

Hoist checklists

These checklists assume you are using the Hereford Hoist at Shoreham (on either Vistors or A pontoon). Other hoists operate differently although the principles set out here will stay the same.

Moving, installing and setting up hoist

Two people are required to move the hoist from the store-room to the pontoon:

- Check hoist is securely fixed on trolley – post is in hole on base and ratchet strap is tight
- Check that hoist boom rope and spreader arm are present and hoist end cover (bucket) is secured
- When moving hoist, check for obstacles and people in front
- Wear buoyancy aids when going onto pontoon.

Two people are required to install the hoist in the socket on the pontoon.

- Lift hoist into the pontoon socket
- Check hoist is all the way down in the socket with hoist boom pointing towards the shore
- Lift hoist boom and place hydraulic ram in socket between hoist uprights with handle pointing away from the hoist boom
- Pump handle to check hydraulics lift the boom and that the boom lowers when the screw is undone
- Check hoist swivels smoothly in the base
- Check hook is free moving
- Secure rope to boom end and spreader to hook.
- Lower hoist boom to pontoon with boom facing shore and close hydraulic screw

Hoisting sailor into boat

There should be three groups each of two people only taking part in hoisting these are:

Sailor and Carer

Hoist team: Hoist leader (has overall control of hoisting process) and hoist assistant (operates hoist controls)

Boat team: Boat skipper and crew

All other people should either be off the pontoon or sitting on the far side of the pontoon to provide additional stability

Sailor and carer

When called to the hoist by the hoist leader or pontoon manager, sailor should come to pontoon on a manual wheelchair with their carer. Only one wheelchair at a time should be on the pontoon.

Before coming onto the pontoon, sailor or their carer should check:

- Sailor is equipped for sailing including correct clothing and buoyancy aid
- Sailor is properly seated on the hoist sling
- Sailor should not be strapped in to the wheelchair when on the pontoon

Boat team

- Boat to be secured alongside the hoist with springs to enable the skipper and crew to easily adjust the position of the boat.
- Keel down and secured
- Boom on opposite side of boat (or lifted with topping lift) and sails secured
- Steering joysticks forward

When boat is ready one person to stand behind seats to guide sailor into seat and other by mast to help position their legs

Hoist team

- Raise hoist high enough to be clear of Sailor's head
- Check sailor is correctly positioned facing the hoist
- Gently lower boom to enable slings to be installed on spreader
- Confirm with Sailor/Carer correct sling positions for attaching loops to spreader
- Double check that slings are correctly positioned at shoulders and between legs and confirm this with Sailor/Carer
- Confirm with sailor that they are ready to be hoisted and ask them to say if they are uncomfortable
- Raise hoist boom gently
- Check Sailor comes out of chair smoothly and nothing is caught or pinching
- Raise hoist high enough for sailor to be clear of wheelchair
- Carer to remove wheelchair

Hoist team & Boat team

- Using rope on hoist boom, Boat team to swing sailor slowly over the boat
- As sailor is moved to boat, Boat team to check that Sailor is clearing shrouds and seats.
- Once sailor is positioned over seat, hoist assistant to **very gently** lower boom. Only tiny adjustments to hydraulic screw are required.
- Boat team to help position sailor in seat and check with Sailor on leg position.
- When Sailor is comfortable in seat unhook loops from spreader
- Hoist assistant to raise hoist boom to clear Sailor's head and move hoist back to pontoon.
- Lower hoist boom to pontoon pointing towards shore.

Hoisting sailor out of boat

- Boat secured alongside pontoon with springs.
- Keel remains secured down
- Jib sail furled
- Boom laid along far side of boat (or lifted if using a topping lift) with mainsail rolled or otherwise secured
- Steering joysticks forward
- Carer comes to pontoon with wheelchair.
- Hoist team raise hoist boom and swing over boat
- Hoist boom lowered slowly to enable sling loops to be attached

- Boat team secures sling loops to spreader and confirms placement with hoist leader and Sailor or Carer
- Confirm with Sailor they are ready to be hoisted and ask them to say if they are uncomfortable
- Carer places wheelchair in correct position and applies brakes
- Hoist assistant slowly raises hoist boom.
- Boat team checks sailor is lifting smoothly and nothing is caught or pinching
- Hoist assistant raises boom until sailor is clear of seat.
- Hoist leader moves Sailor back to pontoon – using rope on hoist boom if necessary.
- Boat team to check Sailor is clear of obstructions while moving: eg seat back, shrouds
- Carer ensures Sailor is positioned over wheelchair
- Hoist assistant lower boom very gently (tiny adjustments to hydraulic screw).
- Carer adjusts Sailor position into wheelchair
- When Sailor is securely in wheelchair, remove loops from spreader.
- Sailor and Carer depart from pontoon.
- Hoist boom lowered to pontoon pointing towards shore.

Removing hoist from pontoon

Two people are required to move the hoist from the pontoon and return to store-room

- Lift hoist out of pontoon socket
- Position on trolley so that hoist post is in locating hole on trolley
- Secure hoist upright to trolley with ratchet strap
- Lower boom as far as possible
- Place cover (bucket) over hook and secure
- Move hoist back to store-room watching out for obstacles and people
- Leave hoist upright in Storeroom