

Boat Guide



Driftwood Days Boating Company Ltd

EMERGENCY CONTACT

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Galley Facilities

Please feel free to use the facilities provided. When using any galley equipment it is the responsibility of the user to ensure that it is washed and cleaned after use. Ensure galley facilities are left clean and tidy at the end of the day, as you would expect to find them.

Feeding Wildlife

Suitable food is provided on board "Emsworth" for feeding wildlife. Bread should be avoided and only natural products used.

Toilet

The toilet flushes into a tank, bodily waste, water, toilet tissue and the specific toilet blue fluid should be flushed. All other items should be placed in the bin. DO NOT USE BLEACH OR OTHER CLEANING PRODUCTS.

The tank will have enough capacity for your trip – if it is full please call us.

The pump sometimes activates on its own, this is because the pedal on the toilet has not lifted to the top.

Shower

Hot water for the shower is produced when the engine or diesel heater runs, filling an on board tank. Excessively long showers should be avoided. Waste water from the shower is pumped out of the boat. If the pump does not activate or the shower tray starts to fill with water, switch off the shower and call us.

Accidents and First Aid

Emsworth carries a first aid kit including a burns kit

Dialing the emergency services i.e. 999 provides emergency Cover. A telephone for this purpose is provided within the Buildings at Cartbridge Basin.

The nearest Hospital with an Accident and Emergency department is to be found at the Royal Surrey Hospital in Guildford. A Journey time of 20 minutes is required from Cartbridge Basin.

If an accident or injury is of a life threatening nature when afloat, a mobile phone is to be used and the following procedure followed:

Assess the problem.

Deploy leaders / Instructors to deal with the incident.

Decide if a delay will be "life-threatening".

Render first aid as required

Consider the location. Decide whether to stop immediately, or continue to the nearest road or other accessible location.

Getting to an access point will probably be more sensible.

These points are available within the Collins guide on board the boat and in the National Trust Guide to the Wey Navigation.

You will not have other transport. Therefore an ambulance will need to be called to obtain hospital treatment. A mobile phone will obviously speed this up, but ensure you can describe your location (or expected meeting point) precisely.

In the event of an accident, and the appropriate first aid has been carried out, details of the accident are to be entered into the Accident Book held in "Emsworth"

There are many potential dangers. The boat is heavy. Lock gates and the mechanisms for operating paddles often require considerable force to operate and there are places to become trapped. Instruction in safe handling of these is a continuing process throughout all cruising.

LPG Gas

The LPG system is isolated from the gas store on the stern deck of the boat – it should be isolated each night by turning the yellow tap on the stern deck 90 degrees.

The only appliance to run from the LPG gas is the cooker. This has a piezo ignition system and fail safe shut off.

Inside the gas store is a bubble tester. Checking this should form part of your daily checks.

LPG Gas BBQ

This is stored in the forward locker / Anchor storage. The gas bottles are in the Gas locker. The BBQ has a flame failure device and piezo lighter.

When finished the BBQ should be stowed clean and gas bottles put back in the store.

Mooring Equipment

Pins, Chains, a hammer and high viz covers are all stowed in the front port locker.

Mooring

When mooring please ensure your bow and stern lines are secure and if possible tied off on the boat. We also recommend you use a 3rd centre line for mooring as a fail safe.

Electrical system and charging points

Throughout Emsworth are 12v and USB charging points. These are in the Galley, Helms position and by the rear door and available for your use.

The on board batteries should provide enough power for your trip and will charge while the boat is running. The fitted inverter is primarily for the fridge. If items are plugged in for charging this will drain the batteries and should only be done while the engine is running.

If the fridge stops working – ensure the RCD on the inverter has not tripped. This can be located under the skippers bunk at the bow of the boat.

All lighting is now LED and most light fittings have an option for a red night light.

Solar panels are fitted for topping up the batteries.

The Control Panel at the Stern of the boat has a volt meter, it should be at around 13-14v while engine is running. Keep an eye on it to ensure you are not running out of power.

Water

Hose pipe for refilling water tanks is located in the front starboard locker. The water filler caps are on the front gunnels of the boat. Only refill from specific water points. A BWB key to gain access to these points is located in the unit by the rear door.

Storage of water is limited and you should conserve the use of water on board. There are 2 Tanks. If one runs out, open the cupboard nearest the front of the boat in the Galley area. You will see 2 lever taps, switch one off and the other on to open the separate tank. Refill both at the next opportunity.

Anchor

If required – an anchor is stowed in the bow locker. It is attached to heavy chain and rope. Gloves are provided for handling it. Please ensure the rope is attached to the boat before deploying the anchor.

Bunks

When not in use bunks should be stowed allowing free access through the boat. When in use the pins should be located properly and checked by the master in charge.

Storage

Storage lockers are available on the bow of the boat and under the bow end bunks.

Tools and spares

A tool kit, spare fuses and other sundries can be found in the cabinet at the bow end of the kitchen. Spare oil is in the engine bay and spare Coolant under the skippers bunk.

Daily Checks

At the start of each day of cruising the following checks should be completed:

Oil level – this should be between the min/max lines on the dip stick which can be found on the starboard side of the engine. If a top up is required – use the oil supplied and fill via the black oil cap at the top of the engine.

Coolant level – WHEN COLD unscrew the silver cap on the top of the engine. You should be able to dip your finger into the fluid. If not – top up with coolant until this is possible.

Belts – There is only one belt on the engine, this is at the front of the engine and should be checked for tightness and any wear and tear / damage.

Diesel level – The diesel tank is on the port stern corner of the boat. On the top is a brass cap with a wooden dipstick attached. Unscrew the cap and dip the stick to check the diesel level.

Drive shaft – from the back of the engine is the drive shaft – this should roll easily and checked before each days cruising.

Weed Hatch – The weed hatch is bolted down and not checked on a daily basis. If something gets caught on the prop – call the emergency number for assistance. 6 Bolts will need to be undone allowing the removal of the hatch. Tools for this are in the tool case.

Starting Procedure

1. Switch on the engine battery isolator
2. Turn the key one click clockwise, activating the panel and 2 buzzers
3. Pull out the button on the gear stick and push the throttle forward half way.
4. Press the silver button for 10 seconds to pre heat the diesel
5. Turn the key clockwise, activating the starter motor
6. Control the revs until the engine settles at idle and the 2 LED lights are out (Yellow – oil pressure and Red – Battery) and the 2 buzzers no longer sound.
7. Check gear engagement by power forward and reverse.

Stopping Procedure

1. Pull the Engine stop handle, the engine will stop and the 2 buzzers sound.
2. Switch the key to the off position.

End of Day checks

1. Pump the Stern Gland greaser at least 3 times or until any water has stopped dripping from the stern gland.
2. Switch off the Engine battery isolator
3. Put Emergency equipment away if leaving the boat.
4. Ensure lines are stowed and tidy

Use of Mikuni Diesel heater

If users of the boat are in need of central heating, the Mikuni heater can be used for the central heating. In order to activate the heater – switch on the heater from the control panel by the stern door. This should activate the heater. Should this fail – switch off the heater and call the emergency number. It is recommended the heater is not left on over night.

General Boat Rules:

The following rules must be adhered to by all users of the boat.

- There must be a designated Master and a designated Group Leader.
- The Master of the boat must stay with the party whilst they are on the boat and the boat is underway.
- Engine Checks must be undertaken before the engine is started.
- The life buoys must be in place before any members of the party board the boat.
- All other daily checks (using check list) must be completed each day. Any issues must be reported immediately and noted on the daily log.
- The boat has a capacity of 12 persons, 8 for overnight accommodation
- All members of the party and the crew must wear life jackets at all times when using the boat, unless they are inside the boat. Life jackets must be worn by all members of the party on both the front and rear decks, and on the canal / riverside. With the exception of the Master, the life jackets that are worn must be those provided by Driftwood Days Boating Company LTD, and no others. The Master may choose to wear a personal life jacket, subject to such being RED and conforming to Scout Association requirements (FS 120603).
- The boat's registered mooring is at Cartbridge Basin, Tannery Lane, Send, Surrey. It will normally be moored here unless river conditions dictate otherwise in which case hirers will be notified of its location.
- While narrow boating is a safe activity, you should be aware that the consumption of alcohol can adversely affect an individual and increases the level of risk to themselves and others. As such the rules for the hire of the boat state that no alcohol is to be taken on board or consumed during use of the boat where the hiring group includes anyone under the age of 18 years. For all 'adult only' groups, alcohol may only be consumed on board after the boat has been moored for the night, and then only in a responsible manner. The Scout Association's fact sheet "Alcohol and Scouting" gives further guidance.
- The boat is entirely No Smoking. This includes the front and rear decks. Anyone wishing to smoke must leave the boat entirely. (FS320005)
- There is to be no-one sleeping in the gangway, as this prevents easy egress from the boat.
- No member of the party should be allowed to walk along the gunnels of the boat nor to be on the roof of the boat unless at the request of the Master for the essential operation of the boat.
- Users are allowed 10 engine hours a day. Anything over this usage will be charged at £5 per hour to be paid by groups after their journey. Under no circumstances may the boat engine be used for more than 18 consecutive hours.
- Under no circumstances should users attempt to refuel the boat. You will have enough fuel for your trip. In the unlikely event it does need refueling you must contact a member of the management using the contact numbers provided and arrangements will be made to meet you with fuel.
- The boat must only be 'under way' during the hours of daylight.
- The Group Leader must ensure that all adults who are on the boat, other than when moored at the beginning and end of any trip must have a current DBS certificate.
- No pets are permitted on the boat.
- All incidents and damage must be reported to DWDBC ASAP. An incident report form must be completed within 7 days.
- As in all Scouting activities it is important that a regular head count is made to ensure that none of the party has gone missing/overboard. The adult members of the party should carry out this procedure and report their findings to the Master.

Prompt Sheet for Safety Talk

Falling in the water	<ul style="list-style-type: none"> • Ensure everyone is wearing an adjusted life jacket • Explain how life jackets work • No running in vicinity of locks • Take care when stepping on / off boat • Keep arms and legs within confines of boat at all times • Ensure young people are supervised on front deck • Ensure young people are supervised on water - side / lock side • Be aware that locks are dangerous with high levels of water turbulence
Trapped fingers	<ul style="list-style-type: none"> • Locks and mechanisms • Doors • Bunks and table
Clothing	<ul style="list-style-type: none"> • Footwear with grip • Scout Scarfs not to be worn near equipment or at locks • Suitable clothing for the weather conditions
Fire	<ul style="list-style-type: none"> • Report to the Master and follow their instructions • Do not panic • No smoking
Gas and electricity	<ul style="list-style-type: none"> • Ensure safe arrangements for supervision of equipment
Weather	<ul style="list-style-type: none"> • If it's wet, take care on outer decks and water / lock side as they can become slippery
MOB Procedure	<ul style="list-style-type: none"> • Make sure all crew are aware of the MOB procedure detailed within this Guide.
General safety	<ul style="list-style-type: none"> • No walking along the sides of the boat or on the roof at any time

Add anything specific for your particular party.

Fire Evacuation Plan

This Fire plan should be available for all users of “Emsworth”
All users should be made aware of the plan and procedure prior to setting sail.

In the event of a fire the boat master must be notified immediately. All parties are to muster on the direction of the boat master.

The master of the boat will take appropriate action to get “Emsworth” to the bank for safe evacuation from the bow and stern.

Fuel and Gas isolation valves are located on the stern of the boat and the master will be aware of their location and function.

Call “999” as soon as possible and give an exact location on the waterway including nearest access point. The master is responsible for knowing where they are on the waterways.

Emsworth is fitted with 3 smoke alarms and a carbon dioxide alarm.

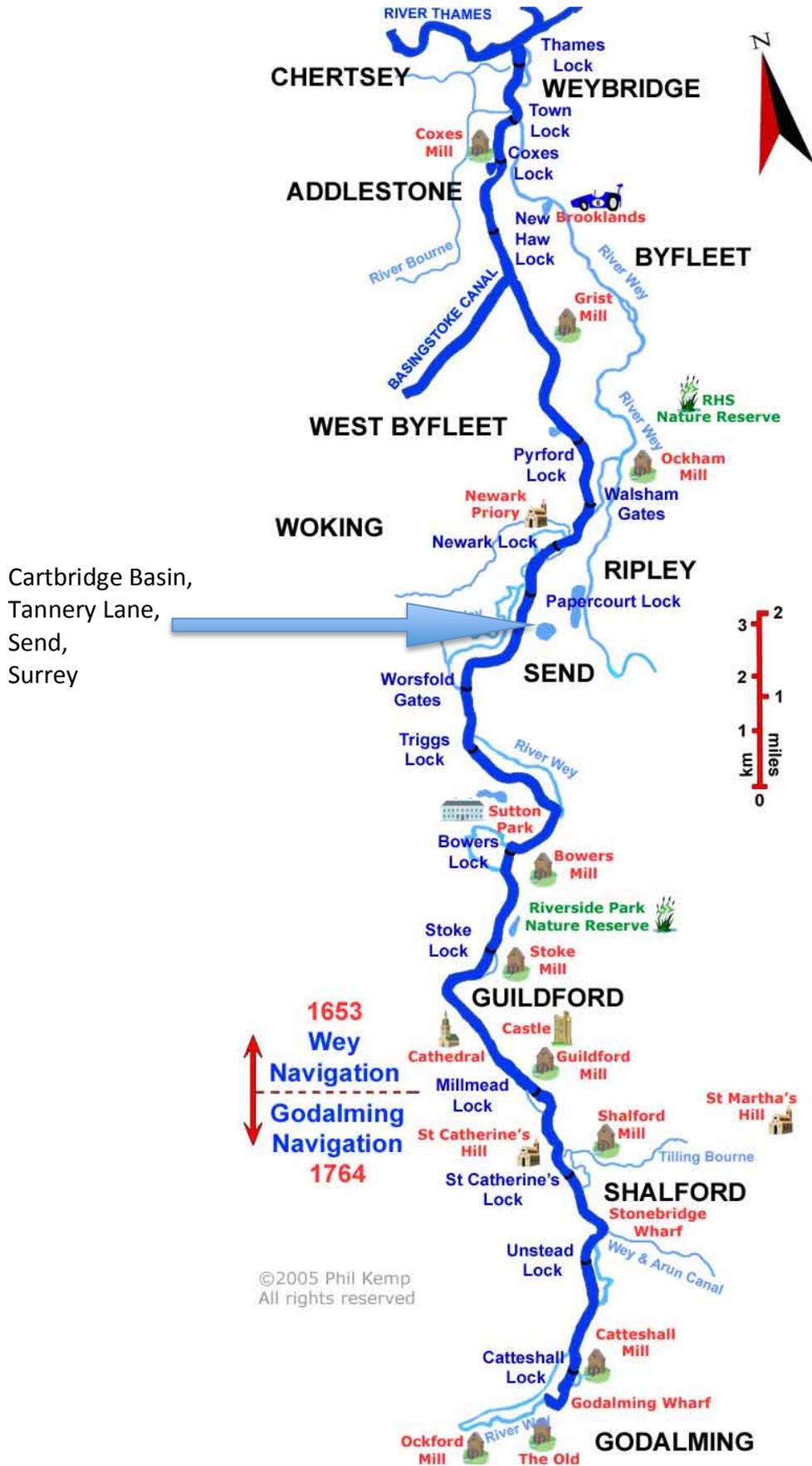
Emsworth is fitted with several fire extinguishers, these are located in the gang ways, kitchen, sleeping area and on the stern steering deck. All the fire extinguishers have instructions and are simple “Pull pin” “Aim at base of fire” and “Squeeze trigger”. These should be used by competent people but only when safe to do so, do not endanger your safety or anyone else’s to fight the fire.

“Emsworth” is fitted with a Fire Blanket located near to the sink in the galley. In the event of a fire this can be used to smother the fire. Instructions for use are on the blanket packaging.

Once evacuated no person should re-enter “Emsworth” to recover personal possessions. Driftwood Days LTD Management should be notified as soon as possible.

Operating Area

Our operating area is from Cartbridge Basin on the Wey Navigation in Surrey.



Use of Locks on the Wey Navigation

ALWAYS – Open both gates on entry and exit from the locks

After exit leave gates open but close sluices

ALWAYS – Turn off engines while in locks

ALWAYS – Use Bow and Stern ropes

ALWAYS – When going upstream, use the Yellow pins at the back of the lock for your stern rope

ALWAYS – Use the correct Windlass (lock key) provided on the boat- it is the red one.

Man Overboard Procedure

On Canals

- Stay calm if someone goes overboard – think before you act
- Do not enter the water or allow anyone else to unless casualty is unconscious
- Put Engine in Neutral to stop the prop
- Do not reverse back to the MOB they could get sucked into the prop
- Throw one of the life belts to the MOB
- Use Throw lines if necessary
- Tell them to stand up, Canals are shallow so they may be able to wade to the bank
- Head the boat into the bank and get a crew member ashore to go and help the MOB.

On Rivers

- Stay calm if someone goes overboard – think before you act
- Do not enter the water or allow anyone else to unless casualty is unconscious
- Proceed past the MOB keeping the stern well clear of them
- Turn the boat round and approach the MOB slowly and into the current
- Put the boat in neutral near the casualty and you will both move with the flow of water at the same speed
- Throw one of the throw line to the casualty and get them to loop it over their head and under their arms.
- Pull them into the boat and help them aboard

In Locks

- Ensure Engine is off
- Give 1 long blast on horn to indicate to land crew to shut all gates and paddles.
- Throw and line or lifebuoy to MOB
- Do not jump in
- Make sure the boat cannot swing and crush the MOB
- Try to get MOB to lock ladder or use boat's ladder for them to re-board
- If the MOB cannot climb the ladder you may need to slowly fill the lock.

In ALL cases

Once casualty has been recovered consider first aid for hypothermia and drowning – call emergency services if appropriate. Also be aware of Weil's Disease, any MOB should shower, wash all cuts and grazes and cover them with a sterile dressing. All clothes should be washed properly.

If Flu like symptoms develop over the next 2 weeks- visit your GP

All MOBS must be notified to DWD management ASAP and noted in the accident book.

WEY NAVIGATION MOORERS INFORMATION

CRAFT AND MOORINGS

FENDERING

Tyres are sometimes used as fendering, both on craft and on the bankside or piling. It is understood why they are used but they can cause damage. Tyres, even secured with chain or wire, often break loose, fill with water and sink. They move freely along the waterway bed and can jam up lock gates or weir sluices. Expensive use of divers and manpower to locate and remove them and long delays are then caused to boaters as lock or weir gates cannot be operated.

THEREFORE, WE WOULD ASK YOU PLEASE DO NOT USE TYRES AS FENDERING AND DO NOT AFFIX ANY FENDERING TO JETTIES OR PILING, EVEN ON THE MOORING POSTS. ALL FENDERING SHOULD BE ATTACHED TO THE CRAFT ITSELF.

Fendering of suitable size and type should be secured to the craft and not to banks or any piling.

Narrow boats can use rope/pipe finger fenders. To stop the chafe of steel on lock sides, these assist two narrow boats to enter a lock chamber alongside each other. This type of fender is recommended for narrow boats.

SECURING CRAFT

In the interest of safety, craft should not be padlocked. Whilst we share concerns regarding security, emergencies such as neighbouring craft catching fire may necessitate craft being moved in an emergency.

All mooring ropes should be in good condition and long enough to secure the craft with fore and aft springs and to enable the craft to be roped in the deepest lock chamber.

CRAFT SALES WITH MOORING TRANSFERS

The current fees when transferring a mooring with the sale of a craft are as follows:

Class	Craft size	Fee
A	Up to 4m	£100.00 + vat
B	4.1m to 6.5m	£200.00 + vat
C	6.6m to 8m	£250.00 + vat
D	8.1m to 12.5m	£400.00 + vat
E	12.6m to 22m	£600.00 + vat

Please note the following:

The sale of a boat on its National Trust mooring is not permitted unless the mooring contract has been held for a period of at least one year. If the boat is sold without the mooring and is to remain on the River Wey Navigations, the new purchaser must have a bonafide mooring authorised by the Navigations Manager.

The National Trust byelaws prevent the sale or offering for sale of any commodity on Trust property without prior permission.

For sale signs are not normally permitted due to concern about security at mooring sites (i.e. they can attract intruders who use such signs as an excuse to board craft).

MOORING LINE RIVER VOLUNTEERS/RIVER USERS MEETINGS

The Trust holds meetings for the many groups that use the River Wey & Godalming Navigations and a representative from each mooring area on the Wey is invited to attend the Annual River Users Meeting. The names of the river volunteers (whose function is to provide security cover for the mooring lines) are given below. Please contact them if you would like to learn more about the River Users meetings or if you have any suggestions to make. You may still, of course, contact the Navigations Office at any time to discuss any matters you may wish to raise.

River users are also represented by a number of other organisations, including anglers, ramblers, cyclists and boat clubs.

RIVER VOLUNTEERS REPRESENTING MOORING LINES

Godalming	Kate Kape	NB <i>Pencial Ar y Dwr</i>	07930 355641
Catteshall	Julie & David Sedlickas	NB <i>Grasmere</i>	07812 699285
Stonebridge	Nigel & Laurie Marrington	NB <i>Noah</i>	07931 329227
Dapdune	Craig and Nell Hardman	Wide beam craft <i>Effronte</i>	07534 636010
Stoke	Nick Georges	NB <i>Daisy</i>	07721 563407
Triggs	Richard Bicker	NB <i>Itchen To Go</i>	07884 052958
Papercourt			
Walsham	Art Charles	NB <i>Weyward Lass</i>	
Pyrford	Ann & Bill Sproul	NB <i>Leonora</i>	01932 350920
Pyrford	Geoff Thorne	NB <i>Hollies</i>	
New Haw			
Addlestone	Bill Brown	NB <i>Adina</i>	07976 719938
Addlestone	June Watmore	NB <i>Maria</i>	07855 382846
Thames	Tracy Shaw	Thames Lock Cottage	01932 843106

THAMES LOCK OPENING HOURS	
(Tel: 01932 843106)	
Thames Lock is open every day of the year as follows:	
1 January - 31 December inclusive	0900 - 1300 1400 - 1830* or sunset (whichever is the earlier)
Christmas Day	See special arrangement below*
Boxing Day	1000 - 1100 1500 - 1600
*If you wish to use the lock on Christmas Day, or after 1830 hours any day during daylight hours, please write to the Navigations Office giving at least one week's notice. A fee of £10.00 will be charged for this special service.	
Please note that the lock actually closes at the times stated above. Craft must therefore be at Thames Lock at least 15 minutes before the closing time to ensure passage through the lock before closure times.	
<i>The last lock will be no later than 15 minutes before closing time. Please allow ample time as there may be other craft in front of you.</i>	

HEADROOM OF BRIDGES AT NORMAL WATER LEVEL

THAMES LOCK		WORSFOLD GATES	
New Bridge	10'0"	Footbridge	8'6"
Weybridge Bridge	9'0"		
TOWN LOCK		TRIGGS LOCK	
Black Boy Bridge	8'6"	Warehams FB	7'6"
Railway Bridge	7'10"	Send Church	8'0"
COXES LOCK		Broad Oak Bridge	10'0"
New Haw Bridge	8'0"	Footbridge	8'0"
NEW HAW LOCK		BOWERS LOCK	
Motorway Bridge	10'0"	Bowers Bridge	8'0"
Services Bridge	9'3"	Clay Lane New Bdg.	10'0"
Woodham FB	8'0"	Horse Bridge	8'6"
Byfleet Bridge	10'0"	STOKE LOCK	
Parvis Bridge	8'4"	Stoke Bridge	7'2"
New Bridge	10'0"	New Bypass Bridge	10'0"
Murrays FB	8'3"	Woodbridge Bridge	9'0"
Dodds FB	8'6"	Dapdune R'way Bdg	10'0"
Pyrford Bridge	8'6"	Walnut FB	10'0"
PYRFORD LOCK		Onslow Bridge	9'6"
Pigeon House FB	7'6"	Footbridge	10'0"
Walsham FB	7'8"	Guildford Town Bdg	8'6"
WALSHAM LOCK		Footbridge	8'6"
Footbridge	8'0"	MILLMEAD LOCK	
NEWARK LOCK		Quarry Hill FB	10'0"
Newark Bridge	7'6"	Old Ferry FB	10'0"
Footbridges	8'6"	Footbridge	7'6"
PAPERCOURT LOCK		ST CATHERINE'S LOCK	
Tanyard FB	7'9"	Railway Bridge	10'0"
Footbridge	7'9"	Broadford Bridge	6'4"
Cart Bridge	7'9"	Footbridge	8'6"
Ashburton FB	7'9"	UNSTEAD LOCK	
WORSFOLD GATES		Unstead Bridge	7'0"
Footbridge	8'6"	Trowers FB	8'0"
		Catteshall Bridge	7'6"
		CATTESHALL LOCK	
		GODALMING WHARF	
		END OF NAVIGATION	

Sutton
Surrey
SM3 9RH



Operating Base:
Cartbridge Basin,
Tannery Lane,
Send,
Surrey