



Thames Sailing Barge Trust

Your safety whilst working for the Trust is as much your responsibility as the Trust's. These guidelines highlight areas where risks may have been identified and procedures put in place to mitigate these risks.

Volunteers Health & Safety Risk Assessments

Frances Brann & John Rayment

Thames Sailing Barge Trust Volunteers Health & Safety Risk Assessments

This document should be read, and the requirements adhered to by all Volunteers who work on the Trust's two barges and Lighter. Once read and understood, you are asked to complete the declaration on the last page and send it to:

John Rayment, either by mail to 25 Repertor Drive, Maldon, Essex CM9 6FQ or by scanning and sending by email to johnrayment1954@gmail.com or hand in person.

These Assessments should be read at least once a year and the declaration completed. They will be subject to review and amendment within that time should an incident occur or if there is a change in the type of work undertaken or the equipment used.

Maintenance Safety Notes

Clothing and footwear

The use of safety footwear and overalls or similar close-fitting clothing is recommended. Gloves (heavy duty riggers and vinyl/latex), eye protection, ear defenders, ear plugs, dust masks and knee protection are stored in the lighter and are available for use by all volunteers. Volunteers who routinely perform tasks where personal protective equipment is required by the risk assessment will have a personal issue.

Work activity

Please be aware of the impact of your work activity on other volunteers and advise them accordingly. Consider use of warning signs and cordoning off areas if appropriate especially if risks are increased due to the nature of the work. When working in Sailorman, please tidy up after yourself.

Additional hazards

Slips, trips and other hazards can be increased during maintenance operations. Additional hazards can include rigging in unfamiliar positions, poor weather in winter and working in mud increasing slip hazards.

Fire safety

Please be aware that due to the nature of maintenance operations fire risk can be greater during maintenance operations. Specific precautions are highlighted in the risk assessments but avoid any build-up of flammable materials or rubbish below decks; be aware of the location and use of flammable materials including paints and solvents; cookers should not be left unattended when the hob burners or grill are lit; flammable materials must be kept clear from the heating stoves; smoking is not permitted below decks

Emergency Evacuation

All volunteers/managers working on the vessels **must check in when arriving and check out when leaving each shift with the person in charge who will maintain a record of who is present.** The list of those people will become an evacuation register.

In the event of an evacuation, this register should be taken to the designated assembly point by the Committee member/ manager who is in charge on the day. **It is important that these requirements are adhered to so that we can provide evidence to the Emergency Services that everyone has been safely evacuated and is accounted for.**

The means of raising the alarm when on board is by means of a gas horn located adjacent to the stairs on Sailorman. **ALL VESSELS SHOULD BE EVACUATED IMMEDIATELY IF THE HORN IS SOUNDED**

In the event of Fire or another emergency requiring the evacuation of the vessels the designated meeting point is outside the Bailiff's hut on the Quay.

If any of the vessels have to be evacuated, those leaving the vessel must make sure that everyone on board knows to get off and make their way to the meeting point.

A notice advising details of the meeting place is on the wall leading up the steps of Sailorman.

First aid

First aid kits are available on both barges and in the lighter. If possible please use materials from the standard first aid kits rather than from the Category C sailing first aid kits. If items from the first aid kits are used then these should be replaced at the earliest opportunity and an Accident/Incident recording form completed. A list of volunteers who are trained in First Aid is detailed below.

All skippers

Gerald Moore

All mates

Ray Clark

Alan Coday

Accident/Incident recording

Incident recording sheets are available on each barge and in the H&S Manual on Sailorman

Any incident where someone is hurt or a has near miss, or where a piece of equipment fails or breaks and could have caused injury should be recorded. For maintenance operations, this is the responsibility of the manager/Committee member in charge at the time. When sailing/on charter the skipper or mate should fill in the form; during open days it is the responsibility of the Open Day Organiser

Notifying incidents

Copies of all incident records need to be sent to John Rayment who will pass a copy to the Health and Safety Manager. If the incident is serious then a member of the Committee should be informed as soon as possible.

When at sea a note of the incident should be made in either the log or maintenance log. An electronic copy should be sent to the John Rayment..

Risk Assessment for – Use of fixed woodworking machinery in lighter

Work Process/Activity	Hazards associated with this activity	Controls already in place
Use of circular saw bench	<p>Physical Hazards</p> <p>Contact with moving blade</p> <p>Throw-back of ejection of material being machined</p> <p>Contact with flying objects and chippings</p> <p>Manual handling of timber</p> <p>Entanglement of clothing</p>	<p>Only trained operators to use saw</p> <p>Push stick available</p> <p>Machine has blade guards and riving knife which must be used</p> <p>Eye protection (goggles) must be worn</p> <p>Gloves must be worn.</p> <p>Information that use is restricted is highlighted in general maintenance risk assessment.</p>

Risk Assessment for – Barge Maintenance

General

Hazards associated with this activity	Controls already in place
General hazards	All volunteers must read the risk assessments and Safety Policy and adhere to the requirements
Slips, trips and falls	<p>Suitable footwear recommended, decks are non-slip paint, handrails on companion ways, safety policy advises to descend companion ways facing the steps and hold on to the handrail where possible. Stairs on Sailorman have yellow painted edges and non-slip grip strips to improve grip and visibility.</p> <p>Safety rail and post on Sailorman should be in position at all times</p>
Cuts and other physical injuries	<p>Suitable clothing, footwear (with toe protection), gloves & knee protection recommended to be worn by all volunteers</p> <p>Loose clothing etc. avoided when using power tools</p> <p>Signs warning of low deck heads</p> <p>Only trained personnel use the large wood working machinery and experienced personnel use power tools</p>

	<p>Nails in wood are bent flush and not left proud</p> <p>First aid kits available in barges and lighter</p> <p>Volunteers are advised that they need to remain aware of other work activities that may be taking place in the lighter and barges</p>
<p>Manual Handling Injuries (See Appendix 2 for Manual Handling Guidance)</p>	<p>Volunteers should be aware of the risks presented when lifting and transporting heavy or bulky items in and between the lighter and barges</p> <p>Gloves to be used</p> <p>The manual task is assessed and more than one volunteer may be required to handle bulky/heavy items</p> <p>Volunteers are advised of the manual handling risks of movement and storage of heavy items at height</p>
<p>Activity producing loud noise</p>	<p>Ear protection is available when using noisy equipment</p> <p>If others are using noisy equipment or hammering the use of ear protection is recommended to volunteers and they should not be working in close proximity/within the exclusion zone close to noise source</p>
<p>Drowning</p>	<p>Safety rails on barges</p> <p>Safety rails remain rigged during winter maintenance where practicable and only removed to facilitate repair.</p> <p>Volunteers are advised that care is needed as gangplanks between barges do not have handholds</p> <p>Only designated access/egress points to be used</p> <p>No solo work allowed</p> <p>Life belts provided in designated areas on barge</p>
<p>Crushing between barges</p>	<p>Safety rails</p> <p>Gangplanks used between barges in winter</p> <p>Volunteers are advised that care is needed as gangplanks between barges do not have handholds</p> <p>Carpet laid on floors and entrance to barges during icy weather to improve grip</p>
<p>Fire</p>	<p>Angle grinding</p> <p>Flammable items removed from vicinity when angle grinding. Immovable combustible materials are screened from sparks</p>

	<p>Electrical fires Portable appliances are checked for safety, and any damaged appliances removed. Fixed wiring is protected by fuses</p> <p>Portable gas burners Flammable materials are kept away when using these</p> <p>Gas Cookers and fixed supply system Annual safety checks of system by qualified person. System complies with latest exemption standards. Safety policy advises not to leave gas unattended when in use Check gas supply turned off before leaving barge/lighter Non cooking utensils not to be stored on top of gas cookers</p> <p>Wood burners Volunteers are advised not to leave flammable materials near to wood</p> <p>Storage of flammable materials Petrol for outboard kept in approved containers in the designated area on deck</p> <p>Volunteers are advised of the location of flammable materials</p> <p>Fire extinguishers are available at all times on barges</p> <p>Fire alarm and horn situated on the lighter at foot of stairs. Smoke alarms on barges.</p>
Use of Heat	<p>Risk of fire specific permission must be obtained to commence work from a responsible person at the place which such work must be undertaken.</p> <p>Before operations commence: (a) the area in which the work is to be undertaken is to be cleared of moveable combustible material; (b) other combustible material, including floors and fixtures will be covered with adequate fire covers (c) area on the other side of any bulkhead, hull, deck, wall, partition or floor where work is to be undertaken is inspected (by a responsible person) to ensure that there are no</p>

	<p>combustible materials capable of being ignited.</p> <p>(d) appropriate fire extinguishing appliances are kept near the scene of work for immediate use.</p> <p>(e) an examination is carried out after each period of work to ensure that there is no likelihood of fire breaking out</p> <p><i>(f) a suitable employee is appointed at each site of operation to be responsible for fire safety for each period of work and to ascertain the location of fire alarms and fire extinguishing appliances installed by the occupier(s) and the fire alarms and fire extinguishing appliances are capable of immediate use.</i></p> <p>(g) blow lamps, blow torches and other similar heating or cutting apparatus are lit strictly in accordance with manufacturers' instructions and not left unattended whilst alight</p> <p>(h) gas cylinders not required for immediate use are kept outside the building or Vessel in or upon which, the work is being undertaken, and stored away from any obvious fire hazard.</p>
Burns/scalds	Training given for deck seam work to new volunteers before activity takes place
Dust	<p>Dust masks available for use</p> <p>Volunteers must wear dust masks when carrying out dust producing operations</p>
Hazardous chemicals	<p>COSHH Review completed regularly</p> <p>Instructions on using hazardous chemicals should be followed and safety sheets read.</p>
Carbon monoxide poisoning	CO detectors fitted to barges and tested annually
Leptospirosis (from contact with contaminated water) See Appendix 1 for more details	<p>Operatives briefed on signs and symptoms</p> <p>Personal hygiene</p> <p>Any open cuts/wounds to be kept covered</p>

Raising and lowering mast and stowing of sailing gear

Hazards associated with this activity	Controls already in place
Slips, trips and falls	Operation is directed only by an experienced skipper
Cuts, crushing and other injuries	Only experienced crew or trainees under supervision are allowed in the risk area aft of the main mast until gear is landed and secured
Manual handling injuries (See Appendix 2 for Manual Handling Guidance)	Heavy, bulky or unstable loads are transported to storage by a suitable number of people
Crushing between barges	Gangplanks used between barges in winter

Working aloft

Hazards Associated with this Activity	Controls Already in place
Slips, trips and falls	Only experienced persons work aloft
Injuries from falling objects	Lanyards used on tools
Falling from height	Harness or bosons chair used in areas of difficult access

Sail dressing

Hazards Associated with this Activity	Controls Already in place
Slips, trips and falls	Operation to carry heavy sails ashore directed by experienced person. Public directed away from operations on quay
Manual handling injuries	Heavy loads are transported to storage by a suitable number of people
Crushing between barges	Gang planks used between barges in winter

Rigging maintenance

Hazards Associated with this Activity	Controls Already in place
Cuts and other injuries	Gloves available for handling rigging
Manual handling injuries	Heavy loads are transported to storage by a suitable number of people
Dust	Face masks available and to be used use when wire brushing rigging wire
Chemicals	Protective gloves and eye protection available and to be worn
Fire	Fire Extinguishers in place

Painting

Hazards associated with this activity	Controls already in place
Dust	Disposable Face masks available and to be worn when sanding/scraping.
Chemicals	Protective gloves and eye protection available
Burns, scalds & fire risk	Fire extinguishers available for when burning paint
Fumes	Area to be well ventilated when burning paint inside and TWO hatch covers to be opened. Wherever possible this work should be done in the open.

Maintenance with the barge in a dry dock

As the Trust hires time in a dry dock, all requirements of the owner of the dry dock need to be followed.

Hazards associated with this activity	Controls already in place
Slips, trips and falls	Maintenance directed by experienced person
Cuts and other physical injuries	Gloves and eye protection available, suitable protective clothing and footwear required
Drowning	No solo work allowed at least two people should be in the dry dock at anytime.
Chemicals from anti fouling/tar	Eye and hand protection and dust masks available and to be worn
Illness/disease – risk from mud/barnacles	Hand washing facilities available, masks, eye protection and gloves available and to be worn

Ladders

Hazards associated with this activity	Controls already in place
Slips, trips and falls	Ladders secured when in use. If not possible to secure ladder then additional person available to foot. Ladders checked before each use and not be used if damaged. Any damage reported Annual check on condition by Committee member/manager

Electrical work

Hazards associated with this activity	Controls already in place
Electrical shock	All electrical work carried out by suitably qualified persons PAT testing of portable equipment by competent person every two years
Fire	Fire extinguishers in place

Engine & Plant maintenance

Hazards associated with this activity	Controls already in place
Cuts and other physical injuries	All engine and plant maintenance carried out by suitably qualified persons
Noise	Ear protection should be worn

Fire	Fire extinguishers in place
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Use of small power tools

Hazards associated with this activity	Controls already in place
Electrocution	Volunteers are advised that care is needed when working with portable power tools near water
Cuts and other physical injuries	Only volunteers experienced in the use of small power tools should use this equipment Gloves and eye protection available, suitable protective clothing advised

Use of angle grinders and bench grinder

Hazards associated with this activity	Controls already in place
Eye/hearing damage	Eye and ear protection must be worn
Cuts and other physical injuries	Only volunteers experienced in the use of small power tools should use this equipment. Only experienced volunteers should change disks or grinding wheels Gloves and eye protection available and must be worn, suitable protective clothing advised
Burns and fire	Gloves to be worn Fire extinguishers available

Use of fixed woodworking machinery

Hazards associated with this activity	Controls already in place
	Only trained and experienced volunteers should use this equipment. See separate risk assessment Volunteers are advised of the risk from dust and noise when this equipment is in use and control measures available (dust masks, etc. and hearing protection). Operators should inform other workers in the lighter before use

Covid 19 Guidelines

Precautions relating to Covid 19	
If any volunteer has symptoms of Covid 19 then they must not come and work on the barges.	

These risk assessments were produced 27/12/2012 and revised 07/01/2013, 14/02/2014, 14/02/2015, March 2019, April 2021, January 2023 and October 2023

Appendix 1

Thames Barge Sailing Trust

Leptospirosis (Weil's disease)

Leptospirosis, which is also known as Weil's disease, is an infection you can catch from coming into contact with the urine of infected animals most commonly rats or mice, farm animals or from water which may be contaminated with sewage.

You are potentially at risk if contaminated water from a river, canal or lake gets into your mouth, eyes or a break in the skin.

The disease is treatable and the early stages mimic influenza, although jaundice can occur later so it is important to seek medical advice as soon as you feel ill, if you think you might have been exposed and you experience the following symptoms:-

A very high temperature, or feel hot and shivery

A headache

Feeling and being sick

Aching muscles and joints

Red eyes

Loss of appetite

Preventative Measures

Fortunately the disease is very rare in the UK and the risk of being infected can be prevented by:-

Washing hands with soap and water after handling items that may be contaminated

Cleaning any wounds as soon as possible

Covering all exposed cuts and abrasions with a waterproof plaster before starting work

Wearing protective clothing (e.g gloves) if you are at risk through the job you are doing

Having a shower as soon as possible if you have fallen into, or been in contact with potentially infected water

Not drinking water from rivers, canals or lakes that has not been boiled

Appendix 2

Manual handling at work

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries.

Manual handling injuries can happen anywhere people are at work – on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, and while making deliveries. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors in developing MSDs. There is more information and advice on MSDs on the HSE website, including advice on managing back pain at work. Taking the action described here will help prevent these injuries.

Employees have responsibilities. They should

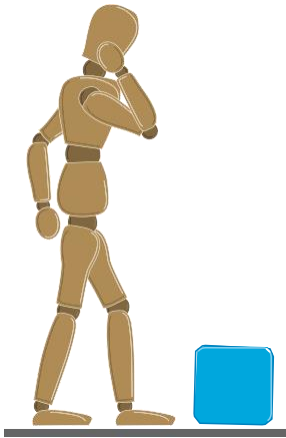
- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- cooperate with their employer on health and safety matters;
- inform their employer if they identify hazardous handling activities;
- take care to make sure their activities do not put others at risk.

Avoiding manual handling

- ***Check whether you need to move it at all***
- For example:
- Does a large workpiece really need to be moved, or can the activity (eg wrapping or machining) be done safely where the item already is?
- Can raw materials be delivered directly to their point of use?
- Can a large/bulky load be broken down into smaller more manageable sections?

Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling.



Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Is the route sufficiently lit? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.



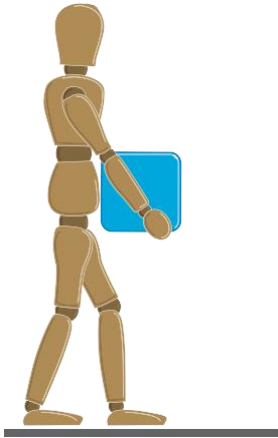
Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



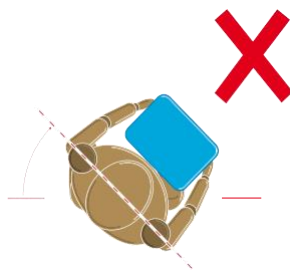
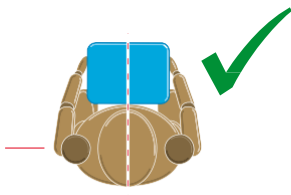
Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

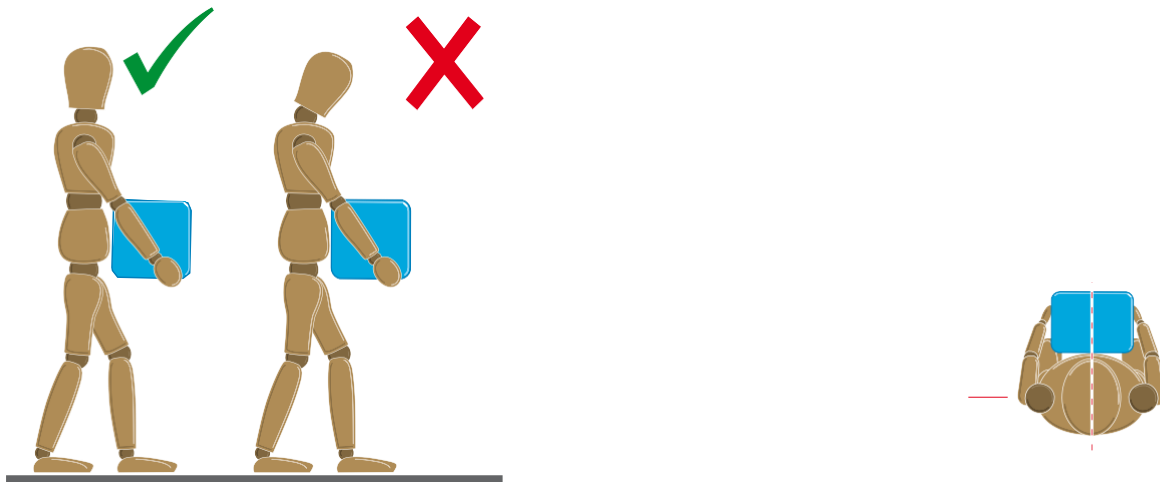
Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.



Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



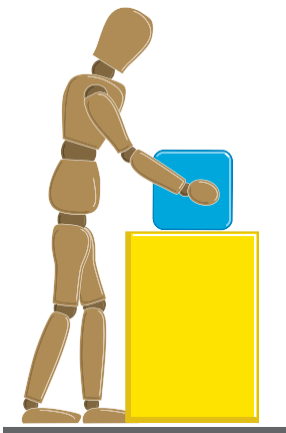
Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Take additional care if moving an unstable load such as liquids as these could potentially affect balance particularly if moving between levels.

If undertaking a shared lift of a large or bulky load, nominate one person to be responsible for giving instructions to the group to avoid any sudden or unexpected movements or changes of direction which could cause the load to become unstable and cause injury to someone.

DECLARATION

To be read by all volunteers working in whatever capacity on the vessels of the Thames Sailing Barge Trust (Centaur, Pudge and Sailorman)

To be printed off signed and then handed, posted, emailed or scanned to :

John Rayment
Thames Sailing Barge Trust
25 Repertor Drive
Maldon
Essex
CM9 6FQ

Johnrayment1954@gmail.com

I confirm that I have read, fully understand and will adhere to the requirements of the Volunteers Health & Safety Risk Assessments

Signed

Name.....

Date.....