

ARUN YOUTH AQUA CENTRE RISK  
ASSESSMENT CO-ORDINATING DOCUMENT

Hendon Avenue,  
LITTLEHAMPTON  
West Sussex

ACTIVITY / SITUATION:

All activities related to the provision of sailing/canoeing and powerboat tuition to the membership and adult helpers of Arun Youth Aqua Centre in accordance with the schemes laid down by the West Sussex County Council Youth Service, the Royal Yachting Association and the British Canoe Union.

Date of last Assessment:

22<sup>nd</sup> June 2004

Date of This  
Assessment:

5<sup>th</sup> July 2010

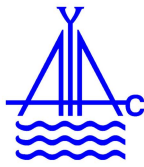
Date of Next  
Assessment:

Winter 2010/11

Approved by the  
Management Committee  
on:

**Assessment carried out by**

Team Member/s	Responsibility	Signed	Date
Michael Thompson	Member Management Committee.	<b><u>M Thompson</u></b>	17 <sup>th</sup> June 2001
Gary Lane/John Ludwig	Member of Management Committee / Senior Instructor	G Lane J Ludwig	4 <sup>th</sup> June 2003
Roger Elliman	Chairman Management Committee	Roger Elliman	22 <sup>nd</sup> June 2004
John Ludwig	Senior Instructor and Member Management Committee.	J Ludwig	5 <sup>th</sup> May 2007
Roger Elliman	Principle and Chairman of the Management Committee	Roger Elliman	5 <sup>th</sup> July 2010

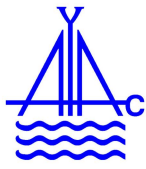


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**Part 1: Level of risk without existing control measures in place**

HAZARDS IDENTIFIED  (NOTE ANY SERIOUS AND IMMINENT DANGER)	PERSONS AT RISK				WORST LIKELY OUTCOME			LIKELIHOOD/PROBABILITY			RISK ACCEPT-ABLE / NOT ACCEPT-ABLE Y/N (Matrix)	COMMENTS
	M	AH	V	GP	Fatal	Major Injury/ PD	Minor Injury	P R O B	P O S S	R E M		
1. Fire in Building	✓	✓	✓	✓	✓					✓	N	Ref. Fire Emergency Procedure PR02
2. Fuel/Petrol Store (Fire Risk)	✓	✓	✓	✓	✓					✓	N	Ref. AYAC guidance notes for storage and use of petrol G03
3. Pulling Dinghies and Safety Craft to and from beach area (lifting/vehicle traffic/ramp)	✓	✓	✓		✓				✓		N	Ref. AYAC guidance notes for access to and from beach G05
4. Launching and recovery at High Water (knockdown hazard)	✓	✓	✓			✓			✓		N	Ref. AYAC guidance notes for launching and recovery G06
5. Vehicle traffic in compound inc. cycles (collision injury).	✓	✓	✓			✓				✓	N	Ref. AYAC Rules and Guidance notes for Tractor Operation G08
6. Grass cutting with lawnmower and strimmer (flying stones etc.)	✓	✓	✓			✓			✓		N	Ref. AYAC guidance notes for compound maintenance G02
7. Sea sailing and canoeing (drowning and hypothermia)	✓	✓	✓		✓					✓	N	Ref. AYAC Accident Emergency Procedure PR01
8. Powered Craft adjacent to personnel in water (propellers)	✓	✓	✓	✓	✓				✓		N	Ref. AYAC Policy on Approved Personnel PO2 and guidance notes for Safety Boat operation G10



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9. Missing at sea	✓	✓	✓		✓				✓	N	Ref. AYAC Policy on Approved Personnel P02 and AYAC guidance notes for Beach Duty Personnel G04
10. Tractor Operation	✓	✓	✓	✓	✓				✓	N	Ref. AYAC guidance notes for Tractor Operation G08
11. Tea Urn in meeting room (scalding from hot water)	✓	✓	✓			✓			✓	N	Ref. AYAC guidance notes for Beach Duty Personnel G04
12. Child abuse at Centre	✓	✓		✓		✓			✓	N	Ref. AYAC Policy on Child Protection P03 and Child Protection guidance notes G01
13. Transporting Canoes to and from the Centre to the launching Area	✓	✓		✓		✓			✓	N	Ref. AYAC guidance notes for Canoeing G11
14 Launching and recovery of canoes and kayaks.	✓	✓			✓				✓	N	Ref. AYAC guidance notes for Canoeing G11
15. Risk associated with individual sessions not covered above. (wind/tide/weather/competency of attendees/session planned)	✓	✓			✓				✓	N	Session Risk assessments to be carried out by Instructor responsible for session. Ref AYAC PR03

Key:-

M = Membership as defined by AYAC Constitution  
A H = Adult Helper  
V = Visitor

G P = General Public  
P D = Permanent Disability



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**Part 2: Level of risk with existing control measures in place**

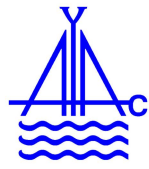
HAZARD NO.	EXISTING CONTROLS (Staffing & procedural)	EXISTING INFORMATION (inc. safety signs)	EXISTING TRAINING	BEST PRACTICE (Standards, HSE ACOP, etc.)	ARE EXISTING CONTROLS OK? (Compare existing with best practice)	COMMENTS
1.	Good housekeeping approach. Fire alarm with warning siren, operated from a labelled box outside meeting room door. Fire extinguishers present.	Simple Fire Procedures displayed inside meeting room and changing room doors. No smoking signs inside building.	All members aware of fire procedures reinforced by an annual fire drill. Location of and awareness of fire procedures included in "beach duty" instructions.		OK	Fire extinguishers and electrical supplies and appliances to be checked on an annual basis. Extinguishers to be refilled after use.
2.	Guidance note ref. Fuel/Petrol Store. Fire extinguisher present.	Fuel/Petrol hazard warning sign attached to the outside of the Fuel Store.	All safety boat crew aware of dangers associated with petrol storage and decanting.		OK	
3.	Guidance note ref. Access to and from beach. Appropriate launching trolley's available for each type of dinghy. Adult supervision when crossing Sea Road.		All Crew aware of correct procedures. "Beach Duty" guidelines contain appropriate instructions.	RYA syllabi re Junior stage 1&2 and Level 1 of Adult scheme	OK	
4.	Guidance note ref. Launching and Recovery at High Water.	Tide tables displayed and weather forecast obtained before each session.	Instructor's and safety boat crews aware of guidelines and dinghy crews briefed.		OK	
5.	Ref. Centre Rules  Guidance notes Ref. Tractor Operation.		All members receive a copy of the Centre Rules each year on renewing membership. Tractor operators aware of guideline.		OK	Management Committee review Centre Rules on an annual basis.



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6.	Ref. Guidance notes re compound maintenance.	Manufacturers information and operating instructions available at Centre.	Guidance notes on notice board in meeting room.		OK	
7.	Strict regulations on the Senior Instructor attendance at all sessions with generally better than min. RYA recommendations of safety boat cover.	Briefing at commencement of each activity includes reference to any particular "unusual" hazards of the day.	Recognised Senior Instructors from national body only accepted to run sessions.	WSSCC Hazardous Pursuits Regulations and RYA guidance for RTE operation.		Safety, accident and near miss reports discussed at bimonthly management committee meetings.
8.	Safety Boats only manned by approved personnel.	AYAC Approved personnel POL.02  Safety Boat Operation Guidelines. Ref. G.10	RYA approved powerboat course/s with subsequent "on the job" training to gain specific experience working with dinghies and canoes.	RYA Level 2 Powerboat is the minimum standard required.  The Centre will manage 2 safety boat operation refresher sessions per season.	OK	RYA safety Boat Certificate desirable.
9.	Register of all personnel on the water available at the Centre at all times the Centre is in operation  All sailing activities closely supervised in a well defined sailing area.	Beach Duty Person is informed of location of register and during activity of any significant changes.	VHF radio communication to all Beach Duty Personnel with licences held by all Senior and most instructor's and safety boat helms.	RYA Recommendations	OK	
10.	Individual session risk assessment available prior to session on the water	Weather forecast information displayed at entrance to Meeting room. Tide Tables available in the Centre. SI Responsible for session displayed,	Senior Instructors aware of the risk assessment and boat allocation forms		OK	Risk Assessment criteria reviewed on a regular basis



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## **Appendix A**

### **Activities & Tasks Covered by this Co-ordinating Document**

#### **Activities**

All activities that may normally take place (even if infrequent) within the normal sailing, canoeing, on shore teaching and social programmes of the Arun Youth Aqua Centre.

#### **Tasks**

Rigging and de-rigging sailing dinghies.

Transfer of dinghies, safety boats, kayaks and canoes to and from the beach.

Launching and recovery of sailing dinghies, kayaks and canoes.

Launching and recovery of powered safety boats (inc. use of tractor or powered winch).

Handling and storage of fuel for safety boats.

Preparation and decommissioning of safety boats.

On and off water teaching activities.

Use of grass cutting equipment (lawnmowers and strimmers) and boat maintenance.

Accessing of storage area.

Maintenance of premises.

B.B.Q's and other meetings and social events.

## **Appendix B**

### **Location Covered by this Co-ordination Document**

Arun Youth Aqua Centre Compound bounded by chain link fence, the adjacent green on the East side, Hendon Avenue and Sea Road crossing, wooden ramp (fixed and roll up section) and foreshore immediately opposite Hendon Avenue. (see location plan attached)

The AYAC compound contains one meeting room, adjacent separate facilities for male and female changing with "Bosun's" store between, separate detached purpose built fuel store and locked covered storage for two safety boats. Toilets and showering facilities are provided by adjacent Sports Hall.

Two Portaloo toilet facilities added in 2001.

## **Appendix C**

### **Equipment Covered by this Co-ordinating Document**

Sailing dinghies of various types both single and two man boats

Kayaks and canoes

Powered safety boats

Powered winch

Barbecue gas and charcoal

Lawnmower and strimmer

Small electrical appliances e.g. television/tea urn/microwave, etc.

Maintenance tools and equipment

Tractor

## **Appendix D**

### **Control Measures Covered by this Co-ordinating Document**

Use of well maintained safety and dinghy fleet.

Use of well maintained canoes/kayaks/spray decks and paddles.

Adherence to West Sussex County Regulations governing the provision of Hazardous activities for youngsters.

Recognition of the RYA recommended ratios for safety cover and qualifications of staff.

Recognition of BCU guidelines for instructor pupil ratios and qualifications of staff

Regular inspections of all equipment, water borne and land based.

Risk assessments.

AYAC Fire and Evacuation procedure.

Annual testing and inspection of electrical installation and portable appliances.

On Job Training where appropriate, awareness and briefing sessions.

Fire Extinguishers.

Exit signs.

## **Appendix E**

### **Substances Covered by this Co-ordinating Document**

Petrol/diesel fuel , two stroke oil, lubricants and greases

Glass fibre resins and mat including fillers.

Paint.

Cleaning Materials.

Wood Preservative.

## **Appendix f**

### **Index of Risk Assessments Associated with this Co-ordination Document**

Reference	Title	Date Revised	Completed By
All	Policies, Procedures and Guidelines	28/11/98	Chris Arnold, Roger Elliman

Reference	Title	Date Revised	Completed By
All	Policies, Procedures and Guidelines	17/06/2001	Michael Thompson

Reference	Title	Date Revised	Completed By
All	Risk Assessments, Policies, Procedures and Guidelines	4/6/2003	Roger Elliman, Gary Lane, and John Ludwig

Reference	Title	Date Added	Completed By
G08	Guideline for operation of tractor	22/6/2004	Roger Elliman

Reference	Title	Date Added	Completed By
G10	Guideline for safety boat operation	19/1/2007	Roger Elliman

Reference	Title	Date Added	Completed By
G11	Guideline for transportation, launching and recovery of kayaks and canoes.	19/1/2007	Roger Elliman

Reference	Title	Date Revised	Completed By
All	Risk Assessments, Policies, Procedures and Guidelines	5/5/2007	John Ludwig

Reference	Title	Date Added	Completed By
PR03	Session Risk Assessment /Risk Assessment Coordinating Document updated/Guideline for Winch Operation Removed	05/07/2010	Roger Elliman

Reference	Title	Date Revised	Completed By

Reference	Title	Date Revised	Completed By