

Southend Model Boat Club Hut Facility's



How to use this Risk Assessment

This risk assessment document is for the members of SMBC task leaders: It identifies the common risks associated with tasks in or near the club hut,

Common measures which are to be taken to control them. Task Leaders must use it in conjunction with SMBC Site Safety risk assessment and other club risk assessments to assist them in determine the contents of the pre-task safety talk and the organisation of activities that take place during the task.

This risk assessment must be used in conjunction with the site safety assessment and other task specific risk assessments as appropriate for the activities being carried out.

Risk assessment

Supervision required **Review risk assessment and brief members on risks and controls before work starts**

PPE required **Protective footwear and gloves. Additional PPE or detailed below.**

Common hazards Associated with the work activity	Who is at Risk Public, club members, volunteers	Risk Rating Risk level before controls are in place	Control Measures Measures that must be in place before work is allowed to start	Residual Risk Rating
Manual Handling (additional control measures)	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Ensure all members, volunteers are conversant with the manual handling procedures when moving , lifting & carrying equipment always get assist from other members 	Low
Driving into the park	Public, club members, volunteers	High	<ul style="list-style-type: none"> Ensure that that a maximum speed of 5mph is adhered to. Tell members & volunteers to illuminate hazard lights when entering the park. Members & Volunteers must not reverse in or out of the park. Members & volunteers when turning round ask another member to see them back. Members & Volunteers must not park on the footpath. Ensure that they load & unload as quickly as possible then leave the park and park on the highway. If members or Volunteers can refrain from bring vehicles into the park as this has not been agreed formally. All members to be extra vigilant when manoeuvring vehicles in the park ensure accidents are avoided 	Medium
Lake edging walk ways & pontoon Slips / trips & Falls	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Extreme care to be taken by all parties when walking around the pond as areas can be uneven ensure towpath is kept clear of obstructions. Advice members & volunteers to take particular care when launching models and use the straps provided. 	Low

The lake	Public, club members, volunteers	High	<ul style="list-style-type: none"> All members' volunteers whose models get stuck in the lake should seek the assistance of other members to retrieve their model by way of the use of the rescue pole, dingy, waders, ensuring life jackets are worn and are tethered by a rope. Members to familiarize the location of all emergency equipment. 	Medium
Dangers of model Boats	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> All members and volunteers to ensure that when retrieving, launching models that both hands are kept clear of any propellers in case of inadvertent start up or radio glitch 	low
Yacht masts & Transmitter Aerials	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Members Volunteers to ensure yacht masts are not at eye level, but laid down, Transmitter aerials to have a protector on the aerial end such a sponge 	low
Batteries	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Members or volunteers who have cause to charge batteries in the club house must not leave them charging unattended. Great care should be taken to prevent electric shock, fire, or explosion from Lipo batteries 	low
Steam Boats & Steam engines	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Members & Visitors must be in possession of the relevant and up to date boiler test certificate before commencing to fire up a steam engine 	low
Rescue Dingy	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Any launching of club dingy must be done by two persons to carry & launch Great care should be taken when lifting the dingy across the public footpath. Users using the dingy must wear a lifejacket and it should be tethered in a way as to prevent unauthorised use. 	low
Club Refreshment Facilities Kettle ,tea urn	Public, Club members, volunteers	Medium	<ul style="list-style-type: none"> Members to ensure kettle and tea urn are not left on and should not be left unattended. Ensure both kettle and urn are full of fresh water. When hut is vacated ensure all sockets and plugs are switched off and plugs removed. 	Low
Club Tables & Gazebo's	Public, Club members, volunteers	Medium	<ul style="list-style-type: none"> Members to ensure that tables are set up correctly and on level ground on the club patio. Gazebo's should be tethered correctly especially during windy conditions, guy ropes need to be highlighted with high visibility tape to prevent, public & members tripping over them 	Low

Safe System of Work

In accordance and advise with : Health & Safety Executive at work Regulations

Task / Activity (Scope):		Risk Rating	Ref No CS 2
Club Hut		LOW	
Southend Model Boat Club	Location:	Activity carried out by:	
Club Hut facilities	Southchurch park Model Boating Lake	Club Members & Volunteers	
Determine Procedure Below			
<ol style="list-style-type: none"> 1. No lone person to be in the club hut a minimum of two required 2. Only competent members and volunteers to use the club hut facility's 3. Ensure the hut is kept clean and tidy at all times 4. No unauthorised equipment boats electrical equipment to be left in the hut without permission of a committee member. 5. Personal hygiene whilst working in / near water – cover cuts with waterproof dressing, wash hands, use sanitizer before touching face or other bodily parts, eating or smoking. 6. Ensure all members / volunteers are informed that if they are exposed to water via cuts, openings in the body or ingestion that if they feel unwell to seek medical advice immediately and enter details in the accident book. 7. Issue HSE guidance to leptospirosis (Weils disease) to members who work in the water. 8. All members working must wear a lifejacket or suitable buoyancy aid when working from the boat or wading in the water in waders using the dingy or setting out courses 9. All appropriate PPE, rescue & safety equipment must be used where required i.e. Throw line, gloves, ropes, first aid kit, buoyancy aids or life jackets. 10. Ensure all PPE is in good order and tested where appropriate. 11. Rescue equipment should be located where it can be quickly / easily reached and used including fire extinguishers 12. All members who use the equipment must report any problems defects with equipment such as kettle, tea urn, fire extinguishers or display equipment to the committee immediately 13. If emergency services are required please quote post code details for reference (Southchurch park, West Entrance, Kensington Road, SS1 2 SX) 14. A first Aid kit is provided for in the hut minor cuts and abrasions. 			
Can Safe System of work be met (Y / N) – if No determine local controls or do not undertake the task			