

Safety Folder

Quick Start Guide



- Introduction to Safety Management Systems
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- How the system will help you comply with the law
- Where and how to get help

Introduction to Safety Management Systems

Since the Health and Safety at work regulations were introduced in 1998 it has been a legal requirement to produce a Safety Management System for commercial fishing vessels. The system is often described by one of its parts, namely the Risk Assessments, but actually the Risk Assessment is only a small part of the system. The following parts are all required within a good safety management system:

» **A Health and Safety Policy Statement**

» **All Reasonable Risks to be Assessed**

» **Crew Records**

» **Life Saving Appliances, Drills and Inductions**

» **Lifting Equipment and Work Equipment Maintenance Records**

» **Health Monitoring**

» **Vessel Safety Equipment & Self Inspections**

All these items are to be considered as a whole system, they certainly are not everything but they form a good starting point to build on. Our safety Management Website helps you to develop this into an organised and practical system.

How to get started

To begin you will need to register as a user of the website. After registration you will be able to start filling in the Safety Folder by adding your vessel and completing the required information. There are a series of 5 stars which will help guide you.

★ = Good, ★ = Needs more work, ★ = Needs doing. Clicking on a star will take you to the correct section of the website.

Step 1

Go to <http://www.safetyfolder.co.uk>

Click the register link and fill in the form.

Choose a Username and Password. An email will be sent to the address provided confirming this information. This is important to store in a safe place as its easy to forget them.

Or you could keep a reminder here:

Username: _____

Password: _____

Step 2

Enter your vessels details, by selecting the [**Vessel Details**] and clicking the [**Add a Vessel**] and filling in the form. You can get started by adding your vessels PLN and searching for your vessel.

If you don't have all the details they can be left blank or use the provided link to the ITU Mars Database where you can search for your vessel and find the Callsign, Registry and MMSI for the vessel. [<http://www.itu.int>]

Step 3

The next area to complete is the [**Crew Details**], here you can add all the vessels crew and add their mandatory certificate details. Adding the crews emergency contact details is essential as it can help the Coastguard or Radio Medical help in the event of an emergency at sea.

Step 4

In the [**Records**] tab you can add your equipment registers for compliance with LOLER and PWER regulations, your Life Saving Appliances, Stability information

for roll and heel tests and your MCA inspection dates. Once entered, reminders of important service and expiry dates will be emailed to you each month.

Step 5

Adding a [Muster Plan] for the vessel helps the crew to know what to do in an emergency situation. It is strongly recommended that before filling in the Muster plan that you look at the example in the MGN 430 F for guidance.

You should choose a muster point where it is convenient for the crew and skipper to meet and access to the vessels safety equipment can be gained.

Step 6

Risk Assessments are required on all fishing vessels. A range of generic risk areas are provided for you. To start risk assessments for an area, click the area title to begin the assessment.

In the next screen it is recommended that you select the [Add Seafish Examples] button to load the example content. Once loaded you can either edit or delete each risk.

To add a new risk assessment just click the [Add Risk Button]

Step 7

When you have completed your risk assessments you can produce the folder to either print, email and/or store on your computer.

Click on the [Safety Folder] and click the [Produce complete PDF Safety Folder] button

Once produced you should save this to your computer and print off a copy for storage in a folder.

The printed copy should then be read to check the contents and complete the sections where necessary by hand.

How the system will help you comply with the law

By completing the safety folder you will be able to show compliance with many of the vessel laws, and importantly it gives you and the crew a structure for the vessels safety.

Due to the high level of incidents in the commercial fishing industry it is likely that there will be further pressure on vessels to improve the safety on board their vessels. By creating a safety management system you can begin to structure training, maintenance and safety procedures which will help you to comply with the law.

Where and How to get help

There are many places where you can get assistance. To start with you can get assistance with the safety folder website by contacting Rockall Marine.



www.rockallmarine.co.uk

info@rockallmarine.co.uk

The necessary skills needed to create a safety management system are covered in the Safety Awareness course that was updated in 2011 and is funded for those wishing to refresh their knowledge in health and safety on fishing vessels. To find out more you can go to the Seafish website and find a training provider near you.



www.seafish.org

The relevant laws for sea are covered in the vessels code of practice and in the supporting M Notices. The Safety Folder website lists many of the M Notices but it is always worth while subscribing to the MCA's email service to keep up to date. The MCA also offer an excellent phone support service. To find out more have a look around their website.



www.dft.gov.uk/mca

To learn more about accident prevention you can read the excellent work of the Marine Accident Investigation Branch. The MAIB are the industry accident investigators and they report on their investigations producing guidance and recommendations.



www.maib.gov.uk



Safety Management System

For Fishing Vessel:

Nevermore

NN408

Safety Folder Sections

Safety Policy

The Safety Policy is required if there are 5 or more people employed within one company. Although for many it may not be a legal requirement it is still well worth while as it demonstrates your commitment to safety and shows you are a responsible employer.

Once it has been produced there are 2 parts that need to be completed.

1. The person who you have decided is responsible for looking after health and safety on board, this can be the skipper, owner, or a suitable person chosen by the skipper or owner.

2. It should be signed by the Owner of the vessel to approve the statement and show support for the Health and Safety Representative. In no way does appointing a health and safety representative remove the Skipper or owners responsibility under the Health & Safety Regulations.

Safety Policy



Checklists

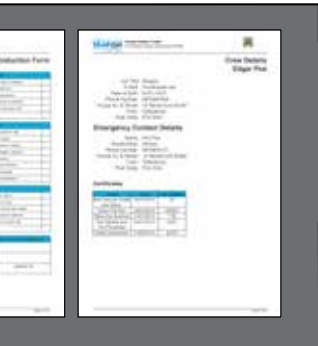
When you add a vessel it selects the appropriate vessel safety checklist from the under 15 metre code of practice. For over 15 metre vessels it lists the equipment you added to the website. This is to be completed and dated and then you are required to repeat this process annually. An email containing the checklist will be sent each year for you to complete.

Checklists



Emergency checklists are included and are from the IAMSAR V3 book from the IMO, this book sets a core standard which vessels crew drills are based on.

Crew



Crew

The crew pages have 2 parts, Crew Information and Crew Induction form. When adding a crew member you can add their qualifications. The folder will show a yellow warning sign if they are still requiring any certificates.

The crew pages are useful to have aboard the vessel especially in the case of an emergency, they may be helpful to the emergency services especially if medical assistance is required.

When the crew joins a vessel they are required to carry out a crew induction, this process should only take a short while and is broken into 3 stages, firstly the LSA (Life Saving Appliances) should be covered, followed by routine vessel procedures and finally emergency procedures.

Muster Plan



Muster Plan

The vessel muster plan is necessary to ensure order and efficiency in cases of emergency. It is widely recognised as a necessity and is covered in the M Notice which is available on the safety folder web page for mustering. If you need assistance in completing a muster plan then please read the M Notice.

There are 3 stages to a muster plan, they are the initial alarm phase where the emergency is announced and the crew muster. Then the second stage references the skipper's communication with the Coastguard and the crew trying to save the vessel. And finally if it becomes necessary to abandon the vessel to put out a mayday and launch the liferaft.

Risk Assessment



Risk Assessment

This section is the largest in the folder. It is a legal requirement to have risk assessments for a vessel where there are crew involved. It is recommended that this includes single handed vessels.

The risk assessments are described in the M Notice MGN 20 (M+F) that there is no defined method of recording them, the Safety Folder risk assessment documents are based on the Code of

Safe Working Practices initial risk assessments.

As an aid to risk assessment the sections can be pre filled with example risk assessments which have been provided by Seafish as part of the Safety Awareness course. Once added you can edit or delete the ones that are not correct to suit your needs.

A hazard is an object or situation that can cause harm.

A risk is the way in which the harm effects you.

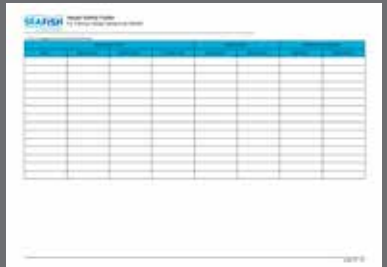
Control Measures are the ways in which you reduce the chance and severity of the risk. A logical order of control is to consider, Guards; Safe systems of work; Personal protective equipment; and then the use of Signs.

Loler and Puwer

Loler and Puwer refers to the regulations regarding lifting equipment and procedures and work equipment and procedures.

Each item has two pages, on the first you record and highlight the equipment and on the second page you record your routine inspections. This is preformatted to monthly but you can do this at a different interval if necessary.

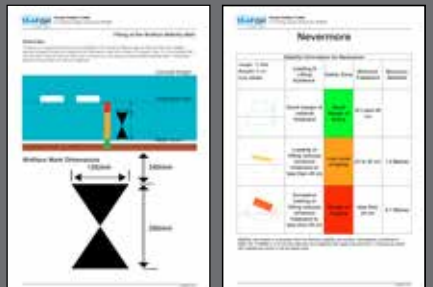
Loler and Puwer



Stability

For the under 15 metre vessels the Wolfson Stability mark is calculated and produced as part of the folder, it is a recommendation to have some form of stability guidance available for the vessel. It is up to the Owner/Skipper to decide the type of stability information to have on vessels that do not require a full stability book.

Stability



Within the website there is also guidance on roll and heel tests to systematically record the vessels stability so that you can notice any changes in the vessels ability to right itself in the future. We recommend completing a roll and heel test

annually to compliment the Wolfson Information notice and mark which relates to your operations at sea.

∞ Risk Assessment Guide

Risk Id

This number is auto generated and allows you to identify a specific risk for reviewing or referencing.

Process or Action

Here you list the task or action being undertaken. It is to help you to structure the document.

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The authority of our industry

Vessel Safety Folder
For Fishing Vessel Neveerim

Boarding and Leaving

last edited on 28th April 2012

Hazard associated with activity

This is how the Hazard relates to the activity, it is the thing that may go wrong.

Controls already in Place

The controls should follow the simple system of: Are there any Guards? Is there a work procedure? Do you need to wear PPE?

Significant risk identified

Here you put the risk to the crew involved if the controls fail.

Risk Level

This is how dangerous you think it is, you can choose High, Medium or Low.

Risk Id	Work process/action undertaken in area	Hazard associated with activity	Controls already in place	Significant risks identified	Further assessment required Y/N
1 . 1	Quayside	Falling into the water leading to hypothermia or drowning Slipper surfaces leading to falls Obstructions leading to falls Unprotected openings leading to falls	Work as a team on jetties. No running on the jetties and follow the harbour masters usage instructions	Slight chance of falling in and drowning	Medium Risk



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see website for full details

www.rockallmarine.co.uk