



Morning Star Trust

Safety Management Information for groups.

Contents:

Safety Policy

Child Protection Policy

Certification

Safety Equipment

Risk Assessment

Insurance

Contact Details

Contents

- 1. Safety Policy Document**
- 2. Safety equipment**
- 3. Certification**
- 4. Insurance Policies**
- 5. Child Protection Policy**
- 6. Risk Assessment (UK)**
- 7. Risk Assessment (Offshore)**

Morning Star Trust Safety Policy Document

Revised August 2003

Responsibilities:

1. Regardless of anything specifically mentioned in this policy, all members of staff (full time, part time or voluntary) are responsible for being alert to anything that threatens safety in any area. Any safety problems, actual or potential, must be reported at the first opportunity to the appropriate responsible person.
2. *Note: This policy uses actual names rather than job titles. When personnel or job descriptions change, revisions to the policy will be issued.*
3. Overall and final responsibility for safety rests with the committee of the Morning Star Trust, who may wish to nominate a member for this role.
4. On site responsibility lies with Nick Gainsford, including all general areas such as floor coverings, lighting and electrical arrangements, use of computers, heating and ventilation.
5. At sea, the skipper of a vessel is responsible. He/she accepts this when signing the safety check list.

Accidents, injury, medical

A. On board:

1. Marine Coastguard Agency requirements are met in respect of medical stores and carriage of trained first aid personnel.
2. Maintenance of medical stores is via routine reporting of usage and defects. During the season, Steve Thompson is responsible for replenishment. When out of commission, medical stores are checked and restocked by Dr Christine Hermes.
3. **All accidents, however trivial, including details of injury and treatment, and of any near misses, are to be recorded in the vessel's accident log.** Report to Marine Accident Investigation Branch will be necessary in cases involving loss of consciousness or admission (overnight) to hospital. See Serious Accident Procedure para 6.5.

B. At base:

1. A first aid box is located in the office.
2. The names of staff members who hold current first aid qualifications are posted by the first aid box.
3. The office first aid box is to be checked and replenished by Nick Gainsford.
4. The accident book is kept at the first aid box and is to be completed for all incidents, however trivial, including near misses. Report to HSE may be necessary.

C. Serious or fatal accident:

The Trust's policy is located in the vessel's manual and in the office, and should be followed.

Safety - Base operations:

1. All **motor vehicles** must observe the Dockyard speed limit (10mph). Great caution is required when the Dockyard is open to visitors.
2. Staff on **bicycles** must be cautious and considerate towards others in the Dockyard. They must be aware of the danger of the railway lines. At no time are loads affecting the stability or control of the bicycle to be carried.
3. The proper and safe stowage and repair of all **tools, equipment and materials** is the responsibility of Steve Thompson. He is also to control the safe use of all these items. Others may only use these items once he has cleared them to do so.
4. **Data sheets** on all chemical substances used or stored are held in the office and on board and are to be maintained by Steve Thompson. They are to be brought to the attention of users.
5. **Protective clothing** (overalls, masks, goggles, ear defenders, gloves), also barrier creams and skin cleansers, are to be provided, and used as directed by Steve Thompson.
6. Each individual is responsible for **tidying and cleaning** up their work area on completion of each task and/or at the end of each day.
7. Maintenance of **fire equipment** and notices is the responsibility of Nick Gainsford. In the event of fire in the workshop, if prompt use of the extinguisher is not immediately effective, staff must leave without delay, close the door and raise the alarm.
8. As far as practicable, **petrol and bottled gas** must not be stored in the workshop. If this is unavoidable, work involving heat or naked flames must not be carried out in the workshop.
9. **Staff working alone** in the workshop or on a boat must keep other staff informed of their movements, and should be able to contact other staff (e.g. by mobile phone) if an emergency arises.

Safety – Tenders used at base:

1. Any tender may only be driven by those with specific permission from Steve Thompson.
2. Personal buoyancy aids are to be worn at all times by all those using the tender. The kill cord is always to be used.
3. The tender must be driven slowly, with minimal wash, in the vicinity of pontoons and of moored or moving boats.

Safety - sailing vessels:

1. **General:** Morning Star Trust vessels hold Small Commercial Vessel certificates under the DTp Code of Practice for Small Commercial Vessels. Continued compliance with this code is the responsibility of Steve Thompson.
2. **Qualifications:** The manning of vessels by those qualified as required by the Code, and suitably experienced, is the responsibility of Steve Thompson. He is also responsible, together with the individuals concerned, for the updating of those qualifications that expire with time.
3. **Briefing:** All crew joining a Trust vessel are to be briefed before sailing on:
Fire precautions and fire fighting arrangements
Use of personal and boat safety and emergency equipment.
At the first opportunity after sailing, a man overboard recovery exercise should be carried out.
4. **Harness/lifejacket rules:** Crew should be encouraged to wear the unit routinely at all times on deck. Specific occasions when the unit must be worn and used are:
 - On the bowsprit (Morning Star only) when the vessel is under way. **Note:** On the bowsprit the short lanyards provided are to be used.
 - On deck at night, regardless of conditions.
 - On deck by day at skipper's discretion, and in anything beyond moderate conditions.
 - At sea in fog, in severe conditions, or in any circumstances where it may become necessary to abandon the vessel.
 - At all times in tenders. The harness lanyards may be detached and left on board the parent vessel.
5. **Well being of crew:** The skipper is responsible for ensuring the general safety of crew members, including such areas as suitability of clothing and proper rest periods below. The effect of seasickness should be monitored.
6. **Specific hazards** (Morning Star). (Items marked * also apply to other Trust vessels.)
Under the skipper, all SLT (Sailing Leadership Team) members are responsible for constant monitoring of crew (especially those without experience) in precautions to reduce risk of the following and other hazards:
 - *Booms (accidental gybe, or random movement when sails not full)
 - Runner levers - danger of allowing lever to spring up under load with risk of injury to operator.
 - Companion steps - danger of crew falling, until familiar.
 - *Risk of trapped fingers, hands or feet (bollards, winches, cleats, blocks, anchor, chain, and heavy items of gear generally).
 - Falling, below decks in a seaway.
 - *Bare feet on deck – not permitted.
 - *Fishing - should be discouraged unless the angler is experienced.
 - *Galley - Use of sharp knives, handling of hot items, gas precautions. Need for particular care in a seaway.
 - *Going aloft – see detailed guidance on page C5 of the main manual

*Continued over

- *Hygiene - Observance of good hygiene practice, especially in the handling and preparation of food.

Caveat note - this list does not mean there are no other hazards, or that the sailing leadership team have no responsibility for hazards not listed. [See Risk Assessment].

7. **Use of tenders:** Vessels' tenders may only be used by experienced persons, or under the direct supervision of SLT. Personal buoyancy aids or lifejackets are to be worn at all times. Crew are to be instructed in the importance of careful movement within the tender and the danger from rotating propellers.

Smoking

There is to be no smoking in any of the Trust's shorebased premises, or below deck on any of the Trust's vessels, or in or near any inflatable tender, or any tender fitted with an outboard motor.

Alcohol

No alcohol is to be consumed on board at sea by any person. In harbour, consumption is at the skipper's discretion, having particular regard to the nature of the crew and the sailing plans of the vessel.

Drugs

No illegal substances are allowed in the Trust's premises or on board any vessel at any time. Contravention of this rule may be reported to the Police.

Morning Star Trust Child Protection Policy

1.0 Introduction

Morning Star Trust (MST) is committed to protecting young people from physical, emotional or sexual abuse. This policy document applies to work with all children and young people under 18 but should also be regarded as the normal guidelines for work with young people over 18.

This document contains policy, guidance and procedure on matters relating to child protection. It applies to all paid and voluntary members of staff. Every member of staff shall have, be committed to and be familiar with this policy and its contents.

2.0 Policy

- 2.1 MST aims to provide services for children and young people that promote and safeguard their welfare.
- 2.2 It is the responsibility of all people involved in the work of the MST to prevent the physical, emotional and sexual abuse of young people and to report any abuse discovered or suspected.
- 2.3 MST is committed to supporting and providing up-to-date training on child protection issues to all its paid and volunteer staff.
- 2.4 Appointments of would-be and volunteer sailing staff will be preceded by a CRB disclosure for offences against young people. Staff will continue to be monitored during their period of service.
- 2.5 MST will ensure that all paid and voluntary staff members rigorously apply procedures and guidance set out in this document.
- 2.6 Sailing mates will report to the Skipper. Skippers will report to the Child Protection Co-ordinator.

3.0 Definitions of Child Abuse

3.1 Child Abuse is categorised by the Department of Health as:

- Neglect: The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger; including cold or starvation, or the failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.
- Physical injury: Actual or likely physical injury to a child, or failure to prevent physical injury to a child
- Sexual abuse: Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/ or developmentally immature.
- Emotional abuse: Actual or likely severe adverse effect on the emotional and behavioral development of a child caused by persistent or severe emotional ill treatment or rejection.

In the context of this policy statement, child abuse refers to the wilful act, or failure to act, of parents, carers, or any other adult, which results in or is likely to result in physical or serious emotional harm. It should also be understood that children are capable of abusing other children. However, this should not be mistaken for the usual explorative behaviour of adolescents towards one another.

4.0 Recognition of Child Abuse

- 4.1 Recognition of suspected or actual child abuse is the responsibility of all paid and voluntary staff of the MST.
- 4.2 Recognition depends upon:
- The child's welfare being the paramount consideration
 - Being fully aware of the signs and symptoms of child abuse
- 4.3 Department of Health guidance advises that the character of an injury must be measured against the explanation for it. This list of possible injuries, etc. is not exhaustive but gives an indication of injuries and circumstances that may arouse the suspicion that a child is at risk of, or is suffering harm:
- Bruises: including finger patterns from possible violent gripping or shaking.
 - Wheals: often linear indicating abuse with a whip, bar or other raised edged implement. Initially raised and white, but after a period of time may be seen as faint linear bruising.
 - Bite marks: typically, human bites form two hemispherical lines on the skin.
 - Black eye: two simultaneous black eyes are not usually caused by accident.
 - Burns: eg. Circular burns from cigarettes, linear burns from electric fire element.
 - Scalds:
 - Injuries to ears: bruising or tears indicating pulling and/ or twisting.
 - Injuries to genital area.
 - An emotionally abused child may display a variety of behavioural patterns including disruptiveness and other attention seeking.
 - Neglect may be manifest through lack of personal hygiene, ill health through malnutrition, overly developed survival mechanisms, ill fitting/ inadequate clothing, etc.

5.0 Guidelines

- 5.1 Avoid being alone with a child where their activity can not be seen (eg. in the aft cabin with the wash boards in and the hatch down). In a counselling situation with a young person, where privacy and confidentiality are important, be out of earshot but in view of others (eg, aft cabin with wash boards out and hatch open).
- 5.2 Do not engage in rough, physical or sexually provocative games, making sexually suggestive comments about or to a young person, even in 'fun', inappropriate or intrusive touching in any form or letting young people involve you in overtly physical or sexual attention seeking.
- 5.3 Do not control and discipline young people using physical punishment.
- 5.4 Be aware of child protection issues when giving lifts to young people on their own, other than for short journeys (eg. to the station). If they are alone, ask them to sit in the rear of the vehicle.

6.0 Procedure on the disclosure or discovery of abuse

- 6.1 If abuse is disclosed or discovered or suspected:

Follow the procedure and take heed of the guidance

- Do not delay
- Do not act alone
- Do not start an investigation

- Consult with the person to whom you are responsible
- If appropriate they will call social services
- On no account talk to the press/ media/ parents/ relations. Refer them to the office

7.0 Guidance

It is not possible to write down exactly what to do when a young person tells you about abuse. The following points are offered as guidelines.

- 7.1 Do not put words into the child's mouth, even if you think it is being helpful. At some future point it will be necessary for the child to be interviewed in detail by police and/ or social services. Therefore the initial questioning should be kept to the minimum required to get a clear picture of what has been happening.
- 7.2 You can not promise confidentiality or to keep secrets. Let the person talking know that you have a responsibility to inform the Skipper or CP Co-ordinator early on in the conversation. Explain that this is in their best interests.
- 7.3 Take the child seriously, look at them directly, tell the truth, be sympathetic and supportive and assume that they have been threatened not to tell anyone. Try to find out what they are afraid of do that you will know how best to help and make notes as soon as possible – try to write down exactly what the person said.

7.4

Helpful things to say:

I believe you
 I'm glad you told me
 I'm sorry it happened
 It is not your fault
 I care and I will help
 You were right to tell, it's OK to tell

The abuser was wrong (don't say bad)

You were brave to tell

Things to avoid saying:

Why? How? When? Where?
 Who?
 Are you sure?
 Why didn't you say so before?
 I can't believe it!
 This is really serious!

I am shocked!

Don't tell anyone else

Avoid making false promises

7.5 At the end of the conversation:

Tell the person again that you believe them, let them know what you are going to do and, as far as is possible, what is going to happen next. Praise the person for telling and surviving the abuse. Always finish on a positive note.

8.0 What will/ may happen next:

- 8.1 If the individual has come with a group such as the Behavioural Support Service or a school, the CP Co-ordinator may discuss it with the group leader who may know of action already being taken.
- 8.2 If the individual has come with no such group, the CP Co-ordinator may take the decision to call the appropriate professional services, eg. Social services and./ or the Police.
- 8.3 The professional services will then take control of the situation and may make investigations including talking to the person who originally suspected abuse or to whom the young person talked. The professional services will also talk to the young person and an investigation may include a medical examination and family assessment. There may eventually be criminal prosecution of the abuser.

9.0 Additional Guidance for Child Protection Co-ordinator and Team Leader

Advise when handling confrontation:

The Press should be given only the facts preferably a written statement which will have been prepared by the Child Protection Co-ordinator in conjunction with the Chairman. On no account must any opinion be expressed.

Be as neutral and helpful as possible with parents and relatives. Do not allow a parent or relative to see anybody concerned with the incident without an independent witness being present and in the event of a parent or relative trying to force a confrontation with you or a witness who does not wish to see them, say nothing and summon the Police immediately.

Some Important Legal Points

Do not admit any form of liability.

Inform yourself of all the facts and evidence from all connected staff and witnesses.

Retain the necessary written documents and statements and anything else that may be considered as evidence.

10.0 Guidelines for Child Protection Co-ordinator

- 10.1 Provide support and advice to the person who discovered and/ or reported their suspicions of abuse – take them seriously.
- 10.2 Ensure a written summary of the disclosure is completed ASAP.
- 10.3 Inform a group leader/ teacher and liaise with them with regard to their own Child Protection Policy.
- 10.4 Advise the Team Leader and Trustees, via the Chairman, of the situation.
- 10.5 Inform Social Services and/ or Police and Co-ordinate any further liaison with them (Numbers on previous page).
- 10.6 Keep all appropriate records about the Trust's involvement in the situation so that they are available should Social services or the Police require them.

11.0 Guidelines for Skippers

- 11.1 Please share your suspicions/ the suspicions reported to you with the Child Protection Co-ordinator. It is far better to be wrong now than to regret not sharing your suspicions later.
- 11.2 Inform the CP Co-ordinator as soon as possible. It is not your responsibility to start investigating the situation.
- 11.3 Be aware that it is ONLY the responsibility of the CP Co-ordinator to advise and liaise with a group leader. It is not the responsibility of the skipper whose responsibility is to communicate with the CP Co-ordinator.
- 11.4 Ensure that confidentiality is maintained. Talk to the CP Co-ordinator if you want to talk to someone else about it.

Important Contact Numbers

Chairman	[Oliver Hermes]	
General Manager	[Nick Gainsford]	
&		07802 487968 (mobile)
Child Protection		01634 403890 (office)
Co-ordinator		
Medway Child Support Service		01634 880404
Assistance No. [Confidential]		
Medway Police [General enquiries]		01634 827055

Certificates of MST Staff and Vessels

Vessels - ‘Morning Star of Revelation’ & ‘Dayspring’:

- Department of Transport SCV Certificate (Certifying Authority YBDSA).
 - Registered (Part 1) British Vessel.
 - C & E Recognition as a sea training vessel.
 - Gas installation inspection certificate.
 - Liferaft and HRU service certificate.
 - Annual inspection by marine surveyor.
-

Sailing Leadership Team:

Morning Star employs one full time Skipper who organises the sailing leadership teams from a pool of forty Morning Star member volunteers, all of whom comply with or exceed the requirements listed below. All have been **CRB** checked.

Skippers	Commercial Yachtmaster Medical First Aid or equivalent MF Radio certificate Diesel engine course
First Mates	Commercial Coastal Skipper First Aid Certificate SRC Radio Certificate
Second Mates	Day Skipper SRC Radio Certificate

Morning Star Trust memberships & associations:

- Morning Star is a recognised Royal Yachting Association (**RYA**) **Training Centre**.
- Duke of Edinburgh’s Award **National Access Organisation**.
- Members of **Association of Sea Training Organisations** (ASTO).
- Members of Christian Camping International UK (CCI UK).

Safety equipment carried aboard 'Morning Star of Revelation'

Navigational Equipment:

Compass	Sestrel binnacle mounted + Hand bearing compass. Flux gate.
Log	Paddle wheel type (Silva Nexus)
Lights	Full navigational lights, plus emergency battery powered sidelights
Charts	Full Admiralty Chart coverage + Small craft folios for relevant areas
Electronic Chart Plotter	Raymarine C120 combined chart / radar display
Echo Sounder	Silva Nexus
Radar	Raymarine 'Pathfinder'
GPS	Garmin 128
Navtex	ICS Nav6Plus dual channel
Publications	Full Admiralty Tides, Lights, Radio Signals, Almanac, Reduction Tables, etc. Pilot books, yachting pilots.
Miscellaneous Items	Sextant, Barometer, Clock.

Radio Equipment:

VHF	DSC VHF unit + Hand held unit.
SSB	ICOM I/C M700 inc. HF. No alarm or DSC fitted
Inmarsat C	Sailor with messaging terminal and printer
Emergency VHF antenna	

Safety Equipment:

Liferaft	16 person inflatable, canister contained, HRU fitted, SOLAS 'A' pack.
Lifejackets/harnesses	16 carried, c/w lights, whistles and retro-reflective strip
EPIRB	Lokata 406, HRU fitted, 406 and 121.5 MHz, callsign programmed
Radar reflector	Echomax
Dinghies	1 inflatable (6 persons) with 8HP outboard motor
Flares	I.a.w. Code of Practice, inc. 6 red rockets, 6 red hand held
Medical	To Scale IIA (In compliance with MCA requirements)
Foghorn	Aqua signal whistle
Fire Extinguishers	3 dry powder, 1 Micro-K engine room system, fire hose, fire Blanket.
Lifebuoys	2 liferings + (on port side) strobe light, danbuoy, drogue (on starboard) strobe light, buoyant line, drogue
Thermal Protective Aids	100%
Anchors	Bower – 105lb CQR with 80m ½ inch chain Kedge – 66lb Bruce with 10m ½ inch chain and 60m polyprop. Warp
Miscellaneous items	Anemometer, Inclinator, emergency tiller, rope ladder, Aldis signalling lamp, visual identity sheet

Safety equipment aboard 'Dayspring'

Navigation equipment

Compass	Plastimo binnacle mounted + Hand bearing compass
Log	Silva Star (Paddle wheel type)
Lights	Full navigational lights
Charts	Small craft folios for relevant sailing areas
Electronic Chart Plotter	Raychart 435 GPS / chart plotter
Echo Sounder	Stowe Navsounder
Navtex	Nasa Clipper
Publications	Almanac, Lights, Radio Signals, Pilot books, Yachting pilots.
Miscellaneous Items	Barometer, Clock.

Radio equipment

VHF	Nasa VHF / DSC unit + 1 hand held VHF radio
EPIRB	Inmarsat E, 1645MHz
Emergency VHF antenna	

Safety equipment

Liferaft	8 person inflatable
Lifejackets/harnesses	9 carried, c/w lights, whistles and retro-reflective strip
Dinghies	1 inflatable (4 persons) with 3HP outboard motor
Flares	As per MCA Code of Practice
Radar reflector	Echomax
Medical	To Scale IIA (In compliance with MCA requirements)
Foghorn	Hand held type
Fire Extinguishers	4 dry powder, fire blanket.
Lifebuoys	2 liferings with strobe lights, Danbuoy, buoyant throw line
Thermal Protective Aids	7
Anchors	CQR + Kedge
Miscellaneous items	Anemometer, emergency tiller, stern ladder, spot light.

Last updated 9/1/2006.

Risk assessment for Morning Star Trust offshore sailing activities.

Date assessed 12/2/2004

By: Nick Gainsford - General Manager

Hazard	Possible consequences	Risk L to H	Control	Further action
Chatham Dock - site of departure				
Unfamiliar area	Getting lost	Low	Directions and contact numbers provided at booking	
Traffic in dockyard	Possible traffic accident	Low	10 MPH speed limit in dockyard	
International air travel to/from port				
Unfamiliar areas (Airports)	Getting lost, stranger danger	Low	Individuals are met by MS staff at airport check in	
Group in transit		Low	Group supervised & kept together at all times by MS staff with no stops until arrival at boat.	
Access to boat / pontoons				
Steps / uneven surfaces / ropes	Tripping & falling	Low	Trainees are met by staff at Thunderbolt Pier gates,	
No railings on pontoons	Risk of falling into water	Low	led to the boat and assisted aboard by MST	
Climbing aboard boat	Tripping & falling	Low	staff.	
Unfamiliar environment on board boat				
			* See notes below on safety briefing.	
Steps / uneven surfaces / ropes	Tripping & falling (at worst overboard)	Low	Once aboard, trainees are given a full and	Non slip added to steps
Booms & Spars overhead	Bruising / head injuries	Low	comprehensive safety briefing warning them	
Low headroom (below deck)	Bruising / head injuries	Med	of potential hazards aboard and emergency	
Cramped bunks	Bruising head	Med	procedures.	
Open hatchways	Tripping or falling	Low	Areas of risk are indicated at briefing	
Deck fittings	Stubbing of feet, snagging of clothes	Low	Suitable footwear is required at all times.	
Pump toilets	Lack of hygiene due to improper use of toilet	Low	Instruction is given and info displayed	
Activities involved in sailing the boat				
Wet decks	Slipping / falling / cuts & scrapes	Med	Sea boots and protective clothing are provided.	Advise use of gloves
Working with ropes	Chafing of hands / friction burns	Med	Trainees are taught and closely monitored on	
	Entanglement injuring fingers, hands or arms	Low	the use of ropes under load.	
Operating winch gear	Trapping of fingers / crushing	Low	Clear and safe methods of operation are taught	
Operating runner leavers	Possible bruising / head injury	Low	and monitored by staff.	
Working on Bowsprit	Could fall overboard	Low	Harness & safety lines used to prevent falling.	
Flogging sails	Possible head injury	Low	Trainees are taught to keep clear of these	
Swinging booms and spars	Possible head injury	Low	moving objects and are constantly monitored	
Working in the Galley (Kitchen)				
Cooker	Possible burns	Med	Trainees are instructed and monitored in the	Insist on use of oven gloves
Boiling water / cooking	Possible scalds from steam / hot water	Low	safe use of the galley and its equipment.	
Knives / tools	Possible cuts	Low		
Food contamination in preparation	Stomach upset	Low	Trainees are directed and monitored in the safe	

			preparation of food.	
Weather & the elements				
Rough sea / strong winds	Sea sickness / vomiting / dehydration	High	Groups are advised to take anti-seasickness medication prior and during the activity. MST staff look after all trainees who feel sick.	Impress importance of anti-seasickness medication pre trip
Rough sea / strong winds [continued]	Loss of balance / bumps and bruises Spillages of hot food / drink - scalding	Low	We advise one hand for the boat and one for job Sensible placement of plates & cups is monitored	
Exposure to cold and wet	Chills / Hypothermia	Low	A 'must have' kit list is sent out before activity as well as foul weather clothing being provided	
Exposure to the sun	Sun burn / Dehydration / Hyperthermia Reflective dazzling / eye discomfort	Med Low	Kit list requires trainees to bring sun glasses, sun screen and a hat.	
Visits to marinas & foreign ports				
Harbour walls, ladders, tidal pontoons	falling between dock and vessel, falling down steps, falling over side	Low	Briefing on location, preventative measures for location, remove ropes from deck, shorten mooring warps.	Min group of 3 outside marina Minors accompanied by a staff
Going ashore in UK or foreign ports	Stranger danger Getting lost, language barrier, drugs & alcohol, violence, robbery	Med Low	Trainees pair up to use marina facilities. All trips ashore are organised and in groups, maps issued or orientation, maintain contact with boat by phone. Tight brief on personal safety ashore.	
Child protection				
MST staff	Staff are strangers to the group	Low	All staff are CRB checked and passed All staff briefed on child protection policy	
Medical				
Lack of pre trip disclosures (Epilepsy, Heart condition, Asthma)	Could result in a medical emergency	Low	Medical condition disclosure must be signed and returned prior to the voyage. Information is passed on to the skipper.	Office to enforce
Accidents aboard	Require medical attention	Low	At least 2 first aid trained staff aboard at all times	
Accidents in foreign ports	Language barrier, treatment cost	Low	Casualty always accompanied, advised to bring E111 advised to have travel insurance.	
Emergencies at sea				
Falling overboard	Shock / swallowing of water / upset stomach hypothermia (worst case - death)	Low	Lifejackets with a harness and safety line are worn to prevent falling overboard.	
Fire	Burns / smoke inhalation	Low	Staff trained and full fire fighting equipment aboard	
Severe injury or sickness	Emergency evacuation	Low	International emergency services can be summoned by radio or phone if casualty evacuation is required.	
Sinking	Abandon ship to life raft	Low	Emergency evacuation would be organised by the skipper & mates and emergency services summoned by radio, phone & distress beacon	

***Safety Briefing**

Upon arrival trainees are given a comprehensive safety briefing and tour of the vessel by the skipper and 1st Mate that includes:

First Aid

Extensive first aid facilities and qualified personnel are on hand at all times.

1. How to move around the boat safely (deck obstacles, stairways, restricted headroom etc).
2. Understanding of particular hazards aboard (Booms, runner leavers, winches etc)
3. Fitting and use of oilskins, lifejacket & harness line
4. What to do in an emergency (Fire, Man overboard etc).
5. Safe operation of ropes winches and gear.
6. Use of facilities aboard (Galley area and marine toilet etc).
7. Rules aboard (Skippers decision is final).
8. Safety and conduct when visiting a port.

Caveat note: Sailing is an adventurous activity by nature, conditions at sea can be unpredictable and therefore involve an element of risk. Morning Star takes all reasonable measures to prepare for and to deal with any foreseeable situation that could arise.

Staff Qualifications and general standards

Morning Star Trust conforms to and exceeds the standards set out by the **Maritime & Coastguard Agency Code of Practice for Small Commercial Sailing Vessels.**

Child Protection

MST operates under a Child Protection Policy (document available on request).

All MST staff have been checked with the Criminal Records Bureau (CRB).

Risk assessment for Morning Star sailing activities (UK only)

Date assessed 12/2/2004

By: Nick Gainsford

Hazard	Possible consequences	Risk L to H	Control	Further action
Dockyard - site of departure				
Unfamiliar area Traffic in dockyard	Getting lost Possible traffic accident	Low Low	Group leaders are responsible for keeping the group together prior to meeting MST staff.	
Access to boat / pontoons				
Steps / uneven surfaces / ropes No railings on pontoons Climbing aboard boat	Tripping & falling Risk of falling into water Tripping & falling	Low Low Low	Trainees are met at Thunderbolt Pier gates, led to the boat and assisted aboard by MST staff. * See notes below on safety briefing.	
Unfamiliar environment on board boat				
Steps / uneven surfaces / ropes Booms & Spars overhead Low headroom (below deck) Cramped bunks Open hatchways Deck fittings Pump toilets	Tripping & falling (at worst overboard) Bruising / head injuries Bruising / head injuries Bruising head Tripping or falling Stubbing of feet, snagging of clothes Lack of hygiene due to improper use of toilet	Low Low Med Med Low Low Low	Once aboard, trainees are given a full and comprehensive safety briefing warning them of potential hazards aboard and emergency procedures. Areas of risk are indicated at briefing Suitable footwear is required at all times. Instruction is given and info displayed	Non slip added to steps
Activities involved in sailing the boat				
Wet decks Working with ropes Operating winch gear Operating runner leavers Working on Bowsprit Flogging sails Swinging booms and spars	Slipping / falling / cuts & scrapes Chafing of hands / friction burns Entanglement injuring figures, hands or arms Trapping of fingers / crushing Possible bruising / head injury Could fall overboard Possible head injury Possible head injury	Med Med Low Low Low Low Low	Sea boots and protective clothing are provided. Trainees are taught and closely monitored on the use of ropes under load. Clear and safe methods of operation are taught and monitored by staff. Harness & safety lines used to prevent falling. Trainees are taught to keep clear of these moving objects and are constantly monitored to ensure they are in safe positions.	Advise use of gloves
Working in the Galley (Kitchen)				
Cooker Boiling water / cooking Knives / tools Food contamination in preparation	Possible burns Possible scalds from steam / hot water Possible cuts Stomach upset	Med Low Low Low	Trainees are instructed and monitored in the safe use of the galley and its equipment. Trainees are directed and monitored in the safe preparation of food.	Insist on use of oven gloves
Weather & the elements				
Rough sea / strong winds	Sea sickness / vomiting / dehydration	High	Groups are advised to take anti-seasickness medication prior and during the activity. MST staff look after all trainees who feel sick.	Impress importance of anti-seasick medication pre trip

Rough sea / strong winds [continued]	Loss of balance / bumps and bruises Spillages of hot food / drink - scalding	Low	We advise one hand for the boat and one for job Sensible placement of plates & cups is monitored	
Exposure to cold and wet	Chills / Hypothermia	Low	A 'must have' kit list is sent out before activity as well as foul weather clothing being provided	
Exposure to the sun	Sun burn / Dehydration / Hyperthermia Reflective dazzling / eye discomfort	Med Low	Kit list requires trainees to bring sun glasses, sun screen and a hat.	
Child protection				
Visits to marinas MST staff	Possible contact with unknown individuals Staff are strangers to the group		Trainees pair up to use marina facilities All staff are CRB checked and passed	Min group of 3 outside marina
Medical				
Lack of pre trip disclosures (Epilepsy, Heart condition, Asthma)	Could result in a medical emergency	Low	Medical condition disclosure must be signed and returned prior to the voyage. Information is passed on to the skipper. At least 2 first aid trained staff aboard at all times	Office to enforce
First Aid Emergencies at sea				
Falling overboard	Shock / swallowing of water / upset stomach hypothermia (worst case - death)	Low	Lifejackets with a harness and safety line are worn to prevent falling overboard.	
Fire	Burns / smoke inhalation	Low	Staff trained and full fire fighting equipment aboard	
Severe injury or sickness	Emergency evacuation	Low	Emergency services can be summoned by radio or phone if evacuation is required.	
Sinking	Abandon ship to life raft	Low	Emergency evacuation would be organised by the skipper & mates and emergency services summoned by radio, phone & distress beacon	

***Safety Briefing**

Upon arrival trainees are given a comprehensive safety briefing and tour of the vessel by the skipper and 1st Mate that includes:

1. How to move around the boat safely (deck obstacles, stairways, restricted headroom etc).
2. Understanding of particular hazards aboard (Booms, runner leavers, winches etc)
3. Fitting and use of oilskins, lifejacket & harness line
4. What to do in an emergency (Fire, Man overboard etc).
5. Safe operation of ropes winches and gear.
6. Use of facilities aboard (Galley area and marine toilet etc).

Caveat note: Sailing is an adventurous activity by nature, conditions at sea can be unpredictable and therefore involve an element of risk. Morning Star takes all reasonable measures to prepare for to deal with any foreseeable situation that could arise.

First Aid

Extensive first aid facilities and qualified personnel are on hand at all times.

Staff Qualifications and general standards

Morning Star Trust conforms to and exceeds the standards set out by the **Maritime & Coastguard Agency Code of Practice for Small Commercial Sailing Vessels.**

Child Protection

MST operates under a Child Protection Policy (document available on request).

All MST staff have been checked with the Criminal Records Bureau (CRB).

Insurance Policies

Public Liability Insurance

From 17.3.2006. Heath Lambert Group - RYA Approved Training Centre Insurance Facility

Admiral House
Waterfront East
Brierley Hill
West Midlands
DY5 1XG

Tel:01384 822222

Public liability cover: £5,000,000.

Boat Insurance

Morning Star of Revelation & Dayspring:

Groves, John & Westrup Ltd

Agents name & address: Heath Lambert Insurance Services
Orleans House
Edmund Street
Liverpool
L3 9NG

Tel: 0151 227 4321

Tour Operator Failure Insurance

Status Insurance Management Ltd
26. Cromwell Avenue
Billericay
Essex
CM12 OAE

Tel: 01277 634046.

Personal Insurance

Morning Star Trust does not provide personal insurance. However, we recommend that individuals purchase personal insurance and can recommend the following policies:

A.T.Bell Insurance Brokers Ltd. **'Freetime'** policy (w/e or week aboard in UK waters)
Tel: 020 8462 0769. **'Travel Plus'** policy (European travel & Tall Ships).