

RISK ASSESSMENT PROFORMA / METHOD STATEMENT

RISK ASSESSMENT

Waterway: London	Operation: Lock Keeping by Volunteer Lock Keepers.	Ref. No. Lock Keeping R.A	Issue No. 1
		Date: April 2015	Review by: April 2016

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

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	LTl	>3D	MI	F
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/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. Keep a throwline within easy reach at all times. VLKs to attend 1 day KNW safety training "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 staff member 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, ie. rock salt if available. Footwear must be in good condition with good tread – no open toe footwear. Inspect area before operating lock and remove and trip hazards if possible No working from height – fill lock if working around edge.	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 'material safety data sheet' for known substances e.g. paint, cleaning 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. Safety leaflet with	1	4	4	M					

			symptom information issued at induction. Consult GP after flu like symptoms and inform them of possible exposure to contaminated water. Wash hands thoroughly before eating, smoking and at end of shift. Carry hand wipes as interim measure issued in back pack.									
	Lone Working	CRT Volunteer Lock Keepers.	Lone working only to be carried out by fully trained and experienced volunteers. Follow lone working procedure with regard to texting in and out and regular contact. Carry fully charged mobile phone with adequate reception. No works are to take place at any time without prior knowledge and agreement by Canal & River Trust staff.	3	4	12	H	Avoid lone working by working in pairs or groups.	0	0	L	
	Contact with :- Animal, Insect, Plants	CRT Volunteer Lock Keepers	Beware of dangerous dogs, avoid contact with unknown dogs where possible, and report any incidences of concern to police and CRT task manager. Be aware of high wasp activity and swarming - consider individuals reaction to wasp venom and carry personal treatment. First aid kit made available. Where gloves and long sleeves when carrying out vegetation work – beware of thorns, hazardous and invasive plants and follow guide sheet provided – if in doubt, stop work and move to another area.	1	4	4	M	Do not handle/touch carcasses, report large carcasses to Enquiries London or local staff.	1	3	3	L
.	Entrapment :- Limbs, loose clothing etc.	CRT Volunteer Lock Keepers	All volunteers to be trained in safe lock operation and assessed for competency (CAATs) Use of correct equipment ie; windlass, to operate lock paddle gearing. Correct posture during operation as included in induction training. Tie back any loose items of clothing and hair and keep all loose items and limbs away from moving parts.	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. Move lock gates by leaning with back and using power in your legs – avoid pushing gate by facing it wherever possible.	2	4	8	M					

	Windlass striking operator	CRT Volunteer Lock Keepers	Use smallest possible hole on windlass to ensure 'snug' fit. VLKs trained by competent staff in use and procedure. Carry out task in accordance with training and CAATS Assessment	1	4	4	M					
	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					
	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 needle picker away from body. Carry sharps disposal kit.	3	4	12	H	Use of sharps disposal kit demonstrated, groups of needles not to be handled – report to CRT staff contact, safety leaflet.				
	Adverse Weather	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
	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 if customer wants to make a complaint. Call for back up from police or CRT paid staff. Keep local Police Community numbers in phone where applicable.	1	3	3	L					
	Conflict/collision with other towpath users, particularly cyclists	CRT Volunteer Lock Keepers/members of public	Wear high visibility clothing at all times. Use signage when carrying out works which block towpath. Be aware of other towpath users, particularly at peak/busy times. Report incidents/near misses to CRT point of contact.	3	2	6	M					
	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

(Tick one box)

ARE THERE ANY LONG TERM CONTROLS?			
ASSESSED BY:	Name 1 Deborah Vidler	Name 2	Name 3
AUTHORISED BY:	Name (Printed)	Name (Signed)	

METHOD STATEMENT

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

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)
12. Conflict/collision with towpath users

Risk Assessments applicable to work: Lock Keeping R.A. Issue 1

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 On the Day Risk Assessment.
4. Use 'Lone Working and Check in Procedure for VLKs'
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. Relevant M.S.L.S Videos for Volunteers
3. Lock keeping CAATS Assessment

Tools, Work Equipment and Prerequisites

Windlass
Gloves

Prerequisite:

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

Reviewed by:

Date:

Authorised by: