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PRINCIPAL RISK ASSESSMENT

RISK ASSESSMENT SECTIONS:

1. On Quays (including harbour carpark after lift out)
2. Clubhouse and Clubhouse Sheds
3. Other Sheds and Buildings
4. All SHS Buildings Generally
5. Manual Handling
6. Hazards at Height
7. On the Water
8. Volunteer Tasks
9. Harbour Master

HAZARD / RISK AREA / ISSUE		WHO AFFECTED?	RISK LEVEL				CONTROLS APPLIED	COMMENT
		A - All HM – Harbour Master M - Members VS - Visitor (seasonal) VC - Visitor (Casual) VT – Visitor (Transit) P - Public Ch - Children SC – Small craft & Swimmers Co - Contractors C - Clubs	L - Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Certain S - Severity 1 = Negligible 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic RF - Risk Factor (RF = L x S)					
			L	S	RF			
1	ON QUAYS (including harbour car park after lift out)							
1.1	Quay wall unguarded drop – people falling over edge.	A	3	5	15	Signage at intervals. Most frequented edge has rail. Yellow line edge highlight in place, life ring, emergency phone. Quay signage advises of hazard and requests parents to supervise children.		
1.2	Quay wall unguarded drop – cars rolling over edge.	M / VS / VT	1	5	5	Parking restricted to Members only. Members are aware of hazard.		

	Quay wall Jumping	CH / (A)	5	5	25	When HM & Stewards present on site – safety advice given. All Members asked to engage with visitors over safety when on quay.	
1.3	Equipment on quays e.g. hoses, cables, pots etc. – trip and pedestrian collision.	P / M	3	3	9	Members reminded annually to keep quay free of clutter. Use temporary bollards / barriers for hazard marking.	
1.4	Boats after lift out – quay congested - pedestrian collision, rope cutters etc.	P / M	1	1	1	Rope cutters to be covered. Members to keep quay clear of clutter. Bollards and barriers to be used where appropriate.	
1.5	Trinity Slip & Queens Steps algal growth.	P / M / C	3	3	9	Regular monitoring and cleaning by HM. Signage and barrier used during cleaning.	
1.6	Boat Lifting	HM /M / P/ Co	2	5	10	Separate Risk Assessment in place.	
1.7	Boat Anti-fouling	P / M	1	1	1	See H&S Management Plan for controls	
1.8	Car parking / delivery vehicles etc. - manoeuvring resulting in potential pedestrian injury.	P / M	1	3	3	Vehicle numbers are reduced due to parking being restricted to Members.	
1.9	Events / activities on Quay leading to a variety of accident risks particularly falls from quay wall, slips, trips, collisions and water safety.	A	3	3	9	SHS organised events assessed for risk by Committee or H&S Officer. All events by others only with prior formal permission of Committee and on approval of a risk assessment.	
1.10	People being taken ill / accident	A	1	5	5	Defibrillator & emergency phone on quay. First aid kit in Club House when open.	
1.11	Congestion with large number of visitors during summer increases risk of accidents.	A	3	1	3	HM present at high tides when quay busiest with additional stewarding on summer weekends. All Members asked to engage with visitors over safety when on quay.	
1.12	Public Right of Way	A	1	1	1	Route kept clear, stewarded if closed for boat lift.	
1.13	Quay Wall and Quay Surfacing – deterioration of structural fabric leading to risk of injury and trips.	A	3	4	12	Inspections and repair as necessary.	

1.14	Fishing & crabbing hooks – risk of injury if snagged into mooring lines and generally to people and animals on quay.	A	2	3	6	Hooks prohibited on all SHS Property. Quay signage states this. HM & Stewards to advise visitors. All Members asked to engage with visitors over safety when on quay.
1.15	Visitor Boat Storage on Quay, potential collision hazard or obstruction.	A	1	1	1	HM advises on appropriate safe storage location. Lifeboat shed doors allowed full opening space.
1.16	Dogs may create trip hazard, dog poo is health hazard.	A	1	1	1	Dogs required to be on lead at all times, quay signage states this. HM & Stewards to advise visitors. All Members asked to engage with visitors over issue when on quay.
1.17	Potentially abusive members of the public.		3	3	9	Refer to signage if issue is connected to acceptable behaviour on quay. Offer meeting with committee member.
2 CLUBHOUSE & CLUBHOUSE SHEDS						
2.1	Fire	A	2	5	10	Fire alarm system serviced annually. Extinguishers serviced / replaced annually. Fire alarm test monthly. Fire plan on clubhouse notice board with assembly point given.
2.2	Hazardous Materials	A	1	3	3	Paint only to be stored in shed in locked cabinet. Hazardous cleaning materials locked in macerator shed. No other hazardous materials including fuel permitted.
2.3	Emergency Lighting	A	1	3	3	To be checked by inspection.
2.4	Emergency Exits	A	1	3	3	To be checked and kept clear.
2.5	External Stairs & Balcony	A	1	1	1	Rails and barriers checked by inspection, any clutter removed.
2.6	Slips and Trips	A	3	3	9	Wet floor sign after cleaning. Users to keep circulation areas clear.

2.7	Safety of Services Generally	A	1	3	3	Annual safety check of electrical and oil services. Users to notify H&S Officer or Committee member of concerns if problem suspected.	
2.8	Toilet / shower Hygiene	A	1	1	1	Cleaned and checked daily by café tenant including sharps and hygiene bin.	
2.9	Café: potential hazards include slips, trips, wet surfaces, safety of café equipment, heated surfaces and materials, obstruction of emergency exits.	A	2	3	6	Café tenant responsible for monitoring and dealing with hazards resulting from café operation. Issues of concern to be raised with H&S officer or directly to Committee.	
2.10	Legionnaires Disease	A	1	1	1	Annual boiler service check. Ensure hot water storage maintained at 65°C minimum.	
2.11	Boiler and oil supply	A	1	3	3	Annual boiler service. Oil tank check at each fuel delivery.	
3 OTHER SHEDS & BUILDINGS							
3.1	Hazardous Materials	M / C	1	3	3	Storage of fuel prohibited, store paint in main shed locked cabinet.	
3.2	Fire Safety	M / C / (A)	2	5	10	Fire extinguishers supplied and checked annually.	
3.3	Public Toilets - slips, trips, general hygiene.	A	1	3	3	Cleaning, checking & locking regime by who?	I don't know how this is done.
3.4	Lifeboat Shed, suspended objects falling, slips and trips.	M / C	1	3	3	Inspection and remedy of issues. Sailing club to ensure no other people in shed when masts hoisted or lowered	
3.5	Rowing, Sailing Club & Locker Rooms - slips, trips,	C / M	1	1	1	Annual safety inspection and remedy of issues by SHS or tenants as appropriate.	
3.6	Macerator Shed. Risk of sewage spill if pump fails. Storage of hazardous chemicals.	A	2	3	6	Regular inspection. Service and emergency call out arrangements in place. Door locked, access to authorised personnel only.	

4	ALL SHS BUILDINGS GENERALLY where not covered elsewhere)						
4.1	Structural / Fabric deterioration leading to risk of injury e.g. from falling objects and trips.	A	3	3	9	Regular Inspection and repair as required.	
4.2	Asbestos	A	1	3	3	None known. If discovered or suspected H&S Officer to be notified for action to be arranged.	
4.3	Electric shock	A	1	5	5	Annual safety check of electrical services at same time as clubhouse.	
5	MANUAL HANDLING						
5.1	Musculoskeletal injuries from: <ul style="list-style-type: none"> Laying moorings and moving tackle. Recovery of boats that break from moorings. Moving heavy objects on quay. Boat lifting 	HM / M / Co	3	3	9	Appropriate PPE, more than one person for heavy or awkward items. Correct lifting procedure, training if required. Mechanical aids: JCB / trolley / barrow.	
5.2	Working with ropes and chain.	HM	1	3	3	Appropriate tools and PPE	
5.3	Working in adverse weather conditions.	HM / Co	1	3	3	PPE and appropriate clothing	
6	HAZARDS AT HEIGHT						
6.1	Falling from height	P / Co / M / (A)	1	5	5	Avoid work on quay edge if possible, keep work area clear of trip hazards, tie ladders in place for prolonged working. Use hard hats if appropriate. See also section 1	
6.2	Falling objects from work to buildings and boats on hard	P / Co / M / (A)	1	5	5	Contractors working on buildings and Members working on boats to maintain safe work area using barriers if necessary to exclude people below.	

7 ON THE WATER						
7.1	Visiting Boats & Member boats on moorings breaking free if not moored correctly or moorings in poor condition. Visiting boats arriving in adverse conditions.	V / HM / M	1	3	3	Navigation and mooring information on website and from HM if requested. Moorings checked annually and Members required to maintain their own moorings.
7.2	Small craft (paddle boards, kayaks) and swimmer collision risk with boats particularly in Fairway and Trinity Quay wall	SC / M	1	5	5	Members reminded of risk. Guidance given on signage with Fairway plan.
7.3	Small craft (paddle boards, kayaks) users, swimmers getting tangled / trapped in mooring lines	SC / M	1	5	5	Issue raised on quay signage. Members required to keep moorings in good condition and remove stray ropes and tangles.
7.4	Visitor safety when leaving harbour on small craft or swimming – Offshore winds, no communications.	SC	3	5	15	SHS cannot control this but guidance given on quay signage and visitors referred to RNLI guidance.
7.5	Security of moorings – boats breaking free. Risk of injury if dealing with boat adrift.	HM / VS / VT / M	3	3	9	HM check moorings, HM request assistance if required.
7.6	Ability to use moorings – injury to boat users and safe mooring practice.	M / VS	1	2	2	Offer guidance to Members if they need it from experienced Members. Also mooring guidance on website for Visitors and further assistance if they request.

8 VOLUNTEER TASKS							
8.1	Range of possible tasks with various potential hazards.	M / HM	3	3	9		Likely hazards generally covered elsewhere but each task to be assessed when planned to determine if individual task risk assessment required.
9 HARBOUR MASTER DUTIES							
9.1	Manual handling, lifting, working at heights, laying moorings, dealing with boats that break loose, adverse weather, potentially abusive members of the public.	HM	5	4	20		Covered generally throughout risk assessment but HM can request further assessment for any tasks if required.

Severity/ Consequence (S)

		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood (L)	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5