Powerboat training Centre: Risk Assessment Form

Date: 29/5/09	Assessed by: Rob Palmer	Checked / Validated* by:	Location: Sudbury Scout HQ River Stour Sudbury	Assessment ref no RYA 01	Review date: 29/5/09 or when necessary
Task / premises: Powerboat Level 1 Courses , Sudbury Scout HQ Boathouse, River Stour					

Activity	Hazard	Who might be harmed	Existing measures to control risk	Risk rating	Result
Manual Handling/Moving Boat & Equipment	Slips Crushing strains	Instructors Scouts Members of the public	Cone off the footpath during launching and Recovery Put sign up in front of boathouse during these times. Everyone made aware of local hazards and new Instructors inducted. Students are taught how to Launch and recover safely as per relevant course syllabus in RYA publication G20. Safety Boat moved in & Out of the boathouse using a tow bar on a suitable car.	LOW	A
Water environment	Drowning	Instructors/ Scouts	Instructors, Scouts and anyone on-board to wear personal buoyancy at all times. Suitable for the activity	LOW	A

Result: T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity	Hazard	Who might be harmed	Existing measures to control risk	Risk rating	Result
Weather	Sun Burn Heat stroke Heat Exhaustion	Instructors/ Scouts	Wear sun cream, sun hats, drink plenty of water, and take breaks throughout training.	LOW	A
Immersion Injuries	Weather, water Temperature And Condition	Instructors/ Scouts	Suitably dressed, in appropriate clothing the activity they are involved in.	VERY LOW	T
Equipment	Propeller, moving parts	Instructors/ Scouts	Kill cords worn and use correctly, Student/Scouts are briefed and taught how to operate a power driven vessel safely.	LOW	A
Other water users -	collisions	Instructors/ Scouts Other water Users	Use a suitable Training area, selected by the Instructor prior to launch. Students receive instruction in IRPCS and close Quarters boat handling at a time when deemed suitable by the Instructor.	Low	A

Result: T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Action plan				
Ref No	**Further action required**	**Action by whom**	**Action by when**	**Done**
	Qualified instructor is always present during RYA Training Sessions.			
	Use Experienced people to Valuate risk assessments			
	Run activities in line with POR Scouting Rules			
	Run Power boat training courses in line with operating procedures			

Result: T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

(1)

Notes to accompany General Risk Assessment Form

This form is the one recommended by Health & Safety Services, and used for the RYA Training Centre at 3rd Sudbury Scout Group for our risk assessment.

(2) **Date**: Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.

(3) **Assessed by**: Insert the name and signature of the assessor. For assessments other than very simple ones.

(4) **Checked / Validated* by**:

Checked by: Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a Group Scout Leader, principal, or Section Leaders etc. Checking will be appropriate for most risk assessments.

Validated by: Use this for higher risk scenarios, e.g. where complex calculations have to be validated by another "independent" person who is competent to do so.

The valuators should also have attended a risk assessment course and will probably be a professional with expertise in the task being considered.

(5) **Location** : insert details of the exact location, i.e. building, floor, room etc

(6) **Assessment ref no**: use this to insert any local tracking references used by the RYA Training Centre.

(7) **Review date**: insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the activity, the vicinity, the people exposed to the risk, etc

(8) **Task / premises**: insert a brief summary of the task, e.g. Power Boat Training.

(9) **Activity**: use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided.

(10) **Hazard**: for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example), poor lighting, slipping on oil leaks, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (e.g. use of cleaning chemicals in accordance with the instructions on the bottle

(11) **Who might be harmed and how**: insert everyone who might be affected by the activity and specify groups particularly at risk.

For each group, describe how harm might come about, e.g. an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock.

(12) **Existing measures to control the risk**: list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to the Boathouse or Yellow storage cupboards. Control the risk of unauthorised and unskilled people.

- Access to dangerous equipment. A standard operating procedure will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (e.g. COSHH, manual handling.

- Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. The existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff that is competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

(13) **Risk Rating**: the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.
The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury.
The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Whatever system of assessment adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

(14) **Result**: this stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all RYA requirements have been met (and Scout Assocation POR complied with), then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, which they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (e.g. from equipment or chemicals suppliers, specialist RYA or Scout advisors) but sometimes detailed and prolonged enquiries might be required.

For T and A results, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.

Action Plan: Include details of any actions necessary in order to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.