



# Sailability Hong Kong Limited

an RYA Sailability Centre  
committed to the RYA Safety Management Systems

## Risk Benefit Analysis



**Risk Benefit Analysis**

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**Date of Last Review: November 2024**

**Review Period:** At least annually

**Amendments:** (Highlighted in Yellow)

## Sailability Hong Kong Limited – statement of 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
- Sailability Hong Kong Limited due to the nature of our organisation will utilise 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 therefore justify the risks, as managed by Sailability Hong Kong Limited
- If a balance cannot be achieved, i.e. the risks outweigh the benefits, we would not offer the activity
- Equally if an activity provides considerable benefits and risks, then the use of the risk, benefit, analysis could provide a way of justifying the delivery of the activity and therefore allowing 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 will be completed, approved by the Board of Directors and added to this document

RISK	BENEFIT	ANALYSIS
<p>Hazards generic to activity:</p>          <p>Hazards specific to Sailability Hong Kong Limited, Mo Han and our crew and sailors:</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>		

RISK	BENEFIT	ANALYSIS
<p><b>Hazards generic to site:</b></p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Steep steps down to the pontoons from the Garden Bar</li> <li>• Access to the pontoons/slipways from; Garden Bar Boat Yard and Car Park</li> </ul> <p><b>In the Car Park and Boat Yard areas:</b></p> <ul style="list-style-type: none"> <li>• Traffic moving in confined area</li> <li>• Drop in walkway to the pontoon.....</li> <li>• Slips / trips / falls etc.</li> </ul> <p><b>Container:</b></p> <ul style="list-style-type: none"> <li>• Injuries from: <ul style="list-style-type: none"> <li>○ Tools</li> <li>○ Chemicals</li> </ul> </li> </ul> <p><b>Working on boats when on their trailers i.e. safety boats:</b></p> <ul style="list-style-type: none"> <li>• Getting on and off the boats</li> </ul>	<ul style="list-style-type: none"> <li>• Main activities are undertaken at Hebe Haven Yacht Club in Pak Sha Wan who provide the space and facilities for SHKL to operate.</li> <li>• HHYC is the only accessible and truly inclusive sailing club in HK for SHKL activities</li> <li>• Accessible storage space is provided for our fleets and safety boats when not in use</li> <li>• The SHKL shed is located within the playground in an area allocated by HHYC for the storage of life jackets/buoyancy aids and a container.</li> <li>• The container provides; additional storage space and use as a workshop for the maintenance and repair of equipment.</li> <li>• HHYC provides a designated space within the Garden Bar Area as a meeting point to ensure the safe running of our activities. On occasion we have use of a meeting room provided by HHYC.</li> </ul>	<p>Everyone who attends a SHKL activity or to assist with maintenance etc., should be aware of traffic within both the car park, the pathway leading to the container, boat yard area, slipways, pontoons and when accessing ramps.</p> <p>Traffic / forklifts etc may be manoeuvring in a confined space, make sure everyone is aware of these movements and advice given to make yourself conspicuous</p> <p>In the event of going to the Container, to the crane area for launching of our 2.4mRs, the boat yard or to access the pontoon be aware of; moving vehicles and also the level of the tide when accessing the ramp to the pontoon and the slipways.</p> <p>Due to the changing nature of the boat 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, repaired or cleaned etc.</p> <p>Fire extinguishers are placed in various locations on site, and there is signage for muster points in case of fire aside the Meeting Room Container</p> <p>A first aid kit is located in the Sail Training Centre and outside the Admin block.</p> <p>Care should be taken when climbing on and off Safety Boats when they are on 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 belonging to SHKL, will be stored in locked cupboards</p> <p>Young people / people with disability should not be allowed unsupervised access to the Container</p> <p>All black trolleys to be returned to the designated collection area in the car park after use</p>
<p style="text-align: center;"><b><u>Remember:</u></b></p> <ul style="list-style-type: none"> <li>• If there is a fire, raise the alarm, only tackle the fire if you think a fire extinguisher will have an impact</li> <li>• The fire emergency assembly point is outside the meeting room, next to the Marine Office Container</li> <li>• Remember to report any accidents to a member of staff</li> </ul>		

Where/What: Hebe Haven Yacht Club

Activity:

Completed by:

Date:

RISK	BENEFIT	ANALYSIS
<p><b>Hazards generic to activity:</b></p> <p><b>On Land:</b></p> <ul style="list-style-type: none"><li>• Traffic</li><li>• Fire</li><li>• Entering and exiting the area</li><li>• Slips and trips</li><li>• Accessing and exiting the slipway and pontoon</li></ul> <p><b>Hazards specific to Sailability Hong Kong Limited:</b></p> <ul style="list-style-type: none"><li>• Use of facilities</li></ul>	<ul style="list-style-type: none"><li>• The area provided to Sailability Hong Kong within the Garden Bar is used as our meeting point and shore-based training area.</li><li>• The area gives easy access to the pontoon where the majority of our boats are stored and is easily accessible by wheelchair.</li><li>• All our participants are able to use the Garden Bar facilities for food and beverages when open (Octopus only)</li><li>• Toilets and changing and shower facilities are near by.</li><li>• A ramp for easy access has been provided by HHYC for easy access to the pontoon.</li><li>• Space has also been provided for a hoist for use in our activities for sailors with more complex needs.</li></ul>	<p><b><u>Instructors / Volunteers:</u></b></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 moving vehicles when moving around the Club facilities If there is a Fire, follow the directions from staff When using the pontoons include awareness of trip hazards, and that we walk down to the boats as a group, in your briefing Instructors will direct you if there are any maintenance works are taking place or where items/obstacles may be difficult to navigate Check facilities at the end of a session and clean if necessary Help sailors with wheelchair on the slipway and ramps if necessary</p> <p><b><u>Participants:</u></b></p> <p>Will be met on arrival and taken to the Sailability area. Orientation of the club and its facilities to provide insight of layout etc Advised to keep the facilities clean e.g. storage of bags and footwear in the cupboards provided Pay attention to the instructions you are given i.e. no running Adhere to the COVID regulations and restrictions within the Garden Bar area</p> <p><b><u>Equipment:</u></b></p> <p>Participants and staff to ensure everything is put away at the end of the session. Area to be left tidy</p> <p><b><u>Access:</u></b></p> <p>Access to the Garden Bar via the car park – be aware of moving vehicles Ensure the access and exit to the Garden is safe for our sailors Ensure the entrance and exit from the Garden Bar to the slipway and pontoon is clear and tidy to ensure safe and easy access by sailors with mobility issues and for sailors who use wheelchairs</p>
<p style="text-align: center;"><b><u>Remember:</u></b></p> <ul style="list-style-type: none"><li>• We are very grateful to Hebe Haven Yacht Club for their support so please ensure the facilities used by SHKL are kept clean and tidy during and after an activity</li><li>• This is a public area so try to keep young people near the designated SHKL designated area and keep the noise to a sensible level</li><li>• Avoid blocking the entrance/exits to the Garden Bar</li></ul>		

Where/What: Slipways and Pontoons

Activity:

Completed by:

Date:

RISK	BENEFIT	ANALYSIS
<p><b>Hazards generic to activity:</b></p> <p><b>Rigging Dinghies:</b></p> <ul style="list-style-type: none"> <li>• Head injuries</li> <li>• Injuries from lifting and moving equipment</li> <li>• Injury (e.g. head injury from boom)</li> <li>• Capsize</li> </ul> <p><b>Launching / Recovering Dinghies:</b></p> <ul style="list-style-type: none"> <li>• Slips / trips /falls</li> <li>• Injury when lifting and moving equipment</li> </ul> <p><b>Hazards specific to Sailability Hong Kong Limited and our sailing areas:</b></p> <ul style="list-style-type: none"> <li>• Use of Sailability Hoist when transferring sailors from a wheelchair into and out of the dinghy</li> <li>• Other users on the slipway</li> <li>• Overgrown slipway – algae</li> <li>• Crane movements in and around the Boat Yard</li> <li>• Traffic in the carpark and when accessing the Boat Yard, slipway and pontoon</li> </ul>	<ul style="list-style-type: none"> <li>• Learning to rig and launch safely</li> <li>• Learning new skills</li> <li>• Development of confidence and awareness of being safe</li> <li>• Experience the environment and deal with natural elements(wind, tide/water, changing weather conditions)</li> <li>• Overcoming difficulties: learn through experience</li> <li>• Expanding recreational horizons</li> <li>• Improving communication and teamwork skills</li> </ul>	<p><b><u>Instructors / Volunteers:</u></b></p> <p>Competence: suitably trained for the role they undertake especially when using the hoist for transfer in/out of boats</p> <p>If required, demonstrate how to rig the boats (including reefing)</p> <p>Demonstrate best ways to move kit around and supervise all movement of kit to avoid injuries</p> <p>Assist where needed to put up masts and lift kit</p> <p>Launching and landing controlled by instructor(s) Ensure young people have enough help when using slipway</p> <p>Assess slipway condition and decide best method for launching/recovery as per Operational Procedures</p> <p>Coaches and Instructors will advise of any crane movements or potential hazards. If in doubt, ask</p> <p><b><u>Participants:</u></b></p> <p>Session will be tailored to ability of participants Will not be left unaccompanied at HHYC Encouraged to rig/derig their boats with support</p> <p>Encouraged to ask for assistance when needed e.g. to put up a mast</p> <p>Will follow the directions of the instructors to minimise risk of injuries</p> <p><b><u>Equipment:</u></b></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 Enterprise to be checked by an Instructor before launching</p> <p>Safetyboat: On station prior to launch, keep group together</p>
<p style="text-align: center;"><b>Remember</b></p> <ul style="list-style-type: none"> <li>• Your role is to help and guide the participants as much as possible, try not to take over: they do – you check</li> <li>• The HHYC slipways are busy; co-operation, consideration and patience is often needed to launch and recover safely</li> <li>• Teamwork is essential to minimise the risk of injuries</li> <li>• If you find the slipway is overgrown with algae, report it to a member of staff and they will inform Sail Training Centre</li> </ul>		<p><b><u>Rigging / Launching Area:</u></b></p> <p>Key factors to consider:</p> <ul style="list-style-type: none"> <li>• Choice of rigging area to be agreed before activity starts</li> <li>• Watch out for traffic</li> <li>• Trailers to be stored neatly on the slipway or within designated areas.</li> <li>• At low tide the beach can be used if necessary</li> </ul>

RISK	BENEFIT	ANALYSIS
<p><b>Hazards generic to activity:</b></p> <ul style="list-style-type: none"> <li>• Drowning</li> <li>• Entrapments</li> <li>• Hypo/Hyperthermia</li> <li>• Injuries from lifting and moving equipment</li> <li>• Injury (e.g. head injury from boom)</li> <li>• Capsize / multiple capsize</li> </ul> <p><b>Hazards specific to Sailability Hong Kong</b></p> <p><b>Limited and oursailing areas:</b></p> <ul style="list-style-type: none"> <li>• Launching and landing at HHYC slipways or alongside</li> <li>• Strong tidal flow, especially at Devils Point</li> <li>• Shipping movements</li> <li>• Other users on the slipway</li> </ul>	<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><b>Instructors / Volunteers:</b></p> <p>Competence: suitably trained for the role they undertake</p> <p>Ratios: maintained as per Operational Procedures</p> <p>Support and guidance: Morning briefing with SI prior to activities starting. This will include review and agreement of session plans</p> <p>Demonstrate best ways to move kit around and supervise all movement of kit to avoid injuries</p> <p>Launching and landing controlled by instructors</p> <p>Brief participants on capsize recovery and ways to avoid inversion where necessary</p> <p>Make sure you have the appropriate kit for the conditions: i.e. stay warm and hydrated</p> <p><b>Participants:</b></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:</p> <p>Ensuring PFDs/Life Jackets fit correctly, helmets worn if required</p> <p>Communication is important with each other especially when afloat, keep low to avoid boom strike in certain vessels</p> <p><b>Equipment:</b></p> <p>Buoyancy aids/life jackets: right type and size used and fitted correctly</p> <p>Appropriate choice of boats according to conditions (reefing, number of people in boats, number of boats on water etc.)</p> <p>Mast head flotation used on 'Enterprises'</p> <p>Clothing: appropriate to current and expected conditions</p> <p>Safety boat: On station prior to launch, keep group together</p> <p><b>Venue / Sailing Area:</b></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"> <li>• Method of transit to/from chosen sailing area</li> <li>• Strength and direction of tide for whole session</li> <li>• Wind strength and direction for whole session</li> <li>• Shipping movements checked and taken into consideration (SI maintains a watch on weather conditions)</li> </ul>
<p style="text-align: center;"><b><u>Remember:</u></b></p> <ul style="list-style-type: none"> <li>• You role is to help and guide the participants as much as possible, try not to take over if you are in double hander</li> <li>• They do – you check</li> <li>• Consider your feedback and coaching in the light of aims first and the actual sailing second</li> <li>• Tailor the aims and length of sessions to your audience. Keep it short and simple, especially with beginners</li> </ul>		



Where/What: 2.4mR

Activity:

Completed by:

Date:

**RISK**

**Hazards generic to activity:**

- Drowning
- Entrapments
- Hypo/Hyperthermia
- Injury (e.g. head injury from boom)
- Capsize / Inversion
- Fire

**Hazards specific to Sailability Hong Kong  
Limited and oursailing areas:**

- Trips and falls when walking on the pontoons
- Care when using a wheelchair
- Getting on and off boats when alongside
- Turbulent tidal flow near our pontoons
- Strong tidal flow
- Shipping movements

**BENEFIT**

Pleasure of getting out on the water and experiencing sailing

Learning new skills

Development of confidence and awareness of being safe

Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)

When sailing in a group or in a double hander you improve understanding the needs of others and how to co-operate

Overcoming difficulties: learn through experience

Expanding recreational horizons

Improving communication and teamwork skills

Confidence building

Associated health and fitness benefits

**ANALYSIS**

**Instructors / Volunteers:**

Competence: suitably trained for the role they undertake  
Ratios: maintained as per Operational Procedures  
Support and guidance: briefing with SI prior to activities starting  
This will include review and agreement of session plans  
Ensure participants walk or are accompanied to the pontoons if using a wheelchair or have mobility issues and are made aware of cleats, items etc. sticking up from the pontoons  
Ensure boats are secured alongside and help people on and off  
Brief participants as per Operational Procedures  
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  
Safety boat to accompany the fleet as per Operational Procedures

**Participants:**

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 buoyancy aids/life jackets fit correctly  
Communicating with each other especially when afloat is important, keep low to avoid boom strike

**Equipment:**

Buoyancy aids/life jackets: right type and size fitted correctly  
Clothing: appropriate to current and expected conditions

**Venue / Sailing Area:**

Choice of sailing area to be agreed with SI before activity starts.  
Key factors to consider:

- 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

**Remember:**

- Your 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

Where/What: Power/Safety Boats	Activity:	Completed by:	Date:
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RISK	BENEFIT	ANALYSIS
<p><b>Hazards generic to activity:</b></p> <ul style="list-style-type: none"> <li>• Drowning</li> <li>• Falling overboard</li> <li>• Hypo/Hyperthermia</li> <li>• Injury (e.g. from falling in board)</li> <li>• Engine Failure</li> <li>• Fire</li> </ul> <p><b>Hazards specific to Sailability Hong Kong Limited and our sailing areas:</b></p> <ul style="list-style-type: none"> <li>• Trips and falls when walking on the pontoons</li> <li>• Care when using a wheelchair</li> <li>• Getting on and off boats when alongside</li> <li>• Turbulent tidal flow near the pontoons</li> <li>• Strong tidal flow</li> <li>• Shipping movements</li> </ul>	<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 safety boat team)</p> <p>Confidence building</p>	<p><b><u>Instructors / Volunteers:</u></b></p> <p>Competence: suitably trained for the role they undertake</p> <p>Ratios: Defined by activity and <b>do not exceed capacity</b></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 or are accompanied to the pontoons if using a wheelchair or have mobility issues and are made aware of cleats, items etc. sticking up from the pontoons</p> <p>Ensure boats are secured correctly alongside and help people on and off. Max 'Person Capacity' to be shown on the boat.</p> <p>Brief participants as per Operating Procedures</p> <p>Be aware of wind and tide when leaving/returning to the pontoon</p> <p>Make sure you have the appropriate kit; First Aid and Tool Kit and additional items for the conditions: i.e. staywarm and hydrated</p> <p>Use of kill cord mandatory when driving</p> <p>Refuelling to be carried out prior to the activity start</p> <p><b><u>Participants:</u></b></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 Buoyancy Aids/lifejackets are fitted correctly, communicating with each other especially when underway, stay seated and hold on</p> <p><b><u>Equipment:</u></b></p> <p>Buoyancy aids: right type and size as per Procedures</p> <p>Clothing: appropriate to current and expected conditions</p> <p>Maintained and checked on a regular basis</p> <p><b><u>Venue / Sailing Area:</u></b></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"> <li>• Method of transit to/from chosen sailing area (e.g. towing boats if acting as a safety boat)</li> <li>• Strength and direction of tide for whole session</li> <li>• Wind strength and direction for whole session</li> </ul>

<p><b><u>Remember:</u></b></p> <ul style="list-style-type: none"> <li>• <b>ALWAYS WEAR THE KILL CORD WHEN THE ENGINE IS RUNNING. DO NOT EXCEED PERSON CAPACITY</b></li> <li>• Good communication is essential to avoid injuries, ensure people are seated appropriately and holding on</li> <li>• 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</li> <li>• Powerboats are to be driven in an appropriate manner at all times with due regard for local bye-laws and the IRPCS</li> </ul>
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Where/What: Mo Han Activity:		Completed by:	Date:
RISK	BENEFITS	ANALYSIS	
<p><b>Hazards generic to activity:</b></p> <ul style="list-style-type: none"> <li>• Drowning</li> <li>• Hypo/Hyperthermia/Dehydration</li> <li>• Injury (i.e., from falling on board, accessing/exiting the vessel, being hit by the boom etc)</li> <li>• Engine Failure</li> <li>• Fire</li> </ul> <p><b>Hazards specific to Sailability Hong Kong Limited and our activities/sailing areas</b></p> <ul style="list-style-type: none"> <li>• Trips and falls when walking on the pontoons</li> <li>• Care when using a wheelchair to access the yacht</li> <li>• Getting on and off boats when alongside</li> <li>• Moving around down below</li> <li>• Using the access ramp</li> <li>• Sliding door closing while underway</li> <li>• Moving wheelchairs around on board</li> <li>• Turbulent tidal flow near the pontoons</li> <li>• Strong tidal flow</li> <li>• Shipping movements</li> </ul>	<ul style="list-style-type: none"> <li>• Pleasure of getting out on the water and experiencing yacht sailing</li> <li>• Participation in HK Sailing Club &amp; COA races as part of an inclusive crew</li> <li>• Development of confidence and awareness of being safe</li> <li>• Experience the environment and deal with natural elements (wind, tide/water, changing weather conditions)</li> <li>• Overcoming difficulties: learn through experience</li> <li>• Expanding recreational horizons</li> <li>• Improving communication and teamwork skills (especially when working as part of a team)</li> <li>• Getting wheelchair users out on the water, without having to use a hoist to lift them on/off the boat</li> </ul>	<p><b><u>Skipper / Crew /Volunteers:</u></b></p> <p><u>Competence:</u></p> <ul style="list-style-type: none"> <li>• Suitably trained for the role they undertake</li> </ul> <p><u>Support and guidance:</u></p> <ul style="list-style-type: none"> <li>• Skipper briefing with Crew/Volunteers prior to all activities starting, to include review and agreement of session plans</li> <li>• Briefing with participants prior to boarding and again when boarded</li> <li>• All sailing participants to be accompanied to the mooring area/ pontoon and made aware of cleats, obstacles, possible dangers etc.</li> <li>• Support /accompany all wheelchair users up/down ramps to/ from the pontoon area</li> <li>• Ensure boats are secured alongside and help people on and off</li> <li>• Be aware of wind and tide when leaving/returning to the berth/pontoon</li> <li>• Appropriate kit for the conditions essential: i.e. stay warm/hydrated</li> <li>• Re-fuelling to be carried out prior to the activity start</li> </ul> <p><u>Participants:</u></p> <ul style="list-style-type: none"> <li>• Session tailored to ability of participants</li> <li>• Made aware of responsibilities for themselves/others</li> <li>• Encouraged to share management of risks with instructors: checking life jackets/buoyancy aids are fitted properly, communicating / following instructions.</li> <li>• When underway stay seated unless your role/position necessitates moving around</li> <li>• Always be accompanied below deck</li> </ul> <p><u>Equipment:</u></p> <ul style="list-style-type: none"> <li>• Ramp with hand rails for wheelchair access provided</li> <li>• Buoyancy aids: right type and size to be worn at <b>ALL</b> times when on the pontoon and the boat</li> <li>• Clothing: appropriate to current and expected conditions</li> <li>• Securing straps available and used for wheelchair anchoring</li> <li>• Sliding door secured in place to prevent accidental closing</li> <li>• Personal belongings stored safely below deck</li> </ul> <p><u>Venue / Sailing Area:</u></p> <ul style="list-style-type: none"> <li>• Choice of sailing area to be agreed with Skipper/CEO before activity starts.</li> </ul> <p><u>Key factors to consider:</u></p> <ul style="list-style-type: none"> <li>• Area used may be dictated by the ability of the group</li> <li>• Strength and direction of tide for whole session</li> <li>• Wind strength and direction for whole session</li> <li>• Activities will be subject to weather conditions and warnings in force on the day</li> </ul>	
<p><b>Remember:</b></p> <ul style="list-style-type: none"> <li>• <b>NUMBER OF PERSONS WITH DISABILITY TO BE DEFINED BY ACTIVITY AND ABILITY PERSONS WITH DISABILITY MUST BE ACCOMPANIED</b></li> <li>• Sailing on Mo Han provides a new chapter in Sailability Hong Kong Limited's sailing portfolio and will enable us to provide new experiences, advanced learning, rehabilitation and much more for our sailors.</li> <li>• Family/carers may be asked to accompany sailors with more complex needs.</li> <li>• 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 accident/injury</li> </ul>			

# Appendix 1 – Fire safety at Hebe Haven Yacht Club

## Emergency Procedure 緊急應變措施

At the Club area – Next to the Garden Bar, Pontoons, and the Containers (outside area).

- When you hear FIRE alarm, stay calm and go to Muster Point following designated escape route. Report to your Direct Supervisor. 當聽到警鐘響起時，各員工須保持鎮定，盡快沿逃生路線 / 樓梯慢行至集合地點，並向直屬主管報到。
- Do not leave the site on your own so we know you're safe! 不要自己離開集合點，這樣我們就知道您是安全的！



Muster Point (meeting place) in case of fire. In the car park at the side of the Meeting Room



# Amendment to Risk Assessment