



RISK ASSESSMENT for 12-SEATER PASSENGER BOAT 'RIVERTIME'

ACTIVITY AND ENVIRONMENT: Passenger boat excursions on the River Thames between Henley and Oxford

1. Risk:	2. Control Measures / Mitigation.
A. Slip, trip, or similar accident whilst boarding or disembarking.	The boat is moored tightly to the jetty and has a non-slip gang plank which is secured with locating pins. Rivertime personnel are trained in its deployment. Carers and group leaders are responsible for supervising all members of their group during boarding and disembarkation. Clear instructions are given by Rivertime personnel who will be there for guidance, assisting if necessary.
B. Misuse of the wheelchair lift	The lift will be operated only by Rivertime personnel. The keys will be removed when the lift is not in use. To ensure safe transfer, wheelchair users are advised to face forwards, brakes are applied. Passengers follow instructions regarding numbers allowed on the lift at any given time. The lift platform can be used as a viewing area when it is closed down in the lowest position and carers/ group leaders are in supervision. Safety barriers are affixed by the crew and buoyancy aids worn by vulnerable passengers / those under 16. The platform is fitted with a toe trip bar to stop downward movement and allow upward release.
C. Crushing of fingers/limb between the boat and the bank	During close quarter manoeuvres, Rivertime personnel are expected to remain inside the boat until mooring is achieved. Passengers are instructed to remain seated. In the event of crushing taking place, carers and skippers are first aid trained and first aid equipment is available.
D. In appropriate passenger behaviour	Prior to each excursion, passengers will be briefed with the following information <ul style="list-style-type: none"> • Carers/group leaders will be responsible for all members of their group • To remain in the passenger permitted area. • Not to distract the skipper whilst the boat is underway • To follow any instructions given to them
E. Accident in the Lock when the keeper is unavailable	When the lock keeper is unavailable, the crew member will operate the pedestal whilst the skipper stays with the boat. Carers/group leaders will be responsible for their group. The opening/shutting of the sluices are automated allowing the crew to re-join the boat whilst the lock fills/empties.

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<p>F. Fall in lock (See also Emergency Procedure 1. Man Overboard)</p>	<p>All passengers are briefed by the skipper to remain seated during close quarter manoeuvres. Rivertime personnel wear 150n automatic firing Crew Saver lifejackets and are instructed to stay inside the boat during locking (except when no lock keeper is available – see 'E' above) The boat is fitted with throw lines and life rings and Rivertime personnel are trained in their use. During the summer boating season, a lock keeper will normally be in the vicinity to manage any emergency situations.</p>
<p>G. Falling into river (See also Emergency Procedure 1. Man Overboard)</p>	<p>Rivertime personnel wear 150n automatic firing Crew Saver lifejackets and are expected to remain in their permitted area. They must not walk along the side decks unless there is an emergency situation. Unless mitigating circumstances do not allow and parent / teacher / carer consent, all vulnerable passengers and those under 16 are advised to wear a buoyancy aid. Passengers will remain within the body of the boat unless viewing the river from the aft platform (see 'B' above). Life rings, rescue lines and foil blankets are available. All skippers are trained in first aid to EFAW and Crew have attended a basic first aid course. The MOB procedure forms part of the Safety Management System.</p>
<p>H. Scalding from hot water</p>	<p>Crew are trained in the use of the boiler and will not leave it unattended whilst in use. Burn gel pads are available in the first aid kit.</p>
<p>I. Skippers over the age of 65 who are correctly licenced with an Inland Waterways Helmsman Certificate but are not specifically required to provide evidence of medical fitness, could be operating the vessel in an unsafe condition.</p>	<p>Mindful of the industry wide Duty of Care stated in MGN636(M), Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997, all volunteers working for RBT have declared there is no health and fitness reason why they cannot perform the duties required. Mindful of the equivalent mandatory requirements stipulated by the MCA for vessels carrying more than 12 passengers, all skippers aged 45 – 65, are required to undertake a medical examination (ML5) carried out by a qualified GP every 5 years and all mature skippers aged 65 – 75, require one annually. Certification will be retained by the Trust.</p>
<p>J. Unsuitable river conditions and adverse weather.</p>	<p>Prior to all excursions, the skipper of the boat is responsible for checking the river conditions in the area of operation via the Environment Agencies website http://riverconditions.environment-agency.gov.uk/ When red (strong stream) boards are displayed the excursion will be cancelled. When yellow (stream increasing/decreasing) boards are displayed, then consideration will be given to remain in the reach avoiding locks and weirs. During adverse weather conditions, it will be down to the skipper's discretion as to whether they continue.</p>

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<p>K. Medical Emergency (See also Emergency Procedure 2 re Passenger Injured or Unwell)</p>	<p>All Skippers and crew are first aid trained. They carry a viable mobile phone. The hirer is responsible for the health and safety and first aid of their group by ensuring at least one carer/group leader is first aid trained. The following document forms part of the Safety Management System and all Rivertime personnel are trained in its. https://www.gov.uk/government/publications/river-thames-emergency-rendezvous-points</p>
<p>L. Mechanical Failure – Steering or Lift (See also Emergency Procedures re Use of Tiller (9); & re Failure of Lift Power (10))</p>	<p>In the event of steering loss, an emergency tiller is available. The boat is fitted with an anchor. The lift can be operated manually should there be a loss of power. Rivertime personnel check safety equipment prior to excursions and are trained in its use.</p>
<p>N. Fire on board (See also Emergency Procedure 7 re Fire on Board)</p>	<p>There is no gas on board. The risk of fire is very small and would, potentially, be from the engine, electrical fault or inappropriate use of matches, cigarette etc. Passengers are advised that no smoking is allowed on Rivertime. There is a smoke alarm installed in the WC and crew check after each use. Two automatic fire extinguishers are sited within the engine housing. Additional extinguishers are available. Electrical fixtures are checked annually at servicing and electrical items PAT tested.</p>
<p>M. Boat incapacitated (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))</p>	<p>Skipper to avoid situations where boat incapacity might occur. Skipper and Crew to complete allocated safety checks at the start of each day. 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.</p>

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This Risk Register should be read within context that it is part of the suite of safety procedures that pertain to the Rivertime Operation.

As a minimum, all skippers hold an RYA Inland Waterways Helmsman certificate and a current RYA First Aid qualification. They have the relevant experience and undergo annual refresher training. 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.

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Review Jan 2025

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