

Review date: August 2020



Wolverhampton Boat Club Limited
Operational Activity
Risk Assessment

July 2019

This was tabled at the committee meeting on July 16th 2019 and signed by the Chairman



Wolverhampton Boat Club (WBC) Limited

Risk Assessment For Operational Activity

Assessment For:	The everyday risks associated with the daily operations of the business			
Location:	Wolverhampton Boat Club, including (but not limited to) the Clubhouse, surrounding grounds, parking areas, moorings and towpaths.	Date of Assessment:	July 2019	
Responsible Officers:	WBC Directors & Committee Members	Next Review Date:	August 2020	
Assessment Conducted By:	WBC RA Officers Alan Dodsworth (Director) Mark Anderson (Health & Safety Officer) Jim Cullen (Licensing Officer)	Signed Off by Committee	July 2019	
		Signature of Chairman	<i>Paul A. Bryan.</i>	

Membership controls & mitigation to be in place before any activity or operation is undertaken

Activity or Operation	Risk Element	Controls & Mitigation	Likelihood					
			Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality	
Section 01 Everyday	Event Car Park Marshalling. Occasionally the WBC Club House is booked by members for events that are attended by non- members. Non-members are not familiar with the surroundings and potential hazards of the club or canal side. In instances such as these the member who hires the club is responsible for marshalling the car park, and ensuring that visitors do not drive on the towpath or have access to the Canal side in their vehicles.	The Car Park Marshall will wear suitable Hi-Viz PPE and ensure the following: 1. Cars are parked sensibly on the flat areas of parking grounds (Tarmac & Grass). 2. Access to the towpaths from the car park is cordoned off at the top of the ramp using a visible chain and signage.	Very likely (Occurs frequently)	Medium	High	Very High	Very High	Very High
			Slight (rarely occurs)	Medium	High	High	Very High	Very High
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Everyday

Lawn Grass Cutting/Strimming (Petrol powered devices)

Physical injuries caused by manual handling; machinery; site conditions; defective equipment/lack of maintenance; slips, trips and falls; hygiene hazards; contamination; infection; fire; electrocution; entrapment; entanglement or flying objects

1. Adequate records are kept of maintenance and inspection schedules.
2. Equipment is utilised by a competent and experienced operator. Equipment should not be operated alone.
3. All fuel caps are kept securely in place except during the refuelling operation.
4. Appropriate personal protective equipment is provided, including face mask/goggles; ear defenders; protective footwear; gloves; non-snap outer clothing.
5. Areas are checked prior to mowing and strimming, and any obstructions and stones are cleared away as far as is reasonable.
6. Care is taken whilst loading and unloading mowers.
7. Cut grass is cleared away quickly and removed in manageable loads or by way of a wheelbarrow.
8. Filling the fuel tank is done with care, observing the following: add fuel before starting the engine; if possible, select a site shaded from direct sunlight; no fire or smoking within 20m; not inside a building or on board a vehicle.

	Consequences				
	Not Significant	Minor	Moderate	Major	Severe
Likelihood of Occurrence	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Totally
Very Likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High
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Working at Height

'Working at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or worse.

Use of Ladders or Step Ladders:

1. Ensure that correct equipment is used. **Do not use chairs or tables as tools to gain access to height.**
2. Ensure access equipment is of adequate height and suitable for task.
3. All to be trained in work at height.
4. All access equipment suitable for purpose, inspected before use and maintained in good condition.
5. Reporting procedure in place for identified defective items with prompt removal/remedial action
6. Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder.
7. Lone working is prohibited.

Working on a Roof

1. Access should only be allowed to competent, experienced and fit persons.
2. Appropriate PPE should be used at all times.
3. Fragile roof / skylights are either covered, signed as hazardous or have physical barriers around them
4. Lone working is prohibited
5. Access ladders must be lashed
6. Harnesses with anchor points should be used.
7. Work should not be carried out in storms or strong winds
8. Where tools or equipment are being used adjacent to a roof edge and there is a risk of them falling and injuring those below. Area below should be cordoned off.

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<p>Everyday</p>	<p><u>Lifting Heavy Furniture/Equipment</u></p> <p>Individuals could suffer back pain or upper body disorder due to using incorrect handling techniques or incorrect posture during activity.</p>	<ol style="list-style-type: none"> 1. A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury e.g. stretching, stooping, twisting). 2. All movement, lifting a carrying must be done using the appropriate manual handling techniques and the person carrying out the work must be fit enough to do so. 3. Where appropriate, training in lifting techniques should be provided for anyone who undertakes lifting of heavy loads. 4. A trolley or similar equipment should be used to transport heavy items. 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment</td> <td>Fatality</td> </tr> <tr> <td>Very likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>	Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality	Very likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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<p>Everyday</p>	<p><u>Electrical Safety</u></p> <p>Individuals could suffer electrical shock or burns if using damaged portable electrical appliances, their cables or plugs or if they are used incorrectly.</p>	<ol style="list-style-type: none"> 1. All portable electrical equipment & mains must be tested for electrical safety at correct intervals and labelled with the date of the test. 2. Electrical cables and plugs should be regularly visually inspected by the user for damage. 3. Any defective equipment should be reported immediately to the maintenance officer then suitably labelled and taken out of use until the repair has been carried out. 4. Electrical equipment must always be operated in accordance with manufacturers' instructions. 5. Use of electrical extension blocks should be within their correct parameters, not overloaded or daisy chained (2 or more attached) 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment</td> <td>Fatality</td> </tr> <tr> <td>Very likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>	Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality	Very likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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Everyday	<p><u>Slips, Trips or Falls</u></p> <p>Individuals could suffer injury e.g. sprains and fractures if they trip and fall as a result of:</p> <ul style="list-style-type: none"> • Obstructions, trailing cables, spillages, worn or raised floor coverings • Poor room layout and storage arrangements resulting in insufficient circulation space. 	<ol style="list-style-type: none"> 1. All areas should be kept clear of obstructions. 2. Any spillages should be cleaned up immediately. 3. All areas should be well lit, especially stairs, steps and entrances/exits 4. Any hazards such as torn carpets, trailing cables, defects to floor coverings, faulty lighting etc. should be reported immediately to the Maintenance Officer and Health & Safety Officer for remedial action 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment.</td> <td>Fatality</td> <td></td> </tr> <tr> <td>Very likely (Occurs frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Possible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> </tr> </tbody> </table>						Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality		Very likely (Occurs frequently)	Medium	High	Very High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Very High	Possible (possible, but not common)	Low	Medium	High	High	Very High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium	Medium
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Everyday	<p><u>Driving on Towpath and Car Parks</u></p> <p>Vehicles could be driven into the canal, pedestrians struck by vehicles or boats and canal side equipment damaged or placed out of action.</p>	<ol style="list-style-type: none"> 1. Vehicles speeds on the towpath and car parks should be limited to 4mph. 2. Appropriate signage should be in place at regular intervals throughout these areas. 3. Speed bumps could be installed along towpath. 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment.</td> <td>Fatality</td> <td></td> </tr> <tr> <td>Very likely (Occurs frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Possible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> </tr> </tbody> </table>						Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality		Very likely (Occurs frequently)	Medium	High	Very High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Very High	Possible (possible, but not common)	Low	Medium	High	High	Very High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium	Medium
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Everyday	<p><u>Lone Working & Out of Hours Work (LOOH)</u></p> <p>Members unable to promptly summon emergency assistance in the event of serious injury, sudden illness or personal threat.</p>	<ol style="list-style-type: none"> LOOH work should be minimised or avoided where feasible. If unavoidable, conduct a generic LOOH Risk Assessment All LOOH work must be signed off by Maintenance Officer & Health & Safety Officer. Specific LOOH Risk Assessment may be required in circumstances where any potential risks are increased (persons with mobility issues or medical conditions). 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment.</td> <td>Fatality</td> </tr> <tr> <td>Very likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>					Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality	Very likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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Everyday	<p><u>Diesel Storage & Dispensing</u></p>	<p>There are no specific legal requirements on how to store diesel or the quantity allowed either in workplaces or domestic premises. It is not, from a health and safety point of view, a particularly hazardous substance within the meaning of the Dangerous Substances and Explosive Atmospheres Regulations 2002 – its vapour flash point is too high. This means that its vapour will not ignite at normal room temperatures.</p> <p>That said, there are some general issues you'll need to take into account:</p> <ul style="list-style-type: none"> no 'hot work' should be performed on the diesel storage vessel unless it is emptied and purged of any remaining vapour. 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment.</td> <td>Fatality</td> </tr> <tr> <td>Very likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>					Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality	Very likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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- the drum should be positioned away from any source of direct heat.
- the drum should be located in an area where there is no risk of collision with vehicles, (diesel splashing onto a hot engine will probably ignite).
- leaks and spills should be contained to the vicinity of the drum and mopped up quickly, to lessen the risk of slipping.
- refilling and dispensing activities need to take account of manual handling issues etc.
- Spill dry should always be on hand.

Dispensing:

While diesel is not a particularly dangerous substance from a health and safety point of view, it is an environmental hazard, with considerable clean-up costs if it should leak into a drain, watercourse or soil. Every possible care should be taken. I.E.

- Appropriate PPE should be worn.
- Dispensing should be carried out by a competent individual.
- While dispensing onto a boat the towpath should be closed to all vehicles.
- Appropriate signage is in place to warn of Diesel dispensing.
- Dispensing nozzles should not be left unattended as this could lead to overflows into watercourses.

Section 02
Security

Security

Unauthorized person access to all areas of WBC leading to confrontation, personal attack, loss or damage to WBC property or assets or damage to boats.

1. Main gate accessibility maintained to members only, with log of keyholders.
2. Intruder Alarm maintained on Club House with access codes appropriately regulated and logged.
3. CCTV in operation in appropriate areas with operational equipment (and access to it) appropriately regulated and maintained.
4. Footbridge key access appropriately maintained and logged ensuring that signage is displayed to ensure access is secure after use.
5. Narrow point of canal below footbridge is appropriately cordoned off to ensure that it cannot be jumped over thus gaining access to club areas.

Likelihood of Occurrence	Consequences				
	Not Significant	Minor	Moderate	Major	Severe
	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injury or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality
Very Likely (Occurs frequently)	Medium	High	Very High	Very High	Very High
Slight (rarely occurs)	Medium	High	High	Very High	Very High
Possible (possible, but not common)	Low	Medium	High	High	Very High
Slight (rarely occurs)	Low	Low	Medium	Medium	High
Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium

Section 03
Maintenance

Use of Power Tools
(Electrical & Petrol)

Ensuring all power tools used are site are in adequate safe working order and their use is controlled and monitored.

1. All power tools are logged and recorded on an appropriate document.
2. Power tools must only be used by person or persons competent and able to do so
3. Power tools must be regularly checked to ensure they are in full operational order
4. Checks reports must be documented, and records kept with the Health & Safety Officer.
5. A commissioning and decommissioning process must be implemented, monitored and recorded by the Health & Safety Officer in liaison with the Maintenance Officer and recorded in the appropriate H&S documentation

	Consequences				
	Not Significant	Minor	Moderate	Major	Severe
Use/hood of Occurrence	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality
Very likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High
Slight (rarely occurs)	Medium	High	High	Very High	Very High
Feasible (possible, but not common)	Low	Medium	High	High	Very High
Slight (rarely occurs)	Low	Low	Medium	Medium	High
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Section 04
Mooring

Manually Moving Boats

Occasionally (at the behest of the Harbourmaster) there are occasions where boats have to be moved along the moorings manually. Usually the size of these moves is so small that the use of their engine for propulsion is not required or 'overkill'.

1. Lone working for this operation is not recommended.
2. This operation should be carried out by members who are capable.
3. All moves should be carried out under the supervision of the Harbourmaster.
4. All moves should be undertaken with appropriate care to prevent injury to the movers or damage to the boats
5. All boats should be tied off appropriate to ensure they do not become unattached or loose.
6. The use of appropriate PPE is advised.

	Consequences				
	Not Significant	Minor	Moderate	Major	Severe
Use/hood of Occurrence	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality
Very likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High
Slight (rarely occurs)	Medium	High	High	Very High	Very High
Feasible (possible, but not common)	Low	Medium	High	High	Very High
Slight (rarely occurs)	Low	Low	Medium	Medium	High
Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium

Mooring	<u>Breasting or Doubling Up of Boats</u> Due to the limited mooring space there is a requirement occasionally for boats to be breasted or doubled up alongside each other	<ol style="list-style-type: none"> When this occurs the boat on the outside (or furthest away) from the towpath should be tethered to the towpath using mooring rings or pins. Not to the boat closest to the towpath. Access to both boats should be maintained safely with no trip or slip hazards (ropes etc) which could result in injury or falling into the water. Outer boats must ensure that their mooring ropes cause no damage to inner boats covers. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality	
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Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium			

Section 05 Cleaning & Hygiene	<u>Inadequate Hygiene and Welfare Facilities</u>	<ol style="list-style-type: none"> Toilets must be supplied with hot/cold water, soap and towels, with deficiencies reported to the appropriate person Showers should be regularly cleaned and tested for Legionella A 'No smoking' policy must be implemented? The cleaning Toilets, Kitchen and Bar and Cellar areas where appropriate solvents and cleaning materials are utilised must have a COSHH (Control of Substances Hazardous to Health) assessment completed by the H&S Officer and a safe system of work issued to the users. The use of Bleach is prohibited in the toilet and shower areas, as this has the potential to mix with other cleaning materials, which may be detrimental to health. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality	
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Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium			

Cleaning & Hygiene	<u>Cleaning of areas where hazardous substances may be used</u>	<ol style="list-style-type: none"> The cleaning of Toilets, Kitchen, Bar and Cellar areas where appropriate solvents and cleaning materials are utilised must have a COSHH (Control of Substances Hazardous to Health) assessment completed by the H&S Officer and a safe system of work issued to the users. Appropriate PPE must be issued and utilised by anyone carrying out the operation. 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment.</td> <td>Fatality</td> </tr> <tr> <td>Very Likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>					Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality	Very Likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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Section 06 Kitchen Use/Food Preparation	<u>Slips & Trips</u>	<ol style="list-style-type: none"> Good housekeeping – work areas kept tidy; goods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks reported promptly appropriate person. Drainage channels and drip trays provided where spills more likely. Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. Suitable cleaning materials available. Good lighting in all areas including cold storage areas. No trailing cables or obstruction in walkways. Steps and changes in level highlighted. 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment.</td> <td>Fatality</td> </tr> <tr> <td>Very Likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>					Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality	Very Likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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Kitchen Use/Food Preparation	<u>Manual Handling</u>	<ol style="list-style-type: none"> Ingredients bought in package sizes that are light enough for easy handling. Commonly used items and heavy stock stored on shelves at waist height. Suitable mobile steps provided, and staff trained to use them safely. Handling aids provided for movement of large/heavy items. Sink at good height to avoid stooping. Users trained in how to lift safely. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
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Kitchen Use/Food Preparation	<u>Contact with steam, hot water, & hot surfaces</u>	<ol style="list-style-type: none"> Users trained in risks of release of steam. Water mixer taps provided. All staff told to wear long sleeves. Heat-resistant gloves/cloths/aprons provided. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Likelihood of Occurrence	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality
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Kitchen Use/Food Preparation	<u>Knives</u>	<ol style="list-style-type: none"> 1. Staff trained to handle knives. 2. Knives suitably stored when not in use. 3. First-aid box provided and nominated first-aider on site. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Likelihood of Occurrence	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality
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Kitchen Use/Food Preparation	<u>Food Handling</u>	<ol style="list-style-type: none"> 1. Where possible and sensible, users use tools (cutlery, tongs, scoops etc) to handle food rather than hands. 2. Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling etc. 3. Where handling cannot be avoided hands are rinsed promptly after finishing the task. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Likelihood of Occurrence	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality
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Kitchen Use/Food Preparation	<u>Gas Appliances</u>	<ol style="list-style-type: none"> Daily check of gas appliance controls. Inspection, service and test carried out by Gas Safe registered engineer every 12 months and documented with H&S Officer Users know where the main isolation tap is and how to turn supply off in an emergency. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality	
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Kitchen Use/Food Preparation	<u>Electrical Safety</u>	<ol style="list-style-type: none"> Electrical Systems inspected and tested by an electrician every two years. Documented by H&S Officer Users trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. Users know where fuse box is and how to safely switch off electricity in an emergency. Plugs, sockets etc suitable for kitchen environment. Access to fuse box kept clear. 	Consequences					
			Not Significant	Minor	Moderate	Major	Severe	
			Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment.	Fatality	
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Section 07 Bar & Cellar	<u>Cleaning (use of Chemicals for surfaces, floors and Glass Washer)</u>	<ol style="list-style-type: none"> All cleaning containers clearly labelled. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Long-handled mops and brushes (1 for Bar and 1 for Cellar) and strong rubber gloves, provided and used. Staff wash rubber gloves after using them and store them in a clean place Cellar drain to be kept clear Staff ensure they dry glasses safely to reduce lacerations 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment</td> <td>Fatality</td> </tr> <tr> <td>Very Likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>					Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality	Very Likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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Bar & Cellar	<u>Manual Handling of Stock</u>	<ol style="list-style-type: none"> Duty staff ensure they only carry what they can when restocking shelves Ensure duty staff are aware of risks when carry hot drinks Use steps provided if accessing shelves at height 	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Consequences</th> </tr> <tr> <th>Not Significant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td></td> <td>Minor injury or discomfort. No medical treatment or measurable physical effects.</td> <td>Injury or illness requiring medical treatment. Temporary impairment.</td> <td>Injuries or illness requiring hospital treatment.</td> <td>Injury or illness resulting in permanent impairment</td> <td>Fatality</td> </tr> <tr> <td>Very Likely (Occurs Frequently)</td> <td>Medium</td> <td>High</td> <td>Very High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> <td>Very High</td> </tr> <tr> <td>Feasible (possible, but not common)</td> <td>Low</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Very High</td> </tr> <tr> <td>Slight (rarely occurs)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Very Unlikely (hasn't occurred before)</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> </tbody> </table>					Likelihood of Occurrence	Consequences					Not Significant	Minor	Moderate	Major	Severe		Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality	Very Likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High	Slight (rarely occurs)	Medium	High	High	Very High	Very High	Feasible (possible, but not common)	Low	Medium	High	High	Very High	Slight (rarely occurs)	Low	Low	Medium	Medium	High	Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium
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Bar & Cellar

Slips & Falls

1. Good housekeeping – work areas kept tidy; goods stored suitably etc.
2. Bar & cellar equipment maintained to prevent leaks onto floor.
3. Equipment faults leading to leaks reported promptly appropriate person.
4. Drainage channels and drip trays provided where spills more likely.
5. Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry.
6. Good lighting in all areas including Cellar
7. No trailing cables or obstruction in walkways.

Likelihood of Occurrence	Consequences				
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Section 08
Fire

Individuals could suffer from smoke inhalation or burns if trapped in an area.

- Combustible materials coming into contact with or in close proximity to heat sources.
- Portable heaters in unsafe condition and/or inappropriately located.
- Over accumulation of rubbish.
- Over loading of electrical sockets.

Inappropriate action in the event of discovering a fire or hearing the fire alarm

1. The storage of incidentals should be kept to an absolute minimum.
2. Equipment should be switched off when not in use for long periods.
3. All portable electrical equipment must be tested for electrical safety at appropriate intervals.
4. The fire alarm system is installed, maintained to operational efficiency and tested regularly. Operational efficiency tests must be carried out by an appropriately accredited company at least twice a year, with any remedial actions taken immediately.
5. Fire risk assessments for all areas of the buildings should be carried out periodically and documented.

Likelihood of Occurrence	Consequences				
	Not Significant	Minor	Moderate	Major	Severe
	Minor injury or discomfort. No medical treatment or measurable physical effects.	Injury or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital treatment.	Injury or illness resulting in permanent impairment	Fatality
Very Likely (Occurs Frequently)	Medium	High	Very High	Very High	Very High
Slight (rarely occurs)	Medium	High	High	Very High	Very High
Feasible (possible, but not common)	Low	Medium	High	High	Very High
Slight (rarely occurs)	Low	Low	Medium	Medium	High
Very Unlikely (hasn't occurred before)	Low	Low	Low	Low	Medium

		<ol style="list-style-type: none">6. Everyone must be acquainted with the Emergency evacuation procedure.7. Drills must be held regularly and documented, with any remedial action taken and documented.8. Area Fire Marshalls and deputy must be appointed to cover all areas.9. Fire exits must be clearly signed and accessible to all with no obstructions.10. Fire Extinguishers must be on hand without obstructions and tested regularly.11. Signing in/out book must be completed by all who enter, ensuring accurate and relevant information is recorded.12. CO2 alarms must be installed near gas burning appliances/boilers.	
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Alan Dodsworth	Director – Wolverhampton Boat Club	July 2019
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