

BRADFORD & BINGLEY CANOE CLUB

RISK ASSESSMENT

Location: Main Club Building

Date: 31/12/14

Review: 13/03/2017

Assessors: Paul Ford, Wendy Robinson

Hazard	Possible Outcome	Likelihood Rating	Severity Rating	Risk (LxS)	Suggested Action	Post Action Risk Level	Due	Who
1) Mud on floor stops non-slip flooring working effectively	Slip	2	1	2	Regular cleaning of floor to remove mud.	1	PPM plan	PF
2) Electrical equipment – changing rooms, kitchen, tools.	Fire/shock	1	3	3	Annual pat test of all equipment used in clubhouse. Five year installation check was carried out 4/2/13.	3	PAT 22/2/15	PF
3) Upright boats in racking	Boats could fall on someone	2	1	2	Soft foam matting secured by wood battens.	1	Done	MF
4) No cover on fluorescent tube above vertically racked boats	Minor Injury cuts	1	1	1	Tube removed. <u>Cover for tube to be found above new racking.</u>	0	20/04/2017	WR MS
5) Poorly stacked equipment – could fall on or trap individuals	Minor injury	3	2	6	Remove where not needed or stack in a safer manner. Ladders chained to rack end.	2	Done	PF
6) Electrical switches and sockets in clubhouse are not waterproof	Shock	2	2	4	None of this equipment to be used by paddlers between getting off the water and getting changed. Signs: R U WET?	2	Done	DB

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7) Boats protrude from racking at different heights and for different distances	Minor injury from hitting boat	3	1	3	Change arrangement of boats to minimise likelihood of bumping into them. Long boats above.	2	Done, monitor	MS
8) Electrical heaters in "store rooms"	Fire	2	3	6	Replace heaters with wall mounted fan heaters as convector heaters fail. Fire door and emergency lighting are checked monthly.	3	When convector heater in ladies fails	PF
9) Lifting boats into racking	Strain, fall, impact	2	1	2	Safe lifting practices to be used, children not to take/replace boats above waist height. Inclusion in courses. Culture of helpfulness. <u>Children given lower spaces on horizontal racking.</u>	1	Ongoing	All
10) Equipment left on floor of main area of hut	Trip	3	1	3	Re-configure storage arrangements for BA, spray-decks, helmets and paddles.	1	Done	PF
11) Tripping on front, outside steps.	Cuts, bruises	2	2	4	Fit hi-viz and grip step edging.	2	Done	PF
12) No hand rail on first floor storage area	Fall	2	3	6	Access this area only through the door in mezzanine area, no Minors to use this area, no storage of heavy items in this area. Padlock door. Add signage and safety chain.	3	Done	PF

This risk assessment has been carried out to the best ability of the assessors. The hazards identified are those perceived by the assessors to pose a potential safety risk. This assessment may not necessarily have identified all possible hazards.

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Building Preventative Maintenance and Repair Schedule is an additional document.

Risk rating matrix. Multiply "Likelihood" by "Severity" = Risk level			
Severity of Effect			
Likelihood of Exposure	Slightly harmful = 1	Harmful = 2	Extremely harmful = 3
Highly unlikely = 1	1 Trivial risk	2 Tolerable risk	3 Moderate risk
Unlikely = 2	2 Tolerable risk	4 Moderate risk	6 Substantial risk
Likely = 3	3 Moderate risk	6 Substantial risk	9 Intolerable risk

RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL	No action and no documentary records need to be kept.
TOLERABLE	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
SUBSTANTIAL	Activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity in progress, urgent action should be taken.

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INTOLERABLE

Activity should not be *started or continued* until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, activity has to remain prohibited.

- Likely - Typically experienced at least once every six months by an individual
- Unlikely – Typically experienced once every five years by an individual
- Highly unlikely - Typically experienced once during the working lifetime of an individual

- Slightly harmful – **(Safety)** = Superficial injuries; minor cuts and bruises; eye irritation from dust. **(Health)** = Nuisance and irritation (e.g. headaches); temporary ill health leading to discomfort (e.g. diarrhoea).
- Harmful – **(Safety)** = Lacerations; burns; concussion; serious sprains; minor fractures. **(Health)** = Partial hearing loss; dermatitis; asthma; work related upper limb disorders; ill health leading to permanent minor disability.
- Extremely harmful – **(Safety)** = Fatal injuries; amputations; multiple injuries; major fractures. **(Health)** = Acute fatal diseases; severe life shortening diseases; permanent substantial disability.