



Agreed Minutes Ribble Cruising Club Main Committee 3rd September

Those Present:- Peter Benett (PB), David Miller (DHM), Mike Briers (MJB), Richard Freeman (RF) , Jeanette Richardson (JR), Alexander Drysdale (AD), Tony Robins (TR), Richard Blackburn (RB), Don Flannery (DF), Mike Leman (ML), Rob Jarman (RJ), Richard Elsdon (RME), John Gallagher (JG)

1.0 Apologies: Allan Williams, Tony Walker, Jackie Freeman, John Keaskin, Andrew Rosser, Andrew Walls (AW2), Chris Butler, Keith Lawton.

2.0 Minutes:- MC agreed that the minutes would be acceptable with the insertion of notes from Sailing Committee, these would be at draft 2, proposed by RF and seconded by RB

3.0 Matters Arising:-

3.1:- Robert Marsh:- There had been no further correspondence, however MC agreed to the need for some direction from The RYA re conduct of the AGM, MJB agreed to seek this.

3.2 Deed of Trust: Attempts to identify the relevant paperwork had not been successful. David Miller has asked Allan Williams family but as Allan William is very ill we feel we should not pursue the matter, MJB agreed to enquire at Linder Myers which is where the last legal discussions were held.

3.3 FBC letter re ‘Waiver of Lease Covenant’:- RB confirmed FBC had received his letter.

3.4 Data Protection, GDPR:- MJB reminded MC that a review of his draft Privacy Statement was outstanding. He also reminded MC members that any RCC data stored at home on their computers or as paper should be locked by key or password. The need for a Data Protection Officer was questioned.

3.5 RYA Club of Year :- MC agreed that we should not enter RCC for this

3.6 RYA Club Census: RYA feedback from this input ‘ Well done RCC, brilliant’

4 Correspondence:-

4.1 RYA Cruising News/ In Brief:- MJB had circulated these recent RYA notices & highlighted to MC they included important Safety Notices re Lifejacket’s, and announced an MCA Consultation which needed action as it seemed to cover race support boats. Several MC members had briefly looked into these papers but saw no issues re RCC use of safety boats.

4.2 RYA Affiliation Conference, MJB reminded MC that The RYA Affiliation Conference was on 1st December at Tower Wood, & recommended attendance. MJB, RME, JG agreed to attend & MJB would ask AW2

4.3 Wind Farms : MJB noted that The Wind Farms were very active especially diving but Eskmeals was not firing, RME confirmed these notices were available on RCC website

5.0 Treasurer’s Report:-

5.1 : Treasurer’s report:- DHM had circulated the Treasure’s report for August which was reviewed & agreed, total outgoings £3856 income £1523. DHM commented that the £140 to S Heath included backpay, Water Plus was quarterly payment of a total of some £1800. This latter demand was in dispute with Water Plus but the payment had to continue until the ‘Appeal’ was resolved.

5.2 Access Gate: DHM informed MC that we had received as expected a final invoice for the Access Gate of some £3000. MC agreed that it should be paid, RCC would resolve the ‘bolt issues’.

5.3 Reserve Fund: DHM agreed that in the final accounts £60,000 of the Skipton Building Society account would be badged 'Reserve Fund' as agreed by MC in previous meetings.

5.4 RCC Financial Year; DHM reminded MC that RCC financial year ended at end of Sept & all invoices should be paid & submitted to him by then if possible.

6.0 Sailing Report:- Don Flannery presented the Sailing Committee report:-

6.1 Sailing:- Club racing suffered from poor weather in August but August Series was held but Piel Island Cruise was cancelled. It was noted that Peter Pollock sailed his last sail at RCC for some time previous weekend, he will be sorely missed & MC thanked him for his support to RCC Training & general sailing. The MBSA dinghy Regatta on 18/19th August at SWSC was a great success but DF noted no RCC entries.

6.2 Regatta :- DF reminded MC that the Sept Regatta would be held at RCC on 29th & 30th Sept. A full race programme was planned with refreshments in clubhouse thanks to Jackie & Richard Freeman.

6.3 Race Box :- DF informed MC that a new door to race box had been installed, work on updating the external signalling system was underway, see also Communications report, item 12.2 for progress on race box electronics.

6.4 River Mooring:- DHM informed MC that the RCC Mooring was now installed in the river, available for temporary mooring & insured by RCC up to 10 Tonnes load. DHM thanked his team, for helping drop the mooring & was to write to Preston Marina thanking them for their support. RF noted that his approaches to the RNLI for a mooring on the river were also looking favourable.

7.0 Training Report:- RJ presented his report on Training:-

7.1; Sail Training; RJ noted that the next sail training at Fairhaven was actually the last, he commented that many of the trainees had merited Certificates, Youth Stage one or NSS level one but still needed to demonstrate progress to progress to next stages. He noted that continuity of Instructors was however becoming an issue which needed addressing. Saturday sessions have also been well attended, mainly on the water, 7 boats were supported by the RCC team on the river the last weekend along with RB in 'Whimbrell' RF requested that MC record our thanks to Peter Pollock for his commitment to training, especially of the juniors, and wish him well in his new job. Peter leaves a big gap in RCC training team, he will be sorely missed by all.

7.2

7.2 Powerboat Training:- RJ reported a successful PB2 Training event with Charlotte Smith & Andy Jones already demonstrating their PB driving skills on the river. The next course planned was late November, he informed MC that already he had sufficient names to run the course.

7.3

Instructors Issue:- There was quite a discussion prompted by RJ re the upcoming shortage of instructors as current team depart for Turkey & university. RJ said his team was keeping their eyes peeled for likely candidates specially through the parents. It was also suggested a review of new member applications & berth holders might identify candidates. RJ conclude by indicating that 2018 had put considerable strain on the training Team & in 2019 they may have to review numbers. It was suggested by MC that charging may limit numbers in its own right.

8.0 Dock Report:- KL was absent but sent an 'Incident Report' relating to a significant incident at the dock on August 1 2018 involving failure of an RCC winch cable whilst launching Yacht 'Norquay'.

8.1 Dock Incident:- MJB circulated this report along with an 'Emergency Report' from our Insurer's Engineers (ISL) and a 'witness statement' from George Prince. In respect of the significance of this incident the 'Report on the Incident is attached to these minutes. PB led the MC through the facts of this incident & reviewed this report page by page and it was formally agreed by MC that, as proposed by RF, seconded by JG, & recommended by KL, the following actions should be completed before recommencing winch operations:

1. All winch equipment should be inspected by our insurance recommended engineer and any items found defective replaced
2. The cable on winch 1, although it has a lower usage, it is of similar age and subject to the same poor maintenance and should be replaced.
3. A winch operation method statement should be produced on which all winch operators should be briefed particularly on the avoidance of slack in the cable during launching, on the reduction of cable abrasion, on the adequacy of spring ropes and on control of vehicles from crossing whilst the cable is moving.

4. The start of the sloping area on the dockyard should be clearly marked

In addition MC agreed that the improvements recommended by KL on page 4 of the attached report, be made and an 'Action Plan' be developed for their installation. These improvements are 1 to 10 on the final page of the attached Incident report. MC commended KL for the professional way he had managed this incident & reported it. On this matter RF suggested the use of Dyneema rope for future winch operations.

8.2 Other Dock Actions:- It was confirmed that as of now RCC Dock was full, KL will be instituting a process to handle berth applications.

8.3:- Dock Debtors:- MC confirmed it's concern re dock debtors, MJB apologised for not putting actions in place re Mr Devine and the yacht 'Tilly Whim'. He agreed he would follow up the 2016 letter with another with 28 day deadline to attempt to resolve the matter of the boat 'Tilly Whim' on RCC land after several years of non payment.

Other debtors included Tony Cartlidge who was ill, & Paul and Tracey Zyda have never paid anything to RCC for the storage of their speedboat. Dev Comm should review each of these 2 cases & recommend action to be taken.

10.0 Social Report:- RF reported :-

10,1 Autumn Dinner Dance:- RF reminded MC that 15th Sept would see RCC dressed in its finery at The Clifton Arms for it's Annual Dinner, brought forward this year to ensure our Commodore & Kate could attend. 76 Members had paid & profits so far made from social events would be contributed to this event. , Reception drinks & table wine would be provided. events so far- £575.

6.2 Regatta:- RF informed MC that for the upcoming Regatta food would be provided throughout both afternoons with a buffet following Prize Giving.

6.3 Other Clubhouse Bookings:- RF informed MC of the following bookings for RCC Clubhouse, Monday 10th Sept Jeanette Richardson for private meeting (to pay), Tuesday 11th Sept Lytham Lifeboat Guild Beetle Drive (FOC), Saturday 15th Sept Richard Johnson- Scout Leaders meeting (To Pay), Wed 26th Sept Lytham Lifeboat Shop staff meeting (FOC).

11.0 Development Committee:- PB introduced the following point for discussion:-

11.1 Subscriptions:- The planned subs increase needed agreeing to allow paperwork for upcoming AGM to be prepared. MJB proposed an increase of 10% was needed to keep RCC general funding in keeping with inflation. It was proposed by MJB, seconded by JG that this be only applied to , to Ordinary & Family leaving the other classifications as they are. This was passed by MC with 1 abstention, Dev Comm to agree final detail. .

12.0 Communications Report:- RME reported some key progress on our IT systems:-

12.1 Weather Station:- Through Clive Openshaw RME reported that an upgrade the Operating System of both computers was proposed to arrive at Windows 10 & additional RAM for one. This would cost circa £220. Clive also proposed that these computers could also control the modern Race Box systems once the upgrade proposed below was implemented.

12,2 Race Box:- Again through Clive Openshaw an upgrade of the Racebox operating system was proposed Clive was indicating an overall cost of £1000 would see implementation of new systems based around 'Arduino' Controllers integrated with the upgraded Weather Station computers. This was considerably less than had been thought & it was agreed by MC that we give the go-ahead to Clive based on a budget of around £1000, proposed by RME seconded by JR.

13.0 Membership Report

13.1 New Members:- RB presented 4 new member applications, which were all agreed unanimously:

Steve Parker & Justine Allan for Family Membership. Steve & his family were well known to training team, having used our Club Mirror dinghy. They were proposed by R Fradley & seconded by P Sumner Richard explained that Steve had been a work colleague for some 5 years.

David & Sally Holt for family membership, proposed by Jo Gladwell & seconded by John Marshall. Jo writes David is a retired Lawyer & RNR member. He has a motor cruiser & will make a good member.

Michael & Jean Ingleby for family membership proposed by DF seconded by RJ. Michael & family are well known to training team with grand children George & Charlie. (Note rules may need review as they only cover 'their children' in case of family & Ordinary Membership MJB to note??)

David Thorley proposed by RME seconded by RJ, RME explained that David was a 'try sailor' & also the editor of the 'Local List' which had been advertising RCC for some years

13.2 RCC Membership Rules:- Today many families are complex and do not just involve the children of applicants, MJB agreed to review whether a rule change was need or even wanted, to accommodate young family members.

14.0 AOB :- None

Next Meeting:- Monday 1st October

Minutes prepared by M J Briers at draft 2 25th Sept 2018

Report on Incident at RCC Dock on 1st August 2018

1.0 Description of incident

There was an incident on 1st August during the launching of Ian McCreath's Westerly Centaur when the winch cable broke. The winch in use was winch 2, (the 'new' South winch). The cable broke as the trailer was being lowered backwards down the slipway and just after passing over the lip at the top of the slip. The boat careered down the slip and into the jetty and came to a halt 15m from the top of the slip. It was noted that the boat had slid backwards along its trailer and the rear casters had collapsed. The cable broke approximately 2.5 m from the end. There was nobody on board at the time. Fortunately nobody was injured.

Members present assisting with the launch were; Ian McCreath, George Prince, Chris Rayner, Peter Stock, and Alan Thistlethwaite. George prince was operating the winch at the time of the incident. George has been asked to write an incident report, but to date this has not been received. George and Chris are currently on an extended sailing trip and are not contactable.

The vessel being launched was a bilge keel Westerly Centaur displacement approx 3250kg. The total mass of vessel and trailer is approx 4000kg. The vessel was not tethered to the trailer, but rearward movement was constrained by use of rope springs.

The slipway has a slope of up to 12%. The dockyard is nominally flat with a slight slope in the last 4m at the approach to the top of the slipway. It is common practice to have to manhandle and push the trailer to the sloping section and to the edge of the slip whilst paying out the cable. This was the case in this instance.

Winch operation is restricted to those members who have passed a Winch Safety Awareness course. George Prince has passed this course.

The club operates two winches on site. Both winches, cables, chains and blocks were inspected in October 2017 by HSB engineering as required by our insurance.

The Dock risk assessment was last updated in June 2018.

The winches are located adjacent to the top of the slip and the cable fed around a turning block approx 18m distance from the top of the slipway.

The Winch cable is 16mm diameter of a 6x37 construction wound around a fibre core. The wire is attached to the trailer by a 2 point chain bridle. The winch is rated for a 3000kgf pull.

2.0 Initial Response

On 2nd August all winch operations were suspended pending investigation and inspection. Notices to this effect have been posted at the dock and authorised plant operators informed

HSB engineering have been replaced by ISI as our inspectors. ISI have been contacted and asked to inspect the cable and to initiate a new inspection on the second winch and associated hardware. A safety review is to be held before resuming operations.

3.0 Causes and Contributing factors

In the absence of a detailed incident report and timeline of events it is difficult to differentiate between cause and effect from the evidence available. All plausible causes and contributors are therefore considered to identify any necessary improvements to our processes, practices and materials before resumption of winching operations.

3.1 Cable failure

When new, the cable would have had a breaking strain of around 15000 kgf giving a swl of 3000 kgf. The cable age is unknown. Although the cable passed inspection in October 2017 some cable abrasion is evident and the cable appears lacking in lubrication. During use, the cable passes over an abrasion point, the edge of the slip. It is practice that a piece of timber is placed at this point to reduce abrasion but this is not always adhered to. Rollers to lift the cable off the floor are also available but are rarely used. When in use the cable crosses the dock access road. It is practice to allow vehicles to cross the cable when the cable is stationary. During launching cable loads are minimal and should be less than 500kgf when the vessel is static on the slipway. It is reasonable to assume an additional 'snatch' load was present when the cable broke.

A section of cable taken from near the break was taken to Dale Lifting limited for evaluation. On visual inspection the cable seemed to be in reasonable order however when the specimen was being prepared for test, which involved severe bending to form an eye some of the individual strands broke indicating the cable had become weakened and brittle. Dale Ltd were unwilling to continue with the test. Their opinion being that deterioration had weakened the cable which in turn caused failure when subject to a snatch/shock load. No cable whip was noted following the incident break, supporting a failure at reduced load.

3.2 Operational Issues

The dockyard is nominally flat with a slight slope in the last 4m at the approach to the top of the slipway. Trailers are generally manoeuvred into position by the tug on the flat section where the chains and winch wire are attached. It is usual to have to manhandle and push the trailer to the sloping section and to the edge of the slip whilst paying out the cable. Synchronizing cable payout with trailer movement is difficult. The winch has a sprung normally on brake which must be released in conjunction with operating the up/off/down control. It has been common practice to hold the brake off by mechanical means. Drum overrun must be carefully monitored and controlled to avoid slack in the cable.

The current risk assessment contains entries for Launching and Recovery of boats and for Moving and Positioning of boats, but these are not supported by detailed method statements.

3.3 Maintenance

The winch and cable are inspected annually as required by our insurers. The Insurance company provides a list of recommended companies. There is no formal maintenance regime in place between inspections and is reliant on ad hoc inspection by the winch operators. The cable is lubricated sporadically usually during a winter work party.

3.4 Trailer Integrity

The trailer used is considered to be in good structural order. The trailer was self built and of the 6 wheel type where a pair of heavy duty centre wheels take the majority of the load and lighter weight castors are placed at each corner. A degree of longitudinal 'rocker' is incorporated which allows for 4 wheel contact. When the vessel is correctly loaded this allows the rear casters to be in contact whilst on the slipway and the forward casters to be in contact when on the level. With this

type of trailer it is important that the casters used are of adequate capacity. When the vessel is correctly positioned and on level ground the castor loads are relatively light, but increase significantly as the trailer is moved onto the slipway or if the vessel is not correctly placed on the trailer. The rear casters used on the trailer are considered marginal for the weight of vessel.

3.5 Likely Scenarios

Although conjecture, two scenarios are considered:

One scenario is that during manoeuvring the trailer to the edge of the slip a degree of excess cable was let out. As the trailer passed the edge this allowed the trailer to accelerate a short distance down the slip before the cable became taut, putting an additional snatch load on the cable leading to its failure, likely exacerbated by its reduced strength due to corrosion and abrasion. This may have resulted in the vessel sliding backwards on the trailer until resisted by the spring ropes, putting additional load on the rear castors, leading to their collapse.

A second scenario is that following the cable failure the collapse of the castors was a result of the port rear caster impacting the slipway guard rail, causing its failure, and the resultant increase in load on the other rear castor causing its failure as the vessel then slid rearwards on the trailer.

4.0 Safety Review

A safety review review was held on the 21st August to review the incident, the evidence presented, our response, and our future actions. Present were the Dock Committee, the club Commodore and Mr D Miller.

Although no firm conclusions as to the root cause has been established, a number of possible contributing factors have been identified where improvements to our practices, procedures and materials are possible. A number have been classified as essential requiring implementation before recommencing winch operations, the remainder are to be implemented as soon as practical.

Recommendations

- Essential, before recommencing winch operations:
 4. All winch equipment should be inspected by our insurance recommended engineer and any items found defective replaced
 5. The cable on winch 1, although it has a lower usage, it is of similar age and subject to the same poor maintenance and should be replaced.
 6. A winch operation method statement should be produced on which all winch operators should be briefed particularly on the avoidance of slack in the cable during launching, on the reduction of cable abrasion, on the adequacy of spring ropes and on control of vehicles from crossing whilst the cable is moving.
 7. The start of the sloping area on the dockyard should be clearly marked
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- In addition the following improvements are to be made:

1. Advice to be sought on the longevity of winch cable in our environment
2. Cable inspection, maintenance and replacement schedule to be put in place
3. Winch Operators checklist to be produced
4. To ensure adequate briefing and good practice. The practice of allowing untrained members to operate the winch whilst under supervision is to cease.
5. Risk assessments to be reviewed at regular intervals
6. Trailers and wheels to be inspected for strength and corrosion before launching and recovery
7. Winch cable dampers (cable blankets) are to be obtained and used
8. A permanent abrasion reducing plate to be installed at the slipway top. In advance of this a clearly marked timber to be provided with a recovery rope attached.
9. A further winch and tug safety awareness course to be scheduled as a refresher for existing authorised operators and to train new operators.
10. Automatic brake application should be provided on new equipment to help prevent cable overrun