

Hillingdon Narrowboats Association

Address The Boathouse, Summerhouse Lane, Harefield, UB9 6JA

Risk Assessment Record

Feb 2020

Tel No: 01895 823582

Sheet Ref		Degree of Risk										Risk Rating	Persons at Risk				
Date		Seriousness					Likelihood						Staff	Volunteers	Public	Contractors	Boat User Groups
Risk Area	Assessor	5	4	3	2	1	5	4	3	2	1						
Ref No	Risks and Hazards	Fatal	Major Injury	Todocor	Minor Injury	No Injury	Certain	Probable	Possible	Remote	Unlikely						
1	Person Overboard Moving boat					√					√	1	√	√			√
2	Person Overboard Boat in Lock				√						√	2	√	√			√
3	Person Overboard Boat moored					√					√	1	√	√			√
4	Person in Canal from Bank					√				√		2	√	√			√
5	Person falling in lock from lockside				√						√	2	√	√			√
6	Injury Boarding boat				√						√	2	√	√			√
7	Injury leaving boat Returning to boat from lockside				√					√		2	√	√			√

Risk Scores: 0-8 Low Risk 9-15 Medium Risk 16-25 High Risk

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Sheet Ref	2	Degree of Risk											Persons at Risk				
Date	22 nd Feb 2020	Risk Scores: 0-8 Low Risk 9-15 Medium Risk 16-25 High Risk											Staff	Volunteers	Public	Contractors	Boat User Groups
Risk Area	Group Members and HNA Crew	5	4	3	2	1	5	4	3	2	1	k R a t i n g					
Assessor	Dave Wright	Fa tal	M a j o r I n j u r y	T o d o c t o r	M i n o r I n j u r y	N o I n j u r y	C e r t a i n	P r o b a b l e	P o s s i b l e	R e m o t e	U n l i k e l y		Ref No	Risks and Hazards			
8	Fall from Gunwale of boat				√					√		4			√	√	
9	Crushing / Impact injury Against canal side structures / other boats				√						√	4	√	√			√
10	Collision – Boat against bank, lock gates, lock sides, minor bump, nobody falls					√				√		3	√	√			√
11	Collision (as ref 10) Major impact – people stagger, loose apparatus may fall				√					√		4	√	√			√
12	Gas Stove / Boiling kettle / misuse / spillage			√							√	3					√
13	Fire on Board			√							√	3	√	√		√	√
14	Serious Injury / Medical Treatment necessary			√	√						√	5	√	√			√

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Date		Seriousness					Likelihood						Staff	Volunteers	Public	Contractors	Boat User Groups
Risk Area	Assessor	5	4	3	2	1	5	4	3	2	1						
Ref No	Risks and Hazards	Fatal	Major Injury	Todocor	Minor Injury	No Injury	Certain	Probable	Possible	Remote	Unlikely						
15	Person in water in difficulty				√						√	4	√	√			√
16	Lockside tripping / falling				√					√		4	√	√			√
17	Injured by whirling windlass while learning lock operation				√	√				√		7	√	√			√
18	Injured by moving lock balance beam				√						√	2	√	√			√
19	Falling from upper lock level to lower path / steps			√	√						√	4					√
20	Falling into the lock whilst walking across the lock gate			√	√						√	2	√	√			√

Risk Scores: 0-8 Low Risk 9-15 Medium Risk 16-25 High Risk

Action Plan

Risk or Hazard		Existing controls	Preventative action	By whom	Completion date	Initial Risk Rating	Final Risk Rating
	Sheet 1. Ref 1,2 & 3 Person Overboard	Group Staff supervise fore end of boat. Steerer supervises at stern end.		Steerer	Ongoing	1 - 2	1 - 2
	Sheet 1. Ref 4 & 5	All activity on the bank and lockside is closely supervised by HNA and Group Staff.		Steerer	Ongoing	2	2
	Sheet 1. Ref 6 & 7 Hazard tripping, slipping or falling while boarding or alighting from the boat	All access and egress is closely supervised by HNA Staff.		Steerer	Ongoing	2	2
	Sheet 2. Ref 8	Sitting / standing kneeling on the gunwale is forbidden.	Add to pre-cruise safety instructions.	Steerer	Ongoing	4	2
	Sheet 2 Ref 9	Pre - Cruise safety instruction. No arms, legs or head over the side of the boat		Steerer	Ongoing	4	4
Assessed by: Dave Wright					Date: 22/2/2020		

Action Plan

Risk or Hazard	Existing controls	Preventative action	By whom	Completion date	Initial Risk Rating	Final Risk Rating
Sheet 2. Ref 10 & 11	Pre-cruise information. Some bumping is normal. Boats built to withstand collision. Make group aware of imminent major impact	Add sound signals to pre cruise safety instruction	HNA Steerers	01/01/11	3 - 4	2 - 3
Sheet 2. Ref 12	Pre Cruise information. No one to use Galley equipment without adult authorisation	Add to pre cruise safety instructions	HNA Steerers	01/01/11	3	2
Sheet 2. Ref 13	Fire - Pre cruise instructions. Leave by front end of boat (or stern)		Steerer	Ongoing	3	3
Sheet 2. Ref 14	Mobile phone on board. HNA staff aware of all canal to road locations.		Steerer	Ongoing	5	5
Sheet 3. Ref 15	Buoyant apparatus adjacent to crew. Use life rings, throwing line, ropes & boathook	Reminders in steerers newsheet	D.W.	01/01/11	4	3
Assessed by: Dave Wright				Date: 22/2/2020		

Action Plan

Risk or Hazard	Existing controls	Preventative action	By whom	Completion date	Initial Risk Rating	Final Risk Rating
Sheet 3. Ref. 16, 19 & 20	Steerer closely supervises the group. Safety instruction at 1 st Lock - mention risks	Lock safety instruction repeated at subsequent locks if required.	Steerer	Ongoing	2 - 4	2
Sheet 3. Ref. 17 & 18	HNA staff / group leaders in attendance		Steerer	Ongoing	7	7

Assessed by: Dave Wright

**Date:
22/2/2020**