



# Hillingdon Narrowboats Association

## Health & Safety Policy

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## Areas of Responsibility

The Skipper in charge of the vessel has responsibility:

- To practice all requirements as stated in the "Skippers Handbook."
- For ensuring all group members on board are aware of HNA's safety rules.
- For correct use and safe navigation of the vessel and operation of waterway facilities
- For the safety of the group while cruising.

The Party Leader in charge of the group has responsibility:

- For the responsible conduct of the members at all times having regard for the exercise of social education in a residential setting.
- To supervise members of the group in the correct use of catering and all domestic services.

Where HNA provides a skipper for a group whose Leader does not hold the necessary qualifications, the Leader is further responsible:

- To co-operate with and assist the Skipper in navigation of the vessel
- For ensuring the co-operation of members of the user group, with the Skipper.

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HNA are committed to carrying out regular and ongoing risk assessments and will train all steerers and volunteers in their responsibility towards health and safety.

## Conditions of Use

No vessel managed by HNA shall be navigated on the waterways unless the following conditions are met:

- A Skipper is in charge of the vessel.
- The Skipper has successfully completed a course of training in boat and group management on the type of vessel(s) they will be steering.
- The Skipper is to exercise absolute control of the boat at all times.
- In addition to the Skipper there must be at least one adult Leader exercising responsibility on board.
- An application form for use of the craft must have been received and approved by HNA, the operating authority.
- Payment for this use has been made in advance.
- An acceptance of responsibility for the conduct of the group has been signed by the Group Leader.
- No lock shall be worked through after dark unless authorised by a member of HNA's staff.
- No vessel shall be navigated after dark unless authorised by either of HNA's Project Manager or Chairman.