



## River Thames Boat Project Education-Specific Risk Assessment 2019

The following abbreviations are used in the table below:

|                |   |
|----------------|---|
| <b>R/F</b>     | Risk Factor = L/H x Ser: 0 – 8 = low, 9 – 15 = medium, 16+ = high |
| <b>Ser</b>     | Seriousness – ie how many could be injured, or how seriously      |
| <b>L/H</b>     | Likelihood of hazard causing injury                               |
| <b>MP</b>      | Members of Public, including client schools                       |
| <b>FA</b>      | First Aider   |
| <b>V</b>       | Volunteers  |
| <b>Skp</b>     | Skipper   |
| <b>EEC</b>     | Environmental Education Co-ordinator                              |
| <b>DL</b>      | Day Leader (RTBP Staff/Volunteer)                                 |
| <b>Escorts</b> | School/Organisation's staff/parents/volunteers                    |
| <b>ER</b>      | Engine Room   |

### RISK CALCULATION

| Likelihood           | Seriousness                     | Risk Factor | Band           | Action  |
|----------------------|---------------------------------|-------------|----------------|---------|
| 5 = extremely likely | 5 = fatal or major              | 16 - 25     | extremely high | Control |
| 4 = very likely      | 4 = serious or significant loss | 12 - 15     | very high      | Control |
| 3 = likely           | 3 = minor / moderate injury     | 8 - 11      | high           | Control |
| 2 = unlikely         | 2 = minor injury                | 5 - 7       | medium         | Proceed |
| 1 = highly unlikely  | 1 = minimal impact              | 0 - 4       | low            | Proceed |

| Hazard Who is affected by | hazard and how? | L/H | Ser | R/F | Control Measure | Accountable |
|---------------------------|-----------------|-----|-----|-----|-----------------|-------------|
|                           |                 |     |     |     |                 |             |

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|----------|---|--|---|---|----|---|----|
| <b>1</b> | <b>On board <i>Thames Venturer/ Thames Discoverer</i>. School staff to carry First Aid kit and children's medication e.g. inhalers and epi pens</b> |  |   |   |    |   |    |
| 1.2      | Suitability of furniture  | Staff, V, MP – risk of injury if chair collapsed   | 1 | 2 | 2  | Damaged chairs removed from use.  | DL |
| 1.3      | Galley, Tea & Coffee  | Staff, V, MP – risk of burns   | 2 | 2 | 4  | Annual inspection of gas and electric appliances.   | DL |
| 1.4      | Heads – (Toilets )  | Staff, V, MP – risk of infection if not cleaned properly, risk of disabled people falling.   | 1 | 2 | 2  | Toilets cleaned daily by crew, checked during day. Disposable gloves available. Disabled clients assisted by carers. Grab rails fitted as mobility aid.                               | DL |
| 1.5      | Wheelchair Lift   | Staff, V, MP – risk of crushing injury (a) if wheelchair not correctly positioned, (b) if platform strikes someone, (c) risk of head injury when lift reaches top (deck) position. | 1 | 3 | 3  | Lift only to be operated by trained crew. Lift isolated when not needed by school group.  | DL |
| 1.6      | Deck hatches, steps and thresholds  | Staff, V, MP – trips / slips/ falls.   | 2 | 2 | 4  | Safety Briefing given at start. Staff, V, MP made aware of trip hazards. No running on deck. Check shoelaces are tied properly. Crew to be vigilant at all times.                     | DL |
| 1.7      | Main Companionway Hatches and Wheelhouse door   | Staff/V/MP - risk of head injury   | 2 | 2 | 4  | Safety Briefing given at start. Crew to be vigilant at all times.   | DL |
| 1.8      | Companionways - steep steps and threshold   | Staff, V, MP – risk of trips and falls   | 2 | 2 | 4  | Safety Briefing given at start. Made aware of steep steps and going down aft steps backwards. Crew to be vigilant at all times.   | DL |
| 1.9      | Thermometers - broken glass   | Staff, V, MP – risk of injury  | 1 | 1 | 1  | Sourcing of non-toxic and non-shattering thermometers where possible.   | DL |
| 1.10     | Experiments involving river water possible bacterial infection  | Staff, V, MP – risk of illness   | 2 | 3 | 6  | Made aware of infection hazards of river water. Hand washing facilities/Antiseptic wipes available on boat.   | DL |
| 1.11     | Lack of sufficient crew turning up  | Possible cancellation of trip  | 1 | 4 | 4  | Have a list of Vs who prepared to fill in at short notice.  | DL |
| 1.12     | Floods  | Staff, V   | 3 | 4 | 12 | Ensure TV / TD is sufficiently secured. Advising clients of the position and making alternative arrangements for educational activities if floods prevent access or make area unsafe. | DL |

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|----------|---|--|---|---|---|--|----|
| <b>2</b> | <b>Boat Hazard - Fire</b>                 |  |   |   |   |  |    |
| 2.1      | Lift                                      | Staff, V, MP   | 1 | 3 | 3 | CO2 and dry powder extinguishers nearby. Crew training given.  | DL |
| 2.2      | Wheelhouse - smoke /<br>Wheelhouse - fire | Staff, V, MP   | 1 | 3 | 3 | Much ventilation.<br>Galley fire - close galley door. Crew training given.<br>Extinguishers available.<br>Engine room fire - close ER hatch and Skp to operate automatic fire fighting system. | DL |
| 2.3      | Saloon/Galley/Accommodation               | Staff, V, MP   | 1 | 3 | 3 | Venturer half hour fire doors/saloon to accommodation, and to heads. TV / TD<br>Extinguishers available. Crew training given.  | DL |
| <b>3</b> | <b>Boat Hazards - General</b>             |  |   |   |   |  |    |
| 3.1      | Man Overboard                             | Staff, V, MP   | 1 | 4 | 4 | Established drills for prevention and recovery.<br>Relevant life saving equipment on board.<br>Training for crew in prevention and recovery.   | DL |
| 3.2      | Accident aboard                           | Children/young people, Staff, V                        | 1 | 3 | 3 | Prevention via instructions to crew and passengers. Inclusion in crew training handbook.<br>First Aid boxes on board. First Aid training.  | DL |
| 3.3      | Food and Drinking Water Safety            | Children/young people, Staff, V                        | 1 | 2 | 2 | Observe good food hygiene principles. Avoid cross contamination between toilets and galley.<br>Train crew and in safe preparation and food storage.  | DL |
| <b>4</b> | <b>Dockside Hazards</b>                   |  |   |   |   |  |    |
| 4.1      | Edge Protection – in places               | Staff, V, MP – risk of falling into water.             | 1 | 4 | 4 | Staff & V's should work in pairs as a minimum.<br>Running not permitted. MP's are supervised.  | DL |
| 4.2      | Means of escape from water                | Staff, V, MP – difficult to escape from water unaided. | 1 | 4 | 4 | Access ladder in dock. Emergency ladder onboard TV / TD. V's should work in pairs as a minimum.  | DL |
| 4.3      | Surface – poor, trip hazards              | Staff,V, MP - trips and falls                          | 2 | 3 | 6 | Dockside to be kept clean and tidy. V's should work in pairs as a minimum and MP's need supervision. Running not permitted.  | DL |
| <b>5</b> | <b>Shoreside activities</b>               |  |   |   |   |  |    |

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|-----|--|--|---|---|---|--|----|
| 5.1 | Stepping on/off boat                                     | Children/young people/staff/escorts/V - trips and falls  | 2 | 3 | 6 | Gangway set up before group arrives. Safety Briefing. Staff/V to assist if necessary. Use of anti slip surfaces.   | DL |
| 5.2 | Unspecific risks from contact with members of the public | Vulnerable clients esp. children and young people  | 2 | 3 | 6 | Safety Briefing given on access to shoreside. Children and young people not to talk to strangers and stay in sight of staff/escorts/V. Staff/V to lead group and bring up the rear when group is walking. Staff to appoint adult to supervise each working group of children as appropriate. Ofsted ratios observed. | DL |
| 5.3 | Cyclists or EA vehicles on the towpath                   | Children/young people/staff/escorts/V - stepping into path of a cyclist or vehicle, or cyclist/driver not seeing child | 1 | 4 | 4 | Safety Briefing. Staff/V to lead group and bring up the rear when group is walking. Staff/V to be vigilant and alert the group or move to safety when cyclist/vehicle is approaching.  | DL |

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|-----|---|--|---|---|---|---|----|
| 5.4 | Dog excrement   | Children/young people/staff/escorts/V - excrement on clothing or skin, ingestion; infection                            | 2 | 1 | 2 | Safety Briefing. Staff/V to check mooring/towpath. Children/young people/staff/escorts/V be aware dog excrement.  | DL |
| 5.5 | Slippery steps/surfaces/uneven surfaces/change in level                 | Children/young people/staff/escorts/V - slips, trips, falls, cuts  | 2 | 3 | 6 | Staff/V to check steps and site before proceeding. Staff/V to be extra vigilant in wet and frosty weather, no running. Children/young people/staff/escorts/V be aware of slippery steps.  | DL |
| 5.6 | Litter hazards – eg. glass, cans, fishing line and fishing hooks etc.   | Children/young people/staff/escorts/V - cuts, trips; infection.  | 2 | 2 | 4 | Safety Briefing. Staff/V vigilant . Children/young people/staff/escorts/V be aware of litter hazards.   | DL |
| 5.7 | Bacterial infection from handling or ingesting infected river water/mud | Children/young people/staff/escorts/V - ingestion, open wounds; infection, Weil's disease                              | 2 | 3 | 6 | Safety Briefing. Children/young people/staff/escorts/V be aware of infection hazards if handling found objects. Nil-by-mouth outside of meal times. Handwashing and antibacterial wipes offered after session. Staff/V vigilant.              | DL |
| 5.8 | Getting trapped by incoming tide  | Children/young people/staff/escorts/V - separation from group, stranded, wet clothing, possible hypothermia, drowning. | 1 | 4 | 4 | Skp/EEC to check Tide Times and foreshore steps before proceeding. Briefing to advise evacuation points and when to use them. Staff to appoint an adult to supervise each working group of children if appropriate. Skp/EEC to do head count. | DL |

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| 5.9  | Falling into river/lock   | Children/young people/staff/escorts/V - drowning, water ingestion & infection, possible hypothermia                              | 1 | 5 | 5 | Safety Briefing verbally given by RTBP volunteer or DL. Stay on tow path. Stay away from river bank/lockside. Do not climb riverside/lockside fencing. Staff to appoint an adult to supervise each working group of children if appropriate.   | DL |
| 5.10 | Lost person   | Children/young people/vulnerable adults especially   | 1 | 5 | 5 | Staff/V to lead group and bring up the rear when group is walking. Head count before leaving the boat, head count once returned to the boat. School to ensure correct adult:child ratios before arrival. Staff to appoint an adult to supervise each working group of children if appropriate. | DL |
| 5.12 | Contact with animals and insects. eg. Dogs, wasps, bees, geese                      | Children/young people/staff/escorts/V - bites, stings, scratches; infection, allergic reaction                                   | 2 | 3 | 6 | Safety Briefing. Staff/V vigilant . Allergies to be declared to Skp/EEC beforehand. Client to carry medical equipment at all times eg. Epi-pen.  | DL |
| 5.13 | Contact with plants and flora. eg. Stinging nettles, brambles, berries, nuts, fungi | Children/young people/staff/escorts/V - stings, scratches, ingestion; infection, allergic reaction                               | 2 | 3 | 6 | Safety Briefing. Nil-by-mouth outside of meal times. Handwashing and anti-bacterial wipes offered after session. Staff/V vigilant.   | DL |
| 5.14 | Weather conditions- extreme heat, cold, wet or windy conditions                     | Children/young people/staff/escorts/V - exposure to inclement or extreme weather eg. Heat stroke, hypothermia, dehydration       | 2 | 3 | 6 | Staff/V to advise clients on appropriate clothing and weather precautions. Client group leaders are reminded that they are responsible for the welfare of their group members. . Skp/EEC to use professional judgement and change session plan if deemed necessary.                            | DL |
| 5.15 | Toileting and personal care   | Children/young people/vulnerable adults - allegations of abuse or embarrassment  | 1 | 4 | 4 | Staff/V to remind clients to use toilet on boat or toilets at Lock. Only adults from the client's group to assist with toileting and personal care if deemed appropriate. Adult:Child ratio to be no less than 1:2 or 2:1 at any time.   | DL |
| 5.16 | Site specific hazards - eg. Trees, animals, boulders                                | Children/young people/staff/escorts/V on riverbanks - eg. Injury via hanging deadwood, nesting Geese, slippery Algae on boulders | 1 | 5 | 5 | Skp/EEC visibly check for hanging deadwood and check site seasonally. Staff/V to be extra vigilant when nesting birds are on the island and if there is any boulder climbing.  | DL |

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| 5.17  | Negative environmental impact on site and wildlife | Site, flora and fauna. eg. Teddington Lock island & foreshore. Seasonal - disturbing nesting Geese/Swans etc                                  | 1 | 3 | 3 | Seasonal check on most used areas of site. Staff/V vigilance to minimise negative impact on flora and fauna Staff/V awareness of seasonal changes and latest data as regards site and wildlife from the EA and other organisations.                       | DL |
| 5.18  | Dog attack   | Children and young people, and accompanying adults, operating in an area where the public may walk dogs, some of which may be out of control. | 2 | 3 | 6 | Teach all children, young people, and accompanying adults the 'dog drill' which discourages dogs' interest in us as a group: we cross our arms over our chests and all turn our backs on the dog giving the deep message that we are not engaged with it. | DL |
| <p><b>River Thames Boat Project has been given full permission from the Environment Agency for education activities on the river.</b></p> |  |   |   |   |   |   |    |
|   |  |   |   |   |   | PRO/ZG updated 05/03/2019   |    |