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Risk Assessment for Groups

Introduction

Lady Grace Boat Trips encourages visits by groups, including groups of children, regardless of physical or mental ability or disability.

Groups of children should be supervised by sufficient number of responsible adults throughout their visit. It is our assumption that supervision will be based on the following:

- 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);
- 1 adult for every 10-15 pupils in school years 4 to 6;
- 1 adult for every 15-20 pupils in school year 7 onwards.

In the case of very young children, children with special needs or vulnerable adults, the supervision level may be considerably higher than this.

This risk assessment has been prepared to cover risks which are specific to our boat trip. It does not cover risks which might be experienced in ordinary life or which could be classed as “common sense” risks (examples: children climbing on to a table and falling off).

My risk assessment commences from the time that a group arrives at Lady Grace Boat Trips. Most schools have their own risk assessment covering travel to and from venues outside the classroom and Lady Grace Boat Trips cannot manage the risks during these phases of your visit. A safety brief is given before every trip and I would ask that Group Leaders ensure that their group pay full attention to this, even if they are frequent users of boats and rivers.

Regulatory Framework

Lady Grace Boat Trips is regulated & inspected by The Colchester Borough Council. They have approved my Safety Management System. I take necessary steps to comply with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992, made under the 1974 Act.

Format of Risk Assessment

My approach in preparing this risk assessment has been guided by the following:

1. Health and Safety of Pupils on Educational Visits- A Good Practice Guide.
2. 5 Steps to Risk Assessment
3. Staying Safe: Action Plan

The references 2 and 3 state that government will “work with the HSE and other partners to reinforce the message to schools, in particular, that risk assessment must be proportionate – in order to minimize risk without denying children the opportunity to experience the benefits of learning outside the classroom”

All Hazards

In the context of this risk assessment the following are applicable to all identified hazards:

- Who might be affected by the hazard? All participants including children, their group leaders, and operating staff
- Can the group leader put identified safety measures in place? Yes. Any group leader who is mentally and physically capable of fulfilling that role should be able to put the identified safety measures in place.

What steps will be taken in an emergency?

Emergencies requiring immediate assistance by the emergency services will be called in the usual way by dialling 999 / 112. The group leader should inform the skipper who will do this for you. The Lady Grace is fully equipped with the appropriate First Aid kit and the skipper has basic first aid skills.

The nearest defibrillator is located at the West Mersea Yacht Club. The nearest small injuries unit is in the town located at the Doctors Surgery and a full A&E department is at Colchester Hospital. Lady Grace Boat Trips does provide a qualified First Aider on the day of your visit.

Group leaders should decide in advance how to divide responsibilities if a visit is curtailed in the event of an emergency. In this context it is helpful if a single person is appointed to be in charge of the whole group. This applies to adults as well as children.

Lady Grace Boat Trips Risk Assessment

Lady Grace Boat Trips actively promotes taking the below listed risks in order to widen children's learning opportunities, if you don't take risks – you don't live life to the full potential, everything involves taking a risk in life. The benefits of taking these risks promotes and makes children more aware of dangers and how to conduct themselves to keep them safe. The risks of going on a boat trip with Lady Grace Boat Trips enables those with visual, auditory and kinaesthetic learning styles to benefit profusely.

Activity	Hazard	Risk	Initial rating L/M/H	Existing Control Measures	Level Achieved L/M/H	Additional Action Required
On the quayside	Mooring Ropes and bollards	Tripping over ropes or bollards	L	Ropes are tied securely and loose rope is placed on the boat	L	Group leaders should ensure that their groups form an orderly queue and be aware of the hazards
On the quayside	Gap between boat and quayside	Falling between quayside and boat	M	The boat is tied to the quayside at a close enough proximity to minimize this risk as much as possible and the engine will be put ahead to close any gaps between the quayside and the boat	L	Group leaders should ensure that their groups form an orderly queue and be aware of the hazards. Only one person to board the boat at a time
Boarding /exiting the boat	Stepping into the boat	Tripping on the way in and out of the boat	M	Metal stays are fitted to the mast either side of the boat giving passengers something secure to	L	The skipper and group leaders should monitor all passengers boarding and

				hold onto when boarding and exiting the boat. Both hands should be used when getting on and off the boat to help provide balance		leaving the boat and offer help to any passenger with reduced mobility
Boarding /Exiting the boat	Wet Floors	Slipping on wet floors in case of rain or sea spray	M	Passengers should only tread on the non-slip gridded gunnels, seat and deck areas marked with grey paint	L	Skipper and group leaders should monitor all passengers boarding and leaving the boat, especially in wet and rough conditions.
Boat trip	Trapped fingers	Fingers may get trapped in between the quayside and boat	M	Passengers should keep all limbs inside the boat both whilst stationary and when moving	L	Skipper and group leaders should monitor all passengers during the trip and should make passengers aware of the hazards. Passengers to be told by the skipper at the beginning of the trip to keep hands inside the boat and re-iterate this when coming back into the quay, group leaders to enforce this with the passengers and make sure they abide to it
Boat trip	Passenger over board	Passenger could fall overboard	M	All passengers must remain seated at all times whilst on the boat. Relevant man overboard safety equipment is clearly marked by the lockers they are stowed in on the boat. Lifejackets readily available, skipper to effect rescue immediately	L	Skipper and group leaders should monitor all passengers during the trip and passengers should be made aware of the hazards. Passengers to be told by the skipper at the beginning of the trip to remain seated throughout the trip, re-iterate this when coming back into the quay and at any point during the trip when this is not being done, group leaders to enforce this with the passengers and make sure they abide to it
Boat trip	Collision	Boat could collide with	M	All passengers must remain seated at all	L	Group leaders to ensure their group

		an object or boat on the water		times whilst on the boat to ensure maximum visibility for the skipper Skipper must hold relevant qualifications to ensure they are confident to implement the appropriate boat handling skills set out in the International Collision Regulations handbook to avoid a collision at all costs. Skipper to ensure a safe speed is maintained within accordance with the speed limit.		remain seated at all times during the trip and behave appropriately to reduce the risk of distraction to the skipper
Boat trip	Sunburn/sunstroke/dehydration	Risk of sunburn whilst on the water with increased exposure to the sun from reflections and glare from the sea	M	Ensure relevant sun cream/sunblock/hats and shirts etc are worn in hot conditions and come prepared with plenty of liquid to avoid dehydration	L	Group leaders to ensure their group is adequately supplied and dressed
Boat trip	Cold/flu	Inadequate clothing could lead to cold/flu	M	Ensure clothing worn suits the weather conditions, waterproof jackets are favourable to be on the safe side	L	Group leaders to ensure their group is adequately supplied and dressed
Boat trip	Engine Failure	Engine could fail during the boat trip	M	Skipper to ensure boat is regularly serviced every 250hours. Appliances are switched off when not in use. Relevant engine tools are carried on the boat for all voyages to ensure a quick fix. Relevant tow line stowed onboard in the event of a towing eventuality.	L	Skipper to observe any changes in engine indications and act accordingly
Boat trip	Skipper overboard	Skipper could fall overboard whilst operating the boat	L	Boat has high gunnels, very secure enclosed boat. Skipper runs through with the group leader how to take the engine out of gear to stop the propeller moving in the event of skipper falling in.	L	Skipper wears a waterproof handheld VHF in the event of falling overboard and being unable to return to the boat so this allows the skipper to call for assistance on the radio