



# Safety Management Code Part 2 - Risk Assessments

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

**SAFE MANAGEMENT CODE  
RISK ASSESSMENTS – PART 2  
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Note \*: Risk Assessment Review should be every 2 Years or earlier if deemed necessary following a serious incident.

<b>Organisation:</b> Ladybird Boat Trust	<b>Service:</b>	<b>Reference:</b> <i>Approved</i>
<b>Activity:</b> <b>Passenger Safety RISK ASSESSMENT</b>	<b>Site:</b> Hartford Marina	
<b>People at Risk:</b> 1) Members of the Public 2) Passengers	<b>Additional Information:</b> <i>Training record books maintained by all crew members</i>	
<b>Contact Person</b> ..... <b>Job Title:</b> ..... <b>Date:</b> .....1/03//2017.....		<b>Review</b> <b>Date:</b> ...1/03//2019..... 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

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

Activity	Significant Hazard	Possible Injuries	(S)	(L)	Risk Rating (L xS)	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.) (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). (3) Crew members on bankside to direct passengers. (4) Boarding ramp maintained and positioned correctly. (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		(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		(11) First Aid assistance available. (12) Trained in man overboard procedures (13) Passenger Announcements over PA system. (14) Vessel Contact with Land. (15) Trained in Emergency procedures.

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	(6) Boat master 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 locks. (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	(6) Boat master 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 (5) Passengers supervision of restricted numbers on front desk. Others asked to return to inside cabin. (6) Boat master to brief passengers /Passenger management on board. (11) First Aid assistance available (15) Trained in Emergency Procedure
3	Ingestion of harmful chemical in toilet area & galley	Irritation Death	2 4	2 1	4 4	Y Y	(1) Crew member training- safe storage (6) Boat master to brief supervisors (11) First Aid assistance available

<b>CONTROLS, PROCEDURES AND PRECAUTIONS IN PLACE – LADYBIRD BOAT</b>	
(1)	Initial and on going 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)	All boat masters have been alerted to the importance of ensuring that crew members and passengers are not put at risk when mooring.
(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. The boat master 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 boat master 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)	Boat master 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 motion. Drinks spillages and dropped food to be cleared up immediately and any broken glass cleared up and stored in a safe container
(11)	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,(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 boat masters and crew are regularly trained in emergency procedures.
(13)	Passengers will receive emergency announcements over the PA system from the boat master
(14)	A Search and Rescue Plan has been agreed by the MCA and boat masters have telephone contact with a shore based duty officer and the Emergency Services
(15)	The vessel is equipped with emergency equipment. All boat masters and crew are regularly trained in emergency procedures including fire control and fire evacuation drills.

<b>ASSESSORS SIGNATURE</b>		<b>28 Feb 2017</b>	
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<b>Organisation:</b> Ladybird Boat Trust	<b>Service:</b>	<b>Reference:</b> <i>Approved</i>
<b>Activity Crew Safety RISK ASSESSMENT</b>		<b>Site:</b> Hartford Marina
<b>People at Risk:</b> Crew Members		<b>Additional Information:</b> <i>Training record books maintained by all crew members</i>
<b>Contact Person.....Job Title:.....Date:.....1/03/2017.....</b>		<b>Review Date:.....1/03/2019</b> 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

Activity	Significant Hazard	Possible Injuries	(S)	(L)	Risk Rating (L xS)	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 (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) Safety shoes 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 on going advice from boat master /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 on going.) (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 on going.) (2) Boat master to ensure correct positioning of boat to facilitate deployment of the ramps. (5) Two crew members to deploy ramps. Particular care in reducing potential for trapped fingers. (6) Crew to wear lifejackets



								(7) Wearing of safety shoes 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		(1) Crew member training (Initial and on going). (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		(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		(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 on going training with emergency services
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		(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		(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 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 (6) Lifejackets to be worn by crew members. (7) Wear Safety shoes (8)Restrict passengers on front deck to provide safe working area for crew. (6) Boat master to brief passengers /Passenger management on board. (10) First Aid assistance available (13) Training in man overboard emergency procedures. (14) Winter training programme
3	Ingestion of harmful chemical in toilet area & galley	Irritation Death	2 4	2 1	4 4	Y Y		(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		(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.
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 on going .) (6) Crew to be wearing lifejackets (7) Wear safety shoes (10) First Aid Assistance available (13) All boat masters and crew are regularly trained in emergency procedures including fire control and fire evacuation drills (14) Winter training programme



(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.

<b>ASSESSORS SIGNATURE</b>		<b>DATE 1 March 2017</b>	
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## DOCUMENT HISTORY

General review from previous version, circulated to all Boatmasters prior to up issue. Key comments in updating this document received from IH and GP.

This update in no way changes existing processes just clarifies and provides more detail

Changes includes updates to Both Risk Assessments including additional areas including :

Passenger Risk Assessment -Burns etc

Crew Risk Assessment - Re-fueling , Pump Out, Burns etc

Master file name of Document is LBT Safety Management Code Pt2 Risk Assessments V4\_1March2017.Doc

**END OF DOCUMENT**