

Policy statement

The aims and focus of Akademia Jachtingu are to provide high quality of training, both on shorebased and practical courses, in the safest environment possible.

The Principal of AJ, Maciej Biechowski, has overall responsibility for ensuring the Center complies to RYA Recognition Guidelines, which covers the standards of training and safety during RYA courses.

The Chief Instructor is Maciej Biechowski, he has day to day responsibility for standards of training, ensuring the vessel complies to RYA Vessel Checklist and the general well being of the instructors and students development.

All sailing activities can be potential hazardous. After reviewing potential risks to staff and students, on shorebased and practical courses, the following Safety Policy has been installed. All staff will be inducted and expected to fully support and comply with the Safety Policy guidelines.

Safety Policy

The Centre will hold Accident/Incident Book and The Safety Committee will hold monthly safety meetings to review any of the above and to decide changes need to be implemented to policy. Should there be Major Incident/Accident then the Centre has the Emergency Action Plan in place to manage the above (reference)

Shorebased courses

All shorebased courses will be delivered in classrooms which have a clear route for emergency evacuation. Before commencement of the course, students will be briefed on emergency evacuation procedure and Assembly Area, location of First Aid post, identify First Aid Officer and highlight location of any firefighting appliances.

Practical Courses

Students will be aware of risk of walking to the pontoon and boarding yacht. Once onboard students will be delivered **Safety Brief** which will cover minimum of personal safety equipment, emergency procedures, liferaft location and deployment, MOB recovery, location and use of pyrotechnics, location and procedure for operation of radios, location of navigation and light switches, location and use of firefighting equipment, method of starting and stopping and controlling the main engine and the method of navigating to port of refuge.

See **Training Manual** for full brief list and details.

- Students preparing the food should be instructed in **Shipboard Food Hygiene manual**.
- Prior to embarking students the Instructor will ensure the vessel complies to RYA vessel checklist and a he or she is conversant with all items and Training Manual.
- All Instructors will be taking into account prior students experience the met forecasts/ sea conditions when planning the course activity and ensure the vessel/students are not placed in unnecessary risk.
- When in range the Instructor will log in daily with Principal.
- The Centers yacht will comply to MARPOL regulations.
- The yacht used for practical courses will have a Maintenance Log to show regular checks and maintains to critical machinery and safety equipment.
- The yacht will be operating under the regulations of IRPCS unless local port authority dictates otherwise.
- The Instructors will be aware of geographic yacht limits of operations. Using alcohol, possessing and using drugs or other illegal articles is strictly forbidden.

- Mast climbing will be done on two halyards and with the safety harnesses.
- When wind is abaft the beam the Instructor should seriously consider use of gybe preventer.
- Any accident should be reported to Centre Principal who will decide how it will be processed.
- On passage, regular log entries will be made and plots on the charts.
- In the event of accident/incident Instructor is to refer to **Emergency Action Plan**.

Operating procedures

Training Manual includes:

- Lifejackets;
- Liferaft;
- Pyrotechnics,
- DSC/VHF,
- Handheld VHF,
- EPIRB,
- MOB recovery method,
- Treatment to exposure or hypothermia,
- Helicopter evacuation,
- Location of skin fittings,
- Start/stop procedure on engine,
- Crunch zones,
- Firefighting appliances, causes of fire,
- Emergency steering,
- Grab Bag,
- Gas appliance safely,
- Wearing salopets in the galley ,
- Using the heads,
- Electricity, batteries,
- Fuel cut off,
- Rule 5 IRPCS,
- Dinghy, location,
- Wire cutter location,
- First Aid location,
- Deploying anchor,
- MOB alarm, chart plotter,
- Sails maintains,
- Deploying a storm jib.

I have read the health and safety/ Safety Policy Document and agree to comply with its guidelines.

Name

Date

Sign