

Ribble Cruising Club Dock
Winch Operations Method Statement
Addendum 1



Use

This addendum to the Winch operator's method statement has been produced in response to the COVID 19 Pandemic and identifies the additional risks and mitigations to allow boat launching and haul-out to resume whilst complying with Government advice and regulation. It is to be used in conjunction with the current issue (Rev 2020-1) of the method statement and will be amended as Government restrictions are updated or removed.

Summary

Launching and recovery of vessels involves multiple people operating together, handling of club equipment and plant and handling other members property. Additional Procedures and measures are required to minimise the risk of infection due to Aerosols, Droplets and Surface Contamination.

The principles of mitigation for the increased risk are:

- Frequency of use
- Improved preparation and briefing of participants
- Minimising Numbers of participants
- Use of nominated personnel for tasks
- Controls on use of club equipment
- Additional PPE and personal cleansing
- Surface cleansing
- Social Distancing

Additional PPE Requirements

Disposable Gloves are recommended to be worn by the Tug Driver, Winch operator, Winch operator assistant and boat handling assistants. These will be provided by the club.

Used disposable gloves must be removed 'inside out' and sealed in the plastic bags provided before disposal in the waste bin.

Surface cleaner and disposable cloths will be provided for surface sanitisation.

Any personally provided PPE such as heavy-duty gloves should be washed before reuse.

Clarification of Responsibilities

The club will appoint an officer in charge for the session. This will usually be the Winch operator or Tug driver.

The vessel Owner has responsibility for Vessel and Trailer preparation in the yard and vessel movement on the Water whilst acting in accordance with the Government Regulation and Advice. **To avoid cross infection the use of club equipment for this is prohibited.**

Movement of the Trailer/vessel on the slipway and yard is the responsibility of the club and is delegated to the officer in charge, who will have absolute authority on matters of procedure and safety and will brief and instruct vessel owners and other participants appropriately. PPE (gloves) must be worn by participants and will be provided by the club if necessary.

Additional Measures and restrictions

Frequency of Operations

Only **One** Assisted Launch /Haul-out session will be allowed in any **Three**-day period., the HMG recommended quarantine time for surfaces

Preparation

The officer in charge should unlock the electrical distribution cabinet, switch on the winch power, unlock the garage door and chain cupboard having first sanitised surfaces such as garage door handles, chain cupboard handles, and electrical distribution cabinet handles. Winch access panels and controls should be sanitised before use by the Winch Operator. Tug preparation checks and sanitisation of the Tug controls should be undertaken by the Tug Driver.

The Officer in charge is to brief all participants on the additional measures and restrictions on equipment handling.

Participants

The officer in charge should clearly allocate roles and keep the number of participants to a minimum commensurate with the size of the vessel and instruct others away from the operations area. Typically, in addition to the vessel owner no more than **Five** are required:

- Winch Operator
- Winch Operator Assistant
- Tug Driver
- Boat Handling Assistant (2)

For smaller vessels launched singly or in small numbers these roles can often be combined to reduce numbers.

Club Plant and Equipment

Handling and operation of club equipment should be allocated to individuals by the officer in charge. Each piece of club equipment or plant must be handled by the same person during the entire launch / recovery session. This includes:

- Tug
- Tow Bar and Tow Slings
- Winch Controls
- Winch Cable **and Cable Guides**
- Chain Set and Shackles
- Turning Block and Shackle
- Jacks
- Wheel Chocks

Moving vessels and trailers

Be aware of social distance requirements when manpower is required to move/guide trailers on the yard and consider increased use of Tug in preference to manpower. Handling of other members property should be avoided. When this is necessary, for example, handling ropes or pushing boats and trailers, disposable gloves must be worn. No more than 2 persons to be on the slipway jetty at any time.

Risks and Controls

The following additions to the Risk tables apply:

Activity – Moving and Positioning of Boats	
Hazard	Control Measure
Contagion -Aerosols and Droplets	Social Distancing
Contagion -Surface contamination Garage Door Tug preparation and operation Trailers and vessels	Frequency of operations Sanitation PPE Allocated plant and equipment handlers

Activity – Winch Operation	
Hazard	Control Measure
Contagion -Aerosols and Droplets	Social Distancing
Contagion-Surface contamination Electrical Distribution box, chain store Winch Controls Chains, shackles and blocks	Frequency of operations Sanitation PPE Allocated plant and equipment handlers