

NORFOLK WHERRY TRUST

ALBION OPEN DAYS AND VISITOR RISK ASSESSMENT

Originally prepared by Henry Gowman 6/2011

Reviewed Annually

Reviewed by E&E subcommittee May 2017 (added reference to Safeguarding policy)

Item	Issue	Persons at Risk	Action already taken	Action Proposed
1	Preparatory whilst under way	Crew; Party	All to wear life jackets whilst under way and whilst moving around the boat securing ready for open day	
2	Ground Conditions at venue	Visitors and hosts	An assessment of the ground should take place (before location chosen and before the event). Locations are often BA short term moorings	
3	Unaccompanied children and young people	Children, young people and hosts	Vigilance required to ensure that children and young people are suitably accompanied by parents/guardians/carers	If minors are viewing cuddy without parents /guardians/carers crew/hosts to remain in the well
4	Boarding/stepping ashore when moored broadside on. Gaps at bow and stern, mooring ropes, fenders, height difference, and uneven surfaces between shore and deck	Visitors,hosts,crew	Mooring to be as tight to quay as possible and monitored throughout the event. Hosts to be available to assist in stepping on/off and to advise generally on safest way of approaching cuddy and foredeck (leaning in).	
5	Boarding/stepping ashore when moored bow on	Visitors,hosts,crew	To be avoided if at all possible. Gang plank to be tied securely to the foredeck and on shore side if possible. Hosts to constantly monitor use of the gangplank	Maximum number of visitors on board at any one time to be 12. Hosts to advise use of one hand on hatches when walking plankways

6	Exposure to open water. Narrow side decks. The presence of mooring ropes, fenders, quant poles, mud weights and uneven surfaces	Visitors, hosts and crew	<p>All ropes to be coiled flat/stowed away from walkways. Quant poles to be tied to gaff All necessary fenders should be tied to mooring posts if possible to minimise ropes crossing the walkways. Alternatively use drainage scuttles to secure fenders if mooring posts are not available. Decks to be kept clean and dry as far as possible. Access to waterside walkway to be prevented for visitors from bow, stern or central companionway (other than in the case of bow on mooring but see 5 above). Albion carries a number of items of safety equipment which are equally available on Open Days. Throwing lines and support rings should be on deck ready for use. A ladder is available in the tender for recovery into the tender and Albion also has a ladder for recovery to Albion. A rescue sling is available for use utilising the crutch block and main halyard as a crane. Crew are trained in the use of this equipment and should familiarise hosts with their use</p>	<p>Lead host to monitor numbers on board to ensure that no overcrowding takes place and that numbers are within the capacity of hosts to manage. If necessary visitors need to be prevented from boarding temporarily or asked to step ashore temporarily. Tender to be ready for immediate use on river side of Albion. At least one host should be a crew member suitably trained in the handling of the tender and in rescue techniques. This person at least to always wear a lifejacket. No access notices to be fixed to "outboard" (ie waterside) companionway steps</p>
7	Gaining access to hold and cuddy. Steep steps, restricted headroom	Visitors, Hosts	<p>Hosts to be on hand to advise on coming down companionway backwards and on uneven "floor" and low headroom. Use portable lighting if light conditions require</p>	<p>Consider warning signs. Do they have a practical value. Where could they be sited?</p>
8.	Gas cooker in hold which may be used to make tea for hosts	Visitors, Hosts	<p>Cooker to be constantly monitored whilst in use. Use back burners only. Turn off gas at tank at the end of the day. Albion is a no smoking vessel</p>	<p>The fitted gas and smoke detectors should be tested at the beginning of the day.</p>

				Should a leak occur ensure boat is well ventilated before allowing access
9	Loss of keys and portable equipment	NWT	Keys and small portable items (e.g. mobile phone) should be kept secure and hidden during open days	
10	Adverse weather	Visitors Hosts	Generally speaking when it rains visitors do not appear. Hosts to monitor deck safety before allowing visitors on board preferably diverting them to the hold under supervision.	
11.	Declaring an Emergency	NWT Crew Hosts Visitors	Albion has an emergency phone if no other is available (07553240269). In the event of injury or illness phone in the usual way. Albion has a search and rescue plan on board (kept near the stove in the cuddy) which has a map of all access points to the waterways.	
12	The open carling hatch and foredeck Risk of falling in.	Visitors crew and hosts	The hatch is open for viewing as it is essential for describing the operation of the mast. Visitors should always be accompanied when approaching the open hatch and warned about the drop. The hatch cover to be placed to ensure that access is only available to one side of the opening.	
13	Use of the winch	Visitors crew hosts	Hosts may turn the winch sufficiently to demonstrate its mechanism without lifting the gaff taking care to see that visitors are clear of moving parts. The tip of the gaff must be secured to the horse or mainsheet cleats. Visitors may be allowed to have photographs etc taken with hands on the winch (not turning it)	
14	Child protection	Visiting Children	The Trust has a Child protection policy which will be shared with visiting staff and NWT Volunteers prior	

			to their involvement and at the commencement of each "season"	
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