

NORFOLK WHERRY TRUST
BASE ACTIVITIES RISK ASSESSMENT

Prepared by M Symes 2009

Reviewed Annually

Reviewed R Hole March 2021

Hazard	Who May Be At Risk	Controls
<p>1.Shed and Wooden Walkways</p> <p>Open water</p> <p>Trip Hazards</p> <p>Mooring lines</p>	<p>Volunteers visiting or working on site. Charter parties departing and returning. Owners of permitted moored boats. Albion and Maud crews. Broads Authority employees.</p> <p>As above.</p> <p>As above.</p>	<p>i) Two land based lifebuoys one each side of the dock and throwing line;</p> <p>ii) Ladder fitted to dock to make egress from water easier;</p> <p>iii) Volunteers encouraged to wear lifejackets when working above or adjacent to wet dock; & on Albion.</p> <p>iv) Volunteers are discouraged from working alone;</p> <p>v) Visiting contractors are generally accompanied but are always employed as specialist being familiar with their tasks in a boatyard environment;</p> <p>vi) All crews and tenants to be vigilant that mooring lines do not cause a trip hazard by crossing or running along walkways and to ensure they are hung up when not in use;</p> <p>vii) Albion mooring posts have been painted red to highlight trip hazards;</p> <p>viii) Albion Charter parties are made aware of hazards during arrival briefing.</p>
<p>Unintended ingress of charter parties to rear of workshop and BA boat shed</p>	<p>Charter parties and children.</p>	<p>Removable barriers fitted between rear workshop and BA boat shed.</p>

<p>2. Wooden Walkways</p> <p>Tend to become slippery when wet.</p> <p>Pathways to be maintained free of obstructions.</p> <p>Grassy areas adjacent to quay heading at river end of the walkway. Can be slippery in wet at point of alighting on charter return.</p>	<p>Charter parties beginning a charter the evening before. Owners of moored boats. Volunteers carrying out emergency work.</p> <p>Charter parties and crew. Working volunteers.</p>	<p>i) ii) Fixed wire netting fitted to all walkways to give grip; On-going inspection and follow up maintenance to be carried out as required;</p> <p>iii) iv) Walkways pressure washed annually; Push switch operated light fitting fitted at end of workshop;</p> <p>v) Inspection and maintenance as needed. Care to be taken – bird fouling to be cleaned regularly and pressure washing as required.</p>
<p>3. Fuel and Gas Cylinder Storage – Petrol Storage</p>	<p>All persons on site. Neighbours, BA, Buttifant Boatyard. Employees, volunteers. Passing craft.</p>	<p>i) ii) Dedicated lockable petrol storage locker installed for both Albion and Maud; Lockable Gas cylinder cage</p>
<p>4. Working Alone</p>	<p>Work teams. Working volunteers. Permitted visitors.</p>	<p>i) The system of agreed working parties is established and works well. Volunteers should not work alone.</p>

<p>5.Working from Heights</p> <p>Dangers when working from scaffolding. (Scaffolding required or designated access equipment for work above 2 metres)</p>	<p>All persons on site.</p>	<ul style="list-style-type: none"> i) Ladders may be used up to a height of 2 metres and should be securely tied off where practical or at the least footed by a competent assistant; ii) Trestles and board should be used in preference to a latter up to 1m; iii) Scaffold to be inspected and maintained as required by law. No unauthorised changes to scaffold are permitted.
<p>6.Workshop Risks</p>	<p>Working volunteers, employees, contractors. All persons on site.</p>	<ul style="list-style-type: none"> i) All power tools and hand tools are restricted to authorised volunteers
<p>Power tools and hand tools. Angle grinders and grinding wheels.</p> <p>Manual handling and lifting.</p> <p>Personal protective Equipment (PPE).</p> <p>Noise.</p> <p>Dust.</p>	<p>All operations involving a hoist must be overseen by trained staff.</p> <p>Possibly all to right could be covered by: Correct personal protection (gloves, goggles, visors, ear defenders, dust masks etc) should be worn to suit the task/tasks being undertaken.</p>	<ul style="list-style-type: none"> ii) who have experience of using tools; Angle grinders and grinding wheels only to be used by authorised persons who have held grinding wheel certificates; iii) Many aspects of work involve lifting and carrying; Correct lifting techniques to be employed and advisory notice is posted; Correct personal protective equipment must be worn as required; iv) Ear defenders are provided and should be used when required; v) Dust masks and goggles to be worn as required. vi) PAT testing carried our regularly on electrical items.

<p>7.Hazardous Substances Paints, wood treatments, fillers, brush cleaners and general cleaning materials which come under the COSH Regulations (Control of Substances Hazardous to Health)</p>	<p>Working volunteers. Employed contractors.</p>	<p>i) Review hazard data and safety data sheets for completeness for items currently on site;</p> <p>ii) Manufacturers COSHH data sheets are to be referred to prior to using any chemicals and painting systems.</p> <p>iii) COSHH data sheets to be obtained at time or purchasing any new paints or chemicals;</p> <p>iv) It is now unlikely that any lead based paints exist on Albion. Where lead based paints are suspected, special precautions should be taken as identified in the (BCF) British Coatings Federation notice 'Old lead painted surfaces' – see data sheet file'.</p>
<p>8.Toilet and Washing Facilities</p>	<p>Charter parties. Working volunteers.</p>	<p>Water to be shut off and drained during period of freezing – pipes lagged.</p>
<p>9.Cold Weather In freezing conditions Albion's decks, hatch covers will be very slippery.</p>	<p>Work teams. Working volunteers. Permitted visitors.</p>	<p>Restrict access. Put down proprietary sand/salt mix on all areas to be walked on.</p>

<p>10. Propane space heater</p> <p>Flammable gas under pressure. Open flame. New item December 2012.</p>	<p>Workshop volunteers.</p>	<ul style="list-style-type: none"> i) Adequate ventilation to be provided and Albion's carbon monoxide alarm to be available and fitted at head height when in use during winter period; ii) Appliance to be attended at all times when in use; iii) Appliance only to be rigged by trained person and not to be moved when in use; iv) Careful consideration on positioning appliance to ensure no flammable materials in front to prevent secondary combustion; v) Propane cylinder to be stored in gas compound when not in use.
<p>11. Wood Storage Piles</p> <p>Galvanised steel sheeting sharp edges at head height.</p>	<p>Charter parties – children.</p>	<ul style="list-style-type: none"> i) Steel sheeting to have turned back corners;