

## **TIDEWAY ADVENTURERS NARROWBOAT PROJECT**

### **Managing Health and Safety Document**

#### **1 Health and Safety Policy Objectives**

1. Provide and maintain areas on board which are without risk to the health and safety of either crew or passengers
2. Provide where appropriate tools and equipment which are safe and without undue risk to health
3. Promote the instruction, supervision and training of crew in matters of health and safety to enable them to avoid hazards and contribute positively to their own health and safety.
4. Inform crew and passengers of the risk associated with the activity and describe the methods necessary to minimise the likelihood of injury or harmful effects to health.
5. Provide and maintain where appropriate, personal protective equipment and ensure that crew members are informed of their obligations in respect of its use.
6. Institute a procedure for the recording and reporting of all accidents and instances of ill health occurring as a result of the activity.
7. To regularly review the measures being taken and used by the crew and passengers to ensure that the required standards of health and safety and welfare are being met.
8. Make adequate arrangements for the safe use, handling, storage, and transport of articles and substances used in the operation of the activity.
9. To maintain and ensure life saving equipment and fire fighting equipment is kept in good order and in accordance with health and safety law.

#### **Organisation of Human and Material Resources to meet policy objectives**

- 2.1 This section of the policy gives effect to the policy objectives: in other words allocating to people precise responsibilities and tasks to fulfil the projects health and safety objectives and legal requirements
- 2.2 **a Allocation of responsibilities**

The day to day management of health and safety lies with the person in charge of the project (The Co-ordinator) who in a voluntary sector organisation is responsible to the management committee.

In a voluntary sector organisation it is the management committee that is responsible for all aspects of health and safety policy and the co-ordinator who should implement it.
- 2.2 **b Specialist advice**

Although there is much that the project can do from its own knowledge and resources, from time to time it is necessary to draw upon technical or professional expertise from outside.
- 2.2 **c Management Control**

When a health and safety plan is being implemented, the crew should not be left to their own devices or to make decisions as they feel best. It is essential that there are clear and unambiguous guidelines on the channels for command and

control ,and that all crew members are aware of their existence.

#### 2.2 d **Health and Safety Training**

Once skippers and crew members have accepted responsibility, they will receive appropriate training to enable them to discharge their duties this will be covered within the Certificate in Community Boat Management training.

All skippers and Crew will be offered training in:

the projects health and Safety Policy and its implementation,  
the major hazards which exist on board,

The concept of risk assessment,

Safe working methods and accident prevention procedures,

Fire and emergency procedures,

First Aid arrangements and accident recording and reporting,

medicines,

Emergency Plans,

Working Alone,

Slips, Trips and falls,

Water safety.

### **Risk assessment and routine monitoring and measuring of adherence to safety procedures**

The application of risk management techniques to identify and control risks generated in the project is the responsibility of the Project Co-ordinator and should be considered integral to the good management of the project.

The objective of risk management is to minimise the probability of risk and to reduce costs. This leads to safer practices, and enhanced awareness of dangers and liability.

Risk management is about communication and co operation between crew and passengers allowing detection, education, and intervention through an established management system that provides support for concerted risk control throughout the project and during its activities.

The basic method of risk management is to :

Identify the hazards,

evaluate the risk,

identify solutions

manage the programme

## **THE POLICY**

### **1. General Statement of Intent**

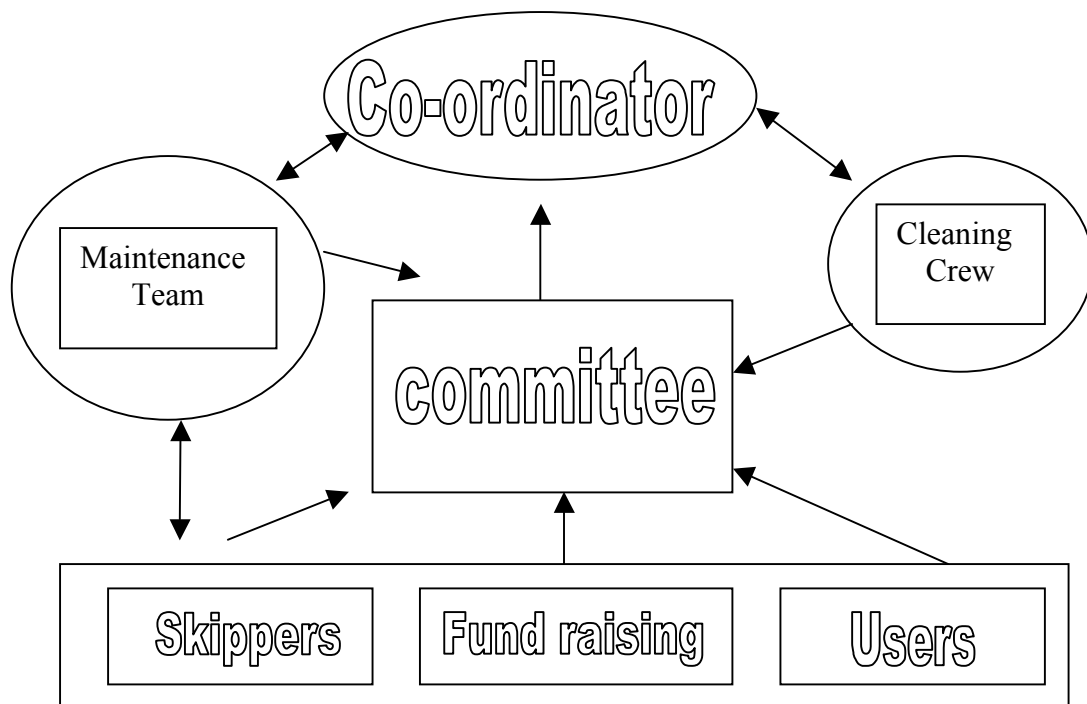
**The project is committed to ensuring the health, safety and welfare of its crew and passengers and other people who are liable to be affected by its activities.**

**It considers Health and Safety to be an integral part of its business and will aim to achieve continual improvements in standards.**

The prevention of accidents, injury or loss is essential to the efficient operation of the project. To achieve a safe working environment all crew members and passengers must appreciate that their safety and others also depends on their individual conduct and vigilance while on the vessel or taking part in the projects activities.

## 2. Organisational arrangements

Diagram show the structure of the organisation.



### **3. Governing Body**

The governing body will:

Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the project by requiring the project co-ordinator to put in place a suitable H&S management system.

Ensure that all risks have been identified and evaluated and that the governing body has put in place appropriate control measures as a means of minimising risk to passengers crew and others.

Periodically assess the effectiveness of this system and ensure that any necessary changes are made.

### **4. The Duties of the Co-ordinator**

To have responsibility for putting in to place and continually developing a system for The management of health and safety of all passengers,crew,and any other person Engaged in activities with the project.

### **5. The H & S Management System will**

Set out the objectives for managing safety

Set out the organisational detail of how safety will be managed and who will be responsible for what.

Set out the procedure whereby Health and Safety Hazards are identified by the risk assessment process.

Set out how information on safety will be given to crew members and passengers.

Set out how the system will be monitored and reviewed including methods for proactive monitoring.

## **6. Risk Assessments and Procedures**

Risk Assessments will be carried out once and then reviewed annually unless there is an occasion to review earlier.

RA's (and thus the procedure) will always be reviewed following an accident or other incidents that could point out that the procedures are not working.

Procedures for managing all activities will be written as a consequence of risk Assessment.

## **7. System for giving information to skippers/ crew and passengers**

Copies of the Risk Assessments will be made available to groups intending to use the projects facilities. They may be discussed with the project co-ordinator and adapted to any specific or extra ordinary requirements or needs of the group involved. (e.g. groups with disabled or handicapped people).

Information for crew and passengers is published in this policy.

In the event that an issue of importance (e.g. safety alert) needs to be raised between the management and its committee, a meeting shall be called to bring to light any problems. Specific information can be filtered to regular boat users, groups or the project's designated skippers, through closed mail links, royal mail, telephone or notices.

A designated mail list is in place to ensure no individual is left from the mailing circle.

## **8. Reviewing and monitoring**

The project coordinator will annually monitor the risk assessment process, checking that a suitable number of assessments have been completed and that suitable procedures are in place to manage identified risk.

The project co-ordinator will call upon the services of others, if required to assist him in his duties of managing the Risk Assessment folio.

Those with greater knowledge or experience will be asked for input to the process.

Other information to be include:

Upon joining the narrow boat, the designated skipper will induct the group and all its members in the safety aspects of activities afloat. The induction will include a full safety walk of the vessel, highlighting the location and safe donning procedure of lifejackets and procedures in the event of abandoning the craft, or other emergency incidents. Regardless of how many times

the individuals have been on board, all members should be encouraged to listen and take part in the talk. A discussion will be held by the skipper and group leader of the “do’s” and “don’ts” and shall refer to nationally published boat user guides for specific information and examples.

The committee will designate a maintenance team, headed by the project co-ordinator to ensure that the vessel is kept in a safe and operational condition at all times. The team will regularly review the requirements of any change in Health and Safety regulations or information issued by the maritime and coastguard agency. They shall act directly on receipt of this information to ensure the vessel is updated with regulations at all times.

Where necessary, a third party shall be employed by the project to complete, examine and certificate work or systems for insurance and safety regulations. The boat/projects will be controlled and operated under the Boat Safety Scheme Certificate and in accordance with the MCA Small Passenger Boat Code.

A planned maintenance system has been implemented to ensure that the vessel is kept to the highest order. The system covers aspects including engine and boiler maintenance, to domestic cleaning- for Health purposes, and servicing of fire fighting and Life saving equipment.

The maintenance team are responsible for ensuring that the Fire Fighting and life saving equipment is maintained to the highest standard in accordance with the Boat Safety Certificate and Small Passenger boat code. The vessels fire extinguishers are to be serviced annually by an approved individual and certificated and lifejackets must be sent ashore for regular servicing.

As part of the quality assurance system, a positive feedback and reporting system is in place. In the event of a breakage or failure of equipment, the skipper shall inform the project co-ordinator by the appropriate means, who will then forward it to either the maintenance or cleaning team.

A Health and Safety agenda will be raised at the committee meetings to discuss any implications or recent correspondence regarding safety, health practises or any accidents that have occurred since the last meeting. Any accident reports should be made available to any member to read, and in turn discussed to see how it could have been prevented. Measures shall then be taken to adapt the risk assessment/method statement, and circulars passed to skippers, crew and boat users.

Prior to committee meetings, the project co-ordinator or designated person, shall research from sources any new health and safety information example Marine Safety notices published by the MCA (on website [www.mcga.gov.uk](http://www.mcga.gov.uk)) the health and safety executive ([www.hse.org.uk](http://www.hse.org.uk)) and more specifically the British Waterways and other societies for example the RNLI. All topics discussed shall be documented in the meetings and circulated through the appropriate lines.

February 2007