

Sailing Holidays Training (Plataria)

Safety Policy

It is a condition of employment that the following policy is read, understood and adhered to by all teaching staff.

This Safety policy details the actions to be taken by Skippers/Instructors and shore based staff to help prevent injury to both our clients and staff. It also explains the actions to be taken in the event of an accident involving injury to our clients or staff.

Draft: 3.3
Last Amended: 27/02/17

Instructor's Name:

.....

I hereby confirm that I have read, understood and agree to abide by the guidelines and standing orders within this document.

Instructor's Signature:

.....

Date

.....

It is every Instructor's responsibility to ensure that their RYA qualifications, commercial endorsement and First Aid certificates are kept up to date. The school requires copies of these documents to be kept on file.

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Contact numbers and addresses

Sailing Holidays Training (Plataria) is jointly owned and operated by Sailing Holidays Limited.

Principal: **Steve Hills**

Steno,
Kato Korakiana,
Corfu,
49083,
Greece

26610 97628 (Home)
6945556821 (Greek Mobile)

Chief Instructor: **Peter Newman**

6951799689 (Greek Mobile)

Centre Address

Sailing Holidays (Plataria) Plataria
46100
Greece

Head Office

10th Km Eth. Paleokastritasa Tzavros
Corfu
49083

Greece

Contact: **Laura** 26610 32273 (Land Line)

Ambulance & Police

Dial: 112

Yacht safety equipment checklist (prior to clients arrival)

It is the Skipper/Instructor's responsibility to check and, if necessary remedy, the following before clients are received a school training yacht:

- * Adequate amount of fuel in main tanks
- * Adequate amount of gas
- * Adequate amount of water in main tanks
- * Refill spare water and fuel containers if necessary
- * Test smoke detectors
- * Test gas Detector
- * Manually inflate lifejackets to test
- * Check condition of life raft hydrostatic release (if applicable)
- * Check all publications and charts are onboard and in date
- * Check all battery operated safety equipment
- * Check both main and hand-held VHF units
- * Complete an engine check
- * Visually check standing and running rigging
- * Check winches, cleats and clutches
- * Check safety equipment against the ship's inventory
- * Check security of the ship's gangplank
- * Ensure client health declaration forms are on the yacht and have been read and understood

If any of the above are found to be defective or missing contact the Chief Instructor.

Note

We require all clients to provide us with a contact to be used in the case of an emergency. It is the Skipper/Instructor's responsibility to ensure that the correct forms have been completed prior to the yacht leaving the dock.

Powerboat safety equipment checklist (prior to clients arrival)

It is the Skipper/Instructor's responsibility to check and, if necessary remedy, the following before clients are received onboard any of the school's powerboats:

- * Engine clamps are secure
- * Fuel lines are in good condition
- * The battery is charged
- * The safety pack is onboard
- * Two kill chords are onboard
- * The anchor and warp are onboard
- * Motor oil level is checked
- * Paddles, first aid kit, bailer, VHF radio and tool kit are onboard
- * There is sufficient fuel for the exercises

Note

We require all clients to provide us with a contact to be used in the case of an emergency. It is the Skipper/Instructor's responsibility to ensure that the correct forms have been completed prior to the boat leaving the dock.

Transfer of clients from airport/hotel to yacht/classroom

Only staff with direct permission from the Principal or the Chief Instructor are allowed to provide client's transport by road. When permission is granted all transfers will be made in company vehicles or official transfer vehicles which are insured for the job. Under no circumstances are transfers (or 'lifts') to be offered on motorbikes or scooters or vehicles that are uninsured for business purposes, whether private or company vehicles.

Safety briefing - classroom

All Instructors teaching shore based courses will, at the commencement of each course, make clients aware of:

- * The location and operation of fire extinguishers
- * The location of fire exits
- * The location of an exterior 'muster point' in the event of an evacuation
- * That we operate a no smoking policy during classes, that suitable breaks will be taken during the day and where people can smoke outside during the breaks.

The Instructor will also check that the class room being used has a suitable fire extinguisher (in date) and a first aid kit prior to the clients arrival.

Safety briefing - onboard yacht

All clients will be briefed by the Instructor on the following safety aspects prior to a yacht before leaving her moorings. The briefing should be comprehensive yet reassuring, bearing in mind that it is easy to frighten newcomers to yachting:

Gas

The fact that butane and propane expand and sink when released into the atmosphere. Familiarity with the gas detector alarm signal. School's policy regarding managing the gas system (turned off at the galley stop valve when not in use – turned off at the bottle's regulator when sleeping or going ashore). No smoking below decks.

Fire

Location and operation of extinguishers and fire blankets. Familiarisation with smoke detectors. Basic fire fighting procedures. The location of electric, fuel and gas cut-off switches and valves.

Electrical System

Familiarisation with the vessel's switch panel and battery isolators. How to turn on VHF, lights and bilge pumps.

Use of heads

Correct operation and restrictions on use.

Lifejackets & Harnesses

Location, fitting and operation of lifejackets including when to wear. Use of safety harnesses.

Flares

Location and operation of hand, orange smoke and parachute flares.

VHF

How to send a Mayday message (including DSC if fitted).

Starting the engine

How to start the engine and engage forward, neutral and reverse.

Abandoning the vessel

Location and launching of life raft. Explanation of abandoning procedure.

MOB equipment

The location and deployment of dan-buoys, life rings, lights and heaving lines.

Location of principal sea-cocks and bilge pumps

Operation of sea-cocks and emergency bungs. Location and operation of bilge pumps.

First Aid

Location of first aid kits and manual.

Danger in the event of an accidental Gybe

Awareness of the danger of injury presented by the boom and mainsheet system.

Location of Training Manual

Explanation of what the manual contains and where it can be found aboard the yacht.

Safety briefing - powerboats (pre-launch)

All clients will be briefed on the following safety aspects prior to the first practical exercise session of any powerboat course:

The Boat

Shown the location and operation of all safety equipment including flares, first aid kit, VHF radio, paddles, spare kill chord, fire extinguisher, spare buoyancy aids, anchor and warp.

The Motor

Shown how to check the oil level, the water inlet vents for obstructions, the prop., clamps and steering mechanism.

The Controls

Introduction to the single lever control system, the trim control, fast idle, ignition and kill chord attachment.

Fuel tank and lines

Shown how to connect the fuel line, open the breather vent, check fuel level and prime the system.

Electrical system

Shown how to operate any isolator switches.

Bilge Pumps

Shown how to operate any bilge pumps or gravity water dispersing equipment.

Lifejackets are to be worn at all times by students and Instructor when a powerboat is underway.

MOB recovery practice and standing orders

It is the school's policy that, as soon as possible practical during a new course, students are taught and are allowed to practice a man overboard drill.

Although other techniques may also be discussed and demonstrated it is part of the school's policy that the 'crash stop' method (tacking to heave-to) and returning to the MOB under engine is always shown.

Until the Skipper/Instructor is confident that at least one of the students understands and can adequately perform the manoeuvre the vessel shall not sail further than 5 miles from the home port.

The MCA/RYA code of practice requires training vessels to be manned to the correct level. This requirement is however minimal. In addition, the School requires that the Skipper/Instructor shall satisfy himself/herself that at least one member of the crew has reached Day Skipper level before sailing more than 12 miles offshore and that at least one member of the crew has reached Coastal Skipper level before sailing over 30 miles from a safe haven. A vessel sailing with a crew of beginners shall remain within 12 miles of a safe haven at all times.

Skipper/Instructors working for the school agree:

- * Not to hoist students up the mast (although it is fine to explain how this would be achieved).
- * Not to allow students to swop from one school yacht to another (in the case of an accident, this could cause serious insurance issues).
- * Not to involve students in any repairs or maintenance tasks that carry a high level of risk of personal injury.
- * To ensure that the students and themselves wear life jackets and harnesses at the appropriate times and always during the hours of darkness.
- * Not to consume alcohol when in charge of a school vessel.

MOB recovery practice (powerboats)

The following MOB recovery techniques should be explained, demonstrated and practiced:

1. Approach from downwind picking the casualty up on the upwind side of the boat. The boat should be positioned so that the casualty is helped back onboard on the opposite side to the engine controls.
2. Positioning the boat abeam and just upwind of the casualty and drifting down onto them, thereby picking the casualty up on the downwind side. It should be explained that this technique is suitable for larger boats or those with high freeboard.

The Williamson turn method may also be discussed and demonstrated for intermediate and advanced clients.

In all cases it is important to stress the following:

- * If you see someone go overboard, immediately turn the boat towards them which turns the propeller away from them.
- * Stop the engine as soon as practical when approaching the casualty to avoid injury from the propeller.

Moorings

It is School policy not to use the following ports:

- * **Igoumenitsa** – the commercial dock. In an emergency contact Igoumenitsa VTS for permission.
- * **The Old Port, Corfu Town** – this is just too busy nowadays and yachts can be damaged by ferry wakes pushing the boats onto the concrete quay.
- * **Ftelias** – right on the Albanian border and therefore could be prone to political problems.
- * **Any Albanian port or anchorage**

We also require Skippers to observe the following:

- * When at anchor, the yacht should never be left unmanned in winds over force 4.

Weather limitations

Visibility is rarely effected by fog in the Ionian so these standing orders concentrate on wind strengths.

Whilst it is clearly part of any sailing course to allow students to experience a wide variety of conditions, the School requests that Skipper/Instructors do not undertake open water passages when the weather forecast suggests winds in excess of 30 knots. The nature of our sailing area provides numerous protected areas where instruction can still be provided, even in the strongest of winds (i.e. Vlycho, Igoumentisa Bay, Gouvia Bay and in the lee of Paxos).

Skipper/Instructors are also requested to be mindful of the effects of strong katabatic winds in the early evening in harbours surrounded by high, barren land, after a particularly hot day. If expected, it is strongly recommended that Skippers remain with the vessel until they have blown themselves out (normally 2/3 hours).

Skipper/Instructors are also requested to carefully monitor the amount of water that clients drink everyday. During the height of the summer temperatures in excess of 40°C are not uncommon and dehydration can become a problem. We recommend that each crew member drinks at least 2 litres of mineral water a day during these periods.

Under no circumstances should alcohol be consumed when the yacht is at sea.

First Aid

- * It is not the Skipper/Instructor's job to teach first aid. Unless qualified to do so, it could lead to expensive litigation.
- * Any items used from the first aid kit must be recorded (in the ship's log) and the circumstances of their use reported in writing to the Principal.
- * The dispensing of any medicine by the Skipper may only be done in an emergency and clients must not be allowed to remove items from the first aid kit for routine ailments. If they need medication on a regular basis they must provide their own.
- * The sealed category 'C' first aid kit is only to be opened as a result of a pan-pan call.

Shore side safety considerations

Many of the harbours we visit have slippery, rocky and/or pitted quaysides. When visiting such places Skipper/Instructors are requested to advise clients to wear shoes and tread carefully. In the event of an injury due to a fall in harbours which have a Port Police station, Skippers should report the incident to the Police who will have a full first aid kit and can summon help if required.

When in a marina or Port students must comply with the local authorities health and safety regulations.

Using the yacht's tender

At Competent Crew level we teach clients to:

- * Never overload the dinghy
- * Always wear a lifejacket
- * Carry a bailer
- * Distribute weight in the dinghy
- * The person in charge of the dinghy always carries a VHF radio
- * Always take a pump in the dinghy

In the Mediterranean we use the dinghy on a daily basis and the warm climate is not conducive to wearing lifejackets. It can also be perceived as rather 'uncool' to be the only people wearing safety kit. However, it is the school's policy that we do comply with all of the safety recommendations listed above. To make this more palatable to our clients we recommend that a spare sail bag is taken in the dinghy to stow the safety kit when they reach the shore. In all but the busiest harbours this can be left in the dinghy without fear of theft.

Powerboats - Activity areas and restrictions

- * Observe all local speed limits
- * High speed manoeuvres should be only be practiced away from other water users and at least 300 metres from any bathing beach.
- * The coxswain must always inform students before carrying out a high speed maneuvers.
- * Always navigate close to the Corfu shore when in the North Ionian to avoid straying into Albanian waters.

Powerboats - Dealing with fuel

All fuelling should be undertaken by the Instructor whilst students are ashore and a safe distance away from the vessel.

Under no circumstances should fuel be transported in company vehicles or stored at or near the school's shore base.

Extra or reserve fuel should be taken onboard the boat in proper fuel tanks or approved fuel storage containers.

Saline eye wash sachets should be carried by the Instructor to be used if anyone onboard gets fuel in their eyes during the re-fuelling process.

No smoking in any powerboat.

Non-swimmers & client medical declaration forms

At the time of booking all clients are required to fill in a form indicating whether they are non-swimmers and details of any medical treatment being received.

It is the Skipper/Instructors responsibility to ensure that copies of these forms are read and kept onboard.

In the case of non-swimmers, it is school policy that they wear a life jacket at all times when on deck or in a dinghy.

Food preparation policy

In Greece there are no specific food preparation laws regarding food prepared on yachts. However, there are now rules governing the process in the UK and Instructors are encouraged to read the RYA's Food Preparation Guidelines which can be found on their website at: www.rya.org.uk in the 'working with us' section. These offer a sensible approach to food preparation and storage and should be followed whenever practically possible.

Students must be briefed on food hygiene.

Students should be made aware of the dangers of cross contamination when storing food stuffs. Students should also be instructed in the use of separate chopping boards for meat and vegetables.

Child protection policy

The school does not accept clients under the age of consent unless they are accompanied by a parent. Whilst it is made clear that we accept no additional responsibility for their offspring, Instructors should be aware of how they should act with, towards and around any minors onboard. With this in mind we require all instructors to read the RYA's Child Protection guidelines which can be found by navigating to the RYA website at www.rya.org.uk and then to the 'working with us' section.

Disputes with clients

There are few client grievances that cannot be easily managed. Our terms and conditions require that a client, in the first instance, discusses any grievances with their Instructor. It is imperative that you try to deal with any problems swiftly and fairly.

If the problem cannot be solved by the Instructor the Principal should be informed as soon as possible. Only the Principal can move a client from one yacht to another or withdraw them from a course.

If the Instructor or School Principle are unable to resolve the complaint the matter should be referred to the RYA Training Department for their adjudication.

Incident & Accidents

Any accident involving injury to a member of the school's staff, its clients, a member of the public, or of damage to property involving a school yacht must be reported to the Principal at the earliest opportunity.

Immediate Action

The Skipper/Instructor of a yacht being involved in any incident or injury to any person or persons and/or involving damage to any other vessel shall immediately take such action to minimise risk of further injury or damage. This action shall include:

- * The administration of first aid.
- * The co-opting of any properly qualified persons to assist.
- * Call for assistance from any statutory body or official aid agency.

In the waters in which we sail this may involve the Hellenic Coastguard and/or Port Police.

Follow-up Action

The Skipper/Instructor of the yacht, having stabilised the situation by carrying out the action listed above, shall:

- * Ensure that the care and treatment of injured persons is given primary concern.
- * Make a verbal report to the Principal as soon as possible.
- * Make a record in the Ship's Log of the incident and its surrounding circumstances.
- * As soon as possible thereafter, submit a detailed report, in writing, to the Principal. The report shall include:
 1. Details of events leading up to the incident, including statements from witnesses.
 2. The location of the vessel, the prevailing weather conditions and the rig state at the time of the incident.
 3. Any first aid treatment given to injured persons and by whom.
 4. Any outside help requested or received.
 5. Any other vessels, persons or property involved.
 6. A statement covering post-incident actions taken.

It is also a requirement that a record of the incident is recorded in the Accident Report file at the company's office as soon as the vessel returns. The entry

should be made in the presence of the Principal and signed by both the Principal and Skipper in charge and any witnesses.

Distribution of Accident Reports

In the event of a serious accident the school is obliged, under the terms of its RYA recognition, to distribute reports to official organisations.

A serious accident is defined as:

- * A fatality.
- * A serious injury requiring evacuation and/or hospitalisation. Loss of consciousness.
- * Loss or abandonment of a yacht.
- * Serious disabling of a yacht, requiring her to be taken out of service for more than 24 hours.

If any of the above apply, copies of accident reports should immediately be sent (by the school not the Instructor) to:

Marine Accident Investigations Branch
 First Floor
 Carlton House
 Carlton Place
 Southampton So15 2DZ
 United Kingdom

And a copy to:

Royal Yachting Association
 RYA House
 Ensign Way
 Hamble
 Hampshire
 Southampton
 SO31 4YA
 United Kingdom
 Tel: 00 44 238060 4100

Note

If an incident involves damage only, particularly to property not owned or operated by the School, the follow-up actions listed above should still be undertaken. Skipper/Instructors are reminded that it is not their responsibility to apportion blame or admit liability. Should a particular incident warrant it an enquiry will be set-up by the RYA, MSA or Greek Port Police. Skippers and any other persons involved will be required to account to such an enquiry for their actions under the Merchant Shipping Act 1975.