

Appendix 1

This Major Event model is based on that produced by the Island Sailing Club, Cowes, in respect of the Hoya Round the Island Race in 2001.

Template for Major Event Risk Assessment

Distribution: Local Harbour Commission
Area Port Authority (If applicable)
Local Ferry Companies (If applicable)
Local Coastguard and Local RNLI
Local Marine Police Unit
Event Race Officers

<p>_____ <i>Club</i></p> <p>Event Title</p> <p>Date(s) of Race(s)</p> <p>Port Marine Safety Risk Assessment</p>

Issued by: _____ *Club*

Date:

Issue No

Event Title: _____ Port Marine Safety Risk Assessment

(Guidance on composing Pre-Event Page)

1. Introduction

Overview of event, date or dates of races. Number, type and size of boats racing. Major club assets available to control the event.

2. Starts

Location of starting area. Description of starting line and committee boats to be used for the starts. Starting order for multi-class starts.

3. Racing Area

Description of the racing area showing the boundaries of the race or races and any likely impact on port operations.

4. Finishing Area

Description of finishing area and likely times of finishing.

5. Manning and Race Control

Plans for the manning of the race management of the event, organisational structure, race control and any emergency plans

6. Safety Control Measures

Standard and Event-Specific Control Measures for the event are defined in the Control Measures and are the primary means for the safe management of the race.

7. Risk Assessment

A quantitative assessment of event risks both before and after the measures and assets are implemented to reduce the defined risks. A final risk assessment is based on a judgement of the likely effect that the control measures will have in reducing the event risks.

Port Marine Safety Risk Assessment

Major Event Notification

Event:		Date(s) of Event:		
Organising Authority:		Event Website:		
Chief Race Officer:		Email:		
Operating Period:		Number of Boats:		
Operating Area:		Type or design:		<i>Date presented</i>
VHF Channel(s):		Authorities Informed:		
Committee Callsign:				
CRO Mobile Phone No:				
Club Telephone No:				
PMS RA Prepared by:				
Supporting Documents:	Notice of Race, Sailing Instructions, Organisation Chart, Emergency Procedures		Other:	

Plan of Racing Area

Course(s) Configuration

Risk Assessment

Major Event

Hazard affecting PMS	No	Description of Hazard affecting PMS	Areas of maximum risk	Estimated Risk Level Before Measures #	Equivalent Numeric Before Measures N	Likely Impact M	Risk Factor N x M	Primary Control Measures * and Assets (See standard list overleaf)	Final Risk Assessment
1. Collisions	1.1	Racing boat with racing boat							
	1.2	Racing boat with spectator boat							
	1.3	Racing boat with cruising boat							
	1.4	Racing boat with commercial vessel							
	1.5	Commercial vessel with spectator or cruising boat							
	1.6	Spectator boat with spectator or cruising boat							
	1.7	Ferry with racing, spectator or cruising boat							
2. Groundings or capsize	2.1	Poor navigation							
	2.2	Result of rig or equipment failure							
	2.3	Multihull capsize							
3. Boat Damage	3.1	Rig or equipment failure							
	3.2	After grounding							
4. Personal Injury	4.1	Man overboard							
	4.2	Injury impacting on external rescue services							
5. Other Hazards	5.1	High winds							
	5.2	High waves							
	5.3	Fog, calm and drifting onto obstructions							
	5.4	Shipping Movements							
	5.5	Fatigue							
	5.6	Engine failure impacting on other traffic							

Estimate: H = High. M = Medium or L = Low Risk (few accident statistics yet available)
 N: Equivalent Numeric- H = 3, M = 2 or L = 1

* All other standard control measures are also available. See Over

Areas of Maximum Risk: S = Start W = Winward Mark L = Leeward Mark G = Gybe Mark F = Finish or state area:

Risk Level Consequence: L or 1 = Low Risk M or 2 = Medium Risk H or 3 = High Risk

Impact - Life - M: 1 = First Aid only 2 = Paramedic or Ambulance 3 = Serious Injury or Death
Impact - Property - M: 1 = Minor Damage 2 = Repairable Damage 3 = Total Write-Off

Appendix: Standard Risk Control Measures & Assets available for the Major Event: _____

	Measures	General Comments	Specific Event Comments and Measures
1. Planning			
1.1	Use of Tidal Prediction Information	Time events to suit tidal range & streams	
1.2	Limit Competitor Numbers	Match race entry numbers to organisational capacity and control assets	
1.3	Planning of Starting Sequence	Starts sequenced to separate classes and avoid risk of collision during overtaking	
1.4	Advance Briefing of Race Management	By oral briefing and/or written instructions	
1.5	Advance Safety Briefing with Authorities	Liaison between organising body and relevant port and Safety Organisations.	
1.6	Shipping Movement Monitoring	Includes obtaining details of planned movements from Authorities and monitoring of Port Control radio traffic	
1.7	Weather monitoring	Use of weather forecast information when deciding whether to proceed	
1.8	Event Manning	Ensure adequate competent personnel	
1.9	Emergency Procedures	Establishment of action plan for emergencies	
1.10	Media management	Establish one point of contact to control information that fed to press, television and radio, especially in the event of an emergency.	
1.11	Race Management Team Welfare	Ensure race management volunteers are equipped for the event .	
2. Communications			
2.1	Notice of Race	Advises preliminary details of race and conditions of entry - also safety requirements for entrants.	
2.2	Sailing Instructions/Amendments	Instructions to competitors including specifying governing rules and amendments, compliance with Harbour Bylaws and Collision Regulations etc. The facility exists to issue amendments to the instructions as appropriate	
2.3	Safety Briefing	Safety briefing to Competitors	
2.4	Competitors' Shore Contact	Competitors instructed to appoint shore contact (family/friend) and to supply details of all crew members on board boat to organising authority	
2.5	Shore Signals	ISAF International Racing Rules of Sailing or amended by Sailing Instructions - provide signals for cancellation, abandonment, postponement and compulsory use of personal buoyancy.	1
2.6	VHF Radio Announcements	Radio announcements to competitors, and other vessels/observers on a designated VHF channel with predetermined fall back channels.	

Appendix: Standard Risk Control Measures & Assets available for the Major Event: _____

	Measures	General Comments	Specific Event Comments and Measures
2.7	Communications with Authorities	Port control.	
2.8	Mobile Telephones and Private VHF Channel	Communication between race management personnel and with outside contacts	
2.9	International Regulations for the Prevention of Collisions at Sea	Use for right of way between racing and non-racing traffic.	

3. Control Measures Before Start

3.1	Safety Inspections	Spot checks of on-board safety equipment by race scrutineers	
3.2	Marshalling Boats/Patrol and Escort Vessels	Safety patrol vessels for control of competitors in event of shipping before and during starting sequence and at the finish.	
3.3	Competitor Marshalling Areas	Designated waiting areas in event of postponement	
3.4	Postponement/suspension of Starting Sequence	In the event of commercial traffic movements.	
3.5	Length of Starting Line	Matched to boat numbers as per RYA advice	
3.6	Ferry Traffic	Check ferry times on race days to avoid clash	

4. Additional Control Measures After Start and During Race

4.1	Abandonment	In the event of adverse weather or other factors	
4.2	Shortening Course	In the event of lack of wind or other factors.	
4.3	Race Observers	Observers on shore at strategic locations	
4.4	Escort vessels	Member's vessels and other boats.	
4.5	Monitoring of weather/sea conditions	By communication from observers, escort vessels and competitors with mobile phones.	

5. Additional Control Measures at Finish

5.1	Finishing line length	Matched to number/size of competing boats	
5.2	Retirement Monitoring	Radio reporting by vessels retiring and/or signed declarations by finishers or tally system	
5.3	Harbour Patrol	Patrolling finishing area	
5.4	Race Declaration	Boats sign in after race to monitor all finishers	
5.5	Use of Engine	Boats are requested to clear line as soon as the boat has crossed the finishing line	