

CCSC Risk Assessment – Clubhouse

Clubhouse related hazards

Hazard	Risk factor	Risk level		Control measures	Risk reduction		Actioned	Complete/ongoing	Responsible persons
		L	C		L	C			
1. Trip Hazard	Furniture trip hazard in club rooms	3	2	Rooms to be left tidy with chairs stacked in a safe manner	1	2		Ongoing	All clubhouse users
2. Changing rooms	Floors slippery when wet	3	2	Non slip flooring used Ensure floors cleaned regularly Wet floor sign to be used as and when needed warning of danger.	1	1		Ongoing	Vice Commodore
3. Drinking water	Consuming non-potable water	3	3	Label all drinking water taps	1	1		Ongoing	Vice Commodore
4. Fire	Identified in Fire Safety Assessment	1	3	Meet all Fire regulations Annual check of extinguishers by qualified person Periodic check of alarm bells	1	1		Ongoing	Vice Commodore
5. Gas safety	Gas leaks	3	3	Periodic inspection of all gas appliances by a qualified person, new safety cut offs installed.	1	1		Ongoing	Vice Commodore
6 Electrical safety	1 Shock 2 Fire	3	3	Periodic check by qualified person Testing of portable appliances	1	3		Ongoing	Vice Commodore
7 Hot water hazard	Scalding	3	2	Periodic check of thermostats Warning signs in place	1	1		Ongoing	Vice commodore

CCSC Risk Assessment – Galley

Hazard	Risk factor	Risk level		Control measures	Risk reduction		Actioned	Complete/ongoing	Responsible persons
		L	C		L	C			
1. Floor area	Slippery surface	3	2	Non slip flooring laid Mop and bucket available to clear up spillages	1	1		Ongoing	All kitchen users
2. Food hygiene	Cross-contamination of food	2	2	Separate food preparation sink Raw food preparation area Colour coded chopping boards Training in food hygiene	1	1		Ongoing	All kitchen users
3. Galley hygiene	Maintain cleanliness standards	2	2	Washable walls and ceiling. Stainless steel work surfaces	1	1		Ongoing	All kitchen users
4. Food storage	Fridge temperatures too high	2	2	Record book used to record fridge temperatures Fridge has temp. display	1	1		Ongoing	All kitchen users
5. Personal hygiene	Contamination	2	2	Separate sink for hand washing. Plastic aprons provided. First Aid kit available	1	1		Ongoing	All kitchen users
6. Hot food including BBQs	Serving temperature	3	2	Digital temperature thermometer with instructions and log book provided.	1	1		Ongoing	All users responsible for preparing hot food
7. Lack of awareness	Unsafe practices	3	2	Galley familiarisation days for members completed twice per year. Awareness of health and safety requirements. Simple appropriately placed signage	1	1		Ongoing	Rear Commodore Shore
8. Packed lunches	Food deterioration due to temperature	3	2	1. Food packed in washable cold boxes with cold blocks	1	1		Ongoing	All kitchen users
9. Overall cleanliness	General cleanliness	3	2	Annual 'deep' clean Annual independent assessment	1	1		Annual	Rear Commodore Shore

CCSC Risk Assessment – Bar

Bar area related hazards

Hazard	Risk factor	Risk level		Control measures	Risk reduction		Actioned	Complete/ongoing	Responsible persons
		L	C		L	C			
1. Floor area	1. Slippery surface	3	1	Non slip flooring laid Mop and bucket available to mop up spillages	1	1		Ongoing	Bar Committee/All
2. Broken glass	1. Cuts	2	2	Care to be taken to remove all pieces. Wear gloves.	2	1		Ongoing	Bar Committee/All
3. Locked in cold store	1. Hypothermia	1	3	Spare key located inside	1	1		Ongoing	Bar Committee/All
4. CO ₂ venting	1. CO ₂ poisoning	1	4	CO ₂ vented direct to outside. Vent tube to be checked periodically	1	1		Ongoing	Bar Committee/All
5. Moving heavy loads	Strain Dropping heavy item	3	3	Train in correct methods Provide means of transporting heavy items. Manual Handling Poster located in Bar Washing Area.	2	1		Ongoing	Bar Committee/All