



# WINTERS MARINE LIMITED (LINCOMBE BOATYARD)



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## SAFETY INSTRUCTIONS

**For your safety, & that of others, please observe the following when on our premises  
Our staff are highly experienced, please listen to their advice & follow their instructions  
if you have any queries please ask a member of staff**

### GENERAL

Access to our site is only permitted with prior arrangement.  
Visitors, within working hours, (Monday to Friday 8am to 4.30pm) are required to report to reception.

No unauthorized access is permitted out of these hours.

CCTV is in operation 24 hours a day.

Please use the marked yellow walkways at all times.

Please do not move or go around any barriers or guards.

Swimming & diving is not permitted on our premises or moorings.

Lifejackets are to be worn at all times on our pontoons.

Pontoons & walkways can be slippery when wet or in cold weather.

If lifting operations are taking place you may have to wait until the area is made safe before being given access.

First Aid & emergency equipment is located at reception.

Smoking is not permitted on site within 5m of any building.

### COVID-19 SAFETY MEASURES

Please observe the following new safety measures as a matter of urgency – failure to comply will mean exclusion from our premises. These instructions will replace any duplicate instruction in this document.

Do not enter our premises if you are showing any symptoms of Covid-19 or any member of your household is showing symptoms, including a fever and/or new persistent cough – you must self isolate following government guidelines.

When entering and leaving our premises please disinfect your hands either by washing for 20 seconds or using hand sanitizer.

Remain, at all times, 2m from anyone outside of your household, this includes other visitors and trades.

Do not approach any of our employees – please call 01548 843580 if anything is needed.

When touching communal areas i.e. taps/hoses etc. please disinfect hands before and after use.

When using toilet facilities use hand sanitizer before entering and, once hands washed, after exit.

Anyone who coughs or sneezes must do so into a tissue which should be disposed of immediately into a bin. If no tissue available then into the crook of their elbow. Anyone who has coughed or sneezed must disinfect their hands by washing for 20 seconds or using hand sanitizer.

Boats that need seacocks to be checked on launch will be put in 72 hours of isolation before and after launch.

We will not be offering the bailing, or going aboard, any boats at this time unless the boat has not been used for 72 hours.

No deliberate coughing or sneezing at someone else is permitted. Anyone doing this will be removed immediately.

Work areas around boats are to be kept clean and tidy at all times with any used PPE or waste being removed and disposed of in the correct areas.

No sharing of tools or personal items is permitted i.e. lighters, newspapers, food, phones etc.

Vehicles must be parked so that social distancing can be observed.

No boat, whether ashore or afloat, may be stayed on overnight until the government restrictions allow this.

Our toilets and showers are currently not available for customer use.

### VEHICLES

Please be aware of moving vehicles & boats at all times.

Vehicles should be driven with extreme care on site & reversing and/or towing must be done with assistance.

Cars may only park in the marked bays.

Cars must not block in any trailers, boats or machinery.

Please drive carefully through the security barrier to avoid damage to your vehicle, or our barrier, and keep to the **speed limit of 5mph** once you have entered the site.

### FIRE

On hearing the fire alarm immediately proceed to the muster point at the top of the inner slipway.

Do not tackle a fire or put yourself or others at risk.

All fire exits & emergency routes are to be kept clear at all times.

Please make yourself aware of the fire exits & fire-fighting equipment when you enter our buildings.

On discovering a fire please sound the alarm & proceed to the muster point.

### CHILDREN & PETS

Children are not permitted to 'play' in the boatyard & must be closely supervised at all times.

Please do not allow them to throw stones or to climb on railings, the bridge and machinery/equipment.

We are happy for dogs to be on our premises but we expect owners to clean up after them & keep them on a lead.

Children and pets are not permitted on board boats stored ashore, at any time.

Please do not tie dogs to boat supports.

### TOILETS & SHOWERS

Our facilities are located in the building on the right as you enter the boatyard.

Access is controlled for your security.

Showers operate by £1 coins only.

The facilities to the side are available at all times, except during cleaning.

### TIDES

Access to the deep water for your tender/dinghy is through our dredged channel which is navigable at most states of the tide.

On a low spring tide you may need to allow between 1-2 hours either side of low tide to gain access.

Please follow the red & green channel marker buoys to avoid going aground.

### INCIDENTS & SUSPICIOUS ACTIVITIES

Theft can occur at any time of the year. Remove as much as possible when you leave and mark all equipment.

In an emergency dial 999 & then contact Winters Marine Ltd for assistance or refer to safety instructions on noticeboard.

Report any of the following to Winters Marine Ltd as soon as possible:

- An incident or 'near miss'.
- Any situation or equipment that looks potentially dangerous.
- Anyone performing a dangerous task.
- Any smoke or heat that may lead to a fire.
- Anything suspicious - make a note of registration numbers, markings or descriptions of any vessel or vehicle involved.

### PRIOR TO LIFTING

Boats to be laid up ashore are required to complete a form on our website under the 'laying up' button.

A boat safety form is also required.

Fore sails, covers & awnings should be removed before lifting.

Logs should be fitted with blanks to avoid damage.

Vessels on our premises must be covered by a minimum of £3,000,000 third party liability insurance.

Owners supplying their own cradles or props must ensure they are maintained & comply with current health & safety standards. We reserve the right to refuse to use anything we believe to be unsafe.

Excessive fouling will incur additional charges.

Vessels are lifted at the discretion of the operator & Winters Marine Ltd.

#### **BOATS STORED ASHORE**

Only minor work may be undertaken by an owner.

Prior approval is required from Winters Marine Ltd before removing or washing down antifoul, sanding/scraping, grinding, welding, cutting, removing engines & all 'boatbuilding' activities including electrical work, hot work, engineering, gas work, rigging work etc.

Whilst your boat is ashore please do not attempt to move any hull supports e.g. shores, cradles, props etc.

Please secure all halyards to prevent damage.

Covers should not be tied to boat supports including cradles.

All cover ties should go fully under the hull of a boat.

Out of working hours we do not recommend lone working.

No Hull and/or keel sanding/blasting may be undertaken in the boatyard. Alternative methods are available from Winters Marine Ltd.

Silicon based antifouls may ONLY be applied by Lincombe Boatyard companies.

Only dustless electric sanders are permitted for use on site.

A professional rigger & electrician, approved by Winters Marine Ltd, may be needed to assist with mast un/stepping.

Walkways are to be kept clear of debris & stored items.

Electrical leads, debris or equipment shall not be left in such a manner as to pose a 'trip hazard'.

Only approved engineers may start an engine whilst a boat is ashore.

Please do not approach the lift area at any time & remain at least 5m away from this area until the lift is complete.

Additional safety instructions apply when working in the undercover storage shed.

BBQ's are not permitted on our premises.

#### **ELECTRICITY & SERVICES**

Use of boatyard electricity is subject to prior permission.

All shore power is supplied through a metered cable which can be owner supplied or hired on site.

All electrical cables & plugs must be made for the marine environment & be undamaged.

The wiring on your boat & onboard electricity systems must comply with appropriate standards.

Do not connect more than one supply to a boat & never connect one boat to another.

Never attempt to repair or alter connecting cables, plugs or any infrastructure.

Do not use worn or damaged cables, plugs or sockets.

Please do not access, tamper with or affect the electricity supply in any way.

We cannot be held responsible for the consequences for any loss of power.

Batteries are not to be left on charge, especially overnight, unless someone is present aboard the boat throughout the whole period of charging.

Always use a professional electrician who is approved by Winters Marine Ltd.

#### **WORKING AT HEIGHT**

We recommend that only professional riggers, approved by the Winters Marine Ltd, go up a mast whilst your boat is ashore.

Customers are reminded of the hazards associated with working high above ground on the decks of their boats, on scaffolding or up ladders.

When using a ladder, customers must tie off the top of the ladder to the boat to prevent the ladder slipping when in use.

Customers are advised to supply their own ladders for accessing their vessels when ashore.

Ladders or steps should conform to the latest safety standard.

Ladders should be removed from vessels when unattended.

Ladders must not be used to access 3.5 metres or more above ground level.

No scaffolding is to be erected on site.

A harness or handrail system must be used as a 'fall arrest' if using platforms 1.8m above ground level.

When working on the deck of a boat ashore, a suitable handrail or fall arrest system should be in place.

#### **GAS**

No gas is permitted to be used whilst your boat is stored ashore. Please use shore power for all heating/cooking etc.

Gas bottles are to be stored 'switched off' in an upright position & secured to prevent them falling over.

#### **CONTRACTORS**

The term 'contractor' includes all persons carrying out work on any boat other than their own.

No work shall be carried out on a vessel, gear, equipment or other goods while on our moorings or in the boatyard unless done by the owner (see above for work that requires permission), Lincombe Boatyard personnel or sub-contractors engaged by Lincombe Boatyard companies.

Owners are not to bring their own contractors onto Lincombe Boatyard premises or our moorings without permission from Winters Marine Ltd.

If Winters Marine Ltd agrees to a contractor working on site then they will be required to provide, **prior to starting any work**, the following:

- \* A completed contractor's permit.

- \* A hot work permit is required for anything that generates or requires heat i.e. grinding, welding, cutting, heat gun etc.

- \* Copies of third party/public/employers & products liability cover which provides indemnity to Winters Marine Ltd as principal and does not contain any agreement to waive our rights of recovery.

- \* For security reasons we will not issue keys to contractors unless we have received the boat owner's instructions.

- \* Owners should be aware that in the event of injury or damage being caused on our premises by a contractor who has not satisfied Winters Marine Ltd with the required information in order to work on site then the owner's insurance will be deemed liable.

- \* Contractors must sign in & out at reception on each visit.

#### **PRIOR TO LAUNCH**

Please ensure the boat is watertight and either supply a set of keys for the boat or leave unlocked so that checks can be made once launched.

Fenders & mooring lines must be fitted before the lift starts.

Provide a mooring number.

Invoices are settled with all boatyard companies.

#### **WASTE & WATER**

Drinking water is not available in the boatyard.

Hose pipe outlets are located nearby the blue electricity boxes.

Hazardous materials should be used & stored as recommended by the manufacturer & legislation.

All debris must be disposed of at the end of each working day.

We will make a charge if an area around a boat is left untidy.

Please do not contaminate the general waste with oil, grease, paint, resin, sealant, lightbulbs, electrical items, antifouls, batteries or metals. This will result in an extra charge.

Any hazardous materials such as paints, antifouling, scrapings, oil, rags etc. are to be disposed of in our hazardous waste area.

It is an owner's responsibility to dispose of waste from the boat in a safe way. This may include removal from site to suitable facilities i.e. pyrotechnics.

#### **TERMS**

Our terms of business are BMF 15a Edition.

Nothing in these safety instructions absolves an employee, contractor, owner or visitor from their duty to comply with these safety instructions & relevant legislation.

Unauthorised boats/trailers left on the premises will incur a removal charge of £100.

All work carried out will be invoiced periodically & will be either payable within thirty days or prior to launching whichever is the soonest.

Interest will be charged at the rate of 2.5% per month on outstanding accounts.

All vessels must be covered by a minimum of £3,000,000 3<sup>rd</sup> party & public liability insurance.

All cars, boats, equipment & stores therein are stored or moored at the owner's risk.