



ANGEL COMMUNITY CANAL BOAT TRUST



Policy:	Health and Safety
Effective Date:	June 2025
Health and Safety Manager:	Phil Gavigan, Project Manager and Skipper
Relevant Legislation:	Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Related Policy / Document:	ACCT Health and Safety Risk Assessment Residential Trips Information Pack Angel II of Islington Boat Manual 3 rd Edition (April 2018)

Contents

1.	Purpose	2
2.	Policy Scope	2
3.	Policy	2
4.	Policy Implementation	3
4.1	Competence and Training	3
4.3	Buoyancy Aids	5
4.4	Equipment Testing and Maintenance	5
4.5	Emergency/Fire Drill Procedures	5
4.6	Fire Extinguisher	6
4.7	First Aid	6
4.8	Smoking, Drugs and Alcohol	6
4.9	Inappropriate Behaviour	6
4.10	Food Hygiene	6
4.11	Incident / Accident Recording	7
5.	Risk Assessments	7

6. Policy Review	8
Appendix A: Glossary of Abbreviations	9

1. Purpose

Angel Community Canal Boat Trust (ACCT) is committed to providing a safe and healthy environment for its employees, volunteers and passengers, providing safe systems of work, including equipment maintenance, and complying with prevailing legislation. This Health and Safety Policy is designed to achieve these aims.

Please see Appendix A for a definition of abbreviations used in this document.

2. Policy Scope

This policy applies to anyone working on behalf of ACCT, including its Management Committee, employees and volunteers who use either of the boats which we operate, Angel II of Islington and Long Tom.

The expression “Designated Skipper” in this Policy means the employee or volunteer assigned to be skipper of one of the boats on a particular occasion.

ACCT’s Management Committee is responsible for the health and safety of employees, volunteers, passengers and user groups whilst using the boats by ensuring our policy and risk assessments are fit for purpose and are implemented effectively.

The Project Manager and Skipper is the Health and Safety Manager for ACCT and has overall responsibility under the guidance of the Management Committee for the safety of volunteer skippers, other volunteers and other users or passengers of the boats by ensuring this policy and ACCT’s risk assessments are fit for purpose and are implemented effectively.

The Designated Skipper on either of the boats, whether an employee or volunteer, is in overall control of and responsibility for the boat, its volunteers and passengers, whether they are steering or not. Accordingly, they will ensure implementation of this policy and ACCT’s risk assessments and that appropriate safety briefings are given to all passengers. The Designated Skipper’s word on the use of the boat during trips is final. In extreme cases they will terminate the trip immediately if necessary for reasons of health and safety.

It is forbidden for employees, volunteers and passengers to interfere with or misuse any items of safety equipment or commit any unsafe acts.

Everyone using the boat is required to take care of their own health and safety.

3. Policy

Use of the boats presents a number of potential safety risks to employees, volunteers and passengers that include but are not restricted to:

- Slipping on wet surfaces
- Tripping over ropes, mooring stakes, mooring bollards etc
- Walking on narrow decks on boats that tend to rock
- Stepping on and off the boats

- Crushing against bridges, tunnel sides and lock walls
- Operating locks
- Moving about the boats or being waterside at night
- Falling overboard

Our policy is based on the following key principles:

- Identification of the principal health and safety hazards to employees, volunteers, passengers and other users of our services and to appropriately manage associated risks
- Compliance with relevant health and safety regulations to maintain, so far as is reasonably practicable, healthy and safe working conditions
- Meeting the health and safety requirements of the Management of Health and Safety at Work Regulations 1999, including conducting risk assessments
- Maintenance of safe and healthy working conditions, including provision and maintenance of safe equipment
- Ensuring that our employees and volunteers are competent to carry out the tasks expected of them and provide appropriate and adequate health and safety training
- Provision of appropriate health and safety instruction to passengers whilst using our services
- Consulting employees and volunteers on matters affecting their health and safety and that of our users
- Regular review and revision, as required, of our Health and Safety Policy and associated risk assessment document

4. Policy Implementation

4.1 Competence and Training

Employed Skipper

We will hire only suitably qualified and experienced staff. Our Project Manager and Skipper will hold a National Community Boat Association (NCBA) Certificate in Community Boat Management and be fully conversant with requirements relevant to safe inland waterways boat operation.

Volunteer Skippers

All volunteer skippers will hold a NCBA Certificate in Community Boat Management and will be trained in safe inland waterways boat operation relevant to their role and will be conversant with the contents of the Inland Waterways Small Passenger Boat Code.

All Other Volunteers

The employed or volunteer skipper (as appropriate) will provide safety briefings to all volunteers working under their direction and provide appropriate supervision when conducting potentially dangerous activities.

4.2 Safety Briefings

The Designated Skipper will:

- Make all passengers aware that there are hazards which cannot be avoided by ACCT by the nature of the canal infrastructure and of essential canal activities such as locking and the variable nature of the canal side against which the boat will be moored, and that it is necessary, therefore, for all passengers, and in particular leaders of groups using the boats, to be aware of these hazards
- Give all passengers a health and safety briefing as soon as possible after their arrival at the boat and before departure. There are different briefings for residential and non-residential trips. The contents of these briefings are set out in writing to ensure consistency and that all essential points are covered, including (as appropriate to the trip):
 - Safety guidelines to avoid slips, trips, crushing etc.
 - Moving around outside the boat
 - Safe operation of locks
 - Use of buoyancy aids as appropriate
 - Location of fire blanket, fire extinguisher and First Aid kit
 - Emergency exits
 - Emergency procedures, including fire drill and person overboard
 - Weil's disease and no swimming rule
 - Steering (where applicable)
 - Hygiene
 - Roof rules
 - 'No go' areas

The briefing will also cover, where relevant and in particular for residential trips, how the following work:

- Cooker
- Alarms – gas, smoke and carbon monoxide
- Lavatories
- Shower
- Rubbish
- Water
- Interior lights
- Power saving

Our Residential Trips Information Pack contains information on health and safety guidelines we require passengers on residential trips to adhere to whilst on the boat.

Passengers on Angel II of Islington are not permitted to enter the engine room or to

be on the boat forward of the front cockpit.

Passengers on both boats are not permitted to be on the roof at all times.

4.3 Buoyancy Aids

All passengers under the age of 16 **must** wear a buoyancy aid when outside the boat cabin and cockpit save with the express permission of a responsible adult.

We recommend that passengers and user group leaders over 16 also wear a buoyancy aid.

The Designated Skipper and any crew must also wear buoyancy aids.

4.4 Equipment Testing and Maintenance

To ensure a safe environment, we will schedule routine inspections, conduct testing and equipment maintenance and take action promptly to remedy any defects.

The Project Manager and Skipper will be responsible for:

- Identifying all equipment/plant needing maintenance, maintaining a written record of maintenance and maintenance requirements and arranging for it to be carried out as and when required (e.g. engine, gas appliances, electrical equipment, fire extinguishers, smoke detectors, buoyancy aids)
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented
- Carrying out monthly checks of buoyancy aids and maintaining records, including gas cylinder expiry dates. (Volunteers to carry out a visual check of their buoyancy aid before each use)
- Carrying out monthly checks of CO2/gas detectors
- Carrying out checks on first aid kits regularly and at least annually
- Reporting any problems found with plant/equipment to the Management Committee
- Recording all incidents of breakages, damage and the need for maintenance in the boat's log at the earliest opportunity. The boat log will be inspected regularly and appropriate remedial work programmed for action
- Checking that new equipment meets health and safety standards before it is purchased

4.5 Emergency/Fire Drill Procedures

The Designated Skipper will have access to emergency contact numbers for any volunteers on the boat and contact details for the person or organisation making the booking from the booking officer or Chair of the Management Committee. In an emergency, the Designated Skipper will maintain control and decide how to deal with an emergency, such as rescuing a person overboard, and whether emergency services are required.

4.6 Fire Extinguisher

When using a fire extinguisher:

- Do not attempt to use an extinguisher on a fire unless you feel it is safe for you to do so. Ensure that the extinguisher is appropriate for the nature of the fire.
- When using a fire extinguisher, keep yourself on the escape route side of the fire
- Aim the jet at the base of the flames and briskly sweep it from side to side

4.7 First Aid

All skippers will receive first aid training at least every three years. A first aid kit is carried on board both boats and the contents will be replaced as they are used and inspected annually to ensure sterile items etc. are within their validity period.

4.8 Smoking, Vaping, Drugs and Alcohol

Smoking, vaping and the taking of non-prescription drugs is forbidden at all times on board the boats.

Adult passengers may consume reasonable amounts of alcohol whilst on board but if so, must not undertake any potentially hazardous activity, such as steering or operating locks.

The Designated Skipper may not consume alcohol at any time whilst in charge of the boat.

4.9 Inappropriate Behaviour

We expect passengers to behave in a safe way at all times. However, in the event of inappropriate and/or dangerous behaviours, the Designated Skipper may cancel or terminate the trip immediately or require the offending individual to leave the boat.

4.10 Food Hygiene

Food hygiene is the responsibility of passengers or the leaders of user groups who are expected to use safe practices such as taught on a basic food hygiene certificate course. Waste must be disposed of regularly. Deep fat frying is forbidden.

Passengers must remove all unused foodstuffs on leaving the boats and ensure that the boat is left reasonably clean.

Basic food hygiene requirements include:

- Washing hands with soap and water before and after handling foods, utensils, crockery, etc.
- Using a dedicated hand towel to dry hands
- Washing surfaces both before and after preparing food.
- Washing chopping boards, knives, etc, immediately after use and before use with another type of food – especially important after use with fresh or cooked meats. Cross-contamination is a major cause of food poisoning.

- Washing up in hot water
- Cleaning fridge spillages

4.11 Incident / Accident Recording

All incidents or accidents affecting employees, volunteers, passengers or any other person affected by the operation of the boat must be reported in the accident book which is maintained on each of the boats and reported to the Chair of the Management Committee as soon as possible.

Any incident resulting in damage to the boat must be reported to the Chair of the Management Committee as soon as possible.

Any incident that actually or might have caused serious injury to any person will be investigated.

Incidents need investigating in greater depth if:

- Someone was, or might have been killed or seriously injured
- Similar incidents could occur elsewhere
- Considerable damage has been done to the boat
- The accident was reportable under RIDDOR

The investigation will cover:

- What happened (activity and incident details)
- Who was involved (names, capacity)
- Where it happened (location, canal, river, lock, weir etc.)
- When it happened (date and time)
- How it happened (immediate causes)
- Facilities or equipment involved
- The weather
- Physical characteristics of any equipment involved
- Evidence: Any photographs or video recording; witness statements. (Evidence should be gathered before any changes are made to the site, and whilst the incident is fresh in people's minds)

4.12 Employee and Volunteer Consultation

We will consult employees and volunteers on all matters of the boat's operation relating to health and safety and encourage them to make suggestions on how to ensure a safe working and operating environment.

5. Risk Assessments

A written risk assessment with appropriate control measures will be maintained to ensure potential health and safety risks are identified and managed.

However, all user group leaders must carry out their own risk assessments in advance of the trip with knowledge of the characteristics of their group and any special needs or requirements they may have. They must report any risk areas particular to their group to the skipper before boarding the boat.

6. Policy Review

The Project Manager and Skipper will review this policy and associated risk assessment together with the Committee at least every two years.

Appendix A: Glossary of Abbreviations

Abbreviation	Term
ACCT	Angel Community Canal Boat Trust
CCBM	Certificate in Community Boat Management
H&S	Health and Safety
NCBA	National Community Boats Association
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013