

# Luxury Boat Retreats Risk assessment: 29/06/24

## Introduction:

This risk assessment aims to identify and assess potential risks associated with Luxury Boat Retreats Ltd operating as a narrowboat day hire company on the grand union canal. The document aims to implement measures that minimise or mitigate these risks and ensure the safety of our customers, staff, Apsley Marina residents, and the general public.

The following table is set out to clearly outline an exhaustive list of potential risks and identify how we will minimise or mitigate these risks:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk H/M/L
<p>Slips, Trips and Falls.</p> <ul style="list-style-type: none"> <li>- Uneven surfaces on the boat and at the boarding area.</li> <li>- Wet or slippery surfaces due to weather conditions or spills.</li> <li>- Lack of proper signage and warnings.</li> <li>- Unfamiliar surroundings leading to a man overboard situation.</li> </ul>	<p>Hirers and Boatyard Staff.</p>	<p>Grab rails are installed on relevant area of the boat.</p> <p>Hirers advised to wear appropriate footwear.</p> <p>Hirers instructed to step on and off the boat and not to jump.</p> <p>Regular inspection and maintenance of boarding areas and boat surfaces.</p> <p>Provision of non-slip surfaces and handrails.</p> <p>Clear signage and warnings about potential hazards.</p> <p>Adequate lighting in dark or low visibility areas.</p> <p>Hirers issued with PFD for the period of hire and hirers are briefed on how to correctly wear and fit a PFD.</p> <p>Explain the 'man overboard' procedure to customers during briefing.</p>	<p>M</p>
<p>Falling overboard.</p>	<p>Hirers and Boatyard Staff.</p>	<p>Hirers instructed to take special care when moving around the boat whilst the boat is underway and or manoeuvring.</p>	<p>M</p>
<p>Carbon Monoxide Poisoning.</p>	<p>Hirers and Boatyard Staff. Poisoning and death.</p>	<p>Gas appliances are subject to annual gas safety checks and ventilation is appropriate. Hirers briefed on use of fuel burning appliances. Boat checked after each period of hire and before new hire.</p>	<p>L</p>
<p>Man overboard.</p>	<p>Hirers, Boatyard Staff.  Drowning.</p>	<p>Grab rails present on appropriate areas, staff wear personal flotation devices (PFD) when on boats and during show out. Hirers issued with PFD for the period of hire and hirers are briefed on how to correctly wear and fit a PFD. Hirers instructed on how to recover</p>	<p>M</p>

		person from the water. Large freeboard supplied with a means to assist recovery of a person from the water.	
<p>Fire and Explosion.</p> <p>- Potential electrical or gas fires onboard.</p> <p>- Inadequate fire prevention measures.</p> <p>- Lack of fire safety training for customers.</p>	Hirers, Boatyard staff, adjacent people and property.	<p>Boats comply with Boat Safety Scheme requirements and are inspected prior to each period of hire.</p> <p>Hirers instructed not to take on board portable appliances and instructed how to use fire extinguishers and their positions.</p> <p>All Flammable products stored correctly on site and staff trained in use of fire extinguishers. Fire assembly point marked. Evacuation procedure developed.</p> <p>Installation and regular inspection of appropriate fire detection and suppression systems.</p> <p>Regular testing and maintenance of electrical and gas systems including carbon monoxide and fire alarms.</p> <p>Provision of fire extinguishers and fire blanket with Gas Certification completed.</p>	L
Viral or bacterial infection from water supply and surfaces.	Hirers, Boatyard Staff, children and particularly Babies.	All boats are thoroughly cleaned prior to each hire period. Drinking water points are signed and filters are regularly changed. Hirers advised to ensure adequate water supply and where to access water supplies.	M
Parking and Vehicles moving around the boatyard.	Hirers and Boatyard Staff.	<p>Car Park area segregated from general pedestrian area and busy footfall areas.</p> <p>5mph speed limit on site.</p> <p>Boatyard vehicles have audible alarms to warn of approach.</p>	M
Vessel Stability.	Hirers and Boatyard Staff. Capsize, entrapment and drowning.	All boats comply with the Code stability requirements. Hirers are briefed regarding stability and distribution of people. Hirers are restricted from areas which will have adverse effect on stability. Notices are fixed to boats stating maximum load and distribution. All significant changes to the boats are assessed to determine if they have an effect on stability.	L
Adverse Weather Conditions.	Hirers and Boatyard		L

<ul style="list-style-type: none"> <li>- High winds, storms, or heavy rain affecting navigation.</li> <li>- Flooding or waterway closures.</li> <li>- Limited visibility due to fog or mist.</li> </ul>	<p>Staff.</p>	<p>Monitoring weather forecasts and informing customers of potential risks. Prohibiting boat operation during severe weather conditions.</p> <p>Providing customers with safety guidelines for adverse weather scenarios.</p> <p>Clear communication channels with customers for weather updates and emergencies. Regularly checking CRT warning notices for changes in the canal system, maintenance and dangerous tree locations.</p>	
<p>Mechanical and equipment failure.</p> <ul style="list-style-type: none"> <li>- Engine or steering system failures.</li> <li>- Malfunctioning safety equipment (e.g., life jackets, fire extinguishers).</li> <li>- Electrical system failures.</li> </ul>	<p>Hirers.</p>	<p>Hirers briefed on emergency call out telephone numbers</p> <p>Engineers available on call out duty, tow boat available for recovery.</p> <p>Hirers advised to utilise 'What 3 Words' app.</p> <p>Routine maintenance and inspections of boats, engines, and safety equipment.</p> <p>Engine regularly serviced.</p> <p>Clear procedures for reporting and addressing equipment malfunctions.</p> <p>Availability of backup safety equipment onboard.</p> <p>Regular training for staff on emergency response and equipment operation.</p> <p>Boat Safety Certification of boats.</p>	<p>L</p>
<p>Vessel Grounding.</p>	<p>Hirers.</p> <p>Stranding Damage to Boat.</p>	<p>Hirers briefed on navigating the waterways and to take due regard of channel markers and navigation warning signs. Briefing material left on board. Routes and CRT notices checked regularly.</p>	<p>M</p>
<p>Collisions and dunes to surroundings.</p> <ul style="list-style-type: none"> <li>- Collisions with other boats, structures, or stationary objects.</li> </ul>	<p>Hirers and other grand union users.</p>	<p>Comprehensive customer briefings on safe navigation, boat handling and waterway rules.</p> <p>Clear marking of restricted areas to avoid collisions.</p>	<p>M</p>

<p>- Inexperienced or negligent boat operators causing accidents.</p> <p>- Hazards other waterway users pose (e.g., commercial vessels, kayaks, paddleboards).</p> <p>- Canal infrastructure damage due to excess speed or mishandling.</p> <p>- Vessel grounding.</p>	<p>Damaged property and injury.</p>	<p>Adequate training and certification for staff. (Helmsman's', First Aid).</p> <p>Instruct guests on monitoring waterway traffic and communication with other vessels.</p> <p>Instruct guests on correct speed, safe stops and how to moor the boats regarding canal infrastructure damage due to excess speed or mishandling.</p> <p>Appropriate insurance policy.</p>	
<p>Mooring and Bridges.</p>	<p>Hirers and other grand union users.</p> <p>Crushing injuries, damage to other boats and damage to property.</p>	<p>Hirers briefed on rules of the waterways, boat handling instruction given to hirers and assessment completed before departure. Hirers briefed not to use body parts to fend off.</p>	<p>M</p>
<p>Mooring ropes, stakes and hammer.</p>	<p>Hirers and children.</p>	<p>Requirement - A minimum of two ropes to be provided of adequate length and strength for the size of the boat and its area of operation, i.e. depth of locks. Ropes to be free from defects and knots. A minimum of two mooring stakes to be provided and one suitable hammer.</p> <p>All ropes inspected and maintained on a daily basis. Instructions provided on suitable use of mooring stakes.</p>	<p>M</p>

Other Potential Risks / Hazards and Items of Note:

**Bilge pumping**

Application includes all powered hire boats.

Hire boats with overnight accommodation to have an automatic or manually operated pump. Day boats to be provided with a suitable bailer. Bilge area checked regularly by staff. Bilge pump manual switch to be shown and explained to hirer.

### **Engine Bay**

Requirement - Fit heat insulation or a guard to hot exhausts and engine bay areas where required. This will minimise the risk of skin contact with a hot surface if a hirer has to access the weed hatch for any reason.

There is no requirement for hirers to enter the engine bay. Safety instructions will be provided during initial briefing along with emergency contact numbers.

### **Prop shaft**

Fit guard to propeller shaft (or other moving machinery), where accessible to hirers

### **Personal flotation devices**

Issued to children, non-swimmers, passengers of reduced ability and offered to all other hirers.

Personal flotation devices must have minimum buoyancy of 100N on Cat A and B waters and a minimum of 150N on Cat C and D waters.

Re-boarding following man-overboard

Applicable to all hire boats except those restricted to shallow canals.

Large freeboard supplied with a means to assist recovery of a person from the water.

### **Customer Health and Safety**

- Customer accidents or injuries during embarking, disembarking, bridges, mooring or moving around the boat.
  - Insufficient safety instructions or emergency procedures.
  - Effects on risk of changed circumstances.
  - Allergic reactions or medical emergencies.
  - Carbon monoxide poisoning.
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- Comprehensive safety briefings before each trip, highlighting risks and emergency procedures.

- Availability of first aid kits onboard and trained staff to handle medical emergencies.
- Clear communication channels with emergency services.
- Regular review of customer feedback to address emerging safety concerns.
- Staff first aid qualification.
- Hirers briefed on how to use fuel burning appliances. Boats checked after each period of hire and before new hire. Fire and CO2 alarms checked regularly.

### **Anchor, chain and rope**

Application includes hire boats used on lakes, lochs, rivers, canalised rivers and tide ways.

The type of anchor and length of chain/rope is dependent on risk assessment of local conditions and boat displacement.

Suitable length bow and stern ropes provided and regularly maintained.

### **Cleats and strong points**

Application includes all powered hire boats. To be provided appropriate to the vessel and its area of operation. Minimum of one at the bow and one at the stern.

Cleats and strong points regularly checked by staff. Ropes pre-attached and shown to hirers prior to departure.

### **Furnishings and fabrics**

Replacement soft furnishings/ fabrics/foam should be of fire resistant/non-toxic material.

All furnishings and fittings are compliant of safety standards and are to be regularly cleaned and maintained.

### **Crew Limit**

The Crew Limit is the maximum number of persons for which the boat is hired out, excluding any boatyard staff who may be on board during handover. Hire Operators must determine the Crew Limit for each boat that ensures the boat's stability and freeboard are not compromised, and that the hirers can use the boat in a safe and effective manner. Maximum crew number for this application is 10.

### **Boat Stability**

This level 2 vessel has undergone the relevant stability assessment (option 1) required within the boat hire Code by a competent assessor:

## 2.2 Stability Tests – Inland Waterways Small Passenger Boat Code.

2.2.1 The tests should be carried out with all the vessel's equipment, fuel, cargo, activity related equipment – e.g. diving equipment – and number of persons which it will carry. The engine, equipment and cargo may be replaced by an equivalent mass. Each person may be substituted by a mass of 75kg for the purpose of the tests.

2.2.2 The maximum number of persons which a boat will carry should be crowded to one side, with half this number seated on the buoyancy tube. This procedure should be repeated with the persons seated on the other side and at each end of the inflatable boat, rigid inflatable boat or vessel with a buoyant collar. For the purposes of these tests, the cargo may be assumed to be in its normal stowage position. In each case, the freeboard to the top of the buoyancy tube should be recorded. Under these conditions, the freeboard should be positive around the entire periphery of the boat.

- Hay Day. 51871
- Maximum crew number – 10
- Stability and freeboard standards level 2
- Assessor – Robbie Turner 13/03/24



<b>STABILITY COMPLIANCE DECLARATION</b>	
<small>THE FOLLOWING VESSEL HAS UNDERGONE THE RELEVANT STABILITY ASSESSMENT REQUIRED WITHIN THE HIRE BOAT CODE</small>	
Vessel name:	HAY DAY
Vessel number:	51871
Maximum crew number:	10
Stability & Freeboard Standards Level (circle applicable test)	
Level 1 - Freeboard Check	
Level 2 - Notified Body Assessment	
Level 2 - ISO 12217 Assessment	
Level 2 - MCA SCV Assessment	
<b>Level 2 - IWSPBC Assessment</b>	
Details of Assessor:	
Name:	ROBBIE TURNER
Date:	13/3/24
Signature:	ROBBIE TURNER

## Crew Areas

For all Powered hire boats, when determining the Crew Area Hire Operators should take account of:

- i. The Crew Area must always include all of those areas' hirers will need to access in order to cruise, moor and generally use the boat in a safe and efficient manner. For example, access points on/off the boat, helm position/s, access to mooring lines, cabin spaces, and areas linking cabin spaces to external Crew Areas.
- ii. Hire Operators may choose to exclude certain areas as Crew Area, or restrict the number of hirers permitted in a particular area (access limitation). For example, for a small day-hire cruiser the Hire Operator may exclude the forward deck from the Crew Area provided the bow mooring line can be accessed and use from aft, or they may choose to permit one hirer only to access the forward deck for mooring purposes only.

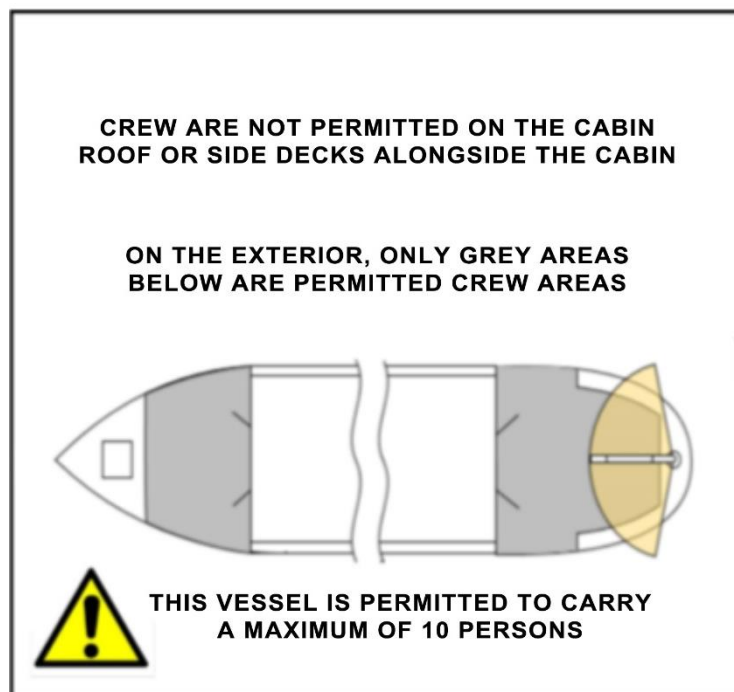
iii. All external Crew Areas should be provided with effective slip-resistant surfaces/coatings and effective handholds.

### Crew Limit and Crew Area Sign

All Powered hire boats must have a Crew Limit and Crew Area Sign fitted in a position where it is clearly visible from the main helm.

Crew Limit and Crew Area Signs must:

- i. Show pictorially a suitably accurate outline of the boat.
- ii. Clearly identify the Crew Limit.
- iii. Clearly identify any parts of the boat that are not designated Crew Areas, and any parts of the boat where the number of hirers is restricted.
- iv. Include a yellow warning triangle.



### Regular Review:

This risk assessment is subject to periodic review and updated to incorporate changes in the operating environment, Canal and River Trust

regulations, customer feedback and staff feedback. Staff will undergo regular training sessions to ensure adherence to safety protocols.