



# Truman Enterprise Narrowboat Trust

## Pre-trip Information Pack



2012-2013 Edition

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**Truman Enterprise Narrowboat Trust**  
**Pre-trip Information for Group Leaders/Organisers**  
**AJ Felgate and HF Truman**



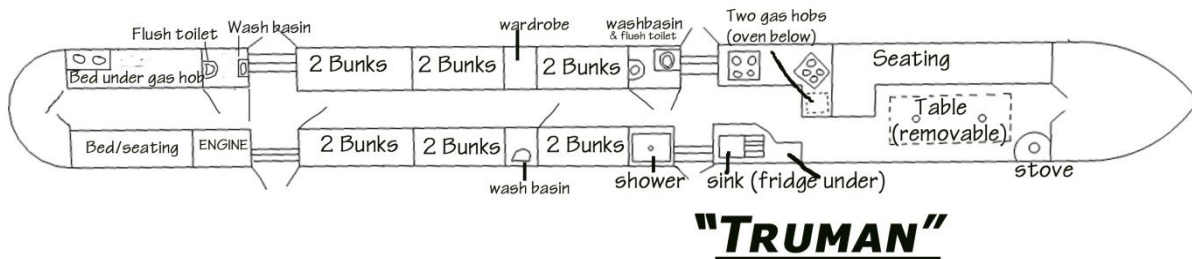
Contact Residential Boat Booking Secretary, Paul Wood,  
31 Larches Lane, Wolverhampton WV3 9PX  
Mobile: 07886 819 588  
Email: [woody@truman-enterprise.org.uk](mailto:woody@truman-enterprise.org.uk)

- The boats are available to all Youth & Community groups.
- Income from bookings funds the running costs of the boats and everything possible is done to keep prices down.
- You may book one or both boats.
- You supply the adult staff to run the trip and supervise the group.
- The Trust supplies an experienced and qualified skipper and crew member.
- The boats are licensed to carry 12 passengers.
- This includes a minimum of two Group Leaders with up to ten young people.
- Bookings can be day trips or overnight trips of various lengths.
- Trips can be energetic or relaxing and could involve accredited training. Discuss your aims with the Residential Boat Booking Secretary and skipper so that your trip is a success.
- Trips usually start from and return to our operating base at Hatherton Marina, near Cannock.
- You are welcome to come and look at the boats. Make arrangements with Trust Manager or Residential Boat Booking Secretary

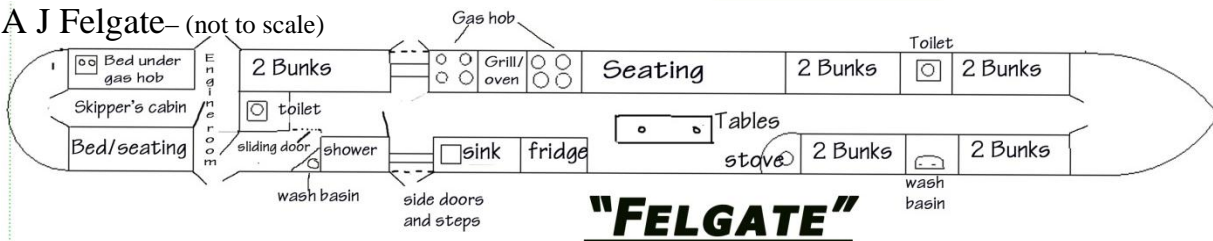
## Accommodation

- Cabins of 2, 4 and 8 bunk berths.
- Separate Skipper's cabin for skipper and crew member.
- Shower and two toilets
- Heating
- Excellent fully equipped galley (kitchen) with oven, grill, 8 hobs, and fridge with small ice box.
- Large lounge and dining area.

H F Truman – (not to scale)



A J Felgate – (not to scale)



## Insurance

Both boats carry Third Party and Passenger Indemnity of up to £3m.

The Trust has Employers' Liability Insurance of not less than £5million.

## Booking

- Contact Residential Boat Booking Secretary or check our website ([www.truman-enterprise.org.uk/bookings.htm](http://www.truman-enterprise.org.uk/bookings.htm)) for available dates.
- Invoice, Booking Form & Conditions will be sent out when dates are agreed.
- Return signed Booking Form with deposit to confirm booking.
- Payment in full is due 28 days before your trip starts.

## Route Planning

Most trips start from and return to Calf Heath on the Staffordshire and Worcestershire canal.

Weekend trips may go:

- North on Staffordshire and Worcestershire Canal towards Great Haywood
- South on Staffordshire and Worcestershire Canal towards Kinver
- On the Shropshire Union Canal towards Norbury Junction
- On the Birmingham Canal Navigations to Black Country Museum or Netherton

Longer trips may go to Stourport, Chester, Llangollen or London!

## Training

The Trust is a member of the National Community Boats Association and an Accredited Training Centre delivering crew and skipper training courses. If you wish, group members can start an accredited crew course during a weekend trip although further trips are usually necessary to

complete the course.

### Risk Assessments

The Trust can provide detailed risk assessments for your safety on the boats upon request.

### Starting your trip

- At the boatyard you will be met by your skipper and crew.
- The skipper will explain and demonstrate how to get on and off the boat safely and your group will be shown on to the boat for a brief 'guided tour'.
- Then you will be invited to load your possessions onto the boat.
- The skipper will give a full safety briefing before your trip starts.
- Car parking is available. All vehicles are left at owner's risk.
- Map and directions to boatyard enclosed.
- This is a working boatyard & for your own safety groups must stay alongside the boats.
- Group members must stay in their vehicle until boat staff have spoken to the leaders.

### Returning

Please leave the boat in a clean condition ready for the next group to use. Please allow time for this in your plans.

### Food & Catering

- It is usual to bring all your food with you as there are no shops near the boatyard.
- On longer trips you can top up food at supermarkets during the journey.
- Cater for the whole boat including Skipper & crew member, please.
- Involve young people in menu planning, cooking & serving and washing up rotas.
- If you wish, options for eating out are available on various routes. Please ask our Residential Boats Booking Secretary or your skipper for further information.
- Be aware of our food safety and cleanliness policy as for your responsibilities

### **DEEP FAT FRYING AND BURNING CANDLES ARE NOT ALLOWED**

### We Supply

- All good quality pots and pans
- All crockery
- All cutlery
- First Aid Kit
- Sleeping mattresses
- Large library of canal books and magazines



### What groups should bring

- Tea- towels, hand towel for kitchen, kitchen towels, washing up liquid, cloths & scourers, toilet rolls, foil, cling film, black bags
- Torch
- Table games, football, paper & felt pens, books, diaries
- Mobile phone - for group Leader. There is a car cigarette-lighter-type charging point on board.

### Kit List - Everyone should bring

- Sleeping bag, blanket (optional), pillow, nightwear and slippers
- Waterproof jacket (cagoul) with hood
- Trainers or walking/sensible shoes/boots
- Usual toiletries, comb, tissues, soap & towel, toothbrush & toothpaste
- At least one change of clothes and layers of warm clothes
- Gloves, hat & scarf, sun cream & sun hat
- Torch, notepad & pen
- Small amount of spending money

**Personal storage space on board is very limited please be as economical as possible.  
Your space is your bunk!**

### What NOT to bring:

- Suitcase - a soft bag is better so that it can be compacted into smaller spaces
- Best clothes
- Expensive/favourite items
- Electric items (such as hair dryers and large radios)
- Wellies

### Staffing

#### Group Leaders

- Group leaders are responsible for the supervision of the group at all times.
- One Leader must remain on board when young people are on the boat.
- At locks, a member of the boat staff and a Group Leader share the responsibility of supervising young people off the boat.
- Group leaders are responsible for the group members when the boat is moored up because the boat staff are off duty.
- Group leaders should have organised evening activities for their group.
- At least one group leader is expected to be First Aid qualified.
- It is recommended that one group leader has a food hygiene certificate

#### Skipper and Crew member

- Skipper is responsible for the safe navigation, operation and steering of the boat at all times.
- Skipper will give a safety briefing before the start of the trip.
- Skipper will give a full lock safety briefing before travelling through a lock and will demonstrate safe lock working. The crew member will supervise lock operation.
- Crew members assist skipper in the safe operations of the boat.

## Young People

- Should act upon instructions from boat staff and group leader.
- Should behave responsibly with due regard to their own safety and the safety of everyone on board.
- Are actively encouraged to take part in 'working' the boat by operating locks and 'having a go' at steering the boat under supervision of boat staff.

## Our boat staff will not:

- act as a minder, to enable the adults to go off on their own.
- organise the young people themselves, except for 'boating' purposes.
- do the cooking, washing-up or general cleaning.
- be the primary person to deal with first aid or medical issues.

## Courtesy & Conduct

- Please remember that our inland waterways are a tribute to the people who built them and that they are also used by many other people for pleasure and for trade. Canals pass through beautiful countryside and unspoilt landscapes and they are the homes of many people, animals and birds.
- Be considerate and polite to other canal users.
- Do not leave litter, or be destructive - even in small ways.
- Respect the property of others.
- Avoid noise - especially at night, when sound carries very easily on water.
- Enjoy yourself, but without upsetting the peace and pleasure of others.
- Keep to the tow-path when walking.

## Information our Bookings Secretary and your skipper will need to know

- Name of group
- Age and number of group members
- Any special needs
- Anyone with severe medical conditions (i.e. epilepsy)
- Aims of your trip – what you want to achieve
- Possible routes
- Off-boat activities
- Eating out
- Arrival and departure time
- Which boat has been booked



## **Booking Conditions for H F Truman and AJ Felgate Narrowboats**

The Truman Enterprise Narrowboat Trust will hereafter be called TENT  
These conditions apply to each boat

- A Skipper and Crew Member will accompany every trip.
- The Skipper is in sole charge of the vessel.
- The Skipper is responsible for the safe navigation of the vessel.
- In extreme circumstances the Skipper has the right to stop the vessel and end the trip should this be deemed absolutely necessary.
- Group Leaders are responsible for the supervision and behaviour of their group members at all times.
- Minimum of Two Group Leaders must accompany every trip.
- Parties of male/female mix need male and female Group Leader.
- Maximum of Twelve persons in your group.
- Group Leaders and Skippers will be over the age of 21.
- Each boat has Third party Liability Insurance with £3m limit of indemnity for Third Party claims.
- The Trust has Public Liability Insurance with £10m limit of indemnity.
- Alcohol, Smoking, Drugs (other than prescribed) and Weapons are not permitted on the boat.
- Sign and complete booking form and return to Residential Boat Bookings Secretary.
- Full payment of invoice must be paid 28 days before the date of trip
- Your payment is non-refundable in the event you have to cancel the trip.
- TENT have the right to cancel a booking for whatever reason deemed necessary and without explanation. All monies paid will be refunded.
- TENT cannot be held responsible if due to mechanical fault or any other reason the trip is held up or even cancelled. Every effort will be made to rectify the situation.
- TENT cannot accept any responsibility for the safety of vehicles and their contents at Hatherton Marina
- Assembly point on arrival at boatyard is with your vehicle until skipper meets group.
- Hatherton Marina is a private working boatyard. For your Health & Safety all group members must remain on board or alongside Truman and Felgate boats.
- Group Leaders are responsible for leaving the boat clean at the end of their trip
- Minimum service charge of £50 is payable if the boat is not left clean at the end of trip.
- Organisations will be held responsible for any wilful damage to the boat.
- No Pets allowed except for guide dogs.

**To confirm your booking, please complete and sign the Booking Form  
and return with payment to:**

Paul Wood, 31 Larches Lane, Wolverhampton. WV3 9PX.  
Telephone 07886 819 588      email [woody@truman-enterprise.org.uk](mailto:woody@truman-enterprise.org.uk)



www.truman-enterprise.org.uk

Registered Charity No. 1037914

Canal trips for youth & community groups

Paul Wood, 31 Larches Lane, Wolverhampton. WV3 9PX.  
 Telephone 07886 819 588 email [woody@truman-enterprise.org.uk](mailto:woody@truman-enterprise.org.uk)

## Booking Form for HF Truman and AJ Felgate Narrowboats

### Group Information:

Contact Name	
Name of Group	
Address with post code	
Phone Number(s)	
Email	

### Trip Information:

Day & Date Required	
Which Boat(s)	
Arrival Time at boatyard	
Return Time at end of trip	
Route	
Special Notes	

To confirm your booking, please check these details, complete where necessary, then sign and date one copy of this form and return to Paul Wood at the address above.

Booking conditions enclosed.

I confirm that I have read and agree to the enclosed booking conditions overleaf.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_





## **Truman Enterprise Narrowboat Trust**

### **End of Trip Inspection Checklist for the Group – Youth Boats**

(Boat staff will check items below at end of trip)

	All lifejackets have been packed away properly
	Floor swept and mopped
	Floor under bunks swept and mopped
	Back toilet and seat clean
	Back wash basin wiped clean
	Front toilet and seat clean
	Front wash basin wiped clean
	Shower cleaned
	All mattresses wiped clean
	Mattresses lifted and checked for rubbish
	Check storage area under side hatches empty and clean
	Tables clean and put away
	All kitchen utensils, pots, and pans clean and put away
	All crockery and cutlery clean and stored neatly
	Kitchen surfaces and sink cleaned
	Oven, grill, and grill pan clean
	Hobs and kettles clean
	Outside front deck swept
	Rubbish collected and arranged to be disposed
	Rubbish bin wiped clean inside and out
	Fridge emptied, wiped and clean inside (check icebox)



## Truman Enterprise Narrowboat Trust

### Directions to Hatherton Marina

The boats are moored at Hatherton Marina, Queens Road, Calf Heath, Nr Cannock WV10 7DT (next door to Lock Cottage).

Hatherton Marina is between the two locks on the Hatherton Branch of the Staffordshire and Worcestershire Canal. Calf Heath is situated south of junction 12 of the M6.

There are several marinas in this area. Other marinas/boatyards are 'Calf Heath Marina' and Hatherton Marina, Kings Road Entrance. Please use the entrance on Queens Road

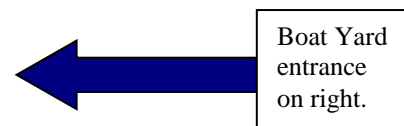
#### From M6 Junction 12:

Take A5 Cannock. Turn second right into Oak Lane. After about one mile you will come to crossroads. Turn right into Straight Mile, under motorway, turn first left into Queens Road after Dog & Partridge pub. See box below.

#### From Cannock:

Take the A5 towards the M6 (junction 12). At the Four Crosses pub, turn left. After approx. one mile go under motorway then turn left after the Dog and Partridge pub into Queens Road. See box below.

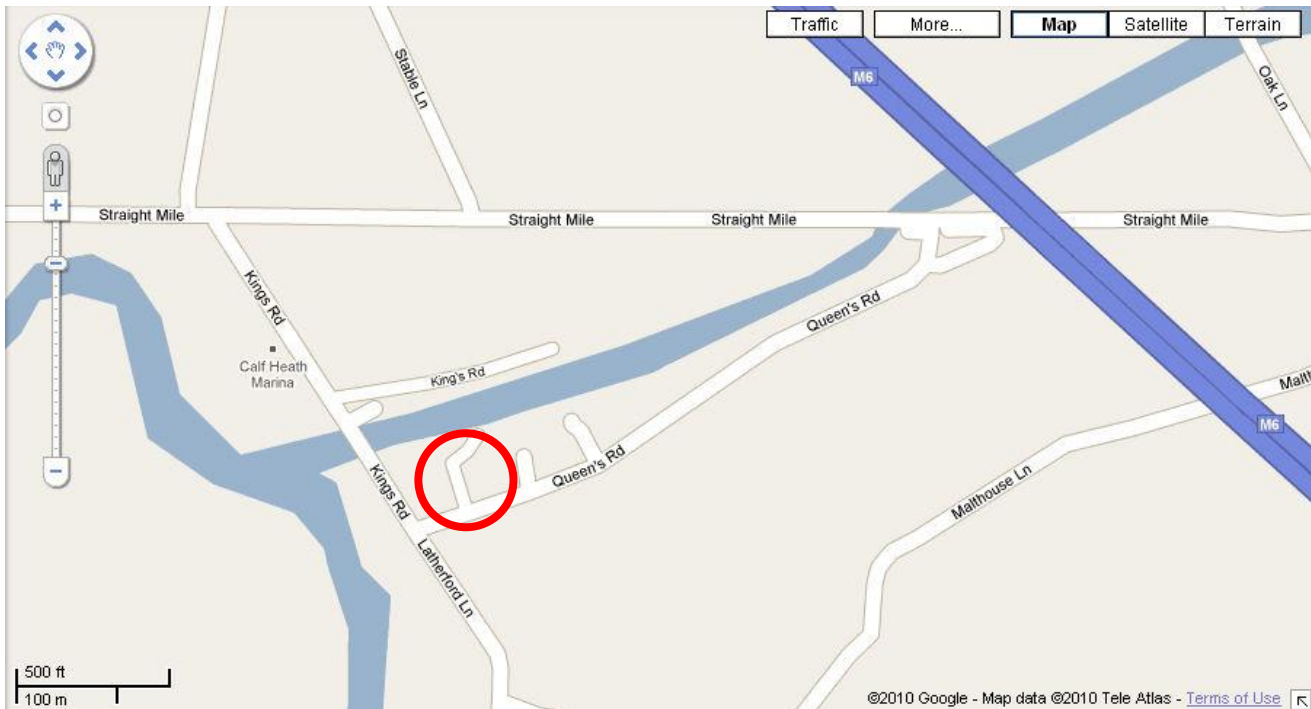
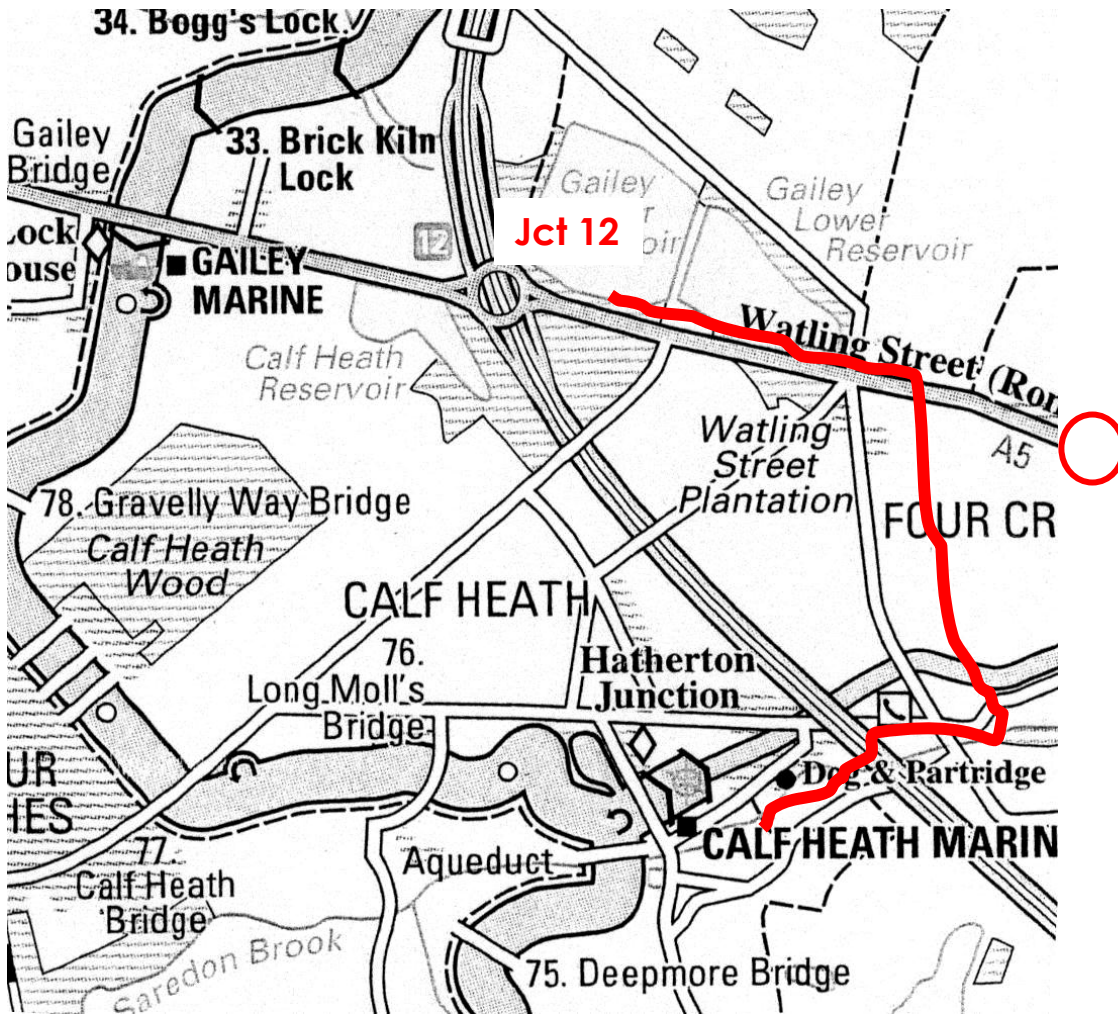
Just before the end of this road the Marina entrance is on the right next door to Lock Cottage (which is a large house). Gates are set back from the road. The right hand gates give access to the marina and you will see the boats at the top of the slope.



#### Take Note:

When you and your group arrive at the boat yard, please remain with your vehicle until a member of the boat staff meets you. When you do leave your vehicle, please remain inside or alongside the Truman boats as other areas are private.

The area between the white house and orange container is for loading and unloading only. Please do not park here.



Paul Wood, Residential Boats Booking Secretary Mobile Phone number: 07779 862 351



## Truman Enterprise Narrowboat Trust

### **Pre-trip Safety Briefing – Youth Boats**

*Part I must be given by the Skipper to all group members, including all group leaders and your crew member, before the trip starts.*

Skipper to remind group to stay on board or alongside our boats in the boat yard, other areas are private.

#### Part I:

- Skipper to welcome everyone and introduce themselves and Crew member and explain roles
- Demonstrate how to board the boat
- Using handrail, mind heads inside the boat, take care of steps
- Keep all parts of your body within the shape of the boat especially under bridges and at locks - this includes side hatches
- Leave side doors alone
- Demonstrate where it is safe to sit outside at the front, never on the bows, always have feet on the well deck
- Maximum of five supervised people on front desk allowed
- Explain Out of bounds areas are gunwales and roof
- Always wait for the boat to stop first before getting on or off, step off never jump off
- Look after your own safety as well as the safety of others
- Do not touch bridges whilst travelling underneath
- Explain that in the unlikely event of an emergency e.g. fire, person overboard, gas leak, the Skipper and Crew are trained to deal with situations, passengers need to shout or tell boat staff if there is a serious situation
- Discuss what action passengers should take if they fall into the canal
- Explain that a separate full lock safety briefing will be done before the next lock (after the one at boatyard which boat staff only are to operate paddles)

#### Part II: (Crew member may give this part of the talk)

- Explain about conserving water and lights on the boat
- Show everyone how to switch lights on and off
- Explain importance of hygiene especially in the galley, regular hand washing and keeping toilets very clean
- Show group leader how to operate toilets who can show the group
- Be tidy, your bunk is your space
- Keep passageways, steps and front deck areas clear
- Pass back to back inside the boat
- Show emergency exits
- Demonstrate how to light hobs, grill and cooker to group leader

Safety briefing given by Skipper (*Name of skipper* \_\_\_\_\_)

*I understand the safety briefing and will ensure these procedures are carried out by the group.*

Name of group leader: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_



# **Truman Enterprise Narrowboat Trust**

## **Roles of People – Youth Boats**

### **Boat Staff**

There will be a minimum of two boat staff for every trip. This may be two skippers (CCBM trained) or one skipper and one crew (with CCC training). See training policy for details of these qualifications. For clarity, it is important that when there are two qualified skippers (CCBM or higher trained) that everyone has a clear understanding who is the lead skipper and who is the acting crew.

All boat staff must:

- Be 21 years old or above for skippers, or 14 years old and above for crew members
- Have an enhanced Criminal Records Bureau Check
- Be familiar with and behave in accordance with the TENT policies and procedures
- Conduct themselves in a professional manner including punctuality and effective communication with group members
- Display sensitivity to the needs and abilities of all participants
- Act in a way which shows due consideration for:
  - The needs of all waterways users
  - Maintaining the waterway and the environment in good condition
- Be in a fit state to carry out duties safely, i.e.
- Not working under the influence of alcohol or drugs
- Having sufficient sleep to be alert and react quickly to situations
- Being in a good state of health both physically and mentally
- Having the ability to stay calm under pressure
- Attend refresher training at the beginning of every season
- Whilst the boat is travelling, all boat staff must remain with the boat
- Whilst the boat is moored and the group are on board, at least one of the boat staff must remain on board
- Wear appropriate footwear

Boat staff must ensure that the boat:

- does not tow other boats
- does not take part in a race
- observes the speed limit
- does not travel during hours of darkness
- does not enter tidal, semi-tidal waters or any river without prior agreement of the Trust Manager

### **SKIPPER is responsible for:**

- being ultimately in control and in charge of the boat and shall take such action as necessary to ensure the safety of the boat, passengers, and other waterway users
- working as a team with the crew member, group leaders, and group members
- encouraging the group's participation in the operations of the boat
- the opening and readying of the boat prior to the group arriving
- ensuring that the maximum number of passengers is 12
- giving a safety briefing to the whole group before their trip
- providing a safe and enjoyable trip for all passengers

- providing a professional and friendly service
- communicating effectively with the crew, group leaders, group members, other canal users, Trust Manager and Operations Manager
- dealing with any emergencies
- having a fully charged mobile phone
- carrying out TENT procedures and British Waterways regulations
- leaving the boat secure and clean at the end of each trip
- reporting any relevant information in the boat's log book, accident book or to the Trust Manager or Operations Manager, as appropriate
- remaining with the boat and being contactable at all times in person or by phone when "Off Duty" after the day's cruising
- always knowing how many passengers are on board
- agreeing upon the intended route with Bookings Secretary and adhere to it
- knowing the route and being able to inform Emergency Services of whereabouts

### CREW MEMBER is responsible for:

- working under the direction of the skipper in helping them to carry out their responsibilities
- reinforcing the safety procedures outlined by the skipper in the pre-trip safety briefing
- acting as a liaison between skipper and group leader when boat is traveling
- working with group leader and group to ensure locks are worked safely as per skipper's instructions

### Group Leaders

Group leaders should plan the overall trip in consultation with the Residential Boat Booking Secretary and skipper. This includes making sure there is a minimum of two Group Leaders with up to ten young people per boat. Mixed-gender groups require leaders of both genders who are over the age of 21. For certain groups, it may be advisable to have a greater staff-young person ratio. It is important that group leaders identify clear aims and have made relevant plans that fit in with the trip.

Be responsible for:

- group leaders should share the content of this pack with all other group leaders/adults
- arranging transport to and from the boatyard and arriving on time
- understanding the safety briefing and ensuring the procedures are carried out by the group
  - group leaders will need to sign the Pre-Trip Safety Briefing
- the effective supervision of the group at all times. This includes supervision of young people at locks and off or on the boat
- supervising group members when the boat is moored up because the boat staff are off duty.
- having organised evening and daytime activities for their group
- being First Aid qualified and administering first aid when necessary
- following boat staff instructions
- catering arrangements
- making a passenger list
- liaising with boat staff
- ensuring passengers adhere to safety procedures as explained in the pre-trip safety briefing
- checking kitchen appliances are turned off over night and before group leave the boat unattended at any time



# **Truman Enterprise Narrowboat Trust**

## **Emergency Procedures**

### Overboard

- Boat staff will be alerted to the fact of a person over board. Crew member needs to shout this very loudly.
- Point to position of person in the water.
- Skipper will give clear instructions.
- Crew members should act upon skippers' instructions. These may be to throw lifebelt to one side, pull in the line attached to lifebelt, use boat shaft to aid recovery, or a number of other things. Act quickly and safely.
- Skipper could do one of the following: put throttle into neutral, put throttle into reverse, use a boat shaft, or a number of other things.
- Boat staff should speak calmly, but loudly, to the person and tell them to stand up and walk to the side of the canal.
- Other passengers should be instructed to remain calm and quiet.

### Fire

- One of the boat staff will shout "Fire" very loudly.
- Inform skipper of size and location of fire.
- Move passengers away from fire. Never go through the fire.
- Act up on skippers' instructions. These may be to turn off gas and electrical isolation switches, tackle small fire, evacuate passengers onto the bank, move them away from the boat, telephone emergency services (remember 112 number) with nearest bridge name or number, numbers involved and type of group.
- Passenger safety is always a priority. Never attempt to fight a fire if it might put yourself or others at risk.

### Gas

- Skipper needs to be informed of any smell of gas.
- Wait for instructions. They may be to turn off gas at gas bottle, isolation valves, open all windows, hatches and doors, advise passengers not to use electrical equipment or smoke, extinguish pilot lights or assist group to evacuate the boat.
- Check all appliances are turned off correctly.

### Medical

- Inform group leader of any medical problem.
- Inform the skipper and wait for further instructions.
- Have first aid box available for usage.
- Phone 999 or 112 if appropriate giving exact location of the boat or patient.

### Sinking

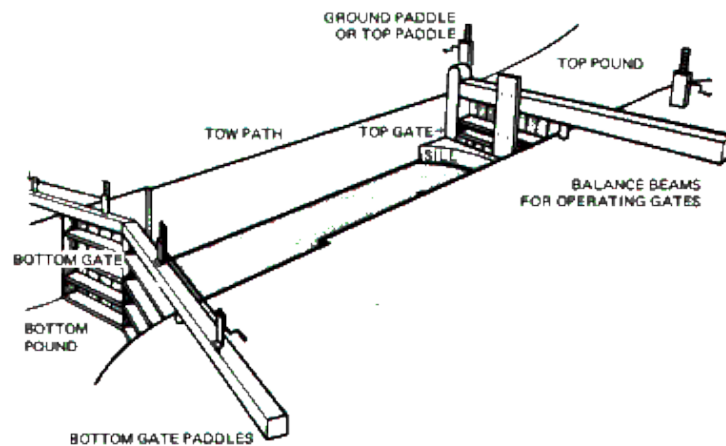
- If you detect a volume of water inside the boat, act quickly to tell the skipper. Act upon his or her instructions which may include passenger evacuation, switching on the bilge pumps and helping to secure the boat.

## **Lock Procedures**

### To all Skippers, Crew, Group Leaders:

Going through locks is an important part of canal boating. Locks are the most dangerous places on the canal. Risks are identified in detail in the TENT Risk Assessments. The following procedures help minimize these risks.

With good teamwork, everybody helps to do the locks. This is an opportunity for the group members to learn new skills. In light of this, boat staff need to give every encouragement to passengers to get involved in lock operations. *This means that boat staff should be supervising and encouraging lock operation but not doing the work themselves.*



### Lock at boatyard – at start of trip with inexperienced group:

- Paddles must be operated by boat staff only.
- Group members may help opening and closing gates on towpath side supervised by Group Leader and boat staff.
- Passengers will be picked up under the bridge with boat staff holding boat into the side with front or centre rope.
- Group members may be more involved with this lock if they have previous experience with the Trust's boats or upon return after doing many locks on the trip.
- Caution must be used operating top paddles with different safety catches.
- Be aware that there is no foot board attached to the bottom lock gates to cross.

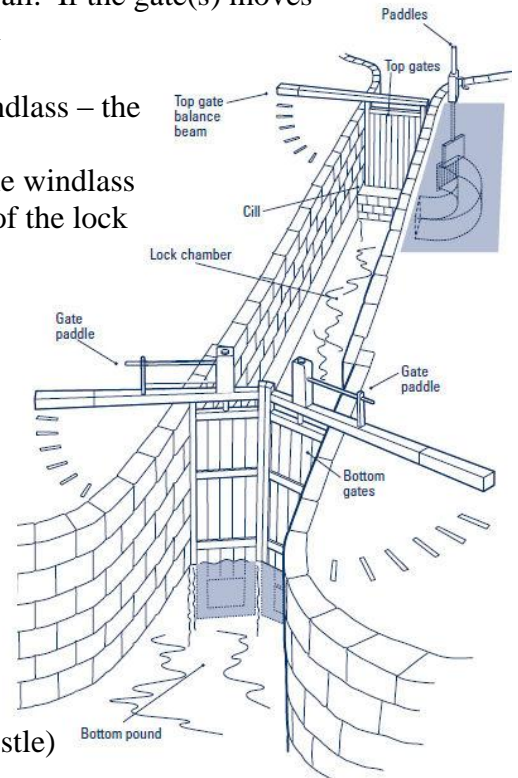
### At the first lock - Setting the stage:

- The Skipper must pull into the side, tie up and give a full lock safety briefing at the lock side before working through the lock.
- It may be necessary to wave other boats through to give sufficient time to the briefing.
- Everyone needs to be off the boat and Crew, Group Leader and all passengers must be on the lock side for briefing.
- Young people (under age 11) must wear a life jacket when doing lock work.
- There must be no lone working and all young people must be supervised by Group Leaders at all times.

## Narrow Locks

### The Briefing:

- Skipper explains the purpose of why there are locks on canals
- Explain the four main key words – lock chamber, paddle, gate, windlass
- Show how to cross a lock gate safely holding the handrail. If the gate(s) moves freely, then a member of the team should hold it closed
- Position people in the lock team
  - At least two people on the off side with one windlass – the group leader may supervise the off side people
  - At least two people on the towpath side with one windlass
  - Crew member should stay on the towpath side of the lock preferably at the front paddles
- Explain how to get the lock ready for the boat to enter
  - Water levels
  - Use of windlass on a paddle
  - Paddle safety catch clicking when going up, holding catch in hand when lowering.
  - How to correctly open and close gates using your back
- Explain that once the boat is in the lock, the back gate is closed and all paddles are down
- People at the front gate must wait for skippers instructions to raise the paddles
- Skipper will explain their emergency procedures for dropping paddles immediately (may include use of whistle)
- Skipper ensures that the group leaders understand the lock routines and ensure the procedures are carried out correctly



### Good lock routines:

- Always Walk
- Stay Away From the Edge (SAFE)
- Position lock team members so that nobody crosses the lock gates when a boat is in the lock or a paddle is raised
- Always keep windlass in hand, not left on spindle, on ground, or lock gate
- Always wind paddles slowly and check safety catch is holding
- Stand correct side of the lock gates
- Nobody gets on or off the boat whilst the lock is filling or emptying
- Always let the skipper know if you want to get on or off the boat for a specific reason
- Understand half-way, all the way, and emergency signals
- If groups have only worked locks in one direction (e.g. uphill), it is important for the skipper to stop and brief groups about working locks in the opposite direction (e.g. downhill)
- Skippers be alert for the presence of gate paddles whilst going up. Always open ground paddles first and open gate paddles upon instructions from the skipper. If there are only gate paddles, open them VERY slowly
- Close front doors when going up hill
- Do not go through a lock if group members are still in bed or undressed



### Crew Responsibilities:

- It is always the crew member's responsibility to stay with the boat in locks
- Expand upon skippers instructions during lock operation by giving reasons for routines
- Explain about the need to check for boats coming towards the lock if the lock is set against the boat.
- Ensure windlasses are collected after a section of locks
- Explain that gates and paddles at the far end of the lock need to be closed.
- Show how to cross bottom gates safely with someone holding gates together until everyone safely across.
- Crew member will advise skipper if front end is too close to front gate or if there is water going onto front deck
- Agree with skipper on uphill gate paddle procedures, staircase lock procedures, and liaising with lock keepers where relevant
- Signal to skipper when a boat is coming
- When group back onboard after lock operation, crew to inform skipper by head count that everybody is present

### Group Leaders Responsibilities:

- Ensure group members are upholding all skipper's instructions.
- Be the last person to leave the lock
- The group leader must stay with any young people until everyone has crossed lock gates if necessary

## **Lock Flights**

When operating flights of locks, passengers can be split into two teams – each under the supervision of a group leader. Team A can operate the lock with the boat whilst Team B go ahead and gets the next lock ready. Team B will then operate the lock with the boat whilst Team A leap-frogs and does the following lock, etc. The Crew member will alternate between teams so as to always stay with the boat. This system also prevents from one team going too far ahead.

This leap-frog system must only be implemented when the boat staff are happy that group leaders and group members are sufficiently confident and competent in lock operation. Under this system, the group leader of the advance team is therefore assuming some of the crew responsibilities to get the lock ready.

In order to conserve water, British waterways advise, “When locking down, open the top paddles on the lock below before opening the bottom paddles on the lock above.” This same theory would also apply when ascending lock flights. Open top paddle in the lock below (your lock) and then open the bottom paddles of the lock above.

## Wide Locks

It is important to give groups a lock briefing specifically for wide locks. Water conservation practices suggest it is best for two narrow boats to share a wide lock if possible.

- Skippers would remind groups of safety procedures and good practices from narrow locks.
- If sharing the lock with another narrowboat, it is important to agree a plan with the other boater for the operation of the wide locks.
- Explain added dangers of wide locks such as
  - Force of water from large sluices
  - Possible movement of boat within the lock
  - Larger volume and depth of water
  - Possibility of paddles being harder to operate
  - Possible difference of safety catches
  - Larger cills
- Explain procedures:
  - Position responsible person on front deck with rope coiled ready to throw to person on the lock side. No other person should be on the front deck
  - Skipper should have rope ready to throw to person on lock side
  - Position people on lock side to receive front and back ropes, put around bollard, and return loose end to people on the boat
  - Paddles must not be opened until boat is tight against the lock side
  - Start to open paddle on the boat side first
  - Open paddles slowly
  - The two people on the boat need to adjust the ropes to keep the boat against the side
  - Depending on many conditions, the skipper may instruct both lock gates to be opened for entry and exit of the lock

## Other information

It is left to the discretion of individual skippers when they allow group members to assist in steering through locks.

It is left to the discretion of individual skippers whether in certain circumstances passengers are allowed to remain on the boat during lock operation.

Do not operate locks while group members are still in bed or undressed as this would lead to slow evacuation in an emergency.

If any group members remain on the boat, then one group leader must also stay on the boat.



# Truman Enterprise Narrowboat Trust

## Procedures

### Front & Back Decks

The front deck is only big enough for the capacity stated on the signs posted on each boat. Passengers must be adequately supervised by group leaders. It is important for passengers to keep all body parts inside the profile of the boat and keep their feet on the deck. It may be necessary for passengers to move from the front deck for various circumstances such as boat staff using the shaft and anybody getting on or off the boat.

The back deck is only big enough for the skipper and one other person. All people on the back deck and the top step must wear lifejackets at all times.

### Steering instruction

On residential boats, group members should be encouraged to have a chance of steering the boat under instruction from the skipper only. This is a very important part of their canal boat experience. On the Enterprise, group members might request an opportunity which is up to the discretion of the Enterprise skipper.

Skippers should decide when steering instruction can take place. Although there may be reasons (e.g. Tiredness, congestions, difficult manoeuvres, etc) why a skipper decides it is not appropriate for group members to steer, steering should be offered to the group for a large majority of the cruising day. If groups are very keen, it is a good idea for the group to make a rota.

When giving steering instruction, the skipper will first tell and demonstrate where to stand on the back deck, not on the gunwales, and where to hold onto the boat. Ensure the person being instructed is holding onto the boat (handrail or hatch cover slide and not the back door). Then, the skipper needs to demonstrate how to step out of the way of the tiller when steering wide and the person being instructed needs to demonstrate back to skipper. This is to ensure they know how to step out of the way of the tiller without endangering themselves should the need arise.

The rules of the back deck need to be explained:

- Hold onto boat with one hand – not the door
- Hold onto the tiller with the other hand and never let go
- Feet on back deck – not gunwales
- It may be necessary for skipper to take complete control of tiller at which time the person being instructed should go to the top step – not left on the back holding on.

Finally, it should be encouraged for young people undertaking instruction to bring a friend with them who will stand on the step down from the top step during the steering instruction. The reason for this is:

- Young person being instructed not left on own with skipper
- Friend is out of the way of blocking sight of steerers
- Friend will most likely be the next person steering and can listen to instructions for first time
- Young person steering has security of friend when they may be nervous steering

## Passenger Out Of Bounds Areas

- Roof
- Gunwales
- Extreme bow section in front of the seating area of the front deck

Boat staff may use roof or gunwales for urgent access and emergencies only.

## Mooring

The skipper should choose a suitable mooring:

- Straight section of canal
- Away from bridges
- Away from lock moorings
- Where there is sufficient depth of water where plank is not needed and there is no gap
- On the towpath side only
- Away from other boaters and members of the public if possible
- Where ground is firm enough to hold mooring pins securely



Ensure the boat is securely moored alongside bank. Tie mooring ropes back onto the boat rather than on the towpath if possible. If using mooring pins, make sure they are visible by using white plastic bags. Put down side fenders when moored against a hard surface.

The plank should only be used when absolutely necessary. Boat staff will need to demonstrate safe use of plank and make group leader aware of their responsibility in supervising young people.

DO NOT double-breast boats at mooring places.

## Weil's Disease (Leptospirosis)

Weil's disease is a bacterial infection carried by rats which may be found in slow moving water such as canals. Bacteria can enter the body through cuts, scratches or abrasions and through the skin, mouth, nose and eyes. It is therefore important that you wash your hands regularly with soap and water. Should you come into contact with canal water and start to feel unwell afterwards then go to your doctor and explain the circumstances. The most common symptoms are: Slight fever; headache; muscle pain; nausea and vomiting blood. Prevention is better than cure so: cover all cuts and scratches with a WATERPROOF plaster; avoid unnecessary contact with still or slow moving water; always wear adequate footwear and protective gloves; try to prevent ropes from going into the canal. Shower immediately after coming in contact with these waters. Weil's disease is a notifiable illness. Inform the Trust Manager if you contract this disease.



## Waterways Code

Please help to keep the waterways pleasant places for everyone who uses them – and for the wildlife that depends on them.

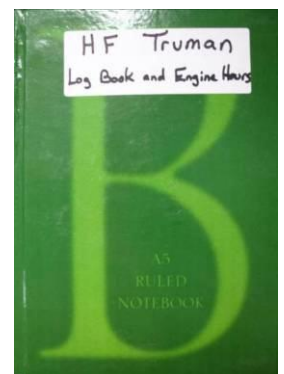
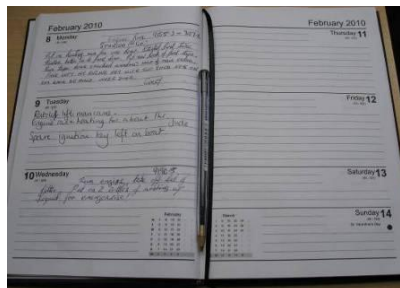


- Follow all points of the Waterways Code
- Shut gates behind you
- Keep to footpaths
- Respect the wildlife
- Dispose of litter properly
- Keep noise to a minimum
- Be considerate of other boaters and canal users
- Always work with someone else instead of by yourself
- Don't damage lock features

## Log Book

On each boat, there is a log book in which should be written important information about each activity on the boat. Accurate logs should be recorded each day the boat is in use. The purpose of the log book is to record the following:

- Route taken
- Name of the group involved
- Names of the skipper and crew
- Engine hours
- Any maintenance
- When filled with diesel & water
- When new gas bottles are purchased, needed or changed
- Accidents/incidents
- Any items used from first aid box



## Parking of Vehicles

- Ensure no volunteer or group member vehicles are parked between the white house and orange container. Loading and unloading in this area is acceptable.
- Parallel parking along the fence is acceptable.
- Close parking between the orange container and the end of large boulders only. Other areas need to be left for other boat owners.
- All cars and contents are left at owner's risk

## Tunnel Safety



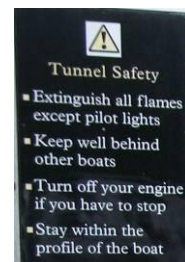
When planning a trip with the group leader, the Booking Secretary (residential boats) or skipper should check whether the group would like to go through a tunnel (if applicable) or not. Routes should be planned accordingly.

Boat staff should have prior knowledge of tunnels they are going through e.g.

- If the width allows for boats to pass
- If there is a towpath through
- Any sequencing of traffic if one-way
- Length of tunnel & approx. time to travel through
- The route of the towpath over the top
- Headroom
- If the tunnel is very wet

Boat staff should give group leaders prior warning of tunnels to allow for cooker, stove top, and central heating (if used) to be switched off while boat is in tunnel. Pilot lights only are acceptable in tunnels.

On arrival at the first tunnel, boat staff should stop the boat and moor up. A tunnel safety talk should be given to all passengers to ensure safe passage through the tunnel. This talk will be tailored to the particular needs of the tunnel. Attention should also be drawn to the BW Safety Notice at the tunnel entrance.



### Safety Talk

- Passengers to be inside boat or on front deck (keep maximum number rule) supervised by group leader
- No passengers to stand on side hatch steps
- Put all lights on inside the boat
- All body parts to be kept inside boat profile (very important to avoid contact with tunnel roof, walls and other boats)
- Passengers to be dressed appropriately for cold and possibly wet
- Torches useful but do not shine back at skipper, which will dazzle him/her
- Avoid shouting and screaming or boat staff will think there is a problem
- Safety chains at water level if person overboard
- Emergency exit arrows on walls show quickest way out

## Boat Staff Procedures

- Put on the headlight and adjust if necessary
- Put on some cabin lights to light up the sides of the tunnel
- Ensure all gas appliances and central heating are off (pilot lights can remain on)
- Inform group, the shower on AJ Felgate cannot be used
- Close doors and side hatches if the tunnel is known to be drippy
- Have a torch handy
- Do not allow passengers to help steer in a tunnel
- Crew member to be located where instructed by skipper
- Before entering the tunnel, check for boats already in tunnel and wait if one-way traffic
- If the tunnel is staffed, liaise with tunnel keeper
- Aim to keep the boat in the centre of the channel, only moving to one side if passing another boat
- Be aware of available headroom and act accordingly
- Check that position of headlight gives optimum light and crew member to adjust if necessary
- Be aware of the emergency exit arrows which inform boats of quickest way out
- Ensure passengers are observing all the safety procedures outlined in the safety talk



## In The Event Of the Engine Cutting Out

Boat staff to pull boat along on rope if there is a towpath. Passengers to remain on board.  
Boat staff to pole boat along (back and front) if no towpath. Passengers to remain inside boat.

## In The Event Of the Propeller Becoming Fouled

Do not open weed hatch in tunnel. Try throttle in reverse. If still fouled follow instructions above.

## In The Event Of a Fire

Follow normal emergency procedures.  
Evacuate passengers onto towpath, if available.

## **Lifejacket Procedures**

### Enterprise:

- Four lifejackets are available for boat staff use. They are hung up in the back cabin.
- Boat staff must wear life jackets when on the back deck.
- If a member of the boat staff is going to spend a long time inside the boat, they are advised to remove their life jacket.
- If a group member wants to stand on the back deck, they must wear a life jacket.
- If a group leader requests that group members wear life jackets during a trip, boat staff will be informed of this in advance. Before group members go onto the boat, they will be fitted with an appropriate life jacket from the bunkers. Boat staff must ensure they are fastened up properly.
- If used, boat staff will store life jackets at the end of the trip in the appropriate bag (according to size) having fastened zips and straps first.
- If a life jacket which uses a gas bottle for inflation has been activated, the Operations Manager needs to be informed and the life jacket put out of use until gas bottle has been replaced. This will also need to be recorded in the boat's log book.



Normal Lifejackets



Gas Bottle Lifejackets

### Residential Boats:

- Gas-bottled lifejackets are available for boat staff use and passengers who are steering. They are hung up in the skipper's cabin.
- Boat staff must wear life jackets when on the back deck.
- If a member of the boat staff is going to spend a long time inside the boat, they are advised to remove their life jacket.
- If anybody wants to stand on the back deck whilst the boat is moving, they must wear a life jacket.
- Primary school aged young people must wear a life jackets off the boat. The decision of wearing life jackets for secondary school aged young people is left to the discretion of the group leader and the young people themselves.
- Before setting off, boat staff must ensure they fit and are fastened up properly
- It is the skipper's responsibility to ask the group leader about their policy towards wearing life jackets during the trip. If the group leader requests that group members wear life jackets during a trip, group members will be given an appropriate sized life jacket. These life jackets can be kept orderly hanging on the hooks by each person's bunk or stowed under the seats in the lounge.
- At end of trip, group members should fasten the zips and belts and give to boat staff to place in the appropriate bag (according to size).
- If a life jacket which uses a gas bottle for inflation has been activated, the Operations Manager needs to be informed and the life jacket put out of use until gas bottle has been replaced. This will also need to be recorded in the boat's log book.

## **Truman Enterprise Narrowboat Trust**

### **Walking on the Towpath**



When a boat is travelling, it can be a good idea for group members to have a walk on the towpath e.g.

- To burn up excess energy
- To enjoy the canal environment close at hand
- To enjoy more space than is available on the boat
- To go ahead and get a lock ready
- To walk through a tunnel (if requested and suitable)

Groups leaders need to be aware that the boat may only be able to stop at bridges and not just anywhere. Group leaders need to inform the skipper that passengers want to have a walk, when, and how many people are involved. People involved need to be ready and waiting on the front deck for an efficient exit.

Boat staff will find a suitable place to pull the boat in and either moor up or hold the boat on the ropes. When the boat is right against the side and not moving, boat staff will advise passengers to get off. People walking on the towpath must:

- Remain in sight of the boat unless otherwise agreed
- Be accompanied by a group leader
- Be accompanied by boat staff and a group leader if going to get lock ready
- Keep the Country Code, particularly regarding litter, noise and respect for wildlife

Boat staff need to know how many people are off the boat and how many are on the boat. Group leaders must ensure there is adequate supervision of group members both on and off the boat. Boat staff must not be asked to solely supervise members of the group, so it is important that there are group leaders both on and off the boat if that is where members of the group are located.



## **Truman Enterprise Narrowboat Trust**

### **Health and Safety Policy**

The Health and Safety Policy of the Truman Enterprise Narrowboat Trust is to:-

- provide and maintain a healthy working environment at all times for boat staff and passengers.
- ensure adequate control of health and safety risks arising from any activities on or around the boat.
- provide all required instruction, training, supervision and other relevant health and safety information to volunteers/staff.
- ensure that all staff are competent in the work activities in which they are engaged.
- continue to consult with and update staff on all Health and Safety issues.
- provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by staff where risk is involved and potential danger has been identified.
- Review risk assessments every two years with reference to accident book reports.
- encourage all staff to take reasonable care for the health and safety of him/herself, fellow staff and all passengers accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.



## **Truman Enterprise Narrowboat Trust**

### **Safeguarding Children and Vulnerable Adults Policy**

This policy demonstrates the commitment to safeguard young people and vulnerable adults from harm whilst participating in the activities of the Trust.

All young people (under age 18) and vulnerable adults (aged 18 and above) without exception have the right to protection from physical, verbal and emotional abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

This policy is endorsed by the Trustees of the organisation and reflects the ethos of the Trust Deed. All concerns and allegations of abuse of any sort will be taken seriously by the Trustees and acted upon immediately.

#### **All staff will follow this Code of Conduct for behaviour:**

- Treat all young people and vulnerable adults with respect
- Not make or allow discriminatory remarks
- Not allow any form of bullying

The policy applies to all volunteer boat Skippers and Crew and all other volunteers. This includes Trustees, Management Committee members, managers, and all other volunteers.

All volunteers will hereafter be called staff. The policy of recruitment requires that all staff who meet with and assist in any way with trips on the boats hold an enhanced Criminal Records Bureau disclosure. All staff are carefully selected and have appropriate experience of dealing with groups of young people, vulnerable adults, and experience of Community boating.

#### **A child protection issue may arise in several ways:**

- A young person/vulnerable adult may make a direct allegation or disclosure
- A young person/vulnerable adult may make a comment which seems to suggest abuse
- A young person/vulnerable adult may have bruises or marks
- Something about a young person/vulnerable adult's behaviour may suggest the possibility of abuse
- An incident is witnessed
- Another young person, or a friend of a young person/vulnerable adult may make a comment
- An adult may inform of an incident, behaviour or comment
- Concerns may relate to the inappropriate behaviour, interest, language or comments of adults about young people/vulnerable adults.

Young people/vulnerable adults may disclose information about abuse to people outside the family and often to a trusted adult. This trusted adult may be one of the Trust's staff on the boat.

All staff are expected to follow the Trust's Code of Conduct found in the section of this Handbook entitled *General Information for Volunteers*. The consequences of breaching this code could lead to dismissal. All staff have the opportunity to learn more about child protection in accordance with and appropriate to their roles and responsibilities. Training and awareness opportunities are available through TENT and the National Community Boats Association as well as our own yearly refresher training.

### How Boat Staff Should Respond to a Concern of Abuse:

If a young person or vulnerable adult approaches you, you should:

- Listen
- Respect what the person is telling you
- Don't interrupt, prompt or ask questions, or make judgmental comments which could hamper any future legal investigation
- Do not ask leading questions or questions of any kind.
- Reassure the person if they are upset, but never make physical contact with the person  
E.g. Put your arm around them for reassurance
- Write down everything, date, time, what has been said using the person's **own words**, include any injuries you have seen
- It is important to record any information within 1 hour of being told and then sign, date, and put the time that the document was written
- **You must tell the young person that you cannot keep the information secret**

This person may not make eye contact with you and will look down or away as they talk.

### How to Report

All concerns and allegations of abuse must be recorded in writing within 1 hour and reported to the Trust Manager immediately who could log the information, contact the Initial Response Team, Social Services or the Police. In event of the absence of the Trust Manager, staff are advised to contact the Chair of Management Committee.

All staff must understand that it is not their responsibility to make their own investigation.

### Useful Contact Information

Sue Williams, Trust Manager	Home: 01543 671 427 Mobile: 07968 168 728
Mark Wooton, Management Committee Chairman	Home: 0121 258 3467 Mobile: 07970 455 714
Walsall Initial Response Team for Social Services (9am-5pm M-F)	01922 658 170
Duty Team (out of hours)	0845 111 236
Walsall Adult Protection Unit	01922 650 494
Walsall Police (ask for child protection department)	0845 113 5000



## **Truman Enterprise Narrowboat Trust**

### **Equal Opportunities Policy**

The aim of this policy is to communicate the commitment of the Committee and members to the promotion of equality of opportunity in Truman Enterprise Narrowboat Trust.

It is our policy to provide equality of membership to all, irrespective of:

- gender, including gender reassignment
- class
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins)
- disability
- sexual orientation
- age
- employment status

We are opposed to all forms of unlawful and unfair discrimination. All members of the organisation and passengers will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. Our equal opportunities policy will help members to develop their full potential and the talents and resources of the members will be utilised fully to maximise the effectiveness of the organisation.

Truman Enterprise Narrowboat Trust is committed to the principles and practice of Equality. Truman Enterprise Narrowboat Trust values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.



## **Truman Enterprise Narrowboat Trust**

### **Food Safety and Cleanliness Policy**

The Truman Enterprise Narrowboat Trust and Group Leaders must take shared responsibility for food safety and cleanliness whilst on the boats.

#### The main risks

- Illness – infected food is not always obvious from smell or colour
- Illness or physical injury from food contaminated from surfaces, people, other food, foreign objects, insects
- Burns, scalds or cuts from hot pans, open oven or grill, boiling liquids, sharp knives
- Slips or trips from obstructions or spilt material

#### GROUP LEADER RESPONSIBILITY

##### Planning before the trip starts

- Menus and supplies to suit storage and cooking arrangements, shopping en route, capability of cooks
- Lead cook satisfied with the arrangements on board
- Cleaning materials are provided by the group leader

##### Food storage

- Store food in sealed containers or cover with new foil or cling film
- Shop as planned to control storage times
- In fridge, store fresh meat at bottom, cheese etc. at top.
- Manage fridge temperature to be cold at all times whilst not wasting power.
- Fridge thermometer is supplied

##### Hygiene

- Wash hands with soap before handling food, utensils, crockery etc.
- Have a dedicated hand towel. Re-wash hands each time you handle possibly contaminated things – including food.
- Wash surfaces before & after preparing food
- If in doubt, wash utensils, etc. before use
- Wash chopping boards, knives, etc. immediately after use and before use for another type of food - especially important after use with fresh or cooked meats because cross contamination is a major cause of food poisoning
- Wash up in hot water doing glass and cutlery first, then plates, etc. Pre-wipe and soak greasy/burnt on items and do them last.
- If drying is necessary use clean tea towels. Do not allow their use as hand towels too.

## Cooking & re-heating

- Control access to and passage through the galley whilst it's being used.
- Avoid people cooking also having to help with working the boat.
- Ensure food is cooked or re-heated thoroughly - inadequate 'warming' of precooked food is a major cause of food poisoning
- Take care to avoid contaminating cooked food [hot or cold] through contact, directly or via plates etc. with uncooked food because cross contamination is a major cause of food poisoning
- Treat any crockery, utensils, cutlery, etc. that has been in contact with uncooked meat as contaminated – a classic barbecue mistake is to use the same tongs for handling everything on the grid, cooked or uncooked.

## T.E.N.T. RESPONSIBILITY

- Ensure fridge and work surfaces are clean at the beginning of the trip
- Switch on fridge in advance of the group arriving to the boat
- Providing fridge thermometer
- Ensuring fridge is clean and left ventilated at the end of the trip
- Frequent disposal of rubbish
- Advise group of importance of hand washing in the pre-trip safety talk
- Advise group leaders to provide cleaning materials and equipment in pre-trip information pack
- Ensure food left by groups is disposed of at the end of their trip
- Ensure hose is kept in hygienic condition
- Provide equipment for floor cleaning
- Provide oven gloves to prevent burns





# **Truman Enterprise Narrowboat Trust**

## **Training**

### All Boat Staff:

All boat staff have completed training to become a volunteer with our Trust. The different levels of training are outlined below:

- Induction Training: New volunteers will have completed this first level of training. This one-day course has been devised by our Trust to familiarise new or potential volunteers with these topics:
  - Familiarisation of our boats
  - Risk-assessments
  - History of the Trust
  - Aims and objectives of the Trust
  - Structure of Trust and names of key people
  - Handbooks and Trust procedures
  - TENT's customers
  - TENT's finances



- Community Crew Course (NCBA Accredited): This course has been devised by the National Community Boats Association and is taught to people of 14 years of age and older. The purpose of this course is to introduce community boating to new crew members and focuses on safety and beginning practical boating skills. The course is for a group of 6 people maximum and is usually held as two weekend trips or one longer three-day trip if they are older.
- Certificate in Community Boat Management (NCBA Accredited): This course has been devised by the National Community Boats Association and is available to people of 18 years of age and older. In order to undertake this course, participants are expected to have both boating skills and group management skills. The purpose of this course is to be able to make appropriate decisions as skipper of a boat and to manage the safety of the group.
- Training the Trainers Certificate (NCBA Accredited): This course has been devised by the National Community Boats Association and is available to people of 21 years of age and older. In order to undertake this course, participants are expected to have a proven record as a skipper of a boat. The purpose of this course is to be able to assess others to earn the CCBM.

## Skippers

Competences:

- CCBM qualification (which needs renewing every five years)
- Knowledge of TENT procedures and risk assessments
- Sufficient experience and knowledge of TENT boats and Waterways
- Met with the approval of the Trust Manager and TENT trainer
- Over the age of 25
- Have an enhanced Criminal Records Bureau check
- Keep updated log book for re-validation

## Crew

Competences:

- CCC qualification
- Knowledge of TENT procedures and risk assessments
- Sufficient experience and knowledge of TENT boats
- Met with the approval of the Trust Manager and TENT trainer
- Over the age of 14
- Have an enhanced Criminal Records Bureau check
- Keep updated log book for re-validation

## Refresher Training:

Each year, the Trust Manager and Trust Trainer organise refresher training for all our volunteers. The purpose of this training is to refresh and remind all volunteers of the Trust's high standards, ensure consistency for procedures, and introduce new training. It is a requirement that each volunteer who work with and assist with trips with groups attend this Refresher Training session. Other volunteers who do not have contact with groups are also invited to attend.

Separate familiarisation sessions are arranged for self-steer groups who book the Trust's boats.

## Accredited training for groups:

The Truman Enterprise Narrowboat Trust is a training centre certified to offer accredited NCBA courses. We offer accredited training for people aged 14 years and over who can earn the Community Crew Course. This course is usually offered to groups of four to eight young people (with leaders), or groups of four to eight adults, in two sets of residential weekend trips. Other, similar length arrangements can also be negotiated. The cost of this course is approximately £25 per person in addition to the regular cost of the boat plus trainer's fees.

The Trust also offer the Certificate in Community Boat Management to people aged 18 and over who have relevant boat handling and group management skills. This course can usually be completed in one weekend residential for those who have already developed the necessary skills. The cost of this course is approximately £55 per person for groups of four to six adults in addition to the regular cost of the boat plus trainer's fees.