

CLUBHOUSE, CHANGING ROOMS, AND BOAT STORAGE AREAS

1.1 ACTIVITY: Slips and falls (NOTE: About one fifth of all reported accidents are in this category)

HAZARD: All surfaces inside and outside the Clubhouse

RISK: Injury to members/visitors/staff

PRECAUTIONS: The floor/ground surface on which people walk and the cleaning and good maintenance of it will go a long way to cutting down the potential for accidents. A good house keeping routine, prompt repairs whenever they are required, immediate clearance of spillages and suitable foot wear all contribute to reducing the risk of accidents. Running and horseplay on the Club premises is forbidden at all times.

1.2 ACTIVITY AREA: Clubhouse bar and upstairs kitchen

HAZARD: Cooking, (occasional) wet floor, spilt food, broken glass,

RISK: burns to staff; injury through slipping or falling to members, children, guests, staff

PRECAUTIONS: Vigilance of bar manager and staff at all times through cleaning and safety awareness

1.3 ACTIVITY AREA: Clubhouse balcony

HAZARD: Lighting , barbecuing, use of gas cylinders, electrical points

RISK: Members and children

PRECAUTIONS: Barbecue operatives keep children on one side only; House Officer ensures all outside lights working, no smoking in vicinity of gas/barbecue

1.4 ACTIVITY AREA: Clubhouse changing rooms

HAZARD: wet floors

RISK: Members slipping/falling

PRECAUTIONS: Regular inspection and cleaning by designated members or contractors

1.5 ACTIVITY AREA: Clubhouse function room and downstairs kitchen

HAZARD: Cooking, electrical items

RISK: Members/ staff suffering burns/gas poisoning.

PRECAUTIONS: Staff vigilance

1.6 ACTIVITY AREA: Clubhouse hall, stairs and landings

HAZARD: misplaced baggage / equipment ;

RISK: Members/visitors/staff falling

PRECAUTIONS: ensure no obstructions and all material stowed out of throughways

1.7 ACTIVITY AREA: Clubhouse toilets

HAZARD: wet floors

RISK: Members/visitors/staff

PRECAUTIONS: Bar staff to inspect regularly during bar opening hours

1.8 ACTIVITY AREA: Dinghy park area

HAZARD: haphazard parking of boats, randomly left fishing nets and gear

RISK: Members/visitors/bystanders

PRECAUTIONS: Responsibility of all sailors to ensure their boats are parked in a tidy, non-obstructive way with no swinging protrusions. Guidelines issued to junior sailors,

instructors and parents about safe parking and storage of dinghies

1.9 ACTIVITY AREA: Cruiser Lift-in and Lift-out

HAZARD: Partially unstable weight and unpredictable movement of vessel

RISK: Serious injury to those involved due to slipping; being struck

PRECAUTIONS: A member shall be designated to direct operations and must be present while work is in progress. Only those who have been briefed for the operation shall be present in the danger area. The danger area will comprise an area within a ten-metre radius of the pivot point of the crane. The member in charge shall ensure that those in this area are suitably attired with safety gear. Persons on boats within range of the lifting gear shall wear safety helmets.

SOPs

1.1 Housekeeping

Good housekeeping is an essential element in promoting health and safety. Equipment and other items should be safely and securely stored. This ensures not only that defects are discovered but that articles can be found when required. Fixtures and fittings should be properly maintained. Garbage and waste materials should be cleared up and disposed of correctly and promptly.

1.2 ACTIVITY AREA: Boat storage shed

HAZARD: wet floor; haphazard parking of dinghies; oppie racks;

RISK: persons slipping, tripping or falling;

PRECAUTIONS: Responsibility of all sailors to ensure their boats are parked in a tidy, non-obstructive way with no swinging protrusions. Guidelines issued to junior sailors, instructors and parents about safe parking and storage of dinghies

1.3 ACTIVITY AREA: Land around Clubhouse, boat storage area, shed, slipway

HAZARD: booms hitting bystanders

RISK: Head or other injury

PRECAUTIONS: Instructors to encourage clew outhauls to be attached/detached immediately prior to launching/recovery

1.4 ACTIVITY AREA: Car parking area

HAZARD: randomly parked cars and trailers; randomly left fishing nets and gear

RISK: car users, children, pedestrians

PRECAUTIONS: mark out car park spaces; ensure fishing equipment is tidied away;

1.5 ACTIVITY AREA: Slipway

HAZARD: Slippery surface due to algae growth; refueling rescue boats; boat launching; trollies; winching boats up

RISK: injury through falling or being struck to sailors, parents on slip duty, other slipway users, people sitting on slip; back injuries from pulling boats/trollies;

PRECAUTIONS: regularly treat slipway; guidelines issued to parents re trollies; safety barriers when winch in use; issue HAS backache booklet (or relevant documentation or training will be provided).

SOPs

1.10 Use of Clubhouse for private functions

A statement on the procedure for the private use of the Premises at BSC is in place.

1.11 Smoking

Smoking is prohibited at all times in the Clubhouse (except the balcony).