

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
<p>Those affected Members, Guests, Trainees, Staff, Volunteers</p> <p>Generic Water Activities Dinghy Sailing, Catamaran Sailing, Keelboat sailing, Power boating, Windsurfing, Kayaking, Canoeing, Paddle boarding Swimming Swimming with use of fun boards</p>	<p>General</p> <p>Dehydration</p> <p>Sun Burn / Sunstroke</p> <p>Hypothermia</p> <p>Hypothermia</p> <p>Injury</p> <p>Treatment of casualty</p>	<p>.</p> <p>Parents / Guardians should be Club members, and is their responsibility to supervise their children when attending for Cadets or recreationally when on Club premises</p> <p>Group Leader & teachers/adults of visiting groups of under 18 yrs are in 'loco parentis' and is their responsibility to supervise them</p> <p>Groups of adults using the facilities should sign in, giving, date, name of their organisation, their name, and next of kin contact details.</p> <p>General Safety briefing given to all trainees prior to starting any activity or session.</p> <p>Senior Instructor and Dinghy Instructors to dynamically risk assessing during activity /sessions.</p> <p>Report should be made to Principal and/ or Directors verbally or in writing, Enter into Site Logbook if appropriate.</p> <p>Information and actions should be passed on to Assistant Instructors and Parents helping, by notices, briefings, emails, verbally or other appropriate means. Risk Assessments and Operating Procedures should be available in written format in the Site Files and on the Club Website.</p> <p>Drinking water should be available at all sites. In hot weather bottles of water should be carried on sessions by sailors.</p> <p>Hot/sunny weather. Sailors should be advised to wear high factor, waterproof sun cream, hats, sunglasses etc & to cover up when necessary. Advise drinking plenty of water. Seek shade where possible. Instructors should be aware of signs of sunburn and sunstroke, and act accordingly.</p> <p>Colder, breezy weather Correct Personal Protective Clothing for the activity to be worn by the participant, according to the conditions. Instructors should be aware of signs of coldness or hypothermia, and remove casualty to warm area.</p> <p>Instructors should hold valid hold a valid First Aid Certificate (RYA or equivalent)</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	<p>Staff Qualifications</p> <p>Staffing of formal sessions</p> <p>Failure or breakage of equipment</p>	<p>, Staff should be trained and updated, and are appropriately qualified to teach activity with relevant experience.</p> <p>Emergency Action Procedures and Operating procedures should be available in Site File kept in Piddinghoe Clubroom and in Racebox at Seaford.</p> <p>There should be a list of contact numbers for Club Officers and Club Directors on the notice board at each site</p> <p>Maintenance, breakages and repairs required on equipment and any work carried out should be logged in Incident books at each site</p> <p>First Aid kit should be available in both Clubhouses and in Rescue Boats (contents suitable for operational situation).</p> <p>Accidents are to be entered into Accident book with primary First Aid kits at each site.</p> <p>Incidents should be reported at the monthly Directors Meeting under the Health & Safety Item, Outcomes should be reviewed and proposals actioned as required .</p> <p>RIDDOR reporting to be done by a Director.</p> <p>Dynamic risk assessment should be by session staff, or overview by a responsible person.</p> <p>If performing Rescue Duties, in a powerboat, helm should have a crew to do the rescue work.</p> <p>Coaching can be done by the helm alone.</p> <p>Helm to have killcord securely attached to leg not around wrist. Spare killcord carried in Safety/first aid Tub.</p> <p>Boats and Bouyancy aids should be inspected at start of session by Instructor. Reject/ or use alternatives if required.</p> <p>Rescue boat equipment should be checked by helm at start of each session. Engines should have oil level checked and be fuelled on land before use, lowered by engine hoist, mounting clamps tightened, lanyard passed through clamp eyes and secured to boat.</p> <p>Shortages breakages etc to be entered into Daily log/ Incident Book Daily use of engines should be entered into the engine logbook</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	<p>Staffing of Informal sailing and windsurfing sessions at Piddinghoe, eg. WOW, MOB, ASS, windsurfing</p>	<p>Equipment to be checked annually, engines serviced, ,</p> <p>These should be led by a qualified Instructor, PB2 holders for safety boat and should follow the procedures as for an RYA course, but no SI is required</p>
	<p>Drowning</p> <p>Missing Persons In formal sessions</p> <p>Informal sessions</p> <p>Launching & Recovery</p>	<p>Buoyancy Aids worn within 2m of the water. Buoyancy aids provided by the Club should be CE certified, and listed on a register</p> <p>Staff should be aware to potential dangers, and make dynamic assessment of risk.</p> <p>Information on swimming ability provided on booking form– weak/non swimmers highlighted. Buoyancy Aids worn when swimming in the water.</p> <p>Complete Register at the beginning & end of each session. Head counting during session, not equipment counting. Names, next of kin on Register/Session Form with emergency telephone numbers and contact details held by Session Leader.</p> <p>Responsibility with Parent / Guardian to supervise all in their party</p> <p>Briefing and training should be given to Instructors, helpers and trainees on lifting and handling techniques. Correct use of trailers & trolleys. Empty trolleys, kit etc to be placed in suitable position away from the water's edge.</p> <p>Instructors and helpers to provide guidance to trainees during activity.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	<p>On water safety cover during formal sessions</p> <p>Contact with boat / equipment parts</p>	<p>Safety Boat should be in water and engine running before any boat is launched in the water. Instructor or helper to aid landings where required. Safety boat is put away after last dinghy is out of the water</p> <p>Safety Boat helms to be RYA PB2 certificate holders, should have done a Pond update if at Piddinghoe. Helms and crew should be offered the RYA Sea Safety certificate course, Or have attended the Sea Upskilling sessions in the RIBs on the sea</p> <p>Safety briefing, Pupils made aware of potential risks during training,</p>
<p>Cadets events away from Piddinghoe</p>	<p>Injury, illness or disease, Safeguarding</p>	<p>Organisation. Event to be arranged by the Cadet Coordinator/Parent or equivalent. Under 18's should be under close supervision of Parent or person nominated by parent to be 'in loco parentis' Transport to site in private cars, may be to a Seaford or event at another venue, Road Traffic Act applies to seat belting etc. Communication. All organisers/parents participating with young people under 18 yrs, to event to have mobile phone contact details of each other. Welfare. Food and drink to be available to all young people at appropriate times. Safeguarding. To be effected by organisers, parents. Support/Rescue for on-water activities to be available before launching and after ashore Coaching and Training should be given by RYA qualified staff. Emergency action plan, Use site specific plan published for site</p>
<p>Equipment</p>	<p>Injury from failure or worn or damaged equipment</p>	<p>Equipment should be checked when it is returned after use, and put away in a proper fashion. Buoyancy aids should be zipped and buckled before placed on storage rack.</p> <p>Breakages of boats, damaged, worn or faulty kit should have details entered into Site Book in Bosuns shed at Piddinghoe, or in Office at Seaford, and emailed/texted or verbally reported to Bosun/Training Staff.</p>
<p>Illness</p>	<p>Cross</p>	<p>If required, rinse buoyancy aids/wetsuits in detergent/disinfectant</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	Contamination from centre clothing and Buoyancy Aids	
Competency of staff and Instructors	Hazard to well being of trainees, cadets, and other users	<p>Instructors should be trained and certificated, or competent for the activity they are engaged in. Refresher training and updating should be offered annually All staff should be aware of Operational Procedures and Risk Assessments.</p> <p>Acknowledgment in writing, should be made, that they have read and understood the Operational Procedures and Risk Assessments</p>
Off water activities Camping	Injuries Drowning from falling into water	<p>A Club officer should be nominated as the person responsible for managing the site. Tents and caravans should be spaced 3m apart and 3m from water's edge. Water's edge near the campsite should be fenced off during hours of darkness Open fires to be within a container or pit, and doused after use. Fire extinguisher should be close to hand Toilet waste should be disposed of into a sewage drain. Pets should be restrained adequately Rubbish should be removed from the site by campers</p>
First Aid Provision	In the event of an incident suitable equipment not available to treat injury First Aid equipment not verified and replaced as necessary Suitable First Aid stores not carried per session and site.	<p>Session Leader is be responsible for the presence of relevant First aid kit and supplementary equipment as necessary for each session. Instructors should revalidate their First Aid qualification every 3 years to maintain their Instructors Certificate validity Annual refresher courses are offered to Club Members/helpers</p> <p>Ongoing procedure of replenishing First Aid Kits on a regular basis. Noted in Bosuns/ Repairs log on each site.</p> <p>First Aid Kit contents should be reviewed on a yearly basis in conjunction with analysis of accident and incident reports as well as recommendation from NGB and inspecting bodies.</p> <p>Kits adjusted specifically with regard to areas identified in activity risk assessments and historical data.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	<p>Potential in the event of an injury those persons will not receive correct primary response and ongoing action.</p> <p>Suitable equipment not available as and when required,</p>	<p>Minimum one RYA First Aid certificate holder to be present at each sessions. All Instructors to have valid First Aid certificate</p> <p>First Aid Kits are available at both sites in both Clubhouses and on rescue boats</p>
	<p>Injury from contact with boat parts</p> <p>Missing persons in formal sessions</p> <p>Sand in eyes</p>	<p>Correct procedures for storage of equipment into racks and locked up where appropriate Correct Manual handling techniques should be used Young people to be assisted by adults</p> <p>Head count regularly. Refer to register</p> <p>Avoid throwing of any article(s) into the air</p>
<p>Kayaking, Canoeing SUP Raft Building</p>	<p>Capsize or Drowning</p>	<p>Safety briefing, explanation of paddling, and other boat parts. Timing of paddling strokes so avoid contact with other crew in vessel. Initial briefing, identifying that paddles are not to be used carelessly</p> <p>Proper loading of and distribution of weight on canoe. Distribution of canoes/kayaks away from each other when playing games.</p> <p>Towing of vessel must be done smoothly ensuring all clients to kneel or sit (not standing)</p> <p>All sea sessions are to go no further from the shore line than the Harbour Arm, return to shoreline if large vessels appear, no further that Splash Point unless a rescue boat in attendance.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
Swimming and paddling with Fun Boards in informal sessions	Injury or drowning	Should be supervised by parents/guardians if under 18 years. Towing of fun boards must be done smoothly ensuring all clients to kneel or sit or lie (not standing)
Windsurfing	Injury from contact with board & rig parts Manual handling Hidden objects in the water	Safety briefing highlighting dangers of boom, mast & board. Correct rigging of kit and equipment repairs. Alertness of instructors. Group control, separation of fleet avoiding collisions. All windsurfers to wear suitable footwear Advise operating area away from other traffic. Briefing on how to carry a windsurf board and a rig. Correct storage of equipment Suitable footwear to be worn
Dinghy Sailing	Injury from contact with boat parts Entrapment	Safety briefing highlighting dangers of boom, sheets & other boat parts before going on the water and during training sessions. Suitable footwear to be worn. Reefing in deteriorating conditions. Club Boat maintenance by competent persons. Junior boats with low boom consider padding at main contact area to reduce effect of a hit to the head Consideration given to the wearing of lightweight helmets. Train rescue crew on rescue techniques and action to be taken. Give priority to righting boat rather than cutting rigging Safety briefing to all trainees. Mast head floatation should be fitted to avoid inversion. All rescue boats on the sea should carry a suitable rescue knife. Procedure is to lift boat by shrouds and lift mast parallel to water is quicker than cutting rigging. Safety Boat Upskilling sessions should be undertaken by RIB helms, and refreshers training offered annually.
Catamaran Sailing	Contact with boat parts Inversion / Entrapment	Safety briefing, highlighting dangers of sheets & other boat parts before going on the water. Suitable footwear to be worn Reefing in deteriorating conditions. Boat maintenance by competent persons Training given to rescue persons on risk and action to be taken. Safety Boat refreshers training offered annually. Safety talk to all sailors on procedures in event of inversion/ entrapment

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		<p>Capsize Recovery Righting lines fitted where applicable All rescue boats to carry a suitable knife.</p>
Day Sails/ long distance races/ expedition	<p>Capsize equipment breakage, change in weather, tiredness of crews, seasickness</p>	<p>Race Officer has overall authority over event and is to coordinate Rescue boats on water to recover persons and boats. Rescue boat crew have authority to call off race/expedition if conditions on sea deteriorate Rescue boat staff should have RYA Sea Rescue training, or attended Upskilling sessions. Working VHF radios fitted to rescue boats for ability to communicate for assistance. Handhelds also on larger dinghies. Club working channel is CH37A or CH N1 or M1 Newhaven Marina is CH12 Coastguard/ Lifeboat CH16 or CH67</p>
Power boating training	Injury	<p>Course to be delivered by qualified Powerboat Instructor. Safety briefing. Constant instruction/assessment following RYA guidelines. Ratios 3:1 persons Max. Fixed VHF radio on on boat. Portable VHF radio should be carried by Instructor. Backed up by mobile phone Register of course members carried by instructor, with emergency next of kin and Club Officers contact details. Duplicate held by Course Organiser.</p>
Powerboat and Rescue boat helming and crewing	Injury	<p>Sea going boats (wheel steer). Helm is responsible for prestart checks to engine and equipment eg. Tow ropes, anchors etc ready to deploy, paddles on board. safety tub containing, first aid kit, space blanket, rescue knife, flares, compass, fog warning device. Inland boats,(tiller steer) without flares, fog warning device, blanket and compass. The shore can be reached in 3 minutes.</p> <p>All session staff must hold RYA PB2 certificate. Crew to be dressed to enter water to assist sailors, and be physically able to handle heavy weights Buoyancy Aids worn at all times Kill cord to be worn at all times, securely attached to helm round leg, before starting engine</p> <p>Oil and water engine checks before mounting onto boat. Enter incidents reports etc to Bosuns Log asap. Seaford in Office, Piddinghoe in galley. Engine turned off when helm is changed. Correct use of equipment when launching/recovering craft. Awareness to potential hazards. Eg other water users, especial look out for fishing lines off Harbour Arms. Avoid running propeller if entangled. Report to Bosun immediately. Enter into Bosuns log in Seaford Office</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		Engines turned off when 1 boats length to sailors in the water. Follow guidelines set by the national governing body RYA. Engines regularly serviced by qualified technician or competent person
Slipway / Launching & Recovery of Equipment	Injury	Briefing given before launching/recovering. Caution when removing equipment from slipway as can be slippery. Use correct trolleys and trailers for equipment, with safe operating and manual handling procedures. Wear suitable footwear.
Manual Handling of dinghies.	Back Injury Slips/trips	Staff and user Training. Trailers/trolleys should be used where possible. All boats / equipment not stored on trailers/trolleys carefully lifted onto trailer or racks using enough manpower, usually with minimum of three persons.
Tides and Channels	Injury Running aground	Call Newhaven Port CH12 for permission to enter/leave port. Keep to buoyed/marked channels. Observe Newhaven Harbour Byelaws. Speed limited to 5 knots. Staff training. Awareness of state of tide and direction.
Powerboat Engine Dis/mounting	Injury, Dropping of engine	Staff Training. Trolleys should be used for moving engines from shed to boat. Use correct manual handling techniques. Piddinghoe. Use engine hoist provided. Avoid passing engine from dock to boat/ boat to dock manually Check mounting bolts are tightened before and during use. Tie engine cord lanyard through mounting bolt handles and onto boat.
Wild life on pond	Injury	Safety briefing. Awareness by staff. Don't approach or feed wild animals
Support / rescue / teaching boats	Injury/Emergency	Fixed VHF Radios as means of communication between rescue boats. Hand held VHF radios on larger dinghies. Instructors should carry whistles and rescue knife. Radios if appropriate. Brief trainees on meaning of hand, arm and whistle signals
Carparks and Seaford workshop area	Stranger Danger	Car park and workshops exterior to be illuminated at night during use. Number coded padlocks to car park entrances and workshops to be snapped shut and numbers scrambled. No under 18 year olds may use the workshop without close supervision by an adult.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
Piddinghoe Pond	Blue Green algae illness	Users should be briefed accordingly to minimise the risk. Instruct not to enter areas in which blooms are collecting. Wash hands / shower thoroughly after activity and before eating. Staff to minimise risk of illness by avoiding complete immersion in the lake water
Concrete/timber edges, pontoons, jetty edge to Pond	injury	Safety briefing. Group control. Staff training. Buoyancy Aids to be worn at all times within 2m water. Suitable footwear to be worn.
Debris in Lake & on Lake bed Islands in Lake	Injury	All lake users to wear appropriate footwear. Awareness by staff. Safety briefing. Operating area clearly defined. Staff training. New hazards should be reported verbally to directors and entered into logbooks
Changing Rooms	Security	Lockable front door & lockable changing room doors. Awareness by staff and accompanying adults.
Fishermen / Other water users	Injury	Keep away from fishermen areas. Watch out for lines.
Launching & Recovery of dinghies	Injury	Equipment should not to be launched directly into other water user's vicinity or violently. Exercise caution when launching and recovering. Use correct trolleys and trailers for equipment, with safe operating and handling procedures. Speed kept to 5 knots when close to shore. Large dinghies should be moved on a trolley with minimum 3 persons. Team leader to lead. Toppers to be lifted with min. 3 persons, one each side one at rear,
Beach winch	Injury from rope burn, trip over rope, pulled into mechanism, run over by boat.	2 Operators. Competent adult operator on crest of beach with control button handset. 'Banksman' with foot control at rear of Winch box. Clear hand and voice signals. Boats to be attached to Winch rope with tow rope, using 'rolling hitch' quick release knot, winch rope not to be attached to trolley, Warning cones to be put down beach near line of winch rope
Newhaven Port & Channel	Injury or collision	Safety briefing, awareness of perimeter walls. . Keep to right hand side of channel. Speed limit 6 knots. No persons in water in port or channel. Care when towing boats in channel checking that equipment not too close to the port wall. Give wide berth to fishing lines. Stop engine immediately if fouled, drop anchor and release line. Newhaven Port to be radioed CH12 for permission to enter / leave. One call for multiple boats at same time.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
Fire	Injury, smoke inhalation	Fire procedures notice. Fire Blanket present in Kitchen area. CO2 and Foam extinguishers present in clubhouses See emergency Action Plan
Office Equipment	Electric shock	Equipment to be used carefully. Have breaks from continuous use. Care when lifting. All appliances to be visually checked periodically by competent person. PAT should be arranged annually
Furniture	Injury	Check regularly for wear & damage. Close drawers after use, keep walkways clear, avoid overloading files or filing cabinets. Care when lifting and use assistance from other persons.
Lifting Heavy Objects	Injury	Use lifting equipment or assistance from other persons.
Kitchen and Cooking Equipment	injury	Keep untrained persons outside kitchen area. Equipment to be inspected by qualified person
Legionaires disease prevention	illness	Outside taps should be run for 1 minute on a monthly basis. Water temperatures should be monitored on a quarterly basis and recorded. above 50degC and below 20degC
Gas Boiler	Injury asphyxiation	To be inspected by qualified person and certificated annually
Intruders / Unauthorised Entry	'Stranger Danger' theft, damage or vandalism	Changing rooms should be kept locked during racing and when not in use. ARO should check doors locked when collecting race sign on sheet. Gates and buildings to be kept locked when unused.. Alarm should be set on clubhouse and workshop Combination locks on gates and doors to be snapped shut and have numbers scrambled.
All general areas	Injury Slips, Trips & Falls	Adequate lighting should be used, all trip hazards should be removed where possible
Maintenance Manual Handling	Back injury	Correct lifting and handling techniques should be used. Eg. assistance for heavy equipment. Obstacles in pathway during operations should be removed
Grinding and sanding	Injury to eyes hands and inhalation of dust	Protective goggles, gloves & clothing, use of guards etc should be used. Other persons should be warned to stay at a reasonable distance. Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing and should exercise care when using their own tools or when grinding or sanding

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
Tools	Injury	Hand and power tools should be used by a competent person. Safe use of equipment and procedures & use of safety equipment. Facility users should be aware of dangers of misuse of equipment and use tools for correct purpose. . Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing and exercise care when using their own tools and club equipment.
Electrical Equipment	Electric shock	Electric Power tools should only to be used by competent persons, especially if working outdoors. Visual inspection of each tool should be made by the user at every use, PAT should be carried out annually and should be entered into an annual log
Use of Club's workshops	Injury	Users should gain permission of the Director in charge, before starting work.
Laminating (Fibre Glass)	injury	Protective clothing should be worn, eg gloves & use warning "Keep Clear" signs. Work in an open and well-ventilated area. Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing and exercise care when using their own tools.
Painting (Solvent Base)	Injury	Wearing face masks & uses warning "Keep Clear" signs. Work in an open and well-ventilated area. Owners when working on own boat on their berth or within the Club's workshops or premises should wear suitable protective clothing and exercise care when using their own tools.
General Boat repairs	Injury	Owners when working on own boat on their berth or within the Club's workshops should exercise care when using repair tools, especially electrical tools. Power tools only to be used by competent person. Should be locked away when not in use. Ensure boats are securely chocked and supported Dust to be kept to a minimum. Suitable clothing for the work being done. Eg. Boots with steel toecaps, overalls, head protection, dust masks, eye protection, ear/hearing protection. Rubbish should be cleared away on a daily basis to an authorised disposal point
Exposure to Engine Noise	Hearing impairment	Engine turned off when not being tested. Use of correct procedures for testing. Ear protection should be worn when engines are running

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
Handling Hazardous Substances COSHH	Injury	Training should be given to anyone who will be in contact with substances with warning labels. Substances to be stored in separate well ventilated storage area. Users should be competent to use them. Suitable protective clothing should be worn, and suitable procedures to be used. Read guidance notes attached to all COSHH substances before use. Used in well-ventilated areas.
Work Area Floor	Trip, slip, fall	Working areas to have warning signs/barriers during work. Floors and working areas should be cleared after use and rubbish disposed of in a suitable manner
Boats/Vehicles on Jacks	Crush Injury	Careful operation & precautionary use of axle stands and chocks. Should only to be fitted and used by competent, person.
Greases & Oils	Allergic skin reactions	Careful use. Use gloves and barrier cream. Remove from skin thoroughly after use.
Workshop Fire	Injury	Fire procedures notice located in workshop. Smoke detector checked regularly
Controlling Spills Disposal of waste	Injury	See above. Correct methods of disposal should be used as recommended by manufacturer. Warning signs should be used if required.
Overloaded Shelving Units	Crush injury Falling objects	Step ladders should be used when handling goods above head height. Work areas should be kept clean & tidy. Operate a clean as go policy.
Engine Testing out of Water	Cuts & Burns	Supervision & work should be carried out by a competent engineer.
Lifting & Carrying Engines	Back injury	Good manual handling techniques should be used, engine hoist & engine trolleys where possible
Testing Engines in Tank – Fumes	Smoke inhalation	Test tank should only to be used by engineer. Use in open area
Fuel	Injury & Manual Handling Fire	Fuel Transport Regs and Protocols should be observed Fuel containers should be kept in lockable storage at all times. No naked flames at any time in the vicinity. Two Stroke fuel for grass cutting machines to be clearly marked, in a 5 litre can and be marked with ratio

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
Fuel Store	Injury & Manual Handling Fire	Attention to be taken when entering and leaving store area. Observe correct handling techniques and make others aware of any potential hazards. Store to be locked at all times, once loading/ unloading has finished. Fuel to be kept in metal jerry cans or RIB /portable plastic fuel cans. No naked lights or flames.
Fuel Spillage	Contact with eyes or skin	Avoid refilling outboards on the water to minimise pollution. Only decant in gravelled area. Use funnel .when decanting into fuel cans or outboards. Prevent contact with skin. Eyes wash bottles and protective gloves should be provided at each fuel store.
Boats & Trailers as Obstacles	Injury from Tripping, over/ walking into	Leave stored equipment in correct place; ensure no protruding parts into walk ways.
Mowing	Injury from contact with blades, wheels noise, flying debris	Only nominated competent person should operate the club mowers. Mowing should be undertaken when the site is not in use by others. Training given to nominated users. Over 14 year old and under 18 year olds, after training, only to use mowers and other machines under close supervision by adult. Walk site looking for obstacles if grass is long Refuel only after engine cooled Ear defenders should be worn. Report any loss, damage, incident etc into Site Log in Office,/ Galley at Piddinghoe
Strimming	Injury from contact with blades, noise Flying debris	Training should be given to nominated users. Boots, Ear defenders, face mask and overalls should be worn Walk site before using machine. Check for obstacles and remove. Refuel after engine cooled Report any loss, damage, incident etc found to be broken or missing, stop work or effect repair into Site in Office
Moving Boats & Trailers	Injury	Briefing of persons on procedure before moving equipment. Work in unison when lifting & handling. Ensure enough persons to lift boat safely.
Sharp Objects on Ground	Injury	Suitable footwear should be worn at all times. Regular checking of site Reporting of items appearing on ground to be reported / entered to Site Log

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
<p>Safeguarding when working With Children under 18 years and Vulnerable Adults</p>	<p>Abuse of young people and vulnerable adults</p>	<p>Organisers and Instructors should hold DBS certificates. Staff/volunteers should be monitored during the event or training session. Concerns or suspicion of abuse should be raised immediately, to a Director of the club or the Club Safeguarding Officer only. No discussion with any other party. Under 18s and Vulnerable Adults who use the facilities of the club, are required to be under close supervision of a Parent, Guardian or Carer.</p>
<p>Lone Working includes lone sailing</p>	<p>Help not available immediately</p>	<p>This should be kept to an absolute minimum. Advise someone of your expected time of return, who can check on you, or raise the alarm, if you do not respond Ensure Contact facilities are available.eg Mobile phone to hand.</p>

I have read the above Risk Assessments and understand them.

Name	Date

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS