

Blakeney Sailing Club

Risk assessment - club premises

All members should note that BSC is a Community Amateur Sports Club that is run by members for the benefit of members. We all have a responsibility for our own health and safety and the safety of others. It is the member's responsibility to please follow the advice and guidance laid down in this risk assessment and not to engage in any activity that puts you or others at risk of injury.

The following are risks we have identified:

Hazard -1	Potential severity and risk	Who is at risk	Control Measures	Further measures as appropriate	Residual risk
Electricity	Death / electric shock and burns from faulty equipment or installation Low risk	Club members and visitors	Fixed installations installed by qualified electrician All repairs carried out by qualified electrician Portable equipment to be checked for any signs of damage before use and if considered unsafe must not be used and taken out of service. Such inspection to be carried out annually and recorded.	Electrical inspections to be carried out on regular basis To avoid contact with electrical appliances when hands etc. are wet If any doubt about safety of electricity in the clubhouse the electricity is to be turned off at the main switches and circuit breakers situated to the right of the exit from the clubhouse. Commodore/committee member to be so advised.	Low

Hazard -2	Potential severity and risk	Who is at risk	Control Measures	Further measures as appropriate	Residual risk
Hazardous substances e.g. chemicals and boiling water	From direct contact -skin problems, eye damage, breathing difficulties	Club members and visitors	Appropriate equipment to be provided as necessary, e.g. mops, brushes, rubber gloves Cleaning products to be labelled irritant and used following manufacturers instructions. Cleaning products to be stored securely Boiling water to be treated with the respect it deserves	Household products are available in kitchen for members use and usual domestic considerations should be followed First aid measures to be followed as necessary, e.g. prolonged immersion in cold water of any scalds First aid kit in club house	Low
Hazard -3	Potential severity and risk	Who is at risk	Control Measures	Further measures as appropriate	Residual risk
Manual Handling	Back strain if lifting heavy or awkward objects, or if lifting above shoulder height	Club members and visitors	There are no heavy objects requiring lifting. Awkward objects may require two people to lift. Only light objects (e.g. club flag) should be placed above shoulder height	Good lifting techniques should be followed Low	
Hazard -4	Potential severity and risk	Who is at risk	Control Measures	Further measures as appropriate	Residual risk
Slipping or falling in club house	Sprains and fractures	Club members and visitors	Clubhouse floor to be kept free from hazardous obstructions that might cause tripping. Showers cubicles to have wooden slatted boards to stand on when exiting shower	Excess wet floors on club house to be mopped as soon as possible	Low

Hazard -5	Potential severity and risk	Who is at risk	Control Measures	Further measures as appropriate	Residual risk
Food hygiene and kitchen safety	Gastroenteritis	Club members and visitors, particularly infants and elderly	Food to be prepared using hygienic measures and not left exposed for prolonged periods at room temperature. See note 1 See note 2	No food to be used beyond expiry date	Low

Hazard -6	Potential severity and risk	Who is at risk	Control Measures	Further measures as appropriate	Residual risk
Injury from broken glass crockery etc.	Cuts	Persons in contact with sharp objects	Broken glass etc. to be removed to place of safety as soon as possible	Care to be exercised with all sharp objects	Low

Note 1

Those involved with the preparation and serving of food and drink to members' guests and visitors should be aware of basic guidelines as below:

PERSONAL HYGIENE

Wash hands using liquid soap, making sure to wash well between fingers and scrub nails. Wet hands thoroughly, use approved soap, rubbing palms together, fingers and thumbs. Rinse thoroughly and dry with paper towels.

DISINFECT WORK SURFACES

Use approved kitchen surface cleaner to clean work surfaces, chopping boards etc.

FOOD PREPARATION

Use the right chopping board for the job. Raw and cooked foods to be kept separate at all times. Knives used to prepare raw food should be thoroughly cleaned before used on cooked food

PREVENTION OF BACTERIAL INFECTION

Food poisoning risk can be prevented by following good hygiene practices. Heat and chemicals kill bacteria. High risk foods are all cooked meat and poultry. Risks can be reduced by keeping cold food below 5°C and hot food above 63°C.

FOOD POISONING

Risk increases when food prepared too far in advance and stored at room temperature, cooling food too slowly before refrigeration, reheating food at temperatures below 81°C, undercooking food, using left overs, cross contaminating cooked and raw food.

PERSONAL ILLNESS

If suffering from personal illness do not prepare food for others. Any cuts should be covered with approved plasters

KEEPING FOOD – NOT FOR IMMEDIATE USE

All food should be kept covered and as cool as possible.

FRIDGE

To be kept clean at all times. Raw and cooked food to be kept separate. Temperature of the fridge should not exceed 5°C, if it does inform commodore or committee member

WORK METHODICALLY

Clear up as you go along

DRYING UP

Use clean tea towels or leave to air dry

AFTERWARDS

All work surfaces, cooking utensils etc. to be cleaned with appropriate cleaners and disinfectants. Waste bins to be emptied, contents to be put in appropriate container.

Note 2

Thermometer required for fridge and temperature reading to be logged in record book

Damp and flaking paintwork on walls made good

Different volunteers to prepare food and accept money or else an honesty money box to be used

Left over cooked food being taken off the premises and reused in the making of quiches etc is noted as a risk