



Thames Sailing Barge Trust

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Risk assessment for Open Days and Barge Visits

Open days take place on a regular basis. The purpose of the visits is to make those school children visiting aware of the history of the Thames Sailing Barge and in particular its two barges Centaur and Pudge.

It has to be realised that both these barges are historic vessels and are maintained as such. Centaur was built in 1895 and Pudge in 1922.

The two barges are only accessible to those who are able to walk unsupported on to each vessel or have helpers who can manage them when on board. The Trust's volunteers are not able to help in this respect.

As these are sailing vessels and because they are barges there are a number of hazards and this paper has been put together to show how the Trust manages these risks during School Visits.

Quay

The Trust occupies a part of the Quay which is maintained by Maldon District Council.

Area	Risk	Measures
Walking onto to Sailorman	In order to board the barges it is necessary to walk a short gang plank onto Sailorman.	The gang plank has hand rails which must be used when boarding, and there is a small step up from the Quay of a few inches. The gang plank has wooden runners across it to aid walking up or down when it is in a more vertical position towards high tide. A steward will be placed near to the entrance of the gang plank to make sure the public are safe when stepping on to it. There are 3 steps at the other end onto Sailorman and they have a hand rail. A deck steward will be on Sailorman to help when stepping down, if required.
Walking on Sailorman	There are some objects on the deck which could be tripped over.	The deck steward for helping get people off the steps will make the children aware of these hazards.
Crossing from Sailorman to the Sailing Barge	Distance between Sailorman and the barge.	Due to the way that the vessels tie up together, there is always a small gap to be crossed onto the barge. Assistance with this crossing is dealt with by having two deck stewards helping with the crossing. One on

Barge

The barges are historic sailing vessels and due to this there are always lots of ropes and metal work around the decks. The Trust will open the area below deck for the children to explore.

Area	Risk	Measures
Barge Decks	Horse	There are two horses (solid, rounded beams) on the barges and these are spread across the deck from port to starboard. They are quite large and not easily missed, however due to possible tripping a deck steward will be situated close by to them to make sure that the public can get around safely.
	Winches	No winch handles will be left in winches whilst the public are aboard. This will avoid them being used or walked into.
	Ropes	Ropes will all be curled up and either hung up or placed on the hatch covers so that they do not become trip hazards.
	Winding gear	The winding gear has metal objects sticking out of it which can be walked into. To avoid this, a deck steward will be in position to make sure the public are aware when moving around the barge. Deck stewards will also ensure that the public do not touch or put fingers into the winding mechanisms.
	Cables	An electric cable leads onto the barge from the lighter to power the 240v electrics. If the public need to visit the area where this cable is located, then this will be taped down to avoid tripping.
	Rigging	Deck Stewards are on hand to make sure that no one climbs the rigging.
Direction of Travel on Deck	The public have to cross a narrow walkway with the risk of falling over board	A one-way direction system will be in place for the public to walk around the barge. This will be advised to the public by deck stewards who will be on duty.

		<p>To stop the public falling in the water during a visit all rope fencing around the barge will be in position, or in the case of during the winter an overall cover is in place which will avoid this issue.</p> <p>Lifebuoys are situated on the deck in case someone falls overboard in the summer months and when the cover is not in place.</p>
Going into the Saloon	<p>In order to go into the Saloon and hull of the barge it is necessary to walk down stairs in the companion way. The stairs are steep and in an enclosed space with only natural light. It is possible that the public could fall down the stairs if they do not tread carefully.</p>	<p>A Deck Steward is to be situated at the top and bottom of the stairs so that only one person is coming up or down at any one time. The steward at the bottom of the stairs will where possible be a lady</p> <p>The Deck Stewards are also responsible for making sure that anyone going down the stairs, does so backwards using the stairs and handrail for guidance and support.</p> <p>It is dark at the foot of the stairs so a light will be on to help with visibility.</p> <p>On coming up from below onto the deck there is a step of about 6 inches that has to be made to get out onto the deck. The Deck Steward is responsible to warn and help the child when stepping out.</p>
Companion Way and Saloon	<p>The companion way has cabins on one side. The only way into these cabins is to step over the Metal Keelson. The Keelson also divides the two main areas of the saloon.</p>	<p>The Keelson where it is not covered by wood will have some yellow and black hazard tape placed over it. The part of the Keelson in the saloon is clearly covered in timber to make sure it is not tripped over.</p>
Engine Room (Centaur)	<p>This is not accessible in any way to the public and is out of bounds</p>	
Engine Room (Pudge)	<p>This is not accessible in any way to the public and is out of bounds</p>	<p>The engine is not used during Open Days</p> <p>The door to the engine room is closed at all times and a notice placed upon it advising of No Entry</p>
Galley	<p>The Galley is the cooking area of the barge and is situated in the Saloon. It has gas cookers and fridges.</p> <p>Fire hazards</p>	<p>No persons other than Trust volunteers will be allowed to use the equipment in the galley.</p> <p>Fire extinguishers which are checked in accordance with our fire certificate are on board and available</p>

	Gas	where needed. Carbon Monoxide alarms are fitted to both sailing barges. During school visits the Gas supply will be turned off.
Activities	During open days, if activities are carried out which have been devised by the Trust then these will be separately risk assessed.	

Certification

The Barge has certificates for Gas installations and Fire Extinguishers which are renewed in line with MCA registration requirements.

All Gas is switched off from source (bottles) when not being used or the barge is unoccupied.

First Aid

First Aid boxes are available on each barge in case of accidents. One is located in the skipper's cabin, there is a small kit above the water tank in the saloon on Pudge. All accidents/incidents must be reported to a Trust Steward.

In case of a serious injury, we would arrange to call the emergency services on 999

Emergency Arrangements

If there is a need to evacuate the vessels, a gas horn will be sounded and all stewards will instruct visitors to leave the vessels as a matter of urgency and meet on the Quay outside the Bailiffs Hut

Access for those with physical disabilities:

Because of the way that the barges are constructed and the hazards that can be found around the decks, they are not accessible to children who are in wheelchairs or who have serious walking disabilities.

The barges are accessible for those who may have walking sticks, (or a visual disability) but extra care and attention is needed when walking around. The Trust would recommend that if someone with physical walking disabilities, or visual disability wanted to go below deck into the saloon that they took extra care and be accompanied by another to assist with going down the stairs.

Insurance

The barge has its own insurance policy which provides public liability cover of £5,000,000.

Thames Sailing Barge Trust
A company limited by guarantee registered in England and Wales No. 04726591
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Registered Office as above
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FOYLE FOUNDATION



