



GRSA

Training Center

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HEALTH AND SAFETY

ANNEX B

Safety Policy Statement

The objective of GRSA (Greek Sailing Academy) is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for the purpose.

We also accept our responsibilities for the health and safety of all students and other people who may be affected by our training sessions.

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should also bring to the attention of the Center any suspected hazards that they consider are not covered by Center's safety procedures.

The Structure of this Center as described in SOP delegates responsibilities to Principal, the Chief Instructor (CI) and with the assistance of the Technical officer to maintain all necessary safety equipment at Center building premises, where student welcome takes place and onboard our sailing training fleet.

GRSA Offices will be operating as support center during any sailing course. GSM and VHF (where applicable) methods must be checked and maintained with training boat. 1 Person must always be on premises to respond on calls and support training boats as necessary. All necessary information regarding student health issues must be collected before student arrival at the Center.

To ensure that all information regarding health and safety are shared properly 2 briefings will take place before training sessions. One at the welcome area and one onboard.

The Principal is responsible that all insurance policies and 3d party insurance policies are in effect for all training boats.



Guidance Notes for Instructors & and Students.

Pre-session Office briefing:

- 1) Know where the first-aid kits are stored.
- 2) Advise the students where the Center's changing rooms, toilet and washing facilities are, and the location of the first-aid kits.
- 3) If there are any hazards reported via the HAZARD IDENTIFICATION REPORTS make sure to share in briefing if issues are not rectified.
- 4) Ensure that all students have a list of emergency phone numbers and Center contacts.
- 5) Ensure that students are suitably clothed for the conditions.
- 6) Ensure that you know of any student's medical condition which requires special awareness.
- 7) Ensure that all students and instructors are aware of the designated sailing area and what to expect during sessions.
- 8) Ensure that all students are informed about the briefing at the boat before proper onboarding.
- 9) Ensure that students avoid unnecessary lifting of heavy weights. Marina facilities have trolleys to ensure safe transportation of all equipment.
- 10) In case of Fire students and all Center crew must know location of fire extinguishers at the offices!

Onboard briefing:

- 1) Ensure that all students have properly fitting life vests and buoyant aids.
- 2) Demonstrate boat and where to sit during sessions.
- 3) Demonstrate location of life vests and fire extinguishers onboard.
- 4) Ensure that not loose lines and all equipment is in place and secured.



HEALTH & SAFETY - EMERGENCY PROCEDURES

1. If the event of a severe occurrence, and where appropriate, the CI or instructor on board must notify immediately the Center and if necessary, bring all students at shore.
2. Give First Aid treatment to the injured as required.
3. Dial 666 to call emergency services, or if necessary, radio to shore to ask someone to make the 666 call.
4. Greek Sailing Academy - 77Km Athens - Sounio Avenue, 195 00, Olympic Marine Lavrio Attiki Greece. The Center's telephone number is 2292 0 24181. Marina has an emergency Doctor and there is an Emergency Health Center at Lavrio for first aid.
5. There are First-Aid kits situated as follows:
 - (a) In the Center Offices at the Marina.
 - (b) In every training boat.
6. CI and Technical officer are delegated with the task of replenishing First Aid kits as necessary

Dealing with the Aftermath of a Major Incident

- 1) Obtain statements from competent witnesses.
- 2) Instructors should inform the Principal in detail immediately, should interview witnesses and others involved somewhere away from the press to obtain as full a picture as possible.
- 3) A written initial statement should be prepared which can be given to the press if required
- 4) Don't hold a press conference but do decide who will speak to the press.
- 5) Try to prevent other well-meaning but ill-informed center members from making public comments.
- 6) Try to keep a record of who has been spoken to, or who has contacted the center etc.
- 7) If the incident involves the center as an RYA Training Centre, inform RYA Training who can assist with compiling a statement to the press.
- 8) If there has been a fatality, the police will be involved, and they will inform the next of kin. Do not publicize the name of the casualty until you know that this has been done, even if the press appears to know who it is.



Miscellaneous

GRSA maintains a full report book of Incidents and Accidents.

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Potentially serious incidents or near-miss incidents should be recorded in this log. The objective being for the circumstances to be analyzed to see if such incidents can be avoided in future or to ensure that appropriate emergency procedures are in place. The log is kept in the Center offices.

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| Description of Accident or incident | | | |
| Instructor of Center representative present. | | Date and time of incident/accident | |