Safety Management Code
Part 1

Rivers Great Ouse, Nene, and Cam.
The Middle Level
and
The Old West River

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SAFETY MANAGEMENT
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Part 2 of the Safety Management Code is a separate document that contains Risk Assessments.

1. LINE OF COMMUNICATION AND DESIGNATED PERSON

Ladybird Boat Trust (LBT.)
http://www.ladybirdboat.org.uk

Designated Person
Chairman of the Trust
Andy Nicol
01480 463856
07474755434

Boat Manager
Tony Buckland
01480 466903
07423014660

Boatmasters of Vessels (BM)
(as of the issue date of this document)

Richard Birch*
Gary Pyle *
John Nicol*
Margaret Blount *
Andy Nicol*
Malcolm Lawrie*
Tony Buckland*
Nick Stork*
Bobby German*
John Clarke*

* indicates an approved assessor

Crew on each trip

Ladybird Boat Mobile:	07939 294701
Duty Officer (DO)	07802 890 017

The DO is the Ladybird Boat Trust Representative ashore, who is the direct contact between Ladybird Boat and Ladybird Boat Trust and is contactable during their Duty which aligns to the specific trip allocated against them (from BM initial telephone call to BM reporting trip completion).

Secretary to Trustees	Kate Dalrymple 07968075786
Lead Boatmaster	Gary Pyle 07912758579

2. LBT RESPONSIBILITY ORGANOGRAM

3. GENERAL STATEMENT

The following statutory Instruments and Guidance Notices apply to the operation of the Ladybird passenger vessel as a registered Class V vessel operating in Category A waters.

- MIN 561 (M) Code of Safe Working Practise for Merchant Seafarers
- MSN 1757 (M) Merchant Shipping (Lifesaving Appliances for Ships of Class III to VIA) Regulations 2001
- MGN 536 (M) Amendment 5 Safety Management Code for Domestic Passenger Ships (MCA audit & self-assessment)
- MGN 203 (M) Crew Training for Personnel serving on Domestic Passenger Vessels
- MSN 1853 Amendment 1 (M) Boatmasters' Licence Regulations
- MSN 1837 (M) Amendment 3 Categorisation of Waters
- MSN 1794 Amendment 2 Counting and registering people on board passenger ships
- MSN 1878 Search and Rescue cooperation plans aboard UK Passenger Vessels
- MGN 564 (M & F) Marine Casualty and Marine Incident Reporting
- MIN 500 (M) Passenger ships - 5-year certificates (Deleted)
- MSN 1869 Amendment 1 Safety Management Code for Domestic Passenger Ships
- MSN 1751 (M&F) Amendment 1 Harmonisation system of survey & certification
- Health and Safety at Work Regulations 1974

Compliance with the above regulations is mandatory on Ladybird Boat Trust and its Boat Crew, noting the following:

1. It is Ladybird Boat Trust policy to comply with all the afore mentioned regulations.
2. The implementation of this policy is the direct concern of all crew members.
3. Crew members are required by law to cooperate in operating this policy.
4. Training of crew members in the appreciation of all the above regulations, will be provided as appropriate
5. Copies of the above regulations can be inspected on request to the Boat Manager. This policy includes measures which ensure safe operation of the passenger vessels and safe conditions for crew members and passengers.
6. It is the responsibility of Ladybird Boat Trust to maintain an up to date knowledge in matters of standards, codes, legislation, and regulations as they affect Ladybird Boat Trust and the safe operation of the vessel.
7. It is the responsibility of Ladybird Boat Trust to ensure crew members are familiar with the Ladybird Boat Trust Health and Safety (H&S) policy and risk assessment, which is updated periodically in response to incidents that have occurred and as required by law.

These measures are advantageous to crew members and Ladybird Boat Trust and are reflected in:

- The avoidance of injury to or damage to the health of individuals.
- The reduction in damage to property and third-party damage or injury.
- The maintenance of a responsible reputation.

Insurance

The vessel is insured under the terms of the Merchant Shipping Act 1979, schedule 4 and the London Convention. This provides for passengers, crew and third-party liability.

4. SAFETY AND ENVIRONMENTAL PROTECTION POLICY

It is the policy of Ladybird Boat Trust to conduct its activities, taking full account of the health and safety of crew members and all persons using or connected with Ladybird Boat Trust and to give proper regard to protecting the environment. In implementing this policy, Ladybird Boat Trust will ensure that their vessels are properly maintained and operated by qualified personnel in full compliance with all relevant legislation. In particular, Ladybird Boat Trust will carry out an assessment of the risks to health and safety of crew members and others affected by its undertakings and will take all necessary measures to minimise the risks identified.

5. RESPONSIBILITIES

DESIGNATED PERSON

The Designated Person monitors the safe operation of Ladybird boat and ensures compliance with the provisions of all the LBT policies, especially the LBT Health & Safety Policy and the Safety Management Code. In conjunction with the Training & Boat administrator, the Designated Person will ensure all crew have received the necessary training.

The Designated Person is informed of all minor and major incidents, accidents or “near misses” and is responsible for ensuring any resulting actions are implemented. The Designated Person is responsible for reporting any major incidents to MAIB and MCA.

The Designated Person is responsible for ensuring the Ladybird Boat is adequately maintained and that the crew selection system results in the Ladybird Boat being adequately manned for each trip.

BOATMASTER RESPONSIBILITIES AND REGULATIONS

The Boatmaster (BM) is responsible for all aspects of the trips for which they are the designated BM in the log book and legally responsible for the safety of the vessel, it’s crew and passengers.

The Boatmaster (BM) has the overriding authority, when in charge of the vessel, to make decisions about the safety of the vessel and all passengers and crew. They are also responsible for the safe navigation of the vessel in compliance with all the requirements set by the Maritime and Coastguard Agency and the navigation authority, the Environment Agency (EA).

It is the Boatmaster’s responsibility to ensure all checks are made on either a daily or monthly basis according to the schedule. Any problems which they or a crew member cannot resolve should be reported immediately to the Boat Manager, ensuring standards of safety at all times. Each Boatmaster is responsible for their own safety at all times.

At the start of each trip the Boatmaster must ensure the boat telephone is set to divert to the correct number for the Duty Officer (DO). Days when the Boat is scheduled for trips, the boat mobile phone is to be switched on as soon as the crew are on board in preparation for the trip and only turned off when the trip has been completed, the passengers have left the boat and the crew are about to leave the Boat having made it safe and secure.

BOATMASTERS QUALIFICATIONS

The Boatmaster of the vessel(s) must be in possession of a current Tier 1 or Tier 2 Boatmaster's Licence with appropriate area endorsement. Boatmasters must pass a regular health check to retain their licence.

CREW MEMBERS OBLIGATION

Crew Members:

- have a legal obligation to work safely and are required to take full responsibility for their actions in support of Ladybird Boat Trust safety policy and rules. All crew members must address any defects to either the vessel or working practices or report any that require further attention.

- must report to the Designated Person any serious health issues that could affect their capacity to carry out crew duties. If the issue is of a minor or temporary nature, it should be reported to the Boatmaster for individual trips.

- eyesight needs to be capable of reading a car number plate at 25 metres, which is equivalent to the DVLA requirement to hold a driving licence.

- must maintain their individual Training Record, which are always kept onboard, and they should ensure appropriate sign offs from Boatmasters are obtained.

DUTY OFFICER (DO)

A Duty Officer is appointed for each trip.

The Boatmaster or deputy telephones the DO and gives the following details at the start of each trip:

Trip Number
Total Number of Passengers
Number of Passengers in wheelchairs
Number of crew
Departure time
Destination
Estimated return time.
AND ensures the DO has the correct number of the Boatmaster's personal mobile telephone.

If at any time during the Trip, for any purpose or reason, Passengers or Crew leave or join the Trip at any point, the DO must be notified, and a new record of the trip details be recorded.

In the case of emergency if contact is lost between the Police and Ladybird, the Police will phone the Shore DO number. The Police need to be able to talk to the Boat and the DO should have the personal mobile number of the Boatmaster ready.

At the end of each trip, the Boatmaster will phone the DO to report safe return. If this call has not been received 30 minutes after the estimated return time, the DO must phone the boat to check what has happened and gain a status update.

In the unlikely event that no response is received on either the boat phone or the Boatmaster's personal mobile, the DO must phone the Hartford Marina (01480 454677) to check if the boat is back. If it isn't the DO must phone the police to report the situation.

The DO's only other duty is to answer any call during the trip from the boat phone.

The DO must ensure that they are either near a landline or have their mobiles switched on and the Boatmaster has that telephone's number.

If the DO becomes unavailable while a trip is in progress, they must ensure a replacement is appointed and the concerned Boatmaster advised.

6. PROCEDURES FOR REPORTING ACCIDENTS AND INCIDENTS

If there is any form of accident or incident, i.e. personal injury to crew, passengers, the vessel and other boats and their operators, the Boatmaster or their delegate must:

a) Inform the Designated Person and call the Emergency Services where necessary.

b) Enter the incident in the vessel's Logbook and provide as soon as possible a detailed written report to the Designated Person' with a copy to the Secretary to Trustees

c) Record injury details in the vessel's Accident Book (as required by law)

The Designated Person will report any marine casualty or marine incidents to the Marine Accident Investigation Board (MAIB) and to the MCA if the accident or incident is such that the validity of the vessels's Passenger certificate might be affected.

A marine casualty is an event that directly occurred in connection with the operation of the vessel and includes death, serious injury, loss of a person, loss of the vessel or material damage. A marine incident is an event directly occurred in connection with the operation of the vessel that do not meet the criteria to be classified as a marine casualty but that endangered or if not corrected, would endanger the safety of the vessel, its occupants or any other person or the environment.

The information will be provided to the Designated Person by the incident report produced by the Boatmaster in charge of the vessel at the time.

This information should be provided at the earliest opportunity and include, witness names and sketch of boat/persons positions pre & post incident, this will assist in presenting the facts at any enquiry. Any failed or defective equipment associated with the incident should be removed from service and made secure for any subsequent investigations that may occur.

Following such reports of accident or incidents, the Designated Person should ensure corrective action is taken, with the aim of improving safety.

7. PERSONNEL AND TRAINING

It is the responsibility of Ladybird Boat Trust to ensure that crew members and Boatmasters comply with regulations and receive regular training in emergency procedures. All crew members and Boatmasters must accept this as a condition of their service.

FIRST AID

All crew will receive First Aid training and Boatmasters will undertake an approved MCA First aid qualification. The vessel carries a 50-person first aid kit (located in the galley) and other first aid material as may be indicated as desired following a risk assessment. The Ladybird Boat carries an automatic external defibrillator.

FIRE

Fire equipment is provided on each vessel, as detailed in the Passenger Certificate. Any irregularities with this equipment must be reported immediately to the Boat Manager. All crew members have the responsibility to familiarise themselves with the type of extinguisher to be used on each type of fire and will be trained in their use. Smoking or vaping by passengers or crew on the vessel is not permitted.

BOATMANSHIP

Boatmanship training will be a combination of formal courses, continuation and on-the-job training. Assessment of competence in each element of skills will be made by an approved person and recorded in a “Crew Competence Record & Training Summary sheet/ book” for each crew member. These will be kept on the boat. The assessors will be licensed Boatmasters approved by the LBT Trustee Board.

WATER SAFETY

It is mandatory for the crew to wear lifejackets as soon as practical after they arrive on board and start crew duties, this is especially important when loading or unloading passengers, when unmooring or mooring and all times when the vessel is under way when carrying passengers.

CREW TRAINING

A full programme of approximately 50 crew training sessions takes place from October to April each year covering the following modules:

A- Training, Safety management system, Training records, Search and rescue plans, role of Boatmasters and Duty Officer
B- Emergency procedures, Control of vessel, Communication equipment, Safe access
C- Preparing and closing down the vessel, Logs and Checklists, Supplying the boat (Fuel,water & pump out)
D- Ropes and ropework, Mooring and unmooring, Hand signals and Using boat equipment
E- Working a lock safely

In addition, 3 drills take place during winter training:

1. Man Overboard Recovery
2. Fire and Emergency Evacuation
3. First Aid

New crew members must attend each of these 8 Training Modules and Drill sessions at least once in their first year. Experienced crew are encouraged to attend each of these sessions but only the 3 drills and the practical element of modules B, D and E are compulsory.

Practical boat handling is undertaken on each training session, if time and river conditions allow.

Assessment by Boatmasters of individual crew members competence coupled with self-assessment by crew members is an integral part of this training programme.

8. PROCEDURES TO ENSURE SAFE OPERATION OF VESSEL

The Boatmaster of the Day must have checked that the Environment Agency has not issued any warnings with regard to navigation on the stretches of water on which that day's trip is due to travel.

Strong Flow Warning – The Boatmaster must contact the Trip Leader and cancel the trip as no navigation is permitted.

Caution Warning – Navigation is initially restricted to the stretch of the Great Ouse between St Ives Bridge and Huntingdon Bridge. Boatmasters must not permit passage through either of these bridges. Boatmasters must assess conditions before attempting to go through locks and, if necessary, restrict where the trip goes and/or its duration or cancel the trip if appropriate. Boatmasters should monitor water level data and rainfall data available online for Bedford and all gauges downstream to St Ives and once levels have dropped to a safe operating level and no significant rain has fallen for 5 days in the monitored catchment area, they can use their judgment as to whether it is safe to navigate bridges.

The Boatmaster of the Day must be satisfied that all firefighting and life-saving equipment is in place, working and maintained. Mobile phones should be charged, and the boat's ancillary equipment must be checked. This must be recorded on the Daily Check Sheet.

Before starting the engine, oils, water and fuel levels must be checked and recorded on the Daily Check Sheet. Arrangement of service schedules will be made by the Boat Manager, who will delegate a responsible person to undertake this task.

Bilges must be checked and pumped as necessary. The engine room must be kept clean and clear of oil and fuel spillage. Flammables such as paper, fuel cans, rags, must not be kept in the engine-room.

Any mechanical or electrical defect that cannot be rectified by the Crew or that requires expert attention should be reported immediately to the Boat Manager.

Defects and remedies must be recorded in the Maintenance and Incident Logbook (M&I). The M&I Log Book must be kept in a secure place on the boat.

9. ONBOARD PROCEDURES

PASSENGER COUNTING AND SAFETY INSTRUCTIONS

All trips must be allocated a number (in format Year and Trip Number, e.g yyyy/nnn).

POLICE INCIDENT NUMBER

Before the first trip each year, the Secretary to Trustees or the Boatmaster or crew member they designate to do it, contacts Cambridgeshire Police Control Room (via phone 101) and gives passenger numbers, date & time of first trip in the year. The Police Control Room will issue "Incident Number" for the year.

The Secretary or their designate advises all Boatmasters and crew by email of this number as both Boatmasters and DO's may need to use this Incident Number during the year.

ON each TRIP

Passenger numbers must be counted manually by a crew member prior to leaving the mooring and checked by another crew member. The numbers of passengers and crew must be entered in the Daily Log sheet, together with the trip number. The log sheets must be placed in the rear Portside Locker for the duration of the trip.

Before leaving the marina**,** the Boatmaster or delegated crew member passes details to the Duty Officer. If any passenger or crew leaves the boat during the trip the Boatmaster will advise the DO On returning to the mooring at the end of the trip the Boatmaster or delegated crew member informs the Duty Officer (DO) of the safe return.

The total numbers of passengers and crew must not exceed the numbers stated on the Passenger Certificate.

Prior to, or immediately after each departure, the safety announcement must be played or given verbally by a crew member.

NOTE. If the number of crew for any reason exceeds the maximum stated on the Passenger Certificate, then the passenger numbers must be reduced accordingly. e.g. If Ladybird has 30 (max) passengers aboard and the intention is to use more than the maximum of 6 crew then the passenger numbers must be reduced so that the certificated total (36) is not exceeded.

PASSENGER CONTROL

Passengers must remain seated until the vessel is safely cast off and must be advised to be seated and remain so as the boat approaches a mooring point and remain so until safely moored up to reduce the risk of passenger falls.

Passengers should only sit in the designated areas and not on window ledges or gunwales. They must not be allowed into the working areas or impede crew members from their duties.

Passengers must be warned of the particular dangers involved when passing through locks, e.g. turbulence and boat movement, possibility of crush injury if parts of the body are outside the limits of the safety rails.

The crew on the foredeck must be constantly alert to the above and remind passengers to sit down or as a minimum, to hold the red rails rather than white rails. Any uncooperative passenger who ignore warnings must be reported to the Boatmaster.

Passengers should be warned (politely) to comply with the above and be discouraged from moving about the boat with or preparing hot drinks prior to mooring, entering or exiting locks or any other situation that warrants such a warning.

Crew must be in attendance by the ramp when passengers are coming on board or leaving the vessel. This also applies to when the vessel is moored up and the portable ramp put in place. The safety chain must be in position across the foredeck door when passengers have disembarked during the trip and the crew are not manning the ramp position.

Care must be taken to ensure any gap between vessel and the bank or mooring is reduced to a minimum to avoid passengers stepping off the side of the ramp.

The Boatmaster and crew are responsible at all times for the trim of the vessel.

GENERAL NAVIGATION

It is the primary responsibility of all crew members to ensure safe operation of the vessel and to familiarise themselves with the regulations that apply to the vessel.

a) Vessels must slow down when passing moored craft & unstable craft, at blind bends, bridges & other hazards.
b) Crew must follow the advice in the Waterways Code for Boaters & the Boatmanship Course Notes.
c) The crew must assume that other boat users do not understand sound or hand signals or rules of the river.
d) Consideration must be given to other river events.
e) Where events are taking place, contact is usually made with the organiser and, where possible, they should be encouraged to provide a marshal for the purpose of assisting our vessel to navigate the stretch of water without interrupting the event.
f) The vessel will not leave the Marina with passengers if there is an Environmental Agency warning of a "Strong Stream". If there is a "Caution" warning it is the Boatmaster's decision whether trip is to be cancelled or not, but if it proceeds the route selected should comply with the requirements in Section 8.

Good relations with other river users is vital and to be encouraged.

10. PROCEDURES FOR RESPONDING TO EMERGENCY SITUATIONS (1)

FIRE ON BOARD

The crew should remain calm at all times and must not risk their safety or others.

Upon Discovering Fire

- Raise the alarm, contact the Emergency Services (999) and manoeuvre vessel to the bank
- Get all passengers and crew ashore if safe to do so.
  (Note: If safe to do so, also take the Man Overboard (MOB) grab bag and cabin First Aid Kit)
- Helmsman or crew member will be nominated by the Boatmaster to take the Logbook ashore.
- Once ashore, check crew and passenger numbers tally
- Assess the situation
- Do not collect any personal belongings as this could slow evacuation

After discovering a fire, the crew, at the direction of the Boatmaster:

- Finds the main source of the blaze and advises crew
- Extinguish the fire with appropriate extinguisher if safe to do so, if not restrict the fire if safe to do so
- Informs passengers, crew and if necessary, updates the situation with the emergency services
- Engine room fires – turn off fuel supply (if safe to do so), do not open engine room hatch, close vents and internal cabin vent, stop engine in a controlled manner. If needed, operate the Engine room fire system (controlled from a panel below the boat main steering mechanism (Wheel) to aid extinguishing the fire.

Note: Ladybird Boat Trust organizes regular fire and evacuation drills and instruction in the use of fire extinguisher.

PROCEDURES FOR RESPONDING TO EMERGENCY SITUATIONS (2)

RUNNING AGROUND

On rivers, particularly in summer low water conditions, unintentional running aground, “Grounding”, can occur. Obstruction by abandoned debris, ranging from shopping trolleys to cars, is not uncommon on some stretches of water. Most grounding incidents will not cause an emergency situation. Grounding away from the riverbank will prevent easy evacuation. If evacuation becomes necessary Emergency Service assistance will be necessary. The crew will:

- Avoid running aground

  Know the water, particularly shallows, obstructions, and silting.
  (Note: Downstream of weirs silting can build rapidly).
  Keep good lookout for obstructions, be aware of water levels,
  Keep speed low in locations known for possible grounding.
  Obey warning buoys and signage displayed on the river

- Upon unintentionally Running Aground.

  Put engine into neutral. Assess the situation, make all crew aware. Inform the passengers only if initial attempts to re-float have been unsuccessful.
  Make an early decision on whether to evacuate the boat. Check the boat for damage.

(NOTE: Flat bottomed boats like Ladybird are designed to sit comfortably aground.)

If the boat has no serious damage:

Check for nearby boat traffic, let boats pass as their wash may help.
If aground bow first, engage astern and gently reverse off, increase power as bow slides off.
If this does not work, alter trim to stern down by moving passengers and crew aft and try again.
Do not endanger the stability of the boat.
If the boat is aground on one side alter trim down towards the opposite side.
If all else fails, use the poles in the correct manner, holding to one side and pulling backwards down the shaft.
Be aware that Towing Off can be a high-risk action, e.g. tow rope can break under tension, and ensure that passengers and crew are protected – evacuate passengers if it is practical.

MAN OVERBOARD

No crew member should enter the water to affect a rescue. The crew will:

Keep person in sight at all times and crew should point at the casualty with hand above head.
Throw life belt(s) or throw line bag as soon as possible to the person.
Disengage drive until the casualty in water is located and adjudged to not being at risk from the boat or propeller.

The easiest access for recovery of a casualty is through the front deck doors (starboard side is preferred as the Helmsman has the best view of this re-entry point). An agile casualty may be rescued onto the rear deck. Rescue ladders are located at bow and stern. An alternative is to secure the casualty from the rear deck and drag to the bank or to a front deck door or to a shallower part of the river.

Whether rescue involves reversing or turning around, the manoeuvre must be carried out swiftly whilst not endangering the casualty.

Prepare the MOB Grab Bag (located on fore deck) and treat for shock, even if there are no signs of injury.

With the approval of the Boatmaster, move the casualty into the cabin, if the weather is inclement, remove wet clothing, dry off with towels, wrap in blankets and use spare clothing. Maintain the casualty's dignity, shield with blankets or other screening.

If the emergency services are not called, the casualty must be strongly advised to attend Hospital. Record to be made in Accident and Log books.

PROCEDURES FOR RESPONDING TO EMERGENCY SITUATIONS (3)

ENGINE FAILURE

If the engine fails whilst under way, there may be sufficient forward momentum to steer the vessel to the bank or mooring, using the bow thrusters for steering *(NOTE that the rudder will have little effectiveness if there is not a flow of water from the propeller).*

The crew will consider:

Use of poles to propel the boat to safety
Using the anchor
Tying boat up securely
Consider evacuation if cause of breakdown is unknown or not immediately repairable.

Telephone for assistance if necessary.

NOTE: Ensure the engine is switched off and the control panel is locked if work is to be done on the engine or drive train and propeller.

RUDDER FAILURE

Boatmaster will supervise deployment of emergency tiller

Disengage hydraulic system to enable use of emergency tiller

Consider use of anchor

Use poles to take boat to safety if necessary

Evacuate passengers if problem cannot be rectified

Telephone for assistance if needed

VIOLENCE ON BOARD

Crew member will inform Boatmaster

Crew will moor the vessel at a safe point

Note. Carers or peers may be useful in handling violence amongst their group. Violence may be the result of a medical condition or medication. The crew should not forget that carers know their charges and may have the specialist knowledge or medication to solve the problem and other passengers usually respond more favourably to their peers. *(In serious cases the Police may have to be called)*

The Boatmaster has the right, without explanation to deny any person passage on the vessel or to request their removal.

PROCEDURE FOR CONTACTING EMERGENCY SERVICES

If any passenger or crew member requires emergency medical treatment, the Boatmaster or delegated crew member contacts the ambulance service (via phone 999) and gives the nature of the emergency, rendezvous point (as per Search and Rescue (SAR) Plan) and any other necessary details.

For all other incidents:

Boatmaster or delegated crew member contacts:

(i) Cambridgeshire Police Control Room (via phone 999) and gives:

Incident Number for the year, nature of emergency, location or rendezvous point (as per the Search and Rescue (SAR) Plan) and any other necessary details.

(ii) DO to keep them informed

FIRST AID

- Any accident or injury to passengers or crew should be reported immediately to the Boatmaster of the vessel.
- The Boatmaster must supervise appropriate actions dependent on the nature of the problem
- If emergency action is required, the Boatmaster assisted by the crew establishes whether there is a doctor on board, telephones Emergency Services and navigates vessel to meet with Emergency Services
- All accidents or injuries must be recorded and notified in accordance with Section 5 of this document.

A basic first aid kit is kept on board. Arrangement for restocking of any items are made by the Boat Manager

During any Emergency Procedure where evacuation of passenger(s) and crew maybe required and a recognised rendezvous point contained within the SAR Plan cannot be reached, preference should, where safety allows, be given to the bank with the nearest vehicular access.,

SUGGESTED READING

For all the above topics, the following publications will be of useful references:

Inland Cruising – Practical Course Notes R.Y.A.
Training Course Notes – Ladybird Boat Trust
The Waterways Code for Boaters - Canal and River Trust.
Safety on Board - the Environment Agency

11. ENVIRONMENTAL PROCEDURES

- The boat's garbage should be securely packed and removed from the vessel every day and disposed of appropriately. Passengers and carers must be made aware that they are responsible

for the removal from the boat and disposal of their own clinical and sanitary waste, (e.g. medication, used dressings and incontinence pads), as Ladybird Boat Trust has no facility for their disposal.

- On no account must rubbish be thrown into the river. Crew must ensure that passengers are made aware of this.

- If there is a small oil or fuel spillage in the engine room, bilge pumps should not be used, and the spillage must be dealt with immediately. The oil or fuel must be decanted into suitable marked containers and disposed of appropriately. Under no circumstances must oily water be discharged into the river. Absorbent materials are carried on board.

- When the vessel is being re-fuelled care must be taken to avoid spillage into the river. The fuel supplier has the necessary absorbent material to deal with small spillages.

- Should an incident occur full details should be reported to the “Environment Agency” immediately.

- Remember that it is illegal to pollute and is punishable by heavy fines.

- Turn off engine when it is not required, for example in locks,

12. DRUG AND ALCOHOL POLICY

CREW

- Crew members must not consume alcohol on board or ashore during a trip and refrain from taking alcohol in the 9 hours prior to a trip

- Other than medically prescribed drugs, crew are expressly forbidden to consume or be under the influence of class A, B or C drugs on board a vessel.

- Any breach of these rules will result in the crew member not being allowed to take any further part in the running of the vessel that day and may result in summary dismissal as a crew member.

- Crew members taking prescribed medicine(s) which may cause drowsiness or other impairment must report this to the Boatmaster prior to any trip.

- Crew members known to be, or strongly suspected of being intoxicated by alcohol or drugs during working hours will not be allowed to take any further part in the running of the vessel. Their position as a crew member will be reviewed

PASSENGERS

- Where alcohol is served on board, under no circumstances will it be served to or consumed by anyone under the age of 18 years

- Passengers will not be allowed on board if known to be or strongly suspected of being intoxicated by alcohol or drugs

- A trip may be aborted on the grounds of safety if their peers or the crew of the vessel cannot effectively control a passenger or a number of passengers under the influence of drink. A trip must be aborted if any passenger is found under the influence of illegal drugs.

13. RISK ASSESSMENT

If as a crew member, you identify any risk or a working practice which needs improvement, it is your responsibility to discuss your concerns with the Trustee responsible for Health & Safety so that these assessments can be reviewed and appropriate decisions made.

Part 2 of the Safety Management Code contains Risk Assessments for Passengers and Crew Risk Assessment Review should be every 2 Years or earlier following a serious incident.

14. CONDITIONS OF USE & SAFETY STATEMENT FOR PASSENGERS

Safety Management of Ladybird Boat Trust Passenger Boat operating on the Rivers Nene, Great Ouse, Cam and Old West and Middle Levels in Cambridgeshire.

General Information

Ladybird Boat Trust complies with all relevant legislation, statutory instruments and guidance in force at the time of hire applicable to passenger carrying vessels operating on UK inland waterways and

1. provides trained crew to legal manning levels to operate their boats when on hire. The Master in charge of the boat will hold a current Boatmaster Licence to Tier 2 or higher. General crew training includes boat management; basic first aid; use of on-board firefighting equipment; emergency evacuation and man overboard procedures.

2. equips their boats with adequate life-saving aids e.g. life buoys, firefighting equipment and 50-person first aid kits (with associated accident report book) to legal requirements.

3. boats have current and legal Certification by the Maritime and Coastguard Agency authorising the carriage of passengers.

4. have a written Safety Management Code and a Search and Rescue Plan (lodged with local emergency services) covering the designated river routes. Both documents are available for inspection on demand.

5. provides insurance to cover employee and public liability

6. boats are equipped with disabled toilet facility and wheelchair access, hot and cold running water available on tap, galley (kitchen) facilities, central heating.

7. at the beginning of a trip the Boatmaster or deputy will deliver a verbal announcement to all passengers, outlining basic boat evacuation procedures and potential safety hazards (both inboard and outboard), that may be encountered enroute. This announcement is supplemented by prominent notices displayed on the boat. Carers in particular are advised to read these notices.

8. the Boatmaster or deputy will inform the DO of Ladybird Boat Trust of actual passenger and crew numbers, destination and departure time of vessel prior to commencement of the trip, by the method agreed by the emergency services.

Responsibilities of the hirer

9. the hiring group is responsible for ensuring that an adequate risk assessment has been undertaken by the hirer (Ladybird Boat Trust). *The issue of a Passenger Certificate and endorsements is conditional on all risk assessments, emergency procedures & crew qualification policy having been completed and deposited with the relevant authorities i.e. The Maritime and Coastguard Agency and Local Emergency Services and a copy is carried on board.*

10. reference should be made to the Boatmaster or Ladybird Boat Trust if there are any concerns about the adequacy of risk assessment or identification of new risks or hazards.

11. Hirers should be aware, that by nature of the boat being on a river and usually not near close road access, that in an emergency the response from the emergency services is highly likely to be delayed. The boat carries a defibrillator and the majority of the crew have been given basic first aid training.

Terms and Conditions of Use for hirers of Ladybird Boat Trust Vessel.

(Version 2019) incorporated into this document below

Responsibilities of the hirer

- Ladybird Boat Trust (LBT) requires that all hire groups have a group leader.
- In an emergency, the group leaders have an important role with specialist knowledge of their clients, and their needs. This expertise will be called upon to help passengers remain calm and ensure an orderly evacuation if necessary.
- All groups must have an adequate number of supervising staff to cope effectively with an emergency and cater for the safety and welfare needs of all group members at all times throughout the trip. Suitability and qualification for role and allocation of staff is the sole responsibility of the groups' administrators and/or leaders. *(Ladybird Boat Trust reserves the right to refuse passage to any group where it considers the number of supervisors to be inadequate)*
- The hirer recognises and agrees to the crew having the minimum of direct contact with the clients necessary for the safe operation of the boat, under the direction of the client group leader, or otherwise in an emergency
- The group leader must hold an up to date list of all group members and identify any special needs (if not obvious) which need to be catered for during the trip. A copy of the passenger list should also be lodged with the onshore administrator of the group as good practice.
- Our chairs are hard plastic and although suitable for most passengers, they are rated to a weight limit of 112kg. If you feel that this is not adequate, please bring your own fold-up chair and let the Boatmaster know. You may also wish to consider bringing cushions for comfort.
- Passenger numbers must not exceed the numbers stated at the time of booking, unless otherwise agreed, and at no times can exceed the number stated on the vessel's Passenger Certificate.
- Domestic electrical appliances are available for passengers' use whilst on board. Only supervisors and crew may operate these facilities. Help and advice is available as required.
- Any emergency or incident involving a passenger must be brought to the attention of the Boatmaster or crew, especially where medical help may be needed. *At any given time a boat can be up to ½ hour from the nearest road access or safe access point.* It is therefore important that group leaders co-ordinate with crew to ensure that liaison with emergency services takes place with minimum delay.
- The hiring group is responsible for ensuring that the risk assessments carried out by LBT are adequate for and appropriate to the hiring group, and reference should be made to the Boatmaster or Ladybird Boat Trust if the hirer has any concerns about the adequacy of risk assessments, or the identification of new risks or hazards.

Alcohol/Drugs

- Where alcohol is brought on board, under no circumstances may it be consumed by or be in the possession of any person under the age of 18 years.
- Persons who are suspected of being under the influence of alcohol or non-prescription drugs will be denied access to the boat.
- Any anti-social behaviour by passengers, whether due to alcohol, drugs or not, may result in access being refused or the trip being terminated.
- Only prescribed drugs are allowed on board, either in possession of or held on behalf of passengers.

Passenger Behaviour

- Group leaders are responsible for the close supervision and management of members of their group.
- Group leaders are responsible for the conduct of their group.

Waste Management

- The group leader is responsible for the control and removal from the boat of any clinical or sanitary waste (eg incontinence pads) generated by any members of their group. *(LBT has no facilities for such disposal)*
- Domestic waste generated during the trip will be stored and removed from the boat by the crew after each trip. On no account must rubbish be thrown into the river.

Smoking

- Smoking or vaping is prohibited on the boat

General

- Passengers must remain in designated areas of the boat and must not intrude into crew working areas.
- Passengers must ensure that all parts of their body remain within the confines of the guard rails on the boat at all times, and not lean out of the windows This is particularly important when passing through locks, under bridges, near overhanging vegetation or during boat manoeuvres.
- Under no circumstances are passengers allowed to handle or operate boat equipment, e.g. ropes, windlasses or machinery.
- Whilst embarking, disembarking or travelling on board passengers are required to co-operate with all instructions issued by crewmembers for their own safety.

Passenger Numbers

- LBT normally limits numbers to 20 and may limit numbers to 14 persons when carrying passengers with special needs or of limited mobility. This ensures that safety and comfort levels are maintained. If the maximum number of passengers is carried, movement of passengers about the boat will be limited and controlled by the crew.
- Wheelchairs are limited to no more than 6 per trip. Because of space constraints, for the purposes of passenger numbers, a person in a wheelchair is counted as two persons.
- Only guide and assistance dogs are permitted, and because of space constraints will normally be counted as passengers, although small dogs may not be.

Cancellation and Delays. Where a group is unable to fulfil a booking, LBT must be informed no less than 7 days before departure date so that other groups on the waiting list may be given the opportunity to take the cancelled trip. LBT makes every effort to adhere to agreed times for departure and return. However, we reserve the right to cancel any trip. Delays and cancellations take place for a variety of reasons such as navigational hazards and stoppages, boat and lock traffic and other circumstances beyond our control. Groups will be advised of such cancellations or delays as soon as possible. In the event of the group arriving late, the group leader should phone Ladybird with an estimated time of arrival, however the trip will still finish at the planned time.

Liability. LBT accepts no liability whatsoever for any injury to any person using the vessel, any loss or damage to the property of any person using the vessel, any cost due to cancellation or delay in the operation of the Ladybird whether or not such loss, injury, cancellation or delay is within their control.

Catering. The group must provide all refreshments, food and utensils to suit their needs. Plates, cutlery and mugs are available onboard to use. Preparation of food and drink must be undertaken by the group, which is also required to clear up and leave the galley and cabin area clean and tidy. Bin bags are provided for this purpose.

Operation of Vessel. It must be understood by the hirers that the crew's responsibility on the boat is limited to ensuring the safe access and carriage of passengers and the operation of the vessel with the safety and comfort of passengers and crew in mind. Crew, whilst willing to give assistance and advice to groups, must not be distracted from their duty to provide a safe trip at all times.

Data Protection

By making a booking you are consenting to The Ladybird Boat Trust holding and processing your details in order that we can include them in our booking records and to enable us to keep you informed about the Ladybird. For more information or to withdraw or change your consent please contact us in writing or email at enquiries@ladybirdboat.org.uk.

General Information

Ladybird Boat Trust complies with all relevant legislation, statutory instruments and guidance in force at the time of hire applicable to passenger carrying vessels operating on UK inland waterways and

- provides trained crew to legal manning levels to operate their boats when on hire. The Master in charge of the boat will hold a current Boatmaster Licence to Tier 2 or higher. General crew training

includes boat management; basic first aid; use of on-board firefighting equipment; emergency evacuation and man overboard procedures.

- equips its boats with adequate life-saving aids e.g. life buoys, firefighting equipment and 50-person first aid kit (with associated accident report book) to legal requirements.
- boats have current and legal Certification by the Maritime and Coastguard Agency authorising the carriage of passengers.
- has a written Safety Management Code and a Search and Rescue Plan (lodged with local emergency services) covering the designated river routes. Both documents are available for inspection on demand.
- provides insurance to cover employee and public liability
- Ladybird is equipped with wheelchair access toilet facility, hot and cold running water available on tap, galley (kitchen) facilities, central heating.
- at the beginning of a trip the Boatmaster or deputy will deliver a verbal announcement to all passengers, outlining basic boat evacuation procedures and potential safety hazards (both inboard and outboard), that may be encountered enroute. This announcement is supplemented by prominent notices displayed on the boat. Carers in particular are advised to read these notices.
- the Boatmaster or deputy will inform an LBT Duty Officer of actual passenger and crew numbers, destination, and departure and return times of vessel prior to commencement of the trip, by the method agreed by the Maritime and Coastguard Agency.

15. DOCUMENT HISTORY

Previous Version

1. Details of Chair, Officers and Trustees updated
2. Document History modified

Master file Name of document is LBT Safety Management Code Part1 v.13 21 January 2026.docx

END OF DOCUMENT