

HEALTH & SAFETY RISK ASSESSMENT

This document details the significant findings of the risk assessments relating to:

Name of team or activity:	Introducing a new PSPO for mooring for longer than 24 hours on 5 identified locations: Ditton Reach, Albany Reach, Cigarette Island (including SCC land adjacent to Hampton Court bridge) , Cowey Sale and Hurst Park.
Date risk assessment undertaken:	10 Aug 2023
Name(s) of staff who undertook the risk assessment:	Ian Burrows

This assessment is in **addition** to the Council-wide risk assessment for office-based tasks.

Method

Step 1 - Identify the hazards

Step 2 - Decide who might be harmed and how

Step 3 - Evaluate the risks (the probability or likelihood of the harm being released, and the severity of the consequences) and decide on precautions/control measures

Step 5 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

The definition of “**hazard**” is: Something with the potential to cause harm.

The definition of “**risk**” is: The likelihood of that potential being realized.

Therefore, to prioritise risks the probability or likelihood of something happening is considered together with its severity.

This can be expressed as: **Risk = Probability x Severity**

Evaluation

Likelihood/probability

- | | |
|----------|---|
| 1 | Very low – less than once every 5 years |
| 2 | Low – once every five years |
| 3 | Medium – once a year |
| 4 | High – up to 10 times a year |
| 5 | Very high – over 10 times per year |

Multiplied by

Severity/Impact

- | | |
|----------|--|
| 1 | Insignificant injury: no absence from work |
| 2 | Minor injury: absence from work of fewer than 3 days |
| 3 | Moderate injury: absence from work of 3 days or longer |
| 4 | Major injury to one person or death of one person |
| 5 | Multiple major injuries and/or multiple deaths |

Risk Rating Numbers (RRNs) are calculated by multiplying the score for likelihood by the score for severity. (i.e. L x S = RRN)

RRNs over 10 are considered to require immediate attention

Risk Matrix								
Risk Rating Guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk Rating Number (RRN)
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	High-risk: 20 - 25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium-risk: 10 - 16		Medium-risks should only be tolerated for the short-term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low-risk: 1 - 9		Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Identify risk control measures that reduce the risks 3. Evaluate the likelihood (L) of the harm being realised and the severity (S) of the harm 4. Calculate the risk rating number (RRN) 5. RRNs over 10 are considered to require immediate attention 							

Review

These assessments will be reviewed as circumstances change which may affect their continued validity by the Manager, or the meeting at which health and safety is regularly considered **and will be reviewed at least annually**. The assessments will need to be produced for checking each time the location is audited.

What is the Hazard?		Deep, fast flowing water				
WHO might be harmed?	HOW might they be harmed?	What is the LIKELIHOOD of them being harmed?	What is the SEVERITY of the consequences?	Overall Risk (L x S)	What CONTROL MEASURES are in place to prevent the harm?	Further action required
Boat owners	Enforcing the proposed PSPO forcing boats to navigate against EA advice under red\ yellow boards	1	5	5	Enforcement of the PSPO for mooring for longer than 24 hours will not take place under: Red boards (Strong stream) Yellow boards (stream increasing) Yellow boards (Stream decreasing) To ensure that boats are able to seek a safe mooring.	Publish new enforcement policy and draft PSPO order to clarify that enforcement will not take place when river conditions do not allow for safety reasons.
Other river users	Lack of access to the river bank in some areas due to large numbers of boats moored without consent for long periods of time.	1	5	5	Deep water risk assessments in place at all Council owned sites. New throw lines and signage have been installed at high risk sites across the Borough in conjunction with Surrey Fire and Rescue. PSPO to be enforced to ensure boats move on after 24 hours to keep river bank free from obstruction.	
Users of the open spaces	Trips, slips and falls due to gangplanks and other materials stored on the river bank obstructing ordinary use.	1	5	5	Deep water risk assessments in place at all Council owned sites. New throw lines and signage have been installed at high risk sites across the Borough in conjunction with Surrey Fire and Rescue. PSPO to be enforced to ensure boats move on after 24 hours to keep river bank free from obstruction.	
Enforcement officers	Attaching FPN's to boats moored on Elmbridge land from the river edge. Risk or trips and slips with	3	5	15	During the summer\ dry months FPNs can be served where safe from the bank but only working in pairs and with suitable PPE During the winter FPNs only to be	Discuss with the EA access to joint patrols on the river where possible. Life jackets to be purchased.

	deep water risk.				served from the river\ boat working with the EA or other agency.	
Enforcement officers	Driving to and from	2	4	8	Refer to CLE driving risk assessment	
Enforcement officers	Lone working	2	4	8	Refer to CLE Lone Working risk assessment. Team member to be aware of location of work and estimated time of return.	
Enforcement officers	Violence and aggression	2	5	10	Consult aggressive persons register prior to attendance. Seen advice from Surrey Police for any known issues. If any signs of aggression, officers to withdraw and consult Surrey Police to accompany for follow up visit.	
Enforcement officers	Weather	2	5	10	Increased risk of accidentally entering the water during poor weather. If there is any doubt Enforcement to only take place during good weather conditions and with appropriate PPE	
Enforcement officers	Hours of operation	2	5	10	Increased risk of accidentally entering the water after nightfall. Enforcement to only take place during daylight hours and with appropriate PPE	

What is the Hazard?		Risk of increasing homelessness amongst the boating community			
WHO might be harmed?	HOW might they be harmed?	What is the LIKELIHOOD of them being harmed?	What is the SEVERITY of the consequences?	Overall Risk (L x S)	What CONTROL MEASURES are in place to prevent the harm?
Long term live aboard boaters	Impact of the PSPO makes boat owners and their families homeless	1	3	6	<p>PSPO only on 5 locations as identified within the PSPO Boat dwellers assessment Work with rentstart (do we need a protocol?) Boat count</p> <p>The PSPO is not intended to deprive the Bargee Travelling Community of their PRN and the ancillary right to temporary moor for a reasonable time, which is deemed to be 24 hours before moving on. The proposal does not, by enforcement of a PSPO, lead to the conclusion that a person whose home is a boat becomes homeless or to impact on their way of life which is to rely on the River Thames for purposes of <i>navigation, commerce trade and intercourse</i>".</p>

Now share the findings of this risk assessment with your team so that they know what risks they face and what control measures you have put in place to prevent them from being harmed.

Risk Assessment Checklist

Management of the risk assessment process	Y	N	N/A
Are the risk assessment findings shared with employees?			
Is there a process for monitoring that risk assessment recommendations are implemented effectively and within target timescales?			
Are risk assessments reviewed annually as well as being reviewed when there are changes in the matters to which they relate?			
Are previous risk assessments retained for future reference?			

General and specific risk assessments

Do your risk assessments cover all significant risks of your section's activities?			
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Have display screen equipment assessments been undertaken by all staff who use computers?			
Are manual handling risk assessments completed for tasks which could cause injury?			
Have you undertaken separate risk assessments to cover the particular needs of young people (under 110) at work or on work experience?			
Do you undertake separate risk assessments to cover the work of any new or expectant mothers at work?			
Do risk assessments cover the particular needs of disabled staff?			

Have risk assessments been undertaken for hazardous substances (COSHH)?			
Have risk assessments been undertaken for dangerous substances (e.g. flammable, explosive)?			
Has the suitability of personal protective equipment been assessed? (Note. this information can be included within general and COSHH assessments, or written separately)			
Do your risk assessments cover hazardous machinery?			
Are there risk assessments covering any work at height?			
Have noise and vibration hazards been subject to specific risk assessment (where there is a hazardous level of exposure)?			
If there is the potential for exposure to lead, has a risk assessment been undertaken?			

This risk assessment has been shared with staff in the team on	/	/
The members of staff that received a copy of this risk assessment are:		
(name)	(name)	
(name)	(name)	
(name)	(name)	
(name)	(name)	
(name)	(name)	
(name)	(name)	
(name)	(name)	

Action plan

<u>Action required</u>	<u>By whom</u>	<u>Target date</u>	<u>Completed on and by</u>	<u>Notes</u>
Deep water risk assessment to be shared with Enforcement team				
Lifejackets to be purchased for the enforcement team				