MSSC
MARINE SOCIETY & SEA CADETS

RISK ASSESSMENT (RA)

Activity Category (Note 1):	**Galley**	**Reference Documents/Comments** (Note 8)
Sub Activities (Note 2)::		SOP's Fire Management Record First aid kit. Qualified first aiders. Equipment only used by competent staff. Staff supervision.
RA Ref No (Note 3):	**RA12**	
RA Type (Note 4):	**SPECIFIC**	
Date of RA (Note 5):	**Thursday, 01 January 2026**	**Location/s Derwenthaugh Regional Boat Station**
Review Frequency (Note 6):	**ANNUAL**	
Next Review Date (Note 7):	**Wednesday, 31 March 2027**	

Activity Category-Sub Activities (Note 10)	**Hazards** ***(something with a potential to cause harm)*** (Note 11)	**Consequences** ***Likelihood/Severity*** (Note 12)	**Who and/or What is at risk** (Note 13)	**Control Measures (CM)** ***Practical and evidence based, including assurance activities. New CMs required in RED Text:*** (Note 14)
	Fire	Low	All	Unit fire drill procedures. Smoke heat alarm installed. End of day rounds conducted
	Slips and falls	Injuries		Rounds conducted. Good housekeeping standards. Only authorised persons allowed in the Galley. Mop up any spillages immediately. Signage.
	Poor hygiene	Possible cross contamination.		Staff to hold current hygiene qualification level 2 Unit standing orders to be adhered to. Cleaning schedule in place. Galley records to be used daily. Hands to be washed using relevant cleansers before handling food. Uncooked meats to be stored away from cooked meats. Colour coded boards only to be used for designated foods.

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	Cooker/oven	Low Risk of burns	All	Fire blanket. First aid kit First aider
	Equipment	Low	All	Site specific induction to be given to new users Including introduction to equipment and records.
	Electrical equipment hazards	Low	All	All electrical equipment PAT tested.
	Knives/sharp implements	Likely Cuts or injuries	All	Staff supervision. First aid kit. First aider.
	Deep fat fryers	Low/medium Serious burns or fire	All	Turned off when not in use. First aid kit.in place Fire blanket.in place Wet chemical fire extinguisher to be available outside of galley.
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ACCEPTANCE AND AUTHORISATION	Name	Role/Post	Comments	Date
Original Assessor (Note 15)	A Simpson	Facilities Manager		01/01/2026
Additional/Exceptional controls implemented by? (Note 16)				
RA Approval (Note 17)	W Shepherd	Chairman		01/01/2026
RA Approval (Note 18)	G Burn	Administrator		8/01/2026

RA 1 Guidance Notes:

Note No	**Text** (From RA1 Form)	**Aid Memoir** (Refer definitions covered earlier in this guidance document)
1	Overall Activity	- This is overall activity e.g. Litter picking as a community project
2	Sub Activities	- Sub activities taking place as part of the overall activity Travelling to/from the location, litter picking, Stand Easy etc
3	RA Ref No	- Decide on a local document numbering convention and place the Ref No here, - It is also useful to have a RA Register with the number convention confirmed. - For Unit activities that are on Westminster, use the Westminster activity reference as part of the numbering convention.
4	RA Type	- Are you creating a new specific RA or using an existing generic version? A dropdown box is provided to choose Generic or Specific - If using a ‘Generic’ risk assessment, assessors are to satisfy themselves that it is valid for the task and that all significant hazards have been identified and assessed. - When additional hazards are identified they are to be recorded and the generic assessment updated. - Where a generic RA is not available, for example where it is a one-off task , a specific risk assessment should be conducted. - The RA may also identify the need to undertake specialist RA e.g. COSHH, Manual handling, Fire, Workstation, templates for these RAs are on the T&A
5	Date of RA	- Use date selector

6	Review Frequency	- A dropdown box is provided with Annual or 6 Monthly or Other. Where other is selected place some covering text in box next to the period.
		- Part of the RA Process requires that RAs are reviewed periodically.
		- Risk Assessments are to be reviewed:
		  - At frequency that is appropriate to the level of risk of the activity (e.g., high risk - potentially each time the activity is to be conducted or at least 6 monthly; medium risk review control measures and improve if reasonably practicable to do so; 6 monthly or at least annually; low risk – annually)
		  - As outlined by local instructions/procedures
		  - If there is any reason to doubt the effectiveness of the risk assessment.
		  - Following an Incident
		  - Prior to use after additional control measures have been implemented and signed off.
		  - Prior to significant changes to the task, process, or procedure.
		- Prior to the introduction of a vulnerable person(s).

7	Next Review Date	- Use date selector

Note No	Text (From RA1 Form)	Aid Memoir (Refer definitions covered earlier in this guidance document)
8	Reference Documents/Comments	- List any standards, regulations, procedures or guidance referenced during the RA process. - Add comments to support the risk assessment, make it clear what the activity is.
9	Location/s	- List location/s involved in the activity, this could include: - How you travel to/from the activity, where there several sites for the same activity, etc

10	Activity Category-
	Sub Activities
		- Try to break the activity down in sub activity/s.
		- Example, could be:
		  - Travelling to the location
		  - Travelling back
		  - Different activities at the location
		  - Emergency planning

11	Hazards something with a potential to cause harm	- Defined as 'Something with a potential to cause harm'. - Carefully look at the activities involved and walk through each activity in detail, look for the hazards e.g. cable across a walkway, loose paving slab outside a unit, hazardous cleaning equipment, poorly maintained electrical equipment, lifting heavy equipment, etc. - You may need to talk to subject matter experts to fully understand the hazards
12	Consequences Likelihood/Severity	- Probably the most important step within the process, however this is a step that you undertake on regular basis as part of life, crossing the road, driving a car etc. - **Likelihood** - Look at the hazard and determine how likely is that someone could be harmed by the hazard. If we use an example above 'Loose slab', all the time there is no one using that walkway the likelihood is low, change this to parade night on a dark winters evening, and the likelihood of an injury has increased considerably. - **Severity** – Regardless of how likely it is, how severe will the outcome be from an injury point of view e.g. could it be fatal or lead to a major injury or would it be fairly minor?
13	Who and/or What is at risk	- Talk to those that may be involved in the activity, walk through the activity planning with them and ask them about their concerns. - Think about vulnerable people, young people, those with a disability or, medical condition and their capability to undertake the activity, - Think about those not directly taking part in the activity such as the public or the emergency services who may attend if something goes wrong.
14	Control Measures (CM) CMs not yet in place in RED Text:	- This section is all about controlling the identified risks - Look at what you're already doing, and the controls you already have in place. - Ask yourself: can I get rid of the hazard altogether? - If not, how can I control the risks so that harm is unlikely? It is always difficult to reduce the severity! - If you need further controls, consider:

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		- Redesigning the activity replacing the materials, equipment or process - Organising the activity to reduce exposure to the materials, equipment or process identifying and implementing practical measures needed to work safely - Providing personal protective equipment and making sure people involved wear it. - Control in Red Text, means these are controls that are not yet in place and need to progressed prior to the activity taking place. - What reasonably practicable means: - Put the controls you have identified in place. - You're not expected to eliminate all risks but you need to do everything 'reasonably practicable' to protect people from harm. - This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble
15	Original Assessor	- This is the person who is undertaking the risk assessment. This person should a competent person who is used to undertaking risk assessments. - Ideally the person should have completed some formal risk assessment training through the DLE (Managing Safely training course, MSSC Online training, or external training through their full time work.
16	Additional/Exceptional controls implemented by?	- Where additional control in Red Text have been identified, these measures need to be implemented prior to the activity commencing, they must be signed off by either the assessor or the person developing the control measures.
17	RA Approval	- The activity risk assessment must be approved by the chain of command, e.g. for unit-based activity the CO/OiC or for District activities the DO.
End		