

## Risk assessment template

Company name: Beaver Sailing Club

Assessment carried out by: TJ Bell

Date of next review: 18/11/20

Date assessment was carried out: 18/09/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Getting / spreading Covid-19 in Clubhouse entrance area</b>	Members/Visitors in contact with COVID-19	Sanitisers/COVID notices/Surface cleaners	Notice advising use of toilets only if essential. Face coverings must be worn. Signage advising to be posted on door and inside entrance	Tim Bell/Gem Francis Burnett	now	Yes
<b>Getting / spreading Covid-19 in Clubhouse Race office room</b>	Members/Visitors in contact with COVID-19	Social distancing	RDO and 'support' (if any) only – Out of bounds to other members. Notice on entrance doors. Face coverings must be worn.	Tim Bell	now	Yes

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<b>Getting / spreading Covid-19 in Clubhouse male toilets</b>	Members/Visitors in contact with COVID-19	Sanitisers/soap/hand washing and drying facilities	Turn off / isolate power to hand dryers & provide paper towels. Hazard tape marking off areas. Close 2 cubicles nearest urinal Members to clean toilet handle/seat/surfaces with disinfectant wipes after use. Extra Covid-19 signage. Increase cleaning frequency. Wedge door to corridor open during active club hours. Face coverings must be worn.	Tim Bell/Gem Francis Burnett	now	Yes
<b>Getting / spreading Covid-19 in Clubhouse male Changing rooms</b>	Members/Visitors in contact with COVID-19	Closed –notices on doors	None – re assess within next 4 weeks i.e. 18/11/20	Tim Bell	now	Yes
<b>Getting / spreading Covid-19 in Clubhouse male Showers</b>	Members/Visitors in contact with COVID-19	Closed- notices on doors	None – re assess within next 4 weeks i.e. 18/11/20	Tim Bell/Gem Francis Burnett	now	Yes

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<b>Getting / spreading Covid-19 in Clubhouse Female toilets</b>	Members/Visitors in contact with COVID-19	Sanitisers/soap/hand washing and drying facilities	Turn off hand dryers & provide paper towels. Hazard tape marking off areas. Face coverings must be worn Close 2 cubicles. Members to clean toilet handle/seat/surfaces with disinfectant wipes after use. Covid-19 signage. Increase cleaning frequency. Wedge door to corridor open during active club hours.			
<b>Getting / spreading Covid-19 in Clubhouse Female Changing rooms</b>	Members/Visitors in contact with COVID-19	Closed- notices on doors	None – re assess by 18/11/20	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 in Clubhouse Female Showers</b>	Members/Visitors in contact with COVID-19	Closed- notices on doors	None – re assess by 18/11/20	Tim Bell	Now	Yes

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<b>Getting / spreading Covid-19 in Clubhouse Disabled toilets</b>	Members/Visitors in contact with COVID-19	Sanitisers/ Surface cleaners/bleach/disinfectant wipes	Increase cleaning frequency. Face coverings must be worn. Make use for disabled members only & SEA CADETS. Notice on door. Stop disposal of any other waste material into toilets. (Excludes water from mopping floor).	Tim Bell/Gem Francis Burnett	Now	Yes
<b>Getting / spreading Covid-19 in Clubhouse Kitchen</b>	Members/Visitors in contact with COVID-19	Closed	None – re assess by 18/11/20	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 in Clubhouse Lounge area</b>	Members/Visitors in contact with COVID-19	Closed/blocked off	Lock doors/hazard tape/Closed due to COVID notice on door. To be reviewed again (insert agreed date) e.g. 18/11/20?	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 in Clubhouse veranda area and patio</b>	Members/Visitors in contact with COVID-19	Social distancing	COVID notices displayed, Sanitiser stations provided.	Tim Bell/Gem Francis Burnett	Now	Yes

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<b>Getting / spreading Covid-19 when using – Race signing on sheets</b>	Members in contact with COVID-19	Sanitiser next to book	Reminder notice to use sanitiser/ use own pen/Sanitiser provided.	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 in Rescue boat shed</b>	Members participating RDO/Rescue boat crew roles	Social distancing/sanitiser	Notice advising - Wear Face coverings inside. Only 1 person inside if possible. Have both doors open when inside. Guidance on Boat house doors	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 on Jetty's</b>	Sailing Members/Visitors in contact with COVID-19	Social distancing	Social distancing reminder notice on sign post near jetty. Regular use of sanitiser. Avoid passing on jetty. IF HAVE to pass on jetty do so back to back.	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 on Slipways – including Windsurfer slip</b>	Members/Visitors in contact with COVID-19	Social distancing	Social distancing reminder notice on sign post near Slips. Regular use of sanitiser. Avoid passing on slip. When assistance launching/recovering is	Tim Bell	Now	Yes

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			required limit to bubble groups/same household.			
<b>Getting / spreading Covid-19 in Boat Park</b>	Members/Visitors in contact with COVID-19	Social distancing	Notice reminding to socially distance on main gates	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 in Car Park (outside gates)</b>	Members/Visitors in contact with COVID-19	Social distancing	Notice reminding to socially distance on main gates	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 at Road barrier</b>	Members/Visitors in contact with COVID-19	None	Notice advising to sanitise hands following touching barrier/lock + Sanitiser station at barrier	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19 during rescue boat activity</b>	Rescue boat crew in contact with COVID-19	Minimising face to face contact. Verbally advising crew.	Provide guidance document on rescue boat house & inside boat - Face covering to be worn if close proximity >1m to crew members. Tow any boats astern with crew on-board where possible. Face coverings must be	Tim Bell	Now	Yes

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			worn when recovering person into rescue boat. Consider weather conditions and restrict sailing area to reduce Rescue boat effort. If possible same bubble / household to crew rescue boat.			
<b>Getting / spreading Covid-19 when attending BSC – ‘signing in’</b>	Members/visitors	Social distancing/RACE Signing on sheets	Implement NHS Test and Trace	Martin Penty	NOW	Yes
<b>Getting / spreading Covid-19 when multiple crews on boat</b>	Sailing members with dinghy <1 crew	Verbal advice given	Provide RYA guidance on ‘multi crews’ sign in patio area & Beaver web site	Tim Bell	Now	Yes
<b>Getting / spreading Covid-19: Third party use of facilities. i.e. SEA CADETS</b>	Members/visitors/ SEA CADET (SC) TROOP	Liaising with SC lead. <i>SC have own controls in place (Discussed with SC lead)</i>	Make Disabled toilet for use of SC troop when on site. Signage to be posted on Disabled toilet door	Tim Bell	Now	Yes

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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