



1. Area : On the Water

Hazard	Who might be harmed	Precautions & Controls in place	Remaining Risk	Actions to be taken
Injuries from booms, ropes and fittings	Students, Instructors, members, Visitors	Training will be given on how equipment should be used to minimise risks.	Inherent risk in sailing Instructors to decide if youths will be required to wear a helmet	Helmet policy implemented. Helmets available at the adult student's or member's own choice.
Drowning, from capsize or falling overboard	Students, Instructors, members, Visitors	Buoyancy Aids will be worn at all times on the foreshore, pontoon, jetties & water. Safety boat cover will be available on the water for scheduled sailing activities. Not buddy sailing.	Inherent risk in sailing	Lone sailing is not permitted. 2 adults and 2 boats must be on the water
Hypothermia, Hyperthermia, Cold Water Shock from immersion or exposure	Students, Instructors, members, Visitors	Instructors will assess conditions and advise students on appropriate clothing prior to each session. Safety boat cover will be available to take students ashore if cold.	Inherent risk in sailing	Wetsuits / dry suits and footwear to be worn when conditions dictate
Slipping / tripping in wet conditions	Students, Instructors, Members, Visitors	Students will be advised to wear suitable footwear and instructed in standard RYA techniques for boat manoeuvres.	Low	
Dispersal of dinghies	Students, Instructors, Members, Visitors	Sailing area will be identified for each activity and safety boat cover will monitor boats in danger of going out of area & take action to retain in sailing area or take ashore	Low	
Racing	Students, Instructors, members, Visitors	Safety Instructions in Duty Officer File. General Sailing Instructions	Need for continual assessment of weather pre racing and during racing.	Hazards whilst on the water: sudden increase in windspeed, potential weather event

			Also be prepared to curtail racing if sailor(s) in difficulty	i.e., thunderstorm
Underwater obstructions	Students, Instructors, members, Visitors	Hazard plan shows identified underwater hazards (The Ship) and map of reservoir	Students to be advised of hazards on first day of course	All sailors to keep away from identified hazards
Operation of Safety Craft	Students, Instructors, members, Visitors	Safety craft will be driven by members with RYA Powerboat Level 2 qualification.		
Lifting / manoeuvring heavy objects	Students, Instructors, Members, Visitors	Instructors to advise students on how to move boats.		
Medical ailments during on the water activity	Students, Instructors, members, Visitors	First Aid box to be carried on each safety boat, together with any medication for students that is pre-advised in the medical declaration.	First Aid only to administered by first aiders. Check all students for ailments prior to training courses	Medical attention to be called if ailment/injury requires hospital treatment
Fire – afloat	Instructors on safety craft, Members, Visitors	Fuel cans to be taken ashore for re-filling to reduce spillage risk.	See fuel guidance	
Contaminated water (blue/green algae and Weill's disease)	Students, Instructors, members, Visitors	Harbourmaster & Commodore to monitor for visual signs and then make recommendations		
Communication between Safety Boats & Duty hut	Instructors, Members	For courses and organised sailing		Radios to be taken on safety boats and in duty hut
Lone sailing	Members	Sailing may only take place between sunrise and sunset with a buddy sailor		Lone sailing is not permitted. 2 adults and 2 boats must be on the water

2. Area : Clubhouse

Hazard	Who might be harmed	Precautions & Controls in place	Remaining Risk	Actions to be taken
Entrance Hall – trip hazard in doorways	Students, Instructors, members, Visitors	Normal care to be exercised in use.		
Women’s and Men’s Changing Room – shower units, slip hazard	Students, Instructors, Members, Visitors	Normal care to be exercised in use.		
Women’s and Men’s Changing room – wet floor slippage	Students, Instructors, Members, Visitors	Normal care to be exercised in use.	Floor will remain wet during changing	floor mats to be placed in areas close to benches to reduce further risk
Women’s Changing room – electrical distribution board	Students, Instructors, members, Visitors.	Locked cupboard. Members should not touch or operate this equipment	Children may access key if left in position by error.	Key to be kept in the key press in the office. Door to electrical cupboard to be kept locked
Women and Men’s Changing room – heaters	Students, Instructors, Members, Visitors	Excessive heat can be generated which can be damaging the walls if the room is not ventilated.	Maximum heat setting disabled	Sign saying switch off when leaving changing rooms. Blank off higher heat switches
Galley	Students, Visitors	Students and visitors under 16 should not enter the galley area	Danger of hot surfaces and boiling water	To be advised not to go on area that has a red floor
Galley electrical equipment	Instructors, Members, Visitors	Only adults to operate	All new equipment in 2016	PAT test programme on new equipment and re-test existing equipment on an appropriate frequency. All equipment to be switched off (signs to be used)
Galley fire blanket	Members & Instructors, Visitors	Checked annually		See Fire Evacuation Plan
First Aid – main kit and safety boat kits –	Students, Instructors & members,	Regular checks currently by S Guyett.	Supplies to be kept topped up when used	First aid equipment to be

Regular checking and replacement task	Visitors			in date and to be checked regularly throughout the season
Hazard	Who might be harmed	Precautions & Controls in place	Remaining Risk	Actions to be taken
Open Area – fire equipment & manual alarm bell	Students, Instructors, Members, Visitors	Equipment checked annually		Exit door areas to be kept clear
Storage Cupboard – cleaning chemicals	Students, Members, Visitors	Door lock fitted		
Balcony & Stairs– slip/ trip hazard at night	Students, Instructors, Members, Visitors	PIR sensor with a timer to control lighting for a fixed time interval.		
Underfloor storage area	Students, Members, Visitors	Care to be taken when opening roller door which must be operated by an adult	Walkways to be clear	Keep walkways clear, switch light on, store away kit in area provided

3. Area : Grounds & Car Park

Hazard	Who might be harmed	Precautions & Controls in place	Remaining Risk	Actions to be taken
Trip/slip hazard at night-time as members return to cars.	Students, Instructors, Members, Visitors	Floodlights to cover the car park and front of the clubhouse.		
Garage – tools and chemicals	Instructors, Members, Visitors	Authorised users only should enter the garage		Garage to be kept locked when not in use
Fuel store – petrol and oil	Instructors, Members,	Petrol cans to be filled up onshore using the funnel provided	Spillage, contact with skin.	Members only to access the fuel store and to follow guidance

4. Area : Foreshore, Pontoons & Jetties

Hazard	Who might be harmed	Precautions & Controls in place	Remaining Risk	Actions to be taken
Main jetty All pontoons and slipways – slip hazard	Students, Instructors, Members, Visitors	No running on pontoon. Clean surface when dirty from bird mess etc.	Concrete slipways remain as a hazard.	Bird mess to be cleared up daily when a course is taking place. Weekly on sailing days. Hard Brushes to be purchased for each slipway
Main jetty – gaps between pontoons	Students, Instructors, Members, Visitors	No running on pontoon.		Make students aware of gaps between pontoons
Foreshore – tyre wall	Students, Instructors, Members, Visitors	Potential for instability of tyre wall if erosion on infilled material occurs		Carry out continual programme of infilling and levelling backfill in tyres
Duty hut jetty/pontoon walkway	Students, Instructors, Members, Visitors	Potential to fall into the reservoir		Buoyancy aids to be worn at all times whilst on jetty / pontoon
Duty Hut	Students, Instructors, Members, Visitors	Care to be taken when using steps to the duty hut		Buoyancy aids to be available should Duty Officer be required to assist Safety Boat on race days

Stand Up Paddle Boarders (SUP) (Additional controls applicable to SUP's)

Hazard	Who might be harmed	Precautions & Controls in place	Remaining Risk	Actions to be taken
Paddle boarding	Members, Students, Visitors	SUP may only take place between sunrise and sunset with a buddy	Low	Lone paddle boarding is not permitted. 2 adults must be on the water
Thunder and lightning	Instructors, Members, Students, Visitors	In the case of a storm SUP's must leave the water immediately	Low	
Hypothermia, Hyperthermia, Cold Water Shock from immersion or exposure	Instructors, Members, Students, Visitors	Appropriate clothing to be worn for the weather conditions	Low	Wetsuits and footwear to be worn when conditions dictate
Drowning	Instructors, Members, Students, Visitors	Approved buoyancy aides must be worn when afloat	Low	
When social sailing or club racing is taking place	Instructors, Members, Students, Visitors	SUPs to navigate the circumference of the reservoir keeping a maximum of 10m from the shoreline avoiding sailing boats and fishermen	Low	In addition to controls, Sups to keep a minimum distance of 2m from the dam, jetty and boat launching areas
Weed	Members, Students, Visitors	SUPS to keep clear of any areas of weed	Low	No lone Sopping permitted. 2 adults must be on the water at all times.
Leash	Instructors, Members, Students, Visitors	All paddlers must wear a leash whilst on the water	Low	Anyone not wearing a leash will be asked to come off the water

SUP board storage area	Members	Care to be taken when lifting boards on and off the racks	Used at member's own risk	
------------------------	---------	---	---------------------------	--