

# **NOTTINGHAM NARROW BOAT PROJECT RISK ASSESSMENTS**

**April 2018 – April 2019**

ASSESSMENT CARRIED OUT BY:  
(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED  
WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART  
IN THE VISIT)

SIGNED:

DATE:

1. COVER
2. CONTENTS
3. ALL ACTIVITIES GENERIC
4. LITTER PICKING GENERIC
5. NARROW BOATING RIVERS / CANALS GENERIC
6. NARROW BOATING RIVERS / CANALS GENERIC
7. NARROW BOATS SNOW AND ICE

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<b>GENERIC RISK ASSESSMENT – ALL ACTIVITIES</b>				
State the location and type of visit			<b>GROUP SIZE</b>	
Pre Booked Groups presenting consent at locations deemed suitable by (head of centre, project coordinators, Technical advisors, relevantly qualified instructors)				
<b>ESTABLISHMENT</b> Nottingham Narrow Boat Project				
<b>WHO MIGHT BE HARMED:</b> Young People, Group Leaders, Activity Staff				
<b>HAZARDS</b> (e.g. what might go wrong) (including lack of / inadequate arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>	<b>IF:</b> <b>NO - State action to be taken with timescales</b> <b>NO - Any additional control measures</b> <b>YES - Site specific details</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
Equipment failure	All equipment is checked before use and any equipment not suitable will be removed if necessary	YES		LOW
Head injury (Impact to head)	Helmets used if conditions dictate	YES		LOW
Drowning	Buoyancy aids to be used if running a water session or if group are working very close to water's edge and groups understanding dictate the need for buoyancy to be worn			LOW
Water quality (infection, illness)	Local advice taken re water quality Open cuts and sores covered Young people and parents/carers briefed re Weil's disease and action to take if appropriate	YES		LOW
Exposure to weather	Provide clear information re suitable clothing and equipment to young people and parents/carers. Suitable clothing and footwear and change of clothes Spare clothing and emergency equipment available to group Plan for young people who do not bring suitable clothing – check before departure and/or bring spares Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly Emergency telephone communications available	YES		LOW

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## GENERIC RISK ASSESSMENT – Litter Picking

State the location and type of visit			GROUP SIZE Normally 12 : 1	
Pre Booked Groups presenting consent at locations deemed suitable by (head of centre, project coordinators, Technical advisors, relevantly qualified instructors)				
ESTABLISHMENT Nottingham Narrow Boat Project				
WHO MIGHT BE HARMED: Young People, Group Leaders, Activity Staff				
HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)	IF: NO - State action to be taken with timescales NO - Any additional control measures YES - Site specific details	RESIDUAL RISK RATING High, Medium, Low
Contaminates	A thorough briefing will be given to all participants covering; what to do should a syringe, needle, condom, dog waste or body fluids be encountered & how to safely remove litter from dense shrubbery. All allergy sufferers will to be known to staff via consent/registration form. Condoms or hypodermic needles/syringes will only be removed by staff members. Sharps will be contained in specialist sharps boxes provided and only removed by staff members. All cuts, no matter how minor must be attended to immediately.	YES		LOW
Manual handling	Full litter bags can be heavy and awkward to move around, good manual handling techniques will be used for all such items.	YES		LOW
Avoidable objective dangers / unsuitable location	Canal towpaths are public places and will be kept clear and hazard free at all times. All sites will be carefully selected. Things like excessive broken glass, human waste, razor wire etc. will make sites in appropriate for litter removal by non specialist groups Participants should be made aware of any concerns regarding water quality. Provision for hand washing will be made should refreshments be intended to be taken.	YES		LOW
Equipment	All participants will use gloves and litter pickers. All participants will remove jewellery and will not be wearing sandals.	YES		LOW

## GENERIC RISK ASSESSMENT – NARROW BOATING ON RIVERS & CANALS

<p><b>State the location and type of visit Nottingham/Beeston Canal, Trent &amp; Mersey Canal, River Trent &amp; River Soar. Day &amp; Residential Trips.</b></p> <p><b>Pre Booked Groups presenting consent at locations deemed suitable by (head of centre, project coordinators, Technical advisors, relevantly qualified instructors)</b></p>	<p><b>GROUP SIZE</b> Normally</p> <p>12 - 1</p>
<p><b>ESTABLISHMENT</b> Nottingham Narrow Boat Project</p>	
<p><b>WHO MIGHT BE HARMED:</b> Young People, Group Leaders, Activity Staff</p>	

<b>HAZARDS</b> (e.g. what might go wrong) (including lack of / inadequate arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>	<b>IF:</b> <b>NO - State action to be taken with timescales</b> <b>NO - Any additional control measures</b> <b>YES - Site specific details</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
Route Taken	The Skipper has prior knowledge of the route to be taken. The route is suitable for the ability / experience of the group. Weather forecast & water conditions obtained before commencement of the trip. Weather & water conditions constantly monitored & activity adjusted accordingly.	Yes		Low
Water Environment	All Skippers hold a current Certificate in Community Boat Management or equivalent. All Skippers & at least one of the group leaders holds a current First Aid Certificate. Instructions given to group by Skipper in Safety Brief as to what to do if someone falls overboard. All group & staff are fitted with Buoyancy Aids/ Life Jackets prior to commencement of the trip. Buoyancy aids/ Life jackets must be worn when outside on the bow/stern of the boat when it is in motion Skippers & Trainee Skippers undertake refresher training annually.	Yes		Low
Boats & Equipment.	The boats hold a current British Waterways Safety Certificate. The boats & there equipment is checked daily before the commencement of the trip. An equipment log is maintained & a regular maintenance programme undertaken. Group are informed in the Safety Brief that there is a limit of three group members allowed on the stern of the boat at any one time.	Yes		Low
Water Quality.	Local advice taken re water quality. Group members informed about Weills disease & what to do if they become ill, in Safety Brief. Open sores and cuts to be covered with waterproof dressing. Group informed in Safety Brief about the importance of washing their hands before eating/smoking ect.	Yes		Low
Exposure to Weather Conditions.	Information sent to group organisers re appropriate footwear & clothing. Group informed in Safety Brief about the importance of using sun creams & wearing hats in hot weather. Spare waterproof clothing kept on the boats. Central heating available on boats. Hot & cold drinks available on boats.	Yes		Low

Fire	<p>Fire Procedures covered with the group in the safety brief.  Fire equipment checked weekly &amp; logged.  Fire Awareness Training given to all staff &amp; volunteers.  Fire Procedures covered by all staff &amp; volunteers at yearly refresher training.  No smoking on boats.  Fire Alarms, CO2 Alarms covered by skipper in safety brief.</p>	Yes		Low
Access & Egress	<p>Boats to be moored in appropriate location for the needs of the group members.  Instructions given in safety brief on safe ways to get on &amp; off boats.  Supervised by Skipper, Trainee skipper or Group Leader at all times.  Assistance offered where required.  Use of lift &amp; ramps covered by all staff &amp; volunteers at yearly refresher training.  Yearly inspection of lift carried out &amp; logged.</p>	Yes		Low
Working Locks.	<p>Group given instruction by the skipper, trainee skipper at the side of the lock re the safe working of the lock &amp; use of the windlass.  Group to be supervised at all times.  Buoyancy aids/ Life Jackets to be worn at all times.</p>	Yes		Low

<b>Building Narrow Boat Project SNOW AND ICE</b>		<b>SECTION/TEAM</b> Development		<b>DATE OF ASSESSMENT</b> 12/4/17	
<b>WHO MIGHT BE HARMED?</b> Staff, clients, visitors				<b>HOW MANY ARE AFFECTED?</b> 2 plus casuals visitors and clients	
<b>HAZARDS</b> (including inadequate or lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	✓ if in place ✗ if not	<b>WHERE:</b> ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	<b>RESIDUAL RISK RATING</b> High, Medium, Low	
<b>Policy / procedures</b>	• On site staff are clear in their responsibilities in gritting the car park, access road and pedestrian paths.	Tick	Staff only responsible for safe access on narrow boats as car park and other areas are controlled by external bodies	I	
	• All staff are aware of this risk assessment and take responsibility for following the designated paths and access routes when icy conditions exist and enforcing this with children and visitors.	Tick	Staff only responsible for safe access on narrow boats as car park and other areas are controlled by external bodies	L	
<b>Slips/trips due to icy conditions</b>	• A sufficient amount of salt / grit is available. It is replenished once used.	Tick	Operation Liason Officer to order more grit once half used	I	
	• Weather forecasts are monitored for ice/snow conditions.	TICK		L	
	• Salt or grit is applied to the car park, access road and pedestrian paths when icy conditions are expected.	tick	Staff only responsible for safe access on narrow boats as car park and other areas are controlled by external bodies	I	
	• Other areas that require gritting have been identified on a risk basis.	tick	All accessible areas of Narrow Boats to be gritted	I	
	• Site management staff have been provided suitable footwear for working in icy conditions.	tick	Staff expected to wear suitable footwear	I	

	<ul style="list-style-type: none"> <li>• Areas are identified such as steps or slopes that may not be safe even when cleared. These are closed and marked accordingly with cones/signs or hazard warning tape.</li> </ul>	Tick	Extra care to be taken on access / egress to Narrow Boats and if can't be cleared effectively shall be deemed OUT OF BOUNDS	L
	<ul style="list-style-type: none"> <li>•</li> <li>• Members of staff have been advised to wear "sensible" footwear.</li> </ul>	TICK		L
<b>Manual handling</b>	<ul style="list-style-type: none"> <li>• The salt or grit is available throughout the establishment in yellow bins at appropriate intervals to reduce manual handling.</li> </ul>	TICK		L
	<ul style="list-style-type: none"> <li>• Suitable shovels have been provided.</li> </ul>	TICK		L
	<ul style="list-style-type: none"> <li>• Consider salt spreaders / spinners to reduce manual handling.</li> </ul>	TICK	AREA SMALL ENOUGH TO NOT NEED SPINNERS	L
<b>Effects of the cold</b>	<ul style="list-style-type: none"> <li>• Inclement weather clothing and gloves have been provided to site management staff who undertake gritting.</li> </ul>	tick	Staff expected to wear suitable clothing this can be outdoor delivery wear	I
<b>Vehicle traffic in the car park</b>	<ul style="list-style-type: none"> <li>• High-visibility clothing has been provided to site management staff who undertake gritting.</li> </ul>	tick		I
	<ul style="list-style-type: none"> <li>• Where car parks and or paths remain excessively slippery due to snow or ice,, and the icy conditions are deemed too hazardous the facilities manager is informed to make a decision on closing the car parks etc.</li> </ul>	TICK	If Narrow Boat Project is not safely accessible then staff will go to an alternate venue Colwick, ARCHES OR COLLEGE ST	L



<p><b>Are there any other foreseeable hazards associated with ice / snow?</b></p> <p><b>Please circle</b></p> <p><b>Yes</b></p>	<p><b><u>List any additional control measures:</u></b></p> <p><b>Extra care to be taken near waters edge</b></p>	<p>tick</p>	<p>If park is not safely accessible then staff will go to an alternate venue Colwick, ARCHES OR COLLEGE ST</p>	<p>L</p>
<p><b>ASSESSED BY (Print name)</b></p>		<p><b>SIGNED</b></p>	<p><b>DATE</b></p>	
<p><b>LINE MANAGER</b></p>		<p><b>SIGNED</b></p>	<p><b>REVIEW DATE</b></p>	