



Tractor Operations

Standard Operating Procedure

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Introduction

1. Kielder Water Sailing Club (the Club) owns and maintains a tractor to move boats and other equipment around the site and to launch and recover boats from the slipway.
2. This Standard Operating Procedure has been introduced to ensure safe operation of the tractor after a full assessment of the risks had been carried out. The risk assessment in Appendix 2 will be reviewed annually.
3. Tractor keys are held in the Club Committee key box in the training room. Members should not obtain and use their own keys.
4. The tractor is only to be driven by those who have been approved as an 'authorised operator' and only for the 'authorised uses' defined in this document.
5. Any problems or incidents including break downs or failure to start must be immediately reported to the Club Committee so appropriate action can be taken to ensure the continued safe use of the tractor.
6. Failure to adhere to this document may lead to suspension of membership and liability for damages.
7. To ensure compliance with Health and Safety regulations, the Club reserves the right to amend the operating procedures at any time and will advise changes via email and the Club WhatsApp group.

Authorisation of Operators

8. To ensure compliance with the Club's insurance policies, Health and Safety regulations, and for members and public safety, the tractor is only to be used by an 'authorised operator' who:
 - Has a valid and in date membership of the Club, and
 - Is over 25 years old, and
 - Holds a valid UK driving licence covering categories B and F with a photocopy provided to the Club, and
 - Has completed a tractor operator induction or annual refresher/assessment with a Club allocated trainer within the last 12 months.

9. All tractor operators must complete an annual registration via WebCollect and it is a specific requirement of the Club's insurance policy that operators make the following annual declarations:
- I have never had any insurance refused, cancelled, declared void (as though it never existed), renewal declined or special terms or conditions imposed by an insurer.
 - I have never been subject to any bankruptcy proceedings (whether discharged or not) e.g. Individual Voluntary Arrangements (IVAs)/Trust Deeds or been subject to any other statutory insolvency proceedings e.g. Company Voluntary Arrangements (CVAs).
 - I have not had any court judgments (e.g. CCJs) in the past five years whether satisfied or not.
 - I have never been convicted of any non-motoring criminal offence* and I have no prosecutions pending. (* You are not required to disclose convictions regarded as 'spent' under the Rehabilitation of Offenders Act 1974.)
 - I have never been a director of a company which went into liquidation, was put into administration / receivership or subject to arrangements with creditors under statute or, in the last five years, been subject to any court judgments (CCJs).
 - I have never been the subject of a disqualification order made by a court under the Company Directors Disqualification Act.
 - I have not had any accidents, claims (including personal injury) or damage involving any motor vehicle in the past five years. This applies whether or not a claim was made, and regardless of blame.
 - I have not had, in the last five years, any motoring convictions* (including any prosecutions pending), driving licence endorsements, fixed penalties (endorsed on my licence), or been disqualified from driving. (* You are not required to disclose convictions regarded as 'spent' under the Rehabilitation of Offenders Act 1974.)
 - I do not have a Pass Plus or advanced driving qualification.
 - I do not have any medical conditions or disabilities that could affect my driving ability.
10. In the event that an operators compliance with any of the conditions in points 8 and 9 above changes they must cease all use of the tractor and inform the Club Treasurer of the change in circumstances so the insurance company can be informed.

11. To ensure compliance with Health and Safety regulations, the Club will occasionally provide tractor operator inductions for the training of new tractor operators. The inductions will cover pre- and post-operation checks, starting and driving the tractor, manoeuvring for the movement of boats, and the Health and Safety hazards of driving the tractor on site with people and other boats on the slipway or in the water.
12. To ensure compliance with Health and Safety regulations, the Club will provide annual refresher courses or assessments of competency that all operators must attend in order to maintain their authorisation.
13. All authorised operators are also authorised to undertake the role of 'banksman' to assist in tractor operations.
14. In the absence of a second authorised operator to act as a banksman, any authorised operator can authorise any member of the Club who is over 18 years old to assist them as a 'banksman'. The authorised operator should ensure that any assistant is familiar with the role of banksman and that they can undertake the duties with regard for their own safety and the safety of other persons.

Authorised Use

15. The tractor is primarily for the launching of Club boats.
16. On dates when the tractor is in use for the launching of Club boats, an authorised operator may, at the request of any Club member, assist in the launch and recovery of that member's boat. The operator has sole responsibility whether to assist.
17. For certain scheduled events, the Club Committee may approve the use of the tractor for the launching of visiting sailors' boats or other purposes. Visitors requiring a tractor for launching should request and get approval for this before registering for a race and arriving at the Club.
18. The tractor may NOT be taken into the water any deeper than the depth of the tyres in the water i.e. at the point where the wheel rims touch the water.
19. The front hitch should NOT be raised more than 30cm above ground level and under no circumstances must it be used to lift a trailer or any other item.

Pre-Operation Inspection Checks

20. Pre-operation inspection checks are to be performed each time the tractor is used.

21. Prior to use of the tractor, the authorised operator should:

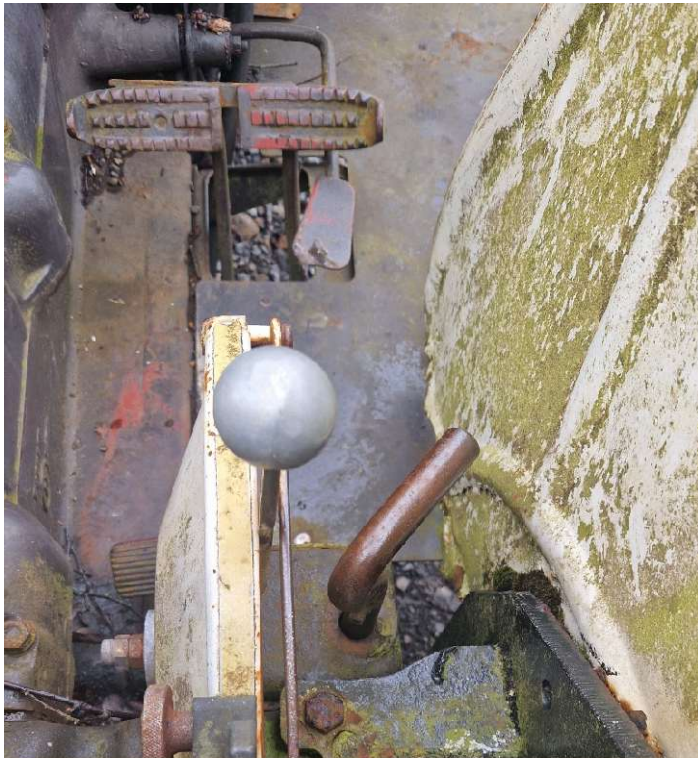
- Check for any defects in the appearance of the tractor.
- Check the oil level.



- Check the fuel level. The tractor should never be refuelled while the engine is hot. Allow to cool for at least 5 minutes before re-fuelling.
- Check the water level.



- Check the foot brake and handbrake operation.



**Handbrake is ON
when lifted and
rotated to the 45deg
position as shown
here**

- Check the steering wheel operation.
- Check the orange warning beacon is flashing and the horn is working.



- Check the condition of the safety stops.

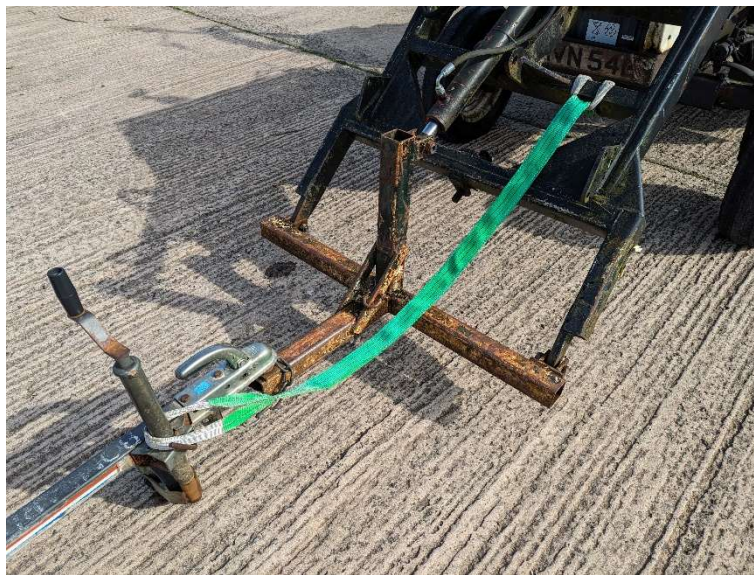
22. The tractor must NOT be used if found defective in any way. Any defects should be reported to the Club Committee and Bosun and an 'Out of Order' sign placed on the tractor.

Operating Procedure

23. A banksman must be used throughout all tractor operations. The banksman should:

- Establish a 3m exclusion zone around the work area.
- Ensure members, visitors or members of the public always remain clear of the exclusion zone.
- Use short, simple and clear directions to the driver, such as:
 - **start** to indicate the start of a command.
 - **stop** to interrupt or end a movement.
 - **end** to stop the operation.

- **raise** to have a load raised.
- **lower** to have a load lowered.
- **forwards** to be co-ordinated with the corresponding hand signals.
- **backwards** to be co-ordinated with the corresponding hand signals.
- **right** to be co-ordinated with the corresponding hand signals.
- **left** to be co-ordinated with the corresponding hand signals.
- **danger** for an emergency stop.
- Use hand signals that are precise, simple, expansive, easy to make and to understand, and clearly distinct from other such signals. The hand signals recommended by the Health and Safety Executive are shown in Appendix 1.
- Listen to and follow instructions.
- Assist in the launch and recovery of boats by directing movement from a safe position and ensuring that no individual comes between the water and a towed boat. NEVER stand in the line of travel of the tractor or trailer.
- Hitch and unhitch trailers.
- Ensure that a safety stop is attached to the trailer throughout any trailer movement.



- Ensure that trailer wheels are chocked before the trailer is unhitched.

- Not place themselves downhill of the tractor or between the tractor and trailer or another obstacle unless the authorised operator has confirmed the handbrake has been applied.

24. The authorised operator should:

- Have carried out pre-operation inspection checks.
- Wear suitable clothing and footwear.
- Only mount and unmount the tractor from the left-hand side step, facing inwards and using handholds. NEVER jump from the driving position.
- Only operate the tractor from the driving position and always remain seated when operating the tractor.
- Wear a seat belt if they consider there is any danger of the tractor overturning e.g. turning on a steep slope with a very heavy boat.
- NEVER use any control unless correctly seated in the driving position e.g. NEVER reach into and operate any control from the side of the tractor.
- Make sure no one else is near before opening the fuel valve and starting the engine.
- Check no one is in danger before moving.
- Remain aware of their surroundings and any potential collision points.
- Constantly check people movement around them especially where children and members of the public are present.
- Drive at an appropriate speed for the conditions and duty and NEVER rush when operating the tractor. **Most operations are best carried out slowly in first gear or reverse.**
- Be aware of where the banksman is working and make sure they can see them.
- Communicate clearly and make sure instructions can be heard and understood.

- NEVER leave the seat without following the **SAFE STOP** procedure (see below). It is NOT permitted to leave the engine running while hitching or unhitching a trailer however brief a period of time.
- NEVER undertake any operation for which they do not feel they have the necessary knowledge and experience to complete it safely e.g. moving heavy boats such as the Club patrol boat.

25. Whenever the tractor is stopped between operations, **SAFE STOP** procedures should be used.

- Make sure the handbrake is fully applied.
- Make sure all controls and equipment are left safe.
- Leave in first or reverse gear.
- Stop the engine by pushing in the fuel shut off.



- Turn off the ignition and remove the key.

26. Always use **SAFE STOP**:

- Before leaving the driver's seat, or
- When anyone else approaches, or
- When anyone else is working on the tractor or towed trailer.

27. When tractor operations are complete for the day, the tractor should be returned to its parking position in front of the fuel store with:

- Any trailer disconnected.
- The handbrake ON (raised and rotated to 45 deg position).
- The tractor in first or reverse gear.
- The front hitch lowered to the ground.
- The fuel shut OFF.
- The battery isolation switch OFF.
- The key removed.

Post-Operation Inspection Checks

28. Post-operation inspection checks are to be performed at the end of each day on which the tractor is used.

29. The authorised operator should:

- Check the tractor is in a **SAFE STOP** position.
- Check for any defects in the appearance of the tractor.
- Check the fuel level. The tractor should never be refuelled while the engine is hot. Allow to cool for at least 5 minutes before re-fuelling.
- Check the condition of the safety stops.

30. All operators should leave the tractor as you would expect to find it i.e. safe, clean, accessible, fuelled and in good working order.

Maintenance

31. The maintenance of the tractor is carried out by volunteers and vehicle mechanics authorised by the Committee.

32. An annual inspection will be undertaken by an approved vehicle mechanic.
33. The Bosun will record all maintenance and inspections in the tractor maintenance log including all reported faults and the corrective action taken.
34. To ensure compliance with Health and Safety regulations, the need for maintenance may take priority over normal tractor operations and the Club will advise via email and the Club WhatsApp group if tractor operations are suspended for maintenance.
35. While the Club tries to ensure continuous availability of the tractor, it cannot guarantee this and does not accept liability arising from lack of availability.

Appendices

Appendix 1:	Banksmen’s Hand Signals
Appendix 2:	Risk Assessment – Tractor Operations

Appendix 2: Tractor Operations Record



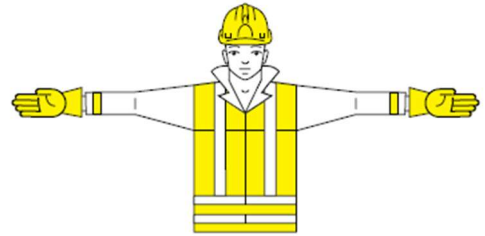
Meaning

Description

Illustration

START
Attention
Start of command

Both arms are extended horizontally with the palms facing forwards.



STOP
Interruption
End of movement

The right arm points upwards with the palm facing forwards.



END of the operation

Both hands are clasped at chest height.



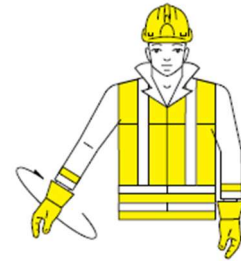
RAISE

The right arm points upwards with the palm facing forward and slowly makes a circle.



LOWER

The right arm points downwards with the palm facing inwards and slowly makes a circle.



VERTICAL DISTANCE

The hands indicate the relevant distance.



MOVE FORWARDS

Both arms are bent with the palms facing upwards and the forearms make slow movements towards the body.



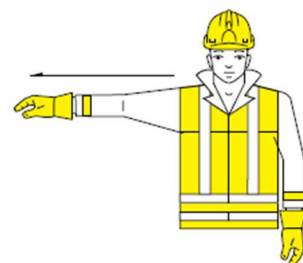
MOVE BACKWARDS

Both arms are bent with the palms facing downwards and the forearms make slow movements away from the body.



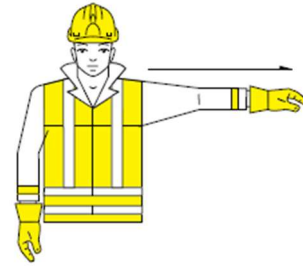
RIGHT to the signalman

The right arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the right.



LEFT to the signalman

The left arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the left.



HORIZONTAL DISTANCE

The hands indicate the relevant distance.



DANGER

Emergency stop

Both arms point upwards with the palms facing forwards.





Appendix 2: Risk Assessment – Tractor Operations

COSHH

- See risk assessment for details: diesel, oil & grease

Hazard	Risk	Likelihood	Controls	Likelihood if Controls applied
Diesel / Oil	Burns, explosion, fire, skin disorders	High	Fuel must always be stored in the fuel locker, which is accessible via committee members. It is recommended to wear gloves to handle diesel and oil. Always wash hands.	Low
Damage to machine	Injury to operator and bystanders	Medium	Do not use if the tractor is damaged. Check before use and report any damage to the bosun	Low
Crushing	Serious or fatal injuries	High	Do not stand between the vehicle and walls, containers, other craft, or trailers. Keep the front hitch near the ground before the trailer is hitched. The safety chain/sling should always be attached to the trailers. Trailer wheels should be chocked before the trailer is unhitched. The vehicle must not be operated alone, a banks person should assist operations, this is particularly important when the club is busy (e.g. during events). The driver must not dismount the vehicle to hitch or unhitch trailers. The hydraulic lifter must be lowered to the ground before leaving the cab.	Low
Overturning	Serious or fatal injuries	Low	Limited risk as slipway is not a severe angle, club boats are not very heavy and ball hitch likely to break before tipping tractor. Roll bar is fitted. Operate at low speed (first gear or reverse). Do not undertake risky operations. Wear a setabelt if any concerns about overturning.	Low

Appendix 2: Risk Assessment – Tractor Operations



Hazard	Risk	Likelihood	Controls	Likelihood if Controls applied
Trapping between machine and implement	Serious or fatal injuries	Medium	Never stand between the tractor and implement when the tractor is moving. Apply the hand brake and lower the hydraulic lifter to the ground before exiting the cab. Always keep clear of raised lifter	Low
Collisions	Serious or fatal injuries	High	Always ensure good awareness of surroundings. Drive at appropriate speed for the conditions and duty. Ensure to utilise a banks person when towing boats and/or trailers	Low
Exhaust gases	Poisoning/death	Medium	The tractor is used only outdoors, however be aware of positioning e.g. next to open containers where exhaust fumes may gather	Low
Noise	Hearing damage	Medium	It is recommended that hearing protection is used during operation of the tractor	Low
Exhaust	Burns	Medium	Never touch hot exhaust, allow the tractor to cool before servicing	Low
Vibration	HAV Syndrome	Medium	Take regular breaks, do not drive continuously for more than 2 hours. Ensure tractor is well maintained	Low



Appendix 2: Risk Assessment – Tractor Operations

Safe Systems of Work

Do	Do Not
Ensure you check the tractor over before use.	Do not use if found defective. In such instances, please advise the Bosun.
Ensure to check the work area, surroundings for potential collision points.	Do not operate the tractor if you have not undergone the induction and/or are unsure about any functions.
Ensure to switch off the fuel and ignition between use. Park across the slip, lower the hydraulic lever to the ground, shut off the fuel and remove the key before leaving the driving position.	Do not undertake any operation for which you do not feel you have the necessary knowledge and experience to complete it safely.
Ensure the tractor is stored at the end of the day in a clean and tidy manner. Report any defects noted to the appropriate person. If that person is not at the club please ensure to follow up via email.	Do not refuel when hot. Allow to cool for 5 minutes before re-fuelling.