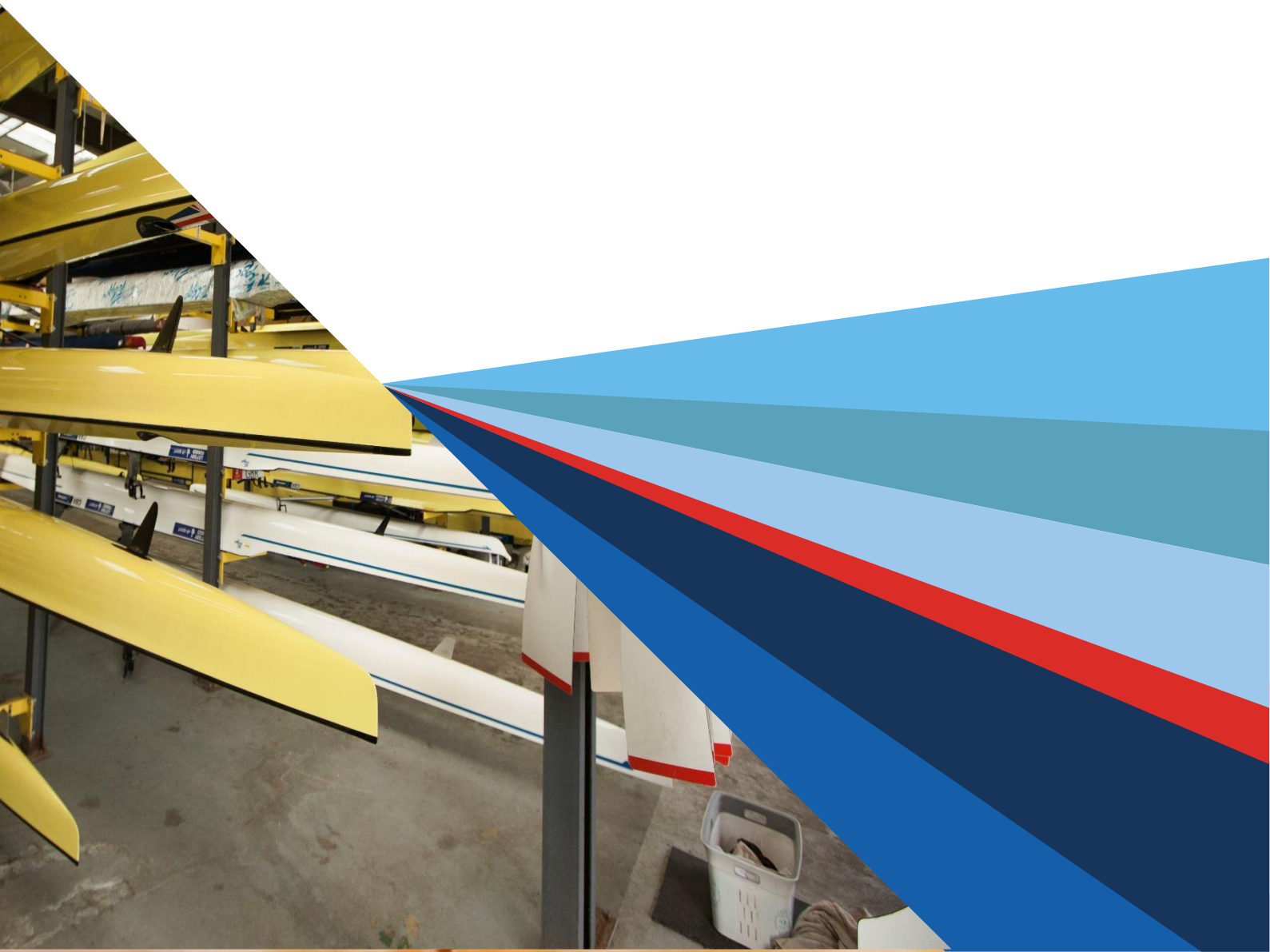
CLUB GUIDES

BRITISH ROWING

Guide to Safety in Club Premises



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Front cover – Photo: Ben Gurr

1 - Work at height

Introduction

Work at height causes many serious accidents and care is needed to ensure that these accidents do not happen in clubs. The issues to manage include:

- Falls from elevated parts of buildings and structures (ladders, flat roofs, etc.);
- Falls through fragile surfaces; and
- Falls into an opening in a floor or a hole in the ground.

Make sure work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. You must use the right type of equipment for working at height. Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

What does 'height' mean?

A place where a person could fall a distance likely to cause injury. This definition is extracted from the regulations. The normal use of a staircase is excluded from these regulations but is included in others. Many accidents occur on stairs so they will be included here.

What should we do?

Identify any routine activities that involve working at height. These may include climbing onto a low level "hop up" platform when putting boats onto racking. See the note on this below.

Avoid the need to work at height, do as much as possible from ground level.

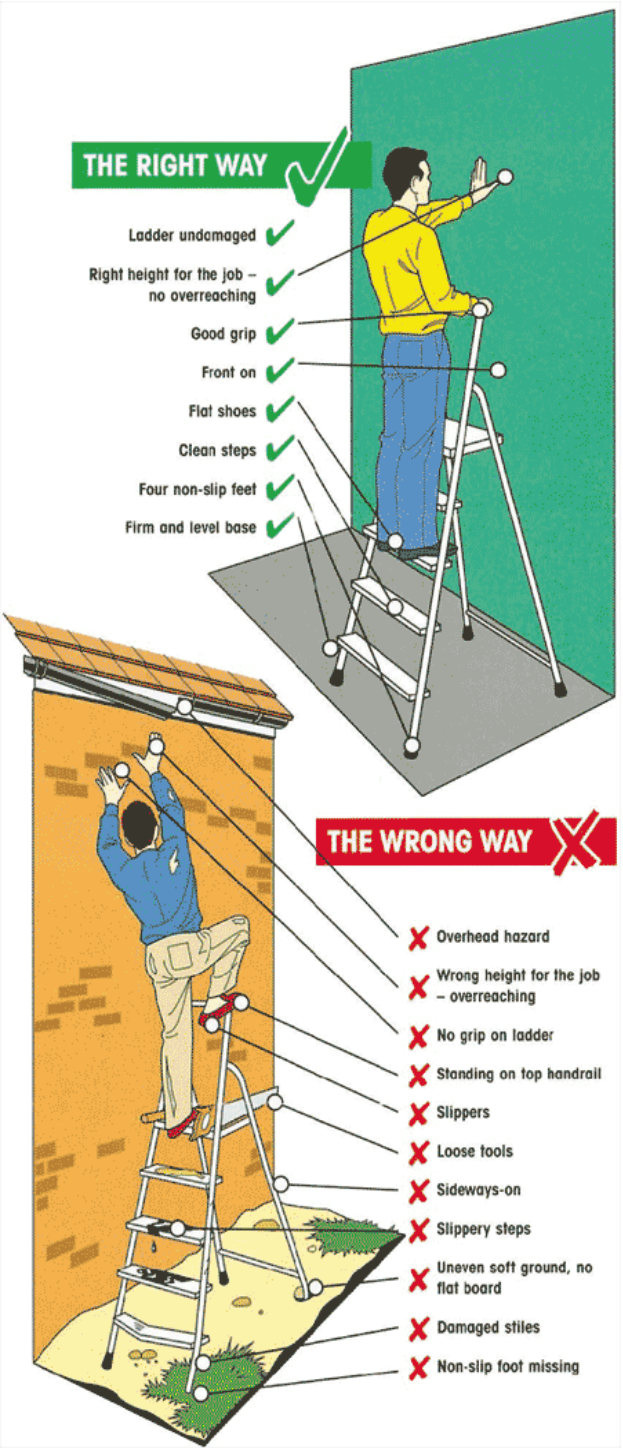
If it is necessary to work at height then first complete a risk assessment and use it to define a safe method of work. Ensure that the right equipment is used, that this equipment is in good condition and that the people involved are competent to perform the task. Ensure that:

- People can get safely to and from where they work at height
- The equipment is suitable, stable and strong enough for the job, maintained and checked regularly

- People do not overload or overreach when working at height
- People take precautions when working on or near fragile surfaces
- Protection from falling objects is provided
- Emergency evacuation and rescue procedures are considered

Can ladders and steps be used?

Ladders and stepladders are not banned under health and safety law. They can be a sensible and practical option for low-risk, short-duration tasks.



There is a right and a wrong way to use ladders as shown here.

Before starting to use a ladder or steps check that it is in good condition. In particular:

- **Check the stiles** (the posts that support the rungs or steps) – make sure they are not bent or damaged, as the ladder could buckle or collapse.
- **Check the feet** – if they are missing, worn or damaged the ladder could slip. Also check feet when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to make sure the foot material and not the dirt (e.g. soil, chippings or embedded stones) is making contact with the ground.
- **Check the rungs or steps** – if they are bent, worn, missing or loose the ladder or steps could fail.
- **Check any locking mechanisms** – if they are bent or the fixings are worn or damaged the ladder or steps could collapse. Ensure any locking bars are engaged.
- **Check the stepladder platform** – if it is split or buckled the ladder could become unstable or collapse.
- **Check the steps or treads on stepladders** – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse.

There is more guidance here.

Using 'hop-ups' or platforms to reach boat racking

These a can be used providing they are stable, not too high, and large enough to minimise the risk of stepping off the edge.

If the platform is high then it may be necessary to fit handrails on the platform and steps to prevent falls. There is no clear

specification, based on height, to determine whether hand rails are required. If the use is intermittent and occasional and the presence of handrails would cause an extra risk as they could interfere with the movement of riggers then they may not be required.

There is no clear advice on how high platforms can be used without having guard rails but there is some guidance in 'BS EN ISO 14122, Safety of machinery - Permanent means of access to machinery - Part 3: Stairs, stepladders and guard-rails'. This indicates that hand rails are not needed for platforms where the potential fall height is less than 500mm.

Legal Requirements

The relevant regulation is the Work at Height Regulations 2005
http://www.legislation.gov.uk/uksi/2005/735/contents/made

Further Information

For further information see:

Working at Height, a Brief Guide at
http://www.hse.gov.uk/pubns/indg401.pdf

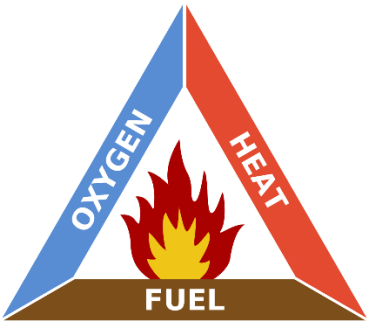
Safe use of ladders and stepladders
https://www.hse.gov.uk/work-at-height/ladders/index.htm

2 - Fire arrangements

Introduction

Clubs should make adequate arrangements for fire prevention and fire evacuation. You may also wish to make arrangements for fire-fighting.

Many fires are caused by faults in electrical installations. Ensure that yours are well maintained (see Section 3 - Safety of electrical equipment and installations).



Three things are needed to start and sustain a fire, these are shown in the 'fire triangle'.

What should we do?

- Carry out a fire safety risk assessment, identify sources of ignition and flammable substances
- Keep sources of ignition and flammable substances apart
- Ensure that flammable materials and waste are stored safely
- Keep fire exits and escape routes clearly marked and unobstructed at all times
- Avoid accidental fires, e.g. make sure heaters cannot be knocked over
- Ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn
- Check regularly to ensure that;
    - escape routes and fire exit doors are
        - adequate and effective for the number of people using the building; and
        - kept clear and unobstructed.
    - no flammable materials are stored close to the fire escape routes or under stairs
- Consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells
- Have the correct fire-fighting equipment for putting a fire out quickly
- Ensure that fire-fighting equipment is in place and tested regularly in line with the manufacturer's guidance and that people know how to use it
- Ensure that people understand that fire extinguishers will not be

effective on anything other than a very small fire.

- Ensure people know what to do if there is a fire and how to raise the alarm
- Practice fire evacuation drills at least once a year
- Ensure that fire doors are not wedged open, they are intended to stop the spread of fire and smoke
- Review and update your risk assessment regularly
- Fit smoke or rate of heat rise detectors and ensure that they are regularly checked.

Legal Requirements

The relevant regulations are:

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

The Regulatory Reform (Fire Safety) Order 2005

Further Information

For further information see http://www.hse.gov.uk/toolbox/fire.htm

3 - Safety of electrical equipment and installations

Introduction

Electricity can kill, and electrical faults can start fires, but electrical installations can be made safe and kept safe by following a few simple steps, these are explained below.

Remember, NEVER work on live electrical equipment or installations.

What should we do?

Ensure that the fixed electrical installation:

- Is inspected and tested at suitable intervals by an electrician or other suitably qualified person
- When required, is modified or repaired correctly and then inspected and tested by an electrician or other suitably qualified person before being put into use.

The appropriate frequency of testing of the electrical installation will depend on many factors such as the age of the installation and its state of repair. If there are any doubts or suspicions about the system then it should be checked. As a guide, landlords of domestic properties are required to have the electrical installation checked every five years. There is advice on how to find a Registered Electrician here.

Ensure that portable electrical equipment (i.e. anything that plugs into an electrical socket) is:

- visually checked and, where necessary, tested periodically; and taken out of service and repaired, or discarded and replaced, if found to be damaged.

Ensure that fixed electrical equipment (e.g. cooker) is:

- inspected and tested at suitable intervals by an electrician or other suitably qualified person.

The frequency of tests on equipment will depend on the frequency and type of use. The areas that are most likely to be damaged in use (e.g. electrical cables) should be checked most frequently. Equipment that is relatively new, tends to remain in one location and tends to use little current (e.g. a television screen fixed to a wall with a fixed cable that

does not touch the floor) need only be checked annually if it is not likely to be damaged.

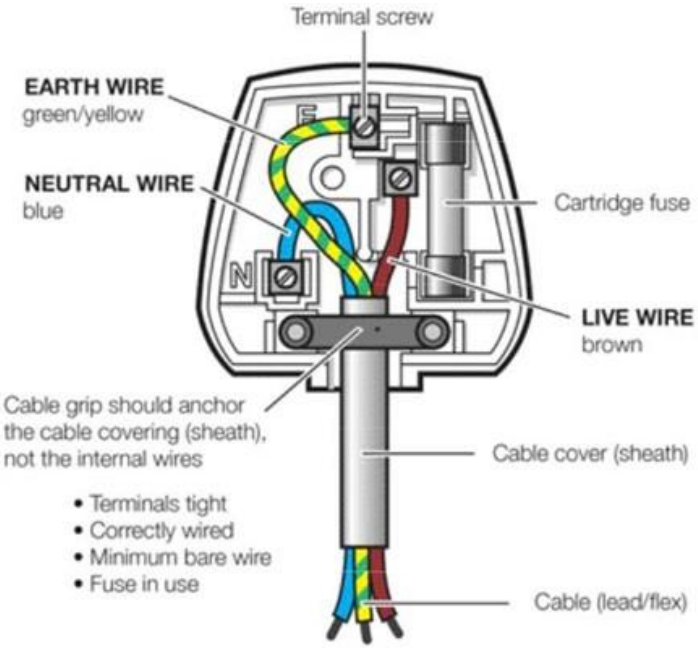
Equipment, such as electric power tools, where damage is more likely, should be checked at the start of each period of use.

How do we check portable electrical equipment?

- Switch off and unplug the equipment before you start any checks
- Check that the plug is correctly wired (but only if you are competent to do so), (see note below)
- Ensure the fuse is correctly rated by checking the equipment rating plate or instruction book
- Check that the plug is not damaged (e.g. damage to the cover or bent pins) and that the cable is properly secured with no internal coloured wires visible
- Check the electrical cable is not damaged (e.g. damage can include including fraying, cuts or heavy scuffing, e.g. from floor box covers) and has not been repaired with insulating tape or an unsuitable connector. Damaged cables should be replaced with a new cable by a competent person
- Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
- Check for burn marks or staining that suggests the equipment is overheating
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged
- Check equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible
- Check that cables have not been trapped under furniture.

How do we do a check the inner parts of a plug?

The visual inspection should include the checks carried out by the user and, where possible, will include removing the plug cover and checking internally that:



- there are no signs of internal damage, overheating or water damage
- the correct fuse is in use and it is a proper fuse, not a piece of wire, nail etc
- the wires including the earth, where fitted, are attached to the correct terminal
- the terminal screws are tight
- the cord grip is holding the outer part (sheath) of the cable tightly
- no bare wire is visible other than at the terminals.

For equipment/cables fitted with moulded plugs only the fuse can be checked.

Legal Requirements

The relevant regulation is The Electricity at Work Regulations 1989

Further Information

For further information see:
http://www.hse.gov.uk/pubns/indg236.pdf

https://www.electricalsafetyfirst.org.uk/guidance/advice-for-you/landlords/

http://www.electricalsafetyfirst.org.uk/find-an-electrician/

4 - Gas safety

including LPG and LNG

Introduction

Gas is commonly used for space heating and catering. With care and proper attention, it can be used safely but there are significant hazards that have to be managed. For example:

- gas leaks can cause explosions
- the flue gasses from gas appliances can contain a toxic chemical and in the event of a fire, badly maintained gas systems can add fuel to the fire.

What should we do?

Ensure that gas appliances (e.g. a boiler, cooker, water heater) are checked periodically (preferable annually), there is more information here.

Install, check and maintain Carbon-monoxide (CO) alarms.

What are the risks from Carbon-monoxide (CO)?

The burning of gas in poorly ventilated areas, or by badly maintained equipment, or equipment with inadequate flues can give rise to carbon-monoxide (CO) poisoning. You cannot see, taste or smell CO but it can kill quickly without warning. It kills about 14 people in the UK each year.

Carbon-monoxide alarms give advance warning of CO in a property. These cost from £15 and can be purchased in most hardware shops. They are not a replacement for regular maintenance and safety checks. CO alarms should be installed and maintained in line with the manufacturer's instructions.

What about LPG (liquefied petroleum gas) and LNG (liquefied natural gas)?

LPG is flammable and heavier than air so that it will settle and may accumulate in low spots such as drains and basements. Here it could present a fire or explosion or suffocation hazard.

Mobile (e.g. heaters fuelled by bottled gas) and static gas appliances should be subject to periodic examinations by a competent person as described below.

If there is an externally sited LPG installation with a storage vessel

then:

- The area around the vessel should be kept clear
- If it is near a road then it should be protected from passing traffic
- Any pipes carrying the LPG should be checked to ensure that they are in good condition.

What do we do if we suspect that an appliance is unsafe?

It is illegal for anyone to use a gas appliance if they suspect it is unsafe. Turn the appliance off and do not touch it until it has been checked by a Gas Safe registered engineer (see below).

If you suspect there is a gas leak you should immediately do the following:

- Call the National Gas Emergency Service freephone number: **0800 111 999**
- Open all the doors and windows
- Shut off the gas supply at the meter control valve.

Who is allowed to work on or check gas installations?

Only Gas Safe registered engineers are permitted to work on or check gas installations. This applies to both "piped" natural gas and bottled gas installations.

Gas Safe registered engineers carry an identity card.

You should check that anyone working with your installation is registered. The front of the card has a photograph, a registration number and an expiry date and the reverse shows the different categories of work that the engineer is qualified to undertake, e.g. cookers, boilers, gas fires.

Information on how to find a Gas Safe registered engineer is available here.

Legal Requirements

The relevant regulation is the Gas Safety (Installation and Use) Regulations 1998.

Further Information

For further information see:

- A guide to landlords' duties under the Gas Safety (Installation and Use) Regulations 1998

http://www.hse.gov.uk/pubns/indg285.pdf

- Information on Gas Safe registered engineers can be found at: https://www.gassaferegister.co.uk/find-an-engineer/
- Gas Appliances at: http://www.hse.gov.uk/pubns/indg238.pdf
- Approved code of practice for gas systems and appliances at: http://www.hse.gov.uk/pubns/priced/l56.pdf

5 - Hazardous chemicals

Introduction

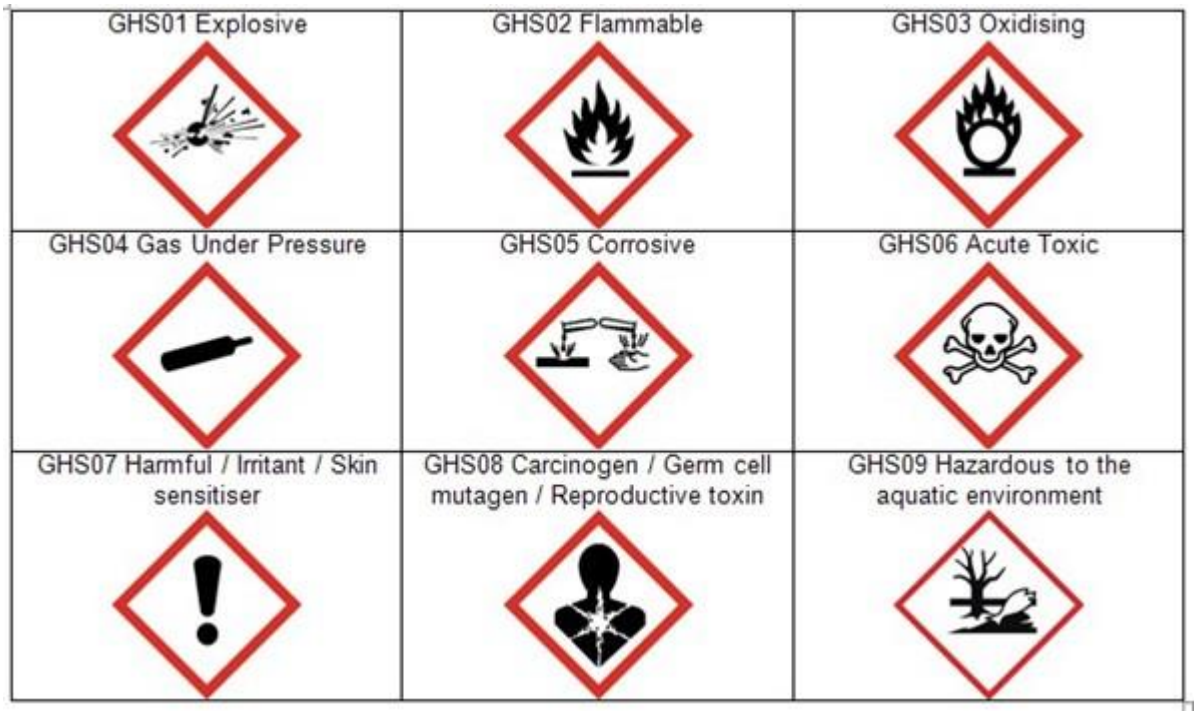
Most clubs use some hazardous materials. The ones most likely to be found in a rowing club include some cleaning chemicals, some resins and adhesives, some paints and petrol.

What are hazardous chemicals?

Hazardous chemicals are substances that have an intrinsic property such that they have the potential to cause harm to the health of a person.

If the label or packaging contains one or more of the following symbols, or older orange or yellow versions of these symbols, then assume that the substance is hazardous.

If the packaging has any of the hazard symbols then it is classed as a hazardous substance.



Hazardous materials can include:

- chemicals
- products containing chemicals
- fumes

- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases
- biological agents (germs).

Some materials may not be harmful but the dust or fume produced from them may be hazardous.

What should we do?

It is important to study the way each of these materials is used and the way that it is stored.

If the material could be harmful then read the information on the label. This will advise on the hazards that will have to be managed when it is used at the club. It will also provide advice on how the material can be used safely.

Consider who can be harmed and how, and think about the probability of harm being caused and the severity of that harm. Use this information to identify opportunities for improvement and then implement those improvements. Repeat the process until the risk (i.e. that the combination of probability and severity) is low.

When considering storage then ensure that incompatible materials are not stored together (e.g. do not store acids with alkalis or flammable materials with oxidisers). Ensure that the storage facilities (e.g. cupboards) are secure, large enough to contain all the hazardous materials of the type being stored, and that they are well marked. Ensure that the storage facilities are located in safe areas, away from emergency evacuation routes, electrical distribution boards, gas equipment or piping and heating equipment.

Legal Requirements

The relevant regulation is the Control of Substances Hazardous to Health Regulations 2002 (as amended in 2003).

If the club has five or more employees then documented risk assessments are required by law.

Further Information

For further information see:

http://www.hse.gov.uk/coshh/basics.htm

http://www.hse.gov.uk/coshh/essentials/index.htm

http://www.hse.gov.uk/pubns/indg136.htm

6 - Storage of petrol

Introduction

Many clubs need to store petrol for use in safety boats and coaching launches. Petrol can be stored safely but there hazards that need to be managed. For example:

- Petrol fumes are extremely flammable
- Liquid petrol can also be a fire hazard
- Petrol can pollute or contaminate the environment.

What should we do?

You can store up to 30 litres of petrol without informing your local Petroleum Enforcement Authority (PEA). You can store it in:

- Suitable portable metal or plastic containers
- One demountable fuel tank
- A combination of the above as long as no more than 30 litres is kept.

If you wish to store more than 30 litres of petrol and up to a maximum of 275 litres of petrol at your premises you need to comply with the legal requirements for doing this, these are:

- You should notify your local Petroleum Enforcement Authority in writing, giving your name and address as the occupier of the storage place or the address where the petrol is stored. This is not a new requirement but carries forward long standing requirements of the previous legislation.
- You can store it in:
    - Suitable portable metal or plastic containers
    - Demountable fuel tanks
    - A combination of the above as long as no more than 275 litres is kept.

There are additional requirements for larger quantities and there is more information on PEAs at https://apea.org.uk/.

7 - Asbestos in the building structure

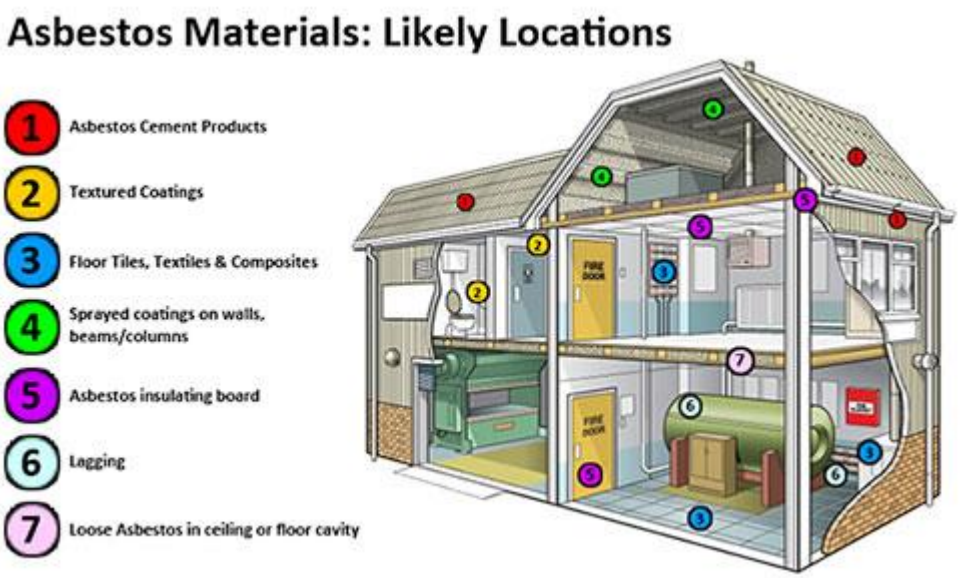
Introduction

Asbestos can be found in any industrial or residential building built or refurbished before the year 2000. It is in many of the common materials used in the building trade that may be disturbed during work on the building.

Exposure to asbestos dust can cause one of the asbestos related lung diseases. These are usually fatal and there is no cure. Asbestos still kills around 5000 workers each year, this is more than the number of people killed on the road.

Where can it be found?

Asbestos may be present in many parts of the building, such as:



- Asbestos cement water tank
- Loose fill insulation
- Textured decorative coating e.g. artex
- Asbestos Insulating Board ceiling tiles
- Asbestos Insulating Board bath panel
- Toilet seat and cistern
- Asbestos Insulating Board behind fuse box
- Asbestos Insulating Board airing cupboard and/or sprayed insulation coating boiler
- Asbestos Insulating Board partition wall
- Asbestos Insulating Board interior window panel
- Asbestos Insulating Board around boilers
- Vinyl floor tiles
- Asbestos Insulating Board behind fires

- Sprayed coatings on ceilings, walls, beams and columns
- Lagging on boilers and pipes
- Asbestos Insulating Board ceiling tiles
- Asbestos Insulating Board panels in fire doors
- Asbestos rope seals, gaskets and paper
- Textiles e.g. fire blankets
- Asbestos cement flue
- Asbestos cement gutters and downpipes
- Soffits – Asbestos Insulating Board or asbestos cement
- Asbestos Insulating Board exterior window panel
- Asbestos cement roof
- Asbestos cement panels
- Roofing felt.

If the material is not damaged then it will do no harm providing it remains undamaged and is not disturbed. There is more information here.

What should we do?

If the building was built or refurbished before 2000 then it is best to assume that it contains asbestos unless you know for certain that it does not.

If you know that asbestos is present in some locations then you should:

- Ensure that it is in good condition
- Keep records of where it is located
- Periodically check that it remains undisturbed and in good condition
- Provide this information to anyone who carries out maintenance work on the building
- Have a system in place (e.g. fixed warning signs) to ensure the asbestos is not disturbed
- If damaged asbestos has been identified, make arrangements to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so wellbound-in that the work is lower risk and can be done by a contractor who is not licensed by the Health and Safety Executive.)

- Keep records of any asbestos so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished or demolished.

If you do not know whether there is asbestos in the building then you should either have an asbestos survey (see below) or assume that the presence of asbestos is widespread and take the precautions listed above.

It would be prudent to have an asbestos survey before any building work is undertaken that involves any demolition or that could disturb any asbestos that may be present.

What is an asbestos survey

An asbestos survey is an effective way to help you manage asbestos in your premises by providing accurate information about the location, amount, condition and type of any asbestos-containing materials (ACMs).

The asbestos survey can help to provide enough information so that an asbestos register, a risk assessment and a management plan can then be prepared. The survey will usually involve sampling and analysis to determine the presence of asbestos so asbestos surveys should only be carried out by competent surveyors who can clearly demonstrate they have the necessary skills, experience and qualifications.

An asbestos survey will identify:

- the location of any asbestos-containing materials in the building
- the type of asbestos they contain
- the condition these materials are in.

Following a survey, the surveyor should produce a survey report which details the findings.

This information can help you prepare an asbestos risk register.

Legal Requirements

The relevant regulation is the Control of Asbestos Regulations 2012.

Further Information

For further information see

http://www.hse.gov.uk/asbestos/common-materials.htm

http://www.hse.gov.uk/asbestos/building.htm

http://www.hse.gov.uk/asbestos/gallery.htm

Guide to surveys - http://www.hse.gov.uk/pubns/books/hsg264.htm

http://www.hse.gov.uk/asbestos/faq.htm#asbestos-risk-register

8 - Lifting equipment

Introduction

There are requirements for the following three types of lifting, equipment:

- Equipment used to lift people
- Powered equipment used to lift loads other than people
- Unpowered equipment used to lift loads other than people.

In this context, lifting includes lowering.

In general, all lifting operations should be assessed and planned so that risk is reduced to a tolerable level. Lifting operations should be planned, supervised and carried out in a safe manner. They should only be undertaken by people who are competent to complete them safely.

Lifting equipment should be well maintained and routinely checked to ensure that it is in a safe condition.

Equipment used to lift people

This should only use equipment that has been designed and installed for this purpose. It should be marked with the load it can safely carry.

The equipment is subject to statutory examination when it is first installed, prior to it being used, and at least every six months thereafter. The examination should be based on a written scheme and should be documented.

Stair lifts and other equipment such as hoists and slings used for lifting people are also subject to these requirements. There is more information here.

(The legal situation in respect of employees is clear and as described above. In the case of visitors, club members and other people who are not employed by the club it should be remembered that Section 3 of the Health and Safety at Work, etc, Act applies. Section 3 imposes a duty in relation to people who are not the employers employees. It would be prudent for clubs to adopt the standards of care outlined above.)

Powered equipment used to lift loads other than people

This equipment could either be mobile or static but the general requirements outlined above still apply.

The equipment is subject to statutory examination when it is first installed, prior to it being used, and at least every twelve months

thereafter.

Unpowered equipment used to lift loads other than people

Unpowered or manually powered equipment is still subject to the same requirements as powered equipment but the equipment is likely to be much simpler so the scheme of examination will be much simpler.

Legal Requirements

The relevant regulation is the Lifting Operations and Lifting Equipment Regulations 1998.

Further Information

For further information see The Approved Code of Practice on Safe Use of Lifting Equipment at www.hse.gov.uk/pubns/priced/l113.pdf (this is free to download).

How the Lifting Operations and Lifting Equipment Regulations apply to health and social care (HSE information sheet) http://www.hse.gov.uk/pubns/hsis4.pdf

9 - Avoidance of slips, trips and falls

Introduction

Slips and Trips and the subsequent falls are a common cause of injury. Clubs should assess the risks of slips, trips and falls and take measures to reduce those risks to an acceptable level.

What should we do?

In general, take the following actions to reduce the incidence of slips and falls:

- Keep the floor clean and dry
- Stop spills, if you can't then clean them up
- Use buckets and trays under leaks
- Deal with or report cleaning and maintenance problems
- Keep off smooth wet floors
- Keep walkways clear
- Use bins for rubbish
- Don't trail leads across walkways
- Check carpets and remove or replace any that are worn
- Check rugs and remove or replace any with turned up edges or corners.

In the boathouse:

- Identify places where items (boats, oars, sculls, trestles, kitbags, etc.) should be stored
- Ensure that items are returned to the places where they should be stored immediately after use
- Encourage people to take care not to walk into riggers and other obstructions
- Consider marking the floor to identify passageways where it is safe to walk
- Consider cushioning the ends of riggers, trailer arms, etc.

What should we do about stairs?

Steps and stairs are one of the highest risk areas pedestrians will encounter. A slip or trip on stairs can result in a serious injury. Accidents on stairs may be down to design and maintenance issues or, could just as likely be related to human factors.

Ensure that stairs:

- are well lit
- have handrails at an appropriate height that contrasts with the surroundings
- have good slip resistance properties, particularly at the leading edge
- have clearly marked edges
- are free from trip hazards or obstacles.

What should we do outside?

Slips and trips can occur outside of the buildings too, to make these less likely you should ensure that the:

- Surfaces are maintained to minimise slip and trip risks
- Vehicle and pedestrian routes and entrances are clearly marked
- External area is well lit.

Outside the boathouse:

- Keep the area tidy
- Do not leave oars and sculls on the ground
- Do not permit parking in areas where boats are moved
- Have a designated safe parking place for bikes
- Encourage people to take care not to walk into riggers and other obstructions.

What should we do in winter?

In winter, it is also important to consider:

Lighting

There should be is enough lighting for you to be able to see and avoid hazards that might be on the ground. It is important to do this both inside and outside of the buildings, as the effect of light changes during the day. If you can't see hazards on the ground you will need to improve the lighting (e.g. new lights or changing the type of bulb).

Wet and decaying leaves

Fallen leaves that become wet or have started to decay can create slip

risks in two ways, they hide any hazard that may be on the path or they themselves create a slip risk. Ensure that they are removed at regular intervals.

Rain water

Check that the external paved areas are slip resistant when wet. Discourage people from taking shortcuts over grass or dirt which are likely to become slippery when wet. Consider converting existing shortcuts into proper paths.

On new sites, before laying paths, think about how pedestrians are likely to move around the site. Many slip accidents happen at building entrances as people entering the building walk in rainwater.

Fitting canopies of a good size over building entrances and in the right position can help to prevent this. If a canopy is not a possibility, consider installing large, absorbent mats or even changing the entrance flooring to one which is non-slip.

Ice, frost, snow

Identify the outdoor areas used by pedestrians most likely to be affected by ice, for example, building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet.

Monitor the temperature, as prevention is key. Take action whenever freezing temperatures are forecast. Use grit (see below) or similar, on areas prone to be slippery in frosty, icy conditions. Divert pedestrians to less slippery walkways and barrier off existing ones. If warning cones are used, remember to remove them once the hazard has passed or they will eventually be ignored.

Gritting

The most common method used to de-ice floors is gritting as it is relatively cheap, quick to apply and easy to spread. Rock salt is the most commonly used 'grit'. Salt can stop ice forming and cause existing ice or snow to melt. It is most effective when it is ground down, but this will take far longer on pedestrian areas than on roads.

Gritting should be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below freezing. The best times are early in evening before the frost settles or well in time before people arrive.

Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the ground. If you grit when it is raining heavily the salt will be washed away, causing a problem if the rain then turns to snow.

Compacted snow, which turns to ice, is difficult to treat effectively with grit. Be aware that 'dawn frost' can occur on dry surfaces, when early morning dew forms and freezes on impact with the cold surface. It can be difficult to predict when or where this condition will occur.

Legal Requirements

The relevant regulation is The Management of Health and Safety at Work Regulations 1999, which requires clubs to assess risks (including slip and trip risks) and, where necessary, take action to address them.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

Further Information

For further information see:

The Health and Safety Executive guidance on slips and trips at http://www.hse.gov.uk/SLIPS/

How not to fall down stairs http://www.wikihow.com/Not-Fall-Down-Stairs

Slips and Trips Hazard spotting checklist www.hse.gov.uk/pubns/ck4.pdf

Preventing slips and trips at work www.hse.gov.uk/pubns/indg225.pdf

Slips and trips, the importance of cleaning www.hse.gov.uk/pubns/web/slips02.pdf

10 - Legionnaires' disease

Introduction

Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. The risk increases with age but some people are at higher risk including:

- people over 45 years of age
- smokers and heavy drinkers
- people suffering from chronic respiratory or kidney disease
- diabetes, lung and heart disease
- anyone with an impaired immune system.

They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spa pools.

If conditions are favourable, the bacteria may grow increasing the risks of Legionnaires' disease and it is therefore important to control the risks. Bacteria colonies tend to grow if the water temperature is between 20°C to 45°C. There is more information here.

What should we do?

Colonies of the Legionella bacteria can develop in hot water systems particularly if there are areas with low circulation. The system can be disinfected by running the system at high temperature for a short time. This is known as thermal disinfection and involves running water through the system at a temperature above 60°C.

It is important to flushing water through the system at a slow flow rate to maintain the high temperature for a suitable period (the contact time). This method is only applicable to Hot Water Systems and is commonly used as a rapid response. It may be less effective than chemical disinfection and may not be practicable where the hot water supply is insufficient to maintain a high temperature throughout Thermal disinfection of hot water services is carried out by raising the temperature of the whole contents of the calorifier and circulating water for at least an hour. Every hot water outlet throughout the system must then be flushed and, to be effective, the temperature at the calorifier should be maintained high enough to ensure that the temperature at the outlets does not fall below 60 °C. Each tap and appliance should be run sequentially for at least five minutes at the full

temperature (but not necessarily at full flow). This procedure should be repeated every six months.

Thermal disinfection may prove to be ineffective where parts of the calorifier or water system fail to reach the required temperature for a long enough period.

Raising the temperature above 60°C creates a scalding hazard to users. Signage and outlet warning labels should be fitted to all areas to alert occupants.

Legal Requirements

The relevant regulation is The Health and Safety at Work Act 1974 (the HSW Act) and The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Further Information

For further information see:

What is Legionnaires' disease?
http://www.hse.gov.uk/legionnaires/what-is.htm

Approved Code of Practice and guidance on regulations
http://www.hse.gov.uk/pubns/priced/l8.pdf

Legionnaires' disease Part 2: The control of legionella bacteria in hot and cold water systems www.hse.gov.uk/pubns/priced/hsg274part2.pdf

11 - Food safety

Introduction

If you serve food then it is important to maintain high standards of food hygiene. Lack of good food hygiene can lead to serious ill health.

Good food hygiene is all about controlling harmful bacteria, which can cause serious illness.

The four main things to remember for good hygiene are:

- Cross-contamination
- Cleaning
- Chilling
- Cooking.

These are known as the four Cs. They will help you prevent the most common food safety problems.

Do we need to register with the Local Environmental Health Department?

In most cases, No. European Union food hygiene law requires the registration of those operations or activities where food is given away or sold which are deemed to be:

"..undertakings, the concept of which implies a certain continuity of activities and a certain degree of organisation '.

The Food Standards Agency guidance advises that:

"A community hall kitchen will not need to be registered as a food business on its own, even if it used by several volunteer groups. Registration only applies to (e.g.) a group using the community hall kitchen if their food activities meet the description of an undertaking. Of course, groups using halls should ensure the kitchen areas are kept clean. The hall management should ensure it is structurally sound and meets any other relevant legislation."

A one-off event such as a regatta should not be considered to have "continuity" and should not need to register.

Small regular events, such as the provision of tea and biscuits, or packaged dry foods, are low risk and should not be considered to have "a degree of organisation" and need not be registered.

What are the legal requirements for kitchens?

The following information is a summary of the information in the Food Standards Agency Guide, Food Hygiene – A Guide for Businesses. It is

available here.

There are special requirements for rooms where you prepare, treat or process food.

- The design and layout of the room must allow good food hygiene practices, including protection against contamination between and during tasks. These do not include dining rooms
- Floor surfaces must be maintained in a sound condition and be easy to clean and, where necessary, to disinfect
- Wall surfaces must be maintained in a sound condition and be easy to clean and, where necessary, to disinfect. They must be smooth up to a height appropriate for the work you do
- Ceilings (or, where there are no ceilings, the interior surface of the roof) and overhead fixtures must be constructed and finished in a way that prevents dirt from building up and reduces condensation, the growth of undesirable mould and the shedding of particles
- Windows and other openings must be constructed to prevent dirt from building up
- Where open windows would cause contamination, windows must remain closed and fixed while you are producing food
- Doors must be easy to clean and, where necessary, to disinfect
- Surfaces (including surfaces of equipment) in areas where food is handled, particularly those that are touched by food, must be maintained in a sound condition and be easy to clean and, where necessary, to disinfect
- You must have an adequate supply of hot and cold water and adequate facilities, where necessary, for cleaning, disinfecting and storing utensils and equipment. These facilities need to be made of corrosion-resistant materials, and be easy to clean
- You must have adequate facilities, where necessary, for washing food. Every sink (or other facilities) for washing food must have an adequate supply of hot and/or cold water. The water must be potable (drinking quality). These facilities must be kept clean and, where necessary, disinfected.

Do we need food hygiene certificates?

No. Food hygiene certificates are not a legal requirement. If you are selling or handling food at a community event, you need to do so safely – and the information provided below will help you do that – but a qualification is not essential.

General Food Safety advice for small events

When you're making food for large numbers of people, it's important to keep food safe. Here are some general practical tips:

- Plan ahead - if you can prepare food in advance and freeze it, this should make things easier later but do ensure it is properly defrosted when you come to use it
- Wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available
- Always wash fresh fruit and vegetables
- Keep raw and ready-to-eat foods apart
- Do not use food past its 'use by' date
- Keep food out of the fridge for the shortest time possible
- Always read any cooking instructions and make sure food is properly cooked before you serve it. Even if people are waiting to eat, don't reduce cooking times
- Ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water.

What about allergens?

If you are a charity or community food operation which is not required to be registered as a food business, you don't have to provide information for consumers about allergens present in the food as ingredients. However, it is recommended that you or anyone else managing charity operations do consider the risks. This would be good practice.

Do any foods need particular care?

Some foods such as raw milk, raw shellfish, soft cheeses, pâté, foods containing raw egg and cooked sliced meats are more likely to cause food poisoning than others.

How do we keep food safe at a buffet?

If you are preparing a buffet, be aware that most food needing to be chilled, such as sandwich fillings, should be left out of the fridge for the shortest time possible and not more than four hours. After this time, any remaining food should be thrown away or put back in the fridge but if you do put the food back in the fridge don't let it stand around at room temperature if you serve it again.

What about cakes?

There is no rule banning the sale of homemade cakes at community

events. Homemade cakes should be safe to eat, as long as the people who make them follow good food hygiene advice and the cakes are stored and transported safely.

At home, people making cakes should follow these general tips:

- Always wash your hands before preparing food
- Make sure that surfaces, bowls, utensils, and any other equipment is clean
- Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
- Keep cheesecakes and any cakes or desserts containing fresh cream in the fridge
- Store cakes in a clean, sealable container, away from raw foods. On the day, people bringing in cakes from home or running the stall should follow these tips:
    - Transport cakes in a clean, sealable container
    - Make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than four hours.
    - When handling cakes, use tongs or a cake slice.

Legal Requirements

The relevant regulation is the

Regulation (EC) 178/2002,

Regulation (EC) 852/2004

Food Safety Act 1990,

Food Safety and Hygiene (England) Regulations 2013

Food Standards Act 1999

Further Information

For further information see:

https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business

https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events

https://www.food.gov.uk/food-hygiene

12 - Radio licensing

Introduction

Many clubs use radios to communicate between coaches and sometimes with crews. Some radios operate on frequencies for which licences and certificates of competence are not required. However both a Ships Portable Radio Licence for the club and a Short Range Certificate of Competence for each operator is required when using Marine Mobile Band VHF radios.

What is a Ships Portable Radio Licence?

This is a permit to operate the radio equipment. The good news is that the Ships Portable Radio Licence is free, if you apply online, (£20 for postal applications). There is no expiry date; it lasts for ever. There is more information here.

Applications should be made online using the Ofcom portal available here. Clubs can register as an organisation so each club would only need one licence.

What is a Short Range Certificate?

Each operator must hold at least a Short Range Certificate, this requires going on a course and passing an exam. The course can be done online, there is more information here.

The RYA website can be used to find course providers and many can be found by Googling "VHF short range certificate". These courses are commonly available.

Many training providers provide this training for a fee. The cost is about £50 to £100 per person. There is an additional charge of £60 (payable to the RYA) for the exam and the issue of the VHF/SRC Operators Licence.

In the Ships Licence Terms and Conditions, under Radio Equipment Use, it says:

10. The Licensee must ensure that the radio equipment is used only by persons:

a) who have been authorised by the Licensee to do so and who have been made aware of, and comply with, the terms of the Licence; and

b) who hold, or are under the direct personal supervision of a person who holds a relevant

Maritime Radio Operator's Certificate of Competence and valid Authority to Operate.

11. Clause 10 (b) shall not apply to persons using channels M (157.850

MHz) and M2 (161.425 MHz).

12. Notwithstanding the terms set out in Clause 10 above, in the event of an emergency where there is a risk to life, the radio equipment may be used by any person to summon assistance.

Legal Requirements

The relevant regulation is The Wireless Telegraphy Act 2006.

Further Information

For further information

Ship Radio Licence Terms and conditions at https://www.ofcom.org.uk/manage-yourlicence/radiocommunication-licences/ships-radio/ship-radio-terms-conditions

Ofcom licence portal https://www.ofcom.org.uk/manage-your-licence/radiocommunicationlicences/online-licensing-service

Information on online courses at https://www.rya.org.uk/training/theory/src-online-course

RYA website www.rya.org.uk

CLUB GUIDES

Thank you.