Risk Assessment – Club Building Usage

Date of risk assessment completion	17/08/2025

Assessor's name	Russell Mason	Date of next review	30/10/2027

Description of risk assessment	Club Building Usage

Location / environment details	Addlestone Canoe Club Building in Burcott Gardens

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks, and who is responsible for this?	Risk level (L/M/H)	Are further controls necessary?
Vehicle accident	All visitors to the club: ● Bruising, sprains, fractures	Session Organisers to ensure that visitors are briefed to drive safely in Burcott Gardens and on the site of Addlestone Canoe Club. Session Organisers to ensure that visitors are briefed to park on the Canoe Club site and not in Burcott Gardens. Session Organisers to ensure that visitors are briefed that young people are in the care of their parents until the start of the session, or the point at which the Paddle Leaders agree to take responsibility. On busy sessions, Session Organisers to set up a one-way drop-off system to avoid congestion in the car park, and nominate a responsible person to control traffic flow. All participants to ensure that they congregate in safe areas away	L	None

		from the parking area (on the paving or the grass). Paddle Leaders to ensure that kitting up is undertaken safely away from the parking area (on the paving or the grass).		
Falling in the water	All visitors to the club: ● Drowning ● Secondary drowning ● Hypothermia	Session Organiser and Paddle Leaders to ensure that no-one approaches the water (closer to the water than the two red rescue buoyancy ring boxes) without wearing a buoyancy aid.	L	None
Kitchen – burns	All visitors to the club: ● Burns	Club Users to ensure that no young people or vulnerable adults are left unsupervised in the club building. Club Users to ensure that the oven is used safely, using provided oven gloves when needed. Club Users to ensure that when the hob is used, pans are kept away from the edge with handles pointing away from the edge to minimise chances of accidental spillage. Club Users to ensure that the kettle or urn are positioned carefully and stably on the kitchen counter when in use or hot, away from the edge. Club Users to ensure that the hob, oven, kettle, or other heat-producing items are not left on unattended.	M	None
Kitchen – cuts	All visitors to the club: ● Cuts	Club Users to ensure that no young people or vulnerable adults are left unsupervised in the club building. Club Users to ensure that sharp knives are stored safely in the cutlery drawer when not in use. Club Users to ensure that sharp knives are positioned away from the edge of the surface to minimise chances of knocking them onto the floor.	L	None
Kitchen – scalds	All visitors to the club: ● Scalds	Club Users to ensure that no young people or vulnerable adults are left unsupervised in the club building. Club Users to ensure that the kettle or urn are positioned carefully and stably on the kitchen counter when in use or hot, away from the edge.	L	None
Gym	All gym users	See separate Gym Risk Assessment.	L	None

		Nobody to access the Gym without permission from a Coach or Committee Member. Session Organiser to ensure that nobody accesses the Gym without permission. Club Users to ensure that no young people or vulnerable adults are left unsupervised in the club building.		
Changing rooms – scalds	All visitors to the club: ● Scalds	House Steward to ensure that shower thermostats and heating system are only adjusted by competent persons.	L	None
Trips and slips	All visitors to the club: ● Strains, sprains & breaks	Club Users to take reasonable measures to ensure that all areas are kept tidy at all times to remove trip hazards. Club Users to ensure careful movement in the changing rooms, particularly in wet areas. Club Users to ensure careful movement on the bank, particularly in wet, muddy, or slippery locations, and when carrying equipment. Club Users to ensure that any liquid spillages are cleared immediately.	L	None
Manual handling	Participants: ● Musculoskeletal injury	Paddle Leaders to advise participants on good manual handling techniques for boats and equipment.	M	No
Electrocution	All visitors to the club: ● Burns & electrocution	House Steward to ensure that mains-powered portable equipment is regularly tested.	L	None
First aid	All visitors to the club	Session Organisers to ensure that they are aware of the location of the first aid kits (in the entrance hall of the club building, next to the door to the Reeves Room), and that any incidents or near misses are recorded using the online form (link and QR code shown on the wall next to the first aid kits.	L	None
Fire	All visitors to the club	See separate Fire Policy and Risk Assessment.	L	None

Notes: