

POLICY STATEMENTS

In general, Prawle Point NCI's policy in the following areas follows and is governed by NCI policy and procedures as laid out in the NCI Manual. A printed copy is available at the lookout and sections can be downloaded on demand from the national NCI website.

MoUs

The NCI's Memoranda of Understanding with HM Coastguard and the UK Border Agency can be found in the Watchkeeper's Handbook and the NCI Manual.

NCI CODE OF CONDUCT

See NCI Manual

EQUALITY & DIVERSITY POLICY

See NCI Manual

HEALTH & SAFETY POLICY

See NCI Manual and the Station Health and Safety Manual

SMOKING POLICY

Smoking is not permitted by law at any time inside any of the lookout's buildings.

SAFEGUARDING POLICY

See NCI Manual and Watchkeepers Handbook.

PRAWLE POINT NCI WATCHKEEPING POLICY

Our watchkeeping policy is designed to give all watchkeepers a fair opportunity to book watches and applies throughout the year. This version is effective 28 June 2023 onwards.

Lookout opening and manning

1. Prawle Point runs two four-hour daytime watches every day of the year. The watch times are 09:00 to 13:00 and 13:00 to the earlier of sunset or 17:00. During the summer months an additional watch is maintained from 17:00 to the earlier of 20:00 or sunset.
2. For operational and safety reasons watches should be double manned whenever possible.
3. The station's priority when booking watches is:
 - a) Weekend daytime watches
 - b) Weekday daytime and summer weekend evening watches
 - c) Weekday summer evening watches.

Watch scheduling

There is no upper limit on the number of watches that an individual may undertake.

The normal annual target per watchkeeper is a minimum of 24 but watchkeepers are expected to stand two watches per month during winter months and three per month when there are evening watches

In addition, in order to help raise funds to offset the ongoing running costs of PQ, watchkeepers are expected to support at least two fundraising or promotional activities during the year.

Roster management

Most of our watchkeepers regularly and routinely book watches and form the core of our watchkeeping.

We ask you to notify the station manager or deputy station manager if there is going to be a period when you cannot book watches (e.g. long-term travel, holidays, illness etc.). If appropriate, we will agree a revised watchkeeping target with you.

The station's watchkeeping performance is reviewed routinely to check on watch coverage and look for problem areas. If you are not standing many watches, and have not told us why, then you may be contacted to find out whether there is a problem.

Keeping up to date

If, for any reason, you have not carried out a watch for a three-month period then a 'refresher' watch may have to be arranged and satisfactorily completed prior to the resumption of normal watchkeeping. This can be arranged by contacting the station's Training Officer.

Emergency contacts

You are encouraged to check and maintain your personal details on Dutyman. In the event of an emergency this contact information will enable station management to contact the right person on your behalf.

PQ Qualified Watchkeeper Updating Programme

The annual requirement is either to successfully complete all six winter quizzes and attend one training workshop (whether for qualified watchkeepers or trainees) or to successfully complete four quizzes and attend two workshops. Exceeding that requirement is encouraged.

Those who do not satisfy the above requirement or do not stand a watch for three months may be required to attend a 'one on one' review session at the lookout with a Trainer to confirm that the individual concerned is current with the latest watchkeeping procedures.

PQ WATCHKEEPER'S DOG POLICY

Effective 19 July 2017

1. Watchkeepers who wish to have their dog with them when on watch may only do so if their name is on the station's permitted list. This will be maintained by the Secretary and a copy kept in the Station Operations Manual.
 - a. Any watchkeeper wishing to be on the list must notify the Station Manager or Station Secretary to that effect and **confirm that their dog's insurance provides adequate cover whilst they are on duty and on NCI premises.** See notes below.
 - b. Effective October 2017 the annual commitment letter will include a renewal clause covering this.
2. All other dogs (apart from 'assistance' dogs – blind, deaf etc.) will not be allowed in the lookout.

Note

1. NCI's insurance policy for watchkeepers covers the watchkeeper whilst on duty but NOT their dog. This means that if a watchkeeper's dog causes, or contributes to, an accident or injury within the PQ perimeter the watchkeeper would be wholly personally liable.
2. If you choose not to insure your dog we will accept it onto the permitted list provided that you notify station management that this is the case and that you accept FULL personal financial liability for the dog's actions. It is worth remembering that a third party claim for personal injury could be very expensive.

DOGS PERMITTED LIST				
Watchkeeper's Name	Dog's Name	Insured	Personal Liability Accepted	Date Registered
Richard Cropper	Boodle	Yes		23/06/17
Peter Rendell	Buddy	Yes		15/08/17
Dee White	Molly	Yes		27/04/18
Nick White	Molly	Yes		27/04/18
Christine Bryson	Sonny	Yes		25/06/18
David Holmes	Shadow	Yes		23/05/19
Di Caudery	Dotty	Yes		10/04/21
Bill Bonham	Saffi	Yes		15/01/23
Sue Jarvis	Belle	Yes		30/01/23
Mark & Philippa Kichenside	Jess	Yes		24/04/23