

RISK ASSESSMENT



Location: Yellow Duckmarine **Risk Assessment Team:** Alan Robson, Liz Sinclair & Liz Caswell **Date of assessment:** April 2009
Task: Tour - Breakdown **Review date:** As Required

- Hazards:**
- Vehicle/vessel breakdown
 - Failure of lifesaving equipment
 - Falling into the water and drowning
 - Road works delaying tour
 - Being struck by other vehicles
 - Inadequately trained staff

Who is at risk? Passengers, employees and other members of the public

- Existing Controls:**
- Personnel on the tour will have a communication facility for contacting the emergency services and other assistance.
 - The duck will follow the same exact route at all times unless otherwise directed by the police or any other emergency services.
 - Passengers are issued with life jackets and are informed of their use during the introduction talk.
 - The vehicle/vessel is maintained and regularly serviced.
 - Drivers are to ensure vehicles are not overloaded.
 - All employees involved in the tour are trained what to do in an emergency.

Additional Controls required:

No.	Item	Duty Holder	Expected by	Signed off
1	Regular inspections of lifesaving equipment are to be carried out and recorded.			

Signed, Lead Assessor: Alan Robson **Signed, Dept. Manager:** _____

Reference number: 006 This doc. supersedes: N/A This doc. Is superseded by: N/A

RISK ASSESSMENT



Location: Yellow Duckmarine **Risk Assessment Team:** Alan Robson, Liz Sinclair & Liz Caswell **Date of assessment:** April 2009
Task: Fire on Tour **Review date:** As Required

Hazards:
<ul style="list-style-type: none">• Fire breaking out on duck• Engine explosion• Fire through arson• Injury from: Poor evacuation procedures, inadequate fire fighting equipment, poor escape routes, alarm inadequacies• Inadequately trained/skilled staff

Who is at risk? Employees, other workers and visitors

Existing Controls: <ul style="list-style-type: none">• An evacuation procedure is in place. All staff are trained in the emergency procedures.• Fire extinguishers are kept on the duck.• Staff under go training to ensure they have knowledge in the use of such equipment.• Specialist sub-contractors carry out routine maintenance of all fire fighting equipment.• Staff ensure on regular patrols of the tour that all escape routes are kept free from obstruction and all signs are affixed.• Staff are regularly trained in evacuation procedures.• Access and egress routes are kept clear throughout the tour.• Passengers are advised on the appropriate action to take in case of an emergency. This is covered in the pre-tour talk.• Adequate communications are made available for employees to contact the emergency services in case of emergency.
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Additional Controls required:			
No. Item	Duty Holder	Expected by	Signed off

Signed, Lead Assessor: Alan Robson **Signed, Dept. Manager:** _____

Reference number: 007 This doc. supersedes: N/A This doc. Is superseded by: N/A

RISK ASSESSMENT

Location: Yellow Duckmarine

Risk Assessment Team: Alan Robson, Liz Sinclair & Liz Caswell

Date of assessment: April 2009

Review date: As Required

Task: Tour

Hazards:

- People falling from the vessel/vehicle
- Waste falling into the dock / dockside
- Members of the public requiring first aid treatment
- Visitors tripping and/or slipping
- Members of the group not knowing what to do in case of an emergency
- Group members misbehaving causing damage and upset to others on the tour
- Visitors injuring themselves while gaining access
- Inadequately trained staff

Who is at risk? Passengers, employees and other members of the public

Existing Controls:

- Children must have a parent or guardian with them before they are admitted, as stated in the company *Health & Safety Policy*.
- Primary School groups must have 1 adult to every 5 pupils. Secondary School groups must have 1 adult to every 10 pupils
- In the case of disabilities, the Duty Operations Manager must assess the evacuation requirements with the client & carer to establish if sufficient able-bodied persons are available for an emergency evacuation.
- Staff are trained in dealing with aggressive customers and do not let the situation get out of hand before asking the person to leave the tour and if necessary the police are called.
- We advise people with other disabilities bring a guide with them.
- There is always a trained First Aider on the tour.
- People on the tour will be presented with lifejackets. Other floatation aids will be present.
- Bins are provided throughout the tour however after the tour staff will clear the duck.
- First Aiders will be present throughout the tour; the duck will carry first aid equipment and will be located in the case of an emergency.
- Pre-Tour introduction to the Yellow Duckmarine covers emergency procedures for land and water tour.
- Emergency exits and routes and railing are inspected regularly.

Additional Controls required:

No. Item

- 1 Ensure that First Aiders are regularly re-trained and that a sufficient number of personnel are qualified.
- 2 Employees should be provided with regular refresher training.

Duty Holder	Expected by	Signed off

Signed, Lead Assessor: Alan Robson

Signed, Dept. Manager: _____

Reference number: 008 (a)

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