

Date of assessment: 13/7/2009

Review Date: 12 months

Assessment carried out by: Roy Maddrell

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, Client, Carer and General public

General Environment	<p>The vessel will normally be located at either Douglas or Peel marinas and access will be via the car and boat park at these locations. Due care and attention should be taken when crossing these areas.</p> <p>On occasions the vessel may operate from other locations such as the outer breakwater at Douglas and Peel and people unfamiliar with these sites should pay extra attention when approaching the vessel.</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 may be present.</p>
Pontoons and gangway	<p>Avoid or take care when crossing electrical extension lines and water hoses.</p> <p>Keep clear of working Cranes, tractors, trailers, boat hoists and other working machinery.</p> <p>Do not approach people working with electrical tools until they are finished operating them.</p> <p>Keep clear of trestles, ladders, boat cradles and timber props.</p> <p>Care should be taken when crossing between parked vehicles in the Car/boat park.</p> <p>Clients and carers are advised not to access the pontoons or gangways unless escorted by a crew member.</p> <p>SFTD personnel will carry out initial safety briefing prior to client and carer accessing pontoon and gangways.</p> <p>Wheelchair clients should take additional care when accessing pontoon and gangways and must assess the steepness of the ramp prior to proceeding on to it. The angle of the ramp will vary with the state of the tide.</p> <p>Wheelchair users will always be escorted and the assistance of the crew is available if needed.</p> <ul style="list-style-type: none"> • Pontoons and gangway may be slippery or wet through 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. • 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 its greatest incline. • Clients and their carers should visually inspect the incline of the gangway before accessing it. • Pontoons do not have guardrails, please keep clear of edges • Pontoons may have a slatted surface; care should be taken to avoid tripping. • 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. Wheelchairs should be pushed at no less than 45 degrees to the angle of direction of pontoon boarding and joints between pontoons. • Pontoons have cleats, ropes, hoses and electrical service lines that should be treated with care when crossing.

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	<ul style="list-style-type: none"> • Wheelchair users should always be escorted before proceeding onto the gangway or using pontoons. • 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. <p>Such devices include:</p> <ul style="list-style-type: none"> • Lifebelts – for throwing to person(s) who have fallen into water. • Ladder(s) – for assisting person(s) out of water • Fire extinguishers – for putting boat/pontoon fires out.
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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, Client, Carer and General public

Boarding vessels	<ul style="list-style-type: none"> • Visitors and first time crew should not board vessel or pontoon(s) until invited by skipper or senior crew. Guests will be advised on boarding procedure. • Care should be taken of gap between vessels and pontoon side. Vessels and pontoons 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 on vessel. (Non-slip and unmarking soles) • Be aware of ropes, wire lines, pulleys, winches and other obstacles when moving around a vessel, these may constitute a hazard. • SFTD crew will advise of designated hand holds, especially when boarding. • Be aware of the boom, which may constitute a risk of head injury, even whilst the boat is stationary. • Smoking is only allowed with the permission of the skipper of the day and under no circumstances below decks. • Adhere to all safety and procedural instructions given by SFTD crew. • Lifejackets should be worn at all times – Skipper, Crew, Client and Carer. • 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. • Trained SFTD crew only to operate Boom lift with assistance in handling preparation by respective carers.
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Specific Task	Operating below deck
Effect	Slip, Trip, Fall – impact onto stationary / fixed object. Slip / fall down access stairs. Fire – incident or injury Burn – incident or injury Carbon monoxide poisoning Sea sickness
Individuals at risk	Skipper, Crew, Client, Carer 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 disability should be escorted by at least one carer/helper when using the companionway.• Suitable footwear will reduce risk of slipping, but not eliminate it.• The boats mains voltage electrical appliances should only be used under direction of SFTD crew.• No personal electrical equipment should be used without the permission of the skipper.• All crew must be given a safety briefing before departing from the Marina – this could include:<ol style="list-style-type: none">1. Fire drill, location and use of appliances – as appropriate2. General emergency drill (First Aid)3. Abandon Ship procedures.4. Awareness tour – Locations, use of toilet (heads), Kitchen safety (Galley)5. Location of flares• 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 authorised crew.

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Specific Task	Sailing aboard vessel
Effect	<p>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</p>
Individuals at risk	Skipper, Crew, Client, Carer and General public
Vessel departing / entering pontoon mooring	<p>All crew will be briefed by the Skipper and 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.</p>
Vessel under way	<p>The vessel is controlled and managed by the Skipper A daily check by Skippers/Crew of the rigging and fittings will be carried out prior to departure. A suitably qualified person properly sets up all rigging & the correct sail plan for prevalent weather conditions is used. Use of life jackets/harness will be explained as part of the safety briefing and provided in sufficient numbers to all on board. Life jackets/harnesses should be worn at all times by all and safety lines will be worn on the advice of the skipper, clipping on to the nearest secure point. Passengers/Carers with a disability may be required 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. In such situations constant observations should be made for their comfort. Passengers may 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/capsizing, SFTD crew will make the Life-rafts ready. Clients and their accompanying carers being readied for emergency procedures as a first priority.</p>

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Rope work	<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.• 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.
Weighing anchor	<ul style="list-style-type: none">• Ensure chain runs are clear before activating anchor windlass.• Do not touch anchor chain whilst windlass it is in operation.• Two persons should be present when operating windlass, following instructions from crew at helm.
Weather conditions	<ul style="list-style-type: none">• 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 location of specialized weatherproof protective clothing.• Prepare flasks and meals in advance of inclement weather• Use anti-sea sickness preparations or devices as prescribed – if known or suspect susceptibility.• Seasickness and wearing too much protection for the conditions causes dehydration; ensure that symptoms for dehydration are monitored and persons take fluids regularly.• Crew and clients should use appropriate levels of suntan lotion and sun block on lips. At sea, there is increased risk of ultra-violet exposure due to the reflection from the water and 'wind-burn'.• Wear suitable headwear, and keep neck protected.• Wear warm clothing and a hat in cold conditions.

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Weather conditions	<p>All Crew are briefed on the potential weather likely to be encountered during the passage. The skipper will confirm the weather forecast & sea state and delay/abandon departure should conditions be beyond the capabilities of the crew.</p> <p>Inspect all approved lifelines, harnesses and jackstays and ensure these are correctly fitted and there is first aid equipment available. Ensure life jackets are worn and have been adjusted to fit correctly. Skipper / Crew / Clients / Carers are provided with appropriate cold/wet weather clothing, briefed on keeping warm and dry and on the symptoms of hypothermia</p>
Person overboard incident	<p>Skipper and crew are trained in MOB recovery and first aid. MOB recovery equipment is fitted MOB drill is formally practiced with the SFTD training officer. Crew always to be hooked on at night, in fog or low visibility, in inclement weather, when seasick and on other occasions when the Skipper or the individual considers it necessary. Everyone should be wearing automatically inflating life jackets.</p>
Seasickness	<p>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 take their medication prior to the sail and in accordance with the instructions on packet. Individuals suffering from seasickness, may be 'clipped on' to avoid falling overboard when on the upper deck, monitored for proper fluid intake to avoid dehydration; detailed to take the helm, a task that has proven to lessen the effects of seasickness</p>
Deck work	<p>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 Traditional Rules: 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</p>

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Emergency or distress situations	Redundancy in communications equipment, including portable VHF for short range Use of pyrotechnics in emergency situations Initial or re-acquaintance training in the use of all safety and communication equipment given at all levels Availability of EPIRB Use of SFTD shore contact is mandatory for all sailings and the coast guard must be notified when making off Island passages.
Operations under power – mechanical failure	Risk minimised by routine engineering maintenance that is documented in the Maintenance log plus daily and pre-start checks. A crewmember 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	Skippers to be qualified to IAW/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	The International Regulations for Preventing Collision at Sea (IRPCS) are to be adhered to 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 and yacht abandonment procedure
Fire / explosion risk from galley activities	Vessel is adequately fitted with fire fighting equipment and all crew members are to be briefed on the action to be taken in the event of a fire Cooking gas should be turned off at the stop 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 boats interior and drains directly over the side Gas fittings meet the appropriate CE or British Standard Gas system is further maintained and checked following use. Do not hang combustible materials such as tea towels above the stove.
Cooking activities	Food preparation areas meet the necessary standards of hygiene A high standard of hygiene is maintained onboard People unfamiliar with the galley equipment should not use it until shown how to by crew. First Aid Equipment available First Aid Trained Personnel available
Fresh water	Fresh water is stored in 2 on board tanks (410 Litres) and is replenished from the public mains supply. Hot & cold water is provided

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systems	with hot water delivered from the calorifier and feeds taps & showers in the heads and the galley tap. This water can be very hot and caution should be exercised when running taps.
Crime / unauthorised access to vessel	The vessel is locked when vacated. All loose equipment is stowed below or in locked stowage.