



Safety Policy

ACCIDENTS AND EMERGENCY

EMERGENCY CONTACTS:

COASTGUARD:

POLICE:

MEDICAL:

BOAT DAMAGE:

CHIEF INSTRUCTOR: Kateřina Křelinová mobil +420737243001, +420777085934

PRINCIPAL: Juraj Groch mobil +420603838002

CHARTER COMPANY: First Sailing - Michal Šatara mobil +421902933823

OFFICE IN BRNO: office +420543232034
+42054323203

Next of kin contact details of instructors and students are kept in the office!!!

IN CASE OF MAJOR ACCIDENT:

INSTRUCTORS AND STAFF:

- the safety of students and instructor/staff member is always the priority!!
- once the situation is reasonably safe, contact the chief instructor or principal, note the details of the accident in the logbook
- avoid speaking to press and making public comments unless the chief instructor or principal gives you the permission
- keep any relevant equipment e.g. lifejackets, lifebuoys etc.

NOTES FOR CHIEF INSTRUCTOR/PRINCIPAL:

- get a statement from the instructor and any other competent witnesses as soon as possible
- produce a brief written statement that you can give to the press

E.g. Our school regrets to announce the death of a crew member who fell overboard at night from a training yacht.

When...

Where...

Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow (give yourself time to collate the information)

- do not publicise the name of the casualty until the next of kin have been informed
- decide who will speak to press
- do not allow well meaning but ill informed staff to make public comments
- try to keep a record of whom you have spoken to, who has contacted you etc.
- write down all details of the accident – reporting forms are kept in the office
- **When the situation is settled try to analyze what happened and why, preferably with the instructor concerned. Write down your findings, discuss the matter with other instructors and staff to try to prevent the recurrence of similar accidents.**

GENERAL SAFETY DUTIES – ALL STAFF

It shall be the duty of every employee/staff member while at work:

- to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work
- to observe all safety rules and comply with the safety policy
- to report safety hazards, accidents and incidents to the management
- to report any medical condition that may affect the safety of themselves or others
- to cooperate with the management on the implementation of the medical and occupational health and safety provisions
- to keep stairways, passageways and all work areas clear and in a clean and tidy condition

INDIVIDUAL RESPONSIBILITIES

PRINCIPAL/DIRECTOR:

- The principal/director has overall responsibility for ensuring the safety and health of his employees, staff and others who might be affected by the company's activities
- Together with the Chief Instructor the Principal is responsible for checking to ensure that each boat used for tuition complies at all times with the terms of certificate and with RYA recognition.

CHIEF INSTRUCTOR:

- Chief Instructor is the deputy of the Principal. He/she is responsible especially, but not solely, for: maintaining high standards of safety during practical courses, safety inspections, investigating and dealing with accidents.
- Together with the Principal the Chief Instructor is responsible for checking to ensure that each boat used for tuition complies at all times with the terms of certificate and with RYA recognition.

ALL INSTRUCTORS:

A) General Responsibilities:

The skipper of any vessel has a **legal responsibility** towards his crew, his passengers, to the owners and their agents and all other vessels at sea.

The skipper has a 'duty of care' in common law towards the crew and passengers. This means that he or she is responsible for their safety and well-being even when asleep!

There is no compromise here!

B) Safety:

THE SAFETY AND WELL BEING OF YOURSELF, THE CREW AND THE VESSEL IS THE PRIME CONCERN OF THE SCHOOL AND MUST BE YOUR ABSOLUTE PRIORITY ABOVE ALL OTHERS.

Pre Departure Equipment Checks

Skippers must satisfy themselves that all of the vessel's safety equipment is onboard and functioning. There is a location diagram in the training manual indicating the location of all safety critical equipment as well as skin fittings and fire extinguishers. Each yacht also has a ships paper file containing all of the regulatory paperwork and certificates of equipment servicing.

Safety Briefing

All crew must receive a safety brief as outlined in the instructors and training manuals in the SAFETY BRIEF section.

There are NO exceptions here. Whilst the checklist is comprehensive below are some additional

comments on certain areas that we would like you to bear in mind IN ADDITION to the full safety brief.

Lifejackets

Currently there is no legislation or RYA policy that lifejackets are worn at all times, the decision is, like all others whilst in command, yours **except from the mandatory wearing requirements laid down in the safety brief**. Clearly you will need to do a mental risk assessment and decide whether or not it is reasonable to wear lifejackets. It would be very hard to explain your reasoning for crew not wearing a jacket at a coroner's court!

Cooking and Gas

Please ensure you and only you change the bottle. Ensure everyone knows how to turn off the gas valve after using the stove. Ensure everyone is clear on gas leak routines as detailed on the onboard notice. Whilst cooking ensure all curtains, tea towels etc. and items of loose clothing are away from naked flames. Check students know how to use gimble system and ensure it is locked whilst in harbour. Also do not forget oven door lock where applicable.

Food hygiene

Recent European legislation has meant a general tightening up of food hygiene legislation onboard commercial yachts. There is the "Top Food Hygiene Tips" laminated card near the galley which must be adhered to. Make sure the galley area, the heads and the ship generally is kept clean and tidy throughout the course.

Slips and Trips

Demonstrate how to move around the yacht safely using the old adage 'one hand for yourself and one for the boat'. Always make sure students are moving along decks on the windward side when the yacht is heeled. Emphasize the importance of never leaping a gap! A good skipper will always get a boat close to a pontoon.

Line Handling

Incorrect handling of mooring lines, anchor lines and sheets/halyards can cause burns, cuts and crush injuries. Ensure students understand the importance of mechanical advantage by taking a turn on a cleat or a winch and explain that they mustn't fight the load. In particular explain the importance of keeping toes and fingers well clear of fast running lines/ chains under load. Additionally ensure they never step into the bight of a line that is being paid out!

Going Aloft

Whilst sometimes necessary we would not encourage going aloft whilst underway. In the event it is necessary to go aloft do it in harbour and ensure you are on deck controlling! Clearly the person going aloft should be happy to do so and not afraid of heights.

When **going aloft** several safety precautions must be taken.

1. Bosun's chair must be checked to ensure in fit condition.
2. Safety harness must be worn as well.
3. Two lines (halyards) must be attached, one to the bosun's chair and one to the D ring on the safety harness. Bowline to be used to attach lines and the snap shackle on halyard attached to the chair. NEVER go up on one line.
4. Always have a colleague on deck to operate winches and tail lines. The person performing this function should be reliable and experienced. Do not leave person aloft unattended.
5. Use a bucket to take up tools etc.
6. Lines on deck must be taken around winches and secured on cleats when person is working aloft. Don't rely on jammers alone.
7. Nobody must stand directly under person aloft while they are working in case something falls from above.

Fire

Check that extinguishers are present in the correct number and that gauges, if fitted, show they are charged. Additionally check that each cabin which has only one available exit route has a working

smoke detector. Emphasize the strict rule on no smoking below or near sails. Ensure all crew are happy with the basics of extinguisher operation and clear on escape routes and abandon ship routine should this prove necessary. Each yacht has a fuel shut off valve fitted; ensure you know where it is! In the event of fire gather all extinguishers possible, including buckets of water, and effect one sustained attack. Always prepare to abandon to the life raft.

Flooding

Skippers should make students aware of the location and use of both the manual and electric bilge pumps as well as the hand portable pump and buckets. The importance of keeping hatches closed at sea and the bottom wash board inserted in heavier weather should be explained.

Abandon Ship Routine and Grab Bags

Unless the yacht has an out of control fire or is taking on water faster than we can empty it your best chance of survival rest with the yacht rather than a life raft. Incidentally if the yacht is sinking it might be worth considering grounding her on a safe shore if the conditions are right rather than abandoning, however the safety of the crew and yourself must always be the prime concern when making a decision. However in the event that an abandon yacht situation is necessary send mayday first if time. Ensure all crew are clear on the routine and get strongest person in the raft first. Take the grab bag containing flare pack, handheld VHF, first aid kit etc., also get fenders to sit on, warm clothing, water and high energy snacks.

Remember sea survival basics of CUT, CLOSE, STREAM and MAINTAIN.

First Aid

It is not the skipper's job to teach first aid. Unless qualified to do so it could lead to expensive litigation. All crew should be aware of the location of 1st Aid kits onboard.

THE USE OF ITEMS FROM THE FIRST AID KIT MUST BE LOGGED AND THE CIRCUMSTANCES REPORTED IN WRITING TO THE OFFICE.

The dispensing of any medicine by the skipper may only be done in an emergency so do not allow clients to remove items from the first aid kit for routine ailments. If they, or, instructors need any medication on a regular basis they must provide their own. The sealed category 'C' first aid kit (in grab bag) is to be opened only after consultation with trained medical personnel ashore or on the boat if available.

Diesel Engines

Daily checks must be carried out. A careful watch should be kept that water is continually coming out of the exhaust whilst the engine is running. Overheat alarms are not that reliable and the usual first sign of a problem is a change in the note of the exhaust noise. Clearly the engine should be cut immediately or as soon as it is safe to do so even if this means dropping the anchor. The engine will overheat and seize in only a matter of minutes.

Safe Passage Planning

Skippers must ensure that any passage undertaken has due regard to crew strength and experience, weather, local hazards, depth and tidal considerations, safe ports of refuge and local bylaws. In particular skippers should ensure that student's plans are fully understood prior to being put into action so that any potential hazards on route such as shallows or unlit marks can be suitably monitored.

Grounding

Unintentional grounding is unacceptable. We are the professionals teaching the public how to sail therefore grounding the yacht unexpectedly is not only dangerous and expensive but sends out an awful impression.

ANY INCIDENT OF UNINTENTIONAL GROUNDING MUST BE REPORTED TO THE OFFICE STRAIGHT AWAY

Skippers and Alcohol

Skippers should be aware of the recent legislation in relation to alcohol. Skippers should be aware that even when in port and tied up they are responsible for the yacht, and may be required to move

it if required. Therefore, skippers should think carefully about their alcohol consumption. The school policy will be that it would be unrealistic for skippers not to drink at all, but we would ask skippers to be sensible in this matter, after all it's your licence at stake!

Incidents and Accident Reporting Procedures

Any incident involving injury to an Instructor, a client, any member of the public, or of damage to property involving a school yacht, must be reported to the Principal or the Chief Instructor, at the earliest opportunity.

Immediate action

The skipper/instructor in charge of a school yacht involved in any incident or injury to any person or persons or damage to any vessel shall take action as deemed necessary to minimise risk or further injury or damage to any person or property involved. This action shall include: the administration of first aid, the co-opting of any properly qualified person to assist in this and the calling for assistance from any statutory body or official aid agency.

In making these decisions the welfare of the whole crew shall be considered.

Follow up action

In the event of an accident involving injury or damage to property the following procedures must be followed:

1. Treatment and care of any injured person must be given primary concern.
2. A verbal report will be made to the School Principal as soon as possible. This is especially important if there is the possibility of media interest.
3. A brief record of the incident and its surrounding circumstances to be recorded in the Ships Log.
4. A brief record of the incident and its surrounding circumstances to be recorded in the accident book in the School office (if first aid was required) upon return.
5. As soon as possible the skipper will make a detailed report in writing to the Principal.

The report shall include details of:

- a) Events leading up to the incident, including statements made by witnesses to the circumstances.
- b) The location of the vessel, the weather conditions prevailing, and the rig state at the time of the incident
- c) Any first aid or medical treatment given to any injured person and by whom.
- d) Any outside help sought or received.

In the event of damage to property or vessels only

Do not under any circumstances admit liability. You can be sympathetic without admitting liability. Take details of the other people involved in particular contact names and numbers. If possible take a picture. Even a phone camera picture can be very useful. Do not leave the scene until you are happy all details have been taken and third parties have received our details. **Skippers are reminded that it is not their responsibility, nor is it desirable, to apportion blame or admit liability.** If it is necessary an enquiry will be set up and in such cases skippers will be required to account for their action. The skipper may make a statement, as to the facts of the incident only, to any legal officer requiring such a statement. Under no circumstances shall any person working for the school, other than the Principal, make any statement to, or communicate with, the media about any incident.

I declare I have read and understood the Safety Policy of NYS – Skola jachtingu s.r.o.

Instructor's name:

Signature:

Date:

Juraj Groch

Kateřina Křelinová

Tomáš Kapička

Tomáš Krejčí

Jakub Havelka

Vlado Klimeš

Petr Sládeček