



Southend Model boat club Home and away shows

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 home or away shows,

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 member's exhibitors 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 or use a suitable trolley and do not overload it. 	Low
Exhibitors / organisations Setting up procedures, structures, fittings being used	Public, club members, volunteers	High	<ul style="list-style-type: none"> Ensure that all members volunteers receive a briefing, site safety, emergency's including venue address Tell members & volunteers receive details of nearest first aid facilities and its location Members & Volunteers must always be alert for any suspicious activities. Members & volunteers to check equipment tables, gazebos, signage for any signs of damaged, sharp edges, worn ropes. Members & Volunteers should wear appropriate footwear when setting up and taking down as well as gloves. No power tools or electrical equipment to be used unless certificated and an assessment in place. All exhibitors should be aware of the fire regulations and the assembly point along with the fire extinguisher location All members to be extra vigilant when moving equipment and setting up or taking down. 	Medium
Slips / trips & Falls	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Ensure guide ropes, signage, advertising material are erected safely and all ropes mark with high visibility tape to prevent trips. Advice members & volunteers to take particular care when launching models and use the straps provided. Ensure water from model boats, drink spillages are cleaned up immediately to prevent slips Ensure exhibition areas are adequately rope/ cordoned off and signed posted to prevent unorthoried entry 	Low

The lake/ pond	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 and contact location details or contact venue organiser 	Medium
Dangers of model Boats / yachts on display	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> All members and volunteers to ensure that when displaying models that suitable signage is displayed all models and radios are switched off 	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 and volunteers must not charge batteries at shows unless authorised and agreed by show organisers When charges batteries at shows a risk assessment and method statement must be produced 	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 / boat	Public, club members, volunteers	Medium	<ul style="list-style-type: none"> Any launching of club/ event dingy must be done by two persons to carry & launch Great care should be taken when lifting the dingy and carrying them in public areas 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 or securely on the show ground. 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. Ensure no sharp edges, tripping hazards around tables, pull up banners, signage 	Low

Safe System of Work

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

Task / Activity (Scope):		Risk Rating	Ref No CS 3
Club Home & away shows		LOW	
Southend Model Boat Club	Location:	Activity carried out by:	
Shows	Southchurch park Model Boating Lake and away events	Club Members & Volunteers	
Determine Procedure Below			
<ol style="list-style-type: none"> 1. No lone working allowed whilst setting up show equipment 2. Only competent members and volunteers to use the club facility's 3. Ensure the show area is kept clean and tidy at all times 4. All exhibition equipment must be in good order, no sharp edges, worn ropes, damaged signage and secure locking tables. 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. 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 and fire extinguishers. 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 gazebo's, tables , signage equipment 13. If emergency services are required please quote post code details for reference (Southchurch park, West Entrance, Kensington Road, SS1 2 SX) home events. 14. Check with away events organisers for for emergency plan and contact details 			
Can Safe System of work be met (Y / N) – if No determine local controls or do not undertake the task			