

Marine Operations, Procedures, and Policies

CWM 01 (Section 3)

Health and Safety

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Table of Contents

3	Health and Safety	4
3.2	General	4
3.3	Crew Briefing	4
3.4	Safety Equipment Manual	4
3.5	Risk Assessments	5
3.6	Emergency Procedure	6
3.7	Personal Safety	6
3.8	Food Hygiene	7
3.8.1	Fridges and Freezers	8
3.8.2	Personal hygiene	8
3.8.3	Provisioning	9
3.8.4	Prepping	10
3.8.5	Cooking.....	10
3.8.6	Chilling	11
3.9	Accommodation and Below Deck Routines	11
3.9.1	Berthing Arrangements	11
3.9.2	Recycling	12
3.9.3	Cleaning Regime.....	12
3.10	Lif jackets & Safety Harnesses	13
3.11	Carriage Of Substances Hazardous to Health. (COSHH)	13
3.12	Smoking and Vaping	14
3.13	Defect Reporting.....	14
3.14	Personnel Wellbeing.....	14
3.15	Fire Safety Equipment	15
3.16	First Aid Kits	15
3.17	Medical	15
3.18	Gas Safety.....	15
3.19	Working at Heights.....	16
3.20	Cockpit No Go Zone (NGZ).....	17
3.21	Boom & Mainsail Safety.....	18
3.22	Winch Safety	19
3.23	Manual Handling	19
3.24	Crush Injuries and Friction Burns	19
3.25	Sunburn.....	19
3.26	Exposure	19
3.27	Alcohol	19
3.28	Helicopter Transfer.....	20
3.29	Use of Tender	20
3.30	Swimming.....	21
3.31	Knives onboard	21
3.32	Conduct of Personnel.....	22
3.32.1	Adult Groups.....	22
3.32.2	Accompanied Youth Groups.....	22
3.32.3	Unaccompanied Youth Groups.....	22
3.32.4	Unsuitable Conduct.....	22
3.33	Boat Rules.....	22
3.33.1	General.....	22
3.33.2	Consideration	23

Definitions and Abbreviations

Definition	Description

Abbreviations	Description
COSHH	Control Of Substances Hazardous to Health
MOB	Man Over Board
SOLAS	Safety Of Life At Sea

Uncontrolled if printed

3 Health and Safety

3.2 General

Challenge Wales will at all times endeavour to maintain the highest levels of Health, Safety, and Environmental standards on their vessels and promote this high level to all involved in its activities.

Sailing is a hazardous activity but can be minimised to an acceptable level by constant review and good practice, however, hazards cannot be fully eliminated and everyone involved in the charity's activities, in whatever capacity, must undertake good practice by their own actions, to minimise risk.

The charity has the overall responsibility for the safety of all engaged in its activities and discharges this responsibility in the form of this policy to which Challenge Wales is bound to comply.

3.3 Crew Briefing

Prior to departure on any sailing experience the Skipper of the yacht must undertake a safety briefing to all crew members and clients to ensure that they are familiar with the boat itself and more importantly the location and operation of the safety equipment provided, the safety regime, and emergency operations & drills.

The brief is best approached in a structured way from bow to stern. Layout and equipment schematic drawings should be used to assist with understanding the systems. As equipment and stores are revealed, brief explanations can be given. Emphasis however should be on the relevant safety issues.

The above deck brief should also move from bow to stern. As equipment is revealed, explain its usage. Again, main emphasis to be on safety issues.

Individual elements to safety briefs should take no longer than 10 minutes.

Key elements should be at the start and finish of the brief as that is when people are most attentive.

The level of the crew briefing may vary depending on the nature of the particular voyage and the experience of the individuals involved.

Check lists are provided to ensure that all key criteria are covered in the brief.

3.4 Safety Equipment Manual

A Safety Equipment Manual (CWM 04) is available onboard Challenge Wales yachts and all personnel should be aware of it and of its contents. It gives detail information of all the safety equipment onboard the yacht together with the correct operation and maintenance of

it. This document is a requirement under the SOLAS convention and should not be removed from the yacht. The Man over Board procedure is now located in CWM02 Offshore Emergency Response plan only

3.5 Risk Assessments

Sailing, and boating in general, is a hazardous activity. Challenge Wales endeavours to mitigate these hazards to an acceptable risk level by following a strict risk assessment policy.

This policy aims to:-

- To prevent accidents and cases of ill health and provide adequate control of health and safety risks arising from sailing activities.
- To reduce risks by mitigation to an acceptable level.
- To provide adequate training to ensure staff is competent and confident to undertake their particular task.
- To engage and consult with staff on day-to-day health and safety issues, and provide advice and supervision on occupational health.
- To implement emergency procedures – in case of fire, grounding, collision or other significant incident. (See Manual CWM 02)
- To undertake risk assessments for all tasks being undertaken, these risk assessments will be both generic and task specific.

A file of all risk assessments, undertaken by Challenge Wales, is maintained on board the yacht, these should be consulted and acted upon by all responsible individuals participating in activities onboard the Charity's vessels.

Upon consulting these existing risk assessments amendments may become necessary, these amendments may be appropriate for a number of reasons such as a variation in conditions, variations to specific equipment supplied, or fresh insight.

These amended assessments should be forwarded to the Challenge Wales office for integration into the Challenge Wales system.

Tasks that are not covered by any particular assessment should be clearly identified and a risk assessment undertaken before the task in question is undertaken.

The risk assessment should identify **practical actions that protect people from harm and injury**. For most risk assessments, you don't need to write a lot - **short bullet points** can work well.

Copies of new risk assessments undertaken on board should, as with the amended existing assessments, be copied to the office for record and also for circulation to other sites/yachts as appropriate.

All staff members and any other individuals with expertise in the field in question are encouraged to participate in the undertaking of risk assessments.

3.6 Emergency Procedure

An emergency can be defined as “a sudden unforeseen crisis or situation, usually involving danger that requires immediate action”.

Although the main business of Challenge Wales is based on sailing activities emergency situations can also be shore based and in numerous forms. CWM 02 ‘Offshore Emergency Response Plan’ is provided to give guidance to the yachts Skipper and crew on dealing with situations that might occur or involves the Charity, clients, its staff (whether employed or volunteers) and/or property.

It is also important that the charity gives the maximum support to family and friends of those directly involved with any particular emergency situation.

First notification of an emergency situation will probably be by way of a telephone call either from the scene of the emergency, which in the case of the Challenge Wales yachts would be the Skipper or his deputy, or it may be from the emergency services such as the Coastguard or the Police.

To add support to those offshore the Charity has a Dedicated Person Ashore (DPA) who will be available 24/7 to respond to any situation that may arise, additionally, at the discretion of the DPA the Charity has an “Emergency Management Response Team” (EMRT) document CWM 03 who will assemble at the Charity’s office to deal with the emergency shore side as appropriate.

Every member of the EMRT is supplied with their own copy of the Emergency Management Response Plan so they have the capability to respond to an emergency quickly and efficiently.

It is important that Watch leaders, Mates & Skippers are aware of and familiar with the contents of CWM 02.

3.7 Personal Safety

ALL personnel must be briefed with regard to their personal safety, and this should include as a minimum the following items:-

Life Jacket	Donning, adjustment, operation and policy for wearing.
Safety Lanyards	Policy for wearing.
Fire fighting	Alarms. Awareness of safety plan, location of extinguishers and types. Sealing of compartments using watertight doors.
Liferafts	Location and deployment.
Man overboard	Procedures (Theory), Location of M O B equipment.
Moving around the boat	Holding on, no hands in pockets, low Centre of Gravity

Regular crew members are expected to know and understand:-

Radio	Procedures and operation in emergency.
Engine	Procedures for start and stop.
Navigation Lights	Use and battery conservation.
Navigating	Method of navigating to a suitable port or refuge.
Fire fighting equipment	Location and operation.
Gas cooker	Switch on/off routine & location, and gas alarms.
Bilge pumps	Location and routine, gas build up.
Seacocks	Location and operation.
Heads	Correct operation. NB dry position at sea.
Hatch discipline	Fore hatch and windows to be secure at sea.

Harnesses/Lifejackets	Lifejackets and Harnesses policy.
Cooking	Burns and scalds prevention, wear oilskins.
Friction burns/crush injuries	Correct handling procedures.
EPIRBS	Location and use.
Pyrotechnics	Location and use.
Searchlight	Location (Day) and Ready Use Stowages.
Lookouts at Sea	Need, reports.
Knives	- Yachts knife, personal knives.
Man Overboard procedure	Heave to, engine, sails etc. Practise asap.
Abandon Ship	Liferaft brief.

3.8 Food Hygiene

As with all aspects of activity on board Challenge Wales yachts it is intended that catering is shared by all. The level of involvement will depend on the nature of the particular voyage, for instance with young people trips the intention is for everyone to be involved with an adult supervising and giving guidance to the youngsters who are undertaking the task.

With adult sailing trips the volunteer crew will be undertaking the cooking in turn for the guests. The reality of this is that most adult clients will also muck in as part of their experience.

On passages of longer duration one volunteer will be allocated the task of “Camp Boss”. This position is required to monitor the consumption of food in line with menu planning, food rotation by date, issue of new items to prevent numerous packets or bottles of the same item being used, and to oversee any shopping requirements that may be required during port visits.

Where applicable it is also the Camp Bosses responsibility to ensure that any food that is required from the freezer is removed with adequate time to allow for the proper de-frosting for the intended meal. The responsibility for preparing of meals remains as stated above, the Camp Boss” is not a dedicated cook nor is the “Camp Boss” necessarily responsible for physically purchasing of stores they will however be responsible for knowing where all items are stored and the storage of them when received.

Challenge Wales will always have at least one person on board who is Food Hygiene trained, however, when a volunteer is on galley duty it is their responsibility to ensure that best practice is ensured such as use of the correct chopping boards and no cross contamination between raw and cooked meats is possible in the fridges, those involved have washed their hands and used anti bacteria gel, tea towels are not used as hand towels etc. etc.

Volunteers are encouraged to undertake a Food and Hygiene course which can be done on line, contact the Challenge Wales office for details.

3.8.1 Fridges and Freezers

The Challenge Wales yacht is equipped with 2 fridges and one freezer. Due to the limited amount of fridge and freezer space available on board the placing of personal items such as bottled water is discouraged and may result in them being removed or consumed by others.

The fridge in the galley is intended for ready use items such as opened milk, opened cooked meats and dairy produce, salad items and sauces that require fridge storing. There is a container of medical stores which must remain in this fridge. Under no circumstances should raw meat be placed in this fridge.

The aft fridge is intended for bulk items such as milk, butter, cheese etc. that is not in ready use. Unfrozen raw meat may be placed in this unit but only on the bottom to avoid any cross contamination with other food stuffs which should be placed in the removable tray.

The freezer has limited space so items should be carefully stowed within it to ensure non frozen items have circulation around them to enable quicker freezing but also in such a way so as to maximise the space.

The aft fridge and freezer are cooled using seawater which is pumped by one of two electric pumps in the engine space; each pump has its own filter which needs periodic cleaning as defined in the PMS. If the units do not appear to be operating properly it could be due to a blocked filter, inform the Skipper who will investigate further.

An alarm is fitted to the aft fridge and freezer compressors to alert you to any issues such as cooling water failure. For information on fault finding see the PMS.

3.8.2 Personal hygiene

Anyone who prepares meals on a daily basis must have proper personal hygiene. Ensure you have clean working clothes and remove all personal jewellery, wristwatches and bracelets so as not to transfer dangerous bacteria to food.

If you are ill, you must not work with food, even though you actually feel you could. You can infect others and put the other crew aboard at risk.

Always wash and use antibacterial gel on hands before starting to work with food in the galley.

Always wash hands between work processes, for example between slicing vegetables and preparing chicken.

Wash hands after you have sneezed or coughed into your hands (cough into your arm/arm pit).

Always wash your hands thoroughly after going to the toilet. Use the antibacterial gel provided.

You have a personal responsibility for good hygiene. You can ensure this by:

- Being careful with your personal hygiene, especially by washing hands.

- Being aware of cuts, sores, etc.
- Being aware of your own health.

You must basically not work with food if you have sores, cuts, infected fingers or boils. If you have, discuss with the Skipper what you should do. You could perhaps work if you use suitable food-grade gloves which give sufficient protection.

When working with food, using latex gloves is no substitute for good hand hygiene.

3.8.3 Provisioning

When provisioning you and the Skipper should;-

- Pay special attention to delivery of stores that have come a long way and might not meet the temperature requirements. Transport can mean that goods require fast, effective sorting. Goods may also have been packed incorrectly which can reduce their shelf-life and increase the risk of contamination during transportation. This is why provisioning always requires great attention.
- Check that the temperature of perishable products on receipt of order is maximum 8° (a higher temperature on the outer packaging for a short while such as 1-2 hours is acceptable).
- Check that the temperature of frozen products is less than -12° C (a higher temperature on the outer packaging for a short while such as 1-2 hours is acceptable).
- Observe the surface of goods and look for signs of taint such as unpleasant smell, wrong colour, wrong consistency for fresh meat, for example, and/or slimy surface (sign of decay).
- Check whether the packaging is intact, clean and (for tins) no bulges, and whether the expiry date has passed.
- Check that the quality of unpackaged fruit and vegetables is as expected and that the expiry date has not been exceeded.

From the moment the stores are received on board we are ensuring compliance with the temperature requirements.

When goods have been checked and found in order, they must be stored so they are kept in accordance with the current temperature requirements. It is important for you to keep an eye on the temperature of food products and that it is not too high when you unpack. Check that the temperature in the refrigerators and freezer does not rise, so keep doors closed as much as possible

When loading stores, it is also important to:

- Ensure you unpack all boxes and transport packaging.
- Check that food packaging, such as vacuum packed meat, is intact.

- Sort and store products separately so they do not contaminate each other.
- Distribute goods quickly to their proper places.
- Distribute products according to their expiry date.
- Move products in lockers and place the newest products at the back of the shelves.
- Check that no dirty boxes or dirty packaging gets into the fridges, freezers or lockers.

3.8.4 Prepping

Some food products are highly perishable and therefore require greater attention, especially during preparation. Clean chopping boards, knives and a high level of personal hygiene are essential.

The following food products require a high level of hygiene and extra attention;-

- Raw meat taken from refrigeration is highly perishable because it very quickly offers perfect conditions for bacteria to grow. In just a short while, bacteria in a hot galley can turn into a bacteria bomb.
- Raw meat must always be prepared under special hygienic conditions by always using clean chopping boards, knives, and washing hands carefully during preparation.
- Fresh fish must always be kept on ice or at 2°C and for a maximum of 24 hours unless it is frozen fish. Shellfish and seafood require similar precautions.
- Eggs must always be kept separate from other foods because there can be bacteria on the shells and inside the eggs. Eggs require a high degree of hygiene, so always wash hands thoroughly if using fresh eggs and after touching them.
- All dishes containing fresh eggs must be heated to at least 75°C. Boiled and fried eggs served with liquid yolks should only be cooked using eggs from countries, which take active measures against salmonella. If there is doubt about eggs' country of origin, always use sufficient heat so that the yolk sets.
- Vegetables with visible dirt should be prepared by themselves and preferably in a sink.

Remember also to clean the sink between cleaning vegetables and other foods such as fish. Always rinse fresh fruit and vegetables under running water.

3.8.5 Cooking

When cooking, you must keep temperatures under control. Thermometers are essential for being able to check your food products on board and are provided for this purpose.

All raw products that are being cooked must reach a minimum core temperature of 75°C.

Stir the sauce or stew to distribute the heat when cooking.

All food that is being reheated must be heated to a core temperature of at least 75°C.

Bacteria are normally only to be found on the surface of a whole piece of meat, such as roast beef.

The core of a whole piece of meat is generally sterile and you can therefore roast the meat and leave it medium done inside although pork must never be eaten raw.

When preparing pork, the meat juices should preferably be clear and the juices should not be raw and pink.

3.8.6 Chilling

Chilling food can often be a problem as there is limited refrigeration capacity aboard. When appropriate divide large portions of food in smaller portions. Food then cools faster, because of an increased surface area.

Allow scalding hot or reheated dishes to cool for a while before refrigeration. Be aware that very hot food placed in the refrigerator can make the temperature of the refrigerator rise rapidly, so keep an eye on your refrigerator temperature.

Containers and flat trays or bowls that come in contact with food must be clean. When you repackage items or if you want to save leftovers, they must be properly hygienically handled. The utensils you use must be absolutely clean in advance.

Always remember to put sticky labels with dates on packs when repacking your products or saving leftovers in boxes.

All food and dishes must be refrigerated to a maximum of 5°C.

Refrigerated or frozen food should be kept separate and not be tightly packed to prevent the risk of cross contamination.

3.9 Accommodation and Below Deck Routines

3.9.1 Berthing Arrangements

Challenge Wales has sleeping accommodation for 18 individuals in 2 x 5 berth areas, 2 x 2 berth areas and 2 x 2 berth cabins forward.

The allocation of berths is the Skippers responsibility and every effort will be made to suit individuals needs and offering as much privacy as possible, however, with various combinations of male/female mix, as well as any special consideration that may be required by the client or group, this may not suit all.

Mixing of sexes in any one area will be avoided, only being undertaken with all parties involved being agreeable and will not involve young people within a client group.

Consideration will also be given to watch arrangements to minimise the amount of activity in any one compartment during watch changes.

It is important that any supplies, tools, food or equipment are returned to their correct storage location and safely secured before leaving any mooring. This will limit any damage or injury during poor sea conditions.

Storage boxes are provided for individual use, one per person, please use it. Living out of your bag, especially when we have a full boat is not practical, your crate should be used and your bag stowed away either in the sail locker or in the after bilge spaces. Remember to use the securing straps to secure your crate.

It is the Mates overall responsibility to ensure that all items are securely stowed prior to departure but individuals must take personal responsibility for reinstating any securing arrangements that may be in place and removed by themselves and assist the Mate with their duties.

Some of the storage crates have a second crate stowed behind them and these may contain heavy objects, care must be taken when accessing these crates.

3.9.2 Recycling

The Charity promotes the recycling of waste and sometimes obtain funds from recycling specific items. Re-cycling on board the yacht is however not the easiest of tasks and experience has shown that not all shore facilities are geared up for it.

Due to the various limitations on board, mainly space availability, it is currently the Charity's policy to recycle glass, tins, paper, card and hard plastics only and place them in a single "general recycling bin" located in the main saloon. Tins and milk containers should be rinsed out and flattened to reduce the space taken for storage, similarly plastic bottles should have their caps removed, flattened, and caps replaced.

3.9.3 Cleaning Regime

It is important to maintain a high level of cleanliness on board a yacht; this is due to the confined space and the fact that being a dynamic environment the use of handholds etc. is more prolific therefore encouraging the spread of bacteria from one person to another.

During days sails it is the volunteers who are responsible for ensuring that the galley area and the heads are cleaned at the end of the sail.

There is no formal selection process as to who undertakes these tasks but the Skipper may appoint someone in the event that there is a lack of pro-activeness volunteering.

The routine includes ensuring all dishes are washed, bins are emptied (including those in the heads), surfaces and handholds are anti-bacteria wiped, cabin sole swept and mopped, dirty tea towels placed in a plastic bag to be landed ashore for washing.

The surfaces on which food is placed must be kept in good condition and be easy to clean and disinfect. The only materials that should be used in the galley are stainless steel, porcelain and food grade plastic. It is only with clean chopping boards that you can be certain that there will be no cross-contamination that means no bacteria pass from one raw product to another. The galley has coloured chopping boards so use them.

On trips of longer duration the dishes and galley will be cleaned at the end of the meal or food preparation activity whereas the full clean of the yacht is undertaken immediately after breakfast when part of the group would be engaged on deck undertaking preparations for sea and the

remainder doing the cleaning. The tasks are done on a rotational basis but frequently, depending on the group involved, the heads are undertaken by the last person out of bed.

At the end of each residential trip, although we encourage the group to do so after they have packed up their kit, it is necessary, after the group have departed, to give the sleeping area a clean including the bunks themselves.

3.10 Lifejackets & Safety Harnesses

Lifejackets are to be fitted for size before going to sea. Skippers are to ensure that crew members are briefed on the correct operation of lifejackets

Personnel should wear lifejackets at all times unless the skipper decides otherwise. In general, safety lanyards should be used when the wind conditions are such that the yacht could not carry full sail to windward, when sea or weather conditions would make recovery of a man overboard difficult, and during the hours of darkness or periods of restricted visibility. Additionally if an individual is feeling sick they will be clipped on to ensure they can lead overboard on leeward side safely

Note: Only Challenge Wales lifejackets may be worn on Challenge Wales yachts.

Lifejackets are an essential part of the yacht's safety equipment and they are in constant use, treat the lifejacket with respect, it is a life saver, **possibly yours.**

Lifejackets to be stored on by bunks when not in use

3.11 Carriage Of Substances Hazardous to Health. (COSHH)

Control of substances, which can be hazardous to health, is vitally important and items that may not at first be considered to come into this category can be detrimental to an individual especially if misused in any way. For this reason apart from "in use products" all such items will be kept secured in the dedicated CHEMICAL LOCKER. Such items include, but are not limited to, cleaning products such as toilet cleaner, galley surface cleaner, and washing up liquid; also adhesives, thinners, and some sealants fit into this category.

Safety data sheets for all products should be provided and it is the Principals responsibility to ensure these are in place together with all appropriate personal protective equipment (PPE) required for the handling of the specific product.

The blending of different chemicals to "enhance" its effectiveness is not permitted.

Bleach or bleached base products are not permitted onboard Challenge Wales yachts.

The control of items in the chemical locker and the issue of its contents is the responsibility of the Skipper

3.12 Smoking and Vaping

Smoking and vaping is not permitted at any time whilst on board Challenge Wales yachts.

3.13 Defect Reporting

The Charity ensures the equipment on board is above the legal requirement for a yacht of this type and uses a planned maintenance system (PMS) to ensure that it is properly maintained and serviced. If you identify any piece of equipment that does not appear to be in good order inform the Mate or Skipper immediately and they will take the necessary action to rectify the deficiency or quarantine the item as appropriate.

A process of defects reporting is in place whereby all defects which cannot be promptly rectified on board by the crew is reported back to the Operations Department so that the appropriate action can be taken to rectify the defect as appropriate. This report should be done using form CWF 23.

3.14 Personnel Wellbeing

Keep warm and make someone aware if you are starting to feel unwell.

Be aware of the numerous trip hazards that are around the boat and look out for others.

Never sit to the lee of main sheet traveller when sailing upwind or anywhere in the vicinity of traveller at any other time.

No sitting on guard rails.

Proper footwear to be worn at all times whilst on deck. Open toed footwear is not acceptable.

Whilst moving on deck, one hand for you (hold on) and one hand for the boat (job).

When boat is heeled over, move along the high side.

3.15 Fire Safety Equipment

The main fire hazards are:

Cooker.
Engine.
Electrical.
Smoking.
Pyrotechnics.

Fire fighting equipment is provided on all Charity vessels. The Skipper is responsible for establishing their location and operating system prior to going to sea. The Skipper is also responsible for briefing their location and operation to crew.

As per Risk Assessment (RA005), Smoking is not permitted anywhere on Charity vessels

3.16 First Aid Kits

There is a basic Cat C kit store in the salon for access to all first aid trained personnel. The control medical locker should only be access by a qualified individual that has been approved by the skipper.

3.17 Medical

Clients should have made any declaration with regard to health issues on form CWF 01 when they booked their place, this information will be passed to the Skipper prior to the crew joining the yacht but the Instructor/Skipper should also ask crew members privately to inform him of any conditions requiring medication as an additional precaution.

Alcohol	-	Advise of risks to safety and the Challenge Wales Drug and Alcohol Policy.
Sunburn and Exposure	-	Hazards and symptoms.
Seasickness	-	Prevention and recognition.

3.18 Gas Safety

In addition to presenting a fire hazard, gas also presents a potential explosion hazard. Gas is heavier than air and will collect in any available space unless vented overboard. The gas system is designed and fitted in accordance with MGN 280 and is maintained according to a planned schedule. An approved gas detector and alarm system is fitted. Except for replacing the gas bottle, all work on the gas and alarm system is to be carried out by a qualified technician.

The main risks from a gas system are:

- Incorrect operation of the cooker.

- Failure to turn gas off at bottle when not required.
- Incorrect installation of replacement gas bottle.
- Material failure of gas installation.

Cooker Operation. The cooker operation is described in the manual contained within the technical library.

Control of Gas Supply. The gas is to be turned off locally when the cooker is not in use and at the bottle when it is not in use for more than 12 hours.

Installation of Gas Bottle. The gas bottle must only be replaced by the Skipper or a person suitably trained, competent to do so, and approved by the Skipper. There are many reasons why a newly installed gas bottle may not be properly sealed, such as cross threading of the union or degradation of the rubber seal. On installation, the gas bottle connection should therefore be checked for leaks using a soapy solution. The gas compartment should also be checked to ensure correct venting overboard.

Action on Suspected Gas Leak. If a gas leak is suspected or the gas alarm operates, the following actions are to be carried out.

- Switch off gas supply at the bottle.
- Extinguish all naked flames.
- Do not operate any switches or electrical equipment.
- Ventilate the vessel and pump the bilges until all gas has been removed.

Do not use the gas system until it has been made safe.

3.19 Working at Heights

There is several different scenarios when there is need to leave the deck at work at heights. This could be a crew member or young trainee. During which equipment and procedure vary slightly. In all circumstance it must be directly supervised by the skipper or mate who have been trained and approve for leading working at heights.

Flaking the mainsail

- Waist Harness with fixed rope lanyard with 2 different length tails and karabiner which can be operate with one hand
- Climbing Helmet
- Auto Lifejacket – Previously issued
- Sensible footwear

Climber to use foot pegs with each foot on the highest pegs. At which point they chose the best length of lanyard to clip onto the one of the D rings where the halyards exit the mast. It is best to get it on as high as possible so they can lean back on it while standing on pegs as tall as possible. A crew member must spot the climb while they are going up and down in case they slip to prevent the head hitting the deck.

Mast Climbing Challenge

- Waist Harness with no rope lanyard
- Climbing Helmet

- Auto Lifejacket – Previously issued
- Sensible footwear

Climber is to be attached to 2 halyards, one must be the spinnaker halyard as we have a better record of its condition. Both halyard must pass through wasit harness and lifejacket loops and secured with a bowline or double fig 8 with both knots 2 half hitch must put in the tail around the body to act as a stopper knot. Each winch should set up with 4 turns and not in the self-tailor. There must 1 winching and 1 tailing on the lift and both tailing on the lower.

Take care around fixtures and spreaders and keep good communication during the hoist. Sweating may be required but must only be on 1 halyard while the other is a back up. All other directly below the climber must wear a helmet.

Mast climbing for inspection or repairs

- Full body harness
- Climbing Helmet
- Sensible footwear
- Boson chair is advisable but not essential

Climber is to be attached to 2 halyards, one spinnaker halyard on the back of body harness as a fall arrest back. If using just the body harness the other spinnaker halyard will be attached to the waist point on the front. If using the bosons chair this halyard will be attached to the chair instead. In both scenarios 2 halyards must be used. Both halyard must be secured with a bowline or double fig 8 with both knots 2 half hitch must put in the tail around the body to act as a stopper knot.

Each winch should set up with 4 turns and not in the self-tailor. There must 1 winching and 1 tailing on the lift and both tailing on the lower.

Take care around fixtures and spreaders and keep good communication during the hoist. Sweating may be required but must only be on 1 halyard while the other is a backup. All other directly below the climber must wear a helmet.

Spinnaker Pole Climbing

- Waist Harness with fixed rope lanyard with 2 different length tails and karabiner which can be operate with one hand
- Climbing Helmet
- Auto Lifejacket – Previously issued
- Sensible footwear

Spinnaker pole climbing can either be done as a challenge or for real to release the sheet from the pole. In both situations the spare spinnaker halyard and must be secured with a bowline or double fig 8 with both knots 2 half hitch must put in the tail around the body to act as a stopper knot. Only 1 halyard it used and the lanyard is connect to the outboard pole downhaul as a guide and failsafe if their halyard was to fail. A briefing should be given to watch the hands on the karabiner during the decent.

While using the spinnaker there must be a climbing ready to go to drop the spinnaker in case of a MOB this is now separate equipment to the rescuer so the normal automatic lifejacket is fine

3.20 Cockpit No Go Zone (NGZ)

A briefing should be run before hoist the mainsail for the first time and the crew member monitoring helm should also advice new sailors on which side to cross. In most situation it is advice to pass on the high side (windward) however this may not allways be the best option so advice should be given. The cockpit area in the vicinity of the main sheet traveller is a particularly hazardous area and is marked accordingly.

In the case of sailing up-wind, any failure or accidental release of the traveller or mainsheet system will result in the mainsheet and boom rapidly moving to leeward. Also, when tacking, if insufficient slack is taken out of the system, the mainsheet or traveller car can move very rapidly with the potential to cause severe injury.

When sailing down-wind, especially if sailing “by the lee”, the risk of serious injury is higher still. Even when preventers are rigged, there is a high risk that both the mainsheet and boom will whip through the zone faster than crew could react in the event of an accidental gybe. When sailing downwind if there is a big swell then helm should an crew with appropriate experience to maintain a safe cause which may be a watch leader, mate or skipper. Also use preventer when sail downwind. Also the No go zone may need to be extended in line with Yankee winches for extra protection depending on conditions

Crossing the no go zone should be done with caution. It is imperative that unless transiting the area or doing a specific job that requires them to be there, **NO PERSONS SHALL REMAIN IN THE NGZ AT ANYTIME WHATSOEVER** when the boat is at sea.

When it is necessary to transit through this area it should be done as swiftly as possible, when sailing on the wind the transit should be to weather of the main sheet. When sailing off the wind then the transit should be undertaken by ducking below the mainsheet on the leeward side.

The area is clearly identified by signage, as with other matters, if in doubt ASK.

3.21 Boom & Mainsail Safety

The boom needs to be treated with care, it ways around 1 ton and can holder the full power of the main sail. When transit around the boat all crew should keep there head down in case of an accidental tack or gybe, especially around the snake- pit and mast where the boom is clearer to the raised deck. Crew member supervising helm to remain vigilant on the course/wind and crew walking around the deck.

If the mainsail was to fail there is a real risk of the boom falling. This can only happen if the topping was to slip or brake. When hoisting the main sail we put the topping lift in by hand so there is a real risk of the jammer not holding. We now want a slip knot in the topping lift directly stern of the jammer which will add another layer of protection in case it fails.

Additional to reduce the risk of the sail failing we have a maximum wind speed of 22 knots. This is maximum forecasted true wind before leaving a safe haven and takes in account allowance in case the forecast changes. If the actual apparent wind is more than 30 knots for a sustained period than the nearest safe haven must be sort for shelter.

3.22 Winch Safety

It is reasonably assumed that skippers/mates are aware of the hazards presented by winches. They are to brief and demonstrate safe winch operation to all crew before proceeding to sea. In particular, the safe procedure for releasing ropes from a winch should be demonstrated, describing the risks and consequences of trapping fingers or other body parts.

3.23 Manual Handling

Sailing is potentially an arduous activity requiring significant physical effort from crew members. However, this does not negate a Skipper's responsibility to take all reasonable precautions to protect crewmembers from physical injury, particularly back injuries. All activities should be properly supervised to ensure that tasks are within the physical capability of the crew.

3.24 Crush Injuries and Friction Burns

Skippers should brief crew members of the dangers of handling sheets and halyards, especially where these are under extreme load. The chances of friction burns or crush injuries to hands and feet where lines pass through sheaves or fairleads should be emphasised.

3.25 Sunburn

The sea can significantly concentrate the strength of the sun's UV radiation. Whilst at sea, novices often underestimate the strength of the sun and are vulnerable to severe sunburn, dehydration and in extreme cases, sunstroke. Moreover, excessive exposure to the sun can lead to skin cancer. Skippers are responsible for ensuring that their crew are adequately protected from the sun and are sufficiently hydrated.

3.26 Exposure

The cumulative effect of cold, wet and tiredness can lead to exposure, particularly among inexperienced crew members. The onset of exposure is progressive and the symptoms are seldom recognised by the casualty; in extreme cases it can lead to hypothermia. Skippers are to ensure that crew are aware of the symptoms and effects of exposure.

3.27 Alcohol

Challenge Wales has a Drugs and Alcohol Policy that is displayed on board the yacht. The Policy should be brought to the attention of all onboard the yacht at the crew briefing.

It is not permitted to bring alcohol onto any Charity yacht without the express permission from the Board

3.28 Helicopter Transfer

The procedure for transferring a person to or from a helicopter at sea will vary according to the type and nationality of the aircraft. It will also depend on whether a strop or lightweight stretcher is being used and this will depend on the condition of the casualty. A comprehensive brief of requirements will be given by the aircraft on Channel 67 after an initial call on Channel 16. General procedures are outlined in the yacht's almanac.

For safety reasons at no time should the highline be secured to the yacht; it should be allowed to pile on the deck or in a bucket tended by a crew member.

Allow the helicopter earth wire to dunk into the sea or to touch the yacht to prevent electrostatic shock.

Once the helicopter is in the overhead position it will be extremely noisy and very difficult to communicate on board.

3.29 Use of Tender

Lifejackets are to be worn when embarking, operating, and disembarking from a tender.

The use of a tender presents a significant risk of falling overboard. This risk is exacerbated if alcohol is consumed. Use of the tender must be supervised by the skipper or a suitably trained member of the crew.

The tender must be equipped with:-

- Hand held radio
- Oars, even when using an outboard
- Anchor and anchor line
- Sufficient fuel for the outboard
- Grab Bag
 - Foot pump
 - First Aid Kit
 - Hand Bailer & Sponge

Smoking is never permitted whilst using the tender, whether under oars or outboard motor.

Under no circumstances is the tender to be loaded beyond its designed level.

The intentions of the use of the tender clearly defined as to usage and timescale.

Tender should be used in good weather and landing only attempted with no swell.

Tender is only to be used in Daylight Hours and return time to be set to account for any delays.

3.30 Swimming

Swimming from the yacht is permitted under the following conditions.

- A check is made on the tidal flow past the boat and all are aware of the trend during the swimming period. Swimming will not take place if the current is 0.5 kt or more.
- The tender is launched and manned throughout the swimming period.
- Although it is a requirement that all can swim at least 50 mts to be on the yacht it must be assured that the intended swim is comfortably within the capability of those participating.
- Swimmers must remain within 1 boat length
- The Skipper must ensure that no one is being pressurised or intimidated into taking part when they do not wish to.
- Swimming will only under taken during daylight hours.
- At least 2 Challenge Wales personnel will remain on board through-out the swim period who will constantly monitor swimmers and have rescue sling to hand
- Scramble net and boarding ladder must be rigged and throw line to hand.
- Water temperature must be a minimum of 12 deg C and where there is a big difference in air temperature swimmer must slide in from tender and not jump from deck.

Swimming from beach may only take place where the beach has a lifeguard on duty or our tender is in attendance. (Adults on shore leave are free to make their own decisions on beach swimming provided they are no with under 18's from the boat)

If more than 20m from boat or 40m from lifeguard area. Tender must be within 20m and no more than 5 swimmers in the group to ensure tender can remove everyone in one go. Throw line to be added to tenders equipment

3.31 Knives onboard

Knives pose a significant risk and carrying knife is conditional to reduce the risk. Knives are located in the sharps box in the cupboard next to the fridge. We also have knives in some of the tools boxes.

There is one safety knife by the help in case of an entrapment and it is expected the skipper and mate to carry a knife on their person when sailing. The knife need to be appropriate and by lock open with serration which will cut cordage but must not have a point which could injure someone. When not in use they must be stowed securely.

The skipper will know where a spare knife is for use by the Mate if required.

All knife must be left onboard when going ashore.

No other crew may carry a knife which includes multi tools

3.32 Conduct of Personnel

3.32.1 Adult Groups

Adults are expected to behave in a responsible manner and in compliance with Challenge Wales policies, procedures, and Rules of the Boat. The Skippers authority is absolute and this must be recognised by all participants in Challenge Wales voyages. Failure to respect these requirements may compromise not only the enjoyment of others but may also affect their safety and that of the yacht. Any questions relating to the Skippers judgement or decisions with regards to these issues should be made in accordance with the Complaints Policy (CWP09).

3.32.2 Accompanied Youth Groups

The responsibility for discipline of young people whilst onboard a Challenge Wales vessel is that of the accompanying staff member. The staff member shall ensure that the Rules of the Boat and all commands of the Skipper are adhered to and any failings are addressed by the staff member to the satisfaction of the Skipper.

3.32.3 Unaccompanied Youth Groups

The ultimate responsibility for discipline of unaccompanied young people whilst onboard a Challenge Wales vessel is that of the Skipper, however, young people who are not accompanied are expected to behave as young adults and abide by the Challenge Wales policies, procedures, and Rules of the Boat accordingly.

Other members of the Challenge Wales crew will assist the Skipper in his responsibilities and will have the full support of the Skipper and Challenge Wales in their efforts. Respect and responsibility are two of the qualities that Challenge Wales hopes to develop in young people and behaviour is an important part of this.

3.32.4 Unsuitable Conduct

Conduct considered by the Skipper to be disruptive, contrary to good order or prejudicial to the interests or safety of Challenge Wales and other participants, shall entitle the Skipper to put ashore that person/persons in a port with adequate transport facilities for their repatriation. The cost of such repatriation will be the responsibility of the individual concerned or the organisation that the individual is seconded to.

3.33 Boat Rules

3.33.1 General

To enable the boat to run efficiently and effectively, it is important that certain procedures and rules are adopted. Some of these rules may seem trivial to you but they have been

adopted for a purpose. Remember that Challenge Wales is about the development of young people and some of these rules may be centred on that so it is important that we all abide by the rules and lead by example.

It is also important that everyone respects everyone's "space" and remembers that we are all in a confined environment with little privacy.

3.33.2 Consideration

Noise can be a particular problem, particularly on residential voyages, whether with youngsters or adults, this is especially the case whilst moored in a marina or at anchor when there is minimal ambient noise to mask other sounds. In these cases when others are sleeping, voices should be kept low and care should be taken when opening and closing cupboards and storage crates.

Gentlemen are asked to refrain from transiting through the ladies quarters and ladies are similarly asked to give the male section similar consideration.

Personal gear should be kept in your allocated storage crate and your bags should ideally be placed either in the bilges, the lazarette, or the sail locker, hopefully you have not brought a suitcase with you.

Aerosols can have a significant effect on individuals who suffer with even the mildest form of asthma or other respiratory disorder, with this in mind the use of aerosols on board the yachts is not permitted and joining instructions request that these items are not brought on board.

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