

**MOD Form 5010a**  
**Introduced April 2008**

**MOD Risk Assessment Form**

<b>Establishment /Unit/Ship:</b>		<b>Army Offshore Sailing Centre</b>		<b>Assessment No:</b>	<b>AOSC/18-01</b>	<b>Assessment Date:</b>	<b>23/03/18</b>	
<b>Section/Department:</b>		<b>Offshore Sailing</b>		<b>Assessment Type</b> <i>(Delete as appropriate; see Note 1)</i>				
				<b>Specific</b>				
<b>Activity/Process:</b> Army Offshore Sailing Regatta In And Around The Solent And Surrounding Areas								
<b>Assessor</b>				<b>Line Manager Acceptance (See Note 2)</b>				
<b>Name:</b>	<b>DELANEY</b>			<b>Name:</b>	<b>BROWN</b>			
<b>Rank/Grade:</b>	<b>SGT</b>			<b>Rank/Grade:</b>	<b>C1</b>			
<b>Signature:</b>	<SIGNED ELECTRONICALLY>			<b>Signature:</b>	<SIGNED ELECTRONICALLY>			
<b>Hazards</b> <i>(Include Hazard Survey Number where applicable)</i>	<b>Who is at Risk?</b>	<b>Control Measures</b> <i>(Specific existing Control Measures)</i>	<b>Risk Rating</b> <i>(Likelihood X Consequence)</i> <i>(See Note 3)</i>	<b>Additional Controls</b> <i>(Each Control Measure is to be specific and managed)</i>	<b>Residual Risk Rating</b> <i>(See Note 4)</i>	<b>Management Plan</b>		
						<b>Owner</b>	<b>Target Date</b>	<b>Comp Date</b>
Strong Wind	Crew	The Committee will obtain a detailed weather forecast prior to releasing the Racing for the day  Where possible, the skippers will obtain weather forecasts and a decision would be made before going out in poor weather.	1 x 2	The Committee will not start the passage in the event of exceptional weather conditions.  Nominate emergence ports covering the route	1 x 1			

		<p>If a boat is caught in poor weather:</p> <ul style="list-style-type: none"> <li>• Skippers will rely on their training</li> <li>• Get the boat safely to the nearest place of refuge</li> <li>• In strong winds             <ul style="list-style-type: none"> <li>○ Rig storm sails</li> <li>○ Tie down washboards</li> </ul> </li> </ul>		<p>as places to run to.</p> <p>Life jackets at all times, clip on at night and when skipper or crew orders it.</p> <p>Thorough crew briefings on storm sailing and emergency actions.</p> <p>Boom preventer to be used when-ever the wind is aft of the beam.</p> <p>All to practice tacking and gybing drills prior to departure.</p>				
Fog	Crew	<ul style="list-style-type: none"> <li>• Weather forecasts to be obtained</li> <li>• Skippers to rely on training.</li> <li>• Go very slowly</li> <li>• Allocate people on deck and listen out for other vessels</li> <li>• All crew on deck.</li> <li>• Must wear life jackets</li> <li>• Don't clip on unless directed by the Skipper</li> </ul>	2 x 2	<p>Move to shallow water and follow contour lines.</p> <p>Sound signals every 2 minutes.</p> <p>Flares ready for use.</p> <p>Steamer scare light ready for use.</p> <p>All Crew to know the location of the grab bag and how the life raft deploys.</p>	1 x 2			

<p>Man overboard</p>	<p>Crew</p>	<p>Life jackets should be worn unless</p> <ul style="list-style-type: none"> <li>• The skipper deems that the conditions are benign enough.</li> </ul> <p>In weather conditions which the skipper deems it necessary, crew members are to use safety lines attached onto strong points on deck.</p> <p>The Skipper will ensure all crew members are:</p> <ul style="list-style-type: none"> <li>• Trained in using the lifesaving equipment</li> <li>• Are familiar with man over board drills.</li> </ul> <p>Non-swimmers are to wear life jackets at all times when above deck.</p>	<p>1 x 3</p>	<p>MOB drills both sail and power to be practiced prior to starting the passage and discussed during it.</p> <p>All must know how to send a Mayday and to use the DSC VHF.</p> <p>Approved life jackets, harnesses and jackstays are fitted, inspected and maintained.</p>	<p>1 x 2</p>			
<p>Electric shock from battery, engine or shore power.</p>	<p>Crew</p>	<p>Avoid contact between electricity and water.</p> <p>When fitting the shore power line, the Crew are to:</p> <ul style="list-style-type: none"> <li>• Unfurl the lead on board</li> <li>• Carry the electric end to the pontoon</li> <li>• Pass the lead around the electric post and place the lead into the socket</li> <li>• Pass the lead around a suitable cleat</li> <li>• Pass line aboard and</li> </ul>	<p>1 x 2</p>					

		<p>secure to boat leaving some slack</p> <ul style="list-style-type: none"> <li>• Secure lead on the boat, watching for trip hazards</li> <li>• Secure shore power in boat socket</li> <li>• Coil any remaining lead away</li> </ul> <p>Ensure a person qualified to work with electronics carries out any work when possible.</p> <p>If it is necessary to carry out emergency repairs, ensure all power has been turned off before any work is carried out.</p>						
Swimming	Crew	All crew are advised to avoid the water, especially during colder months.	1 x 2	<p>Suitable boarding equipment is to be set up prior to entering the water.</p> <p>A shark watch is to be maintained whilst individuals are in the water.</p>	1 x 2			
Hypothermia	Crew	<p>Suitable warm clothing in layers is to be worn by all crew members to avoid getting cold on deck.</p> <p>Suitable Sailing outer foul weather gear is to be worn in inclement weather and at night including footwear.</p> <p>A kit list will be issued, and all crew are expected to bring the</p>	1 x 2	<p>Keep casualty horizontal to prevent secondary drowning.</p> <p>The boats have heating on board which can be turned on at any time to provide warmth.</p>	1 x 2			

		<p>items on the list.</p> <p>If someone falls overboard:</p> <ul style="list-style-type: none"> <li>• Recover quickly</li> <li>• Remove wet clothes,</li> <li>• Dress with dry clothes</li> <li>• Wrap in survival blanket.</li> <li>• Continually check for any other symptoms.</li> </ul> <p>Everyone is to be looking out for each other and make sure no one is getting too cold or wet.</p>		<p>Ensure person who has been recovered from MOB is treated appropriately.</p>				
Deck Work	Crew	<ul style="list-style-type: none"> <li>• One hand for you</li> <li>• One hand for the boat</li> <li>• Wear suitable footwear.</li> </ul> <p>Crews are expected to wear suitable footwear whilst on board.</p>	1 x 1	<p>One hand for you, one for the boat.</p> <p>Never stand astride a line.</p> <p>Never take a turn around yourself.</p>	1 x 1			
Injuries from Boom to the head	Crew	<p>Care taken when moving around vessel especially when head is above the cockpit</p> <p>Verbal indications shouted when boom is to change sides on a gybe planned or unplanned.</p> <p>If struck:</p> <ul style="list-style-type: none"> <li>• Assess casualty</li> <li>• Administer first aid as appropriate</li> <li>• If a hard hit, seek expert medical care immediately as soon as possible even if they feel fine.</li> </ul>	1 x 2					

		A preventer will be fitted downwind to avoid an accidental gybe.						
Sinking	Crew	<p>Avoid collisions with other vessels and static objects at all times</p> <p>Maintain a good look out at all times - day and night</p> <p>As a general rule, skippers will try to avoid putting holes in the boats.</p> <p>Proper and careful route planning and chart study will be done before any sailing occurs.</p> <p>Safety equipment should be easily available, e.g. SOLAS liferaft, along with effective evacuation plans.</p> <p>The crew will be made familiar with emergency plans.</p>	1 x 3					
Trapped between boat and dock	Crew	<p>Care to be taken around docked vessels at all times. Always step from boat onto the dock.</p> <p>Remain vigilant when boarding/disembarking and keep eyes on other crew.</p> <p>Treat with First Aid if an incident occurs. (See Man Overboard details)</p>	1 x 2					

<p>Gas leak leading to fire or explosion</p>	<p>Crew</p>	<p>All boats with gas are fitted with gas alarms.</p> <p>Check containers regularly for structural integrity; ensure seals are intact before and after use.</p> <p>All crew will be trained in proper use of the gas system to avoid leaks before leaving Port, this includes the proper switch off procedure; turn off at appliance and drain gas pipe, then turn off at gas tank</p> <p>Bilges will be pumped regularly.</p>	<p>1 x 3</p>	<p>Pump bilges every hour.</p>	<p>1 x 2</p>			
<p>Collision with, or close proximity to, another boat</p>	<p>Crew and third parties</p>	<p>Use lights when sailing after dark in compliance with IRPCS.</p> <p>Carry foghorn to alert other boats of presence in case of emergency.</p> <p>Carry radios to call lifeboat in case of major collision, and ensure emergency frequencies are known.</p> <p>Ensure shipping lanes/routes are known, and avoid staying in them for long periods, or getting stuck in one during periods of low wind.</p> <p>Ensure a safe look out is maintained at all times taking special note of blind spots (e.g. behind the jib)</p>	<p>1 x 1</p>	<p>Hand held VHF on deck at night and in Fog.</p> <p>The IRPCS are to be followed at all times.</p>	<p>1 x 1</p>			

		<p>Effective communication is conducted around the boat to ensure the Helm is aware of proximity of other boats etc</p> <p>All skippers are trained in the practicalities of COLREGS</p>						
Sea Sickness	Crew	<p>Crew are to take preventative sea sickness tablets before setting sail or every morning if they are prone to sea sickness.</p> <p>Persons with sea sickness should be placed in a cabin at the rear of the boat</p> <p>Sea sick crew will be moved on deck where possible, as this aids recovery.</p>	1 x 2	<p>When on deck, crew are advised to keep their eyes fixed on the horizon or land to reduce symptoms.</p>	1 x 2			
Running aground	Crew	<p>To reduce the chance of running aground it is necessary to understand tide tables and times in the area that the boat is sailing.</p> <p>Ensure your position is marked on the chart and a recorded log is maintained</p> <p>Maintain an effective watch on the depth gauge when entering a known area of shallow water</p> <p>Lowest astronomical tide depths and any possible depth issues are highlighted on all sea charts and on the digital chart-plotter</p>	1 x 1					



		<p>Skipper is suitably trained and plans ahead.</p> <p>Daily tidal atlases are to be used and kept up to date</p> <p>In the event of grounding, skippers are taught and be familiar with how to get the boat off the land and floating again. They will do this as soon as possible to prevent the boat becoming stuck for an extended period of time.</p>		<p>Additional information and training can be obtained from the ASA Offshore Chief Instructor</p>				
Engine Failure	Crew	<p>Ensure engine check has taken place before each sail.</p> <p>All Skippers are to ensure and record checks of:</p> <ul style="list-style-type: none"> <li>• Oil levels,</li> <li>• Fuel Levels,</li> <li>• Belt Quality,</li> <li>• Check for debris in the strainer,</li> <li>• Check water pump is pumping,</li> </ul> <p>If engine failure occurs, boats can still be sailed to safety.</p> <p>Radio ahead if entering harbour/Marina as harbor authorities will often help vessels by offering a tow if required.</p>	1 x 1					

Rope Burn	Crew	<p>Wear Gloves, Always use winches Reduce Crew just pulling ropes by hand</p> <p>If a burn occurs, run hand under cold water for 10 minutes.</p> <p>If burn is severe, medical attention will be sought.</p>	1 x 2					
Getting lost	Crew	<p>Always plot your course on a chart</p> <p>Always conduct regular navigational checks, position fixes and plot on the chart.</p> <p>Use GPS and check your input is correct.</p> <p>All JSASTC boats will be fitted out with up to date charts by JSASTC.</p> <p>All JSASTC boats are to have a working in date chart plotter</p> <p>Have up to date/corrected charts of the area as well as relying on GPS signal.</p> <p>In fog, boat can be anchored until the fog lifts and position can be recalculated.</p> <p>If absolutely necessary, coastguard can sometime triangulate a vessels position via VHF transmission.</p>	1 x 2					

Burns from cooking	Crew	<p>Tell people to be careful around the gas stove.</p> <p>When cooking at sea, oil skin trousers and boots are to be worn to avoid spills of hot liquid on the skin.</p> <p>If a burn occurs, run hand under cold water for 10 minutes. If burn is severe, medical attention will be sought.</p>	1 x 2	<p>Cooker never to be left unattended once lit.</p> <p>Gas always turned off at bottle when not in use.</p>	1 x 2			
Fingers trapped in the winches	Crew	<p>Skipper to ensure Crew are instructed how to correctly use a winch before setting sail, and advise people how to use the winch handles effectively.</p> <p>Ensure people check before releasing a rope on a winch, so that they understand whether it is under load or not.</p>	1 x 1					
VHF radio failure	Crew	<p>Ensure there is a fully charged handheld VHF set on board</p> <p>The boats must have an emergency VHF transmitter.</p>	1 x 1	<p>If in coastal waters, mobile phones could be used as a means of communication.</p>	1 x 1			
Drinking contaminated water	Crew	<p>When near a port, bottled water will be brought on board to substitute the drinking water.</p> <p>In the event of contaminated water, the tanks will need to be flushed.</p>	1 x 1	<p>Water can be boiled before drinking if coming from the tanks.</p> <p>All drinks are to be made from the taps.</p>	1 x 1			
Tender accidents	Crew	<p>Only crew who have been instructed in the proper use of the tender will be allowed to use it.</p>	1 x 2					

Crime/theft	Crew	<p>All crew are advised to look after their valuables Any valuables can be stored safely ashore prior to the regatta Crews should be advised to leave valuables ashore</p> <p>The boat will be locked when people are not aboard</p> <p>The Skipper will ensure the boat is made as secure as possible before it is left alone for any period of time.</p>	1 x 1					
<p>Withdrawing from the passage early</p> <p>Communication with shore support</p>	Crew	<p>Always inform the Committee of position especially when in safe haven</p> <p>Ensure secondary means of contact ashore through Mobile phone or message</p>	1 x 1					
Anchoring	Crew	<p>Skipper to train the crew on effective anchor drills in daylight</p> <p>Skipper to control manual handling of anchor by using halyards etc. Anchor to be stowed correctly and secured by proper means</p> <p>When recovering anchor, Skipper to ensure manual handling issues are adhered to</p>	1 x 1					
Abandon ship procedure	Crew	<p>In the event of abandon ship:</p> <ul style="list-style-type: none"> <li>• May Day call</li> <li>• Skipper launches liferaft</li> <li>• Grab bag from boat</li> </ul>						

		<ul style="list-style-type: none"> <li>• Ensure all Crew are wearing lifejackets</li> <li>• Stay on-board until you must abandon</li> <li>• Etc.</li> <li>• Etc.</li> </ul>						
<p>Fire prevention</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Smoking</li> <li>• Vaping</li> </ul>	Crew	<p>All Crew are to follow gas procedures</p> <p>Smoking is only to be conducted in designated area above deck</p> <p>Cigarettes are to be disposed of in specific receptacles</p> <p>Matches/Lighters are to be stored correctly</p> <p>Vaping is treated the same as smoking by the MOD so they should follow these instructions</p>						

Line Manager Assessment Review (See Notes 2 and 5)							
<b>Review Date:</b>		<b>Review Date:</b>		<b>Review Date:</b>		<b>Review Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	
<b>Rank/Grade:</b>		<b>Rank/Grade:</b>		<b>Rank/Grade:</b>		<b>Rank/Grade:</b>	
<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>	

**Notes:**

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3

High	Common, regular or frequent occurrence.	<b>3</b>	<b>3 Med</b>	<b>6 High</b>	<b>9 High</b>
Medium	Occasional occurrence.	<b>2</b>	<b>2 Low</b>	<b>4 Med</b>	<b>6 High</b>
Low	Rare or improbable occurrence.	<b>1</b>	<b>1 Low</b>	<b>2 Low</b>	<b>3 Med</b>
<b>Risk Matrix Likelihood X Consequence</b>			<b>1</b>	<b>2</b>	<b>3</b>
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- 5 Risk Assessments are to be reviewed:
  - Annually.
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure or Line Management.
  - Following the introduction of more vulnerable personnel.
  - If "Generic" prior to use.