

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>	General	<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 Leaders, Senior Instructor and Dinghy Instructors to dynamically risk assessing during 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>
	Dehydration	Drinking water should be available at all sites. In hot weather bottles of water should be carried on sessions by sailors.
	Sun Burn / Sunstroke Hyperthermia	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.
	Hypothermia	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.
	Injury	Instructors should hold valid hold a valid First Aid Certificate (RYA or equivalent)
	Treatment of casualty	Staff should be trained and updated, and are appropriately qualified to teach activity with relevant experience.

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>Emergency Action Procedures and Operating procedures should be available in Site File kept in Piddinghoe Clubroom and in Race box 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 by the site Rear Commodores at the monthly Directors Meeting under the Health & Safety Item, Outcomes should be reviewed and proposals actioned as required. RIDDOR reporting to be done by a Director.</p> <p>Dynamic risk assessment should be by session staff, or overview by a responsible person. The ratio of 6 participants to 1 instructor should be maintained where possible (Power Boating 3 to 1).</p> <p>If performing Safety Duties, in any Club powered craft, the helm should be: Over 18 years old, Hold a valid PB2 certificate Have attended the current 4S for Seaford, and Pond Update if at Piddinghoe) Should have a crew ,dressed ready to enter the water to do the rescue work. Under 18s helming must be supervised by a qualified adult. The exception is, if the under 18 year old is a qualified RYA Instructor who is actively engaged in teaching or coaching or in setting up or packing away a session with the knowledge of the Senior Instructor or Session Leader.</p> <p>If performing Rescue Duties, in a powerboat, helm should have a crew to do the rescue work., however Coaching of sailors can be done by a helm alone, but this is not then a safety boat.</p> <p>Helm to have kill cord securely attached to leg above the knee.</p> <p>Boats and Buoyancy aids should be inspected at start of session by Instructor. Reject/ or use alternatives if required.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		<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>Engines at both Pond and on sea should be fuelled from a remote (not integral to engine) fuel container to minimise risk of spillage during re-fuelling.</p> <p>Remote fuel tank should be attached to the hull with a length of cord</p> <p>Shortages breakages etc to be entered into Daily log/ Incident Book. The engine hours are now logged automatically by integrated sensors.</p> <p>Equipment to be checked annually, engines serviced in line with manufacturers specification by competent service organisation.</p>
<p>Sailability</p>	<p>Piddinghoe Sailability events</p>	<p>Specific issues.</p>
	<p>Boat safety capsize prevention</p>	<p>Hansa dinghies must have their centre board locking pins engaged when on the water, and not to be used in wind speeds averaging over 20knots.</p>
<p>Manual Handling</p>	<p>Volunteer safety on and off the water</p>	<p>When assisting disabled visitors into and out of dinghies particular care is required to ensure the helpers do not over strain when helping. Part of briefing by Club lead Sailability rep.</p>
	<p>Hoist usage / mis use</p>	<p>Volunteers to be briefed on its usage before helping visitors. All Helpers made aware of specific handling instructions may be in place for specific sailors and to check. Briefing to be repeated annually and record of volunteers able to use hoist maintained.</p>
	<p>Hoist safety</p>	<p>LOLER checks and procedures in place to ensure maintenance and reliability of hoist. Data maintained by Sailability LEAD. Inspections every 6 months , maintenance annually.</p>
<p>Visitor safety</p>	<p>Visitors wellbeing</p>	<p>When taking out sailors with disabilities whether a learning or physical handicap, the instructor needs to be aware of the specific disability in order to be able to take appropriate action.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	<p>Visitors with complex needs</p> <p>Volunteers who are under 18 years</p> <p>Support Boat</p> <p>Volunteers safety</p>	<p>Automatic inflation lifejackets should be worn by any participant that has physical complex needs.</p> <p>Where volunteers are under 18 yrs then the sailability lead will check with the disabled sailor or career before allocating the junior volunteer to take them out. Junior volunteers will also be briefed by the session leader on any specific issues relating to the disability that they need to be aware of before going on the water to ensure they are comfortable with the situation.</p> <p>When using a support boat volunteer must hold PB2 or completed pond power boat induction syllabus conducted by PB Instructor. Electric outboard kill-cord to be worn on wrist at all times</p> <p>Support boat crews should not need to enter water, Sailability dinghies can't sink or capsize. If a participant with complex physical needs falls in water they must be pulled to slipway using strop or harness to be recovered.</p>
General	<p>Drowning</p> <p>Missing Persons In formal sessions</p> <p>Formal and Informal sessions</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.</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.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	<p>Launching & Recovery</p> <p>On water safety cover during formal sessions</p> <p>Contact with boat / equipment parts</p>	<p>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 provide guidance to trainees during activity.</p> <p>Manned 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, 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. 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</p> <p>Safety briefing, Pupils made aware of potential risks during training,</p>
Cadets events away from Piddinghoe	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'</p> <p>Transport to site in private cars, may be to a Seaford or event at another venue, Road Traffic Act applies to seat belting etc.</p> <p>Communication. All organisers/parents participating with young people under 18 yrs, to event to have mobile phone contact details of each other.</p> <p>Welfare. Food and drink to be available to all young people at appropriate times.</p> <p>Safeguarding. To be effected by organisers, parents.</p> <p>Support/Rescue for on-water activities to be available before launching and after ashore</p> <p>Coaching and Training should be given by RYA qualified staff.</p> <p>Emergency action plan, Use site specific plan published for site</p>
Equipment	Injury from failure or worn or damaged equipment	<p>Equipment should be checked when it is returned after use, and put away in a proper fashion.</p> <p>Buoyancy aids should be zipped and buckled before placed on storage rack.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		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.
Illness	Cross Contamination from centre clothing and Buoyancy Aids	If required, rinse buoyancy aids/wetsuits in detergent/disinfectant
Competency of staff and Instructors	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 Instructors and Volunteers running events should be aware of Operational Procedures and Risk Assessments. Acknowledgment in writing, should be made, that they have read and understood the Operational Procedures and Risk Assessments
Off water activities Camping	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
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	Session Leader is 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 Ongoing procedure of replenishing First Aid Kits on a regular basis. Noted in Bosuns/ Repairs log on each site. 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.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	<p>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>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 safety 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>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		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.
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 safety 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 Safety Boat 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.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		<p>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 Safety 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 Safety boats on water to recover persons and boats. Safety boat crew have authority to call off race/expedition if conditions on sea deteriorate Safety boat staff should have RYA Sea Rescue training, or attended Upskilling sessions. Working VHF radios fitted to safety boats for ability to communicate for assistance. Handhelds also on larger dinghies. Club working channel is CH37A or CH N1 or M1 Newhaven Harbour (call sign: 'Newhaven Radio') is CH12 Coastguard/ Lifeboat CH16 or CH67</p>
Power boating training	Injury	<p>Course to be delivered by qualified RYA Powerboat Instructor. Safety briefing. Constant instruction/assessment following RYA guidelines. Ratios 3 students:1 instructor Max. Fixed VHF radio on boat. Portable VHF radio should be carried by Instructor. Backed up by mobile phone Register of course members carried by instructor, with emergency contact and Club Officers contact details. Duplicate held by Course Organiser.</p>
Powerboat and Safety 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, spare kill cord, spare key. Inland boats,(tiller steer) without flares, fog warning device, blanket and compass. The shore can be reached from anywhere on Piddinghoe Pond in 3 minutes.</p> <p>All session staff must hold RYA PB2 certificate and have attended an annual 4S session 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 around leg, above knee before starting engine</p> <p>Oil engine checks before mounting onto boat. Enter incidents reports etc to Bosuns Log asap. Seaford in Race Box, Piddinghoe in galley. Engine turned off when helm is changed. Correct use of equipment when launching/recovering craft. Awareness to potential hazards. E.g other water users, especial look out for fishing lines off Harbour Arms.</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		<p>Avoid running propeller if entangled. Report to Bosun immediately. Enter into Bosuns log in Seaford Race box.</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.</p>
Slipway / Launching & Recovery of Equipment	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>
Manual Handling of dinghies.	Back Injury Slips/trips	<p>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.</p> <p>Piddinghoe Toppers and Oppie Training boats 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 when being rigged. After use please ensure that equipment is returned to its correct place in the shed</p> <p>Piddinghoe Quests, Zests and Sport 14 training boats 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.</p>
Tides and Channels	Injury Running aground	<p>Call Newhaven Harbour (call sign: 'Newhaven Radio') CH12 for permission to enter/leave port. Keep to buoyed/marked channels. Observe Newhaven Harbour Byelaws. Speed limited to 5 knots in inner harbour, 8 knots in outer harbour. Staff training. Awareness of state of tide and direction.</p>
Powerboat Engine Dis/mounting	Injury, Dropping of engine	<p>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</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		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 safety 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.
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. When Blue-Green algae is detected at Piddinghoe pond, additional visual signage and notification in the signing-in dock must be deployed by the site responsible Officer. Notification form is attached as appendix to these Risk Assessments.
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.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
		<p>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.</p> <p>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,</p>
Seaford Beach winch	Injury from rope burn, trip over rope, pulled into mechanism, run over by boat.	2 Operators. Competent adult 'banksman' on crest of beach directing the starting and stopping of winching. Operator in control of the winch using both hand and foot control at side of winch box. Clear hand and voice signals from Banksman to winch operator. Boats to be attached to Winch rope with tow rope, using 'rolling hitch' quick release knot. Winch rope not to be attached directly to trolley, Warning cones to be put down beach near line of winch rope
Newhaven Harbour & Channel	Injury or collision	<p>Safety briefing, awareness of perimeter walls. Keep to right hand side of channel. Speed limit 5 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 Harbour (callsign: 'Newhaven Radio') to be radioed on CH12 for permission to enter / leave. One call for multiple boats at same time.</p>
Fire	Injury, smoke inhalation	<p>Fire procedures notice. Fire Blanket present in Kitchen areas. CO2 and Foam extinguishers present in clubhouses and workshops. See emergency Action Plan</p>
Office & Catering Equipment	Electric shock	<p>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</p>
Furniture	Injury	<p>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.</p>
Lifting Heavy Objects	Injury	<p>Use lifting equipment or assistance from other persons.</p>
Kitchen and Cooking Equipment	injury	<p>Keep untrained persons outside kitchen area. Equipment to be inspected by qualified person</p>
Legionnaires disease prevention	illness	<p>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</p>

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
Gas Boiler (Seaford)	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
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, e.g. 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.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
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
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 and secured 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

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
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
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.
Moving boats on public highway	Trailer condition Securing Load onto trailer Lighting Board Break away cable	All club road trailers to be inspected and serviced as appropriate by a competent person annually. A register to be maintained in the Bosun Sheds of service and inspection dates, and any faults found and resolved. The driver is responsible for checking to ensure the trailer remains safe to use at each trailing event with specific care to ensure the tyres remain properly inflated. Boat and equipment must be carefully secured using appropriate straps and cordage to ensure no item may become loose during transit., to the danger of other road users. Any loose equipment inside a baot should be removed and carried in the towing vehicle. The driver is responsible for ensuring that the trailer and its load meet all highway regulations and this includes the requirement to have a working lighting board showing the correct towing vehicle registration. All Road trailers should be secured to the towing vehicle using a 'break away' cable.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS	RISKS	CONTROLS
	Security locks	Club Road Trailers include an appropriate lock which should be fitted whenever the trailer is not secured to a vehicle. Keys will be made available by club Bosuns when a trailer is booked for use.
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
Safeguarding when working With Children under 18 years and Vulnerable Adults	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. 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.
Lone Working includes lone sailing	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.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS

RISKS

CONTROLS

Change Log

Version	Dated	Editor	Changes incorporated	Status
draft	9/4/24	C Turner – Sailability lead	Review of published version and restoration of elements dropped in error in June 2023 release.	draft
2024 A	4/6/24	I Lambert – authorising as Chief Instructor	Minor corrections to draft dated 9/4/24 and Change Log added. New section added on maintenance and use of club road trailers Blue Green algae, detailed documentation restored as an appendix. This version authorised to be adopted as latest version and published on NSSC website.	published

I have read the above Risk Assessments and understand them.

Name & Signature	Date

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS

RISKS

CONTROLS

BLUE-GREEN ALGAE RISK STATEMENT - supplemental to main Risk Assessments

- Participants are advised that blue-green algae is present at Piddinghoe Pond from time to time.
- On occasions, growth of the blue-green algae becomes excessive and can cause blooms and scum.
- Bloom and scum-forming algae are capable of producing toxins which can be harmful to people and fatal to animals.

We wish to advise you of the following:

1. Every person wishing to use the potentially affected water may be required to sign this Risk Statement after reading the RYA guidance at least once in each season.
2. When water is affected by algal scum the following categories are at particular risk: paddlers, trainees doing capsized drill, swimmers (including immersion sports), small children, pregnant women, domestic animals (if allowed to play in the water or to drink it).
3. On a lee shore on a windy day algae and scum can be found at some distance from the water. Keep animals and children away from these areas.
4. Participants likely to enter the water should wear clothing which is close fitting at the wrists, neck and ankles, such as a wetsuit, along with boots over the clothing/wetsuit to minimise contact with algae or algal scum.
5. Minimal time should be spent in shallow water launching and recovering equipment. Launching/recovery should be in areas away from thick aggregations of algae or scum.
7. After coming ashore participants should hose themselves down to avoid bringing scum and algae into the changing rooms. All clothing should be washed and thoroughly dried on returning home. Do not store wet or damp clothes
8. If taking part in working parties in or close to the water do not strip off, even on hot days; to do so increases the risk of illness.
9. Avoid horseplay in or near the water.

RISK ASSESSMENTS FOR NEWHAVEN AND SEAFORD SAILING CLUB LTD

HAZARDS

RISKS

CONTROLS

BLUE-GREEN ALGAE RISK STATEMENT - supplemental to main Risk Assessments

**This Blue Green Algae Risk Statement is to be signed by or on behalf of those intending to go in or near the water at Piddinghoe Pond
CONSENT**

I (Name):

I confirm that I have read and fully understood the RYA guidance and other information provided by the club on blue-green algae and accept responsibility for exposing myself to such risks whilst taking part in activities in and around the water.

I will comply at all times with the instructions of the club/centre and its officers.

I accept responsibility for any injury, damage or loss caused by my own negligence.

Signed

Date

PARENTAL/GUARDIAN CONSENT

I agree that may take part in activities on the water. I confirm that I have read through the above advice with him/her and that she/he understands and agrees with them. I also confirm that he/she takes part in activities on the water with my full agreement.

Signed

Date