

RISK ASSESSMENTS



Bowmoor Sailing Club

RYA Champion Club



website: www.bowmoor.com

RISK ASSESSMENTS

ITEM	HAZARD	EVALUATE RISK (Y/N)	RECORD FINDINGS (Y/N)	REVIEW DATE
1.1	Fire Clubhouse	Y	Y	Dec 2022
1.2	Fire Boathouse	Y	Y	DEC 2022
1.3	Fire Afloat	Y	Y	DEC 2022
1.4	Fire Fuel Store	Y	Y	DEC 2022
1.5	Fire General	Y	Y	DEC 2022
2.1	Operation of Power Boats – Onshore	Y	Y	DEC 2022
2.2	Operation of Power Boats – Afloat	Y	Y	DED 2022
3	Drowning	Y	Y	DEC 2022
4	Pandemic	Y	Y	DEC 2022
5.1	Accident and Injury – Cold/Heat	Y	Y	DEC 2022
5.2	Accident & Injury – Cuts, illness, general	Y	Y	DEC 2022
5.3	Accident & Injury - Lifting	Y	Y	DEC 2022
6	Hazardous materials - COSSH	Y	Y	DEC 2022
7	Contaminated Lake Water	Y	Y	DEC 2022
8.1	Equipment and Tools – Mowers/ strimmers	Y	Y	DEC 2022
8.2	Equipment and Tools – Power tools	Y	Y	DEC 2022
8.3	Equipment and Tools – Sharp tools	Y	Y	DEC 2022
9.1	Food Hygiene – Galley contamination=	Y	Y	DEC 2022
9.2	Food Hygiene – Galley equipment=	Y	Y	DEC 2022
9.3	Food Hygiene – Members kitchen	Y	Y	DEC 2022
9.4	Food Hygiene – Refuse	Y	Y	DEC 2022
10.1	Miscellaneous - Vehicles	Y	Y	DEC 2022
10.2	Miscellaneous - camping	Y	Y	DEC 2022
10.3	Miscellaneous - Geese	Y	Y	DEC 2022
10.4	Miscellaneous - Dogs	Y	Y	DEC 2022
10.5	Miscellaneous - Noise	Y	Y	DEC 2022

Document Signed Electronically

Five Steps To Risk Assessments

- Step one: Look at the hazard
- Step two: Decide who may be harmed by it
- Step three: Evaluate the risks from the hazards and decide whether existing precautions are adequate or that more should be done.
- Step four: Record your findings
- Step five: Review assessments from time to time (at least annually)

ASSESSMENT OF RISK FOR ITEM 1 FIRE		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: __29 Dec 22__ Signed <i>RT Whittingham</i> __ Review – Annually in - _December_ Audit completed: Date: __30 Dec 22__ Signed <i>MDJ Dyer</i> ____	
Hazard	Who Might Be Harmed	Mitigations	What Further Action Is Necessary	Notes
1.1 Fire ashore inside Clubhouse. General area - Domestic Electrical equipment (fridges, dishwasher, microwave, hand dryers) Kitchen - Cookers/fridges - Deep fat fryer	All	Fire escape routes marked and kept clear. Fire extinguishers are subjected to regular periodic inspection and maintenance checks. Available: - Fire extinguisher/fire bucket. - Fire extinguisher for electrical fire. - Fire blanket for hot fat fryer. Electrics are subjected to regular periodic inspection and maintenance checks Kitchen staff (Franchise) are suitably trained. Some Galley and Kitchen catering equipment has annual service contracts.	Refresh sand in fire buckets Investigate extending the service contracts on galley and kitchen equipment. Continuous review to ensure sufficient fire extinguishers are available, according to risk. Fire extinguishers are placed and positioned as advised by the Fire Officer during periodic inspections.	

1.2 Fire ashore inside Boathouse. - Electrical equipment - Powerboats - Mowers/trimmers	All members Trainers Visitors	Fuel stored in separate bund. Electrics are subjected to regular periodic inspection and maintenance checks. Fire extinguishers are subjected to regular periodic inspection and maintenance checks. Available: - Fire extinguisher/fire bucket. - Fire extinguisher for electrical fire.)	Continuous review to ensure sufficient fire extinguishers are available, according to risk. Fire extinguishers are placed and positioned as advised by the Fire Officer during periodic inspections.	
1.3 Fire Afloat	Power boat drivers Power boat drivers and launchers.	Smoking banned on all power boats, boat lockup and petrol store. (Operating Manual) Fire extinguisher in all power boats. Power boat extinguishers to be checked annually during the club's annual fire equipment check.	Warning signs posted and maintained as necessary.	
1.4 Fire in Fuel Bund	All	Fuel store with concrete walls and roof, soak away floor. No electrics. Separated from boathouse and secured at all times. External areas to decant fuels. Routine checks of fuel cans. Warning signs on bund (hazard and no smoking)		
1.5 Fire Ashore: General - Barbecues - Vehicles	All members Visitors	Ensure fire extinguishers are available and suitably positioned for club events around barbecues. Briefing given, where appropriate, on disposal of hot ashes. Barbecue ban during drought conditions. Cars parked away from buildings (except disabled drivers)	Pre-summer season warnings in Bowsprit	

ASSESSMENT OF RISK FOR ITEM 2 POWER BOATS		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22 _ _ _ Signed _ <i>RT Whittingham</i> _ Review – Annually in - _ _ December _ Audit completed: Date: _ 30 Dec 22 _ _ _ _ _ Signed _ <i>MDJ Dyer</i> _ _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
2.1 Operation of patrol craft, Ashore - Slip or crush - Launching: - Recovery - Garaging - Winch - Trip On Rope - Hand Trap - Rope Breaking	All members Patrol craft drivers & crews .	Launch and recovery to be controlled by a competent person. Normally three people to launch boat and to bring boat in on mechanised winch. Only winch operator to be in yellow hatched area. Regular checks of winch emergency cut-off, foot switch and winch rope.	Included in updated Operating Manual Refresh yellow hatching Include winch checks in overall club maintenance schedule	.
2.2 Operation of patrol craft, Afloat - Leaving jetty - On patrol - Returning to jetty	Patrol craft drivers & crews Sailors, swimmers, canoeists, SUP users	Power boats only to be operated by a competent driver. All powerboat drivers should be trained to minimum RYA level 2 or assessed to equivalent level. Minimum age of power boat drivers to be 16 years unless under direct supervision of an adult. Kill cords are fitted to all powerboat engines and must always be worn when the engine is powered unless the boat is securely moored. When orange flag is flying, check for any swimmers in vicinity of jetty. Engine power is to be cut when recovering persons from the water.	Available: Continuous on-going inexpensive training for the Bowmoor safety course, RYA level 1, level 2 and Safety Boat courses run at regular intervals. Included in updated Operating Manual	

ASSESSMENT OF RISK FOR ITEM 3 DROWNING		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22_ _ _ _ Signed _ <i>RT Whittingham</i> Review – Annually in - _ _ December _ _ Audit completed: Date: _ 30 Dec 22_ _ _ _ _ Signed _ <i>MDJ Dyer</i> _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
3.1 Drowning:	All sailors Students Instructors All persons using the water Power boat drivers Bathers/swimmers Visitors(the public) Uninvited visitors(the public)	<p>All people going on the jetty or watercraft must wear buoyancy aids. Club rules. All new members and visitors to be briefed</p> <p>Patrol boat(s) available during BSC organised activity, eg racing, or organised training.</p> <p>In emergency a small motorboat is always available in Race Start Hut (members key for access)</p> <p>There should ideally be a minimum two boat sailing to reduce the risk when no patrol boat is available.</p> <p>Swimming is either time or distance separated form sailing activities.</p> <p>There is an orange flag which should be flown whenever there are swimmers in the water.</p> <p>Swimmers should:</p> <ul style="list-style-type: none"> - Swim in pairs in pairs and use tow floats - keep away from where boats are or can be expected to be. <p>Prior to joining the club all swimmers must declare that they are competent swimmers capable of swimming 400m.</p> <p>Before going swimming each member must carry out a risk assessment to determine that it is safe for them to go swimming bearing in mind their experience, capability, the temperature of</p>	<p>Reduce risk during organised events. Higher risk during free sailing.</p> <p>Life ring placed near race control hut and jetty.</p> <p>Develop personal risk assessment guides for sailors and swimmers in Operating Manual and Activity Hut</p>	<p>Use of buoyancy aids when in/on water (except open-water swimming) is club policy</p> <p>Certain controlled activities permitted on the jetty without wearing buoyancy aids or life jackets.</p>

		<p>the water, the strength of the wind and the height of the waves.</p> <p>If under 16 years (not wearing a buoyancy aid) must wear brightly coloured swimming hat and tow float. Must be accompanied by an adult capable of assisting them in an emergency.</p> <p>Prior to joining the club all swimmers must declare that they are competent swimmers capable of swimming 400m.</p> <p>Swimming is allowed in daylight hours only. Exceptionally groups of no less than 6 experienced swimmers can conduct full-moon swims with all participants wearing tow buoys and lights, escorted by a canoe/paddle craft.</p> <p>Before going swimming each member must carry out a risk assessment to determine that it is safe for them to go swimming bearing in mind their experience, capability, the temperature of the water, the strength of the wind and the height of the waves.</p>		
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ASSESSMENT OF RISK FOR ITEM 4 PANDEMIC		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: __ 29 Dec 22__ __ Signed __ <i>RT Whittingham</i> __ __ Review – Annually in __ December __ __ Audit completed: Date: __ 30 Dec 22__ __ __ __ __ Signed __ <i>MDJ Dyer</i> __ __ __ __	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
4.1 Viral Infection - National - Local	All	Compliance with national or local govt laws and guidance Compliance with RYA guidelines Implementation of a Club management to cover: - social distancing, - personal hygiene - facilities hygiene, access and use - equipment use Regular Executive Committee meetings to manage dynamic situation and risks	Conduct a post Covid-19 review	Club has a Staged management plan to return from full closure to normal operation in safe progressive steps

ASSESSMENT OF RISK FOR ITEM 5 ACCIDENT & INJURY		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22_ _ _ _ Signed _ <i>RT Whittingham</i> _ Review – Annually in - _ December __ Audit completed: Date: _ 30 Dec 22_ _ _ _ _ Signed __ <i>MDJ Dyer</i> _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
5.1 COLD & HEAT - Hypothermia - Heat stroke	Sailors Board sailors Paddlers (canoe/SUP) Power boat crews Spectators	It is recommended that a full wetsuit or drysuit must be worn by all water users November to March inclusive. Safety boat cover is provided during racing and other organised events. Power boat available at all times in the race control hut Warming insulation body bags available in the primary first aid kit. Shade and cold water available in summer. Addressed in Activity Self-Risk Assessment.		Dangers of cold and heat emphasised on all RYA training courses and in Club Operating Manual First Aiders and Instructors usually available
5.2 Accidents, Injuries, Ill Health	All	First Aid only: List of qualified 'First Aiders' including RYA Instructors posted adjacent to First Aid Box. First Aid Box correctly stocked and routinely checked. Defibrillator installed. Information on First Aid showing the Club's correct address and post code.	Offer Basic First Aid awareness training to non-instructors	
5.3 Lifting/manoeuvring: - Individuals launching club boats	All	A winch is provided to pull safety boats from the water. Natural slipways are treated with gravel. Suitable footwear to be worn. People briefed to avoid walking on concrete slipways.	Maintain essential concrete slipways Relocate heavy boat winch to align with remaining slipway	

ASSESSMENT OF RISK FOR ITEM 6 COSHH		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22_ _ _ _ Signed _ <i>RT Whittingham</i> _ Review – Annually in - _ December _ _ _ Audit completed: Date: _ 30 Dec 22_ _ _ _ _ Signed _ _ <i>MDJ Dyer</i> _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
6.1 Substances hazardous to health: - Cellulose/oil-based Paints, - Oils/Fuel - Cleaning Materials - Resins	Persons using the chemicals, or those in close proximity Young children	All containers should be correctly labelled including hazard warnings. (original label from supplier should be so labelled) Hazardous paint products should be correctly stored in a locked cupboard. The cupboard must be suitable to prevent children gaining access. Correct precautions must be applied when using the products. Fuel should be stored in the fuel store with the exception of the emergency rescue boat under the race hut and 1 can of petrol and oil kept in the boat store for use with the strimmer.	Annual re-assessment and review products held against COSHH list. Relocate or lock for hazardous paint storage	These are covered by COSHH regulations

ASSESSMENT OF RISK FOR ITEM 7 CONTAMINATED LAKE WATER		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22_ _ _ _ Signed _ <i>RT Whittingham</i> Review – Annually in - _ _ December _ _ Audit completed: Date: _ 30 Dec 22_ _ _ _ _ Signed _ <i>MDJ Dyer</i> _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
7.1 Contaminated lake water - Weils disease - Toxic algae (blue/green) micro organisms	All coming into contact with the water, particularly if swallowed or allowed to enter via open cuts.	A close check is kept for evidence of rat infestation (Weils). Active extermination program in progress (BSC caretaker). Weils disease warning posted in clubroom. Waste disposal placed adjacent to club exit. Caterers advised of need for food waste to be carefully controlled. Monitor for Blue/green algae in summer months. Indicators such as algal bloom, dead fish, birds etc which might indicate toxins	Continued care when disposing of food waste. Members need to be vigilant and identify signs of vermin infestation. Put long term Commercial Rodent control measures in place.	Briefing given on all courses to new and existing members.

ASSESSMENT OF RISK FOR ITEM 8 EQUIPMENT/TOOLS		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22 _ _ _ _ _ Signed _ <i>RT Whitingham</i> _ Review – Annually in - _ _ December _ _ _ Audit completed: Date: _ 30 Dec 22 _ _ _ _ _ Signed _ _ <i>MDJ Dyer</i> _ _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
8.1 Mowers & Strimmers	Mower/trimmer operator and persons in near vicinity of cutting operations.	<p>Use to be restricted to competent adults who have been briefed/trained on the operating procedures and dangers of the mower and trimmer.</p> <p>Equipment to be used in accordance with manufacturers' instructions.</p> <p>Guards to be maintained on mowers and trimmer. Equipment to be regularly maintained.</p> <p>User to ensure suitable eye and ear protection is used as necessary. Eye protection available with trimmer. Ear protection available in race hut.</p> <p>Consideration to be given to persons within 30 feet of the cutting operation.</p> <p>Mower to be secured in boat store overnight. Strimmer to be secured in boat store.</p> <p>Care to be taken when replenishing with fuel. Fire extinguishers to be available when replenishing with fuel.</p> <p>Maintenance to be undertaken in an open area that does not contain combustible materials.</p>	<p>Care to be taken not to operate equipment in area of loose stones, posts and concrete blocks etc.</p> <p>Operator to be aware of the dangers of operating too close to the sloping bank and the water's edge.</p> <p>Dispose of equipment with no or faulty guards</p> <p>Add notices in the boatstore containing safety warnings.</p> <p>Add the mowers and trimmers to the maintenance schedule.</p>	

8.2 Power Tools	Members using Club tools to repair club equipment or boats	<p>Tool stores to be kept locked</p> <p>Club tools only to be used competent experienced adults.</p> <p>Routine checks or powered tools, appropriate fuses fitted.</p>		The Club only holds a hot rope cutter and heat gun.
8.3 Sharp Tools	Tool operator and persons in near vicinity.	<p>Tool stores to be kept locked</p> <p>Club tools only to be used competent experienced members</p>		Drill bits, knives, saws, and chisels.

ASSESSMENT OF RISK FOR ITEM 9 FOOD HYGENE		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22 _ _ _ Signed _ <i>RT Whittingham</i> _ Review – Annually in - _ _ December _ _ Audit completed: Date: _ 30 Dec 22 _ _ _ _ _ Signed _ _ <i>MDJ Dyer</i> _ _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
9.1 Galley - Food Contamination	Staff, members or visitors eating supplied food.	Kitchen franchised to experienced food handlers as third-party operators. The operators undergo independent training on Health & Safety and food management and hold an in date H&S certificate. Kitchen areas iaw Council Health & Safety Officer Advice. Hand washing sink installed in Kitchen. Use of colour-coded shopping boards. Use of coloured plasters, as required by the Food Regulations, is enforced. Members advised to wash hands before eating food due to possible water contamination	Maintain 5* kitchen hygiene rating.	
9.2 Galley Deep Freezers and Kitchen Electrical Equipment	Staff, customers, visitors.	Fridges periodically checked for correct temperature. Electrical safety checks regularly carried out. Critical measuring instruments identified and calibrated as necessary.		
9.3 – Members Kitchen - Self-contamination - Burns	Members	Fridges periodically checked for correct temperature. Electrical safety checks regularly carried out. Cleaning materials available.		Microwave, heated water and fridges are available, Separate to Galley.

<p>8.4 Refuse</p> <ul style="list-style-type: none"> - Landfill (general/food waste) - Dry recyclable 	<p>All</p>	<p>Large bins (recycle and landfill) are available outside the clubhouse and emptied regularly.</p> <p>Refuse collection bins are available within the clubhouse for members for meals/drinks bought on site.</p> <p>Members asked to take own camping/picnic rubbish to dispose of at home.</p> <p>General problems associated with refuse are monitored.</p>		
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ASSESSMENT OF RISK FOR ITEM 10 Miscellaneous		Bowmoor Sailing Club Lechlade Glos	Assessment undertaken Date: _ 29 Dec 22_ _ _ _ Signed _ <i>RT Whittingham</i> _ Review – Annually in - _ _ December _ _ Audit completed: Date: _ 30 Dec 22_ _ _ _ _ Signed _ _ <i>MDJ Dyer</i> _ _ _ _	
Hazard	Who Might Be Harmed	Is Risk Adequately Controlled	What Further Action Is Necessary	Notes
10.1 Vehicles; - Speed. - Parking	All	Signs erected indicating a maximum speed of 15 MPH along main entrance roads to club entrance. Parking only permitted in car park and in camping field.	Regular reminders in Bowsprit of risks especially to young children	
10.2 Camping - Manoeuvring of vehicles Cooking	All	Camping to be controlled. Access the club camping is restricted to members. Continuous review of activity to ensure that associated risks are assessed and, where practical, necessary controls put in place. Guidelines issued on fires, bbqs and cooking. Speed limit within grounds.	Monitor future camping events and assess on going risks for future considerations.	
10.3 Geese/swans - Droppings - Aggression	All	Measures to deter geese grazing and roosting on grassed areas. Numbers controlled by adjacent airfield due aviation risks	Improve netting around camping field. Reminders to health risks and not encouraging wildfowl in Bowsprit	
10.4 Dogs - Excrement - Nuisance	All	Club rules state that dogs are not allowed into the clubhouse or children's play area. Dog must always be kept under close control. Dog mess disposed of off-site.	Monitor situation and decide if club rules are adequate for the situation.	

<p>10.5 Noise</p> <ul style="list-style-type: none"> - Warning horns - Ground maintenance equipment 	<p>All</p> <p>Race Officers assistant (race flag raising and lowering)</p> <p>Grounds maintenance team</p>	<p>Personal ear protection is to be used by personnel within a noise danger zone, ie when high noise levels prevent normal speech.</p> <p>All persons who generate noise within the club bounds are responsible for ensuring that the noise they generate does not cause possible injury or annoyance to themselves or to any other person.</p> <p>Industrial ear defenders provided for OOD's assistant when raising and lowering flags. May be used by others at risk.</p> <p>Ear defenders provided for mowing.</p>		
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