# Conway Yacht Club (CYC) Cruiser fleet racing risk assessment

| Version | Date | Author | Change |
|---|---|---|---|
| 1.0 | 26/02/2025 | Karl Quirk<br>Cruiser Class rep | First draft |
| 1.1 | 15/02/2026 | Michael Leahy<br>Captain of Sailing | Reviewed, no changes. Redated |
| | | | |

**Date of issue: 26/02/2025 Version: 1**

*Distribution:* Sailing Committee, General Committee, Conwy Harbour Authority, Race Officer Bag

## 1. Introduction

Conway Yacht Club Cruiser racing takes place in the Conwy River, Conwy Bay, Llandudno Bay, Northern Anglesey, Liverpool 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: sailing@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)
- Any other position in Conwy Bay.

**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 may be used in strong winds conditions operating between C11 and BB (Conwy Bridge)
- For the Llandudno race the race area extends into Llandudno Bay
- For Offshore races the area extends the North coast of Anglesey, Liverpool Bay and the Menai Strait.

**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. Alternative finishes would be in the vicinity of the Conwy Fairway Buoy or channel mark C2

**5. Manning and Race Control**

Race management will be either from the CYC race tower or one of the CYC race competitor boats. Communications will normally be on VHF channel M2 (P4) if the start is from the Club line, CALLSIGN “CYC Race Control.” If the race is run from one of the competitor boats communications will normally be on VHF channel 77, CALLSIGN “CYC Cruiser Fleet”

**6. Safety Control Measures**

The CYC Cruiser fleet race typical consists of up to 6 boats with 2 to 6 crew. The fleet all have auxiliary outboard or inboard engines capable of propelling the boat at 4 to 6 knots.

All boats competing in the CYC Cruiser fleet races (including non members) are obliged to comply with World Sailing Offshore Special regulations, Appendix B, Special Regulations for Inshore Racing. *Special Regulations for inshore racing are intended for use in short races, close to shore in relatively warm and protected waters where adequate shelter and/or effective rescue is available all along the course, held in daylight only.*

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

All race competitors should keep a dual watch on VHF channel 16 and the working race channel

The Race officer may use the CYC “On The Day” OTD Risk Assessment sheet to mitigate risk (Appendix A). A generic risk assessment for the season is included for races as far as Puffin island and in winds up to Force 5 using spinnakers.

**7. Emergency Procedure**

1. In the event of vessel in the fleet, or a member of the crew, being in distress the standard procedure for alerting others of the nature of the distress should be adopted (Call on Channel 16, DSC, flares etc)
2. Inform the fleet of the incident by the appropriate means, typically the VHF working channel
3. Apply immediate appropriate first aid treatment to a patient.
4. It is the responsibility of the skipper or person in charge on the vessel to control the communications with the coastguard and emergency services and to decide appropriate action.
5. The Race Officer should relay the nature of the distress to other competitors.
6. Other competitors should provide assistance as appropriate reporting their ability to assist to the coastguard.

**8. Supporting Documents**

- CYC Notice of Race
- CYC Sailing Instructions
- CYC Marks
- CYC River marks
- CYC “On The Day” OTD Cruiser risk assessment

## 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 Risk of drowning or hypothermia** | Race Entrants | 3 | 2 | 6 | - Competitors to practice MOB recovery annually.<br>- Crew should wear lifejackets and use lifelines in adverse conditions.<br>- MOB recovery equipment on vessel. | -Other competitors assist in recovery as appropriate<br>- Coastguard to be advised by VHF. Lifeboat cover within 30 minutes | 1 |
| **Injury of crew member** | Race Entrants | 3 | 2 | 6 | Skippers aware that it is their decision to race based on the conditions and capability of their crew. At least one member of the crew to have undertaken RYA approved First Aid course Boat to carry First Aid kit | Coastguard to be advised by VHF. Lifeboat cover within 30 minutes | 2 |
| | | | | | | | |
| **Collision or dismasting** | Race Entrants/ other vessels | 2 | 2 | 4 | - Competitors familiar with International Rules of Racing<br>- Competitors familiar with the International Collision Regs<br>- Boats to be maintained and seaworthy | In case of severe difficulties competitor to contact coastguard. Lifeboat cover within 30 minutes | 2 |
| | | | | | | | |
| **Deteriorating weather conditions** | Race Entrants | 1 | 2 | 2 | - Yacht skipper is ultimately responsible for the decision to participate based on capability of yacht and crew.<br>- Race officer determines the risk to the class of prevailing and forecast conditions and whether to abandon race(s). | In case of severe difficulties competitor to contact coastguard. Lifeboat cover within 30 minutes | 1 |
| | | | | | | | |
| **Fire/Explosion** | Race Entrants | 3 | 2 | 6 | - Boat to be well maintained<br>- Sufficient fire extinguishers on | - In case of severe difficulties competitor to contact | 2 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | board | coastguard. Lifeboat cover within 30 minutes | |
| | | | | | | | |
| **Sinking** | Race Entrants | 3 | 2 | 6 | - Boats to carry equipment to bail or pump out as per Sailing Instructions | - In case of severe difficulties competitor to contact coastguard. Lifeboat cover within 30 minutes | 2 |
| | | | | | | | |
| **Incident causes yacht to be abandoned** | Race Entrants | 3 | 1 | 3 | - Yacht to use maritime distress procedure.<br>- Crew recovered by other competitors | - In case of severe difficulties competitor to contact coastguard. Lifeboat cover within 30 minutes | 2 |
| | | | | | | | |
| **Grounding or striking and underwater object** | Race Entrants | 2 | 2 | 4 | Sailing instructions allow a yacht to use engine to recover from grounding and be able to re join the race. | Coastguard called if yacht/crew are likely to be in danger as a result of grounding | 2 |
| | | | | | | | |
| **Risk & dangers prior to start of the race** | Race Entrants | 1 | 2 | 12 | - A race briefing by the RO either at the marina or by VHF before the race to discuss the course & issues of safety and river traffic<br>- Race officer to use measures to avoid competitors starting in areas or at times of high river/channel traffic. | Race will be cancelled or postponed if prevailing or forecast weather conditions deem it prudent | 1 |
| | | | | | | | |
| **Engine failure requiring assistance to enter the river and or marina.** | Race Entrants | 1 | 2 | 2 | Skipper to communicate with other competitors by VHF to affect a tow. | Coastguard called if self rescue is not possible. | 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 Sailing Risk Assessment | | | | | |
|---|---|---|---|---|---|
| **Date:** | **Fleet: Cruiser** | | | **Prepared by:** | |
| **Risk level** | **Low** | **Low to Medium** | **Medium to high** | **High** | **Score** |
| | 1 | 2 | 3 | 4 | |
| Race type | Pursuit | Line/Gate | Match | Team | |
| Sail configuration | White sails | | Spinnaker | | |
| Wind Strength (knots) | up to F4 | F5 | F6 | F7 & above | |
| Sea state | Smooth | Slight | Moderate | Rough | |
| Temp with Wind Chill (Deg C) | 10+ | 5-9 | 0-4 | Below zero | |
| Sailing Area location | Near Bay | Far Bay | Up to 15 miles | > 15 miles | |
| Standard of Sailor | Olympic/ able bodied | Club Racing | Competent | 1 & 2 point disabled | |
| Time on water | 2 | 4 | 8 | >8 | |
| Commercial Shipping | None | Close | Crossing race area | Crossing race area | |
| **Risk Value Total** | | | | | |

**Value risk totals and actions:**

**19 and below – Low Risk** **20 to 23 - Consider actions to reduce risk** **24 and above- Need to reduce risk before proceeding**

| **Conway Yacht Club Sailing Risk Assessment** | | | | | |
|---|---|---|---|---|---|
| **Date: Season April to October** | **Fleet: Cruisers sailing to Puffin island** | | | **Prepared by: K Quirk** | |
| **Risk level** | **Low** | **Low to Medium** | **Medium to high** | **High** | **Score** |
| | 1 | 2 | 3 | 4 | |
| Race type | Pursuit | Line/Gate | Match | Team | **2** |
| Sail configuration | White sails | | Spinnaker | | **3** |
| Wind Strength (knots) | up to F4 | F5 | F6 | F7 & above | **2** |
| Sea state | Smooth | Slight | Moderate | Rough | **3** |
| Temp with Wind Chill (Deg C) | 10+ | 5-9 | 0-4 | Below zero | **2** |
| Sailing Area location | Near Bay | Far Bay | Up to 15 miles | > 15 miles | **2** |
| Standard of Sailor | Olympic/ able bodied | Club Racing | Competent | 1 & 2 point disabled | **2** |
| Time on water | 2 | 4 | 8 | >8 | **2** |
| Commercial Shipping | None | Close | Crossing race area | Crossing race area | **1** |
| **Risk Value Total** | | | | | **19** |

**Value risk totals and actions:**

**19 and below – Low Risk** **20 to 23 - Consider actions to reduce risk** **24 and above- Need to reduce risk before proceeding**