Conway Yacht Club (CYC) COD fleet racing risk assessment

Version	Date	Author	Change
1.0	10/03/2025	Michael Leahy Captain of Sailing	First draft
1.1	15/02/2026	Michael Leahy Captain of Sailing	Reviewed, no changes. Redated

Distribution: Sailing Committee, General Committee, Conwy Harbour Authority, Race Officer bag

1. Introduction

Conway One Design and Dayboat racing takes place in the Conwy River, Conwy Bay, Llandudno Bay and the Menai Strait.

Race authority: Conway Yacht Club

Chief Race Officer: Sailing Captain

Address: 43 Station Rd, Deganwy, LL31 9DF
Telephone: 01492 583690
Website: www.conwayyachtclub.com
Email: CODSailing@conwayyachtclub.com

This risk assessment was prepared with reference to the Royal Yachting Association GUIDANCE NOTES ON RISK ASSESSMENT FOR EVENTS IN HARBOUR AUTHORITY AREAS

This document should be reviewed by the Sailing Committee before the start of the Sailing Season.

2. Starts

- CYC club line, a transit across the Conwy river from CYC race tower on Deganwy promenade (Vicinity of C16)
- In the vicinity of C14 from guard boat
- Other start positions from the guard boat as decided on the day of racing but within the Conwy River channel.

3. Racing Area

- Area of Conwy River estuary North of Beacons Jetty including the channel, Conwy Sands and Morfa Sands between Gt. Orme Head and Conwy Fairway.
- River courses are used in strong winds conditions operating between C11 and BB (Conwy Bridge)
- For the Llandudno race the race area extends into Llandudno Bay
- For the Ten Feet Bank races and races to and from the Straits the area extends to Ten Feet Bank (Puffin Island) and Beaumaris

4. Finishing Area

Finishing will typically be at the CYC club line, a transit across the river from the CYC race tower in the vicinity of C16

5. Manning and Race Control

Race management will be either from the CYC race tower or from the CYC guard boat. If the race is run from the race tower the guard boat will also be on the water escorting the fleet. Communications will normally be on VHF channel M2 (P4). CALLSIGN “CYC Race Control.” If the race is run from the guard boat the crew would normally consist of the guard boat skipper and the race officer.

6. Safety Control Measures

The COD fleet consists of approximately 12 boats and a typical race consists of 6 to 8 boats each with a minimum of 2 crew. The majority of the fleet carry an outboard engine capable of propelling the boat at 3-4 knots through the water. Section 9 is the overall risk assessment for COD racing. In additional an “On The Day” (OTD) Risk Assessment may be used by the Race Officer. A generic OTD Risk Assessment sheet has been completed for racing out to the Fairway and in winds up to Force 4.

All boats in the COD fleet carry the following safety equipment:

- A personal flotation device (PFD) for each person aboard to ISO 12402-5 -Level 50 or equivalent
- A bucket or bailer of not less than 1 litre capacity
- A paddle or means of propelling the boat when not under sail
- A 12lb (5.5Kg) anchor with 60 feet (18m) of warp
- A handheld VHF radio capable of communicating with RO safety boat and channel 16
- 2 in date Red handheld flares or 2 smoke flares or Electronic flare

- A magnetic compass

The COD fleet races with a guard boat in attendance. This is capable of towing at least two CODs and can be used to recover injured crew. The guard boat carries the following equipment:

- VHF radio capable of transmitting on channels M2 (P4), 14, 77, 80 and 16 - CALLSIGN “SIÔR”
- Mobile Phone
- First aid kit
- Fire extinguisher.

For the longer distance races, such as courses ‘B’, ‘O’, ‘FB’, Llandudno Race and the Menai Strait race over and back additional safety cover is recommended using a fast boat (RIB). A cruising yacht can be used but will not be capable of returning a casualty to a safe haven as quickly as a RIB.

The races are operated within the operating area of the Conwy, Llandudno and Beaumaris Lifeboats.

7. Emergency Procedure

In the event of an incident where a competing boat or crew member is in grave or imminent danger the following actions should be taken:

1. Inform the fleet of the incident by the appropriate means, typically VHF.
2. Apply immediate appropriate first aid treatment.
3. The Race Officer should ensure that the emergency services are contacted by making a call to the coastguard on VHF Channel 16 and follow their instructions.
4. The guard boat should go immediately to the casualty and support with First Aid.
5. If safe do so, return the casualty to the nearest accessible point on the shore where they can be safely transferred to an ambulance; Options include: Conwy or Deganwy Marinas, Beacons Jetty, Deganwy jetty and Conwy Quay

8. Supporting Documents

- CYC Notice of Race
- CYC Sailing Instructions
- CYC Marks
- CYC River marks
- CYC “On The Day” (OTD) Risk Assessment- Appendix A

9. Risk Assessment

Conway Yacht Club - Conway Yacht Club Risk Assessment							
HAZARD	**Who might be harmed**	**Severity (S) Low=1, Med=2, High=3**	**Likelihood (N) Level 1,2,3**	**Risk before control measures (SxN)**	**Risk control measures**	**Further measures to control the risk**	**Risk level after control measures applied**
Man overboard, Wipe-out/Capsize placing participants at risk of drowning or hypothermia	Race Entrants and crew in Siôr	3	2	6	PFDs should be worn for dayboat entrants. Guardboat to attend any incident quickly	In case of severe difficulties where guardboat is unable to assist, coastguard to be advised. Lifeboat cover within 30 minutes	2
Injury as a result of collision or other accident	Race Entrants / other vessels	3	2	6	Tactical positioning of guard boat carrying first aid kit. Radio communication between other boats and shore.	In case of severe difficulties where guardboat is unable to assist, coastguard to be advised. Lifeboat cover within 30 minutes	2
Dismasting or other gear failure	Race entrants	3	2	6	Maintenance of boats. The COD fleet is well maintained and inspected annually by owners.	Tactical positioning of guard boat carrying first aid kit. Radio communication between other boats and shore.	2
Deteriorating weather conditions	Race Entrants	2	2	4	Race officer determines the risk to the class of prevailing and forecast conditions and whether to abandon race(s). Guardboat vigilant to craft in difficulty	In case of severe difficulties where guardboat is unable to assist, coastguard to be advised. Lifeboat cover within 30 minutes	2
Loss of radio communication by guardboat	Guardboat crew / safety organisers	1	1	1	Mobile phones used as back-up. Guardboat crew to carry a mobile phone.	In case of severe difficulties where guardboat is unable to assist, coastguard to be advised. Lifeboat cover within 30 minutes	0
Incident causes yacht to be abandoned	Race Entrants	3	1	3	Guard boat to recover crew and yacht towed to nearest safe haven or moored for later recovery.	In case of severe difficulties where guardboat is unable to assist, coastguard to be advised. Lifeboat cover within 30 minutes	1

Grounding or striking and underwater object	Race Entrants	2	2	4	- Boats can use their engine to recover and may re enter the race as per the sailing instructions - providing it is safe to do so guardboat will tow clear or recover crew from the water and secure boat for later recovery.	Coastguard or harbour authority informed if recovery is not possible.	1
Risk & dangers prior to start of the race	Race Entrants	1	1	1	A race briefing by the RO either at the marina or by VHF before the race to discuss the course & issues of safety	Race will be cancelled or postponed if prevailing or forecast weather conditions deem it prudent	1
Guard/safety boat in difficulty	Guardboat crew / safety organisers	1	1	1	Guard boat skipper to call for assistance from the fleet	Coastguard called if rescue is not possible.	1
Becalmed	Race Entrants	1	2	2	- Boats can use their engines. - Guardboat to tow becalmed boats to nearest place of safety.		1

APPENDIX: Standard Risk Control Measures & Assets available

1. **Planning**

	Measures	**General Comments**	**Specific Event Comments and Measures**
1.1	Use of Tidal Prediction Information	Time events to suit tidal range and 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 harbour 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.	Commodore
1.11	Race Management Team Welfare	Ensure race management volunteers are equipped for the event.	

2. **Communications**

2.1	Notice of Race.	Advise 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 Byelaws 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.	
2.6	VHF Radio Announcements.	Radio announcements to competitors, and other vessels/observers on a designated VHF channel with predetermined fall back channels..	
2.7	Communication with Authorities.	Conwy Harbour Master Office The Quay Conwy LL32 8BB. Tel: 01492 596253. Fax: 01492 585222. Duty officer: 0773 3012568, harbour@conwy.gov.uk , VHF channel	

		14	
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 officers.	
3.2	Marshalling Boats/Patrol and Escort Vessels	Safety patrol vessels for control of competitors before and during starting sequence and at the finish to avoid other vessels.	For Club races this is the individual boat's responsibility
3.3	Competitor Marshalling Areas	Designated waiting areas in event of postponement.	Not used for club races
3.4	Postponement/suspension of Starting Sequence	In the event of other vessel movements.	
3.5	Length of Starting Line	Matched to boat numbers as per RYA advice.	Club line is a fixed length & cannot be extended or shortened

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 and on other vessels	
4.4	Escort vessels	Guard boat and other vessels	
4.5	Monitor weather/sea conditions	By communication from observers, escort vessels and competitors.	

5. Additional Control Measures at Finish

5.1	Finish Line Length	Matched to number/size of competing boats.	
5.2	Retirement monitoring.	Radio reporting by vessels retiring	
5.3	Harbour Patrol	Patrolling finishing area.	Not required for Club races
5.4	Race Declaration	Boats sign in after race to monitor all finishers.	Not required for Club races
5.5	Use of Engine	Boats are requested to clear line as soon as the boat has crossed the finishing line	

Appendix A

Conway Yacht Club On The Day Sailing Risk Assessment					
Date:	**Fleet: Conway One Design**			**Prepared by:**	
Risk level	**Low**	**Low to Medium**	**Medium to high**	**High**	**Score**
	1	2	3	4	
Wind Strength (knots)	up to F3	F4	F5	F6 & above	
Sea state	Smooth	Slight	Moderate	Rough	
Temp with Wind Chill (Deg C)	15-20	10-14	5-9	-5 to 4	
Sailing Area location	Near Harbour	Far Harbour	Near Bay	Far Bay	
Standard of Sailor	Olympic/ able bodied	Club Racing	Competent	1 & 2 point disabled	
Safety Boat Cover ratio	1:6 boats	1:12 boats	1:15 boats	1:20+ boats	
Time on water (hours)	1	2	3-4	5 plus	
Commercial Shipping	None	En route to race	Close during race	Crossing race area	
Risk Value Total					**0**

Value risk totals and actions:

Up to 16 – Acceptable Risk **17 to 24 - Consider actions to reduce risk** **25 and above- Need to reduce risk before proceeding**

Conway Yacht Club OTD Sailing Risk Assessment – Generic for COD Fleet sailing within 1.5 miles of the Perch (Limit ND1/C4) in wind strength up to F4

Date: May to Mid October	Fleet: COD			Prepared by: K Quirk	
Risk level	**Low**	**Low to Medium**	**Medium to high**	**High**	**Score**
	1	2	3	4	
Wind Strength (knots)	up to F3	F4	F5	F6 & above	**2**
Sea state	Smooth	Slight	Moderate	Rough	**3**
Temp with Wind Chill (Deg C)	15-20	10-14	5-9	-5 to 4	**2**
Sailing Area location	Near Harbour	Far Harbour	Near Bay	Far Bay	**2**
Standard of Sailor	Olympic/ able bodied	Club Racing	Competent	1 & 2 point disabled	**2**
Safety Boat Cover ratio	1:6 boats	1:12 boats	1:15 boats	1:20+ boats	**2**
Time on water	1	2	3-4	5 plus	**2**
Commercial Shipping	None	En route to race	Close during race	Crossing race area	**1**
Risk Value Total					**16**

Value risk totals and actions:

Up to 16 – Acceptable Risk **17 to 24 - Consider actions to reduce risk** **25 and above- Need to reduce risk before proceeding**