



ARUN YOUTH AQUA CENTRE PROCEDURE

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| REF | PROC. 03 | PAGE 1 OF 4 |
| TITLE | Boat Allocation and Session Risk Assessment | |
| ISSUE DATE | 5th July 2010 | Issue Number 1 |
| APPROVED BY | R. Elliman | Chairman Management Committee |
| SIGNATURE | | |

1. PURPOSE

This procedure responds to the AYAC Risk Assessment Co-ordinating document regarding the requirement for a Session Risk Assessment to be carried out prior to any sailing activities.

2. RESPONSIBILITIES

1. The Management Committee will ensure that the Instructor/s who are responsible for the sailing activities are aware of this procedure.
2. The Instructor/s are responsible for ensuring that the relevant boat allocation list and safety boat crew lists and risk assessments are carried out prior to sailing activities as Appendix I, II or III

3. PROCEDURE

1. Before the commencement of any sailing activities a weather forecast and tidal information if Sea based Session will be obtained and displayed at the entrance to the Meeting Room.
2. Dinghy allocation and safety boat allocation (Appendix I) with individual activity risks will be completed prior to on water activities. The activity risks being identified and mitigated by the Instructor responsible for the activity.
3. A completed generic session Risk Assessment (Appendix II) will be completed to determine the possible risks on the day of the session.
4. For Mewsbrook Lake the Boat allocation and Risk Assessment is as Appendix III. For a DI <25year of age a responsible adult (≥ 25 years) must be present.



Appendix I Risk Assessment/Session Helm/Crew List: DATE _____

| | |
|---------------|---------------|
| Sport 1 _____ | Sport 2 _____ |
| Sport 3 _____ | Sport 4 _____ |

| | |
|-------------|-------------|
| 420 1 _____ | 420 2 _____ |
| 420 3 _____ | 420 4 _____ |
| 420 5 _____ | 420 6 _____ |

| | |
|---------------|---------------|
| RS200 1 _____ | RS200 2 _____ |
| RS200 3 _____ | |

| | |
|---------------|---------------|
| Comet 1 _____ | Comet 2 _____ |
| Comet 3 _____ | Comet 4 _____ |
| Comet 5 _____ | |

| | |
|--------------|--------------|
| Feva 1 _____ | Feva 2 _____ |
| Feva 3 _____ | Feva 4 _____ |

| | |
|--------------|--------------|
| Laser1 _____ | Laser2 _____ |
| Laser3 _____ | Laser4 _____ |
| Laser5 _____ | |

| | | |
|-----------------|-----------------|-----------------|
| Topper 1 _____ | Topper 2 _____ | Topper 3 _____ |
| Topper 4 _____ | Topper 5 _____ | Topper 6 _____ |
| Topper 7 _____ | Topper 8 _____ | Topper 9 _____ |
| Topper 10 _____ | Topper 11 _____ | Topper 12 _____ |
| Topper 13 _____ | Topper 14 _____ | Topper 15 _____ |
| Topper 16 _____ | | |

| | |
|------------------|--|
| Private Dinghies | |
| _____ | |
| _____ | |

| | | |
|------------|-------|-------|
| Beach Duty | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| SeaRider | Helm | Crew |
| Valiant | _____ | _____ |
| 3D | _____ | _____ |
| Commando 1 | _____ | _____ |
| Commando 2 | _____ | _____ |



Appendix II

| All Activities will take place in accordance with the Policies, procedures and guidelines of the Arun Youth Aqua Centre | | |
|---|--|--|
| Session Risk Assessment | | Control Measures if Required |
| Number Young People <18 years on water | | |
| Adults available (for on water assistance) | | 1. Instructors includes Assistant Instructors 2. Competent Helms at least RYA Stage 2 Standard |
| Current wind (Force/Direction) | | |
| Forecast Wind (Force/Direction) | | |
| Tide HW/LW Height (M) | | |
| Beach state (consider wind and tide at beginning and end of session) | | |
| Forecast sea state | | |
| Water temp | | |
| Air temp | | |
| Visibility | | |
| Safety boat ratio | | RYA ratio for teaching is 1:6 7-15 dinghies 2 Safety boats 15+ dinghies 3 or more Safety boats For non- teaching max ratio 1:12 |

| Activity _____ | | Group _____ | |
|---------------------------|------------------|--------------------------------|--|
| Safety Cover _____ | | | |
| SPECIFIC ACTIVITY HAZARDS | PERSON/S AT RISK | PRECAUTIONS & CONTROL MEASURES | |
| | | | |
| Group Leader _____ | | Signature _____ | |

| Activity _____ | | Group _____ | |
|---------------------------|------------------|--------------------------------|--|
| Safety Cover _____ | | | |
| SPECIFIC ACTIVITY HAZARDS | PERSON/S AT RISK | PRECAUTIONS & CONTROL MEASURES | |
| | | | |
| Group Leader _____ | | Signature _____ | |



Appendix III

Risk Assessment/Session Helm/Crew List (Mewsbrook Lake)

DATE _____

| | | |
|---------------|---------------|---------------|
| Oppie 1 _____ | Oppie 2 _____ | Oppie 3 _____ |
| Oppie 4 _____ | Oppie 5 _____ | Oppie 6 _____ |
| Oppie 7 _____ | Oppie 8 _____ | Oppie 9 _____ |

All Activities will take place in accordance with the Policies, procedures and guidelines of the Arun Youth Aqua Centre

| Session Risk Assessment | | Control Measures if Required |
|--|--|---|
| Number Young People <18 years on water | | |
| Adults available (for assistance) | | 1. Instructors includes Assistant Instructors 2. Competent Helms at least RYA Stage 2 Standard |
| Current wind (Force/Direction) | | |
| Forecast Wind (Force/Direction) | | |
| Air temp | | |

| Activity _____ | Group _____ | |
|---------------------------|------------------|--------------------------------|
| Safety Cover _____ | | |
| SPECIFIC ACTIVITY HAZARDS | PERSON/S AT RISK | PRECAUTIONS & CONTROL MEASURES |
| | | |
| Group Leader _____ | Signature _____ | |