

## MATRIX RISK ASSESSMENT

LOCATION	Aldeburgh Lifeboat Station
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ASSESSMENT CARRIED OUT BY: -

EVENT	ASSESSOR SIGNATURE
Open Day or School/Youth Organisation/Adult group visit to station	C WALKER
Reviewer	DATE
LOM	9/1/18

SER No./	Hazard	Who/what is at risk	Probability/ Severity	Risk Rating	Action required	Revised level of risk
1	Road outside Station	Children	1 3	3	Warn to be alert for moving cars outside station	2
2	Fire or other emergency where evacuation required	Staff, volunteers, all visitors	2 2	4	Explain evacuation procedures and point out fire exits.	2
3	Call out / Shout	Staff, volunteers, all visitors	2 2	4	Explain what happens if a call out/shout occurs and what the group is expected to do if this happens	2
4	Illness/Accident during visit	Staff, volunteers, all visitors	2 1	2	Check supervising adults have their own procedures. Know location of first aid kit and any first aider	1
5	Irresponsible behaviour by individuals	Children	2 2	4	Ensure that supervising adults maintain a suitable level of discipline. Brief children in introduction. If there is a problem require supervising adult to remove child, in the extreme stop visit	2

6	Weather	All visitors	1 1	2	Ensure group has suitable clothing/ footwear for visit	1
7	Tripping, falling/slipping Uneven or wet surfaces	All visitors	2 2	4	Warn group to be careful, repeat warning throughout visit Check surfaces clear before visit	2
8	Injury from equipment Damage to clothing	All visitors	2 2	4	Warn group to be careful and not to touch equipment, repeat warning throughout visit Warn group not to touch or lean against equipment Check dangerous equipment is removed before visit	2
9	Child Protection	Staff, volunteers	2 3	6	Avoid being alone with any child. If kit is tried on avoid physical contact with child. Always ask for volunteers	4
10	Trying on kit	Children	2 2	4	Ensure careful supervision by adult if lifejacket is tried on warn not to touch inflation tag or flares. Ensure that only parent/guardian assists child with dressing up. <b>NB – it is preferable to use display jackets where available, if operational lifejackets are used ask permission of the LOM and ensure only trained personnel remove any items and refit them correctly.</b> Ensure child cannot fall against any equipment whilst trying on kit	2
11	Tractor, falling or tripping and injury from equipment	All visitors	2 2	4	Warn not to touch or lean on. Rope off bar to boat and warn not to climb across	2
12	Slipway launch	All visitors	2 4	8	Everyone instructed where to stand well away from slipway to view launch	4
13	Falling off Slipway	All visitors	2 3	6	Warn not to go onto slipway, put barrier across	4
14	ILB - Falling from boat and injury from equipment	Children and supervising adults	2 3	6	Instruct not to climb into boat and not to touch equipment. D class area roped off. Only taken into D class area once behaviour is assessed as good. Check electric cable to boat is above head height	4

<b>15</b>	ALB – viewing from platform	All visitors	<b>2</b> <b>3</b>	<b>6</b>	Boat viewed from platform maximum group size on platform 16. Locked barrier to boat.	<b>4</b>
<b>16</b>	Visitors on ALB - Tripping hazards throughout, increased risk with numbers of people.	All visitors	<b>2</b> <b>3</b>	<b>6</b>	A ratio of 10 students to one adult group leader and one RNLI representative at all times. Note increased danger of trip hazards (e.g. Quarter stop brackets and mooring bollards)	<b>4</b>
<b>17</b>	Visitors on ALB – All equipment aboard ALB i.e. Knives and hammers buttons switches etc.	All visitors	<b>2</b> <b>4</b>	<b>8</b>	Warn that under no circumstances should any equipment be touched or interfered with.	<b>4</b>
<b>18</b>	Visitors on ALB	All visitors	<b>2</b> <b>3</b>	<b>6</b>	All visitors to be accompanied by an RNLI representative before being allowed onto the boat.	<b>4</b>
<b>19</b>	Visitors on ALB - Cabin steps/open hatches	All visitors	<b>2</b> <b>3</b>	<b>6</b>	Cabin door and hatches will be opened to view visitors to be warned to be aware of falling/tripping	<b>4</b>
<b>20</b>	Visitors on ALB - Unaccompanied children	Children	<b>2</b> <b>2</b>	<b>4</b>	All children to be accompanied by an adult before being allowed onto the boat.	<b>2</b>
<b>21</b>	Chemicals and Substances	All visitors	<b>2</b> <b>4</b>	<b>8</b>	Substances and chemicals stored in locked containers/cupboards away from visitors	<b>4</b>
<b>22</b>	Tractor, carriage and ancillary equipment	All visitors	<b>2</b> <b>2</b>	<b>4</b>	Warn that surfaces may be slippery and coated anti corrosion spray and warn not to touch or climb across	<b>2</b>