

Internal & External Areas of The Boatshed – Reviewed Aug 2024

For The Weir Quay Community Water-sports Hub Club Ltd

What are the hazards?	Estimation of risk-low/medium/high	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	Comments/guidance/changes
<p>Slips/trips/falls. Cuts/grazes/breaks & strains; head injuries¹</p> <p>Through obstructions – equipment; kit; trailing cables; water & spills</p> <p>Poor layout, reduced efficient use of space</p>	Medium	<p>TTGC/WQSC membership</p> <p>Invited guests</p>	<p>Work areas kept clear.</p> <p>Spills cleaned up asap.</p> <p>Report hazards & defects asap²</p> <p>Steps to be clearly marked. (Rowing room)</p> <p>Exits identified.</p> <p>Storage is being designed with ease of access & storage in mind - all kit to be stowed in designated areas.</p> <p>All ancillary equipment to support the facilities to be accommodated.</p>	<p>Cleaning routines to be set up & equipment easily accessible.</p> <p>Tape to be procured.</p> <p>Combined fitting out group formed, as required.</p>	<p>HC board with the help of: -</p> <p>TTGC bosun/WQSC counterpart/ Dinghy Park officers</p>	Nov 2023	<p>Ongoing</p> <p>Ongoing</p>	<p>Housekeeping team to be identified when both clubs on site.</p> <p>Training as appropriate</p> <p>Generic risk assessment for the Internal & External Areas on the Weir Quay Community Water-sports site to be contained in the blue a4 box file.</p>
Manual handling of each other's club kit ²	Medium	<p>TTGC/WQSC membership</p> <p>Invited guests</p>	<p>Each club to adhere to own good practice for lifting and shifting their kit.</p>	<p>Promote an information exchange so that each club can help each other if the need arises in a safe and responsible way.</p>	<p>HC board to oversee that nominated club members & session leaders build the desired information exchange</p>		Ongoing	<p>Review regularly to develop risk assessment.</p> <p>Training as appropriate</p>
Work bench area ^{1 2}	Medium	<p>TTGC/WQSC membership</p> <p>Invited guests</p>	<p>Each club to adhere to own good practice.</p> <p>When all tools and associated kit is on site to keep it neat, clean & tidy and locked away if necessary. No Personal tools to be left on site.</p>	<p>Bosun & bosun's crew only from TTGC</p> <p>Likewise similar personnel from the WQSC</p>	<p>HC board with the help of: -</p> <p>TTGC bosun/WQSC counterpart/ Dinghy Park officers</p>		Ongoing	<p>Review regularly to develop risk assessment.</p> <p>Training as appropriate</p>
Lone or out of hours working ⁴	Low - medium	<p>TTGC/WQSC membership</p> <p>Invited guests</p>	<p>Each club to adhere to own good practice.</p>	<p>Lone working to be discouraged and only rarely undertaken out of session hours.</p>	<p>HC board with the help of: -</p> <p>TTGC bosun/WQSC counterpart/ Dinghy Park officers</p>			<p>Review regularly to develop risk assessment.</p>

¹ It is expected for each Club to have own First Aid Kit available, correctly stocked and regularly checked.

² It is expected for each Club to have own Incident recording system, and HC specific reports will be passed to the HC asap. Also, Incident Reports to be available for HC to review, if requested, to action an overview of incidences experienced.

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Electrical safety ^{3,4}	Low	TTGC/WQSC membership Invited guests	Each club to adhere to own good practice.	Any individual electrical items are only brought on site in good working order and only the owner is to use those pieces of equipment. Personal tools to not be left on site. Switch off electrical appliances when not required – showers, urn etc. Annual PAT test of resident electrical equipment Fixed Wire testing regularly, as per market recommendation, and after changes to circuits or significant incidents.	HC board with the help of: - TTGC bosun/WQSC counterpart/ Dinghy Park officers		Ongoing	Review regularly to develop risk assessment. Training as appropriate
Working environment Lighting Heating Refuse collection. Ventilation	Low-medium	TTGC/WQSC membership Invited guests.	Lighting & adequate power points have been put in. Keep the skylights clear as much as practically possible. Rubbish to be taken away by the Club/Members producing it, as they leave. Ensure adequate ventilation at all times	Review the lighting provided – ensure it is what is required. To determine what heating would best to safeguard those working in the winter maintenance period. Encourage those disposing of Rubbish to recycle as much as possible. Maintain means of ventilation	HC board with the help of: - TTGC bosun/WQSC counterpart/ Dinghy Park officers All members		Ongoing Ongoing	Review regularly to develop risk assessment.
First aid	Medium-high	HC board TTGC/WQSC membership Invited guests.	Each member club provides first aid cover and kits. Additional first aid information can be contained within the <u>green a4 box file</u>	HC board to ensure this provision is maintained. Put the green box file in the boatshed	TTGC & WQSC As soon as is practically possible.			Review regularly to develop risk assessment. HC to identify joint training opportunities to be more cost effective for both clubs.

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Falling from a height from mezzanine	Low-medium	TTGC/WQSC membership Invited guests.	Mezzanine built to current building regulations and health & safety legislation.	Respect the weight limit of the mezzanine. No lone working on the mezzanine Ensure all items stored on the mezzanine are safe to do so and are needed only occasionally. Remove access (ladder) to mezzanine when not required. Only those confident to be on a ladder should use the ladder. Sign displayed stating this. Only those working on services to touch the services and the controls.	HC board with the help of: - TTGC bosun/ WQSC counterpart/ Dinghy Park officers			Review regularly to develop risk assessment. Training as appropriate
Working with ladders	Low-medium		Operations on ladders to be kept to the absolute minimum. Ladder to be held fast when being used, either by another person, or secured, either at top, or bottom. Restrict access – only 16yrs and older, and those without prohibitive health conditions, on the Mezzanine.					
Poor hygiene ^{3 4}	Low-medium	TTGC/WQSC membership Invited guests.	Kitchen area, Toilets, Showers Club to leave premises better than they would like to find it and clean up after themselves.	Encourage a cleaning crew for these areas. Encourage good hand washing practices.	HC board with the help of: - TTGC bosun/WQSC committee/all members		Ongoing	Review regularly to develop risk assessment.

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Chemical risks	Medium	TTGC/WQSC membership	Raise awareness of various chemicals on site.	Restrict access to all areas of chemical risk. Take chemicals home or store domestic chemicals out of the reach of children (if stated on container) and lock Commercial Chemicals away in an outside store.	HC board with the help of: -		Ongoing	Review regularly to develop risk assessment.
Household cleaning products	Medium	Invited guests.	Use household cleaning products as directed by the manufacturer.	Nominated personnel to use only. Non-domestic chemicals stored to be notified to HC.	TTGC bosun/WQSC counterpart/ Dinghy Park officers			Training as appropriate
Fuel storage	Medium-high		Outboard motor and fuel storage is maintained in a locked container external to the Boat Shed & kept to a minimum.	Store in a specified cupboard clearly marked. Key holders only & preserve of WQSC.				Incident forms; first aid kits & fire safety equipment in process
Boat maintenance products	Medium		TTGC bosun's locker in use WQSC boat maintenance equipment to be safely stored when not in use.	Only TTGC bosun's crew to have access. WQSC Boat maintenance carried out following safe procedures.			Ongoing	
Access to the boatshed	Low-medium	TTGC/WQSC membership Invited guests.	Key in keypress by pedestrian door. Combination only shared with trusted Club members and changed if a member leave after a complaint or grievance.	Identify p.o.c. for any problems with keys and general access. Keep entrance clean & tidy clear of obstructions.	HC board with the help of: - TTGC bosun/WQSC counterpart/ Dinghy Park officers	As soon as practically possible		Review regularly to develop risk assessment. Training as appropriate
Access to the Weir Quay Community Water-sports site	Low		No vehicular access to the front of the site, (as specified in the planning consent). Vehicular access allowed only in the exceptional circumstances of moving heavy equipment on the site, and with lookouts if anyone else is using the site. Emergency services access only	Keep main drive clear of obstructions and in good order – clearly defined				

Your hazard? - Your responsibility.

Find a hazard? - Still your responsibility.

Can't remove the hazard? - Find somebody who can.

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<p>External area of the Weir Quay Community Water-sports site</p> <p>Falls when using site in low visibility.</p> <p>Grounds maintenance</p> <p>Banks of the Site Falls, kicking gravel and soil onto others/dinghies</p>	<p>Medium</p> <p>Medium</p> <p>Medium-high</p> <p>Medium</p>	<p>TTGC/WQSC membership</p> <p>Invited guests.</p>	<p>The current WQSC dinghy park has been rationalised and racks located.</p> <p>TTGC have identified places to store their equipment on site.</p> <p>Maintenance and Improvement works to have own Risk assessment.</p> <p>Temporary hazards to be signed &/or cordoned.</p> <p>Planning Permission prohibits external lighting due to the glow-worms.</p> <p>Keep walkways clear.</p> <p>Minimal ground maintenance is conducted by organised working groups as and when.</p> <p>Working groups use their own tools and work within their capabilities.</p> <p>Minimising users walking up it and discourage youngsters playing on it.</p>	<p>Monitor amount of kit on site</p> <p>Enhance communication between the member clubs so that all have their sporting needs met.</p> <p>Individuals to provide personal illumination devices (torch/mobile phone etc.)</p> <p>Monitor & maintain the external fabric of the boatshed.</p> <p>Monitor work required to keep the grounds in good order and outsource work when appropriate.</p>	<p>HC board with the help of: -</p> <p>TTGC bosun/WQSC counterpart/ Dinghy Park officers/all members</p>			<p>Review regularly to develop risk assessment.</p> <p>Training as appropriate</p>
<p>Legionnaires: From Showers</p> <p>From outside pipes</p>	<p>Low</p> <p>Medium</p>	<p>TTGC/WQSC membership</p> <p>Invited guests.</p>	<p>Run sufficient water through pipe to run through all possible standing water before using to flush engines (to minimise risk, due to face near cuffs/ water outlet from engine)</p>	<p>Showers to be flushed regularly by WQSC, to minimise standing water</p> <p>Bury pipe underground so water is not warmed by sun.</p>	<p>HC board with the help of: -</p> <p>TTGC bosun/WQSC counterpart/ Dinghy Park officers/all members</p> <p>Those flushing the showers to record on sheet.</p>		<p>Ongoing</p>	<p>Review regularly to develop risk assessment.</p> <p>Training as appropriate</p>

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On site inter-relational stress	Fluid estimation of risk	<p>HC board TTGC/WQSC membership</p> <p>Invited guests.</p>	<p>Both member clubs have volunteer representation on the HC board</p> <p>HC board have regular meetings.</p> <p>Working groups have been organised at different stages of the project.</p> <p>Debate is encouraged and has been challenging; compromise has been the way forward.</p> <p>Member clubs' own complaints & disciplinary procedures in place</p>	<p>Publicise CPGA/RYA/HC codes of conduct.</p> <p>The HC board as final arbiters in irreconcilable disputes</p> <p>Member clubs to be encouraged to take part in joint events.</p> <p>All management in both clubs to ensure no volunteer should be in post for prolonged periods of time; have excessive demands placed on them; feel harassed, unsupported or disrespected when carrying out their duties.</p>	<p>HC board with the help of: -</p> <p>TTGC welfare officer & WQSC equivalent; Chair of TTGC & Commodore of WQSC, unless any are directly involved in an issue</p>		<p style="background-color: yellow;">Ongoing</p> <p style="background-color: yellow;">Ongoing</p>	<p>Review regularly to develop risk assessment.</p> <p>Conflicts of interests should be made known to the HC board.</p> <p>All the membership have the right to seek support from their own club officers & club structure as well as the HC board members</p> <p>Training as appropriate</p> <p><u>HC complaints and disciplinary procedure to be publicised</u></p>
Fire	Medium-high	<p>HC board TTGC/WQSC membership</p> <p>Invited guests.</p>	<p>Separate fire risk assessment completed July 2018</p> <p style="color: red;">Fire risk assessment & evacuation plan are contained in the red a4 box file.</p> <p>New fire appliance purchased to meet new insurance criteria and regularly checked.</p> <p>Switch off electrical appliances when not required – showers, urn etc.</p>	<p>Fire safety equipment order prepared to be actioned.</p> <p>Put the red a4 box file in the boatshed</p>	<p>TTGC bosun & HC treasurer</p>	<p>First week Aug 2018</p> <p>As soon as practically possible once the drafts have been accepted.</p>		<p>Review regularly to develop risk assessment.</p> <p>2 people need to be together to action payment.</p>

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Date	Hazard	Remedial action	Completed by	Review date
March 2023	Falling from Mezzanine	Fit structure to reduce the chance of accidentally falling from the Mezzanine, when working on it.	Planned April 2024 Completed Aug 2024	
July 2023	Chemicals	Take chemicals home or store domestic chemicals out of the reach of children (if stated on container) and lock Commercial Chemicals away. Lockable Storage required, outside Boathouse? Joint for Clubs, or Separate? Sailing Club to use Fuel Store?		
July 2023	Legionella	Bury water pipe, by Engine store, underground, to minimise Legionella risk. Prior to pipe burial - run water to allow any germ growth to be ejected before use on Outboard motors etc.		
July 2023	Safety Equipment	Ensure Safety Equipment, Fire Extinguishers etc. are always accessible – or reposition. FE by Fire Exit door gets blocked behind Table supports.		
Dec 2023	Fall from Mezzanine - Nominated People	Gig and Sailing Club House officers, or equivalent. Sailing Club Commodore and Steve Kirby. Contractors, and volunteers, over 18 years of age, under the contractor's direction	Removed - as barrier now in place. Only those fit, healthy and 16 or over, and to not touch service controls unless working on services.	
June 2024	Temporary hazards	Temporary hazards to be signed &/or cordoned off.	As required	
Aug 2024	Temporary maintenance and improvement Works	To be Risk Assessed separately and to have a designated Project Manager, in charge of the works, including H&S	As required	