

Rival Sailing

HEALTH & SAFETY POLICY AND PROCEDURES

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1.0 PERSONAL SAFETY

1.1 Lifejackets

- Each crew member will be issued with their own numbered lifejacket, which will be fitted to their size. It is important that crew members retain their own lifejacket – do not swap.
- The lifejackets carried on board are of the Gas Manual Inflation type with integral harness. Each lifejacket has a whistle attached and has a light fitted. The light is activated by pulling out the safety locking loop found at the end of the cable; the battery is integral to the light.

1.2 Lifejacket brief:

- Each crew member is to be fitted with their own numbered lifejacket
- Once donned, open up protective cover and check that gas cylinder has not been activated and that light and whistle are attached
- Instruct wearer on how to inflate lifejacket by pulling activation cord – making sure not to activate it
- Check that wearer knows how to manually “top up” lifejacket using manual inflation tube

1.3 Action if fallen overboard:

- Pull manual gas activation cord – lifejacket will inflate with a bang
- Switch on light – day or night
- Find whistle – don’t blow it unless you can see yacht or another rescue craft
- Pull legs up to body to conserve heat – don’t attempt to swim to yacht: it will come to you
- At least one horseshoe lifebuoy will be thrown over in your vicinity – go to it and hold on
- Be ready to catch a line if one is thrown from yacht
- Listen to instructions – **don’t panic**

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2.0 DOMESTICS

2.1 Cooking, cleaning and victualling

- In both cooking and cleaning, it is essential that all crew members take their turn;
- The victualling of the yacht is usually done by the crew, overseen by the Skipper. At times, the visiting crew will have prepared a menu and presented a shopping list to the Skipper;
- It is important that meals are prepared on time – if they are too early, hot food will cool down, and if they are too late the watch system will be disrupted. The preparation of meals should take account of the dietary needs of all crew members;
- The galley should be kept clean and tidy – dirty crockery, cutlery and utensils must be washed, dried and put away as soon as the meal is finished. It should be emphasised that the normal movement of the yacht in any sort of sea will throw things about – if not stowed, it could break.

2.2 Happy Hour tasks

The cleaning of the yacht is essential to the health and wellbeing of the crew as well as the overall condition and appearance of the yacht. Each crew member is given a job – this can be rotated daily:

Heads (1 crew member):

- Pass teak grating onto deck for scrubbing
- Spray all surfaces, sink and toilet with toilet cleaner and wipe over with rag
- Dry off all surfaces and pump out bilge under floor
- Tidy shelves behind toilet and check amount of toilet roll remaining
- Make sure all foul weather gear, lifejackets and safety lines stowed properly
- Tidy shelf above wet weather locker
- Replace teak grating

Deck (2 crew members):

- Scrub deck with salt water from bow to stern
- Lift grating in cockpit, scrub cockpit and replace gratings
- Scrub toilet teak grating
- Clean compass bowl, pedestal and cockpit instruments with damp cloth (fresh water)
- Clean windows and grey areas in cockpit
- Pump bilge

Galley (1 crew member):

- Clean all work surfaces with anti-bacterial cleaner and damp cloth
- Clean cooker top and oven – make sure to remove all burnt areas
- Wipe down fridge with damp cloth
- Tidy lockers and make sure food, utensils, etc, properly stowed

Fore cabin and saloon (2 crew members):

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- Lift each bunk cushion and wipe down both sides
- Brush and wipe underneath cushions; remove all rubbish and debris
- Clean table
- Polish all wood in saloon
- Wipe down all surfaces, including bulkheads and deckhead
- Sweep floor and wipe down with damp cloth

Passageway and chart table (1 crew member):

- Lift bunk cushion and clean underneath
- Clean chart table
- Clear off all previous work on charts as detailed by skipper
- Sharpen pencils
- Wipe down all instruments with **damp, not wet** cloth
- Polish all wood
- Wipe down floor with damp cloth

3.0 COVID-19 (CORONAVIRUS) POLICY

We will regularly review and update our procedures to ensure they are always in line with current guidance issued by the Scottish Government, the NHS and the RYA.

We will clearly communicate our policy and procedures with all participants prior to booking a course or sailing activity.

The safety and well-being of all participants (instructor and crew members) will always be paramount. We will respect the individual needs of all participants and endeavour to meet those needs within the parameters of the current guidance.

3.1 Pre-sailing:

- All sailing activities will be planned and run subject to up-to-date Covid guidance and crews will be informed that sailing may be subject to late changes or cancellations;
- Current travel guidance as per must be adhered to. Subject to any localised restrictions in place, participants may travel without restriction to reach Rival Sailing's home port of Clyde Marina, Ardrossan. Travel by car is recommended but public transport may be used in line with governmental guidance;
- All sailing activities will be restricted in numbers according to current Covid guidance, including advice on overnight stays and numbers of households;
- In the event that only two households in total are permitted overnight, residential courses will be run as consecutive day sails and accommodation prioritised for crew who are unable to return home overnight;
- We will strongly recommend that all crew members conduct a rapid lateral flow test before joining a course/sailing activity and during longer courses/sailing activities;

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- People who are symptomatic or test positive should self-isolate as per NHS guidance. No-one who is self-isolating or has Covid symptoms will be permitted to join any sailing activities.

3.2 During courses and sailing activities:

- Physical distancing rules will be adhered to where possible both on board and ashore;
- Face coverings must be worn in any circumstances where it is a legal requirement and will be recommended in enclosed spaces. An exception will be made for those who are unable to wear face coverings as per government guidelines;
- Instruction will primarily take place above deck. If chart table tuition is required it will be kept to a minimum on a one-to-one basis, adhering to physical distancing guidance;
- All participants must bring their own face mask/covering and carry it with them at all times; it is also recommended that each participant carries their own hand sanitiser;
- Participants will be allocated their own equipment for the duration of the course and will be assigned their own locker for storing personal belongings.

3.3 Cleaning and hygiene

- Soap/hand sanitiser (at least 60% alcohol based) and detergent wipes will be provided for use in the galley, heads and other areas of the boat;
- The boat, including personal safety equipment, will be deep cleaned after each course or sailing activity. Cleaning products will conform to the EN14476 standard; if they do not, any detergent will be followed by a chlorine releasing agent.