



Halloween Night Paddle Risk Assessments

Date Carried Out: **September 2025**
Review Date: **September 2026**

Assessment Carried Out By: D Pennell, **A Calder**

NB: Hazards are listed in alphabetical order. Alterations are noted in **red**

On the Water

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Child abuse or child abuse allegations	All club users	Child Protection Office appointed by club. Child protection policy in place for club. Instructors and assistants working with children to sign they have read and understood the policy and DBS Checked Children to be accompanied by an adult.	No			



Chelmarsh Sailing Club

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Drowning	SUP	User must wear board tether, PFD for all training and buddy SUP, buddy must be aged 16 or over and remain within 30m of each other, as per SOP No lone paddling Mobile phone to be carried in waterproof case to raise help in an emergency SUP Training or induction required prior to access to water for all members and guests. Counting paddlers on and off the water Lights on all boards or head torches to be worn No paddling outside of allotted time for the event during the hours of darkness.	No	Event Lead	During event	
	Others	No access to slipways or pontoons unless wearing buoyancy aid.				



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Entrapment	SUP	Risk is inherently low as flowing water only exists around the intake and outlet points of reservoir. All club boards are fitted with quick release tethers and SUP training covers use of these, to avoid SUP close to water inlet and outlet points and recommendation to use quick release tethers on own boards. Fancy dress outfits must not compromise the wearing of a PFD and leash.	Review Go Paddle advice and action as required	SUP Lead	Quarterly	
Environment - Blue Green Algae	SUP	Reservoir users to be warned if blue green algae present	Reservoir owner to notify if blue green algae present.	South Staffs Water Company	As required	
Environment -Invasive Species	SUP	SUP Boards should be washed down and dried for 48 hours prior to relaunch when brought to site from another area, or when removed from Chelmarsh for use elsewhere. Particular issues to be advised on club noticeboards	Any issues to be notified to members via TGIF, Facebook and club notice boards.	Commodore	As required	



Chelmarsh Sailing Club

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Environment - Lightning strike	SUP	No sailing or paddling when thunderstorms in immediate vicinity of reservoir. SUP members to be aware of prevailing weather conditions. Advice on lightning strikes to be published in online public notifications. ie TGIF and Social media	Yes - SUP leads to disseminate to SUP members via SM Club Safety Rules	SUP Leads	ASAP	
Environment - Strong Winds	SUP,	In the event of a met Office Weather Warning for strong winds (yellow or above) there will be no water use for the duration of the weather warning	Yes – procedure to be issued to all members	Safety Officer	ASAP	
Environment - Weill's Disease (incl. other water borne pathogens and Avian Flu)	All club users	Cuts to be covered by waterproof plasters. Water users to avoid water ingestion if in reservoir. Water users encouraged to wash hand before eating and to shower at end of day. Clothing and boots not to be washed in club sinks or showers. Known issues to be advised on club notice boards and social media via H&S Officer. Instructors to brief students of risks.	Notify users of new issues	H&S Officer	As required	
Hyperthermia	SUP	Water users responsible for their own protection e.g. hat, correct clothing, drinking enough fluids.	No			



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Hypothermia	SUP	Water users responsible for their own protection e.g wearing of Wetsuit or dry suit any wearing of Fancy dress should not compromise the wearing of Wetsuit / Dry suit Warm showers available in club house Grab bag with blankets etc - by carpark door Event Lead to monitor conditions and paddlers and if getting cold bring to shore for break and warm up.	No	Event Lead	As Required	
Injuries - Crushing	SUP	No SUP launching from pontoons No Jumping from Pontoons	No	Event Organiser	As required	
Injuries – Cut Foot	SUP	SUP users to wear footwear to launch area, barefoot on boards is permitted.	No	Event organiser	As required	



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Injuries - Head	SUP	No paddling standing up in shallow water and dangers of submerged tree trunks along south side covered as part of SUP induction. No launching from pontoon. No jumping from pontoons SUP Training or induction required prior to access to water.				
Injuries - Slip	SUP	Paddlers to wear nonslip footwear while walking in shallows, slipway or if they have a need to walk on pontoons (no running). Steps painted with white edging. Pontoons washed down as required. Anti-slip matting installed on west slipway to be checked regularly for weed/algae build up and cleaned as necessary. Hospital telephone numbers and telephone available in clubhouse.	Review means access to pontoons if fall in water.	Vice Commodore on water		
Injuries - Sprains and Strains	SUP	Two persons required for stacking of SUPs in storage container.	No			



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Medical Emergency	SUP All Club users	Buddy SUP must have mobile phone with them in waterproof bag List of trained club first aiders maintained and displayed on club notice boards. First aid kits and defibrillator located in lobby of sailing club under stairs, first aid kit to be carried in rescue boat and first aid kit in galley. Telephone and emergency contact details displayed by phones in clubhouse (in bar and by carpark door)	No First Aiders to be available during event First Aid kits to be checked for contents and in date.		Before Paddler Launch Annually, prior to RYA Inspection.	
Medical Emergency - Unable to recover	SUP	Lone Sailing/Paddling is not permitted under any circumstances	No			
Strong water currents	All club users	Water outlet is guarded and fenced, users should not approach within 1 m. Water inlet creates a "current" when pumping in occurs, this can be quite strong and Instructors to advise students and Officer of Day should cover in race briefing for Open Events.	No			



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Panic	SUP	Only competent Paddlers are allowed to attend the event All boards and paddlers to be illuminate Club house lights to be on Slip way to have illumination No solo paddling	No			
Reduced visibility of beach hazards	SUP	Lights on all boards or head torches to be worn or torches used Illumination on launch point	No			



Chelmarsh Sailing Club

Off Water

Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Disease transmission to or between members	All club users	Follow Government advice (eg: as implemented in covid). Any Public Health England (PHE) advice to be considered and implemented (at a minimum at each monthly committee).	Monitor Government Public Information on outbreaks of contagious diseases	Club Committee		
Fire - Building fires	All club users	Fire alarm in building. Fire Doors and emergency exits provided. Fire safety notices. Emergency Procedure in place. Responsibility for testing the fire alarm and annual maintenance is with Chelmarsh Sailing Club and is carried out by a nominated individual.	Confirm that fire alarm checks are being carried out every 6 months	H&S Manager		



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Hazard	Who might be harmed?	How may the risk be adequately controlled?	Further Action Required?	Who needs to carry out action?	When is action to be completed?	Done
Fire - Fuel fires	Powerboat Users	Fuel to be stored in boat fuel tanks or metal fuel containers only. Fuel to be stored in metal fuel store, to be locked when not in use. Fire hazard signs to be displayed in area of fuel store. No smoking or ignition sources in vicinity of fuel store or in areas where fuel is being handled. Fuel transfers, e.g. filling of tanks, must take place at least 10 m from water's edge. Rules for fuel handling covered as part of powerboat training.	No			
Fire - Gas fire or explosion	All club users	No smoking in area of LPG storage tank or anywhere around tanker when deliveries are made. Tank installed 10' from building to meet safety codes. Tank to be fenced off with no access except authorised persons.	No			
Food poisoning	Galley Users	Good hygiene rating, coloured chopping boards, separate sinks, fridge policy etc.	No			



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Falling	All Club Users	The risk of persons especially children falling on the steep banking to be briefed at courses held on site. Parents/guardians are responsible to ensure children are aware of the hazard.	Yes	All Staff responsible for briefings	Upcoming training courses	
Injury - Cuts	All club users	First aid kit in galley for minor cuts from glass or sharp equipment.	No			
Injury - Chemical injury (cleaning chemicals)	Cleaner	Household chemical cleaners only used. All chemicals kept in cleaner's store.	No			
Injury - Chemicals injury (boat repair)	Sailors	Chemicals kept in steel cabinet in Bosun Store (Bosun Store locked). No major boat repairs on site, quantities of chemicals small.	No			
Injury - Electric shock	All club users	Users to check condition of cables and plugs prior to use of electric tools. Electric tools not to be used near water. Portable electrical equipment to be PAT tested. Landlord to carry out fixed electrical equipment testing as required.	No			



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Injury - Slip injuries (steps/stairs/wet feet/freezing conditions)	All club users	Sailors to wear non slip footwear and walk on stairways, corridor and paths (no running). Instructors to advise students of risk of slipping on wet floors. Handrails installed on all stairways. Paths washed down as required. Grit/salt to be applied in cold conditions when ice is present. Hospital telephone numbers and telephone available in clubhouse.	No			
Injury - Using power tools	All club users	Tools are all kept in containers in secure Bosun's Stores and are to be used by competent members only.	No			
Social Events	All club users	Licencing for premises in place. Maximum numbers allowed on site. Cut off time for events to minimise noise to local people.	Ensure licence is kept up to date	Club Secretary		
VDUs (office computer)	All club users	Only one computer and laptop on site, use is infrequent (for registration of sailors at Open Meetings, calculation of race results and printing of race instructions).	No			