



# **Royal Air Force Sailing Association**

## **Sports Safety Management Plan**

**Version 9.0  
5 Mar 24**

# MAINTENANCE AND AUTHORISATION OF THIS SPORTS SAFETY MANAGEMENT PLAN

1. The RAFSA Sports Safety Management Plan (SSMP) is the policy document that guides the management of Functional Sports Safety, and Statutory Health and Safety and Environmental Protection (HS&EP) across all RAFSA activities; it is subordinate to the 22 Gp Functional Safety Management Plan and AP 80001: the Air TLB Safety & Environmental Protection Policy (S&EPP). The RAFSA organisational structure, orders and procedures articulated within the SSMP are the foundation on which RAFSA ensures it operates and delivers sport safely. Responsibility for the maintenance of the SSMP resides with Vice Commodore (VC) RAFSA.
2. **Amendments.** The SSMP will be hosted on the RAFSA SharePoint site and available on the RAFSA Web Site. Major amendments and updates will be promulgated to key stakeholders. Any observations or suggestions that may improve the SSMP should be sent directly to VC RAFSA for consideration. The SSMP will be reviewed not less than annually but will also be updated whenever RAFSA activity or structural changes necessitate.
3. **Disclaimer.** Nothing contained within this SSMP removes the responsibility of the Chain of Command (CofC), Head of Establishment (HoE) or Functional Safety Duty Holder (DH) to comply with the law and higher MOD requirements.

Prepared by: Wg Cdr J Litten

Position: Vice Commodore RAFSA

Date: 5 Mar 24

Authorised by: Gp Capt T Walker

Position: Commodore RAFSA

Date: 5 Mar 24

## Record of Amendments

Version (date)	Section	Detail of Amendment
V1 Draft for Circulation to	All	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	Updated References, inclusion of Safeguarding, F7454 distribution, RC Review of Risk Matrices including Severity x Likelihood calculation.
V7	Paras: 5c, 5d, 6, 18, 22.	Inclusion of 'Very Low' Risk Assessment. Clarification of RTC Trg Principal responsibility and access to the BoT. Public Military Events.
V8	References throughout. Updates throughout main document. Annex A Para 5,6, Table 6. Annex G-K Enc 1,2,3,4,5, 6	Updated References. Updated contact numbers. Updated to reflect changes in AP3415 (V4), AP8000 and JSP 815. Updated F7548 (Risk Assessment) to align with AP8000. Addition of YMO as approval level, inclusion of competency and risk of climatic injury, updated scores. Updated accident/incident management flowchart, reporting, contact details and guidance for FSIMS/replacement of F7454. <u>Addition of Climatic Injury / WGBT within DRA. Addition of</u>
V8.1	Updated Offshore EDDRA	Specific taxonomies and EDDRA matrix for use by Offshore Div.
V8.2	Update to Med Plan guidance	Change of requirement to provide an assured Med Plan when conducting <u>sport</u> under another organisation.
V9.0	All	Restructured and full revision to align with AP8000 and 22 Gp Functional Safety Management Plan V1.2

## CONTENTS

SECTION	TITLE	Page	Review Date
	<ul style="list-style-type: none"> <li>• Maintenance and Authorisation of This Sports Safety Management Plan</li> <li>• Record of Amendments</li> <li>• Contents</li> </ul>	i ii iii	Jan 25 Jan 25 Jan 25
<b>PREFACE</b>			
	<b>Foreword by Commadore RAFSA</b>	1	Jan 25
	<b>Introduction</b>	2	Jan 25
<b>SECTION 1</b>	<b>SAFETY POLICY AND OBJECTIVES</b>	3	
	1.1 Safety Policy	3	Jan 25
	1.2 Safety Policy Statement	3	Jan 25
	1.3 Engaged Safety Culture	3	Jan 25
	<b>Safety Intent, Priorities, Objectives and Targets</b>	4	Jan 25
	1.5 Statement of intent	4	Jan 25
	1.6 Safety Objectives	4	Jan 25
	1.7 Safety Priorities	5	Jan 25
	1.8 Scope of RASA Activities	5	Jan 25
	<b>Organization and Key Personnel</b>	5	Jan 25
	1.9 Introduction	5	Jan 25
	1.10 Regulatory Compliance	5	Jan 25
	1.11 National Governing Body Compliance	5	Jan 25
	1.12 Sports Safety Assurance	6	Jan 25
	1.13 Organization and Sports Safety Responsibilities	6	Jan 25
	1.14 Cdre RAFSA	6	Jan 25
	1.17 Vice Cdre RAFSA	7	Jan 25
	1.18 Divisional Rear Cdres	7	Jan 25
	1.19 Safety Advisors	8	Jan 25
	1.20 Event Organisers	8	Jan 25
	1.21 Individuals and Competitors	9	Jan 25
	<b>Sports Safety Interfaces</b>	9	Jan 25
	1.22 Coordination	9	Jan 25
	<b>Emergency Response, Planning, and Management</b>	9	Jan 25
	1.23 Emergency Plans	9	Jan 25
	1.24 Medical Planning	10	Jan 25
<b>SECTION 2</b>	<b>SAFETY RISK MANAGEMENT</b>	10	
	2.1 Introduction	10	Jan 25
	2.2 Reporting	10	Jan 25
	2.3 Investigations	11	Jan 25
	2.4 Hazard Identification and Analysis	11	Jan 25
	<b>Safety Risk Assessment and Mitigation</b>	11	Jan 25
	2.5 Risk Assessment	11	Jan 25
	2.6 Risk Mitigation	11	Jan 25
	2.7 Generic and Dynamic Risks	12	Jan 25
	2.8 Generic Divisional Safety Risk Assessments (GDSRA)	12	Jan 25
	2.9 Event Daily Dynamic Risk Assessments (EDDRA)	12	Jan 25
	2.10 Climatic EDDRA	13	Jan 25
	2.11 EDDRA Recording	13	Jan 25
	2.12 Risk Monitoring and Review	13	Jan 25

<b>SECTION 3</b>	<b>SAFETY ASSURANCE</b>		
	<b>Assurance Activity and Recommendation Management</b>	13	Jan 25
3.1	Safety Assurance	13	Jan 25
3.2	Management and Continuous Improvement	14	Jan 25
3.3	Retention of Records	14	Jan 25
<b>SECTION 4</b>	<b>SAFETY PROMOTION</b>	14	
4.1	Safety Communication	14	Jan 25
<b>SECTION 5</b>	<b>ENVIRONMENTAL PROTECTION</b>	14	
5.1	The Green Blue	14	Jan 25
<b>SECTION 6</b>	<b>ANNEXES</b>		
A.	Participant's Declaration: Compliance, Risk, Swimming Ability, Physical Fitness, and Medical.	A - 1	Jan 25
B.	RAFSA Dinghy Division – Generic Safety Risk Assessment.	B - 1	Jan 25
C.	RAFSA Offshore Division – Generic Safety Risk Assessment.	C - 1	Jan 25
D.	RAFSA Safety Division – Generic Risk Assessment.	D - 1	Jan 25
E.	RAFSA Windsurfing Division – Generic Risk Assessment.	E - 1	Jan 25
<b>SECTION 7</b>	<b>ENCLOSURE</b>		
1.	RAF Sport Accident/Incident Management Order	Encl 1	Jan 25

## FOREWORD BY COMMODORE RAFSA

1. RAFSA exists to develop the mental and physical robustness, self-confidence, leadership skills, and team spirit of our people through endeavours on the water. Necessarily, this involves some risk. In setting the conditions for the safe conduct, RAFSA has adopted an approach that is risk aware, not risk averse, so the benefits of a challenging sporting activity can be exploited to the maximum. The strategic intent of the RAFSA Trustees is to develop our people through the exciting and fulfilling opportunities accrued through participation in water sports.
2. Effective safety management and environmental protection relies heavily on our members' understanding and adopting an open and engaged attitude towards safety and environmental protection across all RAFSA activities, especially on and around the water. Compliance with the rules, guidance and regulations issued by the Royal Yachting Association (RYA) will greatly assist RAFSA's approach to SM&EP and are to be complied with unless more restrictive measures are mandated by the MOD or Service. This approach is at the heart of RAFSA's Sports Safety Management System (SSMS) and is the mechanism by which RAFSA will meet its common law requirements for all individuals to exercise due care, and the specific safety and environmental protection requirements set out by the MOD and RAF.
3. 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 assessed to be **As Low As Reasonably Practicable (ALARP)** and **Tolerable**. It is essential that safety management is considered to be the responsibility of all organisers, instructors, coaches, skippers and participants and that everyone involved, regardless of experience, should feel empowered to question and challenge constructively. This SSMP sets out the processes, orders and procedures employed by RAFSA to ensure we exercise our lawful duty of care and deliver sport safety throughout the Association. This is the primary objective of this Plan. The SSMP applies to all personnel taking part in RAFSA activities, be they military or civilian. Volunteers should be considered as employees from a HS&EP perspective. The provision of safe procedures and practices for all disciplines supported by RAFSA is the primary objective of this SSMP.
4. It remains everyone's duty to ensure that RAFSA activities comply with this SSMP, and to challenge where you cannot be sure. Safe (and happy) sailing!

T Walker  
Gp Capt  
Commodore RAFSA

5 Mar 24

## INTRODUCTION

### SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (SEMS)

1. The Secretary of State for Defence's (SofS) Policy Statement, the Defence Safety Authority (DSA) and the RAF's Safety and Environmental Protection Policy (AP 8000) require all organisations in the Royal Air Force to demonstrate that they have an effective SEMS in place for the systematic and continuous management of HS&EP.
2. Guidance on an effective SEMS has been produced by the DSA; however, for a SEMS to be effective it needs to be bespoke to the organisation while meeting the specific requirements detailed in JSP 815 Defence Safety Management Systems and AP 8000. RAFSA articulates how it will deliver these requirements through this SSMP, which describes the Association's SEMS. The framework for an effective SEMS is detailed below in Figure 1.



Figure 1 – Effective SEMS

### SPORT SAFETY MANAGEMENT PLAN (SSMP)

3. AP 8000 and 22 Gp's Functional Safety Management Plan (FSMP) define sport as a Functional Safety domain. MOD's Policy for Sport in the UK Armed Forces (JSP 660) requires Sports Associations to demonstrate that appropriate risk management structures are in place. Part 4 of AP 8000 defines the RAF's sports specific safety arrangements, mandates the requirement for the Chairman of an RAF Sport to have and implement a SMP, and mandates content. AP 3415 (Sport in the RAF) sets out further requirements for SSMP.

### RAFSA SPORT SAFETY MANAGEMENT PLAN

4. The RAFSA SSMP meets the requirements mandated by MOD (including the Defence

Safety Authority), RAF policy (Primarily AP 8000 and AP 3415), and the RYA as the Sport's National Governing Body (NGB). This SSMP identify key roles, responsibilities, procedures, processes, orders and boundaries for all personnel involved in the delivery of sport within RAFSA. It defines the audit requirement for the SSMP, its interfaces and the Association's approach to Emergency Response Planning.

5. **Blue Box Orders** are set out in this SSMP. They state the actions required by individuals in order to comply with the SSMP. Adherence to these directives will form a key element of the assurance assessment.

**Order 1.** All participants in RAFSA activities shall comply with the orders and direction given in this SSMP and subordinate RAFSA documents.

## SECTION 1 – SAFETY POLICY AND OBJECTIVES

### Safety Policy

1.1 In their Policy Statement, the SofS sets out the MOD Policy on HS&EP. It describes the delegation of the SofS's authority for discharging responsibilities directly to CAS, as the TLB Holder for Air TLB and Senior Duty Holder, through the Permanent Under Secretary. The SofS requires CAS to set out his organizational structures and management arrangements for discharging their duties. The Policy Statement identifies TLB Holders as responsible for the safe conduct of activities in their area of responsibility (AoR), delegating further, on a personal basis, to nominated individuals. Risk owners at every level are to be competent and have at their disposal adequate resources to ensure compliance with the Policy Statement. A fundamental objective is that the risks to the Health and Safety of anyone conducting or affected by Defence activities are reduced to **As Low as Reasonably Practicable (ALARP)** and **Tolerable**.

### Safety Policy Statement

1.2 All participants in RAFSA activities will ensure compliance with applicable legislation, Defence Regulations and MOD policy related to Sports Safety. JSP 815 is the lead policy document, beneath which the RAF Safety and Environmental Protection Policy - AP 8000 sits at TLB level. The 22 Gp FSMP is subordinate to both documents and the RAFSA SSMP is subordinate to it. This SSMP sets out Cdre RAFSA's arrangements for the management of Sports Safety across RAFSA.

**Order 2.** RAFSA Rear-Commodores (RC) shall assess the efficiency of their SEMS biannually and report to VC RAFSA. VC RAFSA is to report this biannually to the 22 Gp Functional Safety Alignment Group and quarterly on the RAF's Performance and Risk Management Information System (PARMIS).

### Engaged Safety Culture

1.3 An engaged Safety Culture embedded across RAFSA is an essential aspect of our SEMS. All participants must be confident RAFSA activities are safe and we must ensure they are taught to manage hazardous situations and make their own safety decisions. This will enable all personnel to learn and adapt to new challenges in an atmosphere of trust, where the concerns of every individual are considered. This personal development is a key benefit from sporting participation.

1.4 The 22 Gp FSMP sets out an assessment tool ([SEAT Survey](#)) which should be used to assess organizational H&S culture. The components of an Engaged Safety Culture are set out in Figure 2 below.



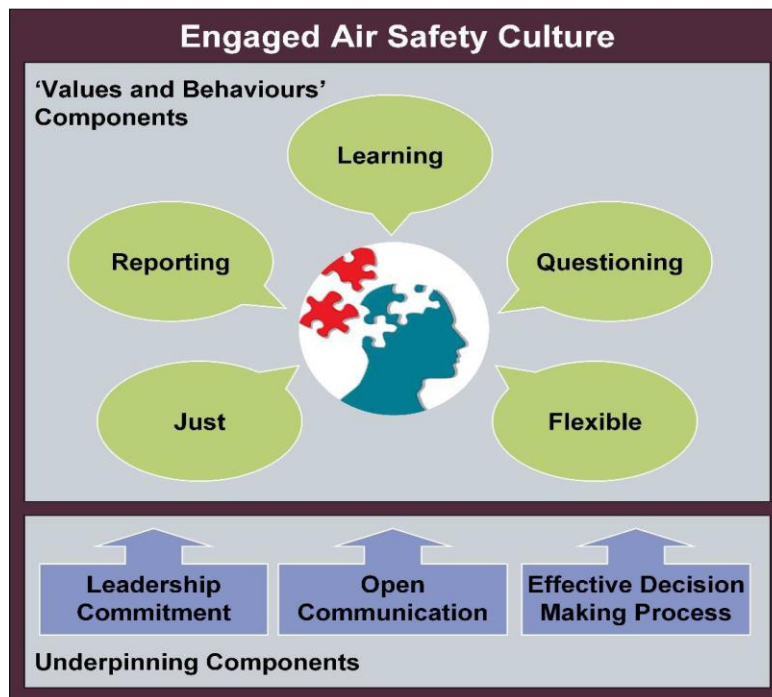


Figure 2 - The Key Components and Elements of an Engaged Safety Culture

**Order 3.** RAFSA Trustees and appointment holders shall actively foster a Just Culture and ensure they enable an engaged Safety Culture to thrive. The RAF SEAT should be used to assess H&S culture.

### Safety Intent, Priorities, Objectives and Targets

1.5 **Statement of intent.** Safety is everyone's responsibility, at every level. Sport carries risk which must be understood, assessed and mitigated to protect our people, equipment and the public from unnecessary risk or danger. Cdre RAFSA, is appointed as the Chairperson and Responsible Person (RP) by AOC 22 Gp. All RAFSA activity must be necessary, sensible and the risks must be mitigated to levels that are **ALARP** and **Tolerable**. Cdre RAFSA delegates the identification, assessment and management of Sports Safety Risks to Divisional Cdres, but retains personal responsibility for those risks. Safety management is a dynamic activity, central to all that RAFSA undertakes; it is the fundamental element that enables us to challenge our people through sport and better prepare them for their future roles and responsibilities.

**Order 4.** RCs are to assure themselves all activity conducted by their Division meets all applicable legislative, regulatory, NGB, Defence and Service standards.

**Order 5.** RCs are to assure themselves all the risks associated with activity conducted by their Division are identified, mitigated to levels that are **ALARP** and **Tolerable** and managed.

1.6 **Safety Objectives.** RAFSA's Safety Objectives are to:

- a. Protect our people, the public, our equipment and reputation.
- b. Comply with all safety legislation, regulation and policy.
- c. Enhance output safely.
- d. Develop a just, reporting, learning, flexible and questioning safety culture.
- e. Safely challenge our people in all aspects of Service life.

1.7 **Safety priorities.** Divisional safety priorities will focus on those known risks that pose the greatest likelihood of Risk to Life (RtL), injury to people or damage to equipment.

**Order 6.** RCs are to articulate through the Risk Management process, those known risks that pose the greatest likelihood of RtL, injury to people or damage to equipment. Appropriate orders and procedures are to be articulated to help mitigate all Sports Safety Risks.

### Scope of RAFSA Activities

1.8 This SSMP sets out in detail the key roles and responsibilities relating to safety management within RAFSA and RAFSA's Safety Risk Management Process. RAFSA is split into 4 divisions. This SSMP applies to all authorised activity conducted by each RAFSA Division, summarised as follows:

- a. **Dinghy Division.** Delivers dinghy sailing, instruction in dinghy sailing under the RYA scheme, and Service dinghy events on inland waters. Supports members competing Service dinghy events (organised by RNSA and ASA) and NGB organized dinghy events on coastal and inland waters.
- b. **Offshore Division.** Delivers offshore sail training on monohull yachts via two RYA accredited Recognised Training Centres (RTC), development and advancement of sailing qualifications and skills from beginner to Yacht Master Offshore and Cruising Instructor. Offshore Racing competing in local, national and international yacht racing and providing a platform for RAF and UKAF representation. Yacht Charter enabling sail continuity training, expeditions and personal development.
- c. **Windsurfing Division.** Delivers beginner instruction, higher level coaching, wave sailing, slalom sailing, speed sailing, course racing, wind foiling and wing foiling. It also carries out competition in these disciplines at regional, RAF, Inter-Service and National level.
- d. **Safety Boat Division.** Enables a safe environment to support whole force participation in all RAF Sailing disciplines detailed above through the provision of safety / rescue boats and associated training.

### Organization and Functional Safety Responsibilities

1.9 **Introduction.** A clearly defined and functioning organizational structure, comprising suitably qualified and experienced people (SQEP), is essential to safety management. Association sports Functional Safety activities and risk management falls under extant statutory legislation arrangements under Common Law and the Health and Safety at Work Act 1974 (HSAWA74). CAS, as the Senior Duty Holder (SDH) for the RAF has appointed AOC 22 Gp as the Operating Duty Holder (ODH) and Head of RAF Sport. The 22 Gp FSMP sets out the RAF's and 22 Gp's Functional Safety arrangements and responsibilities. As the RP and Safety Risk Owner, Cdre RAFSA's safety roles and responsibilities are explained in AP8000, Lt 8003.

1.10 **Regulatory Compliance.** The UK's national Maritime Regulator is the MCA. RAFSA will comply with MCA Regulations and guidance; where there is a conflict with MOD regulations or policy, this is to be raised to the Divisional RC and the most stringent requirement complied with. The RAFSA SEMS set out in this SSMP meets the requirements mandated by the MCA.

**Order 7.** RCs are to ensure RAFSA activity complies with applicable MCA Regulations and guidance for small pleasure craft or, MOD regulation and policy.

1.11 **National Governing Body (NGB) Compliance.** AP 8000 sets the requirement for RAFSA to comply with RYA Regulations and Guidance Notes as they pertain to RAFSA activity. For RAFSA's RYA RTCs, compliance is a precondition of recognition. Where there is a variance

in requirements between the NGB and MOD, the most stringent requirement is to apply. The RAFSA SEMS set out in this SSMP meets the requirements set out by the RYA.

**Order 8.** RCs are to ensure RAFSA activity complies with RYA Regulations and guidance and MOD regulation and policy.

**Order 9.** RCs are to ensure mandated NGB inspections are conducted to provide external assurance and maintain recognition.

**1.12 Sports Safety Assurance.** Cdre RAFSA and this SSMP support the maintenance of risks as tolerable and ALARP, as detailed in AP 3415. The MOD classes sailing is as a high-risk<sup>1</sup> sport, therefore, RAFSA RCs are to conduct annual 1<sup>st</sup> Party Sports Safety Assurance Audits by completing the Sports Assurance Self-assessment Questionnaire at AP3415. The Self-assessment is to be reviewed by the RAFSA Board of Trustees. Completed annual 1st Party Assurance Forms are to be forwarded to 22(Trg) Gp SO3 Sport Assurance within the DRS. The 2<sup>nd</sup> Party Sports Safety Assurance Visit (22 Gp Assurance) will be supported as required by AP 3415, Lflt 13, Annex B. The outcome of 3rd party audits conducted by the RYA must be shared with the RC.

**1.13 Organization and Sport Safety Responsibilities.** RAFSA's key appointments and their safety responsibilities are set out below.

**1.14 Cdre RAFSA.** Cdre RAFSA is appointed via a letter of Authority from AOC 22 Gp as the Head of RAF Sport, as Chairman of RAFSA and the RP and nominated as Chairman of the RAFSA Board of Trustees.<sup>2</sup> They are the Safety Risk Owner for all RAFSA activity and must assure themselves those activities meet all applicable legislative, regulatory, NGB, Defence and Service standards. Sports Safety Risks cannot be transferred since Cdre RAFSA retains a duty of care to participants in common law and must provide a safe place and system of work. A Sport Safety Risk assessed of MEDUIM or higher requires the AOC's approval, through the Divisional RC, VC and Cdre RAFSA before the activity commences. Cdre RAFSA will:

- a. Make every effort to identify all safety risks associated with their activities and ensure that all identified safety risks are fully analysed to determine possible undesirable and worst credible outcome.
- b. Use, as a minimum, a Safety Risk Register to document and record all safety risks.
- c. Adopt effective safeguards to ensure Safety Risk Registers and associated evidence are protected from loss, corruption and unauthorised amendment.
- d. Employing unique numbering guidelines to ensure the numbering in their risk register is unique across Defence.
- e. Ensure that records are to be retained iaw JSP 375, Part 2, Volume 1, Chapter 39 unless specialist policy require records to be retained for longer.

**1.15 As the RAFSA Safety Risk Owner Cdre RAFSA is:**

- a. Responsible for determining the risk severity, developing the risk response, ensuring its implementation, and complying safety risk reporting procedures.
- b. Accountable for ensuring the identification of any changes to the safety risk, and that those changes are appropriately managed and reported.

---

<sup>1</sup> As identified in Annex A to Chapter 1 of JSP 660.

<sup>2</sup> RAFSA is also a charity which requires a Board of Trustees.

- c. To establish the Context of the Safety Risk by considering the scope and objectives of the area under review.
- d. To ensure that a well-defined safety risk description supports each safety risk; it allows an accurate assessment of and response to a risk, and prioritization for action. The risk description must:
  - (1) Be sufficiently detailed and precise so that it is possible to determine when a risk occurs.
  - (2) Contain a combination of a cause, an event, likelihood and severity and the description of a risk must enable a clear understanding of each of these elements.
  - (3) Enable an accurate assessment of its severity and likelihood.
  - (4) Enable decisions on appropriate risk response activities.

1.16 As set out in AP 8000, Lflt 8007(8), Cdre RAFSA delegates the management of Divisional risks to Divisional RCs. As the risk owner, Cdre RAFSA remains accountable for RAFSA Sports Safety risks.

1.17 **Vice Cdre (VC) RAFSA.** VC RAFSA is the Senior Safety Manager (SSM) and has responsibility for writing and updating this SSMP, collating Generic Divisional Safety Risk Assessments (GDSRA) and ensure the implementation of this SSMP across all RAFSA Divisions. The SSMP is to be reviewed and updated annually or, if circumstances require, more frequently. They are to assure risk management processes and mechanisms across RAFSA.

**Order 10.** VC RAFSA is to maintain, review and update the RAFSA SSMP and assure risk management processes and mechanisms across RAFSA.

1.18 **Divisional Rear Cdres (RC).** RCs are responsible for identifying, mitigating and managing the risks associated with their Division's activities, acting on behalf of Cdre RAFSA. This is an individual responsibility; RC are to retain a sound understand their Division's risks and ensure they have the appropriate mechanisms, including orders, procedures, and Divisional assurance in place, to manage those risks effectively. RCs are also responsible for ensuring that an appropriate safety culture and risk management approach is embedded within their Division, that the guidance in the RAFSA SSMP is adhered to, and that all safety incidents are reported as detailed in this SSMP.

**Order 11.** Divisional RCs are to:

- a. 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 defined in this SSMP.
- b. Implement and engender an appropriate risk management and safety culture.
- c. Ensure this SSMP is implemented across their Division.
- d. Ensure the risk of climatic injuries and illness are included in their GDSRA, as directed in JSP 375, Chap 41 & 42.
- e. Ensure that, as directed in AP8000, the 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 and safety critical equipment.

- f. Ensure that sufficient Third-Party liability insurance and adequate vessel and equipment insurance is provided and up to date in accordance with RYA Recognition and Guidance Notes.
- g. Complete 1<sup>st</sup> Party Sports Safety Assurance Audits for their Divisions as set out in this SMP.

1.19 **Safety Advisors.** The role of Divisional Safety Advisors (DSAs) is to advise and assist the RC ensure appropriate risk management and regulatory compliance across the Division, including those stipulated by the MOD, RAF, MCA or RYA. To meet RYA recognition requirements, RTC Principals are to lead on all aspects of training safety. Training Principals must attend Divisional committee meetings and the annual RAFSA Board of Trustee (BoT) safety focused meetings.

**Order 12.** RCs are to appoint one or more DSAs to advise and assist the RC with risk management and regulatory compliance. They are to attend Divisional Committee meetings and safety focused RAFSA BoT meetings.

1.20 **Event<sup>3</sup> Organisers.** Every RAFSA event must be controlled by an appointed Event Organiser (EO). As a part of their supervisory responsibilities, EOs<sup>4</sup> must ensure the activities they plan and execute comply with this SSMP and any risks above their delegation are referred upwards. No event is to take place without the risk being owned at the level set out this SSMP, including any mitigation measures. Prior to any activity taking place the EO is to ensure the following actions are carried out:

- a. Complete an Event Daily Dynamic Risk Assessment (EDDRA) for each day's activities to supplement RAFSA generic risk assessment for each Division.
- b. Note the risk factor and risk level (identified Low, Medium etc.) 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 Cdre 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 or recover to a safe haven, if the risk is likely to, or does rise to Medium.
- d. Ensure all participants or crew are aware of hazards identified in the RAFSA Generic Divisional Safety Risk Assessments (GDSRA) and EDDRA.
- e. Ensure all personnel involved are registered RAFSA members. Guests of RAFSA members (e.g. family or friends) can participate in RAFSA events, but each guest must sign the agreement at **Annex A**, stating they understand and agree to comply with RAFSA Policy and procedures, and will comply with all instructions issued by the EO.
- f. Ensure communications are available to contact Cdre RAFSA, the RC and emergency services. They are to ensure first aid equipment is available commensurate with the activity being undertaken.
- g. Ensure all personnel have signed the swimming ability, physical fitness and medical declaration at **Annex A** prior to participating and any RAFSA activities. Where the EO has doubts about the physical or medical suitability of a participant, regardless of any declaration made, they have the absolute authority to refuse permission for that individual to participate.

---

<sup>3</sup> A RAFSA 'Event' is defined as any RAFSA-organised activity (AP3415, Lflt 14, Annex B refers).

<sup>4</sup> 'Event Organiser' is defined as the on-site person who is in immediate control of the event (e.g. Skipper, Coach, Instructor).

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 serviceable 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 EDDRA.

**Order 13.** RCs are to ensure an Event Organiser is appointed to control every Divisional event.

**Order 14.** Event Organisers are to ensure their planned activities comply with this SSMP.

**Order 15.** No RAFSA event is to take place or continue without all risks being owned at the level set out in this SSMP.

1.21 **Individuals and Competitors.** All participants at RAFSA organised 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 whilst every reasonable measure will be taken by the EOs to mitigate the associated risk, there will always remain a small but residual risk to life or serious injury. All participants must acknowledge this by signing the declaration at **Annex A** before participating in any RAFSA event. Personnel with pre-existing injuries or medical conditions that may impact on their ability to conduct strenuous water-based activity, or who take prescription drugs, are to declare their condition/prescription to the EO. Such information is to be treated as 'OFFICIAL SENSITIVE - PERSONAL' or 'MEDICAL-in-Confidence'. Medical declarations are particularly important for offshore sailing where a 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.

### **Sport Safety Interfaces**

1.22 **Coordination.** This SSMP ensures the effective management of risk in all RAFSA activities. Coordination with adjacent SEMS is essential to ensuring the seamless management of risks. RCs must ensure they interface with Homes for Sport, or other venues from which they conduct RAFSA activity, to ensure effective control of safety and risk management factors is in place.

**Order 16.** RCs are to interface with venue SEMS in order to ensure effective control of safety and risk management factors is in place prior to the start of any RAFSA activity.

### **Emergency Response, Planning, and Management**

1.23 **Emergency Plans.** RAFSA activities predominantly take place away from MOD establishments and often outside of normal working hours. MCA and NGB regulation, policy and guidance should normally be followed in the event of an accident or incident requiring external assistance, when on the water. The first priority is the safety of personnel followed by the safeguarding of equipment. It is essential that EOs understand how to deal with and manage an emergency and how and when to complete the necessary reports. RAF Sport Accident/Incident Management Orders are at **Enclosure 1**. Each Division must also show effective means of compliance tailored to Divisional activity and accessible to all participants.

**Order 17.** Event Organisers must familiarise themselves with the RAF Sport Accident/Incident Management Orders at **Enclosure 1**, and comply with them.

**Order 18.** RC are to publish a Divisional emergency Action Plan on a page, tailored to Divisional activity, accessible to all participants.

## Medical Planning

1.24 The purpose of a medical plan is to identify and manage the health risks associated with an activity. This is achieved through the provision of appropriate medical support and Force Health Protection (FHP) measures, aligned to those risks. The initial Health Threat Assessment (HTA) identifies those risks. The Medical Plan identifies appropriate mitigating measures and identifies the most suitable medical resources, be they UK or host nation emergency/medical services or Defence Medical Services (DMS). The Medical Plan must be aligned to the planned activity and clearly define responsibility for the delivery of each of the Capabilities of Care.<sup>5</sup>

1.25 RCs are responsible for the development and management of their Division's Med Plans. They are to ensure a Med Plan is submitted 90 days in advance and approved in accordance with the extant HQ Air Medical Planning Guidance DiN (changes annually), for all RAFSA organised activity. In this respect, UK based activity is defined as activity conducted in UK Territorial Waters as defined in the Territorial Sea Act 1987<sup>6</sup> (i.e. up to 12nm from the Base Line). In extenuating circumstances, a request to operate without an approved Med Plan can be submitted to Cdre RAFSA for consideration, but a robust Med Plan will still be required to enable effective risk management. The use of a pre-existing, assured, Med Plan is acceptable, however, it must have been reviewed within the previous 12 months. The Competent Medical Authority does not hold the medical risk, this is retained by Commodore RAFSA as the RP and Safety Risk Owner. The medical plan will form part of the annual first party audit.

1.26 When participating in activity organised by a third party under the RYA or other recognised National or International body (e.g. the Royal Ocean Racing Club (RORC) or the Junior Offshore Group (JOG)) directives, the Directorate of RAF Sport have accepted the organizing bodies medical and emergency plans will be sufficient.

**Order 18.** RCs are to ensure medical plans, when required, are submitted and approved for all Divisional sporting activity, or Cdre RAFSA has accepted the medical and health risk and approved the activity.

## SECTION 2 – SAFETY RISK MANAGEMENT

2.1 **Introduction.** Safety risk management is a combination of process and procedures by which Safety risks are identified, analysed and controlled to a level that is at least ALARP and Tolerable. An Engaged Safety Culture, underpinned by open communication, will promote a healthy Reporting Culture and facilitate reporting to enable early identification of emerging hazards and trends. To enable learning, all safety occurrences must be reported and investigated to determine what happened and why.

**Order 19.** RCs are to promote the reporting of all safety occurrences across their Division.

2.2 **Reporting.** AP3415, Lflt 11, sets out the reporting requirement, for accidents, incidents and personal injury. Reporting includes emergency calls, (telephone or VHF radio), notification of incidents to the military authorities, and follow up reporting. RAFSA reporting requirements are set out under the RAF Sport Accident/Incident Management Orders at **Enclosure 1**. Reporting mechanisms will vary for military and civilian participants requiring EOs to apply the reporting requirements according to the affected persons status. The RAF requires any unsafe acts<sup>7</sup>, unsafe

---

<sup>5</sup> Force Health Protection, Pre-Hospital Emergency Care, MEDEVAC, Primary health Care, Hospital Care, Med C41 and Med Log.

<sup>6</sup> <https://www.legislation.gov.uk/ukpga/1987/49>

<sup>7</sup> Any act that deviates from a generally recognised safe way of doing a task and possibly increases the likelihood of an accident.

conditions<sup>8</sup>, near misses<sup>9</sup>, accidents<sup>10</sup> or incidents<sup>11</sup> to be reported into the Functional Safety Information Management System (FSIMS) through the submission of a Functional Safety Occurrence Report (FSOR). Instruction on completion and distribution are at **Enclosure 1** and may be amplified in Divisional SOPs. The FSOR Form, or a suitable alternative, must be available to Event Organisers, including those without access to MOD information Systems. RCs, on advice from their DSAs, are to determine whether any further safety reporting to the MCA and/or RYA is required and if so, inform the Cdre RAFSA and AOC 22 Gp prior to submitting those reports. Suspected or confirmed Heat Illness or Cold Injuries leading to hospitalisation or significant medical intervention must be reported to the **Defence Accident Investigation Branch (DAIB) (030 679 86587 or 9679 86587)** by the CoC within 48 hours. This is in addition to reporting via FSIMS.

**Order 20.** RCs are to ensure FSOR are reported into FSIMs within 72 hours of an occurrence taking place. Hard copy FSOR forms, are to be made available to Event Organisers.

**2.3 Investigations.** The nature of the safety occurrence will dictate the type of investigation. Most investigations will be conducted locally, at Divisional level, to identify trends and lessons. The investigation should be led by the DSA or another SQEP and one other person experienced in the discipline. Investigation reports should be reported on at Divisional safety meetings or, if urgent, raised immediately to the RC, and if appropriate, the VC and Cdre.

**Order 21.** RCs are to identify SQEP who will normally investigate Divisional Safety Occurrence Reports.

**2.4 Hazard Identification and Analysis.** Hazard identification is fundamental to risk management; it enables mitigation measures to be implemented to control the hazard. Detailed guidance is provided in AP8000.

## **Safety Risk Assessment and Mitigation**

**2.5 Risk Assessment.** Should identify the Safety risks arising out of RAFSA activity at Divisional level and identify those who may be affected. Risk is a measure of the exposure to possible loss; it combines the severity of loss (how bad) and the likelihood of suffering that loss (how often). Risk assessments are generally based on the 'worst credible' outcome, but the 'most likely' position should also be established to better define the overall greater risk. Risks are to be assessed using the RAF Risk Assessment Form (F7548). The Total safety Risk Matrix taken from in the 22 Gp FSMP and included in the GDSRA Annexes is to be used to assess safety risks. There is no requirement to enter sport safety risks on PARMIS; the Director of RAF Sport (DRS) reports and manages sport related risks on behalf on the Associations.

**2.6 Risk Mitigation.** Risk mitigation involves taking steps to reduce the severity and/or likelihood of the outcome. RCs shall ensure risks within their Divisions are reduced to ALARP and Tolerable. An ALARP decision involves an assessment of the risk, the potential forfeit involved in adopting certain mitigations, and a comparison of the two. Where a risk is judged to be ALARP, a decision must then be made as to whether or not it is Tolerable. RCs are to use the '5T' strategy (Figure 3 below) set out in JSP 892 (Risk Management), as the framework for managing risk and maintaining an ALARP and Tolerable position. Should the activity or factors affecting a risk change, then it must be reassessed to ensure it remains ALARP and Tolerable. Statutory

---

<sup>8</sup> Fundamentally associated with the quality of the working environment and may be defined as 'any environmental conditions that may cause or contribute to an accident or occupational illness/disease'.

<sup>9</sup> An unplanned or unforeseeable event that could have resulted, but did not result in, human injury, property damage or other form of loss.

<sup>10</sup> An unplanned or unforeseeable event that caused injury or occupational disease to a person or which caused / had the potential to cause a RIDDOR, Dangerous Occurrence.

<sup>11</sup> An unplanned or unforeseeable event which causes loss or damage to property, plant or equipment, or the environment due to shortfall in safety measures.



regulatory requirements are 'absolute' and the requirements must be met; mitigation to ALARP and Tolerable is not applicable. If the requirement is not met, the activity must cease.

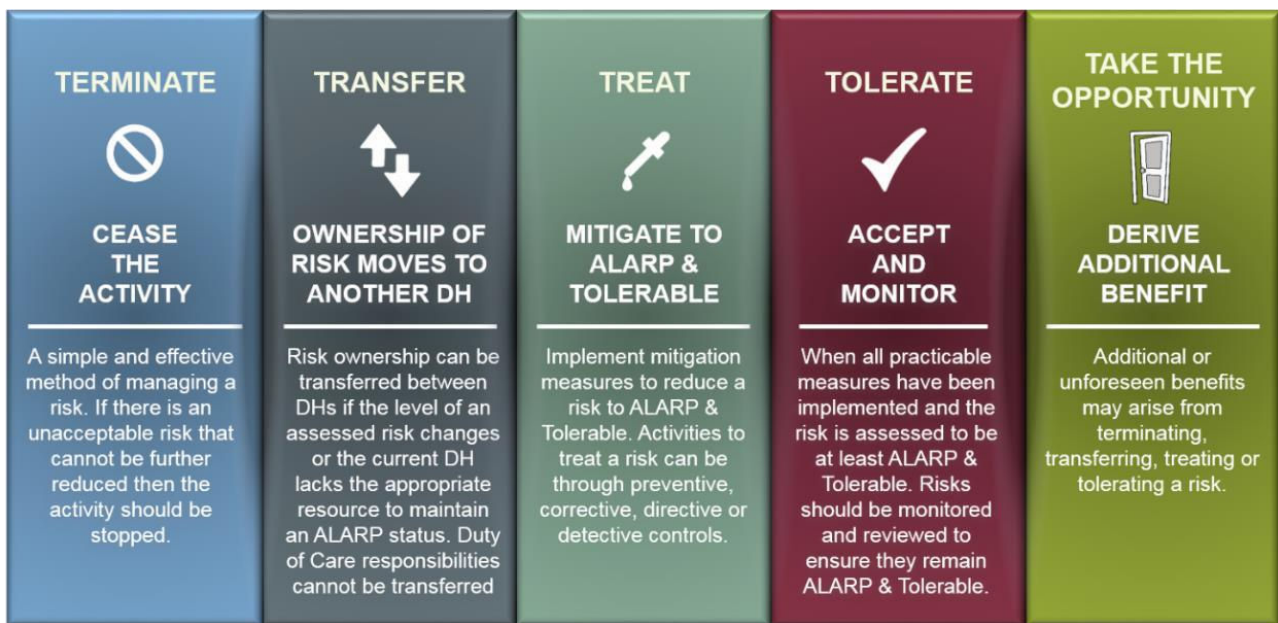


Figure 3 - '5T' Risk Management Strategy

**Order 22.** RCs are to manage Divisional safety risks, using the '5T' strategy, to ALARP and Tolerable

2.7 **Generic and Dynamic Risks.** RCs should identify predictable, generic risks for all planned and predicated Divisional activities. This process cannot, however, manage the dynamic and unpredicted risks that arise due to changeable, less predictable, or unplanned hazards such as the weather, climate, sea state and crew composition. These dynamic risks change daily if not hourly, are event specific, and require active management by EOs using the RAFSA Event Daily Dynamic Risk Assessment (EDDRA) process set out in this SSMP.

2.8 **Generic Divisional Safety Risk Assessments (GDSRA).** Noting the breadth of RAFSA sporting activity, Cdre RAFSA will manage risk at a Divisional level. RCs are to compile Divisional GDSRA for approval and acceptance by Cdre RAFSA. These are to be reviewed at least annually. The RAFSA Divisional Safety Risk Registers are at **Annexes B - E**; all risks have been assessed as ALARP and Tolerable.

**Order 23.** RCs are to produce and maintain Divisional risk registers using RAF F7548, approval and acceptance by Cdre RAFSA. These are to be reviewed at least annually.

2.9 **Event Daily Dynamic Risk Assessments (EDDRA).** EDDRA are to be completed on a daily basis, before activity commences. During the activity, should the activity or any other factors affecting the risk change, then the EDDRA must be re-assessed to reduce the risks to ALARP and Tolerable, or the event terminated. The EDDRA Proforma and scoring taxonomies are contained within the Divisional Safety Risk Assessment Annexes to this SMP. EDDRA should include compliance with and deviation from the GDSRA and any additional mitigations set in place; it must include the dynamic risk assessment for Heat Illness or Cold Injury when applicable. When higher approvals are provided, these must be recorded on the EDDRA Proforma.

**Order 24.** Event Organisers are to complete the EDDRA daily, prior to activity commencing.

2.10 **Climatic EDDRA.** RCs are to ensure the direction given in JSP375, Vol 1, Chap 41<sup>12</sup> and 42<sup>13</sup> is followed by EOs. The Climatic Risk Assessment is incorporated in the EDDRA and must be completed at least daily, but more often if conditions change to invalidate the earlier assessment. The direction above applicable to EDDRAs applies to Climatic EDDRA. A QT34 dynamic reading taken at the event location, or if not available the forecast Wet Bulb Globe Temperature, should be used to assess the Risk of Heat Illness. If Heat Illness or Cold Injury symptoms are observed:

- a. The activity must be paused, must be dynamically risk assessed and further control measures must be applied.
- b. The activity must only be restarted once further control measures have been applied and with the approval of the Division's RC, RAFSA VC or Cdre RAFSA.
- c. All suspected and confirmed heat illness casualties must be reported and investigated in accordance with Defence organisation policy.

**Order 25.** RCs are to ensure completed EDDRA and Climatic EDDRA are retained for 2 years.

2.11 **EDDRA Recording.** RAFSA will employ two EDDRA recording methods related to Divisional activity.

- a. **Events Controlled from Ashore.** Completed EDDRA Proforma should be displayed at the event focal point.
- b. **Events Controlled from Afloat.** Daily and dynamic risk assessment form part of the mandated (MGN 538) passage planning and crew briefing process. For RAFSA events, these are to be recorded on the Divisional EDDRA Proforma. Where applicable, Divisional SOPs must set out the policy and procedure for the conduct of Passage Planning and Crew Briefing. Ships Logs are to be retained for a minimum of 2 years.

**Order 26.** Where applicable, RCs are to set out the policy and procedure for the conduct of Passage Planning and Crew Briefing in Divisional SOPs.

**Order 27.** Where applicable, RCs are to set out the policy for the management and retention of ships logs.

2.12 **Risk Monitoring and Review.** All safety risks are to be monitored and formally reviewed annually at Divisional and RAFSA Safety meetings. Cdre RAFSA delegates Day-to-day Divisional risk monitoring to RC but retains accountability.

**Order 28.** RCs are responsible for the day-to-day monitoring of their Division's risks. This responsibility cannot be further delegated.

## **SECTION 3 - SAFETY ASSURANCE**

### **Assurance Activity and Recommendation Management**

3.1 **Safety Assurance.** Safety assurance will be delivered using a combination of internal RAFSA assessment (1<sup>st</sup> party) and external assessment by DRS (2<sup>nd</sup> party) and the RYA (3<sup>rd</sup> party) for RTCs. Recommendations resulting from assurance activity must be acknowledged, tracked, implemented or resolved, and closed. The management of assurance recommendations is delegated to RC by Cdre RAFSA; progress is to be reviewed at RAFSA BoT meetings.

---

<sup>12</sup> Heat illness prevention.

<sup>13</sup> Cold injury prevention.

**Order 29.** RCs are to acknowledge, track, implement or resolve, and close assurance recommendations and report progress at RAFSA BoT meetings.

**Order 30.** VC RAFSA is to track the progress of assurance activity recommendations and where appropriate set deadlines for resolution.

## **Management and Continuous Improvement**

3.2 Change has a significant potential to introduce new and unforeseen risk. It is essential that proper assessments are made prior to planned change. The totality of any change should consider the impact on safety and ensure that all risks remain ALARP and Tolerable. Four key areas of change that should give rise to such an assessment are: people; organisation, regulation and equipment. VC RAFSA, supported by the relevant RC is the lead for triggering such an assessment.

**Order 31.** VC RAFSA is responsible for initiating risk assessments relating to significant change affecting RAFSA, supported and advised by the affected RC.

## **Retention of Records**

3.3 Retention requirements vary, but the following documents should be retained for 5 years:

- Previous SMPs/SSMPs
- DHANs and ROANs raised to the AOC/ODH
- Safety assurance visit reports
- Minutes of all safety meetings
- Recommendations from assurance visits
- Investigations convened by Cdre RAFSA or the RC
- Risk Assessments
- Risk Registers (not be amended in a way that overwrites previous entries)
- Ships Log Books
- Medical Plans

**Order 32.** VC RAFSA is to assure the retention of RAFSA safety related documentation. RCs are to ensure safety related documentation is retained as directed by the VC.

## **SECTION 4 - SAFETY PROMOTION**

4.1 **Safety Communication.** Urgent safety related issues and information should be communicated widely to all areas within RAFSA that could benefit and learn from the information. To develop a strong safety culture, it is essential that safety messages reach all personnel across RAFSA. RCs should promote topical and wider safety matters at Divisional level and VC RAFSA should coordinate pan-RAFSA dissemination of safety information, messages and material.

**Order 33.** RCs are to promote topical and wider safety matters at Divisional level. VC RAFSA is to coordinate pan-RAFSA dissemination of safety information, messages and material.

## **SECTION 5 - ENVIRONMENTAL PROTECTION**

5.1 **The Green Blue.** CAS retains overall responsibility for minimising impact on the environment and implementing measures that promote sustainability. However, as with the legal DoC for the safety for personnel, all RAFSA appointment holders, EOs and participants have a responsibility for the environment when engaging in sport. The Green Blue is the joint environmental awareness programme created by the RYA and British Marine. Established in 2005, its mission is to promote sustainable boating for cleaner, healthier waters. As water users, participants in RAFSA activities play an important role in helping to protect our marine and inland waters to safeguard the wildlife and habitats with which we share our boating environment.

Divisions should promote and ensure compliance with the Green Blue guides for all water based Divisional activity. Further information is available at <https://thegreenblue.org.uk/>.

**Order 34.** RCs are to promote and ensure compliance with the Green Blue guides for all water based Divisional activity.

#### **SECTION 6 - ANNEXES:**

- A. Participant's Declaration: Compliance, Risk, Swimming Ability, Physical Fitness, and Medical.
- ~~B. RAFSA Dinghy Division – Generic Safety Risk Assessment.~~ }
- C. RAFSA Offshore Division – Generic Safety Risk Assessment. } *Print only relevant*
- ~~D. RAFSA Safety Division – Generic Risk Assessment.~~ } *Divisional Annex*
- ~~E. RAFSA Windsurfing Division – Generic Risk Assessment.~~ }

#### **SECTION 7 - ENCLOSURE:**

- 1. RAF Sport Accident/Incident Management Order

## PARTICIPANT'S DECLARATION: COMPLIANCE, RISK, SWIMMING ABILITY, PHYSICAL FITNESS, AND MEDICAL FITNESS & MEDICATION

All participants must read the statements below, delete those statements that do not apply to them, and sign below, prior to participation in any RAFSA activities. *\*(delete as appropriate)*

### PART 1 – COMPLIANCE

1. I confirm I **understand** RAFSA Policy and procedures **and agree to comply with** all instructions issued by the Event Organiser (Coach, Instructor, Skipper).

### PART 2 – RISK

2. I **acknowledge and understand** water sports are classed as high risk and notwithstanding the fact those risks have been carefully assessed and mitigated to be **As Low as Reasonably Practicable** and **Tolerable**, there remains a residual risk of injury or loss of life.

### PART 3 – SWIMMING ABILITY

3. 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\*

4. **Or** I confirm that I am a **non-Swimmer** and that *I do\*/ do not\** wish to take part in any water-based activities

- *I understand that I may withdraw from any of the activities at any time by consulting with the training staff.*
- *Personnel who are **non-swimmers** or **untested** must consent prior to participating in water-based activities. Non-swimmers are those who are untested or are unable to meet the standards at Para 3 above.*

### PART 4 – PHYSICAL FITNESS

5. I confirm that I am *in date\** on my RAF fitness test or am *not required\** to take a test (e.g. medical exemption, commitment or status – VeRR, civilian, civil servant). *I am\*/am not\** physically fit and able to undertake arduous water sports activity.

### PART 5 – MEDICAL FITNESS & MEDICATION

6. *I have\*/do not have\** any **medical conditions** that precludes me from arduous water sports activities.

7. I have informed the event organiser (Instructor, 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:.....

**ANNEX C TO  
RAFSA SMP V9.0  
DATED 5 MAR 24**

**RAFSA Offshore Division – Generic Safety Risk Assessment**

<b>RAF Sports Association</b>	RAF Sailing	<b>Assessment No:</b>	SSM/Offshore/01	<b>Assessment Date:</b>	18 Jan 24		
<b>Sporting Discipline</b>	Offshore Sailing	<b>Assessment Type</b> <small>(Delete as appropriate; see Note 1)</small>					
		Generic			Dynamic	Specific	
<b>Main Task/Activity/Process</b>							
Sailing – Multi crew Offshore yachts, in the waters encompassed within the <a href="#">Maritime SAR Regions</a> of the UK, Ireland and France, Belgium, Netherlands, Germany and Denmark.							
<b>Assessor</b>							
<b>Assessor</b>				<b>Line Manager Acceptance</b> <small>(See Note 2)</small>			
<b>Name:</b>	David Stubbs			<b>Name:</b>	Gill Burgess		
<b>Rank/Grade:</b>	AVM			<b>Rank/Grade:</b>	Wg Cdr		
<b>Signature:</b>				<b>Signature:</b>			
<b>Describe sub-Task/Activity/Process</b> <small>(see note 3)</small>							
<b>Hazard/Risk Identification</b> <small>(What are they)</small>	<b>Who is at Risk?</b> <small>(See Note 8)</small>	<b>Control Measures</b> <small>(See Note 7)</small>	<b>Risk Rating</b> <small>(L X S =) (See Note 4)</small>	<b>Additional Controls</b> <small>(See Note 7)</small>	<b>Residual Risk Rating</b> <small>(L X S =) (See Note 4+5)</small>	<b>Remarks</b>	
Operations at Sea or in marina	Risk of drowning, partial or secondary drowning.	Yacht's Crew	SOPs on the mandatory wearing of auto-inflate lifejackets, and safety harnesses and dinghy operations. Crews trained in Man Overboard recovery and post recovery aid. MOB drill conducted ASAP	Improbable x Critical = Low			

			after going to sea; safety equipment carried on board to aid flotation/recovery. Briefing on partial and secondary drowning. Medical help sought as soon as possible post MOB event. Crew Safety Brief and DRA utilised to reduce likelihood; Med Plan utilised to minimise impact. Skipper holds RYA First Aid certificate (FAC)				
Operations at Sea or in marina	Risk of Sunburn	Yacht's Crew	SOPs and Crew Safety Brief covering regular application of Sun cream.	Occasional x Minor = Low			
Operations at Sea or in marina	Injury through slips, trips and falls	Yacht's Crew	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. DRA utilised to reduce likelihood; Med Plan utilised to minimise impact. Skipper holds RYA FAC	Occasional x Minor = Low			
Mast Climbing	Risk of falling from height	Yacht's Crew	Follow Offshore SOP for ascending the mast. DRA utilised to reduce likelihood; Med Plan	Improbable x Critical = Low			

			utilised to minimise impact. Skipper holds RYA FAC				
Operations at Sea or in marina	Risk of fire/burns	Yacht's Crew	Mandatory SOP Crew Safety Brief to cover fire safety precautions, escape options and firefighting procedures. Extinguishers available. SOP cover use of galley. DRA utilised to reduce likelihood; Med Plan utilised to minimise impact. Skipper holds RYA FAC	Remote x Major = Low			
Operations at Sea	Fingers or limbs trapped in winches.	Yacht's Crew	Crews trained; mandatory Crew Safety Brief iaw SOPs on the safe operation of winches and loaded lines. DRA utilised to reduce likelihood; Med Plan utilised to minimise impact. Skipper holds RYA FAC	Remote x Major = Low			
Operations at Sea	Injury caused by Boom	Yacht's Crew	Inclusion in mandatory SOP Crew Safety Brief covering use of preventer. Covered as part of RYA skipper's Training Course. DRA utilised to reduce likelihood; Med Plan utilised to minimise impact. Skipper holds RYA FAC	Remote x Major = Low			
Operations at Sea	Friction Burns/Crush injuries	Yacht's Crew	Inclusion in SOP mandatory Crew Safety Brief. RYA qualified crew trained to avoid. Skipper	Remote x Major = Low			



			holds RYA FAC to treat any injuries			
Galley operations	Gas/fuel Explosion	Yacht's Crew, bystanders/third party crew	Mandatory SOP direction covering safe gas bottle and appliance operation and alarms. SOP direction on safe storage of fuel onboard.	Improbable x Critical = Low		
Operations at Sea	Capsize	Yacht's Crew	Yacht design and configuration is MCA compliant. Copy of RYA Stability and Buoyancy Booklet G23/00 aboard each yacht. Covered in RYA Skipper's training	Incredible x critical = Low		
Operations at Sea	Lost at Sea	Yacht's Crew	Mandatory SOP Crew Safety Briefing on MOB procedures. MOB recovery training to be undertaken asap after going to sea. Wearing of lifejackets mandatory and wearing of safety harnesses matched to conditions as directed by the skipper.	Incredible x critical = Low		Raised to improbable x Critical = Low for yacht racing
Operations at Sea or alongside	Hypothermia	Yacht's Crew	Mandatory SOP Crew Safety Briefing. Copy of RYA Sea Survival Practical Course Notes (SSPCN) aboard each yacht. Skipper holds RYA FAC which covers treatment for hypothermia. DRA utilised to reduce likelihood; Med	Remote x Major = Low		

			Plan utilised to minimise impact.			
Operations at Sea or alongside	Heat Injury including Dehydration	Yacht's Crew	Mandatory SOP safety briefing. Skipper will comply with Offshore Heat Injury Prevention (HIP) Risk Assessment (RA) and conduct HIP DRA. DRA utilised to reduce likelihood; Med Plan utilised to minimise impact. Skipper holds RYA FAC	Improbable x Critical = Low		
Operations at Sea	Collision / Grounding causing damage to yacht and/or injury to crew or third parties.	Yacht's Crew Third party crew	Passage planning and DRAs mandated in SOPs . Paper charts and navigation equipment kept up to date to ensure accurate record of navigation hazards. Skippers trained in: use of paper and electronic charts; navigation equipment and documentation; and reduced visibility operations. Yachts equipped IAW RYA Guidance.	Improbable x Critical = Low		
Operations at Sea or alongside	Food poisoning and/or contamination leading to death & injury to crew.	Yacht's Crew	Crew mandated to follow Offshore Food Hygiene Policy. Covered in Crew Safety Brief. Boat is equipped to enable hygienic food preparation and management.	Remote x Minor = Low		

Use of RADAR	Electromagnetic Radiation impact on crew causing injury.	Yacht's Crew, bystanders/third party crew	Vessel equipped and serviced to minimise EMR threat. Crew briefed on EMR threat from antennas if applicable.	Incredible x Major = Very low			
--------------	--	---	--	-------------------------------	--	--	--

Rear Commodore Assessment Review							
<small>(See Notes 2 and 6)</small>							
<b>Review Date:</b>	11 Mar 24	<b>Review Date:</b>		<b>Review Date:</b>		<b>Review Date:</b>	
<b>Name:</b>	BURGESS	<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	
<b>Rank/Grade:</b>	WG CDR	<b>Rank/Grade:</b>		<b>Rank/Grade:</b>		<b>Rank/Grade:</b>	
<b>Signature:</b>	G A BURGESS	<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>	

**Notes:**

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers 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 Line Managers are to note that they are responsible for 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.
- 3 This column is to add a sub element of the main task, in order to identify the relevant hazards associated with that part of the task/process, for example, the main overall task is to service a Landover and a sub activity would be to change the oil, or remove the wheels to checks the brake pads etc.
- 4 When recording the Risk Rating ensure that both the Likelihood and Severity scores are included.
- 5 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level.
- 6 Risk Assessments are to be reviewed annually and/or:
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure or Line Management.
  - Following the introduction of more vulnerable personnel.
  - If "Generic" prior to use.
- 7 Each Control Measure is to be specific and managed.
- 8 Specify all persons at Risk, including Contractors, Visitors, Members of Public

				Severity (S)				
				Negligible	Minor AP8000>	Major	Critical	Catastrophic
Safety (RtL) and Environmental Impact considerations. As defined in AP 8000, Part 1, Chapter 3.1 - Safety Risk Management & Management of Safety				Minimal	Minor	Major	Critical	Fatality
				1	2	3	4	5
Likelihood (L)	Frequent	Certain	5	Low	Medium	High	Very High	Very High
	Occasional	Likely	4	Very Low	Low	Medium	High	Very High
	Remote	Possible	3	Very Low	Low	Low	Medium	High
	Improbable AP8000 ^	Unlikely	2	Very Low	Low	Low	Low	Medium
	Incredible	Rare	1	Very Low	Very Low	Very Low	Very Low	Low

<b>Very High</b>	Rigorous scrutiny of control measures required to ensure ALARP, improve control measures where possible; consider stopping work unless continuation is justified as essential to the military context. Conducting activities at this level of risk will require formal consideration and acknowledgement from the appropriate Duty Holder, Commander, Head of Establishment or nominated Responsible Person who is charged with Risk Ownership.
<b>High</b>	Rigorous scrutiny of control measures required to ensure ALARP, improve control measures where possible; consider stopping work unless continuation is justified as essential to the military context. Conducting activities at this level of risk will require formal consideration and acknowledgement from the appropriate Duty Holder, Commander, Head of Establishment or nominated Responsible Person who is charged with Risk Ownership.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working. Consider informing command chains of any changes and requesting additional resource/levers/authority to apply additional controls that may reduce the residual risk further.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes that may impact either Severity or Likelihood.
<b>Very Low</b>	Maintain control measures and review at least annually to ensure that any changes to the residual risk, or effectiveness of controls are not re-introducing a credible RtL or potential Environmental impact.

Appendix:

1. RAFSA Offshore Division – Event Daily & Dynamic Risk Assessments (EDDRA).

## **RAFSA OFFSHORE DIVISION – EVENT DAILY & DYNAMIC RISK ASSESSMENTS (EDDRA)**

1. **Offshore Sailing.** 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 in the International Convention for the Safety of Life at Sea (SOLAS), you may be breaking the law and could ultimately face prosecution. Regulation 34 of SOLAS Chapter V (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. A passage plan must comprise an Appraisal, a Plan, the Execution and Monitoring (APEM). The following should be considered when passage planning:

- a. **Weather.** Before sailing, check the weather and Wet Bulb Globe Temperature forecast; 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.** Consider 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 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 on smart phones and has replaced the CG66 Form. The App aims to assist the coastguard to help you quickly should you get into trouble while sailing; it could save lives if used!

### **Risk Factor Scoring Taxonomies – Offshore Division**

2. **RAFSA Offshore Division.** RAFSA(O)Division is to use the taxonomies at Tables 1 – 10 below, when completing the Offshore Sailing EDDRA Scoring Matrix.

UK MET OFFICE SEA STATE DEFINITIONS		
Sea State		Wave Height
Smooth	3	Wave height less than 0.5 m
Slight	3	Wave height of 0.5 to 1.25 m
Moderate	4	Wave height of 1.25 to 2.5 m
Rough	5	Wave height of 2.5 to 4.0 m
Very rough	6	Wave height of 4.0 to 6.0 m
High	6	Wave height of 6.0 to 9.0 m
Very high	6	Wave height of 9.0 to 14.0 m
Phenomenal	6	Wave height more than 14.0 m

Table 1 – UK Met Office Sea State Definitions

BEAUFORT WIND FORCE SCALE					
Beaufort wind scale	Mean Wind Speed		Limits of wind speed		Wind descriptive terms
	F	Knots	ms <sup>-1</sup>	Knots	
0	0	0	<1	<1	Calm
1	2	1	1-3	1-2	Light air
2	5	3	4-6	2-3	Light breeze
3	9	5	7-10	4-5	Gentle breeze
4	13	7	11-16	6-8	Moderate breeze
5	19	10	17-21	9-11	Fresh breeze
6	24	12	22-27	11-14	Strong breeze
7	30	15	28-33	14-17	Near gale
8	37	19	34-40	17-21	Gale
9	44	23	41-47	21-24	Strong gale*
10	52	27	48-55	25-28	Storm
11	60	31	56-63	29-32	Violent storm
12	-		64+	33+	Hurricane

Table 2 – 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.

\* Notes

1. Lag effect between the wind getting up and the sea increasing should be borne in mind.
2. Official term is strong gale; however, the Met Office uses the descriptive term severe gale
3. To convert knots to mph multiply by 1.15, for m/s multiply by 0.514.
4. To convert kph to knots multiply by 0.54.

OFFSHORE SAILING – EVENT ORGANISATION (EO)		
Points	Code	Description
1	Controlled	<b>Yachting by Day.</b> Conditions and boundaries well understood.
2	Difficult	<b>Yachting by Day &amp; Night.</b> Crossing shipping lanes, or further than 25 miles offshore.
3	Complex	<b>Yachting by Day &amp; Night.</b> High risk of poor visibility, crossing shipping lanes, or further than 40
4	Challenging	<b>Yachting by Day &amp; Night.</b> Crossing English Chanel or Irish Sea, passage to Isles of Scilly.

Table 3 – Event Organisation

OFFSHORE SAILING – SKIPPER/INSTRUCTOR ABILITY (SA)		
Points	Code	Description
1	Expert	Has extensive knowledge and a long-term breadth of experience of the associated risks. E.G. RYA Yacht Master Offshore or CI
2	Experienced	Has a comprehensive knowledge and experience of the associated risks. E.G. RYA Yacht Master Coastal
4	Skilled	Has a good knowledge and some experience of the associated risks. E.G. RYA Coastal Skipper or Experienced Day Skipper with 14 days or more as yacht skipper)
6	Newly Trained	Recently qualified with limited knowledge and experience of the associated risks. E.G. RYA Day Skipper with less than 14 days as yacht skipper

Table 4 – Offshore Sailing Skipper/Instructor Ability

OFFSHORE SAILING – AGGREGATE CREW/STUDENT ABILITY (CA)		
Points	Code	Description
1	V Competent	Very experienced and capable crew overall with extensive experience of the associated tasks and risks (E.G., mix of YM, Coastal, DS and CC
2	Competent	An experienced and capable crew overall with a with good knowledge and experience of the associated tasks and risks (E.G Mix of Coastal/DS and CC)
3	inexperienced	Recently qualified crew. E.G., less than 14 days at sea for offshore sailing
4	Novice	Crew completely new to the discipline. Little or no relevant experience or qualifications

Table 5 – Offshore Sailing Crew/Student Ability

FORECAST SEA STATE (SS)		
Points	Code	Description
1	Low	<b>Sea state: 3 – Slight or less.</b> Sea conditions that do not hinder the activity in any way. The environment should not be a concern to anyone either physically or psychologically.
2	Medium	<b>Sea state: 4 – Moderate.</b> Sea conditions that may impede planned activity in some way. Individuals may feel some psychological concern when learning new skills.
3	High	<b>Sea state: 5 – Rough.</b> Sea conditions that may inhibit or curtail activity. Competent crew are likely to demonstrate unease and individual performance may be hindered by anxiety. Demanding conditions may lead to an increase in environmental dangers.
4	Very High	<b>Sea state: 6 – Very Rough or greater.</b> Sea conditions that is likely to inhibit activity. Experienced Crew are <u>highly</u> likely to demonstrate increased anxiety, apprehension or even fear. There may be a risk of objective dangers being uncontrollable.

Table 6 – Sea State/Surf Height

<b>FORECAST WEATHER (FW)</b>		
<b>Points</b>	<b>Code</b>	<b>Description</b>
<b>1</b>	<b>Fine</b>	<b>F4 or less.</b> Weather conditions that will not impede the activity.
<b>2</b>	<b>Changeable</b>	<b>F5.</b> Weather conditions such as decreased visibility, increased winds or changes in ambient temperature, which may affect activity.
<b>3</b>	<b>Adverse</b>	<b>F6.</b> Weather conditions that are likely to affect activity, such as poor visibility, high winds or extremes of temperature.
<b>4</b>	<b>Challenging</b>	<b>F7 or more.</b> Extremely poor weather conditions, which will certainly affect the activity and increase the risk of heat or cold related injuries.

Table 7 – Forecast Weather

<b>OFFSHORE SAILING – OPERATING HAZARDS (OH)</b>		
<b>Points</b>	<b>Code</b>	<b>Description</b>
<b>1</b>	<b>Minimal</b>	Well understood areas, hazards well charted and easily negotiated
<b>2</b>	<b>Minor</b>	Familiar or well understood sailing areas, hazards charted but require careful planning to negotiate or proximity to busy shipping areas
<b>3</b>	<b>Major</b>	Significant hazards, unfamiliar or poorly understood sailing areas, challenging to negotiate presenting significant risk of grounding or collision, entering unlit harbour at night
<b>4</b>	<b>Hazardous</b>	Very significant hazards, or poorly charted hazards, little information on sailing area, extremely difficult to negotiate, present serious risk to safety of crew/yacht, entering unlit anchorages or moorings at night

Table 8 – Operating Hazards

<b>LIKELIHOOD OF CLIMATIC INJURY/ILLNESS (COLD OR HEAT) (CI)</b> <a href="https://meteologix.com/uk/observations/wet-bulb-temperature.html">https://meteologix.com/uk/observations/wet-bulb-temperature.html</a> or Metologix App		
<b>Points</b>	<b>Code</b>	<b>Description</b>
<b>1</b>	<b>Negligible</b>	Temperature/Windchill very unlikely to have any adverse impact on crew.
<b>2</b>	<b>Slight</b>	Temperature/Windchill could have some impact – easily mitigated
<b>3</b>	<b>Possible</b>	Temperature/Windchill will affect crew and needs normal mitigation measures applying
<b>4</b>	<b>Likely</b>	Temperature/Windchill likely to impact crew and needs very careful monitoring and mitigation to avoid impact

Table 9 – Likelihood of Heat Illness or Cold Injury



**RAFSA(O) EVENT DAILY & DYNAMIC RISK ASSESSMENT (EDDRA) SCORING MATRIX**

<b>OFFSHORE SAILING – RISK FACTOR SCORING MATRIX</b>															
<b>Event Org (EO)</b>		<b>Skipper/ Instructor Ability (SA)</b>		<b>Crew/ Student Ability (CA)</b>		<b>Forecast Sea State (SS)</b>		<b>Forecast Weather (FW)</b>		<b>Operating Hazards (OH)</b>		<b>Likelihood of Climatic Illness/Injury (CI)</b>		<b>Total Score</b>	<b>RISK GRADE Authoriser</b>
Controlled	1	Expert	1	V Competent	1	Low	1	Good/ fine	1	Nil	1	Negligible	1	7-16	<b>V LOW RYA Day Skipper</b>
														16-17	<b>V LOW RYA Coastal Skipper</b>
Difficult	2	Very Experienced	2	Competent	2	Medium	2	Change-able	2	Minor	2	Slight	2	18-19	<b>LOW YM Coastal</b>
														20-21	<b>LOW YM Offshore Vice Cdre or Rear Cdre</b>
Complex	3	Skilled	4	inexperienced	3	High	3	Adverse	3	Major	3	Possible	3	22-29	<b>MEDIUM AOC 22 Gp</b>
Hazardous	4	Newly Trained	6	Novice	4	Very High	4	Extreme	4	Hazardous	4	Likely	4	30 or >	<b>HIGH AOC 22 Gp</b>

Table 10 – Offshore Sailing – Risk Factor Scoring Matrix

Offshore Sailing – Event Daily Dynamic Risk Assessments (EDDRA)															
Event Organisation (EO)		Skipper/ Instructor Ability (SA)		Crew/ Student Ability (CA)		Forecast Sea State (SS)		Forecast Weather (FW)		Operating Hazards (OH)		Climatic (HIP/CIP) (CI)		Total Score	Risk Grade
Controlled	1	Expert	1	V Competent	1	Low	1	Good/Fine	1	Nil	1	Negligible	1	7-16	V LOW
														16-17	V LOW
Difficult	2	Very Experienced	2	Competent	2	Medium	2	Changeable	2	Minor	2	Slight	2	18-19	LOW
														20-21	LOW
Complex	3	Skilled	4	inexperience	3	High	3	Adverse	3	Major	3	Possible	3	22-29	MEDIUM
Hazardous	4	Newly Trained	6	Novice	4	Very High	4	Extreme	4	Hazardous	4	Likely	4	30 or >	HIGH
Day & Date	Skipper & Initials	Event or passage								Mitigations to be put in place					
		EO	SA	CA	SS	FW	OH	CI	Total score						
WGBT															
		EO	SA	CA	SS	FW	OH	CI	Total score						
WGBT															

Day & Date	Skipper & Initials	Event or passage								Mitigations to be put in place
		EO	SA	CA	SS	FW	OH	CI	Total score	
WGBT										
		EO	SA	CA	SS	FW	OH	CI	Total score	
WGBT										
		EO	SA	CA	SS	FW	OH	CI	Total score	
WGBT										
		EO	SA	CA	SS	FW	OH	CI	Total score	
WGBT										

**Any Risk Factor of 19 or above: Skipper must elevate risk and record comment by Rear Cdre RAFSA(O), Vice Cdre, or Cdre**

RAFSA(O) ELEVATED RISKS – RECORD OF COMMENTS, ADVICE OR MEASURES			
1.	Comments/advice/measures		
	Elevated To (name)	Telecon DTG	Skipper's initials Date
2.	Comments/advice/measures		
	Elevated To (name)	Telecon DTG	Skipper's initials Date
3.	Comments/advice/measures		
	Elevated To (name)	Telecon DTG	Skipper's initials Date
4.	Comments/advice/measures		
	Elevated To (name)	Telecon DTG	Skipper's initials Date
5.	Comments/advice/measures		
	Elevated To (name)	Telecon DTG	Skipper's initials Date

Table 10 – RAFSA(O) Elevated Risks Proforma

The Vice Commodore can be contacted on 07813 112892.

The Commodore can be contacted on 07917 728 583.

## RAF SPORT ACCIDENT/INCIDENT MANAGEMENT ORDERS

(Extracted from AP 3415 - 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, i.e., a near miss. Event organisers 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 Organiser 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 organiser or Safety Manager, when appointed, and separate to the event organiser, who is the de facto Safety Manager. Activity incidents for RAF Sport are classified either as major or minor Incidents.

2. **Reporting, Managing and Resolving Security Incidents.** Leaflet 1A within JSP440<sup>14</sup> 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. All Security Incidents, including Cyber Security Incidents, must be reported through TLB Warning Advice and Reporting Points (WARPs) to the Joint Security Coordination Centre (JSyCC) using the Security Incident Reporting Form (SIRF).

AIR MIL: 95221 7178  
Civ: 01494 497178  
07786674440  
Air-RAF WARP (MULTIUSER)

1. **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 to the Defence Accident Investigation Branch (DAIB) 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: [2022DIN06-005-The Defence Accident Investigation Branch \(DAIB\)](#). Contact details for the DAIB are in the flow chart at Enclosure 3.

2. **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 cover the following:

- a. Any incidence of Heat Injury.
- b. Injuries requiring significant hospital treatment, surgery or hospital admittance.
- c. Incidents requiring outside assistance (i.e., emergency services).

---

<sup>14</sup> [https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents2/JSP440\\_Part2\\_Leaflet1A.pdf](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents2/JSP440_Part2_Leaflet1A.pdf)

- d. Fatal accidents.

## **MINOR INCIDENTS - EVENT ORGANISER OR SAFETY MANAGER ORDERS**

6. Incidents involving minor injuries or illness 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.
- 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 if required. Complete FSOR, and enter the details in FSIMS at earliest opportunity. Inform the RAFSA Cdre or Vice-Cdre.

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

- a. **Minor Injuries.** Ensure that the Event Organiser has correctly submitted FSOR. Investigate circumstances and if necessary implement changes to working practices.
- b. **Illness.** Ensure that casualty is seen by doctor if necessary. Check Event Organiser has correctly submitted FSOR. 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 ORGANISER OR SAFETY MANAGER ORDERS**

8. Event Organisers may experience severe strain when faced with a major incident. Clear thinking, control of the group, good decision-making and communications are key 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 Organiser is not to make any comments on the incident to members of the Press; you should refer them to the Commodore, 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, following the flowchart at Enclosure 3. Ensure that the rest of the group is safe. Start incident log and consider obtaining photographic evidence. Inform the RAFSA Cdre or Vice-Cdre of the incident as soon as possible and provide brief details. On return to your Unit, you are to fully brief the RAFSA Cdre or Vice-Cdre on the incident and any action taken. Following the incident you are to submit an FSOR within 24 hours, 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 following the flowchart at Enclosure 3. 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 RAFSA Commodore or Vice-Commodore on the incident and any action taken as soon as possible. Following the incident you are to submit an FSOR within 24 hours, and provide the RAFSA Commodore or Vice-Commodore 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 RAFSA 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 the incident you are to submit an FSOR within 24 hours and provide the Cdre with a written report that includes any photographic evidence and witness statements.

### **MAJOR INCIDENTS – EVENT ORGANISER 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 Commodore or Vice-Commodore 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.

Annexes:

- A. Notification of a Casualty (NOTICAS).
- B. RAF Sport Accident/Incident Management Flow Diagram.
- C. FSIMS Overview and Reporting.
- D. Functional Safety Information Management System (FSIMS).

## **NOTIFICATION OF A CASUALTY (NOTICAS<sup>15</sup>)**

- 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**). Full details can be found at Ref M.
- 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:

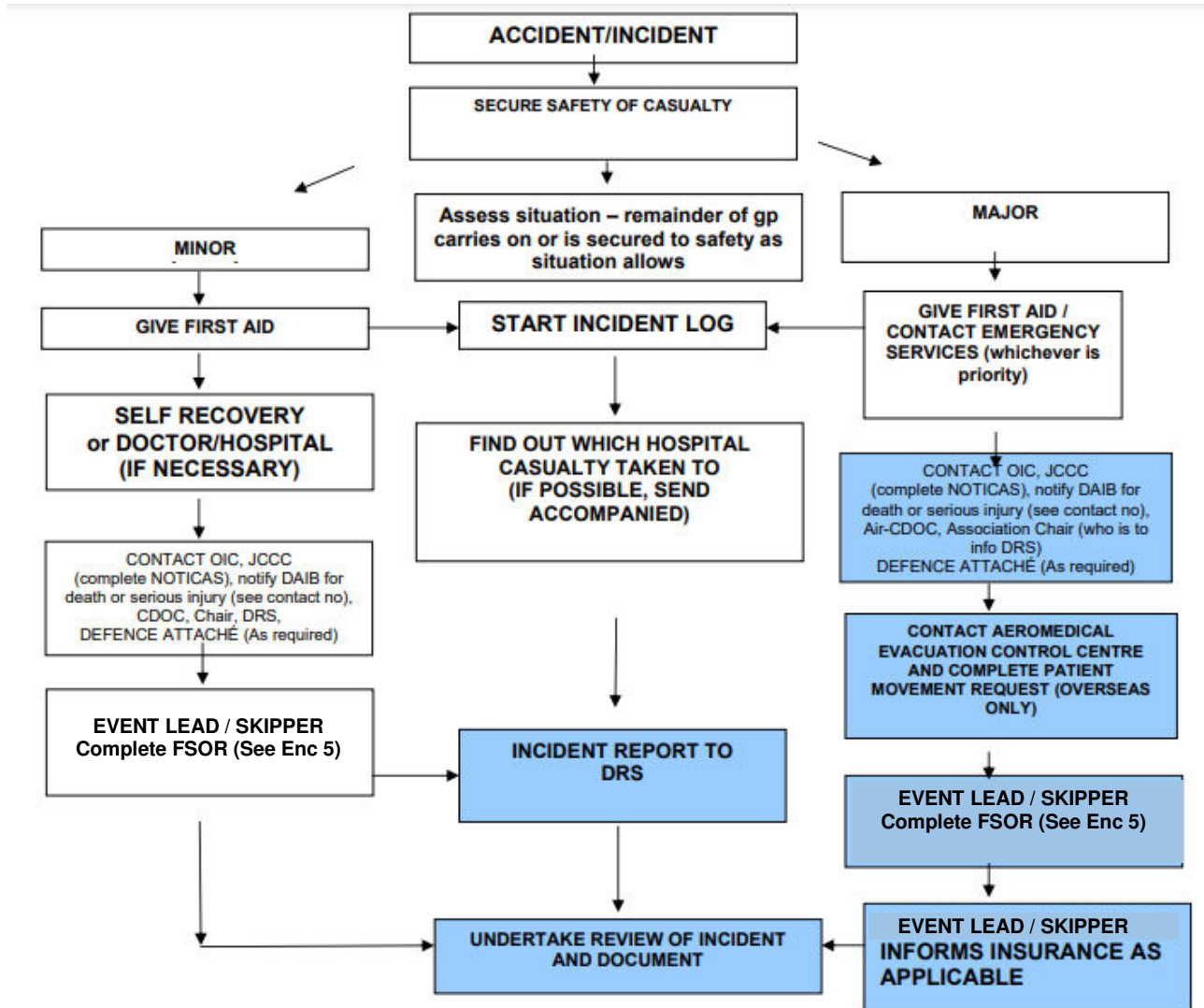
<b>ALPHA</b> (Essential)	State “ <b>Initial</b> ” Report or “ <b>Update</b> ” with Update number.
<b>BRAVO</b> (Essential)	<b>Rank, Initials (and known forename), Surname, Service</b> (RN, RM, Army, RAF, etc.), <b>Service Number, Unit,</b> (and attached Unit if applicable) <b>Regt/Corps</b> (Army only). <b>NB:</b> a. For mobilised TA list Parent Unit b. For a dependent 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</b> (POC).

<sup>15</sup> [JSP751 Pt1 Vol1 \(V23.3 dated Sept 22\)](#)



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

TO BE CARRIED OUT BY THE EVENT LEAD / SKIPPER



Essential contact numbers overleaf.

## ESSENTIAL CONTACT NUMBERS

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

JCCC Email: [DBS-JCCCGroupMailbox@mod.gov.uk](mailto:DBS-JCCCGroupMailbox@mod.gov.uk) +44 (0) 1452 519951 or 95471 7325

Aeromedical Evacuation Control Centre (RAF Brize Norton) +44 (0)1993 89 5300

11 Gp Commander Duty Operations Centre E-mail [Air-Ops-CDOCGpMailbox@mod.gov.uk](mailto:Air-Ops-CDOCGpMailbox@mod.gov.uk) +44(0)1494 493337 or 95221 3337

Use 5Ws format (Who, What, Where, When, Why + Amplifying Information).

DAIB Land - Duty Telephone (Manned 24 hours a day 7 days a week)

TO REPORT AN ACCIDENT OR INCIDENT FOR LAND BASED SPORTS:

Tel: 030 679 86587 | 9679 86587

DAIB Air & Maritime - Duty Telephone (Manned 24 hours a day 7 days a week)

TO REPORT AN AIR SPORTS ACCIDENT OR AN ACCIDENT OR INCIDENT AT SEA:

Tel: 030 679 88276 | 9679 88276

Defence Attaché: (insert telephone number)

Chairman RAF Sailing Association (Commodore) – E-mail [Tom.Walker501@mod.gov.uk](mailto:Tom.Walker501@mod.gov.uk) +44 07917 728 583

Directorate of RAF Sport – [Christopher.Williams101@mod.gov.uk](mailto:Christopher.Williams101@mod.gov.uk)

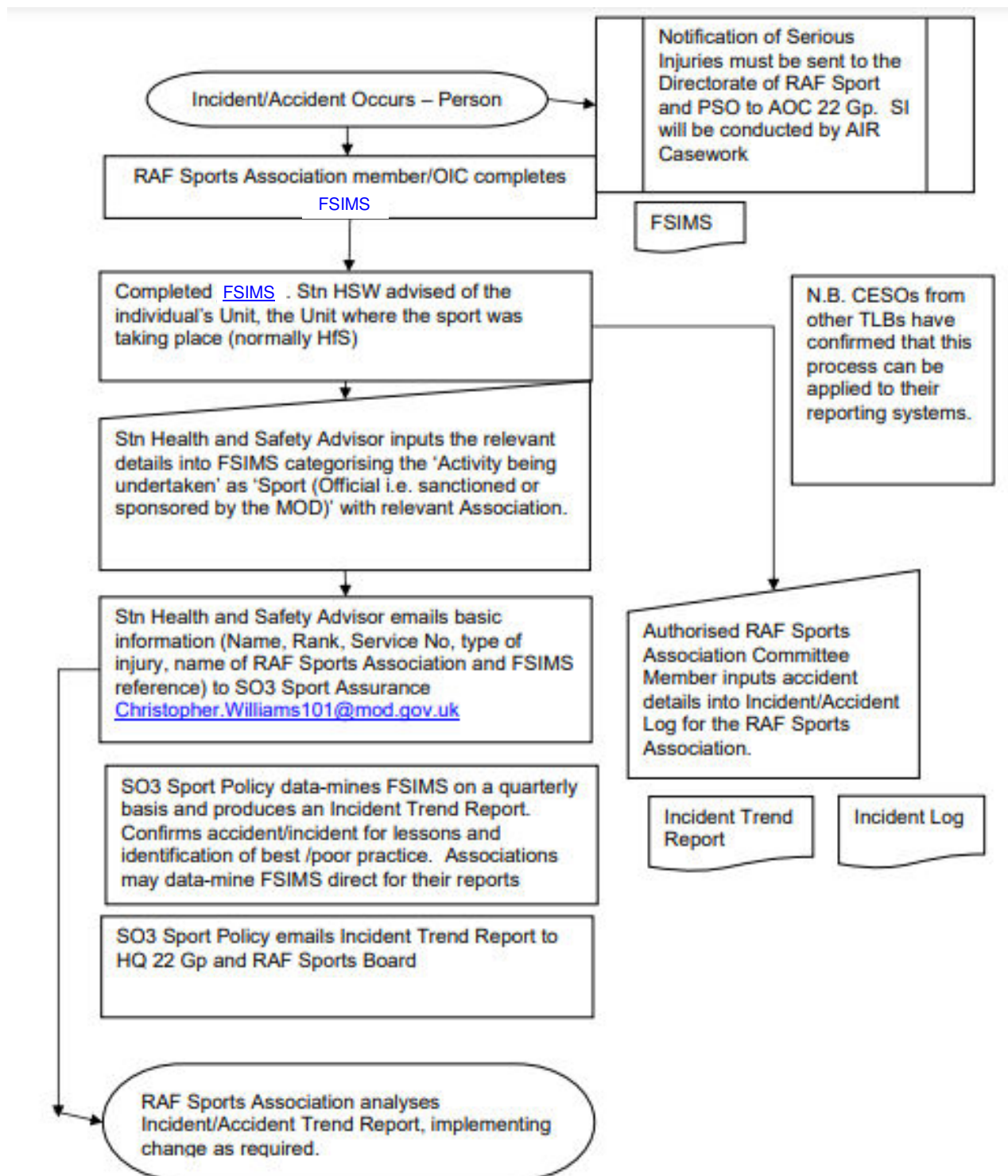
Vice-Commodore (Safety Manager): [Joseph.Litten825@mod.gov.uk](mailto:Joseph.Litten825@mod.gov.uk) +44 7813 112892

OIC: (insert telephone number and email)

Event Lead / Skipper: (insert telephone number and email)

## FSIMS OVERVIEW AND REPORTING

Full details are available at AP3415 V4.1, Leaflet 11 and Leaflet 11 Annex C.



## FUNCTIONAL SAFETY INFORMATION MANAGEMENT SYSTEM (FSIMS)

1. FSIMS has been developed to record and enable learning from safety (encompassing occupational health) and environmental incidents across the AIR TLB. Unsafe acts<sup>16</sup>, unsafe conditions<sup>17</sup>, near misses<sup>18</sup>, accidents<sup>19</sup> or incidents<sup>20</sup> are all to be recorded on FSIMS.
2. **Functional Safety Occurrence Report - (FSOR)**. The preferred method for reporting is direct into FSIMS, however this requires access to MOD Net and is not always practical. Paper copies of the FSOR (See below) should be taken to all events. An FSOR should be filled out immediately after any occurrence and transferred into FSIMS within 72 hours of an occurrence taking place. Available electronically via the following link: [Functional Safety Occurrence Report \(FSOR\)](#) (MODNET access required), or below.
3. All SP can access FSIMS and enter occurrence details as a 'guest'. FSIMS is a simple system to use and full details plus training guides can be found via the link below which should be cut and paste into Chrome: [https://modgovuk.sharepoint.com/teams/23116/SitePages/Functional-Safety-Information-Management-System-\(FSIMS\).aspx](https://modgovuk.sharepoint.com/teams/23116/SitePages/Functional-Safety-Information-Management-System-(FSIMS).aspx).
4. **Reporting**. To ensure reports can be searched and analysed effectively, the following conventions are to be followed:
  - a. **File naming Format**. DRS-RAFSA-DIVISION-EVENT
  - b. **Station/Unit**. The injured persons Unit
  - c. **Subunit/Squadron**. RAFSA
  - d. **Other Establishment** . Offshore / Dinghy / Windsurf / Safety Boat
  - e. **Incident Severity**. Details at Enclosure 6
  - f. **Reporter's Details**. Details of the individual raising the report.
  - g. **Line Manager / Supervisor details / comments**. Rear Commodore
  - h. **Safety Officer**. Vice Commodore
5. Personal details are **not** to be included on the front page of FSIMS as the information is not restricted. If personal injury is selected as the incident type, the personnel tab is also to be completed. Personal details are to be entered on this tab; information will remain protected.
6. Cdre RAFSA, as Responsible Person, will fulfil the role of Cat 4 Occurrence Manager. As such, close down reports for minor injuries are to be completed within 30 days of the occurrence taking place.

---

<sup>16</sup> Any act that deviates from a generally recognised safe way of doing a task and possibly increases the likelihood of an accident

<sup>17</sup> Fundamentally associated with the quality of the working environment and may be defined as 'any environmental conditions that may cause or contribute to an accident or occupational illness/disease'.

<sup>18</sup> An unplanned or unforeseeable event that could have resulted, but did not result in human injury, property damage or other form of loss.

<sup>19</sup> An unplanned or unforeseeable event that caused injury or occupational disease to a person or which caused / had the potential to cause a RIDDOR, Dangerous Occurrence.

<sup>20</sup> An unplanned or unforeseeable event which causes loss or damage to property, plant or equipment, or the environment due to shortfall in safety measures.

# FUNCTIONAL SAFETY OCCURRENCE REPORT (FSOR)



Key:

Required Field
Auto Populated
Field title
Tick Box
Drop Down
Free Text

Please Save a copy to your desktop, do not edit this form

Safety Office Use only	Group	
	Other 2 <sup>nd</sup> Domain	
	Upload	<input type="checkbox"/>
	Duty Held Activity?	<input type="checkbox"/>

## GENERAL DETAILS Upload

### Establishment / Unit Identification

URN

Station / Unit	
Sub Unit / Squadron	
Other Establishment	

Establishment / Unit Ref	
--------------------------	--

Other TLB	
-----------	--

### Incident Date / Time / Activity

Incident Title					
Date of Incident		Time of Incident (local)		Location of Incident	
Activity			Incident Severity		
Event Type					

### Incident Type / Outcome - *Select all that are relevant*

Personal Injury	<input checked="" type="checkbox"/>	Road Traffic Incident	<input checked="" type="checkbox"/>	Radiation Over Exposure	<input checked="" type="checkbox"/>
Occupational Health	<input checked="" type="checkbox"/>	Spillage/ Pollution/ Environmental Incident	<input checked="" type="checkbox"/>	Equipment Failure/ Fault	<input checked="" type="checkbox"/>
Ordnance, Munitions & Explosives	<input checked="" type="checkbox"/>	Sport/Physical Training	<input checked="" type="checkbox"/>	Movements & Transport Incident	<input checked="" type="checkbox"/>
Fire	<input checked="" type="checkbox"/>	Adventurous Training	<input checked="" type="checkbox"/>	Fuels & Gasses Incident	<input checked="" type="checkbox"/>
Suspected Exposure to Hazardous Substances	<input checked="" type="checkbox"/>	Ill Health	<input checked="" type="checkbox"/>	Infrastructure Related Incident	<input checked="" type="checkbox"/>

## SUMMARY OF UNSAFE CONDITION / UNSAFE ACT / NEAR MISS / ACCIDENT

Upload

**Details of Incident: what happened** (details of the occurrence eg fell onto wrist), **where did it happen** (location of the occurrence eg in hangar), **how did it happen** (what caused the occurrence eg slipped on wet floor), **why did it happen** (contributory factors eg leak in roof)

### Narrative of Events

### Initial Actions Taken

### Witness(es)

*Add details: ie name and contact number/email address in order that they can be contacted in an investigation*

### Reporter's Details

Please tick box if you wish to remain anonymous

Surname		Forename(s)		Rank/Title		Service/Pay No		Date	
E-mail Address				Contact Details (if no Email Address)					

### Line Manager / Supervisor Details

Surname		Forename(s)		Rank/Title		Service/Pay No	
E-mail Address				Contact Details (if no Email Address)			

### Additional Reports Please check box if additional reports have been/will be raised

Check box if additional reporting forms have been/will be raised?	<input checked="" type="checkbox"/>
---	-------------------------------------

When completed above, send to: **INSERT LOCAL SHSA EMAIL HERE, & Line Manager**



**Line Manager / Head of Department / Activity Supervisor Comments**

*This section must be completed. DO NOT include any personal details that would contravene the Data Protection Act 2018*

Upload

Any Lessons Identified Which Would Assist In Preventing Further Incidents

--

Details Of Action / Investigation Taken Or Will Be Taken To Reduce The Risk Of Recurrence

--

Surname	<input type="text"/>	Initials	<input type="text"/>	E-mail Address	<input type="text"/>
Contact No	<input type="text"/>	Grade / Rank / Rate / Title	<input type="text"/>	Date	<input type="text"/>

**SAFETY OFFICER / SAFETY ADVISOR / EEPA / EPA / POLLUTION CONTROL OFFICER COMMENTS**

*(as appropriate to incident types) - This section must be completed. DO NOT include any personal details that would contravene the Data Protection Act 2018*

Upload

Any Lessons Identified Which Would Assist In Preventing Further Incidents

--

Details / Comments On Action / Investigation Taken Or Will Be Taken To Reduce The Risk Of Recurrence

--

Surname	<input type="text"/>	Initials	<input type="text"/>		
Service	<input type="text"/>	Grade / Rank / Rate / Title	<input type="text"/>		
Contact No	<input type="text"/>	E-mail Address	<input type="text"/>	Date	<input type="text"/>



**MOD Accident/Incident**

JSP 375 Part 2, Volume 1, Chapter 16

<p><b>Major (Specified Injuries)</b></p>	<p>Any injury, accident/incident that results in:</p> <ul style="list-style-type: none"> <li>• a fracture, other than to fingers, thumbs and toes;</li> <li>• amputation of an arm, hand, finger, thumb, leg, foot or toe;</li> <li>• permanent loss of sight or reduction of sight;</li> <li>• crush injuries leading to internal organ damage;</li> <li>• serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);</li> <li>• scalping (separation of skin from the head) which require hospital treatment</li> <li>• unconsciousness caused by head injury or asphyxia;</li> <li>• any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital to military or civilian personnel for more than 24 hours</li> <li>• Any spill or release requiring external assistance or immediate notification with the potential to cause harm to persons or the environment.</li> <li>• Major loss or damage to MOD, or other party, property or materials.</li> </ul>
<p><b>Serious</b></p>	<p>Any injury, accident/incident that results in:</p> <ul style="list-style-type: none"> <li>• More than 7 days lost time requiring medical treatment but not admission to hospital for more than 24 hours.</li> <li>• Requiring a formal report to the HSE under RIDDOR not a major injury, accident/incident or dangerous occurrence.</li> <li>• Failure or corruption of safety measure or procedure.</li> <li>• Localised spillage or leak of pollutant (short term damage)</li> <li>• Severe loss or damage to MOD, or other party, property or materials</li> </ul>
<p><b>Minor</b></p>	<p>Any injury, accident/incident that results in up to 7 days lost time and is not reportable under RIDDOR or causes minor damage to MOD, or other party, property or materials.</p>
<p><b>Near Miss</b></p>	<ul style="list-style-type: none"> <li>• an event or situation that could have resulted in personal injury or illness, but did not, either by chance or through timely intervention.</li> <li>• an event or situation that did/could have resulted in loss/damage to MOD property or materials.</li> </ul>
<p><b>Unsafe Act</b></p>	<p>Any act that deviates from a generally recognised safe way of doing a task and possible increases the likelihood of an accident.</p>
<p><b>Unsafe Condition</b></p>	<p>Fundamentally associated with the quality of the working environment and can be defined as 'any environmental conditions that may cause or contribute to an accident or occupational illness/ disease.</p>