



Royal Air Force Sailing Association

Sports Safety Management Plan

**Version 10
2 Apr 25**

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.

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Position: Vice Commodore RAFSA

Date: 2 Apr 25

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Position: Commodore RAFSA

Date: 16 Apr 25

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. Addition of Climatic Injury / WGBT within DRA. Addition of Med Plan requirement and guidance.
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
V10.0	Update to MySafety reporting system.	Annual review and Replacement of FSMIS by My Safety. Review of Risk assessments including updated 5x5 matrix and RA actions.

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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

2 Apr 25

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.

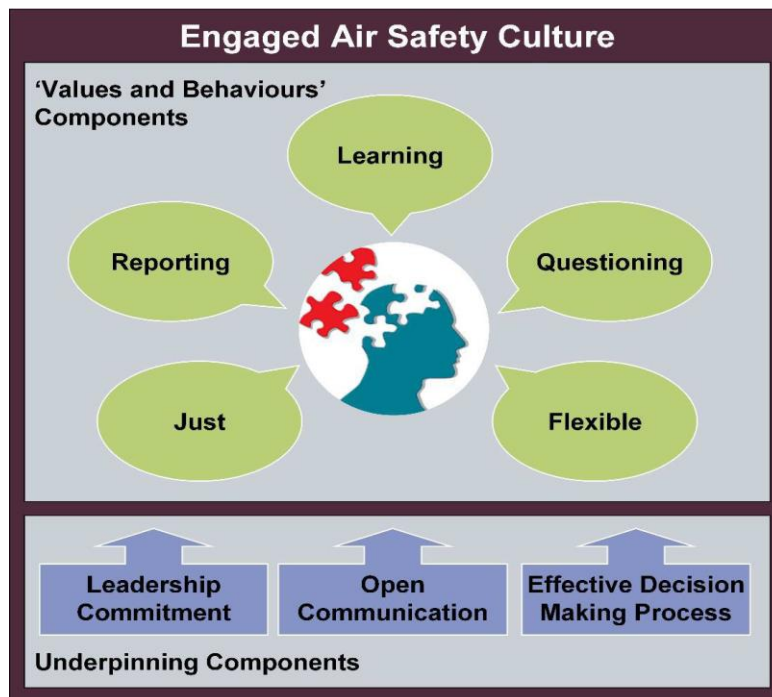


Figure 2 - The Key Components and Elements of an Engaged Safety Culture

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-risk¹ sport, therefore, RAFSA RCs are to conduct annual 1st 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 2nd 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.² 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.

¹ As identified in Annex A to Chapter 1 of JSP 660.

² 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 1st 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 **Event³ Organisers.** Every RAFSA event must be controlled by an appointed Event Organiser (EO). As a part of their supervisory responsibilities, EOs⁴ 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.

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

⁴ '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.⁵

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 1987⁶ (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 19. 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 20. 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. Activity incidents for RAF Sport are classified either as Minor or Major Incidents:

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

Major Incidents cover the following:

- a. Any incidence of Heat Injury.
- b. Injuries requiring significant hospital treatment, surgery or hospital admittance.

⁵ Force Health Protection, Pre-Hospital Emergency Care, MEDEVAC, Primary health Care, Hospital Care, Med C4I and Med Log.

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

- c. Incidents requiring outside assistance (i.e. the Emergency Services).
- d. Fatal accidents.

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. [MySafety⁷](#) should be used to report safety and environmental protection occurrences relating to Defence personnel, visitors or contractors that are undertaking Defence activities, including official sport as set out in JSP 660, using Defence equipment or on the Defence estate. Safety occurrences include;

- An event that results in injury, ill health or death to a person(s),
- an event which causes loss or damage to property, plant or equipment, or harm to the environment, or
- an event that had the potential to cause injury, ill health or death to a person(s) or damage to property, plant or equipment, but no actual harm or damage occurred.

Instructions on completion of a MySafety occurrence can be found within the [MySafety User Manual](#) but may be amplified in Divisional SOPs. My Safety is accessible from any device therefore **hardcopy paperwork is no longer required**. 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) (+44(0)1980 348622)** by the CoC within 48 hours. This is in addition to reporting via My Safety.

Order 21. RCs are to ensure Occurrences are reported into MySafety within 48 hours of an occurrence taking place. If access to MODNET is unachievable, MySafety Alert, available through the Defence Gateway should be utilised via a personal device.

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 22. 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 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.

⁷ <https://mysafety.map.ahe.r.mil.uk>

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 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 23. 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 24. 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 25. 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 41⁸ and 42⁹ 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

⁸ Heat illness prevention.

⁹ Cold injury prevention.

3.1 **Safety Assurance.** Safety assurance will be delivered using a combination of internal RAFSA assessment (1st party) and external assessment by DRS (2nd party) and the RYA (3rd 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.

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:.....

RAFSA Dinghy Division – Generic Risk Assessment

RAF Sports Association:	RAF Sailing (RAFSA)	Assessment No:	RAFSA D /01/25	Assessment Date:	1 Apr 25
Sporting Discipline:	Dinghy Sailing	Assessment Type (Delete as appropriate; see Note 1)			
		Generic			
Main Task/Activity/Process					
Dinghy Sailing					
Assessor			Line Manager Acceptance <small>(See Note 2)</small>		
Name:	William Beattie		Name:	John Dodwell	
Rank/Grade:	FS (RAFSA D Trg Principal)		Rank/Grade:	Wg Cdr (RAFSA D Rear Commodore)	
Signature:	<i>W J Beattie</i>		Signature:	<i>J E Dodwell</i>	

Describe sub-Task/Activity/Process <small>(See note 3)</small>	Hazard/Risk Identification <small>(What are they)</small>	Who is at Risk? <small>(See Note 8)</small>	Control Measures <small>(See Note 7)</small>	Risk Rating <small>(L X S =)</small> <small>(See Note 4)</small>	Additional Controls <small>(See Note 7)</small>	Residual Risk Rating <small>(L X S =)</small> <small>(See Note 4+5)</small>	Remarks
Dinghy Launch, Recovery and Manual Handling	Slips, trips and falls. Manual handling injury.	Participants and Supervisors	Site Specific RAs and Dynamic RAs and Briefs. Experience/Familiarity. NGB Qualifications (RYA Level 2 Standard Minimum). Or Instructor Supervision.	Possible x Minor = LOW		LOW	
Capsize	Cold Shock Water Ingestion Head Injury	Participants	Experience/Familiarity. Sailing specific clothing. Mandatory use of Buoyancy Aids. Powered Rescue/ Umpire/Instructor Boats in Vicinity. Operating from small or shallow sailing area. NGB Qualifications (RYA Level 2 minimum). Or Instructor Supervision (in line Trg SOP Ratios). And Supervised Capsize Drills Practiced. And Mast Head Buoyancy (at SI's Discretion).	Possible x Minor = LOW		LOW	

<p>Entrapment</p>	<p>Limb Injury Water Ingestion</p>	<p>Participants</p>	<p>Experience/Familiarity. Sailing Specific Clothing. Mandatory use of Buoyancy Aids. Powered Rescue/Umpire/Instructor Boats in Vicinity. NGB Qualifications (RYA Level 2 minimum). Or Instructor Supervision (in line Trg SOP Ratios). And Supervised Capsize Drills Practiced. And Mast Head Buoyancy (at SI's Discretion).</p>	<p>Unlikely x Major = LOW</p>		<p>LOW</p>	
<p>Contact with Unclean Water</p>	<p>Water Borne Diseases</p>	<p>Participants and Supervisors</p>	<p>Site Specific RAs and Dynamic RAs and Briefs. Experience/Familiarity. Showers on Site. Medical support on site or easily accessible to site</p>	<p>Possible x Minor = LOW</p>		<p>LOW</p>	
<p>Use of Trapeze</p>	<p>Impact Injury Increased Risk of Entrapment</p>	<p>Participants</p>	<p>Experience/Familiarity. Sailing Specific Clothing (Quick Release Harness). Mandatory use of Buoyancy Aids.</p>	<p>Unlikely x Major = LOW</p>		<p>LOW</p>	

			<p>NGB Qualifications (RYA Level 2 minimum).</p> <p>Or Instructor Supervision (in line Trg SOP Ratios).</p> <p>And Supervised Capsize Drills Practiced.</p> <p>And Mandatory Mast Head Buoyancy.</p>			
Weather exposure	<p>Sunburn</p> <p>Heat Injury</p> <p>Dehydration</p> <p>Fatigue</p> <p>Cold Shock</p>	Participants and Supervisors	<p>Experience/Familiarity.</p> <p>Site Specific RAs and Dynamic RAs and Briefs</p> <p>Sailing Specific Clothing.</p> <p>Operating from small sailing area (enabling rapid recovery to shore).</p> <p>Instructor Supervision.</p>	Possible x Minor = LOW		LOW
Moving Parts	<p>Impact Head Injury</p> <p>Finger/Limb Crushing Injury</p>	Participants and Supervisors	<p>Experience/Familiarity.</p> <p>NGB Qualifications (RYA Level 2 minimum)</p> <p>Or Instructor Supervision (in line Trg SOP Ratios).</p> <p>And Dry Practice Drills.</p> <p>And Mandatory Use of Helmets for Minors (U18s)</p> <p>And Use of Helmets (at SI's discretion) for adults.</p>	Possible x Minor = LOW		LOW

Line Manager Assessment Review							
(See Notes 2 and 6)							
Review Date:	3 Feb 25	Review Date:		Review Date:		Review Date:	
Name:	Dodwell	Name:		Name:		Name:	
Rank/Grade:	Wg Cdr	Rank/Grade:		Rank/Grade:		Rank/Grade:	
Signature:	Signed Electronically	Signature:		Signature:		Signature:	

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 Landrover 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	Critical Multiple Fatalities	5	H	H	H	H	VH
	Severe Single Fatality. Specified injuries to multiple individuals (which are life threatening and/or cause permanent disability).	4	M	M	M	H	H
	Major Single specified injury (which is life threatening and / or causes a permanent disability). Specified injuries to multiple individuals' injuries of a non-life threatening, non-permanent nature and/or have a short-term impact on normal way of/quality of life.	3	L	L	M	M	H
	Moderate Specified injuries to multiple individual's injuries of a non-life threatening, non-permanent nature and requiring first aid only	2	V/L	L	L	M	M
	Minor Single specified injury of a non-life threatening, non-permanent nature and requiring first aid only	1	V/L	V/L	L	L	L
Aligns to -JSP 815 Element 4, AIR TLB Safety Risk Matrix (SRM) AP 8000 Feb 2024			1	2	3	4	5
			Very Unlikely Has occurred once/never or is not likely to occur. <5%	Unlikely Has occurred or is likely to occur on a small number of occasions. 5-29%	Possible Has occurred or is likely to occur on several occasions. 30-49%	Likely Has occurred or is likely to occur many times. 50-74%	Very Likely Is or is likely to be a common occurrence. >75%
		Likelihood					

Very High	Rigorous scrutiny of control measures required to make sure risk is ALARP and then make sure it is tolerable, by improved control measures; stop work unless those rare occasions when continuation is justified as essential to delivering a military task (urgent operational imperative). Tolerating this level of risk to conduct activity requires formal consideration and acknowledgement from the appropriate most Senior Leader, Duty Holder or nominated Responsible Person who is charged with Risk Ownership.
High	Rigorous scrutiny of control measures required to make sure risk is ALARP and then make sure it is tolerable, improve control measures where possible; consider stopping work unless continuation is justified as essential to a military context. Tolerating this level of risk to conduct activities 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.
Medium	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.
Low	Maintain control measures and review regularly or if there are any changes that may impact either Severity or Likelihood.
Very Low	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 Dinghy Division – Event Daily & Dynamic Risk Assessments (EDDRA)

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

1. **Dinghy Sailing.** The following hazards **are to** be considered:
 - a. Weather forecast. The weather forecast should be used to identify suitable beaches for the range of windsurfing or dinghy activity being conducted.
 - b. Wave / swell height and direction.
 - c. Wind direction and strength.
 - d. Tide and rip currents.
 - e. Sea and air temperature.
 - f. Visibility.

Risk Factor Scoring Taxonomies – Dinghy Division

2. RAFSA Dinghy Division are to use the taxonomies at Tables 1 – 8 below when completing the RAFSA EDDRA Proforma at Tables 9:

UK MET OFFICE SEA STATE DEFINITIONS	
Sea State	Wave Height
Smooth	Wave height less than 0.5 m
Slight	Wave height of 0.5 to 1.25 m
Moderate	Wave height of 1.25 to 2.5 m
Rough	Wave height of 2.5 to 4.0 m
Very rough	Wave height of 4.0 to 6.0 m
High	Wave height of 6.0 to 9.0 m
Very high	Wave height of 9.0 to 14.0 m
Phenomenal	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
	Knots	ms ⁻¹	Knots	ms ⁻¹	
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

Table2 – 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

EVENT ORGANISATION		
Points	Code	Description
4	Controlled	Lake Competition. All competitors remain within sight of event organiser. Lake Training. All groups sailing on the lake under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups. Sailing tuition with an instructor. All groups sailing on the water under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups on that type of water.
8	Difficult	Wind F6+. Where safety cover can be put into place for Dinghy and Windsurfing and competitors will be made aware of conditions.
12	Complex	Windsurfing Wave-Sailing. At a venue where safety cover is not possible other than Coastguard. Measures need to be put in place to ensure no one sails alone and that a buddy-buddy system is adopted. Strong leadership is required by event organiser to match conditions to ability and order people out if conditions are too hazardous.
16+	Hazardous	Not suitable for activity. Personnel must be removed from the water, or rescued if weather conditions change to hazardous.

Table 3 – Event Organisation

PARTICIPANT ABILITY		
Points	Code	Description
1	V Competent	Very experienced and capable person with extensive experience of the associated tasks and risks
2	Competent	An experienced and capable person with a with good knowledge experience of the associated tasks and risks
4	Inexperienced	Recently qualified.
8	Novice	Completely new to the discipline. Little or no relevant experience.

Table 4 – Participant Ability

SEA STATE – SURF HEIGHT		
Points	Code	Description
2	Low	Water conditions that do not hinder the activity in any way. The waves are benign and should not be a concern to anyone.
4	Medium	Water conditions may impede activity progress. The waves could potentially hit helm/crew or break over the side of the boat.
8	High	Water conditions are likely to inhibit activity performances. The waves could potentially knock helm or crew over and/or capsize the boat.
12	Very High	Water conditions prevent effective activity. The waves prevent effective control of the boat and make recovery from capsize extremely difficult.

Table 5 – Sea State/Surf Height

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

Table 6 – Forecast Weather

HAZARDS		
Points	Code	Description
2	Nil	Well understood with no significant hazards. Majority of waterborne craft are other dinghies or small powered craft. Small amount of larger craft with plenty of space for manoeuvre.
4	Minor	Hazards present or suspected that can be easily avoided. Area not well understood. High number of larger craft with ample room for manoeuvre.
8	Major	Known hazards present or suspected in Areas of operation. High number of larger craft with limited room for manoeuvre.
12	Hazardous	Known hazards present or suspected in Areas that present a 'risk to life and limb'. High number of larger craft, fast moving and minimal room for manoeuvre.

Table 7 – Hazards

LIKELIHOOD OF HEAT ILLNESS OR COLD INJURY		
Points	Code	Description
1	Negligible	Temperature/Windchill very unlikely to have any adverse impact on crew.
2	Slight	Temperature/Windchill could have some impact – easily mitigated
4	Possible	Temperature/Windchill will affect crew and needs normal mitigation measures applying
8	Likely	Temperature/Windchill likely to impact crew and needs very careful monitoring and mitigation to avoid impact

Table 8 – Likelihood of Heat Illness or Cold Injury

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

EVENT				EVENT ORGANISER									
COURSE				DATE									
DAILY ORGANISATION				WATER CONDITIONS:				NUMBER OF PARTICIPANTS					
								NOMINATED LEADERS/COACHES					
RISK FACTOR													
Event Org (EO)		Participant Ability		Sea State		Local Weather		Hazards		Likelihood of Heat Illness or Cold Injury		Total Score	RISK GRADE Authoriser
Controlled	2	V Competent	1	Low	2	Good/ fine	1	Nil	2	Negligible	1	9-23	V LOW Event Organiser
Difficult	4	Competent	2	Medium	4	Change-able	2	Minor	4	Slight	2	24-37	LOW Rear Cdre
Complex	8	inexperienced	4	High	8	Adverse	4	Major	8	Possible	4	38-48	MEDIUM AOC 22 Gp
Hazardous	12	Novice	8	Very High	12	Extreme	8	Hazardous	12	Likely	8	48 or above	HIGH AOC 22 Gp

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Event – Daily & Dynamic Risk Assessment (EDDRA)											
		Name			Event			Date		Signature	
Assessor conducting EDDRA <i>(Skipper/Instructor)</i>											
Authorising Officer <i>(If required or activity stopped)</i>											
Review of Generic Risk Assessments (RAs)											
RAFSA Division					Event/Course					Date(s)	
RA	Assessment of how planned event/course will impact Generic RAs and any necessary mitigations										
Day & Date	Skipper & Initials	Event or passage							Mitigations to be put in place		
		EO	SA	CA	SS	FW	OH	CI	Total score		
WGBT									RAFSA Cdre / VC: Comments / Advice / Measures ¹⁰		

Table 9 - Event Daily & Dynamic Risk Assessment (EDDRA) Proforma– 1

¹⁰ Any unexpected Risk Factor of 24 or above must have a comment by the RAFSA Cdre or VC. Include DTG of telephone call unless previous sanction to go above 26 and up to 36 has been provided previously.

**ANNEX C TO
RAFSA SMP V10.0
DATED 2 APR 25**

RAFSA Offshore Division – Generic Safety Risk Assessment

RAF Sports Association	RAF Sailing	Assessment No:	SSM/Offshore/01	Assessment Date:	5 Mar 2024		
Sporting Discipline	Offshore Sailing	Assessment Type <small>(Delete as appropriate; see Note 1)</small>					
		Generic			Dynamic	Specific	
Main Task/Activity/Process							
Sailing – Multi crew Offshore yachts, in the waters encompassed within the Maritime SAR Regions of the UK, Ireland and France, Belgium, Netherlands, Germany and Denmark.							
Assessor							
Assessor				Line Manager Acceptance <small>(See Note 2)</small>			
Name:	David Stubbs			Name:	Gill Burgess		
Rank/Grade:	AVM			Rank/Grade:	Gp Capt		
Signature:				Signature:			
Describe sub-Task/Activity/Process <small>(see note 3)</small>							
Hazard/Risk Identification <small>(What are they)</small>	Who is at Risk? <small>(See Note 8)</small>	Control Measures <small>(See Note 7)</small>	Risk Rating <small>(L X S =) (See Note 4)</small>	Additional Controls <small>(See Note 7)</small>	Residual Risk Rating <small>(L X S =) (See Note 4+5)</small>	Remarks	
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	Very Unlikely x Severe = Med			

			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.	Likely x Moderate = Med			
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	Likely x Moderate = Med			
Mast Climbing	Risk of falling from height	Yacht's Crew	Follow Offshore SOP for ascending the mast. DRA utilised to reduce likelihood; Med Plan	Unlikely x Severe = Med			

			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	Possible x Major = Med			
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	Possible x Major = Med			
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	Possible x Major = Med			
Operations at Sea	Friction Burns/Crush injuries	Yacht's Crew	Inclusion in SOP mandatory Crew Safety Brief. RYA qualified crew trained to avoid. Skipper	Possible x Major = Med			

			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.	Unlikely x Severe = Med			
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	Very Unlikely x Severe = Med			
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.	Very Unlikely x Severe = Med			Raised to Unlikely x Severe = Med 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	Possible x Major = Med			

			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	Unlikely x Severe = Med		
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.	Unlikely x Severe = Med		
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.	Possible x Moderate = 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.	Very Unlikely x Major = Low			
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Rear Commodore Assessment Review <small>(See Notes 2 and 6)</small>							
Review Date:	11 Mar 24	Review Date:	02 Apr 25	Review Date:		Review Date:	
Name:	BURGESS	Name:	BURGESS	Name:		Name:	
Rank/Grade:	WG CDR	Rank/Grade:	GP CAPT	Rank/Grade:		Rank/Grade:	
Signature:	G A BURGESS	Signature:	G A BURGESS	Signature:		Signature:	

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 Landrover, 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	Critical Multiple Fatalities	5	H	H	H	H	VH
	Severe Single Fatality. Specified injuries to multiple individuals (which are life threatening and/or cause permanent disability).	4	M	M	M	H	H
	Major Single specified injury (which is life threatening and / or causes a permanent disability). Specified injuries to multiple individuals' injuries of a non-life threatening, non-permanent nature and/or have a short-term impact on normal way of/quality of life.	3	L	L	M	M	H
	Moderate Specified injuries to multiple individual's injuries of a non-life threatening, non-permanent nature and requiring first aid only	2	V/L	L	L	M	M
	Minor Single specified injury of a non-life threatening, non-permanent nature and requiring first aid only	1	V/L	V/L	L	L	L
Aligns to -JSP 815 Element 4, AIR TLB Safety Risk Matrix (SRM) AP 8000 Feb 2024			1	2	3	4	5
			Very Unlikely Has occurred once/never or is not likely to occur. <5%	Unlikely Has occurred or is likely to occur on a small number of occasions. 5-29%	Possible Has occurred or is likely to occur on several occasions. 30-49%	Likely Has occurred or is likely to occur many times. 50-74%	Very Likely Is or is likely to be a common occurrence. >75%
		Likelihood					

Very High	Rigorous scrutiny of control measures required to make sure risk is ALARP and then make sure it is tolerable, by improved control measures; stop work unless those rare occasions when continuation is justified as essential to delivering a military task (urgent operational imperative). Tolerating this level of risk to conduct activity requires formal consideration and acknowledgement from the appropriate most Senior Leader, Duty Holder or nominated Responsible Person who is charged with Risk Ownership.
High	Rigorous scrutiny of control measures required to make sure risk is ALARP and then make sure it is tolerable, improve control measures where possible; consider stopping work unless continuation is justified as essential to a military context. Tolerating this level of risk to conduct activities 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.
Medium	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.
Low	Maintain control measures and review regularly or if there are any changes that may impact either Severity or Likelihood.
Very Low	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 ⁻¹	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	Yachting by Day. Conditions and boundaries well understood.
2	Difficult	Yachting by Day & Night. Crossing shipping lanes, or further than 25 miles offshore.
3	Complex	Yachting by Day & Night. High risk of poor visibility, crossing shipping lanes, or further than 40
4	Challenging	Yachting by Day & Night. 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	Sea state: 3 – Slight or less. 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	Sea state: 4 – Moderate. Sea conditions that may impede planned activity in some way. Individuals may feel some psychological concern when learning new skills.
3	High	Sea state: 5 – Rough. 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	Sea state: 6 – Very Rough or greater. 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

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

Table 7 – Forecast Weather

OFFSHORE SAILING – OPERATING HAZARDS (OH)		
Points	Code	Description
1	Minimal	Well understood areas, hazards well charted and easily negotiated
2	Minor	Familiar or well understood sailing areas, hazards charted but require careful planning to negotiate or proximity to busy shipping areas
3	Major	Significant hazards, unfamiliar or poorly understood sailing areas, challenging to negotiate presenting significant risk of grounding or collision, entering unlit harbour at night
4	Hazardous	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

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

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

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															
WGBT															
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.

ANNEX D TO
RAFSA SMP V10.0
DATED 2 APR 25

RAFSA Generic Risk Assessment – Safety Boat Division

RAF Sports Association:	Sailing	Assessment No:	SSM/Safety 01	Assessment Date:	04 Mar 24
Sporting Discipline:	Safety Boat Division	Assessment Type			
		<i>(Delete as appropriate; see Note 1)</i>			
		Generic	Dynamic	Specific	
Main Task/Activity/Process					
<i>Provide Safety Cover and on-water support for Waterborne events using powered craft.</i>					
Assessor			Line Manager Acceptance <i>(See Note 2)</i>		
Name:	Scott O'Malley	Name:	John Williams		
Rank/Grade:	Safety Boat	Rank/Grade:	Chf Tech, RC Safety Boat		
Signature:	<i>S O'Malley</i>	Signature:	<i>J D Williams</i>		

<p>Describe sub-Task/Activity/Process</p> <p>(see note 3)</p>	<p>Hazard/Risk Identification</p> <p>(What are they)</p>	<p>Who is at Risk?</p> <p>(See Note 8)</p>	<p>Control Measures</p> <p>(See Note 7)</p>	<p>Risk Rating</p> <p>(L X S =)</p> <p>(See Note 4)</p>	<p>Additional Controls</p> <p>(See Note 7)</p>	<p>Residual Risk Rating</p> <p>(L X S =)</p> <p>(See Note 4+5)</p>	<p>Remarks</p>
<p>Towing boats to / from events.</p>	<p>Mechanical failure of Trailer or load restraint causes accident whilst in motion.</p>	<p>MoD Personnel, Members of Public</p>	<p>Trailers Serviced Annually by Qualified Trailer Servicing specialist.</p> <p>Load restraints to be physically checked for security and serviceability before use.</p>	<p>Unlikely x Major = LOW</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Launch and Recovery of Safety Boats</p>	<p>Slip, trip, fall due to condition of slipway.</p> <p>Impact/Crush Injury whilst manoeuvring trailers.</p> <p>Crush/ Entrapment between boat and trailer during launch/recovery phase.</p> <p>Physical injury from 'Runaway' winch handle or</p>	<p>MOD Personnel, Members of Public</p>	<p>Slipway to be inspected prior to launch /recovery operations.</p> <p>Briefing and allocation of duties prior to commencement of activity (including actions on winch fail).</p> <p>Banksman to marshal vehicle on slipway.</p> <p>Control of personnel entering area.</p> <p>Exclude personnel from area directly behind and alongside trailer combination when manoeuvring (Suspended load analogy) .</p> <p>Pre- Use inspection of Winch and Strop for serviceability.</p> <p>Ensure Secondary means of control is in place to prevent runaway load. E.g. Friction turns on painter to trailer hardpoint.</p>	<p>Unlikely x Major = LOW</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

	failure of winch stop.						
Power Boat Operation	<p>Loss of Control / Runaway Boat. Injury through poor boat handling at speed or violent maneuver. Injury when coming alongside. Collision at Sea or running aground. Drowning from Man Overboard. Fall Overboard whilst leaning to recover casualty or mooring.</p> <p>Capsize</p>	<p>MOD Personnel, Members of Public</p>	<p>Kill Cord to be worn by Helm at all times when engine is running. (MANDATORY) Coxswain to be trained to RYA Level 2 Powerboat Standard as a minimum. Dynamic Risk assessment carried out prior to activity start. Full crew briefing prior to event /commencement of evolution. Situational briefs for coming alongside or picking up buoys. Speed to be rigorously monitored. Robust communication of all anticipated maneuvers MOB evolutions to be practiced on a regular basis. Lifejackets or Buoyancy aids appropriate to task are worn at all times . Coxswain and crew to maintain situational awareness and note depth regularly. Boat familiarization Full weather check prior to launch. Emergency planning procedures in place. Go/No go situation discussed. Secondary means of navigation is known.</p>	<p>Unlikely x Major = LOW</p>	N/A	N/A	N/A
Safety Boat Specific- Enter Water to conduct recovery of a person.	<p>Risk of Drowning Injury caused from unknown depth. Impact / Crush by boat whilst in the water. Entrapment from line, ropes, sheets and sails.</p>	<p>MOD Personnel, Members of Public. (Safety Crew Entering Water)</p>	<p>Wearing of buoyancy aids or lifejackets appropriate to conditions/task mandatory. Assess depth prior to entering the water. Full communication to crew, casualties in the water and other nearby vessels that someone is entering the water. Assess where entrapment risks are before entering the water. Cox to ensure that the boat propellor is never in a position where the casualty or crew in the water could be injured.</p>	<p>Unlikely x Moderate = LOW</p>	N/A	N/A	N/A

	Injury from hitting submerged objects. Laceration from engine propellor. Ingestion of contaminated water. (Weils Disease)		Decision to put crew into the water should be considered as a last resort , after other rescue method attempts have failed.				
Recovering Disabled Vessel	Rope burn from fast moving rope. Hit by parts of casualty vessel when conducting alongside tow. Injury from running aground when recovering casualty vessel to shore.	MOD Personnel, Members of Public. (Coxswain , Crew, Casualty Vessel Crew.)	Gloves to be worn when assisting a casualty vessel. Firm situational awareness of moving parts of casualty vessel. Ensure minimum depth is not exceeded. Brief of recovery is communicated to all crew prior to start of activity.	Possible x Minor = LOW	N/A	N/A	N/A
Mechanical Failure Afloat	Engine breakdown, Electrical Fault or Loss of Steering renders boat helpless.	MOD Personnel, Public, (Safety Vessel Crew)	Boat Familiarization including location of fuse box and emergency equipment. Annual Servicing of outboard engines and steering by qualified persons. Pre use inspection and test of boat and controls as taught through RYA Powerboat course. Training and awareness of communications procedures for requesting assistance.	Possible x Minor = LOW	N/A	N/A	N/A
Sinking , Injury, Man Overboard	Collision between Vessels	MOD Personnel. Public.	International Rules for Prevention of Collisions at Sea – IRPCS as part of Level 2 Powerboat Training .	Possible x Minor = LOW	N/A	N/A	N/A
Dehydration Heat Exhaustion Hypothermia Windburn Sea Sickness	Environmental Conditions	MOD Personnel, Public	Mandatory Heat Illness training for all Personnel. Dynamic Risk Assessment. Weather brief prior to going afloat.	Possible x Minor = LOW	N/A	N/A	N/A

			Drinking water and provisions adequate for period of duty. Ensure clothing and protection appropriate to conditions is available and carried. (e.g. Sunglasses, Sunscreen Hat , Warm clothing, Waterproofs) .				
Manual Handling	Injury from incorrect Manual Handling Procedures.	MOD Personnel, Public	Manual handling awareness training provided as MOD core competence. All personnel must understand and remain within their own limits.	Unlikely x Minor = V/LOW	N/A	N/A	N/A
Refuelling	Fire Spillage creating Slippery Deck Fuel contamination from ingress of water. Environmental Pollution	MOD Personnel, Public (Safety Crew involved in boat refuelling)	Engine to be switched off and no naked flames on board. Vessel to be as stable as possible , either alongside or at anchor Maintain good refueling practices Only commence operation if practical and safe to do so.	Possible x Moderate = LOW	N/A	N/A	N/A
Exceptional Operating Parameters	Run out of fuel Run out of provisions Extended period takes Coxswain and crew outside of current skill capacity.	MOD Personnel, Public. (Safety Boat Crew/ Casualties)	Ensure Coxswain and crew can cater for unexpected extended periods, eg ensure sufficient fuel for duty plus contingency. Additional provisions and clothing If the extended period goes beyond Cox /Crew skill capacity this should be reported to the Event Safety Officer and the Safety boat should return to safe haven as soon as it is safe and practical to do so.	Unlikely x Minor = V/LOW	N/A	N/A	N/A
Pontoons and Waters Edge	Slip Trip Fall		To be covered in initial brief : No running on pontoons or near water's edge. Appropriate footwear to be worn. Buoyancy Aid/ Lifejacket appropriate to task to be worn at all times when on pontoons.	Unlikely x Minor = V/LOW	N/A	N/A	N/A

Line Manager Assessment Review
(See Notes 2 and 6)

Review Date:	3 Apr 25	Review Date:		Review Date:		Review Date:	
Name:	John Williams	Name:		Name:		Name:	
Rank/Grade:	CT	Rank/Grade:		Rank/Grade:		Rank/Grade:	
Signature:	<i>J.D. Williams</i>	Signature:		Signature:		Signature:	

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 Landrover 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:
 - a. If there is reason to doubt the effectiveness of the assessment.
 - b. Following an accident or near miss.
 - c. Following significant changes to the task, process, procedure, or Line Management.
 - d. Following the introduction of more vulnerable personnel.
 - e. 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	Critical Multiple Fatalities	5	H	H	H	H	VH
	Severe Single Fatality. Specified injuries to multiple individuals (which are life threatening and/or cause permanent disability).	4	M	M	M	H	H
	Major Single specified injury (which is life threatening and / or causes a permanent disability). Specified injuries to multiple individuals' injuries of a non-life threatening, non-permanent nature and/or have a short-term impact on normal way of/quality of life.	3	L	L	M	M	H
	Moderate Specified injuries to multiple individual's injuries of a non-life threatening, non-permanent nature and requiring first aid only	2	V/L	L	L	M	M
	Minor Single specified injury of a non-life threatening, non-permanent nature and requiring first aid only	1	V/L	V/L	L	L	L
Aligns to -JSP 815 Element 4, AIR TLB Safety Risk Matrix (SRM) AP 8000 Feb 2024			1	2	3	4	5
			Very Unlikely Has occurred once/never or is not likely to occur. <5%	Unlikely Has occurred or is likely to occur on a small number of occasions. 5-29%	Possible Has occurred or is likely to occur on several occasions. 30-49%	Likely Has occurred or is likely to occur many times. 50-74%	Very Likely Is or is likely to be a common occurrence. >75%
		Likelihood					

Very High	Rigorous scrutiny of control measures required to make sure risk is ALARP and then make sure it is tolerable, by improved control measures; stop work unless those rare occasions when continuation is justified as essential to delivering a military task (urgent operational imperative). Tolerating this level of risk to conduct activity requires formal consideration and acknowledgement from the appropriate most Senior Leader, Duty Holder or nominated Responsible Person who is charged with Risk Ownership.
High	Rigorous scrutiny of control measures required to make sure risk is ALARP and then make sure it is tolerable, improve control measures where possible; consider stopping work unless continuation is justified as essential to a military context. Tolerating this level of risk to conduct activities 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.
Medium	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.
Low	Maintain control measures and review regularly or if there are any changes that may impact either Severity or Likelihood.
Very Low	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:

2. RAFSA Safety Boat Division – Event Daily & Dynamic Risk Assessments (EDDRA).

CONDUCTING RAFSA EVENT DAILY & DYNAMIC RISK ASSESSMENTS (EDDRA) – SAFETY BOAT DIVISION

1. **Safety Boat Activity.** The following hazards **are to** be considered:
 - a. Weather forecast.
 - b. Wave / swell height and direction.
 - c. Wind direction and strength
 - d. Tide and rip currents.
 - e. Sea and air temperature.
 - f. Visibility.

Risk Factor Scoring Taxonomies – Safety Boat Division

2. RAFSA Windsurfing Division are to use the taxonomies at Tables 1 – 8 below when completing the RAFSA EDDRA Proformas at Tables 9 and 10:

UK MET OFFICE SEA STATE DEFINITIONS	
Sea State	Wave Height
Smooth	Wave height less than 0.5 m
Slight	Wave height of 0.5 to 1.25 m
Moderate	Wave height of 1.25 to 2.5 m
Rough	Wave height of 2.5 to 4.0 m
Very rough	Wave height of 4.0 to 6.0 m
High	Wave height of 6.0 to 9.0 m
Very high	Wave height of 9.0 to 14.0 m
Phenomenal	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 ⁻¹	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

* 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

EVENT ORGANISATION		
Points	Code	Description
4	Controlled	Lake Competition. All competitors remain within sight of event organiser. Lake Training. All groups sailing on the lake under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups. Sailing tuition with an instructor. All groups sailing on the water under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups on that type of water.
8	Difficult	Wind F6+. Where safety cover can be put into place for Dinghy and Windsurfing and competitors will be made aware of conditions.
12	Complex	Windsurfing Wave-Sailing. At a venue where safety cover is not possible other than Coastguard. Measures need to be put in place to ensure no one sails alone and that a buddy-buddy system is adopted. Strong leadership is required by event organiser to match conditions to ability and order people out if conditions are too hazardous.
16+	Hazardous	Not suitable for activity. Personnel must be removed from the water, or rescued if weather conditions change to hazardous.

Table 3 – Event Organisation

PARTICIPANT ABILITY		
Points	Code	Description
1	V Competent	Very experienced and capable person with extensive experience of the associated tasks and risks
2	Competent	An experienced and capable person with a with good knowledge experience of the associated tasks and risks
4	Inexperienced	Recently qualified.
8	Novice	Completely new to the discipline. Little or no relevant experience.

Table 4 – Participant Ability

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

Table 5 – Sea State/Surf Height

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

Table 6 – Forecast Weather

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

Table 7 – Hazards

LIKELIHOOD OF HEAT ILLNESS OR COLD INJURY		
Points	Code	Description
1	Negligible	Temperature/Windchill very unlikely to have any adverse impact on crew.
2	Slight	Temperature/Windchill could have some impact – easily mitigated
4	Possible	Temperature/Windchill will affect crew and needs normal mitigation measures applying
8	Likely	Temperature/Windchill likely to impact crew and needs very careful monitoring and mitigation to avoid impact

Table 8 – Likelihood of Heat Illness or Cold Injury

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

EVENT		EVENT ORGANISER	
COURSE		DATE	
DAILY ORGANISATION		WATER CONDITIONS:	NUMBER OF PARTICIPANTS
			NOMINATED LEADERS/COACHES

RISK FACTOR													
Event Org (EO) (Table 03)		Participant Ability (PA) (Table 04)		Sea State (SS) (Table 05)		Forecast Weather (FW) (Table 06)		Hazards (H) (Table 07)		Likelihood of Heat Illness or Cold Injury (H/CI) (Table 08)		Total Score	RISK GRADE Authoriser
Controlled	2	V Competent	1	Low	2	Good/ fine	2	Nil	2	Negligible	1	9-23	V LOW Event Organiser
Difficult	4	Competent	2	Medium	4	Change- able	4	Minor	4	Slight	2	24-37	LOW Rear Cdre
Complex	8	inexperienced	4	High	8	Adverse	8	Major	8	Possible	4	38-48	MEDIUM AOC 22 Gp
Hazardous	12	Novice	8	Very High	12	Extreme	16	Hazardous	12	Likely	8	49 or above	HIGH AOC 22 Gp

Event – Daily & Dynamic Risk Assessment (EDDRA)												
		Name			Event			Date		Signature		
Assessor conducting EDDRA (Skipper/Instructor)												
Authorising Officer (If required or activity stopped)												
Review of Generic Risk Assessments (RAs)												
RAFSA Division					Event/Course			Date(s)				
RA	Assessment of how planned event/course will impact Generic RAs and any necessary mitigations											
Day & Date	Skipper & Initials	Event or passage								Total score	Mitigations to be put in place	
		EO	PA	CA	SS	FW	H	H/CI				
WGBT										RAFSA Cdre / VC: Comments / Advice / Measures¹¹		

Table 9 - Event Daily & Dynamic Risk Assessment (EDDRA) Proforma--

¹¹ Any unexpected Risk Factor of 24 or above must have a comment by the RAFSA Cdre or VC. Include DTG of telephone call unless previous sanction to go above 26 and up to 36 has been provided previously.

**ANNEX E TO
RAFSA SMP V10.0
DATED 2 Apr 25**

RAFSA Generic Risk Assessment – Windsurfing Division

RAF Sports Association:	RAF Sailing	Assessment No:	SSM/Windsurfing/ 01	Assessment Date:	3 Mar 24		
Sporting Discipline:	Windsurfing	Assessment Type <small>(Delete as appropriate; see Note 1)</small>					
		Generic		Dynamic	Specific		
Main Task/Activity/Process Windsurfing - Personal watercraft.							
Assessor				Line Manager Acceptance <small>(See Note 2)</small>			
Name:	Craig Hamilton			Name:	Simon Kent		
Rank/Grade:	WO			Rank/Grade:	Wg Cdr		
Signature:	<i>Electronically Signed</i>			Signature:	<i>Electronically Signed</i>		
Describe sub-Task/Activity/Process <small>(See note 3)</small>	Hazard/Risk Identification <small>(What are they)</small>	Who is at Risk? <small>(See Note 8)</small>	Control Measures <small>(See Note 7)</small>	Risk Rating <small>(L X S =) (See Note 4)</small>	Additional Controls <small>(See Note 7)</small>	Residual Risk Rating <small>(L X S =) (See Note 4+5)</small>	Remarks
Falling in water and being hit by the rig	Persons in water at risk of drowning or hypothermia.	Participants.	Wetsuits and Buoyancy aids worn at all times. Safety boat will attend quickly. Crews recovered to safety. Safety boats carry thermal blankets for hypothermia cases. All event participants have completed RAF Swim Test.	Unlikely x Major = Low	Regular review of control measures and use of EDDRA	N/A	
Injury as a result of collision or other accident.	Cuts, sprains, bruising, breaks, blows to head, rope burns.	Participants and 3 rd Parties.	Tactical positioning of safety boats at high-risk parts of course. Safety boats vigilant and attend all incidents. First aid carried. Some trained with CPR capability. Injured sailors	Unlikely x Minor = V/L	N/A	N/A	

		MOD and Civilians.	returned to jetty. Event organiser to call emergency services if necessary.				
Gear failure and damage to windsurfing board.	Disablement, or failure of equipment. Inability to return to shore.	Participants.	Safety boats vigilant and attend all incidents. Damaged board and rig towed ashore and sailor taken on board. All participants trained on Self-Rescue techniques and means of raising the alarm.	Unlikely x Minor = V/L	N/A	N/A	
Collision between sailors or other vessels.	Injury, separation from equipment. Damage to board and rig.	Participants and 3 rd Parties. MOD and Civilians.	All participants trained on Self-Rescue techniques and means of raising the alarm. Congestion minimised by sailors being mindful of other sailors on the water Special care when towing.	Very Unlikely x Minor = V/L	N/A	N/A	
Falling in and being separated from the equipment	Potentially leading to drowning.	Participants.	Safety boat crews wear wet suits and ready to enter water to assist sailors. Wire cutters and knife carried. Tactical positioning of safety boats and ratios minimises time to attend. Safety boat drivers suitably qualified and briefed to attend all incidents quickly. Radio Comms maintained between Safety Team and Event [shore-based] Command Post.	Unlikely x Major = Low	Regular review of control measures and use of EDDRA	N/A	
Medical conditions.	Fatigue, dehydration, hypothermia, other condition.	Participants.	Safety boats vigilant and attend all incidents. Event management takes account of time on water in prevailing weather.	Unlikely x Moderate = Low	N/A	N/A	

Deterioration of weather or sea conditions.	Safety boats may not be able to support all sailors in difficulty. Many in the water.	Participants.	For all weathers, close watch on weather forecasts and developing conditions. Event Management to call all sailors off the water to enable focus on individuals in trouble Call coastguard if safety boats become overloaded. Use of EDDRA to dynamically manage risk.	Unlikely x Moderate = Low	N/A	N/A	
Tide, strong current, wind and over tide conditions.	Safety boats may not be able to support all sailors in difficulty. Many in the water.	Participants.	For all weathers, close watch on weather forecasts and developing conditions. Event Management to call all sailors off the water to enable focus on individuals in trouble Call coastguard if safety boats become overloaded. Use of EDDRA to dynamically manage risk	Use of EDDRA to dynamically manage risk Very Unlikely x Moderate = V/L	N/A	N/A	
Communications lost due to distance, interference or equipment failure.	Loss of control of event and safety on the water.	Participants.	All teams briefed on this risk assessment and control measures, and to follow them independently until comms re-established. Mobile phone contacts as a back-up.	Very Unlikely x Moderate = V/L	N/A	N/A	
Safety boat problems, crew unwell, breakdown etc.	Safety boat needs assistance and draws resources. Unable to return or function.	Participants.	Appropriate number of Safety Pers available for the prevailing conditions and number of participants. Problem reported to Event Management. Extra safety boat in case crew needs to be landed. Consider cancelling event if safety boat unavailable.	Very Unlikely x minor = V/L	N/A	N/A	

Line Manager Assessment Review <small>(See Notes 2 and 6)</small>							
Review Date:	2 Apr 25	Review Date:		Review Date:		Review Date:	
Name:	Simon Kent	Name:		Name:		Name:	
Rank/Grade:	Wg Cdr	Rank/Grade:		Rank/Grade:		Rank/Grade:	
Signature:	<i>Electronically Signed</i>	Signature:		Signature:		Signature:	

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 Landrover 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	Critical Multiple Fatalities	5	H	H	H	H	VH
	Severe Single Fatality. Specified injuries to multiple individuals (which are life threatening and/or cause permanent disability).	4	M	M	M	H	H
	Major Single specified injury (which is life threatening and / or causes a permanent disability). Specified injuries to multiple individuals' injuries of a non-life threatening, non-permanent nature and/or have a short-term impact on normal way of/quality of life.	3	L	L	M	M	H
	Moderate Specified injuries to multiple individual's injuries of a non-life threatening, non-permanent nature and requiring first aid only	2	V/L	L	L	M	M
	Minor Single specified injury of a non-life threatening, non-permanent nature and requiring first aid only	1	V/L	V/L	L	L	L
Aligns to -JSP 815 Element 4, AIR TLB Safety Risk Matrix (SRM) AP 8000 Feb 2024			1	2	3	4	5
			Very Unlikely Has occurred once/never or is not likely to occur. <5%	Unlikely Has occurred or is likely to occur on a small number of occasions. 5-29%	Possible Has occurred or is likely to occur on several occasions. 30-49%	Likely Has occurred or is likely to occur many times. 50-74%	Very Likely Is or is likely to be a common occurrence. >75%
		Likelihood					

Very High	Rigorous scrutiny of control measures required to make sure risk is ALARP and then make sure it is tolerable, by improved control measures; stop work unless those rare occasions when continuation is justified as essential to delivering a military task (urgent operational imperative). Tolerating this level of risk to conduct activity requires formal consideration and acknowledgement from the appropriate most Senior Leader, Duty Holder or nominated Responsible Person who is charged with Risk Ownership.
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Medium	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.
Low	Maintain control measures and review regularly or if there are any changes that may impact either Severity or Likelihood.
Very Low	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:

2. RAFSA Windsurfing Division – Event Daily & Dynamic Risk Assessments (EDDRA)

CONDUCTING RAFSA EVENT DAILY & DYNAMIC RISK ASSESSMENTS (EDDRA) – WINDSURFING DIVISION

1. **Windsurfing and Dinghy Sailing (including Safety Boat activity)** . The following hazards **are to** be considered:
 - a. Weather forecast. The weather forecast should be used to identify suitable beaches for the range of windsurfing or dinghy activity being conducted.
 - b. Wave / swell height and direction.
 - c. Wind direction and strength
 - d. Tide and rip currents.
 - e. Sea and air temperature.
 - f. Visibility.

Risk Factor Scoring Taxonomies – Windsurfing Division

3. RAFSA Windsurfing Division are to use the taxonomies at Tables 1 – 8 below when completing the RAFSA EDDRA Proforma at Tables 9:

UK MET OFFICE SEA STATE DEFINITIONS	
Sea State	Wave Height
Smooth	Wave height less than 0.5 m
Slight	Wave height of 0.5 to 1.25 m
Moderate	Wave height of 1.25 to 2.5 m
Rough	Wave height of 2.5 to 4.0 m
Very rough	Wave height of 4.0 to 6.0 m
High	Wave height of 6.0 to 9.0 m
Very high	Wave height of 9.0 to 14.0 m
Phenomenal	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 ⁻¹	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

Table2 – Beaufort Wind Force Scale

* 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

EVENT ORGANISATION		
Points	Code	Description
4	Controlled	Lake Competition. All competitors remain within sight of event organiser. Lake Training. All groups sailing on the lake under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups. Sailing tuition with an instructor. All groups sailing on the water under official guidance of a fully endorsed and qualified RYA coach, with suitable qualifications to lead groups on that type of water.
8	Difficult	Wind F6+. Where safety cover can be put into place for Dinghy and Windsurfing and competitors will be made aware of conditions.
12	Complex	Windsurfing Wave-Sailing. At a venue where safety cover is not possible other than Coastguard. Measures need to be put in place to ensure no one sails alone and that a buddy-buddy system is adopted. Strong leadership is required by event organiser to match conditions to ability and order people out if conditions are too hazardous.
16+	Hazardous	Not suitable for activity. Personnel must be removed from the water, or rescued if weather conditions change to hazardous.

Table 3 – Event Organisation

PARTICIPANT ABILITY		
Points	Code	Description
1	V Competent	Very experienced and capable person with extensive experience of the associated tasks and risks
2	Competent	An experienced and capable person with a with good knowledge experience of the associated tasks and risks
4	Inexperienced	Recently qualified.
8	Novice	Completely new to the discipline. Little or no relevant experience.

Table 4 – Participant Ability

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

Table 5 – Sea State/Surf Height

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

Table 6 – Forecast Weather

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

Table 7 – Hazards

LIKELIHOOD OF HEAT ILLNESS OR COLD INJURY		
Points	Code	Description
1	Negligible	Temperature/Windchill very unlikely to have any adverse impact on crew.
2	Slight	Temperature/Windchill could have some impact – easily mitigated
4	Possible	Temperature/Windchill will affect crew and needs normal mitigation measures applying
8	Likely	Temperature/Windchill likely to impact crew and needs very careful monitoring and mitigation to avoid impact

Table 8 – Likelihood of Heat Illness or Cold Injury

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

EVENT				EVENT ORGANISER									
COURSE				DATE									
DAILY ORGANISATION				WATER CONDITIONS:				NUMBER OF PARTICIPANTS					
								NOMINATED LEADERS/COACHES					
RISK FACTOR													
Event Org (EO)		Participant Ability		Sea State		Local Weather		Hazards		Likelihood of Heat Illness or Cold Injury		Total Score	RISK GRADE Authoriser
Controlled	2	V Competent	1	Low	2	Good/ fine	1	Nil	2	Negligible	1	9-23	V LOW Event Organiser
Difficult	4	Competent	2	Medium	4	Change- able	2	Minor	4	Slight	2	24-37	LOW Rear Cdre
Complex	8	inexperienced	4	High	8	Adverse	4	Major	8	Possible	4	38-48	MEDIUM AOC 22 Gp
Hazardous	12	Novice	8	Very High	12	Extreme	8	Hazardous	12	Likely	8	49 or above	HIGH AOC 22 Gp

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Event – Daily & Dynamic Risk Assessment (EDDRA)											
		Name			Event			Date		Signature	
Assessor conducting EDDRA <i>(Skipper/Instructor)</i>											
Authorising Officer <i>(If required or activity stopped)</i>											
Review of Generic Risk Assessments (RAs)											
RAFSA Division					Event/Course					Date(s)	
RA	Assessment of how planned event/course will impact Generic RAs and any necessary mitigations										
Day & Date	Skipper & Initials	Event or passage						Mitigations to be put in place			
		EO	PA	SS	FW	OH	H/C I	Total score			
WGBT								RAFSA Cdre / VC: Comments / Advice / Measures ¹²			

Table 9 - Event Daily & Dynamic Risk Assessment (EDDRA) Proforma– 1

¹² Any unexpected Risk Factor of 24 or above must have a comment by the RAFSA Cdre or VC. Include DTG of telephone call unless previous sanction to go above 26 and up to 36 has been provided previously.

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.** 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 as a priority. The decision to alert the Emergency Services rests with the Event Organiser or Safety Manager (when appointed and separate to the event organiser). Activity incidents for RAF Sport are classified either as Minor or Major Incidents.
2. **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: 2023DIN06-024-The Defence Accident Investigation Branch (DAIB). Contact details for the DAIB are in the flow chart at Annex B.
3. **Minor incidents.** The casualty may be treated locally or at hospital but does not require overnight hospitalisation.
4. **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. the Emergency Services).
 - d. Fatal accidents.

PROCEDURES FOR MINOR INCIDENTS - EVENT ORGANISER / SAFETY MANAGER

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

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. Fill the details in MySafety and inform the Chair or Deputy Chair.

PROCEDURES FOR MAJOR INCIDENTS - EVENT ORGANISER / SAFETY MANAGER

6. Administer immediate first aid and call for assistance for the evacuation of the casualty - consider obtaining photographic evidence and/or preservation of evidence, following the flowchart at Annex B. The NOTICAS form (JSP751 Chapter 2 Section 4) is reproduced at Annex A. should be completed beforehand.
7. The Chair is to deal with all communication requests involving the Press. A holding statement should be agreed with AIR Media and Comms HQ Air Cmd prior to any press engagement.
8. All paperwork concerned with the incident (Daily Risk Assessments, Nominal Rolls, and Weather) is to be preserved.

Annexes:

- A. Notification of a Casualty (NOTICAS).
- B. [RAF Sport Accident/Incident Management Flow Diagram.](#)
- C. [MySafety Overview and Reporting.](#)

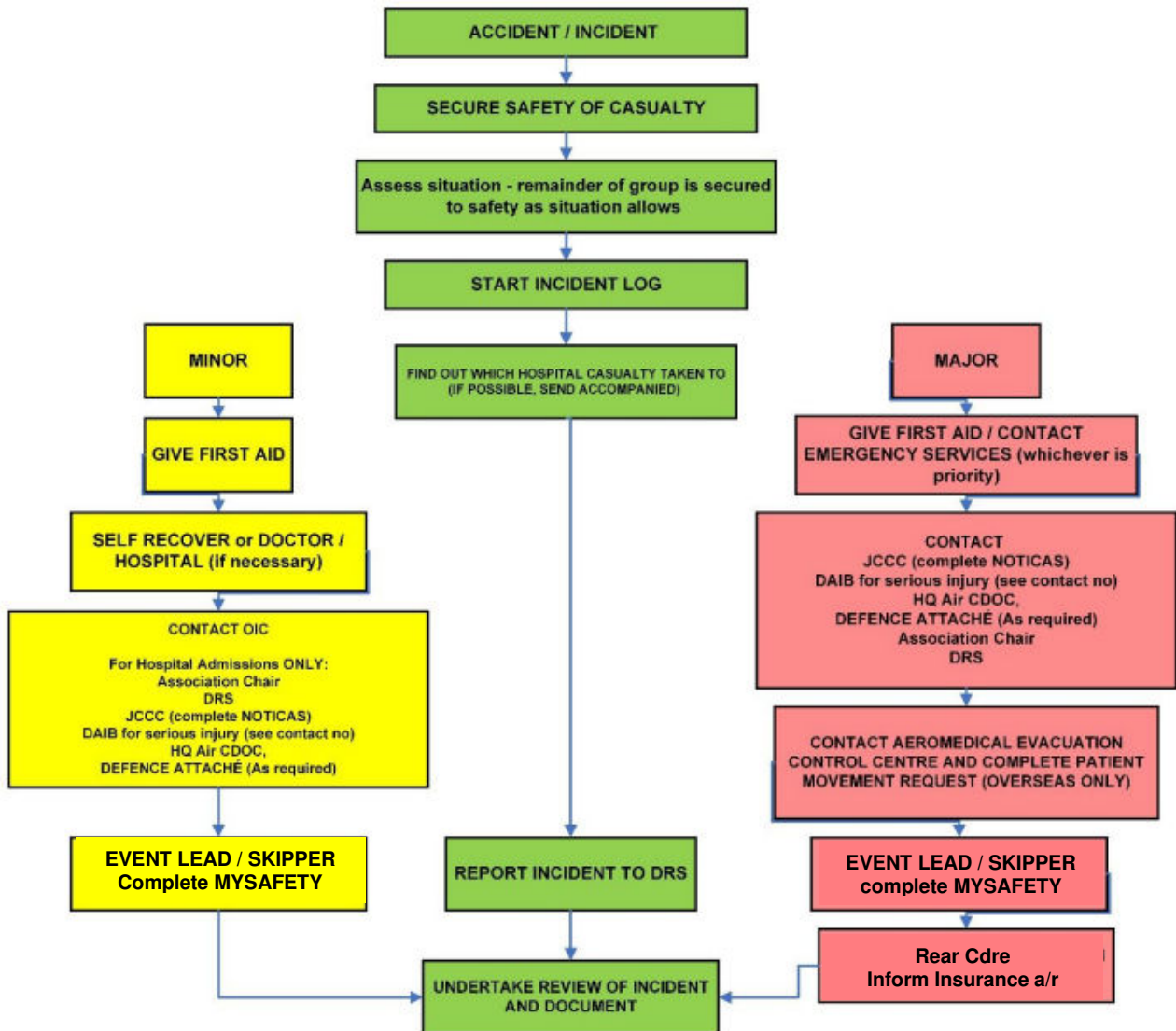
NOTIFICATION OF A CASUALTY (NOTICAS¹³)

1. There are two methods of reporting a casualty:
 - a. The preferred method is by completing the casualty reporting section on the JPA system.
 - b. Where JPA is not available associations must send a 'NOTICAS', precedence 'immediate', message via the High-Grade Message interface (HGMI) if available or by FAX to JCCC INNSWORTH (fax number: 95471 7363 or 01452 510807).
2. Because of the possible delays in communication, reporting associations must alert the JCCC by telephone (Tel: Military 95471 Ext 7325 or Civilian 01452 519951) for all initial NOTICAS including updates/progress reports. This also applies to NOTICAS submissions via HGMI and Fax.
3. The NOTICAS format within JSP 751, Part 1 Volume 1, Chapter 2, Section 4 should be used, with the casualty categories in Annex B to the above document used where applicable.
4. Due to the security classification of JSP751, Part 1, Volume 1 the template has been removed but can be accessed via this [LINK](#).

¹³ [JSP751 Pt1 Vol1 \(V23.6 dated Mar 24\)](#)
AP3415 Lflt 12 Annex C

RAF SPORT ACCIDENT/INCIDENT MANAGEMENT FLOW DIAGRAM

TO BE CARRIED OUT BY THE EVENT LEAD / SKIPPER



Essential contact numbers overleaf.

ESSENTIAL CONTACT NUMBERS

In addition to DAIB notification, Defence Attaché: (insert telephone number) Chair RAF (insert Sport Association) - (insert telephone number and email) Directorate of RAF Sport – christopher.Williams101@mod.gov.uk +44(0)300 170 3908 Safety Manager: (insert telephone number and email) OIC: (insert telephone number and email) Det Cdr: (insert telephone number and email)

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

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

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

HQ Air CDOC E-mail Air-Ops-CDOCGpMailbox@mod.gov.uk +44(0)1494 494826 or 95221 4826

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

DAIB Land - Duty Telephone (Manned 24 hours a day 7 days a week) +44(0)1980 348622

Fatalities related to defence activity are to be reported to Deputy Chief of Defence Staff Duty Officer: Civil: +44(0)30 6788 8938 or Mil: 9621 8893

Defence Attaché: (insert telephone number)

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

Directorate of RAF Sport – Christopher.Williams101@mod.gov.uk +44(0)300 170 3908

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

OIC: (insert telephone number and email)

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

MYSAFETY USE BY RAF SPORT ASSOCIATIONS FOR REPORTING SAFETY INCIDENTS

Extracted from AP3415 V4.3, Leaflet 11 Annex D.

1. FSIMS has been superseded by MySafety. MySafety is a web-based application to support the reporting and management of safety and environmental protection occurrences, investigations, recommendations, Learning from Experience and Lessons.
2. **Access.** MySafety is designed to be very easy to use, with simple drop-down boxes and prompts, and therefore does not require any or extensive training to use.
3. The system is accessible online via MODNET and occurrence reporting can be completed via any Personal Electronic Device (PED) connected to the internet via MySafety Alert on the Defence Gateway.
4. A specific user account is not required to enter a report on MySafety, the system will recognise MODNET users automatically – prompting you to enter your staff number at first login. Note that staff/service numbers are case sensitive.
5. There is a ‘practise range’ which has been created to enable users to test and trial the system’s functionality. This can be found [here](#)¹⁴
6. **Reporting.** MySafety should be used to report safety and environmental protection occurrences relating to Defence personnel, visitors or contractors that are undertaking Defence activities, including official sport as set out in JSP 660, using Defence equipment or on the Defence estate.
7. Safety occurrences include; an event that results in injury, ill health or death to a person(s), an event which causes loss or damage to property, plant or equipment, or harm to the environment and an event that had the potential to cause injury, ill health or death to a person(s) or damage to property, plant or equipment, but no actual harm or damage occurred.
8. Environmental protection occurrences include fuel spills, discharge to the environment and the release of fluorinated greenhouse gases.
9. Examples of what should be reported can be found in the MySafety guidance, which sets out generic terms for the different types of Occurrences.
10. **Occurrence Reporter.** On the MySafety system the Occurrence Reporter Details should be the person who initiated the report, by the Event Safety Manager. Their details will be auto populated by the system.
11. **Top-Level Organisation.** For RAF Representative sport associations, the Top-Level Organisation (TLO) is the Royal Air Force. For Unit level sport activity, the TLO is your own TLB, if you are a UKStratCom unit please select this from the dropdown menu.
12. **Org/Unit.** For RAF Representative sport associations, the Org/Unit is ‘Air 22 Gp HQ – HQ Air Dir Trg – DRS HQ’. For Unit level sport activity, the applicable Unit should be entered.

¹⁴ <https://pp-mysafety.map.ahe.r.mil.uk/>

OFFICIAL-SENSITIVE

13. **Establishment.** Currently there is no facility to allocate 'RAF Sport' in the establishment/site/station area for RAF Representative sport associations. Until this is rectified, please use your own establishment, site or unit. For Unit level sport activity, the applicable establishment should be entered.
14. **Permissions.** RAF Representative sport association Responsible Persons (RPs) should apply for Occurrence Manager role with the Sensitive permission, Safety Mangers should apply for Report Reader with the Sensitive option. More information on roles and responsibilities within MySafety can be found on the Permissions page.
15. **Investigations.** It is the responsibility of the Occurrence Manager to determine if an investigation is required and to notify the investigator to create an investigation within MySafety. The purpose of an investigation is to determine the cause(s) of an occurrence, with the intention of implementing actions to prevent recurrence (or reduce the likelihood or impact of recurrence).
16. **Timelines.** Functional Safety occurrences must be recorded on MySafety within 48 hrs of the occurrence taking place unless operational reasons prohibit it. However, with MySafety individuals can report an occurrence immediately by submitting an Alert through Defence Connect using a personal mobile device. The alert will be added to the main MySafety application where the association must verify and validate within 48 hrs.
17. All evidence or local investigation findings must be added to the MySafety report before submitting. If the occurrence report remains in draft for more than 30 days, it will be automatically removed. Therefore, it is imperative that the Occurrence Manager closes the report inside 30 days.