



# Lower Halstow Yacht Club

## Guide notes

### Risk Assessment

Date November 2016

### RISK ASSESSMENT PROCESS

#### Definitions.

Hazard: The potential for something to cause harm.

Risk: The consequence of the hazard.

Risk Factor: The product of the likelihood and the impact of the Risk being realised.

Control Measure: The method used to minimise the Risk Factor.

The guiding principle should be to implement strategies that reduce risk factors to as low as reasonably practical.

Risk Factors for each hazard will have values 1, 2, 3, 4, 6 to 9. Then use the following table

to assess the importance of implementing the control measures.

RISK FACTOR	FURTHER ACTION REQUIRED
1 or 2	Low risk factor, consider improvements
3 to 5	Medium risk factor, control measures should be implemented
6 to 9	High risk factor, control measures must be implemented

### SUMMARY of Hazards Found.

#### **1. All Activities afloat**

- 1.1 Drowning
- 1.2 Hypothermia
- 1.3 Death from cold/shock
- 1.4 Serious Injury

#### **2. Shoreside Risks**

- 2.1 Tripping, falling etc.
- 2.2/3/4 Injury

#### **3. Electrical equipment and its use**

- 3.1 Electrical shock.

#### **4. Paint/Solvents and use.**

- 4.1 Poisoning/ Inhalation of fumes

#### **5. Flammables.**

- 5.1 Injury from contact with blades, noise, flying debris, Explosion, .Fire

#### **6. Outboard Engine and its use**

- 6.1 Back strain

#### **7. Use of Ladders.**

- 7.1 Working at heights. Fall

#### **8. Food storage (fridges)**

- 8.1 Food Hygiene



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ACTIVITY	Hazard	Level of Risk	Controls & Mitigation	Residual Risk	Remarks
<b>(1) All activities while afloat</b>	1.1 Drowning	Moderate  (5)	<ul style="list-style-type: none"> <li>a. Wearing of appropriate clothing and life jackets / buoyancy aids.</li> <li>b. Individual responsibility for assessing own competency And conditions.</li> <li>c. Individual responsibility for the seaworthiness of their own boat.</li> </ul>	Very Low (2)	
	1.2 Hypothermia	Low (3)	<ul style="list-style-type: none"> <li>a. Individual responsibility to assess prevailing conditions and wear appropriate clothing.</li> </ul>	Very Low (2)	
	1.3 Death from cold shock	Low (3)	<ul style="list-style-type: none"> <li>a. Individual responsibility to assess prevailing conditions and wear appropriate clothing.</li> </ul>	Very Low (2)	
	1.4 Serious Injury whilst afloat (no other boat involved)	Low (3)	<ul style="list-style-type: none"> <li>a. Individual responsibility for assessing own competency and conditions.</li> <li>b. Individual responsibility for the seaworthiness of their own boat.</li> </ul>	Very Low (2)	
<b>(2) Shoreside Risks</b>	2.1. Tripping, falling on Slip way or carpark area`s	Medium  (4)	<ul style="list-style-type: none"> <li>a. Keep slipway clear of weed</li> <li>b. Awareness of blocks mounted on slipway for long keel scrubbing off</li> <li>c. Keep car –park area clear of debris</li> <li>d. Careful stacking of launching trolleys</li> <li>e. Boat parking in authorised space.</li> <li>f. Sea wall, Danger of fall. Deep Mud and drowning.</li> </ul>	Low (2)	
	2.2 Injury when using boat launching/recovery Including use of cradle(s)	Medium  (4)	<ul style="list-style-type: none"> <li>a. Tractor to be used by trained/competent person only with yard master approval.</li> <li>b. Cradle(s) use only certified strops, shackles and block/tackle</li> <li>c. When rigging cradle ensure competent person (Banksman) supervises and approves.</li> <li>d. Briefing &amp; training of those involved</li> <li>e. Use of Ladders for (de)rigging dry Cradle two man operation. Foot man to be used with ladder</li> </ul>	Low (2)  Certified every 6 months	

(2) Cont... Shoreside Risks	2.3 Injury when moving boats within LHYC property.	Medium  (4)	<ul style="list-style-type: none"> <li>a. Dayglo reflective Orange waistcoat to be worn by DRIVER and BANKSMAN.</li> <li>b. Dayglo reflective Yellow waistcoat to be worn by 4 Winchmen.</li> <li>c. Driver of tractor has final say!</li> <li>d. Only one designated person to give driver directions when manoeuvring cradles. However all persons involved must assist and be aware of blind spot areas.</li> <li>e. No mounting of cradle must be attempted until driver gives signal.</li> </ul>	Low  (2)	
	2.4 Injury when Chocking boat for winter storage and/or relaunching  (Back, Hand or toes injury)	Medium  (4)	<ul style="list-style-type: none"> <li>a. Individual boat owner is responsible for ensuring own boat is fully chocked and stable before strops removed. Assistance / advice from members for those unfamiliar with process available.</li> <li>b. Care to be taken on positioning of sleepers under boat – trapped fingers/feet etc.</li> <li>c. Positioning &amp;/or removal of sleepers used in chocking, Care to taken as can be heavy, wet and slippery use two persons if heavy..</li> <li>d. All sleepers should be returned to storage area and safely repositioned in a safe stack.</li> <li>e. Wear protective clothing ie gloves work-boots(shoes)</li> </ul>	Low  (2)	
	2.5 Contaminated water	Low  (2)	<ul style="list-style-type: none"> <li>a. Individual user to be aware of contaminated water such as blue/green algae, together with Weils disease use of PPE should be used including gloves.</li> </ul>	Very Low  (1)	
(3) Electrical equipment & its use	3.1 Electric Shock	Moderate  (5)	<ul style="list-style-type: none"> <li>b. Use of shore power leads, All extension leads used by members should be regularly checked for wear, chafe and fit for purpose.</li> <li>c. All electrical tools used should only be used by competent persons, ensuring the correct and suitable protective clothing is worn.</li> <li>d. All electrical equipment which is the property of LHYC is tested (bi)annually and has a PAT sticker (Portable Appliance Test). This includes items within club hut(s).</li> <li>e. All Fixed electrical items are checked (bi)annually these include heaters, Shore power sockets and boilers etc.</li> </ul>	Low  (2)	

<b>(4)</b> <b>Paint /Solvent use &amp; its use</b>	4.1 Poisoning/ Inhalation of fumes	Low (2)	<ul style="list-style-type: none"> <li>a. Wearing of face mask &amp; gloves are to be used when working on LHYC property together with the appropriate protective clothing..</li> <li>b. Wearing of face mask &amp; gloves are recommended when working on own boat.</li> <li>c. COSHH emergency box held next to First Aid box in Hut.</li> </ul>	Very Low (1)	
<b>(5)</b> <b>Flammables Such as Fuel for Strimmers, Grass mowers &amp; club outboard.</b>	5.1 Injury from contact with blades, noise flying debris. Explosion Fire	Low (2)	<ul style="list-style-type: none"> <li>a. Observe Fuel transport Regs and Protocols.</li> <li>b. All fuels are to be stored in a appropriate vessel ie 5 litre can and are marked with the correct label</li> <li>c. No other fuel or flammables are to be stored at LHYC property.</li> <li>d. All two stoke mixes ie. Strimmer fuel is stored in the appropriate vessel together with the correct mixture/rating for its use.</li> <li>e. Ear defenders are to be used when using strimmers/mowers.</li> </ul>	Very Low (1)	
<b>(6)</b> <b>Outboard Engine use</b>	6.1 Back strain	Low (2)	<ul style="list-style-type: none"> <li>a. Use correct lifting techniques when lifting/moving of engine(s)</li> <li>b. A water tank is provided for flushing outboard motors – care to be taken when using as fumes can cause choking</li> </ul>	Low (2)	
<b>(7)</b> <b>Use of Ladders.</b>	7.1 Working at heights. Fall	Low (2) Fall	<ul style="list-style-type: none"> <li>a. Ladders supplied and the property of LHYC are regularly checked.</li> <li>b. Ladders/steps that are the property of members and are used by themselves are Individually responsibility for assessing own property and should be locked when not in use</li> <li>c. When working at heights above 3 metres a 2<sup>nd</sup> person is required to “foot” ladder &amp; /or assist ie mast work</li> </ul>	Low (2)	
<b>(8)</b> <b>Food storage (fridges)</b>	8.1 Food Hygiene	Low (2)	<ul style="list-style-type: none"> <li>a. Fridges are supplied and maintained by club for storage of food /drink only</li> <li>b. A maintenance schedule of their cleaning is undertaken</li> <li>c. All food stuffs and drink should not be left in them long term.</li> </ul>	Very Low (1)	

1<sup>st</sup> Revision Dec 2016