



# HORIZONS (Plymouth)

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**Assessment of Risk (MARINA) undertaken by : JW Date: March 2009**

<b>Hazard</b>	<b>Who might be harmed ?</b>	<b>Risk Controlled?</b>
Traffic & Building work	everyone	To make sure passengers and crew are in a safe area within the marina to have a safety briefing regarding traffic and continuing building work
Pontoons & Cleats	Instructors Volunteers Students	Instruct passengers about the danger of wet slippery surfaces & careful of cleats & the unevenness of wooden slats. Never run on the pontoons. Walk in an orderly fashion. All to be equipped with lifejackets and protective clothing.
Boat Embarkation	Instructors Volunteers Students	Make sure the boats are tied tight to the side of the pontoon to prevent people falling down the gap. The small step on Friendship should be used if appropriate

**Assessment of Risk (Blagdon's Yard/slipway) undertaken by : JW Date: March 2009**

<b>Hazard</b>	<b>Who might be harmed ?</b>	<b>Risk Controlled?</b>
Traffic	everyone	Make sure all are in a safe area within the yard and give a safety briefing
Slipway	everyone	All using the slipway to be aware of the dangers of slipping and other users with craft. All to be equipped with lifejackets / Buoyancy aids and protective clothing.
Boats	All sailing	Dangers in correct lifting of craft & equipment and tidy stowage of gear, instruction on trolley usage and other local dangers as they occur
New Hazards	All sailing	All owners & employees of Blagdon's Boatyard have the up to date knowledge of hazards and the authority to direct you so that you will be safe you must comply with their directions



# HORIZONS (Plymouth)

## Assessment of Risk (Friendship) undertaken by :JW Date: March 2009

Hazard	Who might be harmed ?	Risk Controlled?
Anchor	Crew	Full instruction on the use of the anchor given, Gloves to be provided
Rope work	Crew/students	Instruction on correct use/stowage of warps & dangers of standing in a bight & getting fingers trapped in cleats.
Deck work	Crew/students	Instruction on movement around the craft and hold on positions throughout the boat. No students allowed on forward upper deck.
Falling overboard Day /night	All on board	Buoyancy aids to be worn at all times. Lifebuoy rings/horseshoe buoys on all power craft. When operating at night Life Jackets with lights will be worn.
Engine	Crew/students	All people to be given tour by instructional staff. Gloves used if maintenance required other than primary engine checks
Fuel	Crew	Fuel quantity to be checked and refuelling carried out prior to departure. In the unlikely event of refuelling being carried out at sea (Large funnel to be used) and students to be away from area any fuel spillage to be removed.
Fire	All on board	Instruction on fire drill. Location of fire fighting equipment to staff and volunteers. Under way contact Long Room port control who monitor VHF channel's 16,13 ( <b>contact on 14</b> ). see item 8 of schools pack.
Stranding	All on board	Instruction of drill given at briefing prior to departure to staff and volunteers
Sinking	All on board	Instruction of drill given at briefing prior to departure to staff and volunteers regarding life rafts
Distress flares	All on board	Instruction on use, stowage and safety given prior to departure to staff and volunteers
Smoking	All	There is a no smoking policy on all our vessels
Side Door	All	Crew will be the only people who will remove and replace the door and make sure it is secure at all times
Steering position lift	All on board	Lift only to be operated by crew, care it to be taken whilst lowering and raising, all people who will be near the lift to be informed prior to operation



# HORIZONS (Plymouth)

## **Assessment of Risk (Jubilee & other RIB) undertaken by :JW Date: March 2009**

<b>Hazard</b>	<b>Who might be harmed ?</b>	<b>Risk Controlled?</b>
Falling overboard	All on board	<b>Use of Kill cords at all times</b> Life Jackets with lights/Buoyancy aids to be worn at all times. Correct use of equipment for recovery and stopping engine on pick up.
Fire	All on board	Instruction on fire drill. Location of fire fighting equipment. Under way contact Long Room port control who monitor VHF channel's 16, ,13 ( <b>contact on 14</b> ).see item 8 of schools pack.
Engine Tilting	All on board	Instruction on the correct procedures when engine is tilted with regard to injury from trapped limbs and raised propeller
Falling Inboard	All on board	All passengers are to be seated and holding on at all times. Acceleration & deceleration to be done in a controlled and gradual manner and safe speed to be adopted to meet the conditions that prevail and the task at hand.
Engine failure	All on board	Should this occur correct use of radio for assistance from the rest of the fleet & staff informed. Anchor is located under fwd hatch and sea anchor under front seat with distress flares.
Refuelling	Crew	Fuel is contained in separate tanks located under the aft seating; each tank should be sealed and only vented when connected to the engine. Refuelling should not normally be required aboard and tanks only filled at a Garage
Smoking	All	There is a no smoking policy on all our vessels



# HORIZONS (Plymouth)

**Assessment of Risk (Mini Bus with children passengers) undertaken by: JW**

**Date: March 2009**

<b>Hazard</b>	<b>Who might be harmed?</b>	<b>Risk Controlled?</b>
Accident	Driver / Passengers Third parties	All passengers to be properly seated and seat belts to be worn at all times unless directed by the driver or a responsible adult / official.
Breakdown	Driver / Passengers	Driver to minimise risk of injury and to maintain control and safety of passengers whilst repair or recovery is underway.
Driver Distraction	Driver / Passengers	Passengers to be aware of their responsibility to behave correctly as briefed by their school safety officer. See section 6
Fire	Driver Passengers Public	Passengers are to follow instructions of driver and leave the vehicle to a place of safety in an orderly manner as directed. A fire extinguisher is on board and may be used at the discretion of the driver.
Embarkation & Disembarkation	Driver / Passengers	The mini bus will be parked so that the passenger doors are nearest the kerb whenever possible on other occasions the driver will make sure that the entry & exit is safe.
Falling out Doors opening	Driver / Passengers	Driver to make sure that all doors are secure & passengers are wearing seat belts correctly, prior to setting off.
Lose luggage & equipment	Driver / Passengers	Driver to make sure that all equipment and passengers luggage is properly secured.
Reversing	Driver / Passengers Third parties	Great care is to be exercised whilst reversing using all available means to ascertain that no one is behind the vehicle. Speed is to be kept to a minimum.



# HORIZONS (Plymouth)

**Assessment of Risk (5 Richmond Walk) undertaken by : JW Date: March 2009**

<b>Hazard</b>	<b>Who might be harmed ?</b>	<b>Risk Controlled?</b>
Traffic	everyone	Traffic within the yard will be manoeuvring with difficulty in a confined space, make sure you are aware of all vehicle movements and be conspicuous
Water & drop Stonehouse pool	Instructors Volunteers Students	No one is allowed to go through the south fence gate unless wearing a Life Jacket/ buoyancy aid. Care must be taken regarding the long drop when tide is out
Tripping & collisions with boats/ equipment	everyone	Due to the changing nature of the site great care is to be taken and all are to be warned of the dangers as they become apparent
Fire	everyone	All exits are to be kept clear so that evacuation can be effected should a fire break out. Best practice to be observed regarding flammable materials and rubbish. Locations of Fire fighting equipment to be signed and equipment checked

**Assessment of Risk (Sailing) undertaken by : JW Date: March 2009**

<b>Hazard</b>	<b>Who might be harmed ?</b>	<b>Risk Controlled?</b>
Boom Strike	everyone	All sailors are to be made aware of the problem especially in high wind down wind sailing. Monitoring of incidents in accident book with a view to helmet wearing if needed.
Entrapment	Vago & Bahia sailors	Safety craft to be within close proximity of craft especially when using gennaker or trapeze. Safety crew to be briefed on up to date procedures and practices.