



Bury Lake Young Mariners

Risk Assessments

January 2023

Version 3

Risk Assessments

Bury Lake Young Mariners



Document Control

Version	Date	Updated By	Updates
1	28/02/21	Graham Ivory	Creation of Risk Assessment document as part of restructuring the Ops Manual
2	18/09/21	Graham Ivory	Risks Reviewed in line with RYA Inspection
3	13/01/2023	Ben Constable	Annual Risk Assessment Review

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1 Introduction

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.

1.1 What is Bury Lake Young Mariners?

Bury Lake Young Mariners (BLYM) is a youth charity organisation (Reg no. 1102162) which is used by around 7,500 people each year. Located in the picturesque Rickmansworth Aquadrome, BLYM is run entirely by over 150 volunteers. Our aim is to get as many children (and adults!) on the water.

1.2 Insurance

BLYM has Public Liability and Employer's Liability insurance. Members are encouraged to seek further information if required from the Company Secretary.

BLYM does not provide personal accident cover for its Members or Instructors. Members and Instructors are encouraged to take out their own personal accident cover if they so wish. BLYM's Insurers require us to make the following statement to all of our members:

"RYA/NSSA Instructors, NSSA Sailing Masters, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury loss or damage was caused by, or resulted from negligence or a deliberate act."

1.3 Definitions

Definition	Description
AALA	Adventurous Activities Licensing Authority
Accident	An occurrence that results in an injury
AED	Automatic External Defibrillator
BLYM / Organisation / Base	Bury Lake Young Mariners
BLYM Officer	A member of any BLYM team, sub-team or Warden
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.
General Sailing	An activity that does not come under the banner of a group or course.
Group	An independent organisation current 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.



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Near Miss	An occurrence that has not caused harm or damage to anyone or anything but which could have resulted in any kind of accident or injury, or which could be considered dangerous.
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.
Young Person	Person under the age of 18

2 Risk Assessments

2.1 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.

2.2 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 	



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2.3 On the water

2.3.1 All Watersports

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	All Watersports		Author:	Ben Constable
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
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. Leg straps must be worn properly or removed from the buoyancy aid.</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>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 their membership profile with correct contact details accessible by the Duty Warden.</p>	



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		<p>Safety boat on station whilst water activities are in progress.</p> <p>Regular monitoring of craft on the water to identify if a participant is overboard.</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>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>Duty Wardens / Safety Crew to know how many sailors are on the water and in what craft and to regularly headcount sailors</p>	
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<p>Immersion in / inhalation of lake water</p>	<p>Drowning, lack of oxygen, hypothermia</p>	<p>All participants to wear a properly fastened, CE-compliant buoyancy aid or life jacket of the correct size. Leg straps must be worn properly or removed from the buoyancy aid.</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. Safety boat on station whilst water activities are in progress.</p>	<p>Safety boat to regularly visit each boat on the water and visually check all participants including check for signs of hypothermia etc.</p>	
<p>Collision</p>	<p>Concussion, bruising, cuts, fractures</p>	<p>Participants instructed in methods of controlling their craft prior to departure if necessary.</p> <p>Participants are aware that collisions are not permitted.</p>	<p>Safety boat to approach craft which are deemed to be sailing in a dangerous manner according to the conditions and if necessary instruct the craft to return to shore.</p>	
<p>Inhalation of / contamination by water</p>	<p>Leptospirosis or other water-borne diseases</p>	<p>Care taken not to pollute water.</p> <p>Showering recommended after immersion.</p> <p>Participants are aware that washing hands prior to eating or drinking after contact with water is advised.</p> <p>Signage in changing room.</p>		



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		Follow RYA Guidance for Blue-Green Algae.		
Exposure to adverse elements	Hypothermia, Hyperthermia, wind chill, sunstroke, sun burn	<p>Participants provided with wetsuits if necessary.</p> <p>Warm showers provided after sessions.</p> <p>Participants advised to wear hats and sun cream if necessary.</p>	<p>Duty Wardens to ensure that participants are appropriately dressed for the conditions.</p> <p>Safety boat to regularly visit each craft and visually check participants for signs of exposure to adverse elements.</p>	
Lightning	Burns, electrocution	<p>Person in charge of session to be aware of prevailing weather conditions.</p> <p>Participants to be aware of Red Emergency Recall Signal.</p>	Duty Warden to provide necessary briefings when signing in participants.	
Presence of dead wild fowl hosting the H5N1 strain of Bird Flu	Contracting bird flu, specifically the H5N1 strain.	<p>All BLYM BLT members and Senior Instructors are aware of the steps to be followed on discovery of a dead bird.</p> <p>If a dead bird is found, the park groundsman is to be contacted as they have the requisite apparatus for dealing with it.</p> <p>If this occurs an assessment of the risk to participants is to be made by the person in charge of BLYM.</p>		

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		The result of this assessment will determine if any further action is required.		
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2.3.2 Dinghy Sailing

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	Dinghy Sailing		Author:	Ben Constable
Hazard <i>In order of seriousness</i>	Who could be harmed and how	All controls required	How controls will be checked <i>e.g., checklists, monitoring, inspections</i>	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.	BLYM have some craft with additional cringles in the sail which provides for a high boom. Duty Warden to recommend their use if appropriate.	
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. Safety boats are all fitted with safety knives to cut sails or rigging lines if needed to rescue from an entrapment situation. Safety crew must be equipped and dressed to enter the water if needed to effect a rescue.	Duty Warden to provide guidance on conditions and rigging to reduce risk of capsize. Masthead floats are available for some craft if deemed appropriate. Safety boats are checked for correct equipment prior to their launch.	
Trapped Fingers Between Boats	Injury to limbs	Inform participants of the dangers of placing fingers over the side of dinghies.		

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Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>



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2.3.3 Paddleboarding

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	Paddleboarding		Author:	Ben Constable
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
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.		



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2.3.4 Kayaking / Canoeing

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	Kayaking / Canoeing		Author:	Ben Constable
Hazard <i>In order of seriousness</i>	Who could be harmed and how	All controls required	How controls will be checked <i>e.g., checklists, monitoring, inspections</i>	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.		



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2.3.5 Rafting

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	Rafting		Author:	Ben Constable
Hazard <i>In order of seriousness</i>	Who could be harmed and how	All controls required	How controls will be checked <i>e.g., checklists, monitoring, inspections</i>	Confirmed all in place or further action required
Entrapment	Drowning, inhalation of lake water	<p>Qualified First Aiders on station at all times.</p> <p>Participants advised of correct riding position.</p> <p>All supervisors equipped with knives.</p> <p>Instructors prepared to enter the water to assist rescue.</p> <p>Safety cover provided from a safety boat</p>	Each raft is to be monitored by separate Supervisor at all times.	
Injury from collapsing structure	Cuts, bruising, head injury	<p>Structure to be checked by a supervisor prior to use. Instruction given in correct rising position.</p> <p>Crash helmets provided if necessary.</p>		



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2.3.6 Powerboat / Safety Boat Driving

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	Powerboat / Safety Boat Driving		Author:	Ben Constable
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.	Duty Warden or SI to approve refilling of fuel cans. Fuel cans can only be refilled on land (removed from power boat)	
Mechanical breakdown	Inability to manoeuvre, possibility of being stranded	Engines serviced by owners. Pre-launch checks carried out.		



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		Appropriate safety equipment carried for the conditions and environment.		
Poor control of boat	Collision with other boats, persons or objects	<p>All drivers to hold an RYA Powerboat Level 2 qualification or to be under instruction from an RYA Powerboat Instructor.</p> <p>Where persons under the age of 16 are driving, suitable supervision is provided.</p> <p>Age restrictions and approval lists in place for high powered craft.</p> <p>Where necessary, two people to man safety boats.</p>	<p>Duty Warden or SI to approve the use of power boats.</p> <p>Principal / Chief Instructor to approve drivers of high powered craft.</p> <p>If dangerous driving is observed the driver can be instructed to head to the shore and leave the water.</p>	
Propeller and moving engine parts	Laceration	<p>Engine cowling not to be opened when engine is in use.</p> <p>Repairs or adjustment to be carried out be authorised personnel only.</p>		



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2.3.7 Planning Watersports

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	Planning Watersports – Towing of but not exclusive too Inflatable ‘ringos’ and kneeboards		Author:	Ben Constable
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.		



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<p>Sudden movements of inflatable</p>	<p>Possible injury or strain to back or limbs</p>	<p>Participants asked if they have any existing back or limb ailments.</p> <p>Students advised of correct riding position.</p>		
<p>Separation from inflatable</p>	<p>Immersion in lake water, exposure to cold or polluted water</p>	<p>Hand signals agreed prior to session to indicate condition of a fallen rider.</p> <p>All drivers qualified to RYA Safety Boat standard and be at least 21 years of age.</p> <p>Drivers must be familiar with towing inflatables.</p> <p>Aft facing spotter to be present in tow boat and controlling a second kill cord in case of emergency.</p> <p>Session to be supervised by an RYA Powerboat Instructor.</p>		
<p>Inflatable flipping over</p>	<p>Immersion in lake water, possible injury or strain to back or limbs.</p>	<p>All drivers qualified to RYA Safety Boat standard and be at least 21 years of age.</p> <p>Drivers must be familiar with towing inflatables.</p>		



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		<p>Aft facing spotter to be present in tow boat and controlling a second kill cord in case of emergency.</p> <p>Session to be supervised by an RYA Powerboat Instructor</p>		
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2.3.8 Windsurfing

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On the water		Review Required:	January 2024
Activity:	Windsurfing		Author:	Ben Constable
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
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.		



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2.4 On Shore – Inside & Outside

2.4.1 General Site

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On Shore – Inside & Outside		Review Required:	January 2024
Activity:	General Site		Author:	Ben Constable
Hazard <i>In order of seriousness</i>	Who could be harmed and how	All controls required	How controls will be checked <i>e.g., checklists, monitoring, inspections</i>	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. No running on site.		
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.		



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2.4.2 Workshop

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	On Shore – Inside & Outside		Review Required:	January 2024
Activity:	Workshop		Author:	Ben Constable
Hazard <i>In order of seriousness</i>	Who could be harmed and how	All controls required	How controls will be checked <i>e.g., checklists, monitoring, inspections</i>	Confirmed all in place or further action required
Falling	Cuts, bruising, fractures	<p>Verbal and visual warnings as appropriate.</p> <p>Persons instructed and/or supervised by an adult as appropriate.</p> <p>Workshop off-limits to unauthorised personnel. .</p>		
Power Tools	Electrocution, laceration, burns	<p>Verbal and visual warnings as appropriate.</p> <p>Persons instructed and/or supervised by an adult as appropriate.</p> <p>Boatswain to ensure electrical equipment is in a safe operating condition.</p> <p>Workshop kept locked where possible.</p>		



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Chemicals	Chemical burns, illness from contact or inhalation	<p>Verbal and visual warnings as appropriate.</p> <p>Persons instructed and/or supervised by an adult as appropriate.</p> <p>Workshop kept locked where possible.</p> <p>Hazardous materials stored in Fuel Store.</p>		
Misuse of other equipment	Cuts, bruising, fractures, burns	<p>Verbal and visual warnings as appropriate.</p> <p>Persons instructed and/or supervised by an adult as appropriate.</p> <p>Workshop kept locked where possible.</p>		
Air Compressor	Explosions, injury, death	<p>Verbal and visual warnings as appropriate.</p> <p>Persons instructed and/or supervised by an adult as appropriate.</p> <p>Workshop kept locked where possible.</p>		



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2.4.2.1 Galley Use

Organisation:	Bury Lake Young Mariners		Date:	January 2023
Location / Area of Activity:	Shore Based – Inside & Outside		Review Required:	January 2024
Activity:	Galley Use		Author:	Ben Constable
Hazard <i>In order of seriousness</i>	Who could be harmed and how	All controls required	How controls will be checked <i>e.g., checklists, monitoring, inspections</i>	Confirmed all in place or further action required



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2.5 Off Site

2.5.1 Trips Away & Overnight Accommodation

Organisation:		Bury Lake Young Mariners		Date:		January 2023	
Location / Area of Activity:		Off Site		Review Required:		January 2024	
Activity:		Trips Away & Overnight Accommodation		Author:		Ben Constable	
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	
Intruders		Physical harm to participants		<p>If staying at a centre, the centre has this responsibility; otherwise sufficient leaders are deployed to reduce risk.</p> <p>Location of accommodation assessed for suitability.</p> <p>If staying at BLYM, main gates to be locked after dark.</p>			
Inappropriate Behaviour		Physical or emotional harm to participants, illness through alcohol, pregnancy		<p>Participants made aware of sleeping arrangements and protocols.</p> <p>Males and Females sleep in separate areas. Participants sleep in separate areas from Leaders. Regular checks by leaders that students are behaving appropriately.</p> <p>No alcohol is to be present onsite.</p>			