

Friends of MV Freedom
Health & Safety Policy

1. Background

Although volunteers of the charity are not employees they will be treated as if they were, and they will be required to comply with all policies and Safety Operating Procedures that relate to Health & Safety. All volunteers have a personal responsibility to ensure that the environment in which they operate is safe and to take appropriate steps if they become aware of a situation that poses a risk to anyone's health and safety.

The Trustees have a responsibility to ensure that the environment in which volunteers operate is safe and that risks are identified and appropriately managed.

The Trustees will ensure that the boat complies with the requirements of the MCA Regulations and relevant Code.

2. Strategic Approach

The Charity's strategy to ensure a safe working environment is built around

- ✓ Qualified staff
- ✓ Compliance with Regulations & Guidance
- ✓ Ongoing Training
- ✓ Risk Assessments
- ✓ Clear and relevant Safety Operating Procedures
- ✓ Good quality, well maintained Safety Equipment
- ✓ An open culture that learns from incidents.

3. Qualifications.

The Trustees will ensure that all its skippers have the required level of qualification to operate the boat in accordance with the MCA Regulations. The Trustees have decided that the minimum qualification for a skipper is RYA Yachtmaster (Coastal). (See Skippers Qualification Policy). All skippers' qualifications will include a Commercial Endorsement.

The MCA do not require that the crew hold specific qualifications. The Trustees have decided that:

- I. All crew will undergo in house Training at the beginning of each season based around the Crew Safety Operating Procedure Handbook.
- II. The training will equip a crew member to call for assistance, access all the safety equipment, recover a casualty from the water, start, stop and control the engines and navigate the boat to a safe haven

- III. All crew members will receive First Aid Training from a qualified provider.
- IV. All Crew will maintain a portfolio of training undertaken. Individual elements of the training will be signed off by a Skipper.
- V. Each crew member is required to make a Self-Declaration stating that they are medically fit to carry out the roles and responsibilities of a crew member (See Medical Declaration Policy)

4. Risk Assessment

- I. There will be a Generic Risk Assessment to cover the operation of the boat. This will be retained on the boat and an electronic copy will be sent to all crew.
- II. The Generic Risk Assessment will be reviewed at the beginning of each season.
- III. There will be a named individual responsible for producing this Risk Assessment. At the present time this is the Secretary
- IV. Skippers have a personal responsibility to carry out a dynamic Risk Assessment if a situation arises that falls outside of the scope of the generic Risk Assessment
- V. Planned events that take place away from the boat will have a Risk Assessment completed by the event lead organiser.
- VI. A Risk Assessment will be completed to cover the period that the boat is out of the water undergoing maintenance. This will be the responsibility of the person leading the maintenance program.

5. Safety Operating Procedures (SOP)

At the heart of the Health and Safety regime are the Crew Handbook Safety Operating Procedures. The SOP's will be reviewed each year, by the Secretary, prior to the crew training. The SOP's cover the following areas

- ✓ Fitting of Life Jackets
- ✓ Basic Radio Procedure
- ✓ Sending a Mayday Message
- ✓ Location and use of Fire Fighting Equipment
- ✓ Location and use of Distress Flares
- ✓ Location and deployment of Life Rafts
- ✓ Man Overboard Procedure & Recovery – including practical exercise.
- ✓ Ofcom Regulations for Radio users
- ✓ Refueling procedure

The Secretary issue all crew members with an electronic copy of the SOP's and a hard copy will be retained on board.

6. Accident Reporting

There is a policy in place for accident reporting and significant incidents will be debriefed and reported to the Trustees. There will be a culture of “lessons learned” from incidents and remedial action taken. There is a specific procedure for reporting Marine Accidents/Incidents to the Marine Accident Investigation Branch. This procedure is set out in an annex to the Accident Reporting Policy

7. Working at Heights.

There are limited situations on the boat that would encounter working at height. The only likely occasions are ascending the ladder onto the coach roof and working on the boat whilst it is out of the water. The first situation is specifically covered in the generic Risk Assessment and the second situation will be covered by a bespoke Risk Assessment. Guidance issued by the HSE in their document “Working at Heights – a brief guide” will be followed. (Copy attached to this policy as an Annex)

8. Equipment

The Trustees will ensure that the boat carries all the Safety Equipment required by the MCA plus any additional equipment that they deem appropriate for the Charity’s particular operating model.

- I. Any Equipment that has a limited life span will be replaced to ensure that it is “in date”
- II. There will be a monthly check regime in place to monitor the condition and serviceability of equipment. This will take place close to the beginning of the month, initiated by the on duty skipper.

This Policy replaces the previous Health & safety Policy and Working at Heights Policy

Adopted on: 6/10/2022