



## **LLANGOLLEN CANAL BOAT TRUST FOR THE DISABLED**

### **RISK ASSESSMENT DOCUMENT**

For the safety of passengers and crew, the following procedures and processes are in place:

All volunteers are trained by experienced in-house trainers (authorised and accredited by National Community Boat Association – ncb).

Lead skipper and deputy will hold the qualification CCBM (certificate in community boat management). Third crew member will have completed a boat handling course.

Annually, all volunteers are required to sign up to a risk and H&S protocol – see separate document.

The boat is serviced regularly by accredited companies – this includes but is not limited to, gas inspection (gas safety certificate held), lift system, engine and propeller. The boat is taken out of the water at the end of each season when the hull is examined and assessed for any required works.

#### PRE-TRIP

Crew arrive 30 minutes prior to passengers, open the boat and carry out checks to ensure the vessel is clean and in perfect working order.

They check the surrounding area for hazards (see separate doc), read the report from the previous trip/crew, check gas, fuel and water gauges and put 'towpath to boat' ramp in place as necessary.

#### ARRIVAL AND COMMENCEMENT OF TRIP

Passengers are brought aboard in a well supervised way. Those requiring the lift (wheelchair users or with limited mobility) are told how to manoeuvre onto the lift platform, where to place hands etc and the lift is operated by the trained volunteer.

Once all passengers are aboard, a recorded safety briefing is played.

There are life jackets aboard for those who want them. There is an accident book which must be completed if there is an incident of any kind (regardless of how minor)

During the trip, one of the crew will be available to answer questions or advise on any concerns.

It is at the discretion of the lead skipper whether a trip should be terminated due to any issue with the boat or with passengers or crew (eg illness or disorderly behaviour)

#### POST TRIP

Once all passengers have left, the boat is cleaned and, if necessary, the fuel and water are topped up to an agreed level.

The trip log is completed with start and end times of trip, mileage covered, any incidents or comments. Boat is secured to ensure it does not interfere with any other vessel.