

Keyhaven Health and Safety Inspection Report

Contents

1.0. Introduction	3
1.1. Scope	3
2.0. NFDC Responsibilities	4
2.1. Activities undertaken on site	5
2.2. Members of the Public Users	6
3.0. Health and Safety Standards at Keyhaven River	7
3.1. Employer Responsibilities	8
4.0. Keyhaven River Safety Management Plan	10
5.0. Site Information Findings	11
5.1. Electrical Safety	11
5.2. Control of Substances Hazardous to Health (COSHH)	13
5.3. Fire Safety	14
5.4. Slip, trips and falls/site access	14
5.5. Access and egress to/from moorings	15
5.6. Working on the river	16
5.7. Office Working	16
5.8. Facilities and Welfare	17
5.9. Management to tenants and contractors	17
5.10. Engagement, Instruction, and communication	17
6.0. Recommendations	18
7.0. Appendix	20

1.0. Introduction

Keyhaven River is under a 99-year lease from the Meyrick Estate and is managed by New Forest District Council. Keyhaven is used by two commercial fishing vessels and contains 250 swinging moorings, 115 wall moorings, 40 private moorings 405 afloat moorings and 154 dinghy park berths. The site is also used by Keyhaven Yacht club.

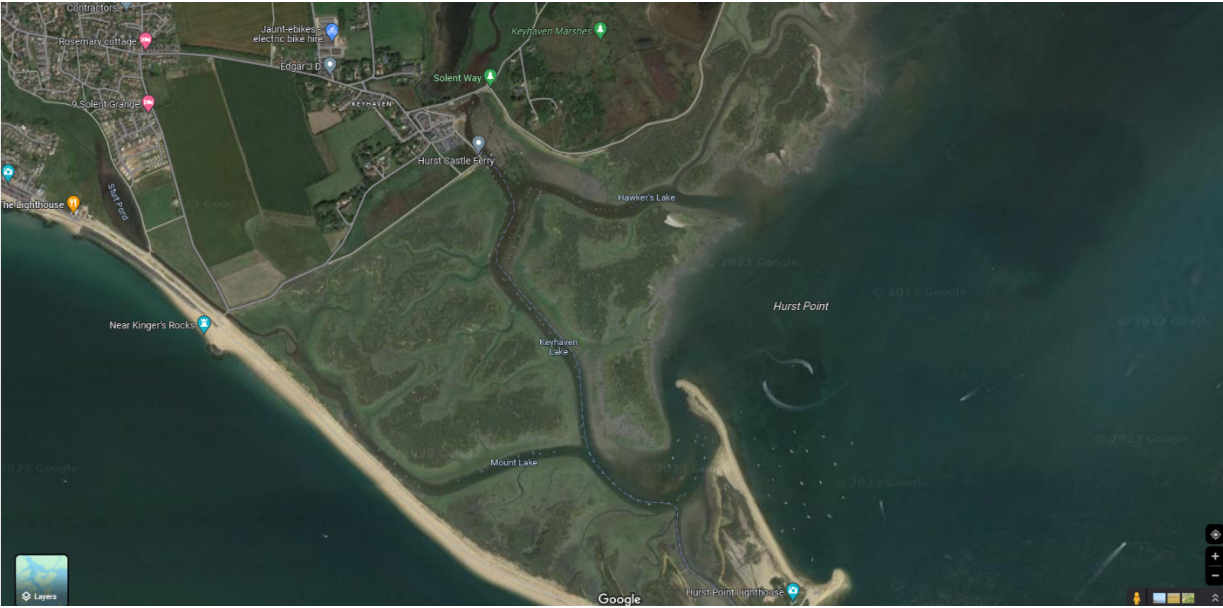
In January 2023 Chris Lisher from Copthorne Consultancy undertook an audit of Keyhaven management arrangements against the Port Marine Safety Code (PMSC). The PMSC sets out a national standard for every aspect of port marine safety, the code is not mandatory however there is a strong expectation that all harbour authorities will comply with the PMSC. NFDC is currently not operating as a harbour authority however should still aim to be following the management standards as outlined within the PMSC.

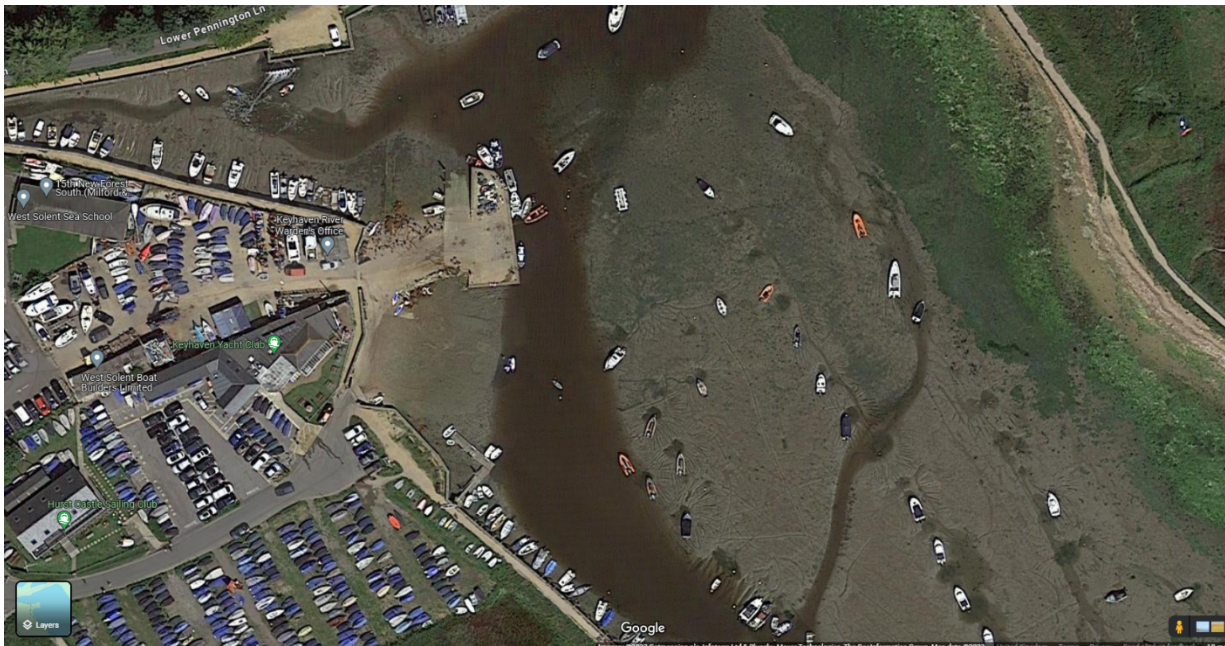
1.1. Scope

The purpose of this report is to review the current health and safety management arrangements against The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the PMSC and all other associated health and safety legislation.

2.0. NFDC Responsibilities

The below images outline the areas NFDC are responsible for.





2.1. Activities Undertaken on Site

NFDC employees undertake a variety of activities on site, this includes:

- Ensuring the proper maintenance of all moorings.
- Administration of relevant documentation and taking of monies
- Providing assistance and guidance to all river users.
- Assisting river users when their vessel has come lose from its mooring.
- Upkeep and maintenance of site and the NFDC owned boat “MV Nelson”.

While undertaking these types of activities includes a wide variety of hazards, such as:

- Possible abusive and aggressive behaviour by members of the public.
- Working in and near water.
- Slip, trip and falls injuries due to working on poorly maintained pathways and walkways.
- Lone working
- Working with substances hazardous to health
- Fire
- Cuts and other injuries due to working with powered work equipment.
- Exposure to cold and wet weather.
- Working with display screen equipment.
- Working from height
- Storage of flammable substances

2.2. Member of the Public Uses

Members of the public use the river in a variety of ways. In addition to the mooring of a number of leisure and fishing vessels on the river, members of the public frequently use the river to paddleboard, kayak, walk and undertake other leisure activities. Additionally, the Keyhaven Yacht Club and Hurst Castle Sailing club leases part of the site. The yacht club and sailing club will hold races and events.

West Solent Boat Builders LTD also lease a part of the site from NFDC, they primarily refurbish, maintain and build various vessels for members of the public.

A number of pontoons are located on the site, many are owned by third party organisations however have been constructed on land owned by NFDC. This includes the Keyhaven Yacht Club, Fishermen's Association and Hurst Castle Ferry.

The Fishermen's Association also have an area on the key to store materials and equipment.

Just by the long stay car park the 15th New Forest South Scout Group lease a building from NFDC which is used for activities and events.

3.0. Health and Safety Standards at Keyhaven River

The Health and Safety Standards at Keyhaven River have been improved following a visit by the Corporate Health and Safety Team on 18/04/2023 however some improvements are still required. As part of this inspection report James Loring (Corporate Health and Safety Manager) and George Gale (Corporate Health and Safety Advisor) visited site with David Hurd (Environmental Enforcement & Amenities Manager) visited Keyhaven on 18/10/2023 and 20/10/2023. A number of hazards were identified during our inspection:

- 1 – damaged electrical power unit
- 2 – inappropriate maintained power tools
- 3 – inappropriate storage of chemicals and paints
- 4 – inappropriately stored outboard motor



Image 1



Image 2



Image 3



Image 4

See section 5.0. for a further breakdown of all hazards identified during the site inspections.

3.1. Employer Responsibilities

As an employer and a landlord, NFDC are legally responsible for the management of health and safety for the activities being undertaken by its employees and on the sites, it owns and leases, this does not include the water itself.

The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 is the primary piece of health and safety legislation in the UK. It places duties on employers to ensure, so far as is reasonably practicable, the health safety and welfare of their employees and persons effected by the work they undertake. It also places duties on employers in relation to:

- The provision and maintenance of plant and systems of work are safe and without risk to health.
- The provision of information, instruction, training and supervision is provided as necessary to ensure the health and safety at work of their employees.
- That the workplaces under the employers' control are safe and without risk to health, and that suitable means of access to and egress from it are safe and without risks.
- The working environment for his employees is so far as is reasonably practicable safe, without risks to health, and adequate as regards to the facilities and arrangements for welfare for their work.

The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 were introduced to reinforce the Health and Safety at Work etc. Act. They outline a number of duties that employers must undertake to ensure health and safety is suitably managed in the workplace. This includes making suitable and sufficient arrangements of how health and safety is managed within the organisation, ensuring a suitable and sufficient risk assessment is in place for all hazards faced by employees and those who are affected by the work. providing employees with suitable information and training, ensuring suitable consultation is undertaken with employees about the risks at work and the control measures in place.

The Occupiers Liability Act 1957 & The Occupiers Liability Act 1984

The Occupiers Liability Act 1957 places duties on occupiers of premises to take reasonable precaution for the safety of their visitors. The 1984 Act places similar duties on occupiers to take reasonable steps to unwanted visitors such as trespassers.

Port Marine Safety Code

As stated in the above section 1.0. the PMSC sets out a national standard for every aspect of port marine safety. The PMSC sets out 10 key measures:

1. Duty Holder – formally identify and designate the duty holders for compliance and performance
2. Designated Person – a ‘designated person’ must be appointed to provide independent assurance about the operations of the marine safety management system.
3. Legislation – the duty holder must review and be aware of their existing powers based on local and national legislation.
4. Duties and Powers – comply with the duties and powers under existing legislation, as appropriate
5. Risk Assessment – ensure that marine risks are formally assessed and are eliminated or reduced to the lowest possible level, so far as is reasonably practicable, in accordance with good practice.
6. Marine Safety Management System – operate an effective MSMS which has been developed after consultation, is based on formal risk assessment, and refers to an appropriate approach to incident investigation
7. Review and Audit – monitor, review and audit risk assessment and management plan on a regular basis
8. Competence – use competent people in positions of responsibility for managing marine and navigation safety.
9. Plan – publish a safety plan showing how the standards in the code will be met and produce a report assessing performance against the plan at least every 3 years.
10. Aids to Navigation – comply with directions from the General Lighthouse Authorities and supply information & returns as required.

NFDC is currently not a harbour authority and therefore do not have a requirement to meet the Port Marine Safety Code however it is strongly recommended that organisations or facilities which are not a harbour authority seek a proportionate compliance against the code. It is therefore recommended a Keyhaven River Safety Management Plan is put in place.

4.0. Keyhaven River Safety Management Plan

As identified in the section above, it is recommended that NFDC implement a Keyhaven River Safety Management Plan (SMP). The purpose of this plan is to outline how the health and safety and compliance will be managed by the organisation. The SMP must:

- Identify a 'Duty Holder' as identified within the PMSC.
- Identify a 'Designated Person' as identified within the PMSC.
- Identify all key stakeholders who have responsibilities in the management and operation of Keyhaven.
- Identify suitable and sufficient procedures for the management of all significant risks.
- Identify suitable and sufficient health and safety monitoring and auditing processes.

It is recommended that the Health and Safety team and David Hurd produce a draft Keyhaven River Safety Management Plan for EMTs approval as soon as possible.

5.0. Site Inspection Findings

This section of the report will outline the key findings of the health and safety inspection undertaken by James Loring (Corporate Health and Safety Manager) and George Gale (Corporate Health and Safety Advisor) on 18th October 2023 and 20th October 2023. A return inspection was undertaken by James Loring on 17th July 2024. Formal recommendations can be found within Section 6.0.

5.1. Electrical Safety

NFDC has a duty to ensure the health, safety, and welfare of its employees and those who are affected by its acts or omissions. In addition to this duty, NFDC must ensure it complies with The Electricity at Work Regulations 1989 and Provision and Use of Work Equipment Regulations (PUWER) 1998.

Under these regulations NFDC must ensure the following:

- All system shall at all times be constructed as to prevent, so far as is reasonably practicable danger. As may be necessary to prevent danger all systems shall be maintained so as to prevent, so far as is reasonably practicable.
- All electrical equipment used must be suitable for its purpose.
- Electrical equipment which may be reasonably foreseeable be exposed to:
 - 1 – mechanical damage
 - 2 – effects of weather or natural hazards or exposure substances including dust, vapour, or gases.
- Ensure all work equipment is maintained in an effective state.
- Ensure all persons that use work equipment are provided with adequate health and safety information and training.

Organisations have a legal requirement to undertake periodic fixed electrical testing, also known as Electrical Installation Condition Report (EICR). This inspection should be undertaken every 5 years. During our inspection it was noted that a EICR was completed on 19/10/2023. This inspection has come back as satisfactory and identified 14 C3 (improvement recommended) actions.

Damaged Electrical Power Unit on the Key

As identified under Section 3, a damaged electrical unit was identified. This unit is located on the key and supplies water and electrical power to users. Unfortunately, due to the location of the unit, it regularly gets hit by the incoming tide and becomes submerged. Additionally due to the lack of cover it is also exposed to the elements throughout the year. Due to this the unit is visibly damaged (see image 5). This is a significant hazard for users and could lead to a serious or potentially fatal incident. The unit is a fixed installation and therefore would be covered under the EICR, the 19/10/2023 report does identify signs of water ingress on the unit. During our inspection David Hurd reported that the unit is not used (to his knowledge) and unsure of the reason it was installed. We do not have any legal requirement to provide power and water at this location, therefore it is recommended that this unit is isolated and removed as soon as possible. We do require access to water in this location for the use of the power washer, therefore an alternative solution should be found. An additional electrical inspection has been booked in by Jason Glister for 27/08/2024.



Electrical Power Tools

When undertaking a visit to the workshop area located under the River Warden site office, a number of electrical power tools were identified, this included abrasive wheels. Some items did not have suitable guards and were not portable appliance tested (PAT). On a return inspection on 17/08/2024 a number of defective tools had been removed and replaced, some older tools were still in place however all items had been PAT.

Although it is not a specific legal requirement, organisations should undertake regular portable appliance testing on all its portable electrical equipment. This will help ensure the organisation meets its legal requirements under the Health and Safety at Work etc. Act 1974. Currently PAT within the service area is undertaken by Jason Glister (Buildings and Facilities Officer) and is undertaken on a 3 yearly cycle, it is recommended that this is undertaken annually.

The River Warden team does not have a register of all tools and equipment they use at work. Currently the team have one overall risk assessment which covers all tasks undertaken by the River Wardens at Keyhaven, however this assessment does not include the risks relating to using electrical equipment or the use of power tools. No training requirements have been identified for the River Wardens. The Council has a legal requirement to ensure all staff are provided with suitable and sufficient training, information, and instruction, this includes the safe use of all tools and equipment.

The River Wardens currently uses abrasive wheels for boat and mooring refurbishment/replacement however no formal abrasive wheel training has been provided or viewed.

In order to ensure compliance and reduce the risks from the use of electrical equipment, it is recommended that a full list of tools and equipment used on site is created, risk assessments are put in place for all tasks undertaken and suitable training identified and provided to staff, this should form a training matrix for the River Wardens. Additionally, all portable electrical equipment should be PAT annually by a competent person.

5.2. Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations 2002 (as amended) requires employers to assess the risks that arise from the use of hazardous substances. This includes any arrangements to deal with accidents, incidents, or emergencies, such as those resulting from serious spillages. The assessment must also include the health and safety risks arising from storage, handling and disposal of any of the substances.

Employers must prevent, or if this is not reasonably practicable, control exposure to such substances and provide all employees with information, instruction and training about the risks, steps and precautions the employer has taken to control these risks.

A small amount of hazardous substances are stored on site. The majority of which are stored within the chemical shed. Although this area has been organised and cleaned recently, some improvements are still required. Paints, glues, and other substances are currently stored in this location, some items are also stored within unlabelled containers. No formal chemical or substance list has been created. As identified above, the Regulation requires employers to undertake a suitable and sufficient risk assessment (COSHH assessment) of all substances used. Currently no COSHH assessments are in place.

The Corporate Health and Safety Team have recently purchased the Eco Online Chemical Manager System. This cloud-based system allows the service to record and manage chemicals used by NFDC employees. Currently NFDC have purchased 200 safety data sheets (chemicals you can upload to the system). Each chemical uploaded to the system will have a safety data sheet and risk assessment attached to the record, this record can then be made available to any member of the team via a link or via QR code. It is recommended that the chemicals and substances used by the River Wardens are uploaded to Eco Online Chemical Manager. Once each substance has been assessed, a QR code for the location (Keyhaven chemical shed) should be placed within the chemical shed. Additional training and instruction must then be provided to all members of staff.

In addition to various paints and glues stored within the shed, it was also noted that small amount of petrol was being stored alongside an outboard motor, this is a River Wardens personal property and should not be stored at work. On the return inspection this item had been removed however due to recent break-ins fuel cannisters were being stored within the shed. It has been recommended these items are removed and placed externally, the current fuel storage unit is old and requires replacing. A COSHH assessment should also be undertaken for the storage of any fuel.



5.3. Fire Safety

DDS (International Limited) undertook a fire risk assessment at the site on 16/01/2023. Unfortunately, the scope of this assessment is only for the River Wardens office and does not include other areas of the site. The fire risk assessment identifies a number of actions, this includes:

- NFDC to consider installing a fire logbook on site to keep a record of all fire safety arrangements and the servicing.
- It is recommended that there should be a documented set of management arrangements including evacuation procedures for the building which clearly denote persons responsible and fire evacuation / emergency procedures.

This fire risk assessment is due for review before 09/07/2026.

As identified throughout this report, other fire hazards are present outside of the scope of this fire risk assessment (FRA), it is therefore recommended that an FRA is undertaken by a competent person for all areas of the site, including areas where chemicals and other flammable substances are stored.

The Fire Safety Order 2005 (FSO) also requires employees to communicate and cooperate with other employers within shared premises or who might be affected by the work we undertake, therefore the responsible person for the site should also share relevant fire safety documents with other companies on the site to ensure suitable fire safety arrangements can be maintained for all effected.

5.4. Slip, Trips and Falls/Site Access

NFDC has a legal duty to protect the health, safety and welfare of its staff and visitors. One of the biggest hazards to staff and members of the public on site is slip, trip and falls when accessing our site. A site risk assessment has not been undertaken, additionally regular site inspections are not undertaken by facilities or the River Wardens.

The slipway on the key is used by River Wardens and members of the public to access the river. Due to this area being underwater during periods of high tide this can cause additional slip hazards due to wet surfaces and build-up of algae etc. In order to manage this slip hazard, River Wardens must regularly maintain and clean this area with the use of the jet washer held on site.

During my inspection of the site this area had been well maintained and recently cleaned by the River Wardens.

Due to the nature of the site and the clientele who use the mooring, slip, and trip hazard could cause a serious incident. Therefore, NFDC staff should be undertaking regular site inspections to ensure all slip, trip and fall hazards are managed/removed. Records of inspection should be held and saved for 3 years.

During my site inspection, damage to the fixed access ladders were also identified, this has been reported to the facilities team. No records of inspection have been identified, fixed ladders should be inspected annually (or as identified within the manufacturer's instructions) by a competent person, any defect should be recorded and access to the ladder/access point restricted.

5.5. Access and Egress to/from Moorings

NFDC are responsible for providing suitable fixed moorings to members of the public who pay a fee to keep their vessels on the river. Ensuring suitable fixed moorings is a major part of the River Wardens duties. David Hurd has confirmed that NFDC do not have a responsibility to provide safe access to vessels.

Currently a large number of vessels are accessed via tied ladders, the ladders identified are not owned or provided by NFDC however do provide a significant risk to members of the public when accessing their vessel. It is reasonably foreseeable that a significant incident could take place which could result in a potentially fatal incident. No terms and conditions of renting/accessing moorings has been provided as part the health and safety inspection.

In order to remove the risk of using ladders and other access equipment, NFDC would have to make a significant investment in providing decking which allows access/egress to vessels.

Image 7



Image 8



Image 9



5.6. Working on the River

As part of the duty to manage the moorings, River Wardens will need to access and work on the river via the MV Nelson. Working on and near water brings with it some serious hazards which could result in possible fatal incidents.

A generic risk assessment has been completed for all work undertaken at Keyhaven, this assessment was completed in 2020 by Stephen Wood and reviewed by David Hurd. The generic risk assessment does include the hazards of drowning, hypothermia and identifies a number of control measures, some of which include:

- Staff are required to wear approved life jackets or buoyancy aids.
- Boats will not be used until daily safety checks have been completed.
- All staff to be suitably trained to perform their role they perform, in accordance with MCA rules and regulations.
- Unless when acting in an emergency no boat shall operate outside the designated working area.
- Operations will take place in stipulated areas and in suitable weather conditions.
- Duration of voyage shall not exceed 8 hours.
- First aid training shall include the recognition, prevention, and treatment of hyperthermia.

In addition to this risk assessment, a safe working practices document is also in place, this includes the specific procedures for using the MV Nelson.

This document includes operating rules, towing procedures, and man overboard procedures. It is likely the River Wardens will undertake single manned operations, however no specific lone working control measures for this work is identified. River Wardens do have access to handheld VHF DSC radios, this device must be fully charged and brought on board for any operations. This device does include a red alert button, when pressed an emergency signal will be sent to the coastguard and other nearby vessels equipped with a device. However, if an employee was lone working and became unconscious the device will not automatically raise an alarm, in addition NFDC supervisors or managers would not be made aware of a potential life-threatening incident.

It is recommended that a task specific risk assessment is undertaken, this assessment should identify suitable and sufficient control measures to ensure procedures are put in place to reduce the risk of a possible fatal incident occurring, as identified above. It is recommended that the service purchase devices which will automatically contact the relevant identified emergency contact in the event of a man overboard or a fall.

All River Wardens have recently been provided with first aid at sea training. This training includes information on the recognition, prevention, and treatment of hyperthermia.

5.7. Office Working

As part of the River Wardens role, they will undertake general office working, this includes working with DSE, dealing with customers, and taking payments.

The current office has a suitable set up with two desks with monitors and charging docks for employees to link to their laptops. The River Wardens are no longer taking cash payments in the office, all payments are to be made via card. No cash is stored or left in the office overnight.

The River Warden risk assessment does not include the risk relating to general office work. As identified in the Corporate DSE Policy, all DSE users must undertake a DSE self-assessment on their workstation. DSE self-assessments have not been undertaken by the River Wardens.

During general day to day work in the office the River Wardens maybe lone working. Lone working is identified as a hazard within the general risk assessment however does not identify procedures for ensuring staff can check in or out of work or raise an emergency. The door to the office can be locked

and the risk of verbal abuse and violence is generally low. Staff are to take a non-confrontational approach with the public and third parties.

5.8. Facilities and Welfare

Under the office space in the River Warden Office there is a workshop, this is the main location for storage of materials, equipment, and tools. There is a space in the workshop for employees to hang up all their dirty and wet clothing and PPE however no clothes washing facilities are included. The area does include a toilet, hand basin and shower. There is an electrical heater placed below the uniform hanging area, however this is not sufficient and present a risk when hanging wet clothes.

Although there is no specific legal requirement to provide drying facilities, it is recommended, due to the type of work being undertaken and the environment and weather conditions the River Wardens work in, NFDC should provide suitable washing and drying facilities within this area of the workshop.

5.9. Management of Tenants and Contractors

A number of third-party tenants and contractors use the site, this includes Solent Boat Builders, Keyhaven Yacht Club and fisherman's association. As a number of activities do take place on our land, the relevant party must share relevant health and safety information, this includes task specific risk assessments.

Solent Boat Builders regularly lift boats from the water to undertake works, this task presents a risk not only to their staff but NFDC staff and members of the public. A risk assessment and lifting plan should be completed for this task and shared with all relevant parties. Currently no health and safety information is passed to NFDC.

Keyhaven Yacht club also undertake regular activities on the water, this includes racing activities. Again, no health and safety information is shared with NFDC.

As identified within this report, the Council has a legal duty to cooperate and communicate with others who may be affected by the work they undertake, this includes information on fire safety and fire evacuation procedures, currently no sharing of information, evacuation procedures or fire risk assessments is shared with other users of the site.

Roy Russell (Environmental Enforcement Officer) has confirmed that the Council does have good working relationships with tenants and contractors on the site however they are of an informal nature.

5.10. Engagement, instruction, and Communication

The River wardens currently sit under David Hurd (Enforcement & Amenities Manager), the day-to-day management of the team is undertaken by Roy Russell (Environmental Enforcement Officer). The service currently has 2 River Wardens, the service is currently looking into employing a 3rd River Warden. Keyhaven is covered during the summer months (normal working hours) however due to the frequency of visits in the winter months, Mondays and Tuesdays are not covered. Additional assistance is provided by parking enforcement employees.

It is recommended that improvement signage is placed throughout the site to allow members of the public to report H&S concerns or incidents out of normal working hours.

As outlined within the Corporate Health and Safety Policy, the primary place for health and safety communication and consultation for the River Wardens would be the Operational Safety Panel. Currently both David Hurd and Roy Russell attend this panel meeting, there is no health and safety rep for the river wardens. A new health and safety rep for the enforcement team has now joined the panel, they are only currently representing car parking enforcement employees. The River Wardens are also invited to the parking enforcement team meeting at marsh lane depot. Regular catch ups and 1-2-1s are undertaken by Roy. Additional efforts are being made to include the River Wardens in the wider Parking and Enforcement team.

6.0. Recommendations

Ref No	Action Required	Responsible Officer	By When
01	Implement a keyhaven river safety management plan in line with the port marine safety code	David Hurd	April 2025
02	Isolate and remove the unit on the key	Sam Wills	October 2024
03	Find a suitable replacement to provide water to the key	Sam Wills	October 2024
04	Implement and maintain a tools and power tools list for all tools used at work by the River Wardens	Roy Russell	October 2024
05	Ensure all defective tools are removed from site	Roy Russell	Immediately
06	Ensure all portable electrical equipment has an in-date PAT record (all non-compliant tools are not to be used)	Roy Russell	January 2024
07	Undertake suitable and sufficient risk assessments for all tools and power tools used at work by the River Wardens	Roy Russell	October 2024
08	Provide suitable and sufficient abrasive wheel training to all River Wardens. Works with abrasive wheels must not be undertaken until this training is in place.	Roy Russell	Immediately
09	Implement and maintain a full list of substances hazardous to health used on site	Roy Russell	Immediately
10	Ensure all COSHH assessments are in place for all substances used on site	Roy Russell	October 2024
11	Engage with the H&S team and gain access to the Eco Online Chemical manager System, implement QR codes in the chemical shed.	Roy Russell	January 2024
12	Replace the current fuel storage unit with a suitable alternative	Roy Russell	October 2024
13	Remove all non-essential substances from the chemical shed	Roy Russell	Immediately
14	Commission a new FRA which includes the full scope of the site.	Sam Wills	January 2024
15	Review fire evacuation procedures and ensure suitable signage is placed throughout the site.	Sam Wills/Jason Glister	October 2024

16	Undertake regular site inspections, records of inspections should be held for 3 years	Roy Russell	January 2024
17	Review the 2020 River Warden risk assessment	David Hurd/Roy Russell	October 2024
18	Ensure suitable task specific risk assessments are undertaken for all tasks undertaken by the River Wardens.	David Hurd/Roy Russell	October 2024
19	Undertake a task specific risk assessment for all lone working activities undertaken by the River Wardens	David Hurd/Roy Russell	October 2024
20	Review the safe working practices document. Ensure all hazards and control measures have been identified and are suitable to reduce the risks to as low as is reasonably practicable	David Hurd/Roy Russell	October 2024
21	Ensure all River Wardens undertake a DSE self-assessment and complete their DSE e-learning via the LMS	Roy Russell	September 2024
22	Reposition the electrical heater within the keyhaven River Warden's workshop.	Sam Wills	January 2024
23	Provide suitable washing and drying facilities	Sam Wills	April 2025
24	Obtain suitable and sufficient health and safety documentation from tenants and contractors working on and using the site	David Hurd/Roy Russell	April 2025
25	Continue to engage with the River Wardens and ensure they have the opportunity to raise H&S concerns with management and H&S reps	David Hurd/Roy Russell	On-going
26	Review customer signage throughout the site. Provide suitable information to allow members of the public to report H&S concerns or incidents out of hours	Sam Wills/Jason Glister	April 2025

7.0. Appendix

Appendix 1 – Keyhaven Risk Assessment (2020)

Appendix 2 – Keyhaven River PMSC Audit (version 3)

Appendix 3 – Keyhaven Safe Operating Procedures

Appendix 4 – Keyhaven River Warden Office Electrical Certificate

Appendix 5 – Keyhaven Fire Risk Assessment