

March 2003

Aquarius Sailing Club

RISK ASSESSMENT GUIDANCE NOTES

(Appendix 2 to AQSC Health & Safety Policy)

Please read the following before filling in the associated Risk Assessment Form.

Definitions

Hazard: Anything that can cause harm.

Risk: Is the chance, great or small, that someone will be harmed by the hazard.

Note: The important thing is to decide whether a hazard is significant and whether satisfactory precautions have been taken so that the risk is small.

1. Identifying Hazards

Walk around the club and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards that could result in serious harm or effect several people. Ask members what they think. They may have noticed things that are not immediately obvious. Manufacturer' s instructions and data sheets can also help in spotting hazards and put risk in true perspective.

2. Who is at Risk

In addition to members think about people visiting the club e.g. visitors, contractors, disabled people etc. People who share access, is there a chance they could be hurt by the clubs activities.

3. Evaluate the Risks

3.1 Decide for each significant hazard whether the Risk Severity is HIGH (3), MEDIUM(2) or LOW (1)

3.2 Decide for each significant hazard whether the Risk Probability is HIGH (3), MEDIUM(2) or LOW (1)

Multiply the Risk Severity score by the Risk Probability score to establish the Risk Rating and compare with the Risk Rating Scale on the Assessment Form. The Higher the score the more some form of appropriate action needs to be taken e.g. minimum score = 1 (probably do nothing) vs. maximum score 9 (urgent action required immediately)

3.3 Summarize Findings / Action Required / Associated Costs (if available)

4. Record Current Control Measures

List all measures that are currently in place to contain the hazards (i.e. Meet the standards set by any legal requirements / Comply with recognized safety standards codes of practice /

Represent good practice / Reduce risk as far as possible / Is adequate instruction, information or training for club members and visitors available).

5. Review Current Control Measures in light of Findings

Write down the more significant hazards and record the most important conclusions, for example: Vapour from outboard petrol cans evident in boat store – approved cans with secure lids now in use, adequate ventilation provided and regularly checked. Assessments need to be suitable and sufficient, not perfect. The real points are:-

- a. The precautions are reasonable and is there something to show that a proper check was made.
- b. Keep the written document for future reference if say the Environmental Officer calls and questions the clubs Food Hygiene precautions. It also helps to show that the club has done what the law and good sense requires.
- c. The attached worksheet is intended to make things simpler when recording risk assessments.

5.1 What additional control is required to control the hazard. Priority should be given to those risks which affect large numbers of people and or could result in serious harm. Give consideration to the following order :-

- a. Remove the risk completely
- b. Try a less risky option
- c. Prevent access to the hazard (e.g. by fencing off)
- d. Organize a work party to reduce exposure to the hazard
- e. Insist that protective clothing / safety equipment is used were necessary
- f. Provide adequate facilities (e.g. washing, first aid etc.)

5.2 Review assessments from time to time and revise if necessary

Sooner or later new equipment, substances and procedures will be introduced that could lead to new hazards. If there is a significant change add to the existing assessment sheet to take into account the new hazard. Don' t amend the assessment for every trivial change. In any event it is a good idea to review assessments from time to time to make sure that precautions are still working properly.

6. Declaration

To be completed by the person who undertook the Risk Assessment.