

Lock site Assessment questionnaire

Candidates name Payroll No.....

Assessors Instructions :- ask the candidate 15 of the following questions and place a tick in the appropriate box to indicate whether the question s were correctly/incorrectly answered. Ensure the questions asked are relevant to the type of lock and operation encountered by the operative

1) why should you inspect all arrears around the lock ?

Answer yes ☐ no ☐

To ensure no rubbish or obstructions, which can impede the operation of the lock, check for damaged or broken pipes, rails ,cables, timbers etc. check for pollution

2) why should you inspect lock approaches ?

Answer yes ☐ no ☐

To ensure bollards, rings, edges, surfaces are safe and free from slipping and tripping hazards. Clear of rubbish and sharps

3) what arrangements are used here from the BW working alone procedure ?

Answer yes ☐ no ☐

Check the reply conforms to the procedures arranged with customer operations supervisor

4) what additional maintenance is done on a weekly/monthly basis and by whom ?

Answer yes ☐ no ☐

Oil, grease levels adjustments, emergency generator connection and run up, any works by the maintenance schedule, done by the M&E team or by the lock keeper if authorized

5) How do you communicate with craft and the other locks ?

Answer yes ☐ no ☐

VHF radio, hand held radio, mobile telephone, traffic lights, hand signals and voice

6) when do wear a life jacket ?

Answer yes ☐ no ☐

In any situation where you are working within two meters of the waters edge or it is required by the local safe system of work or method statement

7) how quickly can you open sluices in top gates and why ?

Answer yes ☐ no ☐

Slowly at first to prevent inundation and excessive movement of the craft, open sluices more when paddles are below the water and flow dose not cause excessive movement of the craft, fully when all possibility of excess movement is past

8) how quickly can you open the sluices on the bottom gates and why ?

Answer yes ☐ no ☐

Generally they can be opened fully but with regard to boats moored below the lock and the crews on the craft you are penning down

9) if there is an emergency in the lock what is the first thing you must do ?

Answer yes ☐ no ☐

Close all sluices

10) what are cill markers for ?

Answer yes ☐ no ☐

To mark the full length of the lock when penning down to prevent boats from getting hung up on the cill

11) what sluices do you open first when penning single craft up in the lock and why ?

Answer yes ☐ no ☐

Use the sluices that are on the same side of the lock as the moored boat this will help to keep the movement of the boat down to a minimum

12) why should boats never be left tied up and unattended in a lock ?

Answer yes ☐ no ☐

Risk of hanging up or drifting when the levels change

13) what should be guarded against when penning up in the lock ?

Answer yes ☐ no ☐

- Getting boats caught under obstructions in rising water
- Boats drifting with slack ropes
- Watch out for the crew (small children and pets are they under supervision)

14) what should be guarded against when penning down in the lock ?

Answer yes ☐ no ☐

- Hanging up on the cill
- Hanging up on mooring ropes
- Watch out for the crew (small children and pets are they under supervision)

15) what do you do if the public power supply fails ?

Answer

yes ☐ no ☐

- Check emergency generator is running
- If the generator is not running contact M&E

16) what should you do if any one has an accident / near miss on the lock site ?

Answer

yes ☐ no ☐

If necessary call the emergency services on 999

If necessary administer first aid

Report to your line manager at the first opportunity

Fill out an incident report form while all the details are still fresh in your mind

Make sure you get name and address of any witnesses to the incident

Offer a visitor incident form for them to fill in and return

17) how would you describe a near miss ?

Answer

yes ☐ no ☐

Any incident that does not cause injury but damage has been caused to work equipment or lost time

18) who can fill out an incident report ?

Answer

yes ☐ no ☐

Anyone

19) What do the traffic lights mean at the entrance to the lock

Answer

yes ☐ no ☐

Red means **STOP** Do not pass

Green means you may enter the lock

Red and Green together means get ready to proceed

Amber Means the lock is on user-operation

20) What PPE would you wear, when and why?

Answer

yes ☐ no ☐

Life jacket

High visibility jacket, if working on or near roads

Nitrile / vinyl gloves when carrying out maintenance of any sort

Overalls & gloves when doing maintenance of any sort

Ear defenders if working in machinery rooms or using maintenance machines

Face shields/goggles when using machines which give out dusts, detritus, grass cuttings

Safety boots at all times

Anything that is required by the risk assessment/method statement for the job