

Mo Han Project

SAFETY MANAGEMENT SYSTEMS



POLICY STATEMENT

This Policy Statement sets out the aims and objectives of Sailability Hong Kong Limited (SHKL) and the principle arrangements in place to manage those aims and objectives.

SHKL was formed in 2009, its purpose being to provide EVERYONE, irrespective of ability, age, gender, sexual orientation, ethnicity, status etc., together with their families/carers, with the opportunity to experience the pleasure of safe and affordable yacht sailing. SHKL is a registered Hong Kong Charity supported through charitable donations and sponsorship.

This project was made possible by the generous donation of the vessel, Mo Han (Limitless), and the support of members of the Solarista Club who have pledged funding for its operational cost.

SHKL is:

- registered in accordance with the requirements of the Hong Kong Inland Revenue under Section 88, charity number 91/15775
- a registered company limited by guarantee, number 2277583
- is accredited to the Royal Yachting Association (RYA) and holds RYA Sailability status
- a member of the Hong Kong Sailing Federation (HKSF), the Asian Sailing Federation (ASAF), the Hong Kong Sports for People with Disability (HKSPID) (formerly the Paralympics Association of Hong Kong) and is recognised by World Sailing as we promote the inclusive and accessible sport of sailing in Hong Kong and Asia.
- Is overseen by a Board of Directors and is managed by the CEO

All Policies, updates and revisions to them, are approved by the Board of Directors and are reviewed with amendments being made as needed. Changes are subject to approval by the Board of Directors. SHKL reserves the right to amend its Policies from time to time without prior notice.

Project Mo Han - Safety & Management Systems

Operation of Vessel – Mo Han

Certificate of Ownership No: 144659

Max Capacity – 14 persons

The following principles apply to the operation of Mo Han:

- The yacht will be crewed by a competent skipper and assisted by at least other person with sufficient experience to act as 'Mate' within the vicinity of HHYC to carry out duties such as refuelling, water, or alongside for cleaning.
- The yacht will be berthed at Hebe Haven Yacht Club. There is safe access for beneficiaries to embark and disembark the yachts.
- Beneficiaries will join/leave the yachts under supervision of the Skipper. Beneficiaries with more complex needs or those who use a wheelchair will access the vessel by a specially designed ramp to ensure safety of access or egress.
- The yacht is equipped with safety equipment which will undergo regular safety checks in accordance with the SHKL's Safety Code of Practice.
- Regular safety inspections of the yacht will be documented. Appropriate remedial action will be undertaken for all defects found. A maintenance programme is in place for the vessel.
- Sufficient lifejackets/PDFs are provided on board for crew and beneficiaries. Crew and beneficiaries shall wear lifejackets/PDFs at all times during sailing and on the pontoon. Total 15 pieces onboard
- The vessel will be sailed by qualified and experienced skippers with qualified and/or experienced crew, supplemented by persons with sailing experience who are working towards an appropriate level of competence. One person to accompany each person with disability to a maximum of 4 persons with disability each sail.
- SHKL is committed to encouraging and maintaining a high level of competence for its skippers/crew. All SHKL skippers must hold the relevant qualifications as a Skipper with relevant VHF Radio and First Aid qualifications. Co-Skippers (Mates) will undergo internal validation depending on competence, experience and witnessed appropriate handling of Mo Han under different situations. SHKL is committed to provide training in Disability Awareness to all who support our beneficiaries as part of the crew, to include volunteers.
- Health and safety is a priority for us ALL. Risk Assessments will be completed for every sail adjusted to accommodate the beneficiaries and their needs when sailing.
- A safety briefing is provided to all sailors prior to boarding and again when on board prior to sailing.
- SHKL is committed to the principles concerning the safeguarding of children and vulnerable adults, disability discrimination and equal opportunities.
- SHKL operates a strict no smoking policy aboard all its vessels and on the pontoon.

POLICY AND PROCEDURES FOR NEW SKIPPERS

All skippers, mates and crew will be given, a copy of this Mo Han Policy & Procedure document as part of their induction.

All skippers and crew must sign a self-disclosure form in relation to Safeguarding and be willing to attend Disability Awareness and Safeguarding Training, as appropriate.

Recruitment

New volunteers regardless of qualifications and experience will undergo the following:

- An interview by a SHKL representative of the Mo Han Working Group Committee
- Attend the SHKL Mo Han induction programme
- Sail on the vessel as a potential crew member with people with disability on board
- After assessment, if agreed by all parties, progression through the SHKL training scheme to trainee crew, competent crew, mate, and, if qualified/validated, to Skipper.

Skippers

The general rule for those undertaking skipper responsibilities is that they shall hold at HKPVOC Licence, VHF Radio and First Aid qualifications and have sufficient and relevant experience (two years) in this activity. All Skippers undergo final training and sign off with Enrico Zanelli from Solaris Asia.

All potential skippers will be expected to act initially as crew to familiarise themselves with the yacht. An assessment will be made of their ability to handle a yacht, manage a crew and relate to beneficiaries with disability. During this period a potential skipper will be asked to take responsibility for the yacht with a senior skipper aboard until he/she, in consultation with the designated person, assesses that the new skipper is competent to handle the yacht, manage the crew and relate to the beneficiaries.

Crew

The general rule for a potential crew member is that they will be assessed by a designated person on their knowledge and experience of sailing before being accepted by SHKL. Once accepted they will always be supported by an experienced skipper and competent crew, and will start as Trainee Crew.

Briefing will be given prior to sailings to avoid confusion regarding terminology and duties of the new crew member. During their period of training, they will be expected to keep a log signed by the skipper detailing their experience, knowledge and hours of sailing.

Mates

Each vessel must be crewed by a qualified skipper, a Mate and the relevant number of Crew for the boat. A Mate is a crew member who has reached a specific level of ability, including being capable of carrying out a MOB under engine and returning the boat to the pontoon, and have been designated as a Mate by SHKL.

Training

Where SHKL has funded a skipper or crew member for formal RYA qualifications, the skipper or crew accepts and agrees a reciprocal 2year obligation from the date of qualification committing them to at least 24 sailings or relevant volunteering for SHKL for the 2year duration. Breach of this undertaking may require the signatory to refund part or all of the costs at the discretion of the Board of Directors.

Training and Standards Group (TSG)

SHKL's MoHan project has a Training and Standards Group (TSG).

The purpose of the TSG is to set, maintain and enforce good standards of practice on and around Mo Han to ensure a consistent and safe approach by Skippers, Mates and Crew.

The Head of the TSG leads the TSG which comprises a number of Skippers selected by the Head of TSG for their particular skills bases. The Head of the TSG is appointed by the Mo Han Working Group.

The TSG reports to the Mo Han Working Group and Board of Directors.

The Head of the TSG, or his representative from the TSG, may attend Board Meetings at their discretion

or at the request of the Board of Directors.

The TSG is empowered by the Mo Han Working Group and Board of Directors to:

- recommend and implement minimum standards, standardised practices, and enforce them
- review standards and standardised practices to drive continuous improvement and monitoring whilst considering recommendations from relevant external bodies such as the RYA or other groups affiliated/accredited with the RYA or other relevant organisations have been providing yachting experiences for people with disability etc.
- determine and deliver annual training for Skippers and Mates, and ensure cascade to Crew
- carry out inductions and make recommendations to the Head of the TSG
- coach, mentor, develop and support new and existing Skippers, Mates or Crew
- approve new Skippers, Mates and Crew
- deselect or demote Skippers, Mates and Crew
- issue keys to the boats to those with legitimate needs, ensure safe return of the keys once the need has expired, and keep records of this
- investigate any significant sea-going or sea-borne incidents, and make recommendations to the Mo Han Working Group and SHKL Board of Directors
- report and refer any actual or potential disciplinary matters to the Mo Han Working Group/Board of Directors

DISABILITY AWARENESS STATEMENT

SHKL has considered the principles of disability discrimination. Policies have been compiled by SHKL regarding its commitment to the safeguarding of children and vulnerable adults. SHKL wishes to demonstrate that, in its commitment to provide sailing opportunities for people with a disability, it has considered and implemented various arrangements to include: volunteer training, provision of access to vessels and the fitting of supplementary fixtures to assist mobility.

SHKL's volunteer selection process ensures that only those persons with the required attributes to work with people within the scope of our work are chosen. In addition, volunteers undergo Disability Awareness training, and are trained in the various methods of embarking/disembarking MoHan. All programme beneficiaries will inform SHKL, prior to sailing, of their disabilities and any relevant medical needs/support whilst on board. This information will only be used to ensure that all appropriate arrangements are in place for their sailing opportunity. Beneficiaries entrust SHKL with confidential information such as disability and medication. SHKL undertakes to respect their trust and will maintain confidentiality and comply with relevant data privacy regulations. SHKL appreciates any comments and suggestions from beneficiaries, carers and guests to help improve the sailing experience.

SHKL EQUITY, DIVERSITY AND INCLUSIVITY STATEMENT

SHKL aims to maintain a culture where people of all backgrounds and experience feel appreciated and valued. It is totally committed to maintaining equality for its beneficiaries and crew who will be treated fairly and without discrimination. Discrimination on the grounds of race, nationality, ethnic or national origin, religion or belief, gender, marital status, sexuality, disability, age, or any other unjustifiable criterion is not acceptable to SHKL. SHKL has made reasonable adjustments and will continue to improve the accessibility to Mo Han to facilitate its use by beneficiaries.

SHKL is opposed to all forms of unlawful and unfair discrimination including harassment of any kind. SHKL will take appropriate action wherever instances of discrimination and harassment occur. SHKL requires all its volunteers to behave in ways that promote equality. This applies to the way they behave to beneficiaries, staff, other volunteers and members of the HHYC and its staff and management.

SHKL SAFEGUARDING AND CHILD PROTECTION POLICY STATEMENT

For the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to young persons and vulnerable adults.

It is the policy of SHKL to safeguard children, young persons and vulnerable adults taking part in sailing from physical, sexual or emotional harm. SHKL will take all reasonable steps to ensure that, through appropriate procedures and training, children, young persons and vulnerable adults participating in DSA activities do so in a safe environment. We recognise that the safety and welfare of the child, young person and vulnerable adult is paramount and that all children, young persons and vulnerable adults, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.

SHKL actively seeks to:

- create a safe and welcoming environment, both on and off the water, where children, young persons and vulnerable adults can have fun and develop their skills and confidence
- support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies
- recognise that safeguarding children, young persons and vulnerable adults is the responsibility of everyone, not just those who work with them
- ensure that SHKL organised training and events are run to the highest possible safety standards
- review ways of working to continue to incorporate best practice.

SHKL will:

- treat all children, young persons and vulnerable adults with respect and celebrate their achievements
- carefully recruit and select all volunteers and those working within our programmes
- respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse or abuse of young persons or vulnerable adults.
- SHKL's policy relates to all volunteers and those working within our programmes who work with children, young persons or vulnerable adults in the course of their SHKL duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the SHKL Safeguarding Team:
 - Kay Rawbone – Co founder and CEO kay@sailability.org.hk / +852 9808 0570
 - Ransom Lee – Skipper
 - Fred Vaudaine – Skipper

SHKL Safeguarding Good Practice Guidelines

The points below form SHKL's Good Practice Guidelines and they should be followed by everyone:

- Avoid spending any significant time working with children, young persons or vulnerable adults in isolation
- Do not take children, young persons or vulnerable adults alone in a car, however short the journey
- Do not take children, young persons or vulnerable adults to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of SHKL's CEO, or the child's, young person's or vulnerable adult's parent(s) or carer
- Ensure any training is within the ability of the individual child, young person or vulnerable adult.
- If a child, young person or vulnerable adult is having difficulty with close fitting clothing or life jacket, ask them to ask a friend to help if at all possible
- If you do have to help a child, young person or vulnerable adult make sure you are in full view of others, preferably another adult
- Restrict communications with children, young people or vulnerable adults via mobile phone or social media communications unless agreed with the relevant parent/carers
- Be sensitive to the possibility of bullying or grooming around children, young persons and vulnerable adults and raise any concerns with a relevant member of SHKL's Safeguarding Team
- First aid should be provided by an appropriately qualified person, normally the Skipper as part of SHKL's duty of care. Obtain consent if medication or medical treatment is required in the absence of a parent/carers

Do Not:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children, young persons or vulnerable adults to use inappropriate language unchallenged, or use such language yourself when with them
- make sexually suggestive comments to a child, young person or vulnerable adult, even in fun
- fail to respond to an allegation made by a child, young person or vulnerable adult; always act
- do things of a personal nature that children, young persons or vulnerable adults can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, young persons or vulnerable adults, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and consent of both the child, young person or vulnerable adult (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child, young person or vulnerable adult and undertakes personal care tasks with the utmost discretion.

Be aware of the possibility of abuse and how to recognise it.

SHKL will seek written consent from the child, young person or vulnerable adult and their parents/carers before taking photos or video at an event or training session or publishing such images. This consent is incorporated in the Activity Registration form which must be completed by all beneficiaries participating in a particular programme. Parents /carers and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If SHKL publishes images of children, young persons or vulnerable adults, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to a member of SHKL's Safeguarding Team.

Photography and filming information above relates to EVERYONE participating in an SHKL programme

What is abuse and how to recognise it

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child, young person or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Abuse may take place within an organisation in which they participate. They may be abused by an adult, child, young person or other vulnerable adult.

Physical abuse may involve inflicting physical harm:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's, young person's or vulnerable adult's impaired or immature and growing body.

Emotional abuse is persistent emotional maltreatment such as to cause severe and persistent adverse effects on the target's emotional development or well-being. It may involve:

- conveying to a child, young person or vulnerable adult that they are worthless, unloved or inadequate
- not giving the child, young person or vulnerable adult opportunities to express their views,

- deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's, young person's or vulnerable adult's age or developmental capability
- overprotection and limitation of exploration and learning, or preventing the child, young person or vulnerable adult from participating in normal social interaction
- allowing a child, young person or vulnerable adult to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing a child, young person or vulnerable adult frequently to feel frightened or in danger
- the exploitation or corruption of a child, young person or vulnerable adult
- emotional abuse in sport might also include situations where parents or coaches subject a child, young person or vulnerable adult to constant criticism, bullying or pressure to perform at a level that they cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of the target.

Sexual abuse involves an individual (male, female, or another child) forcing or enticing a child or young person or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- involving a child, young person or vulnerable adult in looking at, or in the production of, sexual images
- encouraging a child, young person or vulnerable adult to behave in sexually inappropriate ways or watch sexual activities
- grooming a child, young person or vulnerable adult in preparation for abuse (including via the internet)
- sport situations which involve physical contact (e.g. supporting or guiding children, young persons or vulnerable adults) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over children, young people or vulnerable adults.

Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's, young person's or vulnerable adult's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sport situation might occur if an instructor or skipper fails to ensure that children, young persons and vulnerable adults are safe, or exposes them to undue cold or risk of injury.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (e.g. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination e.g. towards women and girls; persuade others that minorities are inferior

Bullying

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child, young person or vulnerable adult has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child, young person or vulnerable adult describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child, young person or vulnerable adult losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child, young person or vulnerable adult could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that they are being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's, young person's or vulnerable adult's behaviour, talk first to the parents or carers. It may be that something has happened, such as a bereavement, which has caused them to be unhappy.

SHKL's Safeguarding Procedures

Staff and Volunteers

SHKL actively reviews volunteers and staff before accepting them and EVERYONE supporting SHKL's programmes must complete and sign SHKL's Self Disclosure form in relation to Safeguarding.

Concerns

Anyone who is concerned about a child's, young person's or vulnerable adult's or other participant's welfare, either outside the sport or within SHKL, must follow these procedures:

- If the child, young person or vulnerable adult requires immediate medical attention call an ambulance and inform the doctor that there is a child/young person/vulnerable adult Safe Guarding concern
- Inform the SHKL's Safe Guarding Team immediately, in strict confidence. The Safe Guarding Team & CEO will decide whether to contact the Children's Social Care Services or the Police. It is not the Safe Guarding Team's responsibility to decide if abuse is taking place, but it is their responsibility to act on any concerns which may arise. The Safeguarding Team will complete an Incident Report Form and send it to the CEO. The form will be assessed and retained and available to the relevant authorities if needed
- If someone from SHKL's Safeguarding Team is not immediately available, and your concerns are urgent, report them directly to Social Welfare Department or the Police.

EVERYONE at SHKL must comply with the Safeguarding Policy and its contents.

SHKL HEALTH AND SAFETY POLICY

1. INTRODUCTION

SHKL's Health and Safety Policy is one of the components in SHKL's strategy for a robust safety culture. The other components are our Risk Assessments and our Standard Operating Procedures (SOPs). These components enable risks to be identified and eliminated or reduced to a level that is as low as is reasonably practicable, and ensures that safety remains the primary consideration within all aspects of operation.

Creating and maintaining a robust safety culture in which to operate successfully is the paramount objective of SHKL. Everyone working with and supporting SHKL has a responsibility to play their part in achieving it. They also have a responsibility not only for their own safety, but also for the safety of others on board and around our vessels.

2. HEALTH AND SAFETY STATEMENT

SHKL's Health and Safety Policy aims to:

- prevent sailing-related accidents and/or ill-health
- maintain safe and healthy sailing conditions
- provide adequate control of the health and safety risks arising from sailing activities
- provide and maintain safety gear and equipment
- ensure safe handling and use of substances, including chemicals
- evaluate and consult with staff, volunteers and beneficiaries on matters affecting their health and safety
- ensure everyone involved in supporting SHKL's programmes is competent to do their tasks and to provide necessary training where appropriate
- provide information, instruction and supervision for all volunteers

This policy will be reviewed and revised to reflect current practice, at least every three years, or whenever there has been a material change in health and safety requirements.

3. RESPONSIBILITIES

Operational responsibility for health and safety for Mo Han Project which included sea-going or sea-borne incidents or accidents lies with the Working Group who reports to the Board of Directors.

Volunteers and beneficiaries must:

- Co-operate at all times with the Working Group, members of the Training and Standards Group (TSG) and the Skipper with regards to Health and Safety matters
- Not interfere with anything provided to safeguard health and safety
- Be familiar with and abide by SHKL's requirements in respect of health and safety
- Take reasonable care of their own health and safety, and ensure that beneficiaries have their carer on board as and when it is feasible, beneficial and appropriate to do so
- Report promptly any sailing related health and safety concerns within the SHKL's environment by completing an Incident report and forwarding it to the CEO

4. HEALTH AND SAFETY RISKS ARISING FROM SAILING ACTIVITIES

SHKL together with the Mo Han Working Group is responsible for the Risk Assessments for the vessel.

The Risk Assessments identify

- risks on and around the yacht, and in the classroom
- their severity and likelihood
- their mitigation / elimination
- the 'owners' for relevant items which present potential risk, and specify the 'owner's' responsibilities for
 - installation, maintenance and testing of these in accordance with the manufacturer's instructions and any
 - other applicable standards.

The Risk Assessments are reviewed by the Mo Han Working Group, at least annually, and in conjunction with the SHKL Board of Directors. They are also reviewed immediately the nature of a sailing activity, conditions or circumstances change, or following the report of an accident/incident/near miss. The findings are reported to the Head of the Training and Standards Group (TSG) and the Mo Han Working Group. Any action that is developed to remove/control risks will be approved by the Head of the Training and Standards Group and the Mo Han Working Group.

Skippers of Mo Han will be responsible for ensuring that any required practices are implemented on the vessel.

The Mo Han Working Group will check that the implemented actions have effectively eliminated and/or reduced all identified risks.

A copy of the current Risk Assessment can be viewed and is held by the Mo Han Working Group and the vessel's Skipper

5. CONSULTATION

All volunteers are required to attend any training relating to relevant health and safety matters scheduled by the TSG.

6. SAFE USE OF MACHINERY AND EQUIPMENT

The Skipper and TSG is responsible for identifying all sailing machinery and equipment, including safety equipment, needing maintenance, and their 'owners', and for identifying substances needing a Control of Substances Hazardous to Health assessment. The Skipper and TSG is responsible for ensuring effective maintenance procedures are drawn up by 'owners', for undertaking assessments, ensuring required action is taken and all relevant volunteers are kept informed. 'Owners' in conjunction with TSG will draw up short form procedures as applicable.

7. ACCIDENTS AND FIRST AID

A regulatory First Aid kit is carried on Mo Han. All Skippers must have an active First Aid qualification. An Accident / Incident / Near Miss Log Book with report forms is available aboard the vessel. All accidents, incidents and near misses, regardless of their severity, must be documented within the Accident / Incident / Near Miss report form, and briefly noted in the daily log sheet on the vessel. The CEO is responsible for reporting incidents to the relevant authority.

8. MONITORING

To ensure our sailing environment remains as safe as possible, and the correct procedures are complied with:

- Safety equipment maintenance logs will be periodically reviewed by the Mo Han Working Group
- Spot checks will be carried out periodically by the Mo Han Working Group
- Guidelines will be reviewed annually by the Mo Han Working Group
- The Mo Han Working together with the TSG will investigate any accidents or sea-going or sea-borne incidents

9. ADVICE

Health and safety advice is always available from the Mo Han Working Group or the TSG

SHKL Formal Investigation Procedure - Incidents and Accidents

SHKL requires the formal investigation of Incidents and Accidents, including certain behavioural issues.

Relevant Incidents and Accidents are defined as those which

- put the vessel and anyone on or around her at risk, (eg a collision, a grounding, a Man Over Board) – these must be reported to TSG & the Mo Han Working Group and ultimately the Board of Directors, or
- relate to persistent or wilful inappropriate behaviour, (eg disobedience, behaviour abusive of people or property, and otherwise unacceptable interpersonal behaviour) - these must be reported to the Mo Han Working Group

Not included are

- routine or minor vessel damage incidents (eg small parts are broken or become worn or defective) – these should be referred to the Skipper/Bosun
- specific safety and safety equipment matters - these should be referred to the TSG

Formal Investigation Procedure

The procedure for a formal investigation is as follows:

1. Appointment of Investigating Officer

- For Incidents and Accidents relating to the responsibilities of Skippers, Mates or Crew the Training and Standards Group (TSG) will appoint one of its members as Investigating Officer.
- For Incidents and Accidents relating to Beneficiaries and Guests the Skipper will report the matter directly to the CEO. If the Incident or Accident is deemed serious enough the CCO will inform the Mo Han Working Group, who will appoint one of its members as Investigating Officer.

2. Investigation Timeline

The Investigating Officer will investigate the matter, and will take no longer than 14 calendar days from appointment before reporting back in writing to the TSG or the Mo Han Working Group, as relevant.

Where the Investigating Officer reports to the TSG, the TSG will first consider the report and make a recommendation to the Mo Han Working Group. The recommendation will be made to the Mo Han Working Group by TSG within 7 calendar days of receiving the Investigating Officer's report.

3. Recommendations

The Investigating Officer / TSG may determine and recommend to the Mo Han Working Group that the Accident or Incident requires some re-training or disciplinary action. The Mo Han Working Group will consider the recommendation, decide on the course of action and notify relevant parties.

ENVIRONMENTAL POLICY

SHKL is committed to minimising the impact of its activities on the environment in relation to the operation of Mo Han. SHKL will support everyone sailing on Mo Han to reduce their impact on our coastal waters to keep them in shape for now and the future. SHKL's Skippers will raise awareness and offer easy to follow advice to make our sailing as sustainable as possible.

CONTAMINANTS

- Do not discharge oil, fuel, chemicals or water containing such liquids into the sea. Decant the liquid into an empty water bottle and dispose of using the special facilities that are available in most marinas. Check the bilge for oil/fuel before pumping out.
- Do not wash oils, detergents or other chemicals off the boat and overboard.
- Use eco-friendly cleaning products. Avoid those containing bleach, chlorine or phosphate.
- When anti fouling use a marine facility that disposes of anti-foul scrapings as hazardous waste and uses the correct type of anti-foul for our location and boat use with the lowest levels of biocides and copper suitable for our needs.

FUEL

- When re-fuelling always take care to avoid spillages. Use a fuel collar and don't overfill. Use the spill kit if necessary.
- Save fuel whenever possible - sail!

TOILET & SINK WASTE

- Use showers and toilets onshore in preference to boat facilities whenever possible.
- Only ever empty the holding tank for the heads when at least 3nm out to sea.
- Be considerate when washing-up in a harbour or anchorage especially if swimmers are nearby.
- Use loo paper sparingly and otherwise put nothing down the heads that did not exit via a human!

RUBBISH

- Do not throw any waste overboard, not even a crust. Bio degradable items such as apple cores, banana skins, etc., can take months or even years to degrade.
- Under no circumstances throw plastic overboard – this will never degrade.
- Remove as much packaging as possible before setting sail on a longer passage.

RESOURCES AND RECYCLING

- Use water and electricity responsibly.
- Recycling facilities are available at all sailing clubs in Hong Kong and should be used, when possible, for paper and cardboard, glass, cans, cartons, plastic bottles and batteries.

ANCHORING

- Take care where you anchor and do not disturb habitats. Do not anchor in sensitive areas, especially in marine protected areas, e.g., sea grass beds, reefs, scallop beds. If your anchor is dragging, raise and re-anchor or choose a different anchorage.