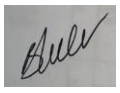
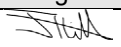
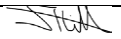
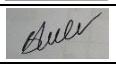
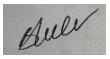
Passage Plan including Class V Passenger Boat Risk Assessment

Title:	**Class V Generic Passage Plan / Risk Assessment**		
Purpose:	To ensure CPBS vessels are operated in a safe and seamanlike manner		
Scope:	All crew		
Responsibility:	The Master has overall responsibility for vessel		
Vessels Applicable:	Golden Jubilee, Golden Flame, Golden Star and Golden Spirit		
Definitions:	VTS – Vessel Traffic Service BML – Boat Master License LKE – Local Knowledge Endorsement		
Documentation:	PLA General Directions PLA Byelaws / Notice To Mariners Code of practice for passenger operations on the Thames 2022 – 4th Addition.		
Document Author	Jordan Hill	Document Owner	CPBS
Approved:			
	Billy Ruler - Operations Manager		
Authorised by:			
	Scott Neicho - Director		

Review Record	This passage plan must be reviewed annually as a minimum or when circumstances surrounding the task have changed.		
Review Date	Assessed By	Findings & Actions	Signature
03/11/21	J. Hill	Reviewed and Updated after Flag Audit.	
28/02/23	J. Hill	Reviewed and Updated following Company Review and Management Changes.	
09/09/24	B. Ruler	Added vessel 'Pride of London'.	
29/08/25	B. Ruler	Added vessel name 'Pride of London' to 'Golden Spirit'	
10/03/26	B. Ruler	Management Reviewed – removed vessel 'Golden Sunrise'.	

		Likelihood					Consequences		
		Unlikely	Possible	Likely	V Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/ Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
11 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls

Passage Plan including Class V Passenger Boat Risk Assessment

Specific Risk Assessment -

Ref	Identify the Specific Hazards associated with the Task	Identify the Passive & Physical Controls in place	Risk Profile After Controls in place.		
			Likelihood	Severity	Risk Factor
1.	Risk of injury as a result of a slip/trip/fall – Crew Working	Non-slip footwear. Lifejackets to be worn when working on deck operations in line with company's policy. Induction by Captain. Ongoing training for all crew.	2	3	6
2.	Passengers slip/trip/falling on embarkment /disembarkment of vessels	Vessel to be secured alongside. Crew in place to assist with embarkment/disembarkment of passengers. Crew wearing lifejacket and non-slip footwear. Captain to use PA system to advise all persons on-board that vessel is shortly to moor. Visual/verbal communications between crew and Captain. Passenger access points are well-lit and appropriate signage/deck marking in place. Non-slip deck, highly visible. Engines to be in neutral whilst alongside - If Captain is not in wheelhouse.	2	5	10
3.	Failure of mooring cleats/bollards	Regular maintenance programme in place. Thorough inspection by crew/engineering October and April. Designed into vessels construction. MCA standards met for any additional cleats/bollards required and MCA to ensure safety standard met. Pre-Sail checks in place	1	5	5
4.	Failure/Damage/Parting of Mooring Line	Appropriate lines selected for task. Coils of rope to be kept out of sunlight. ENTANGLEMENT: - When "getting a turn", keep hands and feet out of the way and avoid distraction i.e., mobile phones, similarly never stand in the bight of a rope. JAMMING: - Caused by making fast too quickly and may result in breaking the line; when breaking under strain it may cause a whiplash effect, resulting in serious injury. Note also that the whiplash effect may occur without breaking the rope, in such instances the shockwave travels down the rope with tremendous force, which may result in a fatality. BUOYANCY: Man-made fibres do not absorb water and therefore will float on or just under the surface, hazarding propellers, engine intakes etc. All lines to be inspected by crew and report all concerns to Captain.	1	5	5
5.	Incorrect Mooring - during embarkment /disembarkment	The practice of 'steaming against a single short spring' without a gangway is NOT PERMITTED. Crew to follow Captain requests. The vessel should be laid as close as possible alongside the berth and the main engines should be in neutral. If gear engaged, wheelhouse MUST be manned at all times. Captain to ensure that vessels are moored appropriately for both the current and forecast weather and tidal conditions. Correct lines to be used. Lines regularly inspected and replaced when required.	1	5	5

6.	Second Bottom Mooring	The inboard vessel must be secured by at least 2 lines. Both Captains to give permission. London VTS should be requested to broadcast a "proceed with caution". Procedure only to take place between two CPBS vessels. Additional mooring lines to take the added burden of the second bottom vessel. Both vessels passenger gates to be aligned for safe access and egress. The second bottom vessel is also securely moored to the first. All exit gates in use to be suitably manned during passenger movements. Any mooring lines adjustments should be carried out with the gates shut to prevent passenger access. Only re-open when safe to do so.	1	3	3
7.	MOB - during embarkment/ disembarkment	All passengers to be counted on/off vessel. All passenger transfers will stop on report of MOB. Boarding gates on pier/vessel will be locked. Crew trained for situation. Emergency lifesaving equipment to hand. Passenger control is vital. Incident management training conducted with all crew.	1	5	5
8.	Un-identifiably crew –emergency situations	All crew MUST wear CPBS uniform.Uniform to be clean and ironed.	1	2	2
9.	Reduced mobility of passengers - physical disabilities, speech, hearing, sight limitations, mental healthproblems, elderly and parents with young children.	Crew available to assist passengers throughout passage/trip. Hazards identified and clearly marked on-board. COSHH regulations followed – all chemicals securely stored. Audio and Visual signals for emergency situations (PA via Captain).	3	2	6
10.	Unruly/Aggressive Passengers	Prior planning of party's makeup (Age etc.) to be completed by office/Captain. Metropolitan Police Promotion/Events Risk Assessment form 696 Appendix 3 to be used to assist in the process of planning. SIA licensed security staff onboard higher risk events. Bar manger to liaise with Captain with regards not serving alcohol procedures. Experienced Bar Managers.	3	3	9
11.	Master acting in a professional manner	Only qualified Captains to operate vessels. Regular company/Captain appraisals. Relevant PLA publications carried on-board all vessels. (See Annex 2) Avoid the use of mobile phones etc in wheelhouse. Crew (including catering/bar staff) to be briefed at start of shift. Captains received vessel induction on starting with company. Captains hours of rest/work to be recorded as per companies SMS to ensure sufficient rest periods are maintained.	1	3	3
12.	Navigational error	Passage plan completed by CPBS. Qualified Captain in command (BML Holders) LKE completed by all Captains.	2	4	8

Passage Plan including Class V Passenger Boat Risk Assessment

13.	Collision between two Vessels	Overtaking agreements to be made. IRPCS Regs to be followed at all times. AIS fitted on all vessels to assist (not replace) lookout. VHF listening watch to be maintained at all times. VTS routine half hourly navigation broadcasts. Radar to be utilised (where Fitted) Lookouts to be posted as per Captains requests. Captains to follow passage plan, which highlights vulnerable vessel areas/water users. Captains to follow the requirements of SMS. Captains to obey the Special Signal Light System.	1	5	5
14.	Weather conditions – wet,cold, icy and Fog	Weather forecasts obtained before all passages/trips. Experienced/Qualified Captain in command. Navigation is at Captains discretion at all times. AIS systems installed. Radar to be used by Captain (where fitted). Deck crew to be briefed on daily hazards by Master. CPBS Minimum visibility limit = 0.1 Nm	2	3	6
15.	Crew – unqualified/lack experience	CPBS operates an induction of all new starters.On-going crew training programme.	1	3	3
16.	Media/Social Media – Report of false information. Company image/reputation	One CPBS director available at all times. Captains all qualified for job role. DPA on call during maritime operations.	1	2	2
17.	Man Over Board – Accident/Self Harm	Crew to supervise all deck activities. Emergency lifesaving equipment carried. Bar manager to limit alcohol to those believed to be high risk. Regular MOB drills conducted on all vessels.	1	5	5
18.	Fire On Board	Vessels maintained to high standard. Good “housekeeping” on all CPBS vessels maintained by crew. Hazardous waste limited/removed. Hot works carried out under supervision and in maintenance periods only with PTW. On-board fire detection systems to be used (where fitted) Majority of vessels have fire installation systems. Regular Fire drills conducted on all vessels.	1	5	5
19.	Engine Failure/VesselBreakdown	Vessels maintained to high standard. Pre-Sail check completed before setting sail. VHF communication system on all vessels to arrange quick assistance. Proactive maintenance programme in place. Regular anchor drills conducted.	1	3	3

Passage Plan including Class V Passenger Boat Risk Assessment

20.	Bomb threat/Suspected Package	All crew to be visual. All crew inducted. Marine police available via CG. "Operation Boatman" in place, referred to within DSM.	1	5	5
21.	Loss of Hull Integrity	Captain qualified and experienced. LKE endorsements held on BML qualification. Emergency procedures understood by all crew. IRPCS to be followed at all times. AIS on all vessels. VTS half hourly broadcasts. Crew trained in sea survival. All watertight doors closed during passage. Regular inspections of water ingress by crew. Captain to consider planned grounding to prevent sinking.	1	5	5
22.	Passenger taken unwell/injured	Crew trained in First Aid. First Aid kits carried on all vessels. Approved casualty-landing sites on River Thames known by all Captains. Good working relationship with RNLI and PLA. Scenarios run regularly to assist crew with real life emergency. Bar manager to limit intake of alcohol to all passengers.	2	4	8
23.	Grounding	Captain qualified and experienced. LKE endorsements held on BML qualification. Emergency procedures understood by all crew. IRPCS to be followed at all times. AIS on all vessels. Captain to note VTS half hourly broadcasts of tidal information and request if required. Life rafts carried by all vessels. Crew trained in sea survival. Up to date Charts carried on-board. Echo Sounders on vessels.	1	4	4
24.	Skeletal/Muscle injury to crew recovering MOB/Person in water	Crew trained in basic Manual Handling. Minimum three crew plus boat staff available. Recovery systems carried. Regular MOB drills conducted on all vessels. Emergency services available quickly on River Thames.	2	3	6
25.	Ropes fouling propulsion	Crew to operate under Captain guidance. Experienced crew. Staff inductions completed by all. Clear communications between Captain/Crew. Option to release anchor (see point 30) Captain to assess if berthing at nearest berth/mooring is safe to do so.	1	5	5
26.	Passenger slips/trips/falls on vessel	Regular inspection of areas conducted by crew, staff and security whilst underway with passengers. Signage to warn passengers of risk. Bar manger to limit alcohol consumption to those passengers heavily intoxicated. Good "housekeeping" on all CPBS vessels maintained by crew. Weather conditions to be monitored.	3	3	9

Passage Plan including Class V Passenger Boat Risk Assessment

27.	Overloading vessels – passenger/crew numbers	AIS. See vessels PC for Capacity. Passenger to be clicked on by crew. Minimum of 2 clickers onboard each vessel. MCA Method of Counting Passengers letter onboard.	1	3	3
28.	Collision with Bridge	Refer to certificate of registry for vessels Air draught/Keel Clearances. Qualified and Experienced Captains. LKE endorsements held. Half hourly London VTS broadcasts with tidal heights. Captain to be aware of wash from other river users. Lookouts to be posted at the request of Captains.	2	5	10
29.	Contact with Mooring and Buoys	Qualified and Experienced Captains. LKE endorsements held. Lookouts to be posted at the request of Captains. Radar to be used by Captains to assist Navigation (where Fitted).	2	5	10
30.	Anchoring	Regular practiced drill. Qualified, Experienced Captains. Good crew communication. VTS to be contacted via VHF to make other vessels aware of situation. Routine maintenance of anchor/chain.	2	3	6
31.	Use of Locks – Entering and Leaving	Lifejackets to be worn by crew involved in deck operations as per companies' policy. VHF link between Lock/ Vessel and crew. Long lines either end of vessel No turn taken to prevent vessel pinning during locking process. Knives available to deck crew for emergency situations. Passengers clear of operation.	2	3	6
32.	Boarding vessels at Temple Pier – Using Jubilee to access boat house (staff and viewings)	Vessel securely moored as by pre agreed system – long breast rope from outside quarter onto boat house. Tightly positioned to hold aft of the vessel alongside. The vessel should be laid as close as possible alongside the berth. Use of fitted handrails is promoted. Warning signs in place (mind head) Lifejackets to be worn whilst on barge (non - passenger area) due to handrail height less than 1.1m.	2	5	10

Passage Plan including Class V Passenger Boat Risk Assessment

Passage Plan
This plan has been created to ensure the safe navigation of Capital Pleasure Boat Service Vessels, including both passenger operations and vessel passages. This policy is applicable for any berth, Pier, Jetty or Wharf **outward bound of London**. Whilst the passage planning detailed below is the company's ideal policy, Masters of vessels must at all times navigate his/her vessel in line with the International Collision Regulations. Any reported deviation from the prescribed passage plan could be subject to further scrutiny by the management of CPBS and or Port of London Authority, and may result in disciplinary action. CPBS operates a 0.1Nm minimum visibility limit (Temple Pier to Waterloo Bridge distance for reference) Masters are to be reminded, Navigation is always at their discretion. Pre sailing checks completed. Ensure vessel/crew and passengers are ready for departure. Master to inform London VTS (channel 14) of vessels intention to leave berth, pier, jetty or wharf. Leave when permission granted and safe to do so. If vessel leaving above Wandsworth Bridge, be aware of the 8 knot speed limit. If vessel leaving between Wandsworth Bridge and Cherry Garden Pier be aware of the 12 knot speed limit. Continue outward-bound keeping as far to the starboard side of the channel as practicable. Continue outward-bound through the main working arches of the bridges. Should any arch, other than the main working arches be transited, is done at the Masters discretion. Continue outward bound through Tower Bridge, ensure you pay particular attention when approaching and passing rowing, sculling and sailing craft. Ease speed when passing and proceed with caution, being aware that if they are within 6 metres of the shore a draw off may take place. Continue outward bound on the starboard side of the channel to Blackwall Point, where you enter the Thames Barrier Control Zone. Report to London VTS (channel 14) for permission for clearance for the Barrier before continuing any further. **WHEN TRANSITING THE BARRIER, YOU MUST ENSURE YOU ENTER THE SPAN ALLOCATED, KEEPING A LISTENING WATCH ON CHANNEL 14 AT ALL TIMES.** Continue outward-bound, ease speed when approaching the 'Woolwich Ferry' (ferries are at greatest risk when on the terminals) when clear of both North and South terminals stay on starboard side of the fairway.

Passage Plan including Class V Passenger Boat Risk Assessment

Continue outward bound, rounding Crossness, be aware of vessel movements and vessels discharging at Thunderer Jetty and Fords Jetty, Dagenham. At Fords Jetty, report in to London VTS (channel 14). Remain on channel 14 until Crayfordness, and then change /report to London VTS (channel 68) keeping a listening watch on this channel.

Continue outward bound on the starboard side of the channel, being aware of traffic movements on Harrison's Gas Jetty, Esso Purfleet, 1 and 2 Jetties, Purfleet Deep Ro-Ro berth and vessels discharging gas on Vopak jetty.

Continue outward bound reporting in to London VTS (channel 68) at West Thurrock.

Continue outward bound being aware of vessel movements in Northfleet Hope and traffic movements in and out of Tilbury Dock. Continue outward bound, being aware of the Tilbury-Gravesend Ferry.

CPBS Masters are to take note of PLA general directions and bylaws, Notice to Mariners remaining in place and current running and keep VHF listening watch.

Isolation Jetty (Class V limit) inward bound.

Continue inward bound as far as starboard side of channel as practicable, being aware of other traffic in the vicinity.

Report to London VTS (channel 68) inward bound at Gravesend.

Approach Tilbury landing stage with caution, being aware of the Tilbury Ferry crossing for Gravesend. At the top end of the landing Stage is the warning light for traffic movements for Tilbury Dock and Northfleet Hope. If Flashing White, proceed with extreme caution at slow speed and contact London VTS for instruction.

Continue inwards on the starboard side of the channel, reporting in to London VTS at West Thurrock. Continue inwards around Stoneness, being aware of specified vessels loading or discharging at Vopak. If a amber flashing light on number 3 jetty at Vopak is activated, this depicts a gas tanker is discharging. Therefore a 60m exclusion zone is in place.

Continue inward bound on starboard side of channel, being aware or Purfleet Deep Ro-Ro berth, Esso Purfleet, 1 and 2 jetties, and at Harrison's Wharf for vessels discharging gas. Any doubt, contact London VTS on channel 68.

Remain on channel 68 until Crayfordness, and then change to London VTS (channel 14). Keeping a listening watch on this channel. Continue inward bound on starboard side of channel,reporting in to London VTS at Fords jetty, Dagenham. Continue inward bound, being aware of traffic movements of vessel discharging at Thunderer Jetty.

Continue inward bound to Margetness where you enter the Thames Barrier Control Zone. Report to London VTS (channel 14) for permission for clearance for the Barrier at this point before continuing any further. Continue inward, being aware of the Woolwich Ferry. **WHEN**

Passage Plan including Class V Passenger Boat Risk Assessment

TRANSITING THE BARRIER, YOU MUST ENSURE YOU ENTER THE SPAN ALLOCATED, KEEPING A LISTENING WATCH ON CHANNEL 14 AT ALL TIMES.

Continue inward bound on the starboard side of the channel, you must ensure you pay

particular attention when approaching and passing rowing, sculling and sailing vessels. Ease speed when passing, being aware that if they are within 6 metres of the shore, a draw off may take place. When approaching Cherry Garden Pier be aware of the 12-knot speed limit above this point.

Continue inward bound taking main working arches through all bridges. Should any arch other than the main working be transited, this is done at Masters discretion.

CPBS Masters are to take note of PLA general directions and bylaws, Notice to Mariners remaining in place and current running and keep VHF listening watch.