

Site: Yacht Skylark	Date: 25/02/24	Review Date: February 2025
Risk Assessment: Cambridge University Yacht Club		

<p>Description of the activity, equipment or area under assessment</p> <p>All operations of the Cambridge University Yacht Club – including sailing, maintenance work and general activities in and around the CUYC yacht, Skylark.</p>

Manning policy: all C.U.Y.C. sailing trips are to be led by a suitably qualified Skipper (in charge) and a First Mate (second in command). ‘Suitably qualified’ at Skipper Level means valid holder of a minimum of an RYA/MCA Yachtmaster Coastal Certificate of Competence as well as being subject to approval by the CUYC committee and a club-specific skipper brief. First Mates should be at RYA Day Skipper Level under similar approval at Skipper’s discretion to ensure safe command of the vessel appropriate for the given weather and passage planned.

Area	Hazard	Risk	Severity	Rating	Notes / Existing control measures
Club organized transport	Transport accident (car/coach/plane crash)	1	3	3	Details (e.g. car registration numbers) to be stored before the trip and shared with the sports service.
Quayside	Falling in / trip hazards (whilst accompanied)	2	1	2	Skipper to demonstrate safe ways to board and move around the boat / ensure mooring warps are left tidy on the pontoon
	Falling in / trip hazards (whilst unaccompanied)	2	2	4	Crew should be advised before the trip to avoid the quayside whilst alone
	Loading gear onto the boat	2	1	2	Skipper should supervise any new crew until familiar with the boat
Boat moored up (onboard)	Fire hazard / burns from cooking	2	2	4	Fire safety covered in safety brief given by skipper at commencement of trip / skipper first aid trained under RYA and CUYC policy / serviced first aid kit on board
	Gas (explosion or asphyxiation)	1	3	3	Skipper describes gas safety and alarm procedures as part of the safety brief and ensures adherence to club gas rules / alarm serviced regularly
	Carbon monoxide poisoning	1	3	3	Skipper to ensure adequate ventilation during cooking / carbon monoxide alarms serviced regularly
	Collisions with or by other boats	2	3	6	Skipper to follow standard club procedures in event of collision / skipper qualification criteria aim to prevent skipper malpractice
	Effects of alcohol consumption	2	3	6	Skipper ensures adherence to club rules regarding the safe consumption of alcohol on board
Boat moored up (out of the cabin)	Trip hazards and hatches	2	2	4	Skipper describes club rules during safety brief and ensures that they are followed / hatches to be closed at all times underway

	Use of tender	2	2	4	When applicable, skipper should discuss safety using the tender during the safety brief and supervise its use
	Diesel handling	1	1	1	Refuelling overseen by skipper
Sailing	Cooking/gas fire	1	3	3	Dangers, gas safety and fire procedures discussed in safety brief / electric gas solenoid valve switched off when cooker not in use
	Engine fire	1	3	3	Engine fire procedure discussed in safety brief / skipper to ensure safe use of engine including engine checks before and during a trip as necessary / CUYC committee responsible for maintaining engine
	Smoking	2	3	6	Smoking disallowed at all times on board.
	Movement	2	2	4	Guidelines for safe movement covered in safety brief
	Stowage (items moving in cabin at heel angle)	3	2	6	Skipper to cover stowage of items in the cabin during safety brief / to ensure dangerous items are safely stowed before moving onto a point of sail expecting a high angle of heel or tacking/gybing
	Navigational risks (fog, collision, weather, grounding)	2	3	6	Avoided with adherence to skipper qualifications / manning policy (see above)
	Dehydration, sea sickness and warmth	3	2	6	Guidelines discussed in safety brief and skipper to monitor crew / plan passages in accordance with crew experience level
	Falling overboard	2	3	6	Use of safety 'life-lines' covered in safety brief. Skipper qualifications / manning policy cover man overboard recovery. Crew briefed on overall response (e.g. safety gear deployment) during safety brief
	Trip hazards	3	2	6	Skipper to ensure hatches are closed whilst under way, lines are tidy and crew to move sensibly around the boat
	Effects of alcohol consumption	3	3	9	No alcohol / substances to be consumed whilst under way (at sea)
	Boom	2	3	6	Skipper to ensure crew take precautions before manoeuvres and a 'boom preventer' is rigged when appropriate
	Winching and ropework	2	1	2	Skipper to oversee safe use of winches
	Anchor windlass	2	2	4	Use of windlass supervised by skipper
	Boat structure and equipment deficiency	1	3	3	Only boats which meet the standards of the MCA Code of Practice are to be used. Faults must be reported to the charter and skipper must decide on the safety of continuing. Maintenance of club-owned boats to this standard is the responsibility of the committee.
	Mooring manoeuvres	2	3	6	Skipper should warn of dangers – in particular, ensuring crew do not 'jump off' early (i.e., when the vessel is not at a safe distance from the pontoon)
	Abandon ship / use of liferaft	1	3	3	In the event of significant damage to the vessel/appropriate circumstances, it is up to the skipper to decide to abandon ship. Deployment/use of the liferaft covered in safety brief. Skipper and first mate qualified to deal with emergencies under manning policy (see

					above). Everyone on board should be briefed to be able to send 'may-day' calls and use survival equipment.
	Skipper/first mate compromised	1	3	3	First mate capable of recovering a man overboard (i.e. if skipper is overboard) or 'skipping' the boat to safety/calling for help/both in the event of skipper death, under manning policy. All crew briefed to send may-day in the event of all qualified persons being compromised. This situation is avoided through best skipping practice, ensured through adequate qualification under the manning policy.
Other	Medical conditions / allergies	2	3	6	Skipper must check crew registers and ensure any conditions can be handled. Crew are obligated to state medical conditions in their crew registers.
	Mast ascending	1	3	3	Two halyards must be used connected to Bosun's Chair or climbing harness and kept taught at all times. Skipper to supervise winching.
	Crew mutiny	1	3	3	Crew to be briefed on 'line of command' on board and failure to adhere to skipper instructions - if dangerous – results in dismissal of crew from vessel at the skipper's discretion (i.e. disobedient crew member to leave the vessel at suitable nearest port in the interest of everyone's safety)
	Maintenance (use of tools / electrical)	2	2	4	Any maintenance work to be carried out using power tools should be done so with caution by people who know how to use them. Maintenance jobs should only be completed at the discretion of the current skipper on a trip or of the Vice Commodore Operations. Electrical equipment should be switched off before servicing (including isolating the batteries/shore power where necessary). Maintenance should be completed only when other person(s) are nearby and are aware of the work being carried out who can come to immediate aid in the event of an accident. First aid kit on board kept serviceable and maintenance work should be carried out sensibly.
	Piracy	1	3	3	Avoid organising trips in areas of known piracy activity. Realistically not a risk with the sorts of trips CUYC runs on club-owned yachts.

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): - May-day or pan-pan calls, calling the coastguard from a phone, DSC (digital radio) may-day signal, use of EPIRB, abandon ship to liferaft, curtailing a trip out of concerns for safety are all potential emergency responses that would be undertaken at the discretion of the skipper. All crew are briefed on emergency procedures directly applicable to them in the safety brief at the start of a trip.

ASSESSOR

Name of assessor:	Signature:	Date	Name of Supervisor:	Signature:	Date

REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here
Callum Henderson	C.R. Henderson	24/09/2021	Added detail of manning policy, reformatted to Sports Service template, added further details to clarify emergency responses, added risks associated with maintenance
Callum Henderson	C.R. Henderson	03/10/2022	No changes
Callum Henderson	C.R. Henderson	24/09/2023	Minor changes and update to smoking policy
Joseph Dolphin	J.A. Dolphin	25/02/2024	Car details now go to sports service.