



General Risk Assessment

www.wivenhoesailing.org.uk

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Date of assessment: December 2016.

Date of review: Review due December 2017

Buildings description:

Two storey clubhouse with two function rooms, toilets/changing rooms, bar and kitchen.

Boat shed for the storage of Safety Boats, with loft storage over. Tractor shed, starting hut and a further store/workshop.

Activities:

Sailing, rowing and canoeing. Storage of dinghies, rowing gigs and canoes. Winter storage and lifting ashore of cruisers and other small craft using appropriate launching/recovery and lifting equipment.

Social functions including dancing, catered lunches, suppers, lectures and talks.

What is the risk?	Who might be harmed & how?	What is already being done to manage this risk?	Is anything extra needed to manage this risk?	Has the risk been minimised?
Electrical services & equipment	Members, guests and visitors by electric shock.	All electrical services are regularly checked. All portable electrical equipment PAT tested. Members who bring electric tools onto club premises must ensure that they are properly maintained and safe to use.	Keep up the testing schedule	Yes

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Slips, trips and falls	Members, guests and visitors slipping, tripping or falling suffering bruising or other injuries	<p>Clean up spillages immediately using suitable methods and leave dry.</p> <p>Good housekeeping – work areas kept tidy, goods and materials stored safely.</p> <p>Ensure doorways and stairways are not obstructed and use non-slip doormats.</p> <p>No trailing cables or obstructions in walkways. Ropes should be tidied away after use.</p> <p>Outside and in the shed, use sand, sawdust or other absorbent material for oil, paint or similar spills.</p>	Keep under review	Yes, but needs continued vigilance.
Falls from height	Members, contractors, guests and visitors may suffer serious injuries if they fall from or are hit by someone or something falling from height	<p>Ladders must be suitable for the task, regularly inspected and used only for light work by experienced members or contractors.</p> <p>For all other work at height, a tower must be used or done by contractors.</p> <p>Whilst working at height care must be taken to keep the area under the ladder clear to avoid risk to any persons underneath.</p>	Keep under review	Yes, but needs continued vigilance.
Catering, lunches, suppers and supply of food	Members, guests and visitors may suffer illness from eating inadequately cooked or contaminated food.	<p>All food preparation should always be under the supervision of a suitably qualified or experienced person.</p> <p>Use a food thermometer to ensure correct cooking temperature.</p> <p>Always use the correct colour coded chopping board.</p> <p>Make sure that all food stores are within date by regular stock checks (not usually an issue as food is purchased for each individual event).</p>	Keep under review	Yes, but needs continued vigilance.

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Kitchen	Kitchen staff (volunteer members) are at risk of cuts and burns from kitchen equipment.	Kitchen equipment should only be used by members with sufficient training or experience to use the tools safely. Staff and volunteers should be especially careful when using kitchen knives and equipment.	Keep under review	Yes, but needs continued vigilance.
Car Park, Boat Park boats & vehicles (during deliveries or boat movements).	Members, guests and visitors may suffer serious injuries if struck by a boat or vehicle.	Reversing of lorries and large vehicles should be supervised whenever other people are in the area. All boat movements should be supervised and planned to minimise risks, especially when reversing. Note; the larger the boat, the greater the risk and movements should be planned accordingly.	Keep under review	Yes, but needs continued vigilance.
Use of Tractor	Members, guests and visitors may suffer serious injuries if struck by the tractor or its trailer.	Only designated and experienced members may drive the tractor. The tractor driver must be vigilant and alert to minimise risk caused by the tractor. The tractor is regularly serviced and maintained to ensure that it is mechanically sound.	Keep under review	Yes, but needs continued vigilance.
Use of Mast Derrick	Members, guests and visitors may suffer serious injuries if suspended items fell from the derrick.	The Mast Derrick should NEVER be used to lift anything which exceeds the maximum stated load. Users of the Mast Derrick should always avoid helpers, themselves and others being in a position of danger.	Keep under review	Yes, but needs continued vigilance.

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Use of Mobile Crane	Members, guests and visitors may suffer serious injuries if suspended items fell from the Mobile Crane	<p>The Mobile Crane should NEVER be used to lift anything which exceeds the maximum stated load.</p> <p>Only competent and experienced members should use the Mobile Crane.</p> <p>Users of the Mobile Crane should always avoid helpers, themselves and others being in a position of danger.</p>	Keep under review	Yes, but needs continued vigilance.
Use of the "A" Frame	Members, guests and visitors may suffer serious injuries if suspended items fell from the "A" Frame.	<p>The "A" Frame should NEVER be used to lift anything which exceeds the maximum stated load.</p> <p>Only competent and experienced members should use the "A" Frame.</p> <p>Users of the "A" Frame should always avoid helpers, themselves and others being in a position of danger.</p>	Keep under review	Yes, but needs continued vigilance.
Working in the boatsheds.	Members working on club boats or personal projects in the boat sheds.	<p>Electric machines tools should properly maintained and only be used by members with sufficient training or experience to use the tools safely.</p> <p>Any electric heaters to cure epoxy or dry paint etc. should be oil filled and not fan heater type.</p> <p>Paints, resins and other chemicals should be stored and used in accordance with all safety information sheets and procedures.</p>	Keep under review	Yes, but needs continued vigilance.

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Cruiser lift-out, winter storage and launching.	Members and public injured during launch and recovery.	<p>All members involved in cruiser recoveries and launches must have read the Operating Procedures manual and signed to confirm that they have understood it.</p> <p>Special care should be taken when crossing the Public Footpath, posting a lookout protecting the public from the towing cable.</p> <p>Cruisers must be left stable and secure using a cradle, trailer or frame. Fin keel boats must not be left on blocks alone.</p>	No, but keep under review	Yes, but needs continued vigilance.
Pontoon, gate and walkway.	Members, visitors and guests, from slips, trips and falls.	<p>Care must be taken when using the pontoon and walkway.</p> <p>Ensure the access gate is kept closed.</p> <p>All normal seamanship skills should be employed when berthing yachts on the pontoons.</p> <p>At low water, the hinged section of the pontoon assumes a steep angle, be especially careful when using this section.</p>	Keep under review	Needs continued vigilance.
Launching, recovery and storage of the safety boats. Greater risk of slips and falls when the hard is muddy.	Members and public injured during launch and recovery.	<p>A minimum of four persons is required to launch and recover the safety boats. Persons engaged in the launching or recovery of the boats are required to be aware of and not to impede members of the general public that may be using the public footpath located at the top of the hard.</p> <p>Regular cleaning of the hard to minimize the slip hazard. Wear appropriate footwear when launching the boats.</p> <p>The safety boat engines should be run dry of fuel before being put in the boat shed.</p>	Keep under review	Needs continued vigilance.

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Outstanding issues: Old hard and shed

This document was approved by General Committee, February 1st 2017