

Henry Message
General Manager
Hayling Island Sailing Club (HISC)
Sandy Point
Hayling Island
Hampshire
PO11 9SL

Our ref: hsca/HAY082

Dear Henry

Re: Health & Safety Compliance Audit

Address Visited: Sandy Point, Hayling Island, Hampshire, PO11 9SL




Appointment Date: 28 January 2025

Executive Summary:

This letter follows my recent visit to your premises to assess and advise on your compliance with health and safety requirements and best practice. My assessment was made using Peninsula's Compliance Review for health and safety.

The Hayling Island Sailing Club, located on the SE peninsula of the Island, is a members only sailing club with over 3000 members which organises competitive sailing events in and around the Chichester harbour and the open sea and hosts several annual national regattas. The facility includes a large club house comprising offices, function rooms, bar areas, kitchens and plant rooms and member changing areas. Private functions are held throughout the year with 2 annexe buildings providing sleeping accommodation (30 small rooms). External areas include a car park with disabled bays, several boat yard areas, a large storage/maintenance/workshop shed and other small stores/outbuildings. A large wrap-around first-floor mezzanine terrace completes the outside accessible space. There are approximately 20 staff minimum plus seasonal staff during busier summer months (April until September) with further workers employed to support private events and functions. The original 1920s clubhouse building was replaced in 2003 to an open plan, 3-storey layout.

Based on the documents seen and my observations I have prepared an Action Plan to guide you in improving compliance. This table shows the status of my recommendations and your current level of compliance.

0		Immediate and urgent action required. Detailed on the Action Plan.
3		Further action is required to improve safety management. Detailed on the Action Plan.
79		Satisfactory, monitor and review on an on-going basis.

The standard of health and safety management appeared to be generally satisfactory although some minor action points were identified as necessary to improve safety management. Implementation of the Action Plan will improve your current standards of compliance.

The Action Plan, in the following pages, shows where improvements to your health and safety management are needed. Please bear in mind that the plan only comments on the documents I was shown and my observations during the visit.

I also explained/ reviewed your online Safety Management System and support tools, which include:

- Safety Management Documents and guidance.
- E-learning.

Should you require any further support or wish to discuss how we can further assist you in achieving health and safety compliance, please do not hesitate to contact me by email or call our 24 Hour Advice Service on 0844 892 2785 (option 1).

I hope you found my visit useful and I would like to thank you for your time and support during the visit.

Yours sincerely,

**John Simmons CMIOSH
H&S Consultant**

john.simmons@peninsula-uk.com

Send to: Henry Message <general.manager@hisc.co.uk>

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice.



It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit.


This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).

Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Action Plan

Main person seen:	Henry Message
Appointment date:	28 January 2025
Areas visited:	All areas seen during this safecheck audit including the main club house building, storage yards, boats yards, maintenance sheds and one of the accommodation blocks (Stocker block) & car park area.
Areas not visited:	As stated above, all areas seen with the exception of the 10 room (Dunes) accommodation block.
Address:	Sandy Point, Hayling Island, Hampshire, PO11 9SL

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
5.24	Storage of gas bottles in yard area. Gas bottles stored on the ground rather than on suspended deck/platform/base - exposure to corrosion is increased which could jeopardise integrity of the gas bottles leading to release of contents. Please refer to image(s) under item 5.24 in the Photographs section.	Gas containers should be in a caged/secure area, away from ignition sources and raised from the ground to prevent corrosion. Install a cage floor to keep them raised from pooled rain water.	3-5	Six weeks		Henry Message	
2.8	Work at height equipment including ladders, step ladders and aircraft ladders seen throughout the site. Minimal evidence was available to indicate that the access equipment is subject to a regular inspection regime. There were many ladders and access equipment seen throughout the site which requires rationalising. Please refer to image(s) under item 2.8 in the Photographs section.	Develop a register and succinct plant for access equipment checking. You should be aware of the current condition of access equipment and a suitable, recorded checking scheme should be in place. Each item of access equipment should be given an individual reference number and all work at height equipment is subject to a pre-use visual check of feet, locking mechanisms, condition of uprights and treads, etc.	4-21	Three months		Henry Message	




Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
4.12	Provision & regular checking of personal protective equipment. Various types of PPE equipment including hand protection, face mask and hearing protection are issued however you have no records of regular (6 monthly) checks being carried out	Carry out regular checks to ensure that supplied PPE is in a clean, safe, undamaged and usable state. Ensure that personal protective equipment (PPE) is provided and used by employees where appropriate. They must receive instruction and training on how to use and maintain the equipment. Also ensure that you obtain a receipt for the PPE and keep it on file.	1-17	Three months		Henry Message	

Site Compliance Review

Details









Main Person seen:	Henry Message
Appointment date:	28 January 2025
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Address:	Sandy Point, Hayling Island, Hampshire, PO11 9SL


Summary of Findings

0		Immediate and urgent action required. Detailed plan on the Action Plan.
3		Further action is required to improve safety management. Detailed on the Action Plan.
79		Satisfactory, monitor and review on an on-going basis.









Specific details of the areas, daily practices, and safety arrangements considered by me are to be found on the following pages.

Overview Of Areas Relating To Documentation









Ref.	Documentation	Status	Supporting evidence - Action required
1.1	Is there an up to date health and safety policy recently signed by the most senior manager?		The health and safety policy is current, signed by the overall responsible person and readily available. Documentary Evidence Seen - 06 January 2026 Please refer to image(s) under item 1.1 in the Photographs section.
1.2	Is a current Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		The Employers Liability Insurance Certificate is in date and prominently displayed within the premises. Documentary Evidence Seen - 28 May 2025 Please refer to image(s) under item 1.2 in the Photographs section.
1.3	Is a copy of the Health and Safety 'What you need to Know' poster on display?		The Health and Safety poster "What You Need to Know" is prominently displayed within the premises where employees have access to the information. Please refer to image(s) under item 1.3 in the Photographs section.
1.4	Is there a suitable system to monitor the actions of employees with assigned health and safety responsibilities?		Management checks are being completed regularly using your own in-house documentation with non conformities or areas of concern being identified and addressed as required.
1.5	Is an Employee Safety Handbook provided to employees with information about health, safety and welfare at work?		Safety handbooks have been issued to make employees aware of the rules for health and safety at work. Employees have signed to confirm receipt and understanding.
1.6	Is the management process clear if actions are required by Enforcing Authorities?		A recent visit from the enforcing authorities has taken place, however, no formal enforcement actions were raised.
1.7	Is a suitable hazard reporting system actively in place?		A suitable hazard reporting system is in place. All employees are actively encouraged to report potential hazards, unsafe conditions and near misses. These hazards are formally recorded and actioned where required. Documentary Evidence Seen - 28 January 2026 Please refer to image(s) under item 1.7 in the Photographs section.
1.8	Are Contractors assessed for suitability with submission of relevant documentation?		Contractors assessed for suitability with documentation requested and received, such as copies of risk assessments, method statements, insurance certificates etc.

Ref.	Documentation	Status	Supporting evidence - Action required
1.11	Is there an accident and incident recording, reporting and investigation procedure that meets data protection requirements?		<p>Accidents are reported and recorded in a Data Protection compliant accident reporting system and accident investigations are completed as required to identify root causes and prevent similar occurrences. Well controlled accident reporting/recording system.</p> <p>Please refer to image(s) under item 1.11 in the Photographs section.</p>

Overview Of Areas Relating To Equipment


Ref.	Equipment	Status	Supporting evidence - Action required
2.1	Is all work equipment and machinery fit for purpose?		Machinery and work equipment appears to be suitable by design and well maintained.
2.3	Are suitable arrangements in place to ensure that hand tools are used, maintained and stored safely?		Suitable arrangements are in place with dedicated storage facilities provided. Please refer to image(s) under item 2.3 in the Photographs section.
2.4	Are adequate arrangements in place to service and maintain workplace transport?		Works vehicles are suitably maintained in accordance with the maker's specifications and requirements.
2.5	Are work vehicles subject to periodic safety checks by drivers or operators?		Work vehicles are maintained and checks completed on a regular basis. Monthly checks on all work equipment/transport carried out by workers. Please refer to image(s) under item 2.5 in the Photographs section.
2.6	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable electrical appliances are tested for electrical safety within suitable timescales. Internally completed through competent employee. Please refer to image(s) under item 2.6 in the Photographs section.
2.7	Is lifting equipment (and accessories) subject to statutory Thorough Examination with certification and a service contract in place?		Certificates of "Thorough Examination" for the boat hoist and associated equipment have been issued within the required timescales.
2.9	Is office equipment suitable, maintained and fit for purpose?		Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment appears to be satisfactory.
2.20	Are power supplies to portable electrical equipment maintained? Is the use of extension leads controlled?		The use of extension leads is minimal. Those seen were suitable for their application and in good condition.

Overview Of Areas Relating To Fire











Ref.	Fire	Status	Supporting evidence - Action required
3.2	Has a competent person completed or reviewed a suitable risk to life fire risk assessment?		A comprehensive fire risk assessment is in place and has been reviewed in the last 12 months and shared with the staff. Please refer to image(s) under item 3.2 in the Photographs section.
3.5	Is there a fire safety training programme for employees?		All employees have been trained in fire awareness and there is a adequate number of designated fire wardens with a rolling training programme in place. FW training completed for workers, consolidate this with the e-learning course through the BS system. Succinct training lab in place. Please refer to image(s) under item 3.5 in the Photographs section.
3.6	Is there a fire and emergency evacuation procedure with a suitable building plan?		There is an up to date written fire and emergency evacuation procedure in place along with a plan identifying final exits escape route and equipment. Please refer to image(s) under item 3.6 in the Photographs section.
3.9	Is the fire alarm system in working order and tested at weekly intervals with a record kept?		The fire alarm system appears to be in working order and is tested weekly from a scheduled rotation of call points. Fire alarm test records were readily available. Please refer to image(s) under item 3.9 in the Photographs section.
3.10	Is the fire alarm system subject to six monthly servicing arrangements?		The fire alarm system is serviced at six monthly intervals with records available. Please refer to image(s) under item 3.10 in the Photographs section.
3.11	Are all the fire alarm operating points easily accessible?		Fire alarm operating points throughout the building were all easily accessible.
3.12	Are emergency lighting units subject to suitable arrangements for servicing regime?		Emergency lighting is serviced at the required intervals and records were available. Please refer to image(s) under item 3.12 in the Photographs section.
3.13	Are arrangements in place for all staff to take part in a fire evacuation drills at least every 6 months and to record the results?		Fire emergency evacuation drills are conducted within the recommended timescales with documented records kept in your fire log book. Please refer to image(s) under item 3.13 in the Photographs section.












Ref.	Fire	Status	Supporting evidence - Action required
3.14	Are fire assembly point(s) clearly indicated and in suitable locations?		The fire assembly point is clearly signposted and identified on fire action notices.
3.15	Are adequate arrangements in place to store and handle flammables?		Flammable substances are stored in a dedicated fire resistant facility away from direct sunlight and sources of ignition. The store is marked with the appropriate hazard identification sign(s). Please refer to image(s) under item 3.15 in the Photographs section.
3.16	Have Personal Emergency Evacuation Plans (PEEPs) been developed for people with recognised disabilities?		Personal Emergency Evacuation Plans have been formulated for vulnerable individuals, and the plans have been explained to them and nominated buddies. Previous PEEPs in place for injured employees.
3.17	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		All fire exit points and routes are readily accessible.
3.18	Are suitable fire exit signs and evacuation instruction on display in appropriate places on fire exit routes?		Suitable fire exit signs are in place.
3.19	Are fire doors suitable and sufficient?		All fire doors appear to close fully with door intumescent strips and smoke seals in place. There are no gaps and door closers are in good working order.
3.20	Has suitable fire fighting equipment been provided and serviced at least once every 12 months? Are fire extinguisher identification signs adjacent to extinguishers?		Fire fighting equipment is subject to periodic checks and annual maintenance by a recognised provider. Suitable fire extinguisher identification signs are displayed adjacent to the extinguishers. Documentary Evidence Seen - 28 May 2025 Please refer to image(s) under item 3.20 in the Photographs section.
3.21	Are emergency lighting units subject to a suitable testing regime?		Emergency light testing is being completed on a monthly basis with records on file.
3.25	Is all upholstered furniture in good condition?		All upholstered furniture is in good condition with no damage or wear.

Overview Of Areas Relating To People









Ref.	People	Status	Supporting evidence - Action required
4.1	Are sufficient persons trained in first aid and medical emergency training with provision of an adequate supply of first aid materials?		<p>There is a sufficient number of first aid at work trained employees with medical emergency training, their certificates are in date and there is an adequate supply of first aid kits, including access to a defibrillator, based on business risk. FAAP assigned for each area.</p> <p>Please refer to image(s) under item 4.1 in the Photographs section.</p>
4.3	Are suitable arrangements in place for first aid and medical emergency refresher training?		<p>Quarterly training takes place for medical emergencies and the Scenario alter each time. In addition there is an annual first aid refresher training course that takes place, all training records are retained on file.</p> <p>Please refer to image(s) under item 4.3 in the Photographs section.</p>
4.4	Do all employees receive health and safety awareness training as part of their induction, with records kept?		<p>Formal induction training takes place with records kept for all new employees.</p> <p>Please refer to image(s) under item 4.4 in the Photographs section.</p>
4.7	Are suitable training arrangements in place for agency workers?		<p>All agency workers receive training and instructions which includes an induction and job specific information relevant to their work activities. Two level approach to H&S comms/inductions for agency workers.</p>
4.10	Are suitable arrangements in place to manage employees who work alone?		<p>There is a suitable policy and procedures for lone working staff. They have received training and records are kept. Check out procedure in place for boat driver and emergency location device taken.</p>
4.11	Are employees trained in general and job specific health and safety with suitable records maintained?		<p>All employees undergo training and instruction which includes job specific health and safety and emergency evacuation.</p> <p>Please refer to image(s) under item 4.11 in the Photographs section.</p>




Overview Of Areas Relating To Premises

Ref.	Premises	Status	Supporting evidence - Action required
5.1	Has a suitable risk assessment for exposure to radon gas been completed and action taken where necessary?		According to the UK Health Security Agency radon map your premises, which do not have a basement, are in a low risk (<1%) area.
5.3	Has the presence or absence of asbestos containing materials (ACMs) in the fabric of the premises been identified?		The asbestos survey dated August 2012 conducted by Envirochem. ACM identified in various areas highlighted in the report which are known and managed. Please refer to image(s) under item 5.3 in the Photographs section.
5.4	Is there a suitable, robust asbestos management plan where ACMs have been identified as or are assumed to be present?		All asbestos containing materials (ACMs) have been identified and their location recorded. There is a suitable and robust asbestos management plan the contents of which are explained to anyone who is likely to disturb them Please refer to image(s) under item 5.4 in the Photographs section.
5.5	Where the presence of asbestos containing materials has been identified have the emergency service been made aware and provided with the details? (Reg.4(9) Control of Asbestos Regulations 2012)		The emergency services have been notified in writing. Notification sent in 2012.
5.7	Do oil storage tank installations comply with regional Building Regulations.		The oil tanks appear to comply with fire separation distances to adequately protect the stored fuel from a nearby fire or heat source. The oil tank also has an OFTEC registered technician Certificate of Safety available.
5.8	Have fixed hard-wired electrical circuits been subject to periodic inspection within recommended timescales?		A hard wired electrical system test and inspection has been conducted by a suitably qualified electrical engineer within the prescribed timescale. The Condition Report reported the condition of the installation as "satisfactory". NEXT test due in May 2025 Please refer to image(s) under item 5.8 in the Photographs section.
5.10	Has gas equipment been serviced and maintained by a registered Gas Safe registered engineer within the last 12 months?		Gas safety appliance certificates have been issued within the last 12 months by a Gas Safe registered engineer.
5.12	Are adequate safety signs in place and clearly displayed?		Suitable safety signs are in place and clearly displayed.
5.15	Are suitable arrangements in place to service and maintain any air conditioning units?		Air conditioning units are maintained and serviced in accordance with the manufacturer's recommendations. Service reports are on file.
5.17	Is housekeeping in all areas to a good standard?		Housekeeping was to an acceptable standard. The yard and boat areas were busy but organised and kept safe.



Ref.	Premises	Status	Supporting evidence - Action required
5.18	Are spillage procedures in place?		Spillage procedures are in place. Please refer to image(s) under item 5.18 in the Photographs section.
5.19	Are slip, trip and fall hazards (e.g. spillages, cables and stock) avoided with arrangements in place to keep floors free from such hazards?		Floors and walkways were observed to be well maintained and free from slip, trip and fall hazards.
5.20	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		Welfare, washing and toilet facilities observed to be adequate and well maintained in clean condition at the time of the visit.
5.21	Are external areas well maintained and suitable?		External areas were suitably maintained. This was a busy boat yard but well maintained for the nature of activity.
5.25	Is the building in good condition?		The building appeared to be in a reasonably well maintained condition at the time of the visit.
5.26	Are lifts subject to statutory Thorough Examination and periodic testing with a maintenance service contract in place?		The lift is subject to a statutory Thorough Examination and maintenance regime conducted at the required frequency. Reports of Thorough Examination, maintenance and servicing records are on file. Please refer to image(s) under item 5.26 in the Photographs section.
5.27	Is there adequate workspace for the work activities taking place?		Workspace was observed to be adequate.
5.28	Are air temperatures kept at reasonable levels?		Air temperatures were judged to be reasonable at the time of the visit.
5.29	Is there adequate access to and from and within the premises?		Adequate access routes to and from the workplace were available, in reasonable condition and well lit. Audit conducted during daytime however it was assured that lighting levels in the car park were adequate.
5.31	Are catering kitchen extraction systems and ductwork, subject to deep cleaning?		Deep cleaning of the extraction system is undertaken annually with records kept on file.
5.36	Do large glass panels and glass doors have manifestation markings as required by Part M of the Building Regulations?		Glass entrance doors and glazed screens are clearly defined with manifestation on the glass between 850 to 1000mm and between 1400 to 1600mm above the floor and contrast with the background seen through the glass (both from inside and outside) in all lighting conditions.

Overview Of Areas Relating To Risk Assessments






Ref.	Risk Assessments	Status	Supporting evidence - Action required
6.1	Have risk assessments been carried out for display screen equipment with suitable control measures implemented?		Display screen equipment risk assessments have been completed based on self-assessment questionnaires. These have been reviewed and issues identified have been addressed. Assessments are routinely reviewed and whenever there are significant change to a user's workstation.
6.2	Have risk assessments been carried out for hazardous substances with suitable control measures implemented?		An inventory of hazardous substances supported by Safety Data Sheets has been prepared. Risk assessments have been carried out using information from the safety data sheets. The assessments identify the control measures to be followed when using the substances. All assessments are within their review period. Please refer to image(s) under item 6.2 in the Photographs section.
6.3	Have risk assessments been undertaken for manual handling activities with suitable control measures implemented?		Manual handling risk assessments have been completed and the control measures introduced. These have been reviewed within the last 12 months. Manual Handling risk is embedded in other activity RAs.
6.4	Are there risk assessments for lone working?		Suitable assessments are in place covering work activities involving lone working, assessments have been reviewed within the last 12 months and explained to the relevant employees.
6.6	Have work at height tasks, including work with stepladders, ladders, and step-stools, been properly risk assessed and safe systems of work developed?		A general risk assessment for work at height tasks has been undertaken and is suitably detailed.
6.7	Have risk assessments been completed for new and expectant mothers and suitable control measures taken?		New and expectant mother's risk assessment and questionnaire are completed as required. The records are then kept under continual review to ensure the wellbeing of the unborn child and of the new mother on her return to work. The assessments clearly identified the scope and restrictions of work, along with the relevant controls.
6.8	Have the risks from legionella been assessed and controls identified?		A legionella survey and assessment has been conducted by an external organisation. Subsequently a legionella management plan, covering all parts of the premises, has been prepared and implemented.
6.9	Are there arrangements for routine testing and treatment of water tanks and the descaling and disinfection of shower units to minimise risks from legionellosis?		Arrangements for periodic testing and treatment of cold water storage tanks and shower heads are being conducted internally, records of testing are retained. Please refer to image(s) under item 6.9 in the Photographs section.

Ref.	Risk Assessments	Status	Supporting evidence - Action required
6.10	Have risks to young persons at work been identified and suitable control measures put in place?		Young persons risk assessments are conducted as required.
6.11	Have the findings of risk assessments been explained to employees and recorded? Have the findings of risk assessments been communicated to relevant individuals e.g. employees, with suitable records retained?		Risk assessment findings are explained to employees through SOPs which are signed for.
6.12	Have risk assessments of general work tasks been completed?		<p>General task based Risk Assessments have been conducted for up to 100 site activities including sailing activity, bar activity, kitchen equipment, event set up. The assessments contained a reasonable amount of detail with regard to the hazards involved and of the control measures implemented. Additional assessments have been conducted, however, only the assessments listed were reviewed during the visit.</p> <p>Please refer to image(s) under item 6.12 in the Photographs section.</p>

Overview Of Areas Relating To Safety Arrangements

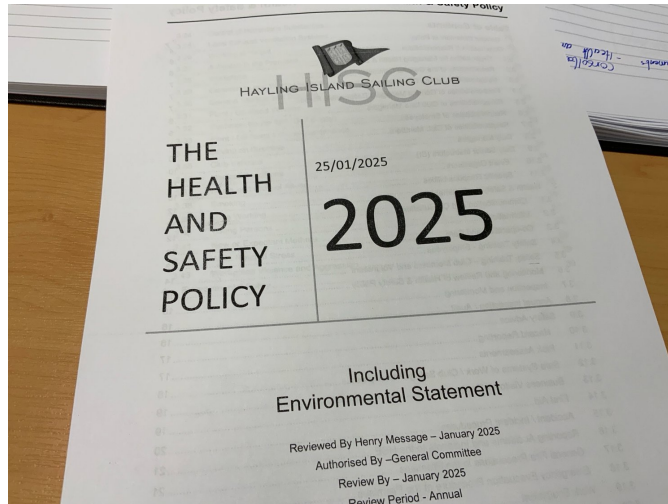
Ref.	Safety Arrangements	Status	Supporting evidence - Action required
7.1	Are there arrangements to control vehicle movements to minimise the risk of pedestrian-vehicle accidents and injuries. by segregation where reasonably practicable?		Suitable arrangements are in place to ensure that vehicle manoeuvring activities are controlled to protect employees and visitors to the premises. Speed restrictions 10mph in place. During events car park staff in place. One way system in place.
7.2	Are there suitable arrangements to deal with the storage and disposal of hazardous and non hazardous waste?		Adequate arrangements regarding hazardous and non hazardous waste are in place Please refer to image(s) under item 7.2 in the Photographs section.

Overview Of Areas Relating To Occupational Health

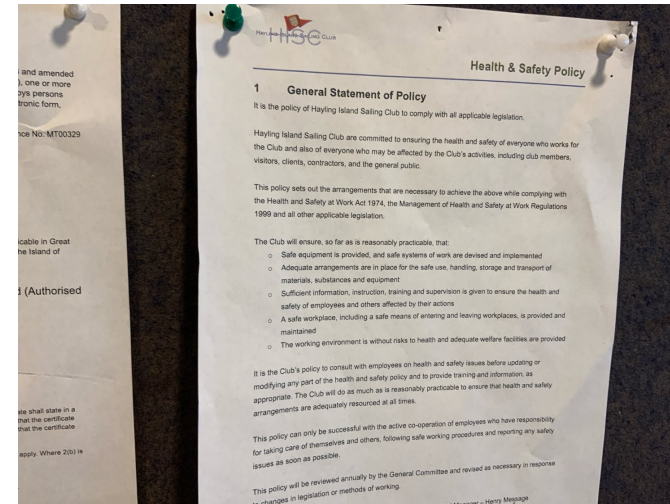
Ref.	Occupational Health	Status	Supporting evidence - Action required
8.7	Is suitable ventilation provided to ensure that fresh air is available to reduce risks of transmission of societal illnesses such as winter flu virus and similar?		At these small premises natural ventilation is sufficient for the number of people present.
8.8	Have arrangements been made to reduce exposure to hand arm vibration (HAV) to acceptable levels and to provide occupational health surveillance of workers exposed to hand arm vibration in the course of work?		Workers are not exposed to prolonged hand arm vibrations from work equipment.
8.9	Have arrangements been made to reduce exposure to noise to acceptable levels and to provide occupational health surveillance of workers exposed in the course of their work?		Noise levels are not significant. Workers are not exposed to noise above the first action level of 80dBA.
8.10	Has action been taken to identify, manage and control the risk to workers from occupational asthma, and provide occupational health surveillance?		No allergenic substances have been identified as present in the workplace.
8.11	Are the hazard and risks from occupational dermatitis recognised and effectively controlled? Is health surveillance routinely completed?		No significant potential causes of dermatitis have been identified at these premises.

Photographs

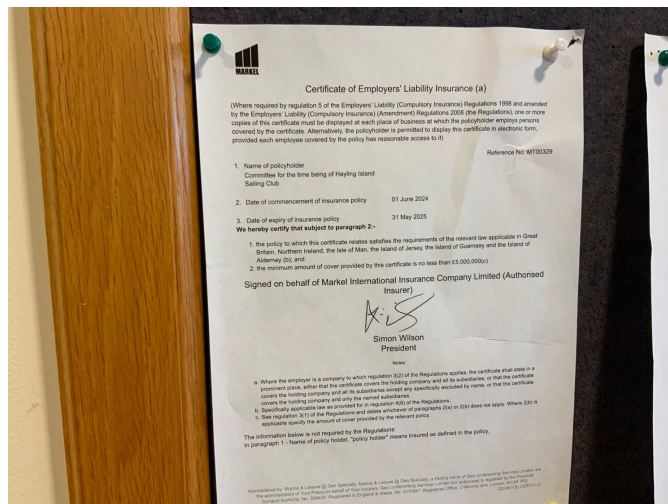
1.1



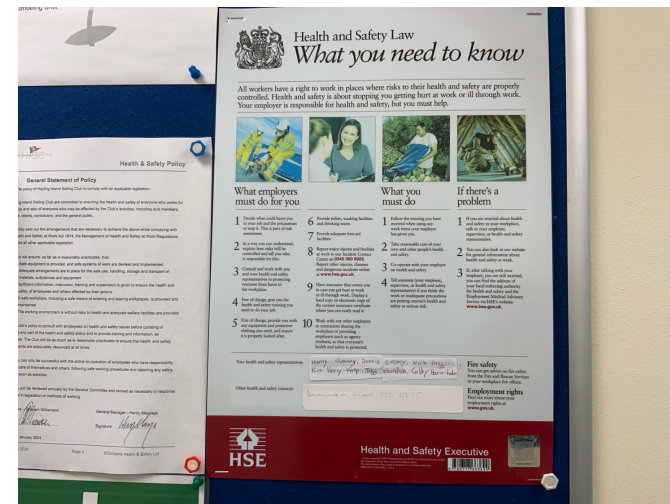
1.1



1.2



1.3



1.7

Hayling Island Sailing Club – INCIDENT / NEAR MISS FORM
This form is to be used by anyone to notify a Line Manager of incidents which do not involve personal injury. When completed, this form must be countersigned by the General Manager.

A. WHAT IS BEING REPORTED

<input type="checkbox"/> Near Miss – Incident involving no injuries Damage to equipment or premises	<input type="checkbox"/> Dangerous Occurrence (as defined under RIDDOR) The injury to person not requiring hospital attendance
--------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

B. DETAILS OF PERSON MAKING REPORT
Employee – Name and Department
Valerie Greenhalgh – Report the incident to the employee who is your main contact. They must complete this form and include your complete details in Section C

Family Name: Sonnie Emeley	Department/Company: Marine Department
Tel No: 02392463768	Email: marine.manager@HISC.co.uk

C. INCIDENT DETAILS

Date: 28/01/2025	Time (use 24hr clock): 11:30
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Location: Car Park

Individuals Involved:
Sonnie, Alec, See Bee

DESCRIPTION OF INCIDENT Give full details of what happened including the nature and extent of any damage which may have occurred. If the incident involved a fall from height, state the distance, include name and full contact details of Valia/contact here.

See Bee reported that his rudder was becoming increasing close to the ground as asked the SE to come a view this with him.

SE went out and assessed the problem, it was decided to support the cradle to prevent anymore movement. SE went back to the marine shed to gather the supplies and asked AH to help.

SE and AH when back to the boat and completed that task.

AH noticed that the rear starboard cradle wasn't set properly on the floor and quickly after this SE noticed that the cradle had been full adjusted without the knowledge of the Marine Team and that the boat was incorrectly propped in this corner.

...all the cradle arm had been adjusted to insert a plastic sheet to protect the boat.

...member of the marine team a few

1.11



1.11

Hayling Island Sailing Club – INCIDENT / NEAR MISS FORM
This form is to be used by anyone to notify a Line Manager of incidents which do not involve personal injury. When completed, this form must be countersigned by the General Manager.

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Valerie Greenhalgh – Report the incident to the employee who is your main contact. They must complete this form and include your complete details in Section C

Family Name: Sonnie Emeley	Department/Company: Marine Department
Tel No: 02392463768	Email: marine.manager@HISC.co.uk

C. INCIDENT DETAILS

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SE went out and assessed the problem, it was decided to support the cradle to prevent anymore movement. SE went

2.3



2.5

Tractor Checklist		Satisfactory		Comments	Checklist version 1 Repairs Completed Date and Initials
Fortnightly	Item-Visual Check	YES	NO		
	Fuel	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Engine Oil	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Coolant level	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Battery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	topped up	
	Hydraulic oil	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Indicators	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Brake and head lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Flood lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	All glass condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Back glass cracked	
	Screen wipers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Screen washers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Mirrors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Loader condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	front mesh and rear scrubbing	
	All points greased	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Horn	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Footbrake	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Handbrake	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Tyre condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Tyre pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Wheel nuts	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	SW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	single condition	
	4WD	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Oilback	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	All door locked	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Step condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Hydraulic post covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	left broken back	
	Front pin and toggle	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Chassis	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	First aid kit sealed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check for service	
	Bumper condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Low birth condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Other comments or notes about vehicle safety or maintenance:				
	Due service soon				
Name: <u>Greg B</u>		Date: <u>17/01/25</u>			
Signature: <u>[Signature]</u>					

2.6



2.6



2.8



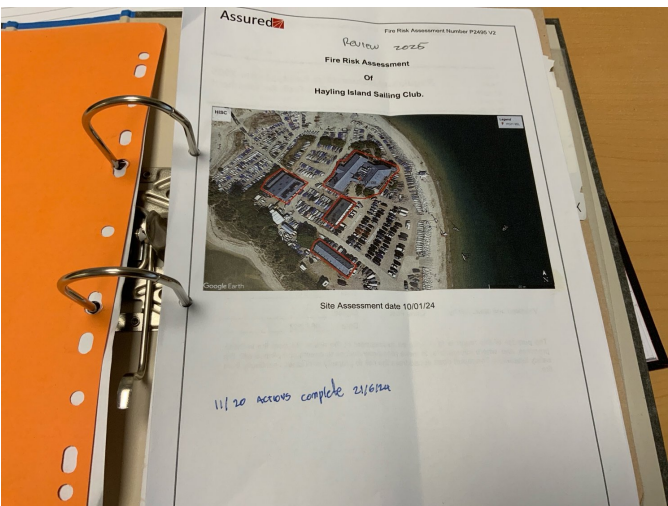
2.8



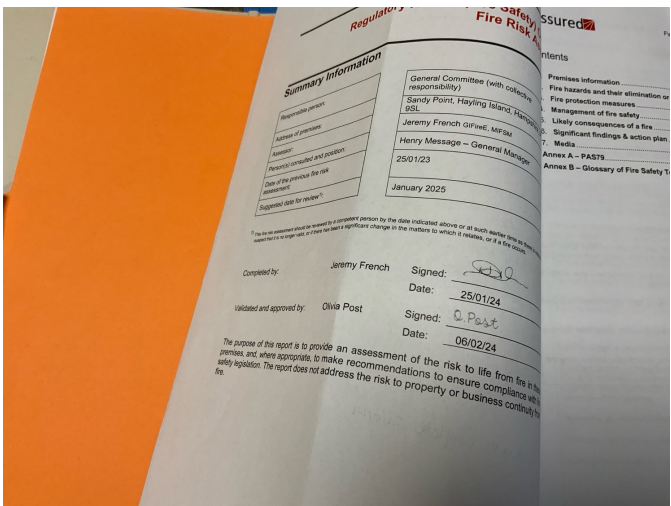
2.8



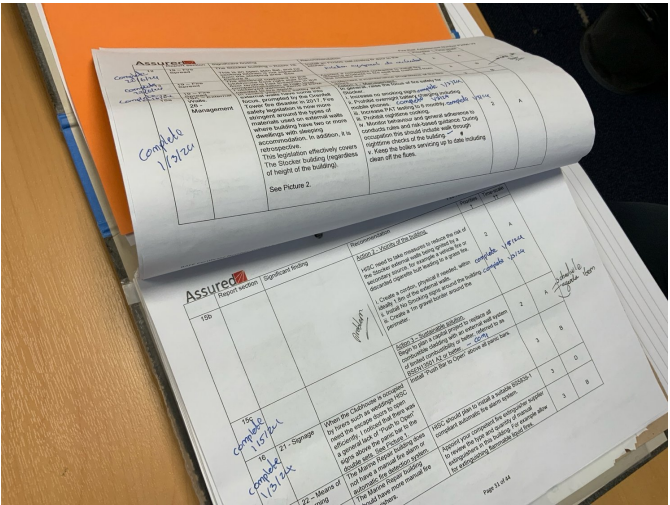
3.2



3.2



3.2



3.6



3.5

HISC – Statutory checks				
Statutory Inspections and Tests – Updated by HM December 2024				
Description	Contractor	Previous inspection	Next inspection due	Notes
1. Portable Appliance testing (PAT)	HISC Maintenance	April 24	October 24	Certain items 6 monthly, High risk items 1yr test rotation, low risk 2 year
2. Emergency Lighting	Uniguard	In house	Ongoing	
3. 6 month	Uniguard	Sep 24	March 25	
4. 12 month	Uniguard	Dec 23	Dec 24	6 monthly tests usually don't when alarm tested but forgotten due to install advised OK to pick up September.
5. Electrical testing (5 years)	SPK	March 2020	Due 2025	Remedial works to complete – ongoing
6. Fire alarm system	Stocker	March 2020	Due 2025	Checked with 5 year inspection of main building
7. Fire doors	Uniguard	January 2024	January 2025	New panel installed Jan 24
8. Fire fighting equipment	Uniguard	Feb 23	Feb 25	New report commissioned. Most priority issues rectified by JICS & HISC. Quote by JICS accepted to complete. Low priority jobs to be addressed winter 24/25, 2 yearly inspection due Feb 2025.
9. Fire risk assessment	Uniguard	Nov 23	Nov 24	Issues around Stocker with cladding
10. Fire alarm system	Uniguard	Jan 24	Jan 25	Julie Martin - Crona Contact, 07462881720
11. Fire alarm system	Uniguard	Feb 24	Aug 24	
12. Fire alarm system	Uniguard	May 24	Aug 24	

3.9

FIRE ALARM SYSTEM - RECORD OF TESTS				
Date	Detector or call point number	All automatic floor release satisfactory	Fault and remedial action taken (date)	Signature
01-10-24	Reception	Yes	N/A	SB
01-10-24	Drinking	Yes	N/A	SB
01-10-24	Smoking Bar	Yes	N/A	SB
01-10-24	RMS	Yes	N/A	SB

3.10

Uni-Guard Fire Protection Ltd
Unit 11, The Industrial Estate
Hawley Road
Hawley, Hampshire
PO11 9SL

INVOICE
Invoice To: Haying Island Sailing Club
Sandy Point
Haying Island
Hampshire
PO11 9SL

Delivery Address:
Haying Island Sailing Club
Sandy Point
Haying Island
Hampshire
PO11 9SL

Type	Tax Point	Your Ref.	Our Ref.	Account No.
SALE	30/04/24		CJ55559	05191

Code	Description	Qty	Price	Start	Value
F101	Specialist Fire Alarm Panel- OCTO+JA Loop	1	£0.00		
J106	Fire Alarm Mains Isolator	1	£0.00		
D105	Apollo Addressable Optical Detector XP95	1	£0.00		
LAB1	Labour Hours - Normal Working Hours		£3950.00		
QUOTE	To carry out works as per quotation	1	£0.00		
SUNDRY	Replacement PCB				

Code	Rate	Goods	VAT
1	20.00	£3950.00	£790.00

Goods: £3950.00
VAT: £790.00

3.12

Uni-Guard Fire Protection Ltd
Unit 11, The Industrial Estate
Hawley Road
Hawley, Hampshire
PO11 9SL

QUOTE
Date: 19 November 2024
Customer: Haying Island Sailing Club
Quote Ref: HISC240076

Dear Henry,

Following the visit to service the fire alarm and emergency lights at Haying Island Sailing Club, we are pleased to offer you the following quotation for your consideration, to undertake the recommended recommendations.

Fire Alarm
We recommend that the following work be undertaken to fully comply with the recommendations of BS5839-1:2017.

Cost
1) Automatic closing doors ground floor kitchen and 1st floor kitchen serving do not close when the fire alarm is in fire, further investigation required.

Emergency Lighting
It is strongly recommended that emergency lights be replaced to ensure that all areas of the building have adequate lighting to aid evacuation of the premises in an emergency and to comply with BS 5266-1:2016/BS EN 50172:2004.

1) 1 x recessed circular fitting failed in ladies changing room
2) 1 x blade hanging sign failed in the middle male changing room
3) 1 x blade hanging sign failed in the kitchen serving area
4) 1 x blade hanging sign failed rear reception exit
5) 1 x circular bulk head failed in the ground floor disabled toilet
6) 1 x hanging sign failed 1st floor south exit from main stairs (this can be changed for an exit door)

Cost
Our cost to carry out item 1-6 will be in the sum of £995.00 excl. vat including disposal

Deposit
For works over £1000 we will request a 50% deposit to be made before work can begin. The cost installed will remain the property of UniGuard Fire Protection until the total balance is paid in.

Construction (Design and Maintenance) Regulations 2015
In accordance with the Construction (Design and Management) Regulations 2015 we may need your assistance in completing this before works begin. For guidance on your role as a client, please refer to the CDM 2015 guidance.

3.12

Uni-Guard Fire Protection Ltd
Unit 11, The Industrial Estate
Hawley Road
Hawley, Hampshire
PO11 9SL

Fire Alarm & Emergency Light Service Certificate
Date of Service: 14/05/24
Site Name: Haying Island Sailing Club
Address: Sandy Point, Haying Island, Hampshire, PO11 9SL
System Type: Fire Alarm and Emergency Lights
Panel: Juno - Heat

Remarks:
Service completed. See follow up email for recommendations.

Fire Alarm Checklist	Checked?	Remarks
Check if customer has any problems or issues	Yes	Fire alarm has intermittent faults.
Check if there have been any changes to the premises since our last visit	Yes	On the system, customer is aware of no changes.
FA - Is fire alarm service visit carried out 6 months?	Yes	Risk assessment available.
FA - Check suitable zone drawing present and verify zone designations are correct	Yes	Zone drawings present.
FA - Note how many zones are on the system	Yes	16 zones.
FA - Carry out visual inspection of system noting variations from BS5839-1:2017	Yes	None.
FA - Check all panel controls and indicators (including fire/fault)	Yes	All ok.
FA - Supply charge voltage	Yes	27.82v.
FA - Number and size of batteries	Yes	2 x 12v 24Ah.
FA - Battery installation date	Yes	24/05/23.
FA - Check correct sized batteries installed	Yes	Yes.
FA - Load test performed to BS5839-1	Yes	(0.0 25 x 7.6) = (0.0 98) x 1.2 = 9.12.
FA - Details of devices tested	Yes	All mcp's and main building detection.
FA - Check all devices accessible for testing including smoke/heat detectors	Yes	All accessible.
FA - Test sounders/bells	Yes	All ok.
FA - Sounder/bells tested on mains only	Yes	All ok.
FA - Sounder/bells tested on battery only	Yes	All ok.
FA - Test all auxiliaries and reinstate	Yes	All ok.
FA - Test signal to alarm receiving centre (if applicable)	Yes	All ok.
FA - Check if RP carries out regular bell/sounder tests	Yes	Yes.
FA - Check test keys and spare glass on site	Yes	Yes.

3.12

EMERGENCY LIGHTING TESTING RECORD

	TESTED 2023											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Office Reception Inside	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Office Reception Outside Light	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Office Photocopier	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Office Mail (Outside Gals Office)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
General Managers Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Staff Entrance Corridor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stock Room Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stock Room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Changing Cupboard (next to Stock Room)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stock Store	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dining Room 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dining Room 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dining Room 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Black Management Suite	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Washroom Outside Room Box	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ladies Toilet Upstairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ladies Toilet Corridor Upstairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mens Toilet Upstairs 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mens Toilet Upstairs 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mens Toilet Corridor Upstairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disabled Toilet 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outside Over (B)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

3.13

Use this form to record Emergency Evacuation tests or drills. As a minimum, they should be held at six monthly intervals. See Guidance Note 2-1 – Fire Safety – Arrangements and Procedures for additional information.

EVACUATION DETAILS

Date of the drill: Time of the drill: 16:38:00 Evacuation time: 3 minutes 16:30:00

Organiser: Henry

Premises or areas involved: DUNLOP ROOM

1. Was the alarm sounded promptly? Yes/No

2. Could the alarm be heard throughout the premises? Yes/No

3. Did the person chosen at random to sound the alarm understand the routine? Yes/No

4. Did all staff understand the routine and act effectively? Yes/No

5. Is there a need for further staff training or instruction? Yes/No

6. Was a random activation point chosen? Yes/No

7. Were there any other particular problems in the evacuation? Record further details overhead and maintainers present areas (overhead)

8. Were all employees and visitors accounted for? Yes/No

9. Was this evacuation the result of a false alarm? Yes/No

Person compiling record: Henry Date: 20/11/23

Signature: Henry

FEE – Fire and Emergency Evacuation Record

3.15



3.15



3.20

Service Date: 23/11/23

Site Name: Hayling Island Sailing Club

Address: Sandy Point, Hayling Island, Hampshire, PO11 9SL

System Type: Fire Extinguishers

Equipment: SERVICED - Water: 23 Co2: 14 Powder: 3 Foam: 3 Wet Chemical: 2

Blanket: 2

Remarks: Service completed

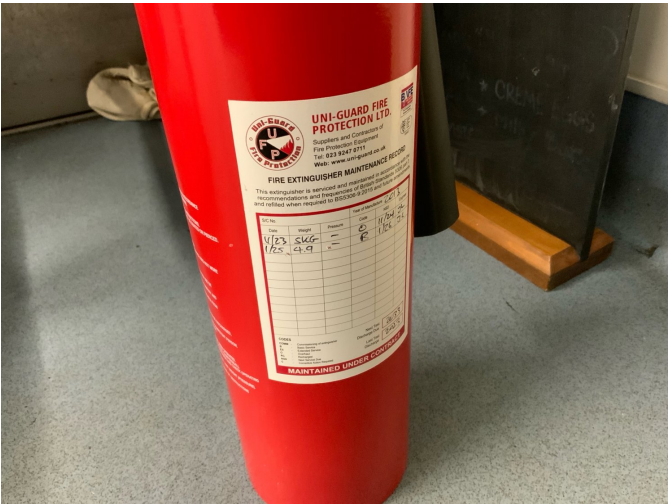
Parts Used

Quantity	Description
8	2kg Co2 Extinguisher Service Exchange
30	Extinguisher Hose O Ring Replaced
5	CO2 Discharge Sealing Washer/O Ring Fitted
45	Tamper Indicator Security Seal Supplied & Fitted

Check List

Check List	Checked?	Remarks
Check if customer has any problems or issues	Yes	All ok
Check if there have been any changes to the premises since our last visit	Yes	No changes
Check if there is a fire risk assessment present	Yes	Risk assessment available
Carry out a sign site survey	Yes	All ok
Check the signage for all extinguishers are correct	Yes	All ok
Check the location of equipment matches site records	Yes	All ok
Service all listed fire extinguishers	Yes	All extinguishers serviced
List any extinguishers that require corrective action	Yes	No corrective action required
If dry powder extinguishers are on site make customer aware of changes to British Standards	Yes	Customer aware
Check extinguishers are suitable for the risks on site	Yes	All ok
Does the building comply to BS 5306 Part 8 which states a minimum of 2 x 13A class A extinguishers are placed on each floor	Yes	Building complies
Check all fire extinguishers are wall mounted and at correct height or they are on suitable stands	Yes	All ok
Inform customer of any tests/extended servicing due in the next year	Yes	Multiple tests due next year
Leave a recommendation sheet if required	Yes	No recommendation sheet required
Sign log book	Yes	Log book not located

3.20



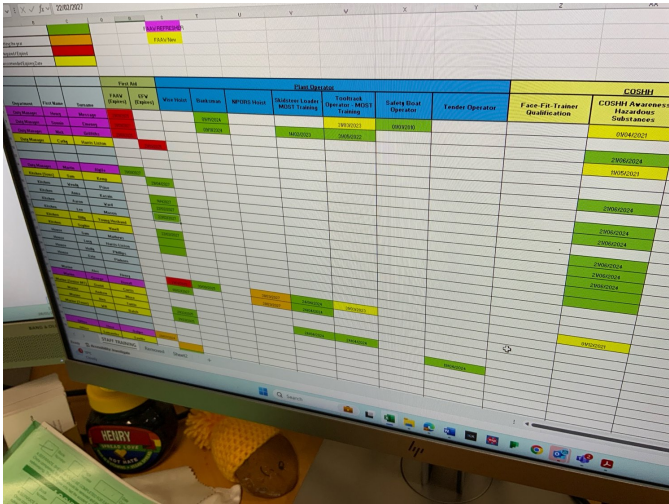
3.20



4.1



4.1



4.3

The screenshot shows a computer monitor displaying a large spreadsheet. The spreadsheet has multiple columns with headers such as 'Name', 'Date', 'Status', 'Task', 'Due Date', 'Assigned To', 'Completed', and 'Notes'. The data is organized into rows, with some cells highlighted in yellow and others in green. The spreadsheet appears to be a project management or task tracking tool.

4.4

INDUCTION TRAINING RECORD

Health and Safety training is a legal requirement for all new members of staff. It is, therefore, company policy to ensure that all new employees are given sufficient information, instruction and training to enable them to carry out their duties in safety and with minimum risk to themselves and others who may be affected by their or our activities. Go through each item on the list and tick box if completed. If a subject area has not been dealt with, enter 'No' in the box and be sure to return to it later!

Fire Safety	Completed	Notes
Has the fire warning system been explained to you (location of call points, sound of alarm etc.)?	✓	
Have you been shown the normal access to your place of work and the emergency escape routes?		
Have you been shown the location of the fire assembly point where you must report in the event of a fire or emergency evacuation?		
Has the action to be taken in the event of a fire been made clear?		
Have you been shown the location of the nearest firefighting equipment to your workplace?		
Has the procedure for dealing with fire been explained?		
Has the necessary fire keeping fire doors closed been explained?		
Has the relevant Fire, Flood and Emergency Contacts Notice been explained to you?		
Has the fire warning system been explained to you (location of call points, sound of alarm etc.)?		
Have you been shown the normal access to your place of work and the emergency escape routes?		
First Aid		
Have the emergency first aid procedures been explained?		
Do you know who to contact if you or someone else gets hurt?		
Have the procedures for reporting accidents and incidents been explained?		
Is the Accident Book readily available to you?		

4.11

The screenshot shows a computer monitor displaying a large spreadsheet. The spreadsheet has multiple columns with headers such as 'Name', 'Date', 'Status', 'Task', 'Due Date', 'Assigned To', 'Completed', and 'Notes'. The data is organized into rows, with some cells highlighted in yellow and others in green. The spreadsheet appears to be a project management or task tracking tool.

5.3

ENVIROCHEM
Analytical Laboratories Ltd
12 The Gardens
Brockfield, Farnham
Hampshire
PO16 8SS

Our Ref: 1208612 PT 5
Your Ref:
Date: 2 August 2012

ASBESTOS FIBRE IDENTIFICATION REPORT

Client: B Development (Southern) Ltd
12 Bryony Way, Waterlooville, Hampshire, PO7 8BQ,
Boscombe, Southampton, Hants, SO4 10QJ
Sampled by: Client
Date analysed: 1 August 2012
Analysed by: H. Yates

Site address: 12 Bryony Way, Waterlooville, Hampshire, PO7 8BQ,
Boscombe, Southampton, Hants, SO4 10QJ

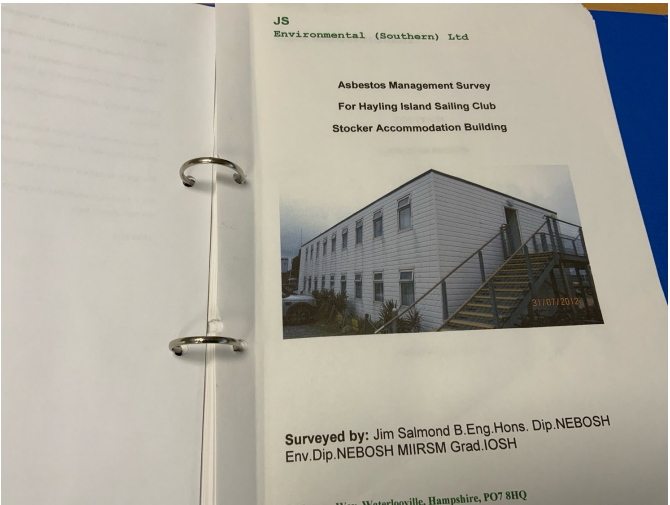
ANALYTICAL PROCEDURE
Fibre identification was carried out in accordance with the document 'In-house methods based on the HSE Guidance Note HSG 248'. These employed scanning microscopy, polarized microscopy and infrared spectroscopy techniques.

RESULTS

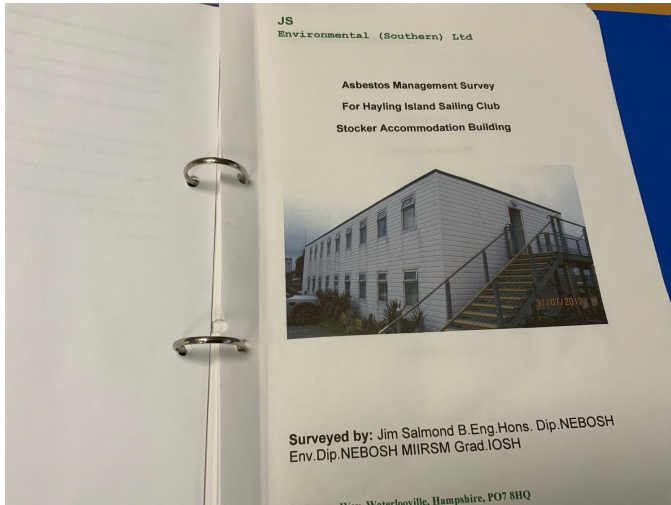
Sample no.	Sample ref.	Location	Asbestos detected	Asbestos type
1	1208612 1F1	Stocker, First floor, Girls WC	Yes	Chrysotile
2	1208612 2F1	Stocker, Ground floor, Corridor ceiling	Yes	Chrysotile
3	1208612 3F1	Stocker, Ground floor, Room G1	Yes	Chrysotile
4	1208612 4F1	Stocker, Ground floor, Ladies WC	Yes	Chrysotile
5	1208612 5F1	Not given	Yes	Chrysotile

NOTES:
1. Samples were examined for the presence of 6 types of asbestos fibre: crocidolite (blue), amosite (brown), chrysotile (white), anthophyllite, actinolite, and tremolite.
2. Samples collected by the client are evaluated using information provided by the client. For samples collected by the client the date of sample is deemed to be the date analysed.
3. Results are given as a UKAS accredited laboratory for sampling and identification of asbestos containing materials.
4. Chrysotile, amphibole, and actinolite are the only types of asbestos identified.
5. The analytical method in the HSG 248 does not quantify the amount of asbestos present. Therefore UKAS accreditation does not permit quantification.
6. If during fibre identification only 1 or 2 fibres are seen and identified as asbestos, then the term 'low asbestos identified' is used.

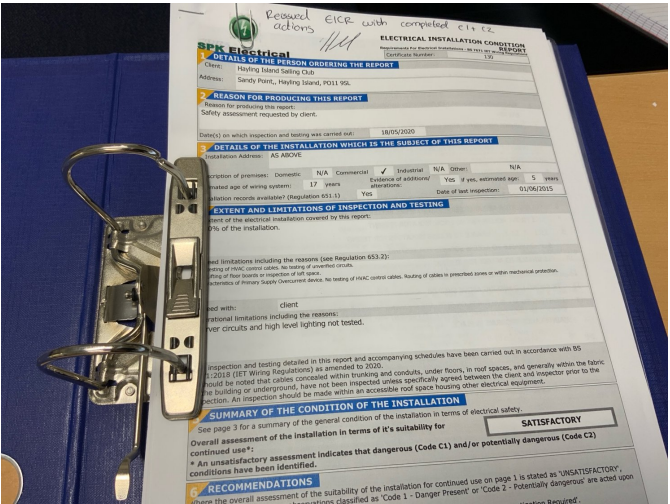
5.3



5.4



5.8



5.18



5.18



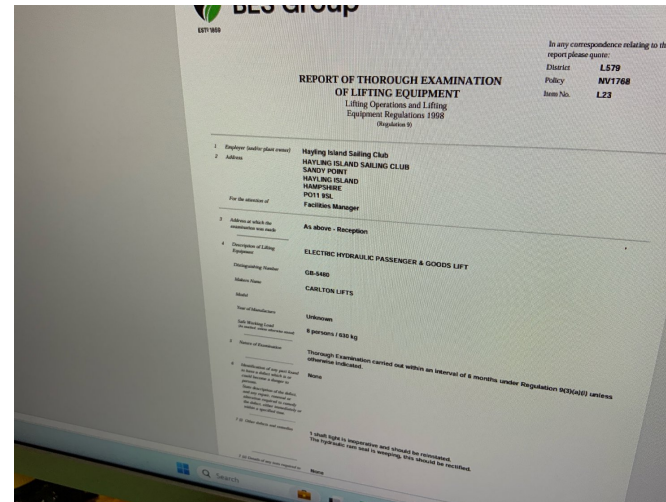
5.24



5.24



5.26



5.26

SERVICE REPORT

Visit Date: 15/1/24

Customer Name: Hayling Island Sailing Club
Site Name: Hayling Island Sailing Club
Lift Address: Hayling Island Sailing Club
Summary Notes: Hayling Island Sailing Club

Contract No: 126642
Contract Type: Contract Name:

Lift Location:

Serial No:
Lift No:
Seq No:
Code:
Year/Month:

LIFT ROOM

1. A. Car door frame & hinge (126642)
2. A. Car door frame & hinge (126642)
3. A. Car door frame & hinge (126642)
4. A. Car door frame & hinge (126642)
5. A. Car door frame & hinge (126642)
6. A. Car door frame & hinge (126642)
7. A. Car door frame & hinge (126642)
8. A. Car door frame & hinge (126642)
9. A. Car door frame & hinge (126642)
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15. A. Car door frame & hinge (126642)
16. A. Car door frame & hinge (126642)
17. A. Car door frame & hinge (126642)
18. A. Car door frame & hinge (126642)
19. A. Car door frame & hinge (126642)
20. A. Car door frame & hinge (126642)

LIFT CAR

1. A. Car door frame & hinge (126642)
2. A. Car door frame & hinge (126642)
3. A. Car door frame & hinge (126642)
4. A. Car door frame & hinge (126642)
5. A. Car door frame & hinge (126642)
6. A. Car door frame & hinge (126642)
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17. A. Car door frame & hinge (126642)
18. A. Car door frame & hinge (126642)
19. A. Car door frame & hinge (126642)
20. A. Car door frame & hinge (126642)

LIFT SHAFT / LANDINGS

1. A. Shaft (126642)
2. A. Shaft (126642)
3. A. Shaft (126642)
4. A. Shaft (126642)
5. A. Shaft (126642)
6. A. Shaft (126642)
7. A. Shaft (126642)
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16. A. Shaft (126642)
17. A. Shaft (126642)
18. A. Shaft (126642)
19. A. Shaft (126642)
20. A. Shaft (126642)

Repairs - Upgrades - Recommendations

6.2

HISC COSHH - Adhesives

31st January 2024
Martyn Humphreys

Team: Maintenance
Bar & Kitchen
House Keeping

1. Identifying the need to use hazardous substances, consider it is possible to avoid the need to use hazardous substances.

2. Before doing any work on the COSHH assessment process ensure you have a copy of the latest **Manufacturers Safety Data Sheet (MSDS)** for the substance. MSDS's are available from suppliers and manufacturers of products.

3. Decide the activity or work process. Note: Glueing, sticking or bonding without the use of Epoxy resin.

4. How long? How often? How much?

5. Location of work: 20 mins, Twice per week, 100ml

Persons at risk: Employees ☒ Public ☐ Others ☐ Vulnerable persons ☐

Name of substances: Everbuild Lumbarjack 5 min PU wood adhesive - Liquid
Gummi glue
Polymer Hypon Adhesive
Sika 2011
Titen Treadmaster Adhesive Part A
Titen Treadmaster Adhesive Part B

Classification (place an x in the box next to the appropriate sign)

For a fuller understanding of symbols, abbreviations, risk and safety phrases click on this link: <http://www.hse.gov.uk/coshh/coshh-signs-words-phrase.htm>

Acute Toxicity	X	Serious eye irritation	X	Highly Flammable	X
Very Toxic (fatal)	X	Respiratory Sensitiser	X	Extremely Flammable	X
Corrosive	X	Serious long term health hazard	X	Dangerous to the environment	X
Harmful	X	Oxidising	X	Gases under pressure	X
Explosive	X	Flammable	X		

Hazard Statements

H225: Highly flammable liquid and vapour

6.9

Sustainable Solutions for Health, Productivity and the Environment

RMC
Rochester Midland Corporation

A Family Business Since 1888

(0202) Hayling Island Sailing Club
Hayling Island Sailing Club
PO1 1PL

HISC

System Type Cast

25072824
280-061

1/1

6.12

Coached Session Risk Assessment

Please ensure completed form is to the Marine Unit prior to going ashore

Session Name: 15/1/24
Coach Name: Martyn Humphreys
Date of Session: 15/1/24
Time of Session: 10.00 - 11.00
Number of Participants: 10
Number of Coaches: 1

1. Risk Rating: High

2. Weather Conditions: High

3. Weather Forecast: High

4. Lightning Forecast: High

5. Add up the session score below:

6. Coach Signature: [Signature]

7. TOTAL SCORE: 13

8. Session Exceeds 10 - Note counter measures/mitigations here

9. PLEASE HAND COMPLETED FORM TO THE MARINE SUPERVISOR

10. IN CASE OF SERIOUS EMERGENCY - CONTACT MARINE UNIT

6.12

HEALTH AND SAFETY RISK ASSESSMENT RECORD
TASK: SURFACE AND EQUIPMENT CLEANING

HAZARD	WHO IS AT RISK	EXISTING CONTROLS	RESIDUAL RISK
<ul style="list-style-type: none"> Slips, trips, falls Dust Chemicals Strains Infection 	<ul style="list-style-type: none"> Operator Other staff and customers 	<ul style="list-style-type: none"> Trained staff Personal Protective Equipment (PPE) Manual handling training CGO for use of chemicals Colour coded equipment (dials) Segregation when necessary 	<ul style="list-style-type: none"> 2x2 Low

Overall Risk Factor with control measures in place

Probability (How likely is the hazard?)

1	2	3	4	5
Possibly never	Unlikely	Possible	Likely	Almost Certain

Severity (What is the likely result if it happens?)

1	2	3	4	5
No injury	Slight injury	Moderate injury	Serious injury	Fatality

Key to Risk Factor

Probability x Severity

1-5 = Low - Monitor, make changes if needed

6-11 = Medium - Implement additional controls & monitor

12 or more = High - Reduce risks with extra controls if possible

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RUBBISH COLLECTION PROCEDURE

TRAINED OPERATIVES ONLY

- VISUAL CHECK:**
 - Check weight of bag before lifting
 - Check for broken glass and sharp objects
 - Check for leaks and integrity of bag
- PPE must be worn when cleaning.
- Remove rubbish bag from bin - if bag is too heavy, split load
- Replace with new bag - clean bin if necessary
- Any bag containing liquids or leaking should be placed in an extra bag
- Ensure broken glass is placed into a box or rigid container
- Use appropriate manual handling procedures for carrying full bags. Do not drag or put over shoulder
- Secure bag before leaving designated collection zone or skip

PPE EQUIPMENT REQUIRED

Safety shoes	Protective gloves
X	X

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Hayling Island Sailing Club (HISC)
Sandy Point, Hayling Island, PO11 8BL
Location: HISC

GENERAL RISK ASSESSMENT

Title: Bar & Restaurant
Risk Assessment Reference: B105
Task/Process: RA for Bar & Restaurant
Date of Assessment: 20/01/2024
People Involved in making this assessment: Nick Griffiths
People at Risk: Employees, Contractors, Volunteers, Members

Hazard: Manual handling Risk of musculoskeletal injuries including back or muscle strain through poor manual handling techniques.

Control Measures:

- All staff receive safe manual handling instruction as part of their induction training. Annual reviews of manual handling techniques are undertaken annually, toolbox talk on meeting etc. All training is recorded.
- Lifting aids are provided where required, (cellar management, movement of crates, barrels - sack trucks and barrel hoist).
- Staff are instructed to ask for assistance if handling awkward heavy loads. Team lifting is utilised where applicable. Employees are instructed not to lift anything above their physical capability.
- Information on manual handling techniques provided by Peninsula, e.g. toolbox talk, posters etc.

Hazard: Broken Glass/ Sharps Risk of cuts and puncture wounds from handling broken glassware.

Control Measures:

- All smashed glass/sharps are disposed of in an approved container retained behind the bar and in the kitchen.
- All employees are trained in the safe disposal of sharps / broken glassware. Sharps injuries are reported immediately and dealt with as appropriate. If required, medical advice will be sought as soon as possible.
- Glass collection baskets are available and used by staff when collecting glasses from the public areas including external smoking area.
- Beer glasses are made of toughened glass.
- Staff have received instruction to check for defects, cracks and chips on glassware every time the glass washer is emptied. Damaged items are disposed of appropriately.

Hazard: Uneven, Wet or Slippery Floors. Risk of sustaining an injury as a result of falling from slip or trip hazards.

Control Measures:

- Good quality of flooring - which is well maintained. Staff instructed to report immediately any defects to their manager.
- All employees trained to maintain good housekeeping standards at all times as part of their documented induction training. This includes ensuring stock is stored in designated area and work/lane is kept free from obstructions.
- Staff have been trained in spillage procedures, and spills are cleaned up immediately. Wet floor signs are available.

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Hayling Island Sailing Club (HISC)
Sandy Point, Hayling Island, PO11 8BL
Location: Office

GENERAL RISK ASSESSMENT

Title: General Office
Risk Assessment Reference: G101
Task/Process: general office assessment
Date of Assessment: 03/02/2024
People Involved in making this assessment: Henry Message
People at Risk: Employees, Contractors, Members of the Public, Visitors

Hazard: Display Screen Equipment Fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. Problems can also be experienced from poorly designed workstations or work environments.

Control Measures:

- Staff are provided with suitably designed chairs for the work they are undertaking and given instructions on how to adjust them.
- Workspace is ergonomically designed with clear desk space, and staff are given instructions on how to adjust their monitor correctly.
- All staff are provided with a flat screen monitor with low reflective properties to reduce glare.
- Diffused CAVI 2 lighting is installed throughout the working areas in the office.
- Staff are encouraged to rotate their work tasks to prevent lengthy periods of work in front of the screen.
- The company provides eye tests upon reasonable request for employees who spend most of their working time in front of the computer screen (designated users).
- All staff complete DSE training in their induction.
- DSE self-assessment forms are completed periodically.

Hazard: Electrical Risk of electrocution, burns and fire.

Control Measures:

- Staff are trained to spot and report to management any defective plugs, discoloured sockets, damaged cables, or off switches and to take any defective equipment out of use immediately.
- Access to the distribution board is always kept clear and staff know the location/know how to turn off supply in an emergency.
- The mains electrical installation is tested and inspected by a qualified and competent electrician every five years.
- A competent person conducts PAT testing periodically in accordance with the company's policy depending on the type and use of the appliance.
- The main socket outlets and lighting circuits are protected by RCD trip devices.

Hazard: Fire A fire could lead to staff and visitors being trapped and overcome.

Control Measures:

- Staff should follow HISC Fire Emergency Plan located in reception

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Havering Island Sailing Club (HISC)
Sandy Point, Havering Island, PO11 9SL
Location: Training

GENERAL RISK ASSESSMENT

Title : Challenging Behavior Whilst Instructing	Date of Assessment : 24/02/2022	Risk Assessor : Henry Meehan
Risk Assessment Reference : IT102	People involved in making this assessment : Katie Piddeman	
Task/ Process : Dealing with challenging behavior	People at Risk : Employees, Members of the Public, Children & Young Persons	

Hazard : Noise on water affecting the pupils ability to hear instructions
Control Measures:
1. Participants should be informed of session instructions before leaving the shore.
2. Instructor should consider using a whistle while aloft to get attention off sailors.

Hazard : Injury caused by disruptive behavior and horseplay eg. challenging child crashing into other boats on purpose or being aggressive or violent to other participant/crowdmember
Control Measures:
1. If a child is disruptive they are given warnings before being asked to sail to shore if safe to do so (shore crew and senior instructor should be informed). Alternatively, child should sit in rib for duration of session. Their boat should be anchored, or crew could sail to shore.
2. Instructor should follow minor incident procedure
3. Once informed of incident senior instructor should speak to parent and decide further action eg. temporary or permanent exclusion
4. If a child is injured as a result of challenging behavior, follow applicable incident procedure and ensure they receive appropriate first aid.
5. The member of staff should not at any time show they are irritated and must remain calm at all times.

Hazard : Concern for pupils wellbeing - Child protection
Control Measures:
1. A specific Child Protection Policy is in place.
2. All instructors are qualified and have completed RYA safe and fun.

Hazard : Aggressive behaviors from parents
Control Measures:
1. If a parent is being aggressive speak to senior instructor who will speak to chief instructor and decide further action
2. We have a zero tolerance policy in place which has been explained to all employees

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