



Assessment for: *The everyday risks when working on the Trust network.*

Location:	Various	Date of assessment:	28 September 2020 (Issue 9) <i>Updates in purple</i>
Responsible manager:	All Trust Line Managers	Next review date:	1 October 2021
Assessment conducted by:	Debbie Lumb	Signature:	

Coronavirus (Covid-19) requires additional risk management aimed to protect our people and the public by minimizing the risk of spread of infection. **The COVID19 Principles and all COVID19 Protocols should be read and adhered to before compliance with this risk assessment.**

The health and safety requirements of any activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel or PPE being available, it should not take place.

This risk assessment is for common everyday hazards faced by all colleagues of the Trust and are considered low risk with the stated controls in place. Where a hazard or risk is not included, or the risk is considered medium or high, additional [task specific risk assessments](#) are required.

Line Managers should remind colleagues at every opportunity of this document, as well as the usual safety procedures and guidance, which is aimed at protecting them, their colleagues, their families and the UK population.

More information can be found on the Trust [Safety webpages](#)

MANAGEMENT & COLLEAGUE controls to be in place before work starts


Line Manager – anyone who puts someone else to work Colleagues – employees, agency, volunteers and contractors

ACTIVITY OR OPERATION	HAZARD	AT RISK	CONTROLS
General	Lack of competence	All	Line Managers to ensure all colleagues have information, instruction, training and supervision relevant to the work/task being carried out. <i>A Training Needs Analysis (TNA) should be completed for each employee and volunteer then reviewed and updated annually.</i>
Working in office	Office specific hazards	All working for the Trust	Line Managers to ensure all office colleagues/visitors receive a local office induction, using the local office risk assessment as a guide e.g. <ul style="list-style-type: none"> • Evacuation Procedure • Fire Exits • <i>First Aid arrangements</i> • Access / Egress • Security • Lone working • Parking

Working in office <i>and/or at home</i>	Display screen equipment	All working for the Trust	<p>Line Managers to ensure all colleagues have conducted online self-assessments at least every 3 years or more frequently if there are significant changes in their workstation arrangements. Self-assessment is done by the user completing the Cardinus self-assessment programme. Users and their Line Manager are responsible for taking the necessary follow-up actions</p> <p>Trust DSE Assessors are available to assist with actions/issues as required. They can also recommend/explain how the Trust's Occupational Health provider can help with specific requirements.</p> <p>Line Managers to ensure colleagues who work <i>both</i> from home <i>and an office</i> on either a regular or ad-hoc basis, complete 2 self-assessments to ensure health and safety requirements are fully implemented <i>both at home and in the office</i>.</p> <p>Line Managers to ensure that all workstations under their control are assessed for the risks to health and safety prior to first use and re-assessed following any physical changes to the workstation, office or <i>home</i> environment.</p>
Vulnerable workers / Safeguarding	Various	All working for the Trust	<p>The law requires that Line Managers complete specific risk assessments are completed for Vulnerable workers (the following is a list of vulnerable workers, as specified by the HSE):</p> <ul style="list-style-type: none"> • new and young workers • older workers • migrant workers • new or expectant mothers • people with disabilities • temporary workers, <p>The Trust has a Designated Safeguarding Officer (DSO) - Alex Newborough. More details can be found on the Trust's Safeguarding pages</p>
Driving	Collision, defective vehicle	All who travel in vehicle for the Trust, and other general members of public	<p>Line Managers must ensure the following:</p> <ul style="list-style-type: none"> • Colleagues who drive on Trust business have undertaken <i>the online</i> Individual Driver Risk Assessment and undertake follow up training as follows: Medium risk colleagues to complete <i>further</i> online training. High risk colleagues to attend on-road training. • Check licenses for all new colleagues who drive company vehicles and privately owned cars on Trust business. • Complete then return the Driver authorisation form. • Check insurance for privately owned cars used on company business • Colleagues complete daily vehicle checks. With regard to Trust commercial vehicles, the checks should be recorded. • Commercial vehicles have appropriate information displayed in the cab • Large goods vehicles are only parked overnight at the location stated on the operator's Licence • LGV/HGV drivers complete Driver Continuing Professional Competence (CPC) <p>Colleagues must ensure that if a road journey is required, they are prepared for the journey and possess a valid licence for the vehicle</p> <p>Colleagues who drive commercial vehicles must have viewed the following Trust videos:</p> <ul style="list-style-type: none"> - Vans and LGV drivers walk around checks - HGV drivers walk around checks - Safe loading of vans and LGVs <p><i>Colleagues must ensure all incidents are reported in LogIncident</i></p> <p>Trust Occupational Road Risk Mandatory Standard.pdf</p>

Driving	Towing	All who travel in vehicle for the Trust, and general members of public	<p>Line Managers to check that drivers who are required to tow have a valid license with the specific endorsement applicable to the weight of the trailer</p> <p>Colleagues who are required to tow must have viewed the following Trust videos:</p> <ul style="list-style-type: none"> - Towing trailers with vans and LGV's <p><i>Colleagues must ensure all incidents are reported in LogIncident</i></p>
Use of cycle	Cycling incident	All working for the Trust	<p>Line Managers to ensure all cycles used on business are suitable for the ground terrain, in good working order and maintained. Trust owned cycles must be included on a formal maintenance plan.</p> <p>Colleagues must ensure helmets are worn at all times and lifejackets to be worn at all times whilst cycling next to water. <i>All incidents should be reported in LogIncident</i></p>
Walking	Slips / trips / falls	All working for the Trust	<p>Line Managers to ensure good housekeeping on all sites and in maintenance yards etc.</p> <p>Towpath surfaces and conditions vary greatly, Colleagues to ensure the correct footwear is worn which is suitable for the surface, conditions, and task. Safety boots with midsoles and toecaps, plus ankle support for all operational tasks are required unless a specific risk assessment states otherwise, for example walking boots may be more suitable for some tasks e.g. length inspections.</p> <p>If a Colleague needs to access a location off the formal path they must carry out a dynamic risk assessment</p> <p>Threshold: Where a significant fall from height risk exists, Line Manager must be included it in the task specific risk assessment</p>
Trust Outdoor environment	Biological hazards	All working for the Trust	<p>Line Managers to brief Colleagues on risk of Leptospirosis, (and issued with a pocket card); Lyme disease / ticks and <i>invasive species such as</i> Giant Hogweed</p> <p>Colleagues to complete Basic Fire Water Save a Life minimum safety training which also includes the risks of Hepatitis C</p> <p>Threshold: If a Colleague and their Line Manager agree that there is an additional risk of exposure to other biological agents, including blood-borne viruses such as Hepatitis B, a detailed separate risk assessment should be completed. If after review with the Safety Team it is determined that, despite other controls being available, the task is likely to lead to significant exposures on a regular basis the Trust will offer, at its own cost, immunisation as the last line of defence.</p>
Weather	Extreme conditions	All working for the Trust	<p>Line Managers to monitor weather for extreme conditions such as a heat wave or snow etc, and instruct colleagues with safe working methods, or stop outdoor working if applicable. Be prepared to change the task if weather conditions warrant it.</p> <p>To enable working in normal weather conditions, Colleagues must:</p> <ul style="list-style-type: none"> • Wear waterproof clothing, thermal clothes, etc when wet/cold. • When hot, use sun protection cream (factor 30+); plan working day, take regular breaks, ensure supply of drinking water, wear sun hats and cover exposed skin.
Medical incidents	Poor communication, lack of first aid supplies	All working for the Trust	<p>Line Managers to provide Colleagues (teams and/or individuals) with mobile phone, and suitable method of charging; first aid kits as per the Trust's First aid standard. Also see Lone working below. Refer to local first aid risk assessment regarding the number of first aiders required.</p> <p>Colleagues must attend Basic fire water save a life mandatory training</p> <p>Thresholds: See First Aid Cover document for full details</p>
Lone working	Conflict or	All	<p>Line Managers to brief Colleagues on the local lone working procedure in</p>

	incident where it's not possible to summon assistance	working for the Trust	<p>place, referring to GIS/MyMapII ASBO Hot spot mapping, ensuring no lone working is carried out when someone may be at risk e.g. meeting someone when there is a known or potential risk of violence.</p> <p>Colleagues to complete personal safety training as required and apply generic control measures, including:</p> <ul style="list-style-type: none"> • Avoid lone working where possible • Carry a charged mobile phone • Outlook calendar kept up to date • Ensure other colleagues know where you are, and work duration etc • Use agreed lone working systems e.g. formal system such as CRISYS or local buddy system • <i>ensure all incidents are reported in LogIncident</i>
Working near water	Falling into water	All working for the Trust <i>on or near water</i>	<p>Line Managers to implement effective measures to prevent Colleagues falling into the water where reasonably practicable <i>and ensure they have attended online training.</i></p> <p>All Colleagues who work on or near water must wear the provided Trust approved lifejacket in the following situations unless specific risk assessments indicate otherwise:</p> <ul style="list-style-type: none"> • All work activities conducted on or from a boat, including steering (risk assessment of small enclosed wheelhouses may indicate that a lifejacket is inappropriate) • Inspection activity conducted within 2 metres of the water's edge • Working on or next to water during flood conditions • Working next to deep or fast flowing water • Lock keeping where work is carried out at the water's edge (lock operation from within a control cabin would not require a lifejacket but it must be available for immediate use) • Using ride-on equipment without a cab or without roll over protection (ROPS) and seat belts e.g. mowers, dumper trucks, quad bikes, cycles etc. within 2 metres of the water's edge. • Working at night near water • On category C&D waters lifejackets must be fitted with crotch straps and these should be fastened.
General	Livestock	All working for the Trust	Colleagues to assess the site, read all signage which may include warnings about bulls or electric fences, walk carefully and quietly. Do not split up a clustered group. If access to a specific location is required, then contact land owner to ask if livestock could be moved.
Welfare	Lack of welfare facilities	All working for the Trust	Line Managers to comply with the Trust Welfare standard , which lists minimum standards for the following types of sites; fixed longer term sites (>2 weeks), transient sites (1 day to 2 weeks), mobile sites (<1 day), Peripatetic working (continuously moving)
Access / Egress to work site (vehicles and plant)	Towpath instability	All working for the Trust	<p>When vehicles / plant are required to access the towpath NO vehicles / plant to be driven on towpath until details of location specific towpath assessment are provided & complied with.</p> <p>Line Managers must follow the Trust's Approved Standard – ACCESS OVER CANAL & RIVER TRUST'S LAND INCLUDING TOWPATHS AND BRIDGES.</p> <p>When cranes and other heavy plant/equipment is required to access the towpath, Line Managers must ensure a detailed towpath assessment is completed.</p>
Manual handling	Poor planning / awkward or heavy lifting etc	All working for the Trust	<p>Colleagues must watch the manual handling minimum safety learning video.</p> <p>Line Managers must assess all manual handling tasks including Colleagues on site dynamic risk assessment and pre-job formal manual handling risk assessment for significant tasks. Generic limit for lifting is 25kg per person but</p>

			<p>this depends on age, ability, object size etc</p> <p>Additional hands on practical manual handling training should be carried out for higher risk Colleagues</p> <p>Threshold: Where a significant manual handling task exists, it must be included in the task specific risk assessment. The following is a guide:</p> <ul style="list-style-type: none"> • tasks which involve repetitive/twisting movements • heavy items (whilst there is no generic legal limit, the recommended guidance is 25kg for men, and 16kg for women) • awkward loads • carrying over long distances etc
Work near general public	Working in vicinity of general public	All working for the Trust	<p>All Colleagues to be aware/courteous to other towpath users.</p> <p>Line Managers to consider appropriate method of warning/segregating colleagues from members of public, including:</p> <ul style="list-style-type: none"> • temporary barriers • security • site perimeter fencing • work in progress signs • flashing orange lights • banksmen
Cuts, abrasions, stings and bites	Unsuitable PPE	All working for the Trust	<p>Line Managers to ensure suitable range of gloves are available for use when handling materials / equipment.</p> <p>Colleagues to check with their GP that they have received the full course of Tetanus vaccination which will provide lifelong immunity. Use insect repellent. Keep away from overgrown areas. Individuals who have allergies e.g. allergic to wasp stings, are recommended that they inform their Line Manager / Colleagues, included any specific first aid requirements.</p>
Use of handheld power tools	Injury from faulty tools, or user error	All working for the Trust	<p>Line Managers to ensure all handheld power tool users are trained and competent.</p> <p>Colleagues to only use tool appropriate/designed for the task, <i>is maintained and inspected before use.</i></p>
Use of large plant and equipment	Injury from plant and equipment	All working for the Trust	<p>Line Managers to ensure all operators are competent, and trained relevant to the plant and equipment being used e.g. CAATS, KNW etc. Complete task specific risk assessment for tasks with significant risks, including plant.</p> <p>Colleagues to ensure all plant and equipment is maintained and inspected before use.</p>
Use of electrical equipment including printers, computers, heaters, etc	Injury from faulty equipment	All working for the Trust	<p>Line Managers to ensure all electrical equipment users are trained and competent.</p> <p>Colleagues to only use equipment appropriate/designed for the task. Ensure equipment has a current and valid PAT test <i>before use.</i> Only authorised colleagues should conduct maintenance or repairs.</p>
Noise	Exposure to high noise levels	All working for the Trust	<p>Line Managers to ensure works are planned to minimise noise.</p> <p>Colleagues must wear hearing PPE where noise levels exceed 85dB which is also identified by the following sign</p> <ul style="list-style-type: none"> • Threshold: No employee must be exposed to a resultant noise level exceeding 90dB after removing the noise protection level provided by the ear defenders provided. 

Workboat	Boating incident	Deckhand and Helmsmen	<p>All Craft Operators must have either have an MCA boat master or Trust helmsman certificate (supported by ancillary training as follows: 1-The Foundation H&S Course, 2-The Basic Fire, Water, Save a Life Course. 3-Medical fitness to work certificate). They also need to ensure they are assessed for the category of water's they are operate on (A, B, or C) and for each category of craft they helm (tug, crane boat, maintenance boat etc.)</p> <p>Colleagues need to:</p> <ul style="list-style-type: none"> • Carry with them copies of their up to date training passport. • Helmsman must have a helmsman work record book or means of recording their hours. • Helmsman record books must be completed (even if the 400 hours limit may not be attained) to record helmsman hours and must be regularly checked and signed off by their Line Manager. • Colleagues not completing the minimum 400 hours in five years, must be re-assessed. • All powered craft must have on board duplicate daily/weekly check sheet books. Craft must be checked daily and recorded on the check sheet. One copy must be sent to the Hire Desk and the other copy kept on-board the craft. • All craft requiring Boat Safety Scheme Certificates (BSS) must have a valid certificate • Colleagues helming craft need to regularly familiarise themselves with the Trust bye-laws relating to boating (this is the equivalent as knowing the highway code) <p>Line Managers to ensure Trust CAATS Deckhand training is completed by all deck hands. For small portable craft with an outboard (e.g.10hp), powerboat level 2 training is required.</p>
Transporting hazardous substances	Road traffic incident, spillage, etc	All who transport hazardous substances	<p>Line Managers to ensure all who transport hazardous substances (e.g. petrol, gas, oxygen etc) are provided with a copy of the Trust's 'Safe Handling and Carriage of Fuel and Compressed Gas' booklet, and the controls detailed within are followed closely. The controls include; specific sizes of fire extinguishers, vehicle ventilation, specific fuel can designs, limits on quantities, vehicle hazard signage etc.</p> <p>Note: There are different controls/limitations relating to different substances</p> <p>Transportation limits:</p> <ul style="list-style-type: none"> • Petrol = 50L max, unless a specific risk assessment and safe system of work is implemented then up to 200L may be possible (which is the limit before the carriage by road regulations apply) • Diesel = 500L max (which is the limit before the carriage by road regulations apply) • Oxy-acetylene = 200kg max (which is the limit before the carriage by road regulations apply), plus the Trust recommendation is 2 Cylinders max unless approved by a H&S Advisor • LPG = 200kg max (which is the limit before the carriage by road regulations apply), plus the Trust's recommendation is 2 Cylinders max unless approved by a H&S Advisor
Hazardous substances	Contact with hazardous substances	All working for the Trust	<p>Line Managers to ensure COSHH assessments are available which are specific to the substance and how it will be used. Ensure least hazardous substance is selected. Ensure controls are implemented as detailed in the specific COSHH assessment.</p> <p>If RPE is regularly used, a face fit test must be completed and recorded.</p> <p>Line Managers to ensure Colleagues have a general awareness of asbestos. Removal to only be completed by a licensed contractor.</p>

			<p>Threshold: If specialised PPE or other controls are required e.g. organic fume specific RPE, forced air ventilation, category 2 / 3 gloves etc, then controls must be specified on task specific risk assessment.</p>
Storage of hazardous and flammable substances	Fire, explosion, exposure to hazardous substances	All working for the Trust	<p>Site specific risk assessment for all locations where hazardous substances are stored is required, as per the Trust's COSHH Standard. Line Managers to check local site fire risk assessment, or ask the building team if a copy cannot be found.</p> <p>Assessment to include hazards such as:</p> <ul style="list-style-type: none"> • Separation of different substances • Gas stored externally and secured • Hazard warning signs • Fire separation • Bunded or double skinned storage • Quantities kept to a minimum
Sharps	Contact with needles and sharps	All working for the Trust	<p>Colleagues must watch the 'Safe Handling of Needles & Syringes' eLearner. All colleagues who find a needle/syringe must report it to the local Region if not trained/equipped to clear it.</p> <p>Line Managers to ensure sharps kits are available for teams as required, as per the Trust's Needles and syringes standard.</p> <p>Provide all colleagues with a copy of Needles and Syringes pocket guide.</p>
HAVS	Exposure to vibration	All who operate vibrating tools	<p>Line Managers to ensure all colleagues who use power tools are trained in Hand Arm Vibration as per the Trust's minimum safety standards.</p> <p>Line Managers must Monitor the number of DVD points logged by colleagues.</p> <p>Colleagues to avoid use of vibrating tools where reasonably practicable. Only use tools that are tagged with the vibration magnitude. Monitor and log DVD exposure. Report and symptoms of hand arm vibration.</p> <p>Threshold:</p> <ul style="list-style-type: none"> • Detailed HAVS risk assessment must be completed when using tools over 5m/s² • The Trust & legal action level is 10 points per day. Any exposure above this level must be authorised by your line manager. • The legal limit is 40 points per day
Dust and airborne particles	Airborne particles caused by working method or wind	All working for the Trust	<p>PPE should be considered as a last resort.</p> <p>Dust suppression/extraction should be specified in the task specific risk assessment e.g. dust bags, water suppression, extraction systems etc..</p> <p>Line Managers to ensure a selection of eye / face / respiratory PPE is available to protect users from dust. All operational colleagues to receive an annual fit test for dust masks and be supplied with the P3 mask that fits.</p> <p>Note: eye protection is mandatory for all construction activities.</p>
Confined space	Unauthorised entry	All working for the Trust	<p>Potential confined spaces must have a risk assessment completed by a level 2 trained employee. Assessments are saved in the site specific asset file in the asset library.</p> <p>Line Managers to ensure controls from confined spaces risk assessment are implemented and stated in the task specific risk assessment.</p> <p>Colleagues must watch the Level 1 confined space minimum learning standard video. DO NOT enter a confined space unless provided with a safe system of work.</p>

Working during darkness	Poor visibility	All working for the Trust	<p>Before working during the hours of darkness Colleagues must assess the need/risk. If practical wait until daylight hours.</p> <p>Consider:</p> <ul style="list-style-type: none"> • High visibility clothing • Lighting e.g. head torch or flood lighting • Carry spare batteries • Minimise lone working.
Breaking ground	Contact with services	All working for the Trust	<p>Is a permit to dig required?</p> <p>NO, if there are no services identified. Line Managers to complete a Site-Specific Risk Assessment and Method Statement.</p> <p>YES, if there are services identified. Then a Permit to Dig to be raised by the Line Managers and issued to Colleagues. All permits must be supported by a Site-Specific Risk Assessment and Method Statement.</p> <p>Further information is detailed in the Standard Avoiding Danger From & Damage to Underground & Overhead Services</p> <p>Mandatory process for Sky Networks must also be followed if applicable</p>
Working on mechanised assets	Injury from mechanical, electrical or hydraulic equipment	All working for the Trust	<p>Colleagues must be trained as an IP (Instructed Person) or AP (approved Person) if they are required to work on and complete basic operator's maintenance to an asset where its primary motive power is Mechanical/Electrical/Hydraulic.</p> <p>Once IP trained, if Colleagues are not instructed to work under an Isolation Method Statement, they must follow a defined safe system of work. This requires:</p> <ul style="list-style-type: none"> • A minimum of two colleagues. • One colleague must retain user control over the asset to be worked on, and the other carries out the maintenance task. • The colleague maintaining user control must not leave the controls for the structure until both colleagues are in a safe position. • Both colleagues must stay in contact either verbally or visually for the duration of the task, whilst continuing to monitor all other external factors that could cause harm (such as moving craft). <p>Threshold:</p> <p>SAP (Senior Authorised Person) to review site and determine if asset requires an isolation method statement, or if working to a safe system of work is adequate. SAP will also train colleagues to be IP's as required. AP (Approved Person) to utilise their own safe isolation procedure.</p>
Maintenance and repair of workboats and plant	Injury from mechanical, electrical or hydraulic equipment. Battery explosions	All working for the Trust	<p>Colleagues must be trained as a competent Helmsman to complete operator maintenance and safety checks. Works may be completed by Colleagues within their competence to non-mechanical parts such as joinery and general upkeep but must be discussed with the Hire Desk in advance.</p> <p>Colleagues must be trained as an IP (Instructed Person) or AP (Approved Person) if they are required to carry out M&E routine inspection, maintenance and repairs and installation.</p> <p>Jump starting of boats should only be carried out by Colleagues signed off as competent or IP.</p> <p>SAP will also train colleagues to be IPs as required and sign off APs (Approved Person)</p>