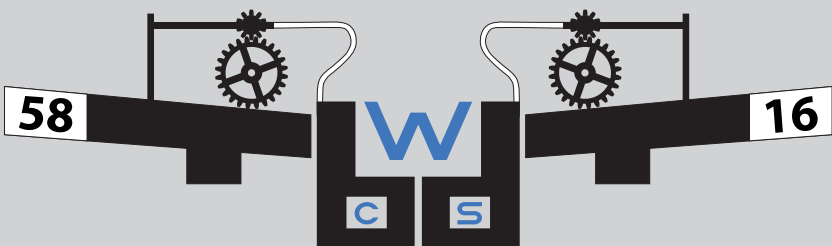


Narrowboat Cecilia User Guide



Worcester-Birmingham
& Droitwich
Canals Society

***Cecilia is owned by
The Worcester- Birmingham
& Droitwich Canals Society***

INDUCTION PROCEDURE

NAME OF SKIPPER AND/OR OTHER RESPONSIBLE PERSONS:

YOUR CANAL SOCIETY REPRESENTATIVE TODAY IS:

IMPORTANT

- A trip/holiday on the inland waterways is an adventure and therefore has RISKS which are minimised by following induction procedures and behaving in a responsible manner at ALL times.
 - The propeller is DANGEROUS and can cause serious injury.
 - The narrowboat Cecilia is large and heavy so take your time!
 - * Locks are DEEP and can be DANGEROUS, so you must take care!
 - We strongly advise that children and non-swimmers should wear buoyancy aids. Children must be closely supervised at all times.
 - Please be considerate to other boaters and canal users.
1. I confirm that I and all others in my party who will steer the boat, or assist in handling it, have been shown information on how the boat works. I/We have been instructed in the use of safety equipment, boat handling, use of locks etc.
 2. I have watched The Boaters' DVD. I confirm that I have discussed the contents of the DVD with my society representative.
 3. I undertake to ensure that persons under 18 handling the boat and any navigation machinery will be supervised by competent adults.
 4. I have read and understood the Terms and Conditions for users of Cecilia and I agree to abide by them during my trip.
 5. I take responsibility for the boat and for other members of my party, and undertake to follow advice and instructions given.
 6. I am satisfied that:
 - I know how to check that the boat is ready for use.
 - The inventory where supplied is complete.
 - The engine and internal services are working correctly.
 - I know how to check that there is sufficient diesel in the tank.
 - I know how to top up with water as and when needed.
 - I know how and when to grease the stern tube.
 7. I have agreed a route. I have access to navigation maps. I expect to return the boat on the agreed day.

Signature of Skipper/Crew Member: _____

Date: _____

Signature of Society Representative: _____

Date: _____

SAFETY TALK

Your safety on board Cecilia is the primary concern. Please follow all instructions relating to safety given by your skipper and crew. Read the 'Passenger Safety Checklist'.

A holiday or day trip on the canals is a very safe way of travelling, but there are RISKS.

BE AWARE

- Injuries to boaters are rare, but the most common ones are crush injuries.
- Please ensure, when cruising, passengers keep within the profile of the boat. Keep heads, arms and legs inboard, especially when near locks, bridges, tunnels and other narrowboats.
- When boarding or stepping off the boat please remember to hold the grab rail with one hand. If you are outside the cabin, front or rear, remember: 'One hand for the boat and one hand free'.
- Always stand well forward of the tiller.
- Person Overboard (POB): If someone falls overboard from Cecilia, or from another boat, alert the Skipper who will immediately stop the propeller. Put a lifebuoy in the water near to the POB. The lifebuoy will help to protect the person from crush injuries. Other people should not go into the water to help the POB.
- Most adults should be able to wade to the side and climb out because the canal is usually no more than four to five feet deep. A smaller person may need to be helped out. They can also be helped to climb out of the water and onto the boat using the ladder provided for this purpose.
- If the POB falls into a lock use the ropes to hold the boat to the side away from the POB. Close all lock gate paddles immediately.
- Water can be surprisingly cold, even in summer, and there is a risk of shock to the system. If any water is swallowed quickly seek medical advice.
- As soon as the person is out of the water get him/her out of wet clothing and into a warm shower, then put him/her into dry, warm clothing.

FIRE

- No smoking (or vaping) allowed on or around the boat at any time!
- In case of fire on board the first priority is to get everyone safely off the boat and onto the canal bank. Use one of the two exits at the rear and the front of the boat, moving away from the location of the fire.

- There are four fire extinguishers and a fire blanket on board. Boat users can attempt to extinguish the fire if it is safe to do so. If not, they should call the Fire Service.

We remind you that accidents on board canal boats are extremely rare. Most importantly, enjoy your time on our inland waterways. Have a great trip!

USER INSTRUCTIONS

The purpose of these instructions is to assist users to operate Cecilia with ease and safety, in particular those who have limited experience of boating.

Board the boat and gain entry at the front of the boat using the door key on the key fob. You will be told where the keys are kept.

Preparing the Boat for Passage

1. Make sure the front and rear ropes are in place and can be untied easily.
2. Unreel the centre line so that it can be used by the helmsman.
3. Move the two life belts into position, one above rear door and the other above front door.
4. Remove padlock from cap to diesel tank and check fuel level with dipstick. Wipe stick clean and replace cap and padlock. (Additional fuel can be obtained at ABC Marina, 80/20 mix using Cecilia account).
5. Open doors at rear of boat from the inside by releasing locking bars.
6. Switch to ON the red 'Domestic' and 'Engine' switches (battery isolation). Switch on the fridges if you need to use them. Ensure the water pump is on.
7. In the engine area:
 - a. Unscrew coolant cap (ONLY when engine is cold). Fully top up with water. Replace cap firmly.
 - b. Check oil level by pulling out dipstick. Wipe clean.
 - c. Turn greaser a quarter turn (if possible) to ensure prop shaft is greased.
8. Insert tiller bar and pin.
9. Check that handrails are clear of obstructions.
10. Check inventory and familiarise yourself with boat including fire extinguishers, fire blanket and first aid box.
11. Look in box just inside front door to check that there are mooring pins, mooring eyes, mooring stakes (anchor if going on river).
12. Read out safety briefing to all on board.

Starting Procedure

1. Ensure the engine 'stop pull lever' is fully down and the Morse lever is in neutral at 45° to aid starting.
2. Turn ignition to 1st position (HEAT). Lights come on and will dim. Count to 10 and then turn ignition key clockwise until engine starts.
3. Run engine for a few minutes to warm up.
4. While the engine is warming up make the following checks:
 - a. Check horn operation.
 - b. Check tunnel light is working.
 - c. Check gas bottles in the OPEN position.

During Passage

1. Raise fenders when safe to do so, particularly when entering locks.
2. Observe 'The Rules of the Waterways'.
3. Keep dead slow when passing moored boats and anglers.
4. Look out for unusual smoke or noise from engine. If any are observed stop at the next safe place and investigate. If you are unsure, moor the boat and call for assistance.
5. Decline any offers from other boaters to assist with manoeuvring the boat for you, no matter how apparently well intentioned.
6. Take every opportunity to top up with fresh water from recognised water points.

When Mooring

1. Lower the fenders to prevent Cecilia from banging and scraping against the side or another boat breasting up.
2. Ensure that a member of the crew holds the boat against the side with the centre line until the boat is secured.
3. If there are no mooring rings to tie up to then use the piling hooks if possible. Otherwise use the mallet to put a stake in the ground, front and rear, and always tie up as close as possible to any other moored craft.
4. Ropes should never cross the towpath.
5. Stop the engine by lifting the black engine pull stop. Push this fully down when the engine has stopped.
6. Switch off the ignition.
7. Switch on the bilge pump to remove water from engine area. Switch off when no more water is being pumped out.
8. Turn the greaser screw in the engine area clockwise until there is resistance and ensure that no water is leaking.

Completion of the Journey

1. Bring the two lifebelts inside the cab.
2. Remove the tiller and tiller pin and place in cabin area.
3. Please prop open the two fridge doors using wedges.
4. Leave top/hopper windows open in the boat for ventilation, particularly the bathroom windows.
5. Lock the rear doors with the locking bars from the inside.
6. Coil the centre line neatly on the roof.
7. Complete the final details in the boat logbook.
8. Leave the boat clean and tidy and remove any rubbish.
9. Ensure buoyancy jackets are left in the cupboard.
10. Turn the two battery isolation ('Domestic' and 'Engine') switches to OFF.
11. Lock the front doors.
12. Turn the gas bottles to CLOSED.
13. Replace the key fob where you picked it up on collecting the boat.
14. Report any issues or incidents with the boat to the canal society.

TERMS & CONDITIONS FOR ALL USERS

1. The party will collect the boat from the agreed pick up point and returned to the same place, unless agreed otherwise in advance. Wherever possible, a society member will meet the party to hand over the boat and to receive her back.
2. We request that at least one member of the party be a current member of the canal society. Please ask our society representative for details.
3. There needs to be a minimum of two persons on board able to operate the boat safely. A crew member must be able to take over (e.g. in the event of the Skipper falling ill).
4. The maximum number of passengers permitted in a party is 12. In addition, the number of crew members can be what is considered to be necessary to ensure the safety of boat and passengers.
5. There must be a person on the boat other than the helmsman/ crew who oversees the conduct of the party on board. It is advisable to have at least one mobile phone on board.
6. Users of the boat are reminded that any smoking materials should not be used in or near the craft.
7. First-time / inexperienced boaters will be offered practical tuition before departure. (The society is usually able to provide day trippers with a volunteer helmsman and crew if the party prefers).
8. The party will appoint a Skipper to assume overall responsibility for the safety of the party and the boat during the trip.

9. All children and non-swimmers on board should be provided with a buoyancy jacket. (When on a river ALL PERSONS must wear a buoyancy jacket.)

10. The Skipper, crew members and all others who may steer the boat or assist in its handling, will be shown information on how the boat works. Users will have been instructed in the use of safety equipment, boat handling, use of locks, River & Canal Rescue etc. They will confirm that they have viewed and understood the Boaters' DVD.

11. The Skipper and crew members will need to have demonstrated a level of competence and will sign a form confirming they have completed the 'Induction Procedure'.

12. Any person under 18 years of age using the boat or operating locks must, at all times, be under close supervision of a competent adult.

13. The Skipper will give a prepared safety briefing to the party before departure. (A script is provided).

14. The society insures the boat and its equipment. The insurance covers third party claims, including passengers.

15. In the event of an incident/accident or damage to Cecilia, the Skipper will report it to the canal society as soon as possible.

16. In the event of an incident/accident or damage to another boat or third party the Skipper will:

- a. obtain and record the name and registration numbers of other persons involved
- b. report it to the canal society.

17. The party undertakes to cover the cost of any other damage that could have been avoided with reasonable care.

18. On return, the Skipper will complete the 'log book' and ensure that the boat has been cleaned and litter removed in preparation for the next party.

19. Cecilia is a community project that relies substantially on fundraising activities by society volunteers. Our society welcomes voluntary donations from parties towards its upkeep. In addition tax payer contributions can be gift-aided.

20. If the trip involves taking Cecilia on a river (e.g. Severn, Avon, Salwarpe), the party must consult a WBDCS committee member in advance about special instructions that apply.

21. Party organisers are expected to conduct their own risk assessment.

Please note: The two toilets are not like mains toilets and are very susceptible to blocking. It is imperative that nothing other than toilet paper is put down them after use. Do not put anything like moist toilet tissues, wet wipes, empty toilet rolls or sanitary towels in them.

CECILIA INVENTORY

Fore Deck	
Step and Box step	Rubber mats
Stow Lid at Front of Boat	
2 Propane Gas Bottles	
Outside/Roof	
Mooring Lines (fore and aft - blue)	Centre Line (black)
Fenders	Bill Hook, Poles, Plank
2 Lifebuoys and 2 Lifelines	(kept inside when not in use)
Toolbox (In life jacket cupboard)	
	Mooring Stakes
Piling Hooks	Mallet
Anchor Chain	Windlasses
Spare Ropes	Hose Reel (under seat on left)
Kitchen (Galley)	
Cutlery drawer	Mugs, Plates, Tumblers
Pots and Pans, Kettle, Tea Pot	Blocks to hold fridge doors open
Safety Items (clearly visible)	
4 Fire Extinguishers	Fire Blanket
First Aid Kit	
Drawers	
Gas Hob/Oven Lighter	Cruising Log Book
Various Items	
Corner Cupboard	
Cleaning Utensils and Products	
Rear Cabin	
Buoyancy Jackets (varying sizes)	Short Ladder
Above Rear Cabin	
Tiller and Tiller Pin	Fuel Dipstick
Windlasses	Anti-Vandal Lock Key
Spanner for Weed Hatch	Various Items