



## Morecambe Sailing Club Sail the Bay

### Morecambe Sailing Club - Risk Assessment Suite

#### Summary

| Serial | Hazard area                                                     | Link to Risk Assessments | Link to Safe System of Work <sup>(1)</sup> |
|--------|-----------------------------------------------------------------|--------------------------|--------------------------------------------|
| 1      | Overarching risks                                               |                          |                                            |
| 2      | MSC Clubhouse A. Galley and bar<br>B. Rest of clubhouse         |                          |                                            |
| 3      | MSC Race Office                                                 |                          |                                            |
| 4      | MSC Compound and Boat shed                                      |                          |                                            |
| 5      | MSC Launch, recovery, maintenance and operation of safety boats |                          |                                            |
| 6      | MSC Dinghy sailing operation                                    |                          |                                            |
| 7      | Cruiser operations                                              |                          |                                            |

Note (1): Safe systems of work (SSoW) are provided in hard copy in laminated form so as to be kept close to the job.



## Morecambe Sailing Club

### Sail the Bay

Use of Clubhouse - Back Calton Street, Morecambe, Lancashire, LA4 5AS

#### 1. Overarching Risks

| What are the hazards?                                        | Who might be harmed and how?                                | What are we already doing?                     | What further action is required? | Action by whom?                                                 | Action by when? | Signed off and date completed |
|--------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------|----------------------------------|-----------------------------------------------------------------|-----------------|-------------------------------|
| <b>Fire</b>                                                  | Members, guests, members of the public due to burn injuries | Fire survey –annually                          | Keep records of annual surveys   | Commodore manages – appoints an assessor and ensures completion | Ongoing         | See clubhouse checks book     |
| <b>Prohibition of use by Fire Service or Local Authority</b> | Members and guests, committee officers                      | Periodic review of risk assessments (annually) | Keep records of reviews          | Commodore manages – appoints an assessor and ensures completion | Ongoing         | See clubhouse checks book     |
| <b>Loss of RYA training centre status</b>                    | Members and guests, committee officers                      | Periodic review of risk assessments (annually) | Keep records of reviews          | Commodore manages – appoints an assessor and ensures completion | Ongoing         | See clubhouse checks book     |
| <b>Fire/Electric shock</b>                                   | Members and guests                                          | Annual PAT testing                             | Keep records of annual testing   | Commodore appoints an assessor                                  | Ongoing         | See PAT testing book          |
| <b>Fire/Explosion</b>                                        | Members and guests                                          | Annual gas testing                             | Keep records of annual testing   | Commodore arranges testing                                      | Ongoing         | See record book               |
| <b>First Aid Kits</b>                                        | Members and guests                                          | Regular checks                                 | None                             | Commodore appoints a checker                                    | Ongoing         | N/A                           |



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In the event of a fire the 'Fire Assembly Point' is outside at the front of the Clubhouse.

#### 2. Galley and bar

| What are the hazards?                                       | Who might be harmed and how?                                                                                        | What are we already doing?                                                                               | What further action is required?                                     | Action by whom? | Action by when? | Signed off and date completed |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------|-----------------|-------------------------------|
| <b>Slips and trips</b>                                      | Galley/food service volunteers and customers may be injured if they trip over objects or slip on spillages.         | Good housekeeping – work areas kept tidy, goods stored suitably etc.                                     | One notice to remind users of need for tidiness.                     | Galley manager  | ASAP            | See clubhouse checks book     |
|                                                             |                                                                                                                     | Kitchen equipment maintained to prevent leaks onto floor.                                                | Periodic checks                                                      | Galley manager  | Ongoing         | See clubhouse checks book     |
|                                                             |                                                                                                                     | Equipment faults leading to leaks reported promptly to galley manager.                                   | On discovery, seek Committee agreement for spend to repair / replace | Galley manager  | Ongoing         | See clubhouse checks book     |
|                                                             |                                                                                                                     | Clean up of spillages (including dry spills) immediately using suitable methods and leave the floor dry. | Periodic checks                                                      | Galley manager  | Ongoing         | See clubhouse checks book     |
|                                                             |                                                                                                                     | Suitable cleaning materials available.                                                                   | Periodic checks                                                      | Galley manager  | Ongoing         | See clubhouse checks book     |
|                                                             |                                                                                                                     | Good lighting in all areas.                                                                              | Nil                                                                  | N/A             | N/A             | N/A                           |
|                                                             |                                                                                                                     | No trailing cables or obstruction in walkways.                                                           | Periodic checks                                                      | Galley manager  | Ongoing         | See clubhouse checks book     |
|                                                             |                                                                                                                     | No steps and changes in level.                                                                           | Nil                                                                  | N/A             | N/A             | N/A                           |
| <b>Manual handling<br/>e.g. trays of crockery, kegs etc</b> | Galley and food service volunteers may suffer injuries such as strains or bruising from handling heavy/bulky object | Team working – enables two persons to lift heavy items and call for assistance from other members        | Nil                                                                  | N/A             | N/A             | N/A                           |



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| What are the hazards?                                               | Who might be harmed and how?                                                                                  | What are we already doing?                                                                                                                                                                                                                                                                | What further action is required?                                                               | Action by whom?                          | Action by when?     | Signed off and date completed        |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------|---------------------|--------------------------------------|
| <b>Contact with steam, hot water, hot oil and hot surfaces</b>      | Galley and food service volunteers may suffer scalding or burns injuries                                      | Volunteers are: <ul style="list-style-type: none"> <li>experienced in risks of hot oils and on procedure for emptying/cleaning fryer.</li> <li>trained in risks of release of steam.</li> <li>Water mixer tap provided.</li> <li>Heat-resistant gloves/cloths/aprons provided.</li> </ul> | New volunteers asked if they require guidance in these issues<br>Training provided when needed | Galley manager                           | Ongoing             | See clubhouse checks book            |
| <b>Knives</b>                                                       | Volunteers could suffer cuts                                                                                  | Volunteers experienced in handling knives.<br>Knives suitably stored when not in use.<br>First-aid box provided and nominated first-aider always on site                                                                                                                                  | Nil<br><br>First aid box to be checked and restocked after each use and annually               | All<br><br>Nominated training instructor | N/A<br><br>Ongoing  | N/A<br><br>See clubhouse checks book |
| <b>Food handling</b>                                                | Frequent hand washing can cause skin problems. Food allergy responses                                         | Volunteers provide own hand moisturisers.<br>Rubber gloves available<br>Persons with sensitivities not exposed to these risks.                                                                                                                                                            | Nil                                                                                            | All                                      | Ongoing             | N/a                                  |
| <b>Contact with bleach and other cleaning and washing chemicals</b> | Chemicals kept in separate cupboard.                                                                          | Gloves worn. Spills and leaks cleaned up promptly and reported if more than trivial in scale.                                                                                                                                                                                             | Nil                                                                                            | N/A                                      | N/A                 | N/A                                  |
| <b>Gas appliances</b>                                               | Volunteers and other members could suffer serious/fatal injuries as a result of explosion.<br>Release of gas. | Check of gas appliance controls. Inspection, service and test carried out by Gas Safe registered engineer every 24 months.<br>Volunteers know where the main isolation tap is and how to turn supply off in an emergency.                                                                 | All<br>Arrange periodic safety check<br><br>Notice in kitchen. Include in SSoW                 | Galley manager                           | Ongoing<br><br>ASAP | N/A<br><br>N/A                       |



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| What are the hazards?        | Who might be harmed and how?                                                  | What are we already doing?                                                                                                                                              | What further action is required?                                                                                     | Action by whom?                                 | Action by when? | Signed off and date completed |
|------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------|-------------------------------|
| <b>Electrical</b>            | Volunteers could suffer serious/ fatal injuries as a result of electric shock | All electrical faults to be reported promptly.<br>Faulty equipment not to be used<br>RCDs on supply<br>All electrical equipment to be regularly PAT tested              | Volunteers to know where fuse box isolator is. Include in SSoW                                                       | Risk assessor                                   | ASAP            | N/A                           |
|                              |                                                                               |                                                                                                                                                                         |                                                                                                                      | Commodore                                       | Ongoing         | N/A                           |
| <b>Fire</b>                  | Burns / smoke inhalation                                                      | Fire assessment done<br>Fire blanket provided<br>Fire extinguishers provided and checked periodically                                                                   | Annual fire survey                                                                                                   | N/A                                             | Ongoing         | N/A                           |
| <b>Falls from height</b>     | Fractures, serious and moderate                                               | Step ladder available in clubhouse                                                                                                                                      | Notice where stepladder stored to prohibit over reaching and encourage use of a two person method<br>Include in SSoW | Galley manager – notice<br>Risk assessor - SSoW | ASAP            |                               |
| <b>Workplace Temperature</b> | Ill health from hot working conditions                                        | Extractor hood removes heat.<br>Window and nearby fire door can be opened if required.                                                                                  | Nil                                                                                                                  | N/A                                             | N/A             | N/A                           |
| <b>Galley layout</b>         | Volunteers                                                                    | Layout to be efficient and minimise movement of personnel and food                                                                                                      | Purchase mid-way table to assist efficient working                                                                   | Galley manager                                  | ASAP            |                               |
| <b>Food temperature</b>      | Consumers                                                                     | Ovens are temperature controlled                                                                                                                                        | Purchase oven thermometer and food thermometer                                                                       | Galley manager                                  | ASAP            |                               |
| <b>Food contamination</b>    | Consumers                                                                     | Specific chopping boards conforming to published standards                                                                                                              | Set incomplete. Purchase outstanding items                                                                           | Galley manager                                  | ASAP            |                               |
| <b>Food storage</b>          | Consumers                                                                     | Operate segregation in fridges to comply with H&S guidance e.g. raw meat at bottom of fridge<br>Instal thermometers to ensure fridge/freezer at appropriate temperature | Purchase thermometers                                                                                                | Galley manager                                  | ASAP            |                               |
| <b>Allergic reactions</b>    | Food consumers                                                                | Signage displayed near kitchen serving hatch making it clear allergies should be declared                                                                               | Produce signage                                                                                                      | Galley manager                                  | ASAP            |                               |



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#### B Rest of clubhouse

| What are the hazards?         | Who might be harmed and how?                                                       | What are we already doing?                                                 | What further action is required?                 | Action by whom? | Action by when? | Signed off and date completed |
|-------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------|-----------------|-----------------|-------------------------------|
| <b>Slips and trips</b>        | Members & customers may be injured if they trip over objects or slip on spillages. | Good housekeeping – club house areas kept tidy, goods stored suitably etc. | One notice to remind users of need for tidiness. | Committee       | ASAP            | See clubhouse checks book     |
|                               |                                                                                    |                                                                            | Annual check of carpet joins, thresholds etc.    | Committee       | Ongoing         | See clubhouse checks book     |
| <b>Contact with hot water</b> | Shower users may be scalded                                                        | Notices advising caution                                                   | Nil                                              | N/A             | Ongoing         | See clubhouse checks book     |
| <b>Infection</b>              | Clubhouse users                                                                    | Cleaning regime for toilets, surfaces, floors and changing rooms           | Periodic review of efficacy                      | Committee       | Ongoing         | See clubhouse checks book     |



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#### 3 Race Office

| What are the hazards?  | Who might be harmed and how?                                                                                    | What are we already doing?                                                                    | What further action is required?                 | Action by whom? | Action by when? | Signed off and date completed |
|------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------|-----------------|-------------------------------|
| <b>Slips and trips</b> | Members & guests may be injured if they trip over objects or slip on spillages.                                 | Good housekeeping – stairs kept clear; office kept tidy, goods stored suitably etc.           | One notice to remind users of need for tidiness. | Committee       | ASAP            |                               |
|                        |                                                                                                                 |                                                                                               | Annual check of office, thresholds etc.          | Committee       | Ongoing         |                               |
| <b>Theft</b>           | Members & guests may suffer losses if Race Office left unattended and equipment vulnerable to theft by intruder | One person inside rule if valuables in office.(radios), safety equipment, personal valuables. | Notice in Race Office                            | Committee       | ASAP            |                               |



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#### 4. MSC Compound and Boat Shed

| What are the hazards?         | Who might be harmed and how?                                                                                                      | What are we already doing?                                                                                                      | What further action is required?                                                                     | Action by whom?            | Action by when?     | Signed off and date completed |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------|---------------------|-------------------------------|
| <b>Slips and trips</b>        | Members & guests may be injured if they trip over objects or slip on spillages.                                                   | Good housekeeping – compound and boat shed to be kept as clear as reasonably practicable; kept tidy, goods stored suitably etc. | One notice to remind users of need for tidiness.<br><br>Annual check of compound and Boat shed. etc. | Committee<br><br>Committee | ASAP<br><br>Ongoing |                               |
| <b>Electrical</b>             | Users of the compound and Boat shed could suffer serious/ fatal injuries as a result of electric shock                            | All electrical faults to be reported promptly. Faulty equipment not to be used RCDs on supply                                   | Users to know where fuse box isolator is. Include in SSoW                                            | Committee                  | ASAP                |                               |
| <b>Contact with chemicals</b> | Chemicals kept in separate cupboard Gloves worn. Spills and leaks cleaned up promptly and reported if more than trivial in scale. | Nil                                                                                                                             | N/A                                                                                                  | N/A                        | N/A                 |                               |
| <b>Slips and trips</b>        | Users may be injured if they trip over objects or slip on spillages.                                                              | Good housekeeping – work areas kept tidy, goods stored suitably etc.                                                            | One notice to remind users of need for tidiness.                                                     | Compound Manager           | ASAP                | See clubhouse checks book     |
| <b>Flammables</b>             | Members and guests may be burned if fuel etc ignites                                                                              | Safe storage of fuel in appropriate containers Refuelling only performed in open air to prevent accumulation of fumes           | N/A                                                                                                  | All                        | Ongoing             | N/A                           |



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| What are the hazards? | Who might be harmed and how? | What are we already doing?                                                     | What further action is required? | Action by whom? | Action by when? | Signed off and date completed |
|-----------------------|------------------------------|--------------------------------------------------------------------------------|----------------------------------|-----------------|-----------------|-------------------------------|
|                       |                              | Report any signs of damage to fuel containers or fuel line to Compound Manager |                                  |                 |                 |                               |

#### 5. Launch, recovery, maintenance and operation of **POWER boats**

| What are the hazards?  | Who might be harmed and how?                                           | What are we already doing?                                                            | What further action is required? | Action by whom?        | Action by when? | Signed off & date complete |
|------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------|------------------------|-----------------|----------------------------|
| <b>Slips and trips</b> | <b>POWER boats</b> crew and helpers                                    | Good communications between helm, crew, and shore party                               | Nil                              | <b>POWER BOAT</b> helm | ASAP            | N/A                        |
|                        |                                                                        | One person takes command of operation                                                 | Nil                              | <b>POWER BOAT</b> helm | Ongoing         | N/A                        |
|                        |                                                                        | Trailer to be stored away from pedestrians to avoid trip hazard.                      | Nil                              | Rescue boat helm       | Ongoing         | N/A                        |
| <b>Manual handling</b> | <b>POWER boats</b> crew and helpers                                    | Ensure sufficient "manpower" to move weight without risk of harm to back injuries etc |                                  | <b>POWER BOAT</b> helm | Ongoing         | N/A                        |
| <b>Propeller</b>       | <b>POWER boats</b> crew and helpers                                    | <b>NO PESONNEL</b> in vicinity of prop when engine tested                             | <b>Nil</b>                       | N/A                    | Ongoing         | N/A                        |
|                        |                                                                        | All others instructed to stay well away                                               | <b>Nil</b>                       | N/A                    |                 |                            |
| <b>Collision</b>       | Pedestrians or vehicles may be damaged<br>Anglers and pubic on slipway | One person takes command of operation<br>Special care on slipway                      | <b>Nil</b>                       | N/A                    | Ongoing         | N/A                        |



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|                   |                                                                   |                                                                                                                                                           |            |                        |         |     |
|-------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|---------|-----|
| <b>Launching</b>  | <b>POWER boats</b> crew and helpers<br>Public, especially anglers | Ensure good communications with tow car driver, especially on slip<br>Take care when releasing boat from trailer on slip                                  | <b>Nil</b> | <b>POWER BOAT</b> helm | Ongoing | N/A |
| <b>Recovery</b>   | <b>POWER boats</b> crew and helpers<br>Public, especially anglers | Ensure good communications with tow car driver, especially on slip<br>Ensure boat is locked onto trailer before moving                                    | <b>Nil</b> | <b>POWER BOAT</b> helm | Ongoing | N/A |
| <b>Operations</b> | <b>POWER boats</b> crew. Dinghy crews and guests                  | No safety boat – no club supervised sailing<br>Trained helms only permitted<br>Always at least one assistant<br>Regular practice of service during season | <b>Nil</b> | Commodore              | Ongoing | N/A |

#### 6 Dinghy sailing operations

| What are the hazards?  | Who might be harmed and how?                  | What are we already doing?                                                                                                                                               | What further action is required? | Action by whom?                                             | Action by when? | Signed off & date complete |
|------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------|-----------------|----------------------------|
| <b>Slips and trips</b> | Dinghy crew and helpers                       | Good communications between helm, crew, and shore party                                                                                                                  | Nil                              | Dinghy helm                                                 | ASAP            | N/A                        |
|                        |                                               | One person takes command of operation                                                                                                                                    | Nil                              | Dinghy helm                                                 | Ongoing         | N/A                        |
|                        |                                               | Trailer to be stored away from pedestrians to avoid trip hazard.<br>Always remind people that slip (especially where weedy) is very slippery<br>“Walk: don’t run” policy | Nil                              | Dinghy helm                                                 | Ongoing         | N/A                        |
| <b>Manual handling</b> | Dinghy crew and helpers                       | Ensure sufficient “manpower” to move weight without risk of harm to back injuries etc                                                                                    |                                  | Dinghy helm                                                 |                 |                            |
| <b>Collision</b>       | Pedestrians, vehicles or boats may be damaged | One person takes command of operation<br>Special care on slipway                                                                                                         | Nil                              | Decision on approach to main road – dynamic risk assessment | Ongoing         | N/A                        |



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| What are the hazards?   | Who might be harmed and how?                                                                                                                     | What are we already doing?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | What further action is required?                                                             | Action by whom?                       | Action by when?                                        | Signed off & date complete                     |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------|------------------------------------------------|
|                         | Anglers and public on slipway<br>Overhead telephone cables in Back Calton Street<br>Traffic                                                      | Keep to clubhouse side of road & assign one person to check Clearance visually from ground level<br>Assign one person to influence traffic flows                                                                                                                                                                                                                                                                                                                                                                             |                                                                                              | and responding to available personnel |                                                        |                                                |
| <b>Launching</b>        | Dinghy crew and helpers<br>Public, especially anglers<br><br>Land capsize<br>Sea capsize                                                         | Ensure good communications with other "pushers and helpers", especially on slip<br>Awareness of potential downhill runaway<br>Take care when releasing boat from trailer on slip<br>Sails up only at or near slip                                                                                                                                                                                                                                                                                                            | Nil                                                                                          | Dinghy helm                           | Ongoing                                                | N/A                                            |
| <b>Sailing / Racing</b> | Crews:<br>Lack of preparation<br>Head injuries<br><br>Drowning<br>Capsize/ MOB<br><br>Exhaustion<br>Hypothermia<br>Entrapment<br><br>Bad weather | Pre-session briefing by OOD<br>Helmets mandatory for under 16s, available to others on request<br>Buoyancy aids mandatory<br>Club sailing only when safety boat in attendance and operational.<br>Competent sailor with any learners<br>Training and practice under supervision<br>Prompt attendance of safety boat at a capsize not immediately recovered<br>All crews look after each other<br>Mandatory suitable clothing<br>Constant vigilance by all involved<br>First aider available.<br><br>Decision to sail by OOD. | Nil<br><br><br><br><br><br><br><br><br><br>Ensure sufficient trained First Aiders available. | OOD and All members/visitors.         | Ongoing<br><br><br><br><br><br><br><br><br><br>Ongoing | N/A<br><br><br><br><br><br><br><br><br><br>N/A |



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### Sail the Bay

| What are the hazards? | Who might be harmed and how?                                                               | What are we already doing?                                                                                                                                                                     | What further action is required? | Action by whom?                        | Action by when? | Signed off & date complete |
|-----------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------|-----------------|----------------------------|
|                       | Tide                                                                                       | Use of reliable forecasts by OOD.<br>Include weather forecast in briefing<br>Tide times & local knowledge<br>Constant vigilance by all involved                                                |                                  | Commodore,<br>Training Officer &<br>OD |                 |                            |
|                       | Obstruction: buoys, sandbanks, groynes, moored boats, fishermen, powered craft manoeuvring | Local knowledge<br>Setting of suitable courses<br>Marking of obstructions<br>Safety boat awareness<br>Constant vigilance by all involved<br>OOD has power to abandon sailing on safety grounds |                                  |                                        |                 |                            |
| <b>Recovery</b>       | Dinghy crew and helpers<br>Public, especially anglers                                      | Ensure good communications with other “pushers and helpers”, especially on slip<br>Ensure boat is locked onto trailer by securing stop before moving                                           | Nil                              | Dinghy helm                            | Ongoing         | N/A                        |

## 7 Cruiser sailing operations

The contents of the RYA Safety Advisory Notice (Jan 2016) should be noted



## Morecambe Sailing Club

### Sail the Bay

#### Version Control:

| Version | Comments                                                                  | Date      | Reviewer   |
|---------|---------------------------------------------------------------------------|-----------|------------|
| 1.0     | Document creation                                                         | June 2024 | J.Gibbison |
| 1.1     | Document reviewed. Addition of Version control. Minor Formatting changes. | June 2025 | N.Wallace  |
| 1.1     | Document reviewed – no changes.                                           | June 2026 | J.Gibbison |
|         |                                                                           |           |            |