

HORIZONS (Plymouth)

Horizons Children's Sailing Charity

Risk Benefit Analysis



Risk Benefit Analysis

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Date of Last Review: January 2017

Review Period: At least annually



HORIZONS Children's Sailing Charity

Statement on Risk 2017

Horizons Statement on Risk:

- We acknowledge that the activities we offer contain a degree of inherent risk and whilst the processes within this document endeavours to ensure that all reasonable and practicable steps are taken to ensure all significant and likely risks are managed / reduced effectively it is impossible to eliminate risk entirely
- When putting a balanced approach to risk into practice it is vital that, for any of the activities we offer, the benefits of taking part outweigh the inherent risks of doing so
- Horizons has moved from using traditional Risk Assessments to a slightly different approach of using a Risk, Benefit, Analysis. This is a process through which both the advantages and the hazards associated with an activity can be assessed. The aim is to find a position in which the benefits balance and therefor justify the risks, as managed by Horizons
- If a balance cannot be achieved, i.e. the risks outweigh the benefits, it is unlikely we would offer the activity
- Equally if an activity provides considerable benefits, and risks, then risk, benefit, analysis could provide a way of justifying the delivery of the activity and therefore allowing young people to experience the considerable benefits the process has identified
- Each activity we offer has its own associated risk, benefit, analysis in the following pages

Operations Outside of Standard Risk, Benefit, Analysis

- **No activities may take place unless a risk, benefit, analysis, has been undertaken**
- If a new activity arises, then a form can be completed, approved by the Board of Trustees and then added to this document



HORIZONS Children's Sailing Charity

Template – Completed by:

- Date:

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p>		<p><u>Instructors / Volunteers:</u></p> <p><u>Participants:</u></p> <p><u>Equipment:</u></p> <p><u>Venue / Sailing Area:</u></p>
<p><u>Remember:</u></p>		



HORIZONS Children's Sailing Charity

5 Richmond Walk – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to site:</p> <ul style="list-style-type: none"> • Fire • Steep steps down to the yard from the office <p>In the Yard:</p> <ul style="list-style-type: none"> • Traffic moving in confined area • Drop in to Stonehouse Pool • Slips / trips / falls on trailers etc. <p>Workshop:</p> <ul style="list-style-type: none"> • Injuries from: <ul style="list-style-type: none"> ○ Tools ○ Chemicals <p>Working on boats when on their trailers:</p> <ul style="list-style-type: none"> • Getting on and off the boats 	<p>Our main office is at 5 Richmond Walk. It comprises an office, class room, yard area, and workshop.</p> <p>The office is used every day and the class room is used for training.</p> <p>During the winter months boats are stored in the yard on their trailers.</p> <p>The workshop is in constant use for the maintenance and repair of equipment.</p>	<p>Everyone who uses the site should be aware of traffic within the yard. Traffic may be manoeuvring with difficulty in a confined space, make sure you are aware of these movements and make yourself conspicuous</p> <p>In the event of going through the south fence gate out on to the quay be aware of the drop when the tide is out. This gate is usually shut unless one of the boat owners is on the quay.</p> <p>Due to the changing nature of the yard, great care is to be taken and all are to be warned of the dangers as they become apparent e.g. boats being moved or cleaned etc.</p> <p>Fire extinguishers are placed in various locations on site, and are serviced annually.</p> <p>A first aid kit and eye wash station is located in the class room.</p> <p>Tools and chemicals will only be used by experienced staff / volunteers</p> <p>Follow manufacturer's guidelines when using chemicals</p> <p>Appropriate personal protective equipment will be provided</p> <p>Care should be taken when climbing on and off boats when they are on their trailers. Steps are provided.</p> <p>Young people may help with maintenance but should always be supervised and only given tasks suitable to their abilities</p> <p>Tools and chemicals will be stored in locked cupboards</p> <p>Young people should not be allowed access to the workshop unsupervised</p>
<p style="text-align: center;"><u>Remember:</u></p> <ul style="list-style-type: none"> • If there is a fire, raise the alarm, only tackle the fire if you think a fire extinguisher will have an impact • The fire emergency assembly point is across the road outside Malvern Tyres • Remember to report any accidents to a member of staff 		



Blagdons Yard / Slipway – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <p>Rigging Dinghies:</p> <ul style="list-style-type: none"> • Head injuries • Injuries from lifting and moving equipment • Injury (e.g. head injury from boom) • Capsize / multiple capsizes <p>Launching / Recovering Dinghies:</p> <ul style="list-style-type: none"> • Slips / trips /falls • Injury when lifting and moving equipment <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p> <ul style="list-style-type: none"> • Crane movements in Blagdons Yard • Activities in Blagdons Yard e.g. shot blasting • Traffic • Other users on the slipway • Overgrown slipway 	<p>Learning to rig and launch safely</p> <p>Learning new skills</p> <p>Development of confidence and awareness of being safe</p> <p>Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)</p> <p>Overcoming difficulties: learn through experience</p> <p>Expanding recreational horizons</p> <p>Improving communication and teamwork skills</p>	<p><u>Instructors / Volunteers:</u></p> <p>Competence: suitably trained for the role they undertake Blagdons staff will advise you of any crane movements or potential hazards. If in doubt, ask If required, demonstrate how to rig the boats (including reefing) Demonstrate best ways to move kit around and supervise all movement of kit to avoid injuries Assist where needed to put up masts and lift kit Launching and landing controlled by instructor(s) Ensure young people have enough help when using slipway Assess slipway condition and decide best method for launching/recovery as per Operational Procedures</p> <p><u>Participants:</u></p> <p>Session will be tailored to ability of participants Will not be left unaccompanied in Blagdons Encouraged to rig/derig their boats with support Encouraged to ask for assistance when needed e.g. to put up a mast Will follow the directions of the instructors to minimise risk of injuries</p> <p><u>Equipment:</u></p> <p>Appropriate choice of boats according to conditions (reefing, number of people in boats, number of boats on water etc.) Mast head flotation used on Vagos, Bahias and Fevas Checked by instructor before launch Safetyboat: On station prior to launch, keep group together</p>
<p><u>Remember:</u></p> <ul style="list-style-type: none"> • You role is to help and guide the participants as much as possible, try not to take over: they do – you check • This is a public slipway and co-operation and patience is often needed to launch and recover safely • Teamwork is essential to minimise the risk of injuries • If you find the slipway is overgrown, report it to a member of staff and they will inform the council 		<p><u>Rigging / Launching Area:</u></p> <p>Key factors to consider:</p> <ul style="list-style-type: none"> • Choice of rigging area to be agreed before activity starts • Watch out for traffic • Trailers to be put neatly inside Blagdons and clear of the road • At low tide the beach can be used if necessary



HORIZONS Children's Sailing Charity

Mayflower Marina – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <p>On Land:</p> <ul style="list-style-type: none"> • Traffic • Crane Movements • Fire <p>On Pontoons</p> <ul style="list-style-type: none"> ○ Cleats / trip hazards ○ Maintenance works ○ Getting on and off the boats <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p> <ul style="list-style-type: none"> • Use of facilities 	<p>We have a porta cabin in Mayflower Marina, known as The Hut, which acts as our main area for meeting participants. We have a small patio area which is surrounded by railings to help separate us from the road.</p> <p>The Hut is used as our shore base, store for equipment, and as a class room for RYA courses.</p> <p>All our participants are able to use the toilets, changing and shower facilities.</p> <p>We also have 6 boats moored on the pontoons.</p>	<p><u>Instructors / Volunteers:</u></p> <p>Competence: suitably trained for the role they undertake Marina staff will advise you of any crane movements or potential hazards. If in doubt, ask Keep your group together and away from the road when around the Hut If there is a Fire, follow the directions from Marina staff When using the pontoons include awareness of trip hazards, and that we walk down to the boats as a group, in your briefing Marina staff will direct you if there are any maintenance works taking place Check facilities at the end of a session and clean if necessary See Shore based procedures for more information Help wheel chair users on the ramps if necessary</p> <p><u>Participants:</u></p> <p>Will be met on arrival and given a briefing Try and keep the facilities clean e.g. take off wet wetsuits in the shower to avoid flooding the changing rooms Pay attention to the instructions you are given</p> <p><u>Equipment:</u></p> <p>Personal Equipment: A range of waterproof clothing and BA's are available Help participants to choose the correct size Help participants to adjust their BA's so they fit correctly</p> <p>Boats: Ensure boats are securely tied alongside and help people on and off as required</p>
<p style="text-align: center;"><u>Remember:</u></p> <ul style="list-style-type: none"> • We are very grateful to Mayflower Marina for all their support so please try and make sure the facilities are clean after we have had a group in • This is a public area so try to keep young people near the hut and keep the noise to a sensible level • Try to ensure people dropping off/picking up participants avoid blocking the road just outside The Hut 		



HORIZONS Children's Sailing Charity

Dinghy Sailing – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <ul style="list-style-type: none"> • Drowning • Entrapments • Hypo/Hyperthermia • Injuries from lifting and moving equipment • Injury (e.g. head injury from boom) • Capsize / multiple capsize <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p> <ul style="list-style-type: none"> • Launching and landing on Commando Beach slipway • Strong tidal flow, especially at Devils Point • Shipping movements • Other users on the slipway 	<p>Pleasure of getting out on the water and experiencing sailing</p> <p>Learning new skills</p> <p>Development of confidence and awareness of being safe</p> <p>Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)</p> <p>When sailing in a group or in a double hander you improve understanding the needs of others and how to co-operate</p> <p>Overcoming difficulties: learn through experience</p> <p>Expanding recreational horizons</p> <p>Improving communication and teamwork skills</p> <p>Confidence building</p> <p>Associated health and fitness benefits</p>	<p><u>Instructors / Volunteers:</u></p> <p>Competence: suitably trained for the role they undertake Ratios: maintained as per Operational Procedures Support and guidance: Morning briefing with SI prior to activities starting. This will include review and agreement of session plans Demonstrate best ways to move kit around and supervise all movement of kit to avoid injuries Launching and landing controlled by instructors Brief participants on capsize recovery and ways to avoid inversion Make sure you have the appropriate kit for the conditions: i.e. stay warm and hydrated</p> <p><u>Participants:</u></p> <p>Session will be tailored to ability of participants Made aware of responsibilities for themselves and others Encouraged to share management of risks with instructors: checking BA's are done up properly, communicating with each other especially when afloat, keep low to avoid boom strike</p> <p><u>Equipment:</u></p> <p>Buoyancy aids: right type and size as per Operational Procedures Appropriate choice of boats according to conditions (reefing, number of people in boats, number of boats on water etc.) Mast head flotation used on Vagos, Bahias and Fevas Clothing: appropriate to current and expected conditions Safetyboat: On station prior to launch, keep group together</p> <p><u>Venue / Sailing Area:</u></p> <p>Choice of sailing area to be agreed with SI before activity starts. Key factors to consider:</p> <ul style="list-style-type: none"> • Method of transit to/from chosen sailing area • Strength and direction of tide for whole session • Wind strength and direction for whole session • Shipping movements checked and taken into consideration
<p style="text-align: center;"><u>Remember:</u></p> <ul style="list-style-type: none"> • You role is to help and guide the participants as much as possible, try not to take over if you are in double hander • They do – you check • Consider your feedback and coaching in the light of aims first and the actual sailing second • Tailor the aims and length of sessions to your audience. Keep it short and simple, especially with beginners 		



HORIZONS Children's Sailing Charity

Keelboat Sailing – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <ul style="list-style-type: none"> • Drowning • Entrapments • Hypo/Hyperthermia • Injury (e.g. head injury from boom) • Capsize / Inversion • Fire <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p> <ul style="list-style-type: none"> • Trips and falls when walking on the pontoons • Getting on and off boats when alongside • Turbulent tidal flow near our pontoons • Strong tidal flow, especially at Devils Point • Shipping movements 	<p>Pleasure of getting out on the water and experiencing sailing</p> <p>Learning new skills</p> <p>Development of confidence and awareness of being safe</p> <p>Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)</p> <p>When sailing in a group or in a double hander you improve understanding the needs of others and how to co-operate</p> <p>Overcoming difficulties: learn through experience</p> <p>Expanding recreational horizons</p> <p>Improving communication and teamwork skills</p> <p>Confidence building</p> <p>Associated health and fitness benefits</p>	<p><u>Instructors / Volunteers:</u></p> <p>Competence: suitably trained for the role they undertake</p> <p>Ratios: maintained as per Operational Procedures</p> <p>Support and guidance: briefing with SI prior to activities starting</p> <p>This will include review and agreement of session plans</p> <p>Ensure participants walk on the pontoons and are made aware of cleats etc. sticking up from the pontoons</p> <p>Ensure boats are secured alongside and help people on and off</p> <p>Brief participants as per Operational Procedures</p> <p>Be aware of wind and tide when leaving/returning to the berth</p> <p>Make sure you have the appropriate kit for the conditions: i.e. stay warm and hydrated</p> <p>Refuelling to be carried out as per Operational Procedures</p> <p><u>Participants:</u></p> <p>Session will be tailored to ability of participants</p> <p>Made aware of responsibilities for themselves and others</p> <p>Encouraged to share management of risks with instructors: checking BA's are done up properly, communicating with each other especially when afloat, keep low to avoid boom strike</p> <p><u>Equipment:</u></p> <p>Buoyancy aids: right type and size as per Operational Procedures</p> <p>Mast head flotation to be used</p> <p>Clothing: appropriate to current and expected conditions</p> <p><u>Venue / Sailing Area:</u></p> <p>Choice of sailing area to be agreed with SI before activity starts.</p> <p>Key factors to consider:</p> <ul style="list-style-type: none"> • Method of transit to/from chosen sailing area • Strength and direction of tide for whole session • Wind strength and direction for whole session • Shipping movements checked and taken into consideration
<p style="text-align: center;"><u>Remember:</u></p> <ul style="list-style-type: none"> • You role is to help and guide the participants as much as possible, try not to take over if you are in double hander • They do – you check • Consider your feedback and coaching in the light of aims first and the actual sailing second • Tailor the aims and length of sessions to your audience. Keep it short and simple, especially with beginners 		



Solo Keelboat Sailing – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p><u>Hazards generic to activity:</u></p> <ul style="list-style-type: none"> • Drowning • Entrapments • Hypo / Hyperthermia • Injury (e.g. head injury from boom) • Capsize / Inversion • Fire <p><u>Hazards specific to Horizons (Plymouth) and our sailing areas:</u></p> <ul style="list-style-type: none"> • Trips and falls when walking on the pontoons • Getting on and off boats when alongside • Turbulent tidal flow near our pontoons • Strong tidal flow, especially at Devils Point • Shipping movements • Hawk 20 Operating without another support craft from Horizons 	<p>Allowing members of Horizons to use Hawk 20 for personal development</p> <p>Practice and develop skills</p> <p>Development of confidence and awareness of being safe</p> <p>Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)</p> <p>Improve awareness of sailing independently</p> <p>Overcoming difficulties: learn through experience</p> <p>Expanding recreational horizons</p> <p>Improving communication and teamwork skills</p> <p>Confidence building</p> <p>Associated health and fitness benefits</p>	<p><u>Skippers Responsibilities</u></p> <p>Competence: suitably trained for the role they undertake</p> <p>Ratios: maintained as per Operational Procedures</p> <p>Operate the boat in line with Operational Procedures</p> <p>Support and guidance: agree a passage plan with SI, and have a designated contact ashore</p> <p>Relay any significant changes in passage plan to shore side contact</p> <p><u>Participants / crew:</u></p> <p>Made aware of responsibilities for themselves and others</p> <p>Encouraged to share management of risks with skipper, checking BA's are done up properly, communicating with each other especially when afloat, keep low to avoid boom strike</p> <p><u>Equipment:</u></p> <p>Buoyancy aids: right type and size as per Operational Procedures</p> <p>Mast head flotation to be used</p> <p>Clothing: appropriate to current and expected conditions</p> <p><u>Venue / Sailing Area:</u></p> <p>Choice of sailing area to be agreed with SI before activity starts.</p> <p>Key factors to consider:</p> <ul style="list-style-type: none"> • Method of transit to/from chosen sailing area • Strength and direction of tide for whole session • Wind strength and direction for whole session • Shipping movements checked and taken into consideration
<p style="text-align: center;"><u>Remember:</u></p> <ul style="list-style-type: none"> • This is great way to improve your confidence • Please try and stick to the passage plan you agreed with the SI. If this is unavoidable, i.e. the wind drops and you will be back significantly later than planned, then relay this via mobile • When you are out on your own you are still representing Horizons. The boats are well known in the port. Please act responsibly 		



Powerboating (RIBS) – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <ul style="list-style-type: none"> • Drowning • Falling overboard • Hypo/Hyperthermia • Injury (e.g. from falling in board) • Engine Failure • Fire <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p> <ul style="list-style-type: none"> • Trips and falls when walking on the pontoons • Getting on and off boats when alongside • Turbulent tidal flow near our pontoons • Strong tidal flow, especially at Devils Point • Shipping movements 	<p>Pleasure of getting out on the water and experiencing powerboating</p> <p>Learning new skills</p> <p>Development of confidence and awareness of being safe</p> <p>Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)</p> <p>Overcoming difficulties: learn through experience</p> <p>Expanding recreational horizons</p> <p>Improving communication and teamwork skills (especially when working as part of a safetyboat team)</p> <p>Confidence building</p>	<p><u>Instructors / Volunteers:</u></p> <p>Competence: suitably trained for the role they undertake</p> <p>Ratios: maintained as per Operational Procedures</p> <p>Support and guidance: briefing with SI prior to activities starting</p> <p>This will include review and agreement of session plans</p> <p>Ensure participants walk on the pontoons and are made aware of cleats etc. sticking up from the pontoons</p> <p>Ensure boats are secured alongside and help people on and off</p> <p>Brief participants as per Operational Procedures</p> <p>Be aware of wind and tide when leaving/returning to the berth</p> <p>Make sure you have the appropriate kit for the conditions: i.e. stay warm and hydrated</p> <p>Refuelling to be carried out as per Operational Procedures</p> <p><u>Participants:</u></p> <p>Session will be tailored to ability of participants</p> <p>Made aware of responsibilities for themselves and others</p> <p>Encouraged to share management of risks with instructors: checking BA's are done up properly, communicating with each other especially when underway, stay seated and hold on</p> <p><u>Equipment:</u></p> <p>Buoyancy aids: right type and size as per Operational Procedures</p> <p>Clothing: appropriate to current and expected conditions</p> <p>Maintained and checked on a regular basis</p> <p><u>Venue / Sailing Area:</u></p> <p>Choice of sailing area to be agreed with SI before activity starts.</p> <p>Key factors to consider:</p> <ul style="list-style-type: none"> • Method of transit to/from chosen sailing area (e.g. towing boats if acting as a safetyboat) • Strength and direction of tide for whole session • Wind strength and direction for whole session • Shipping movements checked and taken into consideration
<p style="text-align: center;"><u>Remember:</u></p> <ul style="list-style-type: none"> • ALWAYS WEAR THE KILL CORD WHEN THE ENGINE IS RUNNING • Good communication is essential to avoid injuries, ensure people are seated appropriately and holding on • Engine is to be turned off when recovering people from the water, unless it is unsafe to do so e.g. near a lee shore • Powerboats are to be driven in an appropriate manner at all times with due regard for local bye-laws and the IRPCS 		



HORIZONS Children's Sailing Charity

Friendship – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <ul style="list-style-type: none"> • Drowning • Hypo/Hyperthermia • Injury (e.g. from falling in board) • Engine Failure • Fire <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p> <ul style="list-style-type: none"> • Trips and falls when walking on the pontoons • Getting on and off boats when alongside • Using the access ramp • Sliding door closing while underway • Moving wheel chairs around • Using the steering position lift • Turbulent tidal flow near our pontoons • Strong tidal flow, especially at Devils Point • Shipping movements 	<p>Pleasure of getting out on the water and experiencing powerboating</p> <p>Development of confidence and awareness of being safe</p> <p>Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)</p> <p>Overcoming difficulties: learn through experience</p> <p>Expanding recreational horizons</p> <p>Improving communication and teamwork skills (especially when working as part of a safetyboat team)</p> <p>Getting wheelchair users out on the water without having to lift them on/off the boat</p>	<p><u>Instructors / Volunteers:</u></p> <p>Competence: suitably trained for the role they undertake Support and guidance: briefing with SI prior to activities starting This will include review and agreement of session plans Brief participants as per Operational Procedures Before going on the pontoons ensure people are made aware of cleats etc. sticking up. Help wheelchair users up/down the ramps if necessary Ensure boats are secured alongside and help people on and off Be aware of wind and tide when leaving/returning to the berth Make sure you have the appropriate kit for the conditions: i.e. stay warm and hydrated Refuelling to be carried out as per Operational Procedures</p> <p><u>Participants:</u></p> <p>Session will be tailored to ability of participants Made aware of responsibilities for themselves and others Encouraged to share management of risks with instructors: checking BA's are done up properly, communicating with each other especially when underway, stay seated and hold on</p> <p><u>Equipment:</u></p> <p>Buoyancy aids: right type and size as per Operational Procedures Clothing: appropriate to current and expected conditions Securing straps available for wheelchairs Steering position lift operated by Horizons personnel Sliding door secured in place to prevent accidental closing</p> <p><u>Venue / Sailing Area:</u></p> <p>Choice of sailing area to be agreed with SI before activity starts. Key factors to consider:</p> <ul style="list-style-type: none"> • Area used may be dictated by the ability of the group • Strength and direction of tide for whole session • Wind strength and direction for whole session • Shipping movements checked and taken into consideration
<p style="text-align: center;"><u>Remember:</u></p> <ul style="list-style-type: none"> • Trips on Friendship are generally to give people an enjoyable first experience of boating • Consideration should be taken in deciding when and how to move people around, especially if wheelchair users are on board. Good communication is essential to avoid injuries • Powerboats are to be driven in an appropriate manner at all times with due regard for local bye-laws and the IRPCS 		



HORIZONS Children's Sailing Charity

Minibus – Completed by: Simon Mace- Date: January 2017

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p> <ul style="list-style-type: none"> • Accident • Breakdown • Driver Distraction • Fire • Embarkation / Disembarkation • Reversing (restricted vision) • Loose luggage and equipment <p>Hazards specific to Horizons (Plymouth) and our sailing areas:</p> <ul style="list-style-type: none"> • Embarkation / /Disembarkation in Mayflower Marina 	<p>We use a mini bus to transport some of our participants.</p> <p>The mini bus is appropriately insured and only driven by qualified drivers.</p> <p>We also have breakdown cover for the mini bus and it is serviced annually.</p> <p>The mini bus has a Section 19 Permit.</p>	<p><u>Drivers:</u></p> <p>Competence: suitably trained drivers only</p> <p>Ensure all passengers are properly seated and seat belts are worn (unless there are extenuating circumstances)</p> <p>Ensure all doors are closed securely before moving off</p> <p>Ensure all loose luggage / equipment is appropriately secured</p> <p>In the event of a breakdown, minimise the risk of injury, maintain control and safety of passengers while repair or recovery is undertaken</p> <p>Take care when reversing; use all available means to ascertain that no one is behind the vehicle. Speed is to be kept to a minimum.</p> <p><u>Passengers:</u></p> <p>To be briefed by their group leader about their responsibility to behave correctly and avoid distracting the driver</p> <p>Follow the directions of the driver or a responsible adult in the event of a breakdown/fire/accident</p> <p><u>Embarkation / Disembarkation</u></p> <p>The mini bus will be parked so that passenger doors are nearest the kerb whenever possible. If this is not possible the driver will ensure it is safe to enter / exit the vehicle and direct people accordingly</p> <p>The driver will ensure all passengers use the step provided</p> <p>The driver will open and close the door ensuring all limbs are clear</p> <p>When in Mayflower Marina, do not block the road just outside the hut</p>
<p><u>Remember:</u></p> <ul style="list-style-type: none"> • Report any incidents / accidents / near misses to a member of staff • When driving the mini bus, please remember you are representing Horizons and drive sensibly • Only people with appropriate experience and qualifications will be asked to drive the mini bus • Please report any faults to a member of staff 		
<p><u>Equipment:</u></p> <p>Fire extinguisher located under the front seat</p> <p>First Aid kit located under the first seat in the back (in front of you as you open the side door)</p>		