

# THE RONA SAILING PROJECT

## SAFETY MANAGEMENT SYSTEM

### Overview

A safety management system (SMS) is a process that ensures that policies and procedures are appropriate and followed. It is a system to encourage and improve safety culture across the whole organisation. It requires commitment from everyone in the Project from the Chairman and Trustees to the newest recruit. Please read this document carefully and do not hesitate to ask any questions, they will all be taken seriously.

The basic principle of SMS is 'Say what you do, do what you say, record it.'

In the Rona Sailing Project the SMS consists of three main publications;-

**Guidance notes for Skippers, Mates, Watch Officers and Watch Leaders.** (The Pink book) This document contains Afterguard responsibilities in relation to the Policies of the Project. It covers such things as Health and Safety briefings, Child Protection, Violent or abusive behaviour, drugs and alcohol abuse and other personnel matters. Please see list of contents in Annex 1 for full description.

**RSP Training Manual.** This document contains the Standard Operating Procedures and safety check lists of the Project. It covers such things as; Communications for skippers, emergency procedures, instructions and briefings, safety aloft , MOB, reducing sail ,Hi line transfer, incident reporting, and many other seamanship subjects. Please see list of contents in Annex 2 for full description.

**Yacht's Acquaintance Manual.** This document contains all the ship's systems; water, fuel, gas etc. and where and how to work them. It contains safety and emergency equipment, main and auxiliary engines, electrical, communication and navigational systems and general facts about the yacht. Please see list of contents in Annex 3 for full description.

These three main documents are supplemented by a series of written guidelines, report forms and books. These are shown in Annex 4.

A list of Yacht Safety Compliance certificates is given at Annex 5.

The Project organisational chart is shown at Annex 6.

In addition to the above three prime documents and supplementary guidelines the following notes outline the main areas of health and safety responsibility and activity within the Project.

### **Rona Trust health and safety protection policy.**

"The policy of the Rona Trust is to conduct its activities taking full account of the health and safety of its employees, volunteers and of all persons using or connected with the Rona Sailing Project. In implementing this policy, The Rona Trust will ensure that it's vessels and accommodation are, at all times, properly maintained and operated by qualified personnel in full compliance with relevant legislation. In particular the Rona Trust will carry out an assessment of the risks to the health and

safety of all persons affected by the activities of the trust and will take the necessary measures to minimise the risks identified.”

Please See RSP risk assessment in Annex 4

### **Responsibilities**

During a Sail Training Voyage (STV) the Skipper will have authority, at all times, to make decisions with regard to the safety of the yacht and the persons on board. The skipper’s duties and responsibilities are laid down in the Notes to Skippers and afterguard, Annex 1. The skipper will report all matters, as required, to the Project Director. See Annex 6.

The Project Director will have overall responsibility to see that all health and safety matters are being observed whilst the vessels are not manned on an STV and for all activity within the Project premises.

The Afterguard Panel is a committee within the Project consisting of a cross section of staff and volunteers. As one of its duties it has an on-going remit and responsibility to review health and safety matters and make recommendations. It meets twice a year.

### **Personnel and Training**

All Skippers and Afterguard are appropriately qualified for their rank as required by the Royal Yachting Association (RYA) and the Maritime and Coastguard Agency (MCA). For Skippers this is the RYA/MCA Yachtmaster Offshore certificate of competency with commercial endorsement. For Mates this is the RYA/MCA Coastal Skipper certificate with commercial endorsement. For your certificate to be valid you must hold an up to date First Aid Certificate and a VHF/DSC Radio Certificate.

All Skippers and Mates are required to hold the RYA/MCA commercial endorsement to their qualification. To obtain the commercial endorsement you must hold a valid Medical Fitness Certificate, a Professional Practices and Responsibilities certificate and attend a basic Sea Survival course. The endorsement for commercial use is valid for five years. It may be renewed by providing evidence of continuing satisfactory service at sea as skipper or mate of a small commercial vessel and a Medical Fitness Certificate. In addition, every five years skippers are required to attend a revalidation day with an outside RYA instructor. This instructor will ensure skill levels are being maintained and instruct and revise current sailing and seamanship practices. . The qualification and promotions system is contained in the Notes to Afterguard, Annex 1.

All afterguard are required to attend a Familiarisation Weekend at the start of each sailing season where instruction on ship’s systems and emergency procedures is given and practised. Check lists and Standard Operating Procedures are provided on board and are shown in the training manual Annex 2.

### **Maintenance of vessels and equipment.**

All the Rona Trust Yachts comply with the MCA Code of Practice for the safety of Small Commercial Vessels (SCV). Each year the Project is inspected by the RYA, being the appropriate authority, to issue an RYA/MCA Small Commercial Vessel Certificate. A list of the Yacht’s safety compliance certificates is given at Annex 5.

During the year a scheme of regular maintenance checks is carried out by the Project staff and the STV afterguard. If a defect is found it is entered into the 'defect book' on board each vessel and appropriate action taken, written up and signed off.

### **Review of health and safety policy and SMS.**

Everyone involved with the Rona Sailing Project has a responsibility for health and safety. Where a risk is identified the person identifying the risk has a duty of care to see that that risk is reported to the appropriate person. On an operational STV this will be the skipper. The skipper will ensure that such risks are assessed and appropriate action taken. The Project's standard operating procedures and emergency reporting procedures are contained in the training manual.

The same principles will apply in the Project Office and Workshops where identified risks must be brought to the attention of the Project Director.

Day to day review of health and safety is a continuous process. All Health and Safety related incidents and near misses must be recorded. Where a risk needs addressing immediately this will be done and the Project Director will record the action taken. Twice a year the Afterguard Panel will review the recorded list and make recommendations to the Trustees or Project Director for updating policy or Standard Operating Procedures. A sailing trustee will monitor the process.

Every three years a full review of the Safety Management System will take place. This will be instigated by the Project Director.

### **Conclusion**

Health and safety is not a paperwork exercise. It is a living, breathing and active responsibility held by all of us. The Project has an excellent reputation in this respect; we know you will want to keep it that way. Thank you for taking the time to read this note and for your continued support of the Rona Sailing Project.

The Trustees.

18-5-15

## **Annex 1. Guidance notes for skippers and afterguard**

### **Contents**

1. Aim of the Rona Sailing Project
2. Afterguard duties and responsibilities
3. Safety
  - 3.1 Reception and initial briefing
  - 3.2 Crew signing on list. 'The green form'
  - 3.3 First night of voyage. Guidance
  - 3.4 Safety and communications
  - 3.5 Description of the training manual
  - 3.6 Description of the acquaintance manual
  - 3.7 First aid and medical
4. Weather strategy
  - 4.1 Fog
5. General voyage notes
  - 5.1 Paperwork and accounts
  - 5.2 Food Hygiene
  - 5.3 Discipline, behaviour, drugs and alcohol
  - 5.4 Shore Leave
  - 5.5 End of voyage timing
6. MCA code of Practice
7. Maintenance of Yachts, general guidance
8. Youth welfare, code of behaviour for afterguard
9. Legal duty of Care
10. Insurance
11. Awards, Sail Again, Watch Leader Training, Tall Ships Selection
12. Promotion Policy

13. Disciplinary Procedures

14. Conclusion

## **Annex 2. Training manual**

### **Table of contents:**

1. Communications for Skippers

2. Routine for the first day

3. Safety Critical Checklist

4. Emergency Procedures

4.1 Fire

4.2 Liferafts

4.3 Damage Control

4.4 Gas Leak

4.5 Man Overboard

4.6 Helicopters Search & Rescue Technique

4.7 Safe Working Practice Aloft

4.8 First Aid

5. Seasickness

6. Food, boat and personal hygiene

7. Reducing Sail and Stability

8. Entering and Leaving Harbour Routine

9. Anchoring and Leaving Anchorage Routine

10. Procedure at Fuel Barge

11. Flag & Yacht Etiquette

12. Familiarisation

13. What A Trainee Should Learn; Amory Award, Watch Leaders

14. Safety & Welfare Policy

15. Child Protection Policy

16. Incident Rep

### **Annex 3. Acquaintance Book**

#### **Contents**

2 General facts about the Yacht

3 Useful contact information

5 Safety and emergency equipment including fire extinguishers

8 Pumping and drainage including bilge pumps and seacocks

12 Fresh water system

13 Calor gas system including cooker

14 Fuel system

15 Main Engine

17 Electrical system including shore power and generator

21 Communication equipment

22 Navigation equipment

23 Charts

26 Compass deviation card

27 Outboard engine

28 Watertight doors

28 The steering system

29 Sails

29 Mast and rigging

30 Anchors and chain

31 Stowage and inventory

33 First Aid stores

38 Items below sole boards

39 Sole boards

#### **Annex 4. Other Documents**

1. Yacht's official log book
2. Afterguard promotion assessment form
3. Crew joining paper and assessment form
4. Crew member's handbook
5. Group booking form
6. Guidance notes for group teachers
7. Guidance notes for assessment of big boat skippers
8. RSP Risk assessment
9. Child Protection policy
10. Watch leader's handbook
11. Youth leaders and Parents handbook
12. Afterguard Panel remit
13. RSP brochure
14. Disciplinary Procedure
15. Voluntary disclosure form
16. Yacht's defect book
17. Complaints procedure

## **Annex 5. Ship's safety documents**

1. Communication for Skippers, Emergency Procedures
2. MCA Certificate of British Registry
3. Gas Safety Record of inspection and certificate
4. Lloyds Registry of Shipping Sur 53 UK British tonnage certificate
5. MCA UK distress and security beacon database report
6. RYA/MCA Small Commercial Vessel Certificate
7. UK Based sea training craft. Recognition of status by Her Britannic Majesty's Customs and Excise
8. RYA/MCA Inspection defects report
9. Compass Deviation Card
10. RFD certificate of re-inspection of liferaft
11. Fire equipment certificate of maintenance
12. Trinity House Lighthouse Service, Exemption of Light dues certificate
13. Baltic Multi Inspection Certificate for lifejackets
14. Ship's Radio Validation document
15. RYA SCV 2 Certificate of document compliance
16. MCA Small Commercial Vessel code of practice Certificate Category 0



**Annex 6 Organisation Chart**

