

RISK ASSESSMENT for RIVERTIME

Carried out April 2019. Next review date: April 2020.

ACTIVITY AND ENVIRONMENT: Passenger excursions on the River Thames at either Henley, Windsor, Reading or Eynsham

1. Significant Hazards and Identification of Risk:	2. Those who might be harmed:	3. Control Measures:	4. Residual Risk Rating
A. Slip, trip or similar accident Whilst boarding or disembarking Rivertime.	All	The boat is moored tightly to the jetty and has a non-slip gang plank which is fitted with locating pins and skippers and crew are trained in deployment. At Windsor an additional fitting is deployed to reduce gradient. The lift is operated by the skipper and there are clear instructions regarding passenger numbers on the lift at one time. Crew members are trained to position themselves at the boarding point to assist passengers on and off. All passengers are warned of the low doorway on entering from the lift. Wheelchair passenger entry and egress is under the supervision of a carer who is instructed to position the wheelchair to face inside the boat when using the lift and to apply the brakes to ensure safe transfer. Crew members will guide the carer on the ramp in manoeuvring the wheelchair backwards up the ramp to the lift platform.	Acceptable
B. Crushing of fingers/limb between boat and bank	All	Crew members are trained to remain on the boat during close manoeuvres until mooring is achieved. Passengers are instructed to remain seated during close quarter manoeuvring and, when coming alongside, carers are reminded to ensure passenger's hands are kept within the boat. In the event of crushing taking place then carers and skippers are first aid trained and first aid equipment is available.	Acceptable

C. Inappropriate Passenger behaviour whilst on board Rivertime	All	<p>Passengers (including carers) will be briefed before Rivertime leaves the mooring and this briefing will include:</p> <ol style="list-style-type: none"> 1. That the Skipper and crew are in charge of the boat at all times and passengers must follow any instructions given to them. 2. Passengers should not lean out of windows, or over the side of the boat when the sliding roof sections are open at any time. 3. Passengers should not go on to the front of the boat (through the front doors) without express permission from the skipper and should, at no time, obstruct the skipper's view at the front of the boat. 4. The skipper should not be distracted when the boat is underway. 	<p>Acceptable</p> <p>(See also Emergency Procedures 3 for specific action to be taken with Aggressive or Unruly Passenger)</p>
D. Scalding from hot water	All	<p>Crew are trained in the use of the boiler and when the boiler is in operation no passengers will be allowed within the galley area. The boiler will be turned off after use. Burn gel pads are available in the first aid kit.</p>	<p>Acceptable</p>
E. Possible injury when erecting the dining table	Passengers	<p>Wheelchairs are positioned along the starboard side of the saloon and when crew members erect the dining table carers are asked to ensure that all passengers remain seated and away from the table legs whilst the table is being erected before lifting in to position.</p>	<p>Acceptable</p>
F. Viewing the river from the aft platform	Passengers	<p>The aft platform can be used with carer supervision when the boat is underway. No passenger should be on the aft platform unaccompanied. The safety barriers will be affixed by the crew before access is allowed and passengers under 16 years of age will be provided with buoyancy aids. The lift will be maintained in the lower position. Passengers will be instructed to retake their seats when Rivertime is in the vicinity of a lock or when the skipper deems it necessary for safe running.</p>	<p>Acceptable</p>

G. Unsuitable river conditions	All	<p>River level flow rates to be circulated to skippers (by Senior Skipper) using Environment Agency website http://riverconditions.environment-agency.gov.uk/ appropriate to the area of river being navigated, and direct observation by helms undertaking the activity.</p> <p>If Red (caution strong steam) session will be postponed.</p> <p>If Yellow (stream decreasing / increasing) then consideration will be given to continuing the excursion but remaining within a single pound and not traversing a lock.</p> <p>If White (no warnings) session will proceed as normal</p>	Acceptable
H. Lock Keeper not available	All	<p>If the lock keeper is not available then the Skipper will remain on the boat whilst the crew operate the pedestal. Both skipper and crew are trained in public power operation which opens the sluices in slow stages allowing plenty of time for the procedure.</p> <p>Carers will be asked to ensure passengers remain seated.</p>	
I. Fall in lock	All	<p>All passengers are briefed by the skipper to remain seated when traversing a lock.</p> <p>Skippers and crew are trained in safety procedures in locks, trained in rope handling and instructed to remain on the boat during lock manoeuvres (except when no lock keeper is available – see 'G' above)).</p> <p>Skipper and crew wear 150n automatic firing Crew Saver lifejackets and a lock keeper will normally be in the vicinity to manage any emergency situation.</p>	<p>Acceptable</p> <p>(See also Emergency Procedures 1 re Man Overboard)</p>

J. Falling into river	All	<p>Skipper and crew will wear 150n automatic firing Crew Saver lifejackets whenever on-board Rivertime.</p> <p>All ambulant passengers, under 16 years old, will be advised to fit buoyancy aids before boarding.</p> <p>Passengers will remain within the body of the boat unless viewing the river from the aft platform (see 'E' above).</p> <p>At no time will the skipper or crew walk along the side decks unless there is an emergency situation.</p> <p>Life rings and rescue lines are available to throw to a person in the water.</p> <p>All skippers and crew are trained in the 'man overboard' procedure.</p> <p>Foil blankets are available in the first aid kit.</p>	<p>Acceptable</p> <p>(See also Emergency Procedures 1 re Man Overboard)</p>
K. Medical Emergency	All	<p>Skippers have first aid training and carry a viable mobile phone. At least one carer accompanying clients is required to have first aid training. A list of Emergency Rendezvous Points is on board and skipper and crew are trained in its use. This list is available to all emergency services.</p>	<p>Acceptable</p> <p>(See also Emergency Procedure 2 re Passenger Injured or Unwell)</p>
L. Mechanical Failure – Steering or Lift	All	<p>An emergency tiller is available in the event of loss of steering and the boat is fitted with an anchor.</p> <p>The lift can be operated manually should there be a loss of power.</p> <p>Crew to check the emergency equipment is in place at the beginning of the day. Skippers and crew are annually trained in their use.</p>	<p>Acceptable</p> <p>(See also Emergency Procedures re Use of Tiller (9); & re Failure of Lift Power (10).</p>

M. Boat incapacitated	All	Skipper to avoid situations where boat incapacity might occur. Skipper and Crew to complete allocated safety checks before each session. Skipper to follow Emergency Procedure in the event of a grounding, collision or sinking. Passengers will be briefed and directed to a safe position and buoyancy aids fitted at the discretion of the Skipper.	Acceptable (See also Emergency Procedures re specific action for Grounding (4); Collision (5); and Sinking (6); and Deployment of anchor in event of engine or propeller failure (8))
N. Fire on board	All	Emergency exits are clearly marked. There is no gas on board. All electrical fixtures are checked annually at servicing and trip switches are in place. The engine is contained in an insulated housing with two automatic firing extinguishers and has an overheating alarm. There are three additional ABC powder extinguishers, a fire blanket and water bucket on board. Battery Master switches are located in the forward saloon for the bow thruster and in the rear of the toilet area for the engine battery, chair lift and other electrics and these will be turned off in the event of a fire. Fuel cut-off valves are on the starboard side panels next to the engine. No smoking is permitted on board and a smoke alarm fitted in the restroom. Carers accompany clients to the restroom and a crew check is carried out after its use (particularly the waste bin)	Acceptable (See also Emergency Procedure 7 re Fire on Board)

This risk assessment should be read within the context that it is part of the suite of safety procedures that pertain to the Rivertime Operation. All skippers hold, as a minimum, RYA Inland Waterways helmsman and current RYA First Aid qualifications. Skippers have undertaken a minimum of one year's crewing experience on Rivertime and undergo annual refresher training which includes emergency procedures.

Crew members undertake initial training and annual refresher training on crewing and domestic duties and emergency procedures.

Before each excursion the skipper and the crew member must undertake the 'setting up' procedures which are set out in the manual on board and must sign to signify that they have done so. Emergency procedures and an Emergency Communications Plan are also maintained within the on-board manual and on the 'bookings' website which is available to all skippers and crew.