

## Steamboat Association Event Risk Assessment



### Introduction

To help our Organisers carry out a simple and comprehensive Risk Assessment of their events, the Steam Boat Association (The Association) has composed this template. The risk assessment has partly completed sections where obvious risks have been identified, detailed and assigned a “Severity” Rating just leaving the “Likelihood” Rating and “Score” to be completed by the Organiser.

Section 4 is a blank risk assessment provided so that the Organiser can add and assess hazards and risks which are particular to their event, for example if the event is being held next to a crocodile infested river, there would be risks associated with this that wouldn’t apply to the vast majority of events organised under the banner of the Association. If this section is completed in the same fashion as Sections 1 to 3, a comprehensive assessment of the risks facing the attendees can easily be achieved. A “Risk Identification Guidance” checklist has been compiled in Section 5. This offers some suggestions of potential risks that might be specific to your event, this will change as other risks are identified and fed back to the club.

The Association appreciates that there are many different ways of carrying out a Risk Assessment and there are many people who have a great deal of experience of risk assessing and it is hoped that this wealth of experience can be used to fine tune and improve this process. Conversely there will also be a lot of people who have not previously carried out a risk assessment and for those this can be a daunting process. The template below represents a compromise between a perfect risk assessment procedure and one which can be fully understood by all organisers regardless of their expertise. It is a live process and will be reviewed and updated regularly. Currently, this is the only official SBA Event Organisers Risk Assessment that the Association accepts and to avoid confusion individual interpretations, versions and alternative formats will not be admissible.

The safety of attendees at organised events is the responsibility of the Organiser and this document is intended to be a simple way of helping Organisers identify and mitigate risks and prevent harm whilst at the same time documenting their diligence so it can be demonstrated if needed. The authorities and our insurers are not asking for perfection but they are insisting that a good effort be made. The risk assessment should be either completed electronically (or printed out and completed by hand) signed and a copy sent to the SBA Safety Information Coordinator ([risk@steamboatassociation.co.uk](mailto:risk@steamboatassociation.co.uk)) or via the SBA Secretary or SBA Event Secretary or scanned and emailed to [risk@steamboatassociation.co.uk](mailto:risk@steamboatassociation.co.uk) in advance of the event for validation.

## Completion procedure of standard and bespoke Risk Assessment sections 1 to 4:

1. Fill in your details and the event name at the top of the RA (please print the document and fill it in by hand, legibly, using black pen);
2. Using the “**Likelihood of Harm Guidance**” chart assess the “Likelihood of Harm” in relation to the event you plan to hold, do this for all the risks in Sections 1 to 3;
3. Multiply the value you have given for “likelihood of Harm” by the pre-defined “Severity of Harm” and write the score in the box;
4. If the “Score AxB” is greater or equal to 15 then you must write in the box what action you have taken to reduce the likelihood of this risk and its rating;
5. If there are risks particular to your event not mentioned in Sections 1 to 3 please carry out a bespoke Risk Assessment in Section 4; and
6. Use the Check Sheet in Section 5 to identify additional risks specific to your event that might be present but are not included in Sections 1 to 3.

## Severity of Harm Comparisons Guidance

Score	Example
1	A small cut requiring a plaster
2	A twist or sprain causing difficulty and pain or a larger cut that might need a stitch or tetanus jab
3	A painful injury such as a broken finger or arm but from which a full mend will be possible
4	A severe injury that causes permanent change such as a broken hip or neck or scarring.
5	A Fatality or severe permanent disability like blinding or spinal damage

## Likelihood of Harm Guidance

Score	Category	Example
1	Very Unlikely	Something that will happen once in a blue moon under exceptional circumstances like being hit by lightning
2	Unlikely	Something that shouldn't happen under normal circumstances like a tyre blow out
3	Likely	Something that is likely to happen if simple precautions are not taken to prevent it like getting something in your eye if grinding metal without goggles
4	Very Likely	Something that is likely to happen under normal circumstances like not spotting a pot hole in the road
5	Difficult to Avoid	Something that is likely to happen as matter of course like hitting the kerb when parking

## Steamboat Association Event Risk Assessment (To be conducted by the Event Organiser)

Event Name: Keeping Your Feet Dry III

Event Date: 13th September 2024

Organiser Name: R Calvert, M Duckket, D Bullough

Signed: 15/02/2024 - R Calvert

Date of Assessment: 15/02/2024

### 1. Hazards Specific to Steam Boats

Hazard	Nature of Risk	Potential Harm	Current Actions or Advice to Control Risk	Likelihood of Harm (1-5) A	Severity of Harm (1-5) B	Score A X B	Notes/Further Action (if score 15 or greater)
1.1 Burn on hot machinery	Any exposed steam pipes, engine parts or metal adjacent to boiler may cause an injury	Scalding or burns to parts which come into contact	Hot surfaces to be insulated where possible. All passengers and crew especially children to be briefed about dangerous surfaces.	3	2	6	RC initial steamboating safety brief SBA skippers to brief trainees in situ and supervise. Risk greater in smaller boats
1.2 Contact with moving machinery	Impact or crush injury may result from contact with moving components	Laceration or crush injury	Where possible moving parts should be guarded. Passengers and crew especially children to be briefed about potential risks	3	3	9	Risk greater in smaller boats RC initial safety briefing. Skippers to brief in situ and supervise
1.3 Sudden release of steam	Rapid expulsion of steam from boiler or plant could cause a burn injury	Scalding or burns	All steam plant to possess a valid boiler certificate. Passengers and crew to be briefed about potential risks, pay attention to the dangers of whistles, blowers, blow-down outlets and pressure relief valves.	2	5	10	All boats to have completed an SBA Declaration Form. RC to organise. Safety Briefing, whistles, Windermere Kettles an Safety Release Valves.
1.4 Liquid fuel or gas Fire	From the use of volatile fuels such as paraffin or gas which could cause a fire on board	Burns and possible compromise of the integrity of the hull and evacuation of vessel	All boats have a competent operator who understands the maintenance, storage and use of such fuels in accordance with the Boat Safety Scheme specification. Always carry a fire extinguisher.	2	5	10	MD to brief those going on Befur to specific risks.
1.5 Whistle use	Damage to hearing could be a consequence of careless whistle use	Temporary or permanent hearing damage	Warn people when the whistle is about to be blown, understand the characteristics for your own whistle volume and size.	2	4	8	See 1.4

## 2. Boating Hazards

Hazard	Nature of Risk	Potential Harm	Current Actions and Advice to Control Risk	Likelihood of Harm (1-5)A	Severity of Harm (1-5)B	Score A X B	Notes/Further Action (If score is 15 or greater)
2.1 Falling in water	Could affect any person attending an event, particularly inexperienced, young or people with limited movement	Infection, Hypothermia, Drowning	Care when passengers embarking or disembarking. Vigilance for trip hazards adjacent to water. Suitable footwear recommended, life jackets or buoyancy aids should be made available to crew and passengers.	2	5	10	JR, initial safety briefing. All trainees required to wear Buoyancy Aid. BA to be made available for those without own. NT to be approached re loan of BAs See also 4.1
2.2 Finger crushing	Boats could squeeze together at moorings or in locks or when manoeuvring	Laceration or broken / dislocated bone	All passengers advised to keep fingers in board when near other boats or mooring. Special vigilance with children.	3	3	9	JR initial safety briefing.
2.3 Launching	Boats and trailers being manoeuvred whilst on a slipway being launched or recovered	Laceration, broken bone, dislocation	Ensure the launch or recovery is organised and supervised by one person, do not allow it to become chaotic and try to keep young children at a distance. Ensure the launch site and it's approach is fit for purpose and free from obstruction.	3	3	9	SBA skippers will launch and retrieve boat(s) with assistance of trainees under their direct supervision.
2.4 Fire	Fire as a result of fuel spill or cooking equipment	Burns or loss of boat	All boats should carry a suitable fire extinguisher and fire blanket.	1	4	4	No cooking involved.
2.5 Propellers	Person overboard, or if weed clearing might suffer injury from contact	Laceration, broken bone, dislocation	Steam isolated from engine before anyone approaches propeller.	2	4	8	Covered in safety briefings
2.6 Cuts	Wound may be contaminated with river water	Weil's disease or other infection	Cover cuts with a sterile waterproof dressing, if in doubt seek professional medical attention.	2	5	10	
2.7 Locks	Falling in, Lock-keys (windlasses) spinning	Bruising As above for Immersion in water potential drowning	Skippers asked to keep 'helpers' at bay .	3	5	10	N/A - no locks on lake
2.8 Currents	Losing control of the boat caused by currents or changing water level	Drowning, sinking, collision with other boats or structures, grounding, stranding and capsizing	Study waterway information available on the relevant authority, use life jackets, carry a suitable anchor and lines, oars and paddles and a mobile phone or radio.	2	5	10	Wash from Ferries and Power Boats Specific dangers to be identified.

### 3. General Event Hazards

Hazard	Nature of Risk	Potential Harm	Current Actions and Advice to Control Risk	Likelihood of Harm (1-5)A	Severity of Harm (1-5)B	Score A X B	Notes/Further Action (If score is 15 or greater)
3.1 Sun burn	Forgetting the need to protect bare skin during a full day in the sun	Sunburn and heat stroke	Advise people to keep covered and use sunblock pay particular attention to children.	3	2	6	This is not generally considered to be the responsibility of the organiser but it is within the realm of the organisers duty of care.
3.2 Cooking equipment	Fire, explosion and burns caused by faulty or poorly maintained cooking equipment especially LPG	Burns, scolding and potential fatality	Take particular care to ensure the correct use and assembly of portable cooking equipment, do not allow the cooking area to become crowded and chaotic.	2	5	10	N/A - no cooking
3.3 Use of lifting machinery	Risk to any bystanders during the launching of boats using cranes and lifting equipment	Concussion, crushing, impact fractures, entanglement in ropes and harnesses	Ensure all equipment has sufficient capacity, is certificated and operators & banksmen are competent and the area is cleared of all people not needed for the lifting operation.	N/A	5	N/A	N/A
3.4 Tripping on mooring lines	Boaters and members of the public are at risk of tripping over poorly managed mooring lines	Trips and falls	Ensure mooring lines and pins are tidy and easily visible.	3	2	6	Long ends should be coiled or returned to boat.
3.5 Slippery surfaces	Paths, walkways, jetties and towpaths etc will become slippery especially when wet, icy or muddy raising the likelihood of a fall	Cuts, bruises, broken bones, dislocations and concussion	Organisers should discourage running and encourage the use of suitable footwear depending on the conditions.	2	4	8	Covered in initial Safety Briefing
3.6 Covid	Airborne transmission (dominant method)  Transmission through touching infected surfaces  Infected person (asymptotic) attends event  Extremely vulnerable persons	Varies from asymptotic symptoms to flu like illness, and risk of very severe illness or long term covid	Government recommendations regarding: - Ventilation; - wearing face masks; - use of hand sanitiser; & - lateral flow tests before meeting potentially vulnerable persons etc.	4  3	3 (flu like illness)  4 (long term covid)	12  12	SBA Rally with predominantly outdoor activity so risk significantly reduced.  To follow government recommendations at the time of the rally.

## 4. Risks specific to your event but are not included above (Print multiple sheets if needed)

Hazard	Nature of Risk	Potential Harm	Current Actions and Advice to Control Risk	Likelihood of Harm (1-5)A	Severity of Harm (1-5)B	Score A X B	Notes/Further Action (If score is 15 or greater)
Area used as trailer park, obstruction. Uneven surfaces.	Trip/fall hazard	Injuries	Site to be checked night before event	2	3	6	Site Survey on day before event
Site accessible to General Public	See 1 hazards to steamboats	See 1	Boat Area to be cordoned off from the General Public	2	3	6	Arrange in conjunction with NT
Trainees unfamiliar with hazards	As above	As above	As Above	2	3	6	Trainees directly supervised by SBA skippers. Maps of area indicating hazards to be provided.

## 5. Risk Identification Guidance

Event Risk/Hazard Identification Check Sheet			
Are any of the below hazards or risks are likely to occur at your event? If so please tick the box and add the hazard to the RA in Section 4			
Electrical (shock, burn, explosion)	<input type="checkbox"/>	Venue inhabited by dangerous animals (lions, crocodiles etc.)	<input type="checkbox"/>
Hand tools (hammers, drills etc.)	<input type="checkbox"/>	Display machinery not previously covered (steam engines, agricultural machinery etc.)	<input type="checkbox"/>
Natural hazards (weather, flooding, lightening etc.)	<input checked="" type="checkbox"/>	Road traffic accident	<input type="checkbox"/>
Site conditions (rabbit holes, loose footing, tripping etc.)	<input checked="" type="checkbox"/>	Vehicle collision (may not seem relevant but some events also include old vehicles)	<input type="checkbox"/>
Hygiene hazards (toilets, farm animal waste, waste disposal etc.)	<input type="checkbox"/>	Vehicle fire (may not seem relevant but some events also include old vehicles)	<input type="checkbox"/>
Services (buried or overhead power lines etc.)	<input type="checkbox"/>	Drunken and intoxicated behaviour	<input type="checkbox"/>
Falling objects	<input type="checkbox"/>	Large passenger carrying vessels	<input checked="" type="checkbox"/>
Site housekeeping or untidiness	<input type="checkbox"/>	Shallow or deep water	<input checked="" type="checkbox"/>
General obstructions	<input checked="" type="checkbox"/>	Submerged obstructions like wrecks or rocks	<input type="checkbox"/>
Unsafe access	<input type="checkbox"/>	Tides and tidal currents	<input type="checkbox"/>
Building Integrity (falling masonry etc.)	<input type="checkbox"/>	Domestic pets such as dogs, fighting, aggressive or dirty behaviour	<input type="checkbox"/>
Trespassers & interlopers (gate crashers etc.)	<input type="checkbox"/>	Reckless behaviour/showing off	<input type="checkbox"/>
Working at height (ladders or climbing on things)	<input type="checkbox"/>		
Asphyxiates	<input type="checkbox"/>		
Combustible materials not previously covered	<input type="checkbox"/>		
Corrosive, toxic or irritant materials	<input type="checkbox"/>		
Flammable or explosive substances not previously covered	<input type="checkbox"/>		
Gasses, fumes or vapours	<input type="checkbox"/>		
Oxidising substances (strong acids or alkalis etc.)	<input type="checkbox"/>		
Loud noise (loud sirens, engines, bangs etc.)	<input checked="" type="checkbox"/>		
Temperatures and intense sun	<input checked="" type="checkbox"/>		
Crowding	<input type="checkbox"/>		
Animals (farm, display, police or wild etc.)	<input type="checkbox"/>		
Suffocation	<input type="checkbox"/>		
Entertainment ride or attraction hazards (bouncy castles etc.)	<input type="checkbox"/>		
Rides (tractors, miniature rail, driving instruction etc.)	<input type="checkbox"/>		
Site machinery (tractors, diggers, lorries, FLT, transporters etc.)	<input type="checkbox"/>		
Flora & fauna hazards (nettles, thorns, poisonous fruit etc.)	<input type="checkbox"/>		
Dehydration	<input type="checkbox"/>		