



# **Royal Air Force Sailing Association**

# **Safety Management Plan**

**Version 6**

Issue v6 dated 6 Mar 20

## Foreword By Commodore RAFSA

1. RAFSA exists to promote water-based activities as a way of developing the self-confidence, leadership skills and team spirit of our personnel and families where appropriate. Consequently, the strategic intent of the RAFSA Trustees is to encourage our members to experience the exciting and fulfilling opportunities that RAFSA provides in as safe an environment as practicable.
2. Effective safety management and the development of our Members' understanding and attitude towards safety on and around the water are critical to RAFSA's objectives. These include common law requirements for all individuals to exercise due care and specific safety requirements as set out by the MOD and RAF. The RAFSA Board of Trustees acknowledge the inherent risk associated with activities that stretch and test individuals in potentially hazardous environments and their clear aim is to identify and manage those risks to a level considered **As Low As Reasonably Practicable (ALARP)** and **Tolerable**. It is therefore essential that safety management is considered to be the responsibility of all organizers, instructors and participants and that everyone involved, regardless of experience, should feel empowered to question and challenge constructively.
3. The RAFSA Safety Management Plan (SMP) sets out the processes and procedures employed by RAFSA as we exercise our lawful duty of care to ensure safety throughout the Association. It applies to all personnel, military or civilian, who participate in a RAFSA organized or run event. The provision of safe procedures and practices for all disciplines supported by RAFSA is the primary objective of this SMP.
4. RAFSA Trustees resolve to:
  - a. Affirm their ownership of safety and provide clear guidance and oversight of safety issues covering all levels of RAFSA.
  - b. Ensure that its subordinate committees/structures are provided with clearly defined responsibilities, authority and accountability in respect to safety issues.
  - c. Actively promote and develop the culture of continuous safety improvement within the span of activities undertaken within the Association.
  - d. Undertake to enhance its systems and procedures for managing risk and auditing and monitoring safety on a continuous improvement basis.



C Coton  
Air Commodore  
Commodore RAF Sailing

5 Mar 20

# Contents

## Contents

Page	Subject	Review Date
i	Forward by Commodore RAFSA	Nov 20
li	Contents	Nov 20
iii	Record of Amendments	Nov 20
1	Provenance	Nov 20
1	Objectives	Nov 20
2	Applicability	Nov 20
2 - 3	Responsibilities	Nov 20
3	Emergency Planning and Incident Reporting	Nov 20
4 - 5	Hazard Identification, Risk Assessment and Mitigation	Nov 20
5 - 6	Managing RAFSA Events	Nov 20
7	Safety Equipment	Nov 20
7	Review and Continuous Improvement	Nov 20
<b>Annexes</b>		
A.	Conducting RAFSA Dynamic Risk Assessments	Nov 20
B.	Generic Risk Assessment - Dinghy.	Nov 20
C.	Generic Risk Assessment - Offshore.	Nov 20
D.	Generic Risk Assessment - Windsurfing.	Nov 20
E.	Generic Risk Assessment - Safety.	Nov 20
F.	Swimming and Physical Fitness Competency Declaration.	Nov 20
<b>Enclosures</b>		
1.	RAF Sport Accident/Incident Management Order (AP3145 Leaflet 12 Annex A)	Nov 20
2.	Notification of a Casualty (NOTICAS) (AP3145 Leaflet 12 Annex B)	Nov 20
3.	RAF Sport Incident Management Flow Diagram (AP3145 Leaflet 12 Annex C)	Nov 20
4.	Incident/Accident Reporting (AP3145 Leaflet 12 Annex D)	Nov 20
5.	MOD F7454	Nov 20

## Record of Amendments

Version (date)	Section	Detail of Amendment
V1 Draft for Circulation to Trustees	All	1. First edition using best practice from other associations and the 2014 extant SMP.
V2	1st Formal Issue	Includes Commodore's own amendments.
V3	All	Cleaned off comments. Added in Enclosure 2. Aligned Generic Risk Assessments with Sports Board held risks.
V4	All	Amended to clarify meaning and update risk assessments.
V5	All	Fully revised. Amended to incorporate updated MOD and RAF policy
V6	Refs, Paras: 1, 5c, 9, 12, 16, Enc1 Para 4, 5a&b, 7a&b and various minor changes and formatting.	Updated References, inclusion of Safeguarding, F7454 distribution, RC Review of Risk Matrices including Severity x Likelihood calculation.

# RAF SAILING ASSOCIATION SAFETY MANAGEMENT PLAN (RAFSA SMP)

## References:

- A. The Health and Safety at Work Act 1974.
- B. JSP 375 The Management of Health and Safety in Defence.
- C. AP8000 Air TLB Safety and Environmental Management System
- D. DSA01.1 Defence Policy for Health, Safety & Environmental Protection V1.0 Aug 16.
- E. AP 3415 Sport in the RAF, May 19.
- F. AOC 22 Gp Directive 17/06 Total Safety.
- G. RYA Recognition Guidance Noted (RGNs).
- H. Reeds Nautical Almanac for current year.
- I. International Convention of Safety of Life At Sea (SOLAS).
- J. RYA Race, Training and Event Management, The Legal Aspects dated Apr 18.
- K. 20191220-RAFSA\_SAdultPP\_V1.3.
- L. 20191220-RAFSA\_SChildPPP\_V1.3.

## PROVENANCE

1. Reference A is the primary legislation covering occupational Health and Safety (H&S) in the UK. The H&S Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment. Reference B covers the management of H&S in Defence. Reference C details the Secretary of State for Defence H&S Policy and direction from CAS, including at Chapter 17, direction for Association Sports. The Defence Safety Authority (DSA) is an independent organisation empowered by Charter from the SofS for Defence to undertake the roles of regulator, accident investigator and Defence Authority for safety. The DSA is part of the MOD and has set policy for health, safety and environmental protection at Reference D. Reference D explicitly identifies top level budget holders (CAS for the RAF) as having responsibility for meeting this policy for duty holding, where appropriate, and compliance with statutory requirements. CAS has delegated safety management in sport to individual Duty Holders through DComOps as the Total Safety Champion and AOC 22 Gp as Operating Duty Holder (ODH). AOC 22 Gp sets out the policy for sport in the RAF at Reference E and his/her Total Safety Directive at Reference F. This RAFSA SMP enacts the requirements set out in common law, legislation, MOD policy, RAF policy and RYA guidance notes. This sports SMP meets the policy requirement set out in Reference E, Lflt 14. RAFSA is committed to safeguarding Service personnel who are U18 and/or are adults at 'risk-of-harm'; Safeguarding Policies and Procedures are at References K and L.

## OBJECTIVES

2. **Safety Objectives.** RAFSA's Safety Objectives, in order, are to:
- a. Protect our people, the public, our equipment and reputation.
  - b. Comply with all safety legislation, policy and regulation.
  - c. Enhance output.
  - d. Develop a just, reporting, learning, flexible and questioning safety culture.
  - e. Challenge our people in all aspects of Service life.

## APPLICABILITY

3. The RAF and RAFSA, as an independent charity, both have a statutory and common law duty of care to protect employees, members of the public, volunteers, clients and customers from risks to their health and safety arising out of, or in connection with their activities, be they employees<sup>1</sup> or volunteers<sup>2</sup>. The employment of and compliance with this SMP is therefore mandatory for all personnel, be they military or civilian, who engage in any RAFSA organized/run event as Association Members, or guests.

## RESPONSIBILITIES

4. **General.** AOC 22 Gp is responsible for appointing the RAFSA Responsible Person (RP - Commodore (Cdre)) who is then responsible for the overall safety of all RAFSA activities. RAFSA Vice Cdre is the Senior Safety Manager responsible for ensuring that the RAFSA SMP is relevant and put into practice. Divisional Rear Cdres are responsible for overseeing the promulgation and implementation of the RAFSA Safety Policy for all Divisional activities in accordance with the RAFSA SMP. This SMP sets out in detail, the key roles and responsibilities relating to safety management within RAFSA.

### 5. **Key Roles and Responsibilities.**

a. **Cdre.** AOC 22 Gp as the ODH and Chairman of the RAF Sport Directorate will usually appoint the Cdre of RAFSA as the Responsible Person (RP). The position is analogous to that of a Delivery Duty Holder (DDH). If someone other than the Cdre is appointed as RP, Divisional Rear Cdres must be informed. The RP is responsible for managing all RAFSA risks and for owning all risks assessed as LOW. Risks assessed as MEDIUM or above **are to** be referred to the ODH through RCs and the Cdre. This SMP details subordinate responsible individuals to assist the RP to fulfil his/her responsibility to the ODH. The RP is not responsible for the safety of Unit sport, which remains the responsibility of the appropriate commanding officer.

b. **Vice-Cdre (VC).** The VC is the Senior Safety Manager (SSM) and has responsibility to ensure that the RAFSA SMP is applied across all RAFSA Divisions and is reviewed annually.

c. **Rear Cdre (RC).** RCs are responsible for ensuring that an appropriate safety culture is embedded within their division, that the policy within the RAFSA SMP is adhered to and that all safety incidents are reported as detailed in this SMP. RCs are to ensure that all divisional activity is risk assessed and the appropriate approval to undertake that activity is in place based on the assessed risk factor as set out in this SMP. As directed at Reference C, RCs are to ensure that names, qualifications, experience and other currency training records are maintained for all instructional/coaching staff and for personnel responsible for the maintenance of safety equipment. RCs are to ensure that sufficient personnel Third Party liability insurance (Reference G) and adequate divisional vessel and equipment insurance is provided and up to date.

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<sup>1</sup> <http://www.hse.gov.uk/contact/fags/charities.htm> accessed 4 Feb 19.

<sup>2</sup> <http://www.hse.gov.uk/voluntary/when-it-applies.htm> accessed 7 Feb 19.

d. **Safety Advisors.** Each RC is to appoint a Division Safety Advisor (DSA) to help them enact and monitor compliance with References F and G. DSAs should attend, or as a minimum have input to, divisional committee and RAFSA BoT safety focused meetings.

e. **Event<sup>3</sup> Organizers.** As a part of their supervisory responsibilities, Event Organizers<sup>4</sup>, (including instructors, coaches, and skippers) have specific risk management responsibilities detailed below.

f. **National Governing Body.** Reference E recognises the requirement for RAFSA to comply with the regulations and guidance set out by the RYA, the national governing body (NGB) for dinghy, yacht and motor cruising, all forms of sail racing, RIBs and sports boats, windsurfing and personal watercraft and a leading representative for inland waterways cruising. For RAFSA RYA recognised training centres (RTC), compliance is a precondition of recognition. Where there is a variance in requirements, the most stringent is to apply.

6. **Sports Safety Assurance.** Cdre RAFSA and this SMP support the maintenance of risks as tolerable and ALARP as detailed at Reference E, Lflt 15, para 1. As identified in Annex A to Lflt 15 of Reference E, sailing is classed as a high risk sport. Therefore, RAFSA conducts annual 1<sup>st</sup> Party Sports Safety Assurance Audits by completing the Sports Assurance Self-assessment questionnaire at Appendix 2 to Annex B to Reference E. The Self-assessment questionnaire is to be reviewed by the RAFSA Board of Trustees. Completed annual 1st Party assurance forms should be forwarded to 22(Trg) Gp SO3 Sport Assurance within the DRS. 2<sup>nd</sup> Party Audits (22 Gp Assurance) will be supported as required by Reference E, Lflt 15, para 2.

## EMERGENCY PLANNING AND INCIDENT REPORTING

7. **Emergency Plans.** RAFSA activities predominantly take place away from MOD establishments and often outside of normal working hours. It is essential that event organizers, instructors, coaches and skippers understand what specific emergency plans are required and their reporting responsibilities. Emergency plans will normally be site specific or comply with established emergency procedures whilst afloat (see Reference H, safety chapter). Event Organizers must consider how emergency assistance can be sought at their location, the practicalities of evacuation of casualties and the implications of an incident on the rest of the event. RAFSA requires Event Organizers to specify emergency arrangements in their administrative orders and where appropriate, appoint a safety manager.

8. **Incident Reporting.** Following any incident, the first priority is safety of personnel followed by the safeguarding of equipment, not least to avoid unnecessary hazards to other water users. Thereafter, Reference E, Lflt 12 Annex C, sets out the health and safety responsibilities and duties of MOD employees, which are included in this SMP as Enclosure 1 and cover the following: RAF Sport Accident/Incident Management Order; Notification of Casualty (NOTICAS) procedures for service personnel; the RAF Sport Incident Management Flow Diagram; and the RAF Incident/Accident Reporting Process. The RAF requires injuries to Service personnel to be reported using MOD F7454; instruction on completion and distribution is at Enclosure 1. RC's are to ensure this Form is available to those organising RAFSA events. RC's are to define any further safety reporting that may be required by the UK Maritime and Coastguard Agency (MCA) and/or RYA in divisional safety policy/orders.

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<sup>3</sup> A RAFSA 'Event' is defined as any RAFSA-organized activity (Reference E, Lflt 14, Annex B refers).

<sup>4</sup> 'Event Organizer' is defined as the on-site person who is in immediate control of the event.

## HAZARD IDENTIFICATION, RISK ASSESSMENT AND MITIGATION

9. **Risk Management.** The RAF defines sailing as a higher risk sport<sup>5</sup>. Risk management involves the identification of hazards, analysis and assessment of the Risk to Life (RtL) and the development of a residual level of risk through the application of risk mitigation measures. Analysis will identify those threats that require management at RAFSA RP level in order to keep the resultant RtL **ALARP** and **Tolerable**. Medium risks are very unlikely to be acceptable to the ODH as **Tolerable**.

### 10. Hazards and risks.

- a. A hazard is anything that may cause harm such as chemicals, electricity, falling rocks, road traffic collisions etc.
- b. The risk is the chance that somebody could be harmed by a hazard, together with an indication of how serious the harm could be.

11. **Risk Assessment.** Reference E, Lflt 14 sets out the RAF's policy of risk assessment in sport. All RAFSA activity is to be risk assessed by the event organizer utilising the format at Annex A. The appropriate control measures must be implemented before any activity takes place. Guidance for completing risk assessments is at Reference D, Lflt 14. The Event Organizers (EO)<sup>6</sup> must consider the potential risks of everything that the RAFSA undertakes, whether it is a regular office-based meeting, a one off event, a weekend away or even a social event. EOs are to be cognizant of the need to implement RAFSA Safeguarding Policies and Procedures (References K and L) when working with children and vulnerable adults. Emergency measures, including immediate first aid, also needs to be considered and put in place. The EO needs to consider risks to which Association Members and other attendees may be exposed, from the time an activity starts until it finishes, including the journey to and from the event. The EO must be or must nominate a suitably qualified and experienced person (SQEP) as an SME for the activity being undertaken and risk assessed. A risk assessment looks at what could cause harm to people, in order to assess whether enough precautions have been taken in order to prevent harm. It will help the Association or division plan, deliver and review activities and help protect Association Members and ensure compliance with the law and MOD and NGB policy. In nearly all cases, easy and cost-effective measures can be put in place to control risks. There are 3 specific areas that should be covered:

- a. **Generic.** RAFSA risk assessments for generic and enduring risks have been completed for each Division at Annexes D to E.
- b. **Site Specific.** Different event sites will pose risks peculiar to that site. It is the responsibility of the EO to ensure that a site-specific risk assessment is undertaken, which includes all the facilities at that site or the lack of them. For a regularly used site, site-specific risk assessments can be incorporated into a generic risk assessment and held within the Division.
- c. **Dynamic.** Dynamic risk assessment (DRA), sometimes termed 'daily risk assessment', is arguably the most important level of risk assessment and are often carried out at the water's edge by the EO. Guidance is provided at Annex A. DRAs provide a direct link to the RP in terms of accountability since they will determine if the planned activity meets the levels of risk deemed ALARP and Tolerable by the RP. Under no circumstances should a RAFSA event proceed where the assessed DRA levels of risk exceed those

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<sup>5</sup> Reference E, Lflt 15, Annex A.

<sup>6</sup> For the purpose of this SMP, EO includes instructor or skipper as appropriate.



accepted by the RP and/or ODH. Participant/crew competence/qualifications, the weather/wind, water/sea state and the local environment **must** be considered as part of the DRA for all water-based RAFSA events.

12. **Risk Mitigation.** Divisional SMEs are best place to identify and implement risk mitigation measures. Many of these will form regulatory, NGB and divisional best practice, which should be captured in divisional policy, orders and SOPs where appropriate to the implementation of sports safety.

13. **Risk Recording.** Whilst RAFSA generic risk assessments are recorded in this SMP, site-specific and DRA also form part of the safety audit trail for an event and must be recorded and retained for a minimum of 2 years. RC's are to stipulate at divisional level how such records are to be maintained.

14. **Reviewing your risk assessment.** Risk assessments need to be reviewed when something changes and at least once a year. Other occasions when a review may be required include:

- a. If an activity, equipment or venue changes.
- b. Following an accident or incident.
- c. When experienced members and leaders have left.
- d. Changes to guidance such as that provided by Industry, HSE or a NGB.
- e. You have any other reason to suspect it is no longer valid.

## MANAGING RAFSA EVENTS

15. **Event Organizer.** EOs (inc Offshore skippers/Instructors) are to ensure that appropriate risk assessments are carried out prior to any RAFSA event and the ALARP statement has been signed off by the Cdre if it is not already included in the RAFSA Core Site Risk Register. The sign-off process may include agreement of the control measures to be put in place and is the authority for the activity to go ahead at the planned venue. Prior to any activity taking place the event organizer/skipper is to ensure the following actions are carried out:

- a. Complete a DRA for each day's activities to supplement RAFSA generic risk assessment for each division at Annexes B to E, following the guidance at Annex A.
- b. Note the risk factor and risk level (Low, Medium etc) identified and the level of acceptance required, seek appropriate approval. Risk levels of Medium and above are very unlikely to be accepted as TOLERABLE by the RP or ODH.
- c. Maintain a close watch on conditions as the event proceeds and re-asses risk dynamically if the situation or conditions change. Cease activity immediately if the risk is likely to or does rise to Medium.
- d. Ensure all participants/crew are aware of hazards identified in general, site-specific and DRAs.
- e. Ensure all personnel involved are registered as a member of RAFSA. Guests of RAFSA can participate in RAFSA events, but in this instance each guest must understand clearly that they come under the policy laid out in this SMP and must therefore comply with all instructions detailed by the EO.

- f. Ensure communications are available to contact the RP, RC and emergency services, also ensure first aid equipment is available commensurate with the activity being undertaken.
- g. Ensure all personnel sign the swimming ability and physical fitness declaration at Annex F. Note that if the EO/skipper has doubts about the physical suitability of a participant regardless of any declaration made, they have the authority to refuse permission for that individual to participate.
- h. Ensure SQEP personnel check equipment for suitability prior to use at every event. Novices or guests must be supervised by SQEP whilst checking their equipment. Checks must confirm that equipment is in good order and suitable for the event and conditions.
- i. Ensure all participants have protective clothing and safety equipment appropriate to the activity and commensurate with the most DRA.
- j. In the event of an accident leading to injury of a participant or a member of the public as a consequence of the RAFSA activity, the EO is to follow the guidance in the RAFSA Accident/Incident Management Order at Enclosure 1.

16. **Safety Manager/Event Organizer.** Unless a safety manager has been specifically appointed, the EO will be the Event Safety Manager (ESM). Comprehensive orders and the procedures for the ESM are set out at Reference E, Lflt 12 Annex A which is at Enclosure 1.

17. **Activity Instructors, Coaches/leaders and Skippers.** All personnel acting in a coaching or leadership capacity either on or off the water have a responsibility to assist the EO with safety and incident management matters. Concerns or observations should be raised constructively and early with the EO who retains overall responsibility for the event.

18. **Individuals/Competitors.** Competitors and participants at RAFSA organized events have a common law responsibility towards the maintenance of their own safety, that of their colleagues attending the event and the general public. Sailing is classed as hazardous activity and although steps will be taken by event organizers to mitigate the associated risk there will always remain a residual risk to life or serious injury.

19. **Swimming ability.** All participants in RAFSA organized events must have either passed the JSAT/RAF swim test or sign a written declaration (Annex F) as to their swimming ability. Those personnel unable to swim may still be able to participate in some RAFSA activities where special measures can be employed to mitigate the risk, such as wearing an approved life jacket (not applicable to windsurfing).

20. **Personal Fitness and Medical Conditions.** Personnel with pre-existing injuries or medical conditions that may impact on their ability to conduct strenuous water-based activity are to declare the condition to the EO. Such information is to be treated as 'OFFICIAL - SENSITIVE - PERSONAL'. Medical declarations are particularly important for offshore sailing, where the yacht can be away from shore-based facilities for extended periods. Personnel prone to seizures or epilepsy are to declare their condition to the EO before they participate in RAFSA events. All personnel are to sign a physical fitness declaration such as the proforma at Annex F. The EO has the supervisory responsibility to ensure that all event participants are physically capable of undertaking the planned activity. EOs have the authority to refuse participation if, in their judgement, an individual is unsuitable to take part and the additional risks cannot be mitigated.

21. **Public Military Events (PME).** A PME is an event that the Services organize or participate in, about which the general public has prior knowledge and access. The event may take place on or off MOD property and includes civilian organized events with military participation. Responsibility for security at a PME on MOD property rests with the hosting Service, whereas security of a PME outside MOD property rests with the civilian police. Full guidance on PMEs is contained in Leaflet 17 of Reference E.

## SAFETY EQUIPMENT

22. **Personal Equipment.** Appropriate safety equipment is a key risk mitigator when worn and used correctly. All safety equipment worn by RAFSA competitors is classed as personal equipment regardless of whether the Association supplied it originally or not. SQEP (nominated by the EO) are responsible for ensuring that personal equipment is fit for purpose. Novices must have their equipment checked for them by a SQEP. Personal Flotation Devices (PFDs) are to meet the CE approved standard and are to meet NGB guidelines in terms of the float test. Helmets, where appropriate, are also to meet the CE standard.

23. **Equipment Condition Assessments.** Personal safety equipment issued by RAFSA is to be routinely checked. RCs are to ensure their division's safety equipment maintenance records are retained for inspection and to support any Service or statutory post-incident investigation. Such records are to be made available when requested. Each Division is also to maintain a record of the routine maintenance, surveys and assessed condition of all major items of RAFSA equipment, which includes boats and their equipment, boards, installed safety equipment, running rigging and engines. RCs are to ensure they operate a suitable technical log to record such checks, annual maintenance and defects. These records are to be retained for a minimum of 2 years. RCs are also to ensure that they have robust systems in place to indicate the serviceability state of all RAFSA equipment.

## REVIEW AND CONTINUOUS IMPROVEMENT

24. **Occurrences.** RCs are to stipulate in divisional orders/SOPs procedures for reporting and recording occurrences such as near misses, collisions, groundings and damage to equipment even when no one is injured. These occurrence reports are invaluable to drive continuous improvement in RAFSA's undertakings and can prevent future accidents if managed openly, honestly and appropriately. Such occurrence reports are to be reviewed as part of the division's regular safety management process; records of occurrence reports and the follow up action **are to** be retained for at least 2 years.

25. **Review.** This SMP and safety policy, including those at divisional level, **are to** be reviewed annually. The RAFSA SMP review is to be recorded in the minutes of the appropriated RAFSA BoT meeting and timed to enable Cdre sign off by Feb of each year. RCs are to ensure that all risk assessments are reviewed annually.

26. **SMP Amendment Process.** Proposed amendments to the RAFSA SMP are to be forwarded to the Vice-Cdre by the end of Sep to enable their review at the annual BoT Safety focused meeting in Oct and to allow for incorporation prior to Cdre sign-off for the following year.

27. **Continuous Improvement.** At the end of each major RAFSA event, EOs will be expected to consider amendments to the SMP and report any potential improvements through their RC.

## **CONDUCTING RAFSA DYNAMIC RISK ASSESSMENTS**

### **Introduction**

1. **DRA.** Event Organizers (EO) should use this guidance to conduct DRAs. Those conducting generic and site-specific risk assessments should refer to Reference E, Lflt 14. A DRA should be completed each day of an event, prior to personnel being allowed on the water or separately where multi activity events take place. It is important the EO/skipper does not play down the risk factor; risk factors at Medium or above are unlikely to be Tolerable and will require further mitigation to reduce risk or failing that, postponement or cancellation. EOs should plan accordingly. For offshore sailing, the DRA must take into account the period of time expected to be at sea.
2. **Hazards and risks.**
  - a. A hazard is anything that may cause harm such as the sea, high winds, large waves, other water users, floating objects, underwater obstructions, road traffic collisions etc.
  - b. The risk is the chance that somebody could be harmed by a hazard, together with an indication of how serious the harm could be.
3. **Risk Mitigation.** Risk mitigation is the method or control measures put in place to reduce the chance of the harm occurring, for example a safety boat and trained crew to assist water users should they get into difficulty on the water. Implementation of the process of hazard identification, risk assessment and application of control measures completes the risk assessment. However, things change, often rapidly at sea, and all watersport participants must remain alive to this and continuously reassess the conditions and their environment.

### **DRA Methodology**

4. SMEs conducting DRA are to use the RAFSA Risk Assessment Proforma at Annex B. Four broad risk areas are to be assessed and scored: event organization; sea state/surf height; weather; and hazards. The Met Office Beaufort wind force scale is at Table 1, tabulated scoring taxonomies for each risk area are set out in Tables 2 to 5 and the RAFSA DRA Assessment Proforma is at Table 6.

### **RAFSA Divisional Risk Assessments**

5. **Windsurfing and Dinghy Sailing.** The following hazards **are to** be considered:
  - a. Swell-Forecast. The swell-forecast is to be used to identify suitable beaches for the range of windsurfing or dinghy activity being conducted.
  - b. Sea Conditions. Where relevant the following must be considered:
  - c. Wave and swell height and direction.
  - d. Wind direction and strength
  - e. Tide and rip currents.
  - f. Sea and air temperature.
  - g. Visibility.

6. **Offshore Sailing and Power Boating.** UK Maritime and Coast Guard Agency (MCA) regulations (MGN 538) sets out the requirements that apply to all vessels, irrespective of size. If you are involved in a boating accident and it is subsequently shown that you have not applied the basic principles outlined at Reference G, you may be breaking the law and could ultimately face prosecution. Reference I, SOLAS Regulation V/34 (Safe Navigation and Avoidance of Dangerous Situations), concerns prior-planning for your voyage, often referred to as passage planning. Passage planning is largely common sense, forms part of RYA training and **is the DRA for offshore activity**. The following should be take into account when passage planning:

- a. **Weather.** Before you go sailing, check the weather forecast and get regular updates if you are planning to be out for any length of time.
- b. **Tides.** Check the tidal predictions for your trip and ensure that they fit with what you are planning to do.
- c. **Limitations of the Vessel.** Consider whether your boat is up to the proposed trip and that you have sufficient safety equipment and stores with you.
- d. **Crew.** Take into account the experience and physical ability of your crew. Crew members suffering from cold, tiredness and seasickness won't be able to do their job properly and could even result in an overburdened skipper.
- e. **Navigational Dangers.** Ensure you are familiar with any navigational dangers you may encounter during your boating trip. This generally means checking an up to date chart and a current pilot book or almanac carried onboard.
- f. **Contingency Plan.** Always have a contingency plan in case something goes wrong. Before you go, consider places where you can take refuge should conditions deteriorate or if you suffer an incident or injury. Bear in mind that your GPS set is vulnerable and could fail at the most inconvenient time. This might be with a result of electrical systems, jamming, interference with the signals, or meteorological activity. It is sensible and good practice to make sure you are not over-reliant on your GPS set and that you have sufficient skills and information (charts, almanac and pilot book) to navigate yourself to safety without it should it fail.
- g. **Information Ashore.** Make sure that someone ashore knows your plans and knows what to do should they become concerned for your wellbeing. Skippers should consider use of the RYA SafeTrx scheme, which works of smart phones and has replaced the CG66 Form. The App aims to help the coastguard to help you quickly should you get into trouble while sailing; it could save lives if used!

## Risk Recording

7. RAFSA will employ two risk recording methods related to Divisional activity.
  - a. **Events Controlled From Ashore.** For events controlled from the shore completed risk assessment form should be displayed at the event focal point and a copy retained for a minimum of 2 years.
  - b. **Events Controlled from Afloat.** For events controlled from afloat, such as offshore sailing and power boating, DRAs form part of the mandated (MGN 538) Passage Planning and crew briefing process, which is to be recorded in the Ships Log and regularly updated. For passages outside Largs, Plymouth and Solent sailing areas stipulated in RAFSA(O) SOPs, the Risk Factor is to be recorded in the Ships Log for the planned passage. RCs are to stipulate in Orders/SOPs appropriate policy/procedures for the conduct of Passage Planning and Crew Briefing. Ships Logs are to be retained for a minimum of 2 years.

## BEAUFORT WIND FORCE SCALE

The Beaufort scale, which is used in Met Office marine forecasts, is an empirical measure for describing wind intensity based on observed sea conditions.

Specifications and equivalent speeds									
Beaufort wind scale	Mean Wind Speed		Limits of wind speed		Wind descriptive terms	Probable wave height	Probable maximum wave height	Seastate	Sea descriptive terms
	Knots	ms <sup>-1</sup>	Knots	ms <sup>-1</sup>					
0	0	0	<1	<1	Calm	-	-	0	Calm (glassy)
1	2	1	1-3	1-2	Light air	0.1	0.1	1	Calm (rippled)
2	5	3	4-6	2-3	Light breeze	0.2	0.3	2	Smooth (wavelets)
3	9	5	7-10	4-5	Gentle breeze	0.6	1.0	3	Slight
4	13	7	11-16	6-8	Moderate breeze	1.0	1.5	3-4	Slight – Moderate
5	19	10	17-21	9-11	Fresh breeze	2.0	2.5	4	Moderate
6	24	12	22-27	11-14	Strong breeze	3.0	4.0	5	Rough
7	30	15	28-33	14-17	Near gale	4.0	5.5	5-6	Rough-Very rough
8	37	19	34-40	17-21	Gale	5.5	7.5	6-7	Very rough – High
9	44	23	41-47	21-24	Strong gale*	7.0	10.0	7	High
10	52	27	48-55	25-28	Storm	9.0	12.5	8	Very High
11	60	31	56-63	29-32	Violent storm	11.5	16.0	8	Very High
12	-	-	64+	33+	Hurricane	14+	-	9	Phenomenal

Table 1 – Beaufort Wind Force Scale

\* Notes

1. Values refer to well-developed wind waves of the open sea.
2. Lag effect between the wind getting up and the sea increasing should be borne in mind.
3. Official term is strong gale, however, the Met Office uses the descriptive term severe gale
4. To convert knots to mph multiply by 1.15, for m/s multiply by 0.514.

EVENT ORGANISATION		
Points	Code	Description
4	Controlled	<p><b>Lake Competition.</b> All competitors remain within sight of event organizer.</p> <p><b>Lake Training.</b> All groups sailing on the lake under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups.</p> <p><b>Yachting by Day.</b> Conditions and boundaries well understood.</p> <p><b>Sailing tuition with an Instructor.</b> All groups sailing on the water under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups on that type of water.</p>
8	Difficult	<p><b>Yachting by night or where a high risk of fog exists or when crossing shipping lanes or when further than 25 miles offshore or Wind F6+.</b> Where safety cover can be put into place for Dinghy and Windsurfing and competitors will be made aware of conditions.</p>
12	Complex	<p><b>Windsurfing Wave-Sailing.</b> At a venue where safety cover is not possible other than Coastguard. Measures need to be put in place to ensure no one sails alone and that a buddy-buddy system is adopted. Strong leadership is required by event organizer to match conditions to ability and order people out if conditions are too hazardous.</p>
or16	Hazardous	<p><b>Not suitable for sailing.</b> Personnel must be removed from the water, or rescued if weather conditions change to hazardous.</p>

Table 2 – Event Organisation

SEA STATE – SURF HEIGHT		
Points	Code	Description
2	Low	<p>Environmental conditions that do not hinder the activity in any way. The environment should not be a concern to anyone either physically or psychologically. <b>Seastate: 4</b> <b>Surf.</b> Wave height guide of 1-3ft.</p>
4	Medium	<p>Environmental conditions that may impede activity progress in some way. Individuals may feel some psychological concern when learning new skills. <b>Seastate: 5</b> <b>Surf.</b> Wave height guide of 3-6ft.</p>
8	High	<p>Environmental conditions that may inhibit activity performances. Individuals are likely to demonstrate unease. Demanding conditions may lead to an increase in environmental dangers. Activity performance may be hindered by anxiety related problems. <b>Seastate: 6</b> <b>Surf.</b> Wave height guide of 6-16ft.</p>
16	Very High	<p>Environmental conditions that is likely to inhibit activity performance. Individuals are highly likely to demonstrate increased anxiety, related stress, apprehension or even fear. There may be a risk of objective dangers being uncontrollable. <b>Seastate: 7</b> <b>Surf.</b> Wave height guide of 16ft or above (above mast height when in a trough).</p>

Table 3 – Sea State/Surf Height

FORECAST WEATHER		
Points	Code	Description
2	Fine	Weather conditions that will not impede the activity
4	Changeable	Weather conditions such as decreased visibility, increased winds or changes in ambient temperature, which may affect activity.
8	Adverse	Weather conditions that are likely to affect activity, such as poor visibility, excessively high winds or extremes of temperature.
16	Extreme	Extremely poor weather conditions, which will certainly affect the activity and increase the risk of heat or cold related injuries. This category would normally be a combination of atrocious conditions and poor visibility severely limiting the chances of being rescued.

Table 4 – Forecast Weather

HAZARDS		
Points	Code	Description
1	Nil	<b>Sea.</b> Well understood areas with no significant hazards. <b>Surf.</b> A safe beach break that presents no real hazards.
4	Minor	<b>Sea.</b> Unpredictable topography/depth, proximity to shipping TSS. <b>Surf.</b> Rocks, shore dump and other water users.
8	Major	<b>Sea.</b> Significant risk of grounding or collision, fog. <b>Surf.</b> Rip tide affects, submerged reef/rocks or groynes.
12	Hazardous	<b>Sea/Surf.</b> The obstacle presents a 'risk to life and limb' that the Event Organiser/SI must carefully control. RAFSA event organisers are to adhere with the RYA competitions ruling that the competition <b>should not be undertaken.</b>

Table 5 – Hazards



**RAFSA DYNAMIC RISK ASSESSMENT PROFORMA**

<b>EVENT</b>				<b>EVENT ORGANISER</b>						
<b>COURSE</b>				<b>DATE</b>						
<b>DAILY ORGANISATION</b>			<b>WATER CONDITIONS:</b>				<b>NUMBER OF PARTICIPANTS</b>			
							<b>NOMINATED LEADERS/COACHES</b>			
<b>RAFSA EVENT DAILY RISK ASSESSMENT</b>								<b>RISK FACTOR</b>		
To be recorded daily and held on file by the Event Organizer (photos of the assessment can be filed on the RAFSA MOSS site).										
<b>Event Organisation<sup>7</sup></b>		<b>Sea State</b>		<b>Local Weather</b>		<b>Hazards</b>		<b>TOTAL SCORE</b>	<b>RISK GRADE</b>	
Controlled	4	Low	2	Good/fine	1	Nil	1	8-19	V LOW Event Organiser	V LOW Day Skipper
Difficult	8	Medium	4	Changeable	2	Minor	4	20-33	LOW Rear Cdre	LOW YM Coastal
Complex	12	High	8	Adverse	6	Major	8	34-42	MEDIUM AOC 22 Gp	MEDIUM AOC 22 Gp
Hazardous	16	Very High	16	Extreme	12	Hazardous	12	43 or above	HIGH AOC 22 Gp	HIGH AOC 22 Gp

**RISK FACTOR:** \_\_\_\_\_

**EVENT ORGANISER'S SIGNATURE:** \_\_\_\_\_

Table 6 - RAFSA DRA Assessment Proforma - 1

\_\_\_\_\_

**RAFSA Commodore Additional Comments \* - Any unexpected Risk Factor of 24 or above must have a comment by the RAFSA Chairman or SSM.** Include DTG of telephone call unless previous sanction to go above 24 and up to 37 has been provided previously.

Comments / Advice / Measures					
1.					
2.					
3.					
4.					
EVENT ORGANISER'S NAME*		EVENT ORGANISER'S SIGNATURE*		INSTRUCTOR'S SIGNATURE (If applicable and here additional measures agreed)	

The SSM can be contacted on 07826 214055  
 The Commodore can be contacted on 07739 413456

Table 6 - RAFSA DRA Assessment Proforma - 2

Directorate of RAF Sport Risk Assessment Form		AP3145 Lfit 14 Annex G dated Jul 19
RAF Sports Association: Sailing	Assessment Ref: RAFSA(D)/GENERIC RA/2016	Date: 1 Mar 20
Sporting Discipline: <b>Dinghy Sailing</b>	Assessment Type (Note 1) tick as appropriate	
	Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/> Record of Dynamic <input type="checkbox"/>
Activity/Process:  Sailing – single and multi-crew dinghies.	Who is at risk:	
	Association members: <input checked="" type="checkbox"/>	
	Contractors, support staff, civilian organisers: <input checked="" type="checkbox"/>	
	Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>	
Ref	Hazard (a physical state with the potential to cause harm)	Number of people at risk
1	Dinghy Launch, Recovery and Manual Handling	Up to 30
2	Capsize	Up to 30
3	Entrapment	Up to 30
4	Contact with Unclean Water	Up to 30
5	Use of Trapeze	Up to 30
6	Weather exposure	Up to 30
7	Moving Parts	Up to 30

## HAZARD RISK MATRIX

Likelihood		Severity (Note 2)				
		Negligible	Minor	Major	Critical	Catastrophic
Frequent (3+ per yr)		Low	Medium	High	Very High	Very High
Occasional (1-2 per yr)		Low	Low	Medium	High	Very High
Remote (1+ per 10yr)		Low	Low	Low	Medium	High
Improbable (<1 per 10yr)		Low	Low	Low	Low	Medium
Incredible (<1 per 25yr)		Low	Low	Low	Low	Low

Hazard Ref	RISK Associated with Hazard (How people may be harmed – type of injury or ill health) Cause – Effect – Consequence	Existing Control Measures (Note 3)	Risk Rating (Likelihood x Severity)	Additional Controls Required (Note 3)	Review frequency (Note 4)
1	Slips, trips and falls. Manual handling injury.	Site Specific RAs and Dynamic RAs and Briefs. Experience/Familiarity. NGB Qualifications (RYA Level 2 Standard Minimum).  Or Instructor Supervision	Occasional x Minor = LOW		Yearly
2	Cold Shock Water Ingestion Head Injury	Experience/Familiarity. Sailing specific clothing. Mandatory use of Buoyancy Aids. Powered Rescue/Umpire/Instructor Boats in Vicinity. Operating from small or shallow sailing area. NGB Qualifications (RYA Level 2 minimum).  Or Instructor Supervision (in line Trg SOP Ratios). And Supervised Capsize Drills Practiced. And Mast Head Buoyancy (at SI's Discretion).	Occasional x Minor = LOW		Yearly
3	Limb Injury Water Ingestion	Experience/Familiarity. Sailing Specific Clothing. Mandatory use of Buoyancy Aids. Powered Rescue/Umpire/Instructor Boats in Vicinity. NGB Qualifications (RYA Level 2 minimum).  Or Instructor Supervision (in line Trg SOP Ratios). And Supervised Capsize Drills Practiced. And Mast Head Buoyancy (at SI's Discretion).	Remote x Major = LOW		Yearly

4	Water Borne Diseases	Site Specific RAs and Dynamic RAs and Briefs. Experience/Familiarity. Showers on Site. Medical support on site or easily accessible to site	Occasional x Minor = LOW		Yearly
5	Impact Injury Increased Risk of Entrapment	Experience/Familiarity. Sailing Specific Clothing (Quick Release Harness). Mandatory use of Buoyancy Aids. NGB Qualifications (RYA Level 2 minimum).  Or Instructor Supervision (in line Trg SOP Ratios). And Supervised Capsize Drills Practiced. And Mandatory Mast Head Buoyancy.	Remote x Major = LOW		Yearly
6	Sunburn Dehydration Fatigue Cold Shock	Experience/Familiarity. Site Specific RAs and Dynamic RAs and Briefs Sailing Specific Clothing. Operating from small sailing area (enabling rapid recovery to shore)  Or Instructor Supervision	Occasional x Minor = LOW		Yearly
7	Impact Head Injury Finger/Limb Crushing Injury	Experience/Familiarity. NGB Qualifications (RYA Level 2 minimum)  Or Instructor Supervision (in line Trg SOP Ratios). And Dry Practice Drills. And Mandatory Use of Helmets for Minors (U18s) And Use of Helmets (at SI's discretion) for Adults.	Occasional x Minor = LOW		Yearly

<b>Assessor</b>		<b>Association Chairman (Note 5)</b>		<b>Overall Activity/Process Risk Rating</b>	
<b>Name:</b>	<b>B Greet</b>	<b>Name:</b>	<b>J E Dodwell</b>		
<b>Signature:</b>	<i>electronically signed</i>	<b>Signature:</b>	<i>electronically signed</i>	<b>LOW</b>	
<b>Association Chairman Assessment Review (Note 4 and 5)</b>			<b>Acceptance of Medium/High risks by Head of RAF Sport (Note 6)</b>		
<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	

**Notes:**

1 If using a 'Generic' risk assessment, Assessors and Association Chairmen are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.

2 The Hazard Risk Matrix is designed to aid assessment of the hazards on a like-for-like basis and enable determination of the appropriate levels of risk ownership. Likelihood is detailed in the table. Severity is an assessment of the worst credible consequence of an event occurring as defined below:

- a. **Catastrophic.** Three or more MOD fatalities or one public fatality.
- b. **Critical.** Up to two MOD fatalities or multiple RIDDOR specified.
- c. **Major.** One RIDDOR specified or multiple reportable<sup>8</sup> injuries.
- d. **Minor.** Reportable injuries to any person.
- e. **Negligible.** N/A.

**Risk Reduction.** In managing risks, AOC 22 (Trg) Gp places greater emphasis on understanding and mitigation of a risk rather than accurately placing it on the HRM table. He also judges addressing the severity of an impact as more important than reducing its likelihood.

**Very High = Intolerable.** Activity is **not** be undertaken.

3 Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.

4 Risk Assessments are to be reviewed:

- a. At a frequency proportional to the risk (e.g. high – 3 monthly; medium risk – 6 monthly; low risk – annually).

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<sup>8</sup> Reportable = medical attention required and an accident/incident form (e.g. F7454) completed.

- b. Where required by local instructions/procedures.
- c. If the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work.
- d. If there is reason to doubt the effectiveness of the assessment.
- e. Following an accident or near miss.
- f. Following significant changes to the task, process, procedure, personnel or line management.
- g. Following the introduction of more vulnerable personnel.
- h. If a "Generic" assessment then prior to use.

5. As the Responsible Person for the Association, Chairmen are responsible for the production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
6. Risks need to be owned at the most appropriate but lowest level. For sport, the Head of RAF Sport (AOC 22 (Trg) Gp) has directed that Responsible Persons can own Low risk and he will own Medium and High risks. Very High risk is Intolerable, so any related activity should not be started until the risk has been adequately reduced.

<b>Very High</b>	Intolerable.
<b>High</b>	Improve control measures; consider stopping the activity. Owned by ODH.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of carrying out the activity. Owned by ODH
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

RAFSA Generic Risk Assessment – Offshore Division		AP3415 Lflt 14 Annex G dated Jul 19
RAF Sports Association: RAF Sailing		Assessment Ref: SSM/Offshore/01
		Date: 25 Feb 20
Sporting Discipline: <b>Offshore Sailing</b>		Assessment Type (Note 1) tick as appropriate
		Specific <input type="checkbox"/> Generic <input checked="" type="checkbox"/> Record of Dynamic <input type="checkbox"/>
Activity/Process:  Sailing – Multi crew Offshore yachts.		Who is at risk:
		Association members: <input checked="" type="checkbox"/>
		Contractors, support staff, civilian organisers: <input checked="" type="checkbox"/>
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>
Ref	Hazard (a physical state with the potential to cause harm)	Number of people at risk
1	Drowning	Up to 29
2	Sun Burn	Up to 29
3	Slippery walkways and jetties	Up to 29
4	Fall from height (mast)	Up to 29
5	Fire in galley or engine compartment	Up to 29
6	Injury to fingers/limbs	Up to 29
7	Dynamic movement of equipment - Head injury caused by boom	Up to 29
8	Entrapment in winches, operating lines under tension	Up to 29
9	Explosion	Up to 29
10	Large and Breaking waves	Up to 29
11	Man Overboard	Up to 29
12	Extreme cold	Up to 29



13	Loss of body fluid	
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**HAZARD RISK MATRIX**

Likelihood	Severity (Note 2)				
	Negligible	Minor	Major	Critical	Catastrophic
<b>Frequent</b> (3+ per yr)	Low	Medium	High	Very High	Very High
<b>Occasional</b> (1-2 per yr)	Low	Low	Medium	High	Very High
<b>Remote</b> (1+ per 10yr)	Low	Low	Low	Medium	High
<b>Improbable</b> (<1 per 10yr)	Low	Low	Low	Low	Medium
<b>Incredible</b> (<1 per 25yr)	Low	Low	Low	Low	Low

Hazard Ref	RISK Associated with Hazard (How people may be harmed - type of injury or ill health) Cause - Effect - Consequence	Existing Control Measures (Note 3)	Risk Rating (Likelihood x Severity)	Additional Controls Required (Note 3)	Review frequency (Note 4)
1	Risk of drowning	Follow SOP direction on the mandatory wearing of auto-inflate lifejackets, and safety harnesses. Further mitigation: crews trained in Man Over Board recovery; safety equipment carried on board to aid flotation/recovery.	Improbable x Critical = Low		Yearly
2	Risk of Sunburn	SOPs and crew briefing on regular application of Sun cream.	Occasional x Minor = Low		Yearly
3	Injury through slips, trips and falls	All crew/students trained and briefed on hazards when operating on pontoons/jetties. Appropriate footwear to be worn at all times. Do not run or jump on to pontoons. Look out for cables, hoses and equipment.	Occasional x Minor = Low		Yearly
4	Risk of falling from height	Follow Offshore SOP guidance for ascending the mast.	Improbable x Critical = Low		Yearly
5	Risk of fire/burns	Mandatory SOP crew brief to cover fire safety precautions, escape options and fire fighting procedures. Extinguishers available. Mandatory SOP Safety procedures for use of galley.	Remote x Major = Low		Yearly
6	Fingers or limbs trapped in winches.	Crews trained; mandatory safety brief iaw SOPs on the safe use of winches and lines.	Remote x Major = Low		Yearly
7	Boom hits head	Inclusion in mandatory SOP Safety Brief including use of preventer. Covered as part of RYA Training Courses for skippers.	Remote x Major = Low		Yearly

8	Friction Burns/Crush injuries	Inclusion in SOP mandatory Safety Brief.	Remote x Major = Low		Yearly		
9	Gas/fuel Explosion	Mandatory SOP safety brief on gas safety, safe gas appliance operation and alarms. SOP direction on safe storage of fuel onboard.	Improbable x Critical = Low		Yearly		
10	Capsize	Yacht design and configuration is MCA compliant. Copy of RYA Stability and Buoyancy Booklet G23/00 aboard each yacht.	Incredible x critical = Low		Yearly		
11	Lost at Sea	Mandatory SOP safety briefing on MOB procedures. MOB recovery training to be undertaken asap after departure. Wearing of harnesses matched to conditions as directed by the skipper.	Incredible x critical = Low	Raised to improbable for yacht racing due to manoeuvre = Low	Yearly		
12	Hypothermia	Mandatory SOP safety briefing. Copy of RYA Sea Survival Practical Course Notes (SSPCN) aboard each yacht.	Remote x Major = Low		Yearly		
13	Dehydration	Mandatory SOP safety brief covers risk. And requirement for skipper to monitor crew.	Occasional x Minor = Low		Yearly		
<b>Assessor</b>		<b>Association Chairman (Note 5)</b>			<b>Overall Activity/Process Risk Rating</b>		
<b>Name:</b>	Gill Burgess	<b>Name:</b>	Gill Burgess				
<b>Signature:</b>	<i>electronically signed</i>	<b>Signature:</b>	<i>electronically signed</i>	<b>LOW</b>			
<b>Association Chairman Assessment Review (Note 4 and 5)</b>				<b>Acceptance of Medium/High risks by Head of RAF Sport (Note 6)</b>			
<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	

**Notes:**

- 1 If using a 'Generic' risk assessment, Assessors and Association Chairmen are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. The Hazard Risk Matrix is designed to aid assessment of the hazards on a like-for-like basis and enable determination of the appropriate levels of risk ownership. Likelihood is detailed in the table. Severity is an assessment of the worst credible consequence of an event occurring as defined below:
  - a. **Catastrophic.** Three or more MOD fatalities or one public fatality.
  - b. **Critical.** Up to two MOD fatalities or multiple RIDDOR specified.

- c. **Major.** One RIDDOR specified or multiple reportable<sup>9</sup> injuries.
- d. **Minor.** Reportable injuries to any person.
- e. **Negligible.** N/A.

**Risk Reduction.** In managing risks, AOC 22 (Trg) Gp places greater emphasis on understanding and mitigation of a risk rather than accurately placing it on the HRM table. He also judges addressing the severity of an impact as more important than reducing its likelihood.

**Very High = Intolerable.** Activity is **not** be undertaken.

3. Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
  - a. Risk Assessments are to be reviewed at a frequency proportional to the risk (e.g. high 3 monthly; medium 6 monthly; low annually).
  - b. Where required by local instructions/procedures.
  - c. If the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work.
  - d. If there is reason to doubt the effectiveness of the assessment.
  - e. Following an accident or near miss.
  - f. Following significant changes to the task, process, procedure, personnel or line management.
  - g. Following the introduction of more vulnerable personnel.
  - h. If a "Generic" assessment then prior to use.
4. As the Responsible Person for the Association, Chairmen are responsible for the production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
5. Risks need to be owned at the most appropriate but lowest level. For sport, the Head of RAF Sport (AOC 22 (Trg) Gp) has directed that Responsible Persons can own Low risk and he will own Medium and High risks. Very High risk is Intolerable, so any related activity should not be started until the risk has been adequately reduced.

<b>Very High</b>	Intolerable.
<b>High</b>	Improve control measures; consider stopping the activity. Owned by ODH.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of carrying out the activity. Owned by ODH
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

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<sup>9</sup> Reportable = medical attention required and an accident/incident form (e.g. F7454) completed.

Generic RAFSA Windsurfing Risk Assessment Form		AP3415 Lflt 14 Annex G dated Jul 19
RAF Sports Association: RAF Sailing		Assessment Ref: SSM/Windsurfing/01
		Date: 25 Feb 20
Sporting Discipline: <b>Windsurfing</b>		Assessment Type (Note 1) tick as appropriate
		Specific <input type="checkbox"/> Generic <input checked="" type="checkbox"/> Record of Dynamic <input type="checkbox"/>
Activity/Process:  Sailing - Personal watercraft.		Who is at risk:
		Association members: <input checked="" type="checkbox"/>
		Contractors, support staff, civilian organisers: <input checked="" type="checkbox"/>
		Visitors, vulnerable groups, public, etc. : <input type="checkbox"/>
Ref	Hazard (a physical state with the potential to cause harm)	Number of people at risk
1	Falling in water and being hit by the rig	Up to 100
2	Injury as a result of collision or other accident.	Up to 100
3	Gear failure and damage to windsurfing board.	Up to 100
4	Collision between sailors.	Up to 100
5	Falling in and being separated from the equipment	Up to 100
6	Medical conditions.	Up to 100
7	Collision between sailors and other vessels.	Up to 100
8	Sailor incompetence.	Up to 100
9	Deterioration of weather or sea conditions.	Up to 100
10	Tide, strong current, wind and over tide conditions.	Up to 100
11	Communications lost due to distance, interference or equipment failure.	Up to 100
12	Safety boat problems, crew unwell, breakdown etc.	Up to 100

## HAZARD RISK MATRIX

HAZARD RISK MATRIX							
Likelihood		Severity (Note 2)					
		Negligible	Minor	Major	Critical	Catastrophic	
Frequent (3+ per yr)		Low	Medium	High	Very High	Very High	
Occasional (1-2 per yr)		Low	Low	Medium	High	Very High	
Remote (1+ per 10yr)		Low	Low	Low	Medium	High	
Improbable (<1 per 10yr)		Low	Low	Low	Low	Medium	
Incredible (<1 per 25yr)		Low	Low	Low	Low	Low	
Hazard Ref	RISK Associated with Hazard (How people may be harmed - type of injury or ill health) Cause - Effect - Consequence	Existing Control Measures (Note 3)			Risk Rating (Likelihood x Severity)	Additional Controls Required (Note 3)	Review frequency (Note 4)
1	Persons in water at risk of drowning or hypothermia.	Wetsuits and Buoyancy aids worn at all times. Safety boat will attend quickly. Crews recovered to safety. Safety boats carry thermal blankets for hypothermia cases. All event participants have completed RAF Swim Test.			Remote x Major = Low		Yearly
2	Cuts, sprains, bruising, breaks, blows to head, rope burns	Tactical positioning of safety boats at high risk parts of course. Safety boats vigilant and attend all incidents. First aid carried. Some trained with CPR capability. Injured sailors returned to jetty. Event organizer to call emergency services if necessary.			Remote x Major = Low		Yearly
3	Disablement, or failure of equipment. Inability to return to shore	Safety boats vigilant and attend all incidents. Damaged board and rig towed ashore and sailor taken on board. All participants trained on Self-Rescue techniques and means of raising the alarm.			Occasional x Minor = Low		Yearly
4, 7	Injury, separation from equipment. Damage to board and rig.	All participants trained on Self-Rescue techniques and means of raising the alarm. Congestion minimized by sailors being mindful of other sailors on the water Special care when towing.			Occasional x Minor = Low		Yearly
5	Potentially leading to drowning.	Safety boat crews wear wet suits and ready to enter water to assist sailors. Wire cutters and knife carried. Tactical positioning of safety boats and ratios minimizes time to attend. Safety boat drivers suitably qualified and briefed to attend all incidents quickly. Radio Comms			Remote x Major = Low		Yearly

		maintained between Safety Team and Event [shore-based] Command Post.					
6	Fatigue, dehydration, hypothermia, other condition.	Safety boats vigilant and attend all incidents. Event management takes account of time on water in prevailing weather.	Remote x Major = Low		Yearly		
8	Need greater attention from safety boats. Potential to cause accidents.	Vigilance by safety boats, encourage sailors to return to the beach if in difficulty.	Remote x Major = Low		Yearly		
9,10	Safety boats may not be able to support all sailors in difficulty. Many in the water.	For all weathers, close watch on weather forecasts and developing conditions. Event Management to call all sailors off the water to enable focus on individuals in trouble Call coastguard if safety boats become overloaded.	Remote x Major = Low		Yearly		
11	Loss of control of event and safety on the water.	All teams briefed on this risk assessment and control measures, and to follow them independently until comms re-established. Mobile phone contacts as a back-up.	Remote x Major = Low		Yearly		
12	Safety boat needs assistance and draws resources. Unable to return or function.	Appropriate number of Safety Pers available for the prevailing conditions and number of participants. Problem reported to Event Management. Extra safety boat in case crew need to be landed.	Improbable x Minor = Low		Yearly		
<b>Assessor</b>		<b>Association Chairman (Note 5)</b>			<b>Overall Activity/Process Risk Rating</b>		
<b>Name:</b>	<b>Craig Hamilton</b>	<b>Name:</b>	<b>Simon Kent</b>				
<b>Signature:</b>	<i>electronically signed</i>	<b>Signature:</b>	<i>electronically signed</i>				
<b>Association Chairman Assessment Review (Note 4 and 5)</b>				<b>Acceptance of Medium/High risks by Head of RAF Sport (Note 6)</b>			
<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	

**Notes:**

1. If using a 'Generic' risk assessment, Assessors and Association Chairmen are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. The Hazard Risk Matrix is designed to aid assessment of the hazards on a like-for-like basis and enable determination of the appropriate levels of risk ownership. Likelihood is detailed in the table. Severity is an assessment of the worst credible consequence of an event occurring as defined below:
  - a. **Catastrophic.** Three or more MOD fatalities or one public fatality.

- b. **Critical.** Up to two MOD fatalities or multiple RIDDOR specified.
- c. **Major.** One RIDDOR specified or multiple reportable<sup>10</sup> injuries.
- d. **Minor.** Reportable injuries to any person.
- e. **Negligible.** N/A.

**Risk Reduction.** In managing risks, AOC 22 (Trg) Gp places greater emphasis on understanding and mitigation of a risk rather than accurately placing it on the HRM table. He also judges addressing the severity of an impact as more important than reducing its likelihood.

**Very High = Intolerable.** Activity is **not** be undertaken.

- 3. Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
- 4. Risk Assessments are to be reviewed:
  - a. At a frequency proportional to the risk (e.g. high 3 monthly; medium 6 monthly; low annually).
  - b. Where required by local instructions/procedures.
  - c. If the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work.
  - d. If there is reason to doubt the effectiveness of the assessment.
  - e. Following an accident or near miss.
  - f. Following significant changes to the task, process, procedure, personnel or line management.
  - g. Following the introduction of more vulnerable personnel.
  - h. If a “Generic” assessment then prior to use.
- 5. As the Responsible Person for the Association, Chairmen are responsible for the production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 6. Risks need to be owned at the most appropriate but lowest level. For sport, the Head of RAF Sport (AOC 22 (Trg) Gp) has directed that Responsible Persons can own Low risk and he will own Medium and High risks. Very High risk is Intolerable, so any related activity should not be started until the risk has been adequately reduced.

<b>Very High</b>	Intolerable.
<b>High</b>	Improve control measures; consider stopping the activity. Owned by ODH.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of carrying out the activity. Owned by ODH
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

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<sup>10</sup> Reportable = medical attention required and an accident/incident form (e.g. F7454) completed.

Generic RAFSA Safety Division Risk Assessment Form		AP3415 Form AP3145 Annex E dated Jul 19
RAF Sports Association: RAF Sailing	Assessment Ref: SSM/Safety/01	Date: 1 Mar 20
Sporting Discipline: <b>Safety Division</b>	Assessment Type (Note 1) tick as appropriate	
	Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/> Record of Dynamic <input type="checkbox"/>
Activity/Process: Provide Support and Safety Capacity for waterborne events using powered craft.	Who is at risk: Association members: <input checked="" type="checkbox"/> Contractors, support staff, civilian organisers: <input checked="" type="checkbox"/> Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>	
Ref	Hazard (a physical state with the potential to cause harm)	Number of people at risk
1	Powerboat Operation	Up to 100
2	Launch / Recovery of Safety Boats	Up to 100
3	Towing RHIBS to/from events.	Up to 100
4	Safety Boat Specific- Enter Water to conduct recovery of a person.	Up to 100
5	Recovering a disabled vessel	Up to 100
6	Mechanical Failure	Up to 100
7	Collision between vessels.	Up to 100
8	Slippery Walkways and Jetties	Up to 100
9	Weather or Sea conditions.	Up to 100
10	Manual Handling	Up to 100
11	Flammable Liquids (Fuel/ Oil)	Up to 100
12	Unexpected Extended Periods at Sea	Up to 100



## HAZARD RISK MATRIX

HAZARD RISK MATRIX						
Likelihood (Note 2)		Severity (Note 2)				
		Negligible	Minor	Major	Critical	Catastrophic
Frequent (3+ per yr)		Low	Medium	High	Very High	Very High
Occasional (1-2 per yr)		Low	Low	Medium	High	Very High
Remote (1+ per 10yr)		Low	Low	Low	Medium	High
Improbable (<1 per 10yr)		Low	Low	Low	Low	Medium
Incredible (<1 per 25yr)		Low	Low	Low	Low	Low
Hazard Ref	RISK Associated with Hazard (How people may be harmed - type of injury or ill health) Cause - Effect - Consequence	Existing Control Measures (Note 3)		Risk Rating (Likelihood x Severity)	Additional Controls Required (Note 3)	Review frequency (Note 4)
1	<p>Loss of Control / Runaway Boat. Injury through poor boat handling at speed or violent manoeuvre. Injury when coming alongside. Collision at Sea or running aground. Drowning from Man Overboard. Fall Overboard whilst leaning to recover casualty or mooring.</p> <p>Capsize Applicable to all Coxwains, Crew and passengers.</p>	<p>Kill Cord to be worn by Helm at all times when engine is running. (MANDATORY) Coxwains to be trained to RYA Level 2 Powerboat Standard as a minimum. Full crew briefing prior to event commencement of evolution Situational briefs for coming alongside or picking up buoys. Speed to be rigorously monitored. Robust communication of all anticipated manoeuvres MOB evolutions to be practiced on a regular basis. Lifejackets or Bouyancy aids appropriate to task are worn at all times . Coxwain and crew to maintain situational awareness and note depth regularly. Boat familiarization Full weather check prior to launch. Emergency planning procedures in place. Go/No go situation discussed. Secondary means of navigation is known.</p>		Remote x Major = Low	None	Yearly

2	<p>Slip , Trip fall due to condition of slipway. Impact injury / Crush from manoeuvring of Trailers. Crush / Entrapment between boat and trailer during launch/recovery phases. Physical injury from 'Runaway' winch handle or failure of winch strop. Applicable to all Coxwains, crew, passengers and bystanders.</p>	<p>Slipway to be inspected for suitability prior to launch/ recovery operations. Briefing and allocation of duties before commencing operation. Banksman to marshall vehicle on slipway. Control of personnel entering area. Exclude Personnel from area directly behind and alongside trailer combination when manoeuvring. Pre Use inspection of Winch for condition. Ensure secondary means of control to prevent runaway load. (Two friction turns of painter on trailer hardpoint).</p>	Remote x Major = Low	No	Yearly
3	<p>Mechanical failure of Trailer or load restraint causes accident whilst in motion. Applicable to tow driver, other road users and bystanders</p>	<p>Trailers Serviced Bi-Annually by authorised Trailer Specialist Load restraints to be physically checked for serviceability before use.</p>	Remote x Major = Low,	No	Yearly
4	<p>Risk of Drowning Injury caused from unknown depth. Impact / Crush by boat whilst in the water. Entrapment from line, ropes, sheets and sails. Injury from hitting submerged objects. Laceration from engine propellor. Ingestion of contaminated water. (Weils Disease) Applicable to person entering the water.</p>	<p>Wearing of bouyancy aids or lifejackets appropriate to conditions/task mandatory. Assess depth prior to entering the water. Full communication to crew, casualties in the water and other nearby vessels that someone is entering the water. Assess where entrapment risks are before entering the water. Cox to ensure that the boat propellor is never in a position where the casualty or crew in the water could be injured. Decision to put crew into the water should be considered as a <b>last resort</b>, after other rescue method attempts have failed.</p>	Remote x Major +Low		Yearly
5	<p>Rope burn from fast moving rope. Hit by parts of casualty vessel when conducting along side tow. Injury from running aground when recovering casualty vessel to shore. Applicable to Cox and Crew.</p>	<p>Gloves to be worn when assisting a casualty vessel. Firm situational awareness of moving parts of casualty vessel. Ensure minimum depth is not exceeded.</p>	Occasional x Minor =Low		Yearly

		Brief of recovery is communicated to all crew prior to start of activity.			
6	Engine breakdown, Electrical Fault, Loss of Steering renders boat helpless. Applicable to Coxwains and Crew	Boat Familiarisation including location of fusebox and emergency equipment Annual Servicing of outboard engines and steering by qualified persons. Pre use inspection and test of boat and controls as taught through RYA Powerboat course. Training and awareness of communications procedures for requesting assistance.	Remote x Minor = Low		Yearly
7	Sinking, Injury, Man overboard.	International Rules for Prevention of Collisions at Sea – IRPCS as part of Level 2 Powerboat Training .	Remote x Major = Low		Yearly
8	Slip, Trip, Fall	To be covered in initial brief : No running on pontoons or near waters edge. Appropriate footwear to be worn. Bouyancy Aid/ Lifejacket appropriate to task to be worn at all times when on pontoons.	Occasional x Minor = Low		Yearly
9	Dehydration Heat Exhaustion Hypothermia Windburn Sea Sickness Applicable to all personnel onboard	Weather brief prior to going afloat. Drinking water and provisions adequate for period of duty. Ensure clothing and protection appropriate to conditions is available and carried. (eg Sunglasses, Sunscreen Hat , Warm clothing, Waterproofs)	Occasional x Minor = Low		Yearly
10	Injury from incorrect Manual Handling Procedures. Applicable to all Cowxains, Crew and Passengers	Manual handling awareness training provided as MOD core competence. All personnel must understand and remain within their own limits	Occasional x Minor =Low		Yearly
11	Fire Spillage creating Slippery Deck Fuel contamination from ingress of water. Applicable to Coxwains and crew engaged in refueling operations .	Engine to be switched off and no naked flames on board Vessel to be as stable as possible , either alongside or at anchor Maintain good refueling practices	Remote x Major = Low		Yearly

		Only commence operation if practical and safe to do so.			
12	Run out of fuel Run out of provisions Extended period takes Coxwain and crew outside of current skill capacity. Applicable to Coxwain & Crew	Ensure Coxwain and crew can cater for unexpected extended periods, eg ensure sufficient fuel for duty plus contingency. Additional provisions and clothing If the extended period goes beyond Cox /Crew skill capacity this should be reported to the Event Safety Officer and the Safety boat should return to safe haven as soon as it is safe and practical to do so.	Improbable x Minor= Low		Yearly
<b>Assessor</b>		<b>Association Chairman (Note 5)</b>		<b>Overall Activity/Process Risk Rating</b>	
<b>Name:</b>	Duncan Cooper	<b>Name:</b>	Duncan Cooper		
<b>Signature:</b>	<i>signed electronically</i>	<b>Signature:</b>	<i>signed electronically</i>	<b>LOW</b>	
<b>Association Chairman Assessment Review (Note 4 and 5)</b>			<b>Acceptance of Medium/High risks by Head of RAF Sport (Note 6)</b>		
<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	

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**RAFSA EVENT PARTICIPANT – SWIMMING, PHYSICAL FITNESS AND MEDICAL  
DECLARATION**

Reference:

1. JSP 419 (Part 1 Para 32).

**Part 1**

1. I confirm that I have passed the RAF **Swimming** Test (RAFST) and can currently swim 100m on my front and exit the swimming pool unaided, not using the steps.

**Part 2**

2. Personnel who are non-swimmers or untested must consent prior to participating in water based activities. Non-swimmers are defined as those not able to meet the standards of the RAFST or those who are untested.
3. I give my consent to take part in water-based activities.
4. I understand that I may withdraw from any of the activities at any time by consulting with the training staff.

**Part 3**

5. I confirm that I am a **Non-Swimmer** and that I do or do not<sup>\*(delete as appropriate)</sup> wish to take part in any water-based activities.
6. Please fill in your details and sign in the relevant box overleaf to agree with one of the three options above.

**Part 4**

7. I confirm that:
  - I *have / do not have*<sup>\*(delete as appropriate)</sup> any **medical conditions** that precludes me from sailing/windsurfing.
  - I am in date on my RAF fitness test or am not required to do so through medical exemption or by virtue of my status (e.g civillioan/civil servant).
  - I am **physically fit** to undertake arduous water sports.
  - I have informed the event organizer (including insytructor, coach or skipper) of any **medical condition or medication** I am currently taking, in medical confidence, to aid any post injury safety/medical intervention.

Name:.....Signed:.....Date:.....

**RAFSA EVENT PARTICIPANT SWIMMING, PHYSICAL FITNESS AND MEDICAL DECLARATION RECORD**

Date:.....Event Name:.....Location:.....

Rank	Name	Ser No	DOB	Station	Branch/Trade	Sign Relevant Part Below			
						Part 1	Part 2	Part 3	Part 4

## RAF SPORT ACCIDENT/INCIDENT MANAGEMENT ORDERS

(to be incorporated and adapted into all instruction or order for authorised activities)

1. **Introduction.** An **accident** is an unintended event resulting in harm or damage. An **incident** is defined as an unintended event not resulting in harm or damage, ie a near miss. Event organizers are to ensure adequate accident/incident management procedures and facilities are in place. In the event of any accident/incident during sporting activities the Event Organizer is to ensure that the casualty's medical welfare and the safety of the remainder of the group are paramount. The decision to alert the emergency services rests with the event organizer or Safety Manager, when appointed, and separate to the event organizer, who is the defacto Safety Manager. Activity incidents for RAF Sport are classified either as major or minor Incidents.

2. **Reporting, Managing and Resolving Security Incidents.** Leaflet 15 within JSP440 states that on the detection of ANY security incident, the following quick guide may be used:

- a. **Quick Guide.** Identify the incident type and if appropriate, contact the emergency services. If the incident requires immediate upward reporting, do so initially by telephone and follow-up with an email. At the earliest opportunity, raise an eMSF which will notify the WARP, who will raise the appropriate notification to the Joint Security Co-ordination Centre (JSyCC). Security incidents are to be reported without unnecessary delay to the TLB WARP to help resolve incidents quickly with the minimum disruption to Defence.

AIR MIL: 95221 7178

Civ: 01494 497178

07786674440

Air-RAF WARP (MULTIUSER)

3. **Fatality/Serious Injury.** In the event of a fatality or serious injury because of Defence activity, the immediate action is the notification of the emergency services. The DG DSA requires notification as soon as possible of all potentially safety-related accidents and serious incidents which result in the death or serious injury of a Service person or a civilian where it is related to MOD employment, activity or estate. Full details are contained in:

<http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINssafety/2018/2018DIN06-011.pdf>

4. **Minor incidents.** The casualty may be treated at hospital but does not require overnight hospitalisation.

- a. Minor Injury-Small cuts requiring a few stitches are classed as a minor injury.
- b. Illness.

5. **Major Incidents.** Major incidents include the following:

- a. Injuries requiring major hospital treatment, surgery or being detained in hospital overnight.
- b. Rescues requiring outside assistance (i.e. emergency services).
- c. Fatal accidents.

## MINOR INCIDENTS - EVENT ORGANIZER OR SAFETY MANAGER ORDERS



6. Incidents involving minor injuries should, for most cases, be able to be dealt with on site by a suitably qualified individual.

a. **Minor Injuries.** Minor injuries are classed as small cuts, abrasions, sprains etc. These are treatable at the scene by qualified first aider or with basic treatment at a local health centre.

**Actions:** Apply necessary first aid. Remove from activity if necessary. On return to unit fill in Accident Report Form (F7454), copy to relevant Rear Cdre and Rear Cdre Safety. **Arrange for any further medical treatment at a local health centre.**

b. **Illness.** Any illness that may influence an individual's capability to undertake the activity.

**Actions:** Remove the person from the activity. Give first aid and isolate if necessary. Arrange for casualty to see a doctor at a local health centre. On return to unit fill in the Accident Report Form (F7454) and copy to the relevant Rear Cdre and Rear Cdre Safety.

7. The following actions should be taken by the Safety Manager/Event Organizer following Minor Incidents:

a. **Minor Injuries.** Ensure that the Event Organizer has correctly completed and distributed the relevant paperwork (F7454). Countersign accident report form. Investigate circumstances and if necessary implement changes to working practices.

b. **Illness.** Ensure that casualty is seen by doctor if necessary. Check and countersign Accident Report Form paperwork(F7454) ensuring the correct distribution. Investigate illness and take action on any findings with regards to source of illness, or effects upon the running of Sport activity. Consider how the individual is transported to home unit and inform parent Unit if RTU action is necessary.

## **MAJOR INCIDENTS - EVENT ORGANIZER OR SAFETY MANAGER ORDERS**

8. Event Organizers may experience severe strain when faced with a major incident. Clear thinking, control of the group, good decision-making and communications are to dealing effectively with the situation. Never be afraid to call upon the assistance of the emergency services. An Incident Log should be started. The Event Organizer is not to make any comments on the incident to members of the Press; you should refer them to the Chairman RAF Sailing Association. The following are types of major incidents:

a. **Injuries requiring hospital treatment.** Examples of injuries that require specialist medical procedures, include severe bleeding, broken bones etc.

**Actions:** Administer immediate first aid and if possible, without risk of further injury to casualty, transport the casualty to further medical aid, and, if necessary, call for assistance for the evacuation of the casualty. Ensure that the rest of the group is safe. Consider obtaining photographic evidence. Inform the RAF Sport Chairman/Dep/OIC of the incident as soon as possible and provide brief details. On return to your Unit you are to brief the Chairman and/or Deputy on the incident and any action taken.

Following this you are to fill out an Accident Report Form (F7454) within 24 hrs, and provide the Chairman/Cdre with a written report that includes any photographic evidence and witness statements.

b. **Fatal accidents.** Fatal accidents are those that have caused apparent death.

**Actions:** Only a qualified doctor can certify death. Therefore, every effort should be made to sustain life, until specialist medical advice is obtained. Render immediate first aid, call for immediate assistance and look after the welfare of the other members of your group. Circumstances are likely to be traumatic for personnel. If practicable, leave evidence in situ for Coroners Court/Board of Inquiry purposes. Consider obtaining photographic evidence. Inform the RAF Sport Chairman and/or Deputy on the incident and any action taken as soon as possible. Following this you are to fill out an Accident Report Form (F7454) within 24 hrs, and provide the Chairman/Cdre with a written report that includes any photographic evidence and witness statements.

c. **Involvement of outside emergency services.** Where a call has been made for outside assistance with an incident.

**Actions:** Call out emergency services. Make sure you give precise details of location, type of incident, nature of injuries, time of accident and severity of call out. Inform the RAF Sailing Association Cdre or VC as soon as possible. On return to your unit you are to brief the Cdre and/or VC on the incident and any action taken. Following this you are to fill out an Accident Report Form (F7454) within 24 hrs and provide the Chairman/Cdre with a written report that includes any photographic evidence and witness statements.

#### **MAJOR INCIDENTS – EVENT ORGANIZER OR SAFETY MANAGER ORDERS**

9. For a major incident the priority is to contact JCCC 0044 1452 519951 or 95471 Ext 7325 using the pro-word NOTICAS. The NOTICAS form (JSP751 Chapter 2 Section 4) should be completed beforehand and faxed to JCCC on 0044 1452 510807 or 95471 Ext 7363. JCCC will also provide advice regarding the NOTICAS and contact the relevant agencies. The Chairman is to also inform the casualties OC PMS/PSF or SDO, as appropriate, via MGR - Parent Unit.

10. The Cdre is to deal with all communication requests involving the Press. A holding statement should be agreed with Media and Comms HQ Air Cmd prior to any engagement with the press.

11. All paperwork concerned with the incident (Daily Risk Assessments, Nominal Rolls, and Weather) is to be impounded immediately. Depending on the nature of the incident the Head of Sport (AOC 22 GP) may call for an Inquiry to be convened iaw section 343 of AFA 06.

**NOTIFICATION OF A CASUALTY (NOTICAS<sup>12</sup>)**

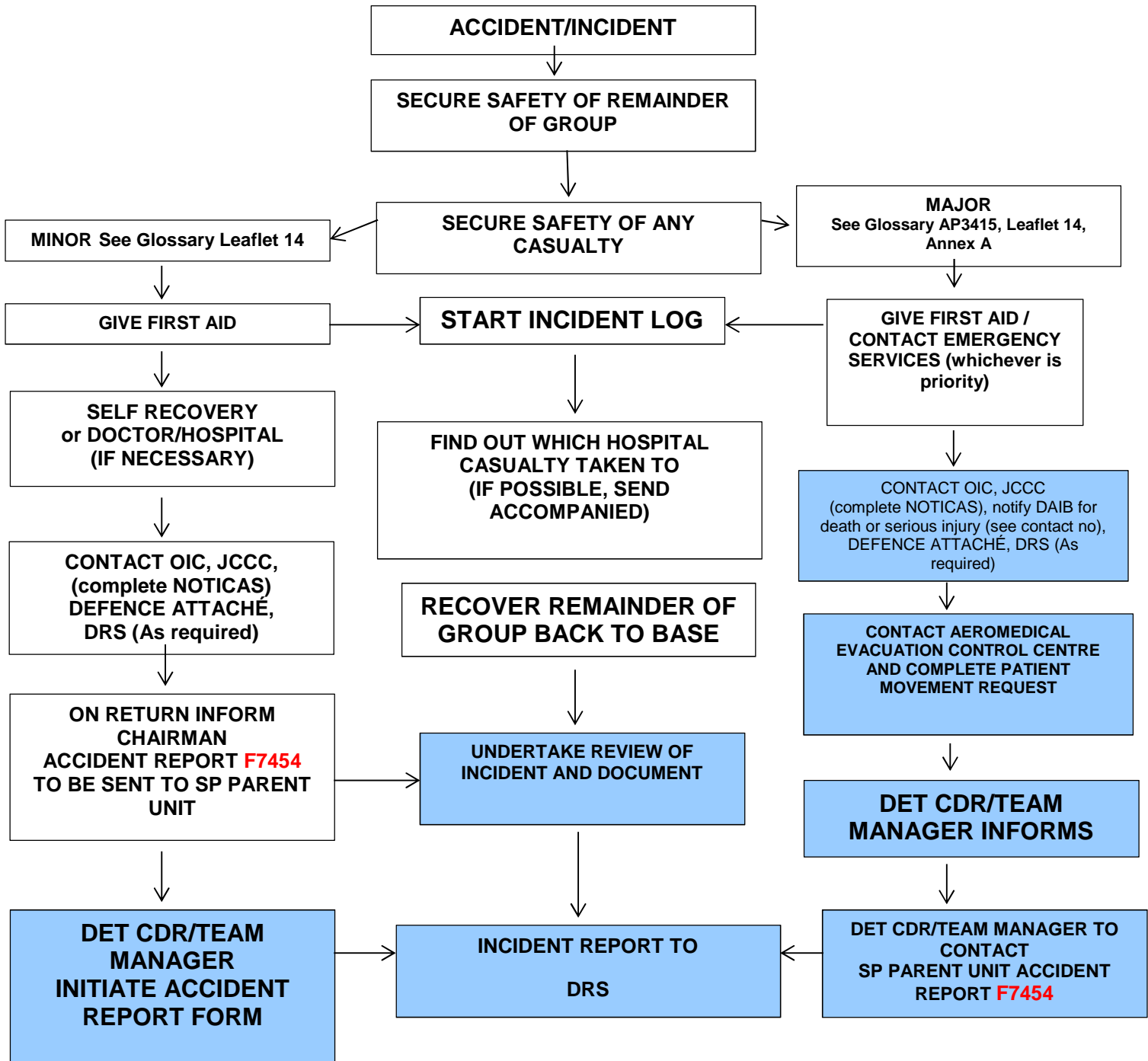
1. Casualty reporting to JCCC should initially be via telephone to **0044 1452 519951** or (95471 7325) followed by a NOTICAS on JPA. Where JPA is not available NOTICAS may be sent via fax (**0044 1452 510807** or 95471 7363) or email (**DBS-JCCCGroupmailbox@mod.gov.uk**).
2. **NOTICAS Format.** The text of a NOTICAS message is to begin with the word “NOTICAS”. If more than one casualty, separate NOTICAS messages are required. Thereafter the following format is to be used:

<b>ALPHA</b> (Essential)	State “ <b>Initial</b> ” Report or “ <b>Update</b> ” with Update number.
<b>BRAVO</b> (Essential)	<b>Rank, Initials (and known forename), Surname, Service</b> (RN, RM, Army, RAF, etc), <b>Service Number, Unit,</b> (and attached Unit if applicable) <b>Regt/Corps</b> (Army only). <b>NB:</b> a. For mobilised TA list Parent Unit b. For a dependant give the name of the casualty, then the relationship and details of the service person (e.g. wife of ...).
<b>CHARLIE</b> (Essential)	<b>Casualty Category Details</b> (Category/Status) (e.g. Dead, Missing or Medical Listing) (see below), also include Previous Category if an “Update” (e.g. VSI previously SI). a. <b>VSI.</b> A patient is termed ‘very seriously ill’ when his/her illness or injury is of such severity that life is imminently endangered. b. <b>SI.</b> A patient is termed ‘seriously ill’ when his/her illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger to life. c. <b>III.</b> Incapacitating injury /illness. A patient has an incapacitating illness or injury if their illness or injury does not warrant classification as VSI or SI, but renders them physically and/or mentally incapacitated.
<b>DELTA</b>	<b>Date and Time</b> of the incident and <b>Place</b> (if known and not Classified).
<b>ECHO</b>	<b>Supplementary Information.</b> Include <b>Cause, On Duty or Off Duty, Regular or Reservist</b> and any of the supplementary management information categories in Annex A that apply.
<b>FOXTROT</b>	<b>Cause Categorisation.</b> Free text showing additional details about the incident. Include rank, name and number of any other military personnel involved. For categories see Annex A
<b>GOLF</b>	<b>Supplementary Medical Information.</b> Details of injury or illness if they can be released, otherwise a <b>medical contact</b> who can provide information for the Emergency Contact (EC) or Casualty Notification Officer (CNO).
<b>HOTEL</b>	<b>Casualty Location</b> at Date and Time (use <b>DTG</b> )
<b>INDIA</b> (Essential)	State whether the <b>Emergency Contact (EC):</b> a. <b>Has been informed</b> - use Codeword <b>KINFORMED</b> b. <b>The unit will inform</b> - use Codeword <b>KINFORMING</b> c. <b>JCCC to inform</b> – use Codeword <b>KINNOTFORMED</b> Where KINFORMED, state who has been informed. <b>In all cases</b> include Name, address and relationship of EC if known. Also, any other information regarding the EC that will be useful for the CNO.
<b>JULIET</b> (Essential)	<b>Additional Remarks.</b> Any additional known facts that will be useful for the CNO/VO, RCDM and Parent Unit (e.g. requirement for DILFOR, specific Welfare requirements, Date and Time of Death if different from Date and Time of incident). This must include the name and telephone number, both working and out of hours of a <b>Unit Point of Contact (POC)</b> .

<sup>12</sup> JSP751 Pt1 Vol1 (V20 dated May 18)  
SO2 RAF Sports Policy

**RAF SPORT ACCIDENT/INCIDENT MANAGEMENT FLOW DIAGRAM**

TO BE CARRIED OUT BY THE DET CDR



Essential contact numbers overleaf

## ESSENTIAL CONTACT NOS

JCCC Email: DBS-JCCCGroupMailbox@mod.gov.uk

Tel: 01452 519951 or 95471 7325

Defence Attaché: *(insert telephone number)*

Aeromedical Evacuation Control Centre (RAF Brize Norton): +44 1993 89 5300

Emergency Services number (varies by country): *(insert telephone number)*

**DAIB Land Duty Telephone 030 67986587 9679 86587**

Chairman RAF *Sailing Association* (Commodore) – 07739 413456

Vice Commodore (Safety Manager) – 07774 191456

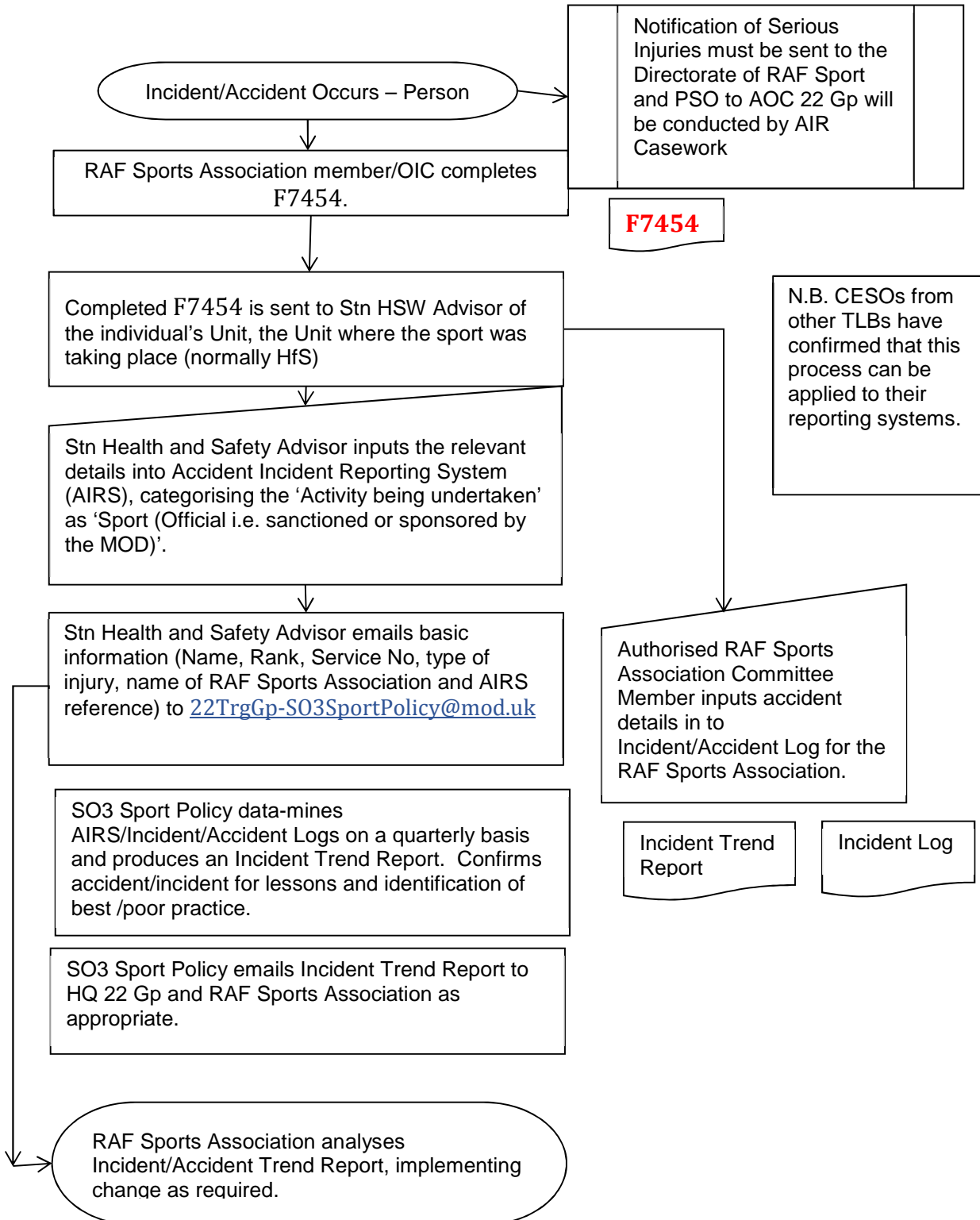
Directorate of RAF Sport – 01296 656218 [wayne.Howell771@mod.gov.uk](mailto:wayne.Howell771@mod.gov.uk)

OIC: *(insert telephone number and email)*

Det Cdr: *(insert telephone number and email)*

**INCIDENT/ACCIDENT REPORTING**

Full details are available at AP3415, Leaflet 14 and Leaflet 14 Annex A.



**ACCIDENT/ INCIDENT REPORT – RAF F7454**

1. Available electronically via the following link: [RAF Sports> Quick Links> Accident/ Incident Form \(F7454 \(2017\)\)](#) (MODNET access required).
2. Word copy enclosed.





**SECTION 4: DETAILS OF INJURED PERSON & PERSONNEL STATUS**

Surname		First Name		Service/Staff/Pay No		Contact Tel No	
Trade/Branch		Rank/Grade		Date of Birth		Male / Female	
Address		Enter Home or Work Address Here (including Postcode)					
At Work/On Duty		Trainee/Recruit/Cadet/ATC		Bystander/Member of Public (Off Site)			
Not At Work/Off Duty		Person on Business/Secondment		Trespasser on the MoD Estate			
Contractor		Person on MoD property or in		Other: Unknown/Unspecified			

**SECTION 5: REPORTING PERSONS DETAILS (only complete if you are making the entry on behalf of another person)**

Surname		Address	
First Name		Enter Home or Work Address Here	
Staff / Service Number			
Employer if Not MOD			
Contact Phone No			
Rank/Section/Dept		Signature	

**SECTION 6: LINE MANAGER'S COMMENTS**

Enter details of action/investigation taken, or will be taken, to prevent a recurrence of the incident include any system failure, human factors, environmental factors that contributed to the incident (JSP 375, Vol 2 Lft 14)

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Name (LM/Supervisor).....Signature.....Rank/Grade.....Date.....

**This report must be passed to the Nominated Responsible Person (NRP)-Establishment Safety Adviser**

This form was passed to the Establishment Safety Adviser on: LM Signature

**SECTION 7: Establishment Safety Adviser use only**

File Ref.	RIDDOR Regs 1995. The Establishment Safety Adviser completes this section on behalf of the employer. Is the event HSE reportable? Yes / No If so, how was it reported?	Date entered onto CHASP: Signature & Post Title:
<b>Establishment Safety Adviser Comments:</b>		
<b>SIGNATURE</b>		<b>Date</b>
<p><i>Note 1: In accordance with the Data Protection Act 1998, the MOD will collect, use, protect &amp; retain the information on this form for the purposes of performing rights &amp; obligations in connection with employment legislation. The information will be disclosed to your line manager and person nominated to retain the record (NRP), to ensure they are to comply with any legal obligation. If you have any concerns consult your line manager. Note 2: Completing and signing this form does not constitute an admission of liability of any kind either by the person raising the report or any other person. Note 3: The NRP is to establish a system, either on paper or electronically, to store the completed MOD Form 510 such that they can be retrieved if required for legal or investigation purposes. The records should be secured such that they cannot be accessed without the consent of the person whose information is held. Forms should, however, be made available for inspection by appointed safety representatives on request. Safety Representatives and Safety Committees Regulations 1977 or the Health &amp; Safety (Consultation with Employees) Regulations 1996. The NRP must also ensure that where the event is reportable to the HSE such a report as necessary is made.</i></p>		

