

Staff / Volunteer Training Plan for The Rivertime Boat Trust

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Training

Induction Training and refresher training for all skippers and crew is carried out 'in house' by the Managing Skipper and General Manager. 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

Standard Operating Procedures:

There is a comprehensive set of Standard Operating Procedures covering all routine activities and trips.

Emergency Procedures:

The Trust has established procedures to cope with the following anticipated emergencies. The following Emergency 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 resulting in immediate evacuation



- 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

Certification

The Managing Skipper is the safeguarding lead.

Skippers in charge hold the following certification;

- Inland Waterways Inland Helmsman Certificate
- RYA First Aid Certification
- ML5 medical Certification (every 5 years if 45-65 years of age- annually if over 65)
- Enhanced Disclosure and Barring Service (DBS) certificate

Crew hold the following certification;

- EFAW and/or RYA First Aid qualification
- Safeguarding for children / adults
- Enhanced Disclosure and Barring Service (DBS) certificate

Reporting

The following report forms are available for the daily skippers use.

Daily Deck Log Report to the Designated Person

Skipper and Crew Safely Ashore Report – at the end of the day

Incident report

Mechanical Fault Report

Safeguarding Report

Water Testing Report

On submission all report forms are electronic and are automatically sent to the Managing Skipper / Chair of Trustees