



SAFETY POLICY – V3.0

INTRODUCTION

1. The RAFSA Offshore Division's Safety Policy and wider Hallberg Rassy (HR) 34.2 document set, which comprises: SOPs; Boat Folder; HR 34.2 Safety, Operating and Training Manuals; Food Hygiene Policy; and our Safeguarding Policy and Procedures for children and adults, underpin the safe maintenance and operation of RAFSA yachts. **This policy is mandatory for all who sail on RAFSA yachts.** It is incumbent on all members of RAFSA(O) and those using RAFSA(O) assets and facilities to read, understand and implement RAFSA(O)'s Safety Policy. Our policies reflect the requirements set out in Law, by the MOD, and by the RAF; We have incorporated good practice set out by the RYA and other yachting organizations. The provisions within our document set should, therefore, have a wider applicability to yachting and seamanship in general.

2. Risks are mitigated as far as possible through the proper training and competence of skippers and crew and the adherence to, our comprehensive policies and procedures. RAFSA(O) operates a just safety culture; **failure to comply with Orders, Policy, Procedures and Guidance, without justifiably good reason, may leave those responsible open to claims of negligence, disciplinary action and/or personal financial cost.**

G BURGESS
Wg Cdr
Rear Cdre Offshore

14 Apr 21

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Part 1 – RAFSA(O) Safety Policy

Part 2 – Offshore Sailing Risk Assessments.

Attachments:

1. RAFSA Safety Management Plan V7.0 dated 1 Feb 21.
2. AOC 22 Gp Directive 17/06 – Total Safety.
3. RAFSA(O) Functional Safety Occurrence Report (FSOR) Form (FSIMS compatible - held in the Boat Folder).

PART 1 – SAFETY POLICY

References:

- A. DSA01.1 - Defence Policy for Health, Safety & Environmental Protection V1.0 Aug 16.
- B. AP 3415 - Sport in the RAF, V 3.2, Aug 19.
- C. AOC 22 Gp Directive 17/06 - Total Safety.
- D. [RAFSA Safety Management Plan V 7.0 dated 1 Feb 21.](#)
- E. RYA Publication G27, Cruising Instructor Handbook, latest edition.
- F. RYA Publication G158, Yachtmaster Scheme Syllabus and Logbook.
- G. Maritime Coastguard Agency (MCA) Maritime Guidance Note (MGN) 280.
- H. JSP 419 Pt 1 (V3.0 dated Oct 19) – A/T in the UK Armed Forces - Directive.
- I. JSP 419 Pt 2 (V2.0 dated Oct 19) – A/T in the UK Armed Forces - Guidance.
- J. AP3342 Secn 5 Part 1 dated 1 Oct 19 – RAF APDT – Policy & Guidance.
- K. AP3379 Lflt 2410 dated Nov 18 – Conducting FD Activities for the Whole Force.
- L. RYA RGN B1.
- M. [AP 8000 – AIR TLB Safety and Environmental Management System V1.5, Jan 21.](#)
- N. [JSP 751 Joint Casualty and Compassionate Policy and Procedures, Part 1, Vol 1, V22 Sep 20.](#)

POLICY PROVENANCE

1. **The Law and MOD Policy.** Defence is bound by UK health and safety laws and the Secretary of State's (SofS) Policy statement for Health, Safety and Environmental Protection (HS&EP) applies to everyone and all organisations within Defence. SofS' Policy Statement and the Defence Safety Authority (DSA) Charter authorizes DG DSA to be the Defence Authority for HS&EP. Reference A sets out the MOD's HS&EP Policy which explicitly identifies Top Level Budget Holders (TLBHs) as having responsibilities for meeting this policy for Duty Holding, where appropriate, and compliance with the statutory requirements. CAS has delegated safety management in sport to individual Duty Holders through the Operating Duty Holder, AOC 22 Gp, who sets out the policy for Sport in the RAF, including the Sport Safety Management System (SMS), at Reference B and his Total Safety Directive at Reference C. This RAFSA(O) Safety Policy Document enacts the requirements set out in legislation, MOD Policy, RAF policy and National Governing Body (NGB) Guidance set out in RYA Guidance Notes (RGN). **It is equally applicable to Service Personnel and Civilians undertaking RAFSA(O) activities.**

RESPONSIBILITIES

2. **General.** Commodore RAFSA is the Responsible Person (RP) responsible for the overall safety of all RAFSA activities. RAFSA Vice Cdre is the Senior Safety Manager responsible for ensuring that the RAFSA Safety Management Policy (SMP) is put into practice. Rear Cdre RAFSA Offshore (O) is responsible for overseeing the promulgation and implementation of safety policy for all RAFSA(O) activities in accordance with the RAFSA SMP at Reference D. RAFSA(O)'s Training Principal is the nominated Principal of the RYA Recognized Training Centre (RAFSA(O)'s Training Division) and is responsible for the co-ordination and promulgation of RAFSA Offshore Safety Policy through Rear Cdre RAFSA(O). Reference D sets out in detail, the key roles and responsibilities within RAFSA.

3. **RAFSA(O) Key Roles and Responsibilities.**

a. **RAFSA(O) Committee.** The RAFSA(O) Committee is to review the RAFSA(O) safety policy annually, ensure continuous improvement is pursued and a mechanism for raising amendments is in place.

b. **Training Officers.** Training Officers **are to** be familiar with the RAFSA SMP and are to include the RAFSA Participation Statement in course joining instructions.

c. **Skippers and Instructors.** The responsibilities of the Skipper are detailed in RAFSA(O) SOP 1. Skippers are to ensure all participants are familiar with the risk assessment at Part 2, agree to comply with RAFSA(O)'s Safety Policy and understand and acknowledge the RAFSA Participation Statement.

d. **Crew.** As a condition of sailing with RAFSA(O), all crew agree to comply with RAFSA(O)'s Safety Policy.

d. **Racing Manager.** The Racing Manager is responsible to the Rear Cdre Offshore for the formulation of any additional safety policy pertinent only to offshore racing activities.

e. **Expeditions Member.** The Expeditions Member is responsible to Rear Cdre Offshore for the formulation of any additional safety policy pertinent only to RAFSA Expeditions. This should include RAFSA's compliance with the RAF Adventurous Training (AT) Safety Policy as provided in Reference A.

ORDERS, GUIDANCE AND PROCEDURES – APPLICABILITY AND COHERENCE

4. **Applicability.** The complete RAFSA(O) Document set is the reasonable means by which the RAFSA(O) implements the RAFSA SMP. This policy mandates adherence to the orders, guidance and procedures set out in the document set listed in Table 1 below.

RAFSA(O) Document Set		
Ser	Document	Digest
1	RAFSA(O) Safety Policy	Policy direction mandating compliance with the RAFSA SMP and RAFSA(O) Document Set listed in this table
2	HR 34.2 SOPs	Standard Operating Procedures for HR yachts – how you should operate the vessel
3	HR 34.2 Boat Folder	Useful reference information and forms that require completion
4	HR 34.2 Safety Manual	The location & operation of the yacht's critical safety equipment and critical safety procedures
5	HR 34.2 Systems Manual	Guidance and procedures for the operation of the yacht's systems
6	HR 34.2 Training Manual	Guidance and procedures for the routine operation of the yacht at sea
7	Food Hygiene	Guidance and procedures for the handling, storage and preparation of food onboard the vessel
8	Safeguarding Children – Policy & Procedures	Safeguarding Policy and Procedures
9	Safeguarding Adults – Policy & Procedures	Safeguarding Policy and Procedures

Table 1 – RAFSA(O) Document Set

This direction is applicable to all Service Personnel and Civilians undertaking RAFSA(O) activities. All RAFSA(O) HR 34.2 skippers will be asked to sign as having read and understood this document set and in doing so, they agree to be bound by the orders, guidance and procedures therein. Those who fail to follow the published orders, guidance and procedure may lose their refundable deposit or face recovery action for damage judged to result from negligence. Copies of all documents are kept on board each yacht and are available in soft copy.

5. **Standard Operating Procedures.** The RAFSA(O) Standard Operating Procedures (SOPs) set out how we conduct offshore sailing. They are a distillation of legislation, regulation, policy, guidance, commonsense and hard learnt lessons. Critically, SOPs enact key elements of the RAFSA SMP and deviation from them should be carefully considered and justified. Nothing within

the SOPs should detract from the Skipper's duties and responsibilities in law or from good seamanship and commonsense.

6. **Safety Policy Documents.** Reference B sets out the relationship of RAF Sport with other Defence Authority Policy and Guidance. Additionally, several external bodies have legitimate influence on our activities; details are set out below.

- a. **RYA Training.** In addition to References A - D, RYA training courses are carried out in accordance with References E and F and the RYA Recognition Guidance Notes (RGN) Training Notices (TN) and Training Guidance (TG).
- b. **Charter.** Bare boat charter by RAFSA members is to be managed in accordance with Reference G. A comprehensive document set, including three HR 34.2 Manuals and reach back assistance by telephone, serves to mitigate the inability to ensure face to face yacht handovers.
- c. **Racing.** Racing is to be managed in accordance with ORC/RORC/ISAF regulations and the sailing instructions. The HR yachts are not to be raced.
- d. **Expeditions.** All AT expeditions managed by RAFSA are to be managed in accordance with References H - K.
- e. **Force Development.** Closely allied to AT, Force Development (FD) is governed by Reference K.

YACHT CODIFICATION & YACHT CONDITION SURVEYS

7. **RAFSA(O) Cruising Yachts.** Cruising yachts are to be codified in accordance with Reference G. The management of codification is to be carried out under the direction of the Fleet Manager who is to ensure that cruising yachts comply with the MGN 280 at all times. The yacht OIC, under direction from the Fleet Manager, is to ensure that the yacht for which he is responsible is codified and that annual yacht condition surveys are carried out to assess the standard of the yacht.

8. **RAFSA(O) Training Yachts.** Training yachts require an annual RYA inspection as part of the annual Recognized Training Center (RTC) inspection. The Training Principal is to arrange these inspections in conjunction with the OIC, Fleet Manager and relevant Chief instructor, who is required by the RYA to be present at the RTC inspection.

9. **RAFSA(O) Racing Yacht.** The racing yacht is to meet ORC/RORC/ISAF safety requirements. The Fleet Manager, through the OIC, is responsible for ensuring that the yacht meets these requirements and that annual yacht condition surveys are carried out to assess the standard of the yacht.

RECOGNISED TRAINING CENTRE INSPECTIONS

10. Reference L requires RTC to be inspected annually. The RAFSA(O) Training Principal is to:
- a. Take responsibility for ensuring appropriate preparation is conducted by the RAFSA(O) Training Division, Fleet Manager and Yacht OIC.
 - b. That RYA annual inspections are arranged and carried out annually.
 - c. That any action plans or re-inspections are completed so as to minimize the impact on training.

UNSAFE ACTS OR CONDITIONS, NEAR MISSES, INCIDENTS AND ACCIDENTS

11. Reference M sets out the RAF's policy for a Safety and Environmental Management System to meet the requirements mandated at Reference A. The RAF's SEMS brings together the various safety domains under the Total Safety construct. RAF Association Sport sits under Functional Safety, which is supported by a Functional Safety Information Management System (FSIMS) enabling the analysis of all Functional Safety Occurrence Reports (FSOR) to support preventative action. FSOR are required for: unsafe acts¹; unsafe conditions²; near misses³; accidents⁴ or incidents⁵. RAFSA(O) HR 34.2 SOPs define the reporting requirements; RAFSA(O) FSOR forms and guidance is in the Boat Folder.

12. All RAFSA(O) Yachts are to carry MCA mandated First Aid kits and Manuals. The location of these is to be identified to all crew members during the safety brief in accordance with the SOPs. The OIC of each yacht is to ensure that First Aid kits are routinely checked and replenished.

13. Next of kin procedures for Adventurous Training expeditions, including RYA courses, are detailed in Reference N and are to be complied with. For charter, next of kin details are managed by the Charter Manager. For racing, next of kin details are managed by the Racing Secretary. Accident/Incident notification procedures are detailed at Reference D (RAFSA SMP at Encl 1).

SKIPPER QUALIFICATIONS, MINIMUM CREWING REQUIREMENTS AND SAILING AREAS

14. The skipper qualification, minimum crew requirements and associated sailing areas contained in SOPs are to be adhered to.

CREW BRIEFINGS AND TRAINING

15. Skippers are to comply with the briefing and training requirements set out in SOPs.

¹ Unsafe act – is any act that deviates from a generally recognised safe way of doing a task and possibly increases the likelihood of an accident.

² Unsafe conditions – are fundamentally associated with the quality of the working environment and may be defined as 'any environmental conditions that may cause or contribute to an accident or occupational illness/disease'.

³ A Near Miss is an unplanned or unforeseeable event that could have, but did not, result in human injury, property damage or other form of loss.

⁴ An Accident is an unplanned or unforeseeable event that caused injury or occupational disease to a person or which caused / had the potential to cause a RIDDOR, Dangerous Occurrence.

⁵ An Incident is an unplanned or unforeseeable event which causes loss or damage to property, plant or equipment, or the environment due to shortfall in safety measures.

PART 2 – OFFSHORE SAILING RISK ASSESSMENTS

GENERAL

Serial	Hazard	Applicability	Current Control Measures	Further Action
1	Drowning	All personnel	SOP guidance for wearing of lifejackets and safety harnesses.	
2	Working at Height	Personnel ascending the mast	SOP guidance for ascending mast.	
3	Fire and Burns	All Personnel	SOP guidance on fire safety precautions. Inclusion in Safety Brief.	
4	Winches	Crew members, particularly novices	SOP guidance on winch operation. Inclusion in Safety Brief.	
5	Boom Head Injuries	All Personnel	Inclusion in Safety Brief. Covered as part of RYA Training Courses for skippers.	
6	Friction Burns / Crush Injuries	All Personnel	Inclusion in Safety Brief.	
7	Gas Explosion	All Personnel	SOP Guidance on gas safety precautions. Inclusion in Safety Brief.	

AT SEA

Serial	Hazard	Applicability	Current Control Measures	Further Action
8	Breaking Waves	Skippers who have not received yacht stability training	Copy of RYA Stability & Buoyancy Booklet G23/00 aboard each yacht.	
9	Man overboard	All Personnel	Wearing of lifejackets and harnesses SOP. Man overboard	

			recovery training	
10	Collision	All Personnel	SOP guidance for crew brief on lookout at sea.	

IN PORT OR ANCHORAGE

Serial	Hazard	Applicability	Current Control Measures	Further Action
11	Alcohol or substance abuse.	All personnel	SOP guidance on consumption of alcohol or prohibited substances	
12	Operation of Tender	All personnel using a Tender	SOP guidance on use of Tender.	
13	Yacht Lifting	Personnel involved in crane lifts	Employment of professional marina staff.	
14	Chemicals	Personnel working alone		OIC to draft COSHH Assessments
15	Anchoring	All personnel	Guidance in SOPs	

HEALTH

Serial	Hazard	Applicability	Current Control Measures	Further Action
16	Diseases	Crew sailing in non-UK waters	Project Officer liaises with Med Centre for vaccination and inoculation management	Joining Instructions
17	Personal Hygiene	All crew	Skipper briefing and SOPs	
18	Food Hygiene	All crew	Skipper briefing and SOPs	
19	Sea Sickness	All	Skipper briefing and SOPs	
20	Exposure and Heat	All whilst in hot climates	Skipper briefing and SOPs. Copy of RYA Sea Survival Practical Course Notes (SSPCN) aboard each yacht.	

21	Hypothermia	All whilst in temperate climates	Skipper briefing and SOPs. Copy of RYA Sea Survival Practical Course Notes (SSPCN) aboard each yacht.	
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SECURITY

Serial	Hazard	Applicability	Current Control Measures	Further Action
22	Terrorism	All	SOP guidance	
23	Piracy	All	SOP guidance	
24	Theft	All	SOPs and crew brief	
25	Yacht Alongside	All	SOP guidance	

I Certify that iaw Reference M, Lflt 8012(2), all risks are assessed as Tolerable and ALARP.

G BURGESS
Wg Cdr
Rear Cdre Offshore

14 Apr 21