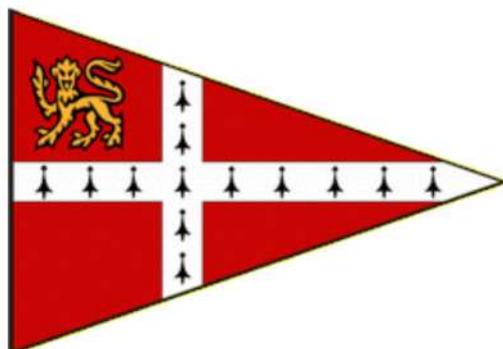


# CAMBRIDGE UNIVERSITY CRUISING CLUB



## REGULATIONS

ISSUE 7U – 15<sup>TH</sup> JULY 2022

(Approved by the General Committee. Electronic decision 4<sup>th</sup> Sept. 2022 )

## CONTENTS

1	Introduction	2
2	Equal Opportunity	2
3	Conduct of Members	3
4	Health and Safety	7
	Grafham Flags	9
	CUCrC On-Water Emergency Procedures	14
	Dynamic Risk Assessment Form	16
	Windsurfer and Gear Pre-Activity Checklist	17
5	Welfare	18
6	Team Selection	21
7	Online Membership Declaration	22
8	Privacy Notices	24
9	Risk Assessments and COVID-19 Arrangements	31

## 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 bulk emailing plus Member, Marketing, and Alumni Supporter database maintenance; and explanations of annual activities such as telephoning alumni, are provided in a set of Google Workspace 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. If satisfaction is not achieved the matter should be raised the Welfare Officer – and finally with the Senior Treasurer.

The current 'University Sports Club Incident Pathway' flowchart, setting out how incidents should be handled, is maintained online (<https://www.sport.cam.ac.uk/registration/sports-club-complaints-and-disciplinary-processes> – this URL needs a Raven login). The current 'Guidance for Student Sports Club Members on dealing with a disclosure, concern, or complaint within the Sports Club Context' document is available via the same URL. If you are involved in any disclosure, concern, or complaint situation, make sure that you are familiar with these documents.

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 given 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 given 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 are also responsible for the behaviour of their guests at club events and shall procure that guests or other persons associated with them and with the Club but who are not Members shall behave in a respectable manner if participating in club events, such as social occasions, and not bring the Club into disrepute. 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.

#### **COMPLAINT PROCESSES**

Members are encouraged to raise any health, safety, or welfare concerns with the appropriate officer. The process set out below follow the current University Sports Service guidelines, as does the process in the subsequent disciplinary section.

Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the General Committee, Club Welfare Officer or relevant team captain / trip leader so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this sub-section.

Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway flowchart (see link provided in Equal Opportunity section above) to determine the complaints procedure that should be followed. Advice on the appropriate procedure may be sought, in confidence, from the Club Welfare Officer (details on website: [https://www.cucrc.org/?page\\_id=1412](https://www.cucrc.org/?page_id=1412)) or from the Sports Service Welfare Officer (whose contact details on the Welfare section of the Club's website Regulations page:

[https://www.cucrc.org/?page\\_id=1413](https://www.cucrc.org/?page_id=1413)).

Where a club level complaints is indicated, this must be submitted in writing to the General Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.

- The General Committee will acknowledge receipt of any written complaint within 7 days.
- The General Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The General Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.
- Where indicated by the University Sports Club Incident Pathway or when agreed by the General Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.

Complaints against a member of the General Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.

The General Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

#### **DISCIPLINARY PROCESSES**

Subject to the remainder of this sub-section, the General Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or materially harm or present a risk of material harm to the interests of its members.

The General Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.

In line with the Complaints sub-section, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club General Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.

The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected following a majority vote of all General Committee members.

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 will not be entitled to any full or partial refund of annual subscriptions.

If a member, who has been excluded, suspended or subject to other disciplinary action pursuant to this sub-section, wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

## 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.

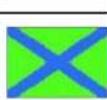
The Trip Leader will be responsible for carrying out a dynamic risk assessment using the form in this section, or from the supply maintained on the clipboard kept in the Club's Grafham hut. In the case of team training or an event at Grafham, the form need not be completed but contact **MUST** always 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 coastal 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 capsize.
- 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:

**Hichingbrooke 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:**

<b>EMERGENCY ON THE WATER</b>
<b>Radio the Coxswain (callsign: Shore)</b> <b>Wait for response</b> <b>Your callsign and location (Cambridge, role, location)</b> Type of emergency What you are doing in response What help you need <b>Wait 10 seconds for a reply; if none, re-transmit</b> <b>Reply to any response from Shore as needed</b>
<b>Radio other stations afloat if more help is needed</b> <b>Get the casualty on board your boat</b> <b>Give first aid</b> <b>If you leave the craft to drift, tag it or get it tagged (on rudder pintle for a dinghy)</b>
<b>Return with the casualty to the Coxswain's jetty (unless advised otherwise)</b>
<b>Work with the Coxswain, their delegate, or Senior Instructor to care for casualty</b> <b>Return to your station afloat as soon as possible</b>
<b>EVACUATION OF THE WATER</b>
<b><i>Resulting from, for example, lightning or a severe squall.</i></b> <b>Listen for instructions from the Coxswain (shore)</b> <b>Work with other boats (RIBs, Committee Boat)</b> <b>Ensure people are safe on their boats or get distressed sailors aboard your RIB</b> <b>Tag dinghies on rudder pintles if you remove sailors</b> <b>Direct and escort boats to shore</b> <b>Be prepared to help fishing boats</b>

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)**

## CUCrC Dynamic Risk Assessment Form

<b>Activity Craft Types:</b> Dinghy / Windsurfer	<b>Date and Time (am / pm):</b>	<b>Location: Grafham</b>	
<b>Name, College, and Mobile of Trip Leader:</b>			
<b>Details of Proposed Activities</b>			
<b>Risk Categories and Details</b>		<b>Risk **</b>	<b>Action for Medium or High Risk</b>
Wind Direction:			
Wind Strength:			
Thunderstorms and Forecast:			
Participant Capabilities:			
Participant Numbers:			
Suitable Clothing (inc. headgear and footwear):			
Grafham Safety Flags:			
<b>Activity Area:</b>			
<b>Launch Area (Windsurfing):</b>			
<b>Other Comments:</b>			
<b>Now Discuss and Agree Your Assessment and Arrangements with Grafham Duty Cox and Safety – and note any changes here:</b>			

Risk \*\* values: ‘/’ = Proceed as normal; ‘M’ = Proceed with modifications; ‘H’ (High) = Postpone or Cancel.

# 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 they prefer they may raise the matter with the Assistant Director of Sport (contact details below). It is the duty of the Welfare Officer to advise on the next steps – in accordance with the University Sports Club Incident Pathway flowchart (see reference to this flowchart in the Equal Opportunity section).

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](mailto: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](mailto: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 women's team for the RYA/BUSA Women's 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 women's 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:*
  - o *your membership and achievements with us*
  - o *your attendance at our events*
  - o *other contact with us or our partners (as listed below)*
  - o *details of benefits and services provided to you*
  - o *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:*
  - o *your history of donations made to us*
  - o *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*
  - o *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:*
  - o *Instagram, YouTube, Facebook and Twitter to check general details*
  - o *LinkedIn, to check business details*
  - o *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

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 Risks specific to wingfoiling.
- 9.5 Annual Taster Weekend at Grafham Water.
- 9.6 Annual Cuppers at Grafham Water.
- 9.7 Annual Cam Cup at Grafham Water.
- 9.8 BUSA Qualifiers at Grafham Water.
- 9.9 BUSA Finals at Grafham Water.

<b>Centre: Grafham Water</b>	<b>Last Review: 15<sup>th</sup> September 2024</b>	<b>Review Due: September 2025</b>
<b>Club: CUCrC</b>		
<b>Risk Assessment: All Risks Common to Dinghy Sailing and Windsurfing</b>		

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
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"> <li>- Trip Leader to have appropriate event organisation experience and a plan created prior to competition</li> <li>- Trip Leader to complete Dynamic Risk Assessment using CUCrC form</li> <li>- Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area</li> <li>- Trip leader to supplement the Grafham flag system by assessing weather and skills of teams competing</li> <li>- All competitors must have sufficient experience for conditions (assessed by own team captains)</li> <li>- All competitors to be notified of the appropriate sailing area in briefing session</li> <li>- 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.</li> </ul>	This item applies to all subsequent hazards
Road accident	Potential for serious injury to drivers and passengers	Low	<ul style="list-style-type: none"> <li>- Only competent drivers to carry passengers to and from club</li> <li>- Club to keep record of which members have driving licenses, and ensure this is up to date at the start of each term</li> <li>- 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</li> </ul>	

Explosion/fire from ignition of petrol used for rescue boat	Potential for serious injury, especially burns	Low	-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	-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 capsizes increased	Medium if warning flags are flying	-Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing -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	Ensure team captains/trip leaders 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	-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	-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	-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	-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	- 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	-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	- 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 -Shed and rigging area to be kept tidy to avoid trip hazards	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 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	-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	-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	-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	-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	-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	-All rescue boat drivers must wear a correctly fitted kill-cord which stops the engine when removed from the boat	None
	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 accommodation where this is organised by the club)
Injury from sharp objects used in maintenance of boats	Risk of cuts by knives used to cut rope.	Low	- All knives to be stored with blades away - Sailors informed on safe way to use and transport knives - First aid with bandages located on site to manage any incidents	none

Concussion	Head injury/ concussion caused by boom or not when sailing (eg. playing college sports).	Low	<ul style="list-style-type: none"> <li>- Follow RYA concussion guidance.</li> <li>- Health and safety officer to undergo sports service concussion training.</li> <li>- Health and safety officer to be consulted about any head injuries both whilst sailing and not.</li> </ul>	<a href="https://www.rva.org.uk/knowledge/safety/look-after-yourself/cconcussion">https://www.rva.org.uk/knowledge/safety/look-after-yourself/cconcussion</a>
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### ASSESSOR

Name of assessor:	Signature:	Date	Name of Supervisor:	Signature:	Date
Karen Thomas	Karen Thomas	14 November 2017			

### REVIEW DATES

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

Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	<i>Will Adler</i>	26/09/2022	
Will Adler	<i>Will Adler</i>	14/04/23	- Added section on safe use of knives
Robbie McDonald	<i>Robbie McDonald</i>	14/09/2023	
Robbie McDonald	<i>Robbie McDonald</i>	11/10/2023	- added a section on concussion.
Robbie McDonald	<i>Robbie McDonald</i>	15/09/2024	

<b>Centre:</b> Grafham Water	<b>Last Review:</b> 15th September 2024	<b>Review Due:</b> September 2025
<b>Club:</b> CUCrC		
<b>Risk Assessment: Risks Specific to Dinghy Sailing</b>		

**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	<ul style="list-style-type: none"> <li>-Beginners warned of danger and all sailors instructed to have non-slip footwear</li> <li>-Sailors to coordinate their dinghy launching and recovery activities to avoid anyone trying to move a boat that is too heavy</li> </ul>	Particular concern in icy weather and when water level is low
Uncontrolled boom	Head injuries Concussion	Medium	<ul style="list-style-type: none"> <li>-Beginners warned of danger and helms reminded to give good notice of their intentions while sailing</li> <li>-All club Fireflies have foam boom protectors over their aft ends</li> <li>-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.</li> </ul>	Anyone struck by a boom to be monitored for symptoms of concussion
Separation from boat	Hypothermia a Drowning	Low	<ul style="list-style-type: none"> <li>-Ensure that if there is no safety cover, all participants understand how to undertake a safe man overboard manoeuvre</li> <li>-All participants to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent</li> </ul>	None
Pulling heavy boats on trailers	Strain injuries	Low	<ul style="list-style-type: none"> <li>-Participants to help each other with moving boats when needed, especially if pulling up slopes</li> <li>-Participants encouraged to wear nonslip shoes to reduce risk of slipping</li> <li>-Opening the self-bailers after sailing can make the boats lighter by reducing the amount of water in them</li> </ul>	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
Social activities and alcohol	Physical Injury or illness, damage to property or equipment.	low	<ul style="list-style-type: none"> <li>- Code of Conduct and Disciplinary procedures in place</li> <li>- If an individual turns up to train or compete having been drinking or clearly suffering from the effects of a night out, they will not be permitted to participate in sporting activities.</li> <li>- The club will provide non-alcoholic drink options and access to food as part of their social activities.</li> <li>- The club will not pressure anyone to take part or pass any form of initiation as part of their membership of the Club. Social activities will not involve, or promote, unsafe, illegal, degrading or anti-social behavior or be based on the excessive consumption of alcohol.</li> <li>- Anyone who does drink to excess will be supported in returning to their college or residence and someone, who has not been drinking and can monitor their wellbeing, will be informed of their condition.</li> <li>- Club Welfare Policy and Officers in place to signpost athletes to support systems if needed.</li> </ul>	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	Anthony Butler	5 December 2017			

### REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Molly Desorgher	Molly Desorgher	13/09/20	-Extra detail added to slipway & boom segments -Added sections about separation, frayed wires, and moving boats around on trailers
Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	Will Adler	26/09/2022	
Robbie McDonald	Robbie McDonald	14/09/2023	
Robbie McDonald	Robbie McDonald	11/10/2023	added section on social activities.
Robbie McDonald	Robbie McDonald	15/09/2024	

<b>Centre: Grafham Water</b>	<b>Last Review: 15th September 2024</b>
<b>Club: CUCrC</b>	<b>Review Due: September 2025</b>

## Risk Assessment: Risks Specific to Windsurfing

<p><b>Description of the activity, equipment or area under assessment</b>  <b>Windsurfing at Grafham Water</b></p>
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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 a 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

Social activities and alcohol	Physical Injury or illness, damage to property or equipment.	low	<ul style="list-style-type: none"> <li>- Code of Conduct and Disciplinary procedures in place</li> <li>- If an individual turns up to train or compete having been drinking or clearly suffering from the effects of a night out, they will not be permitted to participate in sporting activities.</li> <li>- The club will provide non-alcoholic drink options and access to food as part of their social activities.</li> <li>- The club will not pressure anyone to take part or pass any form of initiation as part of their membership of the Club. Social activities will not involve, or promote, unsafe, illegal, degrading or anti-social behavior or be based on the excessive consumption of alcohol.</li> <li>- Anyone who does drink to excess will be supported in returning to their college or residence and someone, who has not been drinking and can monitor their wellbeing, will be informed of their condition.</li> <li>- Club Welfare Policy and Officers in place to signpost athletes to support systems if needed.</li> </ul>	none
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## 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	David Howe	14 November 2017			

### REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Molly Desorgher	Molly Desorgher	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.
Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	Will Adler	26/09/2022	
Robbie McDonald	Robbie McDonald	14/09/2023	
Robbie McDonald	Robbie McDonald	11/10/2023	added section about social activities
Robbie McDonald	Robbie McDonald	15/09/2024	

<b>Centre: Grafham Water</b>	<b>Last Review: 15th September 2024</b>	<b>Review Due: September 2025</b>
<b>Club: CUCrC</b>		
<b>Risk Assessment: Risks Specific to Wingfoiling</b>		

**Description of the activity, equipment or area under assessment**  
**Wingfoiling at Grafham Water**

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
Other water users being struck by moving board or foil	Head injury Concussion	Low	-Wingers 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
Social activities and alcohol	Physical Injury or illness, damage to property or	low	- Code of Conduct and Disciplinary procedures in place - If an individual turns up to train or compete having been drinking or clearly suffering from the effects of a night out,	none

	equipment.		<ul style="list-style-type: none"> <li>- they will not be permitted to participate in sporting activities.</li> <li>- The club will provide non-alcoholic drink options and access to food as part of their social activities.</li> <li>- The club will not pressure anyone to take part or pass any form of initiation as part of their membership of the Club. Social activities will not involve, or promote, unsafe, illegal, degrading or anti-social behavior or be based on the excessive consumption of alcohol.</li> <li>- Anyone who does drink to excess will be supported in returning to their college or residence and someone, who has not been drinking and can monitor their wellbeing, will be informed of their condition.</li> <li>- Club Welfare Policy and Officers in place to signpost athletes to support systems if needed.</li> </ul>	
Injury from falling onto foil	Physical injury/concussion	medium	<ul style="list-style-type: none"> <li>- Always wear a helmet and buoyancy aid.</li> <li>- Person leading sessions properly briefs users how to dismount from the board when falling in, for example jumping away with the wing as this takes you away from the board.</li> </ul>	none

**EMERGENCY PROCEDURES**

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

**ASSESSOR**

<b>Name of assessor:</b>	<b>Signature:</b>	<b>Date</b>	<b>Name of Supervisor:</b>	<b>Signature:</b>	<b>Date</b>
David Howe	David Howe	14 November 2017			

**REVIEW DATES**

<b>Reviewed by (name)</b>	<b>Signature</b>	<b>Date</b>	<b>Indicate changes here</b>
Robbie McDonald	R. McDonald	25/01/2024	added all original sections
Robbie McDonald	<i>Robbie McDonald</i>	15/09/2024	

<b>Centre: Grafham Water</b>	<b>Last Review: 15<sup>th</sup> September 2024</b>	<b>Review Due: September 2025</b>
<b>Club: CUCrC</b>		
<b>Risk Assessment: CUCrC Taster Weekend / 'Mega Weekend' (Date October - Annual)</b>		

## Overview

<p>Background:</p>	<p>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.</p>	
<p>Participation Risk Statement</p>	<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"> <li>• 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;</li> <li>• They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;</li> <li>• They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;</li> <li>• 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;</li> <li>• The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.</li> </ul>	
<p>Event:</p>	<p>CUCrC Taster Weekend</p>	<p>Risk Assessment completed by: Karen Thomas (CUCrC H&amp;S Lead)</p>

**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
Preparation	Not ready for the planned activity - resulting in a variety of accidents and uncontrolled situations	High	<ul style="list-style-type: none"> <li>-Trip Leader to have appropriate event organisation experience and a plan created prior to competition</li> <li>-Trip Leader to complete Dynamic Risk Assessment using CUCrC form</li> <li>-Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area</li> <li>-Trip leader to supplement the Grafham flag system by assessing weather and skills of team sailors assisting with the day and participants present.</li> <li>-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.</li> <li>-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.</li> <li>-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.</li> </ul>	This item applies to all subsequent hazards
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	-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	-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"> <li>-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</li> <li>-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.</li> <li>-All RIB drivers briefed and radios maintained</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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"> <li>-All participants to wear appropriate clothing, conforming to wetsuit rule</li> <li>-Trip Leader and H&amp;S representative aware of symptoms and treatment</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-In on-water sessions instructors must be on water in RIB before participants launch</li> <li>-RIB on station and radios maintained</li> </ul>	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	-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	-All participants to confirm they are able to swim 100 metres in light clothing when registering on CUCrC website -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	None
Water-borne disease	Weils Disease (Leptospirosis)	Low	-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	- 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	-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	- 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	-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"> <li>-Correct powerboat handling by trip leader/rib drivers</li> <li>-Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken</li> <li>-Suitable footwear to be worn</li> <li>-All helpers and team sailors briefed on correct moving protocol. Trip leader should oversee</li> <li>-Ensure radios are maintained</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
A collision of dinghies or RIBs	A person in the water Serious injury	Medium	<ul style="list-style-type: none"> <li>-Correct powerboat handling by trip leader/rib drivers</li> <li>-All RIB operators to be RYA Powerboat Level 2 qualified or equivalent</li> </ul>	
Rope burns	Injury requiring first aid or change of crew	Low	<ul style="list-style-type: none"> <li>-Boats to be driven in a sensible manner and collisions to be avoided at all costs</li> <li>-Alcohol or drugs will not be consumed or used anywhere on the venue</li> <li>-All team sailors, participants and safety boat crew advised to wear appropriate gloves if windy</li> </ul>	
Inadequate first aid provision	Avoidable increase in injury severity or deterioration of sailor condition	Medium	<ul style="list-style-type: none"> <li>-First aid kits available at site (Grafham Water SC) and on rescue boats</li> <li>-Ensure ongoing procedure of replenishing first aid kit supplies throughout year</li> <li>-Ensure radios are maintained</li> </ul>	None
Injury from rescue boat	Serious injury Boat or equipment damage	Medium	<ul style="list-style-type: none"> <li>-All RIB operators to be RYA Powerboat Level 2 qualified or equivalent</li> <li>-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</li> <li>-Kill cords to be worn at all times and fitted correctly</li> <li>-Engine turned off during swimmer recovery</li> <li>-All visiting rib drivers to have completed a declaration form</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
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"> <li>-All rescue boat drivers must wear kill-cord which stops the engine when removed from the boat</li> <li>-All RIB operators to be RYA Powerboat Level 2 qualified or equivalent</li> <li>-Engine turned off during swimmer recovery</li> <li>-All visiting rib drivers to have completed a declaration form</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
On water group dispersal or inability to sail independently back to shore	Boat damage or equipment exposure to cold Long term Injury	Medium	<ul style="list-style-type: none"> <li>-Check weather forecast prior to commencing activities and if wind speed increases, reconsider activity</li> <li>-Trip lead to regularly assess conditions</li> <li>-RIB on station/standby (multiple if deemed necessary) and radios maintained. Rib drivers to wait until boats are ashore before putting ribs away.</li> <li>-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</li> <li>-Adequate group control from launch to end of sailing as decided by trip leader</li> <li>-Effective briefing of competitors &amp; helpers ensuring clarity of sailing area</li> <li>-All RIB operators to be RYA Powerboat Level 2 qualified or equivalent</li> <li>-Have a good awareness of wind and monitor the weather (ongoing)</li> <li>-Ensure close supervision of group as far as possibly able</li> <li>-At least one RIB used for every six dinghies</li> </ul>	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
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## EMERGENCY PROCEDURES

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

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

## REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	Will Adler	26/09/2022	
Robbie McDonald	Robbie McDonald	14/09/2023	
Robbie McDonald	Robbie McDonald	15/09/2024	

<b>Centre: Grafham Water</b>	<b>Last Review: 15<sup>th</sup> September 2024</b>	<b>Review Due: September 2025</b>
<b>Club: CUCrC</b>		
<b>Risk Assessment: CUCrC Cuppers Team Racing Event (Date June - Annual)</b>		

<b>Background:</b>	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.	
<b>NoR Risk Statement</b>	<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"> <li>• 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;</li> <li>• They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;</li> <li>• They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;</li> <li>• 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;</li> <li>• The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.</li> </ul>	
<b>Event:</b>	CUCrC Cuppers	<b>Risk Assessment completed by:</b> Karen Thomas (CUCrC H&S Lead)

<b>Description of the activity, equipment or area under assessment.</b> Any Activity at Grafham Water
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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"> <li>-Trip Leader to have appropriate event organisation experience and a plan created prior to competition</li> <li>-Trip Leader to complete Dynamic Risk Assessment using CUCrC form</li> <li>-Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area</li> <li>-Trip leader to supplement the Grafham flag system by assessing weather and skills of teams competing</li> <li>-All competitors must have sufficient experience for conditions (assessed by own team captains)</li> <li>-All competitors to be notified of the appropriate sailing area in briefing session</li> <li>-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.</li> </ul>	This item applies to all subsequent hazards
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"> <li>-Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty</li> <li>-Coxswain should be consulted</li> <li>-No smoking on site</li> </ul>	None
Loading and unloading dinghy trailers	Injury from incorrect lifting or being unaware	Medium	<ul style="list-style-type: none"> <li>-Adequate numbers of people to load trailers</li> <li>-One individual to lead the process and all others to follow their instructions</li> <li>-Particular care when loading and unloading the top boat on double and triple stackers</li> </ul>	None
Strong winds	Major rescues required	Medium if warning flags are flying	<ul style="list-style-type: none"> <li>-Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing</li> <li>-All RIB drivers briefed and radios maintained</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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"> <li>-All competitors to wear appropriate clothing, conforming to wetsuit drysuit rule</li> <li>-Trip Leader and H&amp;S representative aware of symptoms and treatment</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-In dinghy sessions instructors must be on water in RIB before students launch</li> <li>-RIB on station and radios maintained</li> </ul>	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"> <li>-As for cold conditions above</li> <li>-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.</li> </ul>	Risk medium in Lent

Water	Drowning	Low	<ul style="list-style-type: none"> <li>-All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPay</li> <li>-All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent</li> <li>-All competitors to have appropriate clothing for the air and water temperature</li> <li>-Designated H&amp;S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form</li> <li>-Continuous and effective supervision by event director and H&amp;S lead</li> </ul>	None
			<ul style="list-style-type: none"> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	
Water-borne disease	Weils Disease (Leptospirosis)	Low	<ul style="list-style-type: none"> <li>-Competitors warned about covering cuts and washing hands before eating</li> <li>-Footwear to be worn by all to prevent cuts</li> <li>-Competitors warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms</li> </ul>	None
Water-borne toxins	Blue Green Algae	Low	<ul style="list-style-type: none"> <li>- If applicable, competitors warned of danger if algae flag is flying and participate at own risk</li> <li>-Inexperienced competitors to remain on shore because of danger of capsizing</li> <li>-RIBs on station and ensure radios maintained</li> </ul>	None
Equipment failure/misuse	Serious injury	Low	<ul style="list-style-type: none"> <li>-Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed</li> <li>-In the case of hiring external boats, full boat checks carried out prior to event</li> <li>-Bosun to have a radio at all times</li> <li>-Competitors to pay a damage deposit prior to registering</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Slippery surfaces	Injury through slipping and falling	Medium	<ul style="list-style-type: none"> <li>- 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</li> </ul>	None
Entrapment in boat, board, or rigging following capsizing	Serious injury or drowning	Medium	<ul style="list-style-type: none"> <li>-Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition</li> <li>-Trip leader/rib drivers/H&amp;S representative present should have appropriate qualifications to deal with the situation</li> <li>-All competitors briefed prior to going afloat</li> <li>-Suitable footwear worn</li> <li>-Group control regularly considered by event director during competition</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Moving parts of the boat, board, or equipment	Serious injury or unconsciousness from blow to head	Low	<ul style="list-style-type: none"> <li>-Correct powerboat handling by trip leader/rib drivers/umpires</li> <li>-Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken</li> <li>-Suitable footwear to be worn</li> <li>-All helpers in rigging parties briefed on correct moving protocol</li> <li>-Ensure radios are maintained</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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	None

			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	-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	<ul style="list-style-type: none"> <li>-All RIB operators to be RYA Powerboat Level 2 qualified or equivalent</li> <li>-All visiting rib drivers to have completed a declaration form</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> <li>-All race officials to know Grafham standard safety and rescue techniques and all happy to follow this protocol</li> <li>-Continuous and effective supervision by trip leader</li> <li>-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</li> </ul>
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## 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	Karen Thomas	CUCrC Health and Safety Officer	4 <sup>th</sup> February 2020

## REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	Will Adler	26/09/2022	
Robbie McDonald	Robbie McDonald	14/09/2023	
Robbie McDonald	Robbie McDonald	15/09/2024	

<b>Centre: Grafham Water</b>	<b>Last Review: 15<sup>th</sup> September 2024</b>	<b>Review Due: September 2025</b>
<b>Club: CUCrC</b>		
<b>Risk Assessment: Cam Cup Team Racing Event (Date February/March - Annual)</b>		

## Overview

<b>Background:</b>	<p>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.</p>	
<b>NoR Risk Statement</b>	<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"> <li>• 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;</li> <li>• They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;</li> <li>• They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;</li> <li>• 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;</li> <li>• The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.</li> </ul>	
<b>Event:</b>	Cam Cup	<b>Risk Assessment completed by:</b> 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
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"> <li>-Trip Leader to have appropriate event organisation experience and a plan created prior to competition</li> <li>-Trip Leader to complete Dynamic Risk Assessment using CUCrC form</li> <li>-Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area</li> <li>-Trip leader to supplement the Grafham flag system by assessing weather and skills of teams</li> </ul>	This item applies to all subsequent hazards
Road accident	Potential for serious injury to drivers and passengers	Low	<ul style="list-style-type: none"> <li>-Only competent drivers to carry passengers to and from club</li> </ul>	None
Explosion/fire from ignition of petrol used for rescue boat	Potential for serious injury	Low	<ul style="list-style-type: none"> <li>-All competitors must have sufficient experience for conditions (assessed by own team captains)</li> <li>-All competitors to be notified of the appropriate sailing area in briefing session</li> <li>-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.</li> </ul>	None
Loading and unloading dinghy trailers	Injury from incorrect lifting or being unaware	Medium	<ul style="list-style-type: none"> <li>-Adequate numbers of people to load trailers</li> <li>-One individual to lead the process and all others to follow their instructions</li> <li>-Particular care when loading and unloading the top boat on double and triple stackers</li> </ul>	None
Strong winds	Major rescues required	Medium if warning flags are flying	<ul style="list-style-type: none"> <li>-Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing</li> <li>-All RIB drivers briefed and radios maintained</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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"> <li>-All competitors to wear appropriate clothing, conforming to wetsuit drysuit rule</li> <li>-Trip Leader and H&amp;S representative aware of symptoms and treatment</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-In dinghy sessions instructors must be on water in RIB before students launch</li> <li>-RIB on station and radios maintained</li> </ul>	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"> <li>-As for cold conditions above</li> <li>-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.</li> </ul>	Risk medium in Lent

Water	Drowning	Low	<ul style="list-style-type: none"> <li>-All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPay</li> <li>-All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent</li> <li>-All competitors to have appropriate clothing for the air and water temperature</li> <li>-Designated H&amp;S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form</li> <li>-Continuous and effective supervision by event director and H&amp;S lead</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Water-borne disease	Weils Disease (Leptospirosis)	Low	<ul style="list-style-type: none"> <li>-Competitors warned about covering cuts and washing hands before eating</li> <li>-Footwear to be worn by all to prevent cuts</li> <li>-Competitors warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms</li> </ul>	None
Water-borne toxins	Blue Green Algae	Low	<ul style="list-style-type: none"> <li>- If applicable, competitors warned of danger if algae flag is flying and participate at own risk</li> <li>-Inexperienced competitors to remain on shore because of danger of capsizing</li> <li>-RIBs on station and ensure radios maintained</li> </ul>	None
Equipment failure/misuse	Serious injury	Low	<ul style="list-style-type: none"> <li>-Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed</li> <li>-In the case of hiring external boats, full boat checks carried out prior to event</li> <li>-Bosun to have a radio at all times</li> <li>-Competitors to pay a damage deposit prior to registering</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Slippery surfaces	Injury through slipping and falling	Medium	<ul style="list-style-type: none"> <li>- 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</li> </ul>	None
Entrapment in boat, board, or rigging following capsizing	Serious injury or drowning	Medium	<ul style="list-style-type: none"> <li>-Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition</li> <li>-Trip leader/rib drivers/H&amp;S representative present should have appropriate qualifications to deal with the situation</li> <li>-All competitors briefed prior to going afloat</li> <li>-Suitable footwear worn</li> <li>-Group control regularly considered by event director during competition</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Moving parts of the boat, board, or equipment	Serious injury or unconsciousness from blow to head	Low	<ul style="list-style-type: none"> <li>-Correct powerboat handling by trip leader/rib drivers/umpires</li> <li>-Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken</li> <li>-Suitable footwear to be worn</li> <li>-All helpers in rigging parties briefed on correct moving protocol</li> <li>-Ensure radios are maintained</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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	None
Rope burns	Injury requiring first aid	Low	-All competitors 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	-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 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	None

			-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	Karen Thomas	CuCrC Health and Safety Officer	4 <sup>th</sup> February 2020

### REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	<i>Will Adler</i>	26/09/2022	
Robbie McDonald	Robbie McDonald	14/09/2023	
Robbie McDonald	<i>Robbie McDonald</i>	15/09/2024	

<b>Centre: Grafham Water</b>	<b>Last Review: 15th September 2024</b>	<b>Review Due: September 2025</b>
<b>Club: CUCrC</b>		
<b>Risk Assessment: BUCS/BUSA Qualifiers Team Racing Event (Date February – When scheduled at Grafham)</b>		

## Overview

<b>Background:</b>	<p>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.</p>	
<b>NoR Risk Statement</b>	<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"> <li>• 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;</li> <li>• They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;</li> <li>• They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;</li> <li>• 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;</li> <li>• The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.</li> </ul>	
<b>Event:</b>	BUCS/BUSA Qualifiers	<b>Risk Assessment completed by:</b> 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
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"> <li>-Trip Leader to have appropriate event organisation experience and a plan created prior to competition</li> <li>-Trip Leader to complete Dynamic Risk Assessment using CUCrC form</li> <li>-Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area</li> <li>-Trip leader to supplement the Grafham flag system by assessing weather and skills of teams competing</li> <li>-All competitors must have sufficient experience for conditions (assessed by own team captains)</li> <li>-All competitors to be notified of the appropriate sailing area in briefing session</li> <li>-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.</li> </ul>	This item applies to all subsequent hazards
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"> <li>-Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty</li> <li>-Coxswain should be consulted</li> <li>-No smoking on site</li> </ul>	None
Loading and unloading dinghy trailers	Injury from incorrect lifting or being unaware	Medium	<ul style="list-style-type: none"> <li>-Adequate numbers of people to load trailers</li> <li>-One individual to lead the process and all others to follow their instructions</li> <li>-Particular care when loading and unloading the top boat on double and triple stackers</li> </ul>	None
Strong winds	Major rescues required	Medium if warning flags are flying	<ul style="list-style-type: none"> <li>-Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing</li> <li>-All RIB drivers briefed and radios maintained</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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"> <li>-All competitors to wear appropriate clothing, conforming to wetsuit drysuit rule</li> <li>-Trip Leader and H&amp;S representative aware of symptoms and treatment</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-In dinghy sessions instructors must be on water in RIB before students launch</li> <li>-RIB on station and radios maintained</li> </ul>	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"> <li>-As for cold conditions above</li> <li>-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.</li> </ul>	Risk medium in Lent

Water	Drowning	Low	<ul style="list-style-type: none"> <li>-All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPay</li> <li>-All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent</li> <li>-All competitors to have appropriate clothing for the air and water temperature</li> <li>-Designated H&amp;S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form</li> <li>-Continuous and effective supervision by event director and H&amp;S lead</li> </ul>	None
			<ul style="list-style-type: none"> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	
Water-borne disease	Weils Disease (Leptospirosis)	Low	<ul style="list-style-type: none"> <li>-Competitors warned about covering cuts and washing hands before eating</li> <li>-Footwear to be worn by all to prevent cuts</li> <li>-Competitors warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms</li> </ul>	None
Water-borne toxins	Blue Green Algae	Low	<ul style="list-style-type: none"> <li>- If applicable, competitors warned of danger if algae flag is flying and participate at own risk</li> <li>-Inexperienced competitors to remain on shore because of danger of capsizing</li> <li>-RIBs on station and ensure radios maintained</li> </ul>	None
Equipment failure/misuse	Serious injury	Low	<ul style="list-style-type: none"> <li>-Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed</li> <li>-In the case of hiring external boats, full boat checks carried out prior to event</li> <li>-Bosun to have a radio at all times</li> <li>-Competitors to pay a damage deposit prior to registering</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Slippery surfaces	Injury through slipping and falling	Medium	<ul style="list-style-type: none"> <li>- 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</li> </ul>	None
Entrapment in boat, board, or rigging following capsizing	Serious injury or drowning	Medium	<ul style="list-style-type: none"> <li>-Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition</li> <li>-Trip leader/rib drivers/H&amp;S representative present should have appropriate qualifications to deal with the situation</li> <li>-All competitors briefed prior to going afloat</li> <li>-Suitable footwear worn</li> <li>-Group control regularly considered by event director during competition</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Moving parts of the boat, board, or equipment	Serious injury or unconsciousness from blow to head	Low	<ul style="list-style-type: none"> <li>-Correct powerboat handling by trip leader/rib drivers/umpires</li> <li>-Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken</li> <li>-Suitable footwear to be worn</li> <li>-All helpers in rigging parties briefed on correct moving protocol</li> <li>-Ensure radios are maintained</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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	None

			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	-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	<a href="https://www.rya.org.uk/racing/british-youth-sailing/anti-doping">https://www.rya.org.uk/racing/british-youth-sailing/anti-doping</a>
Doping	Illness due to recreational or performance enhancing drug use	low	<ul style="list-style-type: none"> <li>- Adherence to the RYA anti-doping policies and regulations in addition to complying with the requirements of the BUCS Clean Sport Commitment statement and WADA code. Policy details included in Code of Conduct and signed by athletes.</li> <li>- Club will not provide supplements to members. Supplements should only be used by members if advised by a suitably qualified nutritionist for specific, individual needs.</li> <li>- Clear club disciplinary procedures - not allowed to participate in BUCS playoffs.</li> <li>- Club members not permitted to train if drug use is suspected.</li> <li>- Club Welfare Policy and Officers in place to signpost students to appropriate support.</li> </ul>	

## 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	Karen Thomas	CuCrC Health and Safety Officer	4 <sup>th</sup> February 2020

## REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	Will Adler	26/09/2022	

Robbie McDonald	Robbie McDonald	14/09/2023	
Robbie McDonald	Robbie McDonald	11/10/2023	added section on doping
Robbie McDonald	<i>Robbie McDonald</i>	15/09/2024	

<b>Centre:</b> Grafham Water	<b>Last Review:</b> 15th September 2024	<b>Review Due:</b> September 2025
<b>Club:</b> CUCrC	<b>Risk Assessment:</b> BUCS/BUSA Team Racing Championship Finals (Date March/April – When being organized by Cambridge)	

## Overview

<b>Background:</b>	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.	
<b>NoR Risk Statement</b>	<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"> <li>• 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;</li> <li>• They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;</li> <li>• They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;</li> <li>• 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;</li> <li>• The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.</li> </ul>	
<b>Event:</b>	BUCS/BUSA TR Championships	<b>Risk Assessment completed by:</b> Karen Thomas (CUCrC H&S Lead)

<p><b>Description of the activity, equipment or area under assessment.</b> Any Activity at Grafham Water</p>
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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"> <li>-Trip Leader to have appropriate event organisation experience and a plan created prior to competition</li> <li>-Trip Leader to complete Dynamic Risk Assessment using CUCrC form</li> <li>-Trip leader to notify Grafham Duty Coxswain of plan each morning and agree a sailing area</li> <li>-Trip leader to supplement the Grafham flag system by assessing weather and skills of teams</li> </ul>	This item applies to all subsequent hazards
Road accident	Potential for serious injury to drivers and passengers	Low	<ul style="list-style-type: none"> <li>-Only competent drivers to carry passengers to and from club</li> </ul>	None
Explosion/fire from ignition of petrol used for rescue boat	Potential for serious injury	Low	<ul style="list-style-type: none"> <li>-Fuel stored in metal container and only competent individuals to refuel. If unsure, GWSC on duty</li> <li>-Coxswain should be consulted</li> <li>-No smoking on site</li> </ul>	None
Loading and unloading dinghy trailers	Injury from incorrect lifting or being unaware	Medium	<ul style="list-style-type: none"> <li>-Adequate numbers of people to load trailers</li> <li>-One individual to lead the process and all others to follow their instructions</li> <li>-Particular care when loading and unloading the top boat on double and triple stackers</li> </ul>	None
Strong winds	Major rescues required	Medium if warning flags are flying	<ul style="list-style-type: none"> <li>-Trip leader to assess need for extra roving safety boat support and arrange with Duty Coxswain, ensuring this is covered in morning safety briefing</li> <li>-All RIB drivers briefed and radios maintained</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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"> <li>-All competitors to wear appropriate clothing, conforming to wetsuit/drysuit rule</li> <li>-Trip Leader and H&amp;S representative aware of symptoms and treatment</li> <li>-Medical Emergency Procedures including contact details for necessary individuals and hospitals easily accessible (in shed and race office)</li> <li>-In dinghy sessions instructors must be on water in RIB before students launch</li> <li>-RIB on station and radios maintained</li> </ul>	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"> <li>-As for cold conditions above</li> <li>-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.</li> </ul>	Risk medium in Lent

Water	Drowning	Low	<ul style="list-style-type: none"> <li>-All team captains to confirm competitors from their institution are able to swim 100 metres in light clothing when registering on BUCSPay</li> <li>-All competitors to wear appropriately fitting buoyancy aids stamped with appropriate EN standard or equivalent</li> <li>-All competitors to have appropriate clothing for the air and water temperature</li> <li>-Designated H&amp;S lead to have reiterated correct safety and rescue techniques to all rib drivers and ensured all have completed visiting pb driver declaration form</li> <li>-Continuous and effective supervision by event director and H&amp;S lead</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Water-borne disease	Weils Disease (Leptospirosis)	Low	<ul style="list-style-type: none"> <li>-Competitors warned about covering cuts and washing hands before eating</li> <li>-Footwear to be worn by all to prevent cuts</li> <li>-Competitors warned to mention to their doctor that they have participated in water sport, if they develop any unusual symptoms</li> </ul>	None
Water-borne toxins	Blue Green Algae	Low	<ul style="list-style-type: none"> <li>- If applicable, competitors warned of danger if algae flag is flying and participate at own risk</li> <li>-Inexperienced competitors to remain on shore because of danger of capsizing</li> </ul>	None

			<ul style="list-style-type: none"> <li>-RIBs on station and ensure radios maintained</li> </ul>	
Equipment failure/misuse	Serious injury	Low	<ul style="list-style-type: none"> <li>-Equipment to be checked each morning by rigging leaders and bosun and then continuously throughout the day when needed</li> <li>-In the case of hiring external boats, full boat checks carried out prior to event</li> <li>-Bosun to have a radio at all times</li> <li>-Competitors to pay a damage deposit prior to registering</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Slippery surfaces	Injury through slipping and falling	Medium	<ul style="list-style-type: none"> <li>- 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</li> </ul>	None
Entrapment in boat, board, or rigging following capsizes	Serious injury or drowning	Medium	<ul style="list-style-type: none"> <li>-Event director (in race office) and all RIBs should have a safety bag including a sharp knife both days of competition</li> <li>-Trip leader/rib drivers/H&amp;S representative present should have appropriate qualifications to deal with the situation</li> <li>-All competitors briefed prior to going afloat</li> <li>-Suitable footwear worn</li> <li>-Group control regularly considered by event director during competition</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	None
Moving parts of the boat, board, or equipment	Serious injury or unconsciousness from blow to head	Low	<ul style="list-style-type: none"> <li>-Correct powerboat handling by trip leader/rib drivers/umpires</li> <li>-Ensure trip leader/designated individuals are first aid trained and aware of moving and handling precautions needing to be taken</li> <li>-Suitable footwear to be worn</li> <li>-All helpers in rigging parties briefed on correct moving protocol</li> <li>-Ensure radios are maintained</li> <li>-Liaison with coxswain and GWSC on procedure for air ambulance/ambulance</li> </ul>	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 -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 damage or equipment 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	<a href="https://www.rya.org.uk/racing/british-youth-sailing/anti-doping">https://www.rya.org.uk/racing/british-youth-sailing/anti-doping</a>
Doping	Illness due to recreational or performance enhancing drug use	low	<ul style="list-style-type: none"> <li>- Adherence to the RYA anti-doping policies and regulations in addition to complying with the requirements of the BUCS Clean Sport Commitment statement and WADA code. Policy details included in Code of Conduct and signed by athletes.</li> <li>- Club will not provide supplements to members. Supplements should only be used by members if advised by a suitably qualified nutritionist for specific, individual needs.</li> <li>- Clear club disciplinary procedures - not allowed to participate in BUCS playoffs.</li> <li>- Club members not permitted to train if drug use is suspected.</li> <li>- Club Welfare Policy and Officers in place to signpost students to appropriate support.</li> </ul>	

## 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	Karen Thomas	CuCrC Health and Safety Officer	4 <sup>th</sup> February 2020

## REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Juliette Kennedy	Juliette Kennedy	21/09/2021	
Will Adler	Will Adler	26/09/2022	

Robbie McDonald	<i>Robbie McDonald</i>	12/09/2023	
Robbie McDonald	<i>Robbie McDonald</i>	11/10/2023	added section on doping
Robbie McDonald	<i>Robbie McDonald</i>	15/09/2024	

## REVIEW SCHEDULE

The Club's documents should be updated after the first sailing session of the new term, to check that policies are working as intended.

Review due	Date reviewed	Reviewer	Changes made
After Sports Service comments	14/09/2020	Molly Desorgher	<ul style="list-style-type: none"> <li>· Track &amp; trace plans explained</li> <li>· Plans for communication to members</li> <li>· Further info about intention of CUCrC not to host events until Lent</li> <li>· Measures for safer trailer loading added</li> <li>· Review schedule</li> </ul>
After first session	05/10/2020	Molly Desorgher	<ul style="list-style-type: none"> <li>· Numbered tags for boat trolleys</li> <li>· Hand sanitiser procedure for shed</li> <li>· Hand sanitiser for cars</li> <li>· Checking in at GWSC using NHS app</li> <li>· Section on hypothermia added</li> <li>· Additions to section about face coverings</li> <li>· Note about different lunch times for different teams (to be reviewed once teams are set)</li> </ul>
	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	25/10/2020	Molly Desorgher	None necessary.
At end of November lockdown	30/11/2020	Molly Desorgher	GWSC changing rooms are now open. Measures for safe use of the changing rooms are described on page 3. There is a new section on sailing under the tier system on page 5.
End of Lent	27/03/2021	Molly Desorgher	Procedures changed to reflect the RYA and government guidance on sailing from 29/03/21 onwards.

After 12th April restriction changes	19/04/2021	Molly Desorgher	No changes needed
After first sailing session of Easter term	19/04/2021	Molly Desorgher	No changes needed
After 21st May restriction changes	19/05/2021	Molly Desorgher	Updates to all sections to reflect changes in restrictions. Most notable changes involve the wearing of masks while afloat, hypothermia risk, and the use of indoor space at GWSC.
Pre Michaelmas review 2021/22	23/09/2021	Juliette Kennedy	Only updates to COVID risk assessment - some control measures have been removed, but will be updated in accordance with government guidelines.
Easter review	15/07/2022	Juliette Kennedy	COVID Risk assessment deleted. Text changes in accordance with the Sports Service Complaints and Disciplinary Processes
Pre Michaelmas review 2022/23	26/09/2022	Will Adler	Risk assessments checked for the upcoming year - no changes made
Easter review 2023	24/07/2023	Will Adler	No changes made
Pre Michaelmas review	14/09/2023	Robbie McDonald	No changes made.
Pre Michaelmas Review	15/09/2024	Robbie McDonald	No changes made.

**End Of Risk Assessments  
and  
CUCrC Regulations**