

Guidance notes for all shore & barge crew engaged in the laying and the recovery of deep water moorings.

This document should be read in conjunction with the Code of Practice MSCP77 Mooring Laying and Recovery.

INTRODUCTION.

With the ever increasing awareness in the prevention of accidents, the possible potential for action against Clubs or its members and the increasing interest being taken by the relevant authorities in the prevention of accidents, it is incumbent on Sailing Clubs and their Members to examine the practices adopted within their respective clubs and so far as is practicable take all reasonable steps to minimise or eliminate potential hazards identified.

Members in any event would wish to maintain the good safety standards within the Marconi Sailing Club and it is for this reason the following Safety Instructions are issued. They should not be considered to be all embracing, but rather to form the basis for good practice. It is up to each member to ensure the working practices with which they are engaged are safely carried out.

These instructions do not apply to or consider the 'At Work Situation' where any individual is carrying out the activity for hire or reward.

The instructions address two principal areas:

1. The use of safe working practices in order to ensure the safety of persons involved in the shore team and on the water involved with the mooring laying or recovering.
2. The correct use of equipment to ensure it remains in good working order and which may directly or indirectly contribute towards safety.

1. SAFETY.

It is incumbent on the Barge Team to assess the prevailing weather conditions and take into consideration the weather forecast for the likely period of the operation. Their decision is final in deciding whether it is suitable for the operation of laying or recovering moorings to go ahead or not. Additionally should the absence of a number of team members appear to compromise whether the operation can be safely carried out with, then the Team Leaders decision to progress or stop is final.

- a) **Shore Team:** The nominated "Tractor Driver" and/or "Teleporter Driver" depending upon which will be used, should be familiar with the Tractor Operating Instructions (MSCP62) and or the Teleporter Operating Instructions (MSCP 83). The nominated "Tractor Driver" and /or "Teleporter driver" assigned to the team is to coordinate the safe working of the shore party and retains the right to refuse to carry out any of the specified duties should he believe that safety may be in any way compromised. He should also brief the shore team prior to each days laying or retrieving to ensure that:
 - The Team is aware of the processes involved in the work to be carried out and the potential hazards that may be encountered.
 - The Team members are properly dressed for the work in hand and are wearing or have available the appropriate protective foot and hand wear. As a minimum this consists of steel toe capped footwear and protective gloves.

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- No team member has any disability that might compromise the work or safety of other team members. If any team member has such a concern then a more appropriate job should be allocated.
- Emergency procedures should be explained. See Appendix 2.
- b) **Water-borne Team:** The Barge Master should coordinate the safe working of the water-borne group to include the Barge, the Jack B, and Workboat (when in use) and retains the right to refuse to carry out any of the specified duties should he believe that safety may in any way be compromised.

The Barge Master should make the initial choice as to how many and which individuals should be chosen to go afloat and those chosen should willingly agree to this. The number may vary depending upon the operation to be undertaken and the weather conditions.

The Barge Master should check before each days work that the safety equipment (life buoys, anchors, flares etc.) and any functional required equipment (power pack, strops, slip ropes, winch wire etc.) are in place and in working order on all boats that form the team on that day. The effect of any shortcoming or missing items should be carefully considered in case it may affect safety in any way. The Barge Master must make the final decision to continue or not to carry on.

The Barge Master should also brief the full waterborne team prior to each day's laying or retrieving to ensure that:

- The Team is aware of the processes involved in the work to be carried out and the potential hazards that may be encountered. Specific jobs should be allocated to individuals and it is necessary to ensure that each agrees to the task and fully understands what is expected.
- The Team members are properly dressed for the work in hand and are wearing or have available the appropriate steel toe capped boots and protective gloves. The wearing of buoyancy aids is obligatory.
- No team member has any disability that might compromise the work or safety of other team members. If any team member has such a concern then a land based position should be allocated.
- Emergency procedures should be explained. See Appendix 2.
- The Jack B driver must be familiar with the Jack B Operating Instructions (MSCP68) In addition the driver should be instructed to display the appropriate day signal when towing is underway. (Col Regs Rule 27b (ii) – Vessel restricted in her ability to manoeuvre.) All the safety equipment on the Jack B should be checked to ensure it is in full working condition prior to commencing.

c) General

- When manual handling of moorings is necessary (i.e. when being inspected, when being loaded or unloaded onto the trailer, when being loaded onto or off the mooring barge from the trailer, or when being moved into position on the barge) it is mandatory that steel toe cap footwear is worn and that heavy protective gloves are worn to avoid damage to hands and feet. Also caution must be exercised when handling anchors, as rusting and deterioration during the season may result in sharp edges.

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- If parts of the mooring tackle appear heavy, then it is incumbent on the Barge Master to ensure that the load is shared by involving as many people as deemed necessary to move the object without strain.
- The Barge Master must supervise the loading of the barge in order to avoid overloading it or to load it in such a way that would compromise its lateral stability. This may vary depending on size of tackle and weather conditions etc.

2. EQUIPMENT, A GUIDE TO ITS USE.**Mooring Barge**

On each occasion prior to the use of the barge it is necessary to check that

- a) The life buoys should be in place and easily accessible at both the bow and stern of the Barge
- b) The ground anchor is in place and ready to be deployed if necessary.
- c) The towing line is not damaged or frayed and appears to be capable of withstanding the pulling load required and the shock load sometimes inadvertently applied to it.
- d) The working platform is clean and clear of any slippery material. A brush should be on board also to ensure that this area is kept clean as work progresses.
- e) The winch is in fully operational condition, (both manually and power-pack driven) and in particular that the winch wire is not kinked or frayed and is correctly wound upon the windlass.
- f) Any slip line that may be required to be used is in serviceable condition and not partially severed. It must be replaced if damaged as the failure to slip when required could be dangerous.
- g) Restraining chains and locking hooks should be checked to ensure they correctly affixed to the barge and are not damaged or the chain twisted preventing their immediate use if required.
- h) For mooring laying the long measuring line wound onto steel drum must be on board. Additionally for laying moorings, one or two Dan buoys with anchor weights should be available as well as the measuring line for measuring distance between rows.
- i) The gantry should be checked and in particular the security of the block attached to it. Loosening of shackles is possible when the barge is at its mooring. If the hydraulic power pack unit is to be used it should be checked for fluid levels before starting. It is recommended that it is started and run for a minimum of 15 minutes, Check that the exhaust pipe is connected prior to running the engine and the "know how" of the control and stopping of the unit should be clearly explained to all on board the barge Connecting and disconnecting of the hydraulic hoses should only be carried out when the engine is stopped and any hydraulic pressure in the pipes released. Oil at high temperature and high pressure can penetrate the skin causing permanent damage to a bystander. Care should be taken when starting the power pack to ensure that all hydraulic circuits are in neutral to avoid sudden movement should oil suddenly be pumped into the circuit.
- j) Basic tools should be on board should they be required – minimum: hammer, pry bar, hack saw and spare blades, strong sharp knife, mole grips, large adjustable spanner, screwdrivers of various sizes and type.

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- k) Radio contact must be maintained between the operation afloat and the shore party. The Barge Master is responsible for establishing the most suitable arrangement according to prevailing conditions and radio equipment available.
- l) Whilst the barge is in use the following operational detail should be adhered to:
 - When taking up a tow the barge may lurch suddenly with the potential of putting a crew member off balance. The crew must be made aware of this by the Barge Master and the crew warned when this is likely to occur so that a secure handhold or seat can be taken.
 - The loading of the barge should take into account the changing weight distribution that may occur during the laying or recovering of moorings and should be carried out in such a way as to maintain maximum stability at all times. This is the responsibility of the Barge Master and his experience how this is achieved should be respected.
- m) When laying a mooring and paying out chain, crew members should be advised to keep feet and hands well clear and well away from any moving chain. Should the Barge Master believe that safety is at any time being compromised the procedure should be halted until the equipment is brought back under control.

END OF DOCUMENT

Appendix 1, Approved Hand Signals follows on Page 5

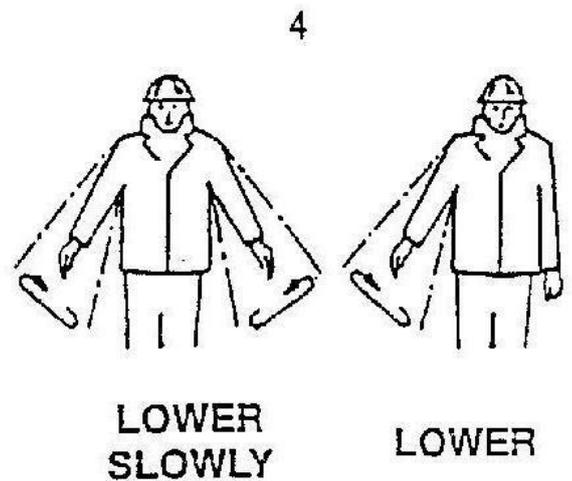
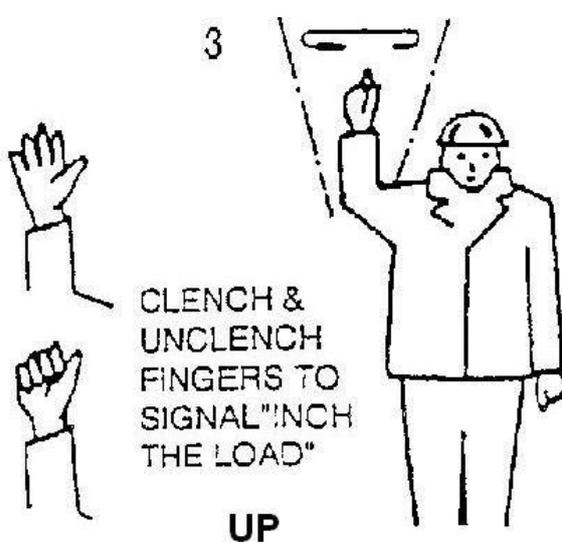
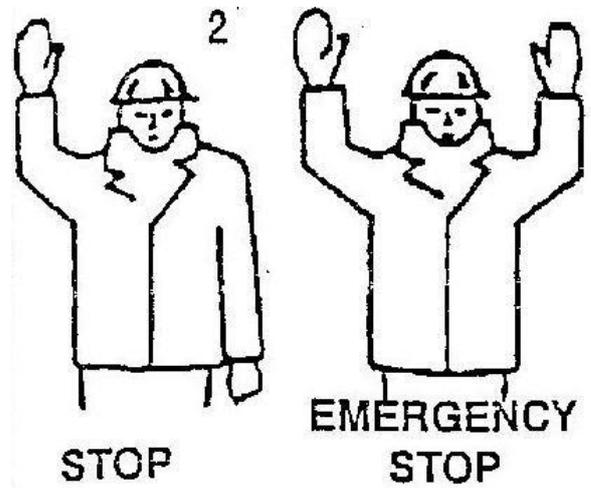
Appendix 2, Emergency Procedures follows on Page 6

Reviewed on 28th February 2013 by the Health & Safety Committee

To be reviewed after 5 years. Next review due February 2018

APPROVED HAND SIGNALS.

Appendix 1



Operating Instructions for the Mooring Barge

EMERGENCY PROCEDURES

Appendix 2

Shore Team Emergency Procedures

- a) **First Aid** – Any injuries should be reported to the Tractor Driver in the first instance. The casualty should be assessed and any immediate first aid carried out. If required the Tractor Driver should organise the summoning of the Emergency services via telephone. The Barge Master is to be notified in the second instance via the Jack B.
- b) **Man Overboard** – If any member of the shore party is lost off the trailer whilst it is partially submerged or either being lowered into or recovered from the water, the activity is to cease immediately. All members of the shore party are to assist in the recovery of the casualty, where it is required for a person to enter the water to achieve this then that person must be secured to the trailer or shore so that they may be retrieved. The Barge master is to be informed immediately by the Tractor Driver of the situation via the Jack B radio. If necessary the Jack B is to inform the Emergency services. The Barge Master must then decide whether to offer assistance, by abandoning the mooring activity, or if the casualty has been recovered, continue. If the activity is to be abandoned then the barge is to be made safe, the crew recovered to the Jack B and the Jack B is to make its way back to the shore party location.

Barge Team Emergency Procedures.

- a) **First Aid** – In the event that first aid is required to any member of the Barge Team the Jack B driver should be contacted and advised that First Aid is required it must then be established if the barge is anchored. If not the barge anchor should be deployed and the towing rope cast off from the Jack B. The First Aid kit is situated on the Jack B and will need to come alongside the barge to assess the injured person. If evacuation of the injured person is needed then he/she should be transferred to the Jack B and taken ashore. The Jack B driver must make radio contact with the Shore Team to organise any internal or external assistance that may be required to deal with the emergency.
- b) **Man Overboard** - Should there be an occurrence of Man Overboard; the Barge Master must ensure that at least one of the flotation support devices is immediately thrown to the casualty. The Jack B Driver must be informed as quickly as practically possible and if assistance is needed to recover the casualty then this must be his priority. The barge must again be anchored if not already attached to an anchor. The casualty must be brought back on board either vessel as soon as possible then transferred immediately to the Jack B and taken ashore for assessment of any hypothermia or other medical concern.
- c) **Sinking/Collision** - In the extreme possibility of a sinking all barge team members must throw all the flotation support devices into the water before abandoning the barge. The Jack B should then be in a position to recover the casualties and return them to shore.

Work Boat Emergency Procedures.

- a) **First Aid** – In the event that first aid is required to any member of the Work boat team it must first be established if the boat is anchored. If not the anchor should be deployed. The Jack B driver or Barge team should be contacted, advised that First Aid is required. The First Aid kit is situated on the Jack B. If evacuation of the injured person is needed then he/she should be transferred to the Jack B and taken ashore. The Jack B driver must make radio contact with the Shore Team to organise any internal or external assistance that may be required to deal with the emergency.
- b) **Man Overboard** - Should there be an occurrence of Man Overboard; the other crew member must ensure that at least one of the flotation support devices is immediately thrown to the casualty. The Jack B Driver and the Barge Team must be informed as quickly

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as practically possible and if assistance is needed to recover the casualty then this must be his priority. The boat must again be anchored. The casualty must be brought back on board either vessel as soon as possible then transferred immediately to the Jack B and taken ashore for assessment of any hypothermia or other medical concern.

- c) **Sinking/Collision** - In the extreme possibility of a sinking or overturning both working boat members must throw all the flotation support devices into the water before abandoning the boat. The Jack B should then be in a position to recover the casualties and return them to shore.

Jack B Emergency Procedures

- a) **First Aid** – In the event that first aid is required to any member of the Jack B crew it must be established if the remaining crew can still control the Jack B. If not the anchor should be deployed. As the First Aid kit is situated on the Jack B the remaining able-bodied crew member should decide if he/she is able to carry out the appropriate First Aid to stabilise the casualty. If evacuation of the casualty is needed then a PAN PAN VHF Channel 16 call must be made to the coastguard. Once contact has been established then the instructions of the Coastguard must be followed.
- d) **Sinking/Collision** - In the extreme possibility of a sinking the JACK B crew must throw all the flotation support devices into the water before abandoning the boat. The workboat should then be in a position to recover the casualties and return them to shore. The Barge is to be made safe and the crew recovered by the workboat.