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| If control measures aren’t implemented and effective  it is rated **MEDIUM RISK** (25 ): Severity(5 ) x Likelihood(5 ) |

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| Groups at risk  • All club members  • Persons in the vicinity | Hazards  • Manual handling injuries  • Impact injury from falling  items or tipping | Practices resulting in hazards  • Moving Boats  • Moving items such as blocks and knees  • Obstructing the view |

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| Control Measures  • Boat preparation - Dressing boat in readiness to launch - Make sure that the bung is in and tight. Fit pins to the boat and ensure spare pins, sponge and bailers are carried.  • Turn on the VHF Radio, ensure it has a full charge and carry out a radio check.  • Crew to place oars in boat, or on slipway ensuring attention is taken when leaving the boat shed into the car park area, watching for vehicles and pedestrians.  • Heavy boats will require a team Manual Handling task; The Cox must act as the  leader and co- ordinate the task. The lifting should never be attempted with less than 6 personnel.  • Only one person to give instructions during team lifting.  • Manual handling training completed as part of induction to ensure all club members are aware of and follow correct procedures and lifting techniques.  • Club members must follow the correct lifting techniques at all times.  • Moving of boats must be planned to ensure routes and doorways are not obstructed.  • Report any defects in the flooring to the relevant committee member.  • Ensure floors are dry, take extra care when wet.  • Ensure lighting is adequate.  • Wear gloves if necessary and ensure a good grip.  • Suitable non-slip footwear to be worn at all times.  • Ensure those who are completing the task are physically fit.  • Keep the feet clear when setting the boats down  • Nonslip matting to be placed on the slip way at low tide for launch and recovery to alleviate the risk of personnel slipping over when putting the boats in the water. Care to be taken to ensure this does not become a trip hazard.  • Trollies should be in good working order and inspected monthly. If you find a faulty trolly DO NOT USE and report fault to maintenance crew.  • Care to be taken by all club members when leaving the boat shed, a check for passing vehicles and pedestrians should be carried out before leaving the shed.  • Care should be taken when boarding and disembarking the boats, crews should take note of the surface of the slipway and the condition of the water (swell, wash or wake from other craft).  • Once boats have been launched trollies to be returned to the boat shed or left on the slip in a manner that they do not become a hazard.  • Once training is complete and all boats are returned to the shed stow the trollies back to the storage area and stack neatly, so they are not a hazard to other club members.  • Care to be taken when loading boats on to the trailer, Ensure the required number of club members are available to lift the boat on and off the trailer. Ensure members of the public are clear of the trailer while being loaded/unloaded and when being pulled from the boat shed. |

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| **After Control Measures:** Severity(5 ) x Likelihood(2 )  LOW RISK(10 ) |

Responsible Person: T P Aston. Responsible Person Signature: Tim Aston

Date 03 December 2021 – To be reviewed annually.

Review Date:

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