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# SAILING FOR THE DISABLED

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**Manx Registered Charity No. 325**

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# RISK ASSESSMENT

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<b>Specific Task</b>	<b>Accessing and egressing marina pontoons via car park</b>
<b>Effect</b>	<ul style="list-style-type: none"> <li>• Slip, trip, fall – impact onto stationary / fixed object and/or fall into water / risk of drowning</li> </ul>
<b>Individuals at risk</b>	<ul style="list-style-type: none"> <li>• Skipper, Crew, Client, Carer and General public</li> </ul>
<b>General Environment</b>	<ul style="list-style-type: none"> <li>• The vessel will normally be located at either Douglas or Peel marina and access will be via the car and boat park at these locations. Due care and attention should be taken when crossing these areas.</li> <li>• On occasions the vessel may operate from other locations such as the outer breakwater, the visitors pontoon or the Liner Pontoon at Douglas or the outer breakwater at Peel and people unfamiliar with these sites should pay extra attention when approaching the vessel.</li> <li>• Marina boat parks are working environments and care should be taken at all times.</li> <li>• Trestles, power lines, hoses and other obstructions may be present.</li> </ul>
<b>Pontoons and gangway</b>	<ul style="list-style-type: none"> <li>• Avoid or take care when crossing electrical extension lines and water hoses.</li> <li>• Keep clear of working cranes, tractors, trailers, boat hoists and other working machinery.</li> <li>• Do not approach people working with electrical tools until they are finished operating them.</li> <li>• Keep clear of trestles, ladders, boat cradles and timber props.</li> <li>• Care should be taken when crossing between parked vehicles in the Car/boat park or in the vehicle marshalling area at the Sea Terminal.</li> <li>• Clients and carers are advised not to access the pontoons or gangways unless escorted by a crew member.</li> <li>• SFTD personnel will carry out initial safety briefing prior to client and carer accessing pontoon and gangways.</li> <li>• 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.</li> <li>• Wheelchair users will always be escorted and the assistance of the crew is available if needed.</li> <li>• Pontoons and gangways may be slippery or wet through rain and or frost/ice.</li> <li>• 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.</li> <li>• 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 on a Spring tide the gangway will be at its greatest incline.</li> <li>• Clients and their carers should visually inspect the incline of the gangway before accessing it.</li> <li>• Pontoons do not have guardrails, please keep clear of edges.</li> </ul>

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	<ul style="list-style-type: none"> <li>• pontoons may have a slatted surface; care should be taken to avoid tripping.</li> <li>• 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.</li>   <li>• pontoons have cleats, ropes, hoses and electrical service lines that should be treated with care when crossing.</li> <li>• Wheelchair users should always be escorted before proceeding onto the gangway or using pontoons.</li> <li>• 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.</li> <li>• Such devices include: <ul style="list-style-type: none"> <li>○ Lifebelts – for throwing to person(s) who have fallen into water.</li> <li>○ Ladder(s) – for assisting person(s) out of water</li> <li>○ Fire extinguishers – for putting out boat/pontoon fires.</li> </ul> </li> </ul>
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<b>Specific Task</b>	<b>Accessing vessel from pontoons / accessing pontoons from vessel</b>
<b>Effect</b>	<ul style="list-style-type: none"> <li>• Slip, Trip, Fall – impact onto stationary / fixed object and/or fall into water / risk of drowning</li> <li>• Crush – limb between vessel and pontoon or fall between vessel and pontoon</li> </ul>
<b>Individuals at risk</b>	<ul style="list-style-type: none"> <li>• Skipper, Crew, Client, Carer and General public</li> </ul>

<b>Boarding vessels</b>	<ul style="list-style-type: none"> <li>• Visitors and first-time crew should not board vessel or pontoon(s) until invited by skipper or senior crew. Guests will be advised on the boarding procedure.</li> <li>• Care should be taken of the gap between vessels and pontoon. Vessels and pontoons may move suddenly – Take careful note of the surrounding water and vessel movement before boarding or disembarking a vessel.</li> <li>• Depending upon the mobility of the persons boarding, boarding may be made by stepping on to the stern platform or use maybe made of the stern boarding ramp fitted to the vessel. This ramp can support a wheelchair user, total weight not exceeding 250kg.</li> <li>• At Douglas, boarding steps exist which have a hinged flap to bridge between the steps and the boat deck. This flap must only be used with the direct supervision of a crew member.</li> <li>• Only board the vessel when advised to do so.</li> <li>• Each wheelchair user will be accessed as to how the chair will be carried and if it is to be used and how to be secured on the voyage.</li> <li>• Only wear approved footwear on vessel. (Non-slip and unmarking soles)</li> <li>• Be aware of ropes, wire lines, pulleys, winches and other obstacles when moving around a vessel, these may constitute a</li> </ul>
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	<p>hazard.</p> <ul style="list-style-type: none"> <li>• SFTD crew will advise of designated handholds, especially when boarding.</li> <li>• Be aware of the boom, which may constitute a risk of head injury, even whilst the boat is stationary.</li> <li>• Adhere to all safety and procedural instructions given by SFTD crew.</li> <li>• Do not touch any ropes, levers, wheels or switches without being briefed on their use, and being permitted to do so.</li> <li>• Do not leave the cockpit unless permitted to do so by the crew.</li> <li>• Trained SFTD crew only to setup and supervise the use of the boarding equipment.</li> </ul>
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<b>Specific Task</b>	<b>Operating below deck</b>
<b>Effect</b>	<ul style="list-style-type: none"> <li>• Slip, Trip, Fall – impact onto stationary / fixed object. Slip / fall down access stairs.</li> <li>• Fire – incident or injury</li> <li>• Burn – incident or injury</li> <li>• Carbon monoxide poisoning</li> <li>• Sea sickness</li> </ul>
<b>Individuals at risk</b>	<ul style="list-style-type: none"> <li>• Skipper, Crew, Client, Carer and General public</li> </ul>

<b>Operating below deck</b>	<ul style="list-style-type: none"> <li>• Care must be taken using companionway ladder to avoid slipping or falling.</li> <li>• Users with a physical disability should be escorted by at least one carer/helper when using the companionway.</li> <li>• Use maybe made of the lifting platform to the saloon and this will be fitted and operated by competent SFTD crew.</li> <li>• Fitting of the lift and its operation are covered in the SFTD awareness course together with the risk analysis.</li> <li>• Suitable footwear will reduce risk of slipping, but not eliminate it.</li> <li>• The boat's mains voltage electrical appliances should only be used under direction of SFTD crew.</li> <li>• No personal electrical equipment should be used without the permission of the skipper.</li> <li>• Gas should be switched of when hop or oven is not in use.</li> <li>• All crew must be given a safety briefing before departing from the Marina – this could include:             <ol style="list-style-type: none"> <li>1. Fire drill, location and use of appliances – as appropriate</li> <li>2. General emergency drill (First Aid)</li> <li>3. Abandon Ship procedures.</li> <li>4. Awareness tour – Locations, use of toilet (heads), Kitchen safety (Galley)</li> <li>5. Location of flares</li> </ol> </li> <li>• 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.</li> <li>• Through hull fittings (taps/valves) should only be opened or closed by qualified and authorised crew.</li> <li>• Smoking is only allowed with the permission of the skipper of the day and under no circumstances below decks.</li> </ul>
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	<sup>3</sup> <b>Sailing aboard vessel</b>
<b>Effect</b>	<ul style="list-style-type: none"> <li>• Slip, Trip, Fall – impact onto stationary / fixed object. Slip / fall down companionway stairs. Fall overboard</li> <li>• Struck / crush – impact by vessel or vessel components (i.e. boom)</li> <li>• Crush / Nip – limbs caught by vessel components</li> <li>• Burn – rope burns</li> <li>• Welfare of the crew</li> </ul>
<b>Individuals at risk</b>	<ul style="list-style-type: none"> <li>• Skipper, Crew, Client, Carer and General public</li> </ul>

<b>Vessel departing / entering pontoon mooring</b>	<ul style="list-style-type: none"> <li>• All crew will be briefed by the Skipper and made aware of individual responsibilities and the overall plan.</li> <li>• All crew who do not have a life jacket will be issued and fitted with one. <ul style="list-style-type: none"> <li>○ Persons having their own lifejacket will be responsible for ensuring it being fit for purpose and in good condition.</li> <li>○ For night sailings all crew must have a life jacket fitted with a light.</li> </ul> </li> <li>• Warps, fenders &amp; boathooks will be pre-positioned.</li> <li>• Appropriate navigation equipment will be active and set to the scale suited to pilotage.</li> <li>• Communication with Port/Marina authorities –as required – will be made well in advance of departing/arriving.</li> <li>• All passages will be planned in accordance with Solas 5 regulations to the level appropriate for the sail.</li> </ul>
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<b>Rope work</b>	<ul style="list-style-type: none"> <li>• Use of ropes, sheets, sails and halyards should be considered only after appropriate instruction.</li> <li>• Care should be taken when using pulleys/winches in order to avoid nipping/severance of fingers.</li> <li>• Care must be exercised when working ropes on deck to avoid same tangling around limbs.</li> <li>• Care must be exercised when using sheet clutches or when transferring loads between winches to clutches.</li> </ul>
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<b>Weighing anchor</b>	<ul style="list-style-type: none"> <li>• Ensure chain runs are clear before activating anchor windlass.</li> <li>• Do not touch anchor chain whilst windlass is in operation.</li> <li>• The anchor could be operated from the control in the cockpit and an agreed plan of use must be communicated prior to the operation of the anchor.</li> <li>• Two persons should be present when operating windlass, following instructions from crew at helm.</li> </ul>
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<b>Weather conditions</b>	<ul style="list-style-type: none"> <li>• Sails will be planned in accordance with Solas 5 requirements.</li> <li>• Check general and coastal/offshore weather sources plus tidal information for planned sailing area(s) in advance.</li> <li>• Be familiar with location of specialized weatherproof protective clothing.</li> <li>• Carry protective clothing for all eventualities.</li> <li>• Prepare flasks and meals in advance of inclement weather.</li> <li>• Use anti-sea sickness preparations or devices as prescribed – if known or suspect susceptibility.</li> <li>• Seasickness and wearing too much protection for the conditions causes dehydration; ensure that symptoms for dehydration are monitored and persons take fluids regularly.</li> <li>• 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'.</li> <li>• Wear suitable headwear, and keep neck protected to prevent sunstroke.</li> <li>• All Crew are briefed on the potential weather likely to be encountered during the passage.</li> <li>• The skipper will confirm the weather forecast &amp; sea state and delay/abandon departure should conditions be beyond the capabilities of the crew.</li> <li>• Inspect all approved lifelines, harnesses and jackstays and ensure these are correctly fitted and there is first aid equipment available.</li> <li>• Ensure life jackets are worn and have been adjusted to fit correctly.</li> <li>• Skipper / Crew / Clients / Carers are when necessary provided with appropriate cold/wet weather clothing, briefed on keeping warm and dry and on the symptoms of hypothermia prior to departure.</li> <li>• Wear warm clothing, clothes and a hat in cold conditions.</li> </ul>
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<b>Person overboard incident</b>	<ul style="list-style-type: none"> <li>• Skipper and crew are trained in MOB recovery by the Charity Training Officer.</li> <li>• MOB recovery equipment is fitted.</li> <li>• MOB drill is practiced with the SFTD Training Officer.</li> <li>• 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.</li> <li>• Everyone is issued with automatically inflating life jackets that will be worn in accordance with the skipper's instructions.</li> </ul>
<b>Seasickness</b>	<ul style="list-style-type: none"> <li>• Risk is reduced by early advice on diet and fluids i.e. avoid fatty food, alcohol etc.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Deck work</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Traditional Rules: <ul style="list-style-type: none"> <li>○ One hand for your self and one for the boat</li> <li>○ Never stand astride a line or in a bight. Never take a turn around yourself</li> </ul> </li> </ul>
<b>Emergency or distress situations</b>	<ul style="list-style-type: none"> <li>• Redundancy in communications equipment, including portable VHF for short range.</li> <li>• Use of pyrotechnics in emergency situations</li> <li>• Initial or re-acquaintance training in the use of all safety and communication equipment given at all levels</li> <li>• Availability of EPIRB</li> <li>• Use of SFTD shore contact is mandatory for all sailings outside of the home port and the coast guard must be notified when making off Island passages.</li> </ul>

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<b>Operations under power – mechanical failure</b>	<ul style="list-style-type: none"> <li>• Risk minimised by routine engineering maintenance that is documented in the Maintenance Log plus daily and pre-start checks.</li> <li>• A crewmember should be RYA Diesel Engine trained. All crew to be familiar with the emergency deployment of anchors and sails in confined waters.</li> </ul>
<b>All offshore sailing operations</b>	<ul style="list-style-type: none"> <li>• Skippers to be qualified to RYA standard as per COP and MCA guidelines. Ideally, a crew will be composed of adequately qualified and experienced personnel for the operation to be undertaken.</li> <li>• A detailed passage plan made in accordance with Solas 5 must be available prior to departure.</li> <li>• The welfare of the crew including the provision of victuals is the utmost importance and is an essential element of the sail.</li> </ul>
<b>In close proximity to other vessels</b>	<ul style="list-style-type: none"> <li>• The International Regulations for Preventing Collision at Sea (IRPCS) are to be adhered to at all times.</li> <li>• Skippers are trained to employ extra cautionary measures where risk of collision is higher, such as in fog or low visibility.</li> <li>• All crew are briefed on action to be taken in poor visibility and of collision and yacht abandonment procedure.</li> </ul>
<b>Fire / explosion risk from galley activities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Gas cylinders are stowed in a purpose-built locker that is sealed off from the boat's interior and drains directly over the side</li> <li>• Gas fittings meet the appropriate CE or British Standard.</li> <li>• Gas system is further maintained and checked following use.</li> <li>• Do not hang combustible materials such as tea towels above the stove.</li> </ul>

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<b>Cooking activities</b>	<ul style="list-style-type: none"> <li>• Food preparation areas meet the necessary standards of hygiene.</li> <li>• A high standard of hygiene is maintained onboard.</li> <li>• People unfamiliar with the galley equipment should not use it until shown how to by crew.</li> <li>• First Aid Equipment available and administered via the Skipper.</li> <li>• First Aid Trained Personnel available.</li> </ul>
<b>Fresh water systems</b>	<ul style="list-style-type: none"> <li>• Fresh water is stored in 3 on board tanks (700 Liters) and is replenished from the public mains supply. Hot &amp; cold water is provided with hot water delivered from an insulated storage vessel and feeds taps &amp; showers in the heads and the galley tap. The hot water is regulated by a thermostatic mixer valve to a pre-set temperature.</li> </ul>
<b>Crime / unauthorised access to vessel</b>	<ul style="list-style-type: none"> <li>• The vessel is locked when vacated. All loose equipment is stowed below or in locked stowage and hedges are locked.</li> </ul>

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