

HNA Safety Briefing Notes

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

Welcome

Welcome the Group and explain who you are and your role on the trip. Explain that safety is your prime responsibility. To ensure that the trip is safe and fun a few rules are necessary but these should not stop any fun on the trip just keep everyone safe.

- There should be no running inside the boat and the gangways should be kept clear of shoes, sleeping bags clothes etc.
- The gunwales should not be used for getting from front to back of boat except on the Skippers say so.
- Standing on the gunwales is unnecessary and dangerous especially when going into a lock.
- Standing on the roof or moving from boat to boat when the boat is in a lock is highly dangerous: if you should fall in there may be nowhere for you to surface and currents in a lock are very strong.
- To get from front to back of the boat, it is safest to walk through the boat. If allowed by the skipper it is possible to walk along the roof.
- Do not hang over the side keep arms, legs, etc inside the profile of the boat as we will be going through bridge holes, locks and passing other boats.
- If allowed on the roof face forward and keep an eye out for bridges and if told duck or get down lay flat immediately don't look around so see why.
- Make sure that you only put what you have eaten down toilets as they are pumped out when the trip ends and anything else will block the pump-out system.
- When boat is stopping or approaching a lock or bank never jump off boat until it has stopped then check with Skipper to see if it is safe to step off.
- If given or thrown a rope only pull it when told to do so by the Skipper. Otherwise just hold it.
- Tie up the boat only when told to do so, and keep your fingers away from the bollard as they can get jammed in the rope.
- If a fire should break out Shout **FIRE** and then go to either end of boat; if possible go to the front of the boat. The Skipper will direct the boat towards the bank.
- Never rock the boat unless required to do so by Skipper as things may spill or fall off the cooker.

On arrival at the first lock

Get everybody including other leaders off the boat, and walk to the lock. Explain that all passengers and crew are responsible for everyone else's safety and everyone should keep eyes peeled for danger, such as safety catches not on, or for people running.

For experienced groups

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

For inexperienced groups

- Explain the workings of a lock and NEVER to remove hands from windlass when it is on the winding gear. Show the workings of safety catches.
- There are many trip hazards around the lock so walk and keep eyes peeled.
- Check that gates are closed and paddles down at other end of lock before opening paddles.
- Always remove windlass from paddle gear when finished.

Man Overboard Drill

If anyone should fall overboard or into a lock shout very loudly **MAN OVERBOARD** and keep looking and pointing at the person that fell in. If they can't be seen look at where they fell in. Make sure the Skipper knows what has happened and obey Skippers commands. He will make sure the boat propeller stops turning, will take command and arrange rescue.

- Do not grab or pull person out of water as this may injure them.
- If you should fall into the canal swim away from the boat or walk to the bank.
- If someone falls into a lock drop all paddles straight away and try to see where person is in the lock they may not be able to surface and could be trapped under the boat. Alert the Skipper and obey instructions.