

NRA-Internal 44

# CODE OF PRACTICE - MARINE ACTIVITIES

## • PART II • BOATS - TYPE II-V



**NRA**

*National Rivers Authority*

# CODE OF PRACTICE - MARINE ACTIVITIES

## • PART II • BOATS - TYPE II-V



NRA

*National Rivers Authority*

National Rivers Authority

Rivers House  
Waterside Drive  
Aztec West  
Almondsbury  
Bristol BS12 4UD

National Rivers Authority  
Information Centre  
Office

Accession No .....

Accession No **AXA**.....

# CONTENTS

	<b>PAGE</b>
H & S Policy Statement	1
NRA Code of Practice, Marine Activities	2
Classification of Boats	3
 <b>PART II BOATS - TYPE II-V</b>	
Duties and Responsibilities of the Skipper	5
Duties and Responsibilities of the Crew	7
Health and Hygiene	8
Selection of Personnel	9
Training of Personnel - Minimum Qualifications	10
Manning Levels	11
Safety and Emergency Equipment	12
Hazards	14
Reporting Procedure	16
Procedure for the Reporting of Accidents, Incidents and Dangerous Occurrences.	17
Emergency Procedure	19
Inspection/Examination of Equipment	20
Use and Maintenance of Trailers	21
Personnel Records	22

# NRA HEALTH & SAFETY

## **POLICY STATEMENT**

It is the National Rivers Authority's firm Policy, in all of its activities that all reasonably practicable measures will be taken to safeguard the health and safety of its employees and others who may be affected.

Directors, Regional General Managers, Area Managers and all other managerial and supervisory staff have delegated responsibility, for matters within their control, to ensure that health and safety are given the fullest consideration at all stages of work.

In turn, all other employees are expected to co-operate in the carrying out of this Policy and to ensure that they do not endanger themselves and others by their actions.

In practice each person has a part to play in the promotion of safety and the prevention of accidents and ill-health at work.

# NRA CODE OF PRACTICE

## MARINE ACTIVITIES

It is the policy of the NRA in its marine activities, both sea-going vessels and smaller boats, to take all reasonably practicable steps to safeguard personnel and provide safe equipment, safe systems of work and trained competent crews, in a safe working and living environment.

In the case of all NRA vessels/boats the Master/Skipper has delegated responsibility for all matters within their control, to ensure that all health and safety matters are given the fullest consideration at all stages of work.

In turn all other employees forming part of the crew both permanent and temporary are expected to co-operate in the carrying out of this Code of Practice and ensure that they do not endanger themselves or others by their acts or omissions.

# CLASSIFICATION OF VESSELS

- Type II - Boats capable of operating in coastal waters up to and including the six mile limit.
- Type III - Boats operating in estuaries and inshore up to the tidal limits.
- Type IV - Boats operating in non-tidal rivers and still waters.
- Type V - Low powered and non-powered boats for use in still waters and other river locations.

**NB** Boats chartered for use by NRA staff should meet the minimum standards in this Code of Practice.

# • PART II •

## BOATS - TYPE II-V

### 1. DUTIES AND RESPONSIBILITIES OF THE SKIPPER

- 1.1 The Skipper is accountable to the Regional General Manager and Functional Manager for all health and safety matters within his control.
- 1.2 The Skipper is responsible for the overall safety of the boat and of all those on board, and for operating the boat within the National Rivers Authority, Code of Practice, whilst taking into account the prevailing weather conditions.
- 1.3 The range of responsibilities within the Skipper's control may include:
  - 1.3.1 Implementing the local arrangements for carrying out the NRA's Health and Safety policy.
  - 1.3.2 Ensuring that crew members are allocated boat work according to their ability and for which they have been given the appropriate information, instruction and training (consult the appropriate Line Manager).
  - 1.3.3 Ensuring that all crew members and in particular untrained crew understand the nature and extent of the work to be undertaken, the hazards that are associated with boat work and the precautions to be taken.
  - 1.3.4 Ensuring that the necessary protective clothing and safety equipment is worn or used.
  - 1.3.5 Ensuring that emergency drills are practised and that all crew members readily understand the appropriate safety rules, emergency procedures and safe methods of work whilst on board.
  - 1.3.6 Reporting and investigating all accidents and dangerous occurrences in accordance with the NRA's reporting procedures.
  - 1.3.7 Maintenance of the boats log book in accordance with the Regional Policy.

- 1.3.8** Liaising as necessary with the Regional Safety Adviser on matters of general health and safety.
- 1.3.9** Ensuring that the maximum laden weight or number of persons on board is not exceeded.



## **2. DUTIES AND RESPONSIBILITIES OF CREW**

- 2.1** Each individual member of the crew has a duty to ensure safety in those matters within their own control, whether supervising or carrying out a task or in reporting or remedying defects which might impair safety.
- 2.2** All crew members should understand the emergency drills appertaining to their boats and regularly practice them under the direction of the Skipper or the delegated officer.
- 2.3** Take care of the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- 2.4** Co-operate with the boats' Skipper so far as is necessary to enable them to perform or comply with their legal duties.
- 2.5** Not intentionally or recklessly interfere with or misuse anything provided by law in the interests of health, safety and welfare.
- 2.6** Comply with the provisions of specified statutory regulations so far as they relate to matters within an employee's control.
- 2.7** Report to the Skipper or delegated officer any hazard, accident or dangerous occurrence which have or might have caused injury or plant damage and to co-operate in any accident of dangerous occurrence investigation.
- 2.8** Adhere to agreed procedures for safe working, observe any on board safety rules or instructions relevant to particular work and to use protective clothing and safety equipment provided.

### 3. HEALTH & HYGIENE

- 3.1 It is each individuals responsibility to maintain reasonable levels of fitness and to look after their own health. High standards of personal cleanliness and hygiene should be maintained.
- 3.2 All boats are to be treated as no smoking zones.\*
- 3.3 The carriage and drinking of alcohol on board all NRA boats is forbidden.
- 3.4 On board, simple infections can easily spread from person to person. Thus preventative measures, as well as easily effective treatment, are essential.
- 3.5 Cuts and abrasions should be cleaned at once and given first aid treatment as necessary to protect against infection.
- 3.6 Barrier creams may help to protect exposed skin against dermatitis and also make thorough cleaning easier. Appropriate gloves should be worn when engaged in sampling and survey work.

\* It is generally accepted that passive smoking is hazardous to health, therefore all boats shall be no smoking zones. The carriage of fuel (petrol) also precludes smoking.

## **4. SELECTION OF PERSONNEL**

### **4.1 Full Time Crew**

The Skipper and crew should have sufficient experience of the boat and of the waters they have to operate in.

### **4.2 Medical Requirement**

**4.2.1** The Skipper and crew members should be medically fit for boat activities and should not be undergoing medical treatment with prescribed drugs during marine activities which may affect their judgement.

### **4.3 Swimming**

It is essential that all crew members should be confident in open water and capable of self rescue whilst wearing the appropriate personal protective equipment.

## **5. TRAINING OF PERSONNEL - MINIMUM QUALIFICATIONS**

### **5.1 Type II Boat**

#### **5.1.1 Skipper (Open) - RYA Day Skipper (motor vessel)**

There will be a need for additional Coastal Skipper qualification for work carried out during the hours of darkness in exposed coastal and estuary areas. These needs should be identified by the appropriate functional manager. Any work carried out during the hours of darkness will be in accordance with the stringent safety standards required by the Department of Transport.

### **5.2 Type III Boat**

#### **5.2.1 Skipper (Restricted) - RYA Day Skipper (motor vessel)**

### **5.3 Type IV Boat**

#### **5.3.1 Skipper - RYA Level II plus there may be an additional requirement for Level II Skippers to hold a VHF restricted radio licence and have completed a controlled sea passage exercise.**

### **5.4 Type V Boat**

#### **5.4.1 Skipper - Basic boat handling skills to RYA Level I or equivalent.**

**5.5** Crew members for type II - V boats should be qualified to RYA level I and be competent to assume control of the boat in cases of emergency.

**5.6** Some type V boats will be non powered or static work platforms used by Flood Defence Operations and therefore basic boat handling skills would be adequate qualifications for this type of boat.

**5.7** First Aid - All crew members should receive training in providing emergency First aid treatment.

## **6. MANNING LEVELS**

- 6.1** The minimum manning levels for all boats type II - V shall be two trained personnel.
- 6.2** There may be a need to single man some type V boats ie weed boats, this is only permissible after suitable and sufficient risk assessment has been carried out by a competent person. A record of this assessment must be retained.

## **7. SAFETY AND EMERGENCY EQUIPMENT**

- 7.1** Where Department of Transport approved life jackets and immersion suits are available then all crew members and visitors must familiarise themselves with the correct donning and wearing procedure. If life rafts, fire extinguishers and other emergency equipment are fitted then the procedure for their use must be explained by the Skipper prior to commencing passage.
- 7.2** All crew members must wear their personal life jackets when working on small boats. Life jackets should be automatic inflatable, twin chamber type ie Crewsaver “Seafire Solas” for all tidal work and Crewsaver “Crewfit” for all other activities.
- 7.3** All communications are under control of the Skipper.
- 7.4** The following list is MANDATORY for type II and III boats, some type IV and V boats should carry safety and emergency equipment depending upon the work activity from the following list:-
- 7.4.1** A suitable anchor and warp (rope), should be correctly made fast to the vessel and be ready for use at all times.
  - 7.4.2** A painter (rope) attached to the bows.
  - 7.4.3** Alternative means of propulsion, for tidal activities a back-up engine is appropriate, for other uses oars/paddles are necessary.
  - 7.4.4** A knife, spike, pliers, for use in an emergency to cut moorings or to clear a fouled propeller.
  - 7.4.5** Flares as per Department of Transport schedule, emergency Froghorn.
  - 7.4.6** A throw line.
  - 7.4.7** Waterproof torch.
  - 7.4.8** A baler permanently attached to the vessel.

- 7.4.9** A compass (in case of poor visibility).
- 7.4.10** A VHF radio.
- 7.4.11** A chart of the operational area, adjacent waters and coastline, preferably in a waterproof wallet.
- 7.4.12** First aid kit (offshore RYA First aid kit is appropriate).
- 7.4.13** Waterproof watch.
- 7.4.14** A tool kit which should include, spark plugs, shear pins, spanners, thrust washers and emergency repair kit for inflatables, air pump.
- 7.4.15** Safety harness, where appropriate.
- 7.4.16** Fire extinguisher.

Portable cellphones in waterproof cases can be a valuable aid to efficient communications.

**NB** All high speed boats should be fitted with a "Dead Man" link which must be used during high speed operations.

## **8. HAZARDS**

**8.1** All crew should be aware of the potential hazards on board vessels and take all necessary precautions to avoid the risks presented by the hazards. The following list of hazards is not an exhaustive one:-

- 8.1.1** Noise from machinery - engine compartment.
- 8.1.2** Chemical, Biological and Bacterial hazards associated with sampling procedures.
- 8.1.3** Hazards from electrical equipment.
- 8.1.4** Moving machinery ie winches, ropes etc.
- 8.1.5** Unfenced areas.
- 8.1.6** Confined spaces - access prohibited.
- 8.1.7** Deep water.
- 8.1.8** Climatic conditions giving rise to hypothermia/hyperthermia.
- 8.1.9** Slips, trips and falls.
- 8.1.10** Fire.
- 8.1.11** Radiation hazard from radar and radio antennas.
- 8.1.12** Sharp objects ie knives, spikes etc.
- 8.1.13** Sudden or violent motion of vessel.
- 8.1.14** Hygiene related hazards.
- 8.1.15** Sea sickness.
- 8.1.16** Handling, transfer and storage of fuel.

**Remember, if in doubt ask the Skipper.**



**SAFETY NOTE**

The wearing of chest waders in coastal waters, estuaries, tidal and main rivers is absolutely forbidden. Chest waders may only be worn where exemptions are authorised in writing by the Director of Operations and the Head of Health and Safety.

## **9. REPORTING PROCEDURE**

**9.1** Prior to commencing sea-going or river activities the Skipper will report in to the appropriate Harbour Authority, Coast Guard and Regional Control Room, possibly indicating the following information (for type III, IV and V boats the Skipper should report into the appropriate regional control room):-

- 9.1.1** Crew list.
- 9.1.2** Route plan/area of operation.
- 9.1.3** Estimated time of arrival.
- 9.1.4** Next report in-time.
- 9.1.5** Activity.

## **10. PROCEDURE FOR THE REPORTING OF ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES**

To comply with the above legislation the procedure for reporting is as follows:-

- (a) All accidents resulting in personal injury, however slight must be recorded in the B1 510 Accident Book.
- (b) All accidents regardless of injuries suffered must be reported to an NRA Safety Adviser within 4 days of the occurrence. Alternatively, if the absence from work is delayed after the accident then the Report of Accident, Form ACC1, should be sent at the start of the absence from work. A further copy of Form ACC1 should be sent to the relevant line manager.

This must apply whether or not the Authority is in any way responsible and must include not only our own employees but also those of a contractor working on our behalf or a member of the public affected by our activities.

- (c) Any accident resulting in death or major injury or any dangerous occurrence as defined in the Health & Safety Policy must be reported to an NRA Safety Adviser immediately by telephone and one copy of the Report of Accident Form ACC1 should be sent to him as soon as possible.

It will be the responsibility of the Skipper or his delegated officer to inform the relevant Senior Manager who will then inform the Regional Manager and Regional General Manager as appropriate.

Outside normal working hours the Safety Advisers can be contacted via the Regional Communications Centre, Telephone.

- (d) Trade Union appointed Safety Representatives must be advised of accidents and dangerous occurrences to enable them to carry out their statutory right of investigation of the circumstances. A copy of the ACC1 Form should be forwarded to the trade union appointed safety representative whose name and location should be listed in the pad of ACC1 Forms.

- (e) The aim of investigating accidents and dangerous occurrences is to ascertain causes and prevent recurrence. All accidents and dangerous occurrences must be thoroughly investigated by management with the assistance of a Safety Adviser and regular inspections of work places will be carried out to ensure compliance with the Safety Policy.

## **11. EMERGENCY PROCEDURE**

**11.1** The Skipper should carry out an assessment of the emergency and as a result will follow a course of action, commensurate with the assessment. Assistance may be required of the emergency services as follows:-

**11.1.1** Medical

**11.1.2** Lifeboat

**11.1.3** Fire Brigade

**11.1.4** Navigation assistance

**11.2** In all cases the Skipper should contact the following agencies as appropriate during emergencies:-

**11.2.1** Coastguard

**11.2.2** Harbour Authority

**11.2.3** Regional Control Room

**11.2.4** Police

**11.3** All Skippers should develop on-board emergency procedures to cover the part-time crews and visitors and these procedures should form part of the Skipper's Standing Orders. All emergency procedures including man over-board drills should be regularly practised and recorded in the appropriate log book.

## **12. INSPECTION/EXAMINATION OF EQUIPMENT**

- 12.1** All boats type II - V are required to undergo a 3 yearly comprehensive examination by a suitably qualified competent person who will issue a "Certificate of Seaworthiness".
- 12.2** All boats will be inspected by a suitably qualified competent person annually and the results recorded in the boat log book.
- 12.3** A daily pre-use inspection will be carried out by the Skipper to ensure that the boat is seaworthy, all ancillary equipment is serviceable and in good working order. A record will be kept in the Log Book covering the following topics:
  - 12.3.1** Usage - hours run
  - 12.3.2** Maintenance
  - 12.3.3** Defects found and remedial action
  - 12.3.4** Crew lists
  - 12.3.5** Incident reports
- 12.4** A boat must not be used if:
  - 12.4.1** A current "Certificate of Seaworthiness" is not available.
  - 12.4.2** Annual inspection has not been carried out.
  - 12.4.3** A fault/defects is identified during the pre-use inspection, which in the opinion of the Skipper could give rise to danger.
- 12.5** **Lifting Tackle**

All items of lifting tackle ie rope, chains, wire ropes, pulleys etc should be inspected quarterly by the skipper and as required by the appropriate legislation. Records should be maintained in an F91 register.

## **13. USE AND MAINTENANCE OF TRAILERS**

- 13.1** Only trained personnel are authorised to tow boats on trailers.
- 13.2** The gross weight must be displayed on the boat's dedicated trailer.
- 13.3** All trailers must conform to the current Road Transport legislation.
- 13.4** Trailers must be inspected by the appropriate agency (Transport section or service agent) at least every 6 months. Wheel bearings grease should be checked as part of the pre-use check.
- 13.5** Before leaving the Depot the following "Towing Check List" must be completed.
  - 13.5.1** Braking system operational.
  - 13.5.2** Tyres correctly inflated, bearings greased and wheels turning freely.
  - 13.5.3** Light board operational and secure.
  - 13.5.4** Number plate mounted and correct.
  - 13.5.5** Boat adequately lashed to trailer and ancillary equipment securely stowed away.
  - 13.5.6** Vehicle towing weights compatible with the loaded trailer according to vehicle handbook.
  - 13.5.7** Any water in the boat has been removed using bailer, bilge pump and sea cocks are open.
  - 13.5.8** No additional equipment carried in the boat. Additional weight will increase the weight in excess to the maximum towing weight limits.

## **14. PERSONNEL RECORDS**

**14.1** All trained crew should be in possession of a personal log book covering the following activities.

**14.1.1** Courses attended - qualifications.

**14.1.2** Medical examination dates.

**14.1.3** 1st aid training.

**14.1.4** Test dates and results.

**14.1.5** Marine activity log.