



GUERNSEY
SAILING
TRUST

Safety Management System (SMS)

Scope

The Safety Management System (SMS) sets out and collects the safety systems in place at the Guernsey Sailing Trust (GST) and provides direct access to the documents.

This document covers all of the GST boats and operations; from sailing dinghies and keelboats to powerboating. This document is for all users of the Guernsey Sailing Trust; student, guardians and staff.

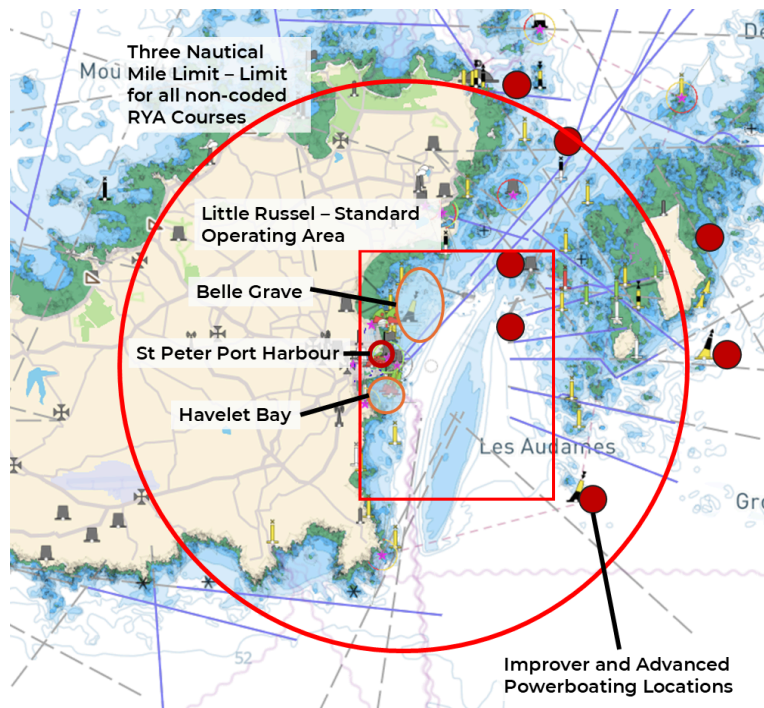
A copy of this document is available on the Guernsey Sailing Trust website, on our [policies](#) page, which is accessible through this QR code.



Operating Areas

Maximum boundary - There is a 3 nautical mile travel limit from the Guernsey Sailing Trust. This must not be exceeded on any non-coded RYA Courses.

The chartlet below shows the different normal operating areas for the Guernsey Sailing Trust.



(image from Savvy Navy)

Health and Safety and Environmental Protection Policy

The health, safety and welfare of all of our employees, volunteers and users of the GST LBG and other people who may be affected by our activities is fundamental to everything we do. We are committed to ensuring that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of the organisation.

The GST LBG will ensure, so far as is reasonably practicable, that:

- Employees, volunteers and users are provided with such information, instruction, training and supervision as is necessary to secure their health and safety
- Our premises, activities and operational areas are safe and without risks to health and that adequate provisions are made in relation to suitable and sufficient facilities and arrangements
- All vehicles, boats, plant and equipment are in a serviceable condition, safe and without risks to health
- Safe access and egress is provided and maintained for our premises, activities and operational areas
- Adequate information is available with respect to articles and substances used detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health
- All activities are appropriately planned and risk assessed
- Employees, volunteers and users are aware of a responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions
- A just culture is integral and core to everything we do, meaning that anyone can report a health and safety accident, incident or hazard without fear of blame or reprisal so as long as there has not been a deliberate breach of our policies, processes or procedures

By working together, we can maintain a safe, healthy and efficient organisation that promotes enjoyable and exciting boating and activities. This policy is reviewed and updated as and when deemed necessary but it will be reviewed at least every 12 months.

A copy is also available on our website on the [policies](#) page.

Risk Assessments for Safe Working for all operations

There is a comprehensive Risk Assessment document that is updated every year. The document is available on our website on the [policies](#) page. The website can also be accessed by this QR code.



Roles and Responsibilities

The Principal and Chief Instructor are in charge of all operations. Individual sailing sessions shall have a Senior Instructor managing the session that uses Dinghy Instructors to instruct the students with Assistant Instructors helping. Powerboat sessions are managed and run by the Powerboat Instructor.

Any RIB driver must have PB2 or be under supervision of a PBI. Safety boat drivers must be a DI or have Safety Boat Qualification. Use of Seajay and TJE requires an induction and to be signed off as an authorised driver as stated in Seajay's and TJE's Operations Manual.

Trained Hawk helms must have completed an induction and be signed off as stated at the end of the SOPs.

Training and qualifications of Personnel

All staff shall receive a centre induction and shall hold valid RYA qualifications. Specific boats require their own training, as stated above. Use of TJE in a commercial manner beyond the three-nautical mile limit requires a coded skipper.

All instructors over 16 shall complete the RYA Safe and Fun safeguarding training course and sign the GST's safeguarding policies (a copy can be found on our website on the [policies](#) page.) Prior to any session of lone working the instructor shall run a session alongside a more experienced instructor. Instructor performance will be under continuous development and review.

Vessel standard operating procedures

Operation of dinghies, bombards and keelboats are covered in the Guernsey Sailing Trust's Standard Operating Procedure (SOP), Seajay and TJE have their own Operating Manual as well as Powerboat Manual (including a separate Advanced Powerboat Manual). These can be found in the white powerboating folder. A copy of all the SOPs and Operating Manuals are available on the [Instructor Procedure Documents](#) page of the website. This page is password protected and the password is available to staff. The website can also be accessed by this QR code.



Vessel emergency procedures

An Emergency Action Plan, Head Injury Action Plan, and Man Overboard Action Plan are available in the Safety Pack of all boats (excluding dinghies). A copy of these are available on the [Instructor Procedure Documents](#) page of the website. This page is password protected and the password is available to staff. The website can also be accessed by this QR code.



Reporting of accidents

Staff shall report all Accidents, Incident and Near Misses. A form to report is available in the Guernsey Sailing Trust Office and on the [Instructor Procedure Documents](#) page of the website. Recommendation for improvements arising from Accidents, Incidents or Near Misses shall be implemented in a timely and appropriate manner.

Reports from non-staff shall be processed in accordance with our complaints procedure. The procedure and complains form is available on the available on our website on the [policies](#) page

Maintenance of the vessel and equipment

All maintenance logging can be logged via the online form, the QR code links to this page. All maintenance shall be logged and assessed and then any essential maintenance shall be done before the boat gets used and an Out-of-Action sign will be displayed.



Start of Day and End of Day checklist along with pack up list for Hawk, Invictus, Seajay and TJE are available on the Instructor Procedure Documents page of the website.

Cyber security measures

Computer administrative tasks are done on computers and so should they fail there would be no safety risk to operation. Collection of data by the GST shall be done in accordance with our Data Privacy Policy, available in the Additional SOPs and on our [website](#), and this QR code.



The only boats that have cyber security vulnerabilities are Seajay and TJE; where their Chart Plotters could become compromised. Drivers are made to understand and appreciate the fallibility of Chart Plotters and not to trust them completely. Should the Chart Plotters become unusable there are paper copies charts showing the area within the three nautical mile limit. Should TJE venture beyond this limit alternative copies of the passage area shall be taken.

Review and continuous improvement

The SOP, Policies, Risk Assessments and Safety Management System shall be reviewed every year. Recommendation for improvements arising from Accidents, Incidents or Near Misses shall be implemented in a timely and appropriate manner.

Appendix 1: Links

Policies Page of the Website

The policies page on the website has the following resources:

- Risk Assessments
- Health, Safety And Welfare Policy Statement
- GST Code of Conduct
- E-Safety Code of Conduct
- RYA Instructor Code of Conduct
- GST Safeguarding Adults Policy and Guidelines
- GST Safeguarding and Child Protection Guidelines
- Equality, Diversity and Inclusion (EDI) Policy
- Complaints Procedure
- Safety Management System (SMS)

The [policies](https://www.sailingtrust.org.gg/information/policies/) page is accessible online via the url: <https://www.sailingtrust.org.gg/information/policies/>

And by this QR code:



Data Privacy Policy page of Website

The [Data Privacy Policy](https://www.sailingtrust.org.gg/information/term_and_conditions/data-privacy-policy/) is accessible online via the url:

https://www.sailingtrust.org.gg/information/term_and_conditions/data-privacy-policy/

And by this QR code:



Instructor Procedure Documents Page of Website

The Instructor Procedure Document page on the website has the following resources:

- Standard Operating Procedures
- GST Code of Conduct & RYA Code of Conduct
- Welfare Officers
- Watch Out for Bullying
- Health, Safety And Welfare Policy Statement
- Safeguarding and Child Protection Policy and Guidelines & Safeguarding and Adult Protection Policy and Guidelines
- Risk Assessments
- Equality, Diversity and Inclusion (EDI) Policy
- Disciplinary, Grievance and Complaints Procedures
- E-Safety Code of Conduct for Staff
- Social Media Policy
- Safe Storage and Handling of Fuel Policy
- Safety Briefing & Bombard Checklist
- Emergency Action Plans
- Accident, Incident and Near Miss Report
- Workshop SOPs
- Powerboating Handbook
- TJE RIBCRAFT 7.8 Operations Manual & Seajay RIBQUEST 5.8 Operations Manual
- Digital Chartplotter Technology
- Advanced Powerboat Instructor Handbook

The Instructor Procedure Document page page is accessible online via the url:

https://www.sailingtrust.org.gg/instructor_resource_hub/procedure-documents/

The webpage is password protected.

And by this QR code:



Maintenance Report Form

The Maintenance Report Form is accessible online via the url:

<https://docs.google.com/forms/d/e/1FAIpQLSfl1j1AbCmeHyxcEdTL79dnGWxKRaqivD5erjT3GXzh465Kg/viewform>

And by this QR code:

