

# RISK ASSESSMENT



<b>ORGANISATION</b>	York River Boat Cruises (Trading as YorkBoat)			<b>ASSESSOR(S)</b> Chris Agar - Health and Safety Coordinator		
<b>LOCATION / SITE</b>	Kings Staith and Lendal Bridge Landing and Vessels used by YorkBoat			Gaia Wiggins – Reservation Sales Assistant		
<b>DESCRIPTION</b>	Passenger Safety			<b>TELEPHONE NO.</b>	01904 628324	
<b>DATE OF ASSESSMENT</b>	01/03/2011			<b>EMAIL</b>	info@yorkboat.co.uk	
<b>REASON FOR ASSESSMENT</b>	INITIAL	✓	PERIODIC	CHANGE OF RISK		FOLLOWING AN INCIDENT

DEGREE OF RISK				RISK RATING MATRIX							PERSONS AT RISK	
LIKELIHOOD (L)		SEVERITY (S)		LIKELIHOOD	SEVERITY							
5	Inevitable	5	Very High - Multiple Deaths								Employees	✓
4	Highly Likely	4	High - Death, serious injury, permanent disability								Participants	
3	Possible	3	Moderate – RIDDOR over 3 days		1	1	2	3	4	5	Customers	✓
2	Unlikely	2	Slight – First Aid treatment		2	2	4	6	8	10	Volunteers	
1	Remote Possibility	1	Nil – very minor		3	3	6	9	12	15	Members of the public	✓
				4	4	8	12	16	20	Other Persons		
				5	5	10	15	20	25			

REVIEW DATES	RISK RATING SCORE	ACTION
	1-4	Broadly Acceptable – No action required
	5-9	Moderate – Reduce risks if reasonably practicable
	10-15	High Risk – Priority Action to be undertaken
	16- 25	Unacceptable – Action must be taken IMMEDIATELY


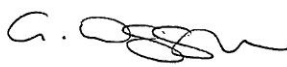
ACTIVITIES ASSESSED FOR SAFETY RISKS		
1	Quayside	3 Throughout cruise
2	Embarking and Disembarking	

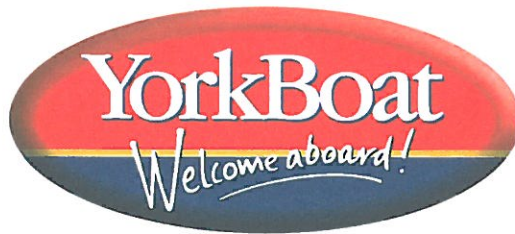
Activity	Significant Hazard	Possible Injuries	(S)	(L)	Risk Rating (LxS)	Acceptable		Controls. Procedures and Precautions in Place	Review required (date)
						Yes	No		
1	Passenger or Member of Public – Struck by failed mooring equipment	Cut/Abrasion Fracture Severe head injury	1 3 4	1 1 1	1 3 4	✓ ✓ ✓		(1) Crewmember training (Initial & ongoing). (4) All equipment suitable for purpose and regularly inspected. (5) Passenger safety chains. (6) Passenger management on board. (7) Passenger management ashore. (10) First Aid Assistance available.	01/02/2012
1	Passenger or Member of Public – Trip, Slip or Fall Injury on quayside steps at Kings Staith and Lendal Bridge Landing	Cut/Abrasion Strain/ Sprain Fracture	1 2 3	2 2 2	2 4 6	✓ ✓ ✓		(1) Crewmember training (Initial & ongoing). (3) Maintenance of landing stages to ensure surface is stable, free of debris and not slippery. (5) Passenger Safety Chains (7) Passenger management ashore (8) Passenger supervision (10) First Aid Assistance available.	01/02/2012
1	Passenger or Member of Public – Trip Slip or Fall Injury on mooring pontoons at Kings Staith Landing	Cut/Abrasion Strain/ Sprain Fracture	1 2 3	2 2 2	2 4 6	✓ ✓ ✓		(1) Crewmember training (Initial & ongoing). (3) Maintenance of landing stages to ensure surface is stable, free of debris and not slippery. (7) Passenger management ashore (8) Passenger supervision (10) First Aid Assistance available.	01/02/2012

2	Mooring equipment fails allowing vessel to move resulting in Passenger falling onto vessel or quayside.	Cut/Abrasion Strain/Sprain Fracture	1 2 3	1 1 1	1 2 3	✓ ✓ ✓	(1) Crewmember training (Initial & ongoing). (4) All equipment suitable for purpose and regularly inspected. (5) Passenger Safety Chains (10) First Aid Assistance available.	01/02/2012
2	Mooring equipment fails allowing vessel to move resulting in Passenger falling into river	Cut/Abrasion Fracture Crushing Drowning	1 3 4 4	1 1 1 1	1 3 4 4	✓ ✓ ✓ ✓	(1) Crewmember training (Initial & ongoing). (4) All equipment suitable for purpose and regularly inspected. (7) Passenger management ashore (8) Passenger supervision (10) First Aid Assistance available.	01/02/2012
2	Passenger - Trip, Slip or Fall	Cut/Abrasion Strain/Sprain Fracture	1 2 3	2 2 2	2 4 6	✓ ✓ ✓	(1) Crewmember training (Initial & ongoing). (3) Maintenance of landing stages to ensure surface is stable, free of debris and not slippery. (8) Passenger supervision. (10) First Aid Assistance available.	01/02/2012
3	Passenger - Trip, Slip or Fall on vessel while in motion	Cut/Abrasion Strain/Sprain Fracture	1 2 3	2 2 2	2 4 6	✓ ✓ ✓	(4) All equipment suitable for purpose and regularly inspected. (9) Crew training and cleaning (Initial and ongoing) (10) First Aid Assistance available.	01/02/2012
3	Passenger falling over board into the river while vessel is in motion	Cut/Abrasion Fracture Crushing Drowning	1 3 4 4	1 1 1 1	1 3 4 4	✓ ✓ ✓ ✓	(4) All equipment suitable for purpose and regularly inspected. (5) Passenger Safety Chains (6) Passenger management on board. (7) Passenger management ashore (10) First Aid Assistance available. (11) Trained in Man overboard procedures.	01/02/2012
3	Emergency Incident during cruise i.e. Collision, Grounding, Fire, Mechanical failure and Vessel Sinks	Cut/Abrasion Fracture Crushing Death	1 3 4 5	1 1 1 1	1 3 4 5	✓ ✓ ✓ ✓	(10) First Aid Assistance available. (11) Trained in Man overboard procedures. (12) Passenger Announcements over PA system. (13) Vessels Contact with Land. (14) Trained in Emergency procedures.	01/02/2012

#### CONTROLS, PROCEDURES AND PRECAUTIONS IN PLACE

(1)	Initial and ongoing crewmember training stresses the importance of crewmembers taking care whilst moving between the vessel and landing stage and whilst mooring/unmooring the vessel.
(2)	All Skippers have been alerted to the importance of ensuring that crewmembers and passengers are not put at risk when mooring. Detailed guidance has been incorporated into the skipper training manual and distributed to all skippers currently employed by YorkBoat.
(3)	Landing stages surface material must be appropriate for use and present minimum risk of tripping or slipping. The landing stages must be kept clean and free of debris to minimise the risk of slipping, tripping or falling. Any faults should be reported by employees using the standard fault reporting procedure. They are always a high priority and remedied promptly.
(4)	All boarding steps, gangways etc. should be fit for purpose, well maintained and correctly rigged and positioned. Where more than 2 steps are needed a handrail must be provided adjacent to the steps. The vessel's skipper is required to ensure that all the vessel's mooring lines and their securing points are in good condition. These checks form part of the Skipper's daily checks that must be carried at the start of every day that the vessel is involved in passenger carrying operations.
(5)	All vessels are equipped with safety chains designed to ensure passengers are kept well away from boarding/disembarkation points while the vessel is being moored/unmoored. These chains are always put in place before the vessel is moored/unmoored.
(6)	Prior to the vessel arriving at a landing an announcement is made over the P.A. system instructing passengers to remain seated and well away from the boarding gates until the vessel is safely moored. The vessel's crew ensure that passengers are kept well away from the areas around the mooring points.
(7)	Prior to a vessel arriving at or departing from a landing; passengers are moved well away from areas around the mooring points. Where safety chains are available these are used to keep passengers back. If chains are not available it is the responsibility of the quayside manager or in their absence the vessels skipper and crew members to ensure that passengers are kept well clear.
(8)	All passengers are supervised (and assisted where necessary) when boarding and disembarking the vessel.
(9)	Initial and ongoing crewmember training stresses the importance of crewmembers and passengers taking care whilst moving about the vessel while it is motion. Drinks spillages to be mopped up immediately and any broken glass removed with a dustpan and disposed of in appropriate glass bin.
(10)	All Skippers, as part of their license, hold a First Aid Certificate. First Aid boxes are available on every vessel near each bar. Stock levels are regularly checked and updated. The vessels Skippers will attend to the injured party and will either advise passenger to seek further medical attention or in more serious cases call for appropriate emergency services. In the event of the First Aid box being used the Accident book must also be filled out.
(11)	All vessels are equipped with emergency equipment to assist the rescue of a man overboard. All Skippers and crew are regularly trained in emergency procedures.
(12)	Passengers will receive emergency announcements given over the PA system by the Skipper.
(13)	Skippers always have radio and telephone contact with land i.e. YorkBoat office and Emergency Services
(14)	All vessels are equipped with emergency equipment. All Skippers and crew are regularly trained in emergency procedures.

ASSESSORS SIGNATURE(S):			DATE: 21/03/2011
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### **<sup>1</sup>YorkBoat Safety Notes**

The Maritime & Coastguard Agency (MCA) checks all YorkBoats annually. YorkBoat is licensed by the British Waterways Board to operate its passenger boats on the river Ouse upstream of Naburn Lock. Each of our five vessels is required by law to hold a supplementary record of equipment, detailing the lifesaving appliances and equipment onboard each boat. Each vessel is provided with a unique official number supplied by the MCA.

<b>Boat Name</b>	<b>Official Number</b>	<b>Date of Expiry</b>
Captain James Cook	501250	April 2015
River Palace	48346	2 <sup>nd</sup> March 2016
River Prince	53731	29 <sup>th</sup> January 2013
River Duchess	47538	4 <sup>th</sup> January 2015
River King	720326	4 <sup>th</sup> January 2013

Each YorkBoat is equipped with the appropriate number of life rings, life rafts, and man over board recovery equipment, fire extinguishers and first aid kits, all of which are checked on a regular basis. Each boat is equipped with a VHF radio and YorkBoat has its own dedicated channel, together with a land-based radio that is staffed at all times when the boats are operating on the river.

All our vessels have to comply with the MCA standards, the contact details of the MCA in Hull are below:

Hull Marine Office  
Crosskill House  
Mill Lane  
Beverley  
HU17 9JB  
Tel 01904 866606

YorkBoat holds Public Liability insurance with Knighthood Insurance for each vessel we own. The contact details for the Insurance company are below:

Knighthood Corporate Assurance Services plc  
Knighthood House  
West Street  
East Grinstead  
West Sussex  
RH19 4EY

All YorkBoat skippers are fully qualified to the Marine Safety Agency's Boat master licence, and have completed a comprehensive in-house training programme. All YorkBoat crew are also required to complete an in-house training programme before they work on public cruises.

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<sup>1</sup> Updated March 2011