



Rickmansworth Waterways Trust

Safe Boating System

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RWT Safe Boating System

This addresses the issues of health, safety and the environment as they affect RWT operations, our staff and visitors, both ashore and afloat.

RWT's policy is to conduct its activities taking full account of the health and safety of its staff and volunteers, and of all our visitors and users. In implementing this policy, RWT will ensure that the *Pride of Batchworth*, *The Spirit of Batchworth*, and the *Roger* are, at all times, properly maintained and operated by qualified personnel in full compliance with relevant legislation. In particular, we in RWT will make an assessment of the risks to the health and safety of staff, volunteers and visitors, and others affected by our operations, and will take the necessary measures to minimise the risks identified.

The Skipper must have authority at all times, to make decisions with regard to the safety of the ship and the persons on board. To ensure that there is no ambiguity regarding the authority of the Skipper, there should be a simple written statement to this effect.

Operating Procedures

The regulations and rules which apply to RWT operations are:

Categorisation of Waters The waters on which RWT boats are operated are Cat A.

Local Navigation Rules The rules affecting us are those of the Canal & River Trust, and are contained in the Boaters' Handbook issued by them.

Operating and Qualification Rules We operate as required by the Small Passenger Boats Code of the MCA and AINA.

Qualifications and operations We follow the qualification requirements of the RYA Helmsman certificate and operate the boats to that standard when carrying passengers.

For all passenger carrying Ferry Trips or Charters we have a training and assessment programme based upon the above syllabus which is tailored to meet the needs of our operations. Once our internal training and assessment has been completed, all volunteer skippers will be required to attend an RYA day skippers course in order to obtain this nationally recognised qualification.

The standards for Ferry Trip operation are captured in the *Pride of Batchworth* Crewing Manual and accompanying Course Notes to each new trainee as necessary.

Personal log books are also supplied in order that a record of trips undertaken can be kept

Volunteers who join the Trust with higher qualifications than the RYA Helmsman certificate will still be required to undergo an assessment of their capabilities before being allowed to take charge of passenger carrying trips.

Our documents contain our simple procedures, some expressed as checklists, to ensure that safe working practices are followed in the operation of the boat. All skippers are expected to be proficient in these procedures, and to make sure that crew members are well enough briefed to be able to comply with them also.

Records and Logs In *Pride of Batchworth*, *Spirit of Batchworth*, and *Roger*, a log in the form of a standardized diary is kept. In it, skippers are to record the outline of each trip and details of any untoward incident, whether or not reported to an outside authority. Detailed reporting procedures are in the Crewing Manual for each boat.



Environment Oil pollution of the canal will be avoided by ensuring that oily bilge water is not discharged, and by making sure that we don't spill any when refueling. Where a bilge has become contaminated, it will be cleaned out and the residue disposed of properly. Similarly, no garbage must be allowed to enter the canal, and passengers must be briefed on this.

Lines of communication between people, ashore and afloat The responsibility and authority of each person, whether ashore or afloat, should be clear. Skippers are to make sure that everyone is briefed on their role during that trip.

RISK ASSESSEMENT

We assess carefully the risks in our boat operations, and take all reasonable steps to address them.

The principal hazards when boating are the water, into which people can fall and which can sink the boat; and the motion of the boat, which can result in a crushing injury. The main controls over these risks are proper training of the skipper and crew; supervision of the passengers; and correct maintenance and operation of the boats. These and other hazards are described in more detail in the Risk Assessment below, which is at the end of this section, and the outcome is applied in full by crews following the Crewing Manual.

Those at risk are the Crew and the Passengers, and all the risks apply to anyone in the boat. There is very little risk to the public or those not associated with the boat, and the Risk Assessment is written in that way.

PERSONNEL AND TRAINING

Everyone involved will receive training appropriate to the tasks they undertake, and RWT will appoint a trained person to provide that training. The Trust applies the standard of the RYA Helmsman certificate.

Although it is the responsibility of RWT to ensure that this training is given, and that everyone understands the relevant regulations, rules and requirements, staff and volunteers should be ready to point out that some point has been missed.

As a minimum, "qualification" means:

for the Skipper: RYA Helmsman certificate will be the required minimum standard when conducting the boat within the Batchworth pound, through locks or outside the pound between Batchworth and Stockers or Lot Mead Locks. First aid training will be helpful.

for the crew: training, appropriate to their designated duties. First aid training will be helpful.

for volunteers skippering or crewing the Boats during Learning at the Lock, DBS checks will also be obtained.

Prior to the first occasion of working on the boat, each member must receive appropriate familiarization training and proper instruction in onboard procedures. This should include, but will not be limited to:

- mooring and unmooring
- raising the alarm in emergency
- evacuation from the boat
- donning of lifejackets (where carried)

- use and handling of firefighting equipment

Our boats will often use locks, and on-the-job training in them is essential.

Crew Performance

It is not permissible for any crew member, staff or volunteer, to work while under the influence of drugs or alcohol. No alcohol will be sold in connection with a trip (we do not in any case have premises licences for the boats), although passengers may bring and use their own. Skippers are to be aware of the extra risks which may arise from this, however, and there is more guidance in the Crewing Manual.

ONBOARD PROCEDURES

Simple procedures for the operation of the boat are found in the Crewing Manual. They include:

- checking and (where appropriate) testing of equipment before a trip
- navigation and handling of the boat
- daily maintenance routines
- refueling
- watertight integrity
- stability of the boat
- conduct of passengers and crew while on board

MAINTENANCE OF THE BOATS AND THEIR EQUIPMENT

Maintenance is an essential ingredient of safety management. The equipment should be checked and tested daily, usually when preparing for a trip or daily before setting off if away overnight.

In addition, each boat will be subject to a maintenance regime defined by the Trust but following the licensing requirements of the Canal & River Trust. All maintenance and daily checks should be recorded in the log for the boat.

A checklist for the inspection and checking of equipment is included in the Crewing Manual.

PREPARATION FOR EMERGENCIES

Emergency situations anticipated in our operations include, but are not limited to, “person overboard”, fire, collision, grounding; and loss of propulsion or steering. These are detailed in the risk assessments contained in each Crewing Manual, and the responses (which vary between the boats) are shown there. Skippers are responsible for ensuring that emergency procedures are properly implemented when required. We will exercise these with crews from time to time, and include evacuation from the boat.

The exercises are to be recorded in the Logbook, with the names of those who participated.

REPORTING ACCIDENTS AND INCIDENTS

It is a legal requirement under the Merchant Shipping Act to report all accidents afloat. We will report, when required, to C&RT in the first place: we can file a report online at the website, or download a form from the www.canalrivertrust.org.uk/contact-us/visitor-incidents and send it to C&RT.

In an emergency, call C&RT 0303 0404040. Further reports may be required to the Marine Accident Investigation Branch (MAIB) or to the MCA. In any case, all incidents and near accidents should be recorded and reported to the Trust, who have to implement corrective action with the aim of improving safety.



SAFETY BRIEFING

Before setting off on any trip the skipper must ensure that everyone onboard has been briefed on the intended route and points of interest, emergency procedures and the location of emergency exits. The nominated first-aider should also be introduced.

In addition, the skipper should make sure that the crew member(s) are familiar with the following, as applicable:-

- procedures for the recovery of a person from the water
- location and use of fire-fighting equipment
- the operation of communications equipment (usually mobile phone), especially who to call
- location of controls and light switches
- method of starting, stopping, and controlling the engine
- how to get to a suitable place of safety

Safety cards have been prepared, but for our operations it's usually better to give a short oral briefing.

REVIEW

The Trustees will review the performance of the Trust under this management system annually, and will take whatever steps are necessary to ensure that it continues to mitigate the risks effectively. They will arrange suitable investigation of any incidents occur, and endeavour to make sure that lessons learned are passed to the staff and volunteers so that shortcomings are quickly addressed.

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
1	Water – sinking the boat (flooding or overturning)	1. Overloading above safe waterline 2. Instability leading to overturning 3. Water entering from above (e.g. at lock).	Loss of boat. Injury or drowning of crew and passengers.	<ul style="list-style-type: none"> Trained, qualified and experienced crew, operating in accordance with the Crewing Manual. Appreciation of safe loading limits – mainly number of passengers (max 12), and disposition of them. Proper control of passengers, after careful initial briefing. Proper and careful operation of locks. <p>Note that this risk is largely mitigated by avoiding locks.</p>	Risk moderate - tolerable	Careful supervision always required.
2	Water – people falling in. Includes trip hazards on bank.	Falling into canal, from boat or bank.	Drowning.	<ul style="list-style-type: none"> Everyone properly dressed, especially footwear. Proper briefing of passengers. Lifejackets to be worn as required by the Crewing Manual. First aid training with resuscitation expertise to be offered to volunteers. 	Risk moderate - tolerable	Careful supervision always required
3	Motion of the boat. Includes trip hazards on board.	Collision with another boat, or with canal structure.	Injury to crew or passengers.	<ul style="list-style-type: none"> Trained, qualified and experienced crew, operating in accordance with the Crewing Manual. Everyone properly dressed, especially footwear. Proper briefing of passengers. Crew keeping boat tidy and in good order. Prevent people jumping on or off the boat. Avoid crush hazard by keeping all parts of passengers inside boat 	Risk moderate - tolerable	Briefing of passengers. Careful boat management by crew.
4	Fire	Source of ignition in contact with flammable materials	Injury to member of public or staff.	<ul style="list-style-type: none"> Remove sources of ignition from the boats. <ul style="list-style-type: none"> For Roger, back cabin range not to be used with passengers embarked. Residual risk is from diesel engine. For Pride, small fire risk if using gas hob. Residual risk is from small diesel engine. Ensure first aid FF equipment as required by BSSC. Keep boat tidy to reduce fire risk. 	Risk low – acceptable.	Briefing of passengers. Careful boat management by crew.
5	Operating injury	1. Pushing or pulling boat. 2. Operating canal equipment. 3. Lifting heavy loads	Injury to crew (mainly) or passengers (possible)	<ul style="list-style-type: none"> Trained, qualified and experienced crew, operating in accordance with the Crewing Manual. Proper control of passengers, after careful initial briefing. Avoid situations requiring pushing/pulling of boat. Avoid need to manually lift heavy loads. If essential, conduct special man handling RA and proceed in light of it. <p>Note that this risk is largely mitigated by avoiding locks.</p>	Risk moderate - tolerable	Careful supervision always required