

TEIGNMOUTH HARBOUR COMMISSION



Risk Assessment Forms and Completion Guidelines

These forms should be completed and forwarded to the Harbour Master attached to a completed Harbour Event Request Form at least 2 weeks before an event is planned to take place

COMPLETION GUIDE - RISK ASSESSMENT

Use Risk assessment to evaluate the hazards and permanent risks of a given activity or location.

1. Enter **Date of Assessment**;
2. **Description of Work or Activity Area**, i.e. Workshop, Vessel Name, Lower Estuary etc.;
3. How many **People are Involved** in the Activity, Staff and Public;
4. **Description of the activity** to be assessed;
5. Description of the parts of the **Activity** being assessed (Left Hand Column);
6. Enter brief description of **Hazard** e.g. grounding, collision, capsizes, pollution, personnel accidents etc.
7. Enter brief description of **Risks** associated with Hazard;
8. Give a numerical value 1-3 of the **Probability of the Incident Occurring**:
 - 1 - **LOW** chance of occurrence;
 - 2 - **MEDIUM** chance of occurrence;
 - 3 - **HIGH** chance of occurrence;
9. Give a numerical value 1-5 of the potential **Severity** i.e. if the Hazard occurred how serious would the issue be:
 - 1 - **MINIMAL**, e.g. Scratches / Grazes;
 - 2 - **INJURY**, e.g. requiring basic first aid on site;
 - 3 - **MODERATE**, e.g. requiring more advanced on site first aid;
 - 4 - **SERIOUS**, e.g. requires off site treatment;
 - 5 - **VERY SERIOUS**, e.g. requires extensive treatment, possibly a RIDDOR report;
10. Multiply above to get a numeric **Risk Value**. Value 4 or over requires Controls or Action.
11. **Controls/Actions to be taken** should aim to leave a minimum risk of 6. N.B. Lower risks may still require Controls and actions;
12. Insert new **Risk Value after Controls**
13. Sign and Date Assessment;
14. If required use multiple forms;
15. Give detail of risk to health e.g. launching of boat - incorrect handling of heavy equipment - sprain, bruising, cuts and grazes.

COMPLETION GUIDE - SITE SPECIFIC RISK ASSESSMENT

Use the Site Specific Risk Assessment (SSRA) to evaluate variable risks for an activity or location/site using the overall Risk Assessment as a basis for this document, and evaluate as an ongoing activity particularly if an Activity is likely to use more than one site or continue over a number of days .

1. Detail the possible hazards as above for site/day; e.g. grounding, collision, capsizes, pollution, personal accident etc
2. Detail the Activity and the Risks as determined by the Risk Assessment and/or the variable factors for site/day i.e weather, tides, ship movements, boat traffic, other events etc.
3. Detail possible control measures to take to reduce the risk for site/day; e.g. safety boat, first aid facility, event control, weather limits, VHF, etc.
4. Identify the relevant hazards for a given site/day by circling the relevant hazard;
5. Identify the control measures taken for site on the given day by circling the relevant control measures.

N.B If you are uncertain, having followed the guidelines above, as to how to evaluate risk please go online to www.hse.gov.uk and view the HSE guidelines, or contact the Harbour Masters Office.

TEIGNMOUTH HARBOUR COMMISSION – RISK ASSESSMENT

Date of Assessment			Description of work/activity area					
Number of people involved			Description of activity					
Activity	Hazard	Risk	Probability of incident occurring	Severity	Risk Value	Controls / Action to be taken	Risk Value after Controls	Additional requirements
								As the Specific Operating Environment may change there is a need for continuous assessment using the SSRA. This is to be completed on a daily basis prior to any activity commencing, and should be reviewed as conditions change.
The above Risk Assessment lists the hazards that may be encountered, that they have been recognized and the measures taken to remove/reduce the risks. It is to be used in conjunction with the Site Specific Risk Assessment (SSRA) on a daily basis to assess the ongoing risks and implement appropriate risk management measures.							Assessed by: Date:	

TEIGNMOUTH HARBOUR COMMISSION – SITE SPECIFIC RISK ASSESSMENT (SSRA)

Circle Applicable Hazards and Measures Taken, initial when complete.

Hazard	Identified Activity Risk	Measures taken to reduce Risk	Completed
Other Considerations			
The above Site Specific Risk Assessment lists the hazards that may be encountered, that they have been recognized and the measures taken to remove/reduce/control the risks. This SSRA is to be used on a daily basis to assess the ongoing risks and implement appropriate risk management measures.			Assessed by: Date: