



**Risk Assessment**  
**Safety Case and Procedures**

**11 February 2018**

**Able2sail SCIO**

Registered as a charity in Scotland SC047188

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<b>Specific Task</b>	<b>Accessing and egressing marina pontoons via car park</b>
<b>Effect</b>	Slip, Trip, Fall - impact onto stationary / fixed object and/or fall into water / risk of drowning
<b>Individuals at risk</b>	Skipper, Crew, Clients and General public

<b>General Environment</b>	<p>Car and boat park is a hazardous environment with boat hoists, tractors, lorries, cars and trolleys used frequently. Great care and attention should be given to these by pedestrians.</p> <p>Marina boat parks are working environments and care should be taken at all times.</p> <p>Trestles, power lines, hoses and other obstructions are regularly present.</p>
<b>Pontoons and Gangway</b>	<ul style="list-style-type: none"> <li>• The boat park surface is varied, some areas being tarmac, but a significant area being loose hardcore. These areas are subject to wear and tear causing potholes, and loose footing due to loose stones/gravel.</li> <li>• Avoid or take care when crossing electrical extension lines, water hoses.</li> <li>• Keep clear of working Cranes, tractors, trailers, boat hoists and other working machinery.</li> <li>• Do not approach people working with electrical tools until they are finished operating them.</li> <li>• Keep clear of trestles, ladders, boat cradles and timber props.</li> <li>• Care should be taken when crossing between parked vehicles in the car/boat park.</li> <li>• Clients and carers must wait in car park, not access the pontoons or gangways, unless escorted by able2sail personnel</li> <li>• Able2sail personnel to carry out initial safety briefing prior to client and carer accessing pontoon and gangways (either by Skipper or person appointed by Skipper).</li> <li>• Lifejackets to be provided and worn by Clients and Carers prior to accessing pontoon and gangways</li> <li>• Wheelchair users to wear lifejacket prior to accessing pontoon and gangways - but wheelchair belt not to be worn</li> <li>• Wheelchair users will be always escorted by at least two persons.</li> <li>• Depending upon the state of the tide - high water or low water, the access ramp (gangway) may be at a differing incline. At low water springs, the gangway will be at a particularly steep incline, the converse is true.</li> <li>• Clients and Crew should note the state of tide or visually inspect the incline of the gangway, before assessing the risk at the time for accessing the gangway.</li> <li>• Wheelchair users/carers should be particularly careful when using pontoons, especially when turning through 90 degrees (in-line with slats) or when crossing open joints between pontoons.</li> <li>• Wheelchair users should be pushed at no less than 45 degrees to the angle of direction of pontoon boarding and joints between pontoons.</li> <li>• Pontoons and gangway may be slippery if wet through use, rain and or frost/ice.</li> <li>• Pontoons are constantly liable to movement, from tidal swell and the wake effect of passing vessels. This can often be unexpected since the wake from a large vessel can travel very fast and over significant distances.</li> <li>• Pontoons are liable to rocking motion due to foot traffic and the wake effect of passing vessels. This can be minimised by keeping to the centre line of the pontoon wherever possible.</li> </ul>

- Pontoons do not have guardrails, please keep clear of edges
- Pontoons may have slatted surface, care should be taken to avoid tripping.
- Pontoons have cleats, ropes, hoses and electrical service lines which should be treated with care when crossing.
- Life saving devices are situated at intervals along pontoons, careful note should be made of their position and method of use, before embarking with groups. *Such devices include Lifebelts for throwing to person(s) who have fallen into water, Ladder(s) for assisting person(s) out of water and Fire extinguishers for putting boat/pontoon fires out.*

<b>Specific Task</b>	<b>Accessing vessel from pontoons / accessing pontoons from vessel</b>
<b>Effect</b>	Slip, Trip, Fall – impact onto stationary / fixed object and/or fall into water / risk of drowning Crush – limb between vessel and pontoon or fall between vessel and pontoon
<b>Individuals at risk</b>	Skipper, Crew, Clients and General public

<b>Boarding Vessels</b>	<ul style="list-style-type: none"> <li>• Visitors and first time crew must never board any vessel or pontoon(s) until invited by Skipper or senior crew. Clients will be advised on boarding procedure.</li> <li>• Care should be taken of gap between vessel and pontoon side. Vessel and pontoon may move suddenly – Take careful note of the surrounding water and vessel movement before boarding or disembarking a vessel.</li> <li>• Only board vessel when advised to do so.</li> <li>• Only wear approved footwear before boarding vessel. (Non-slip and unmarking soles)</li> <li>• Be aware of ropes, wire lines, pulleys, winches and other obstacles when moving around a vessel, which may constitute a hazard around the boat decks and cockpit.</li> <li>• Able2sail crew will advise of designated handholds, especially when boarding.</li> <li>• Be aware of the boom, which may constitute a risk of head injury, even whilst the boat is stationary.</li> <li>• *Smoking is NOT allowed on any able2sail activity vessels.</li> <li>• Adhere to all safety and procedural instructions given by able2sail crew.</li> <li>• Lifejackets will be worn at all times – Skipper, Crew, Clients.</li> <li>• Do not touch any ropes, levers, wheels or switches without being briefed on their use, and being permitted to do so.</li> <li>• Do not leave the cockpit unless permitted to by the crew.</li> <li>• Boom lift access will only be operated by trained able2sail crew with assistance in handling preparation by respective carers.</li> </ul>
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<b>Specific Task</b>	<b>Operating below deck</b>
<b>Effect</b>	Slip, Trip, Fall – impact onto stationary / fixed object. Slip / fall down access stairs. Fire – incident or injury Burn – incident or injury - carbon monoxide poisoning Seasickness
<b>Individuals at risk</b>	Skipper, Crew, Clients and General public

<b>Operating Below Deck</b>	<ul style="list-style-type: none"> <li>• Care must be taken using companionway ladder to avoid slipping or falling.</li> <li>• Users with a physical impairment should be escorted by at least one carer/helper when using the companionway.</li> <li>• Suitable footwear will reduce risk of slipping, but not eliminate this.</li> <li>• Mains voltage electrical appliances should only be used after being directed to do so by the crew.</li> <li>• No one will use other electrical equipment and instrumentation without expressed permission and safe use training by the crew.</li> <li>• All visitors must be given a safety briefing before departing from the Marina – this should include:</li> <li>• Fire drill, location and use of appliances – as appropriate</li> <li>• General emergency drill (First Aid)</li> <li>• Abandon Ship procedures.</li> <li>• Awareness tour – Locations, use of toilet(heads), Kitchen safety (Galley)</li> <li>• Engine machinery is within a fireproofed enclosed engine bay beneath companionway steps. Only qualified crew should access this space and only when non-appropriate crew/passengers are at a safe distance.</li> <li>• Through hull fittings (taps/valves) should only be opened or closed by qualified and authorized crew.</li> </ul>
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<b>Specific Task</b>	<b>Sailing aboard vessel</b>
<b>Effect</b>	Slip, Trip, Fall – impact onto stationary / fixed object. Slip / fall down companionway stairs. Fall overboard Struck / crush – impact by vessel or vessel components (i.e. boom) Crush / Nip – limbs caught by vessel components Burn – rope burns
<b>Individuals at risk</b>	Skipper, Crew, Clients and General public

<b>Vessel Departing / Entering Pontoon or Mooring</b>	<ul style="list-style-type: none"> <li>• Skipper will prepare a passage plan (entered in the Log) for the day to include weather, details of the cruise, crew briefing, safety briefing for clients.....</li> <li>• All crew will be briefed by the Skipper and be made aware of individual responsibilities and the overall plan.</li> <li>• Warps, fenders &amp; boathooks will be pre-positioned.</li> <li>• Appropriate navigation equipment will be active and set to the scale suited to pilotage.</li> <li>• Communication with Port/Marina authorities –as required – will be made well in advance of departing/arriving.</li> </ul>
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<b>Vessel Under Way</b>	<ul style="list-style-type: none"> <li>• The vessel is controlled and managed by the Skipper</li> <li>• A daily check by Skipper/Crew of the rigging and fittings will be carried out prior to departure.</li> <li>• All rigging is properly set up by a suitably qualified person &amp; the correct sail plan for prevalent weather conditions is used.</li> <li>• Use of lifejackets/harness will be explained as part of the safety briefing, and provided in sufficient numbers to all on board.</li> <li>• Lifejackets will be worn at all times on deck by all, but safety lines will be worn, on the advice of the skipper, clipping on to the nearest secure point.</li> <li>• Clients with disability may require to wear safety equipment in normal conditions, if the time taken to don such in the event of poor conditions or emergency would cause risk to them. <i>In such situations, constant observations should be made for their comfort.</i></li> <li>• Passengers only leave the cockpit after informing the crew member at the helm, or skipper, where the helm is a trainee.</li> <li>• When tacking, all commands must be given and acknowledged.</li> <li>• All personnel should be made aware of the particular danger from the boom when gybing.</li> <li>• Crew below decks should be warned in advance of tack or gybing procedures.</li> <li>• In the highly unlikely event of the vessel being at risk of sinking/capsize, the Life-rafts will be made ready by the crew. <i>Passengers being readied for emergency procedures as a first priority.</i></li> </ul>
<b>Ropework</b>	<ul style="list-style-type: none"> <li>• Use of ropes, sheets, sails and halyards should be considered only after appropriate instruction.</li> <li>• Care when using pulleys/winches in order to avoid nipping/severance of fingers.</li> <li>• Care must be exercised when working ropes on deck, to avoid same tangling around limbs.</li> <li>• Exercise care when using sheet clutches, or when transferring loads between winches to clutches.</li> </ul>
<b>Weighing Anchor</b>	<ul style="list-style-type: none"> <li>• Ensure chain runs are clear before activating anchor windlass.</li> <li>• Do not touch anchor chain whilst the windlass is in operation.</li> <li>• Two persons should be present when operating windlass, following instructions from crew at helm.</li> </ul>

<b>Weather Conditions</b>	<ul style="list-style-type: none"> <li>• Skipper or crew appointed by skipper to check general and coastal/offshore weather sources plus tidal information for planned sailing area(s) in advance.</li> <li>• Carry protective clothing for all eventualities.</li> <li>• Be familiar with wear directions for specialized weather protective clothing.</li> <li>• Don protective clothing in advance of onslaught of severe weather.</li> <li>• Prepare flasks and meals in advance of inclement weather.</li> <li>• Use anti-sea sickness preparations or devices as prescribed – if known or suspect susceptibility.</li> <li>• Sea sickness and wearing of too much protection for the conditions may cause dehydration, <i>ensure that symptoms for dehydration are monitored and persons take fluids regularly.</i></li> <li>• Crew and clients should use appropriate levels of suntan lotion and sun block on lips. <i>At sea, there is increased risk of ultra-violet exposure due to the reflection from the water and 'wind-burn'.</i></li> <li>• Wear suitable headwear and keep neck protected.</li> <li>• All crew are briefed on the potential weather likely to be encountered during the passage.</li> <li>• The Skipper to confirm the weather forecast &amp; sea state and will delay/abandon departure should conditions be extreme.</li> <li>• Crew briefing on heavy-weather sailing and the use of storm sails/heaving to etc before leaving the vicinity of the safe haven.</li> <li>• Inspect all approved lifelines, harnesses and jackstays and ensure these are correctly fitted &amp; First Aid equipment available.</li> <li>• Short term planning prepared to ensure shelter in safe havens or allow sea room on selected heading.</li> <li>• Skipper / Crews and Clients are provided with appropriate cold/wet weather clothing, briefed on keeping warm and dry and on the symptoms of hypothermia</li> <li>• In severe weather conditions upper deck work is kept to a minimum and the duration of watches reduced as required.</li> </ul>
<b>Person Overboard Incident</b>	<ul style="list-style-type: none"> <li>• Skipper and crew are trained in MOB recovery and first aid.</li> <li>• MOB recovery equipment is fitted.</li> <li>• MOB drill is exercised on first sailing and as appropriate thereafter.</li> <li>• Crew always to be hooked on at night, in fog or low visibility, in inclement weather, when seasick and on other occasions when Skipper or the individual considers necessary.</li> </ul>
<b>Seasickness</b>	<ul style="list-style-type: none"> <li>• Risk is reduced by early advice on diet and fluids i.e. avoid fatty food, alcohol etc.</li> <li>• The yacht's medical kit includes anti-seasickness tablets.</li> <li>• Participants are encouraged to use the medication as required.</li> <li>• Individuals suffering from seasickness, are 'clipped on' to avoid falling overboard when on the upper deck, monitored for proper fluid intake to avoid dehydration.</li> <li>• May be detailed to take the helm, a task that has proven to lessen the effects of seasickness</li> </ul>

<b>Deck Work</b>	<ul style="list-style-type: none"> <li>• Personnel are required to wear proper footwear that improves adhesion between the shoe and the slippery surfaces found near water.</li> <li>• Correct footwear also reduces the risk of foot/toe injuries.</li> </ul> <p>Traditional Rules:</p> <ul style="list-style-type: none"> <li>• One hand for your self and one for the boat.</li> <li>• Never stand astride a line or in a bight.</li> <li>• Never take a turn around yourself.</li> <li>• Never handle live anchor cable except with a ropes' end.</li> </ul>
<b>Emergency Radio</b>	<ul style="list-style-type: none"> <li>• Redundancy in communications equipment, including portable VHF for short range operation.</li> </ul>
<b>Distress Situations</b>	<ul style="list-style-type: none"> <li>• Use of pyrotechnics in emergency situations.</li> <li>• Initial or re-acquaintance training in the use of all safety and communication equipment given at all levels.</li> </ul>
<b>Operations Under Power – Mechanical Failure</b>	<ul style="list-style-type: none"> <li>• Risk minimised by routine engineering maintenance that is documented in the Maintenance Log, plus daily and pre-start checks.</li> <li>• All crew to be familiar with the emergency deployment of anchors and sails in confined waters.</li> </ul>
<b>All Offshore Sailing Operations</b>	<ul style="list-style-type: none"> <li>• Skippers to be qualified in accordance with RYA standard and MCA guidelines.</li> <li>• Ideally a crew will be composed of adequately qualified and experienced personnel for the operation to be undertaken.</li> </ul>
<b>In Close Proximity to Other Vessels</b>	<ul style="list-style-type: none"> <li>• The International Regulations for Preventing Collision at Sea (IRPCS) are to be applied at all times.</li> <li>• Skippers are trained to employ extra cautionary measures where risk of collision is higher, such as in fog or low visibility.</li> <li>• All crew are briefed on action to be taken in poor visibility and of collision or yacht abandonment procedure.</li> </ul>



<b>Crime / Unauthorised Access to Vessel</b>	<ul style="list-style-type: none"> <li>• All loose equipment is stowed below or in locked stowage.</li> <li>• The vessel is locked when vacated.</li> <li>• Keys are returned to the Marina Reception, who control access to the vessel by Skipper's I.D. Card or by approval of the yacht manager for contractors.</li> </ul>
<b>Fire / Explosion Risk from Galley Activities</b>	<ul style="list-style-type: none"> <li>• Vessel is adequately fitted with firefighting equipment</li> <li>• All crew members are to be briefed on the action to be taken in the event of a fire.</li> <li>• The cooker is never to be left unattended when lit.</li> <li>• Cooking gas is always to be turned off at the cylinder valve, when not in use and a safe and approved routine for the use of gas is set out.</li> <li>• Gas cylinders are stowed in a purpose-built locker that is sealed off from the boat's interior and drains directly over the side.</li> <li>• Gas fittings meet the appropriate CE or EU Standard.</li> <li>• Gas system is checked, maintained and certified on an annual basis by an approved gas engineer.</li> </ul>
<b>Cooking Activities</b>	<ul style="list-style-type: none"> <li>• Any time an individual is in the galley at sea, he/she wears foul-weather trousers and waterproof sailing boots to reduce the likelihood of scalds</li> <li>• Food preparation areas meet the necessary standards of hygiene.</li> <li>• A high standard of hygiene is maintained onboard.</li> <li>• Skipper or crew only authorised to use cooker – clients may not use</li> <li>• First Aid equipment available</li> <li>• First Aid trained personnel available</li> </ul>
<b>Fresh Water Systems</b>	<ul style="list-style-type: none"> <li>• Fresh water is stored in 2 on board tanks and is replenished from the public mains supply.</li> <li>• In addition purification tablets are added as required and this is documented in the Maintenance Log.</li> <li>• Hot &amp; cold water is provided with hot water delivered from the calorifier and feeds taps &amp; showers in the heads.</li> <li>• The showers may be used infrequently and therefore represent a potential health risk (legionella).</li> <li>• To minimize this risk a routine maintenance procedure is in place that includes a disinfection regime and this is documented in the Maintenance Log.</li> </ul>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Swimming is not authorised from the vessel or pontoon areas.</li> </ul>