

# Medway Yacht Club/Kent Schools Sailing Association

## Opening Splash

### 26<sup>th</sup> April 2025

### Risk Assessment

#### Distribution.

KSSA Committee, MYC office, Peel Ports and other personnel involved in running the event

Issued by: Kent Schools Sailing Association

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## Risk Assessment

<b>Event:</b>	Kent Schools Sailing Association Opening Splash
Organising Authority:	Kent Schools Sailing Association with Medway Yacht Club
KSSA and MYC Duty Officer:	Andrew Baker
Operating Period:	09.00 to 18.00 Hrs
Operating Area:	River Medway from Upnor Castle to navigation buoy 23
VHF Channel:	37
Committee Call Sign:	Upnor Line
Main Patrol Boat	Kellaway/Nimrod/ KSSA Bluebird/ KSSA Grey Lady
Club Duty Officer Mobile Phone	07786556750
Club Phone No:	01634 718399
PMSRA prepared by:	Andrew Baker – Kent Schools Sailing Association event organiser
Supporting Documents:	KSSA/MYC Event Planning Document
Date of Event:	Saturday 26 <sup>th</sup> April 2025
Event Website:	<a href="http://www.kssa.co.uk">www.kssa.co.uk</a>
Email:	<a href="mailto:kssaweb@kssa.co.uk">kssaweb@kssa.co.uk</a>
Number of Boats:	Not more than 65 (approx. 45 to 60 expected)
Type or Design:	Youth sailors (with ages ranging from 8 to 19 years) racing dinghies between 8ft -18 ft, some single-handed.
Authorities Informed:	Peel Ports (Medway)

## 1. Introduction

The Kent Schools Sailing Association run a spring regatta called the Opening Splash each year and this year it is being held at Medway Yacht Club. The event could attract up to 65 boats with crew compliments of 1 or 2 and will be led by an experienced race committee and safety team and support will be provided by a number of RIBs. The following resources will be utilised: Club Office, Club Library, Saxon for Committee Boat duties, RIBs for general patrol duties as well as commercial shipping escort, possible use of displacement boat(s) for patrol duties and an experienced Coaching and KSSA Event Management Team.

## 2. Sailing Area.

The sailing will be in a confined area of the River Medway from Upnor Castle to Navigation Buoy 23. The exact position of the sailing area will depend on the wind direction on the day of the event. Due to the fact that this is a commercial river a continuous monitoring watch on VHF port operations channel 74 will be maintained and with RIB(s) ready to act as escort should the need arise.

Description of Risk	Level of Risk High Med Low	Risk Management Strategy	Body/Person Responsible For Implementation
Weather	<b>M</b> <b>L</b> with man. Strategy	Race Officer will select the course area and will consider weather conditions before setting the racing for the day. Fog: Delayed start & review. Calm: Treat as fog. Electrical Storm: Treat as fog. Sudden serious squall causing risk of multiple capsizes (more capsized boats unable to right by competitors themselves than number of rescue boats). Abandon sailing and signal sailors should make for shore immediately.	Race Officer. Person in charge of safety afloat. Skippers.
Shipping	<b>L</b>	Specific instructions given in the briefings requiring skippers to stay clear of ship traffic. Sailing Management to stay in contact with ports authority for commercial ship movements. Escort boats provided for escort duty if required. Escort boats will display naval numeral zero and No 9 pennant when on escort duty. Patrol boats will show No 9 pennant only. IRPCS & local byelaws apply at all times.	Race Officer. Person in charge of safety afloat. Skipper.
Running Aground	<b>M</b> <b>L</b> with man. Strategy	Vessels advised not to tack too close to shallow water. Support boats to monitor fleet for groundings and offer towing assistance if required.	Skipper Person in charge of safety afloat.
Collision	<b>M</b> <b>L</b> with man. Strategy	Risk of collision between sailors is considered to be minimal, with the highest risk on any start lines and mark roundings. Collisions should result in repairable damage and the possible use of First Aid only. Risk of collision between boats and other vessels should be minimal. Risk of collision with moored boats. Sailors to be warned to keep well away from moored boats. IRPCS apply at all times	Skipper Race Officer. Person in charge of safety afloat.

Abandonment	<b>L</b>	Abandonment due to weather or other factors. Patrol boats to monitor competitors and report to Race Officer. Port Authority informed of abandonment and again when all boats accounted for.	Race Officer. Person in charge of safety afloat.
Safety of Fleet Competitors	<b>M</b> <b>L</b> with man. Strategy	All sailors to use tally system. Skippers are advised of penalties for misuse of tally system. In the event of an emergency Medway Yacht Club Standard Operating Procedures Policy Doc 2025 to be implemented.	Race Officer. Person in charge of safety afloat. Skippers
Individual Vessel safety inc Man Over Board/Capsize	<b>L</b>	Owners are required to have 3 <sup>rd</sup> party insurance. Additionally: Owners/Skippers must be fit to sail in the prevailing conditions. Personal buoyancy must be worn at all times when afloat and preparing to float. All crew to be fit to sail and not under the influence of drugs or alcohol. Patrol boats provided to assist in MOB / Capsize situations. Patrol boat crews are experienced in dealing with capsize.	Owner/Skippers Race Officer. Person in charge of safety afloat.

### **Marine Risk Assessment.**

Hazard affecting PMS	Description of Hazard	Est. Risk Level Before Measures	Equivalent Numeric Before Measures <b>N</b>	Likely Impact <b>M</b>	Risk Factor <b>N x M</b>	Primary Control Measures & Assets (See appendix)	Final Risk Assessment
1. Collisions	Sailor with Sailor	Medium	2	2	4		<b>Low</b>
	Sailor with commercial vessel	Low	2	3	6		<b>Med</b>
2. Grounding	Poor Navigation	Low	1	1	1		<b>Low</b>
	Result of Equipment failure	Low	2	2	4		<b>Med</b>
3. Boat Damage	Rig or equipment failure	Medium	2	2	4		<b>Low</b>
	After grounding	Medium	2	2	4		<b>Med</b>
4. Personal Injury	Man Overboard	Low	2	3	6		<b>Med</b>
	Injury impacting on rescue services	Low	1	1	1		<b>Low</b>
5. Other Hazards	Gale conditions	Medium	2	2	4		<b>Med</b>
	Heavy or confused seas	Low	1	2	2		<b>Med</b>
	Bad visibility	Medium	1	4	4		<b>Low</b>
	Shipping lanes	Low	2	2	4		<b>Low</b>
	Fatigue	Medium	2	3	6		<b>Med</b>
	Capsize	Medium	3	2	6		<b>Med</b>
	Strong tides during the day. All the team advised and patrol boats	Medium	3	2	6		<b>Medium</b>

	prepared to tow if necessary. Warning to be given in the briefing						
	Cold: The weather can be cold at this time of year and the water is particularly cold. Warning on all competitors to wear appropriate clothing before the event and at briefings. Heat. Unlikely in April but if the weather could be hot with strong sun briefing to include advice about sunscreen hats and water. Consider equipping safety boats with extra water bottles.	Medium with managed strategy	2	3	6		<b>Medium with managed strategy</b>
6. Clubhouse	Flooring and access in good repair	Low	1	1	1		<b>Low</b>
	Changing rooms / Toilets clean	Low	1	1	1		<b>Low</b>
	Heating for emergency use	Low	1	1	1		<b>Low</b>
	Fixed equipment – winches, hoists - appropriate notices / controls	Low	1	2	2		<b>Low</b>
	Other hazards (eg fire, chemicals, fuel storage)	Low	1	1	1		<b>Low</b>
	Other people using the club on the same days. Members will be involved in the first one design class racing of the season (Squibs, Sonatas, Dragons and Wayfarers) in the afternoon and also there is an event to celebrate the official opening of the new training centre. Everyone involved will be briefed about the other events and we will work with those running MYC racing and the	Low with managed strategy	2	2	4		<b>Low</b>

	training centre opening to coordinate activities throughout the day.						
		Medium	3	2	6		<b>Medium</b>
7. Foreshore	clear of glass, dog mess, etc	Low	1	1	1		<b>Low</b>
	Local hazards – closed areas / commercial traffic / fishermen	Medium	2	2	4		<b>Medium</b>

**N & M: 1** = First Aid only; **2** = Paramedic or Ambulance; **3** = Serious injury or death.

### 1.Planning

	<b>Measures</b>	<b>General Comments</b>	<b>Specific Comments Measures &amp; assets</b>
1.1	Use of tidal prediction information	Strong tides in the main channel	Consider other river traffic when laying courses/setting coaching areas and if patrol boats to be vigilant and keep listening watch on channel 74. Patrol boats to escort any large motor vessel which could cause a risk to competitors.
1.2	Planning of racing	To be planned to take account of local hazards. Racing will hopefully take place in Hoo Bay in the morning to be away from the river. In the afternoon it may be impossible to avoid racing in the channel but everyone will need to be vigilant for of river traffic. Patrol boats will need to be aware of strong tides in the afternoon which may make sailing difficult for slower boats.	All people running the event will be experienced in running racing for KSSA
1.3	Advance briefing all helpers	By written instructions in planning document and in prior safety briefing	All people running the event will be experienced in running racing for KSSA
1.4	Advance briefing with authorities	Appropriate authorities given written information prior to start	Present PMS Risk Assessment with subsequent updates as required.
1.5	Obtain planned shipping movements from Ports Authority.	Maintain permanent listening watch on ports VHF Channel (74).	Supply escort boats where required. Escort boats will display the agreed recognised flags.
1.6	Weather Monitoring	Race officer to obtain detailed weather	Racing may be abandoned if weather is too heavy.

		information prior to start.	KSSA/MYC Duty Officer to inform authorities.
1.7	Manning	MYC and KSSA to ensure adequate & competent support for the event management	Race management team and patrol crew are experienced sailors.
1.8	Emergency/Contingency Procedures	Establishment of Standard Operating Procedures (SOP's) for emergency situations.	Issue SOP's and MYC Safety Policy Doc to key personnel. Add KSSA Event Safety Plan as Annex
1.9	Media Management	Establish one point of contact to control information to press, TV and Radio especially in the event of an emergency.	Andrew Baker as Kent Schools Sailing Association – event organiser is centre point of contact. Tel: 01634 718399/07786556750
1.10	Race Committee and Patrol Team Welfare	Make sure team are equipped for the event.	

## 2. Communications

	Measures	General Comments	Specific Comments Measures & Assets
2.1	Annual Programme	Advises preliminary details of coaching and conditions of entry plus safety requirements and special regulations for entries.	Entry available on the KSSA website before the event.
2.3	Sailors' Shore contacts	Sailors are requested to submit 1 shore contact who will be available throughout the day	Shore contact will have details of the next of kin of the entire crew of the boat.
2.4	Use of personal buoyancy and safety equipment	The use of these is clearly stated in the MYC safety policy doc and KSSA rules.	Random spot checks by race officials Penalties exist for those boats not conforming. Personal buoyancy must be worn at all times when afloat and preparing to launch
2.5	VHF communications	Designated VHF channel for contact between coaches	Ch 37 (M) for coaches and patrol boats. Ch 74 for Port Control.
2.6	Mobile Telephone	For some communications between individuals	Communications possible subject to normal mobile telephone signal generation.

## 3. Control Measures before Start of Racing

	Measures	General Comments	Specific Comments Measures & Assets
3.1	Safety Inspections	Spot check maybe carried out by KSSA/MYC personnel before and after the coaching.	
3.2 1	Suitability of crews for coaching	Crews are reminded of the need for consideration as to the experience and physical fitness of crews to cope with Spring conditions.	Reminder on entry about suitable clothing and further reminder to be given on the day.
3.31	Patrol / Escort Vessels	Patrol boats for control of sailors in the event of shipping during coaching.	Escort vessel will fly flag Naval numeral zero (0) and No 9 pennant when on station. NO sailor to pass between stern of escort and bow of ship.

#### 4. Additional Control Measures During Coaching.

	Measures	General Comments	Specific Comments Measures & Assets
4.1	Abandonment	In the event of adverse weather or other factors	Race Committee and Safety Team are experienced in running similar events.
4.2	Towing	In the event of lack of wind or other factors	As directed by safety team.
4.3	Escort Vessels	MYC vessels and other boats.	Both fast planing and displacement boats used as patrol/escort/towing vessels.
4.5	Monitoring of weather and sea conditions	By communication with escort boats and ports authority.	
4.6	VHF communications & competitor monitoring.	Channel 37 to be used during event.	
4.7	Retirements	Due to fatigue or gear failure	Patrol vessels to either escort dinghies to The Medway Yacht Club or hold in coaching area. Retired crews / boats to be noted and reported to person in charge of safety and beachmaster. Any boats intentionally abandoned whilst crew are taken ashore or onto patrol boats to be marked with red and white tape.

#### 5. Additional Control Measures on Return

	<b>Measures</b>	<b>General Comments</b>	<b>Specific Comments Measures &amp; Assets</b>
5.1	Retirement Monitoring	Vessels retiring are required to report this to race committee/patrol boats and beachmaster	Also see 4.7 above
5.2	Tally Station	All sailors must go through tally station which will be on shore at MYC on completion of coaching sequence afloat (i.e. when morning race finished and at end of afternoon session).	Aids in accounting for all competitors.