Downs Sailing Club - Risk Assessments

Risk Assessment - One	**Location - Kitchen**
Potential Hazard	**Control Measure**
Burns, Scalds, Cuts & Injuries	1. Care must be taken whenever using kettles, hot water heater, ovens, toasters and equipment that has the capability of causing harm. 2. First Aid kit to be available in kitchen. 3. No person under the age of 16 to enter or use equipment in the kitchen unless accompanied by an adult. 4. No person over the age of 16 to use the equipment until they have received a familiarisation of the equipment from a member of the house committee.
Electrocution	1. All electrical equipment to be used in accordance with the manufacturer's instructions 2. All electrical equipment to be PAT tested by club electrician 3. All users to be aware of the dangers of water and electricity in close proximity
Food Poisoning	1. Helpers to be encouraged to attend club run food hygiene course. 2. All foodstuffs and drinks to be checked to ensure they are within their sell by / use by dates. 3. Items requiring chilling to be returned to fridge after use. 4. Fridge temperature to be checked monthly (0 to + 5degrees)
Slips, Trips, Fall	1. Floors to be kept clear of obstructions and any spillages cleaned up without delay. 2. Appropriate footwear to be worn by helpers
Fire	1. Fire Blanket and Fire extinguishers available in Kitchen.

Risk Assessment - Two	**Location - Clubhouse & Training Room & Outside areas**
Potential Hazard	**Control Measure**
Fire	1. All fire exits must be clearly marked in accordance with the clubhouse fire risk assessment that was carried out by an authorised fire safety officer. All fire extinguishers to be prominently placed and serviced as per the manufacturer's instructions. Fire exits must not be blocked under any circumstances.
Electric shock	2. All electrical equipment must be PAT tested by a qualified electrician before being used and then re-tested on a regular basis.
Slips, trips and falls (Inside)	3. Flooring, whether carpet or other, must be checked regularly for rucks or trip hazards. Furniture must be checked that it is sound and suitable for use. Any furniture that is found to be damaged or broken must be removed immediately from use.
Injuries, Slips trips and falls (Outside)	4. Care must be taken outside especially when moving boats manually down the beach due to the uneven shingle. Do not try and move boats on your own if they are too heavy for you, ask and someone will help.
Fire outside	5. Everyone must be aware of the location of the fuel bunker. Smoking is prohibited in the vicinity. All containers must have secure lids/ caps in place and the bunker must be locked when not in use.
Injury whilst Launching/ Recovering Boats	6. At DSC in certain weather conditions problems may arise whilst launching and recovering boats, both boat and sledge can cause injury when being hit by waves. All sailors must take great care when launching and coming ashore and not attempt to do so unless there are sufficient helpers suitably dressed on the beach. The safety boat if required can radio the bridge for more helpers. Please help each other.
Smoking	7. Smoking is not allowed in any of the buildings at DSC, although smoking is allowed outside, smoking is not permitted in the vicinity of the fuel bunker or garage.

Risk Assessment - Three	**Location - Bar & Bar Annexe**
Potential Hazard	**Control Measure**
1 Electric shock	All portable electric equipment to be PAT tested and used as per the manufacturer's instructions.
2. Hazardous cleaning Materials...	All cleaning materials (bleach, cleaning fluids, etc.) To be kept in a separate cupboard and clearly marked. After use containers securely fastened and returned to cupboard.
3.Use of glasses and bottles	All glasses used for drinking to be washed after use in the glass washer provided and checked for cracks or chips prior to using. All used bottles to be placed in the receptacles provided in order for them to be recycled.
4. Breaching of licencing laws.	All persons serving behind the bar must ensure that no alcohol is served to or consumed by persons under the age of 18.
5. Slips, trips, falls.	Care is to be taken when in the above areas, any spillages are to be cleaned up immediately. Route through storage area to be kept clear and no materials or stock to be stored on the floor that impedes or blocks the entry / exit from the bar.

Risk Assessment - Four	**Location - Boat houses 1 & 2**
Potential Hazard	**Control Measure**
1.Fire	No petrol is to be stored in the boat house or boats. All fuel tanks must be removed from the boats after use and stored in the fuel bunker. Where boats are fitted with battery isolating switches, the batteries must be isolated whilst stored.
2. Other flammable liquids	All other flammable liquids, (paint cleaning materials) must be stored in the provided locker at the rear of the boat house. All tops and lids on materials must be securely fastened after use
3. Slips, trips, falls and crushing.	Care must be taken when moving around the boat houses. Care must be taken when climbing over and in boats. When boats are being winched out or pulled back into the boat house, persons must ensure that the boats are secured to their sledges and that they are not in a position where they may be squashed or trapped against other boats or the sides of the boat house.
4. Risk of injury whilst running up engines.	Boats engines to be clear of the boat house when running up engines. Where applicable “water intake ears” should be fitted prior to starting the engines. The person starting the engines must ensure that everyone is clear of the propellers and that the engine is out of gear (if applicable) before starting engine
5. Risk of injury whilst repairing /servicing equipment.	Only persons Authorised or competent should attempt to service / repair boat house equipment. Within the club there are specific persons identified for specific tasks. Do not attempt any repair without consulting them first.

Risk Assessment - Five	**Location - Store room and meter room**
Potential Hazard	**Control Measure**
1 Electric shock	All portable electric equipment to be PAT tested and used as per the manufacturer's instructions. This store room holds the main electric switch board and meters for the club. Only qualified electricians are allowed to deal with the electric supply to the club.
2. Hazardous cleaning Materials...	All cleaning materials (bleach, cleaning fluids, etc.) To be kept in a separate cupboard and clearly marked. After use containers securely fastened and returned to cupboard.
3. Slips, trips, falls.	Care is to be taken when in the above areas; any spillages are to be cleaned up immediately. Route through storage area to be kept clear and no materials or stock to be stored on the floor that impedes or blocks the entry / exit from the store room.
4. Freezer and overflow fridge.	Regular checks are to be made that the freezer and fridges are operating at the safe required temperatures as per the food safe storage regulations.

Risk Assessment - Six	**Location - Beach Winches**
Potential Hazard	**Control Measure**
Injury or damage caused by winch operation	1. Any person operating the winch must ensure that they are aware of how the winch operates and the correct hand signals. A lookout must be positioned where they can see the winch operator and the boat being winched.
Damage to boats if not secured to sledge correctly.	2. It is the boat owner / user that are responsible for securing their boat to the sledge prior to winching.
Winch wire breaking / Injury caused by safety boat sledge.	3. Winches must not be overloaded, The winch and wire will be examined on a monthly basis for wear and tear by the nominated club members When recovering safety boats from the water, the yellow plastic tubes must be placed on the beach prior to winching the boat onto the sledge to avoid having the sledge in the water. The Northerly most winch (Deal end of beach) should only be used for the safety boats. The other winches can winch a maximum of two boats at a time.
Injury to other beach users due to tripping over winch wire	4. The warning boards to be placed on the beach to warn beach users of winching operations.

Risk Assessment - Seven	**Location - Safety Boats**
Potential Hazard	**Control Measure**
Injury or Damage Whilst using Safety Boats	1. The use of safety boats, who drives and crews them and their operating procedures are governed by the syllabus and good practice as laid out in the RYA Powerboat level 2 course. DSC should comply with that good practice.
Boat not fit for role	2. It is the duty of the person in charge of the boat to ensure that it has been checked and is suitable to take afloat with the appropriate equipment. If a defect occurs during operating this must be reported to the clubs mechanic John Cass or in his absence the duty officer.
Boat out of control if helmsman falls overboard	3. The kill cord must be worn at all times.
Risk of Drowning	4. All persons in the safety boats must wear life jackets / buoyancy aids
Damage to Safety boat injury to crew.	5. When transporting marks / Buoys these must be secured to the boat to avoid unintentional deployment.
Launching safety boats	6. It is the responsibility of the safety boat skipper to ensure that the boat is ready to launch, including the sledge securing lines removed and the crew briefed.
Bringing safety boats ashore	7. When recovering safety boats from the water, the yellow plastic tubes must be placed on the beach prior to winching the boat onto the sledge to avoid having the sledge in the water.

Risk Assessment - Eight	**Location - Club boats**
Potential Hazard	**Control Measure**
Injury / damage due to no safety boat cover	1. Club boats may only be hired or used during official club activities either training, or racing. This will ensure that there will always be safety boat cover.
Boats not fit for use	2. The boats are maintained and serviced by club members under the control of the Clubs principle training officer Martyn Styles. Any repairs / servicing / damage should be entered into the Online Reporting process via the QR code on the Club noticeboard.
Injury / damage due to inexperience	3. Members hiring boats must act responsibility in assessing their own skill in regards to the boat they are hiring. If in doubt ask.
Risk of drowning /Hypothermia	4. All persons using club boats must wear life jackets / buoyancy aids and appropriate clothing. This is an individual's responsibility, not the clubs.
Risk of entrapment under boat after capsizes.	5. The fitting of a mast head flotation device will be assessed prior to going afloat. This will be made after a dynamic risk assessment by the instructor running the event. This will depend on the conditions and the activity to be undertaken and the experience of the crew.

Risk Assessment - Nine	**Location - Changing rooms / Showers / Toilets**
Potential Hazard	**Control Measure**
1. Electric shock / fire.	All portable electric equipment and electric showers to be PAT tested on a regular basis by a qualified electrician.
2. Slips / trips / falls.	By their very nature changing rooms and toilets have a greater risk of water spillage and slippery floors. Persons using them must take care when moving about the area.
3. Infection / Cleaning	The toilets and changing rooms are cleaned on a regular basis by outside cleaners. Persons should not use the showers if they are suffering from contagious foot ailments.

Risk Assessment - Ten	**Location - General First Aid.**
Potential Hazard	**Control Measure**
Any injury	1. There is a first aid kit and defibrillator situated at the first aid point in the club house foyer
	2. If first aid equipment is used please notify either John Sharvill or Stuart Bradbeer so that the first aid kit can be replenished.
	3. There are further smaller first aid kits situated in the kitchen and the safety boats.
	4. There are a number of RYA first Aid trained members at the club. A list is kept by the principle Training Officer and available on the Health & Safety board in the foyer.
	5. Any injury must be reported to a committee member, and entered into the accident book that is kept at the first aid point.
	6. All members are encouraged to attend the first aid courses that are run at the club annually, new members should attend "The how it works" evening that will show the use the de-fib

Risk Assessment - Eleven	**Location - Bridge**
Potential Hazard	**Control Measure**
Electrocution	1. All electrical equipment to be PAT tested on a regular basis
Slips, Trips, Falls	2. Care is to be taken when moving about bridge and stairs leading to and from bridge especially when carrying equipment up and down
Damage to hearing	3. Warning to other bridge users to be given prior to sounding horn
Falling off roof.	4. No access allowed to club house roof from bridge on an ad-hoc basis on. If access is required then a dynamic risk assessment must be made at the time in relation to the activity required. (For example cleaning/maintenance.)

originated by Stuart Bradbeer - Commodore 2014 - Reviewed April ’23