



Safety Management Code Part 2 - Risk Assessments

Rivers Great Ouse, Nene, and Cam.
The Middle Level
and
The Old West River

VERSION CONTROL		
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**SAFETY MANAGEMENT CODE
RISK ASSESSMENTS – PART 2
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Note *:

(1) Risk Assessment Review should be every 2 Years or earlier if deemed necessary following a **serious** incident.

Organisation: Ladybird Boat Trust	Service:	Reference: <i>Approved</i>
Activity: Passenger Safety RISK ASSESSMENT	Site: Hartford Marina	
People at Risk: 1) Members of the Public 2) Passengers	Additional Information: <i>Training record books maintained by all crew members</i>	
Contact Person: <i>RP Birch</i>	Job Title: <i>Trustee</i>	Date: 16/03/2022
		Review Date: 16/03//2024 Earlier if a serious Accident occurs

ACTIVITIES ASSESSED FOR SAFETY RISKS			
1	Quayside	3	Throughout cruise
2	Embarking and Disembarking		

DEGREE OF RISK			
LIKELIHOOD(L)		SEVERITY (S)	
5	Inevitable	5	Very High- Multiple Deaths
4	Highly Likely	4	High- Death, serious injury, permanent disability
3	Possible	3	Moderate –RIDDOR Accident to member of the public or others not at work reported if taken directly to hospital from scene for treatment for that injury. Examinations/diagnostic tests do not constitute treatment.
2	Unlikely	2	Slight- First Aid treatment
1	Remote Possibility	1	Nil – very minor

RISK RATING SCORE	ACTION
1-4	Broadly Acceptable
5-9	Moderate – Reduce risks if reasonably practicable
10-15	High Risk- Priority Action to be undertaken
16-25	Unacceptable- Action must be taken IMMEDIATELY

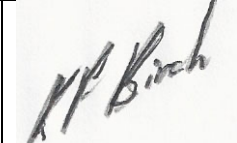
Activity	Significant Hazard	Possible Injuries	(S)	(L)	Risk Rating (LxS)	Acceptable YES	NO	Review Date
1	Passenger or Member of Public – Trip, Slip or Fall Injury on quayside at Hartford Marina	Cut/Abrasions Strain/Sprain Fracture Drowning	1 2 3 4	2 2 1 1	2 4 3 4	Y Y Y Y		(1) Crew member training (Initial and ongoing.) (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (3) Crew members on bankside to direct passengers. (8) Passenger supervision. (11) First Aid Assistance available.
2	Passenger –Trip Slip or Fall	Cut/Abrasions Strain/Sprain Fracture	1 2 3	2 2 1	2 4 3	Y Y Y		(1) Crew member training (Initial and ongoing). (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (3) Crew members on bankside to direct passengers. (4) Boarding ramp maintained and positioned correctly and supervised at all times. (8) Passenger supervision. (11) First Aid Assistance available.
3	Passenger falling overboard into the river while vessel is in motion	Cut/Abrasions Fracture Crushing Drowning	1 3 4 4	1 1 1 1	1 3 4 4	Y Y Y Y		((2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (4) All equipment is suitable for purpose and regularly inspected. (5) Passengers supervised or asked to return to cabin when using ropes or other equipment on front deck. (6) Passenger management on board. (7) Passenger management onshore. (11) First Aid assistance available.

								(12) Trained in Man overboard procedures.	
3	Emergency Incident during cruise i.e. Collision, grounding, fire, Mechanical failure and Vessel Sinks	Cut/Abrasions Fracture Crushing Burns Death	1 3 4 4 4	1 1 1 1 1	1 3 4 4 4	Y Y Y Y Y		((2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (11) First Aid assistance available. (12) Trained in man overboard procedures (13) Passenger Announcements over PA system. (14) Vessel Contact with Land. (17) Ladybird Boat No Smoking Policy (15) Trained in Emergency procedures. (18) Boatmaster checked no EA warnings in place	
3	Burns, scalds from hot water boiler or hot drinks	Scalds Severe Burns Death	2 3 4	3 2 1	6 6 4	Y Y Y		((2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (6) Boatmaster to brief clients on safe use of hot water boiler. Only designated clients to use galley area. (10) Crew members to be vigilant and to advise passengers when entering/exiting locks or mooring. Use Helm PA. (11) First Aid assistance available.	
3	Electric shock from electric appliances	Electric Shock Burns Death	2 3 4	1 1 1	4 3 4	Y Y Y		((2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (6) Boatmaster to brief clients on correct use of electrical appliances and plugs. Plugs on 240 Volt appliances to be checked as part of the routine maintenance requirements. (11) First Aid assistance available	
3	Boat entering, exiting and within the lock basin	Cuts/Abrasions Fractures Crushing Death Drowning	1 3 3 4 4	2 2 2 1 1	2 6 6 5 4	Y Y Y Y Y		(1) Crew member training (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk.	

		Fall	3	2	6	Y		(5) Passengers supervision of restricted numbers on front deck. Others asked to return to inside cabin. (6) Boatmaster to brief passengers /Passenger management on board. (10) Crew members to be vigilant and to advise passengers when entering/exiting locks. Use Helm PA. (11) First Aid assistance available (15) Trained in Emergency Procedure (18) Boatmaster checked no EA warnings in place
3	Ingestion of harmful chemicals in toilet area & galley	Irritation Death	2 4	2 1	4 4	Y Y		(1) Crew member training- safe storage (Essentials only onboard – others in quayside shed) (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (6) Boatmaster to brief supervisors (11) First Aid assistance available

CONTROLS, PROCEDURES AND PRECAUTIONS IN PLACE – LADYBIRD	
(1)	Initial and on-going crew member training stresses the importance of crew members taking care whilst moving between the vessel and quayside and whilst mooring/unmooring the vessel.
(2)	Boatmaster for the trip, holding the relevant qualifications has the overall responsibility for ensuring that crew members and passengers are not put at risk.
(3)	Pathway is clear of debris and obstructions and crew members are on the bankside to direct passengers onto the vessel. Ropes to be coiled and tidy.
(4)	Boarding ramps are fit for purpose and well maintained and positioned correctly before use, supervised at all times. The safety chain is placed across the opening when watertight doors are open. The Boatmaster is required to ensure that the entire vessel's mooring lines and their securing points are in good condition.
(5)	Passengers will be instructed to move back to a safe distance when ropes and lines are being used on the front deck of the vessel
(6)	Prior to commencement of the trip a safety announcement will be made and the Boatmaster will also provide extra information to passengers, carers and supervisors.

(7)	When the vessel is disembarking or landing all passengers will be required to sit in seats provided on the vessel.
(8)	All passengers are supervised (and assisted where necessary) when boarding and disembarking the vessel.
(9)	Boatmaster will give instructions of safe locations of passengers when entering, in and leaving locks. The default position is all passengers return to the cabin.
(10)	Initial and on-going crew member training stresses the importance of crew members and passengers taking care whilst moving about the vessel while it is in motion. Drinks spillages and dropped food to be cleared up immediately and any broken glass cleared up and stored in a safe container. Use the Helm PA to give a polite warning when mooring, entering or leaving locks.
(11)	All Boatmasters as part of their license hold a First Aid Certificate. First Aid boxes are available on every vessel. Stock levels are regularly checked and updated. The Boatmaster (or designated crew member) will attend to the injured party, (will consult with carer where applicable) and will either advise passenger to seek further medical attention or in more serious cases call for appropriate emergency services. In the event of the First Aid box being used or advice being given the Accident book must also be filled out.
(12)	The Ladybird is equipped with emergency equipment to assist the rescue of a man overboard. All Boatmasters and crew are regularly trained in emergency procedures.
(13)	Passengers will receive emergency announcements over the PA system from the Boatmaster
(14)	A Search and Rescue Plan has been agreed by the MCA and Boatmasters have telephone contact with a shore-based duty officer and the Emergency Services
(15)	The vessel is equipped with emergency equipment. All Boatmasters and crew are regularly trained in emergency procedures including fire control and fire evacuation drills.
(16)	Ensure Cloths, Tea Towels etc and Mops are regularly cleaned/washed/Replaced as appropriate
(17)	Ladybird Boat has a No Smoking and Vaping Policy.
(18)	Boatmasters have been instructed to register with the Environment Agency (EA) River Condition warning system and if the EA issue a “Strong Flow” warning, passenger trips or training on the river are to be cancelled. If the EA issue a “Caution” warning, passenger trips or training on the river must not navigate through St. Ives Bridge or Huntingdon Old Bridge and Boatmasters must use their discretion as to the safety of navigating through locks.

ASSESSORS SIGNATURE		Date: 26/11/2022	
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Organisation: Ladybird Boat Trust	Service:	Reference: <i>Approved</i>
Activity: Crew Safety RISK ASSESSMENT	Site: Hartford Marina	
People at Risk: Crew Members	Additional Information: <i>Training record books maintained by all crew members</i>	
Contact Person: <i>R P Birch</i>	Job Title: <i>Trustee</i>	Date: <i>16/03/2022</i>
		Review Date: <i>16/03/2024</i> Earlier if a serious Accident occurs

ACTIVITIES ASSESSED FOR SAFETY RISKS			
1	Quayside	3	Throughout cruise
2	Embarking and Disembarking	4	Set up of Boat
			5 Refuelling
			6 Pump Out

DEGREE OF RISK			
LIKELIHOOD(L)		SEVERITY (S)	
5	Inevitable	5	Very High- Multiple Deaths
4	Highly Likely	4	High- Death, serious injury, permanent disability
3	Possible	3	Moderate –RIDDOR over 3 days Recordable- Over 7 days Reportable
2	Unlikely	2	Slight- First Aid treatment
1	Remote Possibility	1	Nil – very minor

RISK RATING SCORE	ACTION
1-4	Broadly Acceptable
5-9	Moderate – Reduce risks if reasonably practicable

10-15	High Risk- Priority Action to be undertaken
16-25	Unacceptable- Action must be taken IMMEDIATELY

Activity	Significant Hazard	Possible Injuries	(S)	(L)	Risk Rating (LxS)	Acceptable YES	NO	Review Date
4	Set up and Close down of boat.	Cut/Abrasions Strain/Sprain Crush injuries Fracture	1 2 3 4	2 2 1 1	2 4 3 4	Y Y Y Y		(1) Crew training regarding moving between the boat and land (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (4) Prior to opening engine hatch safety precautions to be taken. (5) Two members of crew to deploy boarding ramp. (6) Lifejackets to be worn if work is being carried on outside of boat on side opposite to mooring. (7) Appropriate footwear to be worn to reduce potential from crush injuries. (9) Any spillages in cabin cleaned up and checks made to ensure no potential trip hazards (10) First Aid Assistance available (14) Winter training programme and ongoing advice from Boatmaster /experienced crew.
1	Trip, Slip or Fall Injury on quayside at Hartford Marina	Cut/Abrasions Strain/Sprain Fracture Drowning	1 2 3 4	2 2 1 1	2 4 3 4	Y Y Y Y		(1) Crew member training (Initial and ongoing.) (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (3) Crew members on bankside to direct passengers. (6) Crew to be wearing lifejackets (8) Passenger supervision. (10) First Aid Assistance available

2/4	Deploying fixed ramp and moveable ramp	Cut/Abrasions Strain/Sprain Crush injuries Fracture	1 2 4 3	2 3 2 1	2 6 6 3	Y Y Y Y	(1) Crew member training (Initial and ongoing.) (2) Boatmaster to ensure correct positioning of boat to facilitate deployment of the ramps. Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (5) Two crew members to deploy ramps. Particular care in reducing potential for trapped fingers. (6) Crew to wear lifejackets (7) Wearing of appropriate footwear to prevent crush injury of toes (8) Passengers asked to vacate front deck. (10) First Aid Assistance available.
2	Passenger boarding and leaving –Trip Slip or Fall	Cut/Abrasions Strain/Sprain Fracture Crush injury	1 2 3	2 2 1	2 4 3	Y Y Y	Crew member training (In initial and ongoing) (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (3) Crew members on bankside and beside ramp to direct passengers. (5) Boarding ramp maintained and positioned correctly. (6) Crew to wear lifejackets (8) Passenger supervision. (10) First Aid Assistance available.
2/3/4	Crew falling overboard into the river while vessel is in motion	Cut/Abrasions Fracture Crushing Drowning	1 3 4 4	1 1 1 1	1 3 4 4	Y Y Y Y	(2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk (4) All equipment is suitable for purpose and regularly inspected. (6) Crew to wear lifejackets (8) Passengers supervised or asked to return to cabin when using ropes or other equipment on front deck. (10) First Aid assistance available. (11) Equipment checked and available for use.

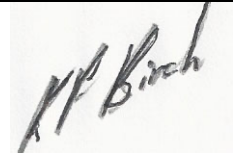
								(13) Trained in Man overboard procedures.	
3	Emergency Incident during cruise i.e. Collision, grounding, fire, Mechanical failure and Vessel Sinks	Cut/Abrasions Fracture Crushing Death	1 3 4 4	1 1 1 1	1 3 4 4	Y Y Y Y		(2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk (10) First Aid assistance available. (11) Trained in man overboard procedures (12) Implement Search and Rescue Plan /Contact with land base DO (13). Trained in Emergency procedures. (14) Winter training programme and ongoing training with emergency services (18) Ladybird Boat No Smoking Policy. (20) Boatmaster checked no EA warning in place	
3	Burns, scalds from hot water boiler or hot drinks	Scalds Severe Burns Death	2 3 4	3 2 1	6 6 4	Y Y Y		(2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk (9) Spillages particularly in galley area to be cleaned up. Awareness of potential for sudden movement of boat going through locks. (11) First Aid assistance available. (14) Winter training programme to include safe equipment use.	
3	Electric shock from electric appliances.	Electric Shock Burns Death	2 3 4	1 1 1	2 3 4	Y Y Y		(2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk (11) First Aid assistance available (14) Training Programme to include checking of all electrical appliances by appropriately qualified person	
3	Boat entering, exiting and within the lock basin	Cuts/Abrasions Fractures Crushing Death	1 3 3 4	2 2 2 1	2 6 6 5	Y Y Y Y		(1) Crew member training (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. Boatmaster to brief	

		Drowning	4	1	4	Y		passengers /Passenger management on board. Use of Helm PA. (6) Lifejackets to be worn by crew members. (7) Wear appropriate footwear (8) Restrict passengers on front deck to provide safe working area for crew. (10) First Aid assistance available (13) Training in man overboard emergency procedures. (14) Winter training programme (20) Boatmaster checked no EA warnings in place	
3	Ingestion of harmful chemical in toilet area & galley	Irritation Death	2 4	2 1	4 4	Y Y		(2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (11) First Aid assistance available (14) Crew member training in safe use and storage	
3/6	Risk of infection	Vomiting Diarrhoea Weil's disease	1 1 1	2 2 3	2 2 3	Y Y Y		(2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (14) Wash hands before eating (14) All cuts and abrasions protected (11) First Aid assistance available (16) Wear suitable protective gloves. Provide absorbent materials to mop up spillages. Environmental protection. (17) Ensure Cloths/Mops regularly washed/Cleaned/Replaced (19) Crew instructed not to report for duty if risk of spreading infection	
1/2/5	Refuelling	Cut/Abrasions Strain/Sprain Fracture Drowning Burns	1 2 3 4 4	2 2 1 1 1	2 4 3 4 4	Y Y Y Y Y		(1) Crew member training (initial and ongoing) (2) Boatmaster for the trip responsible for ensuring crew & passengers are not put at risk. (6) Crew to be wearing lifejackets (7) Wear appropriate footwear (10) First Aid Assistance available	

								<p>(13) All Boatmasters and crew are regularly trained in emergency procedures including fire control and fire evacuation drills</p> <p>(14) Winter training programme</p> <p>(16) Dip tank to prevent over filling. Turn off engine, no smoking, remove any other ignition sources. Wear suitable protective gloves. Provide absorbent materials to mop up spillages. Environmental protection.</p> <p>(18) Ladybird Boat No smoking or vaping Policy</p>	
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CONTROLS, PROCEDURES AND PRECAUTIONS IN PLACE – LADYBIRD BOAT	
(1)	Initial and ongoing crew member training stresses the importance of crew members taking care whilst moving between the vessel and landing stage and whilst mooring/unmooring the vessel.
(2)	Boatmaster for the trip, holding the relevant qualifications has the overall responsibility of ensuring that crew members and passengers are not put at risk.
(3)	Pathway is clear of debris and obstructions and crew members are on the bankside to direct passengers onto the vessel. Correct positioning of crew to reduce potential of strain injuries while assisting passengers on and off the boat. Ropes coiled and kept tidy.
(4)	Prior to opening engine hatch, door to cabin is locked, engine is disabled from starting, the engine hatch is lifted using the correct tool and secured in place. Feet are to be outside of the hatch housing area. No crew member is to open or enter the engine compartment if there is not another crew member onboard. Before closing, the crew member must check that all feet are outside of the engine housing area.
(5)	Boarding ramps are fit for purpose and well maintained, lifted (where required by two crew), carried so as to avoid catching hand in mechanism and positioned correctly before use.
(6)	Wearing correctly fitted lifejacket (subject to routine maintenance)
(7)	Wearing sturdy footwear with a good grip or safety shoes (recommended option).
(8)	Passengers will be instructed to move back to a safe distance when ropes and lines are being used on the front deck of the vessel.
(9)	Drinks spillages and dropped food to be cleared up immediately and any broken glass cleared up and stored in a safe container
(10)	All boat masters as part of their license hold a First Aid Certificate. First Aid boxes are available on every vessel. Stock levels are regularly checked and updated. The boat master (or designated crew member) will attend to the injured party and will either advise casualty to seek further medical attention or in more serious cases call for appropriate emergency services. In the event of the First Aid box being used or advice being given the Accident book must also be filled out

(11)	The Ladybird is equipped with emergency equipment to assist the rescue of a man overboard. All Boatmasters and crew are regularly trained in emergency procedures
(12)	A Search and Rescue Plan has been agreed by the MCA and Boatmasters have telephone contact with a shore-based duty officer and the Emergency Services
(13)	The vessel is equipped with emergency equipment. All masters and crew are regularly trained in emergency procedures including fire control and fire evacuation drills
(14)	Winter training programme of crew and ongoing training/advice by Boatmasters and experienced members of crew during the season
(15)	Dip tank to prevent over filling. Turn off engine, no smoking, remove any other ignition sources. Wear suitable protective gloves. Provide absorbent materials to mop up spillages. Environmental protection.
(16)	Wear suitable protective gloves. Provide absorbent materials to mop up spillages. Environmental protection.
(17)	Ensure Cloths, Tea Towels etc and Mops are regularly cleaned/washed/Replaced as appropriate
(18)	Ladybird Boat has a No Smoking or Vaping Policy.
(19)	Crew are instructed not to turn up for duty if ill (but inform Boatmaster), particularly if exhibiting vomiting, diarrhoea or have other symptoms which could spread infection.
(20)	Boatmasters have been instructed to register with the Environment Agency (EA) River Condition warning system and if the EA issue a “Strong Flow” warning, passenger trips or training on the river are to be cancelled. If the EA issue a “Caution” warning, passenger trips or training on the river must not navigate through St. Ives Bridge or Huntingdon Old Bridge and Boatmasters must use their discretion as to the safety of navigating through locks.

ASSESSORS SIGNATURE		DATE: 26/11/22	
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DOCUMENT HISTORY

Previous Issue

Suspension of the Covid Risk Assessment documents issued on 27 April 2021 covering Part 1 Crew and Part 2 Passengers and replaced by “The Ladybird Trustees will follow the covid guidance for England issued by the Government and put appropriate procedures in place as necessary”.

Changes to **CONTROLS, PROCEDURES AND PRECAUTIONS IN PLACE – LADYBIRD BOAT** – Crew – New (20)
- Passengers – New (18)

Master file name of Document is LBT Safety Management Code Part 2 Risk Assessment V9 16 March 2022

END OF DOCUMENT