

**Truman Enterprise Narrowboat Trust**  
**Risk Assessment**

**ARRIVING AT THE BOATYARD**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
				Fatal 5 Major injury 4 To doctor 3 Minor injury 2 No injury 1	Certain 5 Probable 4 Possible 3 Remote 2 Unlikely 1	
Moving vehicles	Bodily damage	Passengers, Public	Boat staff follow meeting & boarding procedure	5	1	5
			Early group members to stay in vehicles until boat ready			
			Use concrete pad to offload vulnerable passengers			
			Awareness & supervision by group helpers			
			Adequate helper : passenger ratio (T & C)			
Lack of Control	Tripping	All	Cones mark hazards	4	1	4
			Boat fully prepared before group arrive			
			Boat staff follow meeting & boarding procedure			
			Early group members to stay in vehicles until boat ready			
			Appropriate storage of equipment			
			Awareness & supervision by group helpers			
			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 & boarding procedure			
			Early group members to stay in vehicles until boat ready			
			Use concrete pad to offload vulnerable passengers			
			Awareness & supervision by group helpers			
			Adequate helper : passenger ratio (T & C)			

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**ACCESSING THE BOAT**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
				Fatal 5 Major injury 4 To doctor 3 Minor injury 2 No injury 1	Certain 5 Probable 4 Possible 3 Remote 2 Unlikely 1	
Lack of knowledge & awareness	Falling between boat & bank whilst moored	All	Boat moored securely	5	1	5
			Trained boat staff assisting & instructing			
			Remove side fenders before group arrive			
			Helpers' supervision			
			Slip resistant paint on surfaces			
Lack of knowledge & awareness	Falling onto, into or off the boat at the mooring	All	Boat moored securely	4	1	4
			Trained boat staff assisting & instructing			
			Boat staff follow use of ramp procedures			
			Helpers' supervision			
			Slip resistant paint on surfaces			
Lift	Bodily damage	Boat staff & passengers	Lift always operated by 2 trained boat staff	4	1	4
			Boat staff follow lift operation procedures			
			Annual service, LOLER & weight check by qualified contractors			
			White lines on ramps, threshold & steps			
Ramp	Bodily damage	All	Ramp always operated by trained boat staff	3	1	3
			Boat staff follow use of ramp procedures			
			Bolts & dog clips used to secure ramps			
			Slip resistant paint on surfaces			
			White lines at top & bottom of ramp			
			Boat staff & helpers' supervision			

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**DOMESTICS**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
Contamination	Illness	All	Regular maintenance of fridge, water supply equipment & water filter	3	1	3
			Boat staff follow toilet emptying procedure			
			Cleaning materials available			
			Thorough preparation of boat			
Contact with heat	Burns & scalds	All	Signs in place as specified in handbook	4	2	8
			Regular maintenance of heating equipment			
			Boat staff show one helper how to operate cooker			
			Safety equipment in place			
			Vigilance by boat staff & 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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**TRAVELLING**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
				Fatal 5 Major injury 4 To doctor 3 Minor injury 2 No injury 1	Certain 5 Probable 4 Possible 3 Remote 2 Unlikely 1	
Overcrowding on front deck	Falling off boat	Boat staff, passengers	Trained boat staff giving safety talk	5	1	5
			Boat staff provide adequate chairs			
			Boat staff follow deck procedures			
			Boat staff & helpers' supervision & awareness			
			Boat staff secure ramp			
Standing on front deck	Bodily damage	Boat staff, passengers	Trained boat staff giving safety talk	4	1	4
			Boat staff provide adequate chairs			
			Boat staff follow deck procedures			
			Boat staff & helpers' supervision & awareness			
Being on roof or gunwales	Falling off the boat	All	Roof & gunwales out of bounds to passengers	5	1	5
			Boat staff only on roof & gunwales in emergency or during maintenance when boat moored			
			Slip resistant paint on surfaces			
			Boat staff to wear appropriate footwear			
			Boat staff trained & 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 giving safety talk			
			Signs in place as specified in handbook			
Abuse	Injury	All	TENT Code of Conduct procedures	2	1	2
			TENT safeguarding policy			
			TENT DBS policy			
			Awareness & supervision by trained boat staff & helpers			
			Individual duty of care to self & others			

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**TRAVELLING**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
				Fatal 5 Major injury 4 To doctor 3 Minor injury 2 No injury 1	Certain 5 Probable 4 Possible 3 Remote 2 Unlikely 1	
Collision with canal features (bridges, tunnels, aqueducts, lock walls, narrows, weirs, towpaths)	Injury	Boat staff, passengers	Trained boat staff giving safety talk	4	2	8
			Trained & competent boat staff steering boat			
			Inexperienced boat staff supervised when steering			
			Effective communication with passengers			
			Individual duty of care to self & others			
Walking on towpath	Slipping/falling in the canal	Boat staff, passengers	Boat staff follow walking on towpath procedures	4	2	8
			Trained boat staff operating lock & mooring			
			Boat staff follow life jacket procedures			
			Individual duty of care to self & others			
Moving parts	Entrapment	Boat staff, passengers	Parts 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			
			Signs in place for boat staff operation only			
			Regular maintenance			
			Trained boat staff to access			
			Isolate engine before access			

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**Risk Assessment**

**LOCKS & CANAL FEATURES**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	SERIOUSNESS		LIKELIHOOD		RISK RATING
				Fatal 5	Major injury 4	Certain 5	Probable 4	
Cill	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 Scalds due to hot liquid spillage Falls	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					
Leaks from lock	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					
Incorrect operation of gate paddles	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					
			Close supervision of any helpers					
Boat equipment (mooring pins, mallet, hose, ropes, toilet cassettes)	Injury to people off the boat	All	Awareness & competence of trained boat staff	4	2	8		
			Awareness & supervision by group helpers					
			Individual of care to self & others					
Slipping	Injury to people off the boat	Boat staff, passengers	Awareness & competence of trained boat staff	3	1	3		
			Awareness & supervision by group helpers					
			Individual duty of care to self & others					
			Adequate helper : passenger ratio (T & C)					

## Truman Enterprise Narrowboat Trust Risk Assessment

### EMERGENCIES

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
				Fatal 5 Major injury 4 To doctor 3 Minor injury 2 No injury 1	Certain 5 Probable 4 Possible 3 Remote 2 Unlikely 1	
Fire	Bodily damage	All	Trained boat staff give safety talk	5	1	5
			Signs in place as specified in handbook			
			Smoke alarms & fire extinguishers			
			Boat Safety Certificate & annual gas check			
			Awareness & supervision by boat staff			
			Awareness & supervision by group helpers			
			Annual refresher training of all boat staff			
			Individual duty of care to self & others			
Gas emergency	Suffocation caused by gas or carbon monoxide Bodily damage due to explosion	All	Trained boat staff give safety talk	5	1	5
			Carbon monoxide detector on board			
			Individual duty of care to self & others			
			Signs in place as specified in handbook			
			Awareness & supervision by boat staff			
			Boat Safety Certificate & annual gas check			
			Awareness & supervision by group helpers			
			Annual refresher training of all boat staff			
Sinking	Drowning	Boat staff, passengers	Trained & competent boat staff	5	1	5
			Individual duty of care to self & others			
			Annual refresher training of all boat staff			
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 & others			
			Boat phone charged & ready for use			
			First aid kit available & regularly checked			
			Awareness & supervision by group helpers			
			Trained boat staff give safety talk			

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**EMERGENCIES**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
				Fatal 5 Major injury 4 To doctor 3 Minor injury 2 No injury 1	Certain 5 Probable 4 Possible 3 Remote 2 Unlikely 1	
Slow evacuation	Bodily damage	Boat staff, passengers	Trained & competent boat staff give clear instructions Trained boat staff give safety talk 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 boat staff Adequate helper : passenger ratio (T & C)	5	1	5
Person overboard	Bodily damage & drowning	Boat staff, passengers	Close supervision of children by helpers All passengers seated on front deck Boat staff follow life jacket procedures Gunwales & roof out of bounds Awareness & supervision by boat staff Awareness & supervision by group helpers Adequate helper : passenger ratio (T & C) Individual duty of care to self & others Annual refresher emergency training for all boat staff	5	1	5



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**SAFEGUARDING**

**Degree of risk with controls in place**

HAZARD (Problem)	RISK (Active result of problem)	WHO IS AT RISK? (Boat staff, passengers, public)	CONTROLS	Degree of risk with controls in place		RISK RATING
				SERIOUSNESS	LIKELIHOOD	
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 volunteer training			
			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 of all adults						

