

Tideway Sailability- Risk Assessment and Verification of Risk Assessment

<p>This Risk Assessment contains individual risk assessments for the following hazard area:</p> <ol style="list-style-type: none"> 1. The Dock 2. Pontoons 3. Hoists 4. Slipway winch 5. Sailing 6. Power Boating 7. Petrol 8. Cash Handling 9. 12V electrics on boats 	<p>Abbreviations used in this document</p> <p>LOLER Lifting Operations and Lifting Equipment Regulations 1998 NOP Normal Operating Procedures issued by Tideway Sailability OOD Officer of the Day SDX Surrey Docks Fitness and Watersports Centre operated by Everyone Active</p>	
<p>Update history- version control:</p> <p>Rev 1.0- approved for 2014 sailing Rev 2.0- approved for 2015 sailing Rev 3.0 approved for 2016 sailing Rev3.1- draft revisions for 2017 sailing- no substantive changes Rev 3.2- amendments to hoist, winch supervision, pontoon manager and other minor clarifications Rev 4.0 approved for 2017 sailing Rev4.1 draft including 12V RA Rev 4.2 draft. Approved for 2018 sailing Rev 5 Including HSE advice on fuel handling Rev 5.1 format changes only Rev 6.0 updates to terms to conform to current usage (sailor not participant) plus format tidy up Rev 6.1 reference to releasing belts from wheelchair users on pontoons, and approved powerboats.</p>		
<p>The risk assessment will be reviewed annually Rev 6 Approved by the Tideway Sailability Executive Committee on [11.04.2023]</p>		
<p>Signature</p>	<p>Position</p>	<p>Date</p>
<p>(signed) Simon Whiteley</p>	<p>Trustee</p>	<p>2 May 2023</p>

Explanation of Residual Risks

High	Injury or damage is still likely to occur with potentially serious consequences e.g. major injury
Medium	Reasonable chance of occurring and consequences could be e.g. a lost time injury
Low	Little or no chance of injury or damage occurring and consequences will be slight if it does occur

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Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
Water Depth. Drowning	Non Tideway user i.e. public	No swimming policy /bylaw, chained areas around perimeter. Southwark Council managed. Life Rings in situ around dock. Life jackets or buoyancy aids to be worn by any person on pontoon or using the water	Med
Getting out of the Dock via ladders	Non Tideway user i.e. public	Ladders maintained by Southwark Council.	Low
Water quality issues: Infection, digestion	Volunteers and sailors	Users advised not to consume water and water tested externally fortnightly with reports submitted to SDX management. SDX pass on the results of report to Tideway OODs/ other sailors when the waters are considered unsuitable for use.	Med
Entrapment within shallow waters, restricted off areas	Volunteers and sailors	Buoyed off areas and users advised/supervised as to correct operational areas. Safety Boat monitors sailing area.	Low
Discharge of waste from boats in the marina, drain outlets flowing into dock	Volunteers and sailors	User advised not to consume water and water tested externally fortnightly with reports submitted to Tideway.	Low
Craft from South Dock collision risk with Tideway users	Volunteers and sailors	Area monitored any trespassing craft always instructed outwards, Marina bylaws prohibit this action	Low

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Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
Surfaces abrasion/injuries due to falling/ slippage	Volunteers and sailors	No running on pontoon, area supervised, users briefed, bird deposits cleaned from pontoon. Pontoon checked as part of daily operations.	Med
Edging - damage to craft	Volunteers and sailors	Rubber fenders in situ around pontoon	Low
Tripping and obstruction risk from eg cleats, uneven surface, wheelchairs, equipment	Volunteers and sailors	Pontoon inspected and scrubbed as necessary before use. Users briefed, visually impaired users to be assisted where required. Wheelchairs and other equipment removed from pontoon to leave clear path. Faults reported to SDX for rectification.	Med
Slipway areas, slippage	Volunteers and sailors	Algae scrubbed as necessary before use. Gritted in winter, by SDX staff on water sports days. In circumstances the Officer for the Day will be responsible for ensuring this is completed prior to activities commencing. Slipway pressure washed regularly.	Med
Unauthorised entry to slipway/ injury/ drowning	Non TS	Gated area, all users in buoyancy aids. Only one boat allowed on slipway at a time	Low
Bridges to Jetty.	Volunteers and sailors	Checked for damage as part of normal operations.	Low
Slopes caused by normal operations (uneven weight distribution) causes wheelchairs to roll off the edge of the pontoon	Wheelchair users	Wheelchair handlers and participants briefed to keep brakes on at all times when stationary, and to retain full grip at all times when mobile. Wheelchair users required to disconnect any security belts.	Med
Movement of jetties causing trapping injuries	Volunteers and sailors	Area regularly reviewed and checked as part of normal operations	Low
Movement of jetties causing gaps between pontoons and/or dissimilar levels	Volunteers and sailors	Pontoon integrity to be inspected by Safety Lead. Consideration and briefing given to wheelchair access and visually impaired, assistance given where required	Med
Overcrowding on Pontoon	Volunteers and sailors	If large numbers are expected, a Pontoon Manager is appointed by the OOD. Sailors instructed to wait until pontoon is clear before proceeding down ramp.	Med

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Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
Hoists may fail	Wheelchair users	Hoists inspected 6 monthly by independent assessor. Visually inspected daily before use. Hoists requiring repair tagged as “do not use”. Permissible loading limits marked on hoist. Supervised by volunteers trained in safe use to operate.	Med
Slings may fail	Wheelchair users	Slings inspected every 6 months. Slings requiring repair tagged “do not use”.	Low
Wheelchair hoists or slings may be used incorrectly	Volunteers and wheelchair users	Volunteers trained in correct hoist and sling operation. Supervised by volunteers trained in safe use to operate.	Med
Centreplate lifting hoist may be used incorrectly	Volunteers and sailors	Users trained in centreplate lifting hoist. Supervised by volunteers trained in safe use to operate.	Low

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Assessment Reference	Assessment By SDWC staff	Description of Task Assessed <u>Slipway Winch</u>	Assessment Date 05.04.23
Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
Tripping and slipping hazards	Non SDX/ Tideway user i.e. public	Signs warning of hazard placed when winch is being operated and “spotters” allocated to warn walkers of potential tripping hazard. Slipway area scrubbed.	Med
Overloading of winch	Non SDX/ Tideway user i.e. public	Details of gross weight of craft to be obtained before winching. 1.5 Ton weight limit	Low
Damage to craft through boat free falling.	All users	Supervised by trained and authorised persons to operate winch, no users allowed standing behind craft while on slipway. Riding in boat minimised while being operated on winch. Users warned of importance of ensuring clutch is engaged before a boat is pushed onto the downslope.	Med
Unauthorised use	All users	Winch house to be secured when not in use.	Low
Damage to cable	All users	LOLER and user checks on regular basis by SDX.	Low
Trapping of limb or hand by winch mechanism	All users	Only trained and authorised persons to supervise operation of winch. All personnel to remain clear of cable drum	Low

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Assessment Reference Tideway Sailability	Assessment By Simon Whiteley	Description of Task Assessed <u>Sailing</u>	Assessment Date 05.04.23
Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
Transportation to and from storage compound	Volunteers and sailors	NOPs, manual handling, supervision by competent helms, part of entry briefing	Low
Groups Control, Capsize	Volunteers and sailors	All participants briefed, buoyancy aids worn, conditions constantly assessed and reefing employed where necessary. Safety boat available and manned. Access dinghies and Hawks with built-in stability/ mast head buoyancy. Conventional double-handers to be sailed with masthead floats.	Med.
Launching and recovery slippery Slipway	Volunteers and sailors	Slipway cleaned prior to activities taking place, all sailors briefed on taking care when launching and recovering equipment. No one to stand downhill of boat trailers on slipway. Where slipway winch is used, a trained operator must be present to oversee the activity	Med
Heat stroke/hypothermia Wind chill/burn	Volunteers and sailors	Participants monitored and briefed on carrying water, clothing, sun block, sun glasses. Volunteers to check on of suitability of participants clothing prior activities	Low
Theft unauthorised usage resulting in injury.	3 rd Party	Locked accessible areas after operations	Med
Damage to equipment	-	Correct rigging methods employed. Pre-checks completed by officer of the day	Low
Injury while Rigging boat	Volunteers and sailors	Sailors briefed and trained on correct aspect to wind conditions while rigging	Low
Collision	Volunteers and sailors	Volunteers and sailors briefed and trained on rules of the road.	Low
Head Injury via contact with boom	Volunteers and sailors	Access, Liberty Martin 16 and Hawks have boom above sitting head height. In Hawks, skippers emphasise importance of remaining seated. For other dinghies, land drills where necessary to train participants how to avoid injury through correct movements. Officer Of the Day to check on nature of groups and prevailing conditions and make call for helmets where pertinent	Med
Movement of persons with disabilities into Sailing Dinghies	Volunteers and sailors	All Volunteers to be trained in correct operation of the hoist and sling handling and basic understanding of manual handling. Equipment LOLER tested every 6 months. OOD/Pontoon Manager to allocate tasks.	Med
Entrapment via clothing/rigging	Volunteers and sailors	Entrapment policy, all safety boat to carry knives, volunteers training and updates. All wheelchair users to be unbuckled/un strapped before movement on pontoons.	Med
Movement of equipment across car park	Volunteers and sailors	Supervision of all users	Low

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Assessment Reference Tideway Sailability	Assessment By Simon Whiteley	Description of Task Assessed <u>Powerboating Activities</u>	Assessment Date 05.04.23
Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
Transportation to and from storage compound	Volunteers and sailors	NOPs, manual handling, supervision by experienced volunteers(s), part of volunteer induction Where winch is used a trained operator must be present to oversee the activity	Low
Damage via collision afloat	Volunteers and sailors	All sailors briefed on rules of the road, provisions in situ to de-power where applicable High speed restricted to periods of low use	Low
Launching and recovery slippery Slipway	Volunteers and sailors	Slipway cleaned prior to activities taking place, all sailors briefed on taking care when launching and recovering boats. Recovery and launching carried out in groups Supervision and users trained never to stand behind craft during launching. Where slipway winch is used a trained operator must be present to oversee the activity	Med
3 rd party access/theft and injury	General public and users	Boats in locked compounds ashore. Gate closed when pontoon left unattended during gap in sailing.	Low
Operational issues, injury due to poor handling, person overboard, waves causing body strain/shock Propeller injury.	Volunteers and sailors	Briefings, RYA best practice observed, instructor positioned to take control, backing off in waves, Kill cords always worn around the leg only, Correct supervision. No recreational powerboating. Spare kill cord to be carried in safety boat. Only approved volunteers may drive safety boat, or volunteers under approved instruction. Correct hails made before movement afloat. Spare kill cord in safety boat Scheduled training, inductions for new volunteers and updates where pertinent	Med
Entrapment via capsized and capsized	Volunteers and sailors	Entrapment policy, all safety boats to carry knives, volunteers training and updates. Correct Buoyancy and weight distribution assessed before going afloat. Conditions assessed prior and during activities. Wheelchair users to be unstrapped from chairs before movement onto pontoon.	Low
Combustible fuel	Volunteers and sailors	All craft designated as a non-smoking area, fuel tanks secured down, correct handling and storage as per NOP and RYA best practice observed. Powder fire extinguisher carried	Low

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Assessment Reference Tideway Sailability	Assessment By Simon Whiteley	Description of Task Assessed <u>Petrol</u>	Assessment Date 05.04.23
Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work. HSE Guidelines on fuel handling available to all operatives engaged in purchase, handling & use of fuel.	Risk Category with controls High/Med/Low
Petrol combustion Fire Safety	Volunteers and sailors Residential public	No smoking area, no open flames or heat permitted near or in area. Water and/or powder extinguishers fitted inside store and powerboats – checked monthly. Checked annual by external company EAP in place. Fire Policy and Assembly points escape route signed. Annual and sailors/volunteer briefing.	Med
Storage area asphyxiation	Volunteers and sailors	Area ventilated, and doors open when personnel inside	Low
Area security, Arson	Volunteers and sailors	Daily inspections of area to ensure store locked, CCTV in place (controlled and monitored by SDX).	Med
Spillage/Pollution	Volunteers and sailors	PPMP equipment provided for staff. Sand avail to soak up spills, decanting equipment in situ. Fuel decanted only in petrol store. Showers available for washing after skin contact.	Low
Source of heat	Volunteers and sailors	Area away from heat sources	Med

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Assessment Reference Tideway Sailability	Assessment By Simon Whiteley	Description of Task Assessed <u>12V Electrics on boats</u>	Assessment Date 05.04.23
Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
12V electrics may short-circuit, eg from reversing battery connectors, damage to cables, water in cables	Volunteers and sailors	All 12V batteries have an in line fuse as part of the battery pack. Batteries are removed from boats when not in use Cable runs vulnerable to wear are visible Powder fire extinguisher in safety boat and prominently on boatshed inner doors	Low

Assessment Reference Tideway Sailability	Assessment By Simon Whiteley	Description of Task AssessedCash	Assessment Date 05.04.23
Hazards = Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young, old, disabled, pregnant	Existing Controls List written procedures, training, guarding, adequate lighting, flooring, permit to work.	Risk Category with controls High/Med/Low
Assault while handling cash	Volunteers	No cash is held in the till overnight. All cash received is placed in a wall safe at the end of each day. Weekly cash is counted in a secure area away from public gaze. Cash is transported to the bank on a weekly basis in an inconspicuous bag. Cash is banked promptly and not held unbanked for extended periods. Bank deposits are reconciled weekly to ensure regular banking.	Low