



Rickmansworth Waterways Trust

Batchworth Lock Education Programme

Risk Management Review Issue 3 dated 25th March 2008

Reference: EPRMR0308

Review chaired by
Chris Hillier

Summary of the Risk Management Review carried out by the team

A Risk Management Review of the Batchworth Lock site and associated areas used by the Rickmansworth Waterways Trust to host educational visits for primary school children was carried out by the team listed below. This revision is based on the original Risk Assessments carried out by Don Kyle and Ted Casey in 2003

Results of the Risk Management Review

nn hazards and nn causes were identified and assigned a risk index. The risks identified have been acceptably mitigated and are compatible with a high level of protection of Health and Safety.

Reviewers

Name	Position	Signature	Date
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ID	Hazard	People at risk	Cause of Potential Hazard	Resulting Harm if Hazard occurred	Initial Mitigations	Initial Risk Index		Additional Mitigations	Residual Risk Index	
						S	L		S	L
1	Water	School Staff, Children on School Visit. RWT Volunteers	a) Falling from trip boat into canal	Drowning	<ul style="list-style-type: none"> All boat crew to comply with RWT ferry access procedures Ref. 1 All boat steerers to be trained to CCBM (Certificate of Community Boat Management) or RYA Inland Waterways Helmsman Certificate as a minimum Visitors are to comply with ferry access procedures Ref. 1 Passengers and ferry crew to wear buoyancy aids 	H	L	Additional training for Boat crew by RWT Trainer	H	L
		School Staff, Children on School Visit. RWT Volunteers	b) Falling into canal from tow path or bridges	Drowning	<ul style="list-style-type: none"> Inform visitors at briefing Ref. 2 Gather children together before crossing bridge Keep to centre of bridge away from edges Safe walking Ref. 2 RWT staff to carry reaching poles near open water Staff to be instructed on procedures for retrieving persons from water Ref. 1 	H	L	None	H	L
		School Staff, Children on School Visit. RWT Volunteers	c) Access to Narrowboat Cabin	Drowning, Injury from fall	<ul style="list-style-type: none"> Visitors to comply with Roger access procedures Ref. 1 	H	L	None	H	L
		School Staff, Children on School Visit. RWT Volunteers	d) Taking ferry boat through lock	Drowning Injury requiring first aid	<ul style="list-style-type: none"> Limbs to be kept inside the boat at all times Ref. 2 Operation of the lock to be carried out by trained RWT staff only Crew member to be positioned at the bow of the boat, helmsman at stern Sharing of the lock at discretion of staff members Children, school staff and visitors will be 	H	L	Additional training for Boat crew by RWT Trainer Care to be taken on correct operation of lock paddles	H	L

ID	Hazard	People at risk	Cause of Potential Hazard	Resulting Harm if Hazard occurred	Initial Mitigations	Initial Risk Index		Additional Mitigations	Residual Risk Index	
						S	L		S	L
					inside the boat during operation of the lock					
2.	Falls or trips	Staff, Children on School Visit. RWT Volunteers	a) Low wall and rough path	Drowning Injury requiring first aid	<ul style="list-style-type: none"> Inform visitors at briefing Ref. 2 Safe walking Ref. 2 	H	L	None	H	L
		Staff, Children on School Visit. RWT Volunteers	b) Bridge Access to Lock	Drowning Injury requiring first aid	<ul style="list-style-type: none"> Gather children together before crossing bridge Keep to side of bridge away from road Staff to wear high visibility jackets 	H	L	None	H	L
		Staff, Children on School Visit. RWT Volunteers	c) Ropes and Mooring spikes	Drowning Injury requiring first aid	<ul style="list-style-type: none"> Check site prior to visit Ref. 1 Cover and mark spikes if possible Ref. 1 Advise visitors of hazard at briefing Ref. 2 	H	L	None	H	L
		Staff, Children on School Visit. RWT Volunteers	d) Fishing Rods Discarded material	Major injury due to trips	<ul style="list-style-type: none"> Review conditions of site before each visit and identify hazards Ref. 1 Check for fishing rods obstructing towpaths advise that visitors will be using path Advise visitors at briefing Ref. 2 Contact appropriate agencies to address problem Ref. 1 	M	L	None	M	L
		Staff, Children on School Visit. RWT Volunteers	e) Steps Down to Lock Area	Major injury	<ul style="list-style-type: none"> Visitors to be advised of steep steps and to take care when using Children to be supervised by school staff whilst using steps 	H	L	None	M	L
		Staff, Children on School Visit. RWT Volunteers	f) Wet flooring – all buildings	Reportable Injury	<ul style="list-style-type: none"> Caution signs to be displayed where appropriate Children to be supervised and warned of hazard 	M	L	None	M	L

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						S	L		S	L
		Staff, Children on School Visit. RWT Volunteers	g) Paths and Unmarked walkways through wooded areas	First aid injury	<ul style="list-style-type: none"> Review conditions of paths and site before each visit and identify hazards Ref. 1 Advise groups of identified hazards at visitors briefing Ref. 2 	M	L	None	M	L
		Staff, Children on School Visit. RWT Volunteers	h) Obstruction of paths and/or site by maintenance work	First aid Injury	<ul style="list-style-type: none"> Check site before visit Ref. 1 Advise appropriate agencies of forthcoming visits and inform them of any deficiencies Ref. 1 Inform visitors Ref. 2 	M	L	None	M	L
3	Being struck by object	All visitors and RWT staff and volunteers	a) Trees falling Loose materials blown about in high winds	Death	<ul style="list-style-type: none"> Close site to visitors Inspect site after high winds and ensure that any hazards have been identified and removed where possible Contact appropriate agencies to address problem Ref. 1 Make regular site inspections to identify risks Ref. 1 	H	L	None	H	L
4	Over-crowding	Staff, Children on School Visit. RWT Volunteers	a) Shop visits	crush Injury	<ul style="list-style-type: none"> Teachers to be informed at briefing Ref. 2 One adult and five children to be in shop at a time Children waiting outside to be supervised by a member of the school staff 	L	L	None	H	L
5	Infection	Staff, Children on School Visit.	a) Animal Faeces	Health Hazard Infection	<ul style="list-style-type: none"> Review state of site before visit Ref. 1 Remove faeces if possible Inform schools at briefing Ref. 2 	H	L	None	H	L
		Children on School Visit.	b) Costumes	Health Hazard Infection	<ul style="list-style-type: none"> Wash garments regularly Ref. 1 Sanitise caps and bonnets after each visit Ref. 1 Provide safe and clean storage for 	M	L	None	M	L

ID	Hazard	People at risk	Cause of Potential Hazard	Resulting Harm if Hazard occurred	Initial Mitigations	Initial Risk Index		Additional Mitigations	Residual Risk Index	
						S	L		S	L
					garments					
		Staff, Children on School Visit. RWT Volunteers	c) Eating or drinking without washing hands	Reportable Injury	<ul style="list-style-type: none"> Advise visitors that they should not eat or drink anything while participating in site activities Ref. 2 Visitors to wash hands before eating Ref. 2 	M	L	None	5	L
		Staff, Children on School Visit. RWT Volunteers	d) Weil's disease after contact with canal or river water	Serious illness	<ul style="list-style-type: none"> School to be advised prior to visit: that should any child having fallen in the water develop flu-like symptoms up to four weeks following the visit, should consult their doctor with details of the incident. Any open cuts should be covered with a suitable plaster. 	M	L	Children wash hands before eating Towels and soap provided	M	L
6	Fire	Staff, Children on School Visit. RWT Volunteers	b) Fire in building	Death	<ul style="list-style-type: none"> Ensure that all Fire exits to Mill and Shop are clear Visitors to be advised on location of exits and where to assemble in the event of an emergency Ref. 2 Fire extinguishers to be clearly visible Prevent access to flooded areas 	H	L	See separate Fire Risk Assessments	H	L
7	Electricity	Staff, Children on School Visit. RWT Volunteers	a) Power outlets, Electric heaters and Kettles	Death	<ul style="list-style-type: none"> Access to electrical appliances restricted to appropriate personnel Ensure that electrical floor outlets in the Mill are closed and covered School staff to be advised that children must not to tamper with power outlets Ref. 2 PAT tests on all portable appliances labelled accordingly Ref. 1 	H	L	PAT tests reviewed as required	H	L

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						S	L		S	L
8	Sharps in area	Staff, Children on School Visit. RWT Volunteers	a) Waste not disposed of properly	Injury requiring first aid	<ul style="list-style-type: none"> Waste bags to be provided Ref. 2 	M	L	None	M	L
		Staff, Children on School Visit. RWT Volunteers	b) Broken glass or needles as litter	Reportable injury	<ul style="list-style-type: none"> Review conditions of paths and site before each visit and identify hazards Ref. 1 Remove objects if possible using gloves Ref. 1 Advise groups of identified hazards at visitors briefing Ref. 2 	H	L	None	H	L
		Staff, Children on School Visit. RWT Volunteers	c) Overhanging & Trailing Vegetation & Thorns	First aid injury	<ul style="list-style-type: none"> Check site for overhanging and trailing vegetation prior to visit, remove if possible Ref. 1 Notify owners of hazards Re-route group if necessary Provide gloves for handling vegetation 	M	L	None	M	L
9	Ergonomic	RWT volunteers and staff	a) Reaching Poles and Equipment	Reportable Injury	<ul style="list-style-type: none"> Volunteers to comply with procedures Ref. 1 	M	L	None	M	L
		RWT volunteers and staff	b) Handling Tools	Reportable Injury	<ul style="list-style-type: none"> Advise safe practice and procedures Training/Instruction on using and storing tools Maintenance programme for tools Safe storage of tools 	M	L	None	M	L
		RWT volunteers and staff	c) Lifting and Handling of Equipment	Reportable Injury	<ul style="list-style-type: none"> Advise safe practice and procedures Training/Instruction on lifting Ref. 1 	L	L	None	L	L
10	Impact with vehicle	Staff, Children on School Visit. RWT Volunteers	Road traffic and vehicles on site	Reportable Injury	<ul style="list-style-type: none"> Schools and coach operators to be advised on location of coach stop prior to visit. RWT staff endeavour to meet and escort visitors from coach to the assembly room Advise visitors that the Three Valleys site 	H	L	None	H	L

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						S	L		S	L
					<p>is a working site and that vehicles are constantly arriving and departing from the site Ref. 2</p> <ul style="list-style-type: none"> • Children to be collected together and supervised when moving between the site and canalside in accordance with the Highway Code Ref. 1 • RWT Staff to check for vehicles before moving groups of visitors • Advise staff and visitors at briefing Ref. 2 • Supervise visitors on TVW site • Advise TVW staff of visit • Vehicles to be parked in designated areas and left secure 					
11	Environmental	RWT staff and Volunteers	a) Hypothermia	Death	<ul style="list-style-type: none"> • Advise safe practice and procedures • Ensure that appropriate clothing is worn Ref. 1 	H	L	None	H	L
		Staff, Children on School Visit. RWT Volunteers	b) Exposure to sun	Sun stroke, sun burn	<ul style="list-style-type: none"> • Advance guidance on appropriate clothing and hats to be worn • RWT to have spare hats available • Limit exposure if inappropriately dressed • Ensure plenty of liquids are available 	M	L	None	M	L
12	Physical Assault	Staff, Children on School Visit. RWT Volunteers	a) Intruder	Reportable Injury	<ul style="list-style-type: none"> • RWT staff to be briefed for dealing with a range of incidents Ref. 1. • RWT personnel to have visible identity badges • Visitors to be briefed on RWT staff identification and told to stay with RWT leader • RWT leaders to advise visit co-ordinator of any potential or actual incident. 	M	L	None	M	L

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						S	L		S	L
					<ul style="list-style-type: none"> RWT visit co-ordinator to assess situation and contact police if necessary 					
13	Alcohol, Drugs and Solvent Abuse	Staff, Children on School Visit. RWT Volunteers	a) Intoxication	Reportable Injury	<ul style="list-style-type: none"> Children to be supervised at all times by a responsible member of school staff Ref. 2 Any abuse of substances will not be tolerated Ref. 1 Any incident will result in the visit being canceled 	H	L	None	L	L
14	Poisonous Plants and Fungi	Staff, Children on School Visit. RWT Volunteers	a) Poisoning	Death	<ul style="list-style-type: none"> Visitors to be warned not to touch any plants unless advised Ref. 2 Group leaders will advise on any poisonous plants or fungi that have been identified on site 	H	L	None	H	L
15	Medical emergency	Staff, Children on School Visit. RWT Volunteers	a) Visitor using medication inappropriately or illness	Death	<ul style="list-style-type: none"> Visitors to be briefed in accordance with RWT procedures Ref. 2 RWT staff and volunteers will not administer medicines Ref. 2 School staff to be advised to take any medication with them when groups are away from the assembly room. Ref. 2 Visiting groups to provide adequate supervision of any special needs 	H	L	None	H	L
16	In-appropriate volunteer	Children on School Visit	a) Lack of suitable screening		<ul style="list-style-type: none"> All volunteers to be screened in accordance with the provisions set out by the Criminal Record Bureau. The 'umbrella' organisation is TRDC. 	L	L	See CRWT child protection policy	L	L

Summary

16 hazards and 34 causes were identified and assigned a risk index. For each cause the mitigations, which had been taken were reviewed. The risks identified are acceptable and are comparable with a high level of protection of Health and Safety.

Risk Index

Severity

H = High M= Medium L=Low

Likelihood

H = High M= Medium L=Low

Appendix 1: SEVERITY TABLE

SEVERITY LEVEL	SEVERITY DESCRIPTION
L	No potential for injury. Nuisance or inconvenience.
M	Potential of minor injury not necessitating medical intervention.
H	Potential of death, serious injury, or serious deterioration in state of health. Or Potential for non-serious injury necessitating medical intervention

Appendix 2: LIKELIHOOD TABLE

Likelihood Level	Qualitative
L	Not expected to occur; very surprised if it occurred
M	Unlikely but possible to occur; surprised if it occurred but if it occurs infrequently
H	Likely to occur; will occur frequently; not surprised if it occurred

Appendix 3: RISK INDEX TABLE

Severity	Improbable	Remote	Occasional
L(least severe)	L	M	H
M	L	M	H
H (most severe)	L	M	H

Note: Hazards, with current risk indices falling in the shaded region of the chart, must be considered for reduction

Reference Documents (versions current at time of review):

- 1) Rickmansworth Waterways Trust Procedures/Guidelines V2.1 dated 18-07-03
- 2) Schools Briefing Sheet V2.2 12-03-2008