

## Friends of MV Freedom

### Policy - Medical Declaration for Boat Crew

#### **Background**

The operating procedure for our boat involves a qualified skipper and two crew members who assist the skipper. The skipper, as part of the commercial endorsement, is required to have a Medical Certificate, ML5. During the 2019 MCA Interim Inspection the surveyor accepted that there is not a Regulatory Requirement for crew to hold a formal medical certificate. He based this on his interpretation of MGN 280 and the fact that the crew were volunteers and not employees. The surveyor did, however, make a recommendation that the Charity should consider introducing a self-declaration process for crew in the following terms:

*Recommend crew and volunteer medical fitness self-declaration and terms to formalise in management system.*

There are obviously sensitivities around personal medical information, and it is not the charities intention to pry into volunteers' private lives. However, the charity does have a responsibility and a duty of care to volunteers, clients and other seafarers and should take reasonable steps to ensure that volunteers acting as crew are fit and capable to carry out the role.

#### **Personal Responsibility**

To comply with their duty of care the Trustees will ask all volunteers engaged in crewing the boat to exercise personal responsibility and to make a self-declaration that they are fit and able to carry out the role. The crew members self-declaration would be an ongoing responsibility and it would be incumbent on them to notify the charity of any changes. Being the holder of a full UK Driving Licence implies an absence of certain medical conditions and a certain standard of eyesight. Providing details of a driving licence will support a volunteer's declaration but not being a holder will not bar a volunteer from acting as crew. In addition to the self-declaration Crew members should notify the skipper of any relevant medical information that could impact on the safe operation of the boat. This policy is not intended to disqualify crew who have a managed medical condition from crewing but rather to ensure that crew members have an insight into their own personal circumstance and exercise personal responsibility.

#### **Process**

Existing crew members will be asked to complete a self-declaration form that will be held by the Membership Secretary. New members who join the charity with a view to crewing will be asked to complete a self-declaration as part of the recruiting process.

#### **Self-Declaration.**

The self- declaration will be in the following format

*Name:*

*I am aware of the roles and responsibilities of being a crew member on MV Freedom and that acting as a crew member requires a certain level of fitness. I am not aware of any unmanaged medical conditions that would prevent me from carrying the role of a crew member and I am satisfied that*

*my level fitness and general health will not prevent me from safely carrying out the role of crew member.*

*If there is any change in my level of fitness or general health, I understand that I have a personal responsibility to declare this to the charity.*

*I undertake to notify the skipper on the day of a trip of any medical information that may be relevant to the safe operation of the boat (examples: if I carry an Epi Pen, Inhaler or Medical Alert Tag)*

*I hold a Full UK Driving Licence YES/NO                      Driving Licence Number*

*Signed*

*date:*

**Charity's Responsibility.**

The Charity undertake to:

- Obtain a self-declaration from each crew member and to have it updated annually
- To fully explain to volunteers to rationale and reason for the need of a self-declaration
- To store the declaration securely on a password protected computer
- To review this policy annually

**Reviewed on 16<sup>th</sup> July 2022 by Stephen Evans**