



Woolverstone Project - Site Risk Assessment

Version 2.0

Distribution

Action addresses	Information
Trustees	Governors All Members, Volunteers and Carers.

History

Version	Date	Description
1.0	January 2013	Version as of January 2013
2.0	31 st March 2014	Annual Review Updated by Andy Beharrell

Approved by Trustees

Trustee	Signature	Date
Julia Dansie		
Leslie Downing		
Penni Ferrier		
Ron Sutherland		
Andy Beharrell		

Document Location

Project Coordinator C:\Users\PC\Documents\Woolverstone Project\Managed Documents

Process	People	Perceived risk	Risk (H/M/L)	Action taken	Action to take
Arriving on site by vehicle	Sailors/Carers/Volunteers/Staff	Trip/Fall on Rough Car Park Surface	Low	All visitors made aware	Assist where necessary.
Transfer to Club House/Changing Rooms/Toilets	Sailors/Carers/Volunteers/Staff	Slope near AWSA workshop too steep.	High	Warning Notices placed adjacent to Slope	Members informed to approach via rear of AWSA building. Wheelchair users to be assisted at all times in area of slope. Path to be kept clear of stones/debris during sessions.
		Danger to blind semi-ambulant and wheelchair users.	High	Path kept clear of stones/debris during sessions. Wheelchair users informed to use concrete path	
Club House: Socialising/ coffee/ Signing-in/ paperwork/ assisting sailors etc	Sailors/Carers/Volunteers/Staff	Trip/Fall	Low	None.	Keep floor area clear. Any water mopped up. Only staff in kitchen area. Keep area around heaters clear. Yearly inspection.
		Scalding with hot water	Low	First Aid kit/First Aider provided	
		Fire Risk	Low	Gas Heaters fitted with protective grill/screen Warning notices placed adjacent to heaters Fire extinguishers/blankets installed.	
Getting the boats in/out of the compound	Shore Volunteers/Staff	Fall/trip on wet slippery grass.	Medium	Grass surface mesh installed.	Suitable footwear to be worn.

		Back Strain	Medium	Users trained in correct procedure for moving of equipment	Minimum of two staff to move boats and equipment
Rigging Boats	Staff/Volunteers/Sailors	Minor injuries from unfamiliar hardware.	Low	Users trained in correct procedure	All new users to have induction. Existing staff to have annual refresher training.
Weight of centreboards		Possible back injury	Medium	Winch hoist installed Ensure two staff per centreboard when removing from boat.	Use the winch at all times on the pontoon and at other locations where possible. Annual inspection of winch.
Using the hoist/slings	Staff/Volunteers/Sailors/Carers	Danger of banging/dropping injury to sailor.	Medium	All nominated hoist operators fully trained. Use sailors trained carers where necessary	Induction and refresher training. Maintain a record of staff training. Records to be kept.
		Hoist Failure.	Low	Bi-annual certification of hoist.	
		Sling failure.	Low	All slings inspected by operator before use to check for damage	Damaged slings to be withdrawn from use and replaced.
Using launching trolleys.	Shore volunteers/staff	Grass/slipway slippery when wet. Danger trips/fall	Medium	Ensure adequate footwear is worn. Grass mesh installed	Induction/refresher training.
Using launching trolleys (contd)		Slipway danger of back injuries.	Medium	Two volunteers per trolley when moving craft.	Use the tractor with trained staff/volunteers.
		Danger of trolley rolling away, out of control.		Two or more volunteers per trolley.	Use rope to control trolley in launching procedure. Keep training records.
				Volunteers trained in correct launching procedure. Boats resting on a launching trolley and	Volunteer/ staff training.

				with a disabled person on board, must be attended at all times.	
Using the pontoon.	Sailors/Carers/Volunteers/Staff	Trips/falls into water	High	Volunteers/staff trained to accompany all disabled sailors. Surface cleaned of bird droppings before each session.	Nobody allowed on pontoon unless accompanied by a competent volunteer/instructor and wearing a life jacket. Sailors in wheelchairs allowed on pontoon only at SI's discretion. Wheelchair lap belts MUST not be worn when on pontoon.
Sailing and all on-water activities.	Sailors/Carers/Volunteers/Staff	Refer to RYA/ Wool. Project/ SWSA operating procedures.	Medium	All instructors/ powerboat drivers sign record to signify awareness/ understanding of SOPs annually.	Ongoing training. Annual RYA Inspection.
Hoist transfers on the pontoon. Hoist transfers on the pontoon (contd).	Carers/Volunteers/Staff	As land-bound hoist transfers. Slips/trips	Medium	As land-bound hoist transfers above PLUS: Surface cleaned of bird droppings before each session. Keep equipment clear of operation. Ensure a minimum of two trained volunteers are present when using the hoist. All staff/volunteers to wear safety equipment.	Induction/refresher training. Hoist/sling safety checks
For client sailors on the water with an instructor OR:	Sailor /Volunteers/Staff	Run aground. Overwhelmed by	Low	Constant watch by shore-based instructor/ volunteer. Pink flag system.	Adhere to RYA/ Woolverstone Project/ SWSA SOPs.

Sailing solo.		sudden change in weather conditions. Immersion.		Safety boat must get to any incident within 3 minutes. Buoyancy aids checked each year and recorded/ marked appropriately. Protective clothing during winter at SI's discretion.	
Use of Tractor	Volunteers/Staff	Collision	Low	Only trained/competent staff to use tractor.	Induction/refresher training. Refer to SOP's