

## Tideway Sailability Risk Assessment

This Risk Assessment contains individual risk assessments for the following hazard area:

1. The Dock
2. Pontoons
3. Hoists
4. Slipway winch
5. Sailing
6. Power Boating
7. Petrol
8. Cash Handling

Each risk assessment has been prepared and approved as indicated on each form.

This overall risk assessment was reviewed by the Tideway Sailability Executive Committee on 09 March 2015. The risk assessment will be reviewed annually

Update history- version control:

V0.1- first draft SW and PB

V0.2- second draft incorporating PB comments

V0.3 third draft- changes to Sailing and Power Boating

V0.4 fourth draft after 20<sup>th</sup> Feb meeting of Sailing Committee

### **Rev 1.0- approved for 2014 sailing**

Rev1.1- draft revisions for 2015 sailing- wheelchair handling on pontoon plus minor drafting changes

Rev 2.0- approved for 2015 sailing

Rev 2.1- draft revisions for 2016 sailing- changes to slipway, double-handers and other minor amendments

Rev 3.0 approved for 2016 sailing

Approved by the Tideway Sailability Executive Committee on 14 March 2016

### **Verification of Risk Assessment**

| Signature               | Position | Date          |
|-------------------------|----------|---------------|
| (signed) Simon Whiteley | Trustee  | 18 March 2016 |

| <b>Assessment Reference<br/>Tideway Sailability</b>                                | <b>Assessment By</b>  | <b>Description of Task Assessed <u>Dock</u></b>   | <b>Assessment<br/>Date<br/>6 Mar 15</b>                                |
|--|---|---|--|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm | <b>People at Risk</b><br>e.g. operator,<br>contractor, young,<br>old, disabled,<br>pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.  | <b>Risk<br/>Category with<br/>controls<sup>1</sup></b><br>High/Med/Low |
| <b>General Hazards</b>   |   |   |  |
| Water Depth.<br>Drowning   | Non Tideway<br>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<br>user i.e. public   | Ladders maintained by Southwark Council.  | Low  |
| Water quality issues:<br>Infection, digestion                                      | Volunteers<br>participant/<br>members   | 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 where the waters are considered unsuitable for use. | Med  |
| Entrapment within shallow waters, restricted off areas                             | Volunteers<br>participant/<br>members   | Buoyed off areas and users advised/supervised as to correct operational areas.  | Low  |
| Discharge of waste from boats in the marina, drain outlets flowing into dock       | Volunteers<br>participant/<br>members   | User advised not consume water and water tested externally fortnightly with reports submitted to Tideway.   | Low  |
| Craft from South Dock collision risk with SDX users                                | Volunteers<br>participant/<br>members   | Area monitored any trespassing craft always instructed outwards, Marina bylaws prohibit this action   | Low  |
| <b>Site Specific Hazard</b>  |   | <b>Controls</b>   |  |
|  |   |   |  |

<sup>1</sup> 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

| Assessment Reference<br>Tideway Sailability  | Assessment By  | Description of Task Assessed <u>Pontoon</u>   | Assessment Date<br>6 Mar 15                                    |
|--|--|---|--|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm                                     | <b>People at Risk</b><br>e.g. operator, contractor, young, old, disabled, pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.  | <b>Risk Category with controls<sup>2</sup></b><br>High/Med/Low |
| <b>General Hazards</b>   |  |   |  |
| Surfaces abrasion/injuries due to falling/ slippage  | Volunteers participant/ members  | 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 participant/ members  | Rubber fenders in situ around pontoon   | Low  |
| Tripping and obstruction risk from eg cleats, uneven surface, wheelchairs, equipment                                   | Volunteers participant/ members  | 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 participant/ members  | Algae scrubbed as necessary before use. Gritted in winter, by SDX staff on watersports days. In circumstances the Officer for the Day will be responsible for ensuring this is completed prior to activities commencing. Slipway pressure washed regularly. | Medium   |
| Unauthorised entry to slipway/ injury/ drowning  | Non TS members   | Gated area, all users in buoyancy aids. Only one boat allowed on slipway at a time  | Low  |
| Bridges to Jetty.  | Volunteers participant/ members  | Checked for damaged as part of normal operations.   | Low  |
| Slopes caused by normal operations (uneven weight distribution) causes wheelchairs to roll off the edge of the pontoon | Participants   | Wheelchair handlers and participants briefed to keep brakes on at all times when stationary, and to retain full grip at all times when mobile   | Medium   |
| Movement of jetties causing trapping injuries  | Volunteers participant/ members  | Area regularly reviewed and checked as part of normal operations  | Low  |
| Movement of jetties causing gaps between pontoons and/or dissimilar levels   | Volunteers, participants and members   | Pontoon integrity to be inspected by OOD. Consideration and briefing given to wheelchair access and visually impaired, assistance given where required  | Medium   |

<sup>2</sup> 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

| Site Specific Hazard |  | Controls |  |
|----------------------|--|----------|--|
|                      |  |          |  |

| Assessment Reference<br>Tideway Sailability  | Assessment By  | Description of Task Assessed <u>Hoists for wheelchair users and centreplate lifting</u>  | Assessment Date<br>6 Mar 15                                     |
|--|--|--|---|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm | <b>People at Risk</b><br>e.g. operator, contractor, young, old, disabled, pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.   | <b>Risk Category with controls</b> <sup>3</sup><br>High/Med/Low |
| <b>General Hazards</b>   |  |  |   |
| 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. Approved volunteers trained in safe use | Med   |
| Slings may fail  | Wheelchair users   | Slings inspected every 6 months. Slings requiring repair tagged "do not use".  | Med   |
| Wheelchair hoists or slings may be used incorrectly                                | Volunteers and wheelchair users  | Volunteers trained in correct hoist and sling operation.   | Med   |
| Centreplate lifting hoist may be used incorrectly                                  | Volunteers and members/ participants   | Users trained in centreplate lifting hoist   | Low   |
| <b>Site Specific Hazard</b>  |  | <b>Controls</b>  |   |
|  |  |  |   |

<sup>3</sup> 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

| Assessment Reference   | Assessment By SDWC staff   | Description of Task Assessed <u>Slipway Winch</u>  | Assessment Date<br>6 Mar 15                                     |
|--|--|--|---|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm | <b>People at Risk</b><br>e.g. operator, contractor, young, old, disabled, pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.   | <b>Risk Category with controls</b> <sup>4</sup><br>High/Med/Low |
| <b>General Hazards</b>   |  |  |   |
| Tripping and slipping hazards  | Non SDX/<br>Tideway user i.e. public   | Signs warning of hazard placed when winch is being operated and "spotter" allocated to warn walkers of potential tripping hazard. Slipway area scrubbed.   | Med   |
| Overloading of winch   | Non SDX/<br>Tideway user i.e. public   | Details of gross weight of craft to be obtained before winching. 2 Ton weight limit  | Low   |
| Damage to craft through boat free falling.   | Staff participant/<br>members  | All users trained in winch operations, 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   | Staff participant/<br>members  | Winch house to be secured when not in use.   | Low   |
| Damage to cable  | Staff participant/<br>members  | LOLAR and user checks on regular basis by SDX.   | Low   |
| Trapping of limb or hand by winch mechanism  | Operator, staff,<br>participant,<br>members  | Only trained and authorised persons to operate winch. All personnel to remain clear of cable drum  | Low   |
| <b>Site Specific Hazard</b>  |  | <b>Controls</b>  |   |
|  |  |  |   |

<sup>4</sup> 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

| <b>Assessment Reference<br/>Tideway Sailability</b>                                | <b>Assessment By</b>  | <b>Description of Task Assessed <u>Sailing</u></b>   | <b>Assessment Date<br/>6 Mar 15</b>                            |
|--|---|--|--|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm | <b>People at Risk</b> e.g. operator, contractor, young, old, disabled, pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.   | <b>Risk Category with controls<sup>5</sup></b><br>High/Med/Low |
| <b>General Hazards</b>   |   |  |  |
| Transportation to and from storage compound  | Volunteers participants/ members  | NOPs, manual handling, supervision by competent helms, part of entry briefing  | Low  |
| Groups Control, Capsize  | Volunteers participants/ members  | 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.   | Medium .   |
| Launching and recovery slippery Slipway  | Volunteers participants/ members  | 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<br>Wind chill/burn   | Volunteers participants/ members  | 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 <sup>rd</sup> Party   | Locked accessible areas during and off operations  | Med  |
| Damage to equipment  | -   | Correct rigging methods employed. Pre-checks completed by officer of the day   | Low  |
| Injury while Rigging boat  | Volunteers participants/ members  | Sailors briefed and trained on correct aspect to wind conditions while rigging   | Low  |
| Collision  | Volunteers participants/ members  | Participants briefed and trained on rules of the road.   | Low  |
| Head Injury via contact with boom  | Volunteers participants/ members  | 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 | Medium   |
| Movement of persons with disabilities into Sailing Dinghies                        | Volunteers participants/ members  | All Volunteers to be trained in correct operation of the hoist and sling handling and basic understanding of manual handling. Equipment LOLAR tested every 6 months  | Med  |
| Entrapment via clothing/rigging  | Volunteers participants/ members  | Entrapment policy, all safety boat to carry knives, volunteers training and updates. All wheelchair users to be unbuckled/un strapped for chairs before movement along the pontoons.   | Med  |
| <b>Site Specific Hazard</b>  |   | <b>Controls</b>  |  |

<sup>5</sup> 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

|                                      |                                  |                          |     |
|--------------------------------------|----------------------------------|--------------------------|-----|
| Movement of equipment across car par | Volunteers participants/ members | Supervision of all users | Low |
|--------------------------------------|----------------------------------|--------------------------|-----|

| Assessment Reference<br>Tideway Sailability  | Assessment By  | Description of Task Assessed <u>Powerboating Activities</u>  | Assessment Date<br>6 Mar 15                                     |
|--|--|--|---|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm                                   | <b>People at Risk</b><br>e.g. operator, contractor, young, old, disabled, pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.   | <b>Risk Category with controls</b> <sup>6</sup><br>High/Med/Low |
| <b>General Hazards</b>   |  |  |   |
| Transportation to and from storage compound  | Volunteers participants/ members   | NOPs, manual handling, supervision by experienced volunteers(s), part of volunteer induction<br>Where winch is used a trained operator must be present to oversee the activity   | Low   |
| Damage via collision afloat  | Volunteers participants/ members   | All sailors briefed on rules of the road, provisions in situ to de-power where applicable<br>High speed restricted to periods of low use   | Low   |
| Launching and recovery slippery Slipway  | Volunteers participants/ members   | 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<br>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 <sup>rd</sup> 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 participants/ members   | 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<br>Correct hails made before movement afloat. Spare killcord in safety boat<br>Scheduled training, inductions for new volunteers and updates where pertinent | Med   |
| Entrapment via capsized and capsized   | Volunteers participants/ members   | 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 participants/ members   | All craft non smoking area, fuel tanks secured down, correct handling and storage as per NOP and RYA best practice observed. Powder fire extinguisher carried  | Low   |
| <b>Site Specific Hazard</b>  |  | <b>Controls</b>  |   |
|  |  |  |   |

<sup>6</sup> 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



| Assessment Reference<br>Tideway Sailability  | Assessment By<br>Paul Bennett  | Description of Task Assessed <u>Petrol</u>   | Assessment Date<br>6 Mar 15                                     |
|--|--|--|---|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm | <b>People at Risk</b><br>e.g. operator, contractor, young, old, disabled, pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.   | <b>Risk Category with controls</b> <sup>7</sup><br>High/Med/Low |
| <b>General Hazards</b>   |  |  |   |
| Petrol combustion<br>Fire Safety   | Participant/<br>Members<br>Residential<br>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 participant/member/volunteer briefing. | Med   |
| Storage area asphyxiation  | Staff participant/<br>members  | Area ventilated, and doors open when personnel inside  | Low   |
| Area security, Arson   | Staff participant/<br>members  | Daily inspections of area to ensure store locked, CCTV in place (controlled and monitored by WSC).   | Med   |
| Spillage/Pollution   | Staff participant/<br>members  | 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   | Staff participant/<br>members  | Area away from heat sources  | Med   |
| <b>Site Specific Hazard</b>  |  | <b>Controls</b>  |   |
|  |  |  |   |

<sup>7</sup> 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

| Assessment Reference<br>Tideway Sailability  | Assessment By  | Description of Task Assessed <u>Cash Handling</u>  | Assessment Date<br>6 Mar 15                                     |
|--|--|--|---|
| <b>Hazards</b> = Any item, substance or condition with the potential to cause harm | <b>People at Risk</b><br>e.g. operator, contractor, young, old, disabled, pregnant | <b>Existing Controls</b> List written procedures, training, guarding, adequate lighting, flooring, permit to work.   | <b>Risk Category with controls</b> <sup>8</sup><br>High/Med/Low |
| <b>General Hazards</b>   |  |  |   |
| Assault while handling cash  | Volunteer  | 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   |
| <b>Site specific hazards</b>   |  | <b>Controls</b>  |   |
|  |  |  | Low   |

<sup>8</sup> 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 |