



GRAFHAM WATER SAILABILITY

Risk Management Plan

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GRAFHAM WATER SAILABILITY

Registered Charity (No: 1116917)

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SECTION A – GENERAL

1. General Hazards

- Sailing of boats, their assembly, disassembly and their launching and recovery involve a number of inherent risks. Controls for specific hazards are listed below. However, all are expected to act in a responsible way, paying due regard to the safety and care of others using the GWS and GWC facilities.
- All are to respect reasonable instructions given to them by officers or officials of GWS and to comply with all such instructions without question.
- Children and vulnerable adults brought into the GWS area of operation are to be supervised at all times by their parent, guardian, carer or responsible person, who is to ensure that the children or vulnerable adults do not venture into hazardous positions or in any way jeopardise the safety of themselves or other persons involved in GWS operations.
- No swimming is permitted in Grafham Water and the water in the reservoir is not to be used for drinking.
- Animals, with the exception of assistance dogs, are not permitted within the GWC area of operations.
- All persons using GWS facilities are to register their attendance in the day book/attendance sheets in the Clubhouse on every visit to GWS..
- Owing to the nature of the Grafham Water Centre site and hence Grafham Water, it is not practical to prevent access by the general public. All GWS members and visitors are to carry GWS name cards at all times whilst on the GWC site. However, Grafham Water Centre is private property and signs to this effect are displayed by the Centre.

2. Use of Access Drive and Slipway

- There is a maximum speed of 4 mph operating throughout the site.
- No vehicles, boats or trailers are to be parked on the Access Drive leading from the Grafham Water Centre down to the GWS Slipway. Care is to be exercised when using the Access Drive to avoid boats and trailers being manoeuvred.
- All vehicles except the GWS Buggy are to be parked in the main Grafham Water Centre car park behind the new Sports Hall.
- Vehicles which are delivering large or heavy items are exceptionally permitted to use the Access Drive and slipway while making such deliveries.
- The GWS Buggy is parked in the Boat-shed at the end of the day with its fuel tank removed and stored in the fuel bunker.
- Boats are only permitted to remain on the slipway while embarking or disembarking disabled members and immediately prior to launch.
- All persons proceeding towards Grafham Water or past the water's edge (including the jetty) are to wear life jackets or buoyancy aids.
- The joints on the concrete slipway may present a trip hazard. Any hazards should be reported to Grafham Water Centre for their attention. Care is to be taken to avoid deposits left by wildlife that can cause a slip hazard.

3. Fire

- Smoking is prohibited throughout the GWC site.
- No fuel or other flammable materials (including large batteries) are to be stored in the GWC buildings at any time. It should be stored in the fuel bunker shared with GWC.
- All heaters and other electrical equipment are to be checked for electrical safety at least once a year, preferably prior to the start of the GWS normal operating period, by a competent person..

- Fire extinguishers are to be checked at least monthly during, and at the start of, the GWS normal operating period.
- It may be necessary to leave battery chargers for radios switched on when the Boat-shed is not in use. If left switched on, such chargers are to be positioned in such a way that, should they catch fire, the risk of collateral damage is minimised.
- Notices reminding occupants of the need to switch off electrical equipment (except the refrigerator) are to be posted inside the Clubhouse near its exits.
- Notices detailing the action to be taken in case of a fire in the Clubhouse are to be prominently displayed inside the Clubhouse. These posters are to detail the evacuation procedure, assembly location, location of fire extinguishers and actions to be taken in the event of a fire.
- Should a fire occur in the Clubhouse, all are to assemble on the grassed area on the side of the access drive away from the GWS buildings. The Fire Brigade is to be called and Grafham Water Centre informed.

4. Use of the GWS buildings

- Access to the Clubhouse has been designed to facilitate the use of wheelchairs. However wheelchair users should exercise caution when moving up and down the ramp leading to the GWS buildings.
- No items are to be placed on or over heaters or radiators.
- The GWS buildings are equipped with fire extinguishers, one in the Boat-shed and one in the Clubhouse.
- GWS accepts no responsibility for belongings left in or around the GWS buildings.
- A First Aid kit is kept in the Clubhouse
- No dogs are allowed in the Clubhouse except assistance dogs.
- The Clubhouse Supervisor of the day is responsible for activities in and around the Clubhouse. These duties are detailed in Annex C.

5. Wildlife

- Members of GWS and visitors are to be aware of the dangers of approaching large birds (eg. Swans and geese).
- Should an active nest be hindering GWS operations, advice on its relocation should be sought from the staff of the Grafham Water Centre.

6. Animals

- Only designated Assistance Dogs are allowed on site and all dogs should be on a lead.
- Owners of dogs are to ensure that their dogs do not foul any GWS and Grafham Water Centre area and that any fouling is cleaned up and disposed of appropriately in receptacles provided off-site.

SECTION B - HEALTH

7. Food Hygiene

- Normal food hygiene precautions are to be observed by anyone handling food or drinks.
- Discarded food is to be disposed of in the bins provided and bins are to be emptied at the end of each GWS activity session.

8. Boiling water

- All are to exercise extreme caution when using urns or kettles to prepare boiling water.
- Urns and kettles are to be placed in such positions that they cannot be touched accidentally.
- When providing hot drinks to disabled members, cups and mugs are not to be fully filled, thus avoiding the possibility of spillage if the person's hand shakes.
- Extreme caution is to be exercised when emptying the urns at the end of each GWS activity session.

9. Contaminated water (blue/green algae and Weils disease)

- Should Grafham Water become contaminated by algae or other pollutants such as Weils disease, Anglian Water will issue restrictions on the use of the reservoir.
- All are to strictly adhere to the restrictions imposed by Anglian Water.
- GWS will suspend sailing if an algae-induced scum-layer or floating mat is present at the water's edge.
- Persons coming into contact with contaminated water are to wash themselves immediately. Similarly, equipment, including waders, gloves and buoyancy aids are to be washed thoroughly if they come into contact with contaminated water. If necessary advice and/or assistance in this task should be sought from the staff of Grafham Water Centre.
- If you think you are experiencing symptoms related to exposure to blue-green algae (e.g., stomach cramps, diarrhoea, vomiting, headache, fever, muscle weakness, difficulty breathing), contact your doctor immediately.

10. Drowning

- Everyone should be made aware of the possibility of drowning even in shallow water.
- Every precaution, including the wearing of life jackets or buoyancy aids, is to be taken to minimise the possibility of persons drowning.
- The parents or carers of children and vulnerable adults are responsible for ensuring that their charges are not exposed to unnecessary danger by exercising proper control of their charges.

11. Cold - from Immersion or Exposure

- There is a risk, even on a fine day, of boat crews and helpers suffering from exposure to the cold. This risk is increased by the wind chill factor and by immersion in water.
- GWS provides a variety of protective clothing for use by sailors and helpers and full use of these items should be made. Additional dry clothing is also available in the Clubhouse for the use of members especially following immersion.
- If in doubt about the type of clothing required on a particular day, advice should be sought from the Beach Master or one of the GWS instructors. Ultimately it is the responsibility of the individual or carer to ensure they are appropriately dressed/protected for the conditions of the day.
- When children or vulnerable adults are to sail, their parents, carers or responsible adult should ensure that they are adequately protected. When children or vulnerable adults

are sailing, the person in charge of their boat should actively consider the length of time that they should be exposed to the elements.

12. Sun/Wind Burn and Heat Exhaustion

- Even on cloudy days, boat crews and helpers are at risk of sun or wind burn or from heat exhaustion so they must take appropriate precautions.
- The use of high protective factor (SPF) sun creams should be considered for any exposed areas of the body particularly in the case of children or vulnerable adults.
- When children or vulnerable adults are sailing, the person in charge of their boat should be aware of the risks of exposure to these conditions and take appropriate precautions.

SECTION C – SAILING

13. Launching of Boats

- No boat is to be launched until permission to do so has been given by the Beach Master.
- The Beach Master, before giving permission to launch, is to ensure that the slipway behind the boat being launched is clear and that visitors and/or members of the public are excluded from the launch area.
- All launch and recovery crew are to be fully briefed on the hazards relating to these operations before attempting to launch or recover boats. Major points to cover are :-
 - that the slipway can stand proud of the bottom of the reservoir at its furthest extremity and off to both sides – this can create a trip hazard.
 - that off the slipway the bottom of the reservoir can be extremely soft and this can impede motion particularly if one has been standing in one place for a period of time.
 - The slipway itself can become very slippery owing to wildlife deposits, the formation of algae and loose soil/gravel.
 - that under certain wind conditions and particularly with inexperienced sailors that boats may approach the recovery area extremely quickly and there is a risk of collision with the recovery crew or with the jetty. In such circumstances, no attempt should be made to stop the boat even if this will result in the boat hitting the jetty or running up the slipway.
- All launch and recovery crews that enter the water are to be equipped with suitable clothing for the operations envisaged (eg waders or wet/dry suits) and are to wear fully fastened life jackets or buoyancy aids.
- Life jackets that automatically inflate on contact with the water are **not** to be worn by such crews.
- At all times during launching both boat and launch crew are to be aware of the danger of the boom swinging wildly from one side to the other, particularly in strong or gusty wind conditions.
- Care is to be exercised when moving boats down the slipway into the water since the slipway slopes downwards towards the water.
- Normally boats will be launched stern first in order to prevent the trailer having to be recovered from deep water.
- Normally three helpers are required in the launch crew. While on the slipway, one should steer the boat using the trailer towing arm. The other two should be positioned on either side of the boat.
- With heavy crew in the boat it is necessary to maintain downward pressure on the front of the boat while it is on the trailer to prevent it tipping backwards.
- Boats on trailers that do not have jockey wheels will **NOT** be launched.
- Once in the water and the boat is floating, the trailer should immediately be moved to the designated trailer parking area for the day. The remaining helpers are to ensure that the painter is stowed to the satisfaction of the boat crew before manoeuvring the boat into water deep enough to permit the lowering of the rudder and centre board.
- Prior to turning the boat in preparation for departure the launch crew are to ensure that they are either to one side or behind the boat thus avoiding the danger of being run over by the boat as it departs.
- In rough weather or high winds consideration must be given as to whether to employ additional launch crew.

- It is the responsibility of the helm (or buddy if accompanied) to ensure the boat is ready for despatch, i.e. the centre board and rudder are fully down and secured and the bungs in the huklls are in place and tight.
- Finally the boat is to be turned ready for despatch and sent on its way when the helm or buddy has clearly stated they are ready to be cast off.

14. Recovery of Boats

- No boat is to be recovered until permission so to do has been given by the Beach Master.
- The Beach Master is to ensure that boats in difficulty are scheduled for recovery first, waving off other boats until the slipway is clear. Code Flag V (flown from the jetty hammerhead mast) may be used to suspend recovery of boats whilst an emergency recovery is taking place.
- Recovery crew are to avoid standing in the path of boats returning to the slipway until their speed has reduced sufficiently to permit them to be handled without threat of over-running or dragging recovery crew members.
- Recovery crews should bring a boat to rest only by catching the boat by the ropes suspended between the sponson cross beams or by pushing on the forward sponson cross beam. Owing to the danger of being over-run by the boat, it should not be caught on the bow of the main hull.
- Once stopped the recovery team should check that the boat's centre board and rudder have been raised.
- In adverse wind conditions, consideration should be given to lowering the sail before commencing further recovery actions.
- One member of the recovery team should lead the boat to the boat's trailer, which should be positioned so that the trailer's support arms, if fitted, are just proud of the water.
- Once on the trailer, the boat should be secured to the trailer by use of the painter.
- One member of the recovery team should use the trailer towing arm to steer the trailer and boat while at least two other members of the recovery team push on the rear sponson cross beam.
- With heavy crew in the boat it is necessary to maintain downward pressure on the front of the boat while it is on the trailer to prevent it tipping nose up. This may involve a member of the recovery crew sitting on the nose of the boat. In this case care should be exercised to ensure that parts of the boat do not swing into the person.
- Normally, the boat should be towed cleared of the water by the Buggy. If this is not possible extra persons should be used to push the boat out of the water. It should be remembered that pushing the boat from behind is more effective than pulling it from the front.
- Once fully clear of the water, the Beach Master will issue instructions for further manoeuvring/parking of the boat.

15. Launching/Recovery of Safety and Coach Boats & Drascombe

- Owing to the size and weight of these boats, only experienced launch/recovery crews are to attempt to launch/recover these boats.
- The Beach Master is to appoint the leaders of such teams.
- Launching/recovery of these boats is only to be attempted when the trailer is connected to the towing hook on the Buggy/towing vehicle either directly or by use of a suitable tow rope. If a towrope is used on recovery, the boat should be halted when the wheels are clear of the water and the trailer is chocked until a direct hitch to the towing vehicle can be effected.
- Care is to be exercised when reeling out recovery strops that persons are clear of the winch handles which will rotate, often at high speed, without warning.

- During recovery in crosswinds it may be necessary to employ additional recovery crew on either side of the boat to assist in keeping the boat aligned with the trailer.
- Care is to be taken by all crews to avoid trailer wheels during launching/recovery.

16. Embarkation/Disembarkation

- Persons incapable of embarkation/ disembarkation on their own are **not** under any circumstances to be manually lifted in or out of the boat. Depending on the boat in question the mobile or jetty hoists are to be used.
- For Challengers and Hobies, all boat crews are to embark prior to the boat being launched and are to disembark after the boat is recovered from the water.
- For deep keel boats and the Drascombe longboat embarkation/disembarkation is to take place with the boat moored alongside the Jetty.
- When embarkation/disembarkation of children and vulnerable adults is taking place from the Jetty, one helper/crew member is to be positioned within the boat and another helper/crew member is to be positioned on the Jetty, both in such positions that they can assist persons to embark/disembark. A further helper/crew member may be required to steady the boat alongside the Jetty during such operations, particularly in strong wind conditions.

17. Sailing – General

- Each Sailability session will be under the overall control of a Sailing Supervisor who will plan the activities for the day taking account of the weather and the resources available. The Risk Assessment proforma at Annex D should be completed at the start of each day to formalise this decision process. This proforma will be kept in the Clubhouse.
- Before any launch the SS will discuss the suitability of the sailing conditions with the Beach Master and Safety Boat Skipper taking account of the weather forecast and the on the water conditions as found by the Safety Boat Skipper. They will then allocate sailing area, craft permitted to sail, safety boat and Drascombe crew, and will advise all volunteers/sailors accordingly.
- The SS will also advise contingency plans should conditions necessitate this, e.g. a change in the weather, and will remind helms to carry out the pre-launch checks. The SS will ensure that a briefing covering the above topics is given to all sailors, Safety crews and shore-based volunteers at 12.45hrs prior to sailing.
- Flags flown by Grafham Water Sailing Club indicate sailing conditions and members should familiarise themselves with their meaning and abide by them.
- If in doubt concerning the suitability of weather conditions the Sailing Supervisor should consult with Grafham Water Centre and/or Grafham Water Sailing Club
- Prior to launch helms are responsible for ensuring that their craft is safe to operate, has been correctly rigged and that all bungs are in place.
- All sailors are to comply with Anglian Water instructions on out of bounds areas on the reservoir which have been established to protect wild life or to exclude boats from hazardous structures. These can be seen on a copy of the chart of the reservoir retained in the Clubhouse.
- Fishing boats encountered on the reservoir are to be treated with respect and allowed a minimum of 50 metres clear water, more when conditions are rough.
- Members failing to comply with the GWS Safety and Operating Procedures may have their membership revoked by the Trustees.
- Where appropriate, capsize precautions and capsize drills for the boat are to be briefed prior to leaving the slipway or jetty.
- Craft with petrol/diesel engines are to be fitted with a fire extinguisher suitable for tackling small fuel/electrical fires. Such fire extinguishers are to be checked at least monthly during and at the start of, the GWS normal operating period.

- Should a fire occur on board a craft, the safety of all aboard should be the first concern and the craft should be abandoned if efforts to extinguish the fire are unlikely to quickly meet with success.
- Should weather conditions change while sailing is in progress (eg to high winds, excessively gusty winds or lee shore conditions), the Sailing Supervisor is to consider recalling inexperienced sailors/all boats. The safety boat(s) should be used to assist in such recalls.
- All sailors must wear buoyancy aids and sailors with mobility restrictions may wear full lifejackets.
- The Beach Master is responsible for maintaining a board or other system showing at all times the boats in use together with the names of the crew on board each boat.
- A shore look-out is maintained at all times during sailing. If any boat cannot be seen from shore, the safety boat shall be tasked by radio (from Beach Master/shore team) to escort the unsighted boat back into viewing range.
- When boats are being cleaned, only water and washing up liquid or a recognised boat cleaning shampoo will be used for this purpose. A Power Washer may also be used although care must be taken to avoid damaging boat surfaces.
- Sailing outside the period April to October (the normal GWS operating period) is only permitted to Members and helpers (not groups or guests) who are equipped with appropriate protective clothing and is to conform to the rules known as "Any Day Sailing" displayed in the Clubhouse and detailed in the GWS Safety and Operating Procedures.

18. Safety Boat Operation

- Only GWS members who have the RYA Level 2 Powerboat qualification and Safety Boat Endorsement are to act as helm. Unqualified helms may drive the powerboat only when supervised by a RYA Powerboat Instructor for assessment or training purposes.
- The crew member(s) are selected and briefed before launch on the procedures for rescuing boats and their crews and on the correct method of towing boats.
- When afloat all crew members and passengers are to wear suitable clothing and a buoyancy aid.
- The helm is to ensure that first aid kit and boat recovery equipment are carried and stowed correctly whenever the boat is on the water.
- The helm is responsible at all times when afloat for remaining in radio contact with the Beach Master.
- Although the helm is responsible for operating the boat with due regard for other users on and in the water; other users of the water are responsible for their own safety and in particular for avoiding the safety boat when it is involved in rescue or recovery duties.
- At all times the helm is responsible for ensuring the safety of all on board and for ensuring that the boat is operated safely and with due regard for other users on and in the water.

19. Sailing – Drascombe Longboat

- The Drascombe Helm is to be approved by the Sailing Supervisor.
- The maximum number of persons embarked on the Drascombe is 8 (eight). This number is to include the helm and at least one GWS helper and relevant carers. In winds over 8 knots, the (possibly smaller) maximum numbers will be determined by discussion between the Sailing Supervisor, Beach Master, Safety Boat Skipper and Drascombe Helm.
- Embarkation/disembarkation is to take place to/from the Jetty. The Jetty hoist is to be used for those with impaired mobility and no attempt is to be made to manually lift persons in or out of the boat.

- On leaving the Jetty, the helm is to radio the Beach Master giving the number of souls on board (SOB) for addition to the list held by the Beach Master (refer to Section C17). He will also advise the Beach Master 10 minutes ahead of his return to shore.
- The helm is responsible for ensuring that the period of sailing is adjusted to take into account weather conditions and the safety and stamina of those embarked.
- All passengers are to be instructed to keep hands and feet clear of the sides of the boat when approaching or alongside the jetty.

20. Sailing - Challengers

- All Challenger crews are to comply with the general rules concerning sailing at GWS.
- When a buddy seat is fitted to a Challenger, a suitably qualified full or Associate Member is to ensure that the seat is correctly attached to the boat. Only full or Associate Members who have passed the GWS "Buddy" Assessment are to act as buddies.
- Normally, both buddy and helm are to be embarked on the boat prior to launching into the water and are to remain on board until the boat is recovered from the water. This may, owing to the weight distribution, require a helper to sit on the nose of the boat during launch and recovery and additional helpers to manoeuvre the boat. Under no circumstances are sailors acting as buddies to attempt to sail the boat from any other position than the buddy seat.
- In extreme conditions, it is unlikely, but possible, for a Challenger to capsize by burying its nose in the water and then tipping over. Invariably this will result in the crew being thrown out of the boat and they will need immediate assistance from the Safety Boat and its crew.
- Recovery of a capsized Challenger will require the use of two power boats and crews since the boat can only be righted by tipping it nose over stern.

21. Sailing – Hobies

- All Hobie crews are to comply with the general rules concerning sailing at GWS.
- The Hobie Buddy is a suitably approved full or Associate Member and sits in the rear seat of the Hobie. Normally, both buddy and helm are to be embarked on the boat prior to launching into the water and are to remain on board until the boat is recovered from the water
- When the Hobie is initially launched to the water from its trailer, time should be taken to extend out the sponsons and fit the foot pedals if required. Full recovery will require the reversal of these steps.

22. Sailing – Visiting Craft

- All visiting craft are to comply with the general rules concerning sailing at GWS.
- Any special precautions needed when handling the boat are to be briefed to launch/recovery crews.
- Prior to setting sail, crews of visiting craft are to be briefed by the senior or other Instructor on conditions prevailing and on limitations on sailing on Grafham Water. Visitors should pay particular attention to the chart of the reservoir to ensure that they are familiar with the GWS sailing area before going afloat – the map is displayed in the Clubhouse.

23. Sailing – Collisions

- Should a collision occur, either with a fixed structure or with another vessel, the first consideration must be the safety of the occupant(s).
- Once all safety considerations have been dealt with, the recovery of the vessels must become the primary consideration and all efforts be made to prevent further damage to the structures or vessels involved.
- **Do not admit liability for the collision**, even if it was your fault, since such an admission may invalidate any subsequent insurance claim.
- Once recovery actions have been completed, the Beach Master and Sailing Supervisor are to be advised of the collision and their advice sought as to the subsequent actions required.
- Full details of the incident, including a log of the recovery actions taken and details of the structure or vessel involved, are to be entered on the Incident Reporting Form and submitted via the Beach Master or Sailing Supervisor to the other Directors/Trustees.
- The Senior Instructor and the Directors/Trustees will decide on whether an insurance claim is to be made.
- If the collision occurs under race conditions, the appropriate measures detailed in the race instructions are also to be complied with.

24. Any Day Sailing

- Any member wishing to sail at any time other than the normal Club sailing day, i.e. Thursday afternoon, April – October inclusive, must adhere to the Any Day Sailing Rules at Annex B.

SECTION D - OPERATION OF EQUIPMENT

25. Rigging, de-rigging, assembly and disassembly of boats

- These tasks are to be completed by crews led by an experienced sailor or helper who is familiar with the construction, layout and rigging of the boat in question.
- Boats should be turned head to wind to make the raising and lowering of sails easier.
- When fitting or removing masts and rudder assemblies, extreme caution is to be exercised so that the risk of dropping these items or trapping fingers or limbs is minimised. The minimum number of people required to fit or remove a sponson from a Challenger is 3 (three), two to support the sponson and one to fit/remove the securing bolts.
- Before despatching a boat for launch a safety check should be completed by an experienced sailor or helper, who is to check that the boat is rigged correctly and that all bungs have been inserted and all water has been drained out.

26. Use of GWS Buggy

- The GWS Golf Buggy is provided primarily for towing boats. However, when not required for such duties it can be used to transport persons around the Grafham Water Centre and Grafham Water Sailing Club estates.
- Since it is not licensed for road use, the Buggy is not to be operated outside the confines of the Grafham Water Centre and Grafham Water Sailing Club estates.
- The maximum number of people permitted to ride on the Buggy at any time is two, ie. the driver and one passenger.
- Passengers are to exercise caution by holding on to the side rail provided while riding in the Buggy to ensure that they are not thrown out of the Buggy.
- Passengers are not to be carried on the rear luggage tray.
- Only Approved GWS Members who have received appropriate instruction on its use are permitted to drive the Buggy. A list is kept in the cabin of all approved drivers.
- At all times the Buggy is to be driven with due regard to the safety of other users of the Grafham Water Centre/Grafham Water Sailing Club Estates. A speed limit of 4mph applies throughout the estate and should be adhered to.
- Drivers are to avoid tight turns and harsh acceleration/deceleration at all times.
- When operating close to the water's edge particular care is to be exercised to avoid skidding on loose sand and gravel.
- Under no circumstances is the Buggy to be driven into the water.
- When towing boats, the Buggy is to be driven at no more than a slow walking pace.
- Refuelling of the Buggy is only to be undertaken at the Grafham Water Centre refuelling point on the side of the GWS slipway.
- When not in use the Buggy is to be garaged in the Boat-shed. Its fuel tank should be removed and placed in the Fuel Bunker.
- Prior to driving the Buggy, drivers are to ensure that it is in a good and safe operating condition. Any defects are to be reported to the Beach Master.

27. Use of the GWS Jetty Hoist

- When using the jetty hoist, it is to be installed in one of the two holes provided for this purpose in the "T" outer end of the jetty (hammer head).
- Only the specially designed slings provided for use with the hoists are to be used. Operation of the hoist is to be supervised by a member trained for this purpose and this person is responsible for ensuring that the hoist is in a serviceable condition and is installed and operated correctly. A list is kept in the cabin of all approved hoist supervisors.

- At least 3 able bodied members or Group helpers are to assist disabled members when the hoist is in use.
- One, the supervisor, is to man the hoist while the second on the jetty and the third in the boat are to assist the disabled person to embark in/disembark from the boat.
- The hoist is to be inspected and certificated either every six months or to a written schedule.

28. Use of the GWS Mobile Hoist

- Operation of the hoist is to be supervised by a member trained for this purpose and this person is responsible for ensuring that the hoist is in a serviceable condition and is installed and operated correctly. The procedures for assembly and disassembly are shown at Annex F.
- Deployment of the hoist is to be supervised by an approved member of GWS who is to be familiar with the use of its controls and its safety features. A list is kept in the Clubhouse of all approved hoist supervisors. The hoist and slings must be certified for use each season and a record kept.
- Care is to be taken by all using the hoist to avoid trapping fingers and/or clothing when the hoist is being deployed or stowed away.
- Only the specially designed slings provided for use with the hoists are to be used.
- Able bodied members or Group helpers are to assist disabled members when the hoist is in use.
- One, the supervisor, is to man the hoist controls while the others are to assist the disabled person to embark/ disembark from the boat.
- Care is to be taken to ensure that the hoist does not strike the person being lifted on the upper body or head.
- Care is to be taken to ensure that fingers or clothing do not become trapped in the hoist mechanism while it is operating.
- The hoist is to be inspected and certificated either every six months or to a written schedule.

29. Use of GWS Radios

- Prior to use, the Beach Master or another competent person is to check that radios are switched on, set to the right channel (normally CHANNEL 37A (N1 or M1 on new radios) for GWS) and that they are fully charged.
- Radios are to be carried, as a minimum, by the crew of the Safety Boat, the skipper in charge of the Drascombe long boat and the Beach Master. Additional radios may be issued as deemed necessary by prevailing operating conditions.
- All users of the radios are to have received a briefing on their correct usage and the callsigns to be used. Callsigns will normally be "SAFETY" followed by the operator's forename and all users should be aware of the user names being used on any single day. "SAFETY BASE" is not to be used since this is the callsign allocated to the Grafham Water Centre base station. Users should keep usage to operational matters only.
- Users of radios are to ensure that the radios are attached to their person or clothing by the use of lanyards or approved clips.
- Radios are to be switched off and returned to their charger units in the Boat-shed after use.

30. Loading/Unloading and Use of Challenger Road Trailers - General

- The person who is going to tow the trailer and boat(s) is responsible for ensuring that the boat(s) is/are correctly and safely loaded on to the trailer.
- Once the boat has been disassembled, the trailer outriggers and jockey wheel should be removed from the launching trailer. The launching trailer and boat are then to be loaded into the road trailer taking care that fingers and limbs do not become trapped during the operation.
- Masts and cross beams are then to be loaded in the centre of the road trailer followed by the sponsons which should be placed on the brackets on either side of the road trailer. All items must be securely stowed to the trailer before hitching up for towing.
- Having secured all items, including the launching trailer's jockey wheel, the lighting/number plate board is to be fitted to the rear of the road trailer.
- Prior to hitching the road trailer to the towing vehicle, make a final check that all is safe and secure.
- Once the road trailer is hitched up to the towing vehicle, ensure that the towing vehicle's engine is switched off and connect up the lighting board to the towing vehicle's socket.
- Check that the lighting board is working correctly and that rear, brake and indicator lamps work in unison with the corresponding items on the towing vehicle.
- When unloading a boat from the road trailer ensure that the area behind the boat is clear before disengaging the boat and its launch trailer from the road trailer.
- The person driving the towing vehicle must ensure their insurance is valid for towing.
- The road trailer should not be permitted to enter the water because of corrosion risk.

31. Loading/Unloading and Use of Challenger Double Road Trailers

- The general controls listed above for single road trailers apply except as modified below.
- The first boat is to be loaded on the top of the trailer and the second below.
- The sponsons, mast and cross beams for the top boat are loaded on the left hand (port) side of the trailer and those for the lower boat on the right hand (starboard) side of the trailer.
- Extreme caution is to be exercised when using the winch to raise or lower the top boat and its launching trailer.

32. Refuelling of Boats

- Refuelling of boats is to take place either on the hard standing where the boats are stored or on the slipway. Refuelling is never to take place while sailing or when moored at the Jetty.
- Fuel tanks are, where possible, to be removed from the boat for refuelling and they are to be filled in the proximity of the Grafham Water Centre fuel store.
- Care is to be taken to ensure that fuel tanks are not overfilled and that any spillages are dealt with immediately.
- No smoking or naked lights are permitted when refuelling is taking place.
- Care is to be taken to ensure that the Grafham Water Centre fuel store is properly locked after use and the keys returned to the Boat-shed safe.

33. Use of Power Tools

- Extreme caution is to be exercised when using these tools to ensure that others are not put at risk from their operation.
- The use of mains powered electrical tools is to be discouraged. Rather battery powered tools should be used.

- Should it be essential that mains powered tools be used the minimum requirement is that they are powered through a residual current detector (RCD) but preferably through an approved isolation transformer.
- At all times, operators of such tools are to use them in accordance with the safety instructions provided by the manufacturers.
- Protective glasses and gloves are to be worn when appropriate.
- Operators of such tools are to ascertain that tools are in a sound and safe condition before using them.

34. Use of Lawn Mowers and Strimmers

- Extreme caution is to be exercised when using these tools to ensure that others are not put at risk from their operation.
- Operators of such tools are to ascertain that tools are in a sound and safe condition before using them.
- Protective glasses and gloves are to be worn when appropriate.
- At all times, operators of such tools are to use them in accordance with the safety instructions provided by the manufacturers.
- Petrol driven tools are only to be refuelled at the Grafham Water Centre refuelling point.
- Electrically operated tools are to be used in accordance within the controls specified for power tools above.

ANNEX A

GWS POLICY STATEMENT ON THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS AND GOOD PRACTICE GUIDE

1. The welfare of children and vulnerable adults is paramount
2. All members have the right to protection from abuse, regardless of their age, culture, disability, gender, language, racial origin, religious belief or sexuality.
3. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
4. As defined in the Children Act 1989, anyone under the age of 18 should be considered a child for the purposes of this document.
5. Whilst Children or Vulnerable Adults are on site, they must be accompanied by a parent, guardian, appointed carer or group leader, who has identification of their position and registered their name and those in their care with a Cabin Supervisor.

Prevention of abuse

6. The work of GWS should be carried out so as to minimise situations where abuse can occur. GWS Good Practice Guide for the Prevention of Abuse (see below) is on the Portakabin notice board.
7. All Directors/Trustees and all members likely to be alone with children or vulnerable adults, ashore or afloat, will be asked to complete a Disclosure and Barring form. Only those with a clearance may assist dressing, transport alone or sail alone with children or vulnerable adults. A copy of our Protection of Vulnerable Persons policy can be found in the main cabin.
8. All queries should be referred to a Director/Trustee.

Recruitment of New Members:

9. Members joining with the intention of acting as a sailing helper should familiarise themselves with the GWS Safety and Operating Procedures and the GWS Good Practice Guide to the Protection of Children and Vulnerable Adults (see below).
10. A self-declaration form and two references will be required of recruits not personally known to existing members of GWS.
11. Members joining with the intention of instructing, acting as helm on the longboat, or assisting in dressing of members, must present DBS Enhanced clearance before engaging in these tasks.

If abuse is suspected

12. A guideline on how to deal with abuse is shown below. A copy of this document is always kept in the GWS Portakabin. Incidents should be reported immediately to a GWS Director/Trustee and logged in the GWS Day Book.

Abuse Reporting Procedure

GWS PROTECTION OF CHILDREN AND VULNERABLE ADULTS GOOD PRACTICE GUIDE

In this guide, any reference to child/children also applies to vulnerable adults.

- Do not spend excessive time alone with children away from other people.
- Do not take children alone in a car or on car journeys, however short.
- Do not take children to your home.
- Where any of these is unavoidable, ensure they only occur with the full knowledge and consent of someone in charge of the site or of the child's parent/guardian/carer.
- Design training programmes that are within the ability of the individual child.
- Do not photograph, video or publish pictures of a child without the knowledge and consent of their parent/guardian/carer.
- Be sensitive to the risk, although probably slight in our sport, that images can be misused by a third party.
- Do not publish information, in print or on a web site, which might enable someone to contact a child.
- All our children come with parent, guardian, carer or Group Leader who is responsible for personal care.
- However, in an emergency, it may be sometimes necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out if you have D&B Enhanced Clearance and with the full knowledge and understanding of the child's parent/guardian/carer/group leader.

**IN AN EMERGENCY SITUATION, WHICH REQUIRES THIS TYPE OF HELP,
PARENTS/GUARDIANS/CARERS/GROUP LEADERS SHOULD BE FULLY INFORMED.**

**IN SUCH SITUATIONS, IT IS IMPORTANT TO ENSURE THAT ALL MEMBERS ARE
SENSITIVE TO THE CHILD AND UNDERTAKE PERSONAL CARE TASKS WITH THE
UTMOST DISCRETION.**

Never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow the child to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded, always act.

ANNEX B
ANY DAY SAILING

Any member wishing to sail at any time other than the normal Club sailing day, i.e. Thursday afternoon April – October inclusive, is to adhere to the following:

Only those members who have reached a competent standard of sailing approved by a Senior Instructor may sail.

The member must be accompanied by sufficient experienced helpers to rig, launch and recover the boat and, if the buggy is to be used, one of the helpers must be an approved driver.

Before sailing, a decision should be made whether the GWS Safety Boat should be launched – this can only occur if a qualified and approved SBS and crew are available. Such a decision should be based on the level of disabilities of the Challenger or Hobie sailors intending to sail. If the GWS RIB is not available, alternative arrangements for Safety cover with GWC or GWSC should be made.

Whilst a member is sailing, one of the helpers must keep overwatch on the member and inform the GWS Safety Boat (if available on Radio Channel P2) or GWSC Coxswain (Radio Channel P4) if any help is required. The helper must also be ready, willing and able to accompany the Coxswain to help with the rescue.

Any damage or problems with GWS property must be immediately reported to a member of the committee.

Any incident that occurs must be entered in the day book.

THE CLUBHOUSE AND BOATHOUSE MUST BE LEFT CLEAN, TIDY AND SECURE.

ANNEX C

DUTIES OF CLUBHOUSE SUPERVISORS FOR THE SAILING SEASON (APRIL – OCTOBER)

The Clubhouse Supervisor(s) is/are responsible for ensuring that on Thursday Afternoon Sailing Days:

1. Drinks and light refreshments are available
2. All utensils are left clean and tidy
3. All attendees sign the GWS Day book/attendance sheets and have GWS Name Cards
4. Visiting Groups are provided with suitable Clothing and Waterproofs
5. Help with dressing is given only by DBS (Enhanced) approved persons or carers
6. Children and vulnerable adults proceeding towards Grafham Water or past the water's edge (including the jetty) are to wear life jackets or buoyancy aids.
7. The fire extinguishers are to hand and serviced
8. The Clubhouse is left clean and tidy
9. The GWS buildings are locked at the end of the sailing session
10. There is an agreed deputy if they cannot attend.

ANNEX D

Grafham Water Sailability Risk Assessment

Definitions used :

P = Probability scored on a scale from 1 (low) to 4 (high)

I = Impact if risk occurs - scored on a scale from 1 (low) to 4 (high)

Risk Score = Product of Probability and Impact

RMP = GWS Risk Management Plan

SOP = GWS Safety and Operations Procedures

Details of Risk				Inherent Risk			Mitigation (Refer to RMP, unless otherwise indicated)	Residual Risk		
Risk No.	Risk Description	Caused by	Resulting in	P	I	Score		P	I	Score
1	Vehicles on slipway colliding with people/objects	Cars, trailers, boats and buggies accessing the slipway without care for other users	Death, injury or damage to property	3	4	12	Sections A2, D26.	1	2	2
2	Members/carers/ volunteers slipping/falling on the slipway	Mud, bird fouling, algae and generic trip hazards in the vicinity of the club, compounded by a lack of mobility amongst disabled members.	Injury	2	2	4	Sections A2, C13.	1	2	2
3	Fire in GW S buildings	Faulty electrical/catering equipment. Catering equipment left switched on/ unattended. Smoking. Batteries shorting out. Flammable material incorrectly stowed in buildings.	Loss of use of buildings/facilities and/or loss of use of RIBs, buggy and boat equipment.	3	4	12	Sections A3, A4.	1	3	3
4	Fuel fire	Careless handling of fuel for safety boats and Drascombe engines, which are filled from standalone cans. Or incorrect storage of fuel.	Damage to engines, loss of use of boats and potential serious injury to personnel.	2	4	8	Sections A3, C17, D32	1	3	3
5	Wildlife attack/injury	Attack by birds such as swans, geese and smaller birds and small wild animals	Minor injury to personnel and possible criticism from wildlife and other groups	2	2	4	Section A5	1	2	2
6	Animal attack/injury	Domestic animals such as dogs either attacking humans or fighting amongst themselves	Injury to personnel and/or death or injury to animals	2	3	6	Section A6	1	1	1
7	Food poisoning	Poor hygiene in the Clubhouse in particular the vicinity of the serving area and disregard of basic hygiene regulations by those serving food and drinks	Those who have taken refreshments falling ill	2	2	4	Section A7	1	2	2
8	Spillage of hot liquids	Steam or boiling water from kettle, water heater or coffee machine or hot drink spill	Burning or scalding of individual	2	1	2	Section A8	1	1	1
9	Biological hazards	Blue/green algae and wells disease	Sickness among those exposed to the hazards	2	2	4	Section B9	1	2	2
10	Capsize of a Challenger, Hobie, Drascombe or RIB	Poor boat handling; sailing in unsuitable conditions; inexperienced sailor/helmsman.	Disabled personnel in the water; personnel trapped in or under a boat; death; serious injury; exposure	2	4	8	Sections B10, B11, C17 - C21	1	3	3
11	Serious submersion in water (not as a result of a capsize)	Personnel falling out of boat without appropriate safety equipment and/or suitable rescue facilities; incorrectly dressed personnel falling from jetty or slipping/falling on slipway or knocked over by boat during recovery	Death by drowning; serious injury; exposure	2	4	8	Sections A1, B10, C17 - C24	1	3	3
12	Exposure to the elements e.g. sun, wind, heat, cold etc.	Wearing incorrect clothing for conditions; insufficient or no sunscreen; not wearing sunglasses; immersion in water	Sunburn, sunstroke, heatstroke, windburn, hypothermia	3	2	6	B11, B12	2	2	4
13	Damage or injury during launch and recovery of boats	Poor boat handling; insufficient numbers of shore crew; inexperienced shore crew; poor communication in between shore crew and between shore crew and boat crew; careless use of buggy; inexperienced buggy driver; lack of care on the slipway	Injury to shore crew; damage to boat; damage to launching trolley; damage or loss of buggy; in the case of a RIB, additionally damage to engine/propeller	3	3	9	Sections C13 - C16, D25 - D28	1	2	2

Details of Risk				Inherent Risk			Mitigation (Refer to RMP, unless otherwise indicated)	Residual Risk		
Risk No.	Risk Description	Caused by	Resulting in	P	I	Score		P	I	Score
14	Disregard or lack of knowledge by sailors of club and other rules/regulation on sailing at Grafham	Unauthorised sailors, visiting sailors unaware of local area and rules; sailors sailing out of sight of of safety cover or outside the approved sailing area.	Death or injury to sailors. Damage to GW S reputation	3	4	12	Sections C17, C19 - 24	1	2	2
15	Poor/incorrect handling of rescue/coach boats or other mechanically powered craft	Insufficiently trained/inexperienced personnel taking insufficient care and not following the correct procedures when manoeuvring in the vicinity of people in the water	Death or serious injury	3	4	12	Section C18	1	4	4

16	Injury from flailing boat booms, ropes or from incorrect operation of winches etc.	Insufficient care being taken during launch and recovery to control sails or keep clear of boom (particularly in windy/gusty conditions and keep out of bites of rope. Insufficient supervision over the operation of winches	Injury, particularly to head or hands	3	2	6	Sections C13 - 16, Section D25	2	2	4
17	Injury during use of mobile or jetty hoists	Hoisting carried out by untrained or inexperienced personnel or using out of date or untested equipment. Poor supervision of helpers.	Injury to both hoisted and hoisting individuals	3	2	6	Sections D27 - 28 and Annex F	1	2	2
18	Injury from lifting people or heavy items	Incorrect manual handling techniques, particularly when helping people in and out of boats and when manoeuvring/stowing boats. Helpers trying to lift/manoeuvre a boat/person without waiting for help	Injury in particular to backs and knees	3	2	6	Sections C13 - 16, Sections D25, D27 - 28, D30 - 31	2	2	4
19	Failure of radio communication	Incorrect channel selected; battery not fully charged; radio lost	Inability to communicate by radio with boat or shore	2	1	2	Section D29, SOP Appendix A - D	1	1	1
20	Road trailers incorrectly loaded, unloaded or towed	Not following the correct procedures for loading or unloading Challengers onto or off road trailers or towing behind an unsuitable or uninsured vehicle or exceeding speed limit	Damage to trailers or boats; prosecution of driver; injury to personnel	2	2	4	Sections D30 - 31	1	1	1
21	Injury from use of power tools, lawn mowers and strimmers	Incorrect use of tool; not following procedures/operating instructions, not wearing appropriate PPE	Injury to person using tool, mower or strimmer or nearby onlooker/helper. Damage to GW S or GW C property	2	3	6	Section D33 - 34	1	1	1
22	Member, carer or volunteer helper falling ill while ashore or afloat	Known medical problem or unexpected illness	Collapse or partial collapse of individual requiring immediate action	2	2	4	SOP Appendix G; Member medical declaration	2	1	2
23	Safeguarding incident	Either a volunteer or other member mistreating or abusing in some way a vulnerable person either on GW S premises or on GW S business	A vulnerable person receiving physical, sexual, psychological or financial harm or neglect	2	3	6	GW S Protection Policy; DBS checks	1	2	2

Appendix 1 to Annex D
GWS Impact Descriptors

	(1)	Medium (2)	High (3)	Very High (4)
Legal	Solicitor's letter/legal challenge	Minor civil litigation	Major civil litigation and or Regulator (eg Charity Commission, HSE, Local Safeguarding Board etc) investigation	Criminal charges and or Charity Commission intervention
Financial (uninsured risk)	Up to £2k	Up to £5k	Up to £7.5k	Over £10k or bankruptcy
People and Safeguarding	Low level of minor injuries	Significant level of minor injuries to volunteers, individuals in the care of GWS and or any GWC personnel or clients as a result of GWS action. And or instances of mistreatment or abuse of an individual to whom GWS has a duty of care.	Serious injury to a volunteer, an individual in the care of GWS and or any GWC personnel or clients as a result of a GWS action. And or serious mistreatment or abuse of an individual to whom GWS has a duty of care ,	Death of a volunteer or of an individual in the care of GWS or of any GWC personnel or clients as a result of a GWS action. Serious mistreatment of an individual in the care of GWS resulting in criminal charges
Reputation	Minimal negative local media reporting or minimal negative comment within the disability support community	Significant negative front page reports/editorial comment in the local media. Significant negative widespread comment within the disability support community	Sustained negative coverage in local media or negative reporting in national media. Negative comment in the wider voluntary and caring sector.	Significant, sustained and widespread opposition to GWS presenting a serious threat to its long term viability. Damage to the reputation of the wider Sailability community, including RYA Sailability

ANNEX E

Emergency Actions Checklists

Accidents and emergencies at GWS

First aid kits are kept in the Clubhouse and in the Safety, Coach and Drascombe Boats. Others may be available through GWC.

Nearest Emergency Hospital	Hinchingsbrooke Hospital, Hinchingsbrooke Park Road, Huntingdon	
Doctor:	Great Staughton Surgery	01480 860770
NHS Direct		111
GWC Reception		01480 810521

In case of emergencies at Grafham Water Sailability, reference must be made to a qualified First Aider (all RYA Instructors have First Aid qualifications) when necessary.

In any incident other than Categories 1 and 2, the Beachmaster must be made aware of the situation and he/she may then take over management of the incident.

CATEGORY 1

**No physical harm to participants or instructor,
low level First Aid (TLC).**

**However, equipment might be damaged or
the incident may be considered a near miss.**



Ensure the safety of the participants.



Withdraw any faulty equipment and continue with the activity if appropriate.



Report any faulty equipment as soon as practical to the Beachmaster.



If the incident was a near miss, record the event on Incident Reporting Form
in the Clubhouse.

CATEGORY 2

Minor injury requiring First Aid kit to be used.



Ensure the safety of the participants.



Administer First Aid.



Continue with the activity if the First Aider perceives this to be an appropriate course of action. If not, then ensure that the individual is returned to the Clubhouse and supervised by a member of GWS or the appropriate carer.



Complete the Incident Reporting Form in the Clubhouse.

CATEGORY 3

**Precautionary visit to hospital.
The injury may be serious but not life threatening
and the casualty could be assisted to a vehicle.**

↓
Safeguard casualty and administer First Aid.

↓
Do not leave the casualty unattended.

↓
Take the casualty to the nearest hospital (if they are under 18 years of age they must be accompanied by a GWS member or the appropriate carer).

↓
On return to GWS, complete the Incident Reporting Form in the Clubhouse and brief the incident to an appropriate GWS Director to ensure that any subsequent Board discussion is well informed.

↓
It is also GWS Policy that GWC is updated on the Incident via the GWC Reception.

CATEGORY 4

**Major injury.
The casualty needs to go to hospital immediately.**



Safeguard casualty and administer First Aid.



Do not leave the casualty unattended.



Use nearby assistance, mobile phone or radio (via Safety Base/GWC) to call for emergency services.



Act on any advice given.



If the casualty is under 18 years of age they must be accompanied to the hospital by a GWS member or the appropriate carer.



Contact GWC to inform them of the situation, and gain their assistance in directing the emergency assistance to the correct site of the casualty.



Complete the Incident Reporting Form in the Clubhouse and brief the incident to an appropriate GWS Director to ensure that any subsequent Board discussion is well informed.



It is also GWS Policy that GWC is made aware of the Incident via the GWC Reception.

ANNEX F

Mobile Hoist Procedures

NOTE :- This hoist can only be assembled and disassembled by trained and authorised members whose names are on the authorised assembly list.

Assembly

- Remove from boat-shed in folded position and place in agreed location on the slipway (by pushing on the solid part of the frame).
- Lower forward legs one at a time and lock in position with the pins.
- Lower rear feet to level the hoist – take care not to trap fingers or feet.
- Push up support bar and lock in highest position with a pin.
- Move hoist from rear stowage position to hang free at the front.
- Remove pin from beam and flip over strop locking mechanism to tension position.
- Wind handle until beam is in working position and in line with the pin hole. Replace pin from step 6 into the new position.
- Flip over strop locking mechanism to released position.

Hoist is now available for use by authorised use members.

Disassembly

- Flip over strop locking mechanism to tension position and remove beam locking pin.
- Wind handle to reduce beam arm length and lock in stowed position using the beam locking pin from step 1.
- Move hoist from free position to rear stowage point.
- Lower support bar and place pin in stowage point.
- Using special bar, carefully lift rear feet and return unit to all wheeled condition.
- Retract forward legs one at a time and pin in stowed position.

Hoist is now ready to return to the boat-shed (by pushing on the solid part of the frame) for stowage.