

Risk assessment is about identifying reasonably practicable measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity (outcome) - **determine** the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be $3 \times 1 = 3$. This would mean the risk is low and arrangement would be adequate.

A. General Risk Assessment

Activity	Hazard	Who is exposed	Control Measures	Risk assessment			Additional control measures (if needed)	Revised risk assessment		
				S	L	SxL		S	L	SxL
Cruising	Sinking / Failure of boat / Fire	All	The boat is licensed by and inspected regularly by the Marine & Coastguard Agency (MCA) to ensure it is safe. In accordance with Marine & Coastguard Agency (MCA) requirements a qualified skipper is in charge of the boat at all times and is responsible for the safety of passengers and crew. All crew have been trained by the skipper in emergency evacuation and Man Overboard procedures in accordance with MCA guidelines. The skipper is responsible for daily checks and maintaining the log book to ensure the safe operation of the boat. Smoke and heat detectors are located throughout the boat. There are 6 water extinguishers located at both ends of the cabin. There is one dry powder extinguisher and one CO2 extinguisher located at the front and rear of the saloon. Extinguishers are tested annually. Crew are trained in their use. There are 2 automatic fire fighting systems for the engine room and battery compartment which can be set off from the helm.	3	1	3	Emergency response action plans are outlined in the DSMS. Details are given for fire, collision, grounding, attack, engine failure, MOB.	2	1	2

			A safety talk will be given by the crew or skipper prior to all trips.							
Embarking / disembarking	Slips, trips, falls	Passengers	Ramp to be used if boat is more than 15cm from bank or when deemed necessary by crew, skipper or responsible adult Embarkation to take place at identified safe areas only Crew member / skipper to be present on stern deck to assist passengers with embarkation / disembarkation All passengers with special requirements to be assisted onboard by crew member Crew / skipper to ensure gate is properly shut once passengers are onboard No passengers to embark / disembark until boat has been securely moored fore and aft and skipper gives permission No passengers to embark / disembark from foredeck Ropes / cables to be stored safely 4 life rings on stern deck, 4 life rings on fore deck in compliance with MCA regs	1	2	2				
Cruising (impact with bank / other object)	Falls Impact with hard surface inside boat	Passengers	Include risk in safety talk 'If there is to be an impact the skipper will give a verbal warning then you sit down or hold onto something or stop moving'	1	1	1				

Cruising through bridges or tunnels	Trapped limbs between boat and wall Low light levels in tunnel Objects falling from bridges	Passengers	Include in safety talk 'Keep limbs within parameters of boat particularly in lock / under bridges' No children allowed on stern deck inside the tunnel. Children allowed on foredeck in tunnel at the skipper's or crew's discretion. Stern doors are alarmed during passage of tunnel	2	1	2				
On deck	Climbing over railings Limb trapped between boat and bank (particularly in bridge holes) Unsupervised access to decks	Passengers	Include in safety talk 'Keep limbs within parameters of boat particularly in lock / under bridges' Include in safety talk 'No climbing on railings' Skipper can view activity on back deck via CCTV No child allowed on deck unless responsible adult is present. Crew remind responsible adult of 'hands inside' rule before they go on deck Doors leading to deck to be alarmed at the skipper's discretion	2	1	2				
On deck	Opening gates on stern deck	Children	Crew to be particularly vigilant on back deck	2	1	2				
On deck	Slips, trips and falls	Passengers	Mop and dry decks before passengers embark	1	1	1				

On deck	Obscuring skipper's view	Passengers	Passengers to be kept away from port side of foredeck Passengers to be kept away from obscuring view of stern deck CCTV	1	1	1				
On deck	Falling down machinery room hatch	Passengers	Machinery room hatch to remain shut when passengers are on-board Passengers not to sit and nothing to be placed on engine room hatch	1	1	1				
On deck	Hit by overhanging branches on stern deck	Passengers	Crew to be particularly vigilant on stern deck and warn passengers of approaching low branches	1	2	2				
Mooring	Being hit by ropes during mooring Fingers caught in ropes Tripping on mooring pins	Passengers	Passengers to stay in saloon until boat is moored Place visible object over mooring pins if necessary	1	1	1				
Descending / ascending steps from deck to saloon	Falling	Passengers in particular young children	Steps to be properly secured and with grip Children to be instructed to descend / ascend one at a time Passengers with special requirements given assistance Young children given assistance and/or instructed to hold the banister	1	1	1				

Descending / ascending into saloon using wheelchair lift	Falling Trapped fingers	Passengers	Wheelchair lift to be operated only by crew Key is required to operate lift. Keys not to be left in control panel when lift not in use. Member of crew to stand at top and bottom of lift whilst in use.	1	1	1				
Access to galley	Scalding from hot water Electrical injury from kitchen appliances	Passengers in particular children	Door to galley to be kept closed when children are onboard. All portable electrical appliances will be assessed annually to ensure they are safe	1	1	1				
Access to store cupboard	Objects falling from height Lifting heavy objects Getting stuck in the store cupboard	Children Crew Crew	Door to store cupboard to be kept shut when children onboard No heavy objects to be placed on top shelves Storage boxes not to be overloaded. If necessary boxes to be lifted by two people. Crew not to shut themselves inside the cupboard when onboard alone or to ensure they have a working mobile phone with them	1	1	1				
Access to electric sockets	Electrical injury	Children	Sockets to be covered by protectors when not in use	1	1	1				
Access to helm controls	Electrical injury	Children	Helm control area to be watched by crew / skipper at all times Door to helm area to be closed at all times	1	1	1				

	Interference with boat management									
Radiators	Burning on hot radiators	All	Verbal warning will be given	1	2	2		1	1	1
Furniture	Trapped fingers between tables Trapped fingers between chairs Hitting head on tables Breaking tables by sitting on them	All Children	Skipper / crew only to put tables up or down Children to be supervised when first sitting down on chairs to ensure they have enough room and do not trap fingers Children instructed not to sit under tables. Tables to be folded away when not in use Children instructed not to run whilst onboard No sitting on the tables	1	1	1				
Toilets	Blocking toilets	Children	Crew to make teachers aware of how to use toilets so they can ensure children use them properly. Eg not to put paper towels down them / how to flush them.							
Lock operation	Fingers caught in gearing mechanism Hit by flying windlass	All particularly children	Supervising adults to be extra vigilant around lock side Children and adults assisting with lock operation to wear life jackets Teacher to choose 'sensible' children to assist with lock operation Crew to check appropriate clothing and footwear is worn	1	3	3	Children will only be involved in the working of the lock at the crew /	1	2	2

	Slips, trips and falls whilst on lock side		No more than two children to be assisting on each side of the lock at a time One side of the lock assisting children to be supervised by crew Other side of the lock assisting children to be supervised by skipper and adult from school (in case skipper needs to return to boat). Responsible adult remains onboard with rest of class One child at a time to lift paddle with windlass (a few turns each) Crew member to stand waterside of children if possible Crew member to ensure safety catch is on when appropriate No children to walk across lock gates Children to raise paddles only not lower them Children to stay landside of gate when opening it Make children aware of slippery surfaces Windlass to be removed from paddle when not in use Extra care to be taken at Camden locks due to uneven surfaces and overlapping lock gates making manoeuvring difficult.				skipper's discretion.			
Handling wet ropes /	Leptospirosis	All	Wash hands or use hand wipes after handling ropes / assisting with lock operation / pond dipping activities and before eating lunch	1	2	2				

contact with canal water										
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B. Safeguarding

Activity	Hazards	Risk assessment			Control measures
		S Severity	L Likelihood	SxL	
Safeguarding	Child makes a disclosure	1	5	5	The member of staff that the child has made disclosure to is to follow steps outlined in Safeguarding Policy. Contact Designated Safeguarding Lead immediately.
Safeguarding	Observing bullying between children	3	3	9	FC Lead Teacher or Teaching Assistant to intervene in the situation to ensure behaviour stops. Refer to youth worker(s) and Senior Youth Worker where applicable, and ensure they are aware of what has happened. Fill in Concern Form – forward to Safeguarding Lead.
Safeguarding	Observing bruise and/or injuries on child's body	2	3	6	Observer of injuries (FC Lead Teacher, Teaching Assistant, Volunteer, Skipper) to follow disclosure steps outlined in Safeguarding Policy. FC Lead Teacher to refer to youth worker(s) and Senior Youth Worker, where applicable, and ensure they are aware of what happened. Fill in Concern Form recording verbatim any information given by the child. Contact Designated Safeguarding Lead.
Safeguarding	Observing concerning behaviour	3	3	9	Observer of behaviour (FC Lead Teacher, Teaching Assistant, Volunteer, Skipper), to keep verbatim record as outlined in Safeguarding policy and refer to Safeguarding lead.

	and/or language used by children				
Safeguarding	Inappropriate behaviour from adults towards children	2	4	8	Floating Classroom Teacher to report to Safeguarding Lead.
Safeguarding	Inappropriate content accessed online shared between children or accessed using our Wi-Fi and equipment or school provided equipment	1	3	3	BLS to implement an e-safety policy. FC Lead Teacher to follow e-safety policy. Website access to be restricted, to be reflected in policy. In the rare case that inappropriate material is shared, FC teacher to intervene to confiscate equipment. Follow Safeguarding procedure. FC teacher to refer to youth worker(s) and Senior Youth Worker where applicable Speak to Designated Safeguarding Lead.
Safeguarding	Sexualised behaviour of children	1	5	5	Refer to 'Brook Traffic Light' tool outlined in Safeguarding Policy to determine level of concern of behaviour. FC Lead Teacher to refer to youth worker(s) and Senior Youth Worker where applicable Follow Safeguarding Policy, including fill out Concern Form and forwarding to Safeguarding Lead.