

# RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
<p><b>Those affected</b> <b>Members,</b> <b>Guests, Trainees,</b> <b>Staff, Volunteers</b></p> <p><b>Generic Water Activities</b> Dinghy Sailing, Catamaran Sailing, Keelboat sailing, Power boating, Windsurfing, Kite Surfing, Wing boarding Kayaking, Canoeing, Paddle boarding Swimming Swimming with use of fun boards</p>	<p>General</p> <p>Dehydration</p> <p>Sun Burn / Sunstroke</p> <p>Hyperthermia</p> <p>Hypothermia</p> <p>Injury</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 &amp; teachers/adults of visiting groups of under 18 yrs are in 'loco parentis' and it 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 emergency contact details.</p> <p>General Safety briefing given to all trainees prior to starting any activity or session.</p> <p>Session Leaders, Senior Instructor and Dinghy Instructors to dynamically risk assess activity / sessions.</p> <p>Reporting incidents should be made to the Principal if in a formal training session, or by the Session Leader if an informal session, to Directors either 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 &amp; 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>





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	<p>Formal and Informal sessions</p> <p>Launching &amp; Recovery</p> <p>On water safety cover during formal sessions</p> <p>Contact with boat / equipment parts</p>	<p>The register for the session should be available to the Instructors, with names of participants, emergency contact telephone numbers, prior experience , illness and photo permission The Parent / Guardian (or nominated person) of under 18s is required to be in attendance during the session and to supervise while on site.</p> <p>Briefing and training should be given to Instructors, helpers and trainees on lifting and handling techniques. Correct use of trailers &amp; 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> <p>Safety Boat should be in water and engine running before any boat is launched in the water. Instructor or helper to aid launch/ landings / recovery 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, over 18, have attended the annual 4S and a Pond Update if at Piddinghoe. An under 18 may helm, but with an adult in the boat to supervise. <b>The exception is if the U18 is a qualified RYA Instructor and is engaged in teaching, coaching or setting up / packing away for a session, with the knowledge of the SI/session leader</b></p> <p>Safety briefing, Pupils made aware of potential risks during training,</p>
<b>Cadets events away from Piddinghoe</b>	Injury, illness or disease, Safeguarding	<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</p>

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		Coaching and Training should be given by RYA qualified staff. Emergency action plan, Use site specific plan published for site
<b>Equipment</b>	Injury from failure or worn or damaged equipment	Equipment should be checked when it is returned after use, and put away on racks. Buoyancy aids should be zipped and buckled before placed on storage rack.  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.
<b>Illness</b>	Cross Contamination from centre clothing and Buoyancy Aids	If required, rinse buoyancy aids/wetsuits in detergent/disinfectant
<b>Competency of staff and Instructors</b>	Hazard to well being of trainees, cadets, and other users	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.  <b>Acknowledgment in writing, should be made, that they have read and understood the Operational Procedures and Risk Assessments</b>
<b>Off water activities Camping</b>	Injuries Drowning from falling into water	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
<b>First Aid Provision</b>	In the event of an incident suitable equipment not	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

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	<p>available to treat injury First Aid equipment not verified and replaced as necessary Suitable First Aid stores not carried per session and site.</p> <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>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> <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><b>Kayaking, Canoeing</b></p>		<p>Safety briefing, explanation of paddling, and other boat parts. Timing of paddling strokes so avoid contact with other crew in vessel.</p>

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<b>SUP Raft Building</b>	Capsize or Drowning	<p>Initial briefing, identifying that paddles are not to be used carelessly</p> <p>Proper loading of and distribution of weight on vessel. 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>
<b>Swimming and paddling with Fun Boards in informal sessions</b>	Injury or drowning	<p>Should be supervised by parents/guardians if under 18 years.</p> <p>Towing of fun boards must be done smoothly ensuring all clients to kneel or sit or lie (not standing)</p>
<b>Windsurfing</b>	<p>Injury from contact with board &amp; rig parts</p> <p>Manual handling</p> <p>Hidden objects in the water</p>	<p>Safety briefing highlighting dangers of boom, mast &amp; board.</p> <p>Correct rigging of kit and equipment repairs.</p> <p>Alertness of instructors.</p> <p>Group control, separation of fleet avoiding collisions.</p> <p>All windsurfers to wear suitable footwear</p> <p>Advise operating area away from other traffic.</p> <p>Briefing on how to carry a windsurf board and a rig.</p> <p>Correct storage of equipment</p> <p>Suitable footwear to be worn</p>
<b>Dinghy Sailing</b>	<p>Injury from contact with boat parts</p> <p>Entrapment</p>	<p>Safety briefing highlighting dangers of boom, sheets &amp; other boat parts before going on the water and during training sessions.</p> <p>Suitable footwear to be worn. Reefing in deteriorating conditions.</p> <p>Club Boat maintenance by competent persons.</p> <p>Junior boats with low boom consider padding at main contact area to reduce effect of a hit to the head</p> <p>Consideration given to the wearing of lightweight helmets.</p> <p>Train rescue crew on rescue techniques and action to be taken. Give <b>priority to righting boat rather than cutting rigging</b></p> <p>Safety briefing to all trainees. Mast head floatation should be fitted to avoid inversion.</p> <p>All rescue boats on the sea should carry a suitable rescue knife.</p>

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		All training boats at Piddinghoe will have a knife in the emergency kit tub. 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.
<b>Catamaran Sailing</b>	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 Capsize Recovery Righting lines fitted where applicable All rescue boats to carry a suitable knife.
<b>Day Sails/ long distance races/ expedition</b>	Capsize equipment breakage, change in weather, tiredness of crews, seasickness	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
<b>Power boating training</b>	Injury	Course to be delivered by qualified Powerboat Instructor. Safety briefing. Constant instruction/assessment following RYA guidelines. Ratios 3 students to 1 Instructor. 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 contacts of next of kin and Club Officers contact details. Duplicate held by Course Organiser.
<b>Powerboat and Rescue boat helming and crewing</b>	Injury	Sea going boats (wheel steer). Helm is responsible for prestart checks to engine and equipment eg. Tow ropes, anchors etc are 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.

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		<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> <p>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</p>
<b>Slipway / Launching &amp; Recovery of Equipment</b>	Injury	<p>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.</p>
<b>Manual Handling of dinghies.</b>	Back Injury Slips/trips	<p>Staff and user Training. Trailers/trollies 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.</p> <p><b>Toppers and Oppie Training boats</b> are stored in racks, during the winter months from November to March they should be stored upside down. During the sailing season when they are in frequent use they should be stored up the right way, for ease of loading. Care should be taken when lifting the boats from the racks, usually on to a trolley, that there is not a lot of water after heavy rain. If there is the water should be drained or syphoned out before attempting to lift. If possible the newer Oppies have drainage bungs so would be best stored on the top shelf of the racks. Foils, masts, and sails are stored in the bosuns shed. Please ensure that all equipment is in good order</p>

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		when being rigged. After use please ensure that equipment is returned to its correct place in the shed.
		<b>Quests, Zests and Sport 14 training boats</b> are stored on trolleys with covers. Before moving ensure that tyres are properly inflated and the covers removed and rolled behind the boats. The foils and sails are either stored under the covers or in the bosuns shed. After use make sure that the boat is secured to its trolley, the cover is on and the boats are tied down to the posts.
<b>Tides and Channels</b>	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.
<b>Powerboat Engine Dis/mounting</b>	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.
<b>Wild life on pond</b>	Injury	Safety briefing. Awareness by staff. Don't approach or feed wild animals
<b>Support / rescue / teaching boats</b>	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
<b>Carparks and Seaford workshop area</b>	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.
<b>Piddinghoe Pond</b>	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

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<b>Concrete/timber edges, pontoons, jetty edge to Pond</b>	injury	Safety briefing. Group control. Staff training. Buoyancy Aids to be worn at all times within 2m water. Suitable footwear to be worn.
<b>Debris in Lake &amp; on Lake bed Islands in Lake</b>	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
<b>Changing Rooms</b>	Security	Lockable front door & lockable changing room doors. Awareness by staff and accompanying adults.
<b>Fishermen / Other water users</b>	Injury	Keep away from fishermen areas. Watch out for lines.
<b>Launching &amp; Recovery of dinghies</b>	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,
<b>Beach winch</b>	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
<b>Newhaven Port &amp; Channel</b>	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.
<b>Fire</b>	Injury, smoke inhalation	Fire procedures notice. Fire Blanket present in Kitchen area. CO2 and Foam extinguishers present in clubhouses See emergency Action Plan

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<b>Office Equipment</b>	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
<b>Furniture</b>	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.
<b>Lifting Heavy Objects</b>	Injury	Use lifting equipment or assistance from other persons.
<b>Kitchen and Cooking Equipment</b>	injury	Keep untrained persons outside kitchen area. Equipment to be inspected by qualified person
<b>Legionaires disease prevention</b>	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
<b>Gas Boiler</b>	Injury asphyxiation	To be inspected by qualified person and certificated annually
<b>Intruders / Unauthorised Entry</b>	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.
<b>All general areas</b>	Injury Slips, Trips & Falls	Adequate lighting should be used, all trip hazards should be removed where possible
<b>Maintenance Manual Handling</b>	Back injury	Correct lifting and handling techniques should be used. Eg. assistance for heavy equipment. Obstacles in pathway during operations should be removed
<b>Grinding and sanding</b>	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
<b>Tools</b>	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. .

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		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.
<b>Electrical Equipment</b>	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
<b>Use of Club's workshops</b>	Injury	Users should gain permission of the Director in charge, before starting work.
<b>Laminating (Fibre Glass)</b>	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.
<b>Painting (Solvent Base)</b>	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.
<b>General Boat repairs</b>	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
<b>Exposure to Engine Noise</b>	Hearing impairment	Engine turned off when not being tested. Use of correct procedures for testing. Ear protection should be worn when engines are running
<b>Handling Hazardous Substances COSHH</b>	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.

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<b>Work Area Floor</b>	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
<b>Boats/Vehicles on Jacks</b>	Crush Injury	Careful operation & precautionary use of axle stands and chocks. Should only to be fitted and used by competent, person.
<b>Greases &amp; Oils</b>	Allergic skin reactions	Careful use. Use gloves and barrier cream. Remove from skin thoroughly after use.
<b>Workshop Fire</b>	Injury	Fire procedures notice located in workshop. Smoke detector checked regularly
<b>Controlling Spills Disposal of waste</b>	Injury	See above. Correct methods of disposal should be used as recommended by manufacturer. Warning signs should be used if required.
<b>Overloaded Shelving Units</b>	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.
<b>Engine Testing out of Water</b>	Cuts & Burns	Supervision & work should be carried out by a competent engineer.
<b>Lifting &amp; Carrying Engines</b>	Back injury	Good manual handling techniques should be used, engine hoist & engine trolleys where possible
<b>Testing Engines in Tank – Fumes</b>	Smoke inhalation	Test tank should only to be used by engineer. Use in open area
<b>Fuel</b>	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
<b>Fuel Store</b>	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.

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<b>Fuel Spillage</b>	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.
<b>Boats &amp; Trailers as Obstacles</b>	Injury from Tripping, over/ walking into	Leave stored equipment in correct place; ensure no protruding parts into walk ways.
<b>Mowing</b>	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
<b>Strimming</b>	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
<b>Moving Boats &amp; Trailers</b>	Injury	Briefing of persons on procedure before moving equipment. Work in unison when lifting & handling. Ensure enough persons to lift boat safely.
<b>Sharp Objects on Ground</b>	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
<b>Safeguarding</b> when working With Children under 18	Abuse of young people and vulnerable adults	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.

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years and Vulnerable Adults		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.
<b>Lone Working includes lone sailing</b>	Help not available immediately	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.