

RISK ASSESSMENT WCTRA S29 Towpath Opening Event

Canal: Wendover Canal	Site address: Wendover to Halton	<i>All work to be carried out with accordance with HSE Guidance note HSG150</i>
Work Location: Wendover to Halton	Operation: Opening of Upgraded towpath	RA Sheet No:
		Date Task Starts: 28 th June 2024

Likelihood (L):

1	EU	Extremely Unlikely
2	U	Unlikely
3	L	Likely
4	VL	Very Likely
5	AC	Almost Certain

Severity (S):

1	NM	Near miss, no injury
2	Min	Minor injury, no time loss
3	>3d	Time off work more than 3 days
4	Maj	Major Injury
5	F	Fatal

Risk Value = LxS

Risk Level High / Medium / Low

AC	5	10	15	20	25
VL	4	8	12	16	20
L	3	6	9	12	15
UL	2	4	6	8	10
EU	1	2	3	4	5
	NM	Min	>3D	Maj	F

No.	TASK	HAZARD	WHO IS EXPOSED AND HOW	RISK LEVEL				CONTROL MEASURES	NEW RISK LEVEL				FURTHER ACTION
				L	S	R V	RL		L	S	R V	R L	
1	Contacting next of kin	Not able to contact next of kin in an emergency	Volunteers, Mental stress of being isolated	3	2	6	M	Pre-register volunteers and include next of kin contact details. Event organiser to have this information on site at all times. Volunteer to advise next of kin about the event.	1	2	2	L	Destroy the record after the event to prevent disclosure of personal details.

2	Calling emergency services	Emergency services are not aware of the event happening	Volunteers, members of the public. Delay in receiving assistance in the event of an emergency	3	5	15	H	Notify the emergency services of the event and the layout of the event site. Invite representatives of the emergency services to attend the site during set-up	1	5	5	M	
3		Emergency services fail to access the event	Volunteers, members of the public. Delay in receiving assistance in the event of an emergency	3	5	15	H	Access points for emergency services are at the following locations: <ul style="list-style-type: none"> Wharf Road, Wendover (What3words: zebra.double.defenders). Bankside, Wendover (What3words: snips.relations.submit). Aylesbury Road, Wendover (What3words: shuttled.inflamed.silent), access to Walnut Tree Meadow. Halton Lane, Halton (What3words: seeing.that.crypt). Halton Lane, Halton (What3words: cobbled.tailwind.fingertip). Access point information is provided to all volunteers in the event induction.	1	5	5	M	Event organiser monitors the activities.
4	Travelling to site	Motor vehicles	Visitors, stall holders, volunteers. Breakdown, collision with other vehicles	2	3	6	M	Properly maintained vehicle. Carry out vehicle checks before driving. Arrange breakdown cover insurance	1	3	3	L	
5		Weather	Visitors, stall holders, volunteers. Vehicle collision, loss of control	3	5	15	H	Check weather conditions before travelling. Clear screens to ensure good visibility. Check traffic reports on the radio. Ensure lights are in full working order in case of poor visibility	1	5	5	M	Monitor weather conditions, road conditions and adjust driving to suit. Monitor traffic reports.

6		Poor light	Visitors, stall holders, volunteers. Vehicle collision, loss of control.	2	5	10	H	Check vehicle before driving make sure lights are working and properly adjusted. Carry spare bulbs. Adjust driving to suit light conditions. Plan the journey to travel in daylight.	1	5	5	M	Monitor light conditions.
7		Uneven ground poor ground conditions	Visitors, stall holders, volunteers. Vehicle collision, loss of control	3	5	15	H	Check route prior to travel to avoid unmade roads. Check with locals about unmade road conditions. Avoid unmade roads after poor weather conditions. Avoid unmade roads if you are not sure about ground conditions.	1	5	5	M	Monitor weather conditions while on site and judge whether the situation is worsening.
8	Event parking area for volunteers	Vehicles	Volunteers, members of the public. Impact injury and vehicle collision	3	4	12	H	Use marshals to direct drivers into the parking area. Segregate vehicles and pedestrians. Impose a speed limit. Adopt a one-way system for entry and exit if possible.	1	4	4	M	Monitor weather and surface conditions Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
9	Arrival on site	Weather	Visitors, volunteers. Effects of heat, precipitation.	4	1	4	M	Wear appropriate clothing to suit weather conditions. Use sunscreen on exposed skin on hot sunny days. Take cold drinks and food as appropriate.	1	1	1	L	Monitor weather conditions during the event.
10		Traffic	Visitors, volunteers. Impact injury from moving trolleys, pushchairs, wheelchairs.	3	3	9	M	Congregate in a traffic-free area, such as pavement, pedestrian area. Use an assistant when moving around crowded areas. Face any moving traffic. Wear Hi-viz clothing.	1	3	3	L	Monitor traffic movements.
11		Cyclists	Volunteers, members of the public. Impact injury as a result of collision	3	3	9	M	Place advance warning signs along the towpath. Provide a designated route for cyclists to pass through the site. Use warning signs to alert pedestrians of the dual use of routes.	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
12		Cyclists	Volunteers, member of the public. Aggressive behaviour	3	2	6	M	Segregate pedestrian and cycle routes. Use warning signs. Avoid confrontation	1	2	2	L	Monitor the cycle / pedestrian routes.

13		Uneven ground	Volunteers, visitors, public. Slips, trips and falls.	4	2	8	M	Avoid vegetation and puddles that may hide changes in ground conditions. Establish pedestrian routes. Ensure public routes are not disturbed. Do not leave obstruction on public routes. Wear appropriate footwear..	1	2	2	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
14		Public	Volunteers. Aggressive behaviour	2	4	8	M	Park site vehicles off public routes. Do not congregate on public routes. Do not erect shelters on public routes. When dealing with aggression from members of the public, avoid confrontation.	1	4	4	L	
15		Animals	Volunteers. Attack, stings and bites.	3	3	9	M	Don't disturb insect nests. Proceed with caution where animals are loose. Wear long clothing. Do not approach dogs off lead.	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
16		Contaminated material	Volunteers. Skin, eye irritation. Puncture wounds from needles, glass. Disease from faeces.	3	3	9	M	Avoid contact with unknown materials. Wear gloves. Avoid contact with face and eyes with dirty hands. Do not handle needles or glass. Wash hands before eating, drinking or smoking. Cover open wounds.	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
17	Travelling around the site	Uneven ground	Visitors, volunteers. Slips, trips and falls.	4	2	8	M	Walk on recognised pathways. Avoid vegetation and puddles that may hide changes in ground conditions. Wear appropriate footwear.	1	2	2	L	
18		Water	Visitors, volunteers. Drowning.	3	5	15	H	Avoid walking close to unprotected water edges. Take care when working close to water edges to avoid overbalancing. Face water edges. No lone working.	1	5	5	M	Monitor water conditions if the water level is likely to change.

19		Water	Visitors, volunteers. Weil's Disease	3	5	15	H	Awareness of Weil's Disease and carry warning card. Avoid contact with standing water. Cover cuts and open wounds. Avoid touching mouth, nose or eyes. Wash hands before eating, drinking or smoking.	1	5	5	M	
20		Overcrowding.	Visitors, volunteers. Congestion.	2	3	6	M	School parties are set off at intervals. Groups are kept to manageable sizes. Volunteers act as marshals to ensure no overcrowding.	1	3	3	L	Marshals are briefed at the start of the event.
21		Public	Visitors, volunteers. Aggressive behaviour.	2	3	6	M	Avoid areas known for anti-social behaviour. When dealing with aggression from members of the public, avoid confrontation. Carry a mobile phone and call for assistance or report an incident if required. No lone working.	1	3	3	L	
22	Set up stand / trade stall	Enclosure (tent, gazebo etc.), trade stand, wares	Volunteers, stall holders. Entrapment injury.	3	2	6	M	Provide instruction on setting up stand / trade stall. Keep hands and fingers away from items that may trap them.	1	2	2	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
23		Enclosure (tent, gazebo etc.), trade stand, wares	Volunteers, stall holders. Musculoskeletal strains and sprains due to manual handling.	3	2	6	M	Use mechanical aids where possible. Use sufficient numbers to set up stand / trade stall. Co-ordinate lifting. Only use people capable of lifting the load.	1	2	2	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
24		Enclosure (tent, gazebo etc.),	Volunteers, stall holders, members of the public. Trips on guy ropes	3	3	9	M	Ensure guy ropes do not cross access areas. Mark guy ropes and pegs with Hi-viz tapes.	1	3	3	L	
25		Enclosure (tent, gazebo etc.),	Volunteers, stall holders, members of the public. Impact from collapsing or loose enclosure	3	4	12	H	Ensure enclosure is erected to manufacturer's instructions. Ensure the pegs and ropes are secure.	1	4	4	M	Inspect the enclosure during the event to ensure it has not become unstable

26		Underground services	Volunteers, stall holders. Injury from contact with service	2	5	10	H	Seek information from utility companies. Check the site for signs of underground services, such as manhole covers, tarmac trench repairs	1	5	5	M	
27		Members of the public	Volunteers, stall holders, Members of the public. Accidents and incidents at busy areas	4	2	8	M	Set up outside busy times. Avoid setting up in busy locations. Barrier off setting up area. Use banksmen to warn of setting up. Use warning signs.	1	2	2	L	
28		Weather, high winds	Volunteers, stall holders, members of the public. Collapse of tent, gazebo.	3	3	9	M	Ensure tent, gazebo is secured to the ground. Use the correct fixings to hold any fabric in place.	1	3	3	L	Monitor weather conditions.
29		Fire	Volunteers, stall holders, members of the public. Burns	2	5	10	H	Keep flammable materials away from any heat source. Do not allow flammable materials to build up.	1	5	5	M	Monitor any activity that uses a heat source.
30	Unloading vehicles	Tools and equipment	Volunteers stall holders. Manual handling injury.	3	2	6	M	Only use volunteers capable of lifting the load. Avoid stretching and twisting when moving equipment.	1	2	2	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
31		Tools and equipment	Volunteers. Entrapment, impact injury	3	2	6	M	Unload the vehicle in order. Only remove straps from the item being unloaded to avoid other items accidentally falling. Wear gloves and appropriate footwear.	1	2	2	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
32	Work near water	Water	Volunteers. Drowning.	3	5	15	H	Avoid working close to unprotected water edges. Wear life jacket if working close to unprotected water edges. Take care when working close to water edges to avoid overbalancing. Face water edges. No lone working. Ensure throw lines or lifebuoys are available.	1	5	5	M	Monitor water conditions if the water level is likely to change.


33		Water	Volunteers. Weil's Disease	3	5	15	H	Awareness of Weil's Disease and carry warning card. Avoid contact with standing water. Cover cuts and open wounds. Avoid touching mouth, nose or eyes. Wash hands before eating, drinking or smoking.	1	5	5	M	
34	Litter picking	Contaminated material, faeces.	Volunteers. Skin, eye irritation.	3	3	9	M	Avoid contact with unknown materials. Use litter picking tool Wear gloves. Avoid contact with face and eyes with dirty hands. Do not handle needles or glass. Wash hands before eating, drinking or smoking. Cover open wounds.	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
35		Sharp objects	Puncture wounds from needles, glass, sharp objects (Knives etc).	3	3	9	M	Avoid contact with sharp objects Use litter picking tool Wear gloves Dispose sharp objects in a separate container	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
36		Material	Volunteers. Musculoskeletal injury from heavy load.	4	3	12	H	Do not try to move too heavy loads. If an object is stuck, get help or leave the item for mechanical removal Take regular breaks to avoid fatigue.	2	3	6	M	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
37		Water	Volunteers, public. Slips, trips and falls due to wet areas	4	3	12	H	Avoid working in puddles and wet areas that may obscure uneven ground. Use suitable footwear. No lone working.	2	3	6	M	Monitor work area and weather conditions.
38		Material	Volunteers, public. Slips trips and falls.	3	3	9	M	Don't allow material to stock pile on access routes. Keep site tidy Move material to separate stockpile or container. Don't try clambering over piles of material	1	3	3	L	Monitor size of stock piles and make sure material is moved to a separate area.
39	Disposal of litter	Material	Volunteers. Musculoskeletal injury from heavy load.	4	3	12	H	Do not try to move too heavy loads. Avoid twisting when carrying heavy load Avoid over-reaching Take regular breaks to avoid fatigue	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.

40		Sharp material	Volunteers. Cuts, abrasions, puncture wounds	3	3	9	M	Avoid handling sharp objects Separate sharp objects during collection Wear gloves	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
41		Contaminated material	Volunteers. Skin, eye irritation.	3	3	9	M	Avoid contact with unknown materials. Wear gloves. Avoid contact with face and eyes with dirty hands. Do not handle needles or glass. Wash hands before eating, drinking or smoking. Cover open wounds.	1	3	3	L	Carry out a first aid assessment prior to the event and ensure trained people and first aid equipment is available during the event.
42		Bagged material	Volunteers. Unstable stockpiles, chance of vandalism	3	2	6	M	Limit size of stockpiles of bags Site stockpiles in a secure area Remove from site as soon as possible	1	2	2	L	
43	Activities at stalls	Display stands, tables, wares	Volunteers members of the public. Injury from collapsing stand of falling wares	2	3	6	M	Stand, table and wares set up on even ground or tied or anchored down. Set up stand, table to manufacturer's instruction. Stock stacked securely	1	3	3	L	Monitor table and stand during the event. All traders to carry out their own risk assessment.
44		Wares	Volunteers, stall holder. Trips	2	3	6	M	Ensure surplus stock does not block access routes	1	3	3	L	All traders to carry out their own risk assessment.
45		Members of the public	Volunteers. Aggressive behaviour when seeking donations	2	3	6	M	Volunteers work in pairs when seeking donations. Walk away from confrontation	1	3	3	L	All traders to carry out their own risk assessment.
46		Scissors	Children at activities. Cuts	4	2	8	M	Use pre-cut materials. Supervise use of scissors. Use blunt nosed scissors	1	2	2	L	All traders to carry out their own risk assessment.
47		Glue	Children at activities. Ingestion	4	2	8	M	Use non-toxic glue Supervise activity	1	2	2	L	All traders to carry out their own risk assessment.
48		Water at water play toys	Children at activities. Disease	4	2	8	M	Use clean water and change it regularly Supervise activity	1	2	2	L	All traders to carry out their own risk assessment.
49		Small items	Children at activities. Ingestion	4	2	8	M	Keep activity area tidy and check frequently for loss of components Supervise activity	1	2	2	L	All traders to carry out their own risk assessment.

50	Activities along the towpath	Uneven ground	Visitors, volunteers. Slips, trips and falls.	4	2	8	M	Walk on recognised pathways. Avoid vegetation and puddles that may hide changes in ground conditions. Wear appropriate footwear.	1	2	2	L	
51		Water	Visitors, volunteers. Drowning.	3	5	15	H	Avoid walking close to unprotected water edges. Take care when working close to water edges to avoid overbalancing. Face water edges. No lone working.	1	5	5	M	Monitor water conditions if the water level is likely to change.
52		Water	Visitors, volunteers. Weil's Disease	3	5	15	H	Awareness of Weil's Disease and carry warning card. Avoid contact with standing water. Cover cuts and open wounds. Avoid touching mouth, nose or eyes. Wash hands before eating, drinking or smoking.	1	5	5	M	
53		Public	Visitors, volunteers. Aggressive behaviour.	2	3	6	M	Avoid areas known for anti-social behaviour. When dealing with aggression from members of the public, avoid confrontation. Carry a mobile phone and call for assistance or report an incident if required. No lone working.	1	3	3	L	
54		Swans	Visitors, volunteers. Attack.	3	3	9	M	Identify Swan's nest. If possible, provide a barrier at the nest. Make visitors aware of any Swan's nest. Avoid contact with Swan. Provide a marshal at any swan nest.	1	3	3	L	
55		Children/vulnerable adults.	Visitors. Injuries to children/vulnerable adults	3	5	15	H	Parent or guardian to keep close supervision of children/vulnerable adult. Make parent or guardian aware of dangers along the towpath. Utilise sufficient marshals along the towpath.	1	5	5	M	Monitor the movement along the towpath
56	Carpentry Lesson	Hand tools	Visitors, instructor. Cuts, abrasions, impact injury, grazes.	3	3	9	M	Ensure the instructor has the required competency. Use the right tool for the job. Supervise activities. Instruct the correct way to use the tool.	1	3	3	L	

57		Wood	Visitors, instructor. Splinters.	3	3	9	M	Use planed wood where possible. Do not run hands along the wood.	1	3	3	L	
58	Activities on the water	Water	Visitors. Drowning.	3	5	15	H	Ensure the instructor/participant is competent. Supervise activities. Wear life jackets.	1	5	5	M	Monitor water conditions if the water level is likely to change.
59		Water	Visitors. Weil's Disease	3	5	15	H	Awareness of Weil's Disease and carry warning card. Avoid contact with standing water. Cover cuts and open wounds. Avoid touching mouth, nose or eyes. Wash hands before eating, drinking or smoking.	1	5	5	M	
60		Water	Visitors. Hypothermia from falling in water.	3	4	12	H	Ensure the instructor/participant is competent. Supervise activities. Ensure there is a safe place to exit the water. Wear life jackets. Provide means to remove the participant from the water. Ensure blankets or similar are available.	1	4	4	M	
61	Safeguarding	Harm to children/vulnerable adults.	Volunteers, visitors. Harm and abuse to children/vulnerable adults.	3	2	6	M	Volunteers made aware of safeguarding protocols as part of the induction briefing. Organiser is to confirm that they have read and understood the Canal and River Trusts safeguarding policy. https://canalrivertrust.org.uk/media/original/43701-safeguarding-policy-april-2021.pdf?v=989010 Induction briefing is to include the procedure for raising concerns.	1	2	2	L	

CAN THE JOB PROCEED? (Tick one box)	<input type="checkbox"/>	Safe using existing control measures
	<input checked="" type="checkbox"/>	Safe using existing + additional control measures
	<input type="checkbox"/>	Not safe to proceed
ARE THERE ANY LONG-TERM CONTROLS?	Carry out a dynamic Risk Assessment when you arrive on site and adapt the Risk Assessment to suit any changes that may have occurred, particularly weather conditions.	

ASSESSED BY:	Name: M Bradley	Name (signed) <i>M Bradley</i>	Date: 3rd May 2024
AUTHORISED BY:	Name (Printed) M Wright Health & Safety Advisor	Name (Signed)  X	Date: 7th May 2024

Signed by: Mike Wright signature

Additional Notes.

Emergency services will be notified of the event. Access points for emergency services are at the following locations:

- Wharf Road, Wendover (What3words: zebra.double.defenders).
- Bankside, Wendover (What3words: snips.relations.submit).
- Aylesbury Road, Wendover (What3words: shuttled.inflamed.silent), access to Walnut Tree Meadow.
- Halton Lane, Halton (What3words: seeing.that.crypt).
- Halton Lane, Halton (What3words: cobbled.tailwind.fingertip).

Marshals will be present over the length of the towpath and Walnut Tree Meadow to ensure no congestion or overcrowding. The marshals will be briefed in the event induction.

1. Timings that the public will be at the event:

10am to 3pm

2. Parking and traffic management in place for the event

Parking will be available on the Wharf Road campus (tbc)

3. Activities taking place as part of the event:

Nature trail, teddy bears' picnic, walking along the towpath, ukelele band, Morris dancing, talks on ecology and the environment, guides at points of interest, cutting of a ribbon, photography, stamping of a 'passport' for primary age children.

4. Location of the main activity:

Canal towpath anywhere between Wharf Road and Halton, in particular at the Wharf Road start of the canal; also at Walnut Tree Meadow.