



## ASSESSMENT QUESTIONNAIRE - LOCK KEEPING SAWLEY LOCKS 1 & 2

Candidates Name:

Payroll No.

**Assessors Instructions:** - ask the candidate **ALL** of the following questions and place a tick in the appropriate box to indicate whether the questions were correctly/incorrectly answered.  
Pass mark for the questionnaire is 90% = 20 correct answers

### 1) Why should you inspect all areas in and around a lock?

Answer:

To ensure no rubbish or obstructions, which can impede the operation of gates and sluices, check for obvious damage such as broken pipes, rails, cables, timbers, etc. Check for pollution.

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### 2) Why should you inspect craft waiting areas?

Answer:

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

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### 3) What arrangements are used here from the CRT working alone procedure?

Answer:

Telephone Holme Pierrepont Lock Keeper on the hour every hour throughout the period of duty and finally to notify end of duty and leaving site

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### 4) What is the purpose of the daily maintenance check?

Answer:

To ensure all the operator maintained areas are in good order and the lock works.

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### 5) What additional maintenance is done on a weekly/monthly basis and by whom?

Answer:

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

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### 6) How do you communicate with craft?

Answer:

Signalling bats (Green side shown- approach lock, Red side shown- wait) , Hand signals and voice

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### 7) When do you wear a life jacket?

Answer:

In any situation where there may be a possibility of falling into the water and as required by the local safe system of work or method statement

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### 8) What PPE would you wear, when and why?

Answer:

- Life jacket as Q9
- Durable non-slip footwear (boots or trainers)
- Anything that is required by the risk assessment/method statement for the job
- Waterproof jacket and trousers in wet weather
- Apply 'sun cream' and wear hat in hot weather

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### 9) What do you do if there is a public supplies power failure?

Answer:

- Telephone Customer Service Supervisor or Customer Service Team Leader or
- 030304 404040

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## 10) How can water be conserved?

Answer:

- Multi locking
- Each way locking
- use of side ponds, where applicable
- report & repair leakages

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## 11) How quickly can you open sluices in top gates and why?

Answer:

Sawley Locks consist of two lock chambers side by side: lock chamber 1 (nearest to the lock cottage is 83ft x 15ft) and lock chamber 2 (furthest from the lock cottage is 86ft x 16ft). Lock chamber 1 is fitted only with gate sluices whilst lock chamber 2 is fitted only with ground sluices. The sluices and gates are opened and closed by electrically powered hydraulic pumps activated from a push button operated console situated on the island between the lock chambers and close to the lock cabin. Once activated the sluice opening rate is controlled entirely by computer and can only be terminated by pressing the red 'emergency' stop button on the console.

Persons being assessed should have learnt the above during their training and that lock chamber 2 is the safest for penning upstream due to the less turbulent water entry via the ground sluices. The best position for a single craft penning upstream in lock chamber 2 is the opposite side of the chamber to the lock cabin close to the downstream gates. In any event, in either chamber, craft penning upstream should be kept away from the upstream gates and secured with a mooring rope fore and aft.

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## 12) How quickly can you open the paddles on bottom gates?

Answer:

Generally they can be opened fully but with regard to craft below the lock and with regard to the requirements of the crews of craft in the lock. Automatically regulated as specified in QUESTION 14)

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## 13) If an emergency occurs when operating a lock, what is the first thing to do?

Answer:

Close all sluices by pressing the red 'emergency' stop button on the console

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## 14) What are cill markers for?

Answer:

To mark the safe length of the lock when locking down to prevent craft from getting hung up on the cill

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## 15) Why should a craft never be left tied up and unattended in a lock?

Answer:

Risk of hanging up or drifting if levels change

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## 16) In large locks why should large craft be allowed to enter first?

Answer:

Water turbulence is less disruptive to large craft when locking up. If large craft fail to stop in time they will crush smaller craft. Small craft will bounce off large craft if they fail to stop. STEEL hulled craft in lock chambers first and Glass fibre hulled craft in lock chambers last. Avoid STEEL and Glass fibre hulled craft being side by side wherever possible particularly when locking upstream

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## 17) What should always be guarded against when locking up?

Answer:

- Getting craft caught under obstructions and holding it down with the water rising
- craft drifting with slack lines
- watch out for persons on board (children & pets - are they under adult supervision & control?)

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## 18) What should always be guarded against when locking down?

Answer:

- Hanging up on the cill
- Hanging up on mooring ropes
- Watch out for persons on board (children & pets - are they under adult supervision & control?)

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## 19) What do the light signals mean at the upstream entrance to this lock?

Answer:

RED means STOP - do not pass this light as the navigation below the lock is closed due to high water level on the river Trent, or other hazard in, or downstream of, the lock chamber  
GREEN - means the navigation below the lock is open and therefore it is safe to pass this light.

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**20) What is the correct way to dispose of needles and syringes found in a lock chamber or on a weir crest?**

Answer:

The answer should include the following:

- Work in accordance with CRT Safety Procedure
- Use rakes or similar equipment when clearing weirs, floating weeds, rubbish or grass cuttings
- Avoid handling needles & syringes until there is a sharps disposal container on site
- Ensure needles & syringes do not pose an immediate hazards to colleagues and the public
- Use litter picker to lift syringes by the central barrel and place into a sharps disposal box
- Wear rubber gloves or armoured gloves for added protection
- Keep sharps disposal containers in a secure place, out of reach of the public
- Inform Customer Operations Supervisor or Team Leader

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**21) How do you collect ropes from boats entering the lock chambers from downstream and what do you do with the collected rope?**

Answer:

- Use hook poles provided to collect ropes from boat crew, drop rope over a bollard and pass free end back to crew member or maintain hold on rope taking up the slack as the boat rises in the lock chamber
- Do not pull boats into lock chambers

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**22) What should you do before handling / eating food during your period on, and immediately following, your duty at the lock?**

Answer:

- Wash hands with soap and water or clean hands with sanitising gel or sanitising wipes provided

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**Total number of questions correctly answered**