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| **Work/Activity: Committee activities** | | | | | | |
| **Committee activities such as kit repairs and maintenance that are high risk, such as use of power tools and plastic welding.**  **Activities will likely take place at the kit shed at the university water sports complex but may also occur in other locations.** | | | | | | |
| Group:  Southampton University Canoe Club 2020/2021 | | Assessor(s):  Alex Green (Kit secretary)  Katherine Scott-Taylor (Safety Secretary) | | | Contact: [sucanoeclub@gmail.com](mailto:sucanoeclub@gmail.com) | |
| Guidance/standards/Reference documents | | | | Competence requirements | | |
| **[Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.]**  **[e.g]**   * **http://www.hse.gov.uk/Risk/faq.htm** | | | | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] | |
| Committee members present for maintenance | Sufficient experience with power tools is needed in order to safely operate them. As such is it encouraged that only experienced members undertake power tool usage. An exception to this would be an experienced member teaching and showing a novice how to safely use a power tool, and will then provide supervision until the novice becomes more experienced with said power tool. | |
| Checks schedules | Frequency | |  | | |  |
| **[please detail equipment/ safety checks – who, what and where]**  Any incidents or near miss incidents that fall under this task are reported and reviewed in line with this risk assessment.  Power tools are reviewed prior to their use to ensure that they are safe to use for the maintenance.  Safety information regarding the maintenance to be performed should be relayed by the most experienced committee member present before beginning the maintenance.  All committee members should observe other committee members during this maintenance to look out for each other’s safety. | **[please detail frequency of checks to be done]**    **Checks should be completed prior to any maintenance or loading for trips and should be performed by any committee member present, overseen by kit secretary Alex Green.** | |  | | |  |
| Risk assessments linked | | | |  |  | |
| **[Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.]** | | | |

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| **RISK GRADING SYSTEM**  Identify from the list of categories listed in the column opposite which description best fits the risk you are assessing.  Now look at the column below to determine the impact or possible impact.  Reading down from the top row and across from the side row will give a risk score and a risk colour. | **INSIGNIFICANT (1)**  **No identifiable;**  **Ill Health** or **Injury** (emotional, psychological or physical)  **Property** or other damage or  **No disruption** to Service  **Finance** Less than £100 (can be resolved at department level) | **MINOR (2)**  **Not permanent (Probably be resolved in one month) ;**  **Ill Health** or **Injury** (emotional, psychological or physical)  **Property** or other damage and **continuation of service**  **Finance** Less than £1,000 but greater than £100 | **MODERATE (3)**  **Semi-permanent (likely to be resolved within one year)**  **Ill Health** or **Injury** (emotional, psychological or physical)  **Property** or other damage or  **Restricted service.**  **Local adverse publicity**  **Finance** Less than £10,000 but greater than £1,000 | **MAJOR (4)**  **Permanent (Loss of function) ;**  **Ill Health** or **Injury** (emotional, psychological or physical)  **Property** or other damage or  **Temporary** Service closure  **National adverse publicity**  **Finance** Less than £100,000 but greater than £10,000 | **CATASTROPHIC (5)**  **Death;**  **Ill Health** (emotional, psychological or physical)  **Property** or other damage or  **Extended Service closure**  **International** **adverse publicity**  **Finance** greater than £100,000 |
| **CERTAIN (5)**  This type of event will happen (and frequently) | **5** | **10** | **15** | **20** | **25** |
| **HIGH PROBABILITY (4)**  This type of event may happen (50/50 chance) | **4** | **8** | **12** | **16** | **20** |
| **POSSIBLE (3)**  This type of event may happen (occasionally) | **3** | **6** | **9** | **12** | **15** |
| **UNLIKELY (2)**  This type of event is unlikely to happen (remote chance) | **2** | **4** | **6** | **8** | **10** |
| **RARE (1)**  Cannot believe this type of event will happen (in the foreseeable future) | **1** | **2** | **3** | **4** | **5** |

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| Task | Hazards | HARM: who, how | Current control measures: Proactive/Reactive | Current risk | | | Additional control measure: Proactive/Reactive | Action by whom? |  | *Residual risk* | | *check SA/DM* |
| Likelihood | Severity | Total | Likelihood | *Severity* | *Total* |
| General | Transmission/ Contraction of Covid 19 | Everyone | * All members should be aware of the current covid guidelines laid out by the government and we expect them to abide by these. | 3 | 5 | 20 | * Testing will be encouraged before attending sessions, and to not attend sessions if they have symptoms of covid 19 or test positive. If they test positive, we will ask them to inform anyone who they came into contact with in the 2 days before they’ve tested positive. * Members will be encouraged to wash hands regularly to minimise risk of transmission * All club kit including, paddles, spray decks and boats will be washed between users to minimise the risk of transmission | Any committee members present at a session; over seen by Safety secretary (Katherine Scott-Taylor) | 2 | 5 | 10 |  |
| Use of power tools | Sharp tools, blunt trauma, serious cuts, burns | Person using the tools or nearby committee members performing other maintenance. Self injury with the tool or accidental injury to others | * Ensure safety guards on tools are used if present * Nearby persons are aware of the tool prior to it being used, so no accidental movement could cause injury with the tool * Ensure other members are aware of the task and either supervising or in contactable range. Should an accident occur, another member of the committee can assist with first aid. * When using power tools such as saws or drills make sure personal safety equipment such as gloves and goggles are used to prevent injuries. | 3 | 4 | 12 |  | All committee members present for the maintenance should oversee other committee members and ensure all safety precautions are taken. Overseen by safety secretary Katherine Scott-Taylor | 2 | 4 | 8 |  |
| Plastic welding | Melted plastic  Sanding tools (Dremel) | Person welding could be seriously burnt by melted plastic or the lighter used to melt the plastic.  Abrasive cuts and bruised could occur from inappropriate Dremel use | * Advise committee members to wear protective equipment such as goggles and gloves when welding to protect from burns or particulate from sanding * Ensure other members are aware of the task and either supervising or in contactable range. Should an accident occur, another member of the committee can assist with first aid. * Committee members either welding or using sanding and cutting tools are aware of the risk these tasks presents, or are made aware * Only experienced committee members should attempt to perform a weld to avoid injuries from inexperience | 2 | 4 | 8 | * Safety kits contain burn sachets that can be used in the event of a plastic burn, ensure that the burn is ran under cold running water for 10 minutes. | All committee members present for the maintenance should oversee other committee members and ensure all safety precautions are taken. Overseen by safety secretary Katherine Scott-Taylor | 2 | *4* | *8* |  |
| Transporting boats, lifting and handling boats and fixing boats for transport | Improper lifting technique, unsecure boats that could fall and injure people nearby. Trapping in rachet straps. | Dislocations, back injuries from improper lifting technique, torn muscles, bruising, blunt trauma from falling kayaks. Fingers getting caught in rachet straps | * Committee members are encouraged to lift kayaks with two people when loading to spread the strain between them * Ensure all kayaks are secure prior to transport, if on a roof rack make sure rachet straps are tightened securely and away from other members to avoid fingers becoming snagged or trapped in the winch mechanism. * Kayaks must be securely strapped onto roof racks to avoid them falling off mid transport and causing injury to the car or other cars on the road. * If kayaks are transported in a van ensure that there is sufficient packing to stop kayaks from moving inside the van during transport, to avoid damage to kayaks whilst in transit. | 2 | 5 | 10 |  | All committee members present for the trip should oversee other committee members and ensure all safety precautions are taken. Overseen by safety secretary Katherine Scott-Taylor | 2 | *5* | *10* |  |

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| ***Declaration by users: I confirm that I have read this risk assessment, will implement the controls outlined herein,***  ***and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment.*** | |
| **Name:** | Date: |
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| **Reviewed By:** | | **Comments:** | |
| **Responsible person (SA/DM):**  **Andrew Mylroi Lamont (President)** | Date: 28/08/2021 | |  |
| **SUSU H&S manager (where applicable):** | Date: | |  |