

CRT METHOD STATEMENT

This CRT Method Statement has been prepared for the following task.
No tasks other than those detailed should be carried out under this Method Statement.

Task: The safe operation of locks by CRT Volunteer Lock Keepers (at designated sites across SE Waterway)	Method No: 4
Location of Tasks on SE Waterway during 2015: Marsworth, Soulbury, Napton, Stoke Bruerne, Watford, Foxton, Hillmorton, Braunston, Long Buckby (and other sites when required)	
Summary / description of task: Volunteer Lock Keeping duties at approved CRT sites (Skilled task)	
Summary of Hazards: <ol style="list-style-type: none"> 1. Working on or near water, 2. Access and egress to site, 3. Falls from height into water, 4. Slips, trips and falls, 5. Use of windlass, 6. Lone working, 7. Manual handling, 8. Contact with animals, insects & plants, 9. Contact with water / risk of water-borne diseases, 10. Sharps (Needles / syringes), 11. Contact with hazardous substances. (Consult COSHH sheets applicable to any substances used and obtain CRT approval before task), 12. Boating accidents within or near locks. 	
Risk Assessments applicable: Refer to SE Waterway's in-date, site-specific Lock Keeping RA for each site	
Safe Method: LOCK OPERATION by Volunteer Lock Keepers (SE Waterway)	
PPE Required: Suitable sturdy footwear, work gloves (at individual's discretion) , life jacket, windlass	
<ol style="list-style-type: none"> 1. Mobile phone to be charged and signal checked, when possible. 2. In an emergency call the emergency services on 999 or 112. Also contact CRT if necessary. 3. Carryout Point of Work Risk Assessment before and during shift, as needed. 4. Avoid Lone Working whenever possible. Adhere to locally approved procedures if Lone Working is unavoidable. 5. Use all PPE and other equipment in accordance with training, and check before use. Wear life jacket during shift. 6. Open lock gates in accordance with training and CATs Assessment. 7. Close lock gates, checking paddles are shut before filling lock. 8. Secure boat(s) with rope, using bollards (if applicable). 9. Open sluices slowly to obtain correct level in lock pound, using correct size windlass. 10. Keep craft in correct position to avoid cills. (Refer to cill markers whenever possible). 11. Check repeatedly that boats will not become hung up on ropes, lock gates or stage boards whilst water levels change. 12. Monitor water and boats over a period of time until levels are stable in lock to allow boats to move. 13. Open gates fully, allowing boats to exit lock one at a time. 14. Operator should be trained in customer care and personal safety when dealing with members of the public. 15. Operators should remove themselves from any possible incident, then report it to CRT Team Leader. Use incident report cards when necessary. 16. Check for any faults on equipment and report these to CRT Team Leader. Tag and cover any equipment in a dangerous condition. 17. Do not undertake any tasks that have not been authorised by CRT. 18. Close paddles and gates once boats are clear. Leave lock empty with one bottom gate paddle raised, if signs tell you to do so. 19. Check top paddles are properly closed to prevent water wastage. 20. Report all accidents and near misses in accordance with CRT policy. 21. Refer to Risk Assessment, Volunteer Statement and / or guidance notes for clarification on protocols and Health & Safety issues. 22. Maintain responsibility for own safety at all times. 	
Competencies: <ol style="list-style-type: none"> 1. Mandatory CRT Health & Safety Foundation Training Course for Volunteer Lock Keepers (delivered regionally by KNW), 2. Relevant MSLS Videos for Volunteers, 3. Lock keeping CATS Assessment, 4. Adherence to local guidance notes / role description, 5. Familiarisation with CRT Volunteers' Handbook (to be available at welfare point). 	
Tools and Equipment: <p>Windlass, work gloves (if needed), life jacket (shared kit), CRT branded uniform for volunteers (specific to role).</p>	
Prerequisites: <p>All persons shall be wearing suitable footwear. Lifejackets to be worn, subject to CRT's lifejacket directive. CRT Risk Assessments and Method Statements are to be followed by all volunteers.</p>	
Reviewed by: Miriam Linforth (SE Volunteer Coordinator)	Date: 23/10/2015
Authorised by: Lee King (SE Maintenance Manager)	