

# CVSS

## Sailing for People with Disabilities

### HOIST PROCEDURE (INCLUDING USE OF SLINGS)

***THE PROCEDURE IN THIS DOCUMENT SHOULD BE READ AND CARRIED OUT WITH ALL OTHER CVSS PROCEDURES DOCUMENTS AND RISK ASSESSMENTS IN MIND***

#### **INTRODUCTORY POINTS**

- CVSS has 2 hoists both have a weight limit of 20 stones /120 kilogrammes
- The hoists are serviced annually and a sticker on each shows when it was last serviced.
- CVSS hoist users work IN PAIRS. At least 1 hoist user MUST be experienced and familiar with this procedure (and have done it before) for the hoist to be used.
- Any concerns about the hoist must be reported IMMEDIATELY to the LEADER /BOSUN
- If you are in doubt about the serviceability of a hoist DO NOT USE IT and report to leader

#### **SAFETY**

- When hoisting a person or an object the primary concern is safety
- When hoisting a person personal dignity and the sailor's confidence in the procedure are also prime concerns

#### **PROCEDURE FOR USE OF SLINGS**

- CVSS has a small number of slings in 3 adult sizes small, medium and large, for the use of sailors/paddlers (when sailors are mentioned please also understand "paddlers").
- CVSS slings are visually inspected at the beginning of the season and on each sailing day
- CVSS slings are for general use and stored in a general equipment store. All reasonable efforts will be made to keep them in a clean condition however the storage described above and use at consecutive sailing sessions will be the norm.
- CVSS cannot guarantee being able to provide a sling of the correct size for a sailor- but will always make every effort to do so

- Ideally a sailor who needs to be hoisted will bring a sling to CVSS . This ensures psychological security and the best match between client needs and the equipment.
- If a sailor comes with their own sling CVSS will consult the sailor/carer about the appropriate points to attach the sling to the hoist, but deviate from these if it is clear they do not work with the CVSS hoist –but will discuss this with the sailor/carer
- CVSS SLINGS (AND MANY OTHERS) have sling straps on the **OUTSIDE** to assist with moving the sailor once they are being hoisted. **MAKE SURE THE STRAPS ARE ON THE OUTSIDE**

*The Shore Officer (or a nominated person) is responsible for ensuring a CVSS sling is placed under the sailor PRIOR to TRANFERRING TO THE PONTOON or confirming that the sailor's own sling is in position. Carers will usually place slings though CVSS may do so.*

## PROCEDURE FOR THE USE OF HOISTS

### Moving the hoist into position on the pontoon

The hoists are robust pieces of equipment and are heavy and awkward to move. A hoist should only be moved by 2 people

## HOISTING FROM THE PONTOONS

Only 1 wheelchair and occupant should be in the hoisting area of a pontoon at any time.

**ALL STRAPS/BELTS etc HOLDING THE SAILOR/PADDLER IN THE CHAIR MUST BE RELEASED PRIOR TO THE CHAIR MOVING ONTO THE PONTOON.**

**THE SAILOR THEN MUST BE SUPERVISED BY AT LEAST 1 RESPONSIBLE PERSON UNTIL TRANSFERRED TO A BOAT.**

**IN NORMAL OPERATION ONLY 1 WHEELCHAIR USER SHOULD BE ON THE PONTOON AT ANY TIME.**

The wheelchair user should enter the 'HOISTING AREA' ON INSTRUCTION FROM CVSS

Once the sailor has transferred to a boat the wheelchair should be removed to safe storage.

## PROCEDURES FOR HOISTING SAILORS OR PADDLERS

### A. Embarkation of Wheelchair users (WU) into a DOUBLE ACCESS DINGHY.

Access dinghy should be securely and tightly tied to the pontoon at bow and stern. The seat the disabled sailor is to sit in should be nearest the jetty in such a position that the swing of the hoist can easily position the sailor directly above the seat.

1. Seat the buddy sailor in the boat
2. ALL SAILORS MUST BE ACCOMPANIED- IF AN ASSISTANT IS PUSHING THE CHAIR A FURTHER HELPER MUST PRECEED THE WU TO ENSURE THEY DO NOT SLIP FROM THE CHAIR.
3. IF THE WU USER PROPELS SELF A CARER MUST PRECEED
4. Place the wheelchair in the appropriate position on the pontoon, facing the boat, brake on.
5. 1 CVSS (A) should control the hoist, 1 CVSS (B) control the hoist "hangar" and attaching the sling to the hangar

6. **(A)** checks with sailor and **(B)** if procedure should begin, then releases the hangar and ensures that he or **(B)** takes hold of the hangar so that it cannot swing. **(B)** then guides the hangar close to the sailor, ensuring it cannot swing into the sailor's face.
7. The leg straps on the sling are crossed (all CVSS slings some "personal" slings)
8. The sling loops are then placed securely over the hoist hangar hooks. If the sling belongs to the sailor CVSS should take the sailor/carers instructions. If a CVSS sling is used follow the basic rule "shoulder short, leg long" UNLESS there is a known deviation for this sailor. The hoist should then be raised to take up slack on the rope **but not to lift until:**
9. The Buddy sailor says he/she is ready to guide and support the sailor into the seat and keep the boom out of the way.
10. Both CVSS are ready and confirm this.
11. The sailor says she/he is ready (or looks ready)
12. CVSS ADVISE THE BUDDY SAILOR THAT THEY WILL NOW BE REQUIRED TO HELP AND HOW.
13. THE NEXT 3 STAGES MUST BE COMPLETED AS EFFICIENTLY AS POSSIBLE SO THAT THE SAILOR IS NOT SUSPENDED IN THE SLING FOR ANY LONGER THAN IS NECESSARY-for reasons of safety and personal dignity.
14. Hoisting begins and the sailor is slowly lifted from the wheelchair (at this point CVSS should keep a simple conversation going with the sailor) until it is possible to clear the arms
15. The sailor in the sling is then guided across until he/she is above the boat seat. To achieve this CVSS **(A)** pushes hoist arm across and CVSS **(B)** either uses sling handles or gently pushes against sailor's body.
16. On confirmation that all is OK from the buddy, CVSS **(B)** and sailor CVSS **(A)** lowers hoist so that sailor is lowered onto the seat. CVSS **(B)** guides sailor with help from the buddy (clearing lines, easing sailor to the rear of the seat).
17. Care is taken to protect sailors face from hoist hangar
18. Sling is released from hangar hooks. Hangar is held away from sailors face, raised, and then securely hooked to hoist arm.

19. Wheelchair is removed from pontoon and safely stowed with brake on. Final check is carried out on sailor's seating before sailing begins.

## **B. Using a hoist to board a sailor into a single seat Access dinghy**

The procedure is as above but with no buddy sailor to assist CVSS **B** takes responsibility for positioning sailor in seat

## **C. Using a hoist to board a wheelchair user (WU) onto the katakanu (KK) - into a seat or onto the trampoline**

**This procedure will require 2 CVSS on hoist plus at least 1 responsible person in the KK, in some cases 2 (this is related to the sailors degree of difficulty)**

1. KK should be tightly and firmly secured to the pontoon. A helper may be also needed to hold the KK firmly against the pontoon. The sailor's seat should be at the side of the KK nearest the pontoon.
2. If a back support for the seat is to be used it should be put it into position.
3. KK helpers should board KK. If 2 1 on each side of the KK.
4. The WU paddler should now propel self on onto the pontoon (or be helped to). A helper **MUST** precede the wheelchair to ensure the sailor does not slip out of the chair The Wheelchair will be placed in the appropriate position on the pontoon, facing the boat, brake on.
5. 1 CVSS **(A)** should control the hoist, 1 CVSS **(B)** control the hoist "hangar" and attaching the sling to the hangar
6. CVSS **(A)** checks with sailor and **(B)** if procedure should begin then releases the hangar and ensures he/she or **(B)** takes hold of the hangar so that it cannot swing **(B)** then guides the hangar close to the sailor, ensuring it cannot swing into the sailors face.
7. The sling loops are the placed securely over the hoist hangar hooks. If the sling belongs to the sailor taking the sailor/carers instructions. If a CVSS sling is used following the basic rule "shoulder short, leg long" **UNLESS** there is a known deviation for this sailor. The hoist should then be raised to take up slack on the rope but not to lift until.
8. The KK helper says he/she is ready to guide and support the sailor into the seat .

9. Both CVSS are ready and confirm this.

10. The sailor says she/he are ready (or looks ready)

**THE NEXT 3 STAGES MUST BE COMPLETED AS EFFICIENTLY AS POSSIBLE SO THAT THE SAILOR IS NOT SUSPENDED IN THE SLING FOR ANY LONGER THAN IS NECESSARY**-for reasons of safety and personal dignity.

11. Hoisting begins and the sailor is slowly lifted from the wheelchair (at this point CVSS should keep a simple conversation going with the sailor) until it is possible to clear the arms.

12. The sailor in the sling is then guided across until he/she is above the boat seat/trampoline. To achieve this CVSS **(A)** pushes hoist arm across and CVSS **(B)** either uses sling handles or gently pushes against sailor's body.

13. On confirmation that all is OK from buddy, CVSS **(B)** and sailor CVSS **(A)** lowers hoist so that sailor is lowered onto the seat ensuring sailor is seated properly. CVSS B guides sailor with buddy.

14. Care is taken to protect sailors face from hoist hangar

15. Sling is released from hangar hooks. Hangar is held away from sailors face, raised, and then securely hooked to hoist arm

16. Wheelchair is removed from pontoon and safely stowed with break on

17. Final check is carried out on sailor's seating before katakanuing begins.

## D. Procedure for ambulant sailors using a hoist (For example sailors who use walking aids) to board an ACCESS

2 CVSS plus carer are needed for this procedure.

1. The sailor/carers should be made aware of the procedure before it is begun.
2. A stable plastic chair needs to be available.
3. A sling of appropriate size should be placed on the chair.
4. Access dinghy should be securely and tightly tied to the pontoon at bow and stern. The seat the disabled sailor is to sit in should be placed on the pontoon in such a position that the swing of the hoist can easily position the sailor directly above the seat he/she will sit in.
5. If the boarding a double Access the buddy sailor should now be seated in the boat.
6. The sailor should walk on to the pontoon (using aids or with help), the plastic chair placed at an appropriate place for hoisting to take place, the sling put in position so the sailor can sit in it and held in position whilst he/she sits down.
7. Walking aids should now be moved to a safe storage point away from the pontoon.
8. 1 CVSS **(A)** should control the hoist, 1 CVSS **(B)** control the hoist "hangar" and attaching the sling to the hangar.
9. A checks with sailor and **(B)** if procedure should begin then releases the hangar and ensures he/she or **(B)** takes hold of the hangar so that it cannot swing. **(B)** then guides the hangar close to the sailor, ensuring it cannot swing into the sailor's face.
10. The sling loops are then placed securely over the hoist hangar hooks. If the sling belongs to the sailor CVSS should take the sailor/carers instructions, if using a CVSS sling following the basic rule "shoulder short, leg long" UNLESS there is a known deviation for this sailor. The hoist should then be raised to take up slack on the rope but not to lift until
11. The sling loops are then placed securely over the hoist hangar hooks. If the sling belongs to the sailor CVSS should take the sailor/carers instructions, if using a CVSS sling following the basic rule "shoulder short, leg long"

UNLESS there is a known deviation for this sailor. The hoist should then be raised to take up slack on the rope but not to lift until:

- The Buddy sailor says he/she is ready to guide and support the sailor into the seat and keep the boom out of the way.
- Both CVSS are ready and confirm this.

12. The sailor says she/he is ready (or looks ready):

**THE NEXT 3 STAGES MUST BE COMPLETED AS EFFICIENTLY AS POSSIBLE SO THAT THE SAILOR IS NOT SUSPENDED IN THE SLING FOR ANY LONGER THAN IS NECESSARY-for reasons of safety and personal dignity.**

13. Hoisting begins and the sailor is slowly lifted from the chair (at this point CVSS should keep a simple conversation going with the sailor) until it is possible to clear the arms.
14. The sailor in the sling is then guided across until he/she is above the boat seat. To achieve this CVSS **(A)** pushes hoist arm across and CVSS **(B)** either uses sling handles or gently pushes against sailor's body.
15. On confirmation that all is OK from the buddy, CVSS **(B)** and sailor CVSS **(A)** lowers hoist so that sailor is lowered onto the seat ensuring sailor's feet do not foul lines. CVSS **(B)** guides sailor with help from the buddy.
16. Care is taken to protect sailors face from hoist hangar.
17. Sling is released from hangar hooks. Hangar is held away from sailors face, raised, and then securely hooked to hoist arm.
18. Final checks are made before sailing begins.

## **E. Hoisting an ambulant sailor into a katakanu**

2 CVSS plus carer are needed for this procedure.

1. The sailor/carers should be made aware of the procedure before it is begun.
2. A stable plastic chair needs to be available.
3. A suitable sling should be placed on the chair
4. The Katanu should be securely and tightly tied to the jetty at bow and stern. The seat the disabled sailor is to sit in should be nearest the jetty and in such a position that the swing of the

hoist can easily position the sailor directly above the seat he/she will sit in.

5. If a seat back rest is to be used it should be put in position.
6. The sailor should walk on to the pontoon, the plastic chair placed at an appropriate place for hoisting to take place, the sling put in position so the sailor can sit in it and held in position whilst he/she sits down.
7. Walking aids should now be moved to a safe storage point away from the pontoon.
8. Buddy sailor/helpers should board KK. If 2 - 1 on each side of the KK.
9. Both CVSS and helpers are ready and confirm this.
10. The sailor says she/he is ready (or looks ready):  
**THE NEXT 3 STAGES MUST BE COMPLETED AS EFFICIENTLY AS POSSIBLE SO THAT THE SAILOR IS NOT SUSPENDED IN THE SLING FOR ANY LONGER THAN IS NECESSARY-for reasons of safety and personal dignity.**
11. Hoisting begins and the sailor is slowly lifted from the chair (at this point CVSS should keep a simple conversation going with the sailor) until it is possible to clear the arms.
12. The sailor in the sling is then guided across until he/she is above the boat seat/trampoline. To achieve this CVSS **(A)** pushes hoist arm across and CVSS **(B)** either uses sling handles or gently pushes against sailor's body.
13. On confirmation that all is OK from buddy, CVSS **(B)** and sailor CVSS A lowers hoist so that sailor is lowered onto the seat/. CVSS B guides sailor with buddy.
14. Care is taken to protect sailors face from hoist hangar.
15. Sling is released from hangar hooks. Hangar is held away from sailors face, raised, and then securely hooked to hoist arm
15. Final check is carried out on sailor's seating before sailing begins.

## **F. DISEMBARKATION FROM ACCESS DINGHIES OR KATAKANU USING A HOIST –WHEELCHAIR USERS OR AMBULANT SAILORS**

**In KATAKANU disembarkation 3 CVSS may be required 2 on pontoon doing hoisting 1 on KK to help with attaching hangar to sling.**

1. Dinghy/Katakanu should be moored securely and tightly bow and stern with disabled sailor to pontoon side of the boat.
  2. In double boat buddy sailor assists by ensuring boom is kept away from sailor and ensuring sailor's feet do not foul lines. If a single boat CVSS (**B**) does this.
  3. CVSS (**A**) mans the hoist, CVSS (**B**) releases hoist hangar, guides it into position and attaches sling hooks to hoist hooks.
  4. CVSS (A) and (**B**) sailor and Buddy confirm everything is ready.
  5. Wheelchair (or plastic chair) is placed in position on pontoon with brake on.
  6. Hoisting is begun. CVSS (**B**) guides sailor, (using sling handles), over to wheelchair in correct position and then sailor is lowered into seat. Taking care that sling hangar does not hit sailors face.
  7. Sling is released from hoist.
  8. Hoist hangar safely clipped to hoist frame.
  9. Safety straps that are used to secure sailor in wheelchair are fastened.
  10. Sailor wheeled off pontoon into safe position on shore.
- OR
11. Buddy sailor is assisted to leave ACCESS.
  12. If CVSS sling used was CVSS sailor/carer/CVSS remove sling from wheelchair.

13. Put sling away.

**APPENDIX:** Hereford Hoist Servicing Requirements.