



**Hythe & Saltwood Sailing Club
Fire Risk Assessment**



Hythe & Saltwood Sailing Club
Marine Parade
Hythe
Kent, CT21 6AW

Fire Risk Assessment

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Version 1.1



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RISK ASSESSMENT RATING

SEVERITY OF CONSEQUENCES			LIKELIHOOD OF OCCURRENCE		
Definition	Meaning	Value	Qualitative Definition	Meaning	Value
Catastrophic	Results in accident, death or equipment destroyed	5	Frequent	Likely to occur many times	5
Hazardous	Serious injury or major equipment damage	4	Occasional	Likely to occur sometimes	4
Major	Serious incident or injury	3	Remote	Unlikely to occur but possible	3
Minor	Results in minor incident	2	Improbable	Very unlikely to occur	2
Negligible	Nuisance of little consequence	1	Extremely Improbable	Almost inconceivable that the event will occur	1

SEVERITY X LIKELIHOOD = RISK RATING

RISK RATING	ACTION
0-5	No action required.
6-10	No additional control measures required, however monitoring should continue to ensure risk does not increase.
11-15	Attempt to reduce risk if possible. Need for continued control measures to ensure risk does not increase.
16-25	Activity should not be undertaken until the risk has been reduced to an acceptable.



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1. All activities within the building

Hazard	Who may be harmed	Control Measures	Severity	Likelihood	Risk Rating
Fire	All visitors/members	<ol style="list-style-type: none">1. Clear safety signage on display showing exits and assembly point.2. Clear emergency plan on file and on accessible to members/public via website. Reviewed annually.3. Fire extinguishers (serviced annually)4. Galley smoke and heat detectors (checked monthly).5. Place responsibility on individual members for agreeing to club policies when they sign up for membership.6. Keep external waste bin within locked doors at night & closed doors during the day.7. Keep fire doors shut.8. Keep all safety policies on website. (Reviewed annually)9. Get all private hirers to agree to club policies.10. Electrical testing of emergency lights (monthly)11. Pat testing of all electrical equipment (annually)12. Training of fire Marshalls (annually)13. Keep rescue boat fuel in locked metal fuel container.14. Keep all accesses clear (stairs, pathways) at all times.	5	1	10/11



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2. Beer storage and electric water heating rooms

Hazard	Who may be harmed	Control Measures	Severity	Likelihood	Risk Rating
Electrical fire	All visitors/members	<ol style="list-style-type: none">1. Only staff allowed access to these rooms.2. Fire door closers to each room3. Fire detection sensors in each room and linked to one upstairs in the public area.4. All other risks as per item.1.	5	1	10/11



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3. External waste bin

Hazard	Who may be harmed	Control Measures	Severity	Likelihood	Risk Rating
Fire	All visitors/members	<ol style="list-style-type: none">1. Keep bin within gated area at all times.2. Keep gates locked at nighttime3. Do not overflow the bin- always ensure the lid secures tightly.4. Only allow Loaf staff to use the bin.5. All other risks as per item.1.	5	1	10/11



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4. Private hire of club

Hazard	Who may be harmed	Control Measures	Severity	Likelihood	Risk Rating
Fire	All people attending private hire	<ol style="list-style-type: none">1. Ensure the main hirer signs up to agreeing to HSSC's policies on the booking form.2. All other risks as per item.1.	5	1	10/11



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5. Members agreement of use of club

Hazard	Who may be harmed	Control Measures	Severity	Likelihood	Risk Rating
Fire	All members	<ol style="list-style-type: none">1. Ensure the member signs up to agreeing to HSSC's policies on the membership form annually.2. Remind members during the year about fire safety and HSSC's safety policies via email and in person from committee and fire marshals.3. All other risks as per item.1.	5	1	10/11



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6. Loaf By The Sea

Hazard	Who may be harmed	Control Measures	Severity	Likelihood	Risk Rating
Fire	Loaf staff, HSSC members, visitors, public	<ol style="list-style-type: none">1. Loaf signs up to agreeing to HSSC's policies and has safety meetings with HSSC at least once every year to review policies.2. Loaf to be responsible to train their own staff accordingly to comply with HSSC policies and Loaf's safe working requirements.3. Loaf to safety check all electrical and gas appliances and record them.4. Loaf to keep working areas, access routes and equipment clear, clean and safe.5. Loaf to use safety signage for public and staff.6. All other risks as per item.1.	5	1	10/11