



HEALTH & SAFETY MANUAL

CRUSADER COMMUNITY BOATING

CANAL

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Policy Statement:

Crusader Community Boating fully recognises and accepts its responsibilities under the Health & Safety at Work Act 1974. The trustees and management will take all reasonably practicable steps to ensure a safe and healthy working environment for people working in the name of Crusader Community Boating.

It is our intention to fulfil our statutory obligations and to do all within our power to prevent personal injury and to maintain a healthy and safe place of work with safe equipment and systems of work, as far as is reasonably practical, not only for crew, volunteers and passengers, but also for all who could be affected by its operations or services.

Volunteers will be encouraged to share the responsibilities for Health & Safety at Work and will be provided with such information and training as needed for this purpose.

This policy will be kept up to date with changes in legislation.

The objectives within the scope of this policy are:

- To reduce the number of accidents or near accidents.
- Identify and resolve specific safety problems and to anticipate future problems.
- To develop safety awareness in all our crew members and trainees.
- To instil safety awareness in our passengers.

In order to achieve these objectives, it is our intention to develop crew awareness of the risks in the working environment and identify methods of determining solutions and safe working practices.

The policy will work on a feedback principle and all levels, Boatmasters, Helm, Crew and Trainees must deal effectively with their responsibilities to achieve this.

This policy will be reviewed annually as a minimum requirement.

Responsibilities and Organisation

Health and Safety Manager will be nominated by the Trustees.

This person will be responsible for monitoring all Health and Safety aspects of our operations. This person will carry out periodic inspections of any boats operated by us and provide any risk assessments if required.

The Health & Safety Manager is Colin Lovesy. Report all issues direct to him. He is responsible for the implementation of this policy and ensuring safe working practices are adhered to. It is his responsibility to ensure all crew are aware of this policy and ensure the training provided is adequate and appropriate to the task in hand. All relevant information must be circulated to the crew and the H&S manager must ensure that it is fully understood and adhered to.

Boat Masters / Skippers: The Boat Master or Skipper is responsible for implementing this policy on a trip-by-trip basis and has the authority to make decisions with regard to the safety of the vessel, crew and passengers. He/she is responsible for the safe navigation of the vessel in compliance with Canal & Rivers Trust, Environment Agency, Maritime and Coastguard Agency and local authority legislation. He/she must ensure all checks are made on a daily basis according to schedule of trips and maintain records. They should report any problems they are unable to resolve to the Boat Manager.

Crew: All crew have a legal duty of care towards themselves and other people on or around the boat. Sufficient appropriate training will be given to enable them to carry out their duties in a manner that does not jeopardise their or other people's safety. All crew are encouraged to make positive

suggestions as to how this can be achieved. Any crew noting a Health & Safety issue must report it to the Boatmaster.

This policy document will be issued to every member of the crew and all trainees and should be read in conjunction with The Domestic Safety Manual, also issued to all crew and new recruits.

In order to monitor effectiveness of this policy, the Health and Safety Manager will complete a Risk Assessment from time to time.

The crew are encouraged to take part in the Risk Assessment exercise in order to improve their knowledge of the job in hand and recognise any pitfalls and special requirements.

The Risk Assessment looks at any hazard (a hazard being anything that can cause harm) and risks (a risk is the chance, great or small, that someone could be harmed by a hazard) and assesses if Crusader Community Boating has taken sufficient precautions to prevent the likelihood of harm.

The Risk Assessment can be found in Appendix A.
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Publications

- Accident Report Book
- Health & Safety Policy
- Manual of Guidance
- Search & Rescue Policy
- Job Description

These documents are all kept on board and are accessible to all crew.

A vast amount of legislation exists to protect the Health & Safety of our crew and our passengers. The acts and regulations which are most likely to concern our operations are:

- Health and Safety at Work Act 1974
- Reporting Injuries, Diseases and Dangerous Occurrences Regs. 1995
- The Health and Safety (Consultation with Employees) Regs. 1996
- Fire Protection – Maintenance of portable fire extinguishers.
- Training in First Aid

The following guidelines have been prepared in accordance with current legislation to identify actions which are specific to the operations of our boat on both the Grand Union canal and the river Nene.

Reporting of Accidents

The boat has an Accident Report Book. Near misses must also be recorded in this book. All entries must be reported verbally to the Boat Manager on the date of occurrence.

Notifiable Injuries and Dangerous Occurrences: Certain injuries and occurrences are classified as notifiable to the local health authority within ten days. Also, the Marine Accident Investigation Board may need to be informed. Report via Health & Safety Manager.

Notifiable injuries and occurrences are listed in Appendix B.
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Safety Onboard

Action Plan: A diagram and information to inform crew and passengers of all actions to take in an emergency is prominently displayed on the boat. Crew must familiarise themselves with this.

The action plan is shown in Appendix C.

Cleanliness / Tidiness: It is paramount the interior of the boat is kept clean & tidy. We carry passengers whose immune system can be weaker than ours. High standards of hygiene must be maintained in the galley and toilet areas. Do not allow anything to obstruct an escape route. Deal with spillages promptly. The boat should always be left in a fit condition for an on-coming crew. Floors, walkways and decks must be kept free of obstruction. Crew must wear non-slip footwear at all times when working on the boat. This footwear must give some protection to toes.

Confined Spaces: There are many voids underneath the deck. Where gas is used on the boat, use the 'gas sniffer' before accessing any void. Do not enter the engine compartment until the space has time to cool and be aired, be aware of high temperatures and fumes.

General Rules

- All spaces must be thoroughly ventilated
- A responsible person should be in attendance at the entrance to any void
- Personal Protective Equipment should be used where appropriate

Daily Checks

- All firefighting and lifesaving equipment must be in place and working
- Boat phone must be on and charged
- Before starting the engine all oil, water and fuel must be checked
- Bilges must be dry.
- Engine room should be clear of flammable material and checked for any leaks or spills
- Any mechanical or electrical defect fixed must be checked by a registered engineer as soon as practically possible and be reported to the boat manager and recorded on the daily log sheet.
- If weed hatches are removed, they must be secured correctly and checked for leaks after a short time of cruising
- Stern tube greaser must be tightened at the start and end of each journey
- PA system must be working
- Smoke alarms must be working
- CO₂ alarm must be checked
- Emergency lights must be checked for correct operation
- All defects and remedies must be recorded in the daily log sheet
- The daily log sheet must be signed off by the boat master

Drugs and Alcohol Policy: This is aimed at safeguarding the crew, passengers and members of the public. All crew are responsible for ensuring that they are 'fit for duty' this includes they are not under the influence of drugs or alcohol whilst working on the boat. The objective is preventative rather than punitive by setting clear standards. Illicit consumption of drugs or alcohol is forbidden.

Policy Objectives

- To identify any crew member with a drug or alcohol dependency and help them to manage their issues to their benefit.
- Encourage any crew member to notify the boat manager of any dependency by them or other crew member on drugs or alcohol.
- No crew member will be allowed to operate in any capacity on any Crusader Boat until they have received help and have recovered and their position reviewed.
- Any crew member known to be or suspected to be under the influence of drugs or alcohol whilst forming part of the crew will not be allowed to take any further part in the operation of the vessel.
- Crew taking prescription medication which can cause drowsiness or other impairment to the safe operation of the vessel must declare it to the boat master or boat manager so a decision can be made as to their suitability to operate the vessel safely.
- Where alcohol is brought on board, under no circumstances must it be supplied to or consumed by anyone under the age of 18.
- Passengers will not be allowed on board if known or to be or strongly suspected of, being intoxicated by alcohol or drugs.
- A trip must be aborted on the grounds of safety if any passenger cannot effectively be controlled by the other passengers or crew.
- The trip will be aborted if any passenger is found to be under the influence or in possession of an illegal drug.
- A trip will be aborted if any passenger shows violent tendencies either actual or perceived to any member of the crew.
- Be alert to passengers suffering mental illness, dementia or those with unstable judgment.

Passenger Behaviour

Violence on board

- Crew member to inform Boatmaster
- Moor the vessel in a safe position
- Carers or other passengers may be useful in handling violence amongst their members
- The Boatmaster has the authority to deny any person passage on the vessel and / or request their removal. (In serious cases the police may need to be called)

Children on board

- It is vital that the crew help parents, teachers, group leaders to manage any excitement, inquisitiveness of children.
- Close supervision and instruction at entry and exit points is required
- Brief children of the dangers on board and ashore (consider a separate safety announcement)

Passenger Control

- As mentioned in the safety announcement, passengers should remain seated until the vessel is safely cast off or moored up
- Passengers must only sit in designated areas. They should not be allowed in any working area.
- The crew should be alert and remind passengers who ignore warnings and instructions of the dangers involved
- Un-cooperative passengers should be reported to the Boatmaster
- The Boatmaster and crew are responsible for maintaining the trim of the boat

Passenger Counting and Safety Announcement

- Passenger numbers must be recorded by a crew member prior to each sailing
- Passenger numbers must be checked again before departure following a lunch stop if any have gone left the boat for any reason
- The total number of passengers and crew must not exceed the number stated on the passenger certificate
- The number of crew and passengers must be recorder in the log book and a dedicated person on shore must be informed of these totals and the time of departure and destination
- Prior to all departures a safety announcement must be given by a member of the crew

Passenger and Crew Access: The boat must be securely rigged and boarding equipment deployed before boarding or disembarking takes place. The access point must be manned by three crew members, one each side of the ramp and one on the passenger deck.

Electric shock

- Never tamper with electrical equipment unless you are qualified.
- Never make connections to any electrical circuit unless the supply has been isolated
- Never clean electrical equipment unless the plug has been removed from the socket.
- Never touch electrical equipment with wet hands.
- If you discover a person who is receiving or has received an electric shock attend to them using only the protocols taught as part of your first aid training

Electrical Appliances

- Ensure electric cables do not become trapped where the insulation can be chafed.
- Do not trail cables across the floor.

- Unplug machinery not in use.
- Turn off master switches after every trip.
- Do not overload circuits by use of adaptors.

Portable Electrical Appliances: This equipment is any item with a plug attached, including equipment that is seldom moved such as a refrigerator. This equipment must be maintained in a condition to avoid danger. Regular testing will take place by:

- User checks by the crew
- Visual inspections during pre-trip checks
- Inspection by appointed contractors

Fixed Electrical Installations: These include sockets, fuse boards, lights, invertors etc. Report any concerns about the condition or functioning of these appliances to the boat master. Switch them off and cease use.

Emergency Exits: These are clearly marked on the boat and the action plan diagram. Make a note of them and know how to use them.

Fire:

- On discovering a fire, always inform the emergency service
- Raise the alarm and manoeuvre the vessel to the bank.
- Prepare to evacuate.
- Get all the passengers and crew to safety.
- Take the log book if you can.
- Check the crew and passenger numbers.

Fight the fire only if it is safe to do so using the protocols taught on your Fire Marshal training

Firefighting may be necessary to assist with evacuation. There will be regular fire and evacuation drills organised by the Training Manager along with the Health & Safety manager. It is compulsory for ALL crew to attend this training.

Do not take risks and remain calm.

Passenger Evacuation: This must take place at the first hint that there is a fire or serious water leak on board.

First Aid: A suitable first aid box and an AED are placed on the boat in a prominent position.

- Ensure you are aware of the location of both of these items
- Any injury to passengers or crew should be reported to the Boatmaster

If emergency action is required

- Telephone the emergency services
- Navigate the vessel to the nearest rendezvous point to liaise with the emergency services
- All crew members are advised to be First Aid trained

- All Boatmasters have a FAW HSE qualification
- Establish if there is a doctor on board

Treat all casualties within the protocols of your training.

Personal Safety

- Be alert to the problems a confrontation with a vulnerable passenger may have
- Many passengers have mental illnesses, learning disabilities or behavioural problems
- Be satisfied before commencement of every trip that there is an appropriate ratio of carers and for passengers who may need assistance
- Identify potential risks with passengers
- If you are apprehensive about any situation – tell the Boatmaster
- Never be alone with a passenger
- If possible, leave all issues to the carers
- Avoid turning your back on passengers; get them to walk in front of you
- If confronting a violent passenger, try to stand near an escape route

Slips, Trips and Falls: We must all play our part in reducing slip, trip and fall hazards. Examples are: -

- Blocking gangways and fire exits
- Failing to mark or deal with spillages
- Careless stowage of ropes
- Hatches or floor plates left open
- Unguarded access
- Incorrectly rigged ramps, ladders or steps
- Trailing ropes
- Changes of level
- Raised metal edges
- Poorly fitting carpet tiles
- Change from dry to wet areas
- Loose gear, clothing, bags or equipment
- Failure to wear nonslip footwear

It is your job to reduce the likelihood of trips, slips or falls by identifying the hazards and dealing with them there and then. Report any concerns.

Skylarking: Any crew found acting in a way that may cause injury to others will have their crew membership reviewed.

- Do not run
- Take care when getting on and off the boat
- Do not rock pontoons
- Do not walk along the gunwales
- Do not misuse poles, ropes or boathooks
- Do not 'bowl' lifebelts across the floor

Manual Handling: The Manual handling Operations Regulations 1992 requires employers, so far as is reasonably practicable, to avoid the need for employees (crew) to undertake any manual handling operations that may involve a risk of being injured. Areas of risk in the operation of Crusader Community Boating have been identified as follows.

- Manoeuvring wheelchairs on & off the boat
- Lifting passengers to and from wheelchairs
- Locks – Moving Balance Beams
- Locks – using a Windlass
- Ropes – all uses
- Boat hooks and poles
- Carrying goods and equipment

Regard must be given to correct procedures for lifting and handling to avoid the risk of injury. If there is an unacceptable risk of injury, do not attempt the operation.

See Appendix D for details.

Environmental Procedures

- Crusader Community Boating has no facilities for disposal of waste generated by passengers. User groups are responsible for removal of their own waste.
- Passengers and carers must be made aware that they are responsible for removal of their own clinical and sanitary waste. Passengers should be made aware that there are disposal facilities at Gayton Junction, but no public accessible facilities are available on the river in Northampton. (Inside marina only)
- On no account should rubbish or waste of any kind be thrown into the river or canal.
- Any oil or fuel spillage must be dealt with immediately. Oil and fuel should be decanted into suitable marked containers and disposed of appropriately. Under no circumstances must oily or fuel contaminated water be pumped into the canal or river.

- When refuelling the supplier will have the necessary absorbent material to deal with small spillages.
- It is illegal to pollute the waterways. This is punishable by heavy fines.

Control of Substances Hazardous to Health (COSHH) regulations 1994: requires assessment, storage and transport of substances considered harmful to health. The most likely substances crew are likely to come into contact with are: -

- Diesel
- Gas (LPG)
- Hydraulic fluid
- Engine oil
- Soil tank blue (formaldehyde based)
- Cleaning products

Remember all substances can be dangerous if used incorrectly.

- Read all information labels
- Store safely and appropriately
- Do not eat or drink when handling substances
- Be aware that vulnerable passengers may be oblivious to these dangers

See Appendix E.

List of acts and regulations likely to be concerned with our operations.

- MSN 1386 (M) Emergency Information for Passengers
- MSN 1391 Official Logbooks
- MSN 1409(M) Emergency information for passengers
- MSN 1557(M&F) Electrical installations in small craft fire risks
- MSN 1579 (M) Minimum training re; assisting passengers in emergencies
- MSN 1665 Firefighting Equipment
- MSN 1731 (M&F) Personal Protective Equipment
- MSN 1754 Domestic Passenger Ships Class V safety management code
- MSN 1757 (M) Lifesaving appliances for ships
- MSN 1763 Safety signs and signals
- MSN 1767 Hours of work watch keeping and manning
- MSN 1778 (M) MS working time: inland waterways regs 2003
- MSN 1781 (M&F) Distress signals and prevention of collisions
- MSN 1783 Search and Rescue plans
- MSN 1789 Safe requirements for persons of reduced mobility
- MSN 1794 (M) Counting and registration of persons
- MSN 1808 (M) Boatmaster qualifications and hours
- MSN 1823 Safety code for ships operating solely in UK waters
- MSN 1827 (M) Categorisation of waters + correction
- MGN 76 (M) Life jackets carried on passenger ships
- MGN 88 (M&F) EEC Directive 94/33 – H&SAW Employment of young person's 1998
- MGN 137 (M&F) Lookout during darkness and restricted visibility
- MGN 147 (M&F) Training in First Aid
- MGN 176 (M) Safety management Code
- MGN 176 (M) MS Lifesaving Appliances amended regs 2001
- MGN 199 (M) Dangers of interaction
- MGN 264 (M) Crew Training on Domestic Passenger Vessels
- MGN 264 Boatmaster and crew medical requirements
- MGN 276 (M&F) Fire protection – Maintenance of portable extinguishers
- MGN 289 (M&F) Accident reporting and investigation
- MGN 290 Local passenger vessels manning

- MGN 297 Defibrillators on ships
- MGN 299 (M&F) Interference of safe navigation – inappropriate use of mobile phones
- MGN 334 (M) New Boatmaster licence (local information and knowledge)
- MGN 335 Passenger certificate and the laws relating to it
- MGN 337 Means of access
- MGN 338 Regulations 1999
- MGN 340 Merchant Shipping Regs 1988, 4.1 (c) Si 1998 No 1692 Safe manning
- MGN 343 Carriage of Passengers – Passengers certificate Numbers
- MGN 344 Evacuation Exercises

Appendix A. Risk Assessment

Location	Risk	Contingency
Access on or off the boat when mooring or casting off.	Falling from boat onto Pontoon/into water.	Wear nonslip shoes. Never jump on or off the boat. Ensure boarding ramps and lift platforms are secure.
Lifts & ramps	Careless use	Follow procedures in Manual of Guidance and training.
Ropes and lines	Tripping or getting feet tangled in rope.	Wear nonslip shoes. Learn rope handling; how to deploy mooring lines; how to coil ropes.
Before the trip	Filling the drinking water tank	Ensure the extension to the water hose is kept clean, away from the bank & deck. Ensure it is kept out of the canal.
Before, during & after the trip	Moving ramps and other heavy objects	Take care when moving heavy objects and wear shoes that give protection to the feet
Before, during & after the trip	Manoeuvring wheelchairs on & off the boat	Do not attempt to lift an occupied wheelchair
Before, during & after the trip	Moving passengers to & from wheelchairs and chairs.	Do not attempt to lift passengers. This should only be done by trained carers
Before, during and after the trip	Verbal or physical abuse from passengers.	Inform Boatmaster immediately.
During the trip	Cuts and abrasions.	Beware of fish hooks embedded in ropes and overhanging branches. General care with sharps and abrasives.
During the trip	Burns and scalds	Take care with kettles and hot taps. Turn off hobs when not in use. Do not remove engine radiator cap when hot.
During the trip	Slipping on decks	Wear nonslip shoes. Mop up spillages immediately. Do not walk on roof or gunwales. Be aware of wet surfaces.
During the trip	Electric shock	Use electrical appliances in accordance with the manufacturer's instructions. Report all faults immediately and discontinue until checked and tested by a
Machinery	Moving parts on engine, propeller shaft, belts.	Ensure all guards are in place. If working on engine have ignition keys in your
THIS SECTION ONLY APPLIES TO RIVER NAVIGATION/ LOCKS	Windlass slipping off winding gear	Select correct size hole. Do not foul the security lug. Keep firm pressure when winding. Do not leave windlasses unattended. Remove from spindle when not winding up or down.
Locks		
Location	Risk	Contingency
Locks	Slipping off lock side.	Wear nonslip shoes. Do not climb up or down ladders.
Locks	Turbulence causing movement resulting in passengers or crew to lose footing.	Use running lines to help control the boat in the lock. Keep all passengers seated.

Locks	Going uphill; trapping bow under top gate/stern caught under bottom gates.	Close TOP paddles immediately then slowly open bottom gates to allow the boat to float clear.
Locks	Going downhill; getting the stern caught on the cill or top gate.	Close BOTTOM paddles immediately then open top paddles slowly to re-float boat. Check for damage on rudder or propeller.
Locks	Opening gates. Danger area between balance beam and lock side	Do not open gates when anyone is in this area until they have moved away.

Appendix B. – MAJOR INJURIES AND NOTIFIABLE CONDITIONS

- Any fracture other than to fingers, thumbs or toes.
- Any amputation.
- Dislocation of shoulder, hip, knee or spine.
- Loss of sight whether temporary or permanent.
- Chemical or hot metal burn to the eye or any eye penetrating injury.
- Any injury resulting from an electric shock or electrical burn (including arcing).
- Any injury leading to Hypothermia, heat induced or unconsciousness.
- Any injury or condition requiring resuscitation.
- Any admission to hospital for more than 24 hours.
- Loss of consciousness caused by Asphyxia, harmful substance or biological agents.
- Any loss of consciousness caused by absorption; inhalation; ingestion; or through the skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to biological agents or its toxins or infested materials.

NOTIFIABLE DANGEROUS OCCURRENCES

- Collapse, overturning or failure of any load bearing part of any lift, access platform or hoist.
- Electrical short circuits or overloads attended by fire or explosion resulting in 24-hour stoppage.

All notifiable conditions must be reported to the Health & Safety Manager

APPENDIX C. – MEANS OF ACCESS

- Please read the Domestic Safety Management Policy alongside this section. There are a number of legal requirements.
- It is essential that all access points on the boat (even for crew) are properly supervised
- The boat must be secured to the quay, pontoon or other structure
- The access ramp must be placed in the correct position promptly after the boat has been secured and remain in position whilst the boat is tied up
- The access equipment must be properly rigged, secured and safe to use
- The access ramp must be continually monitored for changes in security, especially with regard to water levels or currents
- Ensure you raise the roof section before operating the lift

APPENDIX D. – MANUAL HANDLING

Handling wheelchairs and the passenger loading ramp

- Never take risks by over-reaching, twisting, stooping or over-exerting
- Report any problems as soon as they arise and ask for help where necessary
- Watch for sharp edges and protrusions
- Don't struggle – get assistance
- Place feet apart and in the direction of travel
- Bend your knees
- Grip the ramp firmly
- Keep your chin tucked in
- Keep your arms within the boundary of your legs
- Lift by straightening your legs
- Lift smoothly keeping control
- Precise positioning of the ramp is required
- Keep fingers & toes away from the edges when lowering the ramp
- Take care when moving wheelchairs into the cabin area.

APPENDIX E – ORGANISATIONAL FLOW CHART (LOCAL LEVEL)

