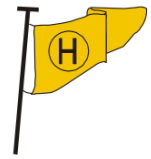


# HARLOW (BLACKWATER) SAILING CLUB

## STANDARD OPERATING PROCEDURE FOR THE LAUNCHING AND RECOVERY OF CRUISERS



### 1. Introduction

This standard operating procedure and recommendations apply to all launches and recoveries using the club jetty and club equipment. They should be read together with the Risk Assessment.

All persons helping with cruiser launching or recovery are responsible for their own actions and their own wellbeing. Also, they are assumed to have read and understood these documents.

### 2. Definition of terms

- 2.1. **"owner"** shall mean the club member whose boat is being launched/recovered using the club equipment.
- 2.2. **"club"** shall mean Harlow (Blackwater) SC and shall include its membership and individual members and committee.
- 2.3. **"weight"** unless otherwise specified shall mean the total, gross weight of a boat **and** its trailer when fully loaded (i.e. with engine, fuel, sails, water, etc. onboard).
- 2.4. **"limit"** shall mean the maximum allowable weight to be used on or with said equipment; "tonnes" or "t" shall mean metric tonnes (= to 1,000kg).
- 2.5. **"PICO"** shall mean "Person In Charge of Operations" and is usually the Cruiser Secretary or someone appointed by them.

### 3. Weight Limits

- 3.1. Straight Section of Jetty (with grating): 3 tonnes
- 3.2. Dog Leg of Jetty: 1 tonne
- 3.3. Capstan Winch: 2 tonnes (4 tonnes with 2:1 purchase system)
- 3.4. Rope: 5 tonnes

## 4. Rules and Recommendations

- 4.1. The maximum gross weight of boat and trailer should not exceed 3 tonnes.
- 4.2. On the day of launch/recovery, there shall be present either the Cruiser Secretary or a PICO (Person In Charge of Operations) appointed by the Cruiser Secretary. It is the PICO's responsibility to fill in the "Day Sheet" and have all persons helping to sign it to say they have read and understood this operating procedure and the associated risk assessment. They should also, ideally, have a copy of this operating procedure and risk assessment for viewing on the day.
- 4.3. The owner will act in an advisory capacity only and should also tie any knots required and ensure the correct positioning of strops or other attachment means on their trailer. The owner's trailer is also their responsibility and it is their responsibility to ensure that it is parked where directed by the PICO.
- 4.4. The PICO is responsible for all operations on the day and shall decide the order of launching/recovery, who shall carry out what tasks, and whether the launch/recovery will go ahead (e.g. in light of weather conditions).
- 4.5. All persons present at the club (including those not helping with the launch/recovery but who are in the proximity of operations) must carry out the instructions of the PICO.
- 4.6. If owners wish to launch/recover their cruisers outside of normal programmed sessions, then the Cruiser Secretary **must** be informed and a suitable PICO appointed by them. Any use of the club equipment without the knowledge of the Cruiser Secretary is strictly prohibited.
- 4.7. The PICO has the right to refuse any boat and/or trailer from using the jetty and club equipment for launching or recovery. For example, if they feel that the trailer is not safe or will put in jeopardy people, equipment, or the possibility of launching or recovering other boats, then they can refuse to allow that trailer to be used on the day.
- 4.8. If launching/recovery is taking place on a day when racing is also taking place, the PICO must liaise with and obtain permission from the Race Officer. The PICO is only responsible for the operations related to the launching/recover of cruisers.
- 4.9. At any launch/recovery there shall be at least three helpers in addition to the PICO and boat owner. One person will be designated as the winch operator, provided they are suitable experienced. At least two others will be assigned as "wet crew" and shall be dressed appropriately for immersion in the water and for the temperature of the water on the day. The boat owner should ideally be stationed on the boat for steering the boat on or off the trailer and mooring.
- 4.10. No vehicles should be used on the jetty at any time.
- 4.11. All equipment used should be returned to the Bosun's store after use and its condition checked with any defects logged and reported to the cruiser secretary or committee.

## 5. Equipment

- 5.1. **Winch** - the club owns a petrol-powered capstan winch which is to be secured onto the winch plate and angled to feed rope onto the capstan drum. It should be operated only by those experienced with using the winch.
- 5.2. **Winch Rope** - a 230m long rope is provided and should be fully unwound and inspected before each use.
- 5.3. **Snatch Block** - a snatch block on a short length of rope to be attached to the barrier post for changing the angle of the rope coming up the jetty to feed onto the capstan drum.
- 5.4. **Wheels/Rollers** - to be placed under the winch rope to prevent chafe over the concrete sea wall.
- 5.5. **Turning Block** - this block is affixed to the strong point at the top-end of the jetty so that the winch rope can be returned back to lift/lower boats up the concrete ramp on the landward side.
- 5.6. **Fabric Strops** - strops for attaching the winch rope to the trailer. The club has 2 strops one of 1m length and one of 2m length.
- 5.7. **Safety Rope** - an extra rope for use as a back-up should be attached to the trailer and put around the horns or other strong point.
- 5.8. **Haul-Down Rope & Block** - the haul-down block should be slotted in the grating at the very bottom of the jetty and the haul-down rope passed through it. This is used to haul trailers down the jetty into deep water without wet crew having to push and be close to the trailer.
- 5.9. **Marker Posts** - poles for slotting into the mud either side of the jetty to visualise the edges when underwater.
- 5.10. **Warning Sign** - a sign to warn the public and others walking along the seawall about the trip hazard of the rope.
- 5.11. **Chocks** - wooden chocks to hold the boat and trailer stationary on the slope of the jetty or concrete ramp and when changing over ropes etc.

## 6. Risk Assessment

Activity	Hazard	Mitigation
Working adjacent to/in deep water	Drowning	All people should wear buoyancy aids if on boats unless it would hamper their role.
Working on a slippery jetty	Failing over	Jetty to be cleaned at start of the season if work parties permit. All persons to wear suitable and grippy footwear.
Using winch / rotating machinery and using ropes under load	Entrapment of clothing / limbs	Winch to be used by experienced person only and others to keep clear. All equipment, including ropes and blocks, to be inspected prior to use and any defects in any equipment to be reported after each session. Winch only to be used according to recommendations. A safety rope should also be used.
Walking adjacent to trailer on jetty / ramp	Being struck by trailer	All persons should keep clear of trailer when in motion and not walk below trailer on ramp. Safety rope should be used.
Activities such as starting, stopping, chocking and adjusting boat on trailer.	Being struck by trailer or another object	Clear communication between all team members. All limbs to be kept clear of boats and trailers including moving parts, wheels etc.
Crossing public footpath.	Tripping	Warning sign to be placed on seawall and verbal communication to walkers about when it's safe to cross.
All other activities.		All persons to be briefed and communicated to throughout the session. All persons should also keep a good lookout and awareness of others and inform others if they see any problems or if they think a problem may develop.