

Spirit of Endeavour



Richard's Endeavour

Operating Instructions v2026.1

Approved by the Board 19th February 2026

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General Safety Policy

Spirit of Endeavour aims to provide a safe, welcoming, enjoyable and inspiring experience for its customers by maintaining the boat along with the furniture and fittings in good working order; providing, within the parameters of operating on the Leeds/Liverpool canal, a programme to suit the customer's needs; and providing a competent skipper and crew specifically trained for the operation.

This will be achieved by:

1. The Spirit of Endeavour (Yorkshire) CIO Trustees have a broad background of management experience covering all aspects of managing the charity and the Operational aspects of Richard's Endeavour itself. They meet regularly and follow best practice in relation to the charity and the operation of Richard's Endeavour.
2. The Trustees maintain a Risk Assessment document the object of which is to identify risks of accident or injury that could affect passengers, crew or members of the public. Control measures are put in place to help manage risks and the risk assessment document is reviewed at least annually. A copy of the Risk Assessment can be found at Appendix 16.
3. Richard's Endeavour is subject to daily checks by Skippers whenever the boat is used and the engine is serviced professionally at the manufacturer's recommended intervals.
4. All Skippers are fully trained before appointment and hold appropriate qualifications from National Governing Bodies.
5. All crews are trained via a detailed in-house training programme.
6. Both Skippers and Crew are required to undertake refresher training annually.
7. These Operating Instructions are designed to enable the safe operation of the boat both on routine trips and in the event of an emergency. They are shared with Skippers and Crew and kept under regular review.

Owned and operated by:

Spirit of Endeavour (Yorkshire) Charitable Incorporated Organisation
16 Long Meadow, Skipton, North Yorkshire BD23 1BH
01756 701005

1. Introduction

The Endeavour is a 22.5-ton 53ft long wide beam canal boat built by Silsden Boats and commissioned in 2003. Endeavour is allowed to carry a maximum of 12 passengers with up to four people in wheelchairs. Full wheelchair access is available with a lift to lower the chair into the cabin. A disabled toilet is available. Wheelchairs with their occupants must not exceed the weight limit for the passenger lift which is 300Kg or 47 stone. There is also a limit on wheelchair sizes due to the passenger lift size. The passenger lift has a maximum width for wheelchairs of 29 inches (735mm) and a maximum length of 40.5 inches (1030mm) measured from very front to very back.

Endeavour is moored at Snaygill Boatyard alongside the Dry Dock. There is car parking at the boatyard for crew members, but we do receive complaints when there are too many cars, so lift sharing where possible is encouraged.



Passenger access is from the back of Skipton Hospital car park using a dedicated ramp area which enables access for wheelchair users or for people who have difficulty walking.



We have an agreement for one vehicle (usually a minibus) to be parked in the Hospital Car Park. There is no charge. If you intend to park more than one vehicle, you will need to make alternative arrangements. If required, we can make alternative pick-up arrangements, this usually involves you making use of the Long Stay car park in central Skipton for which the hirer pays the car parking charges. There is ample parking available here, and we can bring the boat into Skipton Basin for boarding.

Important phone numbers	-	Boat	07513 212930
		Bookings Emergencies (Bob)	07789 895949
		Snaygill Boats	01756 795150
		CRT Bridge Breakdown	0800 479947

2. Safety Issues

The Canal and River Trust insist that operators of vessels carrying 12 passengers or less should comply with the best practice guidelines of the Inland Waters Small Passenger Boat Code published jointly by the Maritime and Coastguard Agency (MCA) and Association of Inland Navigation Authorities (AINA).

2.1 General

- All crew are required to wear properly fitted automatic lifejackets at all times on the boat and whilst carrying out crewing duties ashore. They can only be removed when inside the cabin or if the boat is moored front and back at Snaygill or during a passenger lunch.
- All crew should wear their own non-slip footwear and bring their own clothing appropriate to the expected weather conditions. Endeavour provides a Polo Shirt and a Sweatshirt (or equivalent) to all crew.
- Crew to wash hands after handling ropes/canal water and always before eating.
- A daily log sheet is provided for the skipper to record information about trips. These log sheets become a legal document for health and safety should there be an incident affecting the boat, and proper completion is the responsibility of the skipper on board. Significant events must be recorded in the log, particularly boat movements. A copy is at Appendix 7.
- Defects should be recorded on the log sheets and added to the SOE Skippers Group on WhatsApp. All skippers have access to this.
- Recording and Reporting of incidents:

Any incident, accident or near miss must be recorded on an incident form. A copy is provided in Appendix 6. This information must be brought to the attention of the Trustees (via Whatsapp) to organise any follow-up actions necessary to prevent a re-occurrence.

This information must contain sufficient details for follow-up: -

- The date, time and Location of incident
- Any injuries or administration of First Aid and the name of the First Aider
- Name and address of any person affected
- Name & Address of any witnesses
- Name and Waterways boat number of any boat involved or as witnesses
- Report to cover the Incident, Damage, Injuries, Loss of equipment etc
- Time emergency services called and the time they arrived
- Name of Skipper

This will usually require use the back of the form.

Certain incidents and accidents must also be reported to Marine Accident Investigation Branch. It is a legal requirement that any "marine casualty" or "marine incident" (as defined by MAIB) is notified to them. The report is to be made by the Skipper for the trip. Trustees must ensure that a report has been made, otherwise they make the report. Skippers should consult with Trustees before making their report so that Trustees can assure themselves that it has been properly made. Guidance is given in MAIB note MGN564(M&F).

- Lifejackets are stored on a shelf in the crew cabin for all passengers.
- Life jackets for crew use are stored in the crew room.
- The First Aid Kit is stowed in the galley. It is sealed. If the seal is broken an accident form must be completed and the items used reported on SOE Skippers Group. Once returned to standard it will be re-sealed by the person responsible. An additional small kit is provided for small items like plasters.
- There are four powder Dry Fire Extinguishers. One to the left of the sink, one opposite the toilet door, one adjacent crew room door, and the other to the right side of the port bow passenger door. There are also two fire blankets in the kitchen area.
- Passengers are allowed on the foredeck unless the skipper says otherwise, accompanied by a Carer as necessary. Passengers are not allowed on the aft deck except by prior invitation of the skipper.
- Smoking and vaping are not permitted **on board the boat**. Short smoking breaks can be taken at swing bridges by arrangement with the Skipper. Cigarette ends and matches must be disposed of with regard to fire hazard – not in the boat’s waste bin if hot.
- The wheelchair lift must be kept clear at all times. If the front door by the lift is open, the lift must be kept in the raised position. If the door is closed the lift must be kept in the lowered position. The lift may only be operated by members of the crew.
- Crew must not walk on the gunwale except in an emergency with consent of the skipper.
- Technical Information about the boat can be found at Appendix 18.

2.2 Fire, Man over Board, Emergencies, Gas leaks

Should any such emergency occur the boat the procedure in Appendix 3 is to be followed.

2.3 Evacuation

The Evacuation Procedure is in Appendix 4 with a short form for customers displayed on the notice board in the boat.

Details of Emergency Access locations – where an Ambulance could get close to the boat – are listed in Appendices 1 and 2.

2.4 Berthing

In order to avoid risk of jolting the boat, or injury to crew handling ropes, the skipper should bring the boat to a halt using the engine as much as possible reducing the need to slow with ropes to a minimum.

The crew must not step off the boat without the helm’s permission. The handle on the top of the cabin in the aft of the boat must always be used.

2.5 Setting Off

The Crew must never cast off mooring ropes without the authority of the helm.

2.6 Use of Passenger Lift

Full instructions appertaining to the operation of the lift are shown in Appendix 8
Below are the summary operating instructions displayed on board:-

1. Only to be operated by the CREW.
2. HATCH to be FULLY OPEN.
3. Passengers on wheelchairs must always FACE THE REAR of the boat.
4. Passengers who stand must face the direction they are travelling.
5. BRAKES ON/POWERED CHAIRS SWITCHED OFF.
6. Ensure sufficient access SPACE around the platform inside the boat.
7. GUARD the passengers head with your hand to avoid roof contact.
8. Observe closely at all times – if in doubt STOP.
9. BEWARE that when entering the boat off the platform there is a small ramp
10. Ensure that Zimmer Frame users are able to stand confidently with their frame

2.7 Bridges

Those operating swing bridges must have been trained to BEWARE of the risk of stepping into the void as the bridge opens. See General Information in Appendix 14 for details on bridges.

2.8 Use of locks

If the skipper decides to take Endeavour through a lock the following points must be considered and it is the responsibility of the skipper to make a safe passage. Full details of locks and how to navigate them can be found in the Canal and River Trust handbook “The Boater’s Handbook”.

Before entering the lock, the crew should be briefed as to their duties and emergency procedures. A Lock Safety Briefing document is at Appendix 17 and the hand signals used in locks at Appendix 5 crew should be asked to read it before reaching the lock. How to navigate locks is part of the training required to be awarded a CCBM. This advice should be followed at all times. All crew must be fully attentive to their responsibilities.

Before going up a lock, passengers outside at the front should be warned about getting wet. It may be necessary to move people inside before entering the lock chamber. The front doors may need to be closed to prevent water from entering the boat. When going up, it is advised, but not essential, to use the centre line to help stabilise the boat – the rope being used to go from centre, once around a bollard and returning to the helm.

Whilst in the lock chamber the boat should be kept in the middle by gentle use of the engine and boat hooks. The movement of water through the lock will cause the boat to move about. When descending, BEWARE of the cill at the top of the lock and the gates at the bottom.

Do not leave a lock with the gates or paddles open. Make sure all paddles have been closed to prevent water loss.

If necessary, use the boat hooks to keep the boat away from any protruding stonework.

Before entering the lock make sure the crew all understand the signals being used to control passage through the lock. This is especially important for stop commands and emergency stop commands. These are shown in Appendix 5

2.9 Crew Training Programme

All Skippers and crew members are required to use Approved Procedures when crewing Endeavour. A copy of the Approved Procedures is at Appendix 19.

Skipper training policy

Spirit of Endeavour is a member of the NCBA, which is a national organisation with a structure for training and qualifications that are recognised by the MCA. We are an NCBA Accredited Training Centre (ATC), which enables us to carry out training and assessment for NCBA qualifications. To meet the criteria for being an ATC we need to have at least one NCBA Trainer. Additionally, it has to keep all its CCBM holders up to date with developments and ensure they are current and the relevant parts of the latest NCBA and MCA directives are followed.

To operate Endeavour a skipper will either:

- A Hold a Boatmaster Level 3 licence, or the National Community Boat Association (NCBA) Certificate of Community Boat Management (CCBM), and be deemed by the trustees to have sufficient experience of running trips on The Endeavour, or,
- B Hold either the RYA International Certificate for Operators of Pleasure Craft, or the RYA Yachtmaster with commercial endorsement, (or any recognised MCA equivalent or higher), and be in-house trained, and be deemed by the trustees to have sufficient experience of running trips on The Endeavour.

Where necessary Spirit of Endeavour Trustees will organise suitable training to allow a person to obtain a CCBM. To maintain the currency of the CCBM qualification we hold at least one Skippers Training Day each year.

In addition to the Training Days, there will be monitoring visits during each season from one of the trainers.

Crew training policy

The responsibility for training crew members rests with the Trainers and the Skipper. Crew are trained and assessed by a Skipper up to the level and standard of the NCBA Complete Crew Course (CCC) and anyone deemed competent to helm the boat in the presence of a Skipper is to be trained and assessed by a Trainer to the level of the NCBA Boat Handling Course (BHC).

Whilst we encourage this level of training, some crew may take 2 years to complete the in-house training programme. Skippers assess the overall competence of their crew on each trip accepting that individuals will progress at different speeds and have different competencies.

All crew are required to attend Annual Refresher Training at the start of each season which will include any changes to the boat's operation and training in emergency scenarios.

A training log is kept in the Training File on board for every crew member. Skippers tick and initial items once they are satisfied on competency. In this way any skipper is able to check on the competency of any crew before beginning a trip and where possible carry out some relevant training. A copy of the training log is in Appendix 11.

Training days are run regularly to provide additional opportunities to crew members who are looking to become more proficient as crew and on the helm.

Opportunities should be provided to crew members who wish to try steering the boat. In the early stages, this can be undertaken during the journeys to and from Snaygill at the start and end of the day.

In addition to the Training Days, there will be occasional monitoring visits from one of the trainers.

All Skippers and crew members are required to abide by the Volunteers Code of Conduct, a copy of which can be found at Appendix 20.

2.10 Sound Signals using the Horn

In most cases boat users on the canal system do not use the common sound signals, the only boats which regularly do so are Cobbydale and Dalesman.

One Long Blast (4-6 seconds)

One Short Blast

Two Short Blasts

Three Short Blasts

Warning at Tunnels, Bridges, Bends

I am turning to my right (Starboard)

I am turning to my Left (Port)

I am trying to reverse (Going Astern)

3.0 Making the Boat ready for a trip

3.1 General Information

The diesel tank should be checked to make sure there is sufficient fuel available for the trip. There is a dipstick inside the tank. Both filling with diesel and toilet pump outs are handled by Snaygill Boat Yard staff. The toilet should be checked at the end of each trip to ensure that there is sufficient capacity for the next trip by shining a light into the open toilet. The indicator light in the toilet does work, but comes on when the tank is virtually full. A pump out can be requested if necessary and must be entered on the Daily Log, so it is also possible to check the last time that the tank was emptied and SOE Skipper WhatsApp group notified.

Gas bottles are also exchanged as necessary at the Snaygill yard by requesting one from the Yard staff. If about to depart leave the empty bottle on the quayside and fit the new one upon returning. Ask for assistance from Snaygill if required as bottles are heavy. Replacement gas bottles should also be reported on Daily Log and on the SOE Skippers Group.

Keys to open the water tank and fuel tank are on hooks inside the crew room along with the keys to open the two front doors. Keys for the bridges and CRT facilities also hang in the crew room.

The name of the skipper taking charge and the names of the crew must be recorded in the boat log.

At least 30 minutes should be allowed for the journey from Snaygill to the Hospital car park ramp to pick up towards Skipton. Allow another 20 minutes if turning in Skipton before pick up. If it is cold, turn on the heating as you leave Snaygill. Standard pick up time is 10:30 so boat should be moored by 10:15.

Supplies of all consumables including drinks and cleaning materials are monitored and kept up to the required level by a volunteer. Please do record low supplies in the Daily Log as this helps the volunteer, who will check the Log. Also report to SOE Skippers Group.

3.2 Skipper's Duties

Skippers are advised to ring the customer two days before to check that they are still coming and their eta. This helps to reduce abortive turnouts when customers don't turn up. The contact name and phone number for the customer is available on the booking details accessible to skippers using log in details. In the event of a problem please let the Bookings Secretary know of the issue.

Skippers are asked to check the weather forecast 2 days before the trip and to cancel the trip if necessary by informing the Booking Secretary, and if necessary, the customer direct. The following guidance on weather conditions is to be followed by Skippers;

- Passenger trips may not run where the MetOffice Skipton forecast for average wind speed exceeds 18mph. Skippers who feel that routing choice and crew strength may enable them to operate safely above this threshold may do so provided they have the consent of a Trustee who is also a qualified NCBA Trainer.
- During Summer months, UKHSA operates a system of heat alerts. A Yellow alert is will usually be issued where temperatures are likely to exceed 27C. Care providers are required to implement special controls in these circumstances and those of us in the voluntary sector are also expected to observe the alerts. We know from experience that our own crews also suffer from heat at these levels. Accordingly, no passenger trip should operate where a planned trip falls within an area covered by a Yellow or higher level of alert. Exceptionally, a trip may nevertheless proceed in a Yellow Alert condition if all passengers and crew have been made aware of the conditions and have agreed to go ahead with the trip.

- In Icy weather Skipper to monitor conditions ashore and afloat (especially the hospital ramp) and make a decision on whether to cancel or curtail a trip based upon the experience of the crew and the forecast/actual weather.

Skipper to ensure Bowman in place whenever boat is moving.

Our insurer requires that the Skipper *“will be on board and in control of the Vessel at all times whilst the Vessel is underway”*. The term *“underway”* is defined by COLREGS as meaning the vessel is not at anchor, or made fast to the shore, or aground. In other words, Skippers must not leave the boat unless it is moored up.

Skippers must not tow any other vessel as our insurer provides no cover for damage caused if we do so.

See Appendix 7 being a copy of the checklist on board which forms part of the daily log. Skippers are to ensure that all crew have signed into the crew list on the log. There is no upper limit on the number of crew members for any trip so it may be necessary to enter more than one name on each row.

NOTES Re skipper’s checklist

- On arrival open the Weed Hatch (see Appendix 12 ‘Entering the engine compartment’) and check that the Propeller is clear. The weed hatch only to be opened with engine off, key removed and all electrics switched off.
- Weed hatch seal to be checked afterwards every time.
- Note re topping up coolant water in engine: Use only the pre-mixed Anti-freeze/water mix contained in marked bottle in the engine compartment. Only top up if you cannot see the water when the cap is removed and only top up enough to cover the radiator core by about ¼ inch.
- **NEVER** turn on the breakers until the weed hatch has been cleared and refitted – this is to avoid any risk of anyone starting the engine when hands are around the propeller.
- The Skipper should give a crew briefing before leaving Snaygill. A checklist of what the crew briefing should cover is at Appendix 10. Skippers who have regular crew are authorised to use their discretion as the fullness of the crew briefing used each trip, possibly taking each trip as an opportunity to remind their crew of a particular item from the full briefing. When there is a new crew member present it is a good opportunity to run through it all with everyone present. It is the skipper’s responsibility to ascertain the competence of the crew through discussion and checking the training log.
- Ensure access is available to ‘What three Words’ and ‘Open Canal Apps’. These are also on the boat phone.
- Check when the water was last filled and preferably fill it if it wasn’t the day prior to your trip. Indicate on the log sheet if you have filled it or not. Water can be found along the canal at designated waterway points and at Snaygill.

3.3 Crew Duties

- Assist skipper with Skippers Checklist in Appendix 7.

Notes for Crew

- Crew are trained in safe working practices including the need to maintain a Bowman and safe rope handling.
- Bowman to turn off gas at bottles as a priority in any emergency.
- Metal Chairs should be put on the foredeck unless it is expected to rain heavily.
- Life rings should be put on the roof both fore and aft along with fenders, throw lines, and boat hooks
- Make sure the centre line is accessible from the tiller position.
- Listen out for any incoming calls on the mobile (especially prior to collection of passengers) and answer if it rings.
- Make sure there are adequate supplies of tea, coffee, milk, clean tea towels and washing-up cloth and liquid and also towels and toilet rolls are available for use.

And when under way.....

- Assist the skipper so as to ensure the safety of boat, passengers and crew at all times.
- Remember The Named Skipper is in charge!
- Crew to wash hands after handling ropes/canal water and always before eating.
- Crew are trained to take extra care when lifting the ramp and engaging turnbuckles.
- When passengers are on board ensure that there is a crew member in the bow (the 'Bowman') whose duties include:

Prevent injury to passengers from low bridges and branches
 Be there to operate lift and assist with steps
 Be attentive for approaching boats or other hazards and raise an arm to warn helm.
 Indicate distance to bank or boats when winding or to other boats when close/mooring.

AND IN EMERGENCIES:-
 Turn off gas at the bottle.
 Approach fire from bow with fire extinguisher.
 Evacuate passengers to bow.

AND AT THE END OF THE TRIP....

- Put all laundry from kitchen and toilet into the laundry bag hanging in the toilet area. Leave towel rails empty.
- Assist the skipper with end of trip checks – see Appendix 7

4.0 Safety of Passengers and Crew

The safety of all people on board or working with Endeavour is of paramount importance and safety must not be compromised.

Some of the passengers will have disabilities or have difficulty with balance and or mobility. All precautions must be taken when people are boarding or disembarking from the boat to ensure that they do not trip or fall.

4.1 Loading and off-loading Passengers

The boat should be adequately secured during passenger transference. Passengers should not be allowed to board or disembark whilst another boat is passing. The movement created by passing boats will cause movement of Endeavour however well-secured it is. The exit/entry ramp should be lifted while a boat is passing.

Passengers should be met and escorted onto the boat. Help should be provided to anyone having difficulty walking down the path to the boat, but wheelchair users should only be moved to the boat, onto the front deck and within the cabin by the Carer/Responsible Person.

Responsibility for offloading from a minibus remains with the carers. The crew should wait until passengers have been taken off the bus before offering any assistance.

Crew **must not take charge** of wheelchairs when occupied by a customer – crew may provide assistance only. Crew **may not push the wheelchair** other than when using the on board lift.

Only crew members can move wheelchair users into and out of the lift and the lift is only to be operated by a crew member observing the passenger and taking care themselves.

Crew **must not lift** passengers but may assist carers.

The organiser should be identified and the number of passengers requested, checked, added to the daily log which should be placed on the evacuation plan clipboard. This means it is readily available if an evacuation is required. Previous lists should be placed in the daily log. They will be removed periodically and placed in storage.

Any limitations or extra requirements on the day such as fish and chip lunch or returning at a specific time should be identified. The final decision can then be made on which direction the boat will be travelling can be made.

There will be a First Aider on crew of every trip. Medical conditions of passengers, drugs and Do Not Resuscitate Orders will be held by carers – Skipper to check on boarding. Do not accept special medical need forms from carers but explain that these should be held by the carers.

The limit of 12 passengers is important and must be adhered to both for insurance and licensing requirements. It includes any carers. It includes any babies less than one year old irrespective of MCA rules which exclude them. **If more than twelve passengers arrive then the trip cannot commence** until a decision is taken on how to reduce the number to twelve. Similarly, the number of wheelchair users including poor walkers who need a wheelchair to access the boat are restricted to four and each must have his/her own wheelchair on board. Exceptionally, at Skipper's discretion, five wheelchairs may be allowed on board provided each of them is accompanied by a responsible adult carer and that no further passengers within the overall limit of twelve require assistance.

4.2 Safeguarding

DBS certificates are not required by crew or skippers because vulnerable adults or children are accompanied by their carers.

However good practice must be adhered to in order to protect crew and customers alike.

Crew must not assist passengers with toileting or enter toilet when a customer is present unless assistance is requested by a carer who remains present. Care must be taken when touching passengers, always have consent, and if possible be in view of another adult.

If any crew member becomes concerned about potential abuse of a passenger by a carer they should take discreet notes during the trip, try to get names without getting involved, and then contact Bob who has is our trustee responsible for Safeguarding and he will decide what action we should take.

NOTE: This is not about someone failing to be a 'nice' carer. Abuse can be physical, verbal, or financial – if in doubt take notes and speak to Bob.

4.3 Safety and Welcome Briefing

Before starting the journey or as soon as possible after setting off a passenger safety briefing should take place. This will normally be done by the skipper but can be delegated to another member of staff at the discretion of the Skipper. Remember this is a briefing and should be brief no more than 3 – 5 minutes.

A checklist of points to cover is included at Appendix 9.

4.4 During a trip

- It is our policy to pass all moored boats **and fishermen** at tick-over and to pass through all narrow bridges slowly and at tick-over unless a cross wind requires an acceleration.
- Crew are trained in safe working practices including the need to maintain a Bowman.
- The helm is to warn passengers if a jolt is imminent (if possible)
- Crew are trained for lift to be left in up position when not in use (or in down position if outer doors are shut)
- Timings between different winding holes are listed at Appendix 15. This should assist Skippers to ensure arrival back at the Hospital at the planned time.

4.5 Fire Safety and Food Preparation

- Provision of food is the responsibility of the hirer.
- The cooker, kettle and microwave can be used to heat food but are only to be used by Carers/Responsible Persons and passengers who are competent to use them.
- Carers/Responsible Persons are to directly supervise the use of the cooker, kettle and microwave.

- No metal objects are to be placed in the microwave. No food to be allowed to burn in the cooker or in microwave and the kettle must not be allowed to boil dry. Care to be taken with inflammable items near cooker including tea towels and clothing. Carers/Responsible Persons are to directly supervise the moving of hot drinks/hot water/hot food from kitchen to passengers.
- Shallow and deep frying are not permitted on the boat.
- All chemicals to be kept in proprietary packaging away from food preparation areas and listed in a COSHH register and no other chemicals to be brought on board.

4.6 Customer Feedback

- Give the Customer Satisfaction Form to the carer/responsible person amongst the passengers and ask to complete.
- Retrieve the form – and if appropriate discuss any salient points with the customer.
- Show the form to the crew and give feedback.
- Leave the form in the file with the log.

4.7 Photographs

Crew must avoid taking photos showing the faces of passengers unless specifically authorised by the **Board**. Any such photo taken in the past or the future should be permanently deleted from a crew member's camera or phone. Any photos authorised by the management committee are owned by the passenger(s) and need to be securely held by the charity, not by crew members.

5.0 Completing a Trip

The boat will return to the Skipton Hospital dock for passenger disembarkation. Assistance should be given where necessary to people with walking difficulties in the same way as for receiving the customers. See above.

Once clear of all passengers the boat can be cleaned and returned to the Snaygill boatyard. The boat should be turned and moored facing towards Skipton. All tasks on the daily log close down section should be completed and in particular the toilet capacity checked and the bowl & toilet cleaned, any shortages noted on Skippers WhatsApp group and the boat properly cleaned.

5.1 Crew Daily Duties after Trip

- Use skippers end of trip checklist in Appendix 7

Notes

- It is important to turn the heating system off at the hospital so as to allow the heating element to cool before the electric circuits are switched off at Snaygill.
- After cleaning, the toilet pan should be sprayed with special spray for chemical toilets only. NEVER bleach or disinfectant.

The boat must be left in a clean, tidy and presentable condition in readiness for the next cruise. Any issues which could affect the viability of the boat for the next trip must be reported on the Log and on the SOE Skippers WhatsApp group.

6.0 Mooring at Snaygill, or the Hospital, or other places necessitating stepping off the bow

6.1 Crew Stepping off the bow

Stepping off the bow of the boat must only be done by members of the crew who are competent to do so. Another crew member should always be present at the bow in case of an incident, or ready also to step off the boat and assist.

Full details of the safe method of working are given in Appendix 13.

6.2 Directions for the Helm and Mooring Ropes at Snaygill

- Wind the boat as normal and approach the mooring as slowly as possible. You should let the boat drift into the bank, expecting it to be almost stationary when it touches.
- Aim to come in between the start of the quay and the centre peg. This will allow someone to step off the front safely whilst keeping Endeavour well away from our neighbour's boat.
- The purpose made rope attached to the rear of the starboard railing on the edge of the foredeck should be attached to the centre peg as the boat is allowed to slowly drift towards our neighbour's boat.
- Eventually, the rope will form a spring and stop any further forward motion. The boat is now in the correct position to be secured.
- Bring the back of the boat in and secure the front and back with ropes allowing for water level changes.
- The use of the centre rope is no longer required.
- In difficult wind conditions it might be necessary to use the bow line to lasoo the centre bollard to bring the boat close enough to the jetty to step off and fit the strop from the railings.

6.3 Securing the Mooring Ropes

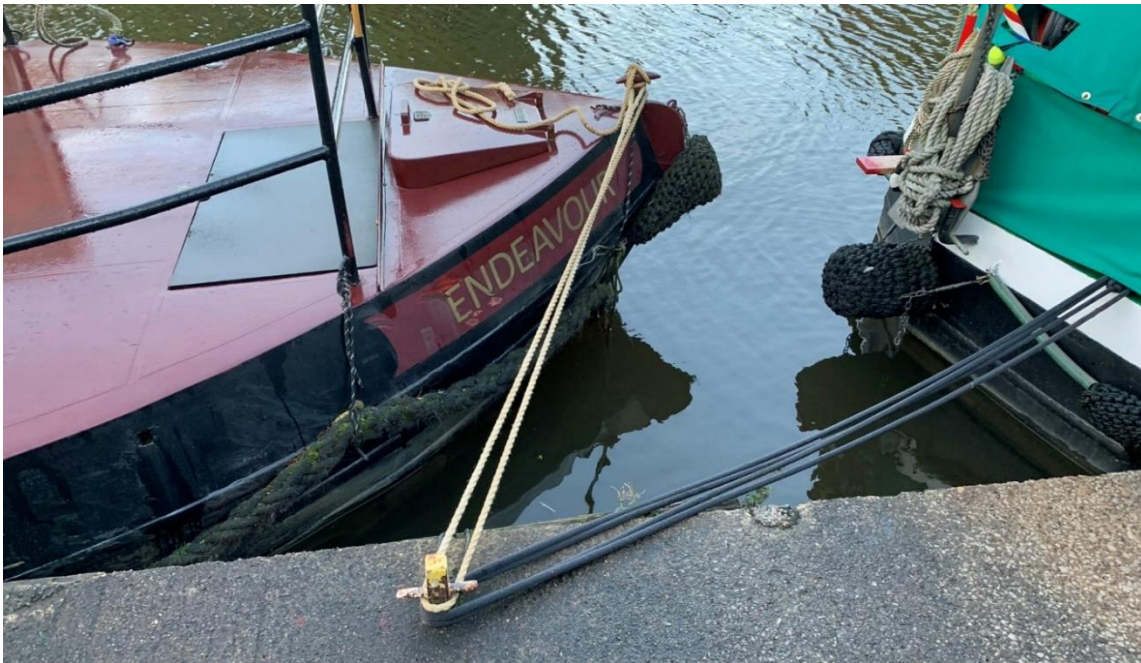
When departing, secure the special Snaygill mooring rope or Braking Strop (see below) around the railings to prevent interference with lift.

Special mooring Rope for use at Snaygill – the “Braking Strop”



Front Rope

The idea of looping around the peg is to allow the boat to flex as the water levels change. It should be attached to the boat using an OXO or figure of eight knot and the unused rope coiled and left on the lid of the gas locker. This avoids excess rope being left on the bank and avoids trip hazards



You can see that Endeavour is well clear of our neighbour's boat. The purpose of the front rope is now to keep the boat against the bank rather than stop it going forward.

Rear rope

The rear rope will now keep Endeavour near the bank and help stop it from moving backwards. Once the other ropes have been attached the rear rope can be used to stop the boat from drifting backwards or out into the canal.



The main stern line can also be taken around the bollard and made secure to the boat. **Keep it low** so as to avoid it becoming a trip hazard.

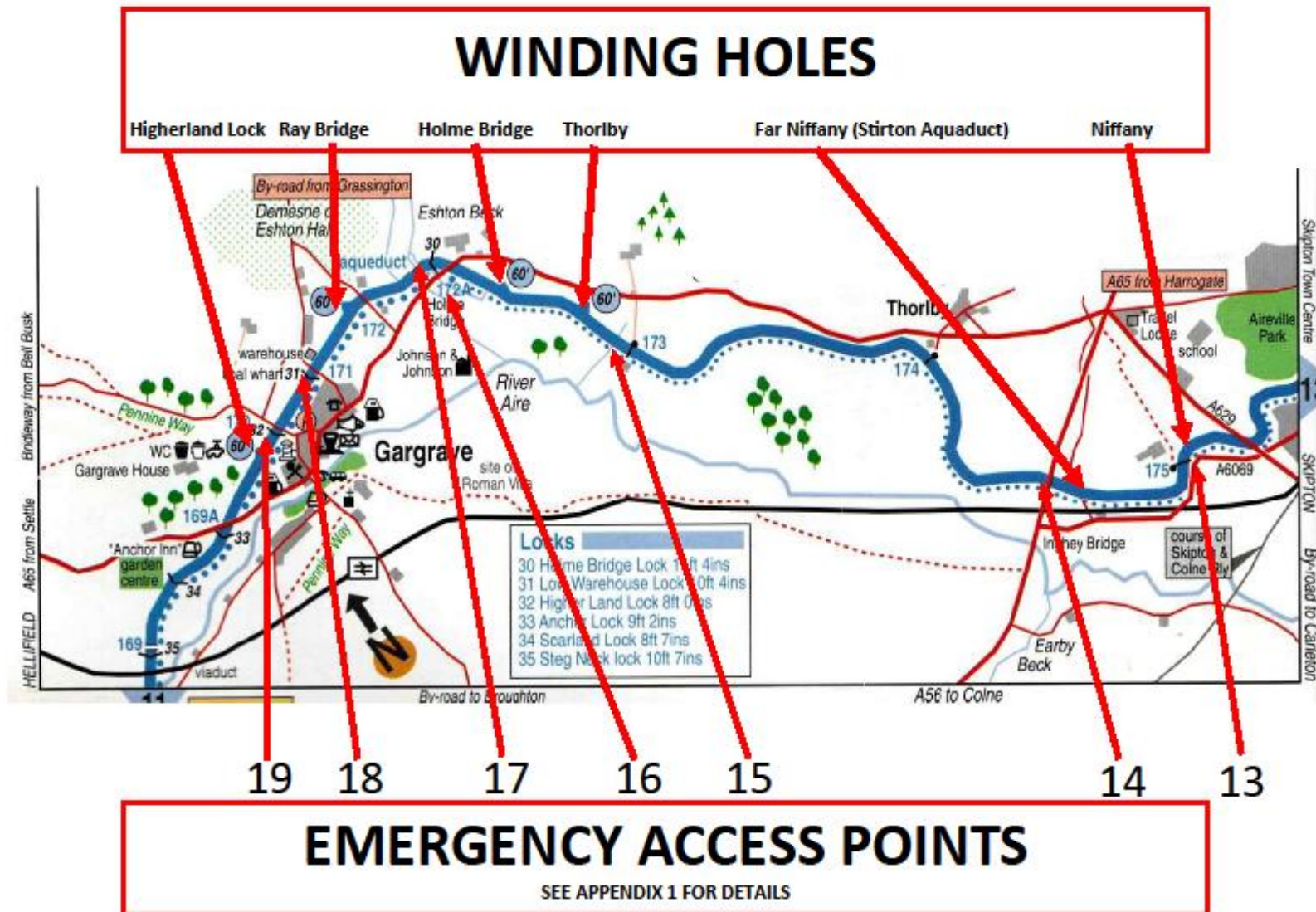
Appendix 1 – Emergency Locations v2025.1

The nearest postcode is provided which is useful for an Ambulance to find its way to the site using GPS services. The following maps also show the locations of these sites. Ordinance Survey Grid References are also provided for each location as are What Three Words codes.

Name of bridge or location Nearest Postal Address	Prime or Secondary	Bridge No.	OS Ref and W3W ref.	Key on map
Kildwick C of E Primary School Priest Bank Road Kildwick. BD20 9BH	P	187	OS Ref: SE 0131 4590 W3W: plodding.width.uncle	1
Redman Swing Bridge Main Street Farnhill BD20 9AZ	S	185	OS Ref SE 009 459 W3W:scrapped.asleep.forensic	2
Milking Hill Swing Bridge follow towpath West short distance then footpath to A629. No postcode here	S	184	OS Ref SE003 462 W3W:folds.ripen.packet (Refs are for footpath junction with A629)	3
Hamblethorpe Swing Bridge 183 – very short bridleway to A629 at Craven Forge BD20 9DB (adj house)	S	183	OS Ref SD999 477 W3W: requiring.alive.recoup (Refs are at the road)	4
Low Bradley Swing Bridge Ings Lane Low Bradley BD20 9DW	P	182A	OS Ref: SE 0000 4829 W3W: fictional.emotional.tower	5
Snaygill Boats Ltd Skipton Road BD20 9HA	P	Adjacent Bridge 182	OS Ref SD 993 492 W3W: Brush.robots.engineers	6
Snaygill Swing Bridge Rendezvous Hotel Keighley Road Skipton BD23 2TA	P	181	OS Ref: SD 9931 4970 W3W: seasonal.spouting.broke	7
Skipton Hospital Car Park Keighley Road BD23 2RJ	P		OS Ref: SD 9890 5096 W3W: rail.baseless.indoors	8
Skipton Bus Station Keighley Road BD23 2NS	P	179	OS Ref: SD 9882 5147 W3W: jolt.passenger.glitter	9
Ice Cream Boat Belmont Wharf BD23 1QY	P	178	OS Ref: SD 9876 5159 W3W: rejoin.skies.prop	10
Brewery Swing Bridge Brewery Lane BD23 1DF	P	177	OS Ref: SD 983 514 Narrates.selects.bitters	11
Gawflat bridge (Aireville Park), Magnet Broughton Road Skipton BD23 1RT	P	176	OS Ref: SD 9835 5149 W3W: simulator.because.miracles	12

Niffany Swing Bridge Niffany Farm Broughton Road BD23 3AA	P	Bridge 175	OS Ref: SD 9706 5150 On the A6069 W3W: promoted.envoy.moving	13
A59 Bridge 174A – paramedic could need to scramble down embankment to towpath. No Postcode	S	174A	OS Ref: SD 963 518 W3W: rinse.rent.subplot	14
Highgate Farm Cottage Gargrave, BD23 3PS Vehicular Access on track with metal gate to A65 Skipton Rd	S	173	OS Ref: SD 951 538 W3W:screening.rollover.articulated Refs are at gate with A65	15
Holme Bridge Lock 30 – good access to A65 through 5 bar gate to lockside.	P	172A	OS Ref: SD 943 544 W3W: incurs.swatting.mistress (Refs are at roadside by gate).	16
Raybridge House Ray Bridge Lane, Skipton Road, Gargrave BD23 3PP (BD23 3PS at gate/road) Access by short footpath from bridge	P via short footpath	172	OS Ref: SD 9386 5465 W3W: strutting.front.yoga	17
Eshton Road Lock 31– good access to Eshton Road. Gargrave. BD23 3SG	P	171	OS Ref: SD934 545 W3W: interest.sample.unsigned	18
Higherland Lock 32 – Good access to Mark House Lane/West Street Gargrave. BD23 3RJ	P	170	OS Ref: SD 931543 W3W: down.uptake.encroach	19

Appendix 2 – Waterways Maps with Winding Holes and Emergency Access Points v2025.1



WINDING HOLES

SKIPTON BASIN

Snaygill Swing Bridge

Snaygill Boats

Bradley

Farnhill

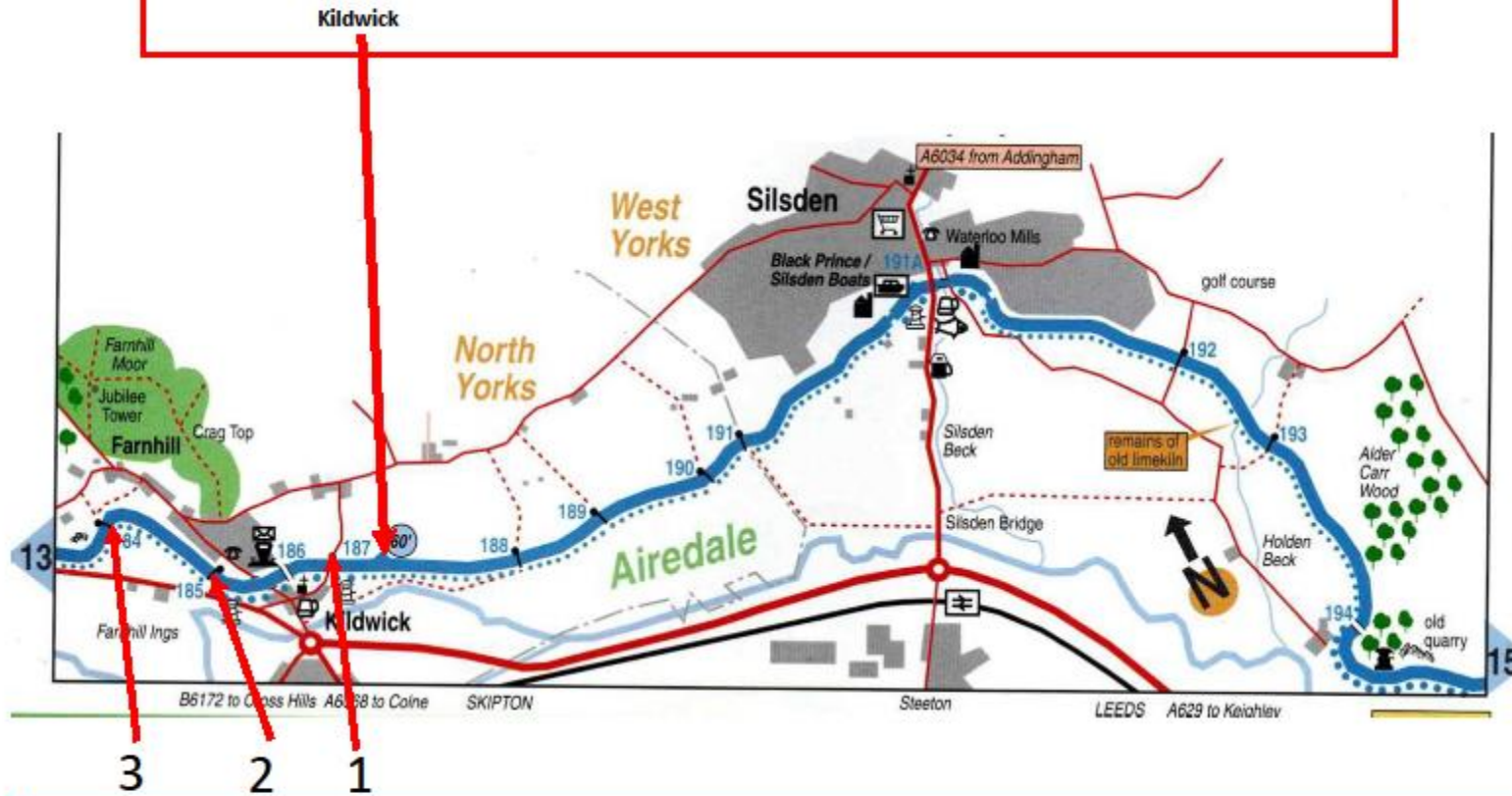


12 11 10 9 8 7 6 5 4

EMERGENCY ACCESS POINTS

See Appendix 1 for detail

WINDING HOLES



EMERGENCY ACCESS POINTS

See Appendix 1 for detail

APPENDIX 3 v2026.1

Emergency Action Plan – Richard’s Endeavour.

1. CALLING THE EMERGENCY SERVICES

In case of an emergency contact the emergency services on “999” or “112” by personal Mobile Phone or by using the Boat’s Mobile Phone kept in the Kitchen/rear of the boat.

Location

Use “OpenCanal” or “What3words” (both are on the boat’s phone) or ask the Skipper for the boat’s current location. For medical emergencies identify the next bridge with road access. Refer to the Operating Instructions, kept on board, which includes bridge numbers, grid references and What 3 Words for each relevant bridge, to pass to the Emergency Services. (See Appendix 2 for maps and Appendix 1 for precise locations of Emergency Access Points).

Lookout

A lookout must be sent along the towpath to the bridge or road access in order to direct the emergency vehicles.

2. FIRE EMERGENCY PLAN

The safety of passengers and crew is paramount – the following may need to be modified depending on the severity and location of any fire.

The most likely ignition source of a fire is the kitchen cooker, followed by the microwave, and boat systems including bow thruster, engine, heater and electricals.

A kitchen fire should not be passed by crew moving from front to back or vice-versa unless you are sure it’s safe to do so.

Smoke is likely to be the first indicator, quite likely via a smoke alarm. Raise the alarm by shouting Fire, Fire, Fire and ensure crew at the bow and stern are aware.

Helm immediately moves boat to towpath in case evacuation required.

Bowman immediately turns off the gas at the cylinders, then grabs the fire extinguisher from behind the umbrellas and fights a kitchen fire from the front of the boat if safe to do so.

Crew 2 grabs the two fire extinguishers by the crew room and fights a kitchen fire from the rear of the boat if safe to do so.

Crew 3 makes the emergency call in every case.

Skipper immediately decides whether to start Evacuation Procedure in view of risk from smoke inhalation, burns etc.

Ask passengers to remain seated broadly where they are until given further instructions to avoid slips and falls. Consider moving passengers away from any fire, if necessary, but ask them to remain seated.

If the fire is not in the kitchen:

- Heating system – turn off at switch on instrument panel as a precaution.
- Inverter – turn it off if safe to do so. This will isolate portable appliances as well as the inverter itself. Do not switch off circuit breakers at this stage.
- The bow thruster and battery – another possible cause of fire located under the board on the front deck just to the rear of the front railing.
- If smoke is coming from the engine bay do not lift the engine covers – the influx of air could make a fire far worse.

Continue to assure and calm passengers, asking them to remain seated.

At any point **the Skipper may decide to EVACUATE THE BOAT** – see separate Evacuation Procedure.

3. GAS LEAK

Turn the Gas off at both the bottle and the Isolation valve off under the window to the left of the sink, and then open windows and doors to ventilate. Extinguish all naked flames and cigarettes. Do not switch on or off any Electrical Appliances or use naked flames. The boat should be evacuated and passengers moved 200 metres for safety. The fire and rescue service should be called to fully ventilate the boat and remove the gas.

4. SERIOUS COLLISION, UNDERWATER OBSTRUCTION, HARD GROUNDING OR HOOK UP/FLOODING IN LOCK

Raise alarm if not obvious to helm, check for MOB and report to Skipper.

If in a lock helm signals to onshore crew to close downstream paddles, then signals to cautiously raise upstream ground paddles and maybe gate paddles, and fill the lock (or the opposite initially, if the boat is caught under an overhang).

Instruct passengers to remain seated and assure them that the crew are dealing with the situation and to await further instructions.

Arrange first aid for any casualties – especially falls and burns in kitchen area.

Skipper to check hull for damage and decide whether to Evacuate the boat.

5. MEDICAL EMERGENCY

Our passengers are often elderly and many may suffer from chronic (long-term) medical conditions. They may suffer a medical emergency whilst onboard as can carers and crew even with no declared medical histories.

Raise the alarm and ensure crew at the bow and stern are aware.

Clear a space around the casualty. The First Aider and carer to provide First Aid.

The airway is the top priority in a first aid situation – check for breathing (chin lift) and commence CPR if required. Ask another crew member to fetch the Defibrillator, open it, switch it on and follow the instructions. Ask another crew member to call the emergency services if appropriate – see 1

above.

If the casualty is breathing but unconscious, move them into the recovery position with an open airway to help maintain breathing, then check for serious bleeding and monitor them.

At this point ask the carers, if not already involved, about any known medical history, DNR request and determine whether a call to the Emergency Services is required.

A call to 999 or 111 can provide access to expert emergency assistance to help a First Aider.

Inform the Skipper and helm of the situation and whether an Ambulance has been called.

6. MAN OVERBOARD (MOB) – IN OPEN CANAL

Whoever spots the MOB

- shouts MOB, MOB, MOB
- throws a LifeBuoy to MOB
- points at MOB continuously
- reassures MOB
- Asks MOB to try standing up as it is usually possible and immediately calms the situation. Then ask the MOB to wade towards to the towpath side.

Helm – if MOB at front stop the boat, BUT

- if MOB coming close to stern NEUTRAL
- If in doubt choose NEUTRAL

Bowman – Boathook at ready at bow

Stern crew - Boathook and ladder ready at stern

Deploy ladder by hooking over stern rail or lean against towpath

Encourage MOB to self-rescue by climbing out but beware of cold shock and provide assistance if needed

OR Deploy ladder on towpath Return along the towpath to assist with the rescue. Do not jump into the water you may also become a victim.

When back on board treat for hypothermia

- dry clothes, warm place on boat. (Spare clothes and large towel in sealed bag in crew room)
- Possibly Survival Bag and Space Blanket
- Warn of symptoms of Weil's Disease and need to see GP

If the person is unconscious, gently use the boat hook to catch clothing to pull the person to the boat or towpath. It may be necessary to move the boat back to the casualty to rescue them from the back deck; this can be done by crew on the towpath using mooring lines. The Skipper may assist them using carefully applied reverse propulsion up until the boat is approximately a full boat length from the casualty at which point the engine must be put into NEUTRAL. If the casualty is out of reach from the towpath, a throwline should be attached to them and passed to crew on the towpath who will pull them ashore.

Crew must not enter the water to conduct a rescue as this places them in serious danger of themselves becoming a casualty.

CPR (5 rescue breaths first) should commence immediately if the person is not breathing normally.

The duty First Aider is to make regular checks on condition of any persons that have been immersed in water and should recommend that they seek professional medical advice.

Explain to the passengers what is happening. The passengers may also be suffering some form of shock because of the event.

7. MAN OVERBOARD (MOB) – IN A LOCK

Note: MOB will not be able to stand up in a lock and is very vulnerable to turbulent water and boat movements

If someone falls into the lock, let the Helm know immediately by shouting “Man Overboard” loudly. Act quickly to close all the paddles. Helm switches off the engine (RYA Page 60). Life rings and boat hooks to be deployed front and rear to help protect MOB from being crushed. There will be space in the lock to use our boarding ladder over the rear rail to recover the person, but if they can’t climb – you may need to fill the lock slowly to recover them to the side of the lock. Or, if the lock is almost empty, slowly lower the water level, open the gate and draw the person to safety using the lifeline or a rope to assist them through the lock gate to be recovered on the canal side at the lower level.

NEVER jump into the water yourself to rescue someone who has fallen in.

DEALING WITH AN EMERGENCY

1. Don't panic - Get yourself safe
2. Report the incident to the Skipper
3. Assess the situation
4. Get the rest of the party safe
5. Administer Emergency First Aid if required
6. First Aid equipment is located on the port side of the kitchen area
7. Call the Emergency Services if required
8. Notify the Trustees if there is a serious injury
9. Monitor situation and remain calm
10. Don't talk to the media at all. Refer them to the Trustees
11. Don't make any admission of liability
12. Make notes/log times wherever you can.
13. ALWAYS complete the Accident Form as soon as possible after the incident.

EMERGENCY CONTACT NUMBERS

Boat Mobile 07513 795150

Other Trustees Bob Evans 07789 895949, Sally Goodman 07769 117691, Andy Hayford 07852 159665, Cameron Wilson 07748 192342

NCBA Press Office 07899 822113

CRT National Communications Manager 07747 897783

NEAREST HOSPITALS

Airedale Royal Infirmary 01535 652511

Bradford Royal Infirmary 01274 542200

Leeds General Infirmary 0113 2432799

(Skipton General and Wharfedale General do not have A&E)

CREW ARE ASKED TO KEEP THEIR COPY OF THIS IN AN ACCESSIBLE PLACE FOR USE ON BOARD Eg. IN YOUR KIT BAG.

APPENDIX 4 v2025.1

EVACUATION PLAN – CREW VIEW

In the event of a major incident (e.g. Fire, Gas Leak or Sinking Boat), the Skipper may decide that the boat should be evacuated.

The following procedure should be followed:

Skipper shouts to Bowman or Helm to Evacuate. If necessary using horn to gain attention.

The bowman will switch off the gas.

Any Crew enters cabin and informs Carer/Responsible Person of situation and to await instructions. S/he turns off cooker, checks toilet, and instructs Carer/Responsible Person that no-one is to use it. S/he then gets the mooring pins and hammers ready to moor the boat.

The helm will steer the boat to moor alongside the towpath, if possible, selecting a place where the bow ramp will function properly.

Bowman/Any Crew opens the front lift door and assures the passengers that the crew are dealing with an incident and will arrange disembarkation in an orderly manner, but to remain seated until given further instructions by the crew.

Skipper to assess whether Life Jackets, blankets and space blankets should be made available for issue to passengers and have them brought to rear deck initially for issue at disembarkation.

The bowman/any crew will ask those who are able to manage the steps on their own to go up the steps to the front deck and await disembarkation by the front railing.

The bowman/any crew helps wheelchair users into the lift working with another crew member (or carer if second crew member not available). S/he parks them on foredeck.

Passengers should not stop to collect belongings other than a coat.

Any crew member will establish the position of the boat and make an emergency call identifying the location of the boat and the closest Emergency Location. The Operating Instructions Appendix 2 shows such locations in map form and these are scheduled in Appendix 1

Any crew to assist the Emergency Services on arrival to locate the passengers and boat - probably by phone.

Once the boat is moored the ramp will be lowered and **all crew** will assist any remaining passengers onto the front deck and help all passengers to leave the boat.

The skipper will get the Daily Skippers Log and carry out a headcount of passengers/crew and ensure that the Carer/Responsible Person carries out a roll call as passengers leave the boat.

Passengers who need least assistance should leave the boat first and start to make their own way 200m along the towpath towards the nearest Emergency Location. If the ramp cannot be made firm at a reasonable angle, consider the situation carefully to use the best method to help a wheelchair or zimmer frame user to leave the boat. This might include jamming the plank beneath the ramp, throwing chairs etc underneath the ramp or as a last resort carrying the passenger off the boat. The ramp

If appropriate, life jackets, blankets and space blankets should be issued from the stern to avoid blocking the stairs/front deck area.

All crew members should assist carers to move the wheelchair and zimmer frame users 200m along the towpath towards the nearest Emergency Location.

Once the boat is moored **the helm** will switch off the engine. If a gas leak is suspected do not switch off the electrics. If a gas leak is not suspected switch off the inverter and all circuit breakers.

Do not lift engine covers if a fire is suspected in the engine bay. If this is not the case turn off the two master switches in the engine bay [and the one under the bow thruster cover can be switched off].

Skipper to report evacuation to trustees using SOE Skippers WhatsApp group (which includes all trustees) and if appropriate can request physical help from skippers and trustees.

Do NOT go back into the boat unless told it is safe to do so by the Fire Service or by the Skipper, having taken advice from the Trustees if available.

SEE NEXT PAGE FOR PASSENGER FRONTING SUMMARY EVACUATION PROCEDURE

EVACUATION PLAN (Notice Board Edition) **PUBLIC VIEW**

In the event of a major incident, the Skipper may decide that the boat should be evacuated.

THE INSTRUCTIONS OF THE SKIPPER AND CREW MUST BE FOLLOWED PROMPTLY

The following procedure should be followed:

- The crew will make an announcement to carers or all passengers.
- Passengers to remain seated until given further instructions.
- The helm will steer the boat to moor at the towpath.
- Those who are able to manage the steps asked to go to the front deck and wait.
- Crew to open front doors and prepare the lift for wheelchair and other users.
- Crew will supervise moving wheelchair and zimmer frame users to front deck
- Once the boat is stationary and moored the ramp will be lowered.
- The landing point may not be ideal – the passenger ramp may not be level.
- Unloading the passengers is a priority even in poor weather.
- Crew will help all passengers to leave the boat from the front deck.
- Crew will assist any remaining passengers onto the front deck.
- Crew will bring from the back of the boat blankets and Space Blankets if cold and Lifejackets if appropriate.
- Crew members will help carers to move the wheelchair and zimmer frame users 200m along the towpath.
- Carer or Nominated Person to take a roll call of all passengers a.s.a.p. after leaving the boat and report to the Skipper.

Passengers should not take belongings other than a coat


1. RAISING PADDLES

Raise a small amount



VERTICAL DISTANCE
The hands indicate the relevant distance.

Raise all the way



RAISE
The right arm points upwards with the palm facing forward and slowly makes a circle.

4. PROBLEMS/EMERGENCY

Stop current action



STOP - Interruption. End of movement.
The right arm points upwards with the palm facing forwards.

Emergency – Close all paddles



DANGER - Emergency stop.
Both arms point upwards with the palms facing forwards.

Appendix 6 - Accident/Incident/Near-miss Record v2026.1

<p>About the person who had the accident/incident/near miss</p> <p>Name </p> <p>Crew or Passenger or Third Party? </p> <p>Address Postcode </p> <p>Telephone </p>	
<p>About you, the person filling in this record</p> <p>Name </p> <p>Skipper/Crew/or Trustee </p> <p>Address Postcode </p> <p>Telephone </p> <p>Skipper Name if another person has completed this </p>	
<p>Details of the accident/incident/near miss</p> <p>Date of event Time</p> <p>.....</p> <p>Summary of happened (details can go over the page)</p> <p>How did it happen?</p> <p>If the person suffered an injury, give details</p> <p>If First Aid given, give details of what and by whom.</p>	

<p>Sign and Date</p> <p>Person filling in this record Date </p> <p>Person who had the accident /incident/Near miss Date </p>	
<p>PLEASE ALSO COMPLETE THE QUESTIONS ON THE BACK OF THIS PAGE</p>	

More Details of the location if there wasn't space above.....
More Details of what happened if there wasn't space above.....
Details of any witnesses if appropriate.....
Name and CRT boat number of any boat involved or as witnesses.....
Details of any damage to Richard's Endeavour
Details of any damage to third party property.....

Time emergency services called and the time they arrived
Any reflections on how to prevent a similar incident in the future?
Have photos recorded the incident? ... Who has them? ...
For TRUSTEES ONLY eg is incident reportable under RIDDOR or to MAIB?

APPENDIX 7 DAILY SKIPPER'S LOG



2028/1

Richard's Endeavour: Daily LOG and MANIFEST

Date		Engine Hours log at start		Engine Hours log at end	
		+			
	NAME		SIGNATURE		
SKIPPER					
CREW 1					
CREW 2					
CREW 3					
CREW 4					
The Spirit of Endeavour (Yorkshire) CIC requires your signature on this document to act as a self-declaration of your fitness and willingness to operate and crew our boat in accordance with the Operating Instructions.					
NOVICE CREW	NAME		MOBILE if we don't have it		

Group Details and Passenger Numbers

Group name			F & Chips ² / Own Lunch ² / Other ²	
Caren/Nominated person				
Starting time (write in after trip No.)	Trip 1:	Trip 2:	Trip 3:	
Number of passengers on trip (includes carers)				
No. of wheelchair users				

Times of Key Activities

	Depart Snaygill		
	Depart Hospital		
			Arrive Hospital
			Moor at Snaygill

Unusual events during trip AND Report of defects and shortages

--

Please also report defects AND provisions shortages on Skippers' WhatsApp Group

PRE-DEPARTURE CHECK	v	LIFT CHECKS <i>The lift checks need to be completed if the lift is going to be used.</i>	v or N/A	SHUT-DOWN CHECKS	v
Check propeller		No obvious signs of damage		AT LEAST 20 MINUTE BEFORE LEAVING BOAT Turn off heater so that the heater can cool prior to the power being turned off.	
Check stern gland dry		Manual Handle present		INTERNAL	
Check engine oil level		No puddles of fluid under lift platform (visual check)		Put used T Towel into laundry bag	
Check coolant level		Electric Control Working		Clean toilet and wash basin	
Check fan belt tension x 2		Bridge Plate landing on floor correctly		Clean hobs & microwave	
Turn on master switches		Roll-Off ramps landing on floor and foredeck		Put away crockery etc.	
Set throttle 1/3 in neutral, Start engine, Check the weed hatch seal is good with prop' turning F & Rev.		Platform and handrails Clean & Dry		Empty fridge and leave door open	
Check voltmeters 14 v		MONTHLY CHECKS Only tick these boxes if you have <u>actually</u> done them.....	v or N/A	Check provisions against master list	
Check oil pressure 50 psi		Lift-Rated Capacity Plate/ Lift Operating Instructions Visible		Wipe work surfaces with sanitary wipe	
NOTE fuel level		Lift - Hand operation working both up and down		Vacuum carpets	
Check for excess bilge water, & bilge pump.		Lift - No leaks at piston or pipes or connections		Sweep & wipe hard floors	
Fill water state YES or NO		Check Defibrillator power visually ONLY		Tidy tables chairs & worktops	
Gas on? /Check bow bag		Check buoyancy aids visually		Empty 2 bins & fit new bags	
<u>Unlock</u> doors & hatches		Fire Extinguishers – In date, invert and shake?		Check pump out needs	
Exterior condition of boat inc. fenders & ropes		Check oil level in gear box		Leave some top windows open for ventilation	
Fit tiller arm and pin and check rudder turn		Check Smoke and CO alarms.		EXTERNAL & ENGINE	
Unlock ladder		REMINDER Please try to remember to give the customer a customer feedback form about 20 mins before the trip ends.		Turn off Gas	
2 Pennants, 2 throw lines, & 2 white buoys out				Stow 2 white buoys, 2 pennants, & 2 throw lines	
Turn on indoor circuit breakers and inverter				Stow tiller and pin AND Return 'condom' to Bricks	
Test horn				Grease stern gland sufficient to stop drips	
Check internal lighting				Run bilge pump manually	
Check gas hobs light				AND FINALLY.....	
First Aid kit sealed.				FULLY turn off the phone	
Visual check fire extinguishers				Record engine hours	
Is the Toilet clean?				Turn off indoor circuit breakers and inverter.	
Put clean T Towel out				Turn off master switches	
Paper towels /toilet rolls				Close and lock all doors	
Phone turned on and brought aft				Report any issues to SOE Skippers WhatsApp Group	
SKIPPER SIGN OFF				Check all mooring ropes	

APPENDIX 8 OPERATION OF THE PASSENGER LIFT v2026.1

Introduction

A wheelchair or zimmer frame is just a mobility aid for the user who may be quite competent to enter and leave the lift on their own without assistance – they may negotiate kerbs and steps at home. Always treat wheelchair and zimmer frame users as an equal, talk to them and ask if they can manage to do something or would they like assistance.

There are considerable risks associated with the lift.

There is a risk of serious injury if the passenger hits their head on the edge of the hatch/roof. There is also a risk of serious injury if the wheelchair should tip forward on the relatively shallow exit ramp when entering the boat, or if the passenger slips out of the chair. There is a risk of injury if limbs or hands catch the side, behind or under the lift. It is vital that the crew follow these instructions.

Going down

Before using the lift the usual lift safety checks will have been made as listed on the Boat Log.

Before using the lift ensure that there is ample off-loading area at the foot of the lift, and that a carer can access the side of the lift in order to reach the brakes and power switch in the case of powered wheelchairs. Before entering the lift platform ensure that the wheelchair is fitted with working brakes. If no brakes are fitted either change to boat wheelchair or be satisfied that the user is competent to hold his chair still.

Ensure that the roof hatch is fully open.

If the user cannot manoeuvre their wheelchair into the lift, crew carefully wheel the chair onto lift platform warning the passenger to keep their hands, and arms in.

The passenger in a wheelchair must be facing the rear of the boat. Standing passengers must face the direction they are travelling.

The brakes must be locked on or the power switched off in the case of powered wheelchairs (preferably by the user or carer)

For zimmer frame users we should ask how they will feel more comfortable – transferring to a wheelchair, standing holding the handrail or standing holding their zimmer frame. They should stand close to the bow end of the lift platform facing the direction of travel. The lift should not be operated if the passenger is not comfortable or if the crew have concerns about safety. The default is to transfer the passenger to the wheelchair. Do not use an ordinary chair.

From inside the cabin, where the crew member has the best view, press the down button and watch carefully, being ready to stop the descent if necessary.

Especially watch the passenger's head – preferably holding a hand over their head between it and the hatch/roof edge to ensure zero contact.

When you are satisfied that the lift is fully down and the lower ramp has reached the floor, ask the passenger or carer to release the brakes or switch the power on in the case of a powered wheelchair, and if the user cannot manoeuvre out of the lift themselves, move them by standing in front of the wheelchair with your arms on the wheelchair arms. Or a carer can do this. Move the chair off the platform.

Ensure that the chair cannot tip forwards when on the shallow ramp at the foot of the platform. This can be done by stepping up onto the platform enabling the wheelchair handles to be held as it is wheeled off or by standing in front of the wheelchair pushing back on the wheelchair frame as it crosses the shallow ramp.

Wheelchair and zimmer frame operation within the boat is the responsibility of the user or the carer.

Always raise the lift platform as soon as possible to avoid the risk of someone stepping into the shaft from above.

When the lift is up a crew member must guard the edge of the platform to prevent anyone walking or wheeling into it or any body parts being under the platform when it is lowered.

Going up

A crew member must guard the lift shaft from the front deck when the platform is lowered.

Ensure that the platform is fully down with the steep ramp to the floor in place.

A carer or crew reverses the wheelchair onto the platform. It is vital that the passenger is facing the rear of the boat.

The brakes must be locked on (preferably by the carer) and the power switched off in the case of a powered wheelchair.

When the crew member in the cabin is satisfied that it is safe to ascend s/he presses the up button carefully watching the passenger's head, limbs, and hands.

If the customer's head risks being anywhere near the rear edge of the hatch/roof the crew will place their hand between the passenger's head and the edge in order to ensure that they do not touch.

If a potential contact is seen the lift must be stopped.

When the lift is fully raised, the crew will check that the flap is resting flat on the boat and that it is safe to reverse the chair.

Either the passenger, a carer or the crew will release the brakes, and the passenger or crew move the chair backwards off the lift platform, and hand responsibility for the wheelchair to the user or a carer.

For zimmer frame users we should ask how they will feel more comfortable – transferring to a wheelchair, or standing holding the handrail. They should stand close to the bow end of the lift platform facing the front of the boat so that they don't have to turn around to exit the lift. The lift should not be operated if the passenger is not comfortable or if the crew have concerns about safety. The default is to transfer the passenger to the wheelchair. Special care needs to be taken of the passenger's head when going up.

APPENDIX 9 PASSENGER SAFETY BRIEFING v2026.1

Good morning - please listen carefully to this important Safety Briefing.

Crew - volunteers – X, Y, Z and Skipper

Slippery surfaces – take care to avoid slips, trips and falls and in particular on stairs and ramp

Bends and bumps - take care if moving around the boat and use handrails - beware of warnings from crew if a jolt is imminent

Low headroom - Low hatch at steps and low ceiling below decks

Front deck – we pass through low bridges and lots of overhanging branches – keep heads, hands and feet inside the railings and below roof level

Rear deck – passengers are not normally permitted on rear deck due to low/no handrails

Emergency - crew trained to deal with all types of emergency. Remain seated and await instructions

Kitchen DIY - careful with hot drink – wash up and put away all crockery and cutlery you use

Toilet flushes - foot operated lever on left. Do not place anything other than human waste or toilet paper in the toilet

Very hot water - take care

Tap water needs boiling

Bottled water is for drinking

Lift only to be operated by trained crew members – ask one of us and we will help.

Smoking/Vaping – As stated in the Standard Terms, the boat is smoke free including on the decks. If anyone needs a smoking break this can usually be arranged from the rear deck by the Skipper between opening and closing bridges.

We are going towards ... Skipton for your lunch ... back here 3.00 to 3.30pm.

Ask any crew member if you need anything and have a great trip.

ADD, if appropriate

Locks - Passengers to remain seated and cooker off whilst going through locks

Children - supervised - responsible adult

APPENDIX 10 Crew Briefing v2025.1

TODAY'S TRIP

- Name of group – where from – name of contact
- Special features of group
- Weather and any special precautions
- Intended route and timings – Gargrave, Farnhill, F&C, MH or Special

HEALTH AND SAFETY

- Lifejackets, properly fitted, are compulsory for all crew when carrying out crewing duties both on board and ashore. They can only be removed inside the cabin or when the boat is moored bow and stern.
- Please remind yourself of the Approved procedures when crewing Endeavour. These exist for your safety and that of other crew and passengers.
- crew are trained in safe working practices including the need to maintain a Bowman and the need to exercise good judgement to stay safe
- crew not to step off the boat unless instructed by Skipper/Helm, nor in a dangerous place, where gap is too large or if boat moving too fast for them
- crew not to take any risks
- handrails or grabrails to be used when stepping off/on the boat - crew to be aware of low/no handrails in stern area
- crew need to take appropriate care on potentially slippery surfaces to avoid slips, trips and falls
- extra care to be taken when operating bridges or locks or lowering/raising the ramps/turnbuckles or any form of lifting
- The skipper will also ask the crew if anyone has any particular medical issues of which we should be aware.

MEDICAL INCIDENT/EMERGENCY

XXX is/are the designated First Aider(s) and will deal with the incident.

The Skipper might take the opportunity to check/refresh crews on Fire/MOB or Evacuation Procedures

APPENDIX 11 Crew Training Record Sheet

Name		
Previous Experience		
Initial Introduction/Safety Briefing/Safeguarding		

Training Record	Date	Signature
Volunteer Form returned		
CRT Boaters Handbook issued		
Operating Instructions issued		
Emergency Action Plan & Evacuation Plan issued		

Training for all crew		
General Familiarisation and Duties		
Preparing the boat for a trip and closing down afterwards		
Lift Usage		
Passenger Assistance		
Communications – crew and helm and 999		
Bowman's duties		
Getting on/off the boat safely inc. Hospital and Snaygill		
Rope Handling inc. knots and mooring from boat		
Mooring to the towpath inc. at bridges		
Use of Springs (bow and stern)		
Operating bridges – all types		
Passing through bridges		
Winding - as crew		
Locks – as crew		
Man overboard as crew		
Fire, MOB, Gas leaks, Medical and other Emergencies procedures		
Evacuation of passengers		
Accident reporting and incident training		

Comments

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	Date	Signature
Training for helms (who may or may not want to become a skipper)		
Rules of the road and sound signals importance of Bowman		
Steering without supervision – wide canal inc stopping		
Steering to the towpath inc. at bridges		
Passing through bridges		
Winding – wide canal		
Man overboard as helm		
Use of Springs (x4)		
Reversing		
Able to steer without supervision – narrow channels		
Winding – Snaygill and Skipton Basin		
Locks – as helm		

Comments

Recommendation for Skipper Training by Trainer (also subject to approval of the Trustees)

APPENDIX 12 v2025.1

Entering the engine compartment

In order to check the weed hatch and the engine as part of the daily checks it is necessary to climb into the engine bay.

To do this safely, the following procedure should be followed:

1. Always make sure a second crew member is present
2. Ensure engine is off with electrics switched off at the master switches and no key in the ignition
3. Remove both engine covers and the center support and store carefully.
4. Facing the rear of the boat grab the wooden seat with both hands and move one foot onto the weed hatch, followed by the other foot.
5. Then step back onto the engine chassis rails behind the engine – from this position the weed hatch can be opened, the propeller checked for entanglement or obvious damage and the weed hatch refitted.
6. Using the deck as a support with both hands, carefully turn round, placing your feet on the chassis rails to face towards the engine – from this position you should be able to check the engine water, oil and fan belts as well as looking for anything unusual or out of place such as oil splatter etc.
7. After these checks have been completed, turn around again using the deck as a support with your feet on the chassis rails to face the stern.
8. Reach up to the wooden seat with both hands and step onto the weed hatch with both feet – then step onto the deck, in both cases using both hands for support.
9. When on deck switch on both master switches and replace the center support and the forward engine cover.
10. Start the engine and when satisfied with gauge readings, engage forward and reverse gears to check the weed hatch seal and replace the rear engine cover.

APPENDIX 13

Stepping off the front of the boat when mooring v2025.1

In normal circumstances we should only step off the rear of the boat because that is the safest option. However, this is not practical at Snaygill, Mill House or at the Hospital Jetty and sometimes when mooring in tight spots. In such circumstances the Skipper will ask crew to step off the front of the boat. In these circumstances, it is necessary to step off the boat from outside the guard rail in front of the boarding ramp. A slip could place the crew member between the bank and the moving boat and so must be exercised with extreme care.

To do this safely, the following procedure should be followed:

1. If there is any doubt, check that the Skipper wishes you to step off the front of the boat.
2. At Snaygill - check that the braking strop is prepared for use – un-looped from the guard rail lying forwards over the top of the guard rail/ramp.
3. Elsewhere – free off a length of the bow mooring rope and leave the loose end over the top of the guard rail.
4. Open the gate to the front deck, step through it and close it behind you.
5. Outside the guard rail you need to concentrate on keeping three points of contact with the boat at all times – hold on with both hands when taking steps one at a time and keep your feet still when moving your hands, again one at a time.
6. Move to the side of the boat which will be moored, remaining forward of the guard rail.
7. Using one hand take hold of the loop in the braking strop or the loose end of the front mooring rope.
8. Pass the rope behind you and change hands if necessary such that when you step off the boat you will not trip over the rope or have your movement impeded.
9. As the boat gets about 5 meters from the jetty, step outside the guardrail on the side of the boat, facing outwards and using both feet and both hands for support – one hand will also be holding the rope.
10. Adjust your position such that you are standing at the closest point to where the boat will meet the jetty
11. Double check that you have enough slack rope, that will not trip over the rope or be impeded when you step off.
12. Use your judgement to assess when the boat is close enough and moving slowly enough for you to step off the boat, taking the rope with you. Do not jump or take a long stride.
13. Do not step onto a sloping slippery surface e.g. a grass bank.
14. If available a second crew member can assist you by passing you the rope or mooring strop when you are onshore.
15. When on the jetty, quickly put the braking strop over the center bollard.
16. At the Hospital Jetty put the short strop over the bollard. If this is not possible use the bow rope to take two turns around the bollard to hold the boat in position temporarily and inform the helm that this has been done.
17. At the Hospital the short mooring strop can be looped over the bollard by maneuvering the boat – instruct the helm forwards or backwards and how far.
18. The same principles apply when mooring elsewhere if it is necessary to step off the bow.
19. Never take any risks – better to miss the jetty and reverse to make a second approach.

APPENDIX 14

Journey information – Bridges, Winding Holes, Journey Times v2025.1

Bridges

Always adhere to any operating instructions provided by CRT at Swing bridges – this especially applies to automated and semi-automated bridges.

There are three different types of swing bridges on the two routes the boat generally uses.

The manual bridges are operated by unlocking the chain with a handcuff key and opening the bridge manually. Closing the bridge is the reverse of this procedure.

There are two partially powered electrical bridges, one in the centre of Skipton and the other at Kildwick. These bridges have electrically operated barriers but must be opened and closed manually. They are operated by unlocking the bridge by inserting the Yale type key, turning it 90 degrees clockwise and pressing the 'unlock bridge' button, keeping it pressed until the wedges have moved, the barriers have lowered and the 'bridge unlocked open bridge' display appears. The bridge can then be opened manually. The bridge is closed manually and is locked by pressing the 'lock bridge' button and keeping this pressed while the wedges move, the barrier raises and the 'bridge locked' display appears after which the key can be taken out.

The fully powered bridge at Bradley is operated by inserting the key and pressing the 'unlock and open bridge' button and keeping this pressed until the bridge has fully opened and the 'bridge open' display appears. To close press the 'close and lock bridge' button, after the bridge has fully closed the display 'bridge locked' appears. Remove the key. Do not attempt to stop the bridge mid-cycle to reverse the direction. This can cause the bridge to jam in mid-cycle requiring a callout to the CRT maintenance staff.

In all cases, no attempt should be made to close the bridge until the helmsman has given the signal that it is safe to do so. This signal should not be given until the whole of the boat has passed through the bridge.

Those operating swing bridges must have been trained to **BEWARE** of the risk of stepping into the void as the bridge opens.

Resetting bridges – if a bridge has “stuck” it may be possible to reset it by pressing on the Open and Close buttons at the same time for **40 seconds**. After that the bridge should fully open or fully close on its own. If not you will need to call CRT/Local Authority – check the bridge instructions.

Journey Information

All the times below are based upon a start from Skipton hospital. If customers arrive by train it is possible to collect them behind the Herriot Hotel which is opposite the railway station. Journey time from the Hospital to the Herriot is approx. 27 minutes. (10 minutes from the Basin).

The Open Canal App can provide distances not given here.

Skipton to Kildwick

The distance from Skipton Hospital to the winding hole at Kildwick is 4.3 miles which takes approximately 2¼ hours.

For Fish and Chip runs wind either just after Bradley Bridge or at Farnhill Bridge.

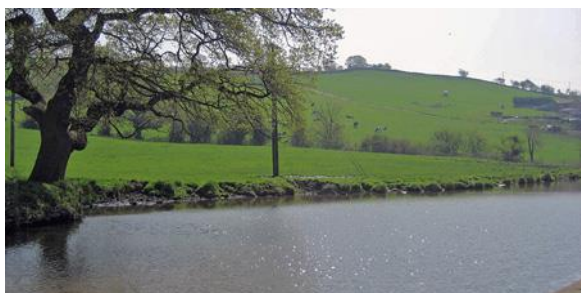
It is possible on Wednesdays to Sundays to phone ahead to Coffee and Crumbs at Kildwick to order takeaway lunches. Their menu varies each week. They can say over the phone what is available and then take an order.

Phone John 07895 554761.

There are 5 winding holes where the boat may be turned. Whilst it is possible to wind at Snaygill this should only be done as a last resort, the boatyard does not like this activity. These are:-

Location	Miles	Time
After Bridge 181 - Snaygill Swing Bridge	0.86	25 mins
Snaygill boat yard	1.14	32 mins
After Bridge 182A – Bradley Swing Bridge	2.13	1 hr
After Bridge 183A – Farnhill/Cononoley Lane Ends Bridge	3.14	1hr 40mins
After Bridge 187 - Warehouse Swing Bridge	4.32	2 hr 15mins

The above times are based upon a cruising speed at 1200rpm.



After Bridge 181 – Snaygill Swing Bridge



Snaygill Boat Yard



After Bridge 182A – Bradley Swing Bridge



Before Bridge 183A – Farnhill Bridge



After Bridge 187 - Warehouse Swing Bridge

Bridges from Skipton to Kildwick

FOR DETAILED INFORMATION ON EMERGENCY ACCESS POINTS SEE APPENDIX 1



Bridge 179B – Dry Dock Mooring



Bridge 179D – Footbridge



Bridge 180 – Horse Close Bridge



Bridge 181 – Snaygill Swing Bridge
W3W: seasonal.spouting.broke



Bridge 182 – Snaygill Stone Bridge



Bridge 182A - Bradley Swing Bridge
W3W: fictional.emotional.tower



Bridge 183 – Hamblethorpe Swing Bridge



Bridge 183A – Farnhill Bridge



Bridge 184 – Milking Hill Swing Bridge



Bridge 185 – Redmans Swing Bridge



Bridge 186 – Parsons Bridge



Bridge 187 – Warehouse Swing Bridge
W3W: plodding.width.uncle

Skipton to Gargrave

The distance from Skipton Hospital to the winding hole at Gargrave (Holme Bridge) is 4.64 miles which takes approximately 2¼ hours. This would be the normal trip to Gargrave.

It is possible to go through Holme Bridge Lock and wind at Ray Bridge which is a further 0.5 miles. This adds a further 40-50 minutes to the journey time.

Fish and Chip trips wind either before or after Niffany Swing Bridge.

Care should be taken on windy days travelling to Gargrave. The exposed nature of the canal between Skipton and Gargrave can cause difficulties in windy situations. The two swing bridges at Thorlby and Highgate are very exposed and can be difficult to pass through on windy days. Care should be taken at Niffany Swing Bridge which now has limited width for the boat to pass through. It is very easy to find the boat has been blown onto the bridge. This is also the case at Aireville Park bridge (176) (Gawflatts).

If in doubt about the wind level appoint one or two crew members to walk the bow rope through pulling it only on the command of the skipper.

On a training day with an early start, it is possible to continue beyond Ray Bridge and wind just after Higherland Lock. This is 0.55 miles from Ray Bridge and includes two more locks, Eshton Road Lock and Higherland Lock. The time for this journey is approximately 6.5 hours.

There are 6 winding holes where the boat may be turned. These are: -

Location	Miles	Time
Skipton Basin	0.50	17 mins
Before Bridge 175 - Niffany Swing Bridge	1.69	1 hour
Before Bridge 174A - after the Niffany moorings	2.15	1 hour 20
After Bridge 173 - Highgate Swing Bridge	4.31	2 hour 10
Before Bridge 172A - Holme Bridge	4.53	2 hour 15
After Bridge 172 - Ray Bridge	5.03	2 hour 55

The above times are based upon a cruising speed at 1200rpm. The winding hole before Niffany Swing Bridge is not an official CRT winding hole. If turning here when the canal water level is low accuracy is required in selecting the turning point.



Skipton Basin



Before Bridge 175 - Niffany Swing Bridge



Before Bridge 174A - after Boats tied at Niffany



After Bridge 173 - Highgate Swing Bridge



Before Bridge 172A - Holme Bridge



After Bridge 172 - Ray Bridge

Bridges from Skipton to Gargrave

FOR DETAILED INFORMATION ON EMERGENCY ACCESS POINTS SEE APPENDIX 1



Bridge 179C – Tin Footbridge



Bridge 179A – Pinder Bridge



Bridge 179 – Gallows Footbridge



Bridge 178 – Belmont Bridge
W3W: rejoin.skies.prop



Bridge 177 – Brewery Swing Bridge



Bridge 176 – Gawflat/Aireville Park Swing Bridge
W3W: Simulator.because.miracles



Bridge 175A – A629



Bridge 175 – Niffany Swing Bridge
W3W: [promoted.emvoy.moving](https://www.promoted.emvoy.moving)



Bridge 174A – A59



Bridge 174 – Thorlby Swing Bridge



Bridge 173 – Highgate Swing Bridge
W3W: [clown.wager.elevator](https://www.clown.wager.elevator)



Bridge 172A – Holme Bridge



Bridge 172 – Ray Bridge
W3W: [soft.brain.grounding](https://www.soft.brain.grounding)

Appendix 16 RISK ASSESSMENT v2026.1

Approved by the Board at their meeting 19 February 2026

Next Review due March 2027 or following a serious incident/near miss or change in operating procedures

Risk/Hazard	AT RISK	CONTROLS/ACTION * See Operating Procedures **See Joining Instructions
<p>Slips, Trips and Falls Bollards, rings, ropes, mooring pins, holes, uneven or slippery surfaces especially when wet or icy Slipping on a wet deck Foot Injuries from sharp stones or glass on the towpath Falls off unprotected canal edges including at Snaygill, bridges and locks Climbing in or out of engine compartment</p>	<p>Crew</p>	<p>Skipper to Crew briefing to include* : - crew trained in safe working practices and the need to exercise good judgement to stay safe - crew not to take any risks - crew to be aware of low/no handrails in stern area. - crew not to step off the boat unless instructed by Skipper/Helm - crew not to step off the boat in a dangerous place, where gap is too large or if boat moving too fast for them - handrails or grabrails to be used Trustees provide Anti-slip deck surface Crew to wear non-slip shoes * Trustees provides Crew Training via Trainer and skippers</p>
<p>Slips, Trips and Falls Slippery surfaces especially when wet or icy Slipping on a wet deck Slipping whilst transferring to or from boat Passengers moving around on boat</p>	<p>Passengers and carers</p>	<p>Carers/responsible persons responsible for taking appropriate care to avoid slips/trips/falls ** Carers responsible for moving passengers from their transport onto the boat ** Carers and passengers to wear non-slip shoes ** Trustees provide anti-slip deck surface Skipper to Passenger briefings to include*: - the need to take care due to the risk of slips, trips and falls and in particular stairs, ramp and lift - Handrails to be used - Passengers are not normally permitted on rear deck due to low/no handrails. - Passengers to move around boat with care – beware of warnings from crew if a jolt is imminent - Lift only to be operated by trained crew - Passengers to remain seated and cooker off whilst going through locks</p>
<p>Slips, Trips and Falls Slippery surfaces in car parks, paths and towpath caused by fallen leaves, moss, mud, wet grass, ice etc Collisions with shore, bridges, stationary boats, moving boats and in locks Falling into lift shaft</p>	<p>Passengers, Carers and Crew</p>	<p>We cannot control nature – Skipper to Passenger Briefing to include that Passengers, carers and Crew need to take appropriate care as they would do in their own locality. */** (Standard Conditions also require carers/responsible persons and passengers to take care similarly}. Crew trained in safe working practices including the need to maintain a Bowman. Helm to warn passengers if a jolt is imminent (if possible) */** Crew trained for lift to be left in up position when not in use (or in down position if outer doors shut) *</p>

<p>Entrapment/Crushing Between boat and other object In parts of locks or bridges Berthing and Slipping moorings Weed Hatch Trapped fingers in mooring rope Entanglement in ropes Body parts when lowering/lifting ramps Fingers trapped or body entangled in mooring ropes</p>	<p>Crew</p>	<p>Crew trained in safe working practices including the need to maintain a Bowman. Skipper to Crew briefing* to include: - the need to exercise good judgement to stay safe - crew not to take any risks - extra care to be taken when operating bridges or locks Skippers trained that weed hatch only to be opened with engine off, key removed and all electrics switched off. Seal to be checked afterwards every time.* - crew trained to take extra care when lifting ramp and engaging turnbuckles * Crew are trained in safe rope handling</p>
<p>Entrapment/Crushing Body parts trapped in lift when in use including head injury Body parts under lift when lowering</p>	<p>Crew and Passengers</p>	<p>Lift only to be operated by a crew member observing the passenger and taking care themselves */** Trustees provide hazard tape/paint on floor around lift base and on lift door frame and lift edges Crew training*</p>
<p>Manual Handling Opening/closing bridges and lock gates Opening and closing paddles (especially guillotine paddles) Recovering MOB from water</p>	<p>Crew</p>	<p>Crew briefing and training* to include: - crew trained in safe working practices and the need to exercise good judgement to stay safe - crew not to take any unnecessary risks - extra care to be taken when operating bridges or locks Where possible MOB to self-rescue using boarding ladder with support *</p>
<p>Manual Handling Any lifting</p>	<p>Crew and Carers</p>	<p>Crew are not to lift any passengers */** Carers to ensure they have the capacity to lift passengers when transferring to/from the boat and following a fall ** Crew to share any other lifting ensuring backs are straight and load not too high *</p>
<p>Drowning Falling from boat Slipping from bank Rails not continuous on stern Boat sinks: - snagging in lock – overhang or cill - overcrowding - hull holed - weed hatch not fitted/insecure/not sealed Man Overboard (MOB)</p>	<p>Passengers, carers and crew</p>	<p>Lifejackets worn by all Skippers and Crew members from 1/1/25* Skipper to Crew briefing* to include: - crew trained in safe working practices and the need to exercise good judgement to stay safe - crew not to take any unnecessary risks Crew Trained in lock use and briefed before entry Skipper to ensure 12 passengers only, including carers */** Crew Training to avoid collisions/rocks etc Skipper Training on fitting weed hatch and checking for leaks every time refitted* MOB procedure trained including recovery of unconscious casualty At least one First Aider on crew of every trip The boat carries a boarding ladder</p>
<p>Fire Cooker Microwave</p>	<p>Passengers, carers and crew</p>	<p>Cooker and Microwave only to be used by carers and passengers who are competent to use them. No metal items in microwave. Cookers and microwaves not to allow food to burn, care with inflammable items near cooker. Crew trained to watch out for fire risk by cooker. No shallow or deep frying allowed. */**</p>

<p>Dropped or discarded cigarette or match Gas/Gas bottles</p> <p>Engine compartment Electrical</p>		<p>No Smoking or vaping is allowed inside the boat or on the decks. */** Bowman to turn off gas at bottles as a priority in any emergency *</p> <p>Training in Fire Procedures*</p>
<p>Burns/Scalds Cooker, Microwave and Kettle</p> <p>Chemicals Rope burns Moving hot food/water</p>		<p>Cooker, microwave and kettle to be used under carer's direct supervision ** All chemicals to be kept in proprietary packaging away from food preparation areas and listed in a COSHH register* No other chemicals to be brought on board*</p> <p>Crew trained in safe rope handling* Carers to directly supervise the moving of hot drinks/hot food/hot water **</p>
<p>Weather Too hot</p> <p>Too cold</p> <p>Too windy</p> <p>Icy</p>	<p>Crew, carers and passengers</p>	<p>In hot weather carer to ensure that passengers are suitably protected by sunscreen, long sleeves and sunhats etc and that fluid intake is maintained. Observe operating procedure where Yellow heat warnings in place**</p> <p>In cold weather carer to ensure that passengers wear suitable clothing for transfer from transport to boat having regard for the anticipated conditions. Spare blankets are on board to supplement the boat heating system**</p> <p>First Aider to make regular checks on condition of any persons that have been immersed in water and recommended to seek professional medical advice*</p> <p>Skipper to monitor wind speed and make a decision on whether to cancel or curtail a trip based on operating procedure criteria*</p> <p>In Icy weather Skipper to monitor conditions ashore and afloat (especially the hospital ramp) and make a decision on whether to cancel or curtail a trip based upon the experience of the crew and the forecast/actual weather*</p>
<p>First Aid/Illness Medical conditions – passengers</p> <p>Medical conditions – crew Head injury – low hatch at steps Head injury – low ceiling below decks Loss of glasses - contact with overhanging branches Head injury - contact with overhanging branches</p>	<p>Crew, Carers and Passengers</p>	<p>First Aider on crew of every trip * Medical conditions of passengers and DNR instructions held by carers/responsible persons** Carers are First Aid trained and able to administer drugs Medical conditions of crew to be checked at crew briefing* Skipper to Passenger briefing */** to include: - Low hatch at steps and low ceiling below decks - Low headroom under bridges and overhanging branches – passengers to remain inside rails and below the roofline at all times Trustees to provide hazard tape around hatch.</p>

Head injury - going under bridges Weil's Disease		Skipper to ensure Bowman in place whenever boat is moving. * Crew to wash hands after handling ropes/canal water and always before eating *
Evacuation Passengers may be infirm and have restricted mobility Wheelchair users and others may have to use lift Time taken to transfer passengers to wheelchairs Time taken to evacuate and get 200m from the boat	Passengers, carers and crew	Helm to move boat to towpath urgently in any emergency situation Crew must deal with the emergency and prepare pins/hammers for mooring Carers and Passengers must follow the instructions of Skipper and Crew promptly */** Number of wheelchair users including poor walkers who need a wheelchair to access the boat are restricted to four and each must have his/her own wheelchair on board ** Evacuation led by Skipper assisted by crew* <ul style="list-style-type: none"> - to front deck to commence as soon as possible after emergency declared - to shore to commence as soon as possible after mooring up - In case of fire, movement 200m away from boat to commence asap - In cold weather Crew to issue space blankets to passengers as well as ordinary blankets as they leave the boat
Boat Systems/Grounding Engine failure Electrical system failure Electrocution Floating debris Grounding including submerged objects	Passengers, carers and crew	The risk of engine failure/electrical system failure/electrocution are minimised by: <ul style="list-style-type: none"> - regular servicing, PAT Testing and Boat Safety Certificate testing arranged by trustees - daily checks by Skipper* - crew training to ensure boat systems are used properly Bowman trained to minimise risk of collisions, floating debris and submerged objects/shallow water
Personal Security and safeguarding Persons intending to cause harm to the boat on bridges Aggression from other canal/towpath users	Passengers, carers and crew	Bowman trained to be aware of danger from persons intending to cause harm to the boat on bridges – Skipper to consider action to take * Helm and crew trained to be as polite as possible to other water users to minimise risk of aggression from other canal/towpath users Safeguarding policy is published and crew given awareness training
Locks Several risks have been identified in relation to locks	Passengers, carers and crew	A separate briefing note has been prepared to ensure that crew are aware of these risks and use safe working practices. Skippers will provide a summary briefing and crews will be asked to familiarise themselves with the briefing note before reaching the locks. Copies are provided to all Skippers and Crew.

Passenger Lift Several risks have been identified in relation to the passenger lift	Passengers, carers and crew	A separate briefing has been prepared to ensure that crew are aware of these risks and use safe working practices. Copies are provided to all Skippers and Crew and refresher training takes place annually.
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Appendix 17 LOCK SAFETY BRIEFING v2026.1

(For instructions on how to operate a lock refer to the CRT Boaters Handbook pages 16 to 29)

Locks are the most dangerous part of the canal system: they are much deeper than the surrounding canals, have fast moving water, lots of trip hazards, and many moving parts. In addition, there is restricted room in the lock chamber itself if someone should fall in. If your boat gets caught up, it could come crashing down into the lock. Should there be a fire on your boat it is harder to escape.

WHAT CAUSES ACCIDENTS IN LOCKS?

- Lack of knowledge or preparation
- Not paying attention
- Rushing the procedures

SAFETY ESSENTIALS

Make sure all crew involved in locking and any passengers who step off to assist wear properly fitted life jackets.

Make sure that each member of the crew sticks to their allotted task – accidents happen when crew lose focus and deviate from allocated tasks.

Watch out for ‘helpful’ bystanders – their mistakes could land you in trouble ´

Boats tend to move about when water flows in and out of a lock – stay alert ´

Use the standard hand signals so that the crew and helm can communicate quickly – especially the signal that means ‘close all the paddles.’

Watch out for unprotected drops around locks, especially when opening gates ´

If there is a bridge, use it when crossing the lock. If not, take care using the walking board attached to the gates – do not jump across part-opened gates ´

Ask before helping other boaters with their lock operation

Take your time – and keep an eye out for problems

The Skipper must remain on board

CREW

- **HELM**

When going uphill, be careful not to get the rudder caught between the gates or to get caught on any projections on the lock wall ´

When going downhill, keep the stern of the boat clear of the cill.

Using standard hand signals instruct paddles to be open a little, then more and finally fully open using ground paddles first.

Monitor the locking crew to ensure eye contact is maintained, and use horn to attract attention if needed.

Constantly monitor the boat whilst in the lock to ensure it is level and free – not touching gates or walls.

Cill Keep the back of your boat well forward of the cill below the top gates when going downhill. Cills stick out by up to 5ft (1.5m) and you can only see them as the lock empties. Most locks have markers to show you the approximate position of the cill.

If in doubt use the Pause signal – if you think there is a problem use the close paddle signal. If you want the lock refilling or lowering – use hand signals but check they are properly understood.

- **COMMUNICATIONS**

Helm to appoint one of the crew as Communications Officer if there is no line of sight between helm and locking crew. Communications Officer to relay hand signals and messages between the two.

- **BOWMAN**

Make sure all your passengers – and yourself – keep arms and legs inside the profile of the boat when entering the lock.

Ask passengers to go into the cabin and close the cabin doors if there is a lot of leakage through the gates.

Use hand signals to indicate to the helm the space between the bow and the lock gate when entering and if you become concerned

If necessary use the boat hook to keep the boat from touching the lock side, but beware of injuring passengers.

LOCKING CREW

- **LOCK GATES**

To avoid muscle/back strain, the safest way to open or close a gate is to push with your backside, pushing at the far end of the balance beam, where you have greatest leverage, but check where you are walking. Also watch out for slippery surfaces when you're pushing the gates open.

- **PADDLES**

The upper gate will have paddles, set into the lock gate itself. These are opened to let water into the lock. In addition, there may also be ground paddles, which run through a pipe under the ground, and bring water into the lock chamber at a lower level. If the lock has both, you should open the ground paddles in stages first (when instructed by the helm). After the ground paddles are fully open await the helm's instruction to open the gate paddles in stages. Do not fully open the gate paddles until they are below deck level. The bottom gates will only have gate paddles.

- **WINDLASS**

A flying windlass can cause serious injury! To avoid injury – Keep a firm grip and don't let go. Ensure that you use a tapered eye of the windlass on a tapered spindle, never the square eye – Make sure the windlass is fully slotted onto the spindle All winding gear has a safety catch, like a ratchet. When winding the paddle up, ensure the safety catch is flicked over onto the mechanism, and you'll hear a repeated clicking sound when winding the paddle up. If anything goes wrong, the safety catch will prevent the paddle from falling, and perhaps causing the windlass to spin. It will also hold the paddle fully open.

To lower the paddle, take the weight of the paddle on the windlass, and either flick the catch out of the way, or hold it up. Wind the paddle down firmly, and replace the safety catch at the end.

Never leave a windlass on a gate spindle unless you're holding it. Keep fingers, hair and clothing away from the mechanism.

PASSENGERS

Warn carers when approaching a lock. Ask that the cooker is not used, hot drinks are not served and passengers remain seated as you pass through the lock.

Any passengers on the front deck should be warned that they may get splashed as the lock fills or from a leaky gate. Offer them the chance to move inside the cabin and close the cabin doors if necessary.

EMERGENCIES

- **MAN OVERBOARD**

If someone falls into the lock, let the Helm know immediately. Act quickly to close all the paddles. Helm switches off the engine (RYA Page 60). Life rings and boat hooks to be deployed front and rear to help protect MOB from being crushed. There will be space in the lock to use our boarding ladder over the rear rail to recover the person, but if they can't climb – you may need to fill the lock slowly to recover then to the side of the lock. Or, if the lock is almost empty, slowly lower the water level, open the gate and draw the person to safety using the lifeline or a rope to assist them through the lock gate to be recovered on the canal side at the lower level. NEVER jump into the water yourself to rescue someone who has fallen in

- **HANG UP**

Floating freely? As the water level rises or falls, keep a constant eye on your boat to check that it's floating freely. If it does get caught or jammed, immediately close all the paddles and work out what needs to be done to get it level again. '

Going down – If the side of your boat is caught against the lock wall or the back is caught on the cill close the bottom gate paddles to stop the water falling further. Slowly open the top gate paddles to refill the lock. Check for damage.

If your ropes get snarled or too tight, to let your boat move down freely, slacken them off if you can. If not, refill the lock. '

Going up – If the front of your boat is caught under part of the top gate or your rudder is trapped between the bottom gates, close the top paddles to stop the lock filling. Open the bottom gate paddles to allow the water level to fall.

- **CILL HANG UP**

When entering a lock, and intending to go down, ensure your stern is past the cill of the upper lock gate. If you don't, when the water level drops, the stern may be caught on the cill. This will cause the front of the boat to go down, possibly under the water line. If this does happen, close the lower paddles, and open the upper ground paddles to add water and refloat the boat, then move the boat forward and try again.

- **FIRE OR MEDICAL EMERGENCY IN A LOCK**

On board crew to raise the alarm to alert helm and locking crew

Locking crew closes all paddles

On board crew deals with the emergency and starts to move passengers onto front deck.

Helm to assess situation and in most cases instruct locking crew to open top paddles to refill the lock.

When lock full, onboard and locking crew secures boat to towpath side, lowers the ramp and starts the evacuation. All 3 locks have evacuation points adjacent.

SAFETY AT LOCKS - SUMMARY

Moving through a lock is the trickiest part of boating. There's a lot to think about at once and a whole series of tasks to carry out. You need to be extra alert.

Keep eye contact with the helm and await his instructions before opening paddles – the helm is in charge

Use and follow the standard hand signals – particularly the close all paddles sign

Listen for a horn or whistle attracting your attention

Keep an eye on the boat – if it is not level and free, raise the alarm with the helm immediately

Appendix 18 Endeavour Technical Information v2025.1

Built by Silsden Boats and commissioned in October 2003.

It was specifically designed to carry disabled and infirm passengers. There are wheelchair ramps on either side of the deck to allow easy access. Inside there is a wheelchair lift to raise and lower chairs into the boat.

Hull Id Number	GB-SID00023G303
Hull Steelwork	South West Durham Steelcraft Front Unit, Old Colliery Building, Trimdon Grange Industrial Estate, Trimdon Grange, County Durham, TS29 6PA.
Fitted out by	Silsden Boats Canal Wharf, Silsden, Keighley, BD20 ODE.
Length	52.9ft or 16.14m
Width	11ft 5in or 3.5m
Weight	Approx. 22.5 tons fully kitted out
Draft	2ft 3in or 0.7m
Height above water	5ft 6in or 1.7m
Engine	Beta Marine Serial No - 2Y2989 Type - BV2203 WOC - K11509 Output - 50bhp @ 2800 RPM
Gearbox	Newage PRM260D Serial No - 0513013 F00923
Maximum Load	3500kg
230v Supply	Victron Phoenix Sine wave multi Plus. 12v, 1600va inverter with 70 amp charger
Category	D
Voltage	12v dc
Water tank capacity	850 litres
Diesel tank capacity	340 litres
Holding Tank	150 litres
Gas capacity	2 x 13kg propane cylinders
Heating System	Vevor 8Kw Air Heater
Bow Thruster	Vetus BOW PRO 90 with 24volt supply

Engine Controls

The control panel for the engine is a C-Deluxe model which includes a tachometer with running hour recorder, oil pressure and water temperature gauges, voltmeter, key engine start switch, engine stop button, green light for power on, red warning lights and audible alarm for low oil pressure, high water temperature, domestic and engine alternators not charging.



The additional switches are for the bilge pump, heating and navigation lights. As the original heating system no longer works the heating switch can be ignored. Navigation lights are no longer available. There is also an engine hours meter below the panel.

Starting the Engine

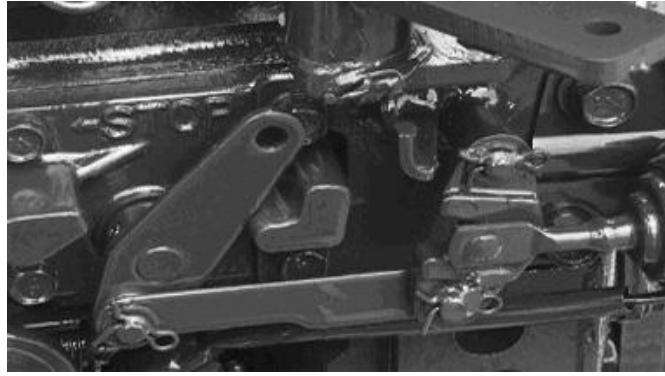
Take the engine out of gear, and set the speed control lever to 1/3 throttle.

- Turn the key clockwise to the 'RUN' position. At this stage the instrument panel should illuminate:
 - The red lamp for "low oil pressure" should illuminate.
 - The red lamp for 'high engine temperature' should not illuminate. This lamp will only ever illuminate if the engine is over-temperature.
 - The red lamp for 'no starter battery charge' should illuminate.
 - The red lamp for 'no domestic battery charge' should illuminate.
 - The green lamp for power on should illuminate.
 - A buzzer should sound. (This signals in adequate charge of the leisure batteries)
- Turn the key anti-clockwise to the 'HEAT' position and hold for 5/6 seconds. Do not leave the key in the 'HEAT' position for more than 6 seconds - this will damage the heater plugs and eventually lead to poor starting.
- Turn clockwise to the 'START' position and the engine will turn, hold in position until the engine fires. Release the key (when the engine has started) to the 'RUN' position. Do not run the starter for more than 20 seconds. If the engine has not started after 20 seconds then disengage the starter, leave for 30 seconds then repeat. If the engine does not start after three attempts, then allow 5 minutes for the starter to cool down before repeating.
- All red warning lamps should extinguish and the buzzer should stop sounding. The oil pressure lamp may take a few seconds to switch off and the 'charge fail' lamp may remain on until engine rpm is increased to approximately 1,000rpm if the engine was started on tick over.
- The green lamp for 'panel power on' should remain on.
- Normal cruising speed should be around 1200 rpm.

Stopping the Engine

The engine is fitted with a stop solenoid. To stop the engine simply press the stop push button, hold in until the engine stops, and then turn the key from 'RUN' to the 'OFF' position. Do not turn the key to the off position when the engine is running, this will stop the alternator from charging the battery.

Do not depress the stop button for more than ten seconds as this will lead to overheating and failure of the solenoid. The engine is also equipped with a mechanical stop lever in the event of electrical system failure.

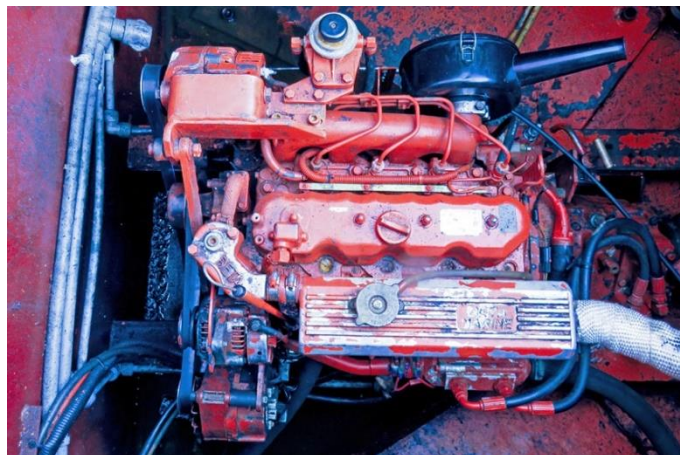


This lever is located on the starboard side of the engine below the speed control lever.

Electrical Systems

The engine is fitted with twin alternators that work independently.

- The 1st alternator is mounted port side and supplies power to the starter battery and control panel (bottom left in the picture below)
- The 2nd alternator mounted above the engine on the starboard side supplies power to the domestic battery system; top left in the picture. The domestic system provides power for the lights and horn.



The boat is fitted with an inverter that provides 240v up to approximately 1.5kw.

The inverter is mounted on the sidewall in the crew cabin below the 12v breakers. There is a three-position rocker switch, up for on, down for shore power and in the middle for off. At the side of the switch are three led lights, green will light if everything is ok and red if there has been a fault.

This inverter is powered by the leisure circuit batteries and if left on without the engine running will quickly flatten them.

If the inverter is overloaded or the batteries are low it will show red here. To reset turn off the switch and leave it for a few seconds then turn it on again. If the green light will not come on check the batteries are fully charged.



Shore Power connection - There is a set of breakers in the cupboard at the side of the seat for the 240v supply. This white unit is near the floor. If the supply has not been restored these breakers should be checked and reset if necessary. WHEN USING SHORE POWER THE INVERTER MUST BE SET TO "SHORE" (Down) or left switched off.

There is a set of battery master switches under the floor by the engine hatch.

These switches should be turned off at the end of a trip.



Water System

The freshwater supply is held in an 850-litre tank under the foredeck. The filler point is on the foredeck to the left of the front gate. Capacity can be monitored by using the gauge which is mounted above the main front window to the right of the port door. Water is supplied to the taps and the toilet by an electric pump.

The gauge shows 1 when the tank is full. Valid readings are not possible when the tank is being filled or when water is being drawn or if the breaker for the pump is turned off. Under normal circumstances around one fifth of the water is used per day which equates to 170 litres.

Refill at CRT water points or at Snaygill.



Heating System

The heater is a Vevor 8kw Hot Air Heater which operates by using diesel as fuel. The heater takes around 30 minutes to heat the cabin. Once the trip is over the heater should be shut down as soon as the passengers leave the boat. Once turned off the heater has a shutdown process which can take over 15 minutes while it cools down. This shutdown needs to happen before the power is turned off.

To turn the heater on

Press and hold the power button for 3 seconds, it can be seen to the right in the middle of the buttons. Once on the display should be as shown below. The up/down buttons can be used to raise or lower the fan speed and temperature.



To turn the heater off

Press and hold the power button until the display shows off. At this stage, the unit has entered its shutdown process. The blue fan symbol in the bottom right will continue to rotate until the heater has cooled down. It requires to be connected to power until this occurs. If power is removed before the cool-down has been completed there is a good chance the heater will be damaged.



Gas Supply

Propane gas is supplied from one of two gas bottles held in a compartment at the front of the boat. The bottle in use is marked by a small wooden tag. Gas should always be turned off when the boat is not in use. As the boat is non-residential there is no gas detector. There is a valve on the bulkhead which switches the supply between bottles as well as acting as an isolator.

There is an isolator valve near the floor next to the cabinet at the side of the sink. The igniter for the rings requires power from the domestic battery system. There is a breaker in the crew cabin to isolate this.



Diesel Supply

Diesel is held in a 340-litre tank at the rear of the boat. The filler cap can be found on the port side of the boat behind the throttle controls. Capacity can be checked by dipping the tank with the stick beneath the filler cap. A full tank can run the boat for over 2 months.

The diesel isolator valves can be found in the engine compartment on the starboard side and their location is marked on the deck. There are two valves, turn both off if the need arises.

View of the Prop and Rudder



The Underside as seen from the Bow



APPENDIX 19 APPROVED PROCEDURES WHEN CREWING ENDEAVOUR v2026.1

Issue	Recommendation	Acceptable alternative(s)
Wearing of Lifejackets (properly)	Risk of falling into water unconscious is mitigated by wearing automatic Lifejackets, therefore compulsory for crew to wear lifejackets (properly) when on the boat, mooring or operating bridges/locks etc. (CRT page 45 – it always safer to wear a lifejacket. You could be knocked unconscious).	None. All Skippers and Crew to wear lifejackets including crotch straps on all trips from the start of 2025, both on the boat and when carrying out crew duties ashore. They may only be removed if inside the cabin or if the boat is moored front and back for a passenger lunch break or at Snaygill.
Helming – use of tiller extension	All trainee helms and trainee skippers required to use tiller extension when mooring/passing bridges/locking to minimise the risk of accidents	Approved Helms and Qualified Skippers can choose whether to use the tiller extension or helm from the centre of the boat
Setting off from mooring	Ropes only to be released when Helm gives sign. Where assistance is required to regain the centre of the channel, Helm may request a reverse spring	OR Helm may request stern crew member to walk along towpath to push bow firmly out and return to boat via stern OR may ask crew to push out at bow and step onto bow using hand rails and maintaining three points of contact.
Mooring/centre line	Helms to approach slowly and stop boat with engine at the mooring Single friction turn around bollard to assist boat to finally stop if necessary, hand held at safe distance, Then, if required, double turn around bollard to lock, again hand held under tension “Lassoing” bollards and using hand held friction turn/locking saves stepping off - safer in wet/icy conditions	OR with rope trapped loosely beneath foot at a safe distance from bollard with rope fed up to hand. OR a double turn around a bollard can be locked by trapping the rope beneath foot at a safe distance from bollard with rope fed up to hand.

Stepping off the bow (mooring at Hospital/MH/Snaygill)	<p>Priority is crew safety. Therefore minimize what the crew member is holding when outside railing Bow line to be thrown to shore by crew member before stepping off Crew steps off holding only the mooring strop.</p>	<p>OR bow line passed/thrown to crew member after stepping off by another crew member. OR mooring strop passed to crew member after stepping off by another crew member. Experienced crew who can hold the bow mooring rope in one hand and maintain 3 points of contact when stepping off the boat may do so entirely at their own risk.</p>
Locks	<p>Communication is vital but difficult. One crew member allocated to communication link between helm and locking crew if no line of sight</p> <p>Centre line not required to steady the boat – bowman to use boat hook to keep boat in middle of lock</p> <p>MOB in lock – Helm switches engine off, locking crew close all paddles, boat crew deploys both life rings and boat hooks to be deployed front and back to protect MOB from being crushed</p> <p>MOB recovered to stern via boarding ladder in most cases</p>	<p>Centre line may be used at Skippers discretion going uphill only</p> <p>OR MOB recovered via lock ladder OR as a last resort by filling or emptying the chamber (RYA page 60, CRT page 21)</p>
Man Overboard on open canal (MOB)	<p>Slow boat under control (neutral past MOB) and moor up on towpath asap Use throwlines and ladder to recover MOB to Towpath (preferred rescue option) (CRT page 44)</p>	<p>Other options may be required in different circumstances, but reversing to a MOB is to be avoided if possible (risk of MOB being sucked under boat and/or into the propellor)</p>

Ropework	<p>Default knot Round Turn and two half hitches, often done on a bight.</p> <p>T-stud knot is Locking Hitch – Round Turn with figure 8 over the top with the last turn as a locking hitch (CRT Page 15).</p> <p>Crew to keep fingers well away from rope eyes and bollards and not to wrap ropes around wrists etc</p>	OR Canalman's hitch
Windy/roping through bridges	<p>Always rope through bridges when Skipper requests - moored boats close to bridge may require rope man to step off before moored boats and have bow line thrown to him by bowman just before bridge</p>	
Crewing	<p>Bridges to be opened by single crew member unless agreed by Skipper (crew deciding to open bridges in pairs has left the boat short of crew (e.g. when roping through bridges)</p>	
Mooring strop use	<p>Skippers to instruct crew not to hold the strop with their fingers through the eye of the strop. They should either hold just the edges of the eye, or the standing part, to avoid the possibility of fingers being trapped between strop and bollard.</p>	
Fenders	<p>Fender rope not to be wrapped around hand to enable it to be released if fender becomes trapped. Crew to ready to deploy fender between boat and swing bridges when necessary.</p> <p>Fenders only to be used when instructed by Helm/Skipper (e.g. as necessary when winding at the basin, or only when asked when passing through the narrows) etc.</p>	

Winding – stopping boat	Trainee Helms and Skippers to be initially taught to completely stop the boat mid channel with bow exactly opposite the winding hole. Full rudder and low throttle setting will achieve accurate position of bow against winding hole in low wind conditions.	In windier conditions with passengers on board, Skipper to take over and use a very slow continuous turn into the winding hole to lessen the impact of the wind and achieve a better winding.
Tiller – standing in front	All Helms and Skippers to stand forward of the tiller arc to minimize the risk of being struck should the rudder move violently due to underwater impact.	
Fire and Medical Emergencies etc	Alert crew, helm and Skipper. Helm to immediately move boat to towpath. Bowman to switch off gas. Skipper to assess the situation and probably instruct crew to deal with the emergency, prepare mooring pins and hammers, start moving passengers to front deck and lower the ramp to start evacuation asap.	Circumstances can vary and helms need to be able to take charge if necessary.

Appendix 20 Volunteers' Code of Conduct v2026.1



1. Champion the vision, mission and values of SOE and be our representatives in the local community and on social media, letting people know about our work and services. When on board, to be an ambassador of the charity taking care not to offend other canal users (however much they are in the wrong!)
2. Follow the expectations outlined in the Operating Instructions, and especially to accept the instruction of the duty skipper.
3. Complete induction and training sessions for new crew and attend refresher training annually. Adhere to relevant policies and procedures, aiming to make good progress with our in-house crew training within one season, and to complete it within two seasons.
4. Being aware of your own health and safety and of that of others, reporting any accidents, hazards or incidents including any safeguarding observations and concerns.
5. Maintaining the confidentiality of the organisation and of its service users, staff and volunteers.
6. Not to make complaints to the Canal & River Trust or any other organisation in relation to matters occurring on trips or Endeavour or in the name of the charity – rather to report issues to the trustees who will make a decision collectively.
7. Giving the best of your skills and abilities and being accountable for your actions and accepting constructive feedback, at all times.
8. Positive collaboration with volunteers and creating a welcoming environment for our customers.
9. Taking care of your well-being – in part by not overworking as a volunteer. Always remember you can do as little or as much work as you feel able to do.
10. Inform the Volunteer Coordinator if you have any medical conditions, support needs or allergies that you think would be beneficial for us to know. We will make any reasonable adjustments which you may need to fulfil your role. You should also inform the Skipper of the Day if you have any medical condition that could affect your ability to carry normal crew duties.
11. If required, providing referees who may be contacted, and agree to a DBS check being carried out if considered necessary.
12. Not to volunteer whilst under the influence of alcohol or drugs, (other than prescription or over the counter medication, as directed).
13. Crew must avoid taking photos showing the faces of passengers. (See Operating Instructions 4.7)
14. Acknowledge that we have a zero tolerance of abuse in any form.

Appendix 21 - Mill House Mooring Notes v2025.2

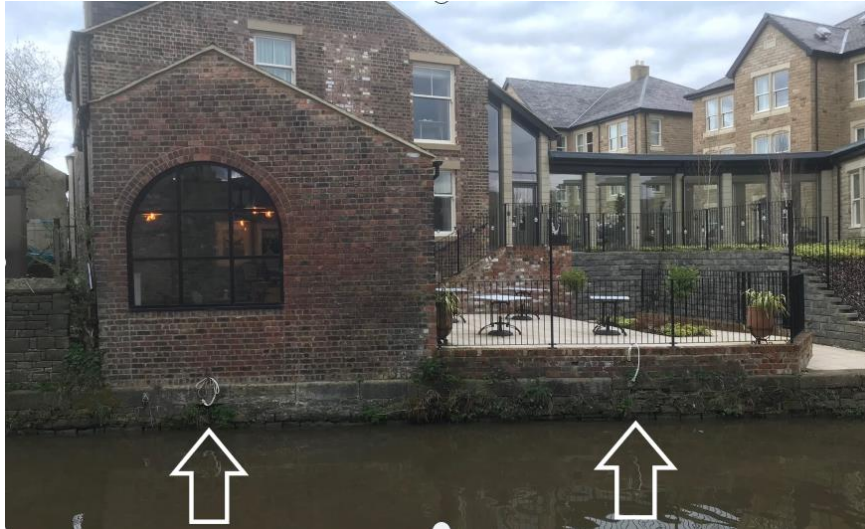
This mooring is complex with several hazards. To the south of the jetty, we are faced with a fence and a brick wall. To the north a narrow and (when wet) slippery path within which three mooring pins are trip hazards. The jetty is not very wide, meaning that precision is needed when mooring the boat. The ramp is at the wrong height and requires the small ramp and pins (kept in the tool box lid) to create a smooth ramp for wheelchairs and strollers.

From Snaygill:

A bow crew disembarks from the front of the boat ready to receive centre line thrown by rear crew member, which is passed through Pin 1 and kept slack as a precaution against adverse wind. A second bow crew picks up mooring strop B (hanging on the fence) and passes the bow line through the loop and back to the boat, to be held at full length – as slack as possible. This is to enable the stern to be moved close to the bank to enable a stern crew member to disembark with the stern mooring rope. The boat is then manoeuvred forwards and back to align the ramp with the jetty. When this has been achieved the stern is made secure using the stern line through Mooring Ring 3 and sideways by using the port stern line across the boat as tight as possible to Pin 2. The bow is then pushed out far enough to drop the wooden square into place and then pulled in as tight as possible to the bank using the bow line and strop B. The ramp can then be lowered, but must be guarded to avoid anyone falling off.

From Skipton:

A bow crew disembarks from the front of the boat taking the front mooring line with them to pick up pin 1 keeping the bow line at full length – as slack as possible. This is to enable the stern to be moved close to the bank to enable a stern crew member to pick up mooring strop A at full length and pass the stern mooring rope through it temporarily. The boat is then manoeuvred forwards and back to align the ramp with the jetty. The mooring strop A and the boat railing upright close to the gear lever will be very close together and the stern should be made secure by removing the mooring rope from the strop loop and using the strop itself to tie the boat very tightly to the shore using strop A and the boat railing upright close to the gear lever. The bow is then pushed out far enough to drop the wooden square into place and then pulled as tight as possible to the bank using the bow line and Pin 1. The ramp can then be lowered, but must be guarded to avoid anyone falling off.



Strop "A"
For stern from Skipton

Strop "B"
for bow from Snaygill



Pin "1" (with loop)
for bow from Skipton

Pin 2 (with shackle)
for stern from Snaygill
(port stern line)

Mooring ring 3
For stern from Snaygill
(starboard stern line)

Approach from Skipton



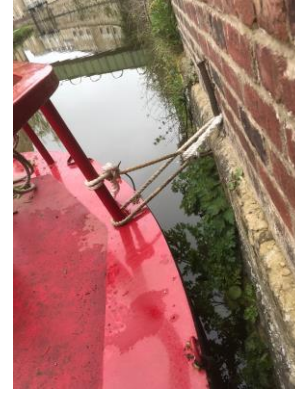
Approach from Snaygill



From Skipton bow mooring



From Skipton stern mooring



From Snaygill bow mooring



From Snaygill stern mooring



Ramp Alignment



Ramp in use with second small ramp



Square storage



