

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

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

Operating instructions for the Large Boat Hoist are contained in MSCP72

Refer to Risk Assessment MSCP 407

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## **1. Introduction.**

The aim of this document is primarily to define the way the Small “Boat Hoist” is to be used at the MSC. Reference to the Large Boat Hoist Operating Instructions MSCP 72 is necessary to clarify some boat movement operations.

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.

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.

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.
- c) Safety footwear must be worn when operating the hoist.
- d) When the Boat Hoist is operating on the Hard, the necessary Warning Signs and barriers shall be set up warning individuals to keep clear.
- e) Where the Marconi Sailing Club requires a Beach Marshal (see MSCP03) 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.
- f) 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 ( $\pm 5$  metres) and be least 2 metres from the large hoist or a trailer if second winch is in use.
- g) 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 Control Pedestal. 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 Boat Owner**

The MSC through its approved operatives has prime responsibility for all launching and recovery activities

The MSC nominates trained dumper drivers and supervisors for the operation of the main equipment items.

The drivers and supervisors are responsible for the safe operation of the relevant equipment.

The boat owner is specifically responsible for:

- a) Advising the correct gross weight and dimensions of boats, to allow assessment of the suitability of hoists.
- b) Ensuring slings are correctly positioned for the characteristics of his boat.
- c) Ensuring he and helpers are familiar with the relevant parts of this document.
- d) Ensuring he (and preferably that at least some of the helpers) have assisted other launches/recoveries (as appropriate) of similar boats.
- e) Ensuring any non-members helping have been signed in as visitors in the visitors book.
- f) It is recognised that less experienced owners will wish to delegate some decisions to those with more experience. Such delegation must be explicit to a particular person so that there is no confusion as to who is in charge

## 4. Use of the Boat Hoists

### 4.1 General

The MSC currently has two Boat Hoists, designated “Large” and “Small” with the following capacities:

Hoist	Max Gross Weight	Maximum Beam	Max Trailer Width
Large	6 tonnes	3.2m (10'6")	1.83m (8'0")
Small	4 tonnes	1.98m (8'6")	1.98m (8'6")

The Large Hoist may be used to launch, recover and transport boats around the site. The Small Hoist shall only be used to move boats around the site, including to and from the hard but must never be immersed in water.

The Small Boat Hoist has adjustable width and rear wheel steering, enabling more efficient use to be made of the cruiser park area, but is unsuitable for use with most keel boats.

### 4.2 Typical Launch Sequence

A small bilge keel boat will normally be picked up from its winter storage position with the Small Hoist, taken to the hard, put on the ground and finally picked up by the Large Hoist before lowering into the water. When the boat is floating and engine running it is motored out from the hoist to a mooring.

Alternatively, the boat may be deposited below the high water mark to await the tide (subject to weather conditions).

If this method is used the dumper must be attached to the winch when lowering down the hard. The Large Hoist may also be used for this method see MSCP72.

For larger and single keel boats, the Large Hoist will be used.

### 4.3 Typical Recovery Sequence

Method A: As detailed in MSCP72 using the Large Boat Hoist.

Method B

The Large Hoist can also be used to pick up boats previously beached at the bottom of the hard (subject to weather conditions).

Similarly, the Small Hoist can be used for this purpose but as it requires a hydraulic connection for lifting, the Dumper + Hoist must be lowered to the bottom of the hard on a winch. Using either hoist the boats must be beached opposite the winches ( $\pm 5$  metres) and at least 2 metres apart.

A further option for small boats on road trailers is to reverse the trailer into either hoist and lift the boat from its trailer, reversing the sequence on recovery.

Boats are normally moved facing forwards in the hoists. If specifically requested by the Owner, it may be possible to reverse them in. However manoeuvring a boat into the Large Hoist during recovery may be difficult under all but ideal conditions, and great care will be needed to ensure that rudders and skegs are not damaged.

N.B. Scrubbing off on the landward side of the sea wall is not permitted.

### 4.4 Manpower Requirements

Launching and recovery require a minimum of:

Operating Instructions for the Small Boat Hoist

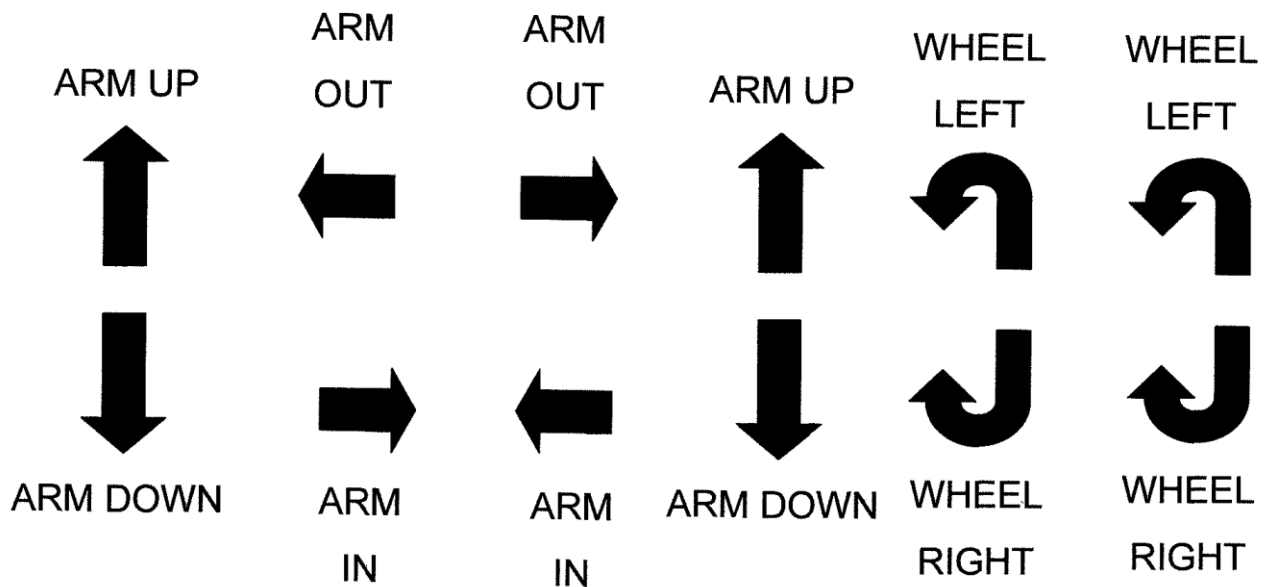
- a) An authorised supervisor for the hoist being used.
- b) An authorised winch supervisor.
- c) An authorised driver who has been trained in the use of the hoists.

It is the owners' responsibility to ensure that an adequate crew is available on the days they wish to launch and recover, and to agree times with the driver and supervisors beforehand.

**5. Movement of the Boat Hoists**

**a) Familiarisation**

Before starting operations, the hoist operator must re-familiarise himself with the controls. All functions are controlled by the control levers thus:



**b) Connecting up**

- a. Connect hoist to the dumper truck, the hitch on the hoist may not be aligned with the dumper in which case use the hydraulic jack at the front of the hoist.
- b. Ensure that hydraulic connectors are wiped clean and that the dumper driver has released the hydraulic pressure (by putting the control levers in the central position)
- c. Finally make the connections matching the coloured tie-wraps on the pipes to the tie-wraps on the dumper sockets. In the event of difficulties connecting or disconnecting the hydraulics, double check that the hydraulics have been de-energised by the dumper driver.
- d. The dumper driver should then energise the hydraulics.

**6. Before Moving**

- a) The Hoist Supervisor and the dumper driver should agree the route to be taken before setting off.
- b) The correct functionality of the hydraulics must be confirmed.
- c) All helpers and crew should leave the boat.

- d) A Lookout should be appointed to watch the side of the hoist away from the steering position. This role is particularly important in confined areas and when a boat is being carried (which restricts visibility of the side away from the steering position). The hoist supervisor will be responsible for lookout on the steering side.

## 7. Rear Wheel Steering

This is intended for very slow manoeuvring in confined areas, and at all other times the wheels should both be in the straight-ahead position. The rear wheels are independently steered using the 2<sup>nd</sup> and 5<sup>th</sup> control levers. Assistance will be required from a lookout when carrying a boat, as the far wheel will not be visible.

## 8. Normal Steering

It is important that the dumper and hoist are kept in line as far as possible.

## 9. Lifting and Lowering Boats

- a) **Adjusting the Width:** Before attempting to lift a boat, it is important that the width is correctly adjusted to give approximately 3-6" (75-150 cm) clearance on each side of the boat at the point of maximum beam. The width is adjusted using the centre pair of controls.
- b) **Putting The Hoist In Position:** The hoist should be reversed into position so the boat is central in the hoist, and the front strop position is in the desired location relative to the boat. The boat may be either way round, but if stern first care needs to be taken to ensure no damage is done to skegs or rudders. In tight spaces lifting the arms may help, as this reduces the overall length. Once the hoist is in position, ensure both arms are fully down.
- c) **Strop Positions:** It is important that the owner is aware of the optimum strop positions for his boat before starting. Some modern boats have markers on the hull, otherwise the following guidelines are offered:
- 1) Most boats are best lifted with strops just in front of and behind the keel(s).
  - 2) Especially for lightly built boats, strops should line up with internal strong points such as bulkheads.
  - 3) Strops need to avoid underwater items such as propellers, shafts, logs, etc
  - 4) Strops should not lie on the upward curves at bow and stern, or the boat may slip out. This is a particular problem on long-keel boats. If in doubt, ropes must be attached between the front and rear strops as near to keel level as possible.
  - 5) Having the strops slightly angled in towards each other at the top will reduce the risk of the front strop slipping up the bow.
- d) **Adjusting Strop Lengths:** The strops are fixed by looping the ends over the horns. With the arms fully lowered, as much slack as possible should be taken up by taking the strop over the top of the arm on one side or both. If the boat has a fixed skeg or rudder, it is important to ensure there is less slack at the stern so that the stern lifts first.
- e) **Lifting the Boat:** The boat should be lifted either by operating the two outer control levers in approximate synchronism, or by lifting a little at a time on each in turn, so the boat is always approximately level. If the boat has a rudder or skeg approximately level with the bottom of the keels, ensure the stern is lifted first and kept well clear of the ground or any blocks etc. The boat should be lifted to give a ground clearance of approximately 1 foot (30cm).

- f) **Lowering the Boat:** When the loaded hoist has been moved to the desired location, the boat should be lowered gently onto the ground. Ensure all persons are clear from within the hoist framework before lowering the boat. Blocks of softwood are recommended especially when lowering onto concrete and care needs to be taken to ensure that any deep skeg or rudder does not touch the ground first.

## 10. Operations Complete

Return hoist to the parking position chock wheels, jack and chock securely under both the side members at the front.

Appendix A follows on Page 7

Reviewed on 3<sup>rd</sup> April 2024 by the Health & Safety committee

To be reviewed after 4 years. Next review due April 2028

Appendix A

Communication and Signalling

