

HNA Safety Briefing Notes

For Groups operating locks etc.

To be given before moving off to all on trip including to other leaders and steerers.

Welcome Group and explain who you are and your role on the trip.

Explain that safety is your prime responsibility.

To ensure that the trip is safe and fun a few rules are necessary but these should not stop any fun on the trip just keep everyone safe.

There should be no running inside the boat and the gangways should be kept clear of shoes, sleeping bags clothes etc.

The gunwales are not to be used for getting from front to back of boat excepting on steerers say so.

Do not stand on the gunwales unnecessarily when boat is moving along.

Do not stand on gunwales when going into a lock

Do not stand on roof or move from boat to boat when in a lock

To get from front to back of boat best through the boat if not over roof if allowed

Do not hang over the side keep arms etc. inside the profile of the boat as we will be going through bridge holes.

When allowed on roof face forward and keep an eye out for bridges and if told duck or get down lay flat immediately don't look around so see why.

Make sure that you only put what you have eaten down toilets as they are pumped out when trip ends and anything else will block the pump-out system

When boat is stopping or approaching a lock or bank never jump off boat until it has stopped then check with Steerer to see if it is safe to step off

If given or thrown a rope do not pull until told to do so by Steerer

Do not tie up boat until told to do so, keep fingers away from bollard they can get jammed in the rope.

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If a fire should break out Shout FIRE and go to either end of boat if possible the front of the boat.

Never rock the boat unless required to do so by Steerer as thing may spill or fall off the cooker.

At arrival of first lock

Get everybody including other leaders off boat

Explain that all are responsible for everyone else's safety and every one should keep eyes peeled for danger. I.e. safety catches not on or faulty

For experienced groups.

Remind about ground paddles first and the danger of opening gate paddles to early and to check whether any boats are coming before turning locks around.

For inexperienced groups

Explain the workings of a lock and NEVER to remove hands from windlass when it is on the winding gear. Show the workings of safety catches.

Never run around a lock there are many trip hazards.

Check that gates are closed at other end of lock before opening paddles.

Always remove windlass from paddle gear when finished.

Man Overboard Drill

If anyone should fall overboard or into a lock shout very loud MAN OVERBOARD and keep looking at person that fell in if they cant be seen look at where they fell in make sure Steerer knows what has happened and obey Steerers commands He will make sure boat propeller stops turning and arrange rescue.

Do not grab or pull person out of water as this can do more damage.

If you should fall in canal do not swim towards boat but swim or walk to bank.

If someone falls into a lock drop all paddles straight away and try to see where person is in the lock they may not be able to surface and could be trapped under the boat. Alert the Steerer and obey instructions.