



Canal & River Trust
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CANAL & RIVER TRUST

ON SITE TRAINING MANUAL

FOR

VOLUNTEER LOCK KEEPERS

NOTE FOR VOLUNTEER LOCK KEEPERS

This training booklet is meant to be used as a guide for volunteer lock keepers before your assessment to ensure you have covered everything necessary and are comfortable with all aspects of manning a lock.

It does not replace the Standard Operations Procedure and the training Seasonal Lock Keepers are expected to train volunteer lock keepers to this standard using their knowledge and experience when working through the training booklet.

It is assumed that you as a volunteer lock keeper will have already had a welcome meeting and full health and safety briefing at The Kiln and received the Maritime & Yacht Radio communication training.

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SECTION 1

SITE AWARENESS BRIEFING

A short meet & greet/awareness briefing will be conducted with the Seasonal Lock Keeper when you first arrive on site. It would be useful to walk round the site with the Seasonal Lock Keeper to help familiarise yourself with the layout and main features of the site and to ensure you are aware of the following and their locations:

The lock control cabin

Lock self-operation Pedestals

Toilet, Shower & Elsan facilities

Mess room facilities

Tool Store

Generator Room

Hydraulic Power Packs

Water Level markers

Water points

Lock site moorings, Visitor, Approach & Permanent

Location of life rings

Waste disposal area

Where life jacket is kept and when it is appropriate to use it.

Address, Post Code & Phone Number of site in case of emergency – also list of emergency contact numbers, this is on display in lock control cabin.

Where standards ops procedure is kept and read the contents.

On site forms folder

On-site Diary

First Aid Kit, Hand wipes, sanitizers, sun creams, Sharps container, disposable gloves, cleaning equipment including Blue Magic & Toilet sundries, Fuel & power pack oil, pendant, soak up mats & Spill Kit and how/when to use them.

SECTION 2

SETTING UP A LOCK SITE

When arriving on site at the start of the day it is essential that the site is set up correctly in order to ensure the efficient running of the site during the day.

You will need to be able to demonstrate the following knowledge/procedures and it is essential that you become familiar with them by being able to practice this until it becomes routine.

- 1) Unlock cabin
- 2) Put on life jacket
- 3) Turn the switch located on the main control panel from Local to Central re-directing the power from the self-operation pedestals to the controls in the lock control cabin
- 4) Turn power packs on if required – i.e. If you have boat traffic waiting. Power packs may be switched on in the morning and left on all day – however this is not best practice as they may overheat, so may be best to get into habit of switching off when not in use.
- 5) Turn main radio on – ensure volume is up, transmitting at 1kw and on Channel 74. You will need to know how to adjust radio settings – squelch, channel reading & wattage
- 6) Locate handheld radio and charger. When leaving the cabin the handheld radio should be turned on and kept with you at all times.
- 7) Locate mobile phone and ensure you are familiar with how to use it. Please ensure that the mobile phone is turned on and kept with you at all times whilst on duty. Contact the other lock keepers as per the lone working procedure located in the lock control cabin
- 8) You will need to fill in the on-site Diary with your details and those of any CRT staff or contractors visiting the site – this will be added too throughout the day with details of work completed, things to let the next lock keeper know of, any incidents and any site defects found (contact team leader, Rob Braithwaite regarding defects/incidents).
- 9) Set up paperwork for the day – boat traffic up and down sheets, water level reading sheets.
- 10) When leaving the cabin ensure the door is locked.

SECTION 3

SITE CHECKS

Site checks would normally be done at the start of the day, however if this is not possible due to dealing with boating traffic, they should be done at the first appropriate opportunity throughout the day. You will need to be familiar with the following site check routines, why they are important and what action to take if defects or issues are identified.

Lock Operation – ensure the lock is fully operational. Manual check.

Check Life Rings – making sure all life rings are present and there is a lashing rope attached to each of them. Visual and manual inspection.

Check Navigation light sequence – to ensure that all lights are functioning and all bulbs are ok. Visual inspection.

Check for any obstructions/debris etc. on the lock approaches and behind the gates. Visual inspection

Check lock gates for any defects - i.e. leaks on hydraulic pipes and couplings, sluices, railings are stable and spear rods are not bent or out of line. Visual and manual inspection.

Check ladders and sliders for any defects. Visual inspection

Look out for any trip or slip hazards, broken glass, needles or syringes (if found refer to Rob Braithwaite or John Shimwell immediately), litter etc., visual inspection

Check water levels – this needs to be done at the start, middle and end of the day and recorded on the appropriate log sheet. Visual inspection

Check Power Packs – at some time during the day. Please refer to the power pack training. Not to be done if no training has been delivered. Manual inspection.

Toilets – check for cleanliness loo rolls and soap. Toilets should be cleaned and supplies replenished as necessary. Visual inspection.

If defects are found that cannot be dealt with by the volunteer contact Rob Braitwaite in the first instance or John Shimwell if Rob not available. If working weekends contact the on call duty supervisor – number is on the mobile phone or on the on-site procedure notice on display in the cabin.

SECTION 4

LOCK OPERATING PROCEDURES

Ensure you are familiar with operating the lock and how to control the water flow using the paddles/sluices appropriately in relation to the position of boat traffic in the lock and whether lock is being raised or lowered.

Ensure you are familiar with correct roping up procedure – you may not be expected to do this – but will need to advise/assist boaters as necessary.

You need to be aware of the correct light sequence when boats are approaching and entering the lock and that lights must be changed to red prior to closing gates once all vessels are in lock. Also it is good practice to have a “last look” at the lock gates prior to closing/opening to ensure there is no-one attempting to cross the gates.

Be vigilant at all times when you have boats in the lock and throughout the penning procedures – hazards/accidents can arise at any time.

Know when and how to use the emergency stop button appropriately i.e.: if someone falls in, you need to be free to deal with this, therefore use the emergency stop. If boat is caught up on the risers you need control of the lock to adjust water levels accordingly to re-level the craft – so emergency stop button would not be used.

Know how to collect and record information from boaters.

Record information from other locks contacting you regarding boat traffic coming to your lock – name of craft, type of craft, time it left lock. Once craft have left your lock ensure you pass this information on to the relevant locks either side of you. Get to know the average time it takes a craft to travel between the locks either side.

In addition to the everyday paperwork ensure you are familiar with the following forms, where they are kept and when/how to use them:-

On site risk Assessments

Weekly inspection sheet

Hazard/Defect/Near Miss Form

Incident/Accident report form

End of month Boat figure totals

SECTION 5

CLOSE DOWN STATION (END OF DAY)

Ensure Tool Room & Mess room are tidy and doors are locked, toilet doors are closed.

Fill in on-site diary with day's events as appropriate.

Ensure all paperwork is completed – Water level sheets, boating numbers and totals.

Switch Main radio off, switch handheld radio off and put on charge.

Use mobile phone to sign out with lock keepers either side as per the lone working procedure.

Put mobile on charge in designated place.

Turn the switch located on the main control panel from Central to local re-directing the power from the controls in the lock control cabin to the self-operation pedestals

Ensure life jacket is in designated place

Close blinds if site has them, ensure lights are off and double check all doors are locked.

Test self-operation pedestal when leaving site to ensure it is working on local and the amber lights are on.

CHECKLIST FOR VOLUNTEER TRAINING

PLEASE TICK AND SIGN WHEN THE YOU HAVE COMPLETED THE RELEVANT SECTIONS. YOU SHOULD BRING THIS CHECKLIST AND YOUR HOUR RECORDING SHEETS TO YOUR ASSESSMENT

ITEM /PROCEDURE	TICK WHEN DONE	LOCK KEEPER SIGNATURE	VOLUNTEER SIGNATURE	NOTES	DATE
SECTION 1 SITE AWARENESS					
Confirm that Tour of site had been completed including all main buildings & equipment					
Where Site Address & emergency contacts are located					
Where all PPE/H&S & cleaning sundries are kept					
Where Standard Ops Procedure is kept					
SECTION 2 SETTING UP A STATION					
Confirm that volunteer knows location/appropriate use of life Jacket					
Knows how to switch from Amber (local) to Central					
Is familiar with Navigation light sequence and what they mean					
Knows where Power Pack controls are					
Knows how to switch on Main Radio & use volume, wattage & Channel Selectors					
Knows where Mobile Phone and charger are kept and how to use.					

ITEM/ PROCEDURE	TICK WHEN DONE	LOCK KEEPERS SIGNATURE	VOLUNTEER SIGNATURE	NOTES	DATE
Knows where Handheld Radio & Charger are kept					
Knows where on site diary is kept					
Knows where daily record sheets are kept					
Is familiar with CRT (on and off site procedure).					
SECTION 3 SITE CHECKS					
Has covered all site check routines & had opportunity to perform them in line with the weekly inspection sheet					
Knows where water level recording sheets are and how to complete.					
Knows where oil, funnel & jug for power packs are kept & how to top up power packs.					
Knows how to check life rings					
Knows where sharps kit is and is familiar with sharps/hazard procedures					
Knows where first Aid kit is kept					
Knows who to contact if can't resolve issues or defects.					
SECTION 4 LOCK OPERATION					
Is familiar with basic lock operation					
Understands safety implications of controlling water flow					

in relation to position of boats in the lock					
ITEM/ PROCEDURE	TICK WHEN DONE	LOCK KEEPERS SIGNATURE	VOLUNTEER SIGNATURE	NOTES	DATE
Is familiar with roping up procedures					
Knows where emergency stop button is and how/when to use it					
Knows how to collect, record & relay information from Boaters					
SECTION 5 CLOSING DOWN					
Knows how to switch from Central to Amber (local).					
Knows how to complete on-site diary and recording sheets.					
Knows designated places to leave equipment – life jacket, mobile phone etc.,					
Understands how to use CRT (on/off site procedure)					
Knows how to check pedestals					

APPENDIX 1
LIST OF USEFUL PHONE NUMBERS

WAYNE BALL	VOLUNTEER CO-ORDINATOR	0781 2784117
SCOTT MILLER	VOLUNTEER TEAM LEADER	0771 7802541
JOHN SHIMWELL	CUSTOMER OPERATIONS & LOCK KEEPING SUPERVISOR	0771 2010921
ROB BRAITHWAITE	CUSTOMER OPERATIONS & LOCK KEEPING TEAM LEADER	0780 3885569
LEN HARVEY	WATERWAY OPERATIVE	0776 8644343