

## Task Risk Assessment - Authorised

Reference - 001

Risk rating - 36  
Status - Immediate Action

Residual risk rating - 18  
Residual status - Action

Person responsible: Mr J. Gilchrist

Assessment Complete

Activity description:

Wildlife Island Tours within the Clyde area using Humber 10M rigid inflatable craft.

All skippers are licensed and fully trained and boats are insured for conveyance of passengers.  
Vessels are licensed by the Marine and Coastguard Agency (MCA) and comply with their regulations at all times.  
All passengers are fitted with lifejackets and waterproofs are provided if necessary.  
Vessels are equipt with life rafts, fire fighting and first aid equipment in excess of DTI requirements.  
Vessels are also equipt with VHF marine radio's and in constant contact with base.  
A full emergency procedure is set out in the companies operational manual.

Craft year of build 2004. Draft 0.5M/Beam 2.8m.  
Maximum load 12 passengers, 2 crew and 400kgs of cargo.

Note: This risk assessment covers actions directly relating to Cumbræ Voyages activities, staff and equipment. Wee Cumbræ, buildings on the island and general safety are the responsibility of the owners and not covered here.

Site: Largs

File reference:

<b>People at risk</b>
Staff, contractors and passengers
<b>Departments</b>
Office
Operational

No of people at risk: 100

**Hazards/Controls**

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Task	Hazard	Severity	Controls	Probability	Risk Rating	Additional Controls	Residual Severity	Residual Probability	Residual Risk
1 - Use of boat and land.	Risk of slips, trips and falls.	4		4	16	The area of beach used must be barriered or fenced off to prevent anyone coming into contact with equipment. Railings must be used to prevent people falling from the access ramp to the jetty. Signs must be used to warn people of the uneven surface on the beach surrounding the jetty. Signs will be used to warn of the trip hazard posed from the winch cable. Where possible the winch cable will always be stowed away and persons directed away from it when in use. Landing sites are often outwith the control of Cumbrae Voyages but the company will always endeavour to land passengers in totally safe locations and where there is a concern about the safety of a jetty or pier the company will work with the owners to improve the situation and make it safe. All jetties and pier areas such as steps must be free from algie, moss, seaweed or other slippery substances. Passengers will be assisted by staff to step to and from the boat and all rubber on the rib must be dry and not pose a slip hazard. This also applies to stepping onto	4	3	12

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						other boats while tied up. Staff and passengers must always wear sensible footwear.			
2 - Standing on Largs Beach near the jetty.	Risk of winch cable snapping.	6		3	18	The winch cable will always be used well within its capabilities. The winch cable and associated parts will be regularly maintained (monthly) and inspected (weekly). All equipment will be maintained in accordance with the manufacturers' instructions at all times.	6	2	12
3 - Being on jetty, pier or boat.	Risk of boat colliding with jetty or pier.	4		4	16	Passengers must not be allowed onto the jetty or onto pier steps until the boat has docked, tied up and any passengers on boards have disembarked. Fenders must be used as and where appropriate. This applies at all points including the jetty at Wee Cumbrae.	4	3	12
4 - On islands or remote place.	Risk of General injuries.	4	Private islands or land should have been risk assessed by the owners.	4	16	Cumbrae Voyages will advise passengers of any hazards known to them on their tours.	4	3	12
5 - On islands or remote place.	Risk of medical emergency.	6		4	24	In the event of a passenger being on an island or in a remote location and taking ill or having an accident everyone will have an emergency contact number for the office. The office will always be staffed during operational	6	3	18

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						hours and they will arrange for appropriate emergency assistance.			
6 - On boat, beach or within office.	Risk of electric shock.	6		2	12	All portable equipment must have portable appliance testing carried out. All cabling within boats will be insulated and covered. The winch on the beach must always be encased and earthed. All equipment will be maintained in accordance with the manufacturers' instructions at all times.	6	1	6
7 - On boat or office.	Risk of fire.	6		4	24	All premises must have a current fire risk assessment carried out. All offices and boats must carry appropriate fire fighting media and this must be serviced annually. All staff will be trained to Fire Marshal standard and trained in basic fire fighting. Full emergency evacuation procedures must be in place and approved by HM Coastguard.	6	3	18
8 - On board vessel.	Risk of injury from foul weather.	6		6	36	The skipper will always check the weather forecast, both for inshore waters and shipping waters, prior to leaving. Ensure that forecasts provide a short and medium term outlook.	6	2	12

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9 - On board vessel.	Risk of injury transferring between boats.	6		4	24	No one will ever be allowed to climb between boats except in an emergency when supervised.	6	2	12
10 - On board vessel.	Risk of person falling overboard.	6	Man overboard procedure in place.	4	24	At no time will passengers be allowed to stand while the vessel is at sea. Should anyone fall overboard then the company's Man Overboard Procedures will be followed. Where a member of crew is operating the boat alone they must use the "dead man's handle" to cut the engine if they fall overboard.	6	3	18
11 - On board vessel.	Risk on incident due to loss of radio.	6	All VHF radios will be tested prior to leaving Largs.	3	18	The vessel will also carry back-up radio, flares and emergency distress beacons.	6	2	12
12 - On board vessel.	Risk of injury through drink, drugs or factor.	6		4	24	Staff must ensure that no one boards a vessel while having taken drink or drugs or if they pose a threat due to aggression, fear or other factor.	6	2	12
13 - On board vessel.	Risk of capsize or other incident.	6		3	18	All vessels are skippered by qualified and experienced staff. The boats	6	2	12
14 - On board vessel.	Risk from noise.	5		4	20	Where the noise level is significant, or greater than 85db then ear protection will be provided.	5	2	10

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15 - On Board vessel.	Risk from glare, spray and wind.	3		4	12	All passengers and crew should be advised to wear sun glasses where applicable. The crew will also provide goggles to protect the eyes.	3	2	6
16 - On Board vessel.	Risk of sunburn.	4		4	16	All passengers and crew should be advised to wear a suitable factor of sun screen.	4	3	12
17 - On board vessel or in Office.	Risk of lone working.	6		4	24	Where possible, staff should not work alone. Sometimes staff may have to carry out a task without assistance and where this occurs precautions must be in place. Radios and telephones should be used to keep in contact with lone workers at all times. Regular calls should be made by the Office to ensure that all is well. If any member of staff is operating a vessel on their own then the "dead mans handle" must be used. The most senior member of staff on duty must give permission for someone to take a vessel out on their own and a full journey plan and details of the ETA lodged with the Office.	6	3	18

Overall controls:  
COMPANY PROCEDURES

DAILY PROCEDURES

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These procedures to be printed and marked off as completed. If any point is not completed or an amendment made the Designated Person is to be notified and reasons/actions noted.

Establish clear communications between the office and the vessel and personnel/managers.  
Obtain a weather forecast for the inshore waters. Ensure forecasts provide a short to medium term outlook.  
Check for any security announcements regarding navigational hazards etc from the appropriate authority eg MCA.  
Notify office of intention to sail, anticipated scope of sailings and possible restrictions to passengers eg Advice to wrap up warm.

### PRIOR TO SAILING - VESSEL CHECKS

Establish and be satisfied with means of communication (VHF).  
Visual engine checks (oil and hydraulics, cooling water).  
Ahead and astern testing of engine.  
Steering gear test.  
Fuel level, oil level.  
Pump out bilges, check for oil, fuel and water leaks.  
Mooring ropes and fenders.  
Safe access ie Structural and free from obstruction.  
Visual inspection  
Cleanliness of vessel, land garbage and wash decks.  
Check all means of navigation.  
General and emergency lighting; fire fighting and LSA appliances in place; sound signalling equipment.  
Make a time check with office to ensure time recording apparatus is correct.  
Make a note from almanac/tide tables of HW and LW times and tidal range. Make sailing plan based on these with consideration of weather conditions and navigational hazards.  
Make a note of other vessels in operation and if possible notify them of the sailing plan.

### EMBARKATION OF PASSENGERS

Ensure clear navigational access to slipway.  
Secure vessel to slipway, reducing critical risk of persons falling into area between boat and vessel.  
Clear slipway of any obstructions and with boarding master/shore assistant/crew, guide persons onto the slipway. Note that these obstructions can include the vessels own warps and springs.  
Provide slipway edge protection or warning markings where appropriate.  
On slippery areas (eg Exceptionally low tide weeded area) provide suitable matting.  
Where possible check passengers for suitability eg young babies on a cold day, intoxication etc.  
Assist passengers on boarding and ensure that they are clear of the vessel-slipway interface.

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Provide full safety briefing to passengers.  
Ensure correlation and compliance with passenger counting procedure.  
Notify office of sailing plan and ETA.

### PASSENGER COUNTING PROCEDURE

All groups will be issued with a boarding pass indicating name of main ticket holder, number of adults and number of children in party, date and time of departure.

Number of passengers will be logged at point of sale of boarding pass.

Passengers will be counted aboard at departure point.

Numbers will be recorded in Ship's Log before departure.

Numbers will be relayed to main office before departure and recorded in the daily log.

Numbers will be relayed to Clyde Coastguard before departure.

### PASSENGER INFORMATION

At point of sale of boarding pass, all passengers will be advised through use of photographs of the access conditions to the boarding point.

Emergency contact information will be taken from all groups (name of party leader, place where staying locally, contact telephone number etc.) This will be held at the main office.

In the main office, copies of all documents pertaining to operation will be available for passenger inspection (certificate of insurance, licence to operate etc.)

Passenger Safety Briefing will be given at the start of every trip.

### DURING SAILING

Observe all passengers on a regular basis for signs of:

Rowdiness (violence)

Panic/fear

Sickness eg Sea sickness

General Comfort

If difficult sea conditions or any risk anticipated, notify passengers in a clear and precise but calm manner taking precautions/actions as necessary (see emergency procedures).

Note that the mental well being of passengers is as important as their physical well being and can in fact lead to accidents eg panic attacks.

Take account of sea and weather changes including non forecasted indicators such as wind direction shift, sea swell etc.

Take account of other vessels' operations in confined areas. ie confronting other vessels coming round a headland.

Be fully aware of navigation procedures and in particular the requirements of the Collision Regulations. (Rules of the Road)

Keep a watch on CH16 VHF and observe all announcements to mariners for the local area making changes to the sailing plan if hazards are reported.

If a significant change is made to the sailing plan, notify the office and Coastguard immediately.

Keep a well defined and current log.

Be prepared to abort the sailing and return to port if conditions change.

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### DISEMBARKATION

On approaching slipway make sure that all passengers are away from the slip/boat interface to prevent crushing of limbs.  
Follow procedures as per embarkation.  
Notify office of disembarkation.

### WEEKLY PROCEDURES

These procedures to be printed and marked off as completed. If any point is not completed or an amendment made the Designated Person is to be notified and reasons/actions noted.

Checks to be carried out by designated personnel

Test fire pumps.  
Check standard of portable fire extinguishers, hoses and nozzles.  
LSA appliances in place and check general condition thereof.  
Test bilge pumps.  
Internal examination of hull structure.  
Inspection of anchors and mooring equipment.  
Weekly maintenance of engine and steering gear as per manufacturer's instructions.  
Emergency batteries condition and charge.  
Electrical equipment.  
General cleanliness and cleaning equipment.

### MONTHLY PROCEDURES

These procedures to be printed and marked off as completed. If any point is not completed or an amendment made the Designated Person is to be notified and reasons/actions noted.

Liferaft. (HRU expiry and general condition)  
Lifejacket. (number and expiry of lights)  
Buoyant apparatus and lifebuoys.  
First aid kits. (content and expiry dates)  
Pyrotechnics. (numbers and expiry dates)  
Fire extinguishers. (condition and servicing)  
Thorough internal examination of hull.  
Maintenance of engine and steering as per manufacturers' instructions.

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Electrics and emergency batteries.  
Radio licence in date.  
Electronic communications and navigation systems.  
Passenger Certificate.  
Passenger Counting Approval Certificate; Crew Certificates.

### TRAINING AND DRILL PROCEDURES

It is company policy to actively encourage training. All persons engaged need at the very least to be aware of the parameters of their colleagues' jobs.

A record must be kept of all drills undertaken.

All crews are to be trained in the basic handling of the vessel, its operational area and equipment in order that in the event of accident to the Master, the crew can ensure the safe return of the vessel to a safe haven.

Masters should be aware of the need to update on skills ranging from basic engineering to first aid.

Crews are to be encouraged to undertake first aid and basic sea training.

On a monthly basis Masters and Crews are to undertake in-house navigational training of the area of operation including chart work etc.

On a weekly basis the following training should take place:

Use of equipment eg Life Jackets, radios, etc

A full man-overboard drill (using dummy floats) to be undertaken by Master and Crew.

Training is also to ensure compliance with Risk Assessment and General Procedures.

### OVERDUE BOAT PROCEDURES

It is essential that communications are maintained by the vessel and the shore base. If these communications fail and the shore base is aware that the vessel is overdue (on the basis of the sailing plan) then the shore base must assume that the vessel is in difficulty, as in the marine environment minutes are critical. It is the responsibility of the vessel to notify the office that it is to be overdue, otherwise the office will automatically instigate these procedures.

#### Office Procedure

If the vessel is 5 minutes late, try contacting by radio or telephone.

If no reply:

Contact the senior shore officer eg Office Manager.

If possible send a person to the disembarkation point where they are to provide a visual contact of the operational area and/or attempt to call the vessel from a transportable.

Contact all other companies' offices in the area and inform them of the situation asking that such information is passed back to their vessels immediately.

Contact the Coastguard.

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NOTE: IF THERE IS ANY SERIOUS DOUBT ABOUT THE SITUATION THEN CONTACT THE COASTGUARD FIRST.

### EMERGENCY PROCEDURES

In all cases the general rule to apply is:

- Inform the emergency services.
- Stabilize the situation.
- Delegate duties.
- Try and make a record of events.

### FIRE

- Once a fire is discovered, identify the position and immediately raise the alarm.
- Shut off engine.
- Recover and evacuate anyone injured.
- Locate the fire and evaluate the extent of the fire.
- Cut off air supply to fire.
- If safe, immediately use portable fire extinguishers at base of flames. Do not use water on electrical fires.
- If fire is in machinery spaces, shut off fuel supply and ventilation and activate fixed extinguishing system if installed.
- Manoeuvre vessel to minimise effect of wind on fire.
- If unable to control fire, immediately notify the Coastguard and other craft in the vicinity by VHF radio.
- Move passengers away from fire, have them put on life jackets, and if necessary, prepare to abandon vessel.
- Broadcast DISTRESS ALERT and MESSAGE.
- Order crew, and passengers with crew assistance, to put on life jackets.
- Order crew and passengers to abandon ship stations.
- Prepare to launch liferafts.
- Ensure liferaft painters are attached to vessel; launch liferaft.
- Embark all crew into the liferafts.
- Cut painter.
- Check for persons in the water.
- Administer first aid as required.
- Maintain lookout for vessels coming in assistance.
- Remain in safe proximity to the ship and in contact with the other liferafts.

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### VIOLENT ACT

Protect safety of other passengers and crew by isolating perpetrator(s).  
Request assistance from shore by VHF radio.  
Divert to nearest point where assistance is available.  
Attempt to defuse situation without resorting to force.

### ASSISTING OTHER VESSELS IN AN EMERGENCY

RELAY broadcast DISTRESS ALERT and MESSAGE.  
Record information regarding name of vessel, position, number of persons on board and type of assistance required.  
Advise other vessel of ETA on site.  
Prepare emergency equipment required for assistance - towropes, fire fighting equipment, first aid equipment, recovery of persons from water, etc.  
Give information to passengers on board.

### GROUNDING

Stop engines.  
Sound general emergency alarm.  
Maintain a VHF watch on Channel 16.  
Exhibit lights/shapes and make appropriate sounds and signals.  
Switch on deck lighting.  
Muster passengers and issue lifejackets.  
Check for hull damage.  
Sound bilges and tanks.  
Visually inspect compartments where possible.  
Sound around the vessel.  
Determine where deep water lies.  
Determine nature of seabed.  
Calculate rise and fall of tides.  
Reduce draught of ship if possible.  
Broadcast DISTRESS ALERT and MESSAGE if the vessel is in grave and imminent danger and immediate assistance is required; otherwise, broadcast URGENCY message to ships in the vicinity.

### MAN OVERBOARD

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Release lifebuoy with light and smoke signal on the side the person has fallen overboard.  
Take immediate avoiding action so as not to run over the man overboard.  
Sound three prolonged blasts on ships whistle to warn ships crew and ships in the vicinity.  
Post lookout to maintain continuous watch on man overboard.  
Commence a recovery manoeuvre.  
Prepare recovery equipment.  
Note ship's position, wind speed and direction and time.  
Broadcast URGENCY message to ships in the vicinity on VHF CH16.  
Once recovered, administer first aid.  
Upgrade or downgrade URGENCY message as required.

Sound the general alarm.  
Manoeuvre the vessel so as to minimise effects of collision.  
VHF to CH16.  
Confirm vessel's position.  
Muster passengers at emergency stations.  
Sound bilges and tanks after collision.  
Check for fire/damage.  
Offer assistance to other vessel.  
Broadcast DISTRESS ALERT and MESSAGE if the vessel is in grave and imminent danger and immediate assistance is required, otherwise broadcast an URGENCY message to ships in the vicinity.

### MAIN PROPULSION OR STEERING FAILURE

Prepare for anchoring in shallow water.  
Broadcast URGENCY message.  
Engage emergency steering.  
Take way off the ship.  
Manoeuvre vessel away from the nearest danger.

### Protective Equipment

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Ear defenders

Gloves

Goggles

Life Jackets

Non slip footwear

Sun Glasses

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Waterproof Clothing

### Related Assessments

Assessment Type	Assessment Reference

### Action Plan

Details	Costs	Target Completion	Date Completed
Brief - Wildlife Tours Action - 1. All staff must read, understand and follow the information laid down within this document. 2. All safety procedures must be followed in full. 3. All passengers will be briefed in emergency procedures. Person - Mr J. Gilchrist Dept - Senior Management Shift - Type - Priority - High	Budget £0.00 Actual £0.00	01/05/2005	

### Conclusions

Having inspected the companies procedures it is clear that safety is their top priority. Obviously some areas are outwith the control of Cumbrae Voyages, such as jettys on private islands etc. Where they have noted hazards they are proactive in bringing matters to the attention of the owner/relevant authority.

Revision No:

Revision notes:

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Assessment date: 20/03/2005

Review date: 20/03/2006

First assessed: 20/03/2005

Assessor: James Bertram MIOSH

Position: Safety Consultant

Signed (assessor): \_\_\_\_\_

Authoriser: Administrator (password=123)

Date authorised: 23/04/2005

Authoriser comments:

Signed (authoriser): \_\_\_\_\_

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### Severity Ratings

- 1 - No injuries or illness
- 2 - Minor injuries or illness
- 3 - Over 3 day injury or illness
- 4 - Major injury or illness
- 5 - Major injury or illness - permanent disabilities
- 6 - Fatality

### Probability Ratings

- 1 - Almost impossible
- 2 - Remotely possible - unknown occurrence
- 3 - Remotely possible - known occurrence
- 4 - Occasional but infrequent occurrence
- 5 - Likely to occur on a regular basis
- 6 - Almost certain