

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name: Sea-Change Sailing Trust

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Man overboard	Everyone on board	Everyone to wear life jackets on deck. Vessel has safety rails. Safety brief includes no running rule. Climbing into and alighting from dinghy to be done under supervision and according to safe procedures. Harnesses used at skipper's discretion. Regular man overboard practise carried out. No one allowed on deck on their own.	Ensure that procedures are repeated regularly	Skipper/Mate	Every trip	On-going
Trip hazards	Everyone on board	Regular check to ensure clear deck (where possible) and passageways, along with safety briefing of trip hazards. Avoidances of places of danger. No running rule.	Ensure that procedures are repeated regularly	Skipper/Mate	Every trip	On-going
Companion way	Everyone on board is at risk from falling	Safety briefing demonstrating correct practise of ascending/descending facing the stairs	Ensure that procedures are repeated regularly	Skipper/Mate	Every trip	On-going
Use of mechanical equipment	Everyone on board from risk of injury from winch cogs, handles and anchor chain	Safety brief to include safe practise methods. Supervision of any operation involving winches. Weekly checks of equipment. Staff only to drop the anchor.	Ensure that procedures and checks are repeated regularly	Skipper/Mate	Every trip	On-going
Drowning	Everyone on board is at risk whilst swimming	Young people to swim only with permission from staff. Staff must be satisfied the location and conditions enable safe swimming. Safety boat must be in the water. Buoyancy aids to be worn where people are out of their depth or if water temperature is below 14°C. Time in water to be set and monitored.	Ensure that procedures followed	Skipper/Mate	Every trip	On-going
Fire	Everyone on board	Weekly fire drill including night time. Demonstration of fire fighting equipment including fire extinguishers and fire pump. No smoking rule below decks. Designated safe smoking area on deck. No deep fat frying. Cookers to be attended at all times.	Ensure that procedures and checks are repeated regularly	Skipper/Mate	Every trip	On-going

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Galley risk	Everyone on board is at risk from food poisoning, cuts, burns, gas leaks and fire	Cooking under supervision of staff with health and hygiene training. Safe storage of food. Training in safe use of knives. Use of protective equipment. Gas supply cut-off used correctly. Gas alarm tested regularly. Training in use of fire fighting equipment.	Ensure that procedures and checks are repeated regularly	Skipper/Mate	Every trip	On-going
Stacking and fleeting anchor cable	Everyone on board is at risk from back injury from poor posture and trapped fingers	Training in correct posture and safe manner in handling anchor chain. Supervision by staff member.	Ensure that procedures are repeated regularly	Skipper/Mate	Every trip	On-going
Working aloft	Everyone on board is at risk from falling	Safety harness and safety line to be used at all times. Safety line tended by a trained person. Staff supervision.	Ensure that this is done every time	Skipper/Mate	Every trip	On-going
Being struck by sails during manoeuvres	Everyone on board is at risk from bruising and being knocked overboard	Safety briefing of places of danger and safety. Clear instructions during manoeuvres. Man overboard procedures practised regularly. Staff supervision.	Ensure that procedures are repeated regularly	Skipper/Mate	Every trip	On-going
Pulling and winding	Everyone on board is at risk from back injury	Demonstration of safe practise, posture and power to weight ratio. Staff supervision	Ensure that procedures are repeated regularly	Skipper/Mate	Every trip	On-going
Rope burns	Everyone on board	Demonstration of safe methods of belaying and releasing ropes under load. Staff supervision	Ensure that procedures are repeated regularly	Skipper/Mate	Every trip	On-going
Use of dinghy	Everyone on board is at risk from swamping and overturning	All persons to wear lifejackets. Reduced payload in certain conditions. Daily safety checks. Training in safe practise. Staff supervision.	Ensure that procedures and checks are repeated regularly	Skipper/Mate	Every trip	On-going
Maintenance tasks	Everyone on board is at risk from inhalation of noxious fumes. Eye and skin injuries	Demonstration of safe practise. Staff supervision. Each person to use appropriate personal protective equipment.	Ensure that procedures and checks are repeated regularly	Skipper/Mate	Every trip	On-going

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11