



**Rickmansworth Waterways Trust**

**Showing Roger at External Events**

**Safety Management Plan**

**Document Number R09**

**Date Reviewed and Approved by the Trustees – March 2022**

## **Showing Roger at External Events Safety Policy**

We are committed to maintaining a safe environment for the work of our volunteers and staff and the enjoyment of our visitors.

We therefore ensure that our premises, and those of which we have the use, are kept in good order; that our own property (including our boats) are fit for the visits we offer; that the activities we organise are properly supervised by suitable staff or volunteers; and that the risks of those activities are properly assessed and mitigated.

There are particular requirements for the operation of our boats, and we have special instructions for this. They are set out in a further document.

We ensure in particular that our staff and volunteers have a clear understanding of the responsibilities that they have undertaken towards our visitors; and that they are competent to discharge those responsibilities.

We undertake to brief visitors on the hazards which exist around visiting the back cabin of Roger and to issue instructions and advice as appropriate to address these hazards.

And we ask our visitors to play their part in respecting the hazards which we point out, and in conducting themselves in accordance with our instructions and advice.

It is not realistic to expect that we will have identified every hazard in detail, and we ask our visitors to point out any hazard which they may identify.

It is our policy, and our practice, to insure our third party risks are mitigated to an appropriate degree.

## **Risk Assessment**

A formal risk assessment for Rogers's external visits to events is attached. In preparing it, we have identified the following principal hazards:

- Deep water in the canal, and especially in and around the locks.
- Slips and falls when moving around the area, and especially when embarking in or disembarking from Roger
- Crushing injury caused by a third party boat impacting on Roger.

### **Showing the rear cabin of 'Roger': Schedule of Activities**

The activity experienced during a visit to Roger's are

- Visit cabin etc of Roger.

The risks arising from this activity, and the mitigations for them, are shown below.

Detailed instructions for the conduct of these activities have been derived from the risk assessment, and are briefed to all participating staff and volunteers. They are available on request.

The most significant hazard is water, which presents a risk when stepping from the bank on to the rear deck of Roger.

The second most significant risk is tripping, stumbling or falling when entering the cabin through the rear doors.

It is clear from the risk assessment that the main control to avoid unsafe situations are clear instructions and assistance from RWT volunteers to visitors coming onto the boat.

**Learning at the Lock - RISK ASSESSMENT and MITIGATION.**

No.	Hazard	Cause of injury	Consequence	Mitigation in place	Assessment	Further Action
1	Water	Falling into Canal, especially near locks or from boats. Overcrowding near water's edge	Drowning. Hypothermia, illness (cryptosporidium)	<ul style="list-style-type: none"> <li>Awareness briefing to staff.</li> <li>Training of volunteers.</li> <li>Firm control by volunteers when visitors are embarking and disembarking from Roger.</li> <li>Some LatL staff trained in recovery from water, and in first-aid resuscitation (response to immersion).</li> </ul>	Risk is moderate – tolerable, provided all visitors obey the rules.	Firm supervision and control of visitors is essential.  First aid training available to volunteers
2	Moving boats	Crushing, due to collision between boats or contact with fixed canal structure  Falling into Canal	Serious injury to visitor or staff	<ul style="list-style-type: none"> <li>Careful observation by volunteers.</li> </ul>	Risk is low – The boat is moored against the bank and is not in operation during the visits.	Particular care to ensure supervision.
3	Uneven surfaces, obstructions and unprotected heights.	Falling or Tripping (Slipping a lesser risk) due to poor surfaces, obstructed towpaths (e.g. fishing rods, mooring lines) or walk ways (cables, items left on floor)  Falling into Canal	Injury to visitor or staff	<ul style="list-style-type: none"> <li>Roger to be positioned so that the step across to the counter for access to the cabin is short, and easily supervised.</li> <li>The step down in to the cabin is quite high. Volunteers must ensure that visitors are aware of the step down.</li> </ul>	Risk is low – acceptable. *Note: if the visitor or staff member were to fall into the water then Risk 1 would also apply*	

## Rickmansworth Waterways Trust Showing Roger at External Events Safety Management Plan

No.	Hazard	Cause of injury	Consequence	Mitigation in place	Assessment	Further Action
4	Cyclists, runners or dogs on towpath	Collision between cyclist, walker or dog	Injury, mainly to visitor	<ul style="list-style-type: none"> <li>Alertness of volunteer to oncoming cycles – warning to given as required when visitors getting on or off the boat.</li> <li>Volunteer showing Roger to check towpath area is clear of hazards when visitors are exiting the cabin.</li> </ul>	Risk is low – tolerable *Note: if the visitor or staff member were to fall into the water then Risk 1 would also apply*	
5	Illness	Pre-existing condition, overcrowding	Injury, mainly to visitor.	<ul style="list-style-type: none"> <li>The rear cabin of Roger can be claustrophobic. RWT volunteers to be aware of possibility of unexplained illness in visitors, and be ready to respond if required.</li> </ul>	Risk is low - tolerable	None.
6	Fire	Source of ignition in contact with flammable materials	Serious injury to visitor or staff	<ul style="list-style-type: none"> <li>Avoid any open flame or other source of ignition in Roger</li> <li>First-aid kit and Fire Extinguisher to be readily available in Roger.</li> <li>Fire risk assessment is in place and reviewed regularly,</li> </ul>	Risk is very low - Acceptable	None
7	Display boards	Display board / feather flag not secured correctly	Injury to volunteers and visitors	<ul style="list-style-type: none"> <li>Ensure display boards and feather flags are secured using the bespoke straps / ground fixings.</li> <li>Volunteers to monitor weather conditions and take down display if wind get too gusty</li> </ul>	Risk is low - Acceptable	None
8	Infectious disease (Covid)	Infectious volunteer or visitors	Spread of infection	<ul style="list-style-type: none"> <li>No mixed family groups allowed to view the rear cabin at any one time.</li> <li>Cleaning of surfaces between visits</li> <li>Volunteer to remain (as far as possible) near or adjacent to the rear step of Roger when showing the cabin.</li> </ul>		