

Reference: MRA 1



North Sunderland Harbour Risk Assessment Form

Service	North Sunderland Harbour - MRA Number 1	Date of Risk Assessment	1 Nov 2023
Assessor	Paul Brown / Kay Barkess	Next review due date	1 Nov 2024
Process or Activity	Slips, Trips and Falls at the Dockside		

Describe the location where activities are taking place	North Sunderland Harbour quays, jetties and slipways.		
Describe the activities being undertaken	Harbour users ascending or descending port ladders, using slipways or quays to access vessels.		
Describe the equipment and/ or substances being used	North Sunderland Harbour ladders, slipways and quays.		
Describe the people involved in these activities (and others who might be affected)	Port Staff, commercial fishermen, tripping boat crew, divers, RNLI crew, divers, leisure users and members of the public.		
Associated Risk Assessments	MRA 2 / MRA 9 / MRA 11	Associated Safe Systems of Work	Port Marine Safety Code. Guide to Good Practice. NSH maintenance programme.

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Risk Rating	Action
20-25	Stop Activity and Take Immediate Action
15-20	Urgent Action
8-12	Action
3-6	Monitor
1-2	No Action – ensure controls are maintained and reviewed

Hazard	Uncontrolled Risk Score			Risk Mitigations	Residual Risk Score		
	L	C	R		L	C	R
Port staff falls from NSH Quays at height into the water.	2	4	8	<ol style="list-style-type: none"> All port staff undertake ENG 1 or ML5 or similar examinations to ensure they are fit. All port staff wear safety footwear. All port staff wear 150N lifejackets when working above or on water. Harbour walls have prominent “do not climb” signs on them. Guardrail and Armco barriers are surveyed 2 yearly and a regular programme of maintenance & replacement in place. Port staff are first aid trained. Harbour lifebuoys are surveyed and inspected monthly. Port staff have appropriate PPE including safety boots rated to ISO 20345 standard. 	2	2	4
Member of public falls from NSH Quays at height into water.	3	4	12	<ol style="list-style-type: none"> High quay walls and strong guardrails discourage all but the nimblest from climbing over. Harbour walls have prominent “do not climb” signs on them. Guardrail and Armco barriers are surveyed 2 yearly and a regular programme of maintenance & replacement in place. Harbour lifebuoys are surveyed and inspected monthly. Port staff are on site during working hours. Port CCTV system will usually spot miscreants. “No swimming” Byelaw for harbour waters. 	2	3	6
				<ol style="list-style-type: none"> All port staff and commercial users will have ENG 1 or ML5 			

Hazard	Uncontrolled Risk Score			Risk Mitigations	Residual Risk Score		
	L	C	R		L	C	R
Port user falls from port ladder.	3	4	12	<p>1. Port users are surveyed by port staff to ensure they are fit to ascend and descend vertical ladders.</p> <p>2. All port staff and commercial users wear safety footwear.</p> <p>3. All port staff and commercial users wear lifejackets when working above or on water.</p> <p>4. Ladders are cleaned by port staff regularly to avoid marine growth.</p> <p>5. Ladders are surveyed 2 yearly and a regular programme of maintenance & replacement in place.</p> <p>6. Harbour lifebuoys are surveyed and inspected monthly.</p> <p>7. Port staffs and commercial users are first aid trained.</p>	2	3	6
Passenger slips / falls on commercial public embarkation slipway / steps.	4	4	16	<p>1. Tripping boat risk assessment and operating procedures are approved by Harbour Master each season.</p> <p>2. Slipway is cleaned / jet washed weekly in summer months by harbour staff. Monthly in winter.</p> <p>3. The 2 x port boarding steps are cleaned by port staff regularly to avoid marine growth.</p> <p>4. The 2 x boarding steps are surveyed 2 yearly and a regular programme of maintenance & replacement in place.</p> <p>5. Prior to embarkation each passenger is scrutinized for physical ability and assistance offered if required for boarding.</p> <p>6. Prior to going onto slipway passengers are briefed by boat crew.</p> <p>7. Passengers for embarkation in trip boats are closely supervised by boat crew.</p> <p>8. Slipway is not used 1 hour each side of low water (non slippery).</p>	2	4	8
Passenger falls between vessel and slipway while embarking.	4	5	20	<p>1. Tripping boat risk assessment and operating procedures are approved by Harbour Master each season.</p> <p>2. Slipway is cleaned / jet washed weekly in summer months by harbour staff. Monthly in winter.</p> <p>3. Prior to embarkation each passenger is scrutinized for physical ability and assistance offered if required for boarding.</p> <p>4. Prior to going onto slipway passengers are briefed by boat crew.</p>	1	4	4

Hazard	Uncontrolled Risk Score			Risk Mitigations	Residual Risk Score		
	L	C	R		L	C	R
				<p>crew.</p> <p>5. Embarkation process uses 2 crew members to hand passengers on board - one on vessel and one on slipway.</p> <p>6. When gap between vessel and slipway is more than 50cm, a gangway / boarding plank is used.</p> <p>7. Slipway is not used 1 hour each side of low water (non slippery).</p>			
Port user slips on public launching slipway.	3	4	12	<p>1. Slipway is cleaned / jet washed weekly in summer months by harbour staff. Monthly in winter.</p> <p>2. Public access to public launching slipway is controlled by lock and keys – harbour staff.</p>	1	2	2
Diver / Fisherman slips on boarding steps while loading / embarking.	3	4	12	<p>1. The 2 x port boarding steps are cleaned by port staff regularly to avoid marine growth.</p> <p>2. The 2 x boarding steps are surveyed 2 yearly and a regular programme of maintenance & replacement in place.</p>	2	3	6
RNLI crew slip during launch or recovery.	4	4	16	<p>1. RNLI risk assessment and operating procedures for launch are approved by Harbour Master each season.</p> <p>2. Slipway is cleaned / jet washed weekly in summer months by harbour staff. Monthly in winter.</p> <p>3. Each launch is approved by RNLI launch officer who conduct dynamic risk assessment.</p> <p>4. All RNLI staff undertake ENG 1 or ML5 or similar examinations to ensure they are fit.</p> <p>5. All RNLI staff wear safety footwear and helmets.</p>	3	3	9

Risk Rating Calculator

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to three days' absence
4	major – more than seven days' absence
5	catastrophic – death

Action Level Table

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed