

# Health and safety policy

**This is the statement of general policy and arrangements for:**

Sabrina Boat

**Overall and final responsibility for health and safety is that of:**

Dilwyn Jones

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Chris Bell

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	All employees	In depth training provided and refreshment training available if requested by any employee, all new employees to be trained before commencing work.
To provide adequate training to ensure employees are competent to do their work	Dilwyn Jones	Ensure all risks are identified and the team receives regular training and full training is provided before start of employment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Duty Manager	Good housekeeping, cleaning routines in place and daily morning and evening checks completed to ensure compliance.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Skipper/ Duty Manager	Complete training on what to do if emergency occurs on board or when stationary, all staff to be briefed on the order of procedures, fire extinguisher usage and location of first aid kits. Health and Safety brief completed for passengers at the beginning of each cruise.

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	All employees	Compliance to training and implementing procedures.
---	---------------	---

Health and safety law poster is displayed:	In the lounge downstairs
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Wheelhouse, port side aft of the galley, accident book is located downstairs (cupboard left of the door). Emergency procedures discussed and Skippers regularly trained/reminded of them

Signed: (Employer)	Dilwyn Jones or Chris Bell	Date:	15/02/24
--------------------	----------------------------	-------	----------

Subject to review, monitoring and revision by:	Dilwyn Jones or Chris Bell	Every:	3 months	15/05/24
--	----------------------------	--------	----------	----------

# Risk assessment

Organisation name: Sabrina Boat

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Try to keep areas as dry as possible	All staff, supervisor to monitor		
Stairs	Staff and visitors may fall down or over obstructions	Anti-slip mats are in place, stairs are unobstructed by boxes/ utensils, kept free of spillages or dirt, if any occurs it is removed straight away and wet floor signs are put in place.	Ensure all spillages cleared immediately	All staff, supervisor to monitor		
Exits	Staff and visitors	All exits are clearly marked and barriers are put in along with signs indicating them and potential risks	Put in place stronger barriers	Dilwyn		
Ramp	Visitors mainly, potentially staff might fall or slip	Hand rails in place, anti-slip surface laid, signs advising caution in place	Offer help if anyone is having difficulties getting down the ramp, ensure visitors feel comfortable whilst doing so	All staff		
River Exits	Staff	Exits clearly marked, staff instructed on appropriate routes to take when accessing them	All training in place	All staff		
Sliding Doors	Staff and Visitors may injure themselves	Door has soft close, locks and handles are in good repair, free from obstruction so can be opened and closed without force	No action needed			
Pontoon	Staff and visitors could fall and potentially land in the water	Ensure only staff have access to the area, there are no entry signs in place and visitors are led to the entrance of the boat then instructed of the way out at the end of the trip	Make sure there is a staff member along the way of entrance and exit so that no visitors divert from the correct path	All staff, supervisor to monitor		
Dark/ low lighting	Staff and visitors might injure themselves if the lighting is poor	Both the boat and the ramp are well lit, with strips of light along the ramp guiding visitors should it be dark if getting off when late. There are many lights on the top and bottom level of the boat and at the front of it to ensure the skipper can clearly see the surroundings. Emergency generator is located at the front of the boat should there be a shortage of power	Regular checks of all bulbs and ensuring good repair of lighting covers and sockets, all light bulbs to be replaced as soon as a faulty one is noticed	All staff, supervisor to monitor		

Leaks	Staff and visitors may slip due to spillages or damage to construction could be caused.	All taps and hoses are secured and in good repair to ensure no leaks occur. If a leak occurs in a toilet ensure all is cleaned up and if the leak carries on stop using the facility and repair the fault, do not use until problem resolved.	Carry on monitoring good repair of taps, regular toilet checks.		
Structure collapse	Staff and Visitors could get trapped or injured via falling objects, in case of multiple casualties the first aider must prioritize the ones in need of immediate attention	All staff attend a first aid course and are trained in dealing with emergencies. They are instructed to only deal with casualties they are confident with attending to, and aware that emergency services are to be notified immediately.	All training in place, make sure refreshment training is available if any staff need further information		
Vehicle collision	Staff and visitors could potentially experience injury or distress due to a collision	Ensure all passengers are accounted for and the boat is not overcrowded so there is space for all on board. The supervisor must firstly ensure the staff are all able to deal with any distressed visitors and anyone hurt is attended to as priority and correct emergency services are contacted where needed	Staff to be trained how to deal with such emergency		
Engine hatch	Staff- the doors must remain closed if there are visitors on board	If the engine hatch is ever open, the one who opens it must notify all persons present of the fact. Never leave open hatch unattended, close if need to walk away from it. No untrained staff to open the hatch, and where possible have two people working on the engine.	Mark the engine doors clearer; inform all the staff of the potential dangers associated with the engine.		
Life threatening conditions	Staff and visitors may become subject to a life threatening condition- it is vital to identify and in turn follow with the appropriate action	Ensure all staff are aware of the possibility of such situation taking place- as they have all attended a first aid course they will have been trained on the procedures, but make sure no harm is caused to the casualty in the process- return to shore or transport the individual there the fastest route possible	All necessary training already in place		
Tying up the boat	Staff have to make a small jump off a moving boat which could result in injury or falling into the water	Make sure all staff who perform the task are individually shown how it is done, only ones who have been taught execute it and there is another member of staff present in case of an emergency, (there are always a minimum of two staff members present; skipper and crew member)	All necessary training already in place		

The hot water urn	Staff may burn themselves with the urn water	Ensure all staff who use the urn have been shown how to open and close the sliding lid and the pourer	All training already in place		
Chains outside(keep clear signs)	Staff (and potentially visitors) could trip over chains and fall over or into the water	Chains to be unclipped when not in use	Make sure all new staff are aware of the chains' positions so they are not surprised and know to go around/unclip		
Water tanks	Staff may fall if the tank overflows and spills on the top of the boat	Ensure the tank is disconnected from water as soon as full and excess water is wiped away from surfaces.	All training already in place		
Pavement signs	Waiting customers might get hurt if a sign is blown by the wind	Ensure all signs are weighed down avoiding movement.	Where possible signs/boards are secured to the elevations, others have adequate weights.		
Candles	Customers and staff might get burnt or create a fire hazard	Only put candles out in appropriate containers and keep an eye on the passengers when candles are put out.	All training already in place		
Wheelhouse	Customers and crew could be put at risk if unauthorised persons enter the wheelhouse	Ensure wheelhouse door is always shut when the skipper leaves and customers are present, signs are in place stating no customer entry	All actions already in place		
Mains cable	Staff, potentially visitors	Ensure all staff know how to install and remove the cable from the boat. This must be done without fail as could result in power outage if cable is damaged.	All training already in place		
Top deck staff exit to the bow	Staff could fall over	There is a step in place for the staff to use if they need to get up or down from the top of the boat	All training already in place		

Crew steps to the top deck	Staff traveling up and down the stair could fall over or into the water	Anti-slip strips have been installed and there is a handrail to help improve balance and safety	All actions already in place		
Heaters at the bottom deck	Staff and customers could get effected in case of a fire caused by the heaters being left on/ covered	Ensure that at the end of the day heaters are turned off at the plug, not covered up at any time.	All actions already in place		
Outside furniture	Visitors mostly, staff potentially	Ensure the tables and chairs are in good repair so they are safe to use.	All actions already in place		