

# Crew safety briefing

CREW: 1.

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COURSE DATES: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ NAME OF YACHT: \_\_\_\_\_

## Part A

- \*1 The skipper of a vessel should ensure that each person on-board is briefed on safety. Usually a note in the logbook to verify the briefing has been carried out is sufficient. At Blue Sailing we have a formal procedure which requires a signature from each crew member at the end of this form to **confirm they will comply with the briefing given.**
- 2 No smoking or lighting of cigarettes/cigars/pipes below deck or when working on sails for the security of the boat and the comfort of others
- 3 No recreational drugs of any sort may be brought on board any of the school boats
- \*4 The school runs a **dry boat during teaching hours.** After teaching is completed & boat secured alcoholic drinks maybe consumed with the evening meal
- \*5 **ONLY** Blue Sailing School lifejackets may worn and are to be used by all crew at all times, including when the vessel is manoeuvring in harbour, picking up mooring buoys or anchoring
- 6 **PLEASE RECORD :** **A.** any losses, damage or repairs to the yacht in the maintenance logbook **B.** any injury sustained by the crew in the ships logbook or if necessary the medical observation form found in the Almanac (2015 edition) page 127 **C.** near misses or incidents in the ships logbook also as they be used for further reporting to the authorities

## Part B - below deck

- \*1 **Action in case of fire :** 1. location of escape hatches 2. **location of all extinguishers/ fire blanket** 3. everyone on deck, avoid inhaling smoke, plus fire extinguishers 4. stop the boat (a breeze will fan flames) 5. move crew + liferaft as far as possible from fire 6. direct extinguisher round edge of fire to contain it rather than at centre 7. If engine fire use extinguisher with hose to direct powder through dedicated hole
- \*2 **First aid kits :** location of small kit + larger unopened **orange sealed SOLAS Cat 'C' kit**, this medical kit provides the necessary medical equipment for Category 'C' vessels and is an ideal addition to a grab bag. It contains multilingual instructions
- \*3 **Gas safety :** location of **gas detector & action card guidelines to follow/** in-line tap to be closed after cooking/ gas bottle to be shut off each night before sleeping/ in the event of a **gas leak** please : 1. raise the alarm 2. shut gas supply at bottle 3. no smoking/ naked flames/ do not switch on or off anything electrical 4. vent the boat
- 4 **Cooking at sea :** wear waterproof trousers & boots to protect against burns
- \*5 **Lifejackets :** location, numbering, fitting of crutch strap/safety harness, **a daily check** to see inflation bottle is securely tightened, light + whistle are attached
- \*6 **VHF radio procedures :** use of VHF to send a **distress message** by DSC(Digital Selective Calling) on VHF Channel 70, subsequent contact by voice over VHF Channel 16/ location of written MAYDAY procedure card & vessels own MMSI number/ perform **daily VHF check**
- \*7 **Distress signals :** familiarise yourself with (**Rules 36/37 and Annex IV (Distress signals)**) which says the following signals used or exhibited either together or separately, indicate **distress and need of assistance** eg: 1B) a continuous sounding of fog signalling apparatus 1C) rockets or shells throwing red stars fired one at a time at short intervals 1D) a signal made any signalling method consisting of the group . . . - - - . . . (**SOS**) in the Morse Code eg. sent by torch light or fog horn.. 1K) slowly & repeated raising/ lowering arms outstretched to each side
- \*8 **Lifesaving signals :** location : (**SOLAS V (Reg. 29)**) an illustrated table describing the life-saving signals SHALL BE readily available.. number of copies & where are they located onboard
- \*9 **Voyage/ Passage Planning :** (**SOLAS V (Reg. 34)**) - Safe navigation/ avoidance of dangerous situations places requirements on ALL vessels & their crew on ALL voyages. Skippers should note that this regulation changes the status of passage planning on small craft from simply good practice to a requirement under law for vessels proceeding to sea)
- \*10 **Navigation systems :** **GPS** basic controls/ use of MOB button, **RADAR** basic controls/ for collision avoidance, **NAVTEX** receive Maritime Safety Information Broadcasts
- 11 **Navigational lights :** (**Rule 25 Sailing vessels underway**) use the correct nav lights/ location of spare bulbs & temporary nav lights
- 12 **Torches :** location of small torches + spare batteries/ high power spot light
- 13 **Fog horns :** location and types of foghorn carried onboard + what signals to make (**Rule 35 Sound signals in restricted visibility**)
- \*14 **Seacocks & instruments :** locate all through the hull fittings/ how & when to close them/ **where spare dry bungs are kept**
- 15 **Spares, tools & bolt croppers :** location of general spares / specific engine spares/ sail repair kit/ tools/ when to use bolt croppers eg. in the event of a rigging failure

- \***16 Bilges** : location of ALL bilge pump take up points, how to operate/evacuate water with manual or electric pumps & reminder to **periodically check** condition of bilges during the day
- 17 Heads** : use of toilet/ avoiding the use of strong chemicals (MARPOL regulations) play your part.. **minimise your impact on the environment**
- \***18 Pre-sailing checks** : complete & record all checks found on the log sheet **prior to going to sea**

## Part C - above deck

- \***1 Anchor** : preparation of manual/electric lowering and raising of anchor/ type of anchor/ length of chain fitted/ safety issues/ lifting of pulpit bar on Melpazo only
- \***2 Harnesses** : clipping on points/ clip on before leaving cockpit/ never clip to guardrails or running or standing rigging/ if **possible clip on to and use the windward side**
- \***3 Hatches** : ensure hatches are closed when working on deck, **inform others when leaving hatches open**
- \***4 Sailing controls** : locate topping lift + safety issue when lowering if no rod kicker fitted eg Melpazo/ main halyard/ reefing lines / storm jib assembly
- \***5 Boom safety** : care to be taken at all times/ **use a gybe preventer line** as often as is practicable or **centre the boom** to minimise risk of boom strike to crew
- \***6 Bilge pump** : location and use of **manual bilge pump on deck**/ check handle attached to boat
- \***7 Liferaft** : where stowed/show vital details eg label with no. of people, expiry date/ how + when to launch/ once on-board adopt: **CUT - STREAM - CLOSE - MAINTAIN routine**: cut the painter, stream the drogue, close the door of the liferaft, maintain the raft and comfort levels
- \***8 Location of yellow grab-bag** : contents + what extra items to take eg handheld VHF, compass
- \***9 Flares** : location where kept / expiry dates / colour / approximate burn time/ safe handling and firing to attract attention
- \***10 MOB equipment** : location & demo of **light** /check throwing lines/danbuoys/horseshoes not tangled & can be **quickly deployed**/ discuss MOB QUICKSTOP method
- \***11 Boarding ladders** : MB4 fhas a fixed ladder on the transom, Melpazo has X2 portable ladders stowed in cockpit lockers/ always attach at least one to side of boat when anchored or moored as an MOB pre-caution
- 12 Fog routine** : (**Rule 19 Restricted visibility**) explain routine 1. keep clear of dense traffic try to get into shallow water/ make for a harbour 2. plan a course that keeps clear of hazards that will be dangerous in poor visibility 3. everyone on deck/increase lookouts/listen intently 4. take a fix/plot 5. slow engine at intervals/listen 6. make a sound signal at 2 min intervals - . . (sail) - (power) 7. (**Rule 7b Risk of collision**) Proper use shall be made of radar equipment if fitted/ operational/ long & short range scanning to obtain early warning of risk of collision 8. (**Rule 6 Safe speed**) adopt a safe speed.
- \***14 Engine** : pre-heat max 15 secs/ starting & stopping/ how to engage gears/ where to check water flow from exhaust/ cruising & maximum rpm to be used when necessary
- \***15 Shore power** : always run cable on opposite side of deck away from boarding side to avoid tripping hazard/ connect power cable to boat first then connect to pontoon plug/ for extra security when conditions are wet also switch off marina power trip switch before connecting any cables
- 16 Local marina Health & Safety policies** : be aware of the details & regulations for students & instructors that must be complied with when using marina facilities
- \***17 Look-out** : Every vessel SHALL at all times maintain a proper look-out by sight, hearing as well as by all available means appropriate..(**Rule 5 Look-out**) **And be seen : (SOLAS V reg. 19) Radar reflectors** : All ships irrespective of size SHALL have if practicable a radar reflector to enable detection by ships navigating by radar..location of our radar reflector
- 18 Protecting the marine environment** : (**MARPOL regulations Annex V**) A reminder.. don't throw ANY rubbish in the sea..this is obvious but includes some not obvious items like banana skins, apple cores.. things that you think bio-degrade well BUT don't for a very long time.. upto 2 years in salt water! etc...play your part **minimise your impact** on the planet..we currently only have one to live on & share...enough stuff falls off boats please don't add to the already appalling amounts of rubbish and pollutants in our seas
- 19 Safe attitude** : the skipper should make the crew feel safe and well whilst onboard the vessel.. **briefings should always be complete** and include a contingency plan if things don't go according to plan. **Don't rush things**, take your time, double check everything. **Good communication** is key to a smoothly run vessel, ask crew to repeat orders that you have given to minimise misunderstandings. Whilst onboard strive for high ideals, enjoy your achievements and if you are going to sit an exam ask yourself **what impression** do I create as skipper to an RYA observer?

As a minimum if time is limited please communicate all items marked with an \* to crew/students prior to a voyage being undertaken .. then ALL students must sign below to say that:

**I have received and understood the above safety briefing given by the instructor \_\_\_\_\_ and WILL COMPLY WITH IT.**

**STUDENT 1**

**STUDENT 2**

**STUDENT 3**

**STUDENT 4**

**STUDENT 5**

**DATE:** / /