



PRIDE OF BATCHWORTH

Course notes and Checklists

These notes are intended to be used as a student / instructor guide to give the minimum basic information for each task within the Unit. There is no substitute for gaining experience.

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Section 1

THE PRIDE OF BATCHWORTH

Technical Details: Construction, Engine, Systems and Bilges

Pride of Batchworth was built in steel by Sherborne Wharf in 1989 as an electric (battery) powered trip boat for use in Birmingham. She was acquired by RWT in 2004.

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. 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 multi-grade, 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.

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

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 engine battery is located under the rear step and the 'series' battery in the locker on the starboard side. Both batteries are charged by the engine drive alternator.

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 port 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 on the starboard side.

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 life-ring 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.
- Emergency 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 in the ‘On’ position. 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 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.

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.

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.

Any water in the cabin will collect at the back end, by the steps to the counter and is mopped up by hand having lifted the deck boards. Internal water ingress should be checked for at regular intervals.

Please remember to turn the bilge pump rocker switch to the off position after the water has been pumped out.



Learn the outside parts of the Pride

Bow, Stern, Port, Starboard, Tiller, Gunwale, Roof shackle, Diesel filler hole, Water tank filler hole, Water tank overflow, bilge pump discharge, engine exhaust. Toilet pump out.

Visual Inspection of the Boat

Check outside of boat. Look for faults, defects or damage to windows, wooden benches at the front. Check the mobile steps are under the benches. Check visually for any listing of the boat to port or starboard. Check canal side of boat by climbing on boat front deck well area and rear steering position.

Unlocking the Boat

Obtain keys from lock centre and unlock front door padlock on boat. Secure padlock. Secure front door from swinging. Move to rear of boat. Unlock rear padlock and bolts. Move hatch back to normal position and secure rear door to hook. Place padlock in secure position.

Turning on the electrical systems

Turn on the fuse boxes located in the toilet area. Turn on the master engine switch on ignition panel. Place key in ignition. Learn how to safely check fuses are ok.

The position of the 240V socket on the wall of the footpath leading to the Chess Lock Bridge allows us to use mains power for such things as the vacuum cleaner. The fuse to the socket is located in the lobby area of the Lock Centre and must be switched off when not being used.

Check inside of boat for faults, defects or damage

Visually check inside of boat. Are the tables OK? Do the lights switch on and off? Are the seats and carpet clean? Are there leaflets in the holders at the front? Does the toilet need emptying? Is there toilet paper and towels and liquid soap in the toilet cubicle?

Is there washing up liquid and other cleaning materials by or under the sink?

Water stop cock / Water pump switch

Find water stop cock from main water tank and understand the on / off positions. Understand the position of the water pump switch above sink area.

Gas bottle / Gas isolation valve

Be shown where the gas bottles are stored, how to change the valve from one bottle to the other and be shown the operation of the gas isolation valve. Learn about gas and the risk of explosion.

Life Jackets

Select life jacket from store and put on. Understand where the life jackets / buoyancy aids are stored (in the Education Centre) and the policy for their use

Mooring and other equipment

Be shown the equipment used for mooring the boat up and its use.

Attach centre ropes to roof shackles

Check ropes for wear and tear. Select ropes for centre lines and attach via bolts to roof shackles. Canal side centre line to be attached by either climbing onto roof of boat or carefully walking along gunwale to attach. Coil ropes correctly at helm position ready to use.



Boat Pole and Boat Hook

Safely remove boat pole and hook from inside cabin and place in holder or roof within reach of helm.

First Aid Kit

Check location of first aid kit. Check items inside. If anything missing, report for replacement.

Life Ring and Throwing Lines

Safely place life ring and throwing lines on roof. Ring and one line within reach of helm and the other adjacent to aerial at front of boat.

Attach Tiller to steering column

Remove tiller from storage area, Attach to steering arm and secure using tiller pin.

Log Book

Understand where log book is kept. Record crew, reason for trip, time and number of passengers and record defects, faults, and any damage found. If necessary report to Mark direct on 07875 393703.

Decking above engine compartment

Remove decking from engine compartment as necessary. BEWARE: It is heavy and awkward.

Checking engine fluid levels

Remove oil dipstick from engine. Wipe clean and re-insert. Remove and check level against upper mark on dip stick. If below lower mark, fill engine up with oil gently until oil reaches upper mark. Do NOT run engine if oil is below lower mark on dipstick. Oil should be found in tool shed
Remove water filler cap from top of engine block and check water can be seen. Normal level is about 2cm from top of filler cap. If water cannot be seen, fill up using clean water and antifreeze from tool shed. Antifreeze should be in tool shed.

Remove hydraulic oil filler cap and check level. Normal level is about 4cm from top of filler tube. Fill as necessary. Hydraulic oil should be in tool shed.

Weed Hatch

Locate top of weed hatch and ensure that it is tightened down. To remove weed-hatch, turn screw top anti-clockwise until bar loosens from brackets. Remove weed-hatch slowly in an upwards motion slightly angled towards the engine. BEWARE. It is heavy. Replace weed-hatch in reverse order from above. Tighten screw clockwise with bar underneath retention brackets.

NOTE: When running engine in gear, make sure no water is entering boat via weed-hatch.

Stern Gland

Stern gland feeds water-resistant grease into area around propeller shaft in order to prevent water ingress into bilge. The screw top of the stern gland filler needs to be tightened down until a 'resistance' is felt whilst turning. This ensures grease is compacted and **MUST** be done each time the boat is made ready for use and at the end of the day when closing the boat up. To remove stern gland filler tube turn tube anticlockwise and refill with grease. Should be found in tool shed.

Switches and Dials at the Helm position

Left hand side: Fuel gauge and fuel capacity check button. Press button down and hold whilst engine is running. Fuel gauge should rise.



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Right hand side: Green rocker switch is the bilge pump. Press to empty bilge water into canal.
Black button is the horn. Press to test.
Black toggle switch is the headlight. Down for on, Up for off. Check it works.
Black dial. Shows engine revolution and total hours run on a digital readout.
Readout should be written in log book at beginning of day and at the end.

Removal of equipment from roof

Remove boat hook, boat pole, throwing lines and life ring into cabin. Undo centre line shackles and remove ropes, coiling them and storing in cabin.

Locking up

Remove tiller pin and tiller from steering arm. Store in cabin in correct position.
Turn all electrical supplies off via fuse boxes and master engine switch to off.
Close rear door and lock bolt.
Move gear lever forward to '3' o'clock position and slide hatch cover closed.
Attach padlock from hatch to door via hasp.
Remove all cushions from front seating area and store in cabin
Exit from door ensuring the Yale lock is engaged.
Padlock front door.
Place stepping block under front seat.
Place keys on key-ring in Lock Centre



Section 2

General Principles of Operation

Pride of Batchworth Manual

The boat has a crewing manual which explains a lot of aspects of the boat.

Taking time to read this manual will assist you in the boats operation.

Fire / Carbon Monoxide Warning Alarms

The PoB has both a fitted Fire and Carbon monoxide warning alarm. Test each time the boat is being operated.

Diesel & Oil Spillage

Filling up with diesel or oil can be a messy business and great care must be taken to avoid spillage of either. We do not fill the diesel tank from 'Jerry' cans preferring to use the services of a commercial diesel supplier. However certain measures can be taken to prevent spillage during filling. As the tank is filled an audible 'gurgle' can indicated the tank is nearing capacity.

A roll of absorbent paper rolled into a sausage shape should be placed around the filler point to prevent accidental drips or spills into the canal. Significant spillage should be mopped up using absorbent towelling found under the sink. If the diesel gets into the water it can be dispersed by the liberal application of washing up liquid or other detergent quickly onto the spillage.

When pumping out the bilge, great care must be taken to observe what is being pumped into the water and should any oiliness appear in the water stop pumping immediately and deal with the spillage as above. In the Container, the Trust have a large manual oil pump which can then be used to pump out the rest of the bilge and this can then be disposed of at the Waste Oil Disposal point at the Council Tip in Riverside Drive.

Respecting the Environment & Wildlife

As a regular user of the Canal, the Trust must be seen to do everything possible to enhance and preserve the environment and wildlife around Batchworth. When steering the boat please slow down for wildlife, ensure the speed of the boat does not cause undue wash along the banks. Any items that may blow into the Canal off of the boat should be placed inside. Passengers should be asked to ensure that any items they may have with them do not blow into the Canal. (Snack bags, drink cans, tissues, plastic bags etc)

Communication

The trips on the Pride of Batchworth are sometimes the first impression the public have of the Trust. Please always try and be polite, courteous and helpful to our customers. Report any abuse received to the Skipper immediately. You are a volunteer and should be treated with respect yourself.



Section 3

Passenger management and Skipper and Crew responsibilities

Crew & Passenger Management

The Skipper of the Pride is always in overall charge of the crew and passengers.

It is their responsibility to ensure the trip is completed safely and therefore it is important to abide by any instructions that the Skipper may give.

For instance, should the Skipper ask for passengers to move from one side of the boat to another to even out the weight load, then this instruction must be communicated to them and complied with.

Should the Skipper instruct you to do anything, then, as long as it is safe to do so, please comply. Passengers need to be informed of this during the safety talk shown below.

Knowledge of User Groups

The PoB does not have disabled access ramps or other methods of getting persons in wheelchairs on board.

This should be explained to passengers or groups prior to booking a trip.

Assistance should be given to persons getting on or off the boat IF required. A helping hand offered is sometimes appreciated but only give the assistance if requested. Be careful of providing assistance to children and ask before doing so.

Practical

When passengers get on and off the boat we have sets of steps to assist them. One is placed on the towpath to lessen the step up or down from the boat and another on the floor of the front seating area. The method we use and say is 'Use one hand for yourself and one hand on the boat' That means that anyone getting on and off the boat should balance and steady themselves by holding onto the boat with one hand, and use their free hand as required.

The toilet on the Pride is a 'pumped fresh water type'. The flush is pedal operated and the waste falls into the tank below by force of gravity.

We do allow smoking outside the boat and alcohol on board although patently drunk passengers should not be allowed onto the boat for obvious safety reasons.

Buoyancy aids of various sizes are available for passenger use and are stored in the Container. They are of a zipped front and buckle style and must be provided for any passenger on request, suitably sized. For some passengers, for example, those with less physical or mental ability our default position is that buoyancy aids will be routinely provided. ALL RWT Volunteers working on trips carrying passengers MUST wear an automatic life jacket..



Communication

Safety Talk

All passengers must be given a safety briefing before departure by either the Skipper or crew member. Safety instructions will include the following topics:-

Tell them where they are going and the estimated time of return.

No climbing onto side of boat or roof.

Care when going under trees due to fishing hooks.

If going through locks, to keep all fingers, hands and heads in the boat. Do not fend off with hands on lock wall.

Upon arrival back to keep seated until boat securely tied up.

If assistance required either stand up and wave in direction of helm or walk through boat to obtain assistance.

Don't lean over the side and should anyone fall in, signal immediately to crew / skipper.

Location of toilet and its operation.

Try to prevent any litter from going into the Canal.

If the gas hob is required – Instruction on how to safely use.

Alcohol Policy

Passengers

We do not restrict the consumption of alcohol on the Pride but excessive alcohol use during a trip could cause problems for both passengers and crew.

The Skipper has the right to terminate any trip at any time should the behaviour of passengers put the safety of themselves, the crew, the Pride or other Canal users at risk.

Should passengers turn up for a trip of any sort in a condition which, in the view of the Skipper would place at risk themselves, the crew, the Pride or other Canal users, the Skipper may refuse to board those passengers and should report any abandoned or terminated trips to Mark or one of the Trustees as soon as possible.

Skipper and Crew

It is asked that for the duration of any trip of any sort, the Skipper and Crew for obvious reasons refrain from the consumption of alcohol.



Section 4

Handling the boat

Use of Ropes

Your mentor will instruct you on various method of using the ropes on the Pride of Batchworth. You will be shown how to coil ropes in preparation for throwing, and the use of basic knots for tying up the boat.

You will be shown how to secure the ropes to the 'T' stud on the bow of the boat.

Use of the Bow, Stern and centre ropes will be explained.

It is important that ropes are stowed securely and not over the Tiller pin or elsewhere likely to cause a trip hazard or propeller fouling. Our practice is to remove stern ropes completely and have them ready for use on the cabin roof.

Tiller movement and boat response to tiller movements

Move tiller fully to the left and right. There should be the same movement in both directions.

A boat steered by a tiller will respond in the opposite way to a car i.e. moving the tiller to the left will move the boat right and moving the tiller to the right will move the boat left.

Starting the Engine

Place key in ignition. Pull gear level out and slightly forward. This will disengage gears but provide sufficient revs for the engine to tick over.

Move key to glow-plug heater position. High pitch alarm will sound and yellow lights will come on in ignition panel. Wait a minimum of 15 seconds with buzzer sounding and yellow light on. Move ignition key to start position. Engine should start, alarm should stop and yellow light should be extinguished. If this doesn't happen, repeat process as above. If engine still won't start, whilst alarm is sounding, press black start button on the control panel. Once engine started increase revs slightly in neutral and then reduce to normal tick over in about 2 minutes.

Checking forward (ahead) and backward (astern) propulsion whilst boat is tied up and stationary

Move gear lever into neutral position. Push gear lever forward slightly. Gear should engage and propeller wash should be seen at rear.

Move gear level into neutral. Pull gear lever back slightly. Gear should engage and propeller wash should be seen from under boat.

The boat will move forward and backwards on the ropes.

Untying of Boat

Before untying the boat check for other craft using the canal especially those coming down through Batchworth Lock. If boats are coming down the lock, delay untying boat until water has stopped entering the canal from the lock.

Untie the boat according to the situation and coil bow rope adjacent to 'T' bar.

Untie stern rope and remove from boat dolly. Do not coil over tiller in as it could fall into the canal and wrap itself around the propeller. Coil stern rope and store safely on roof.

Clear communication between Helm and Crew

Whether helm or crew, ensure you give and take clear communication about casting off procedure. Remember the Helmsman / Woman is in charge of the boat and will give instructions.

Steering - Moving Boat ahead using Tiller and Throttle

By use of the tiller and throttle move the boat forward in a smooth and slow manner ensuring you take into account other boat movements around you. Remember that if you stop 'propelling' you severely affect your ability to steer.

Slowing down and stopping

By use of the tiller and throttle, slow down and stop midstream.

Moving the boat backwards

By use of the tiller and throttle move the boat backwards!

Moving a boat backwards is one of the most difficult manoeuvres in steering. Practice only will perfect the technique and every boat characteristics are different when moving backwards. Reversing away from the mooring at Batchworth, going under the road bridge and turning round will be practised.

Manoeuvring past other cruising boats

Boats should normally pass each other port (left) side to port side. However sometimes this is not possible and the skipper must be alert to any changes in this procedure from other cruising boats. The use of hand signals can be of some use but can also be misinterpreted.

Manoeuvring past moored boats should be done at slow (tickover) speed having due regards to other canal users.

Going through a Bridge

Manoeuvring through a bridge needs care and attention especially if another boat is also heading for the bridge in the opposite direction. The rule of thumb is that the boat nearest the bridge has right of way but courtesy should be shown if this does not necessarily happen. Again hand signals may be of use in these circumstances but only if their meaning is absolutely apparent to both skippers. It is always better to hold off from the bridge to allow another boat through if you are unsure.

Turning round in a narrow part of the canal at Stockers Lock

Turning round in a narrow part of the canal takes time and concentration. Do not be in a hurry or force the turn to be done in one go! There is no right or wrong way to undertake this turn, only a SAFE way. Remember your passengers. Take into account other boats coming towards you, following you or moored up. Take into account any wind and from what direction it is coming from. Manoeuvre the boat into the start position for the turn. You can turn either way but to 'port' (left) is usually best. Use the throttle (ahead and astern) and tiller (port and starboard) in tandem to turn the boat round. Take your time. If it takes 10 goes going backwards and forwards then so be it. REMEMBER – the SAFE way is the only way.

Turning round in a narrow part of the canal at Batchworth Lock

Turning round in a narrow part of the canal takes time and concentration. Do not be in a hurry or force the turn to be done in one go! There is no right or wrong way to undertake this turn, only a SAFE way. Remember your passengers. Take into account other boats coming towards you out of the Lock or the water being emptied out of the lock. Take into account boats following you. A clear horn signal may be used.

Take into account any wind and from what direction it is coming from. Manoeuvre the boat into the start position for the turn. At Batchworth ALWAYS turn to port. Use the throttle (ahead and astern) and tiller (port and starboard) in tandem to turn the boat round. Take your time. If it takes



10 goes going backwards and forwards then so be it. REMEMBER – the SAFE way is the only way.

Bring the boat to its mooring position and tie off.

Turning the boat round in a wide part of the canal

By use of the tiller and throttle, turn the boat round both clockwise and anti-clockwise in a wide part of the canal. Don't forget the horn signals.

Use of the Boat Pole & Boat Hook

In normal circumstances you should not need to use either the boat pole or hook. However in the event of an engine failure you may need to bring the boat to safety by the use of these two tools. Demonstrate their safe use. See below

Running Aground

Canal boats often run aground. You must expect this and be prepared: However between Batchworth Lock and Stockers Lock in normal circumstances, running aground is unlikely. However the area opposite where 'Roger' is normally moored is very silted up so be careful if you are in this area.

- Know the steps to getting the boat afloat again
- In the initial safety briefing warn passengers of the possibility of grounding
- Explain what's happening in the event

The steps, to be tried **in turn**, to get a boat afloat again are:

As soon as you become aware of grounding, put the engine in neutral.

1. Try reversing, without over-revving, out along the entry track.
2. Point the tiller to drive the stern of the boat forwards into deeper water. This puts the bows harder aground but puts more keel length into the water and allows the propeller to work properly. Then reverse off.
3. Move weight [eg passengers, crew] aft and to canal side of boat to lift it clear.
4. Consider the following options and try the one that seems best in the circumstances, then the next ...
 - Move weight to the deeper water side
 - rolling and maybe rocking the boat to ease it down the canal side slope.
 - Take weight right out of the boat [eg empty the water tank]
 - Use a pole at the bow, stern or centre.
 - Take a rope to the opposite bank and pull the boat off.
 - Accepting a tow from a passing boat is attractive, tho' potentially dangerous. Some insurances [eg The Bruce Trust's] expressly exclude this so then no tow can be accepted.



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Mooring up

By use of the tiller and throttle moor up alongside the Batchworth Canal Centre towpath mooring. Bow pointing towards Chess Lock / London Road Bridge

Tying Up.

Tie the boat up safely and securely allowing for wind, any current, rise and fall of water.

Turning engine off.

Turn key to vertical position and the engine should turn off.

Section 5

Actions to take in an emergency

Evacuation of the Pride of Batchworth

Evacuation of any boat can be a difficult and stressful situation but if done calmly and methodically then safety can be maintained.

The passengers will look to the crew for instruction and it is imperative that you remain calm throughout.

It is for the Skipper to order an evacuation but if the Skipper is unavailable then you may make the decision.

Causes of evacuation can be many and some are listed below:

Uncontrollable Gas Leak
Fire
Engine failure and craft drifting
Flooding
Collision

Take instruction from the Skipper and remember that passengers and your safety are paramount in all circumstances.

Lifebelts, Buoyancy Aids and Throw Lines

Lifebelts, buoyancy aids and throw lines are safety equipment that you must be able to use to order to keep yourself and your passengers safe.

You will be expected to demonstrate how to use a throw line from both on board and from the towpath.

Person Overboard

A person falling overboard is rare but it can happen at any time especially where alcohol is concerned or passengers do not follow safety guidance.

PREVENTION IS BETTER THAN AN ACCIDENT OCCURRING

If you see passengers walking along the gunwales or on the roof or otherwise on parts of the boat that are inappropriate, it is **YOUR** responsibility to inform them about their behaviour.

If on the helm, as soon as you are notified of a person overboard **PUT THE BOAT INTO NEUTRAL**.

By this time the person may very well be adjacent to you or just past. Throw a life ring to them. Re-assure them that you are coming back for them.

In general it is always better to rescue someone from the bank-side rather than trying to get them into the boat.



Wet soggy clothes are extremely heavy and injury can occur in trying to haul a person onboard.

The emergency ladder is available for a person to use to exit the water onto the stern of the boat.

If an adult try and see if they can swim or walk to the canal side.

Be ready to call for an Ambulance if required.

Manoeuvre the boat in a position whereby the person can either be rescued or in a position that shields them from further harm.

Ensure that the incident is fully reported and that a senior member of the Trust is informed immediately.

If a crew member,

As above

By the use of a dummy, you will be expected to rescue someone from the water during the course.



Appendix 1 Check list for crew in charge of Charters

Normal boat checks:

- Turn on gas bottle (under stern counter)
- Turn on engine isolation switch (next to control panel)
- Turn on domestic electrics (fuse box in toilet)
- Check fuel level (press gauge switch by steering position) If diesel required, get some if possible (take money from till, leave receipt in till)
- Check if pump-out required. If required, get done if possible (take money from till, leave receipt in till)
- Turn on water pump (switch above galley sink)
- Check coolant level (2cm from top of filler cap)
- Check oil level (dipstick)
- Check horn
- Check weed hatch
- Turn stern gland
- Start engine and check no weed hatch leaks in forward and reverse
- Empty bilge (switch on engine control panel). Check no oil in pumped water
- Check fenders, mooring lines and 2 x centre lines in good order and in place
- Check fire extinguishers on green and fire blanket in position
- Put safety equipment on roof (1 x life-ring plus 2 x perry lines)
- Place pole and boathook on roof
- Check first aid box in position and nothing missing

Charter specific:

- Wipe all tables and chairs. Erect folding table.
- Hoover cabin (kept in tool shed along with cable reel – plug socket under iron bridge)
- Brush front deck and wipe seats. Put cushions out
- Check toilet for cleanliness – ensure that there are spare loo rolls and hand towels
- Clean hob area
- Fill large water bottle with drinking water and put at foot of steps
- Check that there is tea, coffee, sugar, and clean mugs/glasses in cupboard
- Collect milk from lock centre – if required, there is a cool box, the ice blocks are in freezer
- 2 windlasses required

Before trip:

- Check charter timetable on notice board for trip notes
- The customer must pay the full amount owed before the trip (cash or cheque). Enter amount into till under 'charters'.
- I have sent the customer a 'terms and conditions' form. They should have signed this and given it to you. If not, there are spare forms in the red folder on the shelf above the kettle
- The folder also contains the invoice for the trip. GIVE THEM THIS. If the invoice is not there, fill out a receipt in the green book, also in the folder, and give them that instead.

At start of trip:

- Introduce yourself and crew
- Lifejackets are in the container if required.
- Advise re tea, coffee, milk
- Advise toilet position and operation
- Give safety talk

At end of trip:

- Complete log book (crew, reason for trip, times, number of passengers and any incidents, faults)
- Advise Mark direct of any incidents or faults (07875 393703)
- Remove rubbish. Clean tables, seats and floor if required
- Check if pump-out required (see under pre-trip checks)
- Check weed hatch



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- Turn stern gland
- Turn off gas
- Turn off battery isolator
- Place cushions, pole and boathook back inside cabin
- Place life-ring, Perry lines, and centre ropes in cabin
- Remove tiller and tiller pin
- Lock-up (move gear lever to 3 o'clock before closing hatch)
- Place stepping block under front seat
- Return milk and keys to Canal Centre

Appendix 2 - Pride of Batchworth – Daily Setting up Checklist

<p>Fluids check</p> <ul style="list-style-type: none">~ Oil~ Coolant~ Stern grease (<i>before 1st and last trip</i>)
<p>Equipment</p> <ul style="list-style-type: none">~ Poles x2~ Perry line life buoy x2 (<i>1 each end of boat</i>)~ Safety ladder~ Life buoy (ring)~ Centre lines x2~ Tiller arm / Tiller Pin
<p>Starting up</p> <ul style="list-style-type: none">~ Switch on engine~ Check bilge pump / empty bilge~ Switch on electric (<i>in WC</i>)~ Check lights - <i>internal / external</i>
<p>End of shift / day - log</p> <ul style="list-style-type: none">~ Engine hours~ Fluids check details~ Number of trips / length of charter/s~ Any issues / incidents~ Name / initials