



**PORTS OF JERSEY**  
YOUR ISLAND GATEWAY

# Boat Park Operations

## Code of Practice and Guidance

COP4

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## Introduction

- 1 The Health and Safety at Work (Jersey) Law 1989 (hereafter referred to as the HSW Law) is **A LAW** to provide for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work and in connection with the use of plant intended for the service or entertainment of the public, for controlling the possession and use of dangerous substances and for connected purposes.

This Code of Practice (COP) has been developed in accordance with the HSW Law, the previous Code of Practice for Boat Hoist Operations and guidance on industry best practice. It is provided for a specific industry/activity detailing more precisely the application of the general duties set out in the HSW law.

## Access

- 2 Dependent on location, access to Boat Parks, Quays or Approaches may be restricted to pass holders only and at other times security gates may be locked and access denied.
- 3 No vehicle may be left unattended in or around Boat Parks, Quays or Approaches at any time, other than within designated areas. Any offending vehicle may be fined or will be towed away or impounded without notice and at the owner's expense.
- 4 All vehicles must adhere to the 10MPH speed limit in the boat park.

## Liability

- 5 A minimum of £2,000,000.00 (two million) third party liability insurance (or such other minimum sum which may be stipulated in writing) is required to be maintained for all vessels lifted on any Ports of Jersey administered properties
- 6 Vessel insurance, and third party liability indemnities, must be maintained whilst a vessel is ashore on any Ports of Jersey administered property.
- 7 The responsibility to ensure that adequate and appropriate insurance cover for other activities (including boat hoisting/lifting) undertaken whilst on any Ports of Jersey administered properties lies wholly with those engaged in those activities.
- 8 Ports of Jersey does not accept any liability for injury, loss or damage to property whilst on Ports of Jersey owned or administered property.
- 9 Contractors as defined by this Code of Practice are required to be registered as Ports of Jersey 'Authorised Contractors'. Authorisation must be applied for, and will be granted, through the Harbour Master and is subject to both Health and Safety and Insurance assessment.

## **Authorisation to Work**

- 10** Contractors conducting works within Ports of Jersey's boat parks are required to be registered as Ports of Jersey 'Authorised Contractors'. Authorisation must be applied for, and will be granted, through the Harbour Master and is subject to both Health and Safety and insurance assessment.
- 11** A permit to work will also be required from Ports of Jersey in advance of any 'Hot Work' operations (see relevant section of 'Authorised Contractor' documentation).

## **Boat Maintenance**

- 12** Liability for all works carried out on any vessel by the Contractor, an individual, company, third or sub-contracted party remains the sole responsibility of the Contractor insuring the vessel and or bound by contract with Ports of Jersey throughout the duration of its stay ashore on any Ports of Jersey administered property.
- 13** Contractors are responsible for conducting such suitable and sufficient risk assessments of their activities in order to both satisfy regulatory requirements and identify any further conditions or controls they deem necessary beyond the general minimum standards dictated within this COP.
- 14** Any activity carried out by any individual, association, company or Contractor must comply with the Health and Safety at Work (Jersey) Act 1989, associated Regulations and appropriate Approved Codes of Practice, and as is far as reasonably practicable, done in such a way as not to affect the Health and Safety of those within the surrounding and nearby area.
- 15** All waste, unused maintenance materials, tools and equipment are to be removed from the boat park prior to the vessel being returned to the water. Used oil, batteries, anti-freeze, anti-fouling, engine or gearbox parts and zinc anodes should not be disposed of as part of general waste content. These items should be recycled where appropriate and disposed of via approved Waste Management Contractors.
- 16** Waste receptacles provided by Ports of Jersey should only be used for waste originating directly from activities carried out on vessels under contract to be ashore in the boat park. Waste should be separated and deposited in the appropriate receptacle as indicated on signage at each facility. Waste types or materials other than those listed on signage at each facility must be removed from the boat park and disposed of at a dedicated facility or via approved waste management contractors. This includes but it is not limited to paint thinners, oil filters, fiberglass resins, all toxic or hazardous waste and any human or animal waste.
- 17** Failure to remove or correctly dispose of waste, unused maintenance materials, tools or equipment may result in additional sundry charges being imposed upon the Contractor for the clearing and or disposal of such items.
- 18** Electrical leads should not be trailed in a dangerous or hazardous manner and must comply and be used in accordance with the requirements displayed on electrical supply bollards.

- 19 The Contractor is responsible for ensuring that all tools and equipment are appropriately maintained, inspected and tested in accordance with regulatory requirements.
- 20 Storage of hazardous materials should be in accordance with regulatory requirements and all relevant risk assessments and material safety data sheets should be readily available for inspection on demand.
  - a) Fuels or oils must not be stored outside of vessels in the boat park. Any such substance in transit to/from a vessel should be transported in or on an appropriately bunded and approved container
- 21 No persons or contractors are permitted to bring into the boat park any items of hired plant without prior permission from the hoist office, for which conditions may apply.

## Storage of Boats Ashore

### Preparation

- 22 The Contractor is responsible for the chocking of the vessel once in position. The final position within the Boat Park is the responsibility of Ports of Jersey, or facility manager, who will try to accommodate requests from the Contractor when practicable.
- 23 Vessel owners wishing to attend to or work on their own vessels whilst ashore may do so only with prior authorization from the Contractor. Access will only be granted to vessel owners at the request of the Contractor, which is deemed confirmation that the owner has been made aware by the contractor of liabilities and responsibilities as set out in this Code of Practice and any other codes or laws relevant to the type of activity being undertaken. *Particular attention should be paid to paragraph 10 of this document.*
- 24 Before a vessel is removed from the water the Contractor is responsible for familiarising themselves with the docking plan and/or any specific handling instructions supplied by the owner or agent, share these with the hoist operator if applicable and confirm that he/she has all adequate and suitable equipment for the chocking operation. Failure to do so may result in the lifting operation being refused and the incurring of all relevant charges.
- 25 Contractors must notify owners that it is best practice to remove all sails, spray hoods and dodgers before storing for the winter. Consideration should be given to the periods of time ashore as well as seasonal weather conditions. Any sails remaining in situ must be appropriately secured and/or covered. During fine and or settled weather conditions, vessels ashore for a short period may be exempted.
- 26 The primary supports for all vessels should be purpose built stands or cradles constructed from suitable materials, they must be in good order and acceptable to the boat hoist operator and/or Ports of Jersey operational personnel.
- 27 Failure to provide acceptable supports may result in the re-launch of the vessel and the incurring of all relevant charges.

## **Cradles and Lay-up**

- 28** Vessels with bilge keels are permitted to sit on their keels but must be propped fore and aft with suitable supports and not reside to a keel height of greater than 20cm from ground level. Any bilge keeled vessel requiring a keel height in excess of 20cm must be supported using additional stands or cradles.
- 29** The keels of craft ashore should rest on a substantial bearer which is an integral part of the cradle. The keel, where design allows, should be restrained from moving sideways.
- 30** Boat cradles should be secured by a horizontal solid crossbar or ratchet tightened cargo straps in preference to boat legs for long time hard standing of yachts, especially for wintering.
- 31** The pads should be of adequate area to avoid point loading the hull and must be angled to line up with the hull. Their position should take into consideration the structure and weight distribution of the vessel.
- 32** Where appropriate the legs should be positioned to align with bulkheads and be capable of adjustment.
- 33** Beaching legs may be sufficient for short term purposes but should not be regarded as adequate for long term use.
- 34** Support systems can be undermined by wind induced vibration, regular checks should be made to ensure correct tightness of wedges and pops, and a record kept of such inspections.
- 35** Consideration should be given to securing light displacement craft to their cradle and to the ground in exposed positions, this also applies during periods of bad weather
- 36** Where appropriate the weight of the vessel should be taken on the keel which should rest on wood or some other suitable non-metal surface.
- 37** To improve stability of the cradle, use shores or other supports.
  - a) Ideally shores should be placed as close as possible at the perpendicular to the tangent of the point where the shore touches the hull (i.e. where the shore is just as likely to slip upwards as down).
  - b) Attention must be paid to seeing the foot of the shore will not move.
  - c) Bilge keel boats should be adequately supported fore and aft.
- 38** Props, blocks and other traditional means of support can be used and cross braced if required, where this is the sole means of support, and provided that their use is part of the established practice of the Contractor. Vessels should be kept as low as possible.
- 39** When moving or removing any blocks, stands, cradles or supporting equipment from a vessel, Contractors must ensure that sufficient alternative supports are in position prior to removal in order to ensure that the integrity of the supporting structure is not compromised

## Care and Checks While Ashore

- 40 Boat covers if fitted must be in good condition, close fitting and well secured with ropes passed under the vessel, but not secured to the prows of cradles.
- 41 All vessels and particularly those with large, open, non-draining areas should be checked regularly for excess accumulation of water.
- 42 Cradles should be lifted and carried, not dragged, to a new position in the boatyard. Dragging cradles causes them considerable damage.
- 43 When a vessel is sold on the quay, the Contractor who originally booked the hoist and or entered into a contract with Ports of Jersey will remain responsible for all charges due until the new owners have made themselves known to Ports of Jersey and provided proof of appropriate third party liability indemnity insurance to the boat hoist office.

## General

- 44 It is not permitted for vessels stored within a Ports of Jersey boat park to be used for overnight accommodation.
- 45 Ports of Jersey operational personnel will have the right to restrict or stop at any time any activity on any Ports of Jersey administered property should they be aware of any activity, equipment, procedure or operation which they may consider to be un-safe or inappropriate and may add or place undue risk to any persons or property involved with or within the vicinity of the operation.
- 46 Failure to comply with this Code of Practice may result in any individual, association, company or Contractor being required to remove any vessel, item or equipment under their care from any Ports of Jersey administered properties and the refusal of any immediate or future permission's to operate within these areas.
- 47 Failure to remove any vessel, item or equipment, upon request, will result in Ports of Jersey having the vessel, item or equipment removed and all costs incurred in so doing charged to the individual, association, company or Contractor responsible for the vessel, item or equipment.
- 48 If any of the following situations are observed within any Ports of Jersey premises, you are required to report them immediately to a member of staff:
  - d) An accident or 'near miss'
  - e) Any situation that looks potentially dangerous and might cause an accident
  - f) Anyone acting suspiciously
  - g) Any form of heat or smoke emission

## Definitions

- Operator** Refers to the hoist or crane driver operating the lifting machinery.
- Contractor** Refers to any individual, company or association employed by any party, or any party entering into a contract to lift a vessel with Ports of Jersey or making use of any lifting device owned, administered or maintained by Ports of Jersey or on any Ports of Jersey administered properties.
- Owner** Refers to any person registered as the primary owner of a vessel within a vessel registry database or named upon a valid certificate of insurance of the vessel.
- Note:** Primary owner vessel registration does not, under law, constitute actual ownership of the named vessel
- Boat Park** Refers to Ports of Jersey owned or administered property which is used for the purpose of landside boat storage and maintenance.