

RISK ASSESSMENT PROFORMA / METHOD STATEMENT

RISK ASSESSMENT

Waterway: Kennet and Avon	Operation: Lock Keeping by Volunteer Lock Keepers at Caen Hill	Ref. No. Lock Keeping R.A	Issue No. 2
		Date: May 2013 Reviewed Feb 2015	Review by Feb 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
SEVERITY						

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

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/Drowning	CRT Volunteer Lock Keepers	Life Jackets to be worn at all times. Pre use check to be carried out daily at start of shift. Follow advice given in induction training. All volunteers to watch CRT MSLS video "Water safety" Lock keeping CAATS assessment to be completed.	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.	1	5	5	M
	Lock Inspection :- Slips, Trips, Falls	CRT Volunteer Lock Keepers	Training video "Slips, trips, falls". Consult local weather forecasts. Apply temporary non-slip treatment in icy conditions, i.e. Rock salt. Sturdy footwear must be in good condition with good tread. Inspect area before operating lock and remove and trip hazards if possible	3	3	9	H	Suspend task in adverse weather conditions.	2	3	6	M
	Contact with Hazardous Substances	CRT Volunteer Lock Keepers	Training video "safe handling of hazardous substances" Avoid direct contact with any suspicious, leaking containers or substances. Refer to C.O.S.H.H assessments of known materials and implement control measures.	2	4	8	M					
	Contact with Contaminated Water :- Leptospirosis	CRT Volunteer Lock Keepers.	Training on Leptospirosis as part of induction and information contained in Volunteer Handbook and induction training. Avoid direct contact with canal water & stagnant water. Cover all cuts & abrasions with waterproof dressing. Carry leptospirosis card. Consult GP after flu life symptoms and inform them of possible exposure to contaminated water. Wash hands thoroughly before eating, smoking and at end of shift.	1	4	4	M					

			Carry hand wipes as interim measure issued in back pack.									
	Lone Working	CRT Volunteer Lock Keepers.	Lone working NOT allowed volunteer lock keepers must work in pairs Carry fully charged mobile phone with adequate reception. No works are to take place at any time without prior knowledge and agreement by CRT	3	4	12	H	Avoid lone working by working in pairs.	0	0	L	
	Contact with :- Animal, Insect, Plants	CRT Volunteer Lock Keepers	Avoid direct contact with farm livestock at all times. Be aware of high wasp activity and swarming. Consider individuals reaction to wasp venom. Carry personal treatment. First aid kit made available. Use local knowledge of area.	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	CRT Volunteer Lock Keepers	. Trained / competent staff in use of paddle gearing. Lock Keeping C.A.A.T assessed. Use of correct equipment ie; windlass, to operate lock paddle gearing. Correct posture during operation as included in induction training.	2	4	8	M	Well maintained paddle gearing. Regular inspection schedule	1	4		M
	Manual Handling :- Muscle/ Skeletal Injuries	CRT Volunteer Lock Keepers	Trained / competent staff in manual handling techniques Manual handling training video. Correct posture during tasks. Avoid twisting or bending of torso under load. Rest periods during repetitive tasks. No overreaching. Share load.	2	4	8	M					
	Falls into Water	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 is required.	2	5	10	H	All water control issues empty pounds, floods etc. must be reported to CRT professional staff lock keeper or water controller.	1	5	5	M
	Windlass striking operator	CRT Volunteer Lock Keepers	Use correct equipment for task. Trained / competent staff in use and procedure. Carry out task in accordance with training and CAATS Assessment	1	4	4	M					
Locking of Craft	Collision :- Structures, Craft	CRT Volunteer Lock Keepers/Boaters	Lock keeper to follow Lock keeping method statement and successfully completed lock keeping CAATS assessment. Life jackets to be worn at all times. Follow CRT Safety guidance contained in the Volunteers Handbook and follow training at all times	1	5	5	M					
Lock Inspection	Sharps :- Needles, Syringes	CRT Volunteer Lock Keepers	Use local knowledge of known high activity areas. Training video "safe handling of needles and syringes" Avoid direct contact with needles. Handle syringes by holding barrel with needle point facing away with	1	4	4	M					

			needle picker away from body. Carry sharps disposal kit.									
Adverse Weather	Various	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. Apply temporary non slip treatment in icy conditions.	3	3	9	H	Suspend task in severe adverse conditions.	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. ie Calmly reason with member of public if possible. Walk away from any aggressive persons. Report to CRT point of contact. Offer phone number of CRT paid staff. Call for back up from police or CRT enforcement team or paid staff.	1	3	3	L					
General Duties	Request for guidance	CRT Volunteer Lock Keepers	Give advice and guidance, but ultimate responsibility for the craft lies with the skipper and if required gently remind the skipper of this.	3	1	4	M					

Step 7 CAN THE JOB PROCEED?				Safe using existing control measures	
		x		Safe using existing + additional control measures	
				Not safe to proceed	
ARE THERE ANY LONG TERM CONTROLS?					
ASSESSED BY:	Name 1 Steve Manzi		Name 2		Name 3
AUTHORISED BY:	Name (Printed) Rob Labus		Name (Signed)		Date 25/01/13

METHOD STATEMENT

Task or Work Operation: The operation of locks C.R.T Volunteer Lock Keepers		Method No 2
LOCATION OF WORK:	Caen Hill	

Description of work: Volunteer Lock Keeping Duties specified on Task Description.

Summary of Hazards:

1. Working on or near water
2. Access and egress to work site
3. Fall from height into water
4. Slip trips and falls
5. Use of windlass
6. Lone working
7. Manual handling
8. Contact with animal insect plants.
9. Contact with water.
10. Needles/Syringes
11. Use of Hazardous Substances (Consult COSHH Sheets applicable to any Substance used)

Risk Assessments applicable to work: Lock Keeping R.A. Issue 2

Safe Method of Work: LOCK OPERATION

PPE Required. Suitable footwear ,gloves ,

1. Mobile phone to be charged and signal checked.
2. In an **emergency** call the emergency services on 999 or 112.
3. Carryout Point of Work Assessment.
4. Lone working not allowed.
5. Use all P.P.E in accordance with training and check before use
6. Open lock gates in accordance with training.
7. Close lock gates checking paddles are shut before filling lock
8. Secure boat with rope using bollards if applicable.
9. Open sluices slowly to obtain correct level in lock keeping craft secure, using correct size windlass.
10. Keep craft in correct position to avoid cills, (cill markers)
11. Check repeatedly that the boat will not become hung up on ropes, lock gates or stage boards whilst water levels change.
12. Monitor water and boats over a period of time until levels are stable in lock to allow boats to move.
13. Open gates fully allowing boats to exit lock one at a time.
14. Operator should be trained in customer care and personal safety when dealing with members of the public.
15. Operators should remove themselves from any possible incident, report it to supervisor.
16. Check for any faults on equipment and report to CRT. Tag and cover any equipment in a dangerous condition.
17. Do not undertake any works that have not been agreed by CRT point of contact.
18. Close paddles and gates once boats are clear. Leave lock empty with one bottom gate paddle raised if signs tell you to do so.
19. Check top paddles are properly closed to prevent water wastage.
20. Report all accidents and near misses in accordance with CRT Policy.

Competences:

1. CRT Lock Keeper induction Training (Delivered by KNW)
2. Lock keeping CAATS Assessment

Tools, Work Equipment and Prerequisites

Windlass
Gloves

Prerequisite:

All persons shall be wearing suitable footwear, gloves ,Hi Viz and standard CRT work wear. Lifejackets to be worn subject to Lifejacket Directive..

Reviewed by: Steve Manzi

Date: 25/01/13

Authorised by: Rob Labus