

# Risk Assessment Record

This risk assessment highlights commonly identified risks, hazards and control measures associated with site areas.  
All risk assessments should be shared and agreed with other individuals within the visiting groups in advance, and it is often helpful to involve all group members in this process.

**The Sobriety Project (a charity)**  
At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits**  
**Pre-visit planning**

<b>Sheet</b>  1 of 17	<b>Site Area</b> Yorkshire Waterways Museum & associated activities	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS- NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO- NS AT RISK
Accidents and emergencies	Group organiser must refer to school / college policies and procedures.	5	2	LOW	ALL
	Group organiser must contact Yorkshire Waterways Museum for contact name, address and pre-visit briefing.				
	Group organiser must refer to Yorkshire Waterways Museum Risk Assessments				
Student Supervision (lack of)	Group organiser must allocate adequate staff resources to individual groups. Maximum group size is 12 (students and staff)	5	2	LOW	ALL
	Each individual group must have access to pre – determined visit timetable				

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No Injury (1)  
Minor Injury (2)  
To Doctor (3)  
Major Injury (4)  
Fatal (5)

Unlikely (1)  
Remote (2)  
Possible (3)  
Probable (4)  
Certain (5)

1-5 Very  
Low  
6-10 Low  
11-15 Medium  
16-20 High  
21-25 Very  
High

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**The Sobriety Project (a charity)**

**At The Yorkshire Waterways Museum**

**Dutch River Side Goole DN14 5TB**

**ACTIVITY: Group education visit**

**General Site Safety**

<b>Sheet</b> 2 of 17	<b>Site Area</b> Yorkshire Waterways Museum	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b> PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO-NS AT RISK
Access road and car park (moving vehicles)	Group organiser must report to reception before disembarking the students	5	1	VERY LOW	ALL
	Yorkshire Waterways Museum staff will direct the group to the first assembly point				
	Visitors must follow Yorkshire Waterways Museum staff direction				
Behaviour and site awareness	Group will be briefed about site layout, safety considerations, risk areas and supervision before activities begin	5	2	LOW	ALL
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### The Sobriety Project (a charity)

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visit**  
**General Site Safety**

<b>Sheet</b>  3 of 17	<b>Site Area</b> <b>Yorkshire Waterways Museum</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO-NS AT RISK
Site trip hazards: personal effects,	Yorkshire Waterways Museum staff will direct visitors to safe storage area	3	3	LOW	ALL
Site trip hazards: mooring ropes, bollards and uneven ground.	Yorkshire Waterways Staff will inform visitors of specific hazards. Visitors must follow Yorkshire Waterways Museum staff instructions.	4	2	LOW	ALL
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## The *Sobriety* Project (a charity)

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits  
General Site Safety**

<b>Sheet</b>  4 of 17	<b>Site Area</b> Yorkshire Waterways Museum, Dutch River, Aire and Calder Canal	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>   Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS- NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO- NS AT RISK
All waterside areas	All students must be supervised at all times. Instructions from Museum staff must be adhered to.	5	2	LOW	ALL
	Visitors are instructed to use recognised footpaths.				
	Trip hazards associated to moored vessels will be identified at initial safety briefing.				
Room 58: Boarding and Disembarking	Supervised groups must be small to avoid congestion. Refer to Room 58 sperate risk assessment	4	1	VERY LOW	ALL
Other vessels	See separate risk assessments	N/A			

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### The Sobriety Project (a charity)

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: General Education Visits**  
**General site safety**

<b>Sheet</b> 5 of 17	<b>Site Area</b> Yorkshire Waterways Museum, Dutch River, Aire and Calder Canal	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b> PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS- NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO- NS AT RISK
Dutch River (tidal waters)	Visitors are instructed to stay on the high level path and not to descend to the flood plane	5	1	VERY LOW	ALL
Immersion:	All students must be adequately supervised near the waterside				
Drowning	LSA equipment available on site or carried by Museum staff	5	3	MED	ALL
Injury	First Aid equipment available on site or carried by Museum staff. Museum staff are trained in First Aid	3	3	LOW	ALL
Disease	Full immersion to be reported to professional health services.	3	1	VERY LOW	All
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**The Sobriety Project (a charity)**  
**At The Yorkshire Waterways Museum**  
**Dutch River Side Goole DN14 5TB**

**ACTIVITY: Group Education Visits**  
**Boat Trip**

<b>Sheet</b>  6 of 17	<b>Site Area</b> <b>Telethon Louise</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>   Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSONS AT RISK
Vessels condition	The vessel conforms to the British Waterways Boat Safety Scheme and the MCA Code of Practice for Inland Waterways Vesels	5	1	VERY LOW	ALL
Vessel Crew	The vessel skipper holds as a minimum the NCBAs Certificate of Community Boat Management (MCA recognised)	5	1	VERY LOW	ALL
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At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits**  
**Boat trip**

<b>Sheet</b> 7 of 17	<b>Site Area</b> Telethon Louise	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b> PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO-NS AT RISK
Immersion when boarding and disembarking	All staff and students to be fitted with life jackets whilst ashore	3	1	VERY LOW	ALL
Tripping whilst boarding and disembarking	Museum staff will supervise all operations. Visitors must follow the Museums instructions	3	2	LOW	ALL
Injury during lift operation	Yorkshire Waterways Museum trained staff will operate the lift. Visitors must follow Museum instructions.	3	1	VERY LOW	ALL
Limbs overboard resulting in crush injuries	Visitors instructed and supervised by Museum staff on safe behaviour	4	2	LOW	ALL
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At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits**  
**Boat trip**

<b>Sheet</b> 8 of 17	<b>Site Area</b> Telethon Louise	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b> PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO-NS AT RISK
Falling overboard	Visitors instructed and supervised by Museum staff on safe behaviour	5	3	MED	ALL
	Visitors are not to lean over, or stand on seats				
Slips and trips	Qualified Museum staff will identify potential hazards during a safety briefing onboard	3	2	LOW	ALL
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At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits  
Boat Trips**

<b>Sheet</b>  9 of 17	<b>Site Area</b> <b>Telethon Louise</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSONS AT RISK
Collision or fire underway	Emergency instructions will be given by Yorkshire Waterways Museum staff in the event of an emergency. Note: Telethon Louise is an unsinkable vessel.	3	1	LOW	ALL
Non-qualified and inexperienced steerers	Qualified Museum staff will assess the safety implications before allowing inexperienced steerers.	3	1	VERY LOW	ALL
	Qualified Museum staff will be in close proximity to an inexperienced steerer.				
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**The Sobriety Project (a charity)**  
At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits**  
**Activity Sessions (general)**

<b>Sheet</b> 10 of 17	<b>Site Area</b> Yorkshire Waterways Museum	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b> PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO-NS AT RISK
Student supervision	Yorkshire Waterways Museum staff lead all the sessions. Students must be supervised by school / college staff	2	2	VERY LOW	ALL
	Visitors must take direction from Yorkshire Waterways Museum staff				
Materials	All materials used are safe and suitable. Instruction for safe handling are given by Yorkshire Waterways Museum staff.	2	2	VERY LOW	ALL
Protective clothing	Yorkshire Waterways Museum staff will provide suitable PPE as appropriate i.e. aprons for Roses and Castles	1	3	VERY LOW	STUD-ENTS
Waterside	Refer to General Site Safety 'waterside' for Bug Hunt and Boat Building.	N/A			
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### The *Sobriety* Project (a charity)

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: General Education Visits**

**Activity sessions (interactive demonstrations)**

<b>Sheet</b> 11 of 17	<b>Site Area</b> Yorkshire Waterways Museum	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b> PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS- NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO- NS AT RISK
Electrically operated models	All models are professionally manufactured and are low voltage	5	1	VERY LOW	ALL
	Demonstrations are led by Museum experienced staff				
Ropes and pulleys	Participants must follow Museum staffs instructions. PPE is provided where appropriate.	3	2	LOW	ALL
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**ACTIVITY: Group Education Visits**

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

<b>Sheet</b>  12 of 17	<b>Site Area</b> <b>Indoors: Yorkshire Waterways Museum</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>   Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSONS AT RISK
Glass breakage (doors & display cases) Uncased Museum Displays	All students must be supervised by the school or college staff	3	2	LOW	ALL
	Instructions on safe behaviour will be given by Museum staff at the initial safety briefing				
Unauthorised exit	Students must be supervised by school / college staff to avoid unsupervised access to the canal side.	5	3	MED	ALL
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**ACTIVITY: Group Education Visits**

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

<b>Sheet</b>  13 of 17	<b>Site Area</b> <b>Indoors: Yorkshire Waterways Museum</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO-NS AT RISK
Fire	Alarm, emergency lighting and fire doors conform to current UK legislation	5	3	MED	ALL
	Final exits are signed and readily available. Museum staff will describe evacuation procedure at the safety briefing. Museum staff will direct visitors to safe exits.				
	Fire brigade are automatically alerted on activation of fire alarm				
	In an emergency Yorkshire Waterways Museum staff would expect the group organiser to account for their staff & students.				
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### The Sobriety Project (a charity)

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits  
Nature Walks**

<b>Sheet</b>  14 of 17	<b>Site Area</b> <b>Nature Trail</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSONS AT RISK
Steps and uneven ground	Refer back to initial safety briefing and general site safety	N/A			
	Yorkshire Waterways Museum will supply a member of staff to guide the group. Visitors must follow the Yorkshire Waterways Museum Guides direction.				
Canal and Dutch River	Refer to General Site Safety	N/A			
Natural Wildlife Ponds	Refer to General Site Safety: waterside	N/A			
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 At The Yorkshire Waterways Museum  
 Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits**  
**Nature Walks**

<b>Sheet</b>  15 of 17	<b>Site Area</b> <b>Nature Trail</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO-NS AT RISK
	Low level access platform is not available to visitors. Follow Yorkshire Waterways Museum staff directions.				
	Pond dipping id prohibited				
	Swimming and paddling are prohibited				
Railway Line	The line and embankment are not part of the nature trail. Access is prohibited	5	1	VERY LOW	ALL
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## The *Sobriety* Project (a charity)

At The Yorkshire Waterways Museum  
Dutch River Side Goole DN14 5TB

**ACTIVITY: Group Education Visits  
Nature Walks**

<b>Sheet</b>  16 of 17	<b>Site Area</b> <b>Nature Trail</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS-NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSONS AT RISK
Poisoning	No plants on the trail are deemed eatable. Students must be supervised at all times.	5	1	VERY LOW	ALL
Plant stings	Visitors must stay on the paths (refer to General Site Safety)	2	3	VERY LOW	ALL
Insect bites	Group organisers should refer to own procedures and policies.	3	3	LOW	ALL
Other users / vehicles	Group organiser must ensure adequate supervision of students Contractor vehicles do access the trail	5	1	LOW	ALL
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**ACTIVITY: Group Education Visits  
Nature Walks**

<b>Sheet</b>  17 of 17	<b>Site Area</b> <b>Nature Trail</b>	<b>Date</b> 9 <sup>th</sup> March 2018	<b>Assessed by</b>  PC & CH .....	<b>Understood and Signed by</b>  Print name .....
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RISKS AND HAZARDS	CONTROL MEASURES	SERIOUS- NESS	LIKELIHOOD	RESIDUAL RISK RATING	PERSO- NS AT RISK
Litter, debris and dog fouling	Yorkshire Waterways Museum staff will check areas that are to be used on the nature trail prior to the group starting out.	3	2	LOW	ALL
	An assessment of the nature of the litter will be made, and will have been either cleared, or an alternative route along the nature trail will planned.				
Lack of communication with Museum site	Museum staff should be made aware if the group organiser does not have a mobile telephone to take on the nature trail. The Museum telephone number is available to be put on schools mobile phones.	5	1	VERY LOW	ALL
<b>IMPORTANT</b> – The Risk Assessment should <u>only</u> be approved once all significant hazards have been identified, the control measures are agreed and implemented, <u>and</u> the overall risk ratings are considered acceptable.		No Injury (1) Minor Injury (2) To Doctor (3) Major Injury (4) Fatal (5)	Unlikely (1) Remote (2) Possible (3) Probable (4) Certain (5)	1-5 Very Low 6-10 Low 11-15 Medium 16-20 High 21-25 Very High	