

# Ouse on Board – Operating Procedure

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**This policy sets out the standard operating policy of Ouse On Board when carrying out RYA level training. This policy can be adopted for other training such as Scout/Guide etc and be used as a guide. This document is laid out in such a way that pages can be taken from it for individual purposes such as emergency action plans and location plans.**

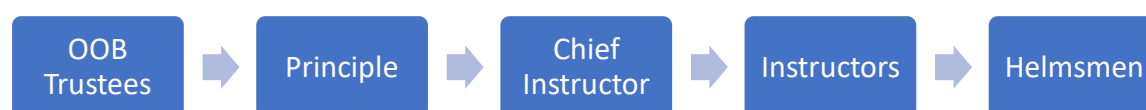
Ouse On Board operate a narrowboat on the River Great Ouse and River Cam in East Anglia for charitable purposes providing waterways experiences for community groups and youth groups. Part of the usage requirement is to have a competent skipper in charge and being able to provide training to those taking on the role of skipper ensures competency to a high standard at a National Governing Body level. Alongside boat hire, the RYA training and the income it can provide will help support the charity with funds being put back into the running of the boat and the opportunities we can offer.

The role of these operational procedures is to ensure that:

- All activities are delivered and carried out safely in an enjoyable environment
- All activities are carried out to a consistent and high quality
- All instructors are familiar with this operating procedure and the Instructor Induction Policy to maintain a high and monitored standard.

The Centre Principle holds copies of all instructors qualification certificates.

## **Ouse On Board structure**



**OOB Trustees:** These are the charity trustees who are responsible for the running of the charity, its finances and the upkeep of the boat (including licenses, moorings etc) and overall safety.

**Principle:** The Principle is in charge of the training side of OOB and responsible to the RYA in ensuring that all courses are led by appropriately qualified staff as well as course safety.

**Chief Instructor:** The Chief Instructor is responsible for on-the-water management during training and manages instructors, the programme and standards.

**Instructors:** These are the people who deliver the courses in line with the syllabus in a safe environment. They report to the Chief Instructor.

**Helmsmen:** These are people who have reached a level of experience which meets the RYA's standards and therefore a qualification. They are seen as competent and can skipper a vessel safely and confidently.

OOB are able to carry out both RYA Helmsman Training on board our vessel and Diesel Engine Training in the workshop.

## **Helmsman Training**

### **Day to day procedures of instructors:**

#### Planning:

- Check weather forecast and make suitable plans
- Ensure principle is aware of plans

#### Beginning of the day:

- Ensure Chief Instructor aware of event
- Check boat and equipment is ready for the course
- Ensure all relevant information is on hand from course participants (medical etc)
- Check any river restrictions and limitations

#### Group Brief:

- Introduction to students
- Safety brief and associated risks on board
- Go through course plan, expectations and possible outcomes. Be clear this is not a definite qualification.
- Ensure group know what to do in the event of an emergency and explain location of Instructors medical details

#### Activity:

- Keep to the course plan and ensure syllabus is covered
- Ensure students are safe and mitigate risks during the course
- Encourage teamwork where necessary
- Be aware of boredom and temperature (people getting cold and hot)
- Use a mix of teaching aids (visual, practical, explanatory)
- Make sure everyone understands ("yes" isn't the right answer!)
- Constantly evaluate progress and give feedback

#### Debrief:

- Emphasise what the student has achieved and come up with an action plan if they did not achieve.
- Offer individual feedback if required
- Answer any questions and ask to complete feedback survey
- Take digital photograph and explain certificates will follow once registered.

#### End of the Day:

- Make sure the boat is cleaned to the required standard and equipment is put away
- Report any damage or faulty equipment to Chief Instructor
- Send feedback survey to participants if not already carried out

#### Finally:

- Debrief with Chief Instructor of how course went and any issues, accidents etc.
- Complete certificates, register and post to candidates.

## **Staffing**

All activities will be carried out to the set Student/Instructor ratio. Student numbers are the maximum as set out by the RYA for the course.

- Inland Waterways Helmsman Certificate 3:1
- Inland Waterways Crew Course 4:1

- Combined Inland Waterways Helmsman and Crew Course 4:1 with max 2 students on Helmsman Certificate.

Instructors must hold a valid qualification to teach the course and have an in date RYA recognised first aid certificate.

## **Diesel Engine Course**

### **Day to day procedures of instructors:**

#### Planning:

- Ensure all kit is ready for the course
- Ensure principle is aware of plans

#### Beginning of the day:

- Ensure Chief Instructor aware of event
- Set up workshop ready for the course
- Ensure all relevant information is on hand from course participants (medical etc)

#### Group Brief:

- Introduction to students
- Safety brief and associated risks in workshop
- Go through course plan, expectations and possible outcomes. Be clear this is not a definite qualification.
- Ensure group know what to do in the event of an emergency and explain location of Instructors medical details, fire assembly etc.

#### Activity:

- Keep to the course plan and ensure syllabus is covered
- Ensure students are safe and mitigate risks during the course
- Encourage teamwork where necessary
- Be aware of boredom and temperature (people getting cold and hot in workshop)
- Use a mix of teaching aids (visual, practical, explanatory)
- Make sure everyone understands ("yes" isn't the right answer!)
- Constantly evaluate progress and give feedback

#### Debrief:

- Emphasise what the student has achieved and come up with an action plan if they did not achieve.
- Offer individual feedback if required
- Answer any questions and ask to complete feedback survey
- Present certificates (RYA and OOB) and ask for feedback.

#### End of the Day:

- Make sure the workshop is cleaned to the required standard and equipment is put away
- Report any damage or faulty equipment to Chief Instructor
- Send feedback survey to participants if not already carried out

#### Finally:

- Debrief with Chief Instructor of how course went and any issues, accidents etc.
- Register certificates.

## **Safeguarding**

All instructors will read and comply with OOB Safeguarding policy. All instructors will hold a valid DBS certificate which can be checked by OOB Principle prior to any instructing. OOB withhold the right to ask for references prior to any instructing.

## **Students**

All instructors will be given the necessary information about students prior to the course start date. Students will fill in a booking form prior to the course commencing which will include contact details, next of kin, medical information and previous experience. For those under 18 the parent/carer will fill out the form. Joining instructions will be sent out prior to the course, this will include directions, clothing information and information about the course. Booking forms will be disposed of after the course has been completed.

## **Handbooks**

All students will receive a copy of the RYA Inland Waterways Helmsman handbook at the start of the course for them to refer to as needed or a copy of the Diesel Work book

## **Certificates**

Students will receive a certificate upon satisfactorily completion of the course. A certificate will not be presented if the content of the course is not met by the student. In the case of the student not meeting the standard, this will be explained to them and they will be given options of what to do next. Certificates issued will be recorded by OOB and a record kept.

## **Feedback**

All students will be given the opportunity to provide feedback about the course. This will be sent via an online survey. This will be explained to students at the end of the course.

## **Safety**

All instructors will read and understand the Safety Policy and Risk Assessment and sign to say they have done each year. Overall safety of RYA training activities at OOB lies with the Principle, their say is final.

Instructors have a responsibility to ensure the course is run in a safe manner and to inform any students of activities that may involve any element of risk.

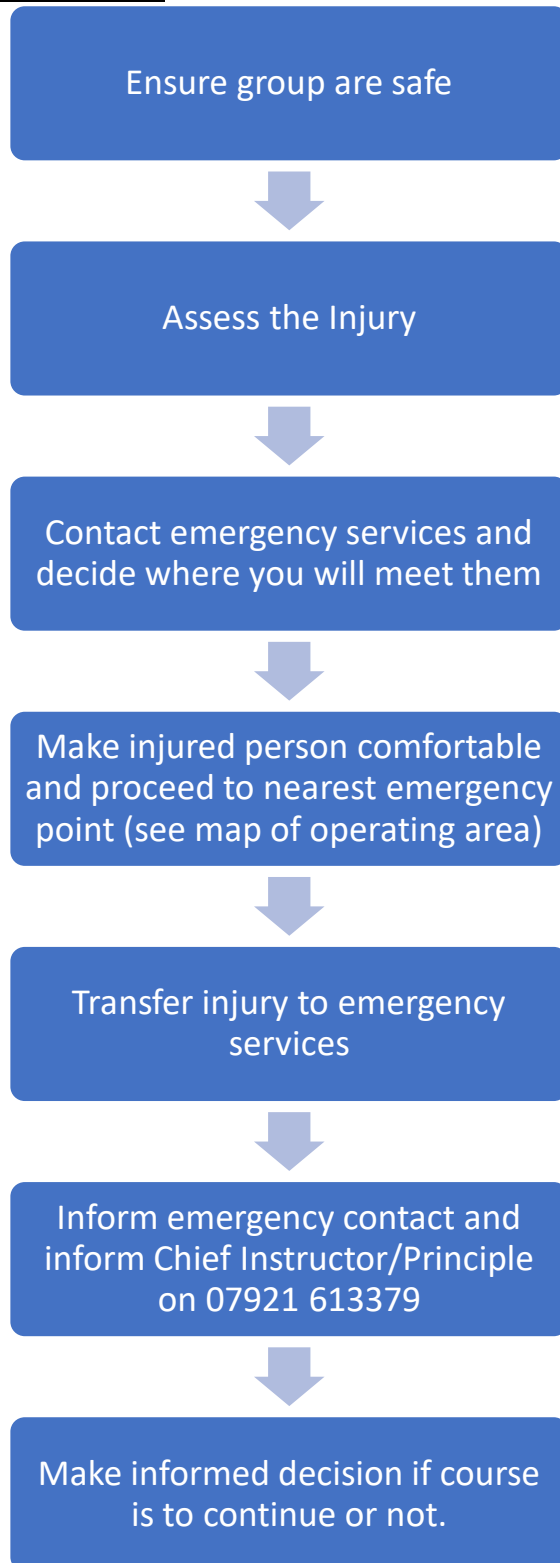
A first aid kit is located on board the vessel in the galley area and in the work shop. Upon its usage it must be replenished as soon as possible.

All personal accidents must be recorded in the accident book and reported to the Chief Instructor. Any near misses should be recorded and reported to the Chief Instructor, a log will be kept and procedures changed if they are a regular occurrence.

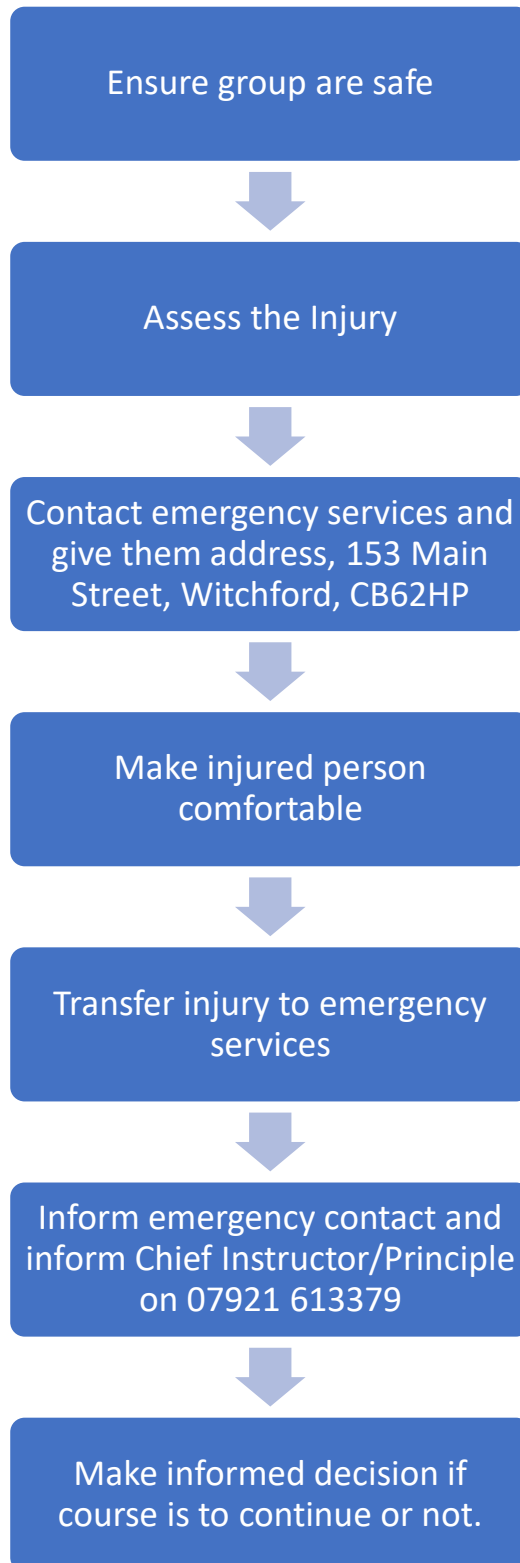
All major accidents must be reported to the RYA.

Any boating accidents must be reported to the Trustees who will contact the insurance company if needed. A full log of what happened should be made at the earliest opportunity.

**Emergency Procedures (on the river):**



**Emergency Procedures (in the workshop):**



## Normal Training Area - Upware



**Red – Mooring Location of OOB – 52.305132, 0.255326 ///requiring.humans.unlucky**

**Yellow – Access points local to initial training area**

1. Five Miles from anywhere Pub frontage – 52.307808, 0.251550 CB75ZR  
///explain.domain.zoos
2. Five Miles from anywhere Pub additional moorings – 52.306863, 0.252065  
///informs.reshaping.falters
3. Down stream lock landing stage – 52.305770, 0.253166 ///narrow.uproot.sapping
4. Upstream lock landing stage – 52.305596, 0.254067 ///bibs.phones.cabbies

**Green – Lock – 52.305630, 0.253495 ///bungalows.irritated.horseshoe**

**Purple – Car Parking – 52.306549, 0.254096 ///rely.zebra.chaos**

Locations are using national grid references or What Three Words for the areas next to the river. It is up to the crew on board to keep a look out for the emergency services and direct accordingly (for example manning the gate to the car park).

Most training activities can be carried out in the vicinity of OOB's main mooring however to make the course more interesting and give more "real life" boating experience the instructor may decide to travel further afield. This could be up stream to Cambridge or down stream towards Popes corner. There may also be a requirement to venture up the lode to Wicken to give good training on narrow and shallow waters. The maps of these can be found in Annex A at the end of this document and are available onboard the craft for reference if required. Suitable access and egress points have been marked on them.

If teaching takes place outside the normal operating area then suitable emergency points must be made available to all onboard prior to setting off and the Chief Instructor must be made aware. Under normal instruction, the boat and its crew will be in the area shown on the maps in Annex A. There should be no reason to stray further than this as the area has every teaching aid available in it. In the event of an emergency then proceed to the nearest point of egress.

Journey times from the mooring to the following points are roughly as follows:

Ely – 2 Hours

Popes Corner – 40 Minutes

Bottisham Lock – 1 Hour 15 Minutes

The Bridge Inn – 2 Hours

Baits Bite Lock – 2 Hours 30 Minutes

The Plough Inn – 3 Hours 20 Minutes

Jesus Lock (Cambs town centre) – 4 Hours 30 Minutes

### **Diesel Engine Training**

Diesel Engine courses will take place at 153 Main Street, Witchford, Ely, Cambridgeshire, CB62HP. This is due to it not being practical to carry out classroom based training with a diesel engine on board a narrow boat or at the boat mooring (there is no building). The workshop is a clean safe environment with access to kitchen facilities, toilets and warmth. The Workshop is not heated and so students will be advised of this upon booking and extreme winter months will be avoided. Adequate breaks must be given during colder or hotter weather.

All training will be carried out in a non smoking environment.

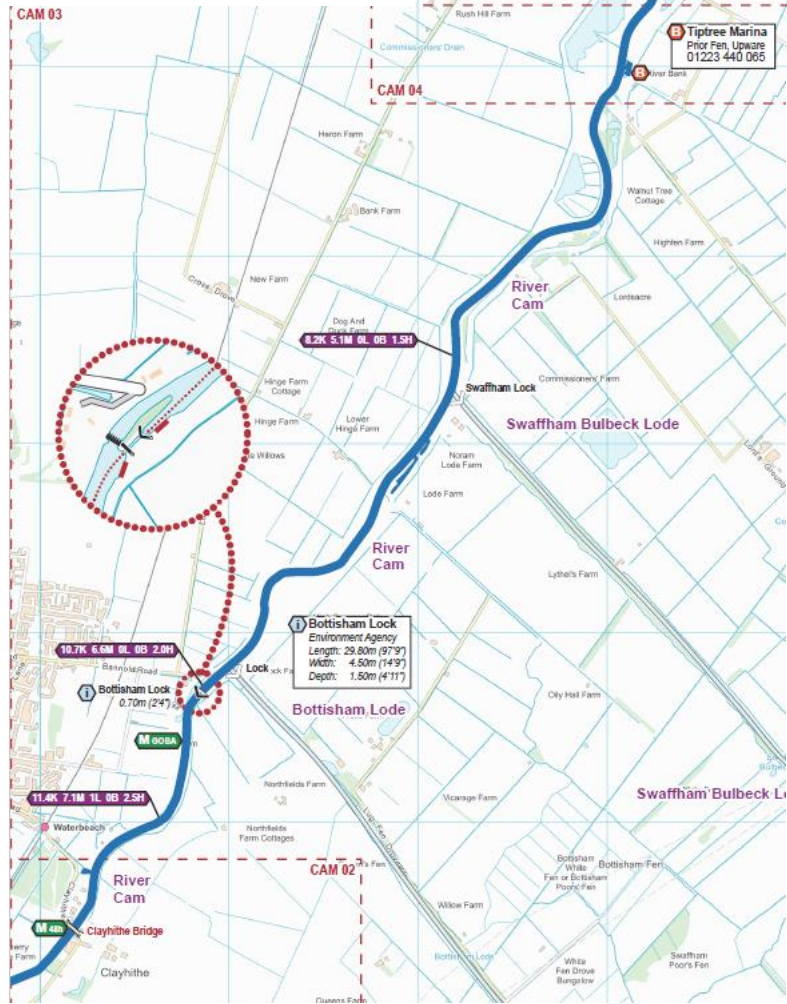
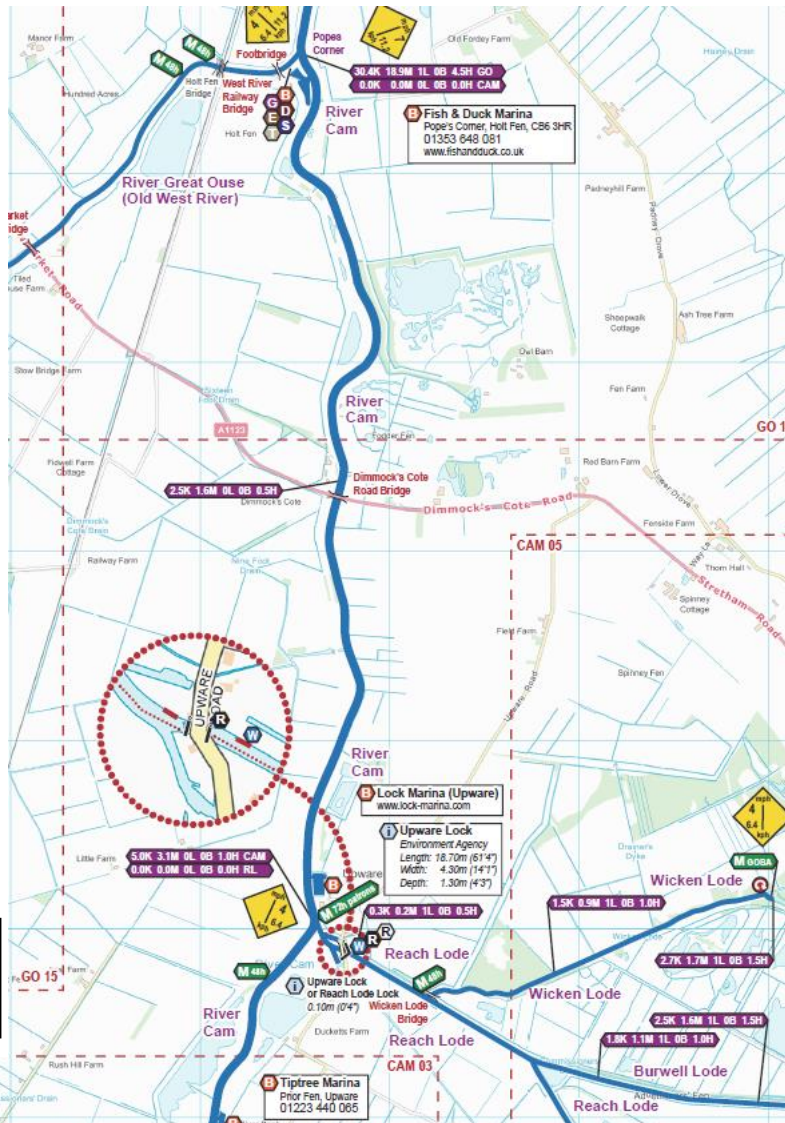


# Annex A

Fish and Duck Marina  
 ///outpost.merchant.whisk

Dimmock's Cote Road Bridge  
 on A1123 (Military Bridge)  
 ///fired.essential.appointed

Tiptree Marina  
 ///vibrate.help.pulps



Shrubs Marina (Lode Farm)  
 ///breathing.skinny.tenders

Bottisham Lock (access via Waterbeach)  
 ///assume.ironclad.share

Bridge Pub (Clayhithe)  
 ///birthing.castle.chose

Baits Bite Lock (Access Milton)  
 ///refreshed.dash.spreads

Plough Pub (Fen Ditton)  
 ///matter.flinches.cleans

