

# SAFE PLAN OF ACTION (SPA)

Royal Cork Yacht Club	<b>Location :</b> Adjacent to fuel storage /dispense area	<b>Revision No°:</b> 1	<b>Date:</b> May 2023
<b>Description of Activity</b>	Lifting of boats into/from water, from/to trailer, or lifting of mast.  Note – the sequence of work steps outlined below is for lifting a boat into the water, the sequence of work steps will be different if boat is to be lifted from the water, or if mast is being installed / removed.		<b>People involved:</b> RCYC staff Crane Diver / Lift Supervisor Banksman / Slinger Boat Owner / Representative

1. Step Back Assessment (Look Up, Down & Around)			
	Yes	No	N/A
Contact with live energies? (e.g. hot surface, 'live' electrics)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Slip or trip over anything?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caught or crushed by anything? (e.g. moving parts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be struck by anything? (e.g. traffic, suspended loads)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to strain or overexert the body?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other personnel in proximity? (e.g. working overhead, noise)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be exposed to any chemical, biological or physical agent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall from height (e.g. unprotected edge)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct PPE for the task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate knowledge of the task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools/equipment correct for the task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enough personnel to do the task safely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. High Hazard Work				
Work @ Height	Hazardous Energies	Moving Loads	Fire Safety	Excavations / Confined Space
 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>

3. Risk Assessment		
Work Step	Hazards	Controls
Move Crane into lifting zone & Install barrier	Crushing Strain	Crane to enter via eastern gate, to minimize reversing. RCYC staff to escort crane while it moves on club grounds. Manual Handling training.
Check that wind & weather conditions are appropriate for the planned lift(s) Check that ground conditions are appropriate for the planned lift(s).	Crushing Slip / trip / fall	Re-assess or cancel / defer the planned lifts, if wind & weather conditions are not appropriate. Refer to "Lift Plan". Re-assess or cancel / defer the planned lifts, if ground conditions are not appropriate. Refer to "Lift Plan".
Check equipment	Crushing Strain Fall from Height Drowning	Trained banksman / slinger to check the lifting equipment & tackle. Manual Handling training. Ensure ladder or access podium is appropriate and can be secured. Use recommended Personal Protective Equipment.
Move trailer into lifting zone, from storage area	Crushing Strain	Only RCYC staff to move trailers. Use mechanical device to move trailers. All other persons to stay clear of moving trailer.
Access the deck of boat to be lifted (to install & connect slings / chains / shackles & guide ropes)	Fall from height.	Use appropriate ladder or access podium. Ensure ladder or access podium is secured before using. Identify any slip/trip hazards on the deck, address accordingly.
Install and connect and secure the slings / chains / shackles	Non-secure load (causing possible crush)	Trained banksman / slinger Use appropriate slings / chains / shackles
Conduct the lift of the boat / mast, as co-ordinated. Refer to "Lift Plan".	Crushing	Only lift while 15m exclusion zone is empty of other people. Use clear co-ordination communication. Avoid going under boat during lifting by crane. Avoid being between boat and trailer during lifting by crane.
Access the deck of boat that has been lifted (to disconnect & remove slings / chains / shackles & guide ropes)	Slip / Trip / Fall Drowning	Carefully access the pontoon via fixed ladder, using 3 points of contact technique. Carefully traverse the pontoon, noting potential hazards. Carefully board the boat, after boat is stable and secure. Identify any slip/trip hazards on the deck, address accordingly.
Remove trailer from lifting zone, to storage area	Crushing	Only RCYC staff to move trailers. Use mechanical device to move trailers. All other persons to stay clear of moving trailer.
Remove crane from lifting zone & Remove barrier	Crushing Strain	Crane to depart via western gate, to minimize reversing. RCYC staff to escort crane while it moves on club grounds. Manual Handling training.

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Required Equipment					
Certified crane (sufficient capacity)	Appropriate slings & chains & shackles (sufficient capacity)	Barriers	Mechanism to move trailers	Communication equipment (or technique)	Guide ropes / tag lines (sufficiently long)

Required Training		
Qualified Crane Driver Lift Supervisor	Qualified Banksman / Slinger	Manual Handling training

Recommended Personal Protective Equipment			
Life- Jacket Buoyancy aid	Hi-Vis Vest	Safety Boots	Hard Hat

Mandatory Criteria			
No Smoking or other ignition sources to be used in boat lifting zone or in/near the adjacent fuel storage & dispensing area.	No persons under the age of 18 years to be involved.	No lifting while other persons are within the 15m exclusion zone.	Anybody involved can cancel or pause a particular lift.

***Activity and Work Environment to be reviewed on a continual basis to manage any changes which may introduce a new hazard.  
Where identified add to the Risk Assessment (Section 3)***