



## Staff / Volunteer Training Plan

### As a minimum, Skippers in charge have the following experience / certification:

- A minimum of 2 years helming a single shaft power boat on category B waters.
- Inland Waterways Inland Helmsman Certificate
- RYA First Aid Certification
- ML5 medical Certification (skippers aged over 65)

All skippers attend a full day annual refresher training with RYA accredited Bisham Abbey Sailing and Navigation School where the following topics are covered:

### Vessel handling procedures:

- Mooring
- Turning
- Speed limits
- Sound signals
- Adverse weather conditions
- Red board conditions
- Operating after dark
- Lock operation

### Safety management:

- Crew and passenger safety briefing
- Passenger accounting and reporting
- Operation of the wheelchair lift

### Emergency Procedures:

The Trust has established procedures to cope with the following anticipated emergencies. Procedures are held on board within the Safety Management System:

- Man overboard / crew overboard
- Passenger injured or feeling unwell
- Aggressive or unruly passenger
- Grounding
- Collision
- Sinking
- Fire on Board
- Deploying the anchor in the event of engine / propeller failure
- Use of the emergency tiller in the event of steering failure
- Releasing passengers via the lift in the event of power failure
- Use of the emergency communications plan
- Use of the Search and rescue plan

### Reporting:

In the event of an accident or incident occurring, a report form will be submitted to the Operations Director / Chair of Trustees

- Reporting of faults
- Reporting of accidents / filling in the accident book

### Crew:

Annual Induction and refresher training for crew is carried out 'in house' by the Operations Director and covers Emergency Procedures as well as crew specific roles such as ropework and hospitality. It also covers Passenger Management and Vessel Handling procedures (to an appropriately lesser degree than for skippers).

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