



BSS Management Committee – Unconfirmed Notes

MEETING #82 MONDAY 17 MARCH 2014, EA CENTRAL LONDON OFFICES

Present:

Chair BSSMC,
BSSAC Chair
BSSTC Chair
Broads Authority Rep
Canal River Trust Rep
Environment Agency Rep
Examiner Body Rep
Marine Trade Rep
BSS Manager

Co-opted & Others:

BSS Communications Manager
BSS Quality & Tech. Manager
British Marine Federation (guest)
Hire Safety Review Consultant (guest)

Apologies:

AINA Rep
User Group Rep

82.1 MEMBERSHIP & APOLOGIES

82.1.1 Linked to the substantive discussion on the Hirer Safety Review (HSR) at item 82.4; the HSR Consultant and the BMF's Senior Federation Director attended to assist members.

82.1.2 Apologies: AINA Rep, User Group Rep

The matter of the AINA's non-attendance at BSSMC and BSSAC in recent meetings was raised and the Chair agreed to take member's concern forward with the BSSMC AINA rep.

BSSMC Chair

82.2 MATTERS ARISING AND COMMENTS ON NOTES OF BSSMC MEETING #81 [*not otherwise taken on the agenda*]

82.2.1 *81.4.4 – 2nd paragraph* – The following amend to the notes was agreed in the context of the solid fuel stove installation standard BS 8511 - *The BMF was asked to consider the possibility of pushing forward the code as harmonised ISO standard, supporting CE marking of all boats – private and hire.*

82.2.2 *81.4.5* - The BMF had identified a potential way forward to help with the project to assess the risk of carbon monoxide poisoning from diesel fuelled appliances and equipment.

82.3 REPORT OF THE EXECUTIVE PRE-MEETING - [*not otherwise taken on the agenda*]

82.3.1 The BSSMC Executive discussed the financial status of the scheme; the hirer safety review; and any potential actions arising from the expected MAIB report and HM Coroner inquest into the carbon monoxide fatalities on Lake Windermere at Easter 2013.

Related to the latter issue, there was a brief discussion about the plans to resource the strategy to promote the adoption of the BSS on those navigation authorities that are not yet using the Scheme to reduce risk on their waters.

82.4 UPDATE ON THE NAVIGATION AUTHORITY HIRER SAFETY REVIEW ALL

82.4.1 Forty-six navigation authority officials representing 20 navigation authorities were briefed on the Hirer Safety Review (HSR) 'initial recommendations' report published in November 2013 and invited to attend a meeting at Hatton, on 7 March 2014.

The meeting was in an AINA context and was intended to help ascertain the response of the navigation authorities to the initial recommendations contained in the consultant's report. The reactions to the recommendations were favourable from the 10 individuals attending the meeting, including representatives of the Broads Authority, Environment Agency, Canal & River Trust and the Bridgewater Canal Company Ltd.

The ownership of taking forward the recommendations of the HSR has been accepted by AINA and it will be steered by the Safety Interest Group (SIG).

The key action points from this meeting can be viewed here and actions include the intention to revise the Hire Boat Code and implement adherence to it as a licensing condition for hire boat operators. -

<http://www.boatsafetyscheme.org/media/231449/f4-action-notes-from-navigation-authority-hirer-safety-review-meeting-hatton-7mar14-webv2.pdf>

82.4.2 The CRT representative, speaking as the chair of SIG, raised initial reservations about meeting the suggested timescale for implementation of the HSR outcomes that were published last year.

Substantial discussions, led by the CRT representative, followed concerning:-

- a. The need for a revised Hire Boat Code document to be based on sound safety management principles and applicable to any waters and any craft. Detailed technical requirements are not an essential part of the document and can be signposted or appended where they currently exist. The target is to complete the task within 6-9 months.
- b. The need to announce and consult on any changed BSS technical standards, new navigation authority licensing conditions and make statements on navigation authority licensing enforcement policies all at the same time; and the level of detail these elements should have at the time of publishing.
- c. Potential target dates for the consultation and implementation of the changes – it was agreed that the aim should be to be ready to publish proposed revised BSS hire boat requirements and a proposed revised Hire Boat Code by the end of September 2014.
- d. The need for navigation authorities to have in place individual enforcement policies to ensure a level playing field and that may include buying-in compliance checking resources and must include an ability to react to complaints. It was agreed that individual navigation authority statements will be developed and that, through AINA SIG they will align as best as possible.
- e. The fact that change proposals for BSS hire boat requirements will be developed/finalised concurrently through the BSS committees and that AINA SIG will be kept closely informed of progress as several of the proposed new BSS checks are wholly dependent on the navigation authorities bringing in hire boat freeboard and stability testing through licensing conditions.
- f. It was recognised that there is a need for the measures to be brought in as soon as practicable but equally a recognition that hire operators must have a reasonable lead-in time to enable them to plan-in any changes necessary. Actual implementation dates will be agreed through AINA SIG.
- g. It was recognised that individual navigation authorities may have individual interests to promote through licensing conditions that would be in addition to the clauses in the proposed revised Hire Boat Code.

82.4.2 cont/ h. It was recognised that there need to be a balance achieved in collecting incident data necessary to inform future hirer safety reviews. Data is necessary but any impression that boating is unsafe should be avoided. The mandatory reporting requirements of the Merchant Shipping (Accident Reporting and Investigation) Regulations provide a good starting basis but these only relate to major incidents, i.e. fire, explosion fatality, major injury and what is needed is information about near misses of major incidents.

82.4.3 Referring to a letter from BMF in response to the published HSR 'Initial Recommendations' report, the HSR consultant asked about some of the critical points in the letter linked to the open meeting and process, that in his view could not be reconciled with the meeting notes. It was agreed that any issues could be dealt with outside of the meeting.

82.5 BSS STRATEGY 2014-18 – ACTIONS AFFECTING THE NAVIGATION AUTHORITY AGREEMENT [Docs E1 & E2, BSSMC #82] ALL

82.5.1 The slightly revised Navigation Authority Agreement (NAA), with the non-private craft and other minor amendments as outlined in *Docs E1 and E2*, was agreed by the committee. The NAA is to be re-issued as Rev 1 version dated March 2014.

BSS Secretariat

82.5.2 The EA rep asked that the current EA logo be used at the head of the document to replace the older version on the draft [*Now replaced*].

82.6 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [Doc G1, BSSMC #82]

82.6.1 BSSTC Chair asked that the report as circulated stands and no comments were made.

82.6.2 The draft revised BSSTC Terms of Reference document is close to agreement by BSSTC members and will soon arrive at BSSMC for consideration and ratification.

82.7 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE [Doc C1, BSSMC #82]

82.7.1 BSSAC Chair asked that the report as distributed stands and no comments were made. Points raised in the report concerning the Hirer Safety Review were covered earlier.

82.7.2 The BSSAC Chair proposed that a Norfolk Broads trade representative should join the BSSAC as the HSR had shown that there was strong interest on the Broads for BSS matters and the committee would benefit from a perspective based on the Broads style of boating activity and the trade that supports it. The suggestion had general support and the Broads Authority rep said that she would act as liaison on this matter. [*Actioned – a Broads hire trade observer is now on the BSSAC membership list*].

82.8 BSS MANAGER'S REPORT

82.8.1 QUARTERLY REPORT OF INCIDENTS AND ACCIDENTS RECORDED, INFERENCES DRAWN AND PLANNED BSS RISK-ACTIVITY FOR 2013 [Doc I1, BSSMC #81] BSS COMMUNICATIONS MANAGER

82.8.1.1 The BSS Manager asked that the report and the proposed planned activities for the BSS be supported. The BSSMC agreed the activities and noted that as with last year the targets are ambitious, but should be so, rather than limited in vision.

82.8.1.2 The BSS Communications Manager asked that the navigation authorities support the gathering of incident data, particularly with engagement of staff in the field, seeking also their understanding of why the BSS was requesting such information.

He noted that the provision of notes on some of the incident logs, notably CRT was particularly sparse and poorly supported for both CRT and BSS purposes.

82.8.2 UPDATE ON THE BSS IT PROJECT [Doc D1, BSSMC #82] - PR

82.8.2.1 Members took the report presented by the BSS Quality and Technical Manager as read

82.8.3 QUARTERLY QUALITY MANAGEMENT UPDATE [Doc H1, BSSMC #82] - PR

82.8.3.1 Members took the report presented by the BSS Quality and Technical Manager as read

82.8.4 QUARTERLY FINANCIAL PLANNING & CONTROLS REPORT

82.8.4.1 The BSS Quality and Technical Manager provided a brief verbal report indicating that the overall financial plan and budget control is on target.

82.9 DATE AND TIME OF NEXT MEETINGS

82.9.1 BSSMC #83 circulated reports in July 2014 (no meeting)

BSSMC #84 - Tuesday 16 December 2014

82.10 ANY OTHER URGENT BUSINESS

82.10.1 No AOB matters were recorded.