

WORKING ON CRAFT IN DRY STORAGE

WHAT YOU SHOULD KNOW



HAZARD WARNINGS



Toxic or Very Toxic



Corrosive



Oxidising



**Flammable or
Highly Flammable**



Harmful or Irritant



Biological



**Hazardous to
the Environment**

CONTENTS

Working on Craft in Dry Docks

Thank you for taking the time to pick up a copy of this guidance.

The content is provided to assist you to plan your works to minimise the risk of an incident occurring during your project.

If you do not wish to carry out the work yourself or feel you cannot meet the requirements of the guidance there are many organisations adjacent to our waterways that can plan and carry out the works on your behalf.

If you would like further information please contact the local waterway office for more details.

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INTRODUCTION

British Waterways has a number of dry storage facilities around the country where boaters can carry out repairs or maintenance to their craft.

All these facilities are classed as a workplace. That means you should take care to minimise the effect your work may have on yourself and on others.

This guidance aims to help you make the best use of our facilities and to minimise the chance of an accident occurring whilst your craft is in dry storage. It covers common issues that may be encountered in both open air and enclosed storage and the procedure to follow to minimise risk. The content is provided as general guidance only, it does not aim to cover all activities or problems that may be encountered by the hirer, only an overview to assist planning.

Please remember it is the responsibility of every individual carrying out work in dry storage to assess the risks associated with their activities. As a hirer/ user of this facility it is your responsibility to carry out such a risk assessment and to ensure all necessary precautionary measures are in place for your activities.

Young persons in the work place.

To minimise the risk to young people we request that children under the age of 16 are not permitted to enter dry storage areas.

Before starting work

Before you begin work in dry storage you should read this guidance and complete the enclosed form, it will assist you in planning your work.

If the work is to be carried out on a contract basis (payment for works) the form must be returned to the marina/ waterway office for processing.

In addition you will need a special permit from us before you carry out certain activities. These include grit blasting, the removal and application of certain paint systems, welding etc. These are classified as controlled activities. Please get advice from the local BW representative on these requirements. If they are not available or unable to help, further assistance and guidance is available through the local BW office.

Placement and chocking of craft

When craft are placed in dry storage they should be stored with sufficient space to allow adequate room for the proposed works. Once in place they should only be chocked using suitable materials, cradles and purpose-made struts. This will ensure stability of the craft and the safety of those working in the area. Once safely positioned chocks/cradles must not be moved.

Craft on British Waterways property must not be chocked using old oil drums, scrap timber, bricks and blocks or other such materials. If you fail to comply with this requirement we reserve the right to remove your craft from storage.

Insurance

It is the responsibility of all contractors to ensure that sufficient insurance cover is in place to cover loss or damage to the craft and any claims for injury or damage to third parties or their property caused by the works. It is also strongly advised that owners carrying out works should hold suitable insurance for their works.

GENERAL GUIDANCE ON WORKPLACE SAFETY

Health welfare and hygiene

To protect yourself and others from illness keep your work area as clean and tidy as possible. Before starting work, find out where any welfare facilities are located. During work take regular breaks from intense or stressful operations. Use barrier creams before starting work and wash your hands and any other exposed areas with clean water before leaving. Please note, at many locations, welfare facilities, first aid equipment and cleaning materials will not be provided and therefore, you must provide your own.

Smoking

British Waterways do not permit smoking in the workplace. Therefore we ask that you do not smoke in the dry storage area.

Protective clothing and equipment

When carrying out some work tasks you will need to wear protective clothing or equipment. To ensure it is suitable you must familiarise yourself with the safety requirements of each task and/or seek advice from suppliers. The local BW office or representative can give you advice on local suppliers of protective clothing and equipment who will advise you on its use.

Remember that anyone in the area that could be affected by the works must be protected, not just those carrying out the task.

Hazardous substances

Should be kept in their original containers. Where this is not possible you should clearly label the substitute containers. They should never be stored in food or drink containers.

When using hazardous substances ensure you read and understand the instructions and use appropriate controls to minimise any harmful

effects. Remember that materials such as lead/anti fouling paints and gel coat residue are hazardous wastes and should be handled and disposed of accordingly.

Asbestos

Some older craft may have asbestos present in exhaust insulation, thermal insulation or exhaust gaskets.

Extreme care should be taken where the presence of asbestos is suspected especially where it may be disturbed during works.

Removal of asbestos must only be carried out by licensed contractors and only be removed from craft on our property with written permission.

Manual handling – lifting and carrying

Severe injuries can result from poorly planned and executed manual lifting.

Before carrying out any manual lifting consider the following:

When assessing the lift consider:

- Using lifting/carrying aids such as trolleys or sack barrows
- Making the load smaller/lighter to lift
- Changing the system of work to reduce the effort required
- Change the layout of the area or way of working to improve efficiency

Before lifting and carrying you must ask yourself:

- Is the lift within my limits?
- Can I avoid lifting where there is a risk of injury?

Always avoid lifting if a mechanical alternative is available.

When Lifting

- Stop and think – plan the lift. Do you need help? If so seek assistance

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Mechanical lifting equipment

If you decide that you need to use mechanical lifting equipment its use must be agreed with us.

All mechanical lifting operations are subject to strict regulation. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require all lifts to be planned and executed by competent persons. If you need to utilise mechanical lifting as part of your works it must be thoroughly planned with sufficient notice given for us to consider the safety implications.

It is also important to remember that any lifting equipment used in the workplace must be suitable for the task and maintained in good condition.

Slips, trips and falls

Slips, trips and falls are the most common type of accidents in the workplace. To minimise the risk to you and those working with or near you, consider the following potential hazards as part of your risk assessment:

Once you have identified potential hazards of your operation you must apply good housekeeping to minimise the risk of slips and trips.

Working alone

If your project involves you working alone please think about the following before starting work:

- Is safe access to and from your boat possible?
- Does your work or the location present an increased risk to you whilst working alone. E.g. are you going to carry out hazardous activities such as welding, removing old paint or using materials that could release gases or produce noxious vapours?
- Can all ladders, trestles, work equipment and materials be handled safely by one person?
- Does someone know where you are in case of accident/emergency?
- Is there an agreed method of communication with others should an accident occur?

If in doubt seek help or advice before starting work.

Shared workspace

When working near to others, please ensure your actions or failings do not affect them.

Please:

- Carry out a risk assessment of your activities, to identify the hazards of your work and possible affects on others, a simple form is provided for this purpose.
- Take all necessary precautions to prevent harmful effects that may result in accidents or ill health. E.g. when you are welding, someone else may be painting or handling flammable materials.

If in doubt seek advice

Accident reporting

If you are unfortunate enough to have an accident during your works, no matter how small you must report it to us.

We record all accidents and near misses and use the information to minimise the chance of further incidents.

Reporting your misfortune could save someone else from injury.

Slips	Trips
Spills and splashes of liquids and solids	Uneven surfaces
Wet floors/Unsuitable footwear	Holes and cracks
Rain, sleet, snow, ice	Changes in levels, e.g. ramps, steps, stairs
Floor surface	Cables, leads and hoses across walkways
Powder/dusty floor	Obstructions/poor storage of materials
Sloping surfaces	Low-level fixtures and fittings
Additional Factors	Additional Factors
Badly located walkways	Poor or unsuitable lighting
Poorly maintained workspace	Moving goods, lifting, carrying
Rushing around	Distractions, fatigue
Effects of Alcohol	

SPECIAL GUIDANCE FOR WORK IN DRY STORAGE

On arrival at the storage area

Our representative who meets you on arrival will brief you on what safety equipment is provided, what you should do in an emergency and who to report any problems to.

They will ask you to walk around the storage area to familiarise yourself with the layout of the site including:

- Any information boards and safety signs
- Official access points and/or fire exits
- The location of any fire fighting equipment
- The position of other safety equipment such as emergency stops or isolators.

Access to the storage area

When entering or leaving the dry storage area please only use the official access points provided.

If special access is required please get permission from a member of our staff.

Working at height

When using ladders to gain access to your boat, they must be secured in place and be at the correct angle, 1 metre out for every 4 metres of height. They must also be of solid construction and long enough for the job, i.e. extend a minimum of 1 metre above the landing area or deck level.

When work is not being carried out, where possible, remove access ladders to prevent unauthorised use.

If you require special access to your craft - for example via ramps, gangways or scaffolding - you will need our agreement as they may take additional storage space or cause a hazard to other users. If you do plan to use such access equipment it must meet current safety standards, i.e. guard rails and toe boards should be fitted on all open sides where there is a risk of anyone falling from height or where tools/equipment could fall on anyone working below.

When working close to unfenced edges or at a height of over two metres (6ft 6ins) a safe working platform should be erected and maintained to prevent the fall of workers, materials or equipment¹.

However, if this is not possible other methods of protection should be used. For example, safety harnesses are commercially available and should be considered where safe working platforms are not feasible.

Please remember any person wearing a safety harness must be competent in its use and maintenance.

'This includes any unfenced decks, or top of your boat where work is to be carried out at height.'

Fire precautions -

Good housekeeping

Many of the activities carried out during boat maintenance and repair can increase the chances of fire. To minimise risks please follow this advice:

- Think of ways to minimise the risk of fire when planning your work.
- Always replace highly flammable or flammable materials with less flammable substitutes.
- Minimise the quantities of combustible, flammable and highly flammable materials such as paper, rags, paints and thinners. Store them in suitable fire retardant stores or under fire retardant blankets, out of direct sunlight.
- Remember where flammable vapours exist, electrical equipment including battery operated tools could ignite the vapour.
- Remove all flammable waste materials from site at the end of each working day and dispose of it in accordance with manufacturer's recommendations.

If a fire does start, raise the alarm and get everyone out of the area.

Do not try to put the fire out unless you are trained to do so and can manage the risks. Once you are safe ring the emergency services. Provide them with the location, the details of fire and any other information that is requested. Please do not re-enter the storage area until it has been made safe to do so.

Confined spaces

Some dry storage areas within BW are classified as confined spaces due to the types of work that are carried out. This means that the area may be

susceptible to a build up of flammable or noxious gases or a lack of oxygen. In addition, depending on the work to be carried out, the vessel you are working on could also be a confined space and susceptible to these effects.

Under work conditions there is the possibility that anyone in the confined space could be:

- Overcome by gas, fumes, vapours or lack of oxygen
- Injured due to fire or explosion
- Overcome by high temperature

It is essential that the potential hazards associated with each confined space are fully appreciated, and that appropriate planning and preparation for the work is undertaken.

In order to prevent accidents, work in confined spaces must be thoroughly planned. You must give us advance notice of all works to be carried out in a confined space. When we consider your application we may ask you to carry out gas or other monitoring before and during the works.

If you have any doubt about confined spaces please seek advice at the planning stage and especially before starting work.

Selection of tools and equipment

Boat storage areas can have special hazards such as wet or damp atmospheres and slippery surfaces. All tools and equipment should be selected for their suitability for the job in the surroundings they are to be used. Before use check all your tools and equipment to ensure they are in a suitable condition to carry out the task.

Using electricity and electrically powered tools

To minimise the risk to users we support the industry code for using 110volt electricity supplies. However at some locations 240volt supplies are currently provided. If your work requires the use of power tools or equipment please attempt to use 110volt equipment with Centre Tapped Earth (CTE). Even better would be to use battery-powered tools.

If your work requires specialist electrical, air or hydraulic equipment, you must get permission from us prior to use.

Welding and cutting

Welding and cutting are two of the most hazardous procedures carried out in enclosed areas and should only be undertaken by competent, experienced people who can complete the work safely.

You will require permission from us before carrying out welding or cutting.

Before using welding equipment check:

- There is adequate ventilation to prevent unnecessary inhalation of fumes or build up of gas
- The equipment you are using is in good order
- Fumes from your generator do not accumulate in the work area
- Ensure you wear appropriate personal protective equipment (PPE).

In addition

- Use suitable screens when arc welding so that passers by and others using the area don't suffer a welding flash (arc eye).

When gas welding, ensure:

- There are no leaks from pipes, regulators, gas or oxygen cylinders
- Flashback arresters are fitted to the equipment
- Gas bottles are used upright
- Regulators are set correctly and turned off when not in use.

Do Not

- Subject cylinders to mechanical damage, falls or excessive heating
- Allow regulator valves or fittings to be damaged. If damage occurs remove the equipment from use
- Roll cylinders on the ground whilst transporting
- Vent enclosed storage areas with oxygen, as oxygen enrichment is extremely hazardous.

Do

- Transport cylinders in a secured upright position on an appropriate trolley
- Store acetylene cylinders in an upright position.

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SUMMARY Please remember a few simple rules

Beware of:

- Unprotected edges and falls from height
- Slip, trip and fall hazards

Ensure

- Only recommended points of access are used
- Where possible only 110V electrical appliances and supply is used.
If possible replace them with battery powered or air tools
- You are aware of all welfare facilities
- All emergency and accident/incident reporting procedures are explained and adhered to
- Personal protective equipment is used at all times
- All work equipment is fit for use
- When lifting, correct manual lifting techniques are used
- You are familiar with the position of any safety equipment i.e. fire fighting equipment, emergency power shutoffs and isolators.

Please remember

Planning prevents accidents!



**British
Waterways**

WORKING ON CRAFT IN DRY STORAGE

PART 3 - WORKS PLANNING AND RISK ASSESSMENT FORMS

Form completed by:

Name:

Owner Contractor

Craft name:

Craft index number:

INTRODUCTION

In accordance with our policy on health and safety, British Waterways seeks to ensure that risks to all who use, visit, live or work on or near our waterways are as low as possible.

You will already have been given a copy of our guidance for works in dry storage areas. To minimise the risk to you and others that may be affected by your works, please read the guidance and complete this form. It will help you in planning your works and allow us to understand your requirements.

If the works include any of the controlled work activities, highlighted in the forms, or are to be carried out by a contractor or other person for payment, please return the completed form for processing.

After reviewing the information we may require further details from you. We may also suggest certain controls that must be put in place to minimise risks which have been identified. If we grant you permission, you must comply with all our requests and instructions. If you do not you will not be allowed to start/continue work.

Once you begin you will be responsible for your works - you will not be advised how to carry them out.

Please note it is your responsibility to ensure that the works are carried out safely and do not adversely affect the safety of others.

Description of works **Proposed works****What is the nature of the works you propose to carry out?**

What are you going to do and how will you do it?

Duration of works **How long will the work take?**

Expected period of storage (Number of Days/Weeks)

Will you be doing any of the following?

- | | |
|--|----------------------------------|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Working alone |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Manual lifting |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Working at height |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Using electricity or power tools |

**Controlled work
activities**

Does the work include any of the following activities?

- | | |
|--|---|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Disturbing/removing Asbestos |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Welding |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Burning |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Grit blasting |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Other forms of toxic paint removal |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Excessive Noise |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Dust |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Work that may cause fumes or gases (e.g. painting) |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Mechanical lifting (see page 4) |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Use of hazardous substances (see page 5) |

If you have answered Yes to any of the above please give details below and return the form to the marina/waterway office for processing.

**Controlled work
activities****Will any lifting operations be carried out by mechanical means:** YES NO If yes, please give brief details of lifting operation.

Please note British Waterways requires all mechanical lifting operations on our property to be carried out to the standards specified in BS 7121. i.e. A lift managed and supervised by competent persons

Details of competent person

Name:	Company:
Address:	

The size and type of crane or lifting appliance to be used

You will not be permitted to carry out mechanical lifting operations unless you meet our requirements.

Materials and Substances Please provide a description and an indication of the quantities of all the materials and substances that will be used during the works.

Do they fall into any of the following categories?

- | | | | | |
|--------------------------|------------|--------------------------|-----------|--------------------------|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Toxic or very toxic |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Harmful |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Corrosive |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Irritant |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Hazardous to environment |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Oxidising |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Highly flammable |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Flammable |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Combustible |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Biological |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Dust or particulate |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Odorous |

(Please see hazard warning symbols on the inside front cover)

**Are you aware of any precautions or personal protective equipment
required when using any of the above materials?** YES NO

If so give details

Emergency planning What might go wrong and how will incidents be dealt with?

e.g. a fire or liquid spill that releases corrosive liquid.

**Statement by person proposing to carry out controlled work activities in
BW Dry Storage Areas**

The information I have provided is a true statement of how I plan to carry out the works and the materials I will use. Before I change any part of my programme I will discuss the changes with the designated BW representative.

Signed..... Date.....

CONTRACTOR AUTHORISATION /REQUEST FOR FURTHER INFORMATION

To be completed by authorised BW representative

BW Office

I have read the attached application from

Mr/Mrs/Ms

Contractor Owner's representative

Boat Name/Index No.

and confirm that:

We have read the application and have no further comments to make.

We require further information before the works commence.

Details of information required

Notice to Hirer Important - Before starting work, please read the BW guidance for working on craft in dry storage.

Please remember, it is the responsibility of every individual working in the dry storage area to assess the risks associated with their activities and to ensure all necessary precautionary measures are in place to minimise those risks.

Signed Date
On Behalf of British Waterways

(Copy to be returned to applicant)

HAND OVER CHECKLIST

To be completed by authorised BW representative

BW Office

Proposed period of rental:

Boat Name/Index No.

Where appropriate ensure that the tenant is shown both the location and application of safety/emergency equipment.

Action complete*	Items, Equipment and locations
YES/NO	Fire fighting equipment – fire blankets/extinguishers
YES/NO/NA	Fire precautions i.e. alarm, emergency assembly points and route
YES/NO/NA	First aid equipment
YES/NO	Points and method of access and exit from the dry storage area
YES/NO/NA	Areas of prohibited access or entry
YES/NO	Emergency procedures (e.g. what to do in an emergency)
YES/NO/NA	Welfare facilities i.e. toilet, wash points, drinking water etc.
YES/NO	Accident/incident reporting procedure
YES/NO	Other - local information
YES/NO	Other - local information
YES/NO	Other - local information
YES/NO	Other - local information

(*Delete as applicable)

Ensure that the hirer has been supplied with a copy of the safety guidance and that the relevant actions above have been understood by obtaining a verification signature below.

Declaration By Hirer

I have been shown around the storage area and I am comfortable with the location, equipment and procedures. I understand that any works carried out on my craft, by me or my representative are my responsibility.

Signature (hirer):

Declaration By BW Representative

I have walked around the storage area with the hirer and answered all relevant questions on handover.

Signature (BW):

Date:

Time:

OFFICE CONTACT DETAILS

Region/Office	Telephone	Address
SCOTLAND		
Regional Office	0141 332 6936	Canal House Applecross Street Glasgow G4 9SP
Caledonian Canal	01463 233140	Canal Office Seaport Marina Muirtown Basin Muirtown Inverness IV3 5LS
Crinan Canal	01546 603210	Canal Office Pier Square Ardrishaig Lochgilphead Argyll PA30 8DZ
Lowland Canals	01324 671217	Rosebank House Main Street Camelon Falkirk FK1 4DS
NORTH WEST		
Regional Office	01606 723800	Navigation Road Northwich Cheshire CW8 1BH
Border Counties Waterways	01244 390372	Wharfside Tower Wharf Raymond Street Chester CH1 4EZ
Leeds & Liverpool Canal, East	01274 611303	Dobson Lock Apperley Bridge Bradford West Yorkshire BD10 0PY
Leeds & Liverpool Canal, West	01257 481054	White Bear Marina Park Road Adlington Lancs PR7 4HZ
Leeds & Liverpool Canal	01282 456978	Canal Cottage Lower House Lane Rose Grove Burnley BB12 6HU
Lancaster Canal	01524 751888	Main Road Galgate Lancaster LA2 0LQ
Peak & Potteries Waterways	01782 785703	Red Bull Yard Congleton Road South Church Lawton Stoke-on-Trent ST7 3AP
South Pennine Ring	0161 819 5847	Middle Warehouse Castle Quay Manchester M15 4NJ
NORTH EAST		
Regional Office	0113 281 6800	Fearn's Wharf Neptune Street Leeds LS9 8PB
Aire & Calder Navigations	01977 554351	Lock Lane Castleford West Yorks WF10 2LH
East Midlands Navigations	01636 704481	The Kiln Mather Lane Newark Notts NG24 1FB
Grand Union Canal, North	0115 973 4278	Sawley Marina Sawley Nottinghamshire NG10 3AE
North Yorkshire Navigations	01904 728229	5 Bramleys Barn The Menagerie Skipwith Road Escrick York YO19 6EH
South Yorkshire Navigations	01302 340610	Doncaster Wharf Greyfriars Road Doncaster South Yorkshire DN1 1QN
Tees Barrage	01642 633273	Tees Barrage Navigation Way Thornaby Stockton-on-Tees TF17 6QA
MIDLANDS & SOUTH WEST		
Regional Office	01827 252000	Peel's Wharf Lichfield Street Fazeley Tamworth Staffordshire B78 3QZ
Gloucester & River Severn	01452 318001	Alexandra Warehouse West Quay Gloucester Docks Gloucester GL1 2LG
South Wales & Somerset Canals	01873 830328	The Wharf Govilon Abergavenny Gwent NP7 9NY
Coventry, Ashby & Trent & Mersey Canals	01283 790236	Fradley Junction Alrewas Burton-upon-Trent Staffs DE13 7DN
Stratford, Grand Union & Worcester & Birmingham Canals	01564 784634	Brome Hall Lane Lapworth Solihull West Midlands B94 5RB
Birmingham & Black Country Canals	0121 506 1300	Bayleys Lane Tipton West Midlands DY4 0PX
Shropshire Union, Staffs & Worcs & Trent & Mersey Canals	01785 284253	Norbury Junction Stafford Staffs ST20 0PN
SOUTHERN		
Regional Office	01923 208700	Brindley Suite Willow Grange Church Road Watford Herts WD17 4QA
Grand Union Canal, South	01442 825938	Marsworth Junction Watery Lane Marsworth Tring Herts HP23 4LZ
Kennet & Avon Canal	01380 722859	The Locks Bath Road Devizes Wilts SN10 1HB
Oxford & Grand Union Canals	01788 890666	The Stop House Braunston Northants NN11 7JQ
LONDON		
Regional Office	020 7286 6101	The Toll House Delamere Terrace Little Venice London W2 6ND
London Docklands	020 7517 5550	Marine Office West India Dock Pierhead 420 Manchester Road London E14 9ST
London Canals	020 8571 8900	Norwood Top Lock Poplar Avenue Norwood Green Southall Norwood Middlesex UB2 4PN
Lee & Stort Navigations	01992 788375	Enfield Lock South Ordnance Road Enfield EN3 6JG

BW manage a number of marinas across the country. Please contact your local waterway office for details of your nearest BW marina.