

## NORFOLK WHERRY TRUST

### SCHOOL VISITS RISK ASSESSMENT

**To be reviewed annually.**

**Reviewed by Education and Events sub-committee April 2019**

*Applicable only to events carried out at base. Other locations to be separately assessed*

Item	Activity/Hazard	Persons at Risk	Controls and Actions already taken	Actions proposed at this review
1	Meet at Womack Staithe Quayside – waters edge; mooring lines; traffic. (not always part of the day)	Visitors and volunteers	Visitors to gather on the grass area during the talk Avoid approaching the quay heading area. NWT Volunteers(3 minimum) to act as marshals standing behind the Visitors	
2	Walk along Horsefen Road. Out and Return. Traffic in winding narrow lane. (Not always part of the day)	Visitors and volunteers	NWT to understand Visitors usual procedures and support these. Suggest 3 volunteers wearing Hi Viz jackets. At front flag down oncoming traffic to a crawl.At back warn party and flag down traffic to a crawl. Leading volunteer to go ahead on bends. Walk facing traffic.	
3	Arrival at Forsyth Wherry Yard. Approaching the waterside	Visitors and volunteers	Ensure volunteers lead along approach path and enter shed through east end double doors for fitting with either life jacket or buoyancy aid. Volunteers to assist in fitting having regard to Trusts Safeguarding document. All volunteers to wear life jackets irrespective of duties. Welcome followed by safety talk covering:- Follow the instructions of the people who are here to help you. Do not run anywhere.	

			Always be aware of what is behind you (it might be the river).	
4	Mast/sail raising demonstration	Visitors and volunteers	<p>Visitors to access waterside area only through end double doors.</p> <p>NWT crew to moor Albion tight against quay heading and ensure all ropes tidied and kept as far as practically possible from decks.</p> <p>Qualified Crew only permitted on Albion during demonstration of lowering and raising of the mast. Post demonstration a crew member shall ensure that all ropes etc are tidied and all equipment (including the gaff and tiller) are secured</p> <p>Volunteers to position behind and to the sides of visitor groups.</p> <p>Trusts safety equipment to be available in case of necessity.</p>	
5	<p>Workshops on Albion</p> <p>Open water</p> <p>Companion Way to Hold</p> <p>Step down to Well and Cuddy</p> <p>Movement between Groups</p> <p>Carling hatch removal</p>	Visitors and Volunteers	<p>Precede workshops with safety talk on :-</p> <p>Getting on and off Albion.</p> <p>Descending into the hold using the companionway</p> <p>“Leaning in” when using walkways (quay side only)</p> <p>Volunteers to only allow getting on and off Albion in the vicinity of the companion way hatch (ie where there is no gap).</p> <p>All to descend <b>backwards down companionway under</b> direction of workshop leader. Workshop leader to control and warn re various levels</p> <p>Volunteers to ensure Groups do not “cross” on</p>	

			<p>walkways between workshops on Albion.</p> <p>Carling hatch to be removed only to show purpose and what is down there.</p> <p>Visitors to be permitted to turn winch handle only under strict supervision with no load on halyard and on the starboard side only (away from gearing).</p>	
6	<p>Workshops ashore.</p> <p>Open water</p> <p>Heavy weight</p>	Visitors and volunteers	<p>Knot tying exercise to take place in the enclosed area bounded by the BA shed, the NWT walkway and the shed double doors only.</p> <p>Dummy sail blocks in shed. Instructor to ensure that:-</p> <p>The group stay well back on the chairs provided when they are not participating.</p> <p>When participating an individual must be kept to one side of the "hoist" and to be stopped from removing their feet from the ground.</p> <p>The instructor shall keep one hand on the rope to act as a brake if necessary</p>	
7	Toilet visits. Open water and steps	Visitors	To be supervised by visitors staff only.	
8	General Workshop hazards	Visitors	Workshop to be tidy with all tools/materials stored in cupboards.	
9	Gas	Visitors	Under no circumstances is the gas to be turned on during these activities.	
10	Adverse weather conditions preventing access to the open quayheading	Visitors	<p>In wet weather Albion to be moved under the wet shed.</p> <p>Extra care should be taken when moving groups around avoiding congestion on the walkway between Albion and the Workshop.</p> <p>Wet shed lighting should be turned on.</p>	

			Additional lighting should be provided below decks. Additional time should be allowed for movements between workshops.	
11	Emergency Assistance		Ensure that the Trusts emergency phone is available in the event that no other is to hand.	
12.	Child Protection	Visiting children	<b>The Trust has a Child Protection/Safeguarding policy which will be shared with visiting staff and NWT volunteers prior to their involvement and at the commencement of each 'session'. Can be found on our website – <a href="http://www.wherryalbion.com">www.wherryalbion.com</a></b>	