Risk Register as at

March 2017

Contents

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| AREA | VERSION | DATE |
| Maintenance | L | 09/16 |
| Membership | H | 11/16 |
| Sailing | 5 | 11/15 |
| 12-hour race | Discontinued |  |
| Social | 7 | 02/16 |
| Training | L | 03/16 |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| RISK ASSESSMENT | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
| Maintenance | 16 Jun 10 (H) | 13 Jun 11 (I) | 30 May 12 (J) | 30 May 13 (j) | 21 May 14 (J) | 03 Jun 15 (K) |  15 Jun 16(L) |
| Membership |   |   |   | 23 Apr 13 (E) | 02 Apr014 (F) | 17/03/15 (G) |  22/09/16G |
| Sailing |   | 15 Feb 11 (2) |   | 22 Feb 13 (issue 3) | 09 June 2014 (Issue 4) | 09 Sep 15 (5)  |   |
| 12-hour race |   |   |   | - | Completed | Completed | Comp |
| Social |   |   |   | 2 Apr 13 (4) | 14 Oct 14 (5) | 01 Oct 15 (6) | 18 Feb 16 (7) |
| Training | 31 Mar 10 (G) | 31 Mar 11 (H) | 22 Mar 12 (I) | ######### | 25 Mar 14 (J) | 24 Mar 15 (k) | 16 Mar 16 (L) |

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| **RISK ASSESSMENT SCHEDULE** | **SCHEDULE No: Social** | Sheet 1 of 1 Sheets |  |
| **http://www.rya.org.uk/SiteCollectionDocuments/legal/Web%20Documents/Legal%20Leaflets/Clubs/Health%20and%20Safety/FIVE%20STEPS%20TO%20RISK%20ASSESSMENT.pdf** |
| **Hazard** | **Current Control Measures** | **Risk** | **Further Controls to ensure ALARP** (Required for risk factor scores < 15) | **Residual Risk** |
| L= Likelihood of risk (1-5) S= severity of risk (1-5 (death)) | L | S | RF | L | S | RRF |
| **IN THE TEA BAR AREA** |  |  |  |  |  |  |  |  |
| Children using hot water heater | Must be supervised. Notice to this effect for children under 12 on display by heater. | 3 | 2 | 6 | None | 3 | 2 | 6 |
| Burns/Scolds: from cooker | Maintain in safe condition. Keep access clear. Oven gloves available. Fire blanket available. | 3 | 2 | 6 | None | 3 | 2 | 6 |
| Burns/Scalds: from hot water heater and /or kettles | Maintain in safe condition. Keep access clear. Tea Bar Guidance Notes. Fire blanket avail. | 3 | 2 | 6 | None | 3 | 2 | 6 |
| Sharp knives | Knives kept in draw. Children under 12 not allowed behind the tea bar. | 3 | 2 | 6 | None | 3 | 2 | 6 |
| Slips and falls | Floor kept clean and dry.  | 3 | 4 | 12 | None | 3 | 4 | 12 |
| Electrocution | RCD fitted and PATS tests updated to be monitored by Maintenance Committee. | 2 | 4 | 8 | None | 2 | 4 | 8 |
| Explosion | Faulty electrical equipment repaired or disposed of. Gas appliances turn off automatically. Gas pipework replaced in 2014. Electrical wiring replaced in 2014. | 2 | 5 | 10 | None | 2 | 5 | 10 |
| Food preparation and hygiene | Fridge temperatures checked and logged. Probes used in hot/heated food and promoted. Surfaces disinfected. Manual for Tea Bar volunteers. Overalls provided and worn. Tea Bar instructions to dispose of food beyond ‘use by’ dates. Food prepared at home: members are advised of food hygiene via Tea Bar instructions. Food allergy notices and guidance posted to reflect new regulations introduced in 2015. New dish washer 2020Food hygiene training and certificate review and renew. Refresher training due to significant gap in regular use of facilities due to Covid closure. | 1 | 5 | 5 | None | 1 | 5 | 5 |
| Crockery/utensils hygiene | Hot water and washing-up liquid available. Dishwasher is emptied regularly to change water and supplies are topped up weekly by the Thursday Maintenance Team. | 1 | 5 | 5 | None | 1 | 5 | 5 |
| Inappropriate access to chemicals. | Kept in locked cupboard either in galley or cleaners cupboard. | 1 | 3 | 3 | None | 1 | 3 | 3 |
| BBQ Burns | Stable BBQ used. Adult supervision. New BBQ grill fitted in 2015. BBQ Rebuilt 2020 | 5 | 2 | 10 | None | 5 | 2 | 10 |
| BBQ Food hygiene | Probes available to use and promoted. | 2 | 4 | 8 | None | 2 | 4 | 8 |
| Bar - Out of date goods | Stocks checked and disposed of. | 2 | 2 | 4 | None | 2 | 2 | 4 |
| Bar - Glass hygiene | Adequate hot water and washing-up liquid. Dishwasher supplies and water topped up routinely. | 2 | 2 | 4 | None | 2 | 2 | 4 |
| Bar - Cuts | Adults only behind the bar. First aid kit available. | 2 | 3 | 6 | None | 2 | 3 | 6 |
| Bar - Slips and falls | Floor kept clean and dry. | 3 | 4 | 12 | None | 3 | 4 | 12 |
| **REVIEW DATE** | 2021 | **This schedule is to be reviewed annually or after a significant change to the plant, process or activity** | Prepared By | Approved By |
| **ISSUE** | **8** | **Signed** | **Name** | **Signed** | **Name** |
| **DATE** | 18/02/16 | Proposed by  | **Social Committee** |

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| RISK ASSESSMENT SCHEDULE : Maintenance: Site, buildings, club boats |
| **http://www.rya.org.uk/SiteCollectionDocuments/legal/Web%20Documents/Legal%20Leaflets/Clubs/Health%20and%20Safety/FIVE%20STEPS%20TO%20RISK%20ASSESSMENT.pdf** |
| **No.** | **Hazard** | **Current Control Measures** | **Risk** | **Further Controls to ensure ALARP** | **Residual Risk** |
| L | S | RF |  | L | S | RRF |
| 1 | Asbestosis | Survey in 2004 identified low risk only . Warning signs in place again from 2010. Floor is covered. | 1 | 4 | 4 | No additional action |  |  |  |
| 2 | Play Equipment Failure [Recently Re-instated] | ROSPA inspection and HSC maintenance and inspection schedule in place. | 1 | 4 | 4 | No additional action |  |  |  |
| 3 | Building Structural Failure | Annual check | 1 | 5 | 5 | No additional action |  |  |  |
| 4 | Site & Building Trip Hazards | Slabs are levelled as required | 1 | 3 | 3 | No additional action |  |  |  |
| 5 | Fire | No smoking in buildings or near fuel store, extinguishers and blanket | 1 | 5 | 5 | No additional action |  |  |  |
| 6 | Chemical hazards: especially children | Lockable storage in galley | 1 | 5 | 5 | No additional action |  |  |  |
| 7 | Tools: especially children | No accessible power tools | 2 | 3 | 6 | No additional action |  |  |  |
| 8 | Falls from height: especially children | Requirement for children to be supervised. Highest platform is adequately barriered. | 1 | 5 | 5 | No additional action |  |  |  |
| 9 | Drowning from pontoons/foreshore | Buoyancy aid rule is enforced and supported with signs | 1 | 5 | 5 | No additional action |  |  |  |
| 10 | Collision with gas tank | Barrier | 1 | 5 | 5 | No additional action |  |  |  |
| 11 | Scalding from hot tap water | No hotter than a domestic system which is an accepted hazard. Temperature is set at a level which inhibits legionella. | 2 | 3 | 6 | No additional action |  |  |  |
| 12 | Fall from entrance steps | Handrail fitted 2005 | 1 | 4 | 4 | No additional action |  |  |  |
| 13 | Hit head on roof outside bar exit | Rope barrier fitted 2008. | 1 | 3 | 3 | No additional action |  |  |  |
| 14 | Slipping hazard on slopes | Steps and planted obstructions are provided on grass slopes + planted obstacles | 1 | 4 | 4 | No additional action |  |  |  |
| 15 | Moving heavy weights | Ensure sufficient people to share load. Hoist now provided | 1 | 4 | 4 | No additional action |  |  |  |
| 16 | Ladders |  | 3 | 5 | 15 | Provide guidance note. Undertake risk assessment before use | 2 | 5 | 10 |
| 17 | Legionella | Lid fitted to tank in 2005. Clean shower heads periodically incorporated in cleaning schedule in 2004.. Hot supply is maintained above 50 deg, Draw off from header tank is sufficient to avoid stagnation in hot weather..  | 1 | 5 | 5 | No additional action |  |  |  |
| 18 | Cars rolling into the gas tank and clubhouse.  | Log obstruction and gas tank barrier placed.Car park re-arranged so that cars park at right angles to this slope | 2 | 2 | 4 | No additional action |  |  |  |
| 19 | Injury from petrol strimmer | Self certified users | 2 | 4 | 8 | No additional action |  |  |  |
| 20 | Injury from misuse of lawn mower | Mower is of domestic size only, NOT self propelled,and incorporates modern safety features | 1 | 3 | 3 | No additional action |  |  |  |
| 21 | Injury from Angle Grinder | Use restricted. Grinder is normally out of sight. | 1 | 4 | 4 | No additional action |  |  |  |
| 22 | Fire arising from transport of fuel | New steel cans., dedicated trailer in 2007 to separate driver from hazard, trailer partitioned to keep cans upright and prevent seepage. Use of trailer provides ventilation and prevents concentration of vapours. Driver is aware of hazard. | 1 | 3 | 3 | No additional action |  |  |  |
| 23 | Fume hazard arising from transport of fuel in enclosed space | Use of trailer provides ventilation and prevents concentration of vapours. | 1 | 2 | 2 | No additional action |  |  |  |
| 24 | Manual handling of fuel containers during transport | Trailer provided with drop down tailgate to limit lift. | 1 | 2 | 2 | No additional action |  |  |  |
| 25 | Wire netting on pontoons presents wire ends which impale fingers. | Laid to avoid a slip hazard.. Edges battened to cover sharp ends. “Marina Deck” fitted to Naseby pontoon.Concrete decked pontoons acquired. | 1 | 1 | 1 | No additional action |  |  |  |
| 26 | Wire netting has gaps and edges which can present a trip hazard | Recently laid to avoid a slip hazard. | 1 | 2 | 2 | No additional action |  |  |  |
| 27 | Fire exits are being obstructed by picnic tables and chairs. | Vigilance of committee membersSigns now fitted | 1 | 5 | 5 | No additional action |  |  |  |
| 28 | Algae on slabs - slippery | Pressure wash by winter work party | 2 | 2 | 4 | No additional action |  |  |  |
| 29 | Trees shedding branches | Discuss survey and action with foresterTrees culled 2010 and 2011. Risk reducing with number of trees. Visual tree checks in June | 1 | 3 | 3 | No additional action |  |  |  |
| 30 | Falling off steel tank pontoon | Handrails on approaches. Buoyancy is stipulated. Stability increased by doubling length  | 1 | 3 | 3 | No additional action |  |  |  |
| 31 | Risk item removed 2011  |  |  |  |  |  |  |  |  |
| 32 | Slipping on portable pontoon | Pressure wash before use | 1 | 2 | 2 | No additional action |  |  |  |
| 33 | Fall from tender onto pontoon – inadequate buoyancy and stability | New boat acquired 2016 to gain stability.  | 1 | 2 | 2 | No additional action |  |  |  |
| 34 | Person without buoyancy falls from pontoon into deep water | Electric Gates limit public entry. Signs to wear personal buoyancy | 2 | 5 | 10 | Install drag ropes | 1 | 5 | 5 |
| 35 | Injury from pressure washer | Self certification and eye protection stipulated | 1 | 3 | 3 | No additional action |  |  |  |
|  | **END** |  |  |  |  |  |  |  |  |
| **REVIEWED:** | 29th May 2013 in Maintenance Committee. No change. I21 May 2014 in Maintenance Committee. No change. I3rd June 2015 in Maintenance Committee. 33 and 34 added. K15th June 2016 in Maintenance Committee. 16 revised. 30 reworded. 31 risk removed. 33 updated. 35 added.  | Prepared by M Playle |  |  |  |
| **ISSUE:** | **L** |  |  |  |  |

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| RISK ASSESSMENT SCHEDULE | HOLLOWELL SAILING CLUB SAILING COMMITTEE Sheet 1 of 1 Sheets |
| http://www.rya.org.uk/SiteCollectionDocuments/legal/Web%20Documents/Legal%20Leaflets/Clubs/Health%20and%20Safety/FIVE%20STEPS%20TO%20RISK%20ASSESSMENT.pdf |
| Hazard | Current Control Measures | Risk | Further Controls to ensure ALARP | Residual Risk |
| L | S | RF | L | S | RRF |
| Drowning | Buoyancy aids required, safety boat cover in programmed sailing times, craft to have positive buoyancy, parental supervision. | 1 | 5 | 5 | None | 1 | 5 | 5 |
| Entrapment | Safety boat crews being trained to Safety boat level and equipped to deal with entrapment. Younger sailors discouraged from continual capsizing.  | 1 | 5 | 5 | None | 1 | 5 | 5 |
| Trapeze entrapment | Word of mouth promoting quick release harnesses only and the absence of club trapeze equipment for hire. | 2 | 5 | 10 | Promotion in on the water safety doc  | 1 | 5 | 5 |
| Slipping/tripping on slipways and /or pontoons. | Notices to wear buoyancy aids and non-slip surfaces on pontoons | 2 | 2 | 4 | None | 2 | 2 | 4 |
| Slipping on the grass while carrying fuel cans and other equipment | Paved path to pontoon. | 1 | 2 | 3 | None | 1 | 2 | 3 |
| Cold from immersion or exposure | Training courses, space blanket in safety boats, members advised to dress appropriately, safety boat cover during advertised sailing hours. | 3 | 2 | 6 | None | 3 | 2 | 6 |
| Safety boats and propellers | Use of correctly attached kill cords on all powered craft, crew of two, equipment list on boat. Turn engine off near people in water. All members offered free powerboat and safety boat training. | 2 | 4 | 8 | None | 2 | 4 | 8 |
| Medical ailments of safety boat crews | Declaration of fitness on membership application form. | 1 | 4 | 4 | None | 1 | 4 | 4 |
| Injuries from boom, sharp edges and ropes. | Training courses and practical experience | 3 | 2 | 6 | None | 3 | 2 | 6 |
| Strain or injuries from pulling boats or lifting engines | Easy gradients to slipways, trolleys for moving engines and engine hoist | 3 | 2 | 6 | Engines no longer removed. | 2 | 2 | 4 |
| Infection from blue green algae or weils disease | Warning notices on advice of Anglia Water. Wash hands before eating advice in members handbook | 2 | 2 | 4 |  | 2 | 2 | 4 |
| Hazard of fire while refueling of powerboat tanks at fuel store | Warning sign in fuel store, sand buckets and fire extinguisher in fuel store. Notice to close fuel store door. | 1 | 4 | 4 | None | 1 | 4 | 4 |
| Hazard of fire on board powerboats while in operation | Boats to have a fire extinguisher on board | 1 | 4 | 4 | None | 1 | 4 | 4 |
| Toxic fumes e.g. petrol | Stored in fuel store, tanks filled outside to avoid vapours inside fuel store.  | 2 | 2 | 4 | None | 2 | 2 | 4 |
| Risk of collision with increased multiple use of water by sailors, rowers and kayakers | Affiliated club agreement with Hollowell Scullers lays out required safety measures monitored by committee members. Kayakers special terms of use are signed by each member where relevant. | 1 | 4 | 4 | None | 1 | 4 | 4 |
| Information about water safety is not readily accessible in one place by all members | On-the-water Safety Guidelines published in 2014 and members asked to make themselves familiar with the contents covering all aspects of safety. | 1 | 4 | 4 | None | 1 | 4 | 4 |
| Petrol splashing into eyes and onto other parts of the body | Goggles and gloves, kept in the fuel store, are available for wearing.  | 1 | 4 | 4 | None | 1 | 4 | 4 |
| NEXT REVIEW DATE | 2016 | This schedule is to be reviewed annually or after a significant change to the plant, process or activity | **Prepared By** | **Approved By** |
| ISSUE | v.5 | Signed | Name | Signed | Name |
| DATE | 3/11/15 | Nicola Wilkinson - Commodore | Simon King – Sailing Secretary |

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| RISK ASSESSMENT SCHEDULE | SCHEDULE No: Membership Committee |  |
|  |  | Sheet 1 of 1 Sheets |  |
| http://www.rya.org.uk/SiteCollectionDocuments/legal/Web%20Documents/Legal%20Leaflets/Clubs/Health%20and%20Safety/FIVE%20STEPS%20TO%20RISK%20ASSESSMENT.pdf |
| Hazard | Current Control Measures | Risk to the club | Further Controls to ensure ALARP required for risk factor scores of more than 15) | Residual Risk |  |
| L | S | RF | L | S | RF |
| Child Abuse | All Junior Members have to have an adult in membership Child protection Policy in force. | 1 | 5 | 5 |  | 1 | 5 | 5 |
| Duty role assigned to unsuitable person | Assessment by designated responsible adult following information given on membership form All members offered powerboat courses followed up with safety boat course. Members vetted by sub-committee for competence and fitness. Membership form asks for information on physical disability  | 2 | 5 | 10 |  | 2 | 5 | 10 |
| Unsupervised Children | Requirement of membership form for parent to be present at all times for children under the age of 14. | 2 | 4 | 8 |  | 2 | 4 | 8 |
| Children playing in water in Bay area | Buoyancy Aids worn, watched by Duty Crew. Contained in restricted area. Red Flag system in place | 2 | 2 | 4 |  | 2 | 2 | 4 |
| Alcoholic Drink | No alcohol served to Under 18s, Bar Open as per our licence  | 2 | 3 | 6 |  | 2 | 3 | 6 |
| Drugs | Committee members to be reminded to be vigilant | 1 | 4 | 4 |  | 1 | 4 | 4 |
| Members database | Distribution limited to names and phone numbers to members for purpose of duty swaps, only HSC web collect administrators have access to the database. | 1 | 2 | 2 |  | 1 | 2 | 2 |
| Members insurance | All members required to insure their boats for at least 3rd party cover. Peoples entering open events are required to declare they have valid insurance cover | 1 | 2 | 2 |  | 1 | 2 | 2 |
| Foot and mouth, bird flu and similar | Manage to guidelines issued by DEFRA and Anglian Water Ensure members aware of situation pertinent to Hollowell and minimise time water not available, Signs are in the entrance Anglia water have issued a new law to abide by AWS guidelines that have been issued | 3 | 2 | 6 |  | 3 | 2 | 6 |
| Weils disease | Display clear notices warning of disease when advised it is present Encourage members maintain high levels of hygiene and minimise exposure to water. | 2 | 2 | 4 |  | 2 | 2 | 6 |
| Blue algae | Display clear notices warning when advised it is present | 3 | 2 | 6 |  | 3 | 2 | 6 |

Issue History

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| I P Hall Mike Pipes Mike Pipes Elaine Coulton | 29/04/04 issue A31/10/05 issue B13/4/06 issue C 14/4/09 reviewed23/04/13 reviewedElaine Coulton 1/4/14 Elaine Coulton 22/9/16 |

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| **RISK ASSESSMENT SCHEDULE HOLOWELL SAILING CLUB TRAINING CENTRE** |
| **http://www.rya.org.uk/SiteCollectionDocuments/legal/Web%20Documents/Legal%20Leaflets/Clubs/Health%20and%20Safety/FIVE%20STEPS%20TO%20RISK%20ASSESSMENT.pdf** |
| 1. **item**
 | 1. **Hazard**
 | 1. **Current Control Measures**
 | 1. **Further controls to reduce risk**
 | 1. **Date to be done**
 | 1. **Who to do**
 |
|  |  |  |  |  |  |
| 1 | Slipping/tripping on slipways and pontoons | Buoyancy aids are worn. Students advised to take care, and warned of slippery surfaces and drops at end of slipways. Netting or other non-slip surface on pontoons. |  |  |  |
| 2 | Cold from immersion or exposure | Briefing on clothing and footwear. Check clothing by Instructors. Wetsuits recommended for colder periods. Junior-size spray tops available for juniors. Space blanket in Safety Boat 1st aid kit. Capsize recovery not done if water temp. too low and pupils clothing inadequate. Instructors monitor students to make sure they don’t get too cold. Warm showers are available . All courses now teach ‘Cold water shock’. |  |  |  |
| 3 | Drowning - following capsize or falling overboard | Buoyancy aids are worn. RYA safety boat ratios observed. Club boats and buoyancy aids checked annually. Safety boat attends all capsizes. Warning signs near pontoons. First aid qualified instructors. | If crotch straps are worn they must be used, and not left to dangle. They are to be checked by an instructor. | (added to Ops manual- promote at Trainers day) | CF |
| 4 | Entrapment in capsized craft | Safety boat attends all capsizes. Safety boat drivers are Level 2 qualified. Safety boats equipped with knives. Instructors recommended to carry a knife. Double handed training boats are fitted with mast-head buoyancy. RYA guidance is to right the upturned vessel asap |  |  |  |
| 5 | Safety boats and propellers | Safety boat drivers are level 2 qualified. Kill cords used. Safety boat crew of 2. Equipment list displayed in boat. Engine turned off when near people in the water. In Ribs, the crew sits in the bow or on the sponson holding the A frame. Drivers are trained to accelerate slowly and turn gently. |  |  |  |
| 6 | Medical Ailments | Course form includes a medical declaration which is reviewed by course leader prior to start of course. Instructors are first aid qualified. Telephone available with directions to Club and hospital displayed. Instructors annually complete a medical declaration |  |  |  |
| 7 | Dispersal of fleet | Operating area defined. RYA safety boat and instructor ratios maintained. Recall signal defined and known to all. Radios on safety boats and on-shore. |  |  |  |
| 8 | Injuries from booms, winches and ropes | Students warned to duck. Students warned about Highfield levers. Boats rigged head to wind. First aid kit available. Head-bump advice form given to anyone suffering a bump on the head (if this is a child, parent is also informed). |  |  |  |
| 9 | Strain or injury from lifting heavy objects such as people from the water (into a safety boat) or engines. | Students and instructors warned not to lift boats or engines on their own. Winch provided for transport of engines. Safety boat crew is two people. Rib sponson can be partly deflated if necessary. Jason’s cradle on safety boat. Par buckles on all boats. |  |  |  |
| 10 | Infection from blue green algae or Weils disease | All advised to wash and dry hands before eating or drinking. Warning notices posted at high risk times. Anglian Water prohibit access if dangerous. If in doubt, can contact Anglian Water Warden for advice. Warning poster in place. |  |  |  |
| 11 | Fire | Students briefed at start of each course. Fire exits marked. All buildings are no smoking. Warning signs posted at fuel store. Assembly point identified in the car park. No on-boat refuelling takes place. |  |  |  |
| 12 | Chemicals/Petrol | Chemicals stored in locked or secure area. Petrol stored in special bunded fuel store. Tanks filled outside fuel store to avoid build up of vapours. Fire extinguisher on powerboats |  |  |  |
| 13 | Child abused during course | All instructors advised of precautions. Club Safeguarding policy implemented and references obtained for all those helping on courses involving children.  | Instructors encouraged to take the RYA Safe and Fun on-line course | Promote at Trainers day and email | CF |
| 14 | Shock damage to backs on powerboats | Be aware of going too fast over waves. |  |  |  |

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| Review Date | 16 March2016 | This schedule is to be reviewed annually or after a significant change to the plant, process or activity | Prepared by | Approved  |  |
| Issue | L | C de la Fuente | Training Committee |  |