Standard Operating Procedure – Chesil Sailability Wheely Boat

Contents

1. Document history

Version	Author	Date	Comments
Draft 2	GH	11 March 2024	Draft issue for comment
Draft 3	GH	15 August 2024	
Draft 4	GH	10 November 2024	
Issue 1	GH	12 April 2025	

2. Contents

This SOP has been developed taking into account the incident at Roadford Lake Activity Centre, Roadford Lake, Devon on 8th June 2022 involving the capsize of Wheelyboat 123 where two people sadly lost their lives.

In introducing “All Aboard” to the fleet Chesil Sailability has taken every possible action to keep the risk to sailors and crew as low as is reasonably practicable, by placing a high level of control on the operation of the vessel. Over time these controls may be enhanced, adapted or relaxed depending on the MAIB report, learning from the incident or the introduction of national guidance. In addition Chesil Sailability will constantly keep this SOP under review as a result of experience gained in operating “All Aboard” by Chesil Sailability.

The following key factors are to be bourn in mind at all times:

- “All Aboard” is not a safety boat
- “All Aboard” is not to be used to tow other vessels
- At no time when the vessel is at sea will the bow door be opened or unsecured
- In the event of any incident the overriding priority will always be to save lives.
- In the event of any water coming into the vessel this will be dealt with as a priority by the use of the automatic bailers or manual bailing

3. Introduction

The introduction of Wheelyboat V17 named "All Aboard" to the Chesil Sailability fleet gives exciting new possibilities to the Chesil Sailability team and our sailors. "All Aboard" will enable us to:

- Get more people on the water during our weekly sessions.
- Allow us to provide a different experience such as tours of Portland Harbour

- Working with Partners at the Andrew Simpson Centre give us the opportunity to provide RYA Powerboat 1 and Powerboat 2 qualifications to those with mobility impairment or disability that otherwise would be unable to attain such a qualification.

The team at Chesil Sailability (Trustees, Duty Officers and Skippers) are very aware of previous incidents affecting boats with bow doors and in particular those of similar wheelyboat design. Therefore in producing this SOP and in the operation of "All Aboard" the safety of sailors, crew, skippers and the boat itself has been, and will remain the primary consideration.

This SOP will remain a dynamic document and will be updated as experience in operating "All Aboard" is gained.

Previous incidents have involved a number of factors which have been considered and addressed in the development of this SOP, namely:

- Free water within the boat and this affecting stability and leading to capsize.
- The moving of passengers in the boat affecting the weight distribution and stability of the craft.
- The ability of disabled passengers to escape in the event of an incident if they are strapped into wheelchairs
- Banking and turning at any speed
- Failure of bow door, or bow door seals
- Poor maintenance procedures and records

Therefore the basic safety principles will be adopted:

- Free water will be monitored and if the auto bailer does not address this the craft will be manually bailed as soon as any water is noticed in the boat.
- Wheelchairs will be strapped in, but passengers will not be strapped into chairs where they are in a chair
- Passengers (in wheelchair or ambulant) will not be permitted to move around the vessel when it is at sea
- The bow door and bow door seals will be checked before the vessel is used and before the vessel departs the slip, or pontoon
- Overall weight and weight distribution will be planned before embarking the vessel

The following definitions are used in this document

Bosun – the person responsible for the Chesil Sailability fleet and ensuring they are in good order and prepared for use.

Lead Skipper – the person ultimately responsible for the vessel when on the water

Skipper – may be the lead skipper, or a training skipper if under instruction from the lead skipper

Duty Officer – The person in overall control and responsible for any Chesil Sailability activity on the water

Crew – a person who is crewing the Wheelyboat and also able to drive in case the Skipper is dealing with an emergency, or is taken ill.

4. Guide to Pre Use activities for Wheely Boat

4.1. Pre use planning (weather/ chop etc)

In planning an activity with “All Aboard” the following considerations will be made:

- The availability of a skipper with the correct qualification, experience and having undergone wheelyboat familiarisation and assessment
- The availability of a crew member/s having been trained in crewing the wheelyboat
- The availability of a safety boat and suitable skipper and crew either on the water, or ready and available to respond from the pontoon
- Weather forecast
- Wave height
- Tide levels (relevant to The Fleet only)
- Other activities in the area of operation

4.2 Operational parameters

The vessel is designed to be used with a remote-steered outboard up to 75kW (100hp) at speeds up to 30mph (26 Knots). As such it will be operating as a planing craft and helmsman and crew, able-bodied or disabled, must be suitably qualified or be under qualified supervision.

When driven as a displacement craft, the boat can be handled by all competent crew, whether able-bodied or disabled, providing they have received appropriate instruction.

The prevailing weather will affect the ability of the craft to be operated safely and the following maximum parameters have been set for operation of "All Aboard".

Limits are set for four areas

- Marina – inside the harbour wall
- Harbour – the general area of the harbour (obeying harbour speed limit marked zones) inside the breakwater
- High speed run area – a straight run just east of the 6 Knott marker buoys within Portland Harbour where a straight high-speed run can be undertaken if conditions allow

Location	Maximum Wind (Knots)	Maximum wave height (m)	Maximum vessel Speed
Marina	20	10cm	6 knots
Harbour	15	10cm	15 knots
Harbour (high speed run area)	10	5cm	25 Knots
The Fleet		n/a	6 Knots

All Abord is fitted with a GPS boat speedo so that appropriate speed can been maintained and monitored.

4.3 Keys & Equipment

The following equipment must be prepared, checked and loaded onto the vessel prior to use:

- Engine keys
- First aid kit
- Thermal blanket
- Knife (vessel)
- Throwing line
- Towing line
- Extinguisher
- Paddles
- Bailer
- Flares
- Anchor
- DSC Radio
- Whistle
- Emergency Horn
- Compass
- Basic tool kit
- Spare Kill cord
- Chart of harbour

Skippers will be equipped with the following personal equipment:

- Appropriate clothing, waterproof if necessary
- Hat
- Knife
- Whistle
- Radio (non DSC)
- Lifejacket

4.4 Pre use checks Doors and Bilges

Before a session starts and "All Aboard" is used the following checks must be made by the Bosun.

- That the bow door operates correctly in terms of hinges, winch and clips
- That the bow door seal is in place and in good order.
- That the bow door is shut, and clamped and watertight (during non-use the bow doors is left slightly open so no pressure on seal, but the boat must not be used when the bow door is in this position)
- That the buoyancy chamber is inspected and that there is no ingress of water
- That the hull is in good order and free from holes, cracks or other damage
- That console and controls are in good order
- That emergency ladder is in place and in good order
- The self-draining, two non-return scuppers located either side of the engine well are clear and free from debris and other obstructions. These must be kept free of debris and other obstructions that could prevent water freely draining away.

4.5 Fuel

Before use a check of fuel levels on board will be made and a check made that adequate fuel is available for the planned activity plus at least enough fuel for a further 2 hours operation over and above that planned. A check must also be made of the fuel pipes, tank, filters and connectors to ensure all is in good order.

4.6 Kill-cords

Kill cords are to be used at all times the vessel is in operation on the water. A spare kill cord will be carried in the vessels safety equipment kit. The kill cord will always be attached to the lead skipper of the vessel, and no time when the vessel is operational will the kill cord be detached from the lead skipper. Where instruction is being given the kill cord will be attached to the (experienced) lead skipper and not the skipper under instruction.

Where the boat is being skippered by a wheelchair users a dual kill cord system will ne used, and attached to both the wheelchair skipper and the supervising skipper.

4.7 On Arrival at the boat

On arrival at the vessel the skipper will check that it is secured to pontoon or slip (as appropriate) if secured to slip that the hull is on the rubber mat to protect the hull and bow door from damage.

4.8 Boat checks

The skipper must check the vessel and its equipment and satisfy themselves that it is fit for use and all the appropriate equipment is present before taking the vessel to sea. The following check must be made.

- All safety equipment is present and in good serviceable order (see section 4.3)
- Checks are made of the buoyancy chamber
- Check is made that enough fuel is present
- Check is made that the bow door, seal, winch and latches are in good order and functional.
- That any bungs are in place
- That the vessel is free of any water

4.9 Testing & Warming up the Engines.

Prior to passengers embarking the vessel the engine will be inspected and started up to check it is correctly functioning. Check the following

- Adequate fuel
- Fuel filters in place and in good order
- Propeller in good order and not damaged
- Engine cover in good order and attached (not loose)
- Engine properly attached to transom and has not worked loose
- That helm, throttle and trim controls in good order and function
- That engine starts and tell-tale produces water when running
- That the engine when running sounds in good order

4.10 Radio/s

When operating "All Aboard" two VHF radios will be present on the vessel

- DSC Radio for use in an emergency
- Non DSC Radio for standard communications from the Skipper to other Chesil Sailability Duty Officer and other Chesil Sailability team members on shore, or on the water (ie safety boat).

Those that operate radios will either hold an RYA Short Range radio certificate, or will have received Chesil Sailability Radio familiarisation and be under the supervision of a Chesil Sailability Team member who holds an RYA Short Range certificate holder.

General communications with regards to the Chesil Sailability session will be undertaken on VHF Channel 2 or Channel 69 (as agreed by the DO at pre-session

briefing). All VHF communications will be via the DO unless circumstances dictate otherwise

Other VHF Channels of use are:

- Channel 16 – Distress, Safety and Calling Channel
- Channel 74 – Portland Port, call sign “Portland Harbour Radio”
- Channel 80 - Weymouth & Portland National Sailing Academy
- Channel 80 - Andrew Simpson Sailing Centre
- Channel 80 – Portland Marina

VHF Radio protocol can be found at Annex E.

4.11 Bow door operation

Ensure that the bow door is fully resting on the ground/slipway/pontoon and no pressure is being exerted on the winch rope during boarding and disembarking.

The winch mechanism requires it to be physically wound to open and close the door – it is a safety winch and the handle will not spin and cause injury. There is no switch to flick to change direction, simply wind the handle the other way.

Correct closure of the bow door is essential otherwise loss of stability and buoyancy could occur. At all times the boat is away from the shore the bow door must remain closed with the safety clip engaged and locked in place.

The winch holding the bow door is not for ‘the transport of persons’ and the bow door must therefore never be stood, sat, leaned on or otherwise put pressure on except when it is fully supported by the ground, pontoon or other similar structure during boarding or disembarking.

Do not overtighten the winch – the pulling forces exerted may damage the bow door, the threshold or the winch post. Tighten enough just to close the bow door and let the safety catch secure it shut.

Correct closure of the bow door is essential otherwise loss of stability and buoyancy could occur. The bow door must be closed and kept closed in the watertight position with the safety clip engaged and locked in place before the boat gets under way

4.12 End of session procedure

At the end of each session the following checks will be made to ensure the vessel remains in good order and so any remedial works can be reported to the Bosun and undertaken before the vessel is next put into service.

- Check the bow door seal and winch rope for signs of wear and report any wear or need for replacement to the bosun.
- When not in use the bow door will be eased and left in a slightly open position so that the bow door seal is not under pressure and gets compressed.

- Ensure there is no debris such as small stones in the seal or seal face before winding the door closed. This will compromise the watertightness of the seal.
- Visually inspect for indications of water ingress into the buoyancy chamber. If water ingress is suspected withdraw the boat from service and physically inspect the buoyancy chamber.
- Periodically lubricate the winch mechanism.
- Inspect the stainless-steel keel band for signs of wear.
- Report any signs of chips and deep scratches on the fibre glass gelcoat, especially where deep chips or scratches are exposing the fibre glass below.
- Clean the boat down where necessary. Fresh water with a small amount of detergent can be used if necessary.
- Clean down the anti-slip floor by using a scrubbing brush or pressure washer if necessary.
- If the boat is involved in a collision, it must be withdrawn from service immediately and a physical inspection of the hull and integrity of the buoyancy chamber undertaken by a qualified person.
- Check the self-draining, two non-return scuppers located either side of the engine well are clear and free from debris and other obstructions and that the condition of the external rubber flaps are in good order.

5. Guide to operation of Wheely Boat

5.1 Skippers & Crew selection

Lead Wheelyboat Skippers will be holders of the following as a minimum:

- RYA Powerboat 2
- RYA Safety Boat
- RYA VHF
- RYA First Aid

In addition, Lead Wheelyboat Skippers will have been assessed as competent by Chesil Sailability internal assessment and will have received further instruction by Andrew Simpson Centres as required.

Skippers under instruction will always be under the supervision of a Chesil Sailability approved Lead Wheelyboat Skipper and will also hold a minimum of RYA Powerboat 2 qualification.

A minimum of one crew member will be on board at all times to assist the skipper, at times and dependant on passengers being carried it may be necessary to have an additional crew member. The crew member must be capable of driving the boat if the Skipper is for any reason unable to, they must therefore hold a powerboat 2 qualification or have been assessed to the same level.

All Wheelyboat skippers and crew will receive annual refresher training (normally at the start of the season) in the safe operating of the Wheelyboat. All skippers will refresh themselves in the Safety Operating Procedures of the Wheelyboat at the

start of each season. Master copies of the SOP, Wheelyboat Manuals and risk Assessment will be stored on the Chesil SharePoint system, but hard copies will be available for reference on the Chesil Sailability Cabin. Copies of certificates for Chesil Volunteers (PB2, VHF, Safety Boat, First Aid etc) will be submitted to the Chesil Sailability secretary, who will retain a copy and maintain a database of all current relevant qualifications.

5.2 Selection and allocation of passenger locations and vessel weight distribution

Chesil Sailability will normally be operating All Aboard in Category C conditions, the maximum weights are set out below:

Category C Conditions

Six people (including wheelchairs, cargo) to a maximum of 610kg for RCD Cat C conditions.

Category D Conditions

Eight people (including wheelchairs, cargo) to a maximum of 740kg for RCD Cat D conditions.

It is essential that the weight on board is always kept within the vessels operating specification and that the weight distribution is planned to be even across the vessel. Other factors may also limit the maximum weight such as category of water operating in, prevailing weather and wave height.

For those in wheelchairs or motorised scooters it is important to note that the weight of these must also be taken into account in planning the maximum load and distribution of the weight in the vessel.

It will therefore be necessary to know the weight of all persons who come onboard the vessel (sailors, skippers and crew). It will also be necessary to know the weight of all wheelchairs and mobility scooters.

A planning tool, known as the “loading plan” (magnetic whiteboard with outline of vessel and magnetic markers) will be used to ascertain maximum loading and positioning of everyone within the boat, prior to loading the vessel. The loading plan will be the responsibility of the Skipper/Lead Skipper. The Duty Officer will examine and approve the loading plan, prior to the embarkation and departure of the vessel.

The loading plan will be used in the preloading briefing and again in the pre departure briefing and it will be explained to all on board how important it is that nobody moves from their allocated position on the vessel unless instructed to do so by the Lead Skipper/Skipper and how fundamental this is to the stability and safety of the craft.

5.3 On shore safety brief

An on shore safety briefing will be undertaken by the skipper prior to departure from the reception arear and embarkation of the vessel. The skipper will use a standard script/checklist that will cover the following:

- Wearing and use of lifejackets
- Need for all onboard to follow the instruction of the skipper
- Need to remain seated at all times onboard and not move once in the vessel unless instructed to by the skipper.
- Showing allocation of seating/positions within the vessel using the loading plan
- How to signal to the Skipper if any safety concerns or if feeling unsafe or concerned (Raise an arm)
- What to do in the event of a capsize
- Details of the trip that the vessel will undertake, where it will go and whether a high speed run etc will be undertaken (subject to prevailing conditions) and all crew and sailors being happy.
- An explanation of how the vessel will be loaded
- Any questions

5.4 Embarkation and disembarkation

The wheelyboat will be loaded from the slipway. The slipway will be prepared with a rubber mat to protect the underneath of the bow of the boat and the ramp. The skipper will remain at the consol during embarkation and disembarkation with the engine running and killcord attached, so that if necessary so that low forward power can be applied if required to keep the wheelyboat on the slipway.

Two lines will be affixed to the bow of the boat and will be taken to two fixed or weighted anchors on the slipway. To give stability the lines will be taken off at an angle of 30 degrees in each direction. Alternatively two crew members can strand on the slipway holding each side of the bow.

Passengers will embark as directed by the skipper and will sit in the positions indicated on the loading plan.

Those passengers in wheelchairs will need to be safely traversed down the slip and into the boat by the following means. A line with carabiner will be attached to the wheelchair whether the wheelchair is manual or electric, is operated by the wheelchair users or the carer. The line will be controlled by a belayer using a standard climbing type belay device. The belayer will be of suitable build and strength as to be able to support the weight of a wheelchair on the slip and to stop it running away into the water.

5.5 Pre departure onboard safety brief

This will be undertaken by the skipper prior to the vessel leaving the slipway and once everyone is onboard and seated in their position.

The skipper will use a standard script/checklist that will cover the following:

- Wearing and use of lifejackets
- Need for all onboard to follow the instruction of the skipper
- Need to remain seated at all times onboard and not move once in the vessel unless instructed to by the skipper.
- How to signal to the Skipper if any safety concerns or if feeling unsafe or concerned (Raise an arm)
- Reporting of any water entering the vessel
- Reporting of any safety hazards in the water
- What to do in the event of a capsize
- Details of the trip that the vessel will undertake, where it will go and whether a high speed run etc will be undertaken (subject to prevailing conditions) and all crew and sailors being happy.
- Any questions

5.6 Leaving the slip/mooring

Before departure a final check will be made by the Skipper/Lead Skipper of the following:

- All personnel are in the positions allocated on the loading plan.
- Everyone is wearing a lifejacket (buoyancy aid not permitted) including Skipper and Crew and these are properly fitted and straps clipped and tight as necessary. Lifejackets will normally be of the automatic inflation type and of suitable buoyancy rating.
- All wheelchairs and mobility scooters are strapped down.
- No person is strapped into any wheelchair or mobility scooter
- That everyone is reminded of how to signal to the skipper
- That carers are aware of their duty in the event of an incident

Before departure the skipper will go through and complete the final checklist (see annex C) and will then request authority to depart from the Duty Officer.

When the Wheelyboat is in operation Chesil Sailability will either have a minimum of one safety boat on the water or available on the pontoon equipped and ready to go with allocated Skipper and Crew. If in operation as part of the main weekly Chesil Sailability session two safety boats are normally available on the water. In the event of further assistance being required this can be requested from ASC and WPNSA and others operating from the WPNSA.

Before moving off the Skipper will warn all on board that the vessel is about to move and that they must be seated and hold on if necessary. When manoeuvring astern from the slip the crew member will be lookout and warn the skipper of any other

craft, obstructions or people in the water that may present an obstruction for the vessel.

5.7 standard routes/operating areas.

5.7.1 harbour round trip (Route 1)

When weather conditions allow a route can be followed from the inner harbour, across the harbour towards castle cove (taking a line inside the 6 knot markers) and then a return journey across the harbour back to the inner harbour and slipway.

If conditions allow and all onboard are happy a high-speed run can be undertaken outside the 6 knot markers as part of the return route.

(see charts and routes at Annex D)

This route is approximately 3 Nautical miles and in good conditions will take approximately 30 to 40 minutes

5.7.2 inner harbour only (Route 2)

Where weather conditions do not permit a trip out into the main harbour, the vessel will remain with the inner harbour and operate a route around the pontoons. This will mean the speed will be limited to no more than 6 Knotts and no high-speed run will be possible. However, it will enable those on board to explore the range of vessel within the harbour and gives the opportunity to give sailors the chance to steer the vessel under supervision.

5.8 Speed restrictions

Inner harbour and within the 6 knots marker buoys – maximum speed 6 knots

Main harbour outside the 6 knot marker buoys (12 Knots area) – maximum speed 15 knots

High-speed run area 25 Knots (subject to agreement with harbour authority and conditions and sailors being happy)

5.9 Use of the Electric trim

The boat will be loaded with a level trim port and starboard and fore and aft. At slower speeds, a level or slightly bow-up trim will prevent water being pushed above the bow door threshold. Avoid a bow-down trim at all times.

In rough water with tailwinds, your boat tends to have more weight on the bow. To avoid losing traction on your boat, you must raise the trim (turn it up). This takes the

weight off the bow, which prevents the front of the boat from getting stuck in the waves.

Conversely, with a headwind, the bow will rise, weighing down the stern and increasing the wind load. The trim will then be lowered to lower the bow and reduce the impact of the hull and jumping.

When the wheelyboat is being driven by a wheelchair bound skipper, the trim tabs are used to keep the bow in a position to afford good visibility ahead for the skipper.

In addition All Aboard is fitted with for and aft and port and starboard trim gauges to ensure the loading ad trim of the vessel is optimum and safe.

6.0 Problems/safety Incident afloat

The safety of Chesil Sailability sailors and crew is paramount and will at all times take priority over saving any vessel or other physical asset. Where possible if any issues are highlighted with the vessel, sailors or crew the priority will be to return to the slipway under the vessels own power if possible.

Both crew and sailors are to be encouraged to inform the skipper of any safety concerns with the vessel or its surroundings, any concerns over the operation of the vessel (speed, stability, weather etc) or if at any time they are uncomfortable, cold, or frightened in any way.

To alert the skipper to any issue an arm can be raised into the air by the sailor or crew. Where somebody is unable to do this and they are accompanied by a carer the carer can be alerted and the carer can raise their arm. The skipper on seeing this signal will slow or stop the vessel as soon as is safe to do so, to make the vessel more stable and to also reduce engine noise so that the concerns can be passed to the skipper.

Responses to the following incidents are as follows:

6.1 Engine failure

- Use anchor
- Alert safety boat/Duty Officer over VHF working channel
- Advice sailors and crew what is happening and keep them seated and calm
- Arrange tow (bow or side by side)
- Any concerns, if vessel or crew in danger alert Coastguard via VHF Channel 16

6.2 Man over board and recovery

- Slow vessel
- Crew to mark position of MOB

- Advise safety boat/Duty Officer over VHF working channel
- Advise sailors and crew to remain calm and stay seated
- Consider whether necessary to alert coastguard via VHF Channel 16
- Manoeuvre vessel safely
- Come alongside MOB, ensure open airway and safe.
- Encourage MOB to enter via safety ladder, situated on the port side of the transom if possible. If unable to board the vessel this way maintain safely in water and await arrival of safety boat
- Throwing lines can be used for anyone in the water and they can be encouraged to hold the side of the vessel until help arrives
- Reinforce need for boat occupants to remain seated and not to move within the vessel

6.3 Illness/injury

- Advise safety boat/Duty Officer over VHF working channel
- If able to return to slipway/pontoon with injured person
- Advise Safety Boat if assistance required
- Consider whether to alert coastguard via VHF Channel 16

6.4 Change of weather

- If weather deteriorate, return towards slipway/pontoon
- Advise safety boat/Duty Officer over VHF working channel
- Reappraise whether activity must be terminated, restricted in some way (operate within marina basin only) or can continue as originally planned.

6.5 Free surface effect water ingress

- If ingress of water into vessel that is not clearing by automatic bailing
- Slow or stop vessel
- Advise safety boat/Duty Officer over VHF working channel
- Advice sailors and crew what is happening and keep them seated and calm
- Check ramp is fully shut and sealed
- Manually bail if possible
- Avoid any rapid manoeuvres, continue ahead slowly
- If vessel cannot be bailed seek assistance of safety boat to come alongside and secure to vessel to give greater stability
- If vessel can not safely be operated, it is becoming swamped or unstable alert coastguard via VHF Channel 16

6.6 Rapid capsize

- In the event of a capsize priority is given to alerting Coastguard on Channel 16 and Safety boats if this is possible
- All other efforts are made purely to save life, not the vessel or equipment

- Skipper/crew if able will account for all vessel sailors and crew, and make efforts to keep everyone calm and together in the water.
- Help will be given to anyone who is unable to maintain an open airway or their head upright and face out of the water
- Due to the weight of the vessel (700Kg) plus the engine (180 Kg), and that the only buoyancy is in the floor of the vessel there will be no enclosed air pocket under the vessel in the event of a capsize.
- It is not possible to right the vessel on the water without specialist equipment
- The recovery of the vessel will be either by using specialist equipment in situ, or towing inverted to land or a slipway.

6.7 Another vessel in distress

- “All Aboard” must not be used to affect the rescue of another vessel at sea by towing or coming alongside
- If a vessel in trouble is observed the coastguard must be alerted on VHF Channel 16
- “All Aboard” will standby to keep the coastguard updated and for the purpose of saving lives of anyone who has entered the water
- Those who have entered the water can be assisted to ensure they have an open airway and are supported in the water until a safety boat or coastguard arrive.
- Throwing lines can be used for anyone in the water and they can be encouraged to hold the side of the vessel until help arrives
- Getting survivors out of the water over the side of “All Aboard” should be avoided if possible as this may affect the stability of the vessel .

6.8 Unplanned movement of passengers/chairs.

Pre boarding and pre departure briefings reinforce the need for passengers not to move in the vessel and should anyone need assistance how they should signal the skipper.

Should anyone be observed moving when not instructed to do so by the skipper, the boat will be safely brought to either standstill or gentle ahead speed. This will enable the skipper to ascertain why someone is moving and to issue instructions to passengers to return to their designated seats.

Should any wheelchair or motorised scooter move whilst the vessel is underway, the vessel will be brought safely to standstill or will proceed at a gentle speed ahead so the wheelchair/motorised scooter can be returned to its correct position and brakes applied or secured as necessary. Moving and securing wheelchairs etc will normally be undertaken by the crew member under the instruction of the skipper, with the passengers remaining seated in their allocated positions.

Only when the skipper is confident that passengers, chairs and motorised scooters are in the correct position and secured will they continue with the planned journey or increase the speed of the vessel.

7.0 Maintenance and repairs

All Aboard will receive regular monthly checks as well as the pre use checks. The monthly checks will be recorded in the maintenance log for the boat, together with any issues discovered and actions to be taken. Once the items have been addressed they will be marked as complete in the maintenance log.

At the end of each session the Duty Officer holds a de brief session during which volunteers are invited to provide details of any boat or equipment issues, and losses of equipment or damage to boats or equipment. Any items directly relating to the boat are recorded on the boats maintenance log, so that these are recorded, and tracked to completion.

All boats also are subject to annual maintenance and checks, that happen during the winter non operational period and at the start of each season. All such activities are recorded in the boats log book.

If any damage, defect or non functional item potentially affects the safety or stability of the bot, the boat is taken out of use until such times as the matters are addressed and recorded in the log book.

ANNEXES

Annex A

Boat Equipment Checklist

Anchor

Towing line

Bailer

Paddles

Knife

Fire extinguisher

Throwing line

First Aid Kit and thermal blanket

Spare kill cord

Tool kit

Whistle/fog horn

Compass

Annex B

Skipper Personal Equipment

Knife

Whistle

Lifejacket

Radio

Annex C

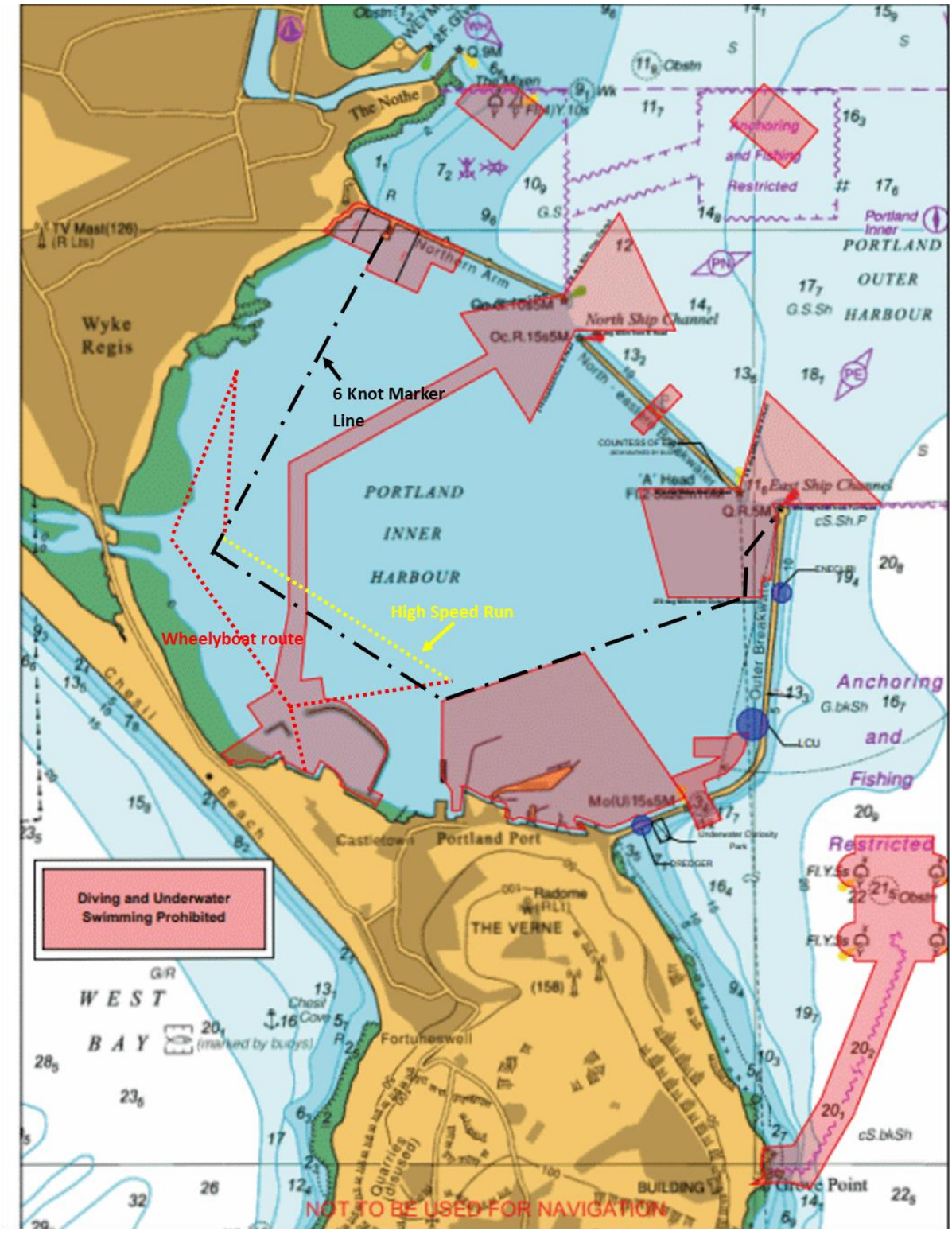
Pre Departure Checklist

Item	Checked (tick)
All safety equipment present and serviceable	
Everyone is wearing a lifejacket (including skipper and crew) and these are properly fitted and straps clipped and tight as necessary	
All wheelchairs and mobility scooters are strapped down.	
No person is strapped into any wheelchair or mobility scooter	
All personnel are in the positions allocated on the loading plan	
VHF Radio and DSC VHF Radio Present and functioning	
Safety Briefing has been carried out	
Bow door shut, sealed and clipped shut, seal in good order	
No water in boat, and self drainers clear of debris and obstruction and functioning	
All personnel asked if they are happy and if they have any questions	
Permission sought from Duty Officer to proceed	

Annex D

Areas of operation charts

Main Harbour (Route 1)



Route red dotted line, high speed run yellow dotted line

Inner Harbour (Route 1)

Route red dotted line

Annex E – VHF Radio

VHF Radio Protocol:

- **Listen before you transmit** - to ensure the channel is not in use and you will not broadcast over somebody else's transmission
- **Plan what you want to say before you speak** – so your message is short and concise
- **Use the microphone properly** – it should be 2-5cm from your mouth, to the side of the mouth so breathing noises not heard. Speak clearly – use a nice clear voice (raised slightly) but do not shout), speak clearly pronounced and slowly, do not speak in a quiet voice or whisper
- **Press to talk and release to listen** - The press to talk button should be depressed and you must wait a second before speaking so the start of your transmission is not cut off. The last word you must say before releasing the push to talk button is “over”, then release the button and listen to the response, if the exchange of communications is finished the last word that you should transmit is “out”,
- **Do not pass personal information** – do not pass personal information such as full names, telephone numbers and medical conditions over the radio as anyone can listen in. An exception to this may be in the event of an emergency
- **Do not swear or use bad language** – keep communications professional do no swear or use inappropriate language or transmit anything offensive in any way
- **Identify yourself and who you are calling** – identify yourself by position (callsign, such as Chesil 1, Safety Boat 1. Pontoon) or boat name and who you are calling. You must do this every time you transmit ie
    - Initial call - “*Chesil 1, Chesil 1 this is "All Aboard", Over* “
    - Message requiring Response - “*Chesil 1, this is All Aboard, what time would you like us to return to the pontoon, over*”
    - Follow up call, not requiring a response - “*Chesil 1, this is All Aboard, we are progressing back to the marina and should be there in 10 minutes, out*”