

## BARRY YACHT CLUB

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| <b>Area of Operation:</b>  | Barry Yacht Club boat yard           | <b>Process &amp; Brief Description (For Identification Purposes):</b><br><br>1. Preparation for laying/lifting of moorings operation.<br>2. Visual and physical checks of moorings barge.<br>3. Correct preparation of load (i.e chains, anchors, buoys, lines, any necessary tools.) |  |
| <b>Process Number:</b>     | H&S-SSOW-3- Moorings Barge Operation |   |  |
| <b>Date of Assessment:</b> | 28 <sup>th</sup> June 2019           |   |  |
| <b>Name of Assessor</b>    | Jackie Hartwell                      | <b>Reviewed By</b>  |  |
| <b>Approved By</b>         | Martin Bowmer                        | <b>Review Date</b>  |  |

| Stage No | Sequence of Job Steps | Standard Operating Procedures   |
|----------|-----------------------|---|
| 1.1      | Preparation           | <ol style="list-style-type: none"> <li>1. Ensure radio/mobile phone in waterproof cover.</li> <li>2. Minimum 2/maximum 4 operatives.</li> <li>3. Ensure correct PPE as per Risk Assessment (WE03)</li> <li>4. Ensure lifejackets for all operatives going aboard.</li> <li>5. Paddle/skull to barge mooring.</li> <li>6. Ensure barge has been pumped out before loading.</li> <li>7. Move barge to slipway or trolley in preparation for loading (when laying a mooring).</li> <li>8. Prepare outboard if to be used to propel barge.</li> <li>9. Ensure at least one paddle.</li> <li>10. Understand the weather forecast and pick a calm day when the mooring can be recovered/laid in daylight, under no</li> </ol> |

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|     |                      | <p>circumstances should the barge be used in South/South East winds above a force 3.</p> <p>11. Make sure you have plenty of drinking water and food if required.</p>  |
| 1.2 | <b>Loading Barge</b> | <ol style="list-style-type: none"> <li>1. Ensure even distribution of the load</li> <li>2. Ensure barge is not over-loaded</li> <li>3. 1&amp;2 above consider stability of the barge when loading.</li> <li>4. Ensure anchors are securely fastened – especially round sinkers.</li> <li>5. Ensure chain is loaded/flaked in a manner that allows it to pay out in a controlled manner and without snagging.</li> </ol>  |
| 1.3 | Laying moorings      | <ol style="list-style-type: none"> <li>1. Complete full visual check before dropping the anchor to ensure feet are not at risk of entanglement and no items are incorrectly positioned to cause obstruction.</li> <li>2. Connect chain to shore and allow chain to pay out ensure there is a turn on the bollard to control tension and ensure the chain doesn't pay out too fast as the barge is pulled out to a position at which the seaward anchor is dropped.</li> <li>3. When laying a trot mooring – it is advisable to drop the ground chain first and set the anchor. Once complete, underrun the ground chain with the barge and connect bouys and tails as a separate operation. This will ensure there is no undue snagging and the ground chain is laid without fouling on obstructions within the barge or limbs getting caught in bites of rope.</li> <li>4. When laying moorings in the deeps – either a) Connect the shore end first and pay out chain as the barge is pulled to seaward, once in the correct position drop the anchor. Alternatively drop the anchor first and pull back on a rope to the point of connecting the forward mooring bouy. Having connected the shore chain to the pitching pull this out to meet the forward mooring and connect the two ends by way of a connecting line.</li> <li>5. Preferably connect tails and bouys after the mooring has been laid in order to reduce the risk of entanglement during the process of laying the mooring.</li> <li>6. Prevent chain running away in an uncontrolled manner (and reduce risk of limbs/hands being caught in a bight as it pays out) by taking turns on the bollards.</li> </ol> |
| 1.4 | Recovering moorings  | <ol style="list-style-type: none"> <li>1. Preparation as per 1.1 above</li> </ol>  |

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|     |                        | <ol style="list-style-type: none"> <li>2. Disconnect shore chains.</li> <li>3. For the deep moorings, disconnect connecting/guest lines. Recover the seaward end first by working your way out to the anchor either by winching or hauling chain into the barge.</li> <li>4. Disconnect tails and buoys and stow safely.</li> <li>5. Avoid pulling chain aboard from the decked area – stand in the cockpit/central area.</li> <li>6. Where necessary to winch all parties should be standing behind the chain and to one side in order that nobody is at risk of being entangled in the chain should it slip off the winch off the winch.</li> <li>7. Hands must be kept well clear of the drum when winching. In the event of clearing the drum of chain it is vital that the steel claws are used to check the chain before releasing it from the winch drum</li> <li>8. If winch is to be left unattended whilst under load, the handle must also be secured using the handle preventer/lock(to prevent it spinning)</li> <li>9. Under no circumstances should the barge be winched to a point where any part is submerged.</li> <li>10. In the event that the anchor cannot be retrieved using reasonable force, chain should be split and buoyed for recovery at a later date. (it may have crossed and need another mooring to be lifted first).</li> <li>11. Shore end to be lifted in a similar manner, but working back to the shore, winching/handballing chain into the barge.</li> <li>12. For trot mooring as above but work from shore as tide rises removing tails and buoys as you go. It is vital to keep the work area as clear as possible with bouys being secured to the side of the barge and left floating a long side. tails/connecting lines should be coiled and stowed away from work area.</li> <li>13. Note the greater weight of chain with trot moorings and ensure chains are flaked evenly distributing weight on barge floor.</li> </ol> |
| 1.5 | Bringing chains ashore | <ol style="list-style-type: none"> <li>1. Bring barge alongside slipway or launching trolley</li> <li>2. Take care in unloading chain/anchors/buoys to avoid risk of slipping/entanglement – especially if muddy or “slop” at</li> </ol>  |

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|     |                | <p>shore edge.</p> <ol style="list-style-type: none"><li>3. Ensure one person ashore, one on the barge (minimum) to transfer chains safely ashore.</li></ol>  |
| 1.6 | <b>Wrap up</b> | <ol style="list-style-type: none"><li>1. Ensure barge is pumped out and washed down so that it is not slippery/muddy for next user.</li><li>2. Ensure any PPE used aboard is return clean to the storage container.</li><li>3. Return barge to its mooring and secure appropriately.</li><li>4. Report any issues/defects and lost items of equipment to the Shoremaster.</li></ol> |