



Ribble Cruising Club Dock

Winch Operations Method Statement

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Use

This method statement is applicable to the use of Winch 1 (the 'old' or North winch) and Winch 2 (the 'new' or South winch), in the launching and recovery of members vessels on wheeled trailers.. Winch operations are under direction of the Winch Operator who has absolute authority on all matters in the execution of this process.

Restrictions

Except by prior permission only vessels belonging to members of Ribble Cruising Club may be launched and recovered.

The total mass of the vessel and trailer including all onboard equipment and fluids must not exceed 10000kg This equates to a vessel design empty displacement of 8000kg.

Only Authorised Winch Operators are permitted to operate the winch equipment, excepting members who are attending a formal training session and are being directly supervised by an authorised operator.

Personnel Required

Winch Operator (WO)

Winch Operator Assistant (WOA)

Boat Handling Assistant (2) (BHA)

Tug Driver (Optional) (TD)

Training & Competence

The Winch Operator **must** be on the Authorised Winch Operators List, having attended the winch safety awareness course and who is familiar with this method statement and risks and have signified so.

The winch Operators assistant **must** be familiar with winch operations and risks and act under the direction of the Winch Operator.

The Tug driver **must** be on the Authorised Tug Drivers List having attended the Tug safety awareness course.

PPE Requirements

Stout Gloves and Boots are recommended whilst handling the winch cable, pulley blocks and chain gear

Sequence of Actions

Action	Cautions
Preparation	
1. Plan the winch overall operation, briefing assistants as necessary	
1. Unlock power distribution cabinet and switch on appropriate winch circuit breakers	
2. Remove pulley block, bridle chains and shackles from storage cupboard	Key located in power cabinet
3. Winch 1: Remove Cable Drum protective Cover	
4. Winch 1: Apply lubricating oil to all winch shaft bush galleries Winch 2: Apply Grease to drum shaft grease point	Oil can in Control cabinet. Spare oil
5. Place warning signs ahead of winch cable area on access road	
6. Winch 1: Unlock winch control cabinets and switch on master power switch Winch 2: Remove cover panel and switch on master switch. If E-Stop Reset button is illuminated Press to clear. Check red E- Stop buttons on control panel and remote are not set (turn Clockwise.	
7. Connect cable turning pulley block with heavy duty shackle to ground anchor	Note orientation of block
8. Place traffic barriers when cable is moving	
9. WO to unwind cable with WOA pulling the out the slack. Stop cable as end thimble reaches turning block. Release the safety pin and bolt on the turning pulley sheave cage and pass through the cable. Replace the pulley sheave cage bolt and safety pin and resume unwinding. Ensure WOA is clear of turning block before continuing	Winch 1: There is drum overrun w Use mechanical brake as necessa No vehicles to cross the cable whil
10. Perform visual check on cable, turning block, chains and shackles for signs of abrasion or damage.	Consult the Hardstanding Officer if
11. Place cable rollers and dampers.	
Launching	

Action	Cautions
1. Manoeuvre trailer and vessel to slip area and align with slipway using tug if necessary and chock in position	Ensure trailer does not cross the safety line This is 4m from the top edge of slipway If manoeuvring the vessel to the slipway with the cable stretched, the turning block must be disconnected from the ground anchor and the cable running over the cable.
2. Perform visual check on trailer for structural integrity and suitability.	Ensure vessel has bow and stern ropes Ensure trailer has stern rope to steady
3. Check Spring ropes for suitability and tension.	
4. Attach chain bridle to trailer and cable.	
5. Take up slack in winch cable and remove wheel chocks	Winch 1: There is drum overrun when Use mechanical brake as necessary
6. Place traffic barriers whilst cable is moving	No vehicles to cross the cable whilst
7. BHA to manoeuvre trailer past the safety line and onto the slipway whilst WO pays out cable. It is imperative that cable slack is kept to minimum at all times	Winch 1: There is drum overrun when Use mechanical brake as necessary No persons to be behind the trailer Persons to stand clear of vessel and
8. Place timber or roller under cable on top edge of slip to reduce cable abrasion	
9. Lower trailer and vessel down slip with BHA controlling direction with bow and stern ropes	Careful monitoring of cable slack is may jam against stones or slip edge Winch 1: There is drum overrun when Use mechanical brake as necessary For some boat/trailer combination have to pull the vessel down the slip
10. Continue lowering the trailer until sufficient water depth obtained	Do not allow the rearward trailer wheel edge of the concrete on the slip If insufficient water is available to float remain on station applying the mechanical alternative means of securing the vessel Under no circumstances is the winch cable under tension.
11. Untie and manoeuvre vessel away from cradle	Ensure all ropes on trailer are secured trailer recovery
12. Recover trailer. Wind cable onto drum whilst the WOA directs the cable to achieve uniform windings.	BHA to use trailer stern rope to steady No vehicles to cross the cable whilst
13. Continue until trailer has passed the Safety line, stop and chock in position	

Action	Cautions
14. Remove the anti abrasion timber or roller	
15. Remove the chain bridle and shackles from trailer.	
16. Remove chocks and move trailer clear of winch area	If manoeuvring the trailer for storage with an outstretched cable, the turning block must be disconnected from the ground anchor to prevent it from running over the cable.
Haul Out	
1. Manoeuvre trailer to slip area and align with slipway using tug if necessary and chock in position	Ensure trailer does not cross the safety line. This is 4m from the top edge of slipway. If manoeuvring the trailer to the slipway with an outstretched cable, the turning block must be disconnected from the ground anchor to prevent it from running over the cable.
2. Perform visual check on trailer for structural integrity and suitability	Ensure trailer has rear rope to steady
3. Attach chain bridle to trailer and cable	
4. Take up slack in winch cable and remove wheel chocks	Winch 1: There is drum overrun when cable is slack. Use mechanical brake as necessary.
5. Place traffic barriers whilst cable is moving	No vehicles to cross the cable whilst moving.
6. BHA to manoeuvre trailer past the safety line and onto the slipway whilst WO pays out cable. It is imperative that cable sack is kept to minimum at all times	Winch 1: There is drum overrun when cable is slack. Use mechanical brake as necessary. No persons to be behind the trailer. Persons to stand clear of trailer and cable.
7. Place timber or roller under cable on top edge of slip to reduce cable abrasion	
8. Lower trailer and down slip with BHA controlling direction with trailer stern line	Careful monitoring of cable slack is required as it may jam against stones or slip edge. Winch 1: There is drum overrun when cable is slack. Use mechanical brake as necessary. It may be necessary for BHA to haul the trailer up the slip to overcome wheel friction.
9. Continue lowering the trailer until sufficient water depth is obtained	Do not allow the rearward trailer wheel to rest on the edge of the concrete on the slip. The WO is to remain on station and control the trailer unless an alternative means of securing the trailer is in place. Under no circumstances is the trailer to be moved.
10. Manoeuvre vessel onto trailer and secure.	Ensure vessel is correctly aligned and secured. Ensure vessel has bow and stern lines secured.

Action	Cautions
11. Wind in cable onto drum whilst the WOA directs the cable to achieve uniform windings. Stop when vessel hull is clear of water. Check for correct positioning of vessel on trailer and tension of spring ropes. Relaunch and reposition if necessary.	Ensure vessel is sufficiently forward on rear wheels. BHA to use vessel bow and stern l
12. Continue to wind cable onto drum whilst the WOA directs the cable to achieve uniform windings.	BHA to use vessel bow and stern l No persons to be behind the trailer Persons to stand clear of vessel an
13. Stop when trailer has passed the Safety line 4m past top of slip and chock in position	
14. Remove the anti abrasion timber or roller	
15. Remove the chain bridle and shackles from trailer.	
16. Remove chocks and move vessel clear of winch area	If manoeuvring the vessel for stora outstretched cable, the turning blo disconnected from the ground anch running over the cable.
Cable Recovery	
1. Remove the chain bridle and shackles from cable. Return to storage cupboard	
2. Rewind cable onto drum whilst the WOA directs the cable to achieve uniform windings. Stop cable before end thimble passes through turning block. Release the safety pin and bolt on the turning pulley sheave cage and release the cable. Ensure WOA is clear of turning block before continuing.	No vehicles to cross the cable whil
3. Inspect cable on drum and clean and lubricate as necessary	
4. Winch 1: Replace Drum Protective Cover	
5. Remove any traffic control barriers	
6. Remove and store warning signs	
7. Switch off master power switch lock control cabinets	
8. Switch off winch circuit breakers and lock power distribution cupboard	
9. Complete the winch operators log making note of any issues	

Risks and Controls

Activity – Moving and Positioning of Boats	
Hazard	Control Measure
Injury to persons by collision/entrapment.	Driving of tug/tractor restricted to tra
Trailer runs untethered down slip	Trailer not to be positioned beyond unless attached to winch cable. Use of wheel chocks
Collapse of Trailer	Trailer inspection. Winch Operator t trailer.

Activity – Winch Operation	
Hazard	Control Measure
Injury to persons by boats/cradles	<p>Launching in control of trained/authorised personnel</p> <p>Keep careful lookout.</p> <p>Winch operator to have final decision on launching cradle.</p> <p>Persons to stand clear of winch rope and cradle.</p> <p>Persons not to stand behind vessel during launch.</p>
Winch Cable Breaking	<p>Load monitoring</p> <p>Winch operator to have final decision on launching cradle.</p> <p>Use of oversized winch wire to prevent cable breaking</p> <p>Regular check of winches, wire and hardware</p> <p>Routine maintenance of cable</p> <p>Avoid Snatch loads on cable</p> <p>Use of cable dampers</p>
Winch wire – cuts and abrasions	Wear Appropriate PPE – Stout Gloves
Trip hazard – winch wire	Erect warning signs.
Vehicles Impacting winch wire	<p>Erect warning signs</p> <p>Place Traffic Barriers when cable moving</p>
Unauthorised use	Removal of Power when not in use