

NOTTINGHAM NARROW BOAT PROJECT RISK ASSESSMENTS

ASSESSMENT REVIEW BY: Catriona Joynt Operations Manager. SIGNED. *Catriona Joynt*

Assessment authorised by. Gary Bramley Director Operations SIGNED: *GBramley* DATE: 08/09/21

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED
BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

July 2021 – July 2022

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

ASSESSMENT REVIEW BY: Catriona Joynt Operations Manager. SIGNED. *Catriona Joynt*

Assessment authorised by. Gary Bramley Director Operations SIGNED: *GBramley* DATE: 08/09/21

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED
BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

GENERIC RISK ASSESSMENT – ALL ACTIVITIES				
State the location and type of visit			GROUP SIZE	
Pre Booked Groups presenting consent at locations deemed suitable by (Operations Manager Nottingham Narrowboat Project Operations Director, relevantly qualified instructors, NNBP Volunteers.			Maximum of 12 users + crews per boat	
ESTABLISHMENT Nottingham Narrow Boat Project				
WHO MIGHT BE HARMED: Adult users, Young People, Group Leaders, NNBP Volunteers,				
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
All project users exposed to water hazards	All project Volunteers undergo annual refresher training on safe use of equipment and use of the inland waterways SAFETY BRIEFING is provided to all project users prior to commencement of all activities	YES		LOW
Drowning	Buoyancy aids to be fitted individually and worn at all times when onboard boats by all users and NNBP volunteers	YES		LOW
Water quality (infection, illness)	Local advice taken re water quality Open cuts and sores covered All project users 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 all users. Suitable clothing and footwear and change of clothes Spare clothing and emergency equipment available on board 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
COVID 19 transmission	Weekly deep cleaning and cleaning after every trip, hand wash gels on board at all times	YES		LOW

ASSESSMENT REVIEW BY: Catriona Joynt Operations Manager. SIGNED. *Catriona Joynt*

Assessment authorised by. Gary Bramley Director Operations SIGNED: *GBramley* DATE: 08/09/21

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

GENERIC RISK ASSESSMENT – Litter Picking				
ESTABLISHMENT Nottingham Narrow Boat Project				GROUP SIZE Maximum of 12 users + crews per boat
WHO MIGHT BE HARMED: Adult users, Young People, Group Leaders, NNBP Volunteers,				
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 Safety briefing will be given to all participants covering; what to do should a syringe, needle, condom, dog waste or body fluids be encountered During the SAFETY BRIEF all participants should be advised to wash hands immediately if any contact with ropes, water, or contaminated services. All allergy sufferers will be known to staff via consent/registration form. All cuts, no matter how minor must be attended to and covered immediately.	YES		LOW
Manual handling	Full litter bags etc, can be heavy and awkward to move around, good manual handling techniques must be used for all such waste items. Any heavy equipment should be lifted or moved by Staff and project volunteers only Get help when needed, don't try to lift to lift heavy equipment on your own. When using locks be aware that some of the lock mechanism are likely to be stiff in operations get assistance if required to operate.	YES		LOW
Avoidable objective dangers / unsuitable location	NNBP base/workshop is within a pub beer garden care is to be taken when users or maintenance tasks are undertaken During boarding, loading or unloading of personnel or equipment from to boats ensure members of the public are to risks of injury and kept clear of these tasks. Canals, towpaths and Locks are public places and in continuous use, be aware at all times when using. All sites will be checked prior to use by NNBP skippers/volunteers . Things like excessive broken glass, human waste, slips trips and falls hazards to be identified and controlled by NNBP staff.	YES		LOW
Equipment	All equipment provided by NNBP is to be used, maintained as per manufactures, instructions and as per your training. If you have not be trained to carry out the tasks required do not attempt the task, unless you are undergoing training.	YES		LOW

GENERIC RISK ASSESSMENT – NARROW BOATING ON RIVERS & CANALS

GROUP SIZE Maximum of 12 users + crews per boat			GROUP SIZE Maximum of 12 users + crews per boat	
ESTABLISHMENT Nottingham Narrow Boat Project				
WHO MIGHT BE HARMED: Adult users, Young People, Group Leaders, NNBV Volunteers,				
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
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 & Crew undertake refresher training annually.	Yes		Low
Boats & Equipment.	The boats hold a current Boat Safety Certificate. The boats & there equipment is checked daily before the commencement of any trip. An equipment log is maintained & a regular maintenance programme undertaken. Groups are informed in the Safety Brief that there is a limit of two 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 Weils 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 etc.	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	Fire Procedures covered with the group in the safety brief . Fire equipment checked weekly & logged.	Yes		Low

	<p>Fire Awareness Training given to all staff & volunteers.</p> <p>Fire Procedures covered by all staff & volunteers at yearly refresher training.</p> <p>No smoking on boats.</p> <p>Fire Alarms, CO2 Alarms covered by skipper in safety brief, and checked before all trips</p>			
<p>Access & Egress</p>	<p>Boats to be moored in appropriate locations for the needs of the group members.</p> <p>Instructions given in safety brief on safe ways to get on & off boats.</p> <p>Supervised by Skipper, Crew or Group Leader at all times.</p> <p>Assistance offered where required.</p> <p>Use of lift & ramps covered for all staff & volunteers at yearly refresher training.</p> <p>Yearly LOLOR re certification/ 6 monthly inspection of lift carried out & recorded.</p>	Yes		Low
<p>Working Locks.</p>	<p>Group given instruction by the skipper, crews at the side of the lock re the hazards, safe working of the lock & use of the windlass.</p> <p>Group MUST be supervised at all times.</p> <p>Buoyancy aids/ Life Jackets MUST be worn at all times.</p>	Yes		Low

Building Narrow Boat Project SNOW AND ICE		SECTION/TEAM Development		DATE OF ASSESSMENT 12/4/17	
State the location and type of visit				HOW MANY ARE AFFECTED? 2 plus casuals visitors and clients	
Pre Booked Groups presenting consent at locations deemed suitable by (Operations Manager Nottingham Narrowboat Project Operations Director, relevantly qualified instructors, NNBP Volunteers.					
HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low	
Policy / procedures	• On site staff are clear in their responsibilities in gritting the car park, access road and pedestrian paths.	✓	Staff only responsible for safe access on narrow boats as car park and other areas are controlled by external bodies	Low	
	• 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.	✓	Staff only responsible for safe access on narrow boats as car park and other areas are controlled by external bodies	Low	
Slips/trips due to icy conditions	• A sufficient amount of salt / grit is available. It is replenished once used.	✓	Operation manager to order more grit once half used	Low	
	• Weather forecasts are monitored for ice/snow conditions.	✓		Low	
	• Salt or grit is applied to the workshop area, and pedestrian access to boats.	✓	Staff only responsible for safe access on narrow boats as car park and other areas are controlled by external bodies	Low	
	Other areas that require gritting have been identified on a risk basis.	✓	All accessible areas of Narrow Boats to be gritted	Low	
	Operations has been provided with appropriate footwear .	✓	Staff expected to wear suitable foot ware	Low	

	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.	✓	Extra care to be taken on access / egress to Narrow Boats and if can't be cleared effectively shall be deemed OUT OF BOUNDS	Low
	Members of staff have been advised to wear "sensible" footwear.	✓		Low
Manual handling	The salt or grit is available throughout the establishment in yellow bins at appropriate intervals to reduce manual handling.	✓		Low
	Suitable shovels have been provided.			Low
	Consider salt spreaders / spinners to reduce manual handling.	✓	AREA SMALL ENOUGH TO NOT NEED SPINNERS	Low
Effects of the cold	Inclement weather clothing and gloves have been provided to site management staff who undertake gritting.	✓	Staff expected to wear suitable clothing this can be outdoor delivery wear	Low
Vehicle traffic in the car park	High-visibility clothing has been provided to operations manager who undertake gritting.	✓		Low
	Where car parks and or paths remain excessively slippery due to snow or ice,, and the icy conditions are deemed too hazardous the operations manager to make a decision on closing access to site.	✓	If Narrow Boat Project is not safely accessible then staff will go to an alternate venue Colwick Marina	Low

<p>Are there any other foreseeable hazards associated with ice / snow?</p> <p>Slips trips and falls</p>	<p>Extra care to be taken near waters edge canal banks</p>		<p>If park is not safely accessible then staff will go to an alternate venue Colwick Marina</p>	<p>Low</p>
<p>Reviewed by(Print name) Catriona Joynt</p>			<p>SIGNED <i>Catriona Joynt</i></p>	<p>DATE 07/09/21</p>
<p>LINE MANAGER Gary Bramley</p>			<p>SIGNED <i>GBramley</i></p>	<p>Next REVIEW DATE 08/09/22</p>