

# Shropshire Lady

## Skipped Day Trip Boat



## Guidance for Groups

Lyneal Trust  
Lyneal Wharf  
Lyneal, Ellesmere  
SY12 0LQ  
01948 710708  
secretary@lyneal-trust.org.uk

Registered with the Charity  
Commission no 516224  
[www.lyneal-trust.org.uk](http://www.lyneal-trust.org.uk)



## Introduction

Lyneal Trust encourages day trips on the Shropshire Lady by groups, including children, where some members have disabilities, illness or injury, or any other vulnerability. The Lady can accommodate up to a maximum of 12 passengers including no more than 2 wheelchairs of a standard size. It is essential that groups include sufficient numbers of responsible, able adults which may be family, friends or carers to ensure safety at all times.

The Trust requires all groups to observe the following responsibilities:

- There must be one person who is in charge of the group (the group Leader).
- The group Leader must be familiar with the appropriate safety rules and ensure that members of the group follow them.
- There must be sufficient people who are not disabled in any way to care for those who are disabled.

It is acknowledged that a high value of benefit and enjoyment can be gained from a day trip on the Lady. However, groups must accept that trips on a canal cannot be completely without risk and the Trust requires that the group Leader takes all reasonable precautions to protect members of the group's health, safety and welfare and to minimise the risk of untoward or dangerous situations. The group Leader must have read the Terms of Conditions of Hire prior to the visit and comply with it.

**The Trust is not responsible for assessing the suitability of the location, boats or the type of holiday/day trip for its customers. All visitors, guests, and customers are responsible for their own risk assessments. The Trust, not knowing the individual personal needs of visitors, guests and customers does not and will not undertake personal risk assessments.**

The Trust has prepared this Guide to assist group Leaders with planning for the day trip and in assessing the hazards associated with a canal day trip when preparing of their own risk assessment. The Trust is not responsible for checking the adequacy of the group's risk assessment, please see paragraph above.

## Passenger safety and care

Before the group embarks, the Skipper will ensure that the group Leader and any other nominated group members are briefed on the method of operating the Lady, the equipment that is available for them to use and the role of the Skipper and Crew.

Buoyancy Aids will be offered to all passengers

Before the commencement of every trip the Skipper will ensure all passengers have received a standard safety briefing as prescribed by the Small Passenger Boat Code.

**Passengers are forbidden from climbing on the roof or gunwale walkways (the top edge on the side of the boat) at any time.**

Where a passenger has been permitted to use the secondary steering system the Skipper or an approved Crew must be in immediate attendance at all times and able to immediately operate the manual override valve which will return control to the primary tiller position and / or to operate the throttle / gear in order to bring the Lady under the Skipper's / Crew's control.

The Skipper and Crew will remain alert to the danger of a person being injured or knocked over board by the hydraulic operation of the primary tiller when the secondary steering joystick is in use. The tiller arc has been marked on the boat's stern deck and no person or item will be permitted to be placed within that arc where they or it may be in danger or cause danger of obstruction.

The prime responsibility of the Skipper and Crew is to operate the boat safely and to ensure the safety of the passengers to the best of their ability and in accordance with their training and the instructions of the Trust. The routine care of passengers, particularly those who are vulnerable either by age, infirmity or disability is a duty for their able-bodied group members or carers.

### **Care of vulnerable people during the trip**

Lyneal Trust crew members are not required to undergo criminal records checks or any other form of vetting under local safeguarding provisions *because* they should never become involved in the personal care of vulnerable passengers. This includes the administration of minor first aid which is the responsibility of the vulnerable person's carer. The group Leader must ensure that Crew Members are not put in a situation where they are on their own with vulnerable passengers.

### **What steps will be taken in an emergency or an incident requiring medical attention?**

Emergencies requiring immediate assistance should be reported to the Trust's Skipper immediately. Responsibility to call the emergency services by dialing 999/112 will be assigned. The Lady is equipped with a First Aid kit and the Skipper is trained in basic First Aid. The group Leader should decide in advance how to divide responsibilities if a trip is curtailed in the event of an emergency. In this context, it is helpful if a single person is appointed to be in charge of the whole group.

If a member of the group has an accident, please record it in the Accident Book and report any First Aid usage to the Skipper.

There are 2 Minor Injury Units in North Shropshire. The Minor Injury Units see all patients with minor injuries. There are no age limits, and you do not have to be a resident in Shropshire to use the facilities.

The Units are located at:

Oswestry MIU  
Oswestry Health Centre  
Thomas Savin Road  
Off Gobowen Road  
Oswestry  
SY11 1GA  
Tel: 01691 663617  
Email Oswestry MIU

The Unit is open:



Monday to Friday from 8.30am to 6pm  
Saturday and Sunday 8.30am to 1.30pm.

and

Whitchurch MIU  
Whitchurch Community Hospital  
Whitchurch  
Shropshire  
(SatNav postcode: SY13 1RR)  
SY13 1NT  
Tel: 01948 660834  
Email Whitchurch MIU

The Unit is open:  
Monday to Friday from 9am to 5pm  
Saturday and Sunday closed

The nearest Emergency Department (A&E) is in Shrewsbury and is there for everyone in the event of an accident or emergency.

The Department is located at:

Royal Shrewsbury Hospital  
Mytton Oak Road  
Shrewsbury  
SY3 8QX  
Tel: 01743 261000

## Arriving at Lyneal Wharf



When you arrive at the Wharf from Lyneal you will see the car park to the left and the Wharf to the right.

You are asked to park in the car park and cross the lane, be aware of vehicles travelling along the lane, and enter the Wharf where you will be met by your Skipper and Crew.



There may be people holidaying at Wharf Cottage, so we ask you to respect their privacy when making your way up to the canal side. Please use the path next to the lane.





When you arrive at the canal side please be aware of the mooring ropes, bollards and rings.

### Boarding the Lady

The Skipper will have installed the ramp to allow easy access onto the Lady.

There is a lift for access into the Lady or there are stairs.



## Inside the Lady



Inside the Lady there are comfortable chairs,



plus a galley where you can prepare drinks and snacks to enjoy whilst travelling along the canal.



We hope these few photographs give you a flavour of a day trip with the Lyneal Trust

## Risk Assessment Template for a day trip on the Shropshire Lady

In the context of this Guide the following are applicable to all identified hazards:

- Who might be affected by the hazard?  
All participants including passengers and crew members
- Can the group Leader put identified safety measures in place?  
Yes. Any group Leader who is mentally and physically capable of fulfilling that role should be able to put the identified safety measure in place.

***The Trust recommends this Template is adapted/expanded by the group Leader depending on the composition of the group's capabilities.***

Hazard	Risk	Initial Rating L/M/H	Existing Control Measures	Level Achieved L/M/H	Additional Action Required
<b>Arriving at Lyneal Wharf</b>					
Moving vehicles in car park and lane.	Group members in contact with vehicles	M	Group members to stay with their own vehicles until arrival of group Leader.	L	Group Leader to ensure he/she arrives prior to agreed time, all members are aware of arrival time and procedure.
			Agreed procedure prior to arrival.		
			Guide group members from car park to Wharf.		
			Trust volunteers on hand on arrival.		
Mooring ropes, bollards and rings.	Tripping over ropes, bollards and rings.	L	Ropes are tied securely, and loose rope is placed on the boat	L	Group Leader to ensure their members are aware of the hazards and walk slowly when on the Wharf.
<b>Boarding / Leaving the Lady</b>					
Accessing / Leaving the Lady.	Falling between the Lady and side of the canal.	M	Passengers to await instructions from Trust Crew member that boarding / exiting can commence.	L	Group Leader to be aware of and supervise group member movements.
Accessing / Leaving the Lady other than from the stern cruiser deck	Falling between the Lady and side of the canal.	M	A full safety briefing is provided.	L	Group Leader to be aware of and supervise group member movements.



Making holidays accessible

Hazard	Risk	Initial Rating L/M/H	Existing Control Measures	Level Achieved L/M/H	Additional Action Required
Access ramp	Wheelchairs rolling back down access ramp or carer loosing footing	M	The ramp as a non-slip surface	L	Trust Crew members will be on hand to provide additional help as required.
Lift	Wheelchair falling from lift to deck	M	Large surface area to carry wheelchair and companion comfortably	L	Wheelchair user or companion to ensure brakes have been properly applied before ascent/descent
	Trapping feet under lift	H	The lift will only be operated by a Trust Crew member who will ensure the immediate vicinity of the lift is clear Trip/stop bar fitted under lift.	L	Group Leader to ensure that Group members are positioned at a safe distance from the lift when in operation.
<b>Travelling along the canal</b>					
Passing other boats, cruising through tunnels and bridges	Entrapment of body parts between Lady and other boats, tunnel walls and bridges.	H	A full safety briefing is provided to instruct all passengers to keep arms, hands and heads in the Lady at all time.	L	Group Leader to ensure that every group member listen to the safety briefing and that they comply with it fully.
Being on gunwale walkway and roof	Falling off the Lady.	M	Passengers not allowed on roof and gunwales walkway.	L	Group Leader to be aware of and supervise group member movements.
Overcrowding of stern cruiser deck	Falling off the Lady	M	Passengers never to enter the stern cruise deck area unless invited.	L	Group Leader to be aware of and supervise group member movements.
Tiller	Contact with tiller whilst standing within the tiller arc.	M	Passengers are not allowed within tiller arc area.	L	Group Leader to be aware of and supervise group member movements.
Poor stowage	Tripping on the Lady	M	A full safety briefing is provided.	L	Group Leader to be aware and supervise

**Making holidays accessible**

<b>Hazard</b>	<b>Risk</b>	<b>Initial Rating L/M/H</b>	<b>Existing Control Measures</b>	<b>Level Achieved L/M/H</b>	<b>Additional Action Required</b>
			Awareness of Trust Crew members		storage of hand luggage and other equipment.
Carrying hot drinks	Being scalded by a hot drink	L	Unless moving through the Lady, passengers should remain in their seat and keep bags/legs out of the aisle	L	All Group members should be vigilant when the Lady is moving and look out for passengers who are carrying drinks.
Contact with canal water	Weil's disease	L	A full safety briefing is provided.	L	Group Leader to be aware of and supervise group member movements.
Emergency evacuation	Personal injury caused by a panic situation	M	A full safety briefing is provided to instruct all passengers what to do in the case of emergency.	L	Group Leader to ensure that every group member listen to the safety briefing and that they comply with it fully.