

Hillingdon Narrowboats Association

Address The Boathouse, Summerhouse Lane, Harefield, UB9 6JA

Risk Assessment Record

Jan 2014

Tel No: 01895 823582

| Sheet Ref | | Degree of Risk | | | | | | | | | | Risk Rating | Persons at Risk | | | | |
|-----------|---|----------------|--------------|-----------|--------------|-----------|------------|----------|----------|--------|----------|-------------|-----------------|------------|--------|-------------|------------------|
| Date | | Seriousness | | | | | Likelihood | | | | | | Staff | Volunteers | Public | Contractors | Boat User Groups |
| Risk Area | | 5 | 4 | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 | | | | | | |
| Assessor | | Fatal | Major Injury | To doctor | Minor Injury | No Injury | Certain | Probable | Possible | Remote | Unlikely | | | | | | |
| Ref No | Risks and Hazards | | | | | | | | | | | | | | | | |
| 1 | Person Overboard Moving boat | | | | | √ | | | | | √ | 1 | √ | √ | | | √ |
| 2 | Person Overboard Boat in Lock | | | | √ | | | | | | √ | 2 | √ | √ | | | √ |
| 3 | Person Overboard Boat moored | | | | | √ | | | | | √ | 1 | √ | √ | | | √ |
| 4 | Person in Canal from Bank | | | | | √ | | | | √ | | 2 | √ | √ | | | √ |
| 5 | Person falling in lock from lockside | | | | √ | | | | | | √ | 2 | √ | √ | | | √ |
| 6 | Injury Boarding boat | | | | √ | | | | | | √ | 2 | √ | √ | | | √ |
| 7 | Injury leaving boat Returning to boat from lockside | | | | √ | | | | | √ | | 2 | √ | √ | | | √ |

Risk Scores: 0-8 Low Risk 9-15 Medium Risk 16-25 High Risk

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Address The Boathouse, Summerhouse Lane, Harefield, UB9 6JA

Risk Assessment Record

Jan 2014

Tel No: 01895 823582

| Sheet Ref | 2 | Degree of Risk | | | | | | | | | | Persons at Risk | | | | | |
|-----------|---|--|--------------|-----------|--------------|-----------|---------|----------|----------|--------|----------|-----------------|-------|------------|--------|-------------|------------------|
| Date | 4 th Jan 2014 | Risk Scores: 0-8 Low Risk 9-15 Medium Risk 16-25 High Risk | | | | | | | | | | Risk Ratio | Staff | Volunteers | Public | Contractors | Boat User Groups |
| Risk Area | Group Members and HNA Crew | 5 | 4 | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 | | | | | | |
| Assessor | Dave Wright | Fatal | Major Injury | To doctor | Minor Injury | No Injury | Certain | Probable | Possible | Remote | Unlikely | Risk Ratio | Staff | Volunteers | Public | Contractors | Boat User Groups |
| Ref No | Risks and Hazards | | | | | | | | | | | | | | | | |
| 8 | Fall from Gunwale of boat | | | | √ | | | | | √ | | 4 | √ | √ | | | √ |
| 9 | Crushing / Impact injury Against canal side structures / other boats | | | | √ | | | | | | √ | 4 | √ | √ | | | √ |
| 10 | Collision – Boat against bank, lock gates, lock sides, minor bump, nobody falls | | | | | √ | | | | √ | | 3 | √ | √ | | | √ |
| 11 | Collision (as ref 10) Major impact – people stagger, loose apparatus may fall | | | | √ | | | | | √ | | 4 | √ | √ | | | √ |
| 12 | Gas Stove / Boiling kettle / misuse / spillage | | | √ | | | | | | | √ | 3 | | | | | √ |
| 13 | Fire on Board | | | √ | | | | | | | √ | 3 | √ | √ | | √ | √ |
| 14 | Serious Injury / Medical Treatment necessary | | | √ | √ | | | | | | √ | 5 | √ | √ | | | √ |

Risk Scores: 0-8 Low Risk 9-15 Medium Risk 16-25 High Risk

Hillingdon Narrowboats Association

Address The Boathouse, Summerhouse Lane, Harefield, UB9 6JA

Risk Assessment Record

Jan 2009

Tel No: 01895 823582

| Sheet Ref | | Degree of Risk | | | | | | | | | | Risk Rating | Persons at Risk | | | | |
|-----------|--|----------------|--------------|-----------|--------------|-----------|------------|----------|----------|--------|----------|-------------|-----------------|------------|--------|-------------|------------------|
| Date | | Seriousness | | | | | Likelihood | | | | | | Staff | Volunteers | Public | Contractors | Boat User Groups |
| Risk Area | | 5 | 4 | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 | | | | | | |
| Assessor | | Fatal | Major Injury | To doctor | Minor Injury | No Injury | Certain | Probable | Possible | Remote | Unlikely | | | | | | |
| Ref No | Risks and Hazards | | | | | | | | | | | | | | | | |
| 15 | Person in water in difficulty | | | | √ | | | | | | √ | 4 | √ | √ | | | √ |
| 16 | Lockside tripping / falling | | | | √ | | | | | √ | | 4 | √ | √ | | | √ |
| 17 | Injured by whirling windlass while learning lock operation | | | | √ | √ | | | | √ | | 7 | √ | √ | | | √ |
| 18 | Injured by moving lock balance beam | | | | √ | | | | | | √ | 2 | √ | √ | | | √ |
| 19 | Falling from upper lock level to lower path / steps | | | √ | √ | | | | | | √ | 4 | | | | | √ |
| 20 | Falling into the lock whilst walking across the lock gate | | | √ | √ | | | | | | √ | 2 | √ | √ | | | √ |
| | | | | | | | | | | | | | | | | | |

Risk Scores: 0-8 Low Risk 9-15 Medium Risk 16-25 High Risk

Action Plan

| Risk or Hazard | | Existing controls | Preventative action | By whom | Completion date | Initial Risk Rating | Final Risk Rating |
|---------------------------------|--|---|--|---------|------------------------|---------------------|-------------------|
| | Sheet 1. Ref 1,2 & 3 Person Overboard | Group Staff supervise fore end of boat. Steerer supervises at stern end. | | Steerer | Ongoing | 1 - 2 | 1 - 2 |
| | Sheet 1. Ref 4 & 5 | All activity on the bank and lockside is closely supervised by HNA and Group Staff. | | Steerer | Ongoing | 2 | 2 |
| | Sheet 1. Ref 6 & 7 Hazard tripping, slipping or falling while boarding or alighting from the boat | All access and egress is closely supervised by HNA Staff. | | Steerer | Ongoing | 2 | 2 |
| | Sheet 2. Ref 8 | Sitting / standing kneeling on the gunwale is forbidden. | Add to pre-cruise safety instructions. | Steerer | Ongoing | 4 | 2 |
| | Sheet 2 Ref 9 | Pre - Cruise safety instruction. No arms, legs or head over the side of the boat | | Steerer | Ongoing | 4 | 4 |
| Assessed by: Dave Wright | | | | | Date: 21/1/2014 | | |

Action Plan

| Risk or Hazard | | Existing controls | Preventative action | By whom | Completion date | Initial Risk Rating | Final Risk Rating |
|---------------------------------|----------------------|---|--|--------------|------------------------|---------------------|-------------------|
| | Sheet 2. Ref 10 & 11 | Pre-cruise information. Some bumping is normal. Boats built to withstand collision. Make group aware of imminent major impact | Add sound signals to pre cruise safety instruction | HNA Steerers | 01/01/11 | 3 - 4 | 2 - 3 |
| | Sheet 2. Ref 12 | Pre Cruise information. No one to use Galley equipment without adult authorisation | Add to pre cruise safety instructions | HNA Steerers | 01/01/11 | 3 | 2 |
| | Sheet 2. Ref 13 | Fire - Pre cruise instructions. Leave by front end of boat (or stern) | | Steerer | Ongoing | 3 | 3 |
| | Sheet 2. Ref 14 | Mobile phone on board. HNA staff aware of all canal to road locations. | | Steerer | Ongoing | 5 | 5 |
| | Sheet 3. Ref 15 | Buoyant apparatus adjacent to crew. Use life rings, throwing line, ropes & boathook | Reminders in steerers newsheet | D.W. | 01/01/11 | 4 | 3 |
| Assessed by: Dave Wright | | | | | Date: 21/1/2014 | | |

Action Plan

| Risk or Hazard | Existing controls | Preventative action | By whom | Completion date | Initial Risk Rating | Final Risk Rating |
|---------------------------|--|---|---------|-----------------|---------------------|-------------------|
| Sheet 3. Ref. 16, 19 & 20 | Steerer closely supervises the group. Safety instruction at 1 st Lock - mention risks | Lock safety instruction repeated at subsequent locks if required. | Steerer | Ongoing | 2 - 4 | 2 |
| Sheet 3. Ref. 17 & 18 | HNA staff / group leaders in attendance | | Steerer | Ongoing | 7 | 7 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Assessed by: Dave Wright

**Date:
21/1/2014**