



risk assessment for groups

Canal and River Tours Ltd Stratford upon Avon

This risk assessment has been created in line with MCA guidelines



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Introduction

Canal and River Tours Ltd (CRT LTD) 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 children under 11 will be supervised on a basis of one adult to 10 children but 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).

Our risk assessment commences from the time that a group arrives at CRT LTD. Most LEAs and schools have their own risk assessment covering travel to and from venues outside the classroom and CRT LTD cannot manage the risks during these phases of your visit.

A recorded safety brief is played before every trip and we would ask that Group Leaders ensure that their group pay full attention to this, even if they are frequent users of canals and rivers.





Regulatory Framework

CRT LTD is regulated & inspected by The Maritime and Coastguard Agency <http://www.dft.gov.uk/mca/> They have approved our rule book and Safety Management System. We 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.

More information can be obtained from our Health and Safety Manager if required.

Format of Risk Assessment

Our 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 minimise 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 Jennifer May is fully equipped with First Aid kits and most of our staff has basic first aid skills.

The nearest small injuries unit is in the town and a full A&E department is at Warwick Hospital.

CRT LTD does not undertake to provide qualified First Aiders but we do have several who may be on duty 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.



Canal & River Tours Risk Assessment

Activity	Hazard	Risk	Initial Rating L/M/H	Existing Control Measures	Level Achieved L/M/H	Additional Action Required
In the Canal Basin	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
	Gap between boat and wall	Falling from basin edge between boat and wall.	M	The boat is tied to the wall at a close enough proximity to minimise this risk as much as possible	L	Group Leaders should ensure that their groups form an orderly queue and be aware of the hazards
Boarding/Leaving the Boat	Steps	Tripping on steps	M	Hand rails are provided by all steps. Passengers should use both hands on the provided rails	L	CRT LTD staff and group leaders should monitor all passengers boarding and leaving the boat and offer help to any passenger with reduced mobility
	Entrance	Banging Head on Sliding Lid	M	Skipper to ensure that the sliding roof is fully open before passengers board or leave the boat	L	Group leader to ensure that the group do not rush to board or leave the boat and wait until the skipper has signalled that it is safe.
	Wet Floors	Slipping on wet floors in case of rain.	M	Slippery when wet signs are deployed and the lid above the stairs is closed apart from when access is required	L	CRT LTD staff and group leaders should monitor all passengers boarding and leaving the boat, especially in wet conditions.
	Access Ramp	Wheelchairs or scooters rolling back down access ramp or carers losing footing	M	The ramp has a non slip surface.	L	CRT LTD staff will be on hand to provide additional help as required
	Platform Lift	Trapping feet under lift	H	The lift will only be operated by the skipper and the deckhand will remain at the foot of the lift when it is in operation.	L	Group Leader to ensure that group are positioned at a safe distance from the lift and behind the deckhand when it is in operation



		Wheelchair falling from lift on to deck.	M	Large surface area to carry wheelchair and companion comfortably	L	Wheelchair user or companion to ensure brakes have been properly applied before ascent/descent	
Travelling by Boat	The Lock	Head or hands come into contact with Lock wall or get trapped on hot days when the cabin side windows are removed.	M	A full safety brief is provided to instruct all passengers to keep arms, hands and heads in the boat at all times	L	Group Leaders should ensure that every member of their group listen to the safety briefing and that they comply with it fully.	
	Emergency Evacuation	In case of fire or engine failure	H	A standard safety brief is played at the beginning of every trip which instructs passengers what to do in case of emergency	L	Group Leaders should ensure that every member of their group listen to the safety briefing and that they comply with it fully.	
	WC	Dependent upon engine temperature the hot water can scald	M	A sign has been provided above the water taps warning of the danger of hot water	L	Group Leaders should be aware of the hazards	
	Carrying Hot Liquids	Spilling a hot drink		L	All hot drinks are issued with a lid. This must be securely fastened.	L	
		Being scalded by a hot drink		L	Unless moving through the boat passengers should remain in their seat and keep bags/legs out of the aisle	L	All passengers should be vigilant when the boat is moving and look out for passengers who are carrying drinks





Contact Us.

Postal Address;

Canal and River Tours Limited,
Canal Basin, Bancroft Gardens, Waterside, Stratford upon Avon,
Warwickshire, CV37 6AT.

Email: info@canalandrivertours.com

Telephone; 01789 295173

