

Launching from the beach

Weather forecast and tides are to be known prior to the launch and taken into consideration. The skiff is not to be launched in prevailing or expected conditions in excess of the crew's experience. The Coxwain is responsible for the whole of the launching procedure and has the final authority to cancel the launch.

Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Prepare skiff/yoal	Slip, trip fall. Over reaching. Pinched fingers in ratchet	All involved	Identify pinch points, obstructions and body position. Appropriate footwear to be worn.	Team work and communication.	All
Move trolley down slip	Strain when manoeuvring trolley. Slip, trip, fall. Trolley runs over feet. Trolley runs away down slip.	All involved	Control exertion, be aware of body position and trolley parts. Good footing on slipway and wear sensible footwear. One person gives instructions to lift, pull or push.	Ensure enough personnel to control and move trolley. Be aware of pinch points. Have unobstructed path. Handle the trolley under the guidance of one nominated person.	All
Walk trolley over the sand to water's edge	Trolley rolls over feet. Skiff/yoal falls off of trolley. Pinch points. Exertion. Interference by other persons and their charges.	All involved	Be aware of wheel position in relation to feet to prevent rolling over feet. All persons involved are to be aware of the skiff/yoal being safe on the trolley. Maintain a good body position. Be aware of other beach users.	Correct posture when lifting the trolley handles. Constant communication. Stop when any member calls a halt. Secure the skiff/yoal to the trolley with the stern or bow rope.	All

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Fit rudder. Push trolley into the sea and the skiff/yoal floats off trolley; remove trolley.	Slip, trip, fall whilst holding boat. Exertion if trolley not fully free from skiff/yoal. Pulling trolley away too quickly.	All involved	Cox to discuss rowing positions and planned route prior to anybody getting wet. Good body position, suitable footwear. Remove securing rope to trolley. Remove trolley at a controlled rate. Constant communication.	Rowers hold skiff/yoal in position to prevent it from breaching. Ensure no trip hazards in path. If skiff is to be turned in waves, no person is to be on the beach side of the skiff in case of skiff/yoal coming down onto them. Cox to confirm rudder and tiller is fitted correctly.	All
Load out skiff/yoal with oars, rudder and tiller.	Slip, trip, fall. Struck by. Pinch point. Strain.	All involved	Controlled handling and loading of oars, rudder and tiller.	Controlled loadout under the guidance of the Cox. Cox to ensure rudder and tiller installed correctly. Oars not to be lifted above chest height.	Coxswain

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Enter the skiff/yoal	Slip, trip, fall.	All involved	Enter boat one by one. Support and assist others. Lifejackets to be worn and correctly fastened.	Controlled loadout under the guidance of the Cox. Enter the skiff/yoal from the opposite side of your oar. Do not stand on thwarts (seats). Take place and be seated as soon as possible.	Coxswain
				Ver 5	PJG 08/09/2022

Launching from slipway

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Prepare skiff/yoal	Slip, trip fall. Over reaching. Pinched fingers in ratchet	All involved	Identify pinch points, obstructions and body position.	Team work and communication. Ensure oars are laid on the thwarts (seats) on the correct side of the boat.	All
Move trolley down slip	Strain when manoeuvring trolley. Slip, trip, fall. Trolley runs over feet. Trolley runs away down slip. Seaweed and other items causing high potential slip hazard.	All involved	Control exertion, be aware of body position and trolley parts. Good footing on slipway with appropriate footwear being worn. Use safety back up rope if deemed necessary. Check rope has control prior to descent of slipway.	Ensure enough personnel to control and move trolley. Fit back up rope to control descent if deemed necessary. Be aware of pinch points. Have unobstructed path. Be aware of slippery surface. Fit rudder prior to skiff/yoal entering water.	All
Skiff/yoal floats off trolley and remove trolley	Slip, trip, fall whilst holding boat. Exertion if trolley not fully free from skiff/yoal. Trip over back up rope. Pulling trolley away too quickly.	All involved	Good body position, suitable footwear. Remove trolley at a controlled rate.	Pull back rope to remove trip hazard. Ensure no trip hazards in path. Communication.	All

Launching from slipway

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Enter the skiff/yoal	Slip, trip, fall.	All involved	Enter boat one by one. Support and assist others. Lifejackets to be worn and correctly fastened.	Controlled loadout under the guidance of the Cox. Do not stand on thwarts (seats). Take place and be seated as soon as possible.	Coxswain
Load out skiffyoal with oars and tiller.	Slip, trip, fall. Struck by. Pinch point. Strain.	All involved	Controlled handling and positioning of oars and tiller. Oars to be kept at chest height.	Controlled loadout under the guidance of the Cox. Rowers to be seated with thole pins in place and be ready to set oars. Coxswain to receive tiller when ready.	Coxswain
				Ver 4	PJG 08/09/2022

Launching from loch slipway

Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Prepare skiff	Slip, trip fall. Over reaching. Pinched fingers in ratchet	All involved	Identify pinch points, obstructions and body position.	Team work and communication.	All
Move trolley down slip	Strain when manoeuvring trolley. Slip, trip, fall. Trolley runs over feet. Trolley runs away down slip. Weed, stones and other items causing high potential slip hazard.	All involved	Control exertion, be aware of body position and trolley parts. Good footing on slipway.	Ensure enough personnel to control and move trolley. Be aware of pinch points. Have unobstructed path. Be aware of slippery surface.	All
Fit rudder, skiff/yoal floats off trolley and remove trolley	Slip, trip, fall whilst holding boat. Correct positioning to fit rudder. Exertion if trolley not fully free from skiff. Trip over back up rope. Pulling trolley away too quickly.	All involved	Good body position, suitable footwear. Cox to check rudder fitted correctly. Remove trolley at a controlled rate. Ensure bow and stern lines are held by persons on the jetty.	Ensure no trip hazards in path.	All

Launching from loch slipway

Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Bring skiff/yoal round to boarding position.	Falling into water. Damage to skiff by jetty contact.	All involved	Lifejackets to be worn and secured correctly. Fenders secured to skiff/yoal. Ropes handled correctly. Once in position the skiff/yoal is moored securely to the jetty.	Team work and communication.	All
Enter the skiff/yoal	Slip, trip, fall.	All involved	Enter boat one by one. Support and assist others. Lifejackets to be worn and correctly fastened.	Controlled loadout under the guidance of the Cox. Do not stand on thwarts (seat). Take place and be seated as soon as possible.	Coxswain
Load out skiff/yoal with oars and tiller.	Slip, trip, fall. Struck by. Pinch point. Strain.	All involved	Controlled handling and loading of oars and tiller.	Controlled loadout under the guidance of the Cox. Rower to be seated with thole pins in place and be ready to receive oars.	Coxswain
				Ver 4	9/8/2022

In the boat

Weather forecast and tides are to be known prior to the launch and taken into consideration. The skiff/yoal is not to be launched in prevailing or expected conditions in excess of the crew's experience. The Coxwain has the final authority to cancel the launch.

Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Enter the skiff/yoal	Slip, trip, fall.	All involved	Enter boat one by one. Support and assist others. Lifejackets to be worn and correctly fastened.	Controlled loadout under the guidance of the Cox. Do not stand on thwarts (seat). Take place and be seated as soon as possible.	Coxswain
Set oars on the pins	Pinch point, strain.	All involved	Set up oar without straining and ensure the body position is correct for the task. Be aware of other crew members setting their oars. Have hands away from possible pinch points.	Seek assistance from other rowers.	All, Coxwain
Take seat	Slip, trip, fall.	All involved	Enter skiff/yoal when instructed, be aware of boat's movements and always keep one hand free for the skiff/yoal when moving to and onto the seat. If conditions permit, set up the footrest.	Only one person at a time to be moving in the boat. Know which seat you are taking prior to entering the skiff/yoal. Enter the skiff from the opposite side that your is set. Enter the Yoal from your designated rowing position.	All. Coxwain

In the boat

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Set up foot rests	Pinch point, strain.	All involved	When setting up footrest be aware of posture when bending.	Ensure footrest are set up and secure before setting off. If conditions dictate a quick departure the foot rests can be set once the skiff/yoal is safely away from shore and under the instruction of the Cox	All. Coxwain
Commence rowing	Strain	All rowers	Follow advice available from posters on good rowing practise.	Do not bend your back. Use thigh and leg muscles and your arms. Refer to the rowing guide available in the Handbook.	All rowers
Rowing	Strain, catching a crab	All rowers	Follow advice available from posters on good rowing practise.	If a crab is caught push down on your oar as soon as possible. Follow the instructions of the Coxswain. Call a halt to the rowing at any time you deem it suitable.	All rowers

In the boat

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Exiting the skiff/yoal	Slip, trip, fall.	All involved	Leave the skiff/yoal when instructed to by the Coxswain. Do not stand on the thwart (seat). Seek assistance from other rowers if necessary.	Do not leave the skiff on the offshore side. Be aware that the oars may move if you lean on them. Watch the incoming waves before stepping out and be aware of the skiff's movement at all times.	All, Coxwain.
				Ver 4	PJG 08/09/2022

On the Loch

The skiff/yaol is not to be launched in prevailing or expected conditions in excess of the crew's experience. The Coxwain has the final authority to cancel the launch.

Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Enter the skiff/yaol	Slip, trip, fall.	All involved	Enter boat one by one. Support and assist others. Lifejackets to be worn and correctly fastened.	Controlled loadout under the guidance of the Cox. Do not stand on thwarts (seat). Take place and be seated as soon as possible.	Coxswain
Take seat	Slip, trip, fall.	All involved	Enter skiff/yaol when instructed, be aware of boat's movements and always keep one hand free for the skiff when moving to and onto the thwart (seat).	Only one person at a time to be moving in the boat. Know which seat you are taking prior to entering the skiff	All. Coxwain
Set up foot rests	Pinch point, strain.	All involved	When setting up footrest be aware of posture when bending.	Ensure footrest are set up and secure before setting off.	All. Coxwain
Set oars on the pins	Pinch point, strain.	All involved	Set up oar without straining and ensure the body position is correct for the task. Have hands away from possible pinch points.	Seek assistance from the shore party. Communicate with the shore party as to when you are ready to have your oar set.	All, Coxwain and shore party if available.
Commence rowing	Strain	All rowers	Follow advice available from posters on good rowing practise.	Do not bend your back. Use thigh and leg muscles and your arms. Refer to the rowing guide available in the Handbook.	All rowers

On the Loch

The skiff/yoal is not to be launched in prevailing or expected conditions in excess of the crew's experience. The Coxwain has the final authority to cancel the launch.

Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Rowing	Strain, catching a crab	All rowers	Follow advice available from posters on good rowing practise.	If a crab is caught push down on your oar as soon as possible. Follow the instructions of the Coxswain. Call a halt to the rowing at any time you deem it suitable.	All rowers
Exiting the skiff/yoal	Slip, trip, fall.	All involved	Leave the skiff when /yoal instructed to by the Coxswain. Do not stand on the thwart (seat). Seek assistance from the shore party.	Be aware that the oars may move if you lean on them.	All, Coxwain and shore party. If available.
				Ver 4	PJG 08/09/2022

Retrieving from the beach

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Skiff/yoal returning to beach	Rowers unsure of plan	All	Coxwain has helm and instructs his crew. Cox to raise rudder just prior to beaching. The yoal rudder remains in place.	All crew understand the plan to bring in or beach the skiff/yoal. Do not raise rudder too early as there will be a loss of steerage.	Coxwain.
Skiff/yoal beached	Skiff/yoal breaching swell and waves.	All	If conditions dictate, the Cox will advise bow oar to exit the skiff and under their instruction and hold the bow. Bow oar to keep skiff with stern to swell and waves. If it is deemed necessary the drogue will be deployed.	Bow oar, when holding up the skiff does not get in a position between skiff and shore. Rowers remain seated until skiff/yoal under control or number 2 oar instructed to leave skiff/yoal up. Drogue to be deployed before reaching breaking waves and the skiff/yoal is as perpendicular as possible to the beach.	Coxwain.

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Rowers leave skiff/yoal	Slip, trip & fall. Pinch points and struck by oars.	All	Orderly exit from skiff/yoal on Coxwain's instruction.	Each rower once out of the skiff to hold skiff in position and give assistance to other rowers during exit. Skiff/yoal to be pulled further up the beach when possible. Rowers in the skiff/yoal to remain seated until instructed to exit.	Coxwain.
Ship oars	Slip, trip & fall. Pinch points and struck by oars.	All	Under instruction from Cox when skiff/yoal is firmly aground.	Each rower to proceed to the end of their oar, walk it around until it is parallel to the skiff/yoal. The oar can then be lifted from the thole pin and laid in the skiff/yoal.	Coxwain
Put skiff on trolley	Slip, trip & fall. Struck by.	All	All persons involved to be aware of obstructions (wheels, handles etc).	Communication.	All

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Pull trolley across sand and up slip.	Trolley rolls over feet. Skiff/yoal falls off of trolley. Pinch points. Exertion. Interference by other persons and their charges.	All	Be aware of wheel position in relation to feet to prevent rolling over feet. One person in charge of the operation to move the trolley. All persons involved are to be aware of the skiff/yoal being safe on the trolley. Secure the skiff/yoal with the securing rope. Maintain a good body position. Be aware of other beach users.	Correct posture when lifting the trolley handles. Constant communication. Stop when any member calls a halt. Speed of moving the trolley is to be as such that all persons involved are comfortable.	All
				Ver 3	PIG 08/09/2022

Use of tractor

The tractor is to be driven by members who have received supervised instruction.

Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Starting tractor	Tractor not starting. Fumes in shed.	All	Experienced drivers only to use tractor. Disconnect charging plug prior to moving tractor from shed. Tractor gear is in neutral. Check fuel and oil level. Start tractor out side of shed.	Unplug charging cable. Check fuel and oil levels prior to use.	Driver
Drive away from shed and proceed to beach.	Pulling away too fast, other persons in vicinity of tractor. Skiff and trolley overhauls tractor.	All	Experienced drivers only to use tractor. Control speed with throttle, lift foot from brake slowly. Be aware of other people in planned route. The trolley is not hitched to tractor to go down the slipway. Hitch the trolley on the beach.	Leave shed and down road in a low gear. Be aware of beach users.	Driver
Connect trolley	Trolley bogey or hitch not secured to tow ball correctly. Strain and pinch points. Tractor moves during hitching operation.	All	Ensure correct bogey or hitch is used for the relevant trolley. Give assistance to the hitching operation.	Tractor to be out of gear whilst hitch being made. Test tow hitch is secure on the tow ball.	Driver, all.

Use of tractor

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Tow trolley	Skiff falls off of trolley, incident with beach users and crew. Bogey falls over when turning and damages skiff.	All	Skiff to be secured to trolley. Pull away under control in a high gear. Crew to walk close to tractor and trolley to ensure no members of the public/beach users are in harms way.	Drive with the tractor under control. Do not make sharp turns so as to prevent bogey from falling over	Driver, all.
At water's edge	Tractor goes into water, bogey falls over. Slip trip fall and strain whilst disconnecting trolley.	All	Make a controlled turn prior to reaching the water's edge. Disconnect trolley with assistance.	More than one person to disconnect the trolley. Correct posture and positioning.	Driver, all.
Leaving tractor whilst rowing	Tide reaches tractor, members of the public interfere with the tractor.	Driver	Park tractor above expected tide level.	Remove key, leave tractor away from the lifeboat launch track, do not block slipways or beach recreational areas.	Driver
Returning tractor and trolley on completion of the row.	Tractor goes into water, bogey falls over. Slip trip fall and strain whilst connecting trolley.	All	Make a controlled turn prior to reaching the water's edge. Connect trolley with assistance.	More than one person to connect the trolley. Correct posture and positioning.	Driver, all.

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Connect trolley	Trolley bogey or hitch not secured to tow ball correctly. Strain and pinch points. Tractor moves during hitching operation.	All	Ensure correct bogey or hitch is used for the relevant trolley. Give assistance to the hitching operation.	Tractor to be out of gear whilst hitch being made. Test tow hitch is secure on the tow ball.	Driver, all.
Driving back to shed/washdown point	Skiff falls off of trolley, incident with beach users and crew. Bogey falls over when turning and damages skiff. Tractor gets stuck. Slip, trip, fall and strain.	All	Skiff tied down to trolley. Driver and crew to be aware of other beach users. Approach slipway in as straight a line as possible and remain in a high gear.	Crew may be required to assist in pushing at the beginning of the slipway. Be aware of body position.	Driver, all.
Return tractor to shed and plug in charger.	Trolley not disconnected correctly from tractor. Strain, pinch point or slip during lifting. Fumes in shed. Tractor not starting when needed next.	All	Body position when lifting and more than one person to lift the trolley to disconnect. Tractor driver to be aware of other crew in vicinity.	Push tractor into shed once trolley has been put into shed. Plug in charger.	Driver, all.
				Ver 2	9/8/2022

Sea Rowing in Winter

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
Preparing to row	Cold conditions, cold water and short periods of daylight. Hypothermia.	All	Clothing to be worn that is suitable for the prevailing and expected conditions.	Night time navigational equipment to be considered in the event of poor visibility. Check all necessary equipment is available in the skiff's/yoal's grab bag, especially thermal blankets and signalling equipment.	Cox and all crew
In water operations	Cold water contact.	All	Clothing to be worn that is suitable for the prevailing and expected conditions.	Ensure all discussion and preparations are made prior to crew getting wet. In the event of a crew member getting excessively wet, the Cox must consider cancelling the row.	Cox and all crew
At sea	Weather closes in or changes	All	Weather forecast has been consulted prior to the row	With any unexpected changes in the weather occurring, the rowing is to be suspended and the row cancelled, aborted or a safe return to Kinghorn be made.	Cox

Sea Rowing in Winter

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Step	Potential hazard	Who is at risk	Existing control measures	Additional measures	Responsibility
On return	Crew are unusually cold	All	Put on warm, dry clothing.	Consideration to be made to delay cleaning of the skiff so crew can return home to change and warm up. Cleaning to be performed at a later date when crew are dry and warm. Committee to be advised of the delay to clean skiff. Rowers should have dry clothes available to use in the event of getting cold and wet.	Cox and all crew
				Ver 3	PJG 08/09/2022

Coxes Note: Night Rowing		(actions in addition to good daytime rowing practice)	who
risks of collision / grounding	general precautions	judging distance is difficult at night so double precautionary margins for navigation , distance off fixed and moving hazards	cox
		reduce to 75% of normal levels of tolerable risk for weather, swell, surf, distance	cox
	knowledge	cox to have reasonable experience of night coxing, including under supervision.	row co-ordinator or COX
		crew selection for experience and competence, not suitable for complete novices	row co-ordinator or COX
	planning	identify suitable route and plan B within nighttime precautionary limits for tide state and weather and conservative endurance of crew	cox
	comms	check with Forth Ports for traffic affecting planned route (vhf Ch 71 or Ch 72 (pilots) or tel 01324498586)	cox
		report departure, plan, persons on board and eta to Aberdeen coastguard. (vhf Ch 16, or 01224592334) Report again on return.	cox
		tell Lifeboat launching authority of plan (tel 01592 890663).	cox
		be prepared to use vhf Ch 16 to alert other vessels of presence if there is a significant risk of collision	COX
	navigation	know local fixed navigation hazards that will be difficult to see at night.	cox
		have and know use of gps plotter ap e.g Navionics, on charged mobile	cox
		have local chart, compass, and list of clearing bearings and characteristics of lights likely to be used.	cox
		ensure, with crew help, that boat and crew are fully equipped for night rowing	cox and crew
	seeing	red head torches for all	cox and crew
		only cox to use white torch and then minimally, unless cox requires white light.	cox and crew
		have strong charged flash light to hand on gunwale, out of grab bag	cox

Coxes Note: Night Rowing		(actions in addition to good daytime rowing practice)	who
		allow time, up to 15 mins, after launch for cox's night vision to adjust	cox
		no photocromic glasses to be worn	cox and crew
		be aware when distant lights ashore may hinder visibility of nav lights close by	cox
		silence boat to listen and scan the horizon every 10 mins in 10° intervals	cox
	being seen	navigation light out of cox's line of sight	club
		strong charged flash light as back up for alerting other vessels of presence	cox
		fit auto lights to all life jackets in use or carried.	cox and crew
		rig radar reflector	cox
risks to crew welfare	crew welfare	extra layers of clothing and warm hat	cox and crew
		hot drink in flask	cox and crew
		cox to increase frequency of 'happy' checks	cox
		crew to advise cox early if feeling cold, seasick, uncomfortable	crew
risks of trauma	falls, incl mob	minimise movement around the boat: limit position swops to cox and 5 or stroke.	cox and crew
		trial feasibility of harnessed lifejackets and safety lines for cox, 5 and stroke. and for all crew.	club
CM/TB 131022 v0.2			