

Blank Risk Assessment Form

Completed by:

Date:



Lead Coach		Number of Coaches		Number of Students	
Number of Sail Boats		Support Boat		Shore Contact	
Start Time		Finish Time		Contact Details	
Tide Time		Forecast Obtained		Checked by	

Description of Hazard	Level of Risk (Low/ Medium/ High)	Those at Risk (Student/ Coach)	Control Measures	Residual Risk (Low/ Medium/ High)

Signed		Print name	
---------------	--	-------------------	--



Example Risk Assessment

Completed by: M. Mouse

Date: 19/03/10

Venue: ISAF Training Island

Lead Coach	<i>M. Mouse</i>	Number of Coaches	2	Number of Students	6
Number of Sail Boats	<i>6 Picos</i>	Support Boat	<i>Alpha RIB</i>	Shore Contact	<i>D. Duck</i>
Sailing Area	<i>A</i>	Operating Procedures	<i>Yes</i>	Contact Details	<i>2 way radio – Channel 3</i>
Start Time	<i>0930</i>	Finish Time	<i>1200</i>		
Tide Time	<i>1034 High water (2.5m)</i>	Forecast Obtained	<i>Yes – F2 N, sunny</i>	Checked by	<i>D. Duck</i>

Description of Hazard	Level of Risk (Low/ Medium/ High)	Those at Risk (Student/ Coach)	Control Measures	Residual Risk (Low/ Medium/ High)
<i>Slip way – slippery because of weed growth</i>	<i>Medium</i>	<i>Students and coach</i>	<i>Brief students, appropriate foot wear worn by all. Long term – scrub sleep way</i>	<i>Low</i>
<i>Other boats - collisions</i>	<i>Medium</i>	<i>Students and coach</i>	<i>Brief students of other boats and all round awareness Shadow boats as they sail/ motor through Sailing area A out of main channel</i>	<i>Low</i>
<i>Sun – sun burn/ heat stroke</i>	<i>Medium</i>	<i>Students and coach</i>	<i>Sun cream, applied before going afloat Appropriate clothing, long sleeves, sun hat Fluid intake during session</i>	<i>Low</i>
<i>Reef to the South of sailing area A – lee shore. Students getting stuck. Sharp reef coral, cuts and scrapes</i>	<i>Medium</i>	<i>Students and coach</i>	<i>Set Sailing course well to the north of the reef. Brief students to try and stay away from bank If students get blown onto it, stay in boat</i>	<i>Medium</i>

Signed	<i>M. Mouse</i>	Print name	<i>M. Mouse</i>
---------------	-----------------	-------------------	-----------------

Blank Session Plan

Instructor:		Course:	
Venue	Date & time of session:		Week number/of:
Session Aim		Learning Objectives	

Introduction:
Presentation of the Activity(s):
Evaluation:
Notes

WORLD SAILING

Session Plan Example



Instructor: M. Mouse		Course: Year 6 learn to sail class (level 1)	
Venue: ISAF Training Island	Date & time of session: 19/03/10 0930 - 1200		Week number/of: 5 of 6
Session Aim		Learning Objectives	
Session 5 of 6 – To introduce sailing into the wind		<ul style="list-style-type: none"> • To be able to take a boat from a beam reach to close reach to a close hauled • To be able to adjust the sail according • To be able to identify the No Go Zone • To have be able to tack the boat from close reach to close reach • To be able to get a boat back down wind 	

Introduction:
<ul style="list-style-type: none"> • Recap theory from previous session (4 of 6) – Effective tacking. • Introduction of new theory – related to students experiences in previous sessions – Upwind Sailing (Key areas to cover; No god zone, sail adjustment, heading up, tacking from close hauled to close haul.) • Briefing (before going afloat – bringing together theory and activity) Key components – Safety, Sailing area, Communication, Rules, Holding Activity, Questions/ test. • Activities <ol style="list-style-type: none"> 1. Heading up on the whistle Swap helm and crew 2. Fetch the ball game

Midsession break

3. Heading up wind putting in 90 degree tacks
Swapping over helm and crew
4. First boat to the windward mark game.

Presentation of the Activity(s):

1. Rig, Launch and start Holding activity – Sail reach to reach course (around the 2 oranges buoys) *Assistant to help rig and launch boats.*
2. Once everyone is afloat and participating in the holding activity – Heading up exercise.
 - 1 whistle – head up onto a loose reach
 - 2 whistles – head up onto a close hauled
 - 3 whistles – turn down wind and return to the reach to reach course. **No boats to tack on this first time up wind**
Repeat previous activity – Helm and crew to swap over.
3. Game – Chase the ball! Ball to be thrown up wind (one ball per boat) Ball needs to be retrieved and returned to the support boat.

Midsession Break – review of activity so far.

4. Repeat activity number 2, this time on 4 whistles boats need to tack – focus on 90 degree turns.
Repeat previous activity – Helm and crew to swap over.
5. Everybody to return to the reach to reach course – on the whistle it is the first boat to sail to the windward mark and touch it. (It is up to the students who helms!)
6. Return to shore – recover boats and de-rig. *Assistant to be ashore before boats return.*

Evaluation:

Midsession review: to conduct afloat with sailing boats alongside the support boat – evaluation of performance so far, reinforcing theory and tweaking the second half of the session is necessary. Students to re-apply sun cream and to take a drink.

End of session review: Relate back to session aims. Students to evaluate their own performance, recap theory and previous sailing. Identify areas to be developed, reinforce positive points. Provide individual feedback. Allow opportunity for questions. Explain the next step – Looking at the 5 essentials. Allow for questions. Test Learning

Notes:

Assistant to be on shore helping with rigging and launching – returning and de rigging. During the session to be placed in boats if students require additional support.

3 buoys – 2 orange (for reaching course) 1 yellow as windward marker.

Dry marker board, pens and model boats for briefing and debriefing. Also small dry marker buoy and pen to go in the support boat.

