

General Information

Date of risk assessment	March 23										
Building	Leeds Canoe Club Boatstore ('Clubhouse')										
Description of building or area	3 storerooms, 2 of which are used for the storage of Club boats, paddles, PPE etc, 1 is for the personal storage of member's boats. Keys are held by a number of members.										
Hazard Identification and Risk Assessment <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Likelihood (L)</td> <td style="width: 25%; text-align: center;">1 = Low</td> <td style="width: 25%; text-align: center;">2 = Medium</td> <td style="width: 25%; text-align: center;">3 = High</td> </tr> <tr> <td style="text-align: center;">Severity (S)</td> <td style="text-align: center;">1 = Slight</td> <td style="text-align: center;">2 = Serious</td> <td style="text-align: center;">3 = Major</td> </tr> </table> <p style="text-align: center;">Risk level = Likelihood X Severity</p>				Likelihood (L)	1 = Low	2 = Medium	3 = High	Severity (S)	1 = Slight	2 = Serious	3 = Major
Likelihood (L)	1 = Low	2 = Medium	3 = High								
Severity (S)	1 = Slight	2 = Serious	3 = Major								
Overall Assessment of Risk											
Overall risk level with existing controls		Low									
Overall risk level after all actions completed		Low									
Is this acceptable?	Yes										
Date assessment due to be reviewed		April 24									

March 23 reviewed by Duncan - safety officer

Hazard Identification and Risk Assessment

Hazard	People at risk	Existing controls	Risk level (RL)			OK?	Recommendations
			L	S	RL		
Slips, trips and falls	All Leeds Canoe Club users	Main storeroom - non-slip flooring. Clear passageways. Adequate lighting.	1	2	2	No	Both storerooms - uneven surfaces/trip hazards require hazard identification tape or bright paint.
Welfare facilities	All Leeds Canoe Club users (special consideration required for children and vulnerable adults)	Outdoor area used for changing though members can use storage area if required, or portable facilities (changing tents) available. Portaloo toilets rented by the Rugby Academy are usually accessible during the summer months. Failing that, toilets available in Morrison's if open.	1	1	1	Yes	Follow good practise guidelines outlined in the child and vulnerable adult protection policy.
First aid	All Leeds Canoe Club users	First aid box is located in the main storeroom.	1	2	2	Yes	Contents reviewed annually (to be reviewed). Leaders advised to carry own first aid kits if group operating away from flat water by clubhouse. Location of defib to be added
Manual handling	All Leeds Canoe Club users.	All new members are shown how to lift boats safely. Care to be taken when lifting heavy security bars.	1	2	2	Yes	If required please ask for assistance

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Portable electrical equipment	All Leeds Canoe Club users	The club doesn't own any portable electrical equipment. Anything brought in temporarily by members e.g. maintenance equipment assumed to be serviceable.	1	3	3	Yes	
Electrical outlets	All Leeds Canoe Club users	PAT testing not required. Fuse/circuit boxes inside Rugby Academy and subject to Academy's own regular testing.	1	3	3	Yes	
Storage	All Leeds Canoe Club users	3 locked storage areas, 1 of which is for Club member's boats and 2 are used to store all equipment owned by the Club, including, boats, paddles, PPE, gas BBQ and gas cylinders. A number of members have keys to the storage areas.	1	2	2	No	<p>Many of the bays damaged –to be fixed</p> <p>Boats could do with securing with straps to stop them falling onto people</p> <p>General maintained / tidy to be reviewed – audit?</p> <p>Some overcrowding – recommended boats in each storage area possible review of space/bays</p>
Fire	All Leeds Canoe Club users	Small fire extinguisher in main bay.	1	3	3	Yes	Fire extinguisher to be maintained/renewed on a regular basis. Last reviewed – to be reviewed/checked
Car park	All Leeds Canoe Club users	Maintained by the Rugby Club.	1	2	2	Yes	
Flood works (wall +ramp)	All users	Members to use ramp to access waterside	1	2	2	yes	Advice members correct manual handling for boats placing them on wall in aid of accessing river or carrying over the ramp

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