

Guidance notes for owners and users in the launch and recovery of cruisers using the Large Boat Hoist.

Authorised dumper drivers and winch supervisors are listed in MSCP03 (Essential Information for Cruiser Owners) which is sent to every cruiser owner.

Operating instructions for the Small Boat Hoist are contained in MSCP73

Refer to Risk Assessment MSCP 406

Contents

1. Introduction
2. Safety
3. Responsibilities of Cruiser Owner
4. Boat Hoist and associated equipment
5. Operating the Boat Hoist – General
6. Operating the Boat Hoist – Launching
7. Operating the Boat Hoist – Recovery
- Appendix – Communication and Signalling

1. Introduction.

With ever increasing awareness of the need to prevent accidents, the potential for action against Clubs or club 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 their working practices and so far as is practicable minimise or eliminate potential hazards. The objective of this Code of Practice is to minimise risk to personnel, boats and equipment, and to ensure a smooth, efficient and safe operation.

Members, in any event, would wish to maintain high safety standards within Marconi Sailing Club and it is for this reason the following guidance notes 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 that the operations in which they are engaged are safely carried out.

These guidance notes 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 in the immediate area of activity, including where appropriate the adjacent waters.
2. The correct use of equipment to ensure it remains in good working order, which may, directly or indirectly, contribute towards safety.

2. Safety.

- a) The Beach Marshal/dumper driver retains the right to refuse to move, launch or recover the Boat Hoist or cruiser where the safety of doing so is in doubt.
- b) When an Officer of the Day is on duty at the time of Boat Hoist activity that person must be informed that Boat Hoist operations are in progress. The Officer of the Day must write this information on the White Notice Board in the clubhouse.

Continued.....

2. Safety (cont)

- c) When the Boat Hoist is operating on the Hard, the necessary Warning Signs and barriers shall be set up warning individuals to keep clear.
- d) Where the Marconi Sailing Club requires a Beach Marshal (see MSCP 03) to be in attendance, it should be ensured that one is present and individuals involved in the launch and recovery operation know who that person is.
- e) Safety footwear must be worn when operating the hoist.
- f) The transfer of the Boat Hoist to and from the hard requires as a minimum, one person to steer the Boat Hoist and one person engaged as lookout.
- g) The boat hoist operator is responsible for attaching the Tow Bar to the dumper and Boat Hoist. Nevertheless, the dumper driver should check that the Tow Bar has been properly secured and the hydraulic lines correctly connected.
- h) The Boat Hoist is placed in the appropriate position on the "hard" and must be lowered to the bottom of the hard on a winch. The hoist must be opposite the winches (± 5 metres) and be least 2 metres from the small hoist or a trailer if second winch is in use.
- i) At least four chocks must be used for the Boat Hoist when stationary on the Hard at all times.
- j) Only authorised chocks are to be used and returned to the recognised storage area on completion.
- k) **At all times the Boat Hoist must be attached to the dumper, winch wire or both.** Dumper drivers should remain on the dumper until the Boat Hoist has been securely chocked and the tow bar disconnected. When transferring between dumper and winch wire ensure the Boat Hoist is securely 'chocked' on all four wheels. This transfer operation should only be carried out on the concrete, near level area at the top Hard. Chocks must not be removed until either dumper or winch has taken the load.
- l) Dumper drivers shall ensure all Boat Hoist defects are recorded in the Boat Hoist Operations Log Book and reported to the Plant Co-ordinator for action. A 'Do Not Use' label should be securely attached to the Boat Hoist steering wheel. Endorsement of the logbook in the appropriate space will enable drivers to confirm the defect has been rectified. The Plant Co-ordinator, depending on the defect and after confirmation that safety is not compromised may sanction the continued use of the Boat Hoist in the short term. The Boat Hoist Operations Logbook is kept in the workshop office filing cabinet.

3. Responsibilities of the Cruiser Owner.

The Authorised Beach Marshal/Boat Hoist Operator/Dumper Driver and/or the Winch Operator retains the right to refuse to launch or recover the Travel Hoist / cruiser.

The owner must:

- a) Contact the Beach Marshal/Dumper Driver to check availability of desired slot. (see Cruiser Code of Practice MSCP03).

Continued.....

3. Responsibilities of the Cruiser Owner (cont)

- b) Make arrangements a week IN ADVANCE with the Beach Marshal or Authorised Dumper Driver and the Authorised Winch Supervisor to be available at the appropriate time to assist with the movement, launching or recovery of the Boat Hoist. If a Dumper Driver has been nominated for the day, DO NOT ASSUME that he will be available and you still need an authorised Winch Supervisor - Check with him.
- c) Be aware of the content of the Codes of Practice for Authorised Dumper Drivers (see MSCP87 & MSCP92) and Winch Supervisors (see MSCP63) as it affects the use of dumpers and winches involved in operations with the Boat Hoist. These documents are available in the Document Library in the Members Area of the MSC website and in the clubhouse.
- d) Position the necessary Warning Signs and barriers to ensure that persons not involved in the operation are aware.
- e) Provide a sufficient team of helpers. The minimum is two persons, equipped with life jackets, able to go on the Boat Hoist, one Lookout, and the Owner with any crew necessary to be on the cruiser. Any non-members of Marconi Sailing Club must be signed in, in the Visitors Book.
- f) Make his team aware of the recognised Signals for communication (see Appendix A)
- g) Ensure that all reasonably practical precautions are taken to protect the safety of those involved and any other persons present.
- h) Ensure that the Cruiser is correctly positioned in strops within the Boat Hoist.
- i) Plan and agree the method of operation with the Beach Marshal and Authorised Dumper Driver and Authorised Winch Supervisor.
- j) Ensure that all helpers understand the plan and who has overall authority at each stage of the operation. (There will be times when the Owner on the cruiser is unable to observe the location of the cruiser in the slings, water level in relation to engine intakes etc).
- k) That the Boat Hoist is securely attached to either a dumper or winch cable at ALL times whilst on the Hard unless parked empty.
- l) When parked on the Hard the Boat Hoist SHALL be parallel to the seawall and secured by four chocks (two ahead and two behind) on a minimum of four wheels.
- m) Ensure that any damage to Club equipment is reported via the appropriate Equipment Log Book and to the appropriate Coordinator.
- n) Ensure that any damage to other equipment, boats etc is reported via the Club Log Book and to the appropriate Owner.

4. Boat Hoist and associated equipment.

- a) The Boat Hoist can be used with cruisers up to a maximum up to 6000kg (6 tons)
- b) The Boat Hoist can accommodate cruisers with a maximum beam of 3.15m (10ft 4in), and maximum draft of 1.8m (6ft).

Continued.....

4. Boat Hoist and associated equipment – General (cont)

- c) Strops are expensive to replace and are subject to safety certification. Care is necessary in their use. Dragging them across the ground getting stones and grit in them (which will also abrade the boat's topsides) easily damages the strops. **DO NOT PRESSURE WASH THEM** as this will also weaken them.
- d) The boat hoist's steering wheels must be in 'straight ahead' position before the boat hoist is lowered down to the water.
- e) Ensure that all hydraulic hoses are secure, clear of the ground and incapable of "snagging" before moving. **Hydraulic oil under pressure is extremely dangerous.**
- f) Ensure that hydraulic connectors are wiped clean before making connection.
- g) Defects or operating problems should be recorded in the Boat Hoist logbook and reported to the Plant Co-ordinator and a '**Do Not Use**' label securely attached to the Boat Hoist steering wheel. On being repaired the Boat Hoist logbook should be endorsed accordingly to show that the fault has been rectified. The Boat Hoist should not be operated unless the fault has been rectified.

5. Operating the Large Boat Hoist - General

- a) Allow time to set up the Boat Hoist prior to use and to dismantle and store the associated equipment after use as appropriate.
- b) The boat owner shall advise which strops and their positions have been used previously. This information shall be used for initial setting up, but are checked again before boat lifting. **Ensure all hooks are facing away from the boat's hull.**
- c) When lifting a cruiser for the first time, ensure that the strops are correctly positioned beneath the cruiser avoiding any appendages (anode etc) that may damage them. The boat owner should make note of which strops and their positions for future reference. When all involved are satisfied everything is safe; winch the boat up or down as evenly as possible. Remove any blocks on which the cruiser has been resting before trying to move the Boat Hoist and cruiser.
- d) When recovering a cruiser from the water, ensure that the strops are positioned as correctly as possible and have one lookout responsible for checking as soon as the underside becomes visible.
- e) Strops should not lie on the upward curves at bow and stern, or the yacht may slip out. This is a particular problem on long-keel yachts. If in doubt, ropes must be attached between the front and rear strops as near to keel level as possible.
- f) Ensure that securing lines are used to prevent the cruiser slipping out of the slings.
- g) When moving the Boat Hoist around the site / hard have **AT LEAST** one lookout suitably positioned to give guidance to both the Dumper Driver and the Boat Hoist Operator steering the Boat Hoist. Be especially aware of the upper beams in relation to other boat trailers, pulpits, pushpits etc and of the extra width of the rear axle at ground level.

Continued.....

5. Operating the Large Boat Hoist – General (cont)

- h) Work with the dumper driver to ensure that the Boat Hoist remains, as far as is possible, directly in line with the dumper (Dumper, Drawbar, and Boat Hoist are in a straight line) as this significantly reduces the risk of the Boat Hoist “overrunning” the dumper. Always be aware of the position of the steered wheels and ensure that they do not foul the metal work of the Boat Hoist.
- i) When moving from the landside of the seawall to the Hard, ALWAYS put the Boat Hoist through first followed by the dumper (generally cruiser stern first). When returning from the hard, dumper first followed by the Boat Hoist.
- j) The clearance between the Boat Hoist and the seawall gates is minimal but adequate. The person steering the Boat Hoist should concentrate on achieving a one to two inch clearance on the side that he can see and this means the other side will be clear. The lookout should be responsible for the “non steering” side and halt the dumper driver if necessary. Whilst it is more difficult to do coming from the Hard, try to ensure that the Boat Hoist is as straight as possible before entering the gap and then keep steering adjustments to the minimum.
- k) On the Hard always chock the Boat Hoist before transferring from the dumper to the winch cable (or vice versa) and ensure that the dumper or winch cable is attached and the tension taken BEFORE releasing the other. This operation shall be carried out on the concrete, near level area of the Hard.

6. Operating the Large Boat Hoist – Launching

- a) Once connected to the winch cable and with the dumper still connected to allow steering, lower the Boat Hoist down the hard sufficiently to align with the winch, then disconnect the dumper, ensuring the wheels are straight. Immediately erect barriers to prevent people tripping over the cable.
- b) Lower the Boat Hoist to the edge of the water, put the owner and crew on board, station two helpers on the walkways, and position the Look Out on the hard so that he can see the owner, winch operator and any engine water intakes etc. ALL INSTRUCTIONS FROM THE OWNER (and Helpers on the Walkways) MUST BE RELAYED VIA THE LOOKOUT TO THE WINCH OPERATOR. This ensures that the Winch Operator knows who to take instructions from.
- c) When the Owner is ready for the cruiser to be lowered to an agreed depth to start the engine, he signals the Look Out to start the winching operation.
- d) When the owner is satisfied that the cruiser has been lowered to sufficient depth to start the engine, he signals the Look Out to stop the winching operation.
- e) When the owner is satisfied that the engine is running correctly, the securing lines are released and he signals the Look Out to continue lowering operation until the weight is just off the strops.
- f) The uptide side of the stern strop is released and retrieved by the helper to the downtime walkway. The bow strop remains in place. With the assistance of the helpers on the walkways and any crew the owner reverses out of the Boat Hoist. (generally, Boat Hoist operations are carried out on the Flood Tide and the Downtide walk way is the EASTERN one)

Continued.....

6. Operating the Large Boat Hoist – Launching (cont)

- g) The cruiser owner should moor the boat on the nearest suitable mooring, return ashore and help put the Boat Hoist and equipment away (or assist the next user). Then move the boat to its allocated mooring.
- h) Once the cruiser has been launched the Look Out can advise the winch operator to retrieve the hoist up the Hard.

7. Operating the Large Boat Hoist – Recovery

- a) The stern stop must be placed on the downtime walkway with a sinking line attached.
- b) Ensure that the Winch Operator knows who your helpers and Look Out are and that they are aware of their roles.
- c) After consultation with the boat owner, correctly position the chain hoist runners and select the appropriate strop lengths.
- d) The Winch Operator should lower the Boat Hoist so that it is in the correct position just before the cruiser arrives
- e) Centralise the cruiser using the securing lines. Stop the cruiser engine.
- f) Pass the weighted line under the stern ensuring that it passes under the rudder, propeller shaft etc. Then pull the strop under the cruiser and attach to the chain hoist and adjust the chain hoist strop sufficiently to just bear on the hull. Also tighten the bow stop sufficiently to bear on the hull. Generally this will give sufficient clearance between the keels and ground.
- g) Signal via the Look Out for the recovery to start.
- h) As the cruiser is recovered the Look Out and helpers on the walkways should be checking that the strops are positioned correctly to safely hold the cruiser (without appendages such as anodes damaging them), and that there is sufficient ground clearance etc. If necessary the winching operation can be halted via the Look Out.
- i) As the cruiser leaves the water ensure that any securing lines are adjusted. The cruiser will become “bows down” when compared to the Boat Hoist. This will only be noticeable as the Boat Hoist comes on to the level area at the top of the hard.
- j) At the top of the hard attach the dumper to the Boat Hoist, adjust the stern strop using the Chain Block winches to level the cruiser up, then disconnect from the winch and move the cruiser to its parking position.
- k) When positioning the recovered boat into its parking space ensure that lookouts are deployed. The aim must be to get the upper beam and uprights of the Boat Hoist as close as possible to the adjacent boat to ensure that the maximum number of boats can be stored in the cruiser park.

Appendix A follows on Page 7

Reviewed on 3rd April 2024 by the Health & Safety committee
To be reviewed after 4 years. Next review due April 2028

Appendix A

Communication and Signalling

