



## General Risk Assessment

<https://wivenhoesailingclub.org>

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**Date of assessment:** 19<sup>th</sup> August 2024

**Date of next review:** 31<sup>st</sup> July 2025

### **SAILING CLUB PREMISES.**

**NEW HARD:** 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. Slipway for launching, floating pontoons.

**OLD HARD:** Single storey wooden building with storage and function use, Slipway for launching.

### **Activities:**

Sailing, rowing and canoeing. Storage of dinghies, rowing boats and canoes. Winter storage and lifting ashore of cruisers and other small craft using appropriate launching/recovery and lifting equipment. Social functions including bar, music, dancing, catered lunches, suppers, lectures and talks.

What is the Hazard?	Who might be harmed & how?	What is being done to manage this risk?	Is anything extra needed to manage this risk?	Risk Level	Action required
Electric shock from electrical services & equipment	Members, guests and visitors	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 PAT testing schedule. Report any issues to Rear Commodore	Medium	Review PAT records
Slips, trips and falls	Members, guests and visitors slipping, tripping or falling suffering bruising or other injuries	Clean up spillages immediately using suitable methods and leave dry. Good housekeeping – work areas kept tidy, goods and materials stored safely. Ensure doorways and stairways are not obstructed. No trailing cables or obstructions in walkways. Ropes should be tidied away after use. Keep boatyard tidy to minimize trip hazards Raised parking space concrete markers painted to minimize risk of trips	Keep under review and carry out regular inspections. Ensure all members are aware of these hazards.	Medium	Check yard, workshops and pontoons for hazards
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	Ladders must be suitable for the task, regularly inspected and used only for light work by experienced members or contractors. For all other work at height, a tower must be used or work done by contractors. Whilst working at height care must be taken to keep the area under the ladder clear to avoid risk to any persons underneath.	Ensure all ladders are suitable for purpose, not damaged and used correctly. All working at height to be approved by Rear Commodore/ Vice Commodore	High	Check all ladders and dispose of any damaged or unsafe

<p>Kitchen and Bar: Persons may suffer from eating inadequately cooked or contaminated food. Adverse reaction to allergens</p>	<p>Members, guests and visitors</p>	<p>All food preparation should always be under the supervision of a suitably qualified or experienced person (Food Hygiene II certificate). Use a food thermometer to ensure adequate cooking temperature. Always use the correct colour coded chopping board. 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). Ensure fridge/freezer storing food are checked monthly for temperature stability Ensure allergens are clearly identified</p>	<p>Kitchen deep cleaned annually. Beer pipes cleaned regularly</p> <p>Fridge/Freezer is checked regularly</p> <p>Thermometers checked regularly Ensure food is labelled for allergens</p>	<p>Medium</p>	<p>Check Records</p> <p>Check Records</p>
<p>Kitchen: cuts and burns from kitchen equipment.</p>	<p>Kitchen staff and helpers</p>	<p>Kitchen equipment should only be used by members with sufficient training or experience to use the tools and equipment safely. Staff and volunteers should be especially careful when using kitchen knives and equipment.</p>	<p>Ensure all persons using equipment are experienced (or supervised)</p>	<p>High</p>	
<p>Collision: Car Park, Boat Park, boats &amp; vehicles (during deliveries or boat movements). Suffer serious injuries if struck by a boat or vehicle.</p>	<p>Members, guests and visitors, members of the public.</p>	<p>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.</p>	<p>Ensure that members are aware of the hazard.</p>	<p>High</p>	<p>Display warning notice at entrance to the car park</p>

<p>Use of Large Tractor and Mini Tractor: Serious injuries if struck by the tractor or its trailer.</p>	<p>Members, guests and visitors</p>	<p>Only designated and experienced members may drive the tractors. The tractor driver must be vigilant and alert to minimise risk caused by the tractor. The tractors must be regularly serviced and maintained to ensure they are mechanically sound.</p>	<p>Review procedures annually</p>	<p>High</p>	<p>Check service records</p>
<p>Use of Mast Derrick: Serious injuries if suspended items fell from the derrick.</p>	<p>Members, guests and visitors</p>	<p>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.</p>	<p>Ensure only approved users operate derrick</p>	<p>Medium</p>	
<p>Use of Mobile Crane (Harry Hoist).</p>	<p>Members, guests and visitors may suffer serious injuries if suspended items fall from the Mobile Crane</p>	<p>The Mobile Crane should NEVER be used to lift anything which exceeds the maximum stated load.  Only competent and experienced members should use the Mobile Crane.  Users of the Mobile Crane should always avoid helpers, themselves and others being in a position of danger.</p>	<p>Keep under review. Requires continued vigilance.  Ensure only approved users operate derrick</p>	<p>Medium</p>	

Use of the "A" Frame	Members, guests and visitors may suffer serious injuries if suspended items fell from the "A" Frame.	The "A" Frame should NEVER be used to lift anything which exceeds the maximum stated load. Only competent and experienced members should use the "A" Frame. Users of the "A" Frame should always avoid helpers, themselves and others being in a position of danger.	Carry out regular inspections of chains, ropes etc.	Low	Review inspection records
Working in the boatsheds. Personal injury, electric shock. Falls, trips.	Members working on club boats or personal projects in the boat sheds.	Electric machines tools should properly maintained and only be used by members with sufficient training or experience to use the tools safely. Any electric heaters to cure epoxy or dry paint etc. should be oil filled and not fan heater type. Paints, resins and other chemicals should be stored and used in accordance with all safety information sheets and procedures.	Ensure all members are aware of the hazards.  All members seeking to use boatsheds must first ask permission from VC	Medium	
Cruiser lift-out, winter storage and launching.	Members and public injured during launch and recovery.	All members involved in cruiser recoveries and launches must have read the Operating Procedures manual and signed to confirm that they have understood it.  Special care should be taken when crossing the Public Footpath, posting a lookout protecting the public from the towing cable. Cruisers must be left stable and secure using a cradle, trailer or frame. Fin keel boats must not be left on blocks alone.	Regular review of working practices.	Medium	Check that all 'lifting group' are aware of procedures

Pontoon, gate and walkway.	Members, visitors and guests, from slips, trips and falls.	Care must be taken when using the pontoon and walkway. Ensure the access gate is kept closed. All normal seamanship skills should be employed when berthing yachts on the pontoons. At low water, the hinged section of the pontoon assumes a steep angle, be especially careful when using this section.	Carry out routine monthly inspections	Low	Review inspection records
Launching, recovery and storage of the safety boats. Greater risk of slips and falls when the slipway is muddy.	Members and public injured during launch and recovery.	Safety boats are not to be hauled up or down the slipway manually. All movements are to be carried out using the Mini Tractor. People supervise pedestrian movements when tractor is crossing the footpath Regular cleaning of the hard to minimize the slip hazard. All involved in safety boat movements wear appropriate footwear.	Review procedures regularly.  Keys for the mini tractor are only issued to approved drivers	High	
Slipway	Members, visitors and guests, from slips and falls	The slipway is cleaned periodically but is very difficult to keep clean. Mud gets dumped at high water and quickly builds up. Sometimes only a single tide leaves it very slippery. Warning signs beside the slipway.	Regular cleans planned in club calendar	High	Reinstall warning signs by the slipways