

Chichester Canal Trading Co Ltd.
Canal Wharf, Chichester, West Sussex. PO19 8DT Tel 01243 771363

Risk Assessment Record

This risk assessment highlights commonly identified risks, hazards and control measures associated with the Canal Basin and Canal. Please indicate that you are aware of these and share in the responsibility of your group.

ACTIVITY

School or Group Name-----

Visit to Canal Basin and boat trips

Group leader-----**(print name)** **Date of visit**-----

Assessed by: Ian Jackson, Boats Ops Director 2025	Site Area around Canal and passenger trip boats: Kingfisher; maximum number of passengers is 22 Richmond; maximum number of passengers is 32 Trip duration is approximately one and half hours. A toilet is on both boats and there are facilities on shore in the Cafe and the Heritage Centre. Each boat has a lift should any passenger have difficulty using steps on to and off the boats. The number of adults accompanying and responsible for the students is a school decision. Boats have a limit of the number of wheelchairs allowed on board; Richmond is 2, Kingfisher is 1 only.	Date:	Understood and signed by: Group Leader	
RISKS AND HAZARDS	CONTROL MEASURES	SERIOUSNESS	LIKELIHOOD	
Running and tripping	Ensure adequate control and supervision	2	2	
Traffic approaching Canal Basin (mainly cars) but also cyclists.	Ensure awareness and maintain proper supervision	5	2	
Children could approach the canal side leaving them unsupervised near water and at risk of falling into the water. Some areas of the Canal Basin do not have safety barriers.	Children should not be permitted to walk near to the Canal edge and should always be supervised. Safety lifebuoys are accessible around the Basin and on the boats.	5	1	

Risk of tripping on the access pontoon when embarking and disembarking the boat and falling into the water.	Access onto the boats is via a pontoon of which the first section is enclosed by safety railings. The second section which continues to Richmond is 12 metres long and does not have any safety railings. There is a 40cm gap between the side of the pontoon adjacent to the Canal wall; the other side is open to the Canal Basin. A crew member will control the number of pupils using the pontoon and restrict each group embarking to a maximum of 6 who should be accompanied by an adult.	3	2
Passenger safety awareness	The crew will give a safety talk before the trip commences. This will identify emergency exit procedures.	N/A	N/A
Risk of tripping and falling on or from rear deck of boat when underway into the water	Passengers are allowed onto the aft deck at the crew's discretion. The number is limited to 4 on Kingfisher and 6 on Richmond. Students must be accompanied by the school's supervising adults - 2 to1 on Kingfisher and 3 to1 on Richmond.	4	3
Risk of injury by contact with bankside trees, foliage and Canal construction.	Crew will warn students on deck if there is any overhanging foliage and to be prepared to move to avoid the risk of contact. Students must not lean out of the windows on Richmond for the same reason. There are 2 bridges which cross over the Canal. Passengers are not allowed on deck when the boat is passing under them.	3	3
The event of an incident on the boat in which a passenger is injured or becomes unwell, or the boat needs to be evacuated.	Follow instructions of trained crew. If necessary the Emergency services will be called.	1	2
IMPORTANT – This risk assessment should only be approved once all significant hazards have been identified, the control measures agreed and implemented and the overall risk ratings considered acceptable.		1 No injury 2 Minor injury 3 To doctor 4 Major injury 5 Fatal	1 Unlikely 2 Remote 3 Possible 4 Probable 5 Certain