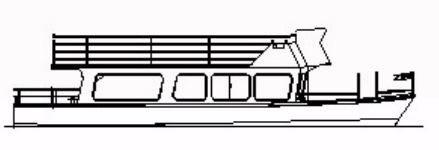

Pulteney Cruisers Ltd.

Manual of Procedures and Search and Rescue Plan

Version 16.1

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Contents

Document Change Record and Status

Version	Initials	Date	Details
5.0	JJL	14-April-99	Major revision incorporating Scenic II details (Mproc-V5)
6.0	JJL	21-Jan-02	Major revision to meet MCA Safety Management Code for Domestic Passenger Ships.
6.1	JJL	18-Feb-02	Release version incorporating MCA / TMH proposals
7.0	JJL	08-Jul-04	General Update
8.0	JJL	29-Dec-05	New Document merged with Search and Rescue Plan
9.1	JJL	21-Jan-11	General Update phone Nos etc
10.0	JJL	24-Aug-13	Changes to include MCA proposals 7Aug13
11.0	JJL	18-Sept-14	Ref to Scenic 1 removed
12.0	JJL	08-Oct-15	Contact Details updated etc.
13.0	JJL	07-Feb-19	Minor Changes Suggested by MCA
14.0	JJL	18-Jun-21	Changes /Additions from DSM review SWP
15.0	JJL	06-Aug-21	Further Changes from DSM review Avon Monarch
16.1	JJL/AB	10-Aug-25	General Update and Stat-X Fire System added

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Notes :

Section A. Manual of Procedures for Motor Boat Drivers

1) Introduction

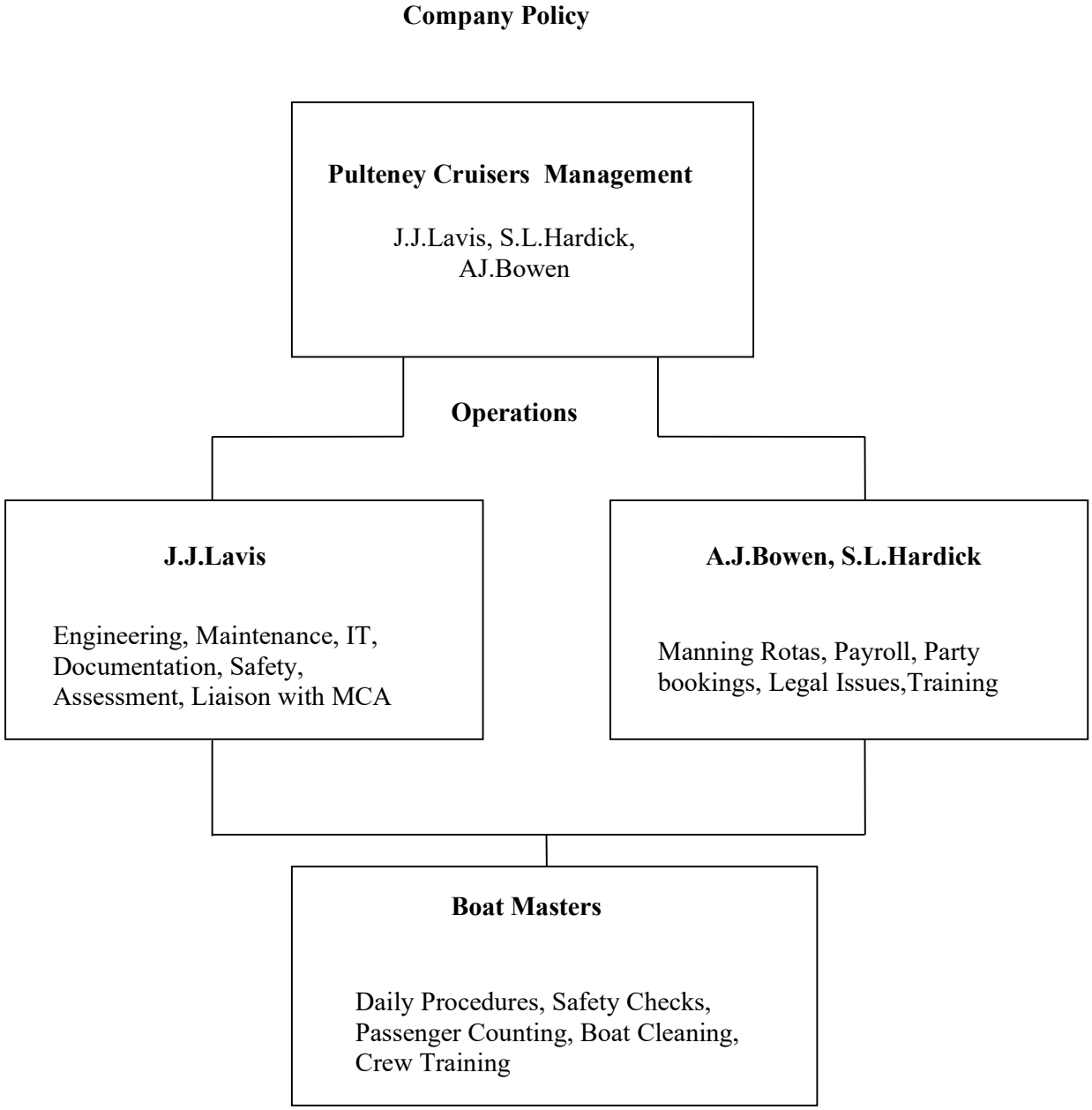
The document has been created to serve the following purposes:

- To meet the requirements of the MCA (Maritime Coastguard Agency) *"Safety Management Code for Domestic Vessels"*.
- To act as a training source that will enable boat crews to pass the MCA boat masters test.
- To provide basic information for any person engaged as a crew on the Pulteney Cruisers Vessels.
- To provide an on-board reference manual for use in emergencies.
- It is intended to supplement but not replace the MCA Code of safe working practices document which can be found on the company website at:
- http://www.lavistest.com/

This document covers the general safety features of all vessels. There are some differences between each vessel which are noted in the appropriate sections but in general the principles of safety are the same for all craft.

Section B of this document covers those issues relating specifically to Search and Rescue procedures.

2) Lines of Communication



2.1 Dedicated Person Ashore MAIB MCA Reporting

The MCA requires that Pulteney Cruisers nominate a DPA (dedicated person ashore).
The DPA is the principle contact with the vessel with regard to all things involving safety, and it is to the DPA that accidents, incidents, repairs and maintenance etc. are reported. In the context of this document the Pulteney Cruisers DPA is J.J.Lavis. Normally non-urgent incidents may be recorded in the on-board log, which is inspected on a weekly basis. Urgent matters should be reported by mobile phone number 07836 266617.
It is also possible to report very urgent issues to any of the company directors shown on the organizational chart with phone numbers listed in Appendix 3.

The DPA will examine all incidents in accordance with MGN564 (Marine Casualty and Marine Incident Reporting) and if necessary repot an incident to the MAIB (Marine accident investigation brane) or MCA (Maritime Coastguard Agency).

3) Safety and Environmental Issues

3.1) General Issues/Staff Recruitment/Training

It is the policy of Pulteney Cruisers to conduct its activities taking full account of the health and safety of their employees and all persons using or connected with The Company, and to give proper regard to protecting the environment.

In implementing this policy Pulteney Cruisers will ensure that all vessels are properly maintained and operated by qualified personnel in full compliance with the relevant legislation.

In Particular the Director responsible for this policy (see Section 2) will carry out an assessment of the risks to the health and safety of workers and others affected by the Companies operations and will take the necessary measures to minimize the risks identified.

The sequence of training is set out and recorded essentially in accordance with the activities set out in Appendix 2. Initial training consists the issue of a copy of this document to new recruits followed by a period of on-vessel training under the supervision of a qualified boatmaster. Subject to satisfactory progress, the completion of this activity is signed off by a boatmaster. When training is complete a Company Director authorises the candidate to work as an approved crew without supervision.

All boatmasters and approved crew are required to regularly practice emergency procedures at periods of approximately 6 weeks and complete an “ongoing record of training” schedule.

This training is also recorded in the appropriate vessel logbook.

3.2) Drug and Alcohol Policy Statement

Pulteney Cruisers has a responsibility under the Health and Safety at Work Act 1974 to take appropriate action to ensure that the health, safety and welfare of its employees. This means

reducing the risk of incident in respect of any employees whose proper performance of their duties may be impaired as a result of drug or alcohol abuse.

The consumption or possession of alcohol or drugs whilst on duty is not acceptable.

Employees should not report for duty if under the influence of drugs or alcohol.

Passengers under the age of 18 should not be served alcohol.

Passengers, under the influence of drugs or alcohol, who may pose a danger to themselves or to the crew and passengers should not be allowed to board or remain on the vessel.

4) Boatmasters Responsibilities

The primary responsibility of Boatmasters is to ensure the safety of passengers, crew and the vessel at all times when in operational service.

At the start of each working day Boatmasters must decide if conditions are such that it is safe to operate. In making this judgment consideration must be given to the flow of the river (see passenger certificate for definition of "spate"); excessive wind and on some occasions visibility restitched by fog.

Boatmasters have complete authority at all times once the vessel has left the Bath Boating Station to take such action as they deem necessary to ensure this responsibility is met.

Operational service shall commence each working day when boatmasters report for duty. Boatmasters must sign-on each day in the logbook provided. Duty shall end when boatmasters sign-off.

Work performed should generally proceed in accordance with the procedures set out in this document.

In general Boatmasters have responsibility to take whatever responsibility he or she considers appropriate in all situations. If such action departs from Company Standing orders as set out in this document it may prove necessary to justify why such action was taken at the time. **Details of all incidents and the action taken must be entered in the vessels log and depending on the nature of the incident reported to the DPA. (See section 2.1)**

5) Daily Routines

Daily routines should be carried out in accordance with the procedures set out below and recorded on Daily Work Sheet (DWS). (see appendix 1)

At the start of each day a fresh working sheet should be started.

Before commencing operations the following checks should be carried out and the appropriate boxes ticked on the DWS.

- Water filters cleaned
- Fuel state checked. This is verified by establishing from the boat logbook the last hours-run reading when the boat was fuelled. This figure should be subtracted from the current hours-run reading. The result obtained should be less than 50 hours.
- Bilges should be visually checked to ensure no oil is present before pumps are activated.
- Bilge alarms should be activated. If a bilge alarm occurs it will continue until it is cancelled at the helm regardless of the state of the bilge. If the alarm cannot be reset this means the alarm is still asserted and further action is required.
- Once engines are started exhausts should be checked to ensure an adequate flow of cooling water.
- At the end of the working day Pumps and alarms should be turned off.

6) Routine Maintenance

Various routine maintenance checks are carried out on all machinery at intervals of approximately 50 running hours. Generally, these checks are carried out when vessels are refuelled. Details of these checks are entered in the vessel logbook.

The following items are checked:

- Engine oil levels
- Cooling water systems
- Propeller shaft greasing
- Condition of safety equipment
- Supplies of consumable materials

Longer term maintenance is carried out in accordance with the engine manufacturers recommendations and is typically every 500 hours for oil and filter changes.

7) Passenger Counting Procedures

It is a MCA requirement that passenger numbers must be counted before the vessel departs from Pulteney weir.

Online help can be found at:

https://www.lavistest.com/LevelSystem/SMSPassengerRecording.pdf

Passengers should be counted using the “clicker” and the total number entered in the mobile phone provided.
The record shows :

- The vessels name

- The Date and Day of week
- The time of departure (24 Hr Clock)
- The total passenger count
- The total number of crew

The internet URL for passenger counting is:

http://www.lavistest.com/LevelSystem/SMSsendhtml.html

Full details of the system and MCA approval can be found at:

http://www.lavistest.com/LevelSystem/PassCount.pdf

Note: All times are recorded and displayed in GMT and require adjustment in BST.

If passengers are picked up or discharged at the Boating Station a new mobile phone record must be entered showing the number discharged or embarked. If passengers are discharged at Bathampton weir the number must also be recorded.

Generally passenger fares are taken by contactless card machine only; if this is completely unavoidable at the end of the day any money taken should be worked out and entered in the box provided on a daily sheet The box at the bottom of the sheet should be left blank.

8) Passenger Control

8.1 Passenger Safety , Abandon Ship, Violent Act

The prime responsibility of Boatmasters is to ensure passenger safety at all times.

Particular points to note are as follows:

- Passengers who appear to have been excessively drinking should not be allowed to board the vessel.
- When under way a member of the crew should be on the upper deck at all times to keep a look out for overhead obstructions.
- At no times should passengers or crew sit on the vessel railings.
- When discharging passenger's one member of the crew must be at the bottom of the stairs and the other crewmember by the boarding steps to warn and assist passengers.
- Should it be deemed necessary to abandon a vessel options vary depending on specific circumstances. If the vessel still has power this can most safely carried out at any one of the three landing stages, Pulteney Weir, Boating Station or Bathampton. None of these locations is more than about 8 minutes away from any position on the Pulteney Bathampton reach of river. If the vessel does not have power emergency assistance from one of the other vessels if these are currently in use can be arranged or by contacting the Boating station if not. If this is not possible for any reason the crew should ring 999

emergency services and ask for assistance from the Bath Fire Brigade who have a RIB launch and could assist.

- In the case of a violent act of any sort the boatmaster should contact the police and proceed to the nearest landing point.

8.2) Deportment on the steps.

It is the duty of the Boatmaster and crew to sell the trip to the public by practicing the policy of "Meet & Greet". This involves eye contact with interested clients, and talking to them about the trip to encourage them to step on board. They must always "be standing on the steps ready to assist and refrain from smoking. Pamphlets should be given out to people showing interest and, in particular to those who "may come back later".

8.3 Dress Code

All members of staff will be provided with a Company base ball cap bearing the Company Logo which must be worn when on duty.

9) General Navigation Procedures.

9.1) Berthing and casting off.

The upstream end of the boat is turned toward the berth, the stream is then effective in assisting the vessel's sideways drift. The helmsman remains at the wheel until the ship has been effectively moored and the engine can no longer be required. The upstream end of the ship should be secured first. NOTE: In order to avoid the fowling of the propeller with flotsam, a vessel that is to be moored over night is best placed with bow upstream. **At the end of each working day boats must be moored with THREE warps. Two of these should be on the forward bollards and one of these forward warps must be lashed down.**

9.2) Coming to and weighing Anchor.

Power is applied to the propeller to take the slack out of the chain and the anchor is then hauled aboard and duly stowed.

When heaving to the ship is turned into the stream. The anchor is then lowered carefully in order to be sure of no incidental damage to the ship. Having secured the bottom the ship is reversed allowing a slack of chain to be paid out until the angle of the chain to the surface of the water is approximately thirty degrees.

9.3) Transverse Thrust

Because a propeller rotates in one direction the lower part of the propeller swing is always biting into water of a greater density than that of the top swing. This means that the propeller effect upon the forward motion of the ship is not uniform and there is a certain tendency of drift to one side which is dependant upon the rotation handing of the propeller.

This phenomenon is known as the effect of Transverse Thrust. Transverse thrust can be of assistance when coming into a mooring. NOTE All of our boats are fitted with right hand rotating propellers. The handing of a propeller is determined by the direction of the top swing when in forward gear viewed from astern. Right hand rotation is clockwise.

9.4) Horn Signals

One	blast	"I am turning to starboard"
two	blasts	"I am turning to port"
three	blasts	"My engines are in reverse"
five	blasts	"I do not know what you are doing"
seven	blasts	"I am proceeding but the circumstances are such that I am unable to observe any oncoming vessel which may be in the immediate vicinity".

9.5) Deposition of Passengers to ensure stability and trim.

On upper decks passengers must remain seated. All our boats are subject to a MSA heeling test. NOTE: A sound knowledge of the ships certificate and its relevant specified equipment must be demonstrated.

9.6) Safe Access

The crew's prime duty is always to the safety and welfare of the passengers. The safe embarkation and disembarkation of passengers and taking care while the ship is under way is the principal duty. NOTE: An additional duty of care is required on our boats to see that no one is liable to injury by overhanging trees or the slalom gates.

No one (crew or passenger) may sit on the railings of the boats.

The crew must always be suitably dressed in the interest of their personal safety.

9.7) Spate

No passenger ship may be navigated on the river when the level of the water is running over the slipway at Pulteney Weir. This is when the water is level with the main landing stage at the Boating Station.

9.8) Engineering Knowledge

Before setting out the crew must ensure that :

- That the battery is well charged.
- That the cooling water is circulating.
- That there is suitable oil pressure indicated on the engine dashboard.

NOTE: The water temperature should not exceed 180 degrees F and the oil pressure should be 45 pounds /square inch.

Confirmation that these checks have been carried out should be recorded on the daily work sheet.

Any problems encountered with the machinery must be entered into the log at the earliest convenient time and reported to management.

9.9) Familiarity with the Passenger Certificate

Crews must be familiar with the contents of the MCA(Maritime Coastguard Agency) passenger certificate and the reasons in law for its existence.

From time to time the certificate should be read and the location of all the listed equipment noted. Any discrepancies should be noted in the ship's log and reported to management at the earliest possible time.

In particular the maximum number of passengers allowed on each boat should be noted and rigorously adhered to. There are very serious penalties for not observing this rule.

Crews should be aware that at any time the MCA may inspect the vessel and wish to check the equipment against the certificate. This usually happens at least once a year. A note of such visits should be made in the log.

10) Emergency Situations

10.1 Loss of engine power

The anchor is lowered and once the stream has caused a slack to be achieved the chain is secured to the ship at a point on the opposite side of the ship to the nearest bank which it is desired to berth. The anchor fixing point will be between a quarter and a third ship`s length aft of the bow. Having achieved this the boat will have a sideways momentum caused by the stream and the arrest of the anchor.

10.2 Loss of steering

Each ship is equipped with a means of steering in the event of a loss of normal rudder control. All members of the crew must be acquainted with the location and use of this equipment. This is more fully described paragraph 10.10 of this document.

10.3 Action to take in the event of a collision.

In the event of collision the safety of the passengers in both vessels is of primary concern. Evacuation of passengers may be put into operation and the recovery of persons who may be in the water should take priority.

10.4 Grounding

This is sometimes referred to as squatting, the ship is in shallow water and an excess of power is being applied to the propeller. The result is that the water is effectively pulled from under the ship causing her to ground. The remedy is to throttle down to a pace where the propeller is demanding less water than that which is being delivered under the hull. NOTE: This can cause problems in shallow rivers because in such circumstances the speed of the stream will be faster in shallow water and the remedy applied could well be ineffective

10.5 Battery Isolators

It may be necessary to isolate the batteries in the case of electrical fire.

The Avon Monarch (AM) has three isolators. Two are in the forward engine compartment on the port side. One isolator is for the main engine and the other for the electric bow thruster.

The third isolator is in the generator battery box situated under the stairs on the starboard side.

The Sir William Pultney (SWP) has three isolators. Two are in the forward engine compartment on the port side mounted on the vertical cable tray .The generator isolator is adjacent to the generator in the stern housing on the port side.

The Scenic II (S2) has three isolators. Two of these are all mounted in the port stern locker adjacent to the generator. The third isolator for bow thruster and service batteries is under the floor of the cabin at the forward end of the cabin on the starboard side. Note that the cover of this locker must be replaced the correct way round.

UNDER NO CIRCUMSTANCES should battery isolators be switched off with the main engine or generator running. This will do serious damage to the charging circuits.

10.6 Fuel off Valves

It may be necessary to shut off fuel at the supply tank in the case of fire. **The AM** fuel off is controlled from the control console. The valve cuts off fuel to the main engines and the generator.

The SWP fuel off valve is under the floor in the main cabin. Access to the valve is via the small removable panel second from the bow in the center of the front floorboard. The “off” position is when the operating leave is at 90 degrees to the valve body.

The S2 remote fuel off control is mounted in the forward section of the starboard stern locker. Generator fuel off is behind a labelled panel accessible under the galley sink towards the stern of the vessel.

10.7 Bilge Pumps

The AM has one electric pump and one manual pump. No crew access is possible to the electric pump. The manual pump is situated on the port side adjacent to the toilet door. The operating lever is stowed at this point. The pump should be tested each week.

There is a high-level water alarm in the AM bilge. A continuous beeping indicates the electric pump has failed and the manual pump should be used.

The SWP has three pumps. There are two electric pumps with automatic float switches one in the forward compartment one in the stern. There is a manual pump mounted in the storage compartment under the outside port side seat. The operating lever is adjacent to the pump.

The S2 has three electric bilge pumps. One mounted under the forward open deck, one in the middle section of the vessel and a third in the stern section. Two manual pumps are fitted one under the front deck operated with a removable handle via a slot in the floor plates; the second manual pump is fitted in the starboard stern locker. There is a two way valve in the same locker that allows the pump to operate on either the centre or stern section of the vessel.

10.8 Anchor and Chains

SWP and S2 anchors are all mounted on the forward decks.

If it is necessary to use the anchor it should be LOWERED into the water not thrown. Once lowered the chain should be secured at the appropriate position with the supplied rope.

The anchor can be used to moor the boat in the event of engine or steering failure.

Remember it can also be used to manoeuvre the boat to the bank-side by letting out enough chain and lashing the fixing point at a suitable point on one gunwale. In this way the boat will act as a rudder against the stream and move to the bank opposite the lashing point.

10.9 First Aid Kits

These are stowed in the on the rear shelf under the stairs on the AM. The use of these kits should be recorded in the appropriate ships log.

The SWP kit is stowed in the security compartment on the port side under the kitchen unit.

The S2 kit is stowed in the locker in the toilet.

Also contained with the first aid kits is a heat insulating survival blanket for use should someone on board fall in the water.

10.10 Emergency Steering

The AM emergency steering arm is stowed in the stern compartment on the starboard side. To operate the arm is fixed on to the rudder top with the two bolts provided. The hydraulic bypass valve under the stern cover must be opened before the rudder can be moved with the manual arm.

The SWP arrangement is the same as the AM except the bypass valve is in the engine compartment on the starboard side of the engine.

The S2 arrangement is also similar except the operating arm is stowed in the port stern locker and the bypass valve is under the stern floor plates.

10.11 Onboard Tools

These are in the engine box rear compartment on the S1 and in the rack by the generator battery under the stairs on the AM.

The SWP tools are mounted in a rack in the generator housing

The S2 tools are in a rack adjacent to the cabin seats on the starboard side.

The tools on each vessel comprise a screwdriver, adjustable spanner and pipe grips. **Under no circumstances must these tools be removed from the vessel.** The loss of tools must be reported immediately.

10.12 Propeller Clearing.

Before attempting any propeller clearing THE ENGINE MUST BE STOPPED and the key removed. In the case of the AM,S2 & SWP the propeller can be reached via the hatch below the aft deck.
The hatch must not be removed with passengers on board.

10.13 Cellular Phones

Crews should ensure that at least one working mobile phone is available on-board before starting work each day.

Any changes in phone number must be reported to the DPA so that it can be recorded on the master phone list.

10.14 Accident to crew-member or passenger.

First aid kits are kept on board each boat see section 10.9. Make the patient as comfortable as possible and do not move him/her unless absolutely necessary. The ship should proceed with all due speed to the nearest convenient access for ambulance services (The Bath Boating Station or Pulteney Weir). Meanwhile inquiry should be made over the P A system for any passenger on board who may have medical qualification to come forward and assist.

10.15 Regulation for the prevention of collision at sea

As a general rule on a confined waterway a vessel must keep to the right. Any move contrary to the norm must be accompanied by the appropriate horn signal when other vessels are in the vicinity. Having indicated intention the manoeuvre must be carried out as indicated. NOTE:

When navigating on a river in confined circumstances a down stream moving vessel has the right of way. See navigational Rules.

10.16 Use of Life Saving Appliances.

Life buoys must be thrown upstream of the victim care must be taken to see that the appliance does not actually hit the victim.

10.17 Fire Suppression Systems

The system is designed to alert the boatmaster when high heat levels or smoke are detected in either the engine room or in the case of Scenic 2 the main engine housing.
A detection will be shown on the control panel on the dashboard. From there, the crew can investigate the issue and have the option to activate the suppression system.

The fire suppression systems onboard the launches consist of the below:

Sensors

The heat sensor is designed to activate when either:

- Very high (68/90 degrees) temperature is detected
- A substantial change of temperature is detected in a short space of time.

Each sensor will flash independently on detection so if you get an alert on the panel, you can see which sensor set it off.

Heat and Smoke Sensors

Sounder Beacon

The sounder beacon in the engine and generator room will sound and flash when the sensors have been activated or when the activation button has been pressed.

Control Panel

The fire protection panel and isolation switch is provided for the engine room or main engine housing (S2).

Fire Protection Panel

Detector Loop Fault Light
(Light on panel and panel alarm sounds)
Will indicate a general fault with the sensors.

The **Mute** button can be used to mute the sounder beacon only. You cannot mute the panel alarm sound.

Detector Loops Fire Alarm Light
(Light on panel, panel alarm sounds and sounder beacon)
Will indicate when either or both sensors have activated.

Fire Supression Fault Light
(Light on panel and panel alarm sounds)
Will indicate a general fault with suppression system.

Fire Supression Activation Light
(Light on panel, panel alarm sounds and sounder beacon)
Will flash for 30 seconds when the activation button has been pressed or stay permanently lit when the extinguishant has been released.

Isolation Switch

Armed
The system is active and ready to fire.

Isolate
The system is isolated and cannot fire. The Fire Supression Fault light will illuminate and the panel alarm will sound.

The system should be isolated when anyone is entering either the engine room.

This is the activation button that you will use to fire the suppression system.

As standard, it will be under the tamper tag.

Remove tamper tag on relevant panel before pressing the activation button.

Procedure

Below the Fire Protection Panel and the Isolation switch is a procedure guide for activating the system.

If the activation button has been pressed, the activation light will flash and the predischarge alarm will sound for 30 seconds prior to the extinguishant release.

Do not ventilate or enter the space for at least 15 minutes after the release.

Ventilate as soon as possible after 15 minutes if safe to do so.

Ensure space is safe and ventilated before re-entry.

If a detector loop fault or fire suppression fault is indicated, contact the base station and supervisor/manager in charge that day.
If a detector loop fire alarm is indicated, the boatmaster should **consider**:

- Investigating the issue
- Moving passengers away from the area
- Evacuating all personnel from the space
- Switching off machinery
- Cutting off fuel supply to the machinery
- Shutting ventilation to the space
- Activating the fire suppression system

To cancel an activation
You have 25 seconds from pressing the activation button to cancel. To do this, hold down the mute button for 5 seconds. This will reset the system.

Important Note
If you hear the alarm going off while in the engine room, evacuate the space immediately.

Generator Systems
Generators use a different system of operation when compared to the main engine spaces.

The Stat-X cylinder is mounted in the sealed generator housing. The cylinder contains its own sensor set to operate if excessive temperature is detected. When this happens the cylinder is discharged and an alarm is sounded at the vessel helm.
The same rules about opening the generator housing and subsequent ventilation as with main engine rooms apply.

Stat-X® aerosol has been tested on a wide range of materials including structural, aviation composites, and materials commonly used in electronics, and circuit boards. In all cases it has been shown that Stat-X® has no deleterious effect on the operating

capability of equipment.
Due to the ultra-fine particle size and the method of generation, the particulate is quite buoyant and suspends in the gas/air mixture within the protected enclosure. Because of this "buoyant" effect the aerosol does not begin to "settle" for an extended period (up to an hour) and therefore is extremely easy to vent from the protected area. Only very minor amounts of particulate may be deposited on equipment and, generally, there is little need to do anything beyond extraction of the air within the protected volume through a fan or air handling system – followed by a blow down with compressed air. Any particulate deposited on horizontal surfaces will be ≤ 5µm and will not form a continuous layer. Large gaps will exist between particles - leaving no potential for electrical conductivity issues to develop.
As a precautionary measure, however, it is always important to inspect and clean the site thoroughly following a discharge. While the aerosol itself is quite "clean", environmental factors are also a consideration. The unknown, and potentially harmful, by-products of an actual fire pose the biggest risk to sensitive equipment. Because unknown products from the fire itself may be present or because of unwanted environmental conditions, it is always recommended that the area be thoroughly cleaned to insure that no unwanted products are present. For example, on site maintenance and housekeeping may have been lax allowing accumulation of dirt in the enclosure. During discharge, any dirt within the enclosure will be blown around and then deposited as unwanted residue throughout the area.
Also, in rare cases, unit orientation may have been altered improperly or equipment may have been re-oriented within the protected enclosure resulting in an improper discharge directly onto a wall or equipment surface. This could result in the deposit of small, localized areas of highly concentrated agglomerated particulate on that surface. If left untended, an agglomerated mass may take on moisture and may cause non-progressive surface discoloration (copper, bronze) of unprotected metal surfaces. It is therefore, very important that any agglomerated particulate be cleaned up with a water/alcohol solution no later than 24 hours following a discharge.

10.18 Fire Procedures – Fire Extinguishers

In the event of fire on board the vessel given the proximity of banks and landing points the first priority should be to ensure the safety of passengers by steering to the nearest bank or safe landing point suitable for disembarking the passengers.

The most likely source of fire on board is in a generator compartment, engine room or battery store. All these facilities are in fire proof enclosures and generally more harm is likely to be done by opening any of these areas. Immediate action should be to shut down the defective unit and shut off fuel supplies. If necessary, the Stat-X fire system should be discharged (see separate section).

The next priority is to evacuate the passengers and alert the fire brigade by use of the mobile phone.

In the case of fire outside the Stat-X protected areas the fire should then be tackled by the crew, using the fire extinguishers as designated below, so long as this does not involve any undue personnel risk.

There are two types of fire extinguisher on each boat.

The Red Extinguishers are "water type" and should be used only on wood or paper type fires.

The white extinguishers are foam type and should be used on fires involving liquid fuel or oil.

Other Fire extinguisher colour codes are as follows:

Black.. Carbon Dioxide(CO_2) For electrical fires
Blue... Dry Powder for electrical fires
Green.. Halon Gas for electrical fires

Fire extinguishers are in the process of being replaced by Euro-standard ones, which are all coloured red. It is essential therefore to check the label on an extinguisher before use to check its contents.

Remember the “fire triangle”, fires require three ingredients

in order to burn....fuel, oxygen, heat are required, remove any one of these and the fire will be contained.

10.19 Pumps and Buckets

A fire bucket and lanyard to lower the bucket into the water is provided on the S1. A fire pump and hose is fitted at the stern of the AM. The operating handle is stowed by the pump.

The SWP fire pump and hose is stowed under the port seat outside the cabin. The operating handle is also here.

The S2 fire pump is in the forward section of the stern locker on the starboard side.

10.20 Sand Bucket

Sand is provided on all vessels. This can be used on fires or spillage involving liquids.

10.21 Generators

As a general rule none of the equipment provided is safe with mains voltage electricity applied. The first action in the case of fire should be to shut down the on-board generator, stop main engines and isolate batteries. Depending on the nature of the fire the StatX fire system may discharge.

10.22 Man Overboard Procedure

It is most likely that the crew or one of the passengers will first notice someone falling off the boat. By using the PA or shouting in a loud voice “Man Overboard stop the boat” the crew should attract the drivers attention.

The driver should remain at the wheel and direct recovery assisted by the crew or other passengers.

10.23 Recovery of man overboard

It is a generally accepted practice that in such circumstances the ship should immediately go about so that the helmsman can see the victim and steer a course for recovery. It is further stipulated that the victim should always be approached from downstream. In a busy but small waterway such as ours this will probably be quite impractical bearing in mind that quick action in an emergency is essential. The following procedure may be more expedient and effective depending on the circumstances and the decision as to which to adopt will be that of the helmsman at the time.

The ship's engine is immediately put astern accompanied by the usual three blasts on the horn if necessary. Once an astern motion has been achieved the momentum must be slow and with caution. Another crewmember will be at the stern and indicate when the victim has been reached. The momentum will be arrested with forward thrust and having achieved this the propeller will be stilled. Complete recovery will then be effected but with further precautionary care to keep the victim well away from the propeller area. NOTE when either of our open topped boats are going astern under these circumstances they are easily steered with the bow thruster.

There are two main dangers 1) Running over a body in the water and causing injury from the propeller 2) A life buoy being thrown at someone in the water.

Life buoys should be thrown upstream and allowed to drift to someone.

When attempting to recover someone from the water it may be best not to attempt to pull a heavy body from the water but to move to the shallow water at the bankside.

As with all boat operations the best method of recovering any object from the water is to control the boat while working upstream. This means if someone has fallen from the boat when travelling upstream the boat should be turned and taken well downstream beyond the body or object and then brought up against the current.

Once the victim is safe onboard resuscitation should be started at once if necessary.

Keep the victim warm using the onboard heat blanket. Do not remove clothing, even wet clothes have some insulating value.

If available give a warm drink but NOT alcohol. If giving sweet tea or coffee, check that the victim is not a diabetic.

Attend to any other injuries as necessary. As a general rule do not move unless to avoid some danger. Get assistance from other passenger's check to see if anyone onboard has medical training.

11) Safety announcement

At the commencement of each voyage the following announcement must be given over the PA system. Remember there may be foreign passengers on board so it must be spoken slowly.

"May I have your attention please.

This is an important safety announcement on behalf of the Maritime Coastguard Agency. In the event of an emergency that makes it necessary to evacuate the boat we will proceed to the nearest bank. Please stay in your seats until instructed by the crew as to what action to take.

There are adequate buoyancy aids for all on board. These comprise the life buoys on the top deck and life rafts that form the seats on the rear of the top deck".

12) Bar Operating Procedures

Alcoholic drinks must not be served when the vessel is moored at Pulteney Weir.

13) Environmental Procedures

13.1) Fuelling Boats

The crew must exercise care when fuelling boats to avoid spillage of fuel into the river.

- The fuelling operation must be supervised at all times.
- The fuel hose must be turned off and locked after fuelling operations.

In the event of a fuel spillage on-board the vessel this should be absorbed using the sand bucket provided. Spillage into the river should be dispersed using the detergent provided.

An oil spill control kit is stored at the Bath Boating Station adjacent to the engineering stores section.

Spillage incidents should be entered into the on-board log and reported to the DPA (See section 2.1)

13.2) Speed Limits

The speed limit imposed by the environment agency at two points on the river between Pulteney Weir and Bathampton must be observed.

The bylaw states ***" No person shall in the main river navigate any vessel in such a manner or at such a speed so as to injure any bank drainage work river control work or sea defences and where the Authority has a notice erected at any place limited the speed of vessels passing such a place no person shall navigate a vessel at a speed greater than the speed so limited".***

Boatmasters must therefore limit the vessels speed to less than 4 Knots when passing these notices.

13.3) Garbage and Oil Disposal

Garbage from the café areas should **be taken ashore at the end of each working day** and disposed of in the skips provided.

Waste oil and oil contaminated water must be disposed of in the drum provided labelled "Waste Oil". This drum is disposed of when full by an approved contractor.

14) Reduced Mobility Policy

None of the Pulteney Cruisers is specially adapted for access by passengers with reduced mobility.

Arrangements may be made in advance for carrying passengers with reduced mobility and generally crews will be advised when such arrangements have been made.

Boatmasters should make it clear that no such facilities exist if they are approached at the various boarding points to bring wheel-chairs onboard. Such requests should not be necessarily rejected but attention must be drawn to the absence of facilities.

15) Routine Engineering Maintenance

Routine engine maintenance of main engines and generators is carried out in accordance with the manufactures specifications.

Details of these procedures are available in the specific manufactures literature for each piece of equipment. Details of each service carried out are entered in the on-board log for each vessel.

16) Risk Assessment – All Vessels

Risks for Employees

Falling in – this is a risk when tying & untying the vessel, when embarking & disembarking & when helping passengers.
All staff must be competent swimmers; they must wait until the boat is alongside the jetty before attempting to disembark. When helping passengers they must ensure they are on a safe stable footing.

Slipping on the steps when gaining access to the upper deck.
Staff must always wear flat non-slip footwear & must use the handrails provided.

Fire.
This is a risk from the engine & the generator. There are fire extinguishers provided in the cabin & our staff is trained in using them. If a fire did occur the driver would head for the nearest point at which he could evacuate the passengers, whilst the crew would use the fire extinguishers. The problem would be reported by phone to the Boating Station or the Fire brigade depending on the severity of the fire.

Vessel Sinking.
The river is approximately 10ft in the middle although this does vary. In event of a vessel taking on water the driver would head for the nearest bank & evacuate the passengers, there are buoyancy aids for all passengers & crew.

Winter Maintenance
Masks, gloves & ear protectors are provided. Buoyancy aids are to be worn when working on the sides of boats.

Risks to Customers

Slipping when embarking & disembarking from the boat.
Staffs are instructed to always assist. Use the handrails.

Slipping on the steps to the upper deck.

Handrails are on both sides of the stairs. Staff are there to aid
anyone needing assistance. An announcement is given telling people to remain seated until the boat has docked.

17) Risk Assessment - Search and Rescue Document

As from February 1999 all MCA licensed vessels are required to carry a document outlining procedures to be carried out if the vessel should become stranded in such a way that assistance is required from the emergency services.

Copies of the Pulteney Cruisers document have been deposited with the Avon and Somerset Police Service.

This document is included in section B of this document and should be studied by the boat crews.

Section B. Search and Rescue Plan

Pulteney Cruisers

ARRANGEMENTS FOR THE CARRIAGE OF AGREEDED SEARCH AND RESCUE CO-OPERATION PLANS ABOARD UK PASSENGER VESSELS

1) Operator Details

All vessels scheduled in this document are operated by:

Pulteney Cruisers Ltd
Bath Boating Station
Forester Road
Bath
Somerset
BA2 6QE
Telephone
+44 (0)1225 312900

+44(0) 01225 863600

NGR ST 7575 6578

www.pulteneycruisers.com

Registered Office:
Briar Cottage
Turleigh
Bradford on Avon
BA15 2HG

2) Contact Information

	Position	Home Phone Number	Mobile Number	email	Address
Mr J.J.Lavis	Director / Chief Engineer	01225 863600	07836 266617	jerry @lavis.myzen.co. uk	Briar Cottage Turleigh Bradford-on-Avon Wiltshire BA15 2HG
Mrs S.N.Lavis Mrs		01225 863600	07979 858258		Briar Cottage Turleigh Bradford-on-Avon Wiltshire BA15 2HG
Ms S.L.Hardick Ms	Director	01225 312900	07810 836856	sarah@ bathboating.co.uk	Bath Boating Station Forester Road Bathwick Bath BA2 6QE
Mr S Higgins		01225 312900	07977 79850842		Bath Boating Station Forester Road Bathwick Bath BA2 6QE
Mrs A Bowen	Administ rator	01380 827299	07810 837787	booking@pultene y.myzen.co.uk	

3) Operating area of vessels

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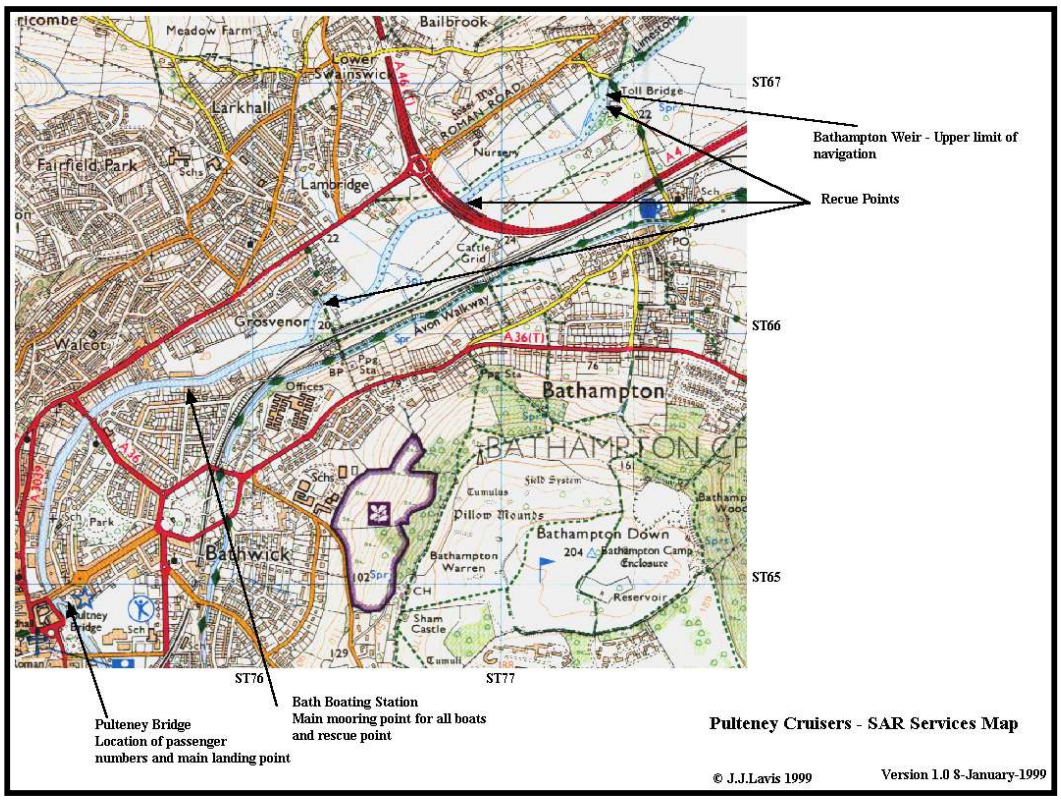

4) General Plan of Vessels

General Plans of Vessels

Sir William Pulteney

Scenic II

Avon Monarch

Pulteney Cruisers Fire-Fighting And Life Saving Equipment
Version 2 18Sept14

5) Details of vessels

Vessel	Gross Tonnage (Tons)	Overall Length (Meters)	Maximum Draft(meters)	Service Speed	Maximum No of Passengers	Number of Crew	Fire Pumps	Life Rafts	Life Buoys	Fire Extinguishers
Sir William Pulteney	14 T	13.18	0.76	4 mph	88	2	1	4	6	5
Scenic II	14 T	13.18	0.76	4 mph	79	2	1	-	9	5
Avon Monarch	14 T	13.18	0.76	4 mph	85	2	1	4	12	5

6) Liaison arrangements Between Company and emergency Services

Note: When in service all vessels are under the control of a Master approved by the MCA (Maritime Coastguard Agency). This person will act as the responsible person co-ordinating any activities necessary in the event of an emergency.

The Police and Fire services are aware of the existence of this plan but their administrative procedures do not allow them in an emergency, to have ready access to a copy of the same.

In addition to the copies held on each of the vessels a further copy is held at The Bath Boating station. (Location details given in Paragraph 2).

The Fire and Police emergency services are aware of the Pulteney Cruisers arrangements for passenger counting as details of these procedures have been deposited with them separately.

In the event of an emergency The Master in charge of the vessel will contact either the police or Fire service using the 999 service and provide details of:

- **The location of the incident.**
- **The nature of the incident.**
- **The number of persons on board including the crew.**

Note: When reporting the location of the incident the attached map can be used and an Ordinance Survey Grid reference given. If the vessel involved is moored to the river bank ensure that correct bank is reported. By convention banks are referred to facing downstream as the "right bank" or "left bank.

The contact numbers for the emergency services for non-urgent purposes are:

- Police Service 01275 818181
- Fire Service 0117 926 2061

End of Search and Rescue Section

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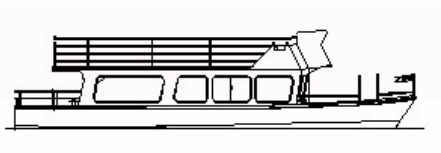
Appendix 1 Daily Work Sheet



Pulteney Cruisers

Daily Worksheet Scan for Passenger Count

Avon Monarch /Sir William Pulteney/ Scenic II

Day Mon. Tues. Wed Thur Fri Sat Sun Date ____/____/2025

Morning checks	Tick/enter number
Cooling water main engine	
Bilge Aft and Forward Check for Oil	
Bilge pumps ON	
Stat X + Alarms turned ON	
Cooling water generator	
Water Filters checked	
Fuel state verified from log	
Hour meter	

End of day checks	Please tick
Stat X+Alarms turned OFF	
Bilge pump OFF	
Check submersible pump works(Mondays)	

Passenger Numbers Must be sent to Internet for every trip (See QR code link above)

Time	Adult Card	Child Card	Adult £13	Child £5	Free No.	Crew No.	Initial	££.pp CASH	££.pp CARD
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
Boat crew must initial numbers each trip *Cash to only be taken in extreme circumstances* **Total**									

Boat Crew names:

Appendix 2 Staff Recruitment Check Form

Pulteney Cruisers Ltd Boat-crew Starter Register		
Payroll Number Allocated	No.	
First Name		
Surname		
Address Line 1		
Address Line 2		
Address Line 2		
PostCode		
Date Started		
Date of Birth		
NI Number		
Copy of Manual of Procedures Provided	Date /Initial (Admin)	Signed (Boat-crew)
Initial Familiarisation	Date / Initial (Boatmaster)	Signed (Boat-crew)
On Vessel Training	Date / Initial (Boatmaster)	Signed (Boat-crew)
Permit for Crew Working	Date / Signed (Director)	Signed (Boat-crew)
On-going Record of Training Form Issued.	Date / (Admin)	Signed (Boat-crew)
Notes		
Version 1.0 06AUG2021		

Appendix 3 Contact Information

	Position	Home Phone Number	Mobile Number	email	Address
Mr J.J.Lavis	Director / Chief Engineer	01225 863600	07836 266617	jerry @lavis.myzen.co. uk	Briar Cottage Turleigh Bradford-on-Avon Wiltshire BA15 2HG
Mrs S.N.Lavis Mrs		01225 863600	07979 858258		Briar Cottage Turleigh Bradford-on-Avon Wiltshire BA15 2HG
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Mr S Higgins		01225 312900	07977 79850842		Bath Boating Station Forester Road Bathwick Bath BA2 6QE
Mrs A Bowen	Administ rator	01380 827299	07810 837787	booking@pultene y.myzen.co.uk	

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