



# PRIDE OF BATCHWORTH

## Crewing Manual

Document Number B01

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## 1. Introduction

This handbook contains the instructions for the safe operation of the small trip boat "Pride of Batchworth".

This Handbook includes a set of checklists to remind everyone of what to say and do, and sets out the rules by which we operate *Pride of Batchworth*. Those using it should already be familiar with the Trust's overall Safety Management Plan and the Boating Safety Management System, which together give rise to it.

## 2. Safety

The Trustees are responsible for safety and Mark Saxon as our senior trainer and General Manager supports them by making sure that those who skipper and crew the boats are properly able to do so. When on a trip, the skipper of the boat is wholly responsible for the safe conduct of the boat, crew and passengers when under his or her charge.

Safety is a responsibility for everyone involved in the Trust. Even our visitors and passengers should make sure that they don't do anything which would prejudice their own or anyone else's safety. But the Trust is responsible for making sure that what we do is properly planned and executed, especially when using our boats.

The Skipper may not be the most experienced member of the crew, and in any case may not have noted some hazard or other spotted by one of the crew. So anyone crewing should point out to the Skipper that some risk may be developing: the Skipper will take that advice into account when deciding what to do. Aside from the actual risks, we are likely to find that our insurance is compromised if something unsafe is deliberately undertaken!

One point to emphasise, which is repeated in the text, is that

**The crew of RWT boats with passengers embarked, or when conducting training, wear lifejackets and hi-vis waistcoats or RWT shirts/fleeces.**

This makes sure that our crew can be easily identified.

### **Boating and Accident Log**

A logbook is kept in the boat, in the form of a diary. On any day the boat has been used, whether boating or not, a statement must be made in the log that either there were no incidents, or a short synopsis of what the incident was and what was done about it. It is the Skipper's responsibility to make this statement. If others are involved, then their contact details should be recorded if at all possible.

The point of this is to make sure that, if there is a subsequent investigation, we have at least the basis of a record of what happened. If there is no record, we will immediately come under pressure and challenge.

When an incident has been recorded the General Manager must be informed, usually through the Canal Centre but directly if the matter appears serious.

The log also allows us to record what we did with the boats, so a short note of the trip should be included. Maintenance activities will also be reported.



## **Insurance**

The boat and the Trust are covered by insurance.

Any involvement in an incident which might result in a claim either by the Trust or against us must be notified to them. In the first place contact the General Manager and also ensure a message is passed to the Chair of Trustees and follow their advice.

## **Risks**

The main risks when the boat is moving are of collision, of accident in a lock, and (on a river) of stranding on a weir. And of course the risk of passengers or crew falling overboard is always present.

The specific Risk Assessment for the operation of the Pride is attached (annex B). Note that the Trust believes that the most serious risk to our crew and passengers arises when working through locks.

### **3. Roles when boating**

All those crewing the boats have a responsibility to the Trust for assuring the safety and well-being of the boat and of their fellow crew members. This document gives guidance to all so that everyone has a clear understanding of what we can expect of each other.

A key control is the supervision of passengers by the crew. This will be made easier if the crew are readily identifiable, and they are therefore to wear both the RWT polo shirts or fleeces and the lightweight lifejackets provided.

## **Crewing Organisers**

The General Manager is responsible for arranging crewing rotas for short ferry trips and a volunteer administers the rota for charters and these are coordinated in a single weekly rota.

Their combined responsibilities include: -

- establishing the programme of activities throughout the year
- communicating the programme to crew members
- requesting volunteers to man the boat for those activities
- assuring that the boat is properly and competently crewed for each trip
- acting as point of contact for skippers and crews whilst the boat is away from its permanent moorings, and have ultimate decision making responsibility on behalf of the Trust for any issues that may arise.

The General Manager has responsibility for: -

- authorising repairs to the boat, should any be required
- monitoring and recording fuel and oil usage
- making a report of boating activities to the Trustees for each meeting, and annually to the AGM
- maintaining the register of skippers and their associated competence
- advise as required on the levels of competence in skippers



## **Skipper**

Responsible for:

- Honouring any commitment made to the Crewing Organiser. Where circumstances change and this cannot be achieved, notify the Crewing Organiser immediately and work with them to find a suitable alternative.
- The safety and security of the boat, passengers and crew, and the public as bystanders.
- Briefing the crew on the responsibilities, itinerary and any hazards for the trip. Confirm with each crew member that these are understood and acceptable.
- Ensuring that each crew member:
  - can demonstrate how to put the engine into neutral
  - knows how to stop the engine
  - knows the location of shafts, buoyancy life-ring and first aid kit.
- Providing, as opportunity presents, on-the-job training to crew members so that they have the opportunity to experience steering and managing the boat.
- Ensuring that the boat's log is kept updated on a regular basis to include trip details, any issues, and any purchase of consumables. Ensure that all entries are complete before leaving the boat, especially when there is no immediately following trip.

### Qualifications

The expected qualification to be in charge of the Pride is the RYA Helmsman Certificate But other qualifications may be assessed by the senior trainer as suitable, on a case by case basis and often after an assessment period. It is nonetheless necessary for these to be sighted by the Crewing Coordinator.

## **Crew**

The crew, which includes the Skipper, is responsible for: -

- The safety and general well-being of all crew members and passengers, especially by supervising children and other vulnerable passengers.
- Representing the Trust to the public.
- Discharging all responsibilities associated with the running of the boat, as assigned by the Skipper, to the best of their ability, observing safety guidelines, and consistently applying common sense
- Maintaining the boat's internal and external appearance as tidy and presentable at all times

### Qualification

Qualification to act as crew will be determined by the senior trainer, after appropriate training and observation.

#### 4. Operation: Boat, crew and passengers

(This book does not give instruction on boat handling and steering: the most useful reference outside this Handbook is the BW "Boaters Handbook", but there is no substitute for experience.)

##### 4.1 Preparing for the trip - equipment, documentation.

When setting off, the skipper (helped the crew) is to make a set of checks:

##### Of the boat:-

- check the amount of fuel (only needed when doing the first trip of the day)
- Do the engine running checks: oil, coolant, hydraulic oil
- Bilges dry, bilge pump working
- Cabin clean and tidy
- Clean and ready for catering if intended
- Documentation:
  - Crewing Manual
  - Log book
  - Check lists of the equipment:
- Lifejackets and hi-vis waistcoat for crew
- Fire extinguishers
- First aid kit
- Horn
- Mobile phone
- Step for passengers
- Life ring or throwing life buoys (usually the latter), rescue ladder
- Ropes – Centreline ropes (each side), mooring lines fore and aft, mooring pins, hammer.
- Bow and stern fenders.

##### Of the crew:-

- Imperative to have one if passing through a lock.
- Check familiarity with boat and role. First aider?
- Brief on responsibilities of skipper and crew. Ensure understanding of Risk Assessment and importance of following operating procedure to address the risks.
- Brief on intended running schedule, especially if on a charter.
- Locate and point out safety equipment – lifebuoy, fire extinguishers, horn.

##### Of the trip:-

- Where are we meant to be going? What time are we due back?
- Who has the list of passengers, and of the crew? Do we have a phone no? Do they have ours? (*This will*



*usually be the Canal Centre – 01923 778382).*

- Health problems (not normally a concern on short trips, can be on charters)?

#### 4.2 Embarking and disembarking passengers

- One of the rules is that people do what the crew ask, and only embark or disembark when requested.
- Make sure the step is in position on the bank. This is especially needed at Batchworth.
- Crew member stand by the embarkation point, ready to provide a supporting arm or hand (but don't grab the passenger).
- Direct passengers into the cabin if there are more than about 8, or if the weather is poor. Otherwise, permissible for them to be in well deck – but must be seated.
- When all embarked, give safety briefing (see crib card).

#### 4.3 Passenger management

We have established a set of rules for our passengers, and require them to be followed as a condition of being on board:

- The skipper is in charge, and passengers must do what the skipper or crew member ask them to do.
- Passengers will be briefed on what to do before setting off.
- Keep all limbs inside the boat. Don't fend off, or grab anything.
- Don't run around the boat.
- Stay in the cabin or the well deck. Don't try to join the steerer, nor to go on the roof.
- Only embark or disembark when requested. In particular, don't do so in a lock.
- Don't make too much noise.
- And if someone does fall overboard, shout loudly to draw the attention of the steerer.

#### 4.4 Pre-trip safety briefing

Just as in an aircraft, the crew are responsible for the safety of the passengers, who like to know what is going to happen to them. They are, after all, paying for the trip.

The skipper is, therefore, required to welcome people on board and make a short briefing. This is best done by going to the cabin immediately before setting off.

A crib card is provided, but the briefing is to cover in a concise but clear and friendly way:-

- The name of the boat, and the names of the skipper and crew.
- How the skipper and crew can be identified – RWT polo shirt or fleece.
- Point out who is in charge, passengers should do as requested.
- The trip – to Stockers Lock and back, or as required for a charter. Expected time of return.
- Does anyone want a life jacket (be ready to provide if requested)? Not usual on short trip, but will be requested for children on charters.
- Need to keep hands and feet inside boat – don't try to fend off!
- What to do if anyone falls over the side.
- Behaviour in the boat.
- Don't try to get off before requested on return.

#### 4.5 At night

As a rule we do not operate the trip boat at night, but sometimes it will particularly requested and we will comply whenever possible. But particular care is required.

Lights

Care round locks

Other boats

#### 4.6 Good behaviour – care for the environment

With our strapline describing ourselves as “home of environment”, we in RWT want to make sure that we preserve our own environment during our boating, and also to set a good example to other who see us. So we:

- observe the speed limit – 4mph. But if we make waves, or if wash is hitting the bank, we're going too fast regardless of our speed – slow down!
- go very slowly past moored boats and anglers.
- respect the wildlife of the area. There are swans, herons and other wild birds: and many sorts of animal living in the canal; and many plants on the water's edge. Do not pollute the water, especially by careless pumping of the bilge, and do not throw, or allow the passengers to throw, litter out of the boat – even apple cores can take a long time to rot!



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- do not allow the passengers to play loud music, or to shout out: these can be a real nuisance to other people, and to wildlife.
- take care, when mooring on the towpath, not to obstruct the path with mooring pins or lines.

### 4.7 Leaving the Boat

- Shut down engine
- Isolate gas bottles
- Ensure no litter left in cabin – clean and tidy, ready for next use
- Check fuel. Is there enough for the next trip or day? If not, it will be necessary to go to Cassio Bridge for more
- Check toilet. Capacity, cleanliness
- All equipment (except mooring lines) inside cabin
- Isolate batteries – by steering position and both switches in toilet
- Make sure securely tied
- Lock cabin slide from inside, exit through front door, return key to Canal Centre

## Annex A

### Technical Details: Construction, Engine, systems and Bilges

Pride of Batchworth was built in steel by Liverpool Boats in 1989 as an electric (battery) powered trip boat for use in Birmingham. She was acquired by RWT in 2004. She is 40' 3" long and 6'10" wide.

She is licensed to carry a maximum of 12 passengers and 2 crew.

#### Engine

The engine is an Isuzu 25 3-cylinder diesel engine installed in 2009 after repeated reliability problems with the electrical propulsion system. It powers a hydraulic drive unit, all controlled from a Morse control gear lever.

The engine is water cooled by a closed cycle with a skin tank fitted to the keel. The water pump is integral to the engine.

The single right-hand propeller has a standard stern tube, greased by a greaser fitted next to the gas bottles.

Lub oil is 15W-40 diesel-spec multigrade, which should be changed every 100 running hours.

The hydraulic drive unit is fitted next to the engine under the counter deck, and is filled with bio-degradable oil (spec).

#### Gas System

The two small propane gas bottles are under the counter, and only one is connected at once. The only service supplied by gas is the hob: the boiler originally fitted is disconnected.

When the boat is not in use the gas bottle valves are to be shut. The system is inspected annually.

#### Electrical system

There are two main electrical circuits – one powering the lights and water pump, and the other the engine services. The main isolator for the engine is next to the control panel: the others are isolated at the fuse boxes in the toilet.

The leisure battery is in a dedicated box under a set of seats on the starboard side. The starter batter is located in a battery box under the rear steps.

#### Fuel system

The fuel tank is located on the port side amidships, and is filled and vented on the gunwale. It holds about 100 litres. The contents are checked by pressing the switch next to the gauge by the steering position.

### Water, Toilet etc

The water tank is filled on the starboard side. It contains about 50 gallons, and supplies the toilet, basin and galley sink.

The toilet is a pump-out unit, whose holding tank is towards the stern under both the toilet and rear steps.

The water pump switch is fitted above the galley sink, and must be on to supply toilet flushing as well as taps. The pump itself is under the floor of the cupboard below the sink.

### Safety Equipment

The equipment should be checked before each trip. It comprises:

- Fire fighting – three extinguishers and a fire blanket.
- One lifering and two Perry buoys, to be carried on the roof when cruising.
- Lifejackets – quick-acting for adults (and crew), some smaller orange buoyancy jackets for children.
- Horn, headlamps switched from the steering position and mounted above the well deck.
- One long shaft and a “boathook” (cabin shaft), to be carried on the roof.
- Fenders (bow, stern and side), centre lines (one on each side), mooring ropes.
- One rescue ladder.

### Engine operation

The engine and its services are all controlled from the steering position. One battery is dedicated to them. It is activated by an isolating switch, and operated by a key.

The Morse control lever is for both hydraulic drive and engine speed.

### Starting the engine

Ensure battery isolator is on. Carry out engine pre-start checks (oil, coolant, hydraulic drive, alternator belt, bilge).

Pull control lever out, to disengage the drive. Set it about 2/3 ahead (forward).

Turn key so that indicator light illuminates. Turn a little further to the “glo-plug” mark a light will illuminate on the starter panel – a high-pitched sound will be heard. Hold it there for about 15 secs, then turn to engage starter. Continue cranking until the engine fires, then let key go.

Alternatively, turn key so that indicator light illuminates. Turn a little further to the “glo-plug” mark, a light will illuminate on the starter panel – a high-pitched sound will be heard. Hold it there for about 15 secs, move key back to ‘R’ position and then press the starter ‘button’. The engine will fire. Release the starter button.



Control engine speed using control lever, usually returning it to neutral/idle (vertical).

Ensure indicator light has gone out (indicates alternator is charging correctly).

If the engine stops again after starting, simply repeat until it runs – you may have to crank it more than is customary in your car, but this is to be expected.

### Setting off

Engage drive by lifting control lever slightly out of its rebate, and push ahead or astern as required.

Find the position of tick-over by experiment. Because the drive is hydraulic rather than mechanical, it will be engaged at lower engine speed than you might expect.

It is of course essential to keep driving ahead in order to maintain control when manoeuvring at slow speed.

Generally speaking, when cruising with passengers an adequate speed is achieved in tick-over.

### Stopping the engine

The engine is stopped as in a car, by switching it off.

### Bilges

There is a single bilge, in the counter under the engine. It is pumped by the bilge pump whose switch is in the engine control panel. It is essential to make sure that there is no oil in the pumped water – if any appears, stop pumping and investigate where the oil is coming from.

Water in the cabin will collect at the back end, by the steps to the counter.

**Annex B - Risk Assessment – Pride of Batchworth**

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
1	Water – sinking the boat (flooding or overturning)	1. Overloading above safe waterline. 2. Instability leading to overturning 3. Water entering from above (esp at lock). <i>This is the most severe risk.</i>	Loss of boat. Injury or drowning of crew and passengers.	<ul style="list-style-type: none"> <li>Trained, qualified and experienced crew, operating in accordance with Crewing Manual.</li> <li>Stability Test conducted as required by Small Passenger Boats Code.</li> <li>Appreciation of safe loading limits – mainly number of passengers (max 12), and disposition of them.</li> <li>Proper control of passengers, after careful initial briefing.</li> <li>Proper and careful operation of locks. Most accidents happen due to people not paying attention, and rushing the procedure.</li> </ul>	Risk moderate – tolerable.  When locks are not used, the risk is Low and Acceptable.	Careful supervision always required.
2	Water – people falling in. Includes trip hazards on bank.	Falling into canal, from boat or bank.	Drowning.	<ul style="list-style-type: none"> <li>Everyone properly dressed, especially footwear.</li> <li>Proper briefing of passengers.</li> <li>Lifejackets to be worn as required by Crewing Manual.</li> <li>First aid with resuscitation expertise to be available.</li> </ul>	Risk moderate - tolerable	Careful supervision of passengers always required
3	Motion of the boat. Includes trip hazards on board.	Collision with another boat, or with canal structure.	Injury to crew or passengers.	<ul style="list-style-type: none"> <li>Trained, qualified and experienced crew, operating in accordance with Steerers' Handbooks.</li> <li>Everyone properly dressed, especially footwear.</li> <li>Proper briefing of passengers.</li> <li>Crew keeping boat tidy and in good order.</li> <li>Prevent people jumping on or off the boat.</li> <li>Avoid crush hazard by keeping all parts of passengers</li> </ul>	Risk moderate - tolerable	Care to spot and avoid trip and other hazards. Supervise crew and passengers.



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No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
4	Fire	Source of ignition in contact with flammable materials	Injury to member of public or staff.	<ul style="list-style-type: none"><li>No smoking in the boat at any time.</li><li>Remove sources of ignition from the boats.<ul style="list-style-type: none"><li>For Roger, back cabin range not to be used with passengers embarked. Residual risk is from diesel engine.</li><li>For Pride, small fire risk if using gas hob. Residual risk is from small diesel engine.</li></ul></li><li>Ensure first aid FF equipment as required by BSSC.</li><li>Keep boat tidy to reduce fire risk.</li></ul>	Risk very low - acceptable	None.
5	Operating injury	<ol style="list-style-type: none"><li>Pushing or pulling boat.</li><li>Operating canal equipment.</li><li>Lifting heavy loads</li></ol>	Injury to crew or passengers	<ul style="list-style-type: none"><li>Trained, qualified and experienced crew, operating in accordance with Crewing Manual.</li><li>Proper control of passengers, after careful initial briefing.</li><li>Avoid situations requiring pushing/pulling of boat.</li><li>Avoid need to manually lift heavy loads. If essential, conduct special man handling RA and proceed in light of it.</li></ul>	Risk low – acceptable.	Vigilance essential to make sure that people do not make unnoticed errors.



## Annex C - Checklists

### Routine Maintenance

#### Daily checks

These are to be carried out, and noted in the log, on any day the boat is to be used. Fuel level.

Engine oil level Hydraulic

oil level.

Alternator drive belt tension. Coolant

level.

Horn. Headlamps.

Bilge pump. Fuelling

Our usual fuelling point will be Bridgewater Basin, at Croxley.

The tank capacity is about 100 litres. The amount of fuel should be checked by use of the gauge, which operates when the button is pressed.

The filling point is on the starboard gunwale, and the tank vent is next to it. Care must be taken not to fill too quickly. Start by knowing how much you intend to take, and aim only to fill to three quarters.

Have plenty of paper towel arranged round the filler and nozzle, to act as a bund. Also have a bottle of washing up liquid to hand – this can be used at once after a very small spill, to prevent fuel spreading in the canal.

Listen carefully to the note of the flow, and stop in good time as soon as it begins to “gurgle”.

If there is a spillage, report to the operator of the pump.

#### Other checks - weekly

Battery cell level Stern

tube greaser

Engine oil change?

Water tank.

Pump out.



**Pride of Batchworth**

**Pre-departure Check list**

Of the boat:

- check the amount of fuel (only needed when doing the first trip of the day)
- Do the engine running checks: oil, coolant, hydraulic oil.
- Bilges dry, bilge pump working.
- PA system working.
- Cabin clean and tidy.
- Clean and ready for catering if intended.
- Documentation:
  - Steerer's Handbook
  - Log book
  - Emergency access maps
  - Emergency numbers for BW and non-emergency number for police
  - Check lists

Of the equipment:

- Lifejackets and hi-vis waistcoat for crew.
- Fire extinguishers.
- First aid kit.
- Frog horn.
- Mobile phone
- Step for passengers
- Lifering or throwing "Perry" life buoys (usually the latter).
- Ropes – Centreline ropes (each side), mooring lines fore and aft, mooring pins, hammer.
- Bow and stern fenders.

Of the crew:

- Imperative to have one if passing through a lock.
- Check familiarity with boat and role. First aider?
- Brief on responsibilities of skipper and crew. Ensure understanding of Risk Assessment and importance of following operating procedure to address the risks.
- Brief on intended running schedule, esp if on a charter.
- Locate and point out safety equipment – lifebuoy, fire extinguishers, frog horn.



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Of the trip:

- Where are we meant to be going? What time are we due back?
- Who has the list of passengers, and of the crew? Do we have a phone no? Do they have ours? (*This will usually be the Canal Centre – 01923 778382*).
- Health problems (not normally a concern on short trips, can be on charters)?



**Pride of Batchworth**

**Safety briefing**

- The name of the boat, and the names of the skipper and crew.
- How the skipper and crew can be identified – RWT hi-vis vest.
- Point out who is in charge, passengers should do as requested.
- The trip – to Stockers Lock and back, or as required for a charter.
- Expected time of return.
- Does anyone want a life jacket (be ready to provide if requested)?  
(Not usual on short trip, but will be requested for children on charters).
- Need to keep hands and feet inside boat – don't try to fend off!
- What to do if anyone falls over the side.
- Behaviour in the boat.
- Don't try to get off before requested on return.



**Briefing Delivered (Skipper initials)**