



**TRUMAN ENTERPRISE NARROWBOAT TRUST**

**RISK ASSESSMENT FOR “ ENTERPRISE”**

**ARRIVING AT THE BOATYARD**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Moving Vehicles	Bodily damage	Passengers, Public	Boat staff follow meeting and boarding procedure	5	1	5		
			Early passengers to stay in vehicle until boat ready					
			Use concrete pad to offload vulnerable passengers					
			Awareness and supervision by group leaders					
			Adequate helper: passenger ratio					
Lack of Control	Tripping	All	Cones mark hazards	4	1	4		
			Boat fully prepared before group arrives					
			Boat staff follow meeting and boarding procedure					
			Early passengers to stay in vehicle until boat ready					
			Appropriate storage of equipment					
			Awareness and supervision by group leaders					
			Adequate helper: passenger ratio (T & C)					
Falling in the canal	Drowning	Passengers, Public	Boat staff on hand on arrival	5	1	5		
			Boat staff follow meeting and boarding procedure					
			Early passengers to stay in vehicle until boat ready					
			Use concrete pad to offload vulnerable passengers					
			Awareness and supervision by group leaders					
			Adequate helper: passenger ratio (T & C)					



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**ACCESSING THE BOAT**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Lack of knowledge or awareness	Falling between the bank and the boat whilst moored	All	Boat moored securely	5	1	5		
			Trained boat staff assisting and instructing					
			Remove side fenders before group arrive					
			Helpers’ supervision					
Lack of knowledge and awareness	Falling onto, into or off the boat at the mooring	All	Slip resistant paint on surfaces	4	1	4		
			Boat moored securely					
			Trained boat staff assisting and instructing					
			Boat staff follow use of ramp procedures					
			Helpers’ supervision					
Lift	Bodily damage	Boat staff and passengers	Slip resistant paint on surfaces	4	1	4		
			White lines on ramps, threshold & steps					
			Lift always operated by 2 trained boat staff					
			Boat staff follow lift operation procedure					
Ramp	Bodily damage	All	Monthly maintenance check	3	1	3		
			Annual service, LOER & weight check by qualified contractors					
			Ramp always operated by trained boat staff					
			Boat staff follow use of ramp procedures					
			Bolts and dog clips used to secure ramps					
			Slip resistant paint on surfaces					
White lines at top & bottom of ramp								
			Boat staff and helpers’ supervision					



## TRUMAN ENTERPRISE NARROWBOAT TRUST

### RISK ASSESSMENT FOR “ ENTERPRISE”

## DOMESTICS

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Contamination	Illness	All	Regular maintenance of fridge, water supply equipment & water filter	3	1	3	3	
			Boat staff follow toilet emptying procedure					
			Cleaning materials available					
			Thorough preparation of boat					
Contact with heat	Burns and scalds	All	Signs in place as specified in handbook	4	2	8		
			Regular maintenance of heating equipment					
			Boat staff instruct one group helper how to operate cooker					
			Safety equipment in place					
			Vigilance by boat staff and helpers					
			Boat staff training					
Poor stowage	Slips, trips, falls, head injuries	All	Signs in place as specified in handbook	4	2	8		
			Boat staff advise on low headroom on embarkation & in safety talk					
			Safe storage of passenger equipment					
			Slip resistant floor surfaces					
			Vigilance of boat staff					
			Supervision by group helpers					



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### RISK ASSESSMENT FOR “ ENTERPRISE”

# TRAVELLING

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Overcrowding on front deck	Falling off boat	Boat staff, passengers	Trained boat staff give safety talk, prior to trip start	5	1	1		
			Boat staff provide adequate chairs					
			Boat staff follow deck procedures					
			Boat staff and helpers' supervision and awareness					
			Boat staff secure ramp					
Standing on front deck	Bodily damage	Boat staff, passengers	Trained boat staff give safety talk, prior to trip start	4	1	4		
			Boat staff provide adequate chairs					
			Boat staff follow deck procedures					
			Boat staff and helpers' supervision and awareness					
Being on roof or gunwales	Falling off the boat	All	Roof and gunwales out of bounds to passengers	5	1	5		
			Boat staff only on roof and gunwales in emergency or during maintenance (when boat moored)					
			Slip resistant paint on surfaces					
			Boat staff to wear appropriate footwear					
			Boat staff trained and competent					
Contact with canal water	Weil's disease	All	Boat staff knowledge, advice & following agreed procedures	5	1	5		
Restricted headroom	Head injuries	All	Boat staff supervision on boarding	3	2	6		
			Trained boat staff give safety talk, prior to trip start					
			Signs in place as specified in handbook					



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**RISK ASSESSMENT FOR “ ENTERPRISE”**

**TRAVELLING**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Collision with canal features (bridges, tunnels, aqueducts, lock walls, narrows, weirs, towpaths	Injury	Boat staff, passengers	Trained boat staff give safety talk prior to trip start	4	2	8		
			Trained and competent boat staff steering boat					
			Inexperienced boat staff supervised when steering					
			Effective communication with passengers					
			Individual duty of care to self and others					
Walking on towpath	Slipping/falling in canal	Boat staff, passengers	Boat staff follow walking on towpath procedure	4	2	8		
			Trained staff operate locks and moorings					
			Boat staff follow life jacket procedures					
			Individual duty of care to self and others					
Moving parts	Entrapment	Boat staff, passengers	Equipment to be switched off before accessing	4	1	4		
			Protection by doors, covers, deck boards					
			Boat staff to follow lift operation procedures, including en-route					
			Regular maintenance					
			Trained boat staff, only, to access					
			Trained boat staff to isolate engine before access					



**TRUMAN ENTERPRISE NARROWBOAT TRUST**

**RISK ASSESSMENT FOR “ ENTERPRISE”**

**LOCKS AND CANAL FEATURES**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Cills	Drowning due to sinking	Boat staff, passengers	Boat staff follow lock operation procedures	5	1	5		
			Vigilance of trained boat staff					
			Clear communication between boat staff					
Obstructions in the canal/lock	Drowning due to getting wedged	Boat staff, passengers	Boat staff follow lock operation procedures	5	1	5		
			Ensure side fenders have been removed					
			Vigilance of trained boat staff					
			Clear communication between boat staff					
			Trained boat staff give safety talk, prior to trip start					
Leaks from lock	Drowning due to sinking	Boat staff, passengers	Boat staff follow lock procedures	5	1	5		
			Vigilance of trained boat staff					
			Clear communication between boat staff					
Incorrect operation of boat Paddles	Drowning due to sinking	Boat staff, passengers	Boat staff follow lock procedures	5	1	5		
			Vigilance of trained boat staff					
			Clear communication between boat staff					
			Close supervision of any helpers by trained boat staff					
Equipment, (mooring pins, mallet, hose, ropes, toilet cassettes)	Injury to people off boat	All	Awareness & competence of trained boat staff	4	2	8		
			Awareness & supervision by group helpers					
Slipping	Injury to people off boat	Boat staff, passengers	Awareness & competence of trained boat staff	3	1	3		
			Awareness and supervision by group helpers					
			Individual duty of care to self and others					
			Adequate helper : passenger ratio (T & C)					



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**RISK ASSESSMENT FOR “ ENTERPRISE”**

**EMERGENCIES**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Fire	Bodily damage	All	Trained boat staff give safety talk, prior to trip start	5	1	5		
			Signs in place as specified in handbook					
			Smoke alarms and fire extinguishers					
			Boat safety certificate & annual gas check					
			Awareness and supervision by trained boat staff					
			Awareness and supervision by group helpers					
			Annual refresher training for all boat staff					
Individual duty of care to self & others								
Gas emergency	Suffocation by gas or carbon Monoxide  Bodily damage due to explosion	All	Trained boat staff give safety talk, prior to trip start	5	1	5		
			Carbon monoxide detector on board					
			Individual duty of care to self and others					
			Signs in place as specified in handbook					
			Awareness and supervision by trained boat staff					
			Boat safety certificate and annual gas check					
			Awareness & supervision by group leaders					
Annual refresher training for all boat staff								
Sinking	Drowning	Boat staff, passengers	Trained and competent boat staff	5	1	5		
			Individual duty of care to self and others					
			Regular maintenance check on weedhatch, stern gland & greaser					
			Annual refresher training for all boat staff					



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**RISK ASSESSMENT FOR “ ENTERPRISE”**

**EMERGENCIES**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Medical emergencies	Illness	Boat staff, passengers	Boat staff knowing location	5	1	5		
			Group helper knowledge of passenger needs and first aid (T & C)					
			Individual duty of care to self and others					
			Boat phone charged and ready for use					
			First aid kit available & regularly checked					
			Awareness and supervision by group helpers					
			Trained boat staff give safety talk, prior to trip start					
Slow evacuation	Bodily damage	Boat staff, passengers	Trained and competent boat staff give clear instructions	5	1	5		
			Trained boat staff give safety talk, prior to trip start					
			Only 2 passengers to stay in wheelchairs (T & C)					
			Boat staff trained in the removal of windows					
			Exit signs in place					
			Clear communication between boat staff					
			Annual refresher emergency training for all staff					
			Adequate helper : passenger ratio					
			All person seated on front deck					
			Boat staff follow life jacket procedures					
			Gunwales and roof out of bounds					
			Awareness & supervision by boat staff					
			Awareness & supervision by group helpers					
Annual refresher emergency training for all staff								





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**RISK ASSESSMENT FOR “ ENTERPRISE”**

**SAFEGUARDING**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Abuse	Physical damage Mental damage Emotional damage	Boat staff, passengers	Clearly defined roles of boat staff & leaders	4	1	4		
			TENT volunteer policy & procedures					
			TENT safeguarding policy					
			Group safeguarding policy					
			Adequate boat staff to passenger ratio					
			Adequate helper to passenger ratio (T & C)					
			Individual duty of care to self & others					
			Effective observation & communication by all adults					
Training for boat staff and designated safeguarding lead								



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**RISK ASSESSMENT FOR “ ENTERPRISE”**

**GETTING THE BOAT READY**

Degree of risk with controls on place

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal	5	Certain	5	
Incorrect functioning of some aspect of the boat	A range of accidents	Boat staff, passengers	Pre-trip check by skipper	4	1	4		
			Monthly maintenance check					
			Early boat passengers to stay in vehicles until boat ready					
A hazardous environmental Condition in the boat	A range of accidents	Boat staff, passengers	Pre-trip check by skipper	4	1	4		
			Monthly maintenance check					
			Early boat passengers to stay in vehicles until boat ready					