

Centenary Briefing for party leaders

Welcome to "CENTENARY" Please read this Briefing carefully - it will help you to have a safe and enjoyable holiday.

If you have any queries about the boat or any of its equipment, please ask the boatyard before you leave.

Please ensure the whole of your party is aware of the contents of this briefing.

The **boat handbook** can be found on "CENTENARY" and should be used in conjunction with this briefing.

The **boat handbook** has cruising tips as a reminder to the helmsman.

Carrying out the daily check set out in the **boat handbook** should ensure a trouble-free cruise: failure to do so may cause damage to the engine and the loss of your damage deposit.

On arrival check domestic water. Fill if needed

Please ensure that "CENTENARY" is returned to the Wharf in a **clean and tidy** condition, and by the agreed time.

Up-to-date information can be obtained on our website

www.thestratforduponavonnarrowboattrust.co.uk

How to get on to Centenary

Calcutt Marina Tomlow Road, Napton On The Hill CV47 8HX

You can unload on the mooring 35R locks marina and then return the vehicle to the parking in front of the office

CONTENTS

	Page
Health and Safety on Centenary	2
Essential wear	2
Good housekeeping	2
Fire Instructions	3
Gas Instructions	3
Vacating	3
Centenary Advisory rules	4
Inventory	Appendix A
Crew Area	Appendix B
Generic risk Assessment	Appendix C

HEALTH AND SAFETY ON CENTENARY

It is the duty of Party Leaders to ensure that all crew members are aware of safety procedures and that safe working practice is maintained throughout the hire.

One lifebelt should always be located at the forward end of the roof, one in the middle and one at the stern within easy reach of the helmsman.

There are 16 lifejackets on board. It is **mandatory** on Centenary that all young people, non swimmers and those with disabilities wear a life jacket when outside of the boat, when the boat is moving. When not in use, lifejackets should be stowed to avoid them becoming a tripping hazard.

Getting on and off, should always be at the stern (rear). never jump on or off a moving boat, particularly not when approaching locks or carrying a rope, which could tangle. Rope should always be thrown to the bank and picked up or handed to when the crew member is safely on the bank.

IN THE EVENT OF TROUBLE Firstly contact either

Calcutt Boats 01926 813757. When calling please state clearly

- Your name and the boat's name.
- Your exact location. (Bridge No or name, lock No or name and which canal you are on)
- As much information as possible about mechanical trouble or otherwise.
- A mobile No you can be reached on.

DAMAGE, ACCIDENT OR BREAKDOWN:

If you cause some minor damage to the boat which we shall need to repair before the next group takes over, please do not leave this until you return to the base. Report it to **Calcutt Boats** immediately by telephone so that they can, if they think it necessary, come out and inspect it in order to make arrangements for a quick repair at the end of your cruise. If you suffer serious damage from any cause, let the boatyard know immediately: no work must be put into another company's hands without their consent.

Please also inform the trust by emailing bookings@thestratforduponavonnarrowboattrust.co.uk

ESSENTIAL WEAR

- Loose casual clothing
- Non slip shoes are most suitable for wet slippery lock areas and muddy towpaths
- Waterproof clothing is also advisable as steering is outside and most tunnels drip
- As with any outdoor pursuits, sun hats, sunglasses and suitable sunblock is recommended

GOOD HOUSEKEEPING

DAILY MAINTENANCE: Before starting your run each day, you must carefully complete the items of daily maintenance outlined in the **Boat Handbook**. Keep a general eye on the engine and fittings, and report any breakage, damage or other failure which you may notice. This helps us to keep the boat in good condition for the next group.

DAILY CLEANING: Please keep the boat clean and tidy during your cruise. Brush, dustpan and mop and floor cloth are provided. Mop decks and boat sides at the end of each day; this prevents mud and dirt from drying hard and staining the paint. Keep ropes and fenders clean and always swish the end of the boat hook in the canal to remove mud from the end after use. Always coil ropes after use and ensure there are NO KNOTS.

The Stratford upon Avon Narrowboat Trust

Waterways Experience for Young People

www.thestratforduponavonnarrowboattrust.co.uk

Registered Charity No. 515826

FIRE INSTRUCTIONS

Party leaders should locate and familiarise themselves with the fire extinguishers and fire blankets onboard. All crew members should be told that their first priority in the event of fire is to inform leaders and evacuate the boat rather than tackle the fire themselves.

FIRE INSTRUCTIONS TO PARTY LEADERS

ON ARRIVAL AT THE BOAT

Ensure that all members of your party know and understand what they must do in case of fire. It is advisable to check this by holding a fire drill during your first few hours on the boat.

LOCATION OF FIRE APPLIANCES

- Fire Extinguishers: one on front bulkhead, one on rear bulkhead and two in galley.
- Fire Blanket in galley by cooker.

FIRE INSTRUCTIONS TO MEMBERS

IF YOU DISCOVER A FIRE

- Immediately raise the alarm by shouting 'FIRE', and keep shouting until you are sure that everyone in the boat is aware of the situation.
- Helmsman steers the boat to the bank on the towpath side and gets all the crew ashore.
- Ensure that all your party have left the boat and are assembled on the bank
- Contact the emergency services with the exact location of the boat, give a lock name or number or a bridge or road number to help them locate you quickly call 999. or 112 from a mobile.
- Then, and only if it is safe to do so, tackle the fire yourself. This should only be attempted where there is no danger from smoke inhalation or explosion from gas escape or other personal injury. If there is any doubt, do not let anyone attempt to fight the fire themselves. Human safety must always be the highest priority
- Turn off gas at the cylinder.

GAS INSTRUCTIONS

Never leave the cooker or any gas appliance unattended when switched on and never use them without adequate ventilation.. Gas is heavier than air and will collect and can explode in the bilges if allowed to escape. Always light the ring, grill or oven as soon as you have turned it on. Party leaders should ensure that they know where the gas locker is and which gas cylinder is in use in case of an emergency, which requires the gas to be turned off urgently.

If you smell gas

- Get everyone outside
- Turn gas off at bottle
- Ventilate area
- Use a bucket to tip gas from the bilges over the side.

Do not use any electrical switches

VACATING

Food – Ensure no perishable food is left on the boat.

Rubbish – Remove all rubbish and waste and put it into bins at the marina.

Housekeeping - Clean and sweep the boat inside and out. Clean toilets, shower, kitchen area, fridge and cooker. Wash and clean all kitchen utensils and waste bins.

Stern greaser – Ensure this has been tightened until resistance is felt or no drips can be seen from the stern tube

The boat must be left in a condition ready for the next hirer to board. Failure to do this will result in a £50 cleaning charge

There is a checklist at the bottom of the **Hiring report**

CENTENARY ADVISORY RULES

Read this Briefing carefully and pass on its contents to all crew members. Inform all members of boat safety using the safety checklist.

- NO SMOKING inside the boat.
- The maximum number allowed on the boat must not exceed 12
- Life jackets must be worn by those under 18yrs
- Don't allow members on the cabin roof (See appendix Crew area)
- Gunwales should only be used in an emergency. (See appendix Crew area)
- Ensure no skylarking above or below decks.
- Bunk mattresses are **NOT** to be removed above or below decks.
- Lock up the boat whenever it is left unattended.
- Maintain a good standard of cleanliness on the boat.
- Ensure that the lifebuoys are always at hand when on the move.
- Hands, arms or legs must be confined to within the boat.
- Do not drink and steer (Highway rules apply)
- Beware not to create fire hazards by leaving pans unattended. Special care should be taken when shallow frying.

Never deep fry food. DO NOT FRY CHIPS.

- Wash hands after any contact with canal water.(Weil's Disease)
- Switch off the water-pump before retiring or when leaving the boat.
- Think of the reputation of the Stratford upon Avon Narrowboat Trust, and the good name of our host boat yard.
- Spoil the peace and quiet of the waterways by playing radios, etc. Too loudly.
- Respect the environment, don't leave litter, and shut all gates.
- Run engine between 7 pm and 9 am unless the boat is moving.
- Do not cruise in the dark.

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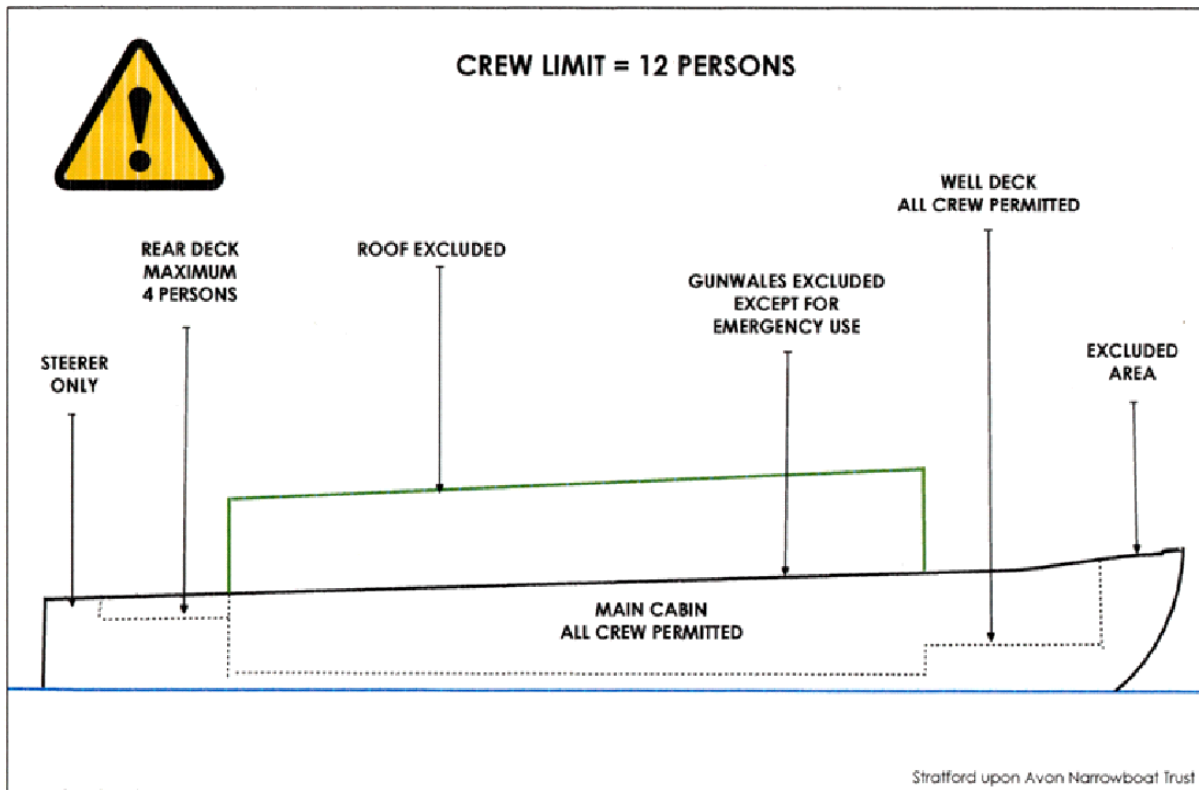
Appendix A

INVENTORY

You are responsible for the inventory, and should any of it need replacing due to loss or damage, a charge will be made. You are responsible for providing cleaning cloths, tea towels, washing-up liquid and toilet rolls, matches and black sacks.

Tea plates	16		Dust pan & brush	1
Bowls	16		50L Swing top bin	1
Dinner Plates	16		Sink plate drainer	1
Tumblers	16		Long handled broom & dustpan	1
Mugs	12		Washing up bowl	1
Large forks	16		Mop & Bucket	1
Large knives	16		Glass chopping boards	2
Dessert spoons	16		Plastic chopping boards	3
Tea spoons	16		Toilet brush & holder	2
Table spoons	6		5l swing top bin	2
Tongs	2			
Serving spoon	2			
Soup ladle	2		Life Belts	4
Slotted spoon	2		Buoyancy Aids	12+
Solid turner	2		Long Shafts	1
Slotted turner	2		Stools	4
Whisk	2			
Potato masher	2		Anchor	1
Grater	2		Hammers	1
Potato peeler	2		Short Shaft	1
Scissors	2		Gangplank	1
Bottle opener	2		Fire extinguishers	4
Can opener	2		Fire blanket	1
Pizza cutter	2		Ropes	3
Kitchen knives	5		Windlasses	3
Measuring jug	1		Mooring Stakes	3
Jug with lid (for drinks)	1		Mooring chains	2
28cm frying pan	2		Hosepipe	1
28 cm Deep frying pan	1			
Tea pot	1			
3L Kettles	2		Hand Book	1
Tea Coffee Sugar Canisters	3			
Serving tray	2			
Colander	1			
Mixing bowl	3			
2.1L Casserole dish	2			
Cooking pots	3			
Roasting tray	1			
Oven glove	1			

Appendix B



Please ensure everyone on board know the Crew Limits

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Appendix C

Risk Assessment (Generic)

Hazard	People at Risk	Control Measures in Place/Other Relevant Comments	Likelihood	Residual Risk
Falling in water	All	Wear buoyancy aids while on the outside of the boat.	Possible	Low
Trapped between boat and bank when mooring	Crew	Hands, Arms and legs inside boat when mooring. One nominated person to get off at BACK and handed the middle rope. No getting on and off at the front.	Unlikely	Low
Falling in water at lock	Those working lock	Only people working lock to walk across lock gates Hold onto handrail when crossing from one side to the other. No getting on an off boat in lock. Buoyancy aids to be worn while operating locks. No running at locks. Tell crew to take extra care in wet or icy weather.	Unlikely	Low
Trapped between boat and wall of lock	All	No one on gunwales while boat is in lock. No getting on and off boat in lock.	Unlikely	Low
Fingers trapped in lock gear	Those working lock	Only one person to work each lock paddle with help from Adult when needed.	Unlikely	Low
Hit by rotating windlass	Those working lock	Training and demonstration given on use of windlass. Must wind paddle down slowly in a controlled manner. Adults to assist younger members of crew. Ensure catch (pawl) is in place when winding paddles up.	Possible	Low
Sinking of boat in lock	All	Responsible adult to supervise operation of paddles, lock gates and use of ropes. Do not lock with another boat if the inexperience of its crew increases the risk. Keep boat at least 6 feet or 2 metres from the front and back lock gates. Be aware of the cill when going downhill.	Very unlikely	Low
Trapped between boat and bridge, or other fixed object.	All	Helmsman to warn of the approaching hazard. No grabbing of tree branches or bridges while the boat is moving.	Unlikely	Low
Collision with another boat	All	Adult to supervise helm at all times. Helmsman to warn of approaching hazard	Unlikely	Low
Struck by overhanging branches	All	Steer to avoid obstacles.	Possible	Low
Falling over mooring ropes	All and public	Adult to supervise tying up. Stakes to be clearly marked with a carrier bag or similar. Ropes on boat to be neatly coiled. Mooring pins to be positioned so mooring ropes do not unnecessarily obstruct the Towpath	Possible	Low

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Risk Assessment (Generic) Cont'd

Hazard	People at Risk	Control Measures in Place/Other Relevant Comments	Likelihood	Residual Risk
Slipping between boat and bank when moored	All	Moor up at a sensible mooring point. Avoid mooring where the bank is rough. Tie up tightly. Encourage getting on and off at the back of boat.	Possible	Low
Burns from hot food or hot hob or oven	All	No one in galley who is not involved with cooking when food is being heated or served. No passage through kitchen when serving food.	Possible	Low
Fire & Explosion	All	No portable appliances to be taken on boat. Adults should be instructed on use of fire extinguishers. All should be informed of execution	Possible	Low