

Boat Safety Scheme Advisory Committee  
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## BSS Management Committee – Confirmed Notes

### BSS MANAGEMENT COMMITTEE #100 - 17 MARCH 2020 – ZOOM MEETING

#### **Present: BSSMC Exec**

Chair  
BSS Manager  
Canal & River Trust Representative  
Environment Agency Representative  
Association of Inland Navigation  
Authorities Representative

#### **Present: BSSMC Non-Exec**

BSSAC Chair

BSSTC Chair

User Group Representative  
Examiner Body Representative  
Marine Trade Representative  
Broads Authority Representative

#### **Other:**

BSS Comms Manager BSS Support  
Executive  
Notetaker

#### **100.1. Apologies and introductions**

JS introduced the meeting conducted via Zoom and attendees stated their names and positions.

#### **100.2 Notes of the last meeting and matters arising not otherwise taken on the agenda**

Chair enquired about progress on actions from the last meeting. Support Exec reported the plan to print quiz cards and formally launch is scheduled for August. Support thanked Marine Trade Rep for his offer to distribute. No additional notes.

**Action:** AINA rep vacancy on BSSTC. The Trust has a possible candidate.

#### **100.3 Report of the Executive Members pre-meeting**

Chair outlined that there was a brief discussion on the impact coronavirus may have on examiners. They consider conducting BSS examinations as a critical safety activity and will continue to follow government guidance in that context.

There was discussion around income for examiners and the likelihood it will recover within 3 months after a period of the country being locked down. BSSAC Chair

commented examiners could keep distance when inspecting and the work environment could be managed.

Considering the age profile of examiners, BSS Comms expressed confidence there would be sufficient coverage for examiners. Examiner Rep asked to be consulted before decisions about examiners were made. MTR enquired about hire vessels not being used that have removed LLP might be considered off-road.

Chair responded there would be ongoing conversations and incremental decision making addressing such concerns.

**Action:** *AP to speak to users about approach outlined above with examiners.*

**Action:** *Communication for boaters to include reminder about the 2-month book-in-advance of certification expiry facility and to plan ahead.*

**Action:** *The next comms update to examiners to include a note that BSS should be informed if the examiner is in self-isolation, or if they have any specific issues that have not been covered in the comms.*

#### **Proposed increase in the BSS Certification charge**

BSSManager referred to the indication within Doc E1, BSSMC #100 to increase Examiner registration and BSS certification fees. He reported the agreement at BSSMC Exec, that the annual registration fee will increase from £115 to £169 and certification fee from £36 to £43. MTR responded it was difficult to comment on increases given the lack of transparency around spending, which BSSAC and User Rep echoed.

Chair raised the issue of the cost of investigating complaints. User Rep noted for an examiner who is busy the certification cost can be spread across examinations. ER noted that boaters' reps would prefer the charge placed on certificates rather than registration. MTR also commented that with the current environment from an industry perspective any increase will be received negatively and could impact the perception of the organisation. MTR suggested there was an opportunity to demonstrate the willingness to work with industry through offering a short delay. There was discussion of potential resources that could be drawn upon including the Environment Agency and AINA.

**Action:** *To consider the timing of implementation of BSS Certification charge.*

**Action:** *To explore potential resources that could be drawn upon including volunteers.*

**Action:** *In the next 12 months to discuss BSS examinations 4 year rolling programme.*

#### **100.4 Report from the Chair of the BSS Technical Committee**

BSSTC Chair summarised in a) within the BSSTC Chairs report (Doc C1, BSSMC #100) is an outline of the current state of the BSS Examination Checking Procedures (ECP)

Interim Review. It is developed in an iterative process running in tandem with the development of the learning material for the new Examiner training programme. The BSSTC meeting for next week is cancelled but the target is 1 August for BSSTC work to be done and for papers to be with BSSAC and then to BSSMC for sign off.

BSSTC Chair drew attention to gas testing in b) of the report, which has been delayed due to the NABSE challenge that involved HSE and Gas Safe register. There remains focus on the revised testing programme and the proposals are in good shape with Gas Safe with the necessary assurance.

BSSTC Chair also highlighted in c) the requirement for CO alarms means there is a need to revisit the question as to whether BSS Requirements should include the need for a smoke alarm on boats subject to the BSS. Preparatory work is being done and the initiative will be worked on later in the year.

MTR asked about prioritisation of projects and reviews given the lack of resources. Chair proposed at the next meeting the long-term programme could be discussed. BSSTC Chair responded that it would be beneficial for the Navigation Authority to also outline their plans and aspirations. He suggested, in the future, project management outline costs, time and resource for each project could be developed.

Chair expressed thanks on behalf of BSSMC for the hard work of BSSTC members

***Action:** To discuss long term programme at next meeting.*

### **100.5 Report from the Chair of the BSS Advisory Committee**

BSSAC Chair reported that user reps have requested to have access to the planned Carbon Monoxide (CO) Safety Self-Assessment Quiz Card to distribute to membership.

He expressed concern that there was a blind spot of the people living onboard, particularly tenants and anyone who could be considered in a 'vulnerable' category, and the difficulty to gain meaningful access to understand their needs.

Referring to Annex A, in the BSSAC Chairs report (Doc D1, BSSMC #100), BSS Support Exec asked for agreement on procedures for investigating complaints that had recently been endorsed at BSSAC, which was approved.

With reference to the proposal to introduce a new BSS quality assurance procedure setting out how unsubstantiated complaints made by one BSS Examiner against another examiner are to be handled by the BSS office (Annex B). Examiner Rep suggested general support for the proposal but suggested that underlying and broader issues should take place with the examiner community and their reps before publishing any new procedure. BSSAC Chair stated the previous review of the main investigation procedure was conducted through the Advisory Committee. BSS Support Exec proposed these issues could also be addressed through a focus on improving quality assurance and MTR supported examiner engagement and a 'steppingstone' approach.

***Action:** ER to meet with BSS Mngr and examiners representatives about reducing complaints through the Advisory Committee.*

## **100.6 BSS Manager's Report**

BSS Comms noted that smoke alarms have impacted the incident report. BSS Comms asked AINA to pick up on information about the role of smoke alarms on boats at the time of fire incidents and help by sharing information with the BSS office. For example, was a smoke alarm on board and if it was, did it work and did it mitigate the consequences of the fire incident? BSS Comms also highlighted from the report the discrepancy around hire boat requirement examinations with some using the 2002 non-private boat code, which does not have smoke alarm requirements.

***Action:** BSS Comms to send a briefing to AINA and EA for distribution.*

BSS Comms reported they have been contacted by MAIB for assistance with a hire boat incident where someone fell off the boat and was involved in a propeller accident. They are gathering information on what happened. BSS Comms noted that the hire boat in 2019 was not compliant with requirements introduced in 2017 nor the general carbon monoxide alarm requirements. The Business Boating Team have asked for a report on all boats still licensed on non-private boat requirements and will ask business customers to ensure they are compliant for the next certification.

***Action:** RM and PB to check hire boating customers and operators are compliant.*

JK reported they are having conversations with CRT to understand how the trust manages risk through boating requirements. A suite of new measures will be developed for registration requirements, which will involve consultation.

BSS Comms thanked BSS Support Exec for his work on the initiative with London Fire Brigade. The intention was to launch the project during Boat Fire Safety Week but this may be disrupted with the current COVID-19 situation.

***Action:** BSS Support Exec to update management on any potential useful information generated by the project with London Fire Brigade.*

BSS Mngr summarised the original annual income was lower than forecast, but that there is a slight improvement with certificate sales from January and February. He expressed confidence that the target should be met by the end of the financial year. Chair clarified spending was based on income so plans and timing are adjusted accordingly. MTR enquired about planning with risk assessment on income with delays in people gaining certificates. BSS Comms responded modelling has begun.

Chair expressed thanks to BSS Business & Technical Manager, for his hard work and commitment with BSS over the years.

## **100.7 Date of next meeting**

Next meeting is planned to be held in June or July potentially via Zoom, dependent on issue priorities and the impact of Coronavirus.

#### **100.8 Any other business**

MTR raised that with Brexit changes there will be an opportunity to engage with the standards-making processes that are currently enabled through European regulation. This could help ensure there are fewer gaps with how boats are made, certified, placed on the market and then managed in use.

**Action:** *The opportunity is to be seriously considered and a BSS policy developed*