



Bury Lake Young Mariners Risk Assessments

January 2021

Version 1

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2 Introduction to the BLYM Risk Assessments document

The BLYM Risk Assessments Document is part of the library of documents which collectively make up the BLYM Operations Manual. This document is jointly owned by the BLT Chair, BLYM Operations Manager, RYA Principal and BLYM Bosun who are responsible for reviewing and updating Risk Assessments as needs arise. This may include changes to guidelines from the relevant Government / Local / Licensing or RYA Authorities or following Lessons Learned from Accidents or Near Misses where it is determined that Risk Assessments and Mitigations need updating.

Primary Approval for updates to Risk Assessments is done collectively by the document Owners with Formal Approval given by the BLT. Email Approval is permitted if circumstances require a quick Approval due to circumstances, for example COVID-19 Risk Assessments required to keep the Operations running.

3 Definitions

AALA	Adventurous Activities Licensing Authority.
Accident	An occurrence that resulted in an injury.
Adult	Someone 18 years of age or older.
AED	Automatic External Defibrillator.
Assistant Warden	An Individual who operates under the direction of the Warden. This can include Instructors and Deputy Wardens.
BLYM/Organisation/base	Bury Lake Young Mariners.
BLYM Officer	A member of any BLYM committee, sub-team or Warden
Chair	The Chair of the Board of Trustees.
Committee Member	See BLT
Duty Senior Instructor	An RYA Senior Instructor in charge of RYA courses, students and instructors for that activity
General Sailing	Any sailing activity that does not come under the banner of a Group or a course.
Group	An independent organisation currently affiliated to BLYM running activities under its own auspices.
Group Members	Members of an independent organisation affiliated to BLYM.
Individual Member/Member	Individuals who are current (paid) members of BLYM through Individual, Family or Student membership.
BLYM Leadership Team (BLT)	Volunteers appointed by the Board of Trustees to run and manage the day-to-day affairs of the organisation. Smaller teams with specific responsibilities report to the BLT.
Near Miss	An occurrence that could have resulted in a serious injury.
Training & Operations Team	A sub-team that reports to the BLT. Responsible for operational delivery, training and development.

Responsible Adult	An adult who can take responsibility for approved BLYM activities. They must be approved by the BLT for each period of duty.
RYA	Royal Yachting Association.
Trustee	A Member of BLYM appointed for a 12-month period at the AGM to direct the affairs of the organisation.
Unqualified Helper	A member of the Instructor Team who holds no formal RYA Instructor qualification.
Warden	A Person accountable to the BLT for the safe management, organisation and operation of all aspects of the base both ashore and afloat during their period of duty.
Young Person	A Person under the age of 18

4 Risk Assessment

4.1.1 Policy Statement

Bury Lake Young Mariners acknowledges that the activities offered contain a degree of inherent risk and whilst the processes within this document endeavours to ensure that all reasonable and practicable steps are taken to ensure all significant and likely risks are managed / reduced effectively it is impossible to eliminate risk entirely.

When putting a balanced approach to risk into practice it is vital that, for any of the activities offered, the benefits of taking part outweigh the inherent risks of doing so.

Bury Lake Young Mariners has moved from using traditional Risk Assessments to a slightly different approach of using a Risk, Benefit, Analysis. This is a process through which both the advantages and the hazards associated with an activity can be assessed. The aim is to find a position in which the benefits balance and therefore justify the risks, as managed by the organisation.

If a balance cannot be achieved, i.e. the risks outweigh the benefits, it is unlikely that the activity will be offered.

Equally if an activity provides considerable benefits, and risks, then risk, benefit, analysis can provide a method for justifying the delivery of the activity and therefore allowing young people to experience the considerable benefits the process has identified.

Each activity offered has its own associated risk, benefit, analysis in the subsequent sections.

4.1.2 General

Risk	Benefit	Analysis
<p>Generic Hazards:</p> <ul style="list-style-type: none"> • Drowning • Entrapments • Hypo/Hyperthermia • Injuries from lifting and moving equipment • Injury (e.g. head injury from boom) • Capsize / multiple capsize <p>Specific Hazards:</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Pleasure of getting out on the water and experiencing sailing • Learning new skills • Development of confidence and awareness of being safe • Experience the environment and deal with natural elements (wind, changing weather conditions) • When sailing in a group or in a double hander you improve understanding the needs of others and how to co-operate • Overcoming difficulties: learn through experience • Improving communication and teamwork skills Confidence building • Associated health and fitness benefits 	

4.1.3 All Water Sports

Please see below tables

4.1.4 Dinghy Sailing

Please see below tables

4.1.5 Paddleboarding

4.1.6 Kayaking / Canoeing

4.1.7 Towsports

4.1.8 Towsports

4.1.9 Improvised Rafting

4.1.10 Stand Up Paddleboarding

4.1.11 Canoeing & Kayaking

4.1.12 Walk-On-Water-Balls

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	On the water		Review Required	May 2021
Activity	All Watersports		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Immersion in Water (Drowning)	All Drowning	<p>All participants to wear a properly fastened, CE-compliant buoyancy aid or life jacket of the correct size.</p> <p>Buoyancy aids or lifejackets to be worn by all near the waters edge within the site or pontoons.</p> <p>All participants attest that that they are 'confident in the water in light clothing'.</p> <p>Participants are instructed to wear suitable clothing including a wetsuit or dry suit if necessary.</p> <p>Safety boat on station whilst water activities are in progress.</p> <p>A responsible adult must accompany under 12's on site except those on a course or with an organised group where their instructors or leaders are responsible.</p> <p>Under 18's over the age of 12 may get parental permission to be onsite under the supervision of the duty warden</p>	<p>Duty Wardens to monitor the water and waters edge to ensure all people are wearing buoyancy aids or lifejackets</p> <p>Participants declare they are 'confident in the water in light clothing' on booking a course, session or membership.</p> <p>Under 18 participants over the ages of 12 are to have a completed 'Junior Consent Form' to be left on the site under the care of a duty warden</p> <p>Safety boats to be launched and checked before dinghy's / activities are allowed to launch and are recovered once all dinghies are off / activities complete</p>	<p>Infant buoyancy aids have leg restraints that should be worn at all times</p> <p>Under 18's to make themselves known to the warden on arrival</p>
Immersion in / inhalation of lake water	Drowning, lack of oxygen, hypothermia	<p>All participants to wear a properly fastened, CE-compliant buoyancy aid or life jacket of the correct size.</p> <p>All participants attest that that they are 'confident in the water in light clothing'.</p> <p>Participants are instructed to wear suitable clothing including a wetsuit or dry suit if necessary.</p>		

		Safety boat on station whilst water activities are in progress.		
Collision	Concussion, bruising, cuts, fractures	Participants instructed in methods of controlling their craft prior to departure if necessary. Participants are aware that collisions are not permitted.		
Inhalation of / contamination by water	Leptospirosis or other water-borne diseases	Care taken not to pollute water. Showering recommended after immersion. Participants are aware that washing hands prior to eating or drinking after contact with water is advised. Signage in changing room. Separate risk assessment for Blue Green Algae.		
Exposure to adverse elements	Hypothermia, Hyperthermia, wind chill, sunstroke, sun burn	Participants provided with wetsuits if necessary. Warm showers provided after sessions. Participants advised to wear hats and sun cream if necessary.		
Lightening	Burns, electrocution	Person in charge of session to be aware of prevailing weather conditions. Participants to be aware of Red Emergency Recall Signal.		
Presence of dead wild fowl hosting the H5N1 strain of Bird Flu	Contracting bird flu, specifically the H5N1 strain.	All BLYM BLT members and Senior Instructors are aware of the steps to be followed on discovery of a dead bird. If a dead bird is found, the park groundsman is to be contacted as they have the requisite apparatus for dealing with it. If this occurs an assessment of the risk to participants is to be made by the person in charge of BLYM. The result of this assessment will determine if any further action is required required.		

Company	Bury Lake Young Mariners	Date	May 2020
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Location / Area of Activity	On the water		Review Required	May 2021
Activity	Dinghy Sailing		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Low Boom	Head Injury	Participants to be familiar with dangers of low boom. Crash helmets available if required.		
Capsize	Entrapment	Boats rigged according to conditions and experience of participants to reduce risk of capsizes. Appropriately crewed rescue craft ready to assist if necessary.		
Trapped Fingers Between Boats	Injury to limbs	Inform participants of the dangers of placing fingers over the side of dinghies.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	On the water		Review Required	May 2021
Activity	Paddle boarding		Author	Oliver Smith
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Falling				
Blow to the head from paddles	Cuts, bruising, head injury	Participants made aware of correct paddle protocols. Crash helmets available if necessary.		
Fingers injured from paddle or board	Injury	Participants made aware of correct paddle protocols. Participants also told to be careful while in close proximity to other boards.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	On the water		Review Required	May 2021
Activity	Kayaking / Canoeing		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Entrapment	Drowning, inhalation of lake water	Participants are aware of the recovery procedure. Safety cover provided from a Safety boat or other Canoe/Kayak. Instructors prepared to enter water to assist with rescue. Spray decks only permitted for advanced users.		
Blow to the head from paddles	Cuts, bruising, head injury	Participants made aware of correct paddle protocols. Crash helmets available if necessary.		
Fingers injured from paddle or kayak	Injury	Participants made aware of correct paddle protocols. Participants also told to be careful while in close proximity to other kayaks.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	On the water		Review Required	May 2021
Activity	Rafting		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Entrapment	Drowning, inhalation of lake water	Qualified First Aiders on station at all times. Participants advised of correct riding position. All supervisors equipped with knives. Instructors prepared to enter the water to assist rescue. Safety cover provided from a Safety boat		
Injury from collapsing structure	Cuts, bruising, head injury	Structure to be checked by a supervisor prior to use. Instruction given in correct rising position. Crash helmets provided if necessary.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	On the water		Review Required	May 2021
Activity	Powerboat /Safetyboat Driving		Author	
Hazard In order of seriousness	Who could be harmed and how	All controls required	How controls will be checked e.g. checklists, monitoring, inspections	Confirmed all in place or further action required
Coxwain or crew overboard	Out of control boat, collision with other boats or persons	All participants must wear a kill cord where fitted and be familiar with MOB recovery. Engine must be killed when approaching MOB if conditions allow.		
Presence of petrol, diesel or oil	Fire or explosion	Boats to be refuelled with care to avoid spillage. Recommended fuel cans used. No smoking or naked flames in close proximity to fuel. All persons handling fuel to be familiar with procedures. All powerboats fitted with Fire Extinguisher.		
Mechanical breakdown	Inability to manoeuvre, possibility of being stranded	Engines serviced by owners. Pre-launch checks carried out. Appropriate safety equipment carried for the conditions and environment.		
Poor control of boat	Collision with other boats, persons or objects	All drivers to hold an RYA Powerboat Level 2 qualification or to be under instruction from an RYA Powerboat Instructor. Where persons under the age of 16 are driving, suitable supervision is provided. Where necessary, two people to man safety boats.		
Propeller and moving engine parts	Laceration	Engine cowling not to be opened when engine is in use. Repairs or adjustment to be carried out by authorised personnel only.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	On the water		Review Required	May 2021
Activity	Planning Watersports – Towing of but not exclusive too Inflatable ‘ringos’ and kneeboards		Author	
Hazard In order of seriousness	Who could be harmed and how	All controls required	How controls will be checked e.g. checklists, monitoring, inspections	Confirmed all in place or further action required
Participant getting run over	Injury, death, damage	Spotter presents to ensure participants constant position. Powerboat driver is safety boat trained and over 21. List of suitable drivers formatted by BLYM Leadership Team.		
Participant hitting object in lake	Injury, damage	Buoys to be placed away. Towing not to take place when the lake is being used for other activities The powerboat will always be driven within a safe distance of the mooring buoys – double the rope length.		
Participant hitting shore	Injury	The powerboat will always be driven within a safe distance of the shore – double the rope length.		
Sudden movements of inflatable	Possible injury or strain to back or limbs	Participants asked if they have any existing back or limb ailments. Students advised of correct riding position.		
Separation from inflatable	Immersion in lake water, exposure to cold or polluted water	Hand signals agreed prior to session to indicate condition of a fallen rider. All drivers qualified to RYA Safety Boat standard and be at least 21 years of age. Drivers must be familiar with towing inflatables. Aft facing spotter to be present in tow boat and controlling a second kill cord in case of emergency. Session to be supervised by an RYA Powerboat Instructor.		
Inflatable flipping over	Immersion in lake water, possible injury or strain to back or limbs.	All drivers qualified to RYA Safety Boat standard and be at least 21 years of age. Drivers must be familiar with towing inflatables.		

		Aft facing spotter to be present in tow boat and controlling a second kill cord in case of emergency. Session to be supervised by an RYA Powerboat Instructor		
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Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	Shore Based – Inside & Outside		Review Required	May 2021
Activity	General Site		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Slips, trips and falls	Injury due to falling or slippery surfaces	Verbal and visual warnings as appropriate.		
Lifting heavy or cumbersome items	Back or neck injuries, other injury from dropping	Participants instructed to use a suitable number of people and a suitable technique.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	Shore /Water Based – Jetty		Review Required	May 2021
Activity	Waterslide – into lake		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Falling from Slide	Possible injury or strain to back or other limbs	Students asked if they have any existing back or limb ailments. Qualified First Aiders on station at all times. Students advised of correct sliding position. Activity constantly supervised by an instructor or leader.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	On the Water		Review Required	May 2021
Activity	Windsurfing		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Entrapment	Drowning, inhalation of lake water	Participants are aware of the recovery procedure. Safety cover provided from a RYA Safety Boat qualified person. Safety crew prepared to enter water to assist with rescue.		
Injury from rigging or board	Cuts, bruising, head injury	Participants aware of correct technique and standing position. Crash hats available if participant should request.		
Catapult	Muscular injury, head injury, broken bones, unconsciousness.	Participants aware of correct technique and standing position. Crash hats available if participant should request.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	Off BLYM Site		Review Required	May 2021
Activity	Trips Away and Overnight Accomodation		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Intruders	Physical harm to participants	If staying at a centre, the centre has this responsibility; otherwise sufficient leaders are deployed to reduce risk. Location of accommodation assessed for suitability. If staying at BLYM, main gates to be locked after dark.		
Inappropriate Behaviour	Physical or emotional harm to participants, illness through alcohol, pregnancy	Participants made aware of sleeping arrangements and protocols. Males and Females sleep in separate areas. Participants sleep in separate areas from Leaders. Regular checks by leaders that students are behaving appropriately. No alcohol is to be present onsite.		

Company	Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity	Workshop and BLYM Site		Review Required	May 2021
Activity	Boat, Building and Site Maintenance		Author	
Hazard <small>In order of seriousness</small>	Who could be harmed and how	All controls required	How controls will be checked <small>e.g. checklists, monitoring, inspections</small>	Confirmed all in place or further action required
Falling	Cuts, bruising, fractures	Verbal and visual warnings as appropriate. Persons instructed and/or supervised by an adult as appropriate. Workshop off-limits to unauthorised personnel. .		
Power Tools	Electrocution, laceration, burns	Verbal and visual warnings as appropriate. Persons instructed and/or supervised by an adult as appropriate. Boatswain to ensure electrical equipment is in a safe operating condition. Workshop kept locked where possible.		
Chemicals	Chemical burns, illness from contact or inhalation	Verbal and visual warnings as appropriate. Persons instructed and/or supervised by an adult as appropriate. Workshop kept locked where possible. Hazardous materials stored in Fuel Store.		
Misuse of other equipment	Cuts, bruising, fractures, burns	Verbal and visual warnings as appropriate. Persons instructed and/or supervised by an adult as appropriate. Workshop kept locked where possible.		
Air Compressor	Explosions, injury, death	Verbal and visual warnings as appropriate. Persons instructed and/or supervised by an adult as appropriate. Workshop kept locked where possible.		

Company		Bury Lake Young Mariners		Date	May 2020
Location / Area of Activity		All BLYM Site		Review Required	May 2021
Activity		All - Covid 19		Author	
Hazard In order of seriousness	Who could be harmed and how	All controls required		How controls will be checked e.g. checklists, monitoring, inspections	Confirmed all in place or further action required
Spread of Covid-19 Coronavirus	All Personnel on site	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing encouraged. • See hand washing guidance. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available (minimum 60% alcohol) <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door /gate handles, light switches, toilets using appropriate cleaning products and methods.</p> <p>Boats and kit to be washed at the end of use by the participant before placing away using appropriate cleaning products and methods.</p> <p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-</p>		<p>Members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display.</p>	19/06/2020

		<p>metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Number of people on site to be reduced by pre booking of sessions to limit numbers at anyone time</p> <p>When rigging all participants encouraged to spread out as much as possible to maintain distance</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Safety boat cover to be kept to a minimum and ideally single crewed but a second crew should be available if required</p> <p><u>Wearing of Gloves – rescue and first aid</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p>	<p>Wardens to ensure social distancing is maintained as much as reasonably practical.</p> <p>Safety crews to wear disposable gloves and face masks – face shield to be available if patient is showing signs of Covid 19</p> <p>Members to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	
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		<p><u>RPE – rescue and first aid</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>RPE required when close contact is required – Rescues and First aid</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face.</p> <p>Wearers must be clean shaven.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature on site they will be sent home and advised to follow the stay at home guidance.</p> <p>BLYM representative will maintain regular contact with member during this time.</p>	<p>Face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p>	
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		<p>If advised that a member or public has developed Covid-19 and were recently on our premises the BLYM management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Under 18's accompanied by parent/ guardian at all times to</p>	
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