

4th Epping Forest South RISK ASSESSMENT & SAFETY BRIEFING NOTES

Dockland Scout Project and Lord Amory

Date of Last Amendment	Amended by	Date of Last Review	Last Reviewed By
29/11/2022	Matthew Balchin	8/12/2022	Stephen Young

Leaders should notify GSL if their dynamic risk assessments suggest amendments or additions are required. This RA covers use of the site for water activities as well as use of the accommodation on Lord Amory.

This activity depends on the following mandatory assessments:

- N/A

Related assessments:

- N/A

Risk Assessment

Severity Likelihood and Rating Values					
Impact (0 – 10), Likelihood (0 -10) Rating = Likelihood multiplied by Impact (0 - 100). Values recorded on this sheet should be the mitigated risk.					
All Hazards should fall within the adequately controlled category or lower after mitigation or action required.					
Mitigated Rating	81-100	61-80	21-60	11-20	0-10
Action	Immediate suspension pending further controls	Further controls required before activity run again	Further Investigation to check assessment add controls if necessary	Adequately controlled risk	Trivial Risk

Hazard Identified & Risk(s) Arising	Persons at Risk	Control Measures	Person Responsible	Impact	Likelihood	Rating
Trip hazard on the pontoons and dock sides	All	- Ensure participants are wearing suitable footwear - Ensure that participants are carrying boats and equipment on the pontoon safely - Ensure that numbers on the pontoon at any time are appropriate - Buoyancy aids must be worn at all times on the pontoons	SLIC and all leaders on site	6	2	12
Injury falling from boat onto pontoon	All	- Ensure participants understand how to get into and out of their boat correctly - Participants should not approach or leave the pontoon in a standing position	SLIC and all leaders on site	6	2	12
Injury from falling between boat and pontoon	All	- Ensure participants understand how to get into and out of their boat correctly - Ensure that a second individual is assisting by holding the boat onto the pontoon where appropriate	SLIC and all leaders on site	6	2	12
Slip hazard launching and recovering boats from the shore	All	- Make sure that boats are slid into the water from the bank in such a way that the participant is not between the boat and the water or needing to stand right on the edge of the waterline. - Where trailers are used ensure that there are sufficient individuals involved in the launch or recovery and that feet and hands are kept clear of trailers and other boats on the shore	SLIC and all leaders on site	6	2	12

		● Stagger launch and recovery process to ensure space for individuals to get onto their boats safely and move away from the launch site before others attempt to get in ● Make sure that boats are slid into the water from the bank before participants get into the water, not carried with the participant ● Ensure that participants have appropriate foot wear for getting into the water and take care not to slip getting in				
Congestion in paddle and buoyancy aid stores	All	● Ensure that individuals only enter the store to fetch or return paddles in a safe way so as to avoid injury from moving paddles	SLIC and all leaders on site	3	1	3
Injury retrieving boats from boat stores	All	● The canoe and dinghy stores have shelves of varying height. Ensure that participants are holding the boats and are in appropriate positions when handling boats on and off the shelving ● Ensure that multiple boats are not being manoeuvred at the same time in an unsafe way that would risk impact or limit manoeuvrability	SLIC and all leaders on site	6	2	12
Injury from sharp objects or stones on the foreshore and around the site	All	● Ensure that participants are wearing appropriate footwear at all times ● Do not allow participants to run ● Ensure participants pay attention to where they are walking, even when carrying equipment	SLIC and all leaders on site	3	1	3
Risk of injury by moving vehicles	All	● Ensure that participants are not waiting on the car park for arrival or drop-off and are aware of cars moving in the car park	SLIC and all leaders on site	2	1	2
Risk of injury climbing on equipment unsupervised	Scouts	● Ensure that scouts are aware of safe and unsafe areas and the danger of using equipment unsupervised ● Ensure that scouts are supervised whilst operating on the dock and during any free time				
Trip hazard in changing areas	Scouts	● Instruct participants to keep their own equipment and kit and site equipment off the floor where possible	SLIC and all leaders on site	2	1	2
Bullying or inappropriate behaviour in changing areas	Scouts	● If leaders are made aware of inappropriate language or behaviour in the changing rooms it must be dealt with while at the site ● A report should be made if necessary, following the TSA and Bancroft procedures.	SLIC and all leaders on site	5	1	5

Injury by falling from top deck of accommodation ship, Lord Amory. Trip hazard on outer decks	All	- Ensure the scouts are wearing suitable footwear, have suitable lighting and are aware of the trip hazards. - Do not allow scouts to run on the ship and ensure that they are supervised if necessary - Ensure that scouts understand the procedure in the event of a fall overboard or from the dock or pontoons - Scouts are not permitted on the outer decks after lights out - Scouts are not permitted outside unattended except in groups of three or more.	SLIC and all leaders on site	7	1	7
Trapped fingers in doors and portals	All	Doors to be kept open where possible during accommodation use and scouts should not rush through doors, using them in single file.	SLIC and all leaders on site	4	1	4
Injury from fall down stairs	All	- Ensure that scouts are instructed to ascend and descend facing the stairs, not to rush down the stairs. - There should be at most two scouts on a stairway, if space permits, preferably only one - Ensure that scouts do not carry kit and equipment awkwardly down stairs and that they are wearing suitable footwear, especially overnight.	SLIC and all leaders on site	6	2	12
Injury from falling from bunk	Scouts	Make sure that scouts know how to get into the top bunks and that games should not be played climbing up and down the bunks.	SLIC and all leaders on site	3	2	6
Fall from inappropriate use of escape ladders and hatches	Scouts	Escape ladders are not to be used except in an emergency which should be under leader supervision, directed either from the top or the bottom of the ladder	SLIC and all leaders on site	6	2	12
Fall into water, onto pontoon or between pontoon and ship by inappropriate use of escape door	Scouts	- The bolted emergency exit from the main deck is not to be used under any circumstances except in the case of fire and then should be under adult supervision, - Ensure that scouts understand the risks of being in the water and being trapped between the boat and the pontoon.	SLIC and all leaders on site	10	1	10
Trip hazard and impact to head passing through internal door hatches	All	Walk through doors single file and slowly, wearing suitable footwear. Ensure that scouts are brief before going on board of the need to look out for low bulkheads and raised doorways.	SLIC and all leaders on site	2	5	10

Burn injury in galley	All	- Do not permit scouts into the galley unless under close supervision. - Be aware of the size of the galley and how many individuals it can accommodate - Ensure that users are familiar with the location of fire equipment	SLIC for Galley	6	1	6
Sharps injury in galley	All	- Do not permit scouts into the galley unless under close supervision. - Be aware of the size of the galley and how many individuals it can accommodate	SLIC for Galley	7	1	7
Scald hazard from hot water urn	All	If scouts are permitted to use the water urn, ensure that they are supervised if in large groups, including taking hot drinks to a table in the dining area	SLIC and all leaders on site	5	2	10
Risk of fire in the accommodation ship	All	- Ensure that all leaders and scouts are aware of what the alarm sounds like, the location of exits and the assembly point - Ensure overnight that all leaders have accessible torches - Use a sweep method to clear the accommodation ship using adult leaders only.	SLIC and all leaders on site	10	1	10

Safety Brief Notes

General Points for Leaders to consider before and during Session

- Check weather is suitable for activity including water temperature, and light;
- Ensure that buoyancy aids are worn at all times near and on the water
- Check Scouts have suitable clothing and footwear for land, in the accommodation overnight and on the water
- Make sure First Aid kit and mobile phone are available

Points for Safety Briefing to Participants in the accommodation block

- Ensure that groups moving around the site are of appropriate size and that areas do not become congested
- Ensure that participants know which changing areas are appropriate for their use
- Ensure that scouts are briefed regarding safety onboard before entering the accommodation ship
- Ensure that there is no running on the ship or crowding at stairways etc.
- Ensure that scouts and leaders know where fire exits are, what the alarm sounds like and how to clear the ship in emergency
- Ensure that leaders know which section of the accommodation they have responsibility for and that they have footwear and torches to hand overnight
- Ensure that scouts are not unsupervised in large groups on the ship, are not outside alone

Points for Safety Briefing to Participants on the water

- Scouts must pay attention to and follow instructions given by the leader.
- Scouts must not be near, on or in the water unless supervised by a leader and instructed to do so.
 - Scouts must leave the water or the water access points if told to do so by a leader.
- Buoyancy aids must be worn at all times when on water or on the water's edge.
- Scouts must leave waterside areas clear of all unattended equipment.
- Ensure that scouts do not get themselves between a boat being launched and the water's edge
- Scouts must be careful when to carry boats and equipment, to avoid back injuries
 - STOP and think about how heavy something is before you try to lift it
 - SHARE carry canoes and kayaks between two people. Move dinghies for 2 or more people.
 - SPINE when you lift and carry keep your spine straight, lifting with your legs.
 - SLIDE when possible slide rather than carry canoes and kayaks and use the appropriate trailer for dinghies
- Scouts must be careful to avoid injuring themselves or others with their boat, paddle, or sail
- Scouts must not eat, including chewing gum, while on water.
- Scouts must wash hands after water activities and shower as soon as possible if they went into the water