

Safety Management Systems for the NZ Sailing Trust

Due to our sailing journeys not being classed as an 'adventure activity' under the new Health and Work Safety at Work (Adventure Activities) Regulations 2016 many schools enquire about our safety management systems. The information below will provide you with all the information you need regarding our safety systems and the regulations that we are required to meet being a marine operator.

1. Safety Management Systems

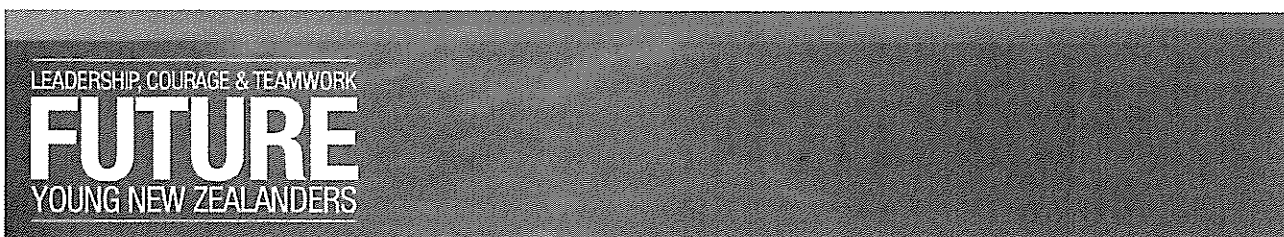
Maritime Operator Safety Systems (MOSS) – These systems are a requirement of Maritime New Zealand to operate a commercial vessel in New Zealand. Under this system we are required to have a Maritime Transport Operator Certificate (MTOC). These safety management systems cover safe operating parameters, the qualifications and training of the crew, the vessel maintenance, health and safety considerations and continuous improvement. The systems ensure that the safety of the vessel and its crew and protection of the marine environment is maintained throughout the year. The policies and procedures we have in place to ensure we maintain our MTOC certificates are:

- Crew procedures Manual – Skipper and crew responsibilities, School Charters, Journey information sharing, Catering and Hygiene on board, Activities on Charter, Risk Management, Corporate or group charters, racing charters.
- Vessel Operations Manuals – specific for each vessels this provides instruction on how to operate the vessels: start up, departure activities, boat handling and navigation, arrival activities, shut down, racing, tender transfers and man aloft. It also provides boat specific procedures for: avoiding an emergency situation, distress urgency and safety calls, abandon ship, fire, man overboard, structural breach, collision, grounding, engine failure, steering failure and rig failure. Regular crew training is completed on these areas also.
- Emergency Response Plan – Emergency procedures policy, Incident management communications strategy, incident and accident reports policy, Trip reports and overdue vessel, Emergency response centre, Incident/Accident Report, Traumatic Incident Response Plan (TIRP)
- Standing Orders – Skippers responsibility, Life Jackets, Boarding and disembarking passengers, safety briefing, operating limits, Trip reports, wind and weather guidelines, Sail configurations, sea state considerations, draught considerations, racing, Incidents and accidents, training and emergency drills, monthly/weekly safety checks and service, master peer review.
- Environmental Policy – waste disposal at sea, garbage management plan, refuelling policy, biosecurity policy.
- Health and Safety Policy – hazard management, fatigue management, stress, drug and alcohol policy, general safety information on vessels.

2. Safety Management Systems

Our safety management systems (above) are audited by Maritime New Zealand every two years on average, this audit assesses our ability to maintain our Maritime Transport Operator Certificate. Throughout the year evidence of maintaining these policies and procedures are documented by the Skipper and Crew in our MOSS share point, it is vital to keep these up to date to be able to pass the audit when it occurs.

Our Trust maintains a Hazard Register and this is added to as and when hazards are identified. Policies and procedures are put in place to mitigate these hazards for students and crew while they are on board.



Our Trust has an Incident/Accident reporting form and also maintain in Incident/Accident register. To date any incidences have been reviewed internally and any changes to policies or procedures are made at that time. Any major incidences are required to be reported to Maritime New Zealand, where an external investigation would take place.

3. Risk Analysis and Management Systems (RAMS), Activity Management Plans (AMP), Site Management Plans

We currently have in place RAM's forms or Activity Management Plans for:

- Day Sailing
- Multiday Sailing
- Tender Transfers
- Swimming
- Raft Building Game
- Communication Game
- Atomic Bomb Game

Site Management Plans for the locations where land and cook:

- Smokehouse Bay, Great Barrier Island
- Mansion House, Kawau Island

4. Learning Outcomes

We are unique in the way that we work with schools to incorporate their learning outcomes into our journeys. Whether it is achievement standards, unit standards or another assessment that your group needs to complete, make it known on booking and we can arrange a meeting to discuss this with you.

The crew are experienced in setting up scenarios to ensure that teachers have plenty of opportunity to assess the standards required.

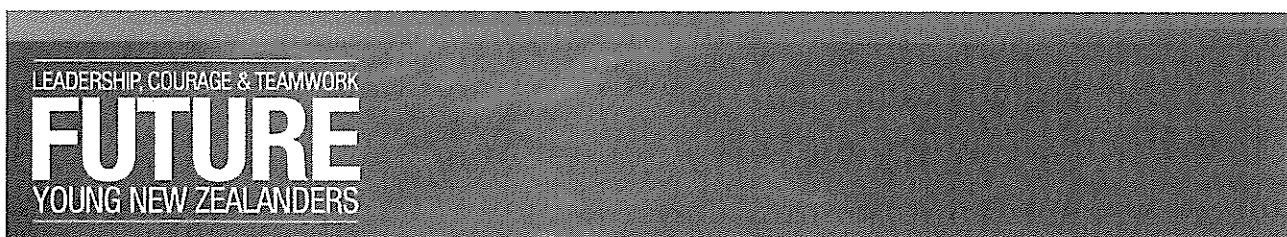
Our Skippers are accredited to deliver Coastguards courses and these have unit standards attached to them. You will need to complete an MOU with Coastguard to use their provider number and our crew will deliver and mark the course and return the paperwork to Coastguard. The courses we can deliver are:

- Day Skipper – minimum of two classroom sessions and 4 days on board to complete this, there is a lot to get through
- Maritime VHF Radio Operator Certificate – we are currently in discussion with Coastguard to get accredited to facilitate this course.
- In Water Sea Survival – we are currently in discussion with Coastguard to get accredited to facilitate this course.

5. Trust Evaluation

The NZ Sailing Trust is measuring the expected outcomes of our sailing journeys with young people to:

- Further develop our programmes for the benefit of the young people sailing with us
- learn more about what our journeys offer for young people in the way of learning outcomes
- to be able to provide evidence of learning from our journeys for schools and funders



The Trust Evaluation is in its initial stages but is to date demonstrating positive results in the personal growth areas of:

- Self Confidence
- Social Competence
- Achievement Motivation
- Self Esteem
- Personal Responsibility
- Values Awareness
- Task leadership
- Active Initiative
- Time Management
- Social Service
- Environmental Ethic

6. Supervision and Ratios

The ratios on board are 1:6, one adult to six students. The three crew on board supervise up to 18 students, if there are more than 18 students on board then the school will need to provide one or two teachers/leaders to cover these ratios.

These ratios are for while the students are on board the vessel, if the group leaders choose to take the students ashore the group will need to have risk management and ratios in place for this. Our crew are professionals in sailing and at times must stay with the vessel. We will provide you with a radio so that you can communicate with the vessel and also a first aid kit. Please be in touch should you require island information for your planning

The role of the teachers/group leaders on board is that of group management, if you can support the crew with managing the group and behaviour whilst the crew are teaching they would really appreciate it. The more the teachers/group leaders get involved; the journeys are much more efficient. If you are not sure where to assist or help, ask the crew they will welcome your support.

7. Crew Selection and Training

We have a minimum of three professional crew on board to facilitate your journey. There will be a Skipper, a First Mate and a Deckhand.

Our Skippers have a minimum of a Skipper in Restricted Limits (SRL) qualification or equivalent; they have undergone significant training on and are experts on our vessels. First Mates are selected based on their experience and number of years sailing, they are trained on our vessels and have the ability to Skipper the vessel should the Skipper be unable. Our deckhands are also selected on their sailing experience and are fully trained on all operations of our vessels.

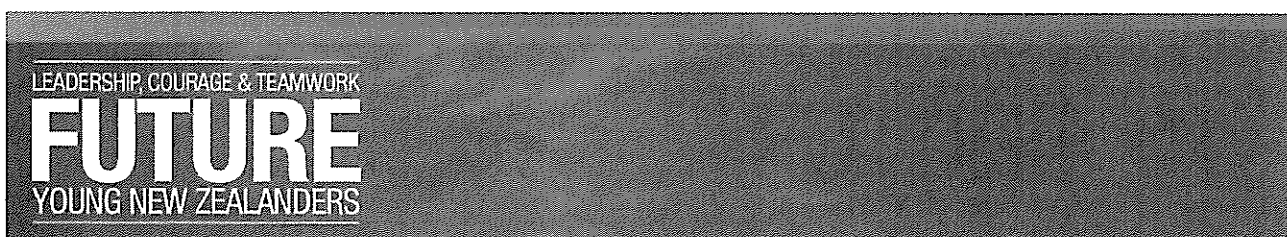
8. Emergency Procedures

In the event of an emergency situation the NZ sailing Trust operates under our Emergency Response Plan, this includes:

- Onshore Emergency Response Plan
- Emergency Procedures Policy
- Incident Management Communication Strategy
- Incident and Accidents Reports Policy
- Trip Reports and Overdue Vessel
- Emergency Response Centre
- Incident and Accident Report Form
- NZ Sailing Trust Traumatic Incident Response Plan

The Trusts Traumatic Incident Response Plan (TIRP) puts in to play action for:

- Both minor and major emergencies



- Communication channels during an emergency – the General Manager will engage and Emergency Response Centre Team which will include:
 - CEO and GM of the NZ Sailing Trust
 - School or Group representative (determined prior to trip departure)
 - One or more Board Members as required
- Setting up of an Emergency Control Centre and assignment of communication roles:
 - Emergency service co-ordination
 - Liaise with crew aboard the vessel
 - Media enquiries
 - Contacting parents
- Post emergency assessment
- Lessons learned

LEADERSHIP, COURAGE & TEAMWORK
FUTURE
YOUNG NEW ZEALANDERS



VOLVO
PENTA

Hella marine

HIN LINE

WESTER MAXWELL

BEP

NAVICO