



Risk Assessment
Safety Case and Procedures
27 July 2021

able2sail SCIO

Registered as a charity in Scotland SC047188

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 Reviewed by : Russell Gordon

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

General Environment	<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. Marina boat parks are working environments and care should be taken at all times. Trestles, power lines, hoses and other obstructions are regularly present.</p>
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<p>Pontoons and Gangway</p>	<ul style="list-style-type: none"> • Care should be taken when crossing between parked or moving vehicles in the car park. • Clients and carers must wait in car park, not access the pontoons or gangways, unless escorted by able2sail personnel • 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). • Lifejackets to be provided and worn by Clients and Carers prior to accessing pontoon and gangways • Wheelchair users to wear lifejacket prior to accessing pontoon and gangways - but wheelchair belt not to be worn • Wheelchair users will be always escorted by at least two persons. • 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. • 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. • 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. • Wheelchair users should be pushed at no less than 45 degrees to the angle of direction of pontoon boarding and joints between pontoons. • Pontoons and gangway may be slippery if wet through use, rain and or frost/ice. • 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. • 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.
	<ul style="list-style-type: none"> • 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. <i>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.</i>

Specific Task	Accessing vessel from pontoons / accessing pontoons from vessel
Effect	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
Individuals at risk	Skipper, Crew, Clients and General public

Boarding Vessels	<ul style="list-style-type: none"> • 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. • 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. • Only board vessel when advised to do so. • Only wear approved footwear before boarding vessel. (Non-slip and unmarking soles) • 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. • Able2sail crew will advise of designated handholds, especially when boarding. • Be aware of the boom, which may constitute a risk of head injury, even whilst the boat is stationary. • *Smoking is NOT allowed on any able2sail activity vessels. • Adhere to all safety and procedural instructions given by able2sail crew. • Lifejackets will be worn at all times – Skipper, Crew, Clients. • Do not touch any ropes, levers, wheels or switches without being briefed on their use, and being permitted to do so. • Do not leave the cockpit unless permitted to by the crew. • Boom lift access will only be operated by trained able2sail crew with assistance in handling preparation by respective carers. • Wheelchair ramp access at stern will only be operated by trained able2sail crew, with assistance from respective trainers.
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Specific Task	Operating below deck
Effect	Slip, Trip, Fall – impact onto stationary / fixed object. Slip / fall down access stairs. Safer to go down backwards Fire – incident or injury Burn – incident or injury - carbon monoxide poisoning Seasickness
Individuals at risk	Skipper, Crew, Clients and General public

Operating Below Deck	<ul style="list-style-type: none"> • Care must be taken using companionway ladder to avoid slipping or falling. • Users with a physical impairment should be escorted by at least one carer/helper when using the companionway. • Suitable footwear will reduce risk of slipping, but not eliminate this. • Mains voltage electrical appliances should only be used after being directed to do so by the crew. • No one will use other electrical equipment and instrumentation without expressed permission and safe use training by the crew. • All visitors must be given a safety briefing before departing from the Marina – this should include: • Fire drill, location and use of appliances – as appropriate • General emergency drill (First Aid) • Abandon Ship procedures. • Awareness tour – Locations, use of toilet(heads), Kitchen safety (Galley) • 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. • Through hull fittings (taps/valves) should only be opened or closed by qualified and authorized crew.
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Specific Task	Sailing aboard vessel
Effect	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
Individuals at risk	Skipper, Crew, Clients and General public

Vessel Departing / Entering Pontoon or Mooring	<ul style="list-style-type: none">• 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.....• All crew will be briefed by the Skipper and be made aware of individual responsibilities and the overall plan.• Warps, fenders & boathooks will be pre-positioned.• Appropriate navigation equipment will be active and set to the scale suited to pilotage.• Communication with Port/Marina authorities –as required – will be made well in advance of departing/arriving.
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Vessel Under Way	<ul style="list-style-type: none"> • The vessel is controlled and managed by the Skipper • A daily check by Skipper/Crew of the rigging and fittings will be carried out prior to departure. • All rigging is properly set up by a suitably qualified person & the correct sail plan for prevalent weather conditions is used. • Use of lifejackets/harness will be explained as part of the safety briefing, and provided in sufficient numbers to all on board. • 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. • 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> • Passengers only leave the cockpit after informing the crew member at the helm, or skipper, where the helm is a trainee. • When tacking, all commands must be given and acknowledged. • All personnel should be made aware of the particular danger from the boom when gybing. • Crew below decks should be warned in advance of tack or gybing procedures. • 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>
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Ropework	<ul style="list-style-type: none"> • Use of ropes, sheets, sails and halyards should be considered only after appropriate instruction. • Care when using pulleys/winches in order to avoid nipping/severance of fingers • Power winches only to be used by trained crew, exercising extreme care, to avoid injury or damage to vessel. • Care must be exercised when working ropes on deck, to avoid same tangling around limbs. • Exercise care when using sheet clutches, or when transferring loads between winches to clutches.
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Weighing Anchor	<ul style="list-style-type: none"> • Ensure chain runs are clear before activating anchor windlass. • Do not touch anchor chain whilst the windlass is in operation. • Two persons should be present when operating windlass, following instructions from crew at helm.
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Weather Conditions	<ul style="list-style-type: none"> • Skipper or crew appointed by skipper to check general and coastal/offshore weather sources plus tidal information for planned sailing area(s) in advance. • Carry protective clothing for all eventualities. • Be familiar with wear directions for specialized weather protective clothing. • Don protective clothing in advance of onslaught of severe weather. • Prepare flasks and meals in advance of inclement weather. • Use anti-sea sickness preparations or devices as prescribed – if known or suspect susceptibility. • 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> • 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> • Wear suitable headwear and keep neck protected. • All crew are briefed on the potential weather likely to be encountered during the passage. • The Skipper to confirm the weather forecast & sea state and will delay/abandon departure should conditions be extreme. • Crew briefing on heavy-weather sailing and the use of storm sails/heaving to etc before leaving the vicinity of the safe haven. • Inspect all approved lifelines, harnesses and jackstays and ensure these are correctly fitted & First Aid equipment available. • Short term planning prepared to ensure shelter in safe havens or allow sea room on selected heading. • Skipper / Crews and Clients are provided with appropriate cold/wet weather clothing, briefed on keeping warm and dry and on the symptoms of hypothermia • In severe weather conditions upper deck work is kept to a minimum and the duration of watches reduced as required.
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Person Overboard Incident	<ul style="list-style-type: none"> • Skipper and crew are trained in MOB recovery and first aid. • MOB recovery equipment is fitted. • MOB drill is exercised on first sailing and as appropriate thereafter. • 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.
Seasickness	<ul style="list-style-type: none"> • Risk is reduced by early advice on diet and fluids i.e. avoid fatty food, alcohol etc. • The yacht's medical kit includes anti-seasickness tablets. • Participants are encouraged to use the medication as required. • Individuals suffering from seasickness, are 'clipped on' to avoid falling overboard when on the upper deck, monitored for proper fluid intake to avoid dehydration. • May be detailed to take the helm, a task that has proven to lessen the effects of seasickness

Deck Work	<ul style="list-style-type: none"> • Personnel are required to wear proper footwear that improves adhesion between the shoe and the slippery surfaces found near water. • Correct footwear also reduces the risk of foot/toe injuries. <p>Traditional Rules:</p> <ul style="list-style-type: none"> • One hand for your self and one for the boat. • Never stand astride a line or in a bight. • Never take a turn around yourself. • Never handle live anchor cable except with a ropes' end.
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Emergency Radio	<ul style="list-style-type: none"> • Redundancy in communications equipment, including portable VHF for short range operation. • OFCOM EMF Assessment has been carried out as per OFCOM procedure.
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Distress Situations	<ul style="list-style-type: none"> • Use of pyrotechnics in emergency situations. • Initial or re-acquaintance training in the use of all safety and communication equipment given at all levels.
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Operations Under Power – Mechanical Failure	<ul style="list-style-type: none"> • Risk minimised by routine engineering maintenance that is documented in the Maintenance Log, plus daily and pre-start checks. • A crew member should be RYA Diesel Engine trained. • All crew to be familiar with the emergency deployment of anchors and sails in confined waters.
All Offshore Sailing Operations	<ul style="list-style-type: none"> • Skippers to be qualified in accordance with RYA standard and MCA guidelines. • Ideally a crew will be composed of adequately qualified and experienced personnel for the operation to be undertaken.
In Close Proximity to Other Vessels	<ul style="list-style-type: none"> • The International Regulations for Preventing Collision at Sea (IRPCS) are to be applied at all times. • Skippers are trained to employ extra cautionary measures where risk of collision is higher, such as in fog or low visibility. • All crew are briefed on action to be taken in poor visibility and of collision or yacht abandonment procedure.
Fire / Explosion Risk from Galley Activities	<ul style="list-style-type: none"> • Vessel is adequately fitted with firefighting equipment • All crew members are to be briefed on the action to be taken in the event of a fire. • The cooker is never to be left unattended when lit. • 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. • Gas cylinders are stowed in a purpose-built locker that is sealed off from the boat's interior and drains directly over the side. • Gas fittings meet the appropriate CE or EU Standard. • Gas system is checked, maintained and certified on an annual basis by an approved gas engineer.
Cooking Activities	<ul style="list-style-type: none"> • 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 • Food preparation areas meet the necessary standards of hygiene. • A high standard of hygiene is maintained onboard. • Skipper or crew only authorised to use cooker – clients may not use • First Aid equipment available • First Aid trained personnel available

Fresh Water Systems	<ul style="list-style-type: none"> • Fresh water is stored in 2 on board tanks and is replenished from the public mains supply. • In addition purification tablets are added as required and this is documented in the Maintenance Log. • Hot & cold water is provided with hot water delivered from the calorifier and feeds taps & showers in the heads. • The showers may be used infrequently and therefore represent a potential health risk (legionella). • To minimize this risk a routine maintenance procedure is in place that includes a disinfection regime and this is documented in the Maintenance Log.
Crime / Unauthorised Access to Vessel	<ul style="list-style-type: none"> • All loose equipment is stowed below or in locked stowage. • The vessel is locked when vacated. • Keys are returned to the Keysafe. The Marina office also hold a key and controls access to the vessel for approved contractors. • Keys for the storeroom, if used, to be replaced in the key safe as per agreed procedure.
Swimming	<ul style="list-style-type: none"> • Swimming is not authorised from the vessel or pontoon areas.
Covid-19 Pandemic	<ul style="list-style-type: none"> • During the Covid-19 pandemic there is a risk of infection to skippers, crew and clients whilst participating in able2sail activities. • In order to address this risk, mitigation measures have been prescribed in the form of a Covid-19 standard operating procedure which must be strictly followed at all times (see Appendix 1).



STANDARD OPERATING PROCEDURE: INFECTION PREVENTION & CONTROL ON ABLE2SAIL DURING THE COVID-19 PANDEMIC

Last updated: 27 July 2021

Last updated by: Gordon Tatnell

Introductory message from the Trustees

We have put together the following instructions to help guide you through what is required in relation to Covid-19 regulations whilst volunteering with able2sail. The effective control of Covid-19 relies on people taking individual and collective responsibility. It is the role of able2sail to facilitate safe activity when sailing and to remind members of their individual responsibility so they can make informed choices.

To meet the regulations, you are required to thoroughly clean the boat inside and out both at the start and at the conclusion of any trip and maintain social distancing throughout. Numbers on sails will be strictly limited to allow for such social distancing and Scottish Government rules that apply at the time, access to able2sail is restricted to volunteers only.

Please ensure that adequate time is put aside at the start and finish of all trips to carry out these tasks and that all volunteers are briefed on their responsibilities. An Appendix has been included to assist you to familiarise yourselves with these regulations before and during any trip.

Testing

Before sailing, able2sail skippers, client and crew are requested to take a lateral flow test no more than 24 hours prior to sailing (available via https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/no-covid-symptoms/?utm_source=redirect&utm_medium=shorturl&utm_campaign=communitytesting).

In the event that an individual is unable to take a test prior to arrival, they should advise the skipper upon arrival and prior to boarding able2sail. In such cases a temperature test will be offered as an alternative to the lateral flow test.

Anyone testing positive should not attend and should advise the skipper/Volunteer Coordinator (gordon.tatnell@able2sail.org.uk) asap.

Cleaning and hygiene procedures

able2Sail Skippers and Crew are now required before, during and after their trip to regularly use hand sanitiser and wear a face mask when below decks.

Anti-bacterial/disinfectant spray, surface cleaner/wipes, face masks, and disposable gloves, will be available on board for use during the trip. Additional cleaning material will be available for replenishment from the A2S store on first floor of the main workshop (access only by key fob via the external stairs) at Kip, and Skippers should ensure that sufficient materials are on board for the duration of the trip.¹

The Skipper (or nominated crew member) will be required to board the boat to gain access to the above deck cleaning materials (including hand sanitiser). These will be placed in the port cockpit locker, with additional cleaning materials being stored in the saloon (location TBC). The skipper (or nominated crew member) should

¹ N.B. The able2sail storeroom risk assessment must be read prior to access.

then sanitise their hands immediately and clean any surfaces they have touched before anyone else boards. Hand sanitiser should then be provided to the other crew members for use prior to boarding.

The following cleaning routine must be followed at the beginning and end of every trip.

Above decks

The crew should clean all common touch areas using anti-bacterial/disinfectant spray/wipes, including:

- the toe-rail accessible from pontoon;
- guardrails;
- shrouds;
- handrails;
- spray-hood (including grab handle);
- cockpit surfaces;
- washboards;
- controls (including wheels, throttle, bow thruster and engine panel); and
- nav displays.

Below decks

The crew should clean all common touch areas in the saloon, galley, heads and cabins must be wiped down using anti-bacterial/disinfectant spray/wipes, including:

- floors;
- cupboards;
- shelves;
- handrails; and
- hatch handles.

The navigation station, radio, switch panel, navigational tools and instruments must also be sanitised, including winch handles and other commonly used items.

Operational procedures

Access below decks

- Where practical restrict access to cabins, and use only the heads in the main saloon if necessary.
- In normal circumstances there should only be one person below decks at any one time and crew should spend as much time on deck as possible.
- Face coverings must be worn when below decks.
- Keep hatches and doors open where possible to improve ventilation.

Equipment

- Save in the event of an emergency, one person to use the radio throughout the entire sail.
- Skippers / crew should bring and use their own wet weather gear if possible.
- Any lifejackets, life-lines and wet weather gear used on a trip must be rotated in order that there is a period of 72 hours elapsed before use by a new crew member. Store the used lifejackets and life-lines in the numbered boxes in a separate location from those unused, and note in the log the usage date of that box, and the ID numbers written on the jacket/trousers of any wet weather gear used.

Food

- All crew should bring their own food and cold / hot drinks.

- Only use the disposable paper cups, plates, cutlery and paper towels supplied and after use place in rubbish bags which must be taken ashore at the end of the trip.
- If use of the kettle is required, the kettle and cooker controls etc. must be sanitised before and after use.

Shoreside equipment

- Gloves should be worn and appropriate cleaning measures to be followed at all times when handling mooring or berthing equipment, re-fueling and topping up with water.
- Remember to sanitise the water hose before and after use.

Social distancing

- Maintain social distancing at all times (both above and below decks).
- Sit or stand side-by-side, rather than face-to-face.
- Avoid talking loudly.

Medical emergencies

In the event of an onboard medical emergency you must wear disposable gloves and a face mask to assist a casualty as you will not be able to socially distance.

For a suspected cardiac arrest:

In the case of a suspected cardiac arrest, the following amended procedure should be followed:

- do not put your ear or cheek close to the casualty's face to check for breathing. Look for the absence of life & normal breathing. If in doubt, start chest compressions;
- radio/phone for help;
- place a towel over the casualty's face before starting chest compressions. Use a defibrillator (AED) if needed and available (noting that an AED is kept in the port saloon locker along with the first aid equipment); and
- immediately afterwards, wash/sanitise your hands.

Appendix

The following web pages contain information regarding Rules/Guidance from Governments etc.

- Scottish Government main page
<https://www.gov.scot/coronavirus-covid-19/>
- UK Government main page
<https://www.gov.uk/coronavirus>
- RYA Return to Boating page with links to Boating in Scotland pages
<https://www.rya.org.uk/gbni/scotland/info-advice/coronavirus-covid-19-scot>