBERS

PREAMBLE

The CUCrC is fully committed to safeguarding and promoting the well-being of all its members to ensure their safe, positive, and enjoyable participation in any club activity or event.

All those involved in club activities, whether they are involved as participants, instructors, officials, spectators, or guests are therefore required to adhere to the standards of behaviour set out in this Code of Conduct, and to support the mission of the Club. This Code of Conduct has been developed to ensure the highest possible standards of competition and sportsmanship as well as promoting fairness, honesty, and positive behaviour in relation to the conduct of all those representing the Club.

OUR COMMITMENT

The CUCrC respect the rights, dignity and worth of every person involved in its activities. The Club is committed to ensuring that members enjoy sailing in a safe environment free from discrimination, intimidation, harassment, and abuse (see Clause 6 of the Club Constitution for a full definition of 'sailing'). The Club believes that it is the responsibility of all of its members to challenge inappropriate, offensive, intimidating, or discriminatory behaviour - and promote equality of opportunity. A link to the University definition of unacceptable behaviour is on the Regulations page of the Club website.

AFFILIATIONS

The CUCrC is governed by its constitution and is registered with the University's Sports Service. This Code of Conduct is in addition to, and by no means replaces, the standards set by a student's college and the overarching regulations of the Sports Service, the Proctors, the University, and BUSA/RYA.

The Club is also affiliated to the British Universities Sailing Association (BUSA) and, through that, to the national authority, the Royal Yachting Association (RYA). The Club abides by the rules and regulations of both regarding all activities and competitions, including club events, safety, and welfare.

STANDARDS OF BEHAVIOUR

Members of the CUCrC are solely responsible for their conduct when representing the Club and University, or taking part in a club activity. Members must therefore act as follows.

- Respect the rights, dignity and values of others.
- Operate within the rules of sailing and its safety guidelines.
- Treat facilities, staff and students at the University of Cambridge and other institutions with respect and abide by any rules that may apply.
- Be aware of how their actions may be perceived by others.
- Maintain high standards of personal behaviour at all times.
- Conduct themselves in a reasonable manner relating to offensive language and temperament.
- Refrain from any form of bullying or harassment of others . Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
- Respect the decisions of officials, making all appeals through the appropriate formal process and respecting the final decision.
- Not condone, or allow to go unchallenged, any form of bullying, harassment, or discrimination if witnessed.
- Refrain from the use of and involvement with illegal substances at all times.
- Not act in an unlawful manner.
- Not encourage or pressure others into acting against this Code of Conduct.
- Understand the repercussions of any breaches of this Code of Conduct.

HEALTH AND SAFETY

The CUCrC is strongly committed to encouraging members to take part in its activities, but the health, well-being, and safety of each individual is our paramount and continuing concern. The Club therefore strives to take all necessary steps to ensure that its activities are safe and in line with the its Health and Safety policy (see Section 4 of this document), whilst maintaining a positive attitude to H&S matters.

To support the Club in its health and safety aims, all members are expected to behave as under-noted.

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.
- Co-operate with the Club and Trip Leaders on health and safety issues, following all guidelines.
- Correctly use all equipment provided by the Club.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Ensure that they update the Club and Trip Leaders with any medical information or changes to emergency contact details.

WELFARE

The CUCrC takes the welfare of its members positively and seriously (see Section 5 of this document for details of the Club's Welfare policy). Any member who has any concerns regarding their welfare, or that of others involved in team or club activities, may discuss these, in confidence, with the Club's Welfare Officer.

PUBLICATIONS, WEB, SOCIAL MEDIA

The CUCrC wishes to promote the Club positively both within the University and externally. It recognises that its publications - online, social media and print - are important tools in recruiting new members and engaging with alumni and sponsors. It is the responsibility of members to manage their personal social media presence responsibly. As such, all members must ensure that they act as follows.

- Refrain from publishing comments about other clubs, players or judges and any controversial or potentially inflammatory subjects.
- Avoid hostile or harassing communications in any posts or other online communications.
- Identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- Review responses to online posts and resolve any concerns before they are posted.

If in doubt, use common sense, be respectful, observe copyrights and fair use, and be aware of confidentiality and privacy issues.

SOCIAL EVENTS

Social functions form an important part of the CUCrC's activities. The Club is committed to ensuring that all students are able and encouraged to participate in social activities in an atmosphere free from discrimination, fear, or harassment. As such, the Club will aim to organise a range of social events that are as inclusive as possible. Members should be aware of the following points.

- Participation in any form of social activity is completely optional.
- Members must not force others to participate in initiations and other social and sporting events run by the Club
- Members must be made aware that they can opt-out of social activities at any point without fear of undue pressure, reprisal or any other form of harassment or discrimination.
- Any instance of unacceptable behaviour at a social event should be raised with the most senior club officer present, or with the Club's Welfare Officer.

ANTI-DOPING

Members must adhere to the requirements of the World Anti-Doping Agency (WADA) code.

Please note that team members could potentially be subject to random testing during competitions, particularly those at National Level and above. Club members caught with banned substances in their system will be subject to disciplinary proceedings.

ACCEPTANCE OF RESPONSIBILITIES BY OFFICERS

Officers of the Club confirm their acceptance of the requirements of office by standing for election or accepting their appointment to the position. Bosuns (AKA Equipment Officers), Health & Safety Officers, and Welfare Officers are required to formally confirm their acceptance by emailing the Senior Secretary - and the Senior Secretary is required to see that such acceptances are given.

COMPLAINTS

Members are encouraged to raise any health, safety, or welfare concerns with the appropriate officer. Complaints on any other matter should be raised with the Commodore—in the first place. Complaints, normally in writing, will be treated confidentially and will not be distributed publicly.

Complaints against the Commodore or a senior member of the General Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service.

DISCIPLINARY PROCEDURES

Clauses 29 to 35 of the Club's Constitution provide for the discipline or expulsion of a Member who breaches the Club's Code of Conduct, acts in a way unworthy of a Member, or in a way injurious to the interests of the Club and its smooth running. The decision is taken by the Club's General Committee - after an investigation followed by a hearing with the Member present.

The University and Colleges have developed strong provisions for student counselling, conduct, and discipline. The Club operates within these provisions and only takes action as detailed below if the matter is not being handled by a member's College, the Sports Service, or the University.

Written notice of any investigation will be provided to the Member within seven days of a complaint being received or the General Committee deciding to take action. The Member will be given at least 14 days' notice in writing of the General Committee meeting at which the disciplinary action is to be discussed, as well as the reasons for the proposed action.

The Member or, at the option of the Member, a representative - who need not be a member of the Club - is allowed to make representations to the meeting. In the event of an expulsion, the excluded Member is required to return all equipment, documents and finances belonging to the Club within 7 days. They are not entitled to any full or partial refund of their annual subscription.

A member who has been excluded, suspended or subject to other disciplinary action by the Club may appeal the General Committee's decision to the University Sports Committee, which will assess the appeal in consultation with the Club's Senior Treasurer. The University Sports Committee will consider all the facts, and their decision will be final.

University members subject to disciplinary action by the Club have the right to lodge a further formal complaint with the University.

4 HEALTH AND SAFETY

INTRODUCTION

In addition to observing the guidelines set out in the University's Safety@Sport document, the Club adheres closely to the Royal Yachting Association's (RYA) Health and Safety Management System for all its activities. Sailing and windsurfing at Grafham Water are subject to the Grafham Water SC's (GWSC) health and safety provisions. Beginner training is carried out under the auspices of the GWSC's RYA-accredited Training Centre.

It is the responsibility of the Commodore to ensure that health and safety policies are kept up-to-date as well as being observed, and, as specified in the Code of Conduct, it is the responsibility of members to observe them.

Members are encouraged to raise any specific health and safety concerns they have or observe with the appropriate Health & Safety officer - or with a senior officer of the Club or the Sports Service if they feel an issue has not been dealt with adequately.

HEALTH AND SAFETY POLICY STATEMENT

Safety is of fundamental importance. Accidents are always regrettable, frequently costly and sometimes disastrous. Safety protects human and material resources and is vital for the enjoyment of recreational sailing and windsurfing at every level that it takes place. The Club is committed to the highest standards of safety - so that no charge of negligence against it should ever be possible.

We recognise that, realistically, we can never eliminate risk completely without terminating our activities. Nevertheless, we will strive to identify and deal with safety hazards in an appropriate way in order to constrain the risks they pose to a level that is justifiable and as low as reasonably possible.

In doing so, we will review, scrutinise, and assess our own operating procedures and associated documents at least annually. We will also actively promote and develop a culture of continuous safety improvement in the Club, ensuring that members understand and follow the Club's safety policies.

In addition, we will ensure that accidents and incidents are reported as required by the University Sports Service and Grafham Water SC (GWSC). In order to evaluate them and learn from them, we will amend our own safety documentation and practices as necessary in the light of any untoward occurrence.

ANNUAL RISK ASSESSMENT

Each academic year the Club appoints one or more Health & Safety Officers. Such persons are responsible for carrying out a risk assessment for the Club's activities in the coming academic year. They follow standard HSE guidance as set out below, so that the exercise does not become 'box ticking'.

- Look for reasonably foreseeable hazards, making particular efforts to identify new hazards or hazards previously overlooked.
- Decide who might be harmed and how.
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or whether there is more, that is reasonably practicable, that should be done.
- Record the findings and document and implement any new procedures required.

The results of the current annual risk assessment of the Club's sections are incorporated in Section 9. The Health & Safety Officers are also responsible for ensuring that Trip Leaders are appropriately briefed and are competent to discharge their responsibilities. Encouraging the take-up of First Aid training amongst members is a responsibility of the Training Officer.

GUIDELINES FOR THE INEXPERIENCED

Club trips will often involve inexperienced people who are unaware of the appropriate clothing to wear while sailing. The description of all trips on the Club's website will therefore include advice on suitable clothing, particularly headgear and footwear.

CLUB TRIP RISK ASSESSMENT

Any Club trip will have a designated Trip Leader who is responsible for health, safety, and welfare matters on the trip – **risk assessment is particularly important for team trips abroad!** In most cases the leader will be the Team Captain; for a Club event at Grafham it will be the Principal Race Officer, the Club Commodore, or Team Captain. The Easter Vacation windsurfing trip is not a Club event; it is organised by the independent company GetWindsurfing - for individuals from several universities.

The Trip Leader will be responsible for carrying out a dynamic risk assessment using the form in this section, or from the supply maintained on the clipboard kept in the Club's Grafham hut. In the case of team training or an event at Grafham, the form need not be completed but contact **MUST** always be made with the Grafham Duty Cox. Rescue and First Aid services are provided by GWSC.

In the case of an 'away' event organised by another body, which therefore carries main responsibility, the risk assessment will be informal but will still follow the pattern of the dynamic risk assessment form. Trip Leaders will normally have an RYA Assistant Instructor qualification or its equivalent, or recent experience that matches the requirements of the RYA Assistant Instructor qualification.

GRAFHAM FLAGS

Activities at Grafham are governed by the following system of flag signals, flown from the flagpole next to the Coxswain's slipway. A single, short sound signal from the shore means the flag has been changed. A long sound signal indicates a red flag. (Checked against GWSC website 20 Jan 2020).

| Flag | Meaning | Commentary |
|---|--|---|
|  | No launching | For those afloat: With a single long sound from shore, the lake is closing in 30 minutes and you must be onshore within this period. With repeated sounds, come ashore immediately. |
|  | Closed with exception(s) | See the monitor or notice-board in the Cafe about the exceptions |
|  | Sailing without restriction with reactive safety cover* | Water is not necessarily being watched. A patrol boat is on the slip or on the water. |
|  | Sailing without restriction with safety cover^ | A patrol boat is on the water with driver and crew available |
|  | Windsurfers and experienced boat sailors only (wind at 13-27 kt) | Experienced means that, in the prevailing conditions, you can right your boat unaided and return to the Club's shore unaided. |
|  | Experienced windsurfers only (wind at 28 kt or higher) | Experienced means that you can water-start your rig and return to the Club's shore. Water closed to dinghies, catamarans and keelboats. |
|  | Open: wet or dry suit must be worn by sailors (except for those on cruisers) | 1st November to 31st March, and when the water temperature is less than 5° C |
|  | Open: blue-green algae present | Wear suitable protection and wash after sailing |

*Reactive Safety Cover

- There is not necessarily anyone watching the water but someone is on site to assist if called.
- You are advised to borrow a VHF handheld from the Coxswain to radio for help.

^Safety Cover

- The water is under observation by staff or volunteers
- Particularly in extreme conditions, patrol boat assistance might be limited to what is practicable

CASUAL SURFING TRIPS AND TRIPS AWAY FROM GRAFHAM

Surfers may organise *ad hoc* trips to Grafham, or trips to open water or costal locations such as Hunstanton. Such trips must involve at least two surfers, except where GWSC permits single surfing. 'Trip Leader' requirements apply if the trip is organised by the Club. If the trip is away from Grafham to the coast, the Trip Leader has a special duty of care because of the greater risks involved.

On trips to the coast organised by the Club, surfers must form 'buddy pairs', keeping an eye on each other on the water where possible. First Aid cover of some kind must be available – CPR competence being particularly important. Surfers are encouraged to seek the advice of other surfers, club members or not, on the conditions on the water, with respect to the tide, rips etc. Trips to the coast are restricted to Fully Experienced and Experienced Intermediate windsurfers – according to the following definitions.

- Complete Novice: A sailor not yet at the Beginner stage.
- Beginner: A sailor who has a little experience on a board. Able to sail in a straight line out from the shore, turn around (tack and gybe) and come back in on their own – in gentle winds.
- Intermediate: A sailor who is able to do all that a Beginner can do – in stronger winds. An Intermediate is becoming more confident on the board, getting to grips with the non-planing carve gybe, beach starting, experiencing the harness and taking the first steps towards planing.
- Experienced Intermediate: A sailor who is confident using the harness and the foot straps, making the transition towards the first short board, practising the water start and other more advanced techniques – in strong winds.
- Fully Experienced: A sailor who is a competent water starter, and is now starting to sail in waves and high winds and performing more difficult freestyle moves. Such sailors encounter the greatest risks, because they are jumping and generally being more extreme.

RECREATIONAL DINGHY TRIPS

Apart from formal RYA Training Courses, the Club organises recreational dinghy sailing and racing trips to Grafham. In deciding who might sail together and what activities they might participate in, Trip Leaders use the categories noted below. These categories are defined in terms of helming; crew competence is defined as being able to satisfactorily crew the equivalent helm category

- Complete Novice: A sailor not yet at the Beginner stage.
- Beginner: A sailor at RYA Level 2: able to sail round a triangular course in light to moderate conditions, pick up a person overboard, and right after a capsized.
- Intermediate: A sailor who is able to do all that a beginner can do, but in stronger winds. Good knowledge of dinghy racing plus good experience of local fleet racing (RYA Start Racing or equivalent).
- Experienced Intermediate: A sailor who is confident in strong winds and knowledgeable in all aspects of dinghy racing plus good experience of regional and open meeting competition (RYA Intermediate Racing or equivalent, plus relevant racing experience).
- Fully Experienced: A sailor who is a competent in all conditions and has had substantial racing experience at a national or international level (RYA Advanced Racing plus relevant racing experience, or membership of a National Squad).

TRAVEL

Travel to club activities and events is normally in members cars, though sometimes in hire coaches. The arrangement that car drivers are paid to cover their petrol and car expenses is a private car sharing arrangement between members and car drivers. It is the responsibility of car owners to check that their insurance allows car sharing (normally the case with standard UK car insurance cover). **Evaluation of international travel risks is a personal responsibility of each participant in an overseas event.**

OVERNIGHT STAYS

It is the responsibility of Welfare Officers to maintain a note of club members who will be away from Cambridge or home overnight as a result of their participation in a club activity. The normal mechanism

for achieving this is the placement of the Welfare Officer on the team emailing list – with the Senior Secretary and Assistant Senior Secretary as alternatives (being informed by the Welfare Officer if the Welfare Officer is also away from Cambridge that weekend). The Trip Leader is required to pay particular attention to welfare issues on trips involving overnight stays.

ASSESSING EXPERIENCE AND CONDITIONS

A Trip Leader will often have to assess a member's experience verbally. It is the duty of any member to be honest and realistic about their previous experience so that the Trip Leader can make a safe decision.

The final decision to take part in on-the-water activities rests with the member and the decision is their responsibility, notwithstanding any advice or briefing they have received. The decision of the Trip Leader on the extent of trip activity, and who participates, is final - including cancelling the trip.

EQUIPMENT AND DAMAGE

It is the responsibility of each member to check that the condition of equipment is safe before going on the water. In addition, damage sustained during a trip must be reported to a Bosun or equivalent. The use of club equipment is normally limited to official club trips. In special cases use may be authorised for experienced members by the Vice Commodore of the section concerned.

The rigging of a dinghy or board will normally show up any potential problems that can then be rectified before launching. Because of the inherently greater complexity of a windsurfer, a pre-activity checklist is provided at the end of this section.

SAFETY OF EQUIPMENT

It is the responsibility of Bosuns (AKA Equipment Officers) to ensure the safety of all club boats, boards, rigs, and equipment. The Vice Commodore of a section may invite the Section Bosun to attend General Committee Meetings as a non-voting member.

PASSING ON SURPLUS EQUIPMENT

Any surplus equipment that a section wishes to sell or pass on to another organisation or person must be first carefully checked for good working order. Defective equipment must not be passed on because it could render the Club liable to claims if accident occurs when someone is using the equipment.

INSURANCE

The Club's dinghies, boards, and equipment are covered by a **GJWDirect** marine insurance policy, including £5M third party indemnity cover (i.e. public liability - and the University's policy gives cover to £10M in some circumstances). (This policy passes to Navigators & General in October 2020). Personal accident cover is now arranged for registered CU students by the Sports Service.

ACCIDENTS

In the event of an injury while sailing at Grafham Water first aid kits can be found in the clubhouse and the Bosun's Shed - and Grafham staff provide First Aid cover. In the event of a serious or life threatening injury an ambulance should be called - phones are located in the main club stairwell and the club office. A defibrillator is stored in the ground floor wet bar cafeteria. The GWSC's address is:

Grafham Water Sailing Club, Perry, Huntingdon PE28 0BU Tel: 01480 810478

(See also the separate CUCrC On Water Emergency Policy – Page 11.)

For less serious injuries, where hospital attention is still required the injured person should be driven (they should not drive themselves) to Hichingbrooke Hospital (approximately ten miles away). When driving from Grafham exit the A14 onto the B1514 before reaching Huntingdon. The address is:

Hichingrooke Hospital, Parkway, Hichingbrooke , Huntingdon PE29 6NY Tel: 01480 416416

ACCIDENT REPORTING

Accidents and incidents (potential accidents where no injury occurred) at Grafham must be reported in accordance with current GWSC procedures. They must also be reported using the online University Sports Injury Report (a link to this form is available on the Club Admin → Regulations page of the Club's website; the link is: <https://www.vle.cam.ac.uk/mod/data/edit.php?d=6442>). In all cases the Commodore and the Health & Safety Officer must be notified. In addition, the accident reporting form on the team spreadsheet should be filled out to ensure accident data can be collated at the end of the season and steps can be taken to reduce the risk of the most prevalent accidents.

If the member's emergency contact should be informed, first contact will be made by the Trip Leader, after seeking guidance if the accident is major. The Trip Leader will also inform the Commodore, who will inform the member's college – and the member's emergency contact if needed. If the Commodore is unavailable, the Trip Leader will inform the Senior Treasurer or Senior Secretary, or the University Sports Service and they will assume the Commodore or Trip Leader's role as required.

HEALTH HAZARDS AT GRAFHAM

Hypothermia is a risk associated with any outdoor activity such as sailing, and the presence of cold water greatly magnifies the risk – particularly where direct contact with the water is involved, as in windsurfing. Correct clothing and gear substantially reduce the risk, but Trip Leaders and participants need to be alert to any signs, such as shivering, lack of attention, clumsiness, or slurred speech that may be signalling the initial stages of hypothermia in a sailor or windsurfer.

Grafham displays clear information about **Blue Green Algae** and, when high levels of blue-green algae are present, a flag will be flown to warn sailors and windsurfers. The flag is green with a blue diagonal cross. Avoid contact with the algae or swallowing any water if the flag is flying.

While there is little history of **Weil's Disease** at Grafham Water (only one reported case in the last 10 years) precautions should still be taken: cover cuts with waterproof plaster and wash hands thoroughly before eating. Health and Safety Officers should be aware of the availability of blood tests for Weil's Disease at The Leptospirosis Reference Unit, Public Health Laboratory, County Hospital, Hereford HR1 2BR.

In general, in the unlikely event that you experience **unusual medical symptoms**, be sure to tell your doctor that you have been participating in water sports and mention the locations involved. In the case of Grafham, mention the possible release of chlorine from the water treatment plant and the presence of the invasive 'killer shrimp' species.

CUCrC On-Water Emergency Procedures

Trip Leader: This person holds overall responsibility for the session on the day. They will very often be the University team captain or, in their absence, an individual team captain. This person must make initial contact with the Coxswain - and also complete a dynamic risk form (on clipboard in Club shed), if not team training.
The final decision and responsibility to run or cancel a session lies with the trip leader.

Radio Call Sign: Cambs Uni

Nearest Hospital: Hichingrooke Hospital, Parkway, Hichingbrooke, Huntingdon PE29 6NY

First aid kits and defibrillators are located in the Grafham club house and fishing lodge.

In the event of serious or life-threatening injury, the following protocol must be followed:

EMERGENCY ON THE WATER

Radio the Coxswain (callsign: Shore)

Wait for response

Your callsign and location (Cambridge, role, location)

Type of emergency

What you are doing in response

What help you need

Wait 10 seconds for a reply; if none, re-transmit

Reply to any response from Shore as needed

Radio other stations afloat if more help is needed

Get the casualty on board your boat

Give first aid

If you leave the craft to drift, tag it or get it tagged (on rudder pintle for a dinghy)

Return with the casualty to the Coxswain's jetty (unless advised otherwise)

Work with the Coxswain, their delegate, or Senior Instructor to care for casualty

Return to your station afloat as soon as possible

EVACUATION OF THE WATER

Resulting from, for example, lightning or a severe squall.

Listen for instructions from the Coxswain (shore)

Work with other boats (RIBs, Committee Boat)

Ensure people are safe on their boats or get distressed sailors aboard your RIB

Tag dinghies on rudder pintles if you remove sailors

Direct and escort boats to shore

Be prepared to help fishing boats

If the member's emergency contact should be informed, first contact will be made by the Trip Leader, after seeking guidance if the accident is major. The Trip Leader will also inform the Commodore, who will inform the member's college – and the member's emergency contact if needed. If the Commodore is unavailable, the Trip Leader will inform the Senior Treasurer or Senior Secretary, or the University Sports Service and they will assume the Commodore or Trip Leader's role as required.

For any questions on this procedure, please contact the Club Health & Safety Officer (Current H&S Officer details are maintained on the Club Officers page of the Club website – cucrc.org - and inserted on circulated and Google Drive versions of these procedures)

WINDSURFER AND GEAR PRE-ACTIVITY CHECKLIST

Full-length wetsuits must be worn in the Michaelmas and Lent terms, during the Easter term sailors may make the decision based on the water temperature. Check your equipment before entering the water, as follows.

BOARDS

- Ensure they are in good condition, with no significant holes or cracks visible.
- Ensure that the fin is in good condition, not liable to break, and is securely attached to the board.
- Similarly, ensure the dagger board is in place and in good condition.
- Ensure foot straps are securely fastened to the board and not liable to break off.
- Ensure the mast foot is securely connected to the mast track.

SAILS

- Ensure there are no tears or loose seams on the sails.
- Ensure that the outhaul and downhaul ropes are in good condition, not fraying.
- Check that the battens fit well and that there is no danger of them piercing the sail.

BOOMS

- Ensure that the booms are working well, and the clamp is secure.
- Make sure they have not been bent and that the rivets are all in place.
- Ensure the up-haul ropes are in good condition, not fraying.

MASTS

- Ensure that there are no cracks in the masts, or any delamination of the fibreglass / carbon fibre.
- Make sure the mast extensions fit into the mast, that the cleat holds the downhaul without slipping, and that the pulley system is not damaged.
- Ensure the mast bases are in good condition, that the connections (tendon, hinge, etc.) are not broken or perished.
- **Check that the U/J is in good condition, along with its retaining webbing loop or nylon cord.**

WETSUITS

- Ensure they are free from any rips and tears.
- Ensure the zips are working freely

WETBOOTS

- Ensure they are free from any rips and tears.
- Ensure the soles retain a suitable amount of grip.

HARNESSES AND LIFEJACKETS

- Ensure that they are in good condition, no broken clasps, no fraying, zips working well.

5 WELFARE

WELFARE POLICY

The Club regards the health, safety and welfare of all members to be of paramount importance. The fundamental basis for our welfare policy is the desire to treat our members responsibly and with respect and to support them in their pursuit of both their academic and sporting goals. The Club recognises that welfare is not just about safety on the water but covers the full breadth of Club activities from training and competition through to socials and media presence.

To this end, the Club aims to ensure, so far as is reasonably practicable, that policies, procedures and practices are in place to maintain a safe and healthy environment and promote a positive club culture, not only for its members but also for other people and organisations that may be affected by the activities of the Club. The Club follows the guidance of the University's Welfare@Sport document, which in turn is underpinned by the core values of the Colleges and University.

Everyone involved in the club regardless of whether they are a participant, committee member, coach, volunteer or spectator is expected to behave as under-noted.

- Respect the rights, dignity and values of others.
- Operate within the rules of the sport and respect the decisions of officials, making all appeals through the appropriate formal process and respecting any final decisions.
- Treat facilities, staff and students at the University of Cambridge and other institutions with respect and abide by any rules that may apply.
- Be aware of how their actions may be perceived by others.
- Conduct themselves in a reasonable manner relating to offensive language and temperament.
- Refrain from any form of bullying or harassment of others.
- Not act in any way that is, or could be deemed as, discriminatory. Discriminatory behaviour may include giving different treatment to an individual or group based on a protected characteristic, such as: race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
- Not condone, or allow to go unchallenged, any form of bullying, harassment or discrimination if witnessed. It is not the responsibility of club members to judge whether or not a welfare violation has taken place, but it is their responsibility to act on any concerns that they may have.
- Refrain from the use of and involvement with illegal or prohibited substances at all times.
- Not act in an unlawful manner.

WELFARE RESPONSIBILITIES

Overall responsibility for the management of welfare within the Club rests with the Commodore and General Committee. As such, the Committee will aim, as far as is reasonably practical, to achieve the following goals.

- Create, promote and maintain an equitable, safe and positive environment for all club members to participate and compete in their sport.
- Develop, implement and monitor policies, procedures and codes of conduct that are suitable for the club environment and that these are well publicised and formally endorsed by the relevant individuals and governing bodies.
- Ensure that there is at least one competent Welfare Officer designated within the Club to take the lead role in dealing with welfare matters.
- Ensure that there is at least one competent Safety Officer or person designated within the Club to take the lead role in health and safety policies, procedures and practices.

- Ensure that coaches, instructors, officials and other student sailor support services provided, or endorsed, by the Club are at a suitable level for the activities that they run and the skills and abilities of members.
- Support Whistle Blowing and take steps to ensure members feel able to raise concerns without fear of negative repercussions.
- Ensure that confidentiality is maintained in relation to concerns and referrals, and that information is only shared on a genuine 'need to know' basis.

WELFARE PRACTICES

Each academic year the Club appoints one or more Welfare Officers. Those persons are responsible for attending Sports Service briefings and training sessions on welfare, as well as being available and approachable by members on welfare issues. It is also their responsibility to take the lead in reviewing and maintaining current Club welfare policies and practices.

The task of the Club Welfare Officer is to promote welfare centred practices within the club environment, provide a confidential, initial contact point for members in relation to welfare concerns and signpost individuals to relevant University, College and Community support systems when required. The Welfare Officer will discharge the following responsibilities.

- Assist the club in developing policies and procedures that prioritises equality and the ongoing welfare of club members. This should include welfare and equality policies.
- Work with the Club Committee to ensure that Codes of Conduct are in place for club staff, volunteers, coaches and competitors.
- Be a confidential point of contact for any issues concerning welfare within the Sports Club environment, e.g. poor practice, selection policy concerns, training or competition pressures from captains, coaches or other members, potential or alleged bullying or harassment.
- Ensure that all incidents are reported correctly and referred, in accordance with the Club Welfare Policy and, where appropriate, Disciplinary Policy.
- Keep up to date with referral routes available to students within the University, College and local area and signpost members accordingly.
- Act independently and in the best interests of members of the Club, putting their needs above that of others and the Club itself.
- Be in attendance at General Committee Meetings to advise on welfare matters.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

Please note that it is **NOT** the role of the Club Welfare Officers to provide individual counselling support to club members. The Colleges work in close partnership with the University to provide the very best pastoral and welfare support to students and, as part of that partnership, individuals such as College Tutors and Senior Tutors have formal welfare roles and responsibilities and, as such, are better placed to provide guidance and support to students on non-sport specific welfare matters.

The University Counselling Service can provide individual counselling support for students in a range of areas, including anxiety, depression, academic related issues and relationships. In addition, Mental Health Advisors, working in the Counselling Service, can provide support and guidance to students who are in crisis or who are experiencing moderate to severe mental health difficulties. There are also a range of self-help guides, resources and information for students available on the University Counselling Service website at: <https://www.counselling.cam.ac.uk/>

HOW TO ACCESS CLUB WELFARE GUIDANCE

Any member that has any concerns regarding their welfare or of others involved in club activities can discuss these, in confidence, with the Club's Welfare Officer. If the member decides to take a matter to

OSCCA or judicial authorities, the Senior Treasurer (or other senior person they designate), advised by the Welfare Officer and in consultation with the offended parties, may require one or more of the parties involved to withdraw from all Club sailing and social activities until a final OSCCA or judicial decision is made – if the person concerned is not prepared to do so voluntarily.

These arrangements in no way prevent a member from raising an issue with their College and its many sources of assistance, the University Counselling Service, The University Office of Student Conduct, Complaints and Appeals (OSCCA), or even the police or other judicial authority.

If you have a query on welfare you should email welfare@sport.cam.ac.uk. Should you not wish to raise a matter with the Club's Welfare Officer or the other bodies already mentioned, contact Assistant Director of Sport Karen Pearce (karen.pearce@sport.cam.ac.uk, 01223 762954).

6 TEAM SELECTION

INTRODUCTION

Being selected for a CUCrC team, can be hugely important to a Cambridge sailor. It is often the culmination of a great deal of hard work and training so not being selected can lead to disappointment. As such, the selection process is carefully managed by the Club to ensure that the best teams are selected with a minimum of disappointment.

TRIALS

Trials are held over the second weekend of the Michaelmas Term in the Club's 12-foot Firefly dinghies. As well as straight competitive racing, trial helms are assessed on their skill in handling and manoeuvring their boat. Trial crews are assessed on their overall competence and agility.

ELIGIBILITY AND TEAMS

To be eligible for a team sailors must be paid up members of the Cruising Club and matriculated to the University of Cambridge. The Club runs four open (mixed) teams, plus a womens team for the RYA/BUSA Womens Team Racing Championships. Three teams are entered for the BUCS/BUSA Open Team Racing Championships (the maximum allowed). The Varsity Match consists of one open team of 9 sailors and one womens team of 9 sailors.

SELECTION PANEL AND CRITERIA

As well as performance at trials, attitude and previous successes are also taken into account when selecting teams.

INFORMING SAILORS OF RESULTS

Unsuccessful trials participants will be informed face-to-face and feedback provided when they are ready for it. Providing feedback to successful sailors is straightforward but is still carefully thought out.

TEAM CHANGES

Teams normally remain the same throughout the season (October to May), with substitutions or changes only taking place when needed. Because Varsity Match teams consist of 9 sailors, some changes are required for that event, which takes place in 3-person keel boats on the coast, early in July.

APPEALS

Where a sailor feels that the selection process has not been entirely fair and open, they may raise a complaint with the Commodore, as per the Club's standard complaints procedure. Please note, however, that this is not an opportunity to express your disappointment at the outcome of the trials.

7 ONLINE MEMBERSHIP DECLARATION

Prospective members and activity participants confirm the following declaration when signing up online for membership - or booking on an activity, which also requires Affiliate Day Membership.

1. I confirm that I am capable of swimming 100 metres whilst wearing light clothing.
2. I confirm that I am aware of the dangers of participating in an active water-sport, which include: drowning; exposure; injury from equipment; and water-borne disease. I appreciate that these risks are magnified by illness and I will not sail whilst feeling unwell. I am aware that full risk assessments are available in Section 9 of the Club's Regulations, maintained on this website.
3. I believe I am medically fit to take part in club activities and if there is any doubt, I confirm I have consulted my doctor regarding the suitability of the activity. I confirm that if I need emergency medication, I will disclose this on my membership registration form and ensure the medication is available during Club sessions.
4. I acknowledge that it is up to me personally to assess whether any club event or activity is too difficult or dangerous for me, to check the adequacy of my personal equipment, and to seek guidance before I participate.
5. I acknowledge that the Club does not accept any liability for damage to or loss of property or for personal injury arising out of the use of club facilities, or participation in any activity organised by the Club, whether sustained by members or their guests. (But this clause shall not limit the liability of Club for any damage or personal injury resulting from its negligence or fraud.)
6. I confirm that I will abide by the Member Conduct, Health, Safety, and Welfare arrangements, and other provisions set out in the Club Regulations, whilst participating in any activity organised by or in association with the Club, or while a member of a team representing the University.
7. When sailing or windsurfing at Grafham Water I will comply with the Grafham Water Sailing Club rules and safety regulations, as displayed in the clubhouse. I undertake to keep myself informed of any changes in these rules and regulations whilst I remain an active member of the CUCrC.
8. I am aware that the Club takes no responsibility for the safety of members travelling to or from events and activities.
9. I acknowledge that any sailing placements, trips, or activities found through but not organised by the Club are deemed outside of the Club's liabilities.
10. I agree to pay my share of costs incurred whilst sailing with the Club, including the cost of damage to craft that I am sailing in or on (where not covered by insurance).
11. I acknowledge that the Club or Grafham Water SC may take photographs or videos of events that include my image and use them, without payment, to promote the clubs and their activities. I understand that I may request the removal of my image from any item.
12. I appreciate that failure to comply with the Club's requirements during any training session or event, at home or away, could result in my expulsion from the Club or other disciplinary action.

The two specific declarations that a person makes before confirming a booking or membership application are as follows.

- I confirm that I am over 18 and that the information I have submitted is correct to the best of my knowledge. I also confirm that I accept the Club's participation and membership requirements. *(Displayed above as items 1 – 12.)*
- I consent to the CUCrC and Grafham Water SC storing my submitted information, in accordance with the Club's student Privacy Notice, so that I can be kept informed of Club activities and of opportunities offered by Club sponsors. *(Privacy Notices can be found by searching the website using the text: privacy notice).*

8 PRIVACY NOTICES

STUDENTS

The Club records detailed information for Student and Affiliate Members, and for students who participate in club activities. The Club's summary Privacy Notice for such people, published on the web and elsewhere, is as follows

GENERAL MARKETING

This page summarises our Cambridge sailing student data privacy policies. (A detailed privacy notice can be viewed using [this link](#).) We record your name, email address, college, and expected year of departure if you have expressed an interest in the Club. You may have registered your interest online, at a Sports or Freshers Fair, or by taking part in one of our activities. In addition, we record your specific interests and your participation in trips and events.

FRESHERS FAIR

We incorporate the following Privacy Notice on our Sports and Freshers Fair sign-up form and equivalent Google Forms facility. "Signing up gives us permission to add you to our lists and contact you about membership, events, and club news while you are at Cambridge".

MEMBER AND PARTICIPANT DATA

Additional information is maintained on other databases for people who sign up for a trip or join the Club. The items:

- *University status;*
- *telephone number;*
- *year of arrival and planned departure;*
- *level of competence;*
- *medical conditions;*
- *emergency contact details;*
- *driving licence;*
- *car registration;*
- *summary of experience; and*
- *RYA and other qualifications held*

are examples of the data maintained. Furthermore, we deposit a printed list of members each year in the club archives at the University Library (ref: SOC.103).

Our website also makes use of minimal WordPress and WordPress plugin cookies to facilitate logins, bookings, Google Analytics data collection, social media access, and other site operations.

The Club deletes your member or past member data when you cease to be a student, unless you have a working 'after-Cambridge' email address. If so, we transfer your information to our alumni database for confirmation of your continuing interest in club activities.

If you are not a member, we delete your participant data when you leave Cambridge, cease to be a student, or ask to be removed from the Club's database.

CONTROL

You are in control. If you have any queries, wish to restrict use of your data, or do not want the Club to contact you, please inform the Senior Secretary (email address on cucrc.org). Your personal details are used by the Club only for communicating with you; we never use them for 'third party' purposes.

We will publish any changes we make to this Privacy Notice and, where appropriate, notify you by email. If you have any concerns about the privacy of your personal information or want to see what data we hold for you, please contact the Senior Secretary (email address on cucrc.org). That person acts as Data Controller for student and Senior Affiliate data.

SENIOR MEMBERS AND ALUMNI SUPPORTERS

The Club records more detailed information for Senior Members and Alumni Supporters. The Club's summary Privacy Notice for such people, published on the web and elsewhere, is as follows.

The University (via CUDAR) and the Club have a shared interest in, and a coordinated approach to, alumni supporters. This statement explains how the Club handles and uses the alumni data it collects. (A detailed privacy notice can be viewed using [this link](#).)

TRANSPARENCY

We maintain records for communication and fundraising purposes. These include email newsletters, surveys, appeals, and the marketing of alumni events. Our communications are almost invariably electronic. Because of the difficulty of sending out post to a substantial number of people, letters are used only very occasionally.

To enable good communication with alumni we maintain records of:

- *names and previous names;*
- *College;*
- *year of first entry to Cambridge;*
- *email address;*
- *country of residence;*
- *telephone numbers;*
- *main sailing interest while at Cambridge;*
- *gift history;*
- *communication preference (we record and honour any request not to contact you in a specific way - such as by telephone);*
- *administrative notes such as partner's name, plus the outcome of a campaign or survey;*
- *current sailing activity and former Club positions held; and*
- *address.*

We also produce some summary electronic lists for the reclaim of Gift Aid tax. We send out about five email newsletters a year, plus some news flashes. Once a year current student sailors and windsurfers contact a certain number of alumni supporters by telephone.

Our website also makes use of minimal WordPress and WordPress plugin cookies to facilitate Google Analytics data collection, social media access, and other site operations.

SECURITY AND DATA SHARING

We hold and transmit all information securely. Furthermore, we only disclose information to the University and, as necessary, to members and alumni supporters working on behalf of the Club. Such disclosure is always on a confidential basis. Finally, the Club helps communication between individual alumni supporters, but does not release personal details without permission.

CONTROL

You are in control. If you have any queries, wish to restrict use of your data, or do not want the Club to contact you, please inform the Alumni Administrator (alumni@cucrc.org). Your personal details are used by the Club only for communicating with you; we never use them for 'third party' purposes. One exception is that we share your contact details with the University from time to time.

If you opt out of all communication, including newsletters, minimal information is retained to make sure you are not contacted again inadvertently: Finally, we lodge a printed list of alumni supporters, without any gift details, every few years in the Club's archives at the University Library (ref: SOC.103).

We will publish any changes we make to this Privacy Notice and, where appropriate, notify you by email. If you have any concerns about the privacy of your personal information or want to see what data we hold for you, please contact the Alumni Administrator (alumni@cucrc.org). That person acts as Data Controller for Alumni Supporter data.

DETAILED PRIVACY NOTICE

To comply with University requirements the Club maintains the following detailed privacy notice.

PREAMBLE

This notice explains in detail how the CU Cruising Club (“we” and “our”) handles and uses the personal data we collect about our members and our past, current and future supporters (“you” and “your”). Developing a better understanding of our members and supporters allows us to keep in touch with you, in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations or other forms of financial and non-financial support.

We are committed to protecting your personal information and being transparent about what information we hold.

PERSONAL DATA THAT WE HOLD

We may hold information relating to you from a number of sources. A significant proportion of the information we hold is that which you provide to us (for example, you may give us information by filling in forms on our websites, or by corresponding with us by telephone, email or otherwise).

Most records contain the following information (see our summary Privacy Notice pages for data details):

- *details of your education (e.g. your College and dates of study)*
- *unique personal identifiers and biographical information (e.g. student number, date of birth)*
- *your contact details (and we update these whenever you let us know that they have changed)*
- *details of your interactions with us, including:*
 - *your membership and achievements with us*
 - *your attendance at our events*
 - *other contact with us or our partners (as listed below)*
 - *details of benefits and services provided to you*
 - *your relationships with other members or supporters*
- *details about your family (e.g. your marital status, the name of your partner or spouse)*
- *personal data provided by you for a specific purpose (e.g. disability and dietary preferences for event management purposes)*
- *your communication preferences, to help us provide tailored and relevant communications*

We also record the following, where applicable, based on information which you provide to us and, in some cases, publicly available information and information from our partners (as listed below, and see our summary Privacy Notice pages for data details):

- *financial information relating to you and your family, including:*
 - *your history of donations made to us*
 - *your ability and willingness to make donations, including our assessment of your income and whether particular donations or funding appeals may be of interest to you*
 - *your philanthropy and other giving, including donations to other organisations and other support that you provide (e.g. details of volunteering roles)*
- *your career highlights and other life achievements*
- *information about your areas of interest and extra-curricular activities*

We use targeted internet searches and may search the following websites (either directly or using search engines), where relevant in order to obtain and maintain the accuracy of the data listed above (see our summary Privacy Notice pages for data details):

- *Public sources for individuals:*
 - *Instagram, YouTube, Facebook and Twitter to check general details*
 - *LinkedIn, to check business details*
 - *National change of address services*
- *Press sources, for negative press for due diligence purposes*

HOW WE USE YOUR DATA

Your data is used by us for a number of interdependent purposes in support of alumni relations, supporter communications and fundraising. These include the following (see our summary Privacy Notice pages for data details):

- *sending you publications (e.g. magazines and updates about our activities)*
- *conducting surveys, including research on when and whether particular donations or funding appeals may be of interest to you*
- *providing services*
- *sending you tailored proposals, appeals and requests for donations*
- *sending you details of volunteering opportunities*
- *inviting you to our events*
- *wealth analysis and research in order to improve our understanding of our members and supporters, inform our fundraising strategy and target our communications more effectively*
- *internal record keeping, including the management of any feedback or complaints*
- *administrative purposes (e.g. in order to process a donation you have made or to administer an event you have registered for or attended)*

Before seeking or accepting major donations we are required to conduct due diligence, including reviewing publicly available personal data relating to the donor's criminal convictions and offences.

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details we hold, the consent that you have provided, and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

We may use automated or manual analyses to link data together to help us identify your potential for supporting us, to provide you with an improved experience, to send you communications which are relevant and timely, to identify volunteering opportunities or opportunities for providing support which may be of interest to you, and to avoid approaching you with opportunities which are not of interest. All of this enables us to raise more funds, sooner, and more cost-effectively, in support of our strategic objectives. We always seek to ensure that any opportunities we present are aligned with your interests, based on the research we conduct.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

WHEN WE SHARE YOUR DATA WITH OTHERS (OUR PARTNERS)

We share the above categories of data with the University and the Colleges to provide you with a coordinated approach. Any transmission of data to or from the University and Colleges is managed through agreed processes which comply with relevant data protection legislation. The University and each College has its own data protection statement and procedures.

Additionally, we share the above categories of data on a considered and confidential basis, where appropriate, with:

- *third parties engaged by us to provide fundraising related services, such as:*
 - *companies that provide us with data about alumni and supporters*
 - *consultants advising us on individuals' capacity to donate*
 - *other contractors providing services to you on our behalf or services to us*
- *selected companies who provide products and services that we endorse*

HOW WE PROTECT YOUR DATA

We ensure we have appropriate data sharing arrangements in place before sharing your personal data.

We do not sell your personal data to third parties under any circumstances.

We also facilitate communication between individual members, but in doing so we do not release personal contact details without prior permission.

Any transfers of your data overseas (outside of the European Economic Area), as set out above, are protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses adopted by the European Commission (which give obligations for the recipient to safeguard the data). Further information about the measures we use to protect data when being transferred internationally is available from us (via the contact details are set out below).

YOUR RIGHTS

You have the right to:

- *ask us for access to, or rectification or erasure of your data*
- *restrict processing (pending correction or deletion)*
- *object to communications or direct marketing*
- *ask for the transfer of your data electronically to a third party (data portability)*

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

The controller for your personal data is set out in our summary Data Privacy notices.

Please contact us if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

If you are a former member of the club we will retain your data indefinitely in support of your lifelong relationship with us or until you request us to do otherwise. Otherwise we will delete your data when you cease to be a student at the University. We will publish any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Where you are or have been a member and exercise your right to erasure, we will continue to maintain a core set of personal data (name, membership details, unique identification number and date of birth) to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).

9. RISK ASSESSMENTS AND COVID-19 ARRANGEMENTS

The following risk assessments and other items are held in this section.

- 9.1 General sailing and windsurfing at Grafham Water.
- 9.2 Risks specific to dinghy sailing.
- 9.3 Risks specific to windsurfing.
- 9.4 Annual Taster Weekend at Grafham Water.
- 9.5 Annual Cuppers at Grafham Water.
- 9.6 Annual Cam Cup at Grafham Water.
- 9.7 BUSA Qualifiers at Grafham Water.
- 9.8 BUSA Finals at Grafham Water.
- 9.9 Risks due to COVID-19 and social distancing.
- 9.10 CUCrC COVID-19 Arrangements.

| | | | |
|--|-------------------------------|---|-----------------------------------|
| Centre: Grafham Water | Date: 14 November 2017 | Last Review: 5th October 2020 | Review Due: September 2021 |
| Risk Assessment: All Risks Common to Dinghy Sailing and Windsurfing | | | |

| |
|--|
| Description of the activity, equipment or area under assessment <u>Any Activity at Grafham Water</u> |
|--|

| Significant hazards | What could go wrong | Risk (High, Medium, Low) | Existing control measures | Further actions |
|---|---|-----------------------------|---|---|
| Preparation | Not ready for the planned activity on days of competition - resulting in a variety of accidents and uncontrolled situations | High | <ul style="list-style-type: none"> -Trip Leader to have appropriate event organisation experience and a plan created prior to competition -Trip Leader to complete Dynamic Risk Assessment using CUCrC form -Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area -Trip leader to supplement the Grafham flag system by assessing weather and skills of teams competing -All competitors must have sufficient experience for conditions (assessed by own team captains) -All competitors to be notified of the appropriate sailing area in briefing session -Ensure on Notice of Race, it is clearly stated that all non CUCrC competitors must be affiliate members of GWSC in the case of bodily harm or equipment damages. | This item applies to all subsequent hazards |
| Road accident | Potential for serious injury to drivers and passengers | Low | <ul style="list-style-type: none"> -Only competent drivers to carry passengers to and from club -Club to keep record of which members have driving licenses, and ensure this is up to date at the start of each term -If boats are being towed, the trailer must be roadworthy, the driver must have a towing license, and all straps should be checked before departure to ensure boats are secure | Drivers should ensure they are mentally and physically fit to drive safely, particularly when towing or for longer journeys |
| Explosion/fire from ignition of petrol used for rescue boat | Potential for serious injury, especially burns | Low | <ul style="list-style-type: none"> -Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty coxswain should be consulted -No smoking on site | There is a fuel spill kit in the Coxswains' shed which should be used in the event of any spills |
| Loading and unloading dinghy trailers | Injury from incorrect lifting or being unaware, crushing or strain injuries | Medium | <ul style="list-style-type: none"> -Adequate numbers of people to load trailers -One individual to lead the process and all others to follow their instructions -Particular care when loading and unloading the top boat on double and triple stackers -Trailers must be in safe condition | None |
| Strong winds | Major rescues required, risk of head injuries and capsize | Medium if warning flags are | -Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing | Ensure team captains/trip leaders |

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|---|--|--------|---|--|
| | increased | flying | <ul style="list-style-type: none"> -Trip leaders to cancel/postpone session if weather conditions are judged too dangerous for the experience level of the participants -All RIB drivers briefed and radios maintained -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | are aware it is their responsibility to decide whether team safe to sail |
| Cold water or generally cold conditions | Long term exposure or actual immersion (hypothermia) | Medium | <ul style="list-style-type: none"> -All competitors to wear appropriate clothing, conforming to wetsuit drysuit rule & Grafham flag rules -Trip Leader and H&S representative aware of symptoms and treatment -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -In dinghy sessions instructors must be on water in RIB before students launch -RIB on station and radios maintained | Ensure all competitors are aware of the wetsuit drysuit rule and CUCrC members are diligent and report incorrect kit |
| Cold water (capsize or other immersion) | Short term exposure (shock) | Low | <ul style="list-style-type: none"> -As for cold conditions above -Check for possible medical conditions (e.g. asthma) in morning registration and take appropriate precautions. Ensure all competitors are aware it is their decision to assess if the conditions are suitable for them in light of current health and skill level. | Risk medium in Lent |
| Water | Drowning | Low | <ul style="list-style-type: none"> -All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPlay -All participants to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent -All participants to have appropriate clothing for the air and water temperature -Designated H&S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting PB driver declaration form -Continuous and effective supervision by event director/trip leader and H&S lead -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Water-borne disease | Weils Disease (Leptospirosis) | Low | <ul style="list-style-type: none"> -Participants warned about covering cuts and washing hands before eating -Footwear to be worn by all to prevent cuts -Participants warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms | There is little history of Weils disease at GWSC |
| Water-borne toxins | Blue Green Algae | Low | <ul style="list-style-type: none"> - If applicable, competitors warned of danger if algae flag is flying and participate at own risk -Inexperienced competitors to remain on shore because of danger of capsizing -RIBs on station and ensure radios maintained -Participants reminded to wash hands thoroughly after each session when the flag is flying | Blue green algae should usually only be a hazard in Easter term |
| Equipment failure/misuse | Serious injury | Low | <ul style="list-style-type: none"> -Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed -In the case of hiring external boats, full boat checks carried out prior to event -Bosun to have a radio at all times during events -Competitors to pay a damage deposit prior to registering -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | Club members to report any breakages/damage to bosun as soon as possible |
| Slippery surfaces | Injury through slipping and falling | Medium | <ul style="list-style-type: none"> - Participants warned to wear non-slip footwear and be aware of the likelihood of slipping on concrete surfaces and on grass in front of wet bar/in boat park when wet or icy | None |

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|--|--|--------|---|---|
| | | | -Shed and rigging area to be kept tidy to avoid trip hazards | |
| Entrapment in boat, board, or rigging following capsizes | Serious injury or drowning | Medium | <ul style="list-style-type: none"> -Event director (in race office) and all RIBs should have a safety bag including a safety knife with serrated edge and rounded blunt end, a pair of wire cutters, a TPA and first aid equipment, & a spare killcord both days of competition -Team leaders advised to ensure there is at least one safety knife carried per team -Trip leader/rib drivers/H&S representative present should have appropriate qualifications to deal with the situation -All competitors briefed prior to going afloat -Suitable footwear worn -Group control regularly considered by event director during competition -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | Knives must have blunt/rounded ends to avoid stabbing, and should be serrated to cut through rope |
| Moving parts of the boat, board, or equipment | Serious injury or unconsciousness from blow to head Concussion | Low | <ul style="list-style-type: none"> -Correct powerboat handling by trip leader/rib drivers/umpires – anyone driving a powerboat to have PB2 qualification -Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken -Suitable footwear to be worn -All helpers in rigging parties briefed on correct moving protocol -Ensure radios are maintained -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | In the event of a blow to the head, the person should be monitored for signs of concussion |
| A collision of dinghies or RIBs | A person in the water Serious injury | Medium | <ul style="list-style-type: none"> -Correct powerboat handling by trip leader/rib drivers/umpires -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Boats to be driven in a sensible manner and collisions to be avoided at all costs -All participants to be competent for the conditions, as decided by their trip leader -Alcohol or drugs will not be consumed or used anywhere on the venue | None |
| Ropes | Rope burn | Low | <ul style="list-style-type: none"> -All participants and safety boat crew advised to wear appropriate gloves if windy | None |
| Inadequate first aid provision | Avoidable increase in injury severity or deterioration of sailor condition | Medium | <ul style="list-style-type: none"> -First aid kits available at site (Grafham Water SC) and on rescue boats -Ensure ongoing procedure of replenishing first aid kit supplies throughout year -Ensure radios are maintained -Club to keep record of which members have valid first aid training -In the event that a boat sails in before the end of the session due to an injury, the Trip Leader should remind the non-injured person in the boat to stay with the casualty, and to escort them to the Coxswains' Shed for First Aid attention -H&S email at start of season to include details about the importance of staying with casualties, especially those with potential head injuries | H&S Officer to encourage members to get first aid trained |
| Injury from rescue boat | Serious injury, especially from propeller Boat or equipment damage | Medium | <ul style="list-style-type: none"> -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -On heavy wind days trip leader should assess need for multiple individuals on the RIB dependent on likelihood of rescues - including umpires and mark layers -Kill cords to be worn & fitted correctly at all times -Engine turned off during swimmer recovery -All visiting RIB drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Rescue boat driver falling out of boat | RIB to go out of control Serious injury to driver and | Low | <ul style="list-style-type: none"> -All rescue boat drivers must wear a correctly fitted kill-cord which stops the engine when removed from the boat | None |

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| | other participants Boat or equipment damage | | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| On water group dispersal or inability to sail independently back to shore | Boat or equipment damage Long term exposure to cold leading to hypothermia Injury | Medium | -Check weather forecast prior to commencing activities, paying particular attention to forecast wind speed increase. Group leaders to take competence level of group into account when assessing whether to go ahead with the session in consideration of the forecast. -Race committee to regularly assess conditions during events -RIB on station/standby (multiple if deemed necessary) and radios maintained. Both umpires and safety/mark lay ribs to wait until boats are ashore before putting ribs away. -Adequate group control from launch to end of sailing as decided by PRO/trip leader -Effective briefing of competitors & helpers ensuring clarity of sailing area -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Trip leaders to have a good awareness of wind and monitor the weather (ongoing) -Ensure close supervision of group as far as possible -At least one RIB used for every six dinghies during events -Umpires and (if used) change over RIBs to assist if requested to by course manager/PRO/ED | Trip leaders should be aware of what actions can be taken in the event of group dispersal – eg sending as much of the group as possible back to shore, use of hand signals to communicate, radioing for help |
| On water collapse or faint not due to head injury | Serious injury Medical emergency | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -All visiting RIB drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance -All race officials to know Grafham standard safety and rescue techniques and all happy to follow this protocol -Continuous and effective supervision by trip leader -All competitors to sign at registration to say they understand the risk of them going afloat and that the organising authority will not be held liable for medical emergencies outside of their control -Club to ask members for emergency contact details and any relevant medical conditions when they register | |
| Lifting of heavy objects such as anchor chains | Crushing injuries Strain injuries | Low | -Participants should only lift objects if they are confident in their ability to do so -Make sure anchor ropes are coiled and tied securely before they are hung in the shed, so anchors cannot fall -Beginners to be informed of safe ways to lower/raise anchors -Anchors should be placed on ground rather than dropped | None |
| Folding anchors | Trapped fingers | Low | -Beginners to be informed of how to fold/unfold anchors correctly -Anchors to be stored folded | None |
| Member, competitor, volunteer, official, or alumni conduct | Physical or psychological injury or mental health problems caused by: aggressive or violent behaviour, poor practice, rule violations, harassment or bullying. | Low | -Racing Rules of Sailing forbid unsportsmanlike behaviour -Member Code of Conduct is clearly laid out and accessible, and disciplinary procedures are in place for bullying/harassment allegations -Club Welfare policy is available through the club website -Welfare officer to handle any welfare issues as they arise, this person should be clearly signposted to new members | This section, as well as the club Welfare policies, apply to all club organised socials as well as all training and competitions (including event |

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| | | | | accommodation where this is organised by the club) |
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ASSESSOR

| Name of assessor: | Signature: | Date | Name of Supervisor: | Signature: | Date |
|-------------------|---------------------|------|---------------------|------------|------|
| Karen Thomas | <i>Karen Thomas</i> | | | | |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
|--------------------|------------------------|----------|--|
| Molly Desorgher | <i>Molly Desorgher</i> | 12/09/20 | <ul style="list-style-type: none"> -Language changed to be clearer (such as switching “competitor” to “participant” where the guidance applies to regular team training as well as to events) -More detail added to “What could go wrong” column, to indicate the specific injuries that could occur -Newly agreed procedures around driving licenses and trailer safety -Detail about the responsibility of trip leaders to cancel/postpone/adjust sessions dependent on weather conditions and group competency added -Grafham flag rules included in cold water section -More detail on the content of RIB safety kits added as per GWSC’s suggestion -Comment added about the need to monitor potential concussions -Club to keep record of, and encourage, first aid training among members -Kill cords to be fitted correctly -Teams advised to carry safety knives -Suggestions in event of group dispersal added -Medical details & emergency contact details to be requested upon membership registration -Added sections about anchors (lifting/carrying/folding) -Section about behaviour of members added in accordance with Sports Service advice |
| Molly Desorgher | <i>Molly Desorgher</i> | 05/10/20 | -Added to first aid section following an incident on 04/10/20 |
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| Centre: Grafham Water | Date: 5 December 2017 | Last Review: 13th September 2020 | Review Due: September 2021 |
| Risk Assessment: Risks Specific to Dinghy Sailing | | | |

Description of the activity, equipment or area under assessment
Dinghy Sailing at Grafham Water

| Significant hazards | What could go wrong | Risk level (High, Medium or Low) | Existing control measures | Further actions |
|-----------------------------------|--|---|--|--|
| Slippery concrete launching ramps | Trips/falls with risk of injury - especially bruises/grazes, potentially fractures | Medium-High | -Beginners warned of danger and all sailors instructed to have non-slip footwear -Sailors to coordinate their dinghy launching and recovery activities to avoid anyone trying to move a boat that is too heavy | Particular concern in icy weather and when water level is low |
| Uncontrolled boom | Head injuries Concussion | Medium | -Beginners warned of danger and helms reminded to give good notice of their intentions while sailing -All club Fireflies have foam boom protectors over their aft ends -Extra care to be taken when boats are being moved around on trailers with sails up, as the sails are likely to be flapping. Beginners should be made aware of this danger, and participants should stay alert to boats being moved around. | Anyone struck by a boom to be monitored for symptoms of concussion |
| Separation from boat | Hypothermia Drowning | Low | -Ensure that if there is no safety cover, all participants understand how to undertake a safe man overboard manoeuvre -All participants to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent | None |
| Pulling heavy boats on trailers | Strain injuries | Low | -Participants to help each other with moving boats when needed, especially if pulling up slopes -Participants encouraged to wear nonslip shoes to reduce risk of slipping -Opening the self-bailers after sailing can make the boats lighter by reducing the amount of water in them | None |
| Fraying shroud/halyard wires | Cuts due to sharp ends | Low | -Bosun to check all equipment is in good condition regularly -Club members to inform bosun of any breakages/worn out gear | None |

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): - N/A

ASSESSOR

| Name of assessor: | Signature: | Date | Name of Supervisor: | Signature: | Date |
|-------------------|-----------------------|-----------------|---------------------|------------|------|
| Anthony Butler | <i>Anthony Butler</i> | 5 December 2017 | | | |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
|--------------------|------------------------|----------|---|
| Molly Desorgher | <i>Molly Desorgher</i> | 13/09/20 | -Extra detail added to slipway & boom segments -Added sections about separation, frayed wires, and moving boats around on trailers |
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| Centre: Grafham Water | Date: 14 November 2017 | Last Review: 12th September 2020 | Review Due: September 2021 |
| Risk Assessment: Risks Specific to Windsurfing | | | |

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| Description of the activity, equipment or area under assessment Windsurfing at Grafham Water |
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| Significant hazards | What could go wrong | Risk level (High, Medium or Low) | Existing control measures | Further actions |
|---|---|--|---|------------------------|
| Inability to return to shore (due to adverse weather or broken equipment) | Hypothermia due to long term exposure to cold Exhaustion | Low-Medium depending on skill level of group | -All participants to complete the Windsurfer and Gear Pre-Activity Checklist (see Regulations) before going afloat -Trip leaders to check forecast and ensure all participants are sufficiently experienced for the predicted conditions -Contact to be made with the Coxswains and a sailing area agreed before going afloat -Windsurfers must use a buddy system except when solo surfing is permitted by GWSC | None |
| Separation from board | Hypothermia Drowning | Low | -Ensure all participants (especially beginners) understand the importance of staying with the board -Trip leaders to ensure all participants are competent for the wind and wave conditions | None |
| Other water users being struck by moving board or sail being dropped. | Head injury Concussion | Low | -Windsurfers to keep adequate distance from other water users | None |
| Water borne toxins | Blue green algae | Low | -The risk from blue green algae is higher for beginner windsurfers as they spend much more time in the water. Trip leaders must be aware of this and make appropriate changes to session plans -Participants to wash hands thoroughly after session if the blue green algae flag is flying | None |
| Lifting heavy items such as boards and sails | Strain injuries | Low | -Participants to help each other if needed, especially when lifting boards off/onto racks -Beginners to be informed of safest ways to carry sails and boards | None |

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): N/A

ASSESSOR

| Name of assessor: | Signature: | Date | Name of Supervisor: | Signature: | Date |
|-------------------|-------------------|------|---------------------|------------|------|
| David Howe | <i>David Howe</i> | | | | |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
|--------------------|------------------------|----------|---|
| Molly Desorgher | <i>Molly Desorgher</i> | 12/09/20 | -Added all 3 sections -Risks associated with coastal trips (e.g. currents, waves ,etc.) not assessed, so any club trips that are organised will need to be risk assessed by the trip leader. |
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| Centre: Grafham Water | Club: CUCrC | Date: 18th January 2020 | |
| Risk Assessment: CUCrC Taster Weekend / 'Mega Weekend' (Date October - Annual) | | | |

Overview

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| Background: | CUCrC Mega Weekend is an annual weekend organised by the University of Cambridge Cruising Club (CUCrC) following the Sports Fair to increase participation in the sport with the University of Cambridge. It is overseen by the Rear Commodore Dinghy Sailing, supported by the CUCrC Commodore. Grafham Water Sailing Club (GWSC) has been hired as the venue; CUCrC committee members with knowledge and experience of sailing fireflies and carrying out training will be at the venue and onsite over the full two days. It has been agreed that only GWSC members and Royal Yachting Association qualified individuals will drive the RIBs, loaned by GWSC. Participants will all declare their ability to swim, current level of ability and medical details prior to being accepted onto the weekend and all sail boats will hold appropriate insurance cover, as all participants will become temporary GWSC members for the duration of the weekend. | | |
| Participation Risk Statement | <p>Rule 4 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate or to continue sailing is hers alone." Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each participant agrees and acknowledges that:</p> <ul style="list-style-type: none"> • They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event; • They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore; • They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions; • The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve them of their own responsibilities; • The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances. | | |
| Event: | CUCrC Taster Weekend | Risk Assessment completed by: | Karen Thomas (CUCrC H&S Lead) |

Description of the activity, equipment or area under assessment
Any Activity at Grafham Water

| Significant hazards | What could go wrong | Risk (High, Medium, Low) | Existing control measures | Further actions |
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| Preparation | Not ready for the planned activity - resulting in a variety of accidents and uncontrolled situations | High | <ul style="list-style-type: none"> -Trip Leader to have appropriate event organisation experience and a plan created prior to competition -Trip Leader to complete Dynamic Risk Assessment using CUCrC form -Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area -Trip leader to supplement the Grafham flag system by assessing weather and skills of team sailors assisting with the day and participants present. -All team sailors must have sufficient experience for conditions (assessed by captain). Any participants given the opportunity to helm must have experience or an appropriate skill level, assessed by the team sailor in the boat with them at the time. -All participants and team sailors to be notified of the appropriate sailing area in briefing session and a full plan for the on-water session, including demonstration of signals and noises signifying an immediate return to shore in the case of danger. -Ensure on the website sign up form, it is clearly stated that all non CUCrC members must be affiliate members of GWSC in the case of bodily harm or equipment damages. | This item applies to all subsequent hazards |
| Road accident | Potential for serious injury to drivers and passengers | Low | <ul style="list-style-type: none"> -Only competent drivers to carry passengers to and from club | None |
| Explosion/fire from ignition of petrol used for rescue boat | Potential for serious injury | Low | <ul style="list-style-type: none"> -Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty coxswain should be consulted -No smoking on site | None |
| Launching and rigging boats | Injury from incorrect lifting or being unaware | Medium | <ul style="list-style-type: none"> -Two or more people moving each boat, holding the front of the trolley -One individual to lead the process and all others to follow their instructions -Participants to not be left unsupervised, even if experience has been stated on sign up form | None |
| Strong winds | Major rescues required | Medium/high if warning flags are flying | <ul style="list-style-type: none"> -Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning briefing with team sailors -Only six boats to be on the water at any one time with one rib. Trained individuals to be in ribs for rescues (2 per rib) and minimum of one on shore to catch boats coming in at speed and liaise. -All RIB drivers briefed and radios maintained -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | Ensure team captains are aware it is their responsibility to decide whether team safe to sail |
| Cold water or generally cold conditions | Long term exposure or actual immersion (hypothermia) | Medium | <ul style="list-style-type: none"> -All participants to wear appropriate clothing, conforming to wetsuit rule -Trip Leader and H&S representative aware of symptoms and treatment -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -In on-water sessions instructors must be on water in RIB before participants launch -RIB on station and radios maintained | Ensure all participants are aware of the wetsuit rule, as stated on website and CUCrC members report incorrect kit |
| Cold water (capsize or other immersion) | Short term exposure (shock) | Low | <ul style="list-style-type: none"> -As for cold conditions above -Trip leader to check for possible medical conditions (e.g. asthma) on sign up form and take appropriate precautions. Ensure all participants are aware it is their decision to assess if the conditions are suitable for them in light of current health and skill level. | Risk medium if above 12 knots |
| Water | Drowning | Low | <ul style="list-style-type: none"> -All participants to confirm they are able to swim 100 metres in light clothing when registering on | None |

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| | | | <p>CUCrC website</p> <ul style="list-style-type: none"> -All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent. Team sailors in boats with participants to check this prior to launching. Annually, all CUCrC kit in metal container to be checked -All participants to have appropriate clothing for the air and water temperature, compliant with GWSC flag policy -Designated H&S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form if not yet a member of CUCrC -Continuous and effective supervision by trip leader and H&S lead -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| Water-borne disease | Weils Disease (Leptospirosis) | Low | <ul style="list-style-type: none"> -Participants warned about covering cuts and washing hands before eating -Footwear to be worn by all to prevent cuts -Participants warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms on sign up and feedback forms | None |
| Water-borne toxins | Blue Green Algae | Low | <ul style="list-style-type: none"> - If applicable, participants warned of danger if algae flag is flying and participate at own risk -Inexperienced team sailors/participants to remain on shore because of danger of capsizing -RIBs on station and ensure radios maintained | None |
| Equipment failure/misuse | Serious injury | Low | <ul style="list-style-type: none"> -Equipment to be checked each morning by trip leader/team sailors and bosun and then continuously throughout the day when needed -All participants to be shown correct use of equipment at start of session and throughout as needed -Trip leader to have a radio at all times -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Slippery surfaces | Injury through slipping and falling | Medium | <ul style="list-style-type: none"> - Competitors warned to wear non-slip footwear and be aware of the likelihood of slipping on concrete surfaces and on grass in front of wet bar when wet or icy | None |
| Entrapment in boat, board, or rigging following capsizes | Serious injury or drowning | Medium | <ul style="list-style-type: none"> -All RIBs should have a safety bag including a sharp safety knife with serrated edge and rounded blunt end, a pair of wire cutters, a TPA and first aid equipment, & a spare killcord both days of the weekend -Trip leader/rib drivers/H&S representative present should have appropriate qualifications to deal with the situation -All team sailors and participants briefed prior to going afloat -Suitable footwear worn -Group control regularly considered by H&S lead and trip leader throughout weekend sessions -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Moving parts of the boat, board, or equipment | Serious injury or unconsciousness from blow to head | Low | <ul style="list-style-type: none"> -Correct powerboat handling by trip leader/rib drivers -Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken -Suitable footwear to be worn -All helpers and team sailors briefed on correct moving protocol. Trip leader should oversee -Ensure radios are maintained -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| A collision of dinghies | A person in the water | Medium | <ul style="list-style-type: none"> -Correct powerboat handling by trip leader/rib drivers | |

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| or RIBs | Serious injury | | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Boats to be driven in a sensible manner and collisions to be avoided at all costs -Alcohol or drugs will not be consumed or used anywhere on the venue | |
| Rope burns | Injury requiring first aid or change of crew | Low | -All team sailors, participants and safety boat crew advised to wear appropriate gloves if windy | |
| Inadequate first aid provision | Avoidable increase in injury severity or deterioration of sailor condition | Medium | -First aid kits available at site (Grafham Water SC) and on rescue boats -Ensure ongoing procedure of replenishing first aid kit supplies throughout year -Ensure radios are maintained | None |
| Injury from rescue boat | Serious injury Boat or equipment damage | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -If heavy wind, trip leader should assess need for multiple individuals on the RIB dependent on likelihood of rescues. Minimum of two during all sessions -Kill cords to be worn at all times and fitted correctly -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Rescue boat driver falling out of boat | RIB to go out of control Serious injury Boat or equipment damage | Low | -All rescue boat drivers must wear kill-cord which stops the engine when removed from the boat -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| On water group dispersal or inability to sail independently back to shore | Boat or equipment damage Long term exposure to cold Injury | Medium | -Check weather forecast prior to commencing activities and if wind speed increases, reconsider activity -Trip lead to regularly assess conditions -RIB on station/standby (multiple if deemed necessary) and radios maintained. Rib drivers to wait until boats are ashore before putting ribs away. -All ribs to have minimum of two people on board so one person can get into a boat to sail ashore if the crew of the boat get into trouble -Adequate group control from launch to end of sailing as decided by trip leader -Effective briefing of competitors & helpers ensuring clarity of sailing area -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Have a good awareness of wind and monitor the weather (ongoing) -Ensure close supervision of group as far as possibly able -At least one RIB used for every six dinghies | None |
| On water collapse or faint not due to head injury | Serious injury Medical emergency | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance -Rib drivers to know Grafham safety and rescue techniques and all happy to follow this protocol -Continuous and effective supervision by trip leader -All competitors to sign at sign-up to say they understand the risk of going afloat and that the organising authority will not be held liable for medical emergencies outside of their control | |

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): N/A

ASSESSOR

| Name of assessor: | Signature: | Role | Date |
|-------------------|---------------------|---------------------------------|-------------------------------|
| Karen Thomas | <i>Karen Thomas</i> | CuCrC Health and Safety Officer | 4 th February 2020 |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
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| Centre: Grafham Water | Club: CUCrC | Date: 7th April 2019 | Review Date: 4th January 2020 |
| Risk Assessment: CUCrC Cuppers Team Racing Event (Date June - Annual) | | | |

Overview

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| Background: | CUCrC Team Racing Cuppers is a Sailing Competition organised by the University of Cambridge Cruising Club (CUCrC) to increase participation in the sport with the University of Cambridge. Grafham Water Sailing Club (GWSC) has been hired as the venue; CUCrC committee members with knowledge and experience of racing and training at the venue will be onsite over the day. It has been agreed that only GWSC members and Royal Yachting Association qualified Umpires will drive the RIBS, loaned by GWSC. Competitors will all agree to the Risk Statement in the Notice of Race (NoR) and all sail boats will appropriate insurance cover, as competitors will become temporary GWSC members for the event duration. | | |
| NoR Risk Statement | <p>Rule 4 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate in a race or to continue racing is hers alone." Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each competitor agrees and acknowledges that:</p> <ul style="list-style-type: none"> • They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event; • They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore; • They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions; • The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve them of their own responsibilities; • The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances. | | |
| Event: | CUCrC Cuppers | Risk Assessment completed by: | Karen Thomas (CUCrC H&S Lead) |

Description of the activity, equipment or area under assessment
Any Activity at Grafham Water

| Significant hazards | What could go wrong | Risk (High, Medium, Low) | Existing control measures | Further actions |
|----------------------------|----------------------------|---------------------------------|----------------------------------|------------------------|
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| Preparation | Not ready for the planned activity on days of competition - resulting in a variety of accidents and uncontrolled situations | High | <ul style="list-style-type: none"> -Trip Leader to have appropriate event organisation experience and a plan created prior to competition -Trip Leader to complete Dynamic Risk Assessment using CUCrC form -Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area -Trip leader to supplement the Grafham flag system by assessing weather and skills of teams competing -All competitors must have sufficient experience for conditions (assessed by own team captains) -All competitors to be notified of the appropriate sailing area in briefing session -Ensure on Notice of Race, it is clearly stated that all non CUCrC competitors must be affiliate members of GWSC in the case of bodily harm or equipment damages. | This item applies to all subsequent hazards |
| Road accident | Potential for serious injury to drivers and passengers | Low | <ul style="list-style-type: none"> -Only competent drivers to carry passengers to and from club | None |
| Explosion/fire from ignition of petrol used for rescue boat | Potential for serious injury | Low | <ul style="list-style-type: none"> -Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty coxswain should be consulted -No smoking on site | None |
| Loading and unloading dinghy trailers | Injury from incorrect lifting or being unaware | Medium | <ul style="list-style-type: none"> -Adequate numbers of people to load trailers -One individual to lead the process and all others to follow their instructions -Particular care when loading and unloading the top boat on double and triple stackers | None |
| Strong winds | Major rescues required | Medium if warning flags are flying | <ul style="list-style-type: none"> -Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing -All RIB drivers briefed and radios maintained -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | Ensure team captains are aware it is their responsibility to decide whether team safe to sail |
| Cold water or generally cold conditions | Long term exposure or actual immersion (hypothermia) | Medium | <ul style="list-style-type: none"> -All competitors to wear appropriate clothing, conforming to wetsuit drysuit rule -Trip Leader and H&S representative aware of symptoms and treatment -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -In dinghy sessions instructors must be on water in RIB before students launch -RIB on station and radios maintained | All participants to be aware of the wetsuit drysuit rule and CUCrC members are diligent and report incorrect kit |
| Cold water (capsize or other immersion) | Short term exposure (shock) | Low | <ul style="list-style-type: none"> -As for cold conditions above -Check for possible medical conditions (e.g. asthma) in morning registration and take appropriate precautions. Ensure all competitors are aware it is their decision to assess if the conditions are suitable for them in light of current health and skill level. | Risk medium in Lent |
| Water | Drowning | Low | <ul style="list-style-type: none"> -All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPlay -All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent -All competitors to have appropriate clothing for the air and water temperature -Designated H&S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form -Continuous and effective supervision by event director and H&S lead | None |

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| | | | -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| Water-borne disease | Weils Disease (Leptospirosis) | Low | -Competitors warned about covering cuts and washing hands before eating -Footwear to be worn by all to prevent cuts - Competitors warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms | None |
| Water-borne toxins | Blue Green Algae | Low | - If applicable, competitors warned of danger if algae flag is flying and participate at own risk -Inexperienced competitors to remain on shore because of danger of capsizing -RIBs on station and ensure radios maintained | None |
| Equipment failure/misuse | Serious injury | Low | -Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed -In the case of hiring external boats, full boat checks carried out prior to event -Bosun to have a radio at all times -Competitors to pay a damage deposit prior to registering -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Slippery surfaces | Injury through slipping and falling | Medium | - Competitors warned to wear non-slip footwear and be aware of the likelihood of slipping on concrete surfaces and on grass in front of wet bar when wet or icy | None |
| Entrapment in boat, board, or rigging following capsize | Serious injury or drowning | Medium | -Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition -Trip leader/rib drivers/H&S representative present should have appropriate qualifications to deal with the situation -All competitors briefed prior to going afloat -Suitable footwear worn -Group control regularly considered by event director during competition -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Moving parts of the boat, board, or equipment | Serious injury or unconsciousness from blow to head | Low | -Correct powerboat handling by trip leader/rib drivers/umpires -Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken -Suitable footwear to be worn -All helpers in rigging parties briefed on correct moving protocol -Ensure radios are maintained -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| A collision of dinghies or RIBs | A person in the water Serious injury | Medium | -Correct powerboat handling by trip leader/rib drivers/umpires -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Boats to be driven in a sensible manner and collisions to be avoided at all costs -Alcohol or drugs will not be consumed or used anywhere on the venue | |
| Rope burns | Injury requiring first aid or change of crew | Low | -All competitors and safety boat crew advised to wear appropriate gloves if windy | |
| Inadequate first aid provision | Avoidable increase in injury severity or deterioration of sailor condition | Medium | -First aid kits available at site (Grafham Water SC) and on rescue boats -Ensure ongoing procedure of replenishing first aid kit supplies throughout year -Ensure radios are maintained | None |
| Injury from rescue | Serious injury | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent | None |

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|---|--|--------|--|------|
| boat | Boat or equipment damage | | <ul style="list-style-type: none"> -On heavy wind days trip leader should assess need for multiple individuals on the RIB dependent on likelihood of rescues- including umpires and mark layers -Kill cords to be worn at all times -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| Rescue boat driver falling out of boat | RIB to go out of control Serious injury Boat or equipment damage | Low | <ul style="list-style-type: none"> -All rescue boat drivers must wear kill-cord which stops the engine when removed from the boat -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| On water group dispersal or inability to sail independently back to shore | Boat or equipment damage Long term exposure to cold Injury | Medium | <ul style="list-style-type: none"> -Check weather forecast prior to commencing activities and if wind speed increases, reconsider activity -Race committee to regularly assess conditions -RIB on station/standby (multiple if deemed necessary) and radios maintained. Both umpires and safety/mark lay ribs to wait until boats are ashore before putting ribs away. -Adequate group control from launch to end of sailing as decided by PRO -Effective briefing of competitors & helpers ensuring clarity of sailing area -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Have a good awareness of wind and monitor the weather (ongoing) -Ensure close supervision of group as far as possibly able -At least one RIB used for every six dinghies -Umpires and (if used) change over RIBs to assist if requested to by course manager/PRO/ED | None |
| On water collapse or faint not due to head injury | Serious injury Medical emergency | Medium | <ul style="list-style-type: none"> -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance -All race officials to know Grafham standard safety and rescue techniques and all happy to follow this protocol -Continuous and effective supervision by trip leader -All competitors to sign at registration to say they understand the risk of them going afloat and that the organising authority will not be held liable for medical emergencies outside of their control | |

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): N/A

ASSESSOR

| Name of assessor: | Signature: | Role | Date |
|-------------------|---------------------|---------------------------------|-------------------------------|
| Karen Thomas | <i>Karen Thomas</i> | CUCrC Health and Safety Officer | 4 th February 2020 |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
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| Centre: Grafham Water | Club: CUCrC | Date: 12th February 2019 | Review Date: 4th February 2020 |
| Risk Assessment: Cam Cup Team Racing Event (Date February/March - Annual) | | | |

Overview

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| Background: | The Cam Cup is a Sailing Competition organised and hosted by the University of Cambridge Cruising Club (CUCrC). Grafham Water Sailing Club (GWSC) has been hired as the venue; CUCrC committee members with knowledge and experience of racing and training at the venue will be onsite over the weekend. It has been agreed that only GWSC members and Royal Yachting Association qualified Umpires will drive the RIBs, loaned by GWSC. Competitors will all agree to the Risk Statement in the Notice of Race (NoR) and all sail boats will appropriate insurance cover, as competitors will become temporary GWSC members for the event duration. | | |
| NoR Risk Statement | <p>Rule 4 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate in a race or to continue racing is hers alone." Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each competitor agrees and acknowledges that:</p> <ul style="list-style-type: none"> • They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event; • They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore; • They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions; • The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve them of their own responsibilities; • The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances. | | |
| Event: | Cam Cup | Risk Assessment completed by: | Karen Thomas (CUCrC H&S Lead) |

| Description of the activity, equipment or area under assessment | | | | |
|--|---|---------------------------------|--|---|
| <u>Any Activity at Grafham Water</u> | | | | |
| Significant hazards | What could go wrong | Risk (High, Medium, Low) | Existing control measures | Further actions |
| Preparation | Not ready for the planned activity on days of competition - resulting in a variety of accidents and uncontrolled situations | High | <ul style="list-style-type: none"> -Trip Leader to have appropriate event organisation experience and a plan created prior to competition -Trip Leader to complete Dynamic Risk Assessment using CUCrC form -Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area -Trip leader to supplement the Grafham flag system by assessing weather and skills of teams | This item applies to all subsequent hazards |

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| | | | <p>competing</p> <ul style="list-style-type: none"> -All competitors must have sufficient experience for conditions (assessed by own team captains) -All competitors to be notified of the appropriate sailing area in briefing session -Ensure on Notice of Race, it is clearly stated that all non CUCrC competitors must be affiliate members of GWSC in the case of bodily harm or equipment damages. | |
| Road accident | Potential for serious injury to drivers and passengers | Low | -Only competent drivers to carry passengers to and from club | None |
| Explosion/fire from ignition of petrol used for rescue boat | Potential for serious injury | Low | <ul style="list-style-type: none"> -Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty coxswain should be consulted -No smoking on site | None |
| Loading and unloading dinghy trailers | Injury from incorrect lifting or being unaware | Medium | <ul style="list-style-type: none"> -Adequate numbers of people to load trailers -One individual to lead the process and all others to follow their instructions -Particular care when loading and unloading the top boat on double and triple stackers | None |
| Strong winds | Major rescues required | Medium if warning flags are flying | <ul style="list-style-type: none"> -Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxwain, ensuring this is covered in morning safety briefing -All RIB drivers briefed and radios maintained -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | Ensure team captains are aware it is their responsibility to decide whether team safe to sail |
| Cold water or generally cold conditions | Long term exposure or actual immersion (hypothermia) | Medium | <ul style="list-style-type: none"> -All competitors to wear appropriate clothing, conforming to wetsuit/drysuit rule -Trip Leader and H&S representative aware of symptoms and treatment -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -In dinghy sessions instructors must be on water in RIB before students launch -RIB on station and radios maintained | Ensure all competitors are aware of the wetsuit/drysuit rule and CUCrC members are diligent and report incorrect kit |
| Cold water (capsize or other immersion) | Short term exposure (shock) | Low | <ul style="list-style-type: none"> -As for cold conditions above -Check for possible medical conditions (e.g. asthma) in morning registration and take appropriate precautions. Ensure all competitors are aware it is their decision to assess if the conditions are suitable for them in light of current health and skill level. | Risk medium in Lent |
| Water | Drowning | Low | <ul style="list-style-type: none"> -All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPlay -All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent -All competitors to have appropriate clothing for the air and water temperature -Designated H&S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form -Continuous and effective supervision by event director and H&S lead -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Water-borne disease | Weils Disease (Leptospirosis) | Low | <ul style="list-style-type: none"> -Competitors warned about covering cuts and washing hands before eating -Footwear to be worn by all to prevent cuts -Competitors warned to mention to their doctor that they have participated in water sport, if they | None |

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| | | | develop any unusual symptoms | |
| Water-borne toxins | Blue Green Algae | Low | - If applicable, competitors warned of danger if algae flag is flying and participate at own risk -Inexperienced competitors to remain on shore because of danger of capsizing -RIBs on station and ensure radios maintained | None |
| Equipment failure/misuse | Serious injury | Low | -Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed -In the case of hiring external boats, full boat checks carried out prior to event -Bosun to have a radio at all times -Competitors to pay a damage deposit prior to registering -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Slippery surfaces | Injury through slipping and falling | Medium | - Competitors warned to wear non-slip footwear and be aware of the likelihood of slipping on concrete surfaces and on grass in front of wet bar when wet or icy | None |
| Entrapment in boat, board, or rigging following capsizing | Serious injury or drowning | Medium | -Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition -Trip leader/rib drivers/H&S representative present should have appropriate qualifications to deal with the situation -All competitors briefed prior to going afloat -Suitable footwear worn -Group control regularly considered by event director during competition -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Moving parts of the boat, board, or equipment | Serious injury or unconsciousness from blow to head | Low | -Correct powerboat handling by trip leader/rib drivers/umpires -Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken -Suitable footwear to be worn -All helpers in rigging parties briefed on correct moving protocol -Ensure radios are maintained -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| A collision of dinghies or RIBs | A person in the water Serious injury | Medium | -Correct powerboat handling by trip leader/rib drivers/umpires -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Boats to be driven in a sensible manner and collisions to be avoided at all costs -Alcohol or drugs will not be consumed or used anywhere on the venue | |
| Rope burns | Injury requiring first aid | Low | -All competitors and safety boat crew advised to wear appropriate gloves if windy | |
| Inadequate first aid provision | Avoidable increase in injury severity or deterioration of sailor condition | Medium | -First aid kits available at site (Grafham Water SC) and on rescue boats -Ensure ongoing procedure of replenishing first aid kit supplies throughout year -Ensure radios are maintained | None |
| Injury from rescue boat | Serious injury Boat or equipment damage | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -On heavy wind days trip leader should assess need for multiple individuals on the RIB dependent on likelihood of rescues- including umpires and mark layers -Kill cords to be worn at all times -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Rescue boat driver | RIB to go out of control | Low | -All rescue boat drivers must wear kill-cord which stops the engine when removed from the boat | None |

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| falling out of boat | Serious injury Boat or equipment damage | | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| On water group dispersal or inability to sail independently back to shore | Boat or equipment damage Long term exposure to cold Injury | Medium | -Check weather forecast prior to commencing activities and if wind speed increases, reconsider activity -Race committee to regularly assess conditions -RIB on station/standby (multiple if deemed necessary) and radios maintained. Both umpires and safety/mark lay ribs to wait until boats are ashore before putting ribs away. -Adequate group control from launch to end of sailing as decided by PRO -Effective briefing of competitors & helpers ensuring clarity of sailing area -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Have a good awareness of wind and monitor the weather (ongoing) -Ensure close supervision of group as far as possibly able -At least one RIB used for every six dinghies -Umpires and (if used) change over RIBs to assist if requested to by course manager/PRO/ED | None |
| On water collapse or faint not due to head injury | Serious injury Medical emergency | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance -All race officials to know Grafham standard safety and rescue techniques and all happy to follow this protocol -Continuous and effective supervision by trip leader -All competitors to sign at registration to say they understand the risk of them going afloat and that the organising authority will not be held liable for medical emergencies outside of their control | |

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): N/A

ASSESSOR

| Name of assessor: | Signature: | Role | Date |
|-------------------|---------------------|---------------------------------|-------------------------------|
| Karen Thomas | <i>Karen Thomas</i> | CuCrC Health and Safety Officer | 4 th February 2020 |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
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| Centre: Grafham Water | Club: CUCrC | Date: 7th January 2019 | Review Date: 4th January 2020 |
| Risk Assessment: BUCS/BUSA Qualifiers Team Racing Event (Date February – When scheduled at Grafham) | | | |

Overview

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| Background: | BUSA/BUCS Team Racing Qualifiers is a Sailing Competition organised by BUSA in collaboration with BUCS. It will be hosted by the University of Cambridge Cruising Club (CUCrC). Grafham Water Sailing Club (GWSC) has been hired as the venue; BUSA committee and CUCrC committee members with knowledge and experience of racing and training at the venue will be onsite over the weekend. It has been agreed that only GWSC members and Royal Yachting Association qualified Umpires will drive the RIBS, loaned by GWSC. Competitors will all agree to the Risk Statement in the Notice of Race (NoR) and all sail boats will appropriate insurance cover, as competitors will become temporary GWSC members for the event duration. | | |
| NoR Risk Statement | <p>Rule 4 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate in a race or to continue racing is hers alone." Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each competitor agrees and acknowledges that:</p> <ul style="list-style-type: none"> • They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event; • They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore; • They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions; • The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve them of their own responsibilities; • The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances. | | |
| Event: | BUCS/BUSA Qualifiers | Risk Assessment completed by: | Karen Thomas (CUCrC H&S Lead) |

Description of the activity, equipment or area under assessment
Any Activity at Grafham Water

| Significant hazards | What could go wrong | Risk (High, Medium, Low) | Existing control measures | Further actions |
|----------------------------|----------------------------|---------------------------------|----------------------------------|------------------------|
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| Preparation | Not ready for the planned activity on days of competition - resulting in a variety of accidents and uncontrolled situations | High | <ul style="list-style-type: none"> -Trip Leader to have appropriate event organisation experience and a plan created prior to competition -Trip Leader to complete Dynamic Risk Assessment using CUCrC form -Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area -Trip leader to supplement the Grafham flag system by assessing weather and skills of teams competing -All competitors must have sufficient experience for conditions (assessed by own team captains) -All competitors to be notified of the appropriate sailing area in briefing session -Ensure on Notice of Race, it is clearly stated that all non CUCrC competitors must be affiliate members of GWSC in the case of bodily harm or equipment damages. | This item applies to all subsequent hazards |
| Road accident | Potential for serious injury to drivers and passengers | Low | <ul style="list-style-type: none"> -Only competent drivers to carry passengers to and from club | None |
| Explosion/fire from ignition of petrol used for rescue boat | Potential for serious injury | Low | <ul style="list-style-type: none"> -Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty coxswain should be consulted -No smoking on site | None |
| Loading and unloading dinghy trailers | Injury from incorrect lifting or being unaware | Medium | <ul style="list-style-type: none"> -Adequate numbers of people to load trailers -One individual to lead the process and all others to follow their instructions -Particular care when loading and unloading the top boat on double and triple stackers | None |
| Strong winds | Major rescues required | Medium if warning flags are flying | <ul style="list-style-type: none"> -Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing -All RIB drivers briefed and radios maintained -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | Ensure team captains are aware it is their responsibility to decide whether team safe to sail |
| Cold water or generally cold conditions | Long term exposure or actual immersion (hypothermia) | Medium | <ul style="list-style-type: none"> -All competitors to wear appropriate clothing, conforming to wetsuit drysuit rule -Trip Leader and H&S representative aware of symptoms and treatment -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -In dinghy sessions instructors must be on water in RIB before students launch -RIB on station and radios maintained | Ensure all competitors are aware of the wetsuit drysuit rule and CUCrC members are diligent and report incorrect kit |
| Cold water (capsize or other immersion) | Short term exposure (shock) | Low | <ul style="list-style-type: none"> -As for cold conditions above -Check for possible medical conditions (e.g. asthma) in morning registration and take appropriate precautions. Ensure all competitors are aware it is their decision to assess if the conditions are suitable for them in light of current health and skill level. | Risk medium in Lent |
| Water | Drowning | Low | <ul style="list-style-type: none"> -All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPlay -All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent -All competitors to have appropriate clothing for the air and water temperature -Designated H&S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form -Continuous and effective supervision by event director and H&S lead | None |

| | | | | |
|---|--|--------|---|------|
| | | | -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| Water-borne disease | Weils Disease (Leptospirosis) | Low | -Competitors warned about covering cuts and washing hands before eating -Footwear to be worn by all to prevent cuts - Competitors warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms | None |
| Water-borne toxins | Blue Green Algae | Low | - If applicable, competitors warned of danger if algae flag is flying and participate at own risk -Inexperienced competitors to remain on shore because of danger of capsizing -RIBs on station and ensure radios maintained | None |
| Equipment failure/misuse | Serious injury | Low | -Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed -In the case of hiring external boats, full boat checks carried out prior to event -Bosun to have a radio at all times -Competitors to pay a damage deposit prior to registering -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Slippery surfaces | Injury through slipping and falling | Medium | - Competitors warned to wear non-slip footwear and be aware of the likelihood of slipping on concrete surfaces and on grass in front of wet bar when wet or icy | None |
| Entrapment in boat, board, or rigging following capsize | Serious injury or drowning | Medium | -Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition -Trip leader/rib drivers/H&S representative present should have appropriate qualifications to deal with the situation -All competitors briefed prior to going afloat -Suitable footwear worn -Group control regularly considered by event director during competition -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Moving parts of the boat, board, or equipment | Serious injury or unconsciousness from blow to head | Low | -Correct powerboat handling by trip leader/rib drivers/umpires -Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken -Suitable footwear to be worn -All helpers in rigging parties briefed on correct moving protocol -Ensure radios are maintained -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| A collision of dinghies or RIBs | A person in the water Serious injury | Medium | -Correct powerboat handling by trip leader/rib drivers/umpires -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Boats to be driven in a sensible manner and collisions to be avoided at all costs -Alcohol or drugs will not be consumed or used anywhere on the venue | |
| Rope burns | Injury requiring first aid or change of crew | Low | -All competitors and safety boat crew advised to wear appropriate gloves if windy | |
| Inadequate first aid provision | Avoidable increase in injury severity or deterioration of sailor condition | Medium | -First aid kits available at site (Grafham Water SC) and on rescue boats -Ensure ongoing procedure of replenishing first aid kit supplies throughout year -Ensure radios are maintained | None |
| Injury from rescue | Serious injury | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent | None |

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|---|--|--------|--|------|
| boat | Boat or equipment damage | | <ul style="list-style-type: none"> -On heavy wind days trip leader should assess need for multiple individuals on the RIB dependent on likelihood of rescues- including umpires and mark layers -Kill cords to be worn at all times -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| Rescue boat driver falling out of boat | RIB to go out of control Serious injury Boat or equipment damage | Low | <ul style="list-style-type: none"> -All rescue boat drivers must wear kill-cord which stops the engine when removed from the boat -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| On water group dispersal or inability to sail independently back to shore | Boat or equipment damage Long term exposure to cold Injury | Medium | <ul style="list-style-type: none"> -Check weather forecast prior to commencing activities and if wind speed increases, reconsider activity -Race committee to regularly assess conditions -RIB on station/standby (multiple if deemed necessary) and radios maintained. Both umpires and safety/mark lay ribs to wait until boats are ashore before putting ribs away. -Adequate group control from launch to end of sailing as decided by PRO -Effective briefing of competitors & helpers ensuring clarity of sailing area -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Have a good awareness of wind and monitor the weather (ongoing) -Ensure close supervision of group as far as possibly able -At least one RIB used for every six dinghies -Umpires and (if used) change over RIBs to assist if requested to by course manager/PRO/ED | None |
| On water collapse or faint not due to head injury | Serious injury Medical emergency | Medium | <ul style="list-style-type: none"> -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance -All race officials to know Grafham standard safety and rescue techniques and all happy to follow this protocol -Continuous and effective supervision by trip leader -All competitors to sign at registration to say they understand the risk of them going afloat and that the organising authority will not be held liable for medical emergencies outside of their control | |

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): N/A

ASSESSOR

| Name of assessor: | Signature: | Role | Date |
|--------------------------|---------------------|---------------------------------|-------------------------------|
| Karen Thomas | <i>Karen Thomas</i> | CuCrC Health and Safety Officer | 4 th February 2020 |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
|---------------------------|------------------|-------------|------------------------------|
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|--|--------------------|--|---------------------|
| Centre: Grafham Water | Club: CUCrC | Date: 4th January 2020 | Review Date: |
| Risk Assessment: BUCS/BUSA Team Racing Championship Finals (Date March/April – When being organized by Cambridge) | | | |

Overview

| | | | |
|---------------------------|---|--------------------------------------|-------------------------------|
| Background: | BUSA/BUCS Team Racing Championships is a Sailing Competition organised by BUSA in collaboration with BUCS. It will be hosted by the University of Cambridge Cruising Club (CUCrC). Grafham Water Sailing Club (GWSC) has been hired as the venue; BUSA committee and CUCrC committee members with knowledge and experience of racing and training at the venue will be onsite over the weekend. It has been agreed that only GWSC members and Royal Yachting Association qualified Umpires will drive the RIBS, loaned by GWSC. Competitors will all agree to the Risk Statement in the Notice of Race (NoR) and all sail boats will appropriate insurance cover, as competitors will become temporary GWSC members for the event duration. | | |
| NoR Risk Statement | <p>Rule 4 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate in a race or to continue racing is hers alone." Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each competitor agrees and acknowledges that:</p> <ul style="list-style-type: none"> • They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event; • They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore; • They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions; • The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve them of their own responsibilities; • The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances. | | |
| Event: | BUCS/BUSA TR Championships | Risk Assessment completed by: | Karen Thomas (CUCrC H&S Lead) |

| Description of the activity, equipment or area under assessment | | | | |
|--|---|---------------------------------|--|---|
| <u>Any Activity at Grafham Water</u> | | | | |
| Significant hazards | What could go wrong | Risk (High, Medium, Low) | Existing control measures | Further actions |
| Preparation | Not ready for the planned activity on days of competition - resulting in a variety of accidents and uncontrolled situations | High | -Trip Leader to have appropriate event organisation experience and a plan created prior to competition -Trip Leader to complete Dynamic Risk Assessment using CUCrC form -Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area -Trip leader to supplement the Grafham flag system by assessing weather and skills of teams | This item applies to all subsequent hazards |

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| | | | <p>competing</p> <ul style="list-style-type: none"> -All competitors must have sufficient experience for conditions (assessed by own team captains) -All competitors to be notified of the appropriate sailing area in briefing session -Ensure on Notice of Race, it is clearly stated that all non CUCrC competitors must be affiliate members of GWSC in the case of bodily harm or equipment damages. | |
| Road accident | Potential for serious injury to drivers and passengers | Low | -Only competent drivers to carry passengers to and from club | None |
| Explosion/fire from ignition of petrol used for rescue boat | Potential for serious injury | Low | <ul style="list-style-type: none"> -Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty coxswain should be consulted -No smoking on site | None |
| Loading and unloading dinghy trailers | Injury from incorrect lifting or being unaware | Medium | <ul style="list-style-type: none"> -Adequate numbers of people to load trailers -One individual to lead the process and all others to follow their instructions -Particular care when loading and unloading the top boat on double and triple stackers | None |
| Strong winds | Major rescues required | Medium if warning flags are flying | <ul style="list-style-type: none"> -Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing -All RIB drivers briefed and radios maintained -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | Ensure team captains are aware it is their responsibility to decide whether team safe to sail |
| Cold water or generally cold conditions | Long term exposure or actual immersion (hypothermia) | Medium | <ul style="list-style-type: none"> -All competitors to wear appropriate clothing, conforming to wetsuit drysuit rule -Trip Leader and H&S representative aware of symptoms and treatment -Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office) -In dinghy sessions instructors must be on water in RIB before students launch -RIB on station and radios maintained | All participants to be aware of the wetsuit drysuit rule and CUCrC members are diligent and report incorrect kit |
| Cold water (capsize or other immersion) | Short term exposure (shock) | Low | <ul style="list-style-type: none"> -As for cold conditions above -Check for possible medical conditions (e.g. asthma) in morning registration and take appropriate precautions. Ensure all competitors are aware it is their decision to assess if the conditions are suitable for them in light of current health and skill level. | Risk medium in Lent |
| Water | Drowning | Low | <ul style="list-style-type: none"> -All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPlay -All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent -All competitors to have appropriate clothing for the air and water temperature -Designated H&S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form -Continuous and effective supervision by event director and H&S lead -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Water-borne disease | Weils Disease (Leptospirosis) | Low | <ul style="list-style-type: none"> -Competitors warned about covering cuts and washing hands before eating -Footwear to be worn by all to prevent cuts -Competitors warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms | None |
| Water-borne toxins | Blue Green Algae | Low | - If applicable, competitors warned of danger if algae flag is flying and participate at own risk | None |

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| | | | -Inexperienced competitors to remain on shore because of danger of capsizing -RIBs on station and ensure radios maintained | |
| Equipment failure/misuse | Serious injury | Low | -Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed -In the case of hiring external boats, full boat checks carried out prior to event -Bosun to have a radio at all times -Competitors to pay a damage deposit prior to registering -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Slippery surfaces | Injury through slipping and falling | Medium | - Competitors warned to wear non-slip footwear and be aware of the likelihood of slipping on concrete surfaces and on grass in front of wet bar when wet or icy | None |
| Entrapment in boat, board, or rigging following capsizing | Serious injury or drowning | Medium | -Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition -Trip leader/rib drivers/H&S representative present should have appropriate qualifications to deal with the situation -All competitors briefed prior to going afloat -Suitable footwear worn -Group control regularly considered by event director during competition -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| Moving parts of the boat, board, or equipment | Serious injury or unconsciousness from blow to head | Low | -Correct powerboat handling by trip leader/rib drivers/umpires -Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken -Suitable footwear to be worn -All helpers in rigging parties briefed on correct moving protocol -Ensure radios are maintained -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| A collision of dinghies or RIBs | A person in the water Serious injury | Medium | -Correct powerboat handling by trip leader/rib drivers/umpires -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Boats to be driven in a sensible manner and collisions to be avoided at all costs -Alcohol or drugs will not be consumed or used anywhere on the venue | |
| Rope burns | Injury requiring first aid or change of crew | Low | -All competitors and safety boat crew advised to wear appropriate gloves if windy | |
| Inadequate first aid provision | Avoidable increase in injury severity or deterioration of sailor condition | Medium | -First aid kits available at site (Grafham Water SC) and on rescue boats -Ensure ongoing procedure of replenishing first aid kit supplies throughout year -Ensure radios are maintained | None |
| Injury from rescue boat | Serious injury Boat or equipment damage | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -On heavy wind days trip leader should assess need for multiple individuals on the RIB dependent on likelihood of rescues- including umpires and mark layers -Kill cords to be worn at all times -Engine turned off during swimmer recovery | None |

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|---|--|--------|--|------|
| | | | -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | |
| Rescue boat driver falling out of boat | RIB to go out of control Serious injury Boat or equipment damage | Low | -All rescue boat drivers must wear kill-cord which stops the engine when removed from the boat -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Engine turned off during swimmer recovery -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance | None |
| On water group dispersal or inability to sail independently back to shore | Boat or equipment damage Long term exposure to cold Injury | Medium | -Check weather forecast prior to commencing activities and if wind speed increases, reconsider activity -Race committee to regularly assess conditions -RIB on station/standby (multiple if deemed necessary) and radios maintained. Both umpires and safety/mark lay ribs to wait until boats are ashore before putting ribs away. -Adequate group control from launch to end of sailing as decided by PRO -Effective briefing of competitors & helpers ensuring clarity of sailing area -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -Have a good awareness of wind and monitor the weather (ongoing) -Ensure close supervision of group as far as possibly able -At least one RIB used for every six dinghies -Umpires and (if used) change over RIBs to assist if requested to by course manager/PRO/ED | None |
| On water collapse or faint not due to head injury | Serious injury Medical emergency | Medium | -All RIB operators to be RYA Powerboat Level 2 qualified or equivalent -All visiting rib drivers to have completed a declaration form -Liaison with coxswain and GWSC on procedure for air ambulance/ambulance -All race officials to know Grafham standard safety and rescue techniques and all happy to follow this protocol -Continuous and effective supervision by trip leader -All competitors to sign at registration to say they understand the risk of them going afloat and that the organising authority will not be held liable for medical emergencies outside of their control | |

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): N/A

ASSESSOR

| Name of assessor: | Signature: | Role | Date |
|-------------------|---------------------|---------------------------------|-------------------------------|
| Karen Thomas | <i>Karen Thomas</i> | CuCrC Health and Safety Officer | 4 th February 2020 |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
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|---|---|------------------------------|----------------------------------|
| Centre: Grafham Water | Date: 13th September 2020 | Last Review: 21/10/20 | Review Due: December 2020 |
| Risk Assessment: Risks due to COVID-19 and social distancing | | | |

Description of the activity, equipment or area under assessment
Activities at Grafham Water while social distancing is being observed

This document should be read in conjunction with the CUCrC COVID-19 Regulations, which detail our mitigation measures in full and will be updated frequently with changing RYA/government guidance

| Significant hazards | What could go wrong | Risk level (High, Medium or Low) | Existing control measures | Further actions |
|---|----------------------------|--|---|--|
| Droplet transmission via breathing/speech | COVID-19 transmission | Low with mitigation measures | <ul style="list-style-type: none"> -Most activity is outside, club COVID Regulations document details procedures in place for situations where participants will be in enclosed spaces or less able to social distance -Measures in place include use of face coverings, facing away from one another, keeping maximum practicable distance, reducing volume of speech, keeping to groups of less than 6 when ashore, etc | The club regulations will continue to comply with government/RYA guidelines |
| Fomite transmission via common surfaces | COVID-19 transmission | Low with mitigation measures | <ul style="list-style-type: none"> -Measures in place to reduce number of common surfaces – ie keeping to the same boats/marks all day, helms avoiding front of boat/crews avoiding back of boat while rigging, etc -Boats will be disinfected after use, and regular hand washing encouraged -If boat swapping is required, then the boats involved must be thoroughly disinfected. -The club will purchase hand sanitiser and disinfectant to ensure these control measures are followed | Joint responsibility of Bosun and H&S Officer to ensure there is enough cleaning product in the shed |
| Team members with COVID-19 | COVID-19 transmission | Medium | <ul style="list-style-type: none"> -All team members will be encouraged to get tested weekly through the university programme -Any team member displaying symptoms will be asked not to attend training sessions until they have tested negative -If any team member tests positive, all team members who have been in close contact (defined as having shared a car or boat) with them will be asked to isolate and get tested. -The Club will record who attends each training session, in order to implement Track & Trace. A register will need to be taken at the start of each training | None |

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| | | | <p>session to ensure these records are accurate, and this will be done during the briefing.</p> <p>-The Sports Service and GWSC will also be notified in the event of a positive test result</p> | |
| Underlying health conditions | COVID-19 transmission | Medium-High depending on risk level of specific individuals | <p>-Club will ask members to voluntarily disclose whether they have any underlying health conditions, and the club will liaise with individuals who may be high risk to implement extra safety measures if needed</p> <p>-Individuals should follow the advice of Public Health England, their doctor, and their college when deciding whether to come sailing</p> | None |
| Cleaning products | Ingestion causing illness Harm to marine wildlife | Low | <p>-Ensure any products bought by the club have suitable hazard labels if needed</p> <p>-Products should be used on the grass rather than the slipway area</p> <p>-The club will purchase environmentally friendly options where available</p> | None |
| Lack of indoor space | Hypothermia | Medium-High | <p>-Participants reminded to bring/wear extra layers, especially for when eating lunch outside</p> <p>-Breaks ashore to be kept short where possible</p> <p>-Mobility/warm-up sessions can be run when needed</p> <p>-Hot food/drinks still available from GWSC, which cold participants can be encouraged to purchase</p> <p>-Ensure everyone knows early signs of hypothermia and how best to treat it</p> <p>-We will trial running one long session (instead of coming ashore for lunch) in order to avoid people getting cold over a lunch break</p> <p>-The Club has discussed the issue with GWSC and agreed on the use of the changing rooms in the event that an injured person needs to warm up</p> | The risk of hypothermia is exacerbated in the event of a sailor being treated for a different injury. |
| Outdated social distancing procedures | COVID 19 transmission | Low | <p>-The Club COVID Regulations document is due to be updated regularly, as detailed in the document itself. This includes a review after the first session, part way through Michaelmas, and before the start of Lent</p> <p>-Additionally, the Club COVID Regulations will be updated following any changes in government/RYA/University advice</p> <p>-Any changes will be communicated to members promptly via the Club mailing list, and an up to date copy of the Club COVID Regulations and Risk Assessment will be available on the Committee Drive</p> | None |
| Loading of boats onto trailers | COVID 19 transmission | Medium | <p>-The nature of lifting boats onto trailers requires some closer contact and common surfaces</p> <p>-However, it is not a common activity, takes place outside, and the close contact is only very brief</p> <p>-Face masks will be worn, the boats will be thoroughly disinfected beforehand, and participants will be asked to keep as much distance as practicable without compromising the safety of the lift</p> | We do not anticipate any loading/unloading of boats during Michaelmas 2020, apart from potentially on the weekend of Fleets (14 th /15 th November) |

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| | | | <p>-All participants will be briefed clearly on these COVID measures before the loading begins, and will be asked to sanitise their hands before and after touching any boats or straps</p> <p>-Additionally, members of high-risk groups for COVID will not be asked to help with loading boats for the duration of social distancing</p> | |
|--|--|--|--|--|

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): -
N/A

ASSESSOR

| Name of assessor: | Signature: | Date | Name of Supervisor: | Signature: | Date |
|-------------------|------------------------|----------|---------------------|------------|------|
| Molly Desorgher | <i>Molly Desorgher</i> | 13/09/20 | | | |

REVIEW DATES

| Reviewed by (name) | Signature | Date | Indicate changes here |
|--------------------|------------------------|------------|---|
| Molly Desorgher | <i>Molly Desorgher</i> | 05/10/2020 | Additions to hypothermia section following review of COVID policies. |
| Molly Desorgher | <i>Molly Desorgher</i> | 21/10/2020 | Updates to what actions should be taken in the event of a positive test |

9.10 CUCrC COVID-19 ARRANGEMENTS

PREAMBLE

CUCrC's return to sport will be guided by the policies set out by our National Governing Body, the Royal Yachting Association (RYA); the British University Sailing Association (BUSA); Grafham Water Sailing Club (GWSC); and by the restrictions laid out by the University and the government.

The Club trains primarily in Firefly dinghies - 12ft dinghies which are sailed by 2 crew members. The Club also has windsurfing and casual sailing activities. As windsurfing involves just one person per windsurf board, social distancing for windsurfers will only need to be observed while ashore. Casual sailing usually takes place in Fireflies, so the same principles can be used as for regular team training.

The RYA sanctioned a return to on-the-water activity subject to social distancing several months ago, and their guidance has continued to evolve with government guidelines. They currently permit sailing two-person boats in mixed-household groups so long as the transmission risk is mitigated. In line with this, GWSC, BUSA, and the Firefly Class Association have all begun a return to activities. GWSC, BUSA, and the Firefly Class are all planning to run events next term. Sailing takes place outside, so is relatively low risk compared to many other activities. As such, the CUCrC committee feel that a return to some of our regular activities can be managed safely, and this document lays out our intended precautions for a safe return to sport.

OVERALL PRINCIPLES

We want to keep our members and those we come into contact with safe, while also returning to training and other activities as much as possible. We intend to follow the RYA's COVID-19 principle of being "Considerate and Conservative" - considering how our actions may impact the safety of others, and protecting them by being conservative in our approach to sailing. The guidance from BUSA is to return to sailing if this is in line with our host club (GWSC) and the government's social distancing guidelines.

BEFORE SAILING

We will ask everyone attending a session to check for COVID symptoms beforehand. **Any participant who is symptomatic must not attend**, and must self-isolate until they have been tested. If any participant becomes symptomatic or tests positive, we will ask all participants who have been in close contact with them to self-isolate and get tested for COVID-19. The club will keep a record of who has attended each session and what equipment they used so we can contact everyone who may have been in contact with a participant who becomes symptomatic. This record will be on the COVID-19 section of Google Drive, and will be updated after each session. We will also check in at GWSC using the NHS app. The Health & Safety officer and Team Captain should usually be present for training sessions, and will ensure our policies are followed. If neither are present, this responsibility will fall to the Trip Leader.

TRANSPORT

CUCrC activities mostly take place at Grafham Water, with occasional competitions at other universities. We travel to our activities by car, with club members volunteering to drive each week. The RYA and BUSA do not have specific guidance for this part of our activities, so we are instead following government guidance on car sharing. This involves:

- Sharing cars with the same group of people each time - we will also endeavour to make sure that car-sharing groups line up with groups on the water.
- Keeping to small groups of people in each car - we would usually have no more than 4 per car.
- Opening windows for ventilation.
- Travelling side by side or behind other people, rather than facing them - all our cars allow for this.
- Facing away from each other where possible.
- Considering seating arrangements to maximise distance between people in the vehicle.

- Cleaning cars between journeys using standard cleaning products - especially high contact areas such as door handles.
- Asking passengers and drivers to wear face masks, and to sanitize their hands before entering the vehicle. All drivers will be provided with a bottle of hand sanitizer if needed.

We will change our policies on transport as the government updates their guidance.

ASHORE

While ashore at Grafham Water, we will observe GWSC's guidelines. This will include:

- Following all government guidance such as maintaining 1+ metres of distance from others, keeping gatherings to 6 people or less, avoiding being face-to-face with people, avoiding sharing food or water bottles, and sanitising hands regularly (especially after touching common surfaces such as door handles). Our groups of 6 will be decided on beforehand and, in the case of team training, will usually coincide with our team racing teams of 6.
- Ensuring we park far enough from other cars to allow social distancing when entering and exiting vehicles.
- To maintain social distance while rigging boats, we will space the boats further apart than usual, moving some boats down onto the grass by the slipway as necessary. The helm and crew will remain on opposite sides of the boat while rigging. Club members will refrain from touching each other's boats, and each crew member of a boat should avoid touching parts of the boat unnecessarily (i.e. crews should not touch tiller or mainsheet, helm should not touch jib sheets or centreboard). One person should remove the boat's cover if possible, instead of both crew members touching it.
- Boats should be disinfected before and after use, paying extra attention to high contact areas such as the tiller extension
- Sailors should keep to the same boats and pairings for the whole session or day, or whole weekend where possible. Sailors should only touch their own boat and trolley, and the trolleys will be labelled with the bow number of each boat to make this easier.
- If swapping boats is necessary, the boats in question must be disinfected thoroughly.
- Only one person should enter the Club's sheds at a time. Before entering the shed, all members should sanitize their hands. The first person to unlock the shed on each day should place a bottle of sanitizer outside the door, so that anyone else who enters the shed can clean their hands before touching the door.

Most of the indoor facilities at GWSC are not open at the moment - we will need to arrive already changed. The toilets are open and have a one-way system in place that we will follow. We will eat lunch outside and remain socially distanced and in our groups of 6. Once teams are set, we will also trial sending teams in for lunch at different times, to make it easier to stay distant from one another. Our procedures will be updated as government and GWSC regulations change.

AFLOAT

GWSC's guidance on sailing double-handed boats in mixed-household groups is currently to follow the government and RYA guidelines. These indicate that, in general, a distance of 1m should be observed between crew members, and when this is not possible then an absolute minimum of 0.5m should be kept. Additionally, the time spent facing each other should be minimised where possible. Our planned mitigation measures for sailing safely include:

- Sailors should face away from each other as much as possible - this could include crews facing forward while sailing downwind and during gybes, unlike the usual backwards-facing gybes.
- Face coverings should be worn while sailing, barring medical exemptions. If they need to remove face coverings (for example, to eat or drink) sailors should face away from each other and ensure they are at least 2m from other boats. We will recommend sailors to wear vented masks, as these stay more breathable when wet.
- Most team members already choose to wear gloves while sailing - this will be further encouraged, along with regular hand sanitisation.

- Manoeuvres will, where possible, be organised to avoid facing one another and to maximise distance between sailors.
- Shouting will be avoided where possible, and sailors will be encouraged to keep on-water communications concise and quiet as much as they can.
- Boats will be encouraged to leave more space between them on the water - each boat will stay at least 2m away from other boats while not racing, and where possible stay at least 1m away from other boats while racing.
- Sessions should be kept shorter, with more frequent breaks ashore, in order to minimise time spent in close contact.
- Marks should be moved and retrieved only by the person who laid them, and should be sanitised thoroughly after sailing.
- We do not usually rely on GWSC safety cover for team training, as the squad is primarily extremely competent sailors - we will ensure this continues, and take more conservative decisions regarding whether to sail in extremely windy conditions. We will document any near misses, in order to make changes to our decision making processes if necessary. Other sailing and windsurfing sessions will continue to have appropriate safety cover

We will update our policies as RYA/government guidance changes.

EVENTS

What events will go ahead, and what their format will be, is still not clear. The organisers of events will put out safety guidelines which the team will follow at the event. For transport and accommodation we will follow the present government guidance.

CUCrC will not host any Team Racing events at GWSC in Michaelmas Term 2020, only regular team training and dinghy sailing. For any events hosted in Lent 2021 there will be specific guidelines taking into account race officials and volunteers, as well as the increased number of people on site.

Some events will require boats to be loaded on to and off of road trailers. The nature of lifting Fireflies does require some brief closer contact, and some common surfaces such as decks and trailers. Trailer loading is anticipated to be a very rare occurrence in Michaelmas 2020, with the only likely instance being the BUCS/BUSA Fleet Championships (14th/15th November). If boats do need to be loaded onto a road trailer, the following measures will be used:

- Loading to take place in a well-ventilated, outdoor area
- Boats to be thoroughly disinfected beforehand
- Face masks must be worn by participants at all times
- Participants must keep as much distance from each other as practicable without compromising the safety of the loading
- Participants must sanitise their hands before and after touching any boats or straps

Participants will be reminded of these measures before any boats are loaded. Additionally, any member of a high-risk group for COVID will not be asked to help with trailer loading.

HYPOTHERMIA & OTHER INJURIES

At pre-season (04/10/2020), hypothermia was identified as a risk due to the lack of indoor space. This is exacerbated in cases where sailors have other injuries, and may get very cold if sat outside to be treated. The Club is in the process of liaising with GWSC about the use of indoor spaces in case of emergencies and injuries. As of 06/10/2020, the Club has agreed with GWSC that the changing rooms may be used in the event that a person is injured and needs to warm up. GWSC are also investigating the possibility of opening the changing rooms in a limited capacity, to reduce the risk from hypothermia. For regular team training, we will also trial running one long session instead of two shorter ones, in order to avoid people getting cold while sitting outside at lunchtime. This will be reviewed as part of the Week 3 review.

ACTIONS IN EVENT OF A POSITIVE TEST

In the event that a participant tests positive within 48 hours of coming sailing, our Contact Tracing document will be used to determine who the participant came into close contact with. This is considered as anyone the participant shared a car or a boat with. These people will be contacted as soon as possible, and told to self-isolate for 14 days. The Sports Service and GWSC will also be contacted to inform them of the situation, and any further actions suggested by them will be taken. The rest of the team will be emailed to let them know of the situation, although they will not be expected to isolate unless they have had close contact with the positive test.

COMMUNICATION TO MEMBERS

These guidelines will be available on Google Drive, and made available to members via the Club website. An email is usually sent from the Team Captain to all team members ahead of each training session, and key points from the guidelines, as well as any updates to our policies, will be included in this email. Participants in other sessions will be appropriately briefed by the trip leader before departure from Cambridge.

REVIEW SCHEDULE

As well as when government and University guidelines change, these arrangements will be reviewed after our first sessions, in week 3 of Michaelmas, and before the start of Lent. Our review schedule, and changes made at each review point, will be recorded below.

| Review due | Date reviewed | Reviewer | Changes made |
|---------------------------------|----------------------|-----------------|---|
| After Sports Service comments | 14/09/2020 | Molly Desorgher | <ul style="list-style-type: none">· Track & trace plans explained· Plans for communication to members· Further info about intention of CUCrC not to host events until Lent· Measures for safer trailer loading added· Review schedule |
| After first session | 05/10/2020 | Molly Desorgher | <ul style="list-style-type: none">· Numbered tags for boat trolleys· Hand sanitiser procedure for shed· Hand sanitiser for cars· Checking in at GWSC using NHS app· Section on hypothermia added· Additions to section about face coverings· Note about different lunch times for different teams (to be reviewed once teams are set) |
| | 21/10/2020 | Molly Desorgher | Following a positive test result after training on 17/10/2020, a section has been added detailing the specific actions to be taken in the event of a positive test. |
| Week 3 Michaelmas | | | |
| End of Michaelmas/Start of Lent | | | |

SUMMARY

CUCrC will continue to follow government, RYA, and GWSC guidance in order to return to sport while protecting our members and others. We will practise social distancing where possible, and where keeping 2m apart is not possible, we will follow suitable government and RYA mitigation practices as laid out in this document. This document will be reviewed regularly, and any changes highlighted to our members before they attend training and other sessions.

SOURCES

Government car sharing guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

RYA Mixed-household sailing guidance: <https://www.rya.org.uk/SiteCollectionDocuments/clubs/RYA%20Sailing%20%26%20Racing%20in%20Mixed%20Households.pdf>

GWSC COVID Operating Procedures: <https://www.grafham.org/covid-19-operating-procedures.html>

RYA Return to Boating hub (for all current RYA guidance and advice): <https://www.rya.org.uk/programmes/Pages/return-to-boating.aspx>

**END OF RISK ASSESSMENTS
AND
CUCrC REGULATIONS**