

CRT RISK ASSESSMENT

Waterway: South East (G.U.N.)	Operation: Lock Keeping by Volunteer Lock Keepers	Ref: Vol. Lock Keeping R.A.	Issue No. 4
		Date: Mar 2015	Review by: Mar 2016

		Risk Level Diagram				
LIKELIHOOD	AC	5	10	15	20	25
	VL	4	8	12	16	20
	L	3	6	9	12	15
	UL	2	4	6	8	10
	EU	1	2	3	4	5
		FAC	LTI	>3D	MI	F

L - Likelihood: S - Severity : L & S Descriptions - See procedure Sect 6.4 RV - Risk Value L x S: RL - Risk Level: High / Medium / Low

SEVERITY

TASK	Step 1 HAZARD	Step 2 WHO IS EXPOSED?	Step 3 EXISTING CONTROLS	Step 4 RISK ASSESS				Step 5 ADDITIONAL CONTROLS	Step 6 RISK ASSESS			
				L	S	RV	RL		L	S	RV	RL
Lock Keeping Duties	Falls into Water / Risk of Drowning	CRT Volunteer Lock Keepers	Life jackets to be worn at all times. Take spare clothing to site. Pre-use check to be carried out by volunteers daily at start of shift. Follow advice given in induction training. All volunteers to watch CRT training video 'Safe Lock Operation'. Lock keeping CAATS assessment to be completed. CRT One-day Health & Safety training course is mandatory.	2	5	10	H	All water control issues (empty pounds high water levels, floods etc.) must be reported to CRT professional lock keeper or water controller. Avoid entering the water at all times. Use appropriate PPE.	1	5	5	M
	Lock Inspection :- Slips, Trips, Falls	CRT Volunteer Lock Keepers	All volunteers to watch CRT training video 'Safe Lock Operation'. Consult local weather forecasts. Apply temporary non-slip treatment in icy conditions, ie. rock salt, under guidance from CRT Bank Staff. Personal footwear must be sturdy with covered toes and decent tread. Inspect area before operating lock and remove	3	3	9	H	Suspend task in adverse / extreme weather conditions. Do not undertake tasks which require steel-toe capped footwear and additional Risk Assessments. Use appropriate PPE.	2	3	6	M

			trip hazards wherever possible.									
	Contact with Hazardous Substances	CRT Volunteer Lock Keepers	All volunteers to watch CRT training video 'Safe Lock Operations'. Avoid direct contact with any suspicious, leaking or unlabelled containers or substances. Refer to COSSH assessments of known materials & implement control measures. Check for authorisation from CRT before commencing task.	2	4	8	M	Avoid handling hazardous materials whenever possible. Use paint for approved tasks only, and follow CRT guidelines when doing so. Use appropriate PPE at all times.	2	4	8	M
	Contact with Contaminated Water :- Leptospirosis	CRT Volunteer Lock Keepers	Training on leptospirosis as part of induction / information contained in Volunteer Handbook and during induction & training. Avoid direct contact with canal water & stagnant water. Cover all cuts & abrasions with waterproof dressing. Carry leptospirosis card. Consult GP after flu-like symptoms & inform them of possible exposure to contaminated water. Wash hands thoroughly before eating, smoking & at end of shift. Recommended to shower or bathe following shift. Carry hand wipes as interim measure.	1	4	4	M	Avoid entering the water at all times, Advise members of the public of risks from contact with contaminated water. Appropriate PPE to be used at all times.	1	4	4	M
	Lone Working	CRT Volunteer Lock Keepers.	Lone working only to be carried out by fully trained & experienced volunteers with CAATS Assessment in place. Follow local lone	3	4	12	H	Avoid lone working whenever possible by working in pairs or groups.	1	4	4	M

			working procedure, as detailed by Team Leaders. Lone working procedures to be covered at induction. Carry fully charged mobile phone with adequate reception and spare clothing whenever possible. No tasks are to take place at any time without prior knowledge and agreement of CRT. All SE Volunteer Lock Keepers are to submit a monthly timesheet, to assist CRT with effective monitoring of volunteers' Health & Safety.					VLK rotas to be arranged to avoid lone working, so far as is reasonably practicable. Volunteers are to seek clarity on lone working protocols from local Team Leaders if needed. Appropriate PPE to be used at all times. Do not undertake lock keeping duties without site induction, training and assessment from CRT.				
	Contact with :- Animal, Insect, Plants	CRT Volunteer Lock Keepers	Avoid direct contact with farm livestock at all times. Be aware of wasp activity and swarming. Consider individuals' reaction to wasp venom. Carry personal treatment. First aid kit to be available in local welfare unit. Use local knowledge of area. Appropriate PPE to be used.	1	4	4	M	All carcasses to be reported to CRT point of contact and not to be handled / touched by volunteers.	1	3	3	L
.	Entrapment :- Limbs / hair	CRT Volunteer Lock Keepers	Training provided for competent staff and volunteers in use of paddle gearing. Lock Keeping CAATS assessment mandatory. Essential use of correct equipment i.e; windlass, to operate paddle gearing. Correct posture during operation as	2	4	8	M	Well maintained paddle gearing. Regular inspection schedule to be conducted by CRT. .	1	4	4	M

			included in induction & during training. Boaters may be advised to place hair (longer than shoulder length) in a ponytail or similar before entering lock area.									
	Manual Handling :- Muscle/ Skeletal Injuries	CRT Volunteer Lock Keepers	Trained / competent staff and volunteers in manual handling techniques. All volunteers to view CRT's 'Safe Lock Operation' video. Correct posture during all tasks. Avoid twisting or bending of torso under load. Rest periods during repetitive tasks. No overreaching. Share load.	2	4	8	M	Avoid manual handling whenever possible. Follow correct procedures and use correct PPE at all times.	2	4	8	M
	Water Control issues	CRT Volunteer Lock Keepers	Life jackets to be worn at all times. No water control tasks to be completed without training/instruction from trained/competent staff as explained in induction. Lock keeping CAATS Assessment is mandatory. One-day CRT Health & Safety Training course is mandatory.	2	5	10	H	All water control issues (empty pounds, floods etc.) must be reported to CRT professional staff. Avoid entering the water at all times. Appropriate PPE to be used at all times.	1	5	5	M
	Windlass striking operator	CRT Volunteer Lock Keepers	Use correct equipment for task. Trained / competent volunteers and staff, in use and procedures. Carry out tasks in accordance with training and CAATS Assessment.	1	4	4	M	Exercise care in use of windlass at all times. Do not allow untrained operators to use windlass.	1	4	4	M
Locking of Craft	Collision :- Structures, Craft	CRT Volunteer Lock	Lock keeper to follow Lock keeping training guidelines and successfully completed	1	5	5	M	Seek clarification from local CRT Team Leader on any issues	1	5	5	M

		Keepers/Boaters	lock keeping CAATS Assessment. Life jackets to be worn at all times.					of concern. Refer to CRT safety guidance contained in Vol. Handbook.				
Lock Inspection	Sharps :- Needles, Syringes	CRT Volunteer Lock Keepers	Use local knowledge of known high activity areas. All volunteers to view CRT Training video 'Safe Lock Operation'. Avoid direct contact with needles and broken glass. Sharps disposal kit to be available in local welfare unit, for use by trained operatives only. Report location of sharps to CRT Task Manager.	1	4	4	M	Avoid handling sharps (i.e. needles, syringes and broken glass) at all times. Report risk of sharps to local CRT staff who will deal with issues under training guidelines. Appropriate PPE to be used.	1	4	4	M
Adverse Weather	Various incl. sun burn, chills, wet clothing	CRT Volunteer Lock Keepers	Consult local weather forecasts. Wear wet weather clothing during showery conditions. Wear UV protection in hot sunny conditions (ie. sun block, hat, UV eye protection) & drink enough water. Apply temporary non-slip treatment in icy conditions, under guidance from CRT local teams. Take spare clothing to site.	3	3	9	H	Suspend task in severe adverse conditions. Volunteers to be responsible for their own Health and Safety at all times. Appropriate PPE to be used.	1	3	3	L
General Duties	Possible aggression from Members of public	CRT Volunteer Lock Keepers / members of public	Follow advice given in induction & training, i.e. Calmly reason with argumentative members of the public whenever possible. Walk away from any aggressive persons. Fill in incident report card (available in local welfare unit) and submit this ASAP to local Team Leader.	1	3	3	L	Avoid confrontation wherever possible. Do not become involved in CRT Enforcement issues, such as the checking of boat licenses or questioning boaters about licensing. Do not exceed volunteer duties, as outlined at induction.	1	3	3	L

			Report incidents to CRT's local Team Leader, verbally or by phone. If threat persists or violence occurs, call for backup from police or CRT enforcement team or paid staff.									
General Duties	Possible accident with boat	CRT Volunteer Lock Keepers / Boaters	The boater has the overall responsibility/control. The lock keepers are there to advise, guide and assist.	1	3	3	L	Do not exceed volunteer duties, as outlined at induction and in training.	1	3	3	L
General Duties	Theft of equipment / damage to property	CRT staff and volunteers	Lock up all equipment when not in use. Ensure that all shared equipment / PPE, such as life jackets and windlasses are stored securely in the designated area of the welfare unit. Do not take CRT lifejackets or CRT windlasses home at any time. Ensure that welfare units are securely locked at end of shift. Perform safety checks on welfare pods when required, as per guidance from local CRT Team Leaders.	3	1	3	L	Be aware of localised risks from vandalism or theft, and exercise due caution at all times.	2	1	2	L

Step 7 CAN THE TASK PROCEED? <i>(Tick one box)</i>			Safe using existing control measures
		x	Safe using existing + additional control measures
			Not safe to proceed
ARE THERE ANY LONG-TERM CONTROLS?		Avoid lone-working whenever possible. If this is unavoidable, follow lone-working procedures, as detailed by local CRT Team Leaders. Use correct PPE at all times.	
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