

SAFE PLAN OF ACTION (SPA)

Royal Cork Yacht Club	Location : Adjacent to fuel storage /dispense area	Revision No°: 2	Date: June 2024
Description of Activity	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. Note – lifting of masts should be done whilst boat is afloat at the pontoon, avoid lifting whilst boat is ashore.		People involved: 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)	☒	☒	☐
Slip or trip over anything?	☒	☐	☐
Caught or crushed by anything? (e.g. moving parts)	☒	☐	☐
Be struck by anything? (e.g. traffic, suspended loads)	☒	☐	☐
Potential to strain or overexert the body?	☒	☐	☐
Other personnel in proximity? (e.g. working overhead, noise)	☒	☐	☐
Be exposed to any chemical, biological or physical agent?	☒	☐	☐
Fall from height (e.g. unprotected edge)	☒	☐	☐
Correct PPE for the task?	☒	☐	☐
Adequate knowledge of the task?	☒	☐	☐
Tools/equipment correct for the task?	☒	☐	☐
Enough personnel to do the task safely?	☒	☐	☐

2. High Hazard Work				
Work @ Height  ☒	Hazardous Energies  ☐	Moving Loads  ☒	Fire Safety  ☒	Excavations / Confined Space  ☐

3. Risk Assessment		
Work Step	Hazards	Controls
Move Crane into lifting zone & Install barrier	Crushing Strain	Crane to enter via appropriate gate, minimize disruption. 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	RCYC staff or owners of boats to be lifted may move trailers. Use appropriate mechanical vehicle to move trailers. All other persons to stay clear of moving vehicles & trailers.
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	RCYC staff or owners of boats to be lifted may move trailers. Use appropriate mechanical vehicle to move trailers. All other persons to stay clear of moving vehicles & trailers.
Remove crane from lifting zone & Remove barrier	Crushing Strain	Crane to depart via appropriate gate, minimize disruption. 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)***