

# Boat Hoist Operations

Code of Practice and Guidance

COP 1 - Edition 6 – March 2024

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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 of entertainment of the public, for controlling the possession and use of dangerous substances and for connected purposes.

The Code of Practice (COP) has been developed in accordance with the HSW Law and replaces 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.

## Liability

4. 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.
5. Vessel insurance, and third-party liability indemnities, must be maintained whilst ashore on any Ports of Jersey administered property.
6. 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.
7. Ports of Jersey does not accept any liability for injury, loss or damage to property whilst on Ports of Jersey owned or administered property.
8. Contractors as defined by this Code of Practice are required to be registered as Ports of Jersey 'Authorized Contractors'. Authorisation must be applied for, and may be granted, through the Harbour Master subject to assessment of both Health and Safety procedures and proof of Insurance.

## Boat Hoisting Operations

### Operating Hours

**9. Normal Operating Hours:**

Monday – Friday 0800

The Hoists can still be booked outside of this time at an additional charge, please read the additional requirements for requesting an 'Out of Hours' Lift (Section 11).

### Requests for Boat Hoisting at La Collette Yacht Basin

- 10.** Lifts within normal operating hours - A minimum of 24 hours' notice must be given to the boat hoist booking office of the intention to lift out of or into the water.
- 11.** Out of hours lifts – Requests must be made to the boat hoist booking office at least **48hours** prior to the lift taking place. This allows for a suitable member of staff to be allocated to the lift. Once a suitable member of staff is allocated to the lift Ports of Jersey will then confirm the lift is taking place and at what time.
  - a. No lift will take place before 0800 and the last lift must take place before 1800.
- 12.** Emergency Lifts - The only exception to the above requirements is that of emergency lifts, which can only be authorised by Ports of Jersey operational personnel; weather and tidal conditions permitting.
- 13.** The Contractor should ensure that there is adequate tidal water at the slipway at the proposed time of the lift.

### Quick Turn Arouds

- 14.** 1 and 2 hr Quick Turn Arouds (QTAs) are only available to be booked between 1<sup>st</sup> June and 30<sup>th</sup> September.
- 15.** It is at Ports of Jersey discretion to offer QTAs outside of this window.
- 16.** Normal lift in/lift out operations take priority over QTAs.
- 17.** Overnight QTAs are available year-round.

### Leaving a vessel in the strops overnight

- 18.** One hoist must always be kept free in case of an emergency.
- 19.** Vessel can be power washed, polished and other minor works whilst left in the strops. Antifouling is strictly prohibited.
- 20.** Vessel will be left in the 'touch down' position on blocks.

## Responsibilities During Hoist Operation

### Preparation

- 21.** The Contractor is responsible for conducting such suitable and sufficient risk assessments of the lifting operation to both satisfy regulatory requirements and identify any further conditions or controls they deem necessary for their particular lifting operation beyond the general minimum standards dictated within this COP. This should include PPE for all persons involved in the lifting operation. Paragraph 20 of this code specifies the minimum standard but extra consideration should be given to the wearing of lifejackets when boarding or disembarking vessels to be lifted into or out of the water.
- 22.** The Contractor is responsible for providing an appropriately trained Boat Hoist Marshall and appropriate number of competent Boat Hoist Assistant's, see 'Competency of persons engaged in lifting operation'.
- 23.** The Contractor is responsible for the chocking of the vessel once in position. The final position within the Boat Park is at the decision and responsibility of Ports of Jersey, who will try to accommodate requests from the Contractor when practicable.
- 24.** Before a vessel is removed from the water the Contractor is responsible for familiarizing themselves with the docking plan and/or any specific handling instructions supplied by the owner or agent, sharing these with the hoist operator if applicable and confirming 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.** 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 Operator and/or Ports of Jersey.
- 26.** Failure of the Contractor to provide acceptable supports may result in the re-launch of the vessel, with the Contractor incurring all relevant charges.
- 27.** The Contractor is to ensure that the vessel is ready for the lifting operation at the time specified by Ports of Jersey.
- 28.** Any Contractor more than 15 minutes late for a booked lift will be subject to the lift being cancelled and may also be liable to all relevant charges.
- 29.** Whilst the Operator remains in overall control of the lift and machinery, the Contractor/ Boat Hoist Marshall will assist in the slinging operation under the direction of the Operator. The Contractor/ Boat Hoist Marshall has responsibility for the safe positioning of the strops around the hull of the vessel and confirming to the Operator that the vessel is ready for lifting.
- 30.** All persons will wear, as a minimum standard, appropriate high visibility vests or jackets and hard hats or bump caps which comply with British Safety standards and Health and Safety Regulations. Additional PPE must be worn as required by the Contractors own risk assessments.

## Competency of Persons Engaged in Lifting Operation

- 31.** All those engaged in lifting operations with the boat hoist, must be competent, familiar with the content of this COP and be able to demonstrate such upon request of a Ports of Jersey official.
- 32.** There are three levels of recognised competence:

'Operator'	Ports of Jersey Employee
'Boat Hoist Marshall'	The Contractor
'Boat Hoist Assistant'	Provided by the Contractor Must be over the age of 18 and of good medical health

- 33.** 'Operator' and 'Boat Hoist Marshall' training courses are provided by authorised external training providers. The latest details of provider and course content are available through Ports of Jersey.
- 34.** Although appropriate training providers are authorised by the Ports of Jersey, the responsibility for gaining the appropriate competence training and certification lies firmly with the Contractor.
- 35.** Following successful training, 'Ports of Jersey will keep a record of known Boat Hoist Marshall's to include their name, date of certification and date of expiry. Evidence of current certification may also be spot checked and audited by Ports of Jersey.
- 36.** 'Boat Hoist Assistant' training must be given by the Contractor/ Boat Hoist Marshall, prior to engaging in lifting operations, and as a minimum include the defined syllabus provided during the 'Boat Hoist Marshall' training course and annexed to this COP. Evidence of training policies/ procedures may be checked/ requested by Ports of Jersey to assess suitability. See Annex 2 for more information.

## Number of Competent Persons Required

- 37.** The minimum number of competent persons required to be on board the boat to assist the Operator and Boat Hoist Marshall will ultimately depend on the Contractors risk assessment having considered vessel length, vessel type, weather conditions, sea state etc.

But will not be less than the minimum dictated below:

- A boat less than 10 metres in length will require a minimum of:  
1 x 'Boat Hoist Marshall'  
1 x 'Boat Hoist Assistant'.

- A boat more than 10 metres in length will require a minimum of:
  - 1 x 'Boat Hoist Marshall'
  - 2 x 'Boat Hoist Assistant'.

**38.** Only persons engaged and trained by Contractor/ Boat Hoist Marshall, as competent Boat Hoist Assistants, are permitted to disembark or board a vessel via the Boat Hoist. Any other persons must disembark and embark on the holding pontoon.

## Operational Hoisting Requirements

**39.** Before any lifting operation commences, the Operator will establish communication arrangements between him/herself and the Contractor or Boat Hoist Marshall.

**40.** Lifting instructions are to be in accordance with the recognised Hand Signals provided within this COP, are to be understood by all parties and maintained throughout the entire operation.

**41.** The Boat Hoist Marshall must stay within direct sight of the Operator, or the hoist will be stopped.

**42.** At no time whilst the boat hoist is operating, may any person other than the designated Boat Hoist Marshall, approach, distract or attempt to talk with the Operator. It is the responsibility of the Boat Hoist Marshall to ensure this safety requirement is maintained throughout the duration of any lifting operation.

**43.** The only exemption to 42 will be the use of the 'Emergency Stop' signal in the event of a potential accident or risk which can be given by any persons at any time during a lifting operation.

**44.** Before signalling to raise the vessel, the Boat Hoist Marshall must ensure that: -

- a. All slings are properly positioned on the vessel, the load is properly balanced and when lifted will not foul any object.
- b. Others in the vicinity will not be in danger of injury from lifting of the load.
- c. The vessel will not come to rest on only one sling as it may stress it and render the sling unsafe.
- d. The vessel is not raised beyond a reasonable height and that the vessel is not moved above the heads of other persons. If necessary, give a warning to persons to keep clear, or stop the operation.

**45.** All persons stepping from a vessel onto the boat hoist will be requested to climb off the hoist, by the Operator, as soon as it is reasonably and safely practicable to do so once clear of the water.

**46.** No persons may climb on or off or travel on-board the hoist until instructed to do so by the Operator.

**47.** When requested by the Operator to step onto or off the boat hoist, the designated

ladders and safety baskets must be used – persons are not permitted to climb onto or stand on any cross arm, rails, engine, equipment housing or other parts of the machinery.

48. No persons other than Operators are permitted to climb onto or board the operators control platform.
49. No persons can go under any vessel in the hoist strops until it is in the 'touch down position' and the Hoist Operator in agreement with the Boat Hoist Marshall confirms it is safe to approach.

## **General**

50. The Operator may stop or refuse a lift at any time without question should he/she become aware of any situation which may lead to an accident or notes any of the conditions of this COP that are not being adhered to.
51. Ports of Jersey operational personnel 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.
52. The attendance of Ports of Jersey operational personnel at any lifting operation does not imply acceptance of liability or responsibility for the lifting operation.
53. 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 permissions to operate within these areas.
54. 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.
55. 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:
  - a. An accident or 'near miss'
  - b. Any situation that looks potentially dangerous and might cause an accident
  - c. Anyone acting suspiciously
  - d. Any form of heat or smoke emission



## Definitions

<b>Operator</b>	The hoist or crane driver operating the lifting machinery.
<b>Contractor</b>	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.
<b>Owner</b>	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. <i><b>Note:</b> Primary owner vessel registration does not, under law, constitute actual ownership of the named vessel</i>
<b>Boat Park</b>	Ports of Jersey owned or administered property which is used for the purpose of landside boat storage and maintenance.
<b>Boat Hoist</b>	A self-propelled mechanical platform equipped with winches, able to launch and recover boats, to and from the water.

## Annex 1

### Regulations and Codes:

This COP only addresses some specific boat hoist related issues and complying with this COP alone will not be sufficient to fulfil your full duties under health and safety law. The following Laws, Regulations and Approved Codes of Practice, as from time to time may be amended and in force, deal with specific matters or areas of health and safety which may be relevant in the port areas: -

- The Health and Safety at Work [Jersey] Law 1989.
- Harbours Administration [Jersey] Regulations 1962 + amendments
- Machinery and Woodworking Machine [Jersey] Regulations 1967
- Construction Safety Provisions [Jersey] Regulations 1970
- Chains, Ropes and Lifting Gear [Jersey] Regulations 1980
- Electricity at Work [Jersey] Regulations
- Approved Code of Practice for the Health and Safety for the Port of St Helier.
- Cranes and Lifting Appliances Regulation 1978
- The Noise at Work Regulations 1989
- Highly Flammable Liquids Regulations 1979
- Safety in Ports (Jersey) Code of Practice and Guidance 2014

The following Laws, Regulations and Codes of Practice, as from time to time may be amended and in force are referred to and taken from current UK regulations and deal with specific matters or areas of health and safety which may be relevant in the harbour areas and are recognised by Ports of Jersey and referred to within this document as providing correct and proper guidelines which Ports of Jersey accepts and abides by as being of best and safe practice in addition to the above listed (Jersey) Regulations:-

- Approved Code of Practice and Guidance the Safe use of rider-operated Lift Trucks.
- The Personal Protective Equipment at Work Regulations 1992.
- Lifting Operations and Lifting Equipment Regulations 1998 [LOLER]
- Provision & Use of Work Equipment Regulations 1998 [PUWER]
- BS7121-2:2003 Code of practice for safe use of cranes

Further information and relevant publications are obtainable from the Health and Safety Inspectorate.

Regulations and their amendments and Approved Code of Practices are available from the States Greffe Bookshop Morier House

Or [www.gov.je](http://www.gov.je) [www.jerseylegalinfo.je](http://www.jerseylegalinfo.je)

## Annex 2

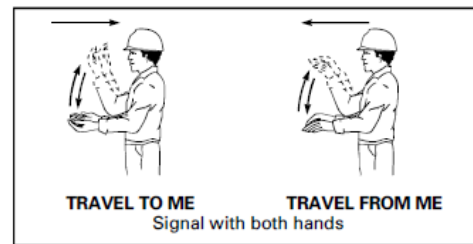
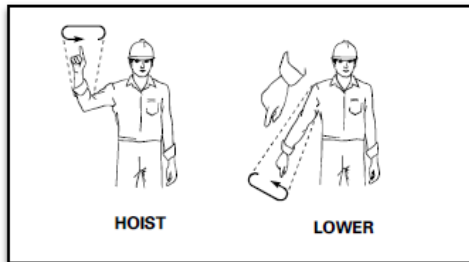
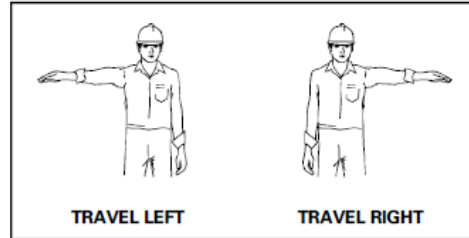
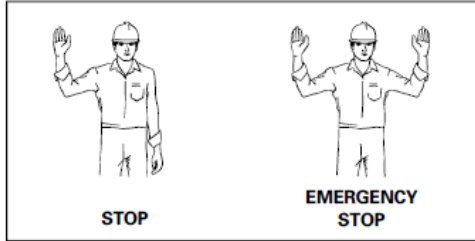
The Contractor/ Boat Hoist Marshall is responsible for ensuring:

1. That he/she, his/her employees and associated boat owners at all times act in compliance with the 'Boat Hoist Operations', 'Boat Lifting Operations' and 'Boat Park Operations' Codes of Practice and Guidance (COP1, COP2 and COP3).
2. Appropriate competence training is given to all those he/she has engaged as a 'Boat Hoist Assistant'.

This training should include as a minimum, but not be limited to:

- a. All persons will wear, as a minimum standard, appropriate high visibility vests (Level 3) or jackets and hard hats or bump caps.
- b. A practical introduction to the relevant hoist and hoisting arrangements, with particular attention drawn to hazards to avoid or be aware of i.e. exposed winching equipment, moving parts, boarding/disembarking arrangements, Operators platform, the slipway and hoist dock and/or others as determined by an appropriate risk assessment.
- c. At no time whilst the boat hoist is operating, may any person other than the designated Boat Hoist Marshall approach, distract or attempt to talk with the Operator.
- d. Except the 'Emergency Stop' signal, in the event of a potential accident or risk, can be given by any person at any time during a lifting operation.
- e. No persons may climb on or off , or travel on-board the hoist until instructed to do so by the Operator.
- f. When requested by the Operator to step onto or off the boat hoist, the designated ladders and safety baskets must be used.
- g. No mobile phones should be used by any persons involved in the lifting operation whilst the boat hoist is operating
- h. No persons other than Operators are permitted to climb onto or board the operators control platform.
- i. No persons can go under any vessel in the hoist strops until it is in the 'touch down position' and the Hoist Operator in agreement with the Boat Hoist Marshall confirms it is safe to approach.

## Hand Signals for direction of boat hoist

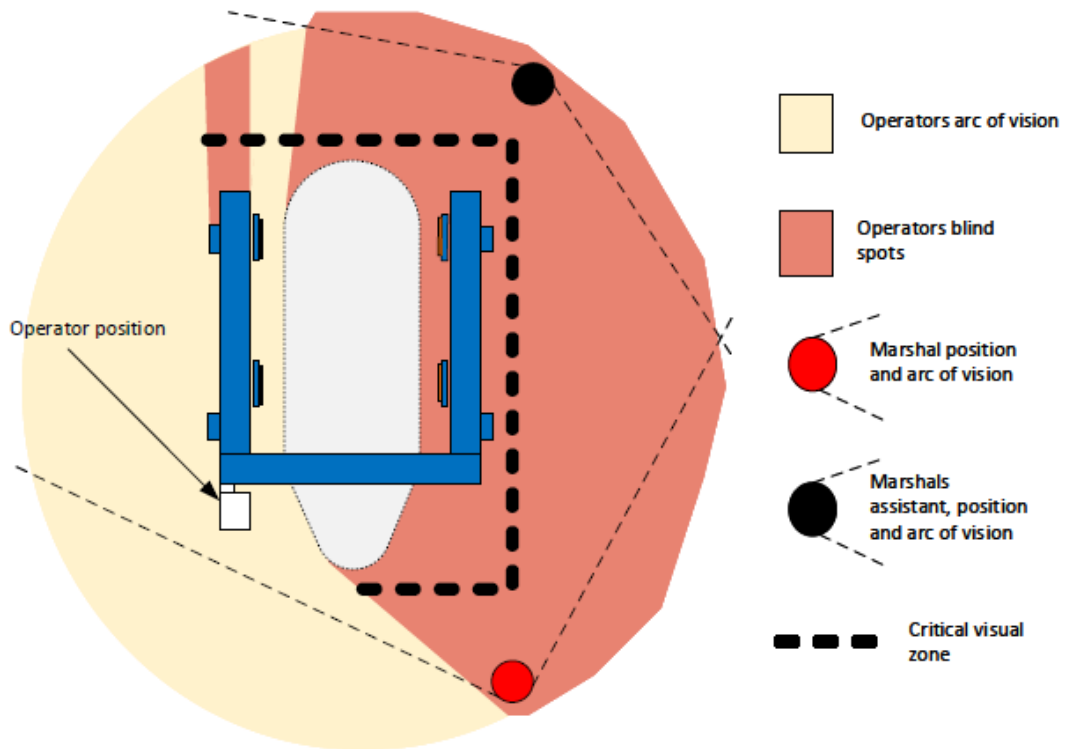


**LOWER BOTH STROPS**  
Indicates to lower both strops simultaneously



**RAISE BOTH STROPS**  
Indicates to raise both strops simultaneously

## CORRECT MARSHAL POSITION AND CORE RESPONSIBILITIES DURING BOAT HOIST MANOUEVERING OPERATIONS



### Core responsibilities of the Boat hoist marshal:

- **Remain in constant view of the hoist operator**
- Ensure they are monitoring the hoist operators blind spots and the critical visual zones at all times the boat hoist is manoeuvring
- Provide the hoist operator with visual signals as to the SAFE distance the boat hoist and vessel extremities are from another object during manoeuvring
- Maintain a clear line of sight to a marshals assistant
- Relay signals from the marshals assistant to the boat hoist operator

### Core responsibilities of the marshals assistant:

- **Remain in constant view of the marshal**
- Ensure they are monitoring the hoist operators and marshals blind spots and critical visual zones at all times the boat hoist is manoeuvring
- Provide the marshal with visual signals as to the safe distance the boat hoist and vessel extremities are from another object during manoeuvring