

**SAFETY
MANUAL FOR
LADY GRACE
BOAT TRIPS**

RESPONSIBILITIES:

The person responsible for the maintenance of this manual is:

STACEY BELBIN

The person responsible for the maintenance and ready-use condition of all the safety and lifesaving equipment is:

STACEY BELBIN

MUSTER LIST:

In the event of the below listed emergencies, the person responsible to taking charge of the emergency is listed:

FIRE: SKIPPER - STACEY BELBIN

MAN OVER BOARD: SKIPPER - STACEY BELBIN

ABANDON SHIP: SKIPPER - STACEY BELBIN

GENERAL EMERGENCY: SKIPPER - STACEY BELBIN

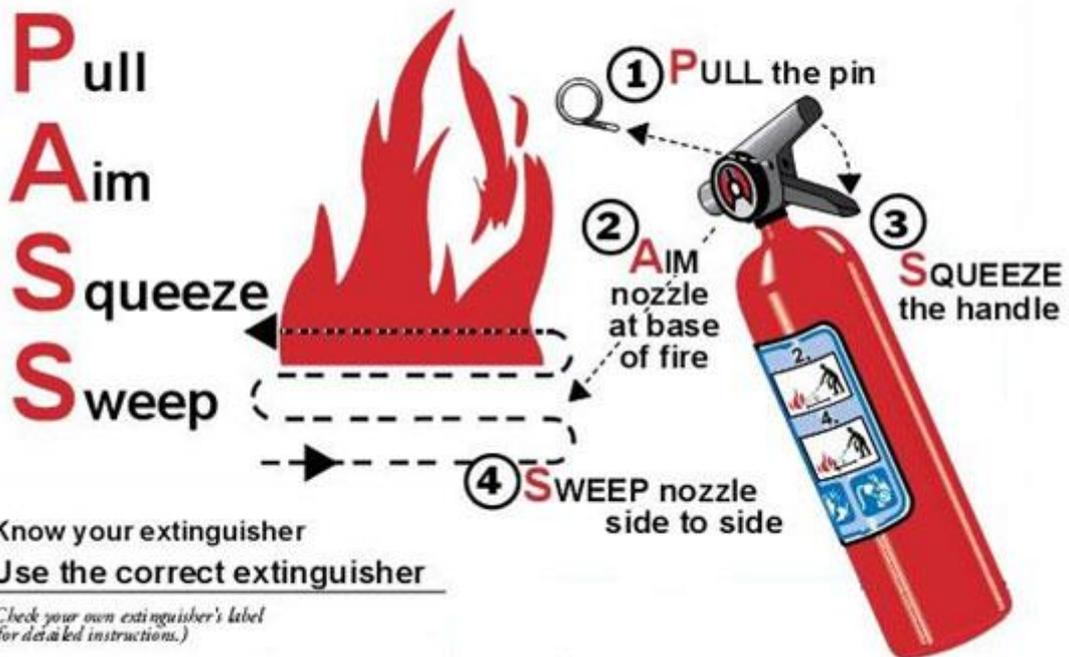
FIRE SAFETY PROCEDURES

- If you discover a fire, notify the skipper immediately.
- If you have been trained and feel it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, if possible wave down a passing boat and transfer passengers onto the passing boat to safety. If there are no passing boats make a mayday call to the Coastguards for assistance.
- If possible motor the vessel alongside a moored yacht in the harbour and transfer all passengers over safely before casting the vessel off and away from the yacht.
- If the fire is spreading rapidly and you are unable to transfer passengers to another vessel in the vicinity evacuate the vessel immediately, ensure no one is left behind and all passengers leave the vessel entering the water with lifejackets fitted.
- Take care to ensure any persons with disabilities are cared for.
- If the vessel is still tied to the quay when the fire starts, ensure you call the fire service. Fire service telephone number 999.
- Play your part in the roll call so you are safely accounted for.
- Do not return to the vessel until given an "all clear" signal.
- Do a roll call to identify if anyone is missing, make enquiries to establish the whereabouts and if unknown report to the fire service and Coastguards to issue a search team.
- Gather all information regarding the fire and how it might have started.
- Check what firefighting action has been taken and whether any firefighting equipment has been used and by whom.
- Make a list of firefighting equipment that will need replacements.
- Liaise with the fire service, complete a fire report on events that took place and act on findings. Amend fire evacuation procedures where necessary based on findings.

A 2kg dry powder fire extinguisher is located in the forward port hand locker under the seat.



To operate an extinguisher:



MAN OVERBOARD PROCEDURE:

Skipper to be notified immediately. This vessel is a single prop boat so where the victim is in sight the 'Destroyer' turn will be used taking into account the wind and tide directions. If the MOB is not in sight the 'Williamson' Turn shall be used. Once the MOB is alongside the vessel take the engine out of gear to stop the propeller turning, position the rope boarding ladder to the stern bollard and the MOB can climb aboard. **The rope boarding ladder is stowed in the forward port hand locker under the seat.** If the MOB is unconscious and unable to board by oneself the skipper and an allocated person on the boat will assist in taking the MOB under each arm and pulling him aboard by the stern of the vessel where the gunnels are at their lowest to pull the MOB on board.

THREE ALTERNATIVES FOR RETURNING TO VICTIM

"Destroyer" Turn

The fastest way to return to a victim in a SINGLE PROP BOAT in good conditions when you have the victim in sight.

1. Use full rudder to turn toward the side the victim went over, which will swing the prop away.
2. Continue making a complete turn as tightly as possible.
3. Slow the boat and position it a few boat lengths from the victim; approach and recover the victim.

Anderson Turn

The fastest way to return to a victim in a TWIN PROP BOAT in good conditions when you have the victim in sight.

1. Use full rudder to turn toward the side the victim went over; increase power on outer engine only.
2. 2/3 the way around, back the inner engine 2/3 or full.
3. Stop engines when the victim is within 15° of the bow.
4. Approach and recover the victim.

Williamson Turn

If you have LOST SIGHT OF THE MOB, bring the boat onto a reciprocal course (180° turn) so you can search for the victim.

1. When the victim is first missed, note course and position.
2. Use full rudder to turn 60° while calculating the reciprocal course.
3. Use full rudder to turn in the opposite direction until on the reciprocal course.
4. Continue on the reciprocal course until victim is located.

ABANDON SHIP PROCEDURE:

Put on all available layers of clothing.

Put on your lifejacket.

Sit firmly on the side of the vessel and lower yourself into the water gently to lessen the 'cold shock' effect. Always enter the water feet first.

If you have to jump into the water, use the following procedure, if possible.

1. Come right to the side of the vessel
2. Cover your nose and mouth with one hand
3. Hold your lifejacket firmly with the other hand
4. Make sure the water below is clear
5. Step off the vessel and bring your legs together

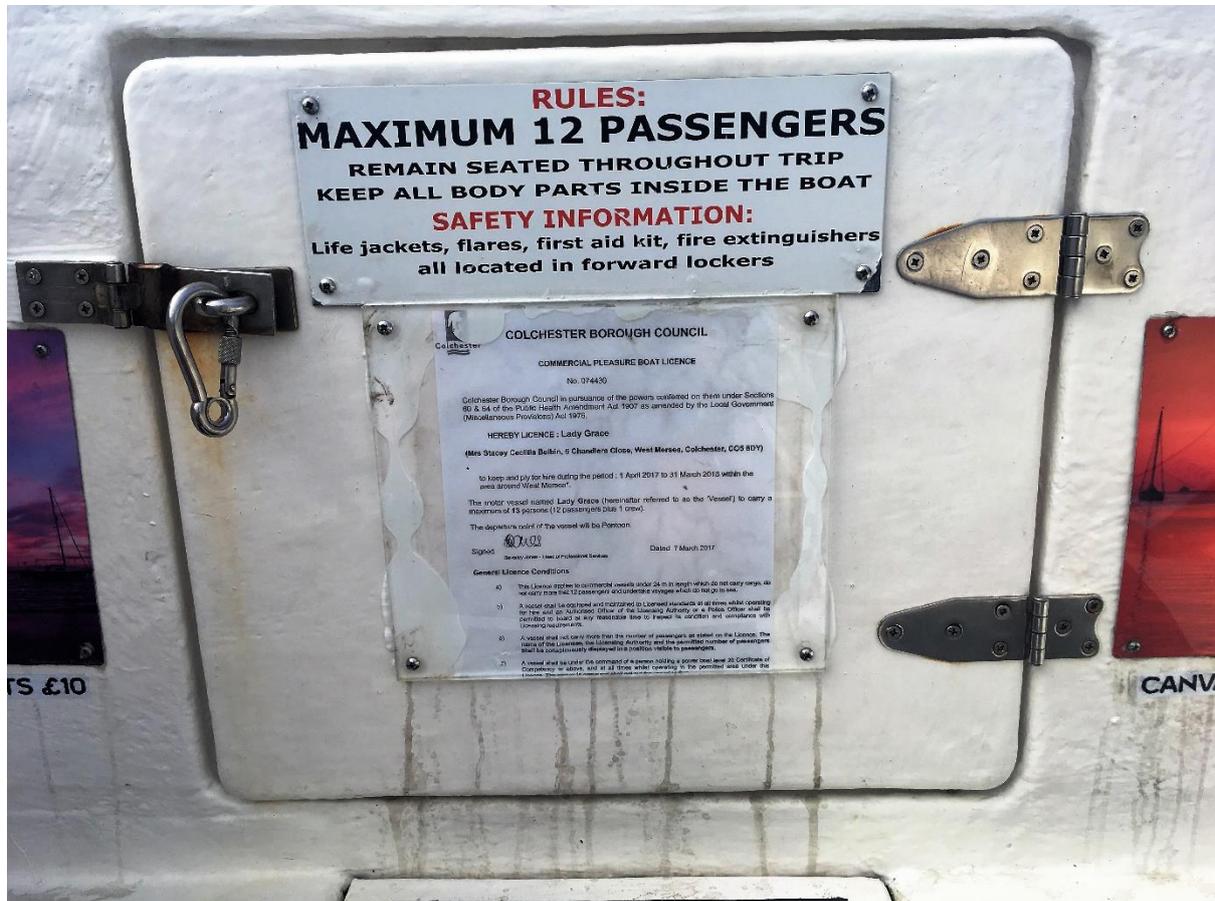
Remember that when you enter the water in the manner described, you will go under and come up and go down again and then stabilise. You can then uncover your nose and mouth.

Once you have stabilised swim to the closest shoreline assisting others less able than yourself where possible.

Wave down a passing vessel for assistance.

LIFEJACKETS:

Below is a photograph of the relevant donning notice applying to the lifejackets carried on board this vessel:



12 Adult lifejackets are carried on this vessel

Type of life jackets: FOAM

All lifejackets are clearly marked with the name and port of the vessel

8 lifejackets are stowed in the forward central locker up the bow

4 lifejackets are stowed in the large forward starboard hand locker under the seats

Do not damage the vessels lifejackets, it is there to save a life.

Retro-reflective tape has been put on the lifejackets to aid rescuers in locating survivors in the water. A whistle will be found attached to the lifejacket, this may be used to attract the attention of rescuers, other survivors in the water or survival craft.

2 Lifebuoys are carried on board this vessel with 30m of line attached to each lifebuoy

All lifebuoys are clearly marked with the name and port of the vessel

Retro-reflective tape has been put on the lifebuoys to aid rescuers in locating survivors in the water. This retro-reflective tape must be checked and replaced where necessary.

RADIO EQUIPMENT:

The following emergency radio equipment is carried aboard this vessel:

Make: Standard Horizon

Stowage: On the dash of the console at the stern of the vessel

Emergency radio operating procedure listed below:

Recreational Vessels Rev. 07/08

EMERGENCY RADIO CALL PROCEDURES

1. MAKE SURE RADIO IS ON
2. ON DSC RADIOS, LIFT COVER AND PRESS DISTRESS BUTTON FOR 5 SECONDS AND RELEASE
3. VERIFY RADIO HAS SWITCHED TO CHANNEL 16 AND GO TO STEP 5
4. ON NON-DSC RADIOS, CHANGE TO CHANNEL 16
5. PRESS AND HOLD TRANSMIT BUTTON
6. CLEARLY SAY: "**MAYDAY MAYDAY MAYDAY**"
7. ALSO GIVE: VESSEL NAME AND/OR DESCRIPTION
 POSITION AND/OR LOCATION
 NATURE OF EMERGENCY
 NUMBER OF PEOPLE ON BOARD
8. RELEASE TRANSMIT BUTTON
9. WAIT 30 SECONDS — IF NO RESPONSE, REPEAT "**MAYDAY**" CALL.



16
VHF-FM

HAVE ALL PERSONS PUT ON LIFE JACKETS

* Intentional hoax calls are an offense and subject to prosecution.



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PYROTECHNICS

SAFE HANDLING:

Many pyrotechnics contain materials which can generate considerable heat. They are safe and easy to use if handled correctly and the following points will provide some guidance as to the correct methods of use:

1. Learn by heart the purpose of the pyrotechnics you carry, how and when they should be used.
2. Follow the manufacturer's instructions exactly. Try and memorised them for future use to save time in an emergency, it can save lives.
3. Store the pyrotechnics in a secure, cool and dry place – but remember they must be accessible in an emergency. Ensure their location is known to all personnel who need to use them.
4. It can be illegal and foolish to use pyrotechnics for fun. They are emergency distress signals and should only be used for such.
5. Never fire date expired pyrotechnics since performance may not be as required.
6. Date expired pyrotechnics should never be disposed of at sea. They should be landed ashore to a responsible person for disposal.
7. In the event a pyrotechnic signal should fail to operate after this time, remove the end capes and place it in a bucket of water. The end caps must be removed to allow water to penetrate and render the signal harmless.

The following pyrotechnics are carried on board this vessel:

Red Distress Flares: 6

Buoyant Orange Smoke Signals: 2

The pyrotechnics equipment is located in the forward port hand locker

Only in date signals should be carried and the expiry date of those pyrotechnics are carefully noted on the equipment expiry list.

Red Distress Flares: provide a simple bright red flare which is fired to a height of at least 300 metres and which burns while falling, the descent being controlled by a parachute at a rate of not more than 5 metres per second. The flare burns with an intensity of more than 30,000 candela for at least 40 seconds.

Buoyant Orange Smoke Signals: designed to float on the water while emitting a dense cloud of orange coloured smoke for up to 3-4 minutes. The signal is safe to use on oil covered waters.

| SAFETY EQUIPMENT | WHERE STOWED | EXPIRY DATE/MAINTENANCE REQUIRED IF APPLICABLE |
|--|--|--|
| 12 x DoT approved lifejackets | 8 x forward central locker at the bow 4 x forward starboard locker under the seat | Annually- March: Check all whistles attached Check name and port clearly displayed |
| 2 x lifebuoys attached to 30m of line | On the stern of the vessel | Annually - March: Check ropes for signs of going brittle Check name and port clearly displayed Check retro-reflective tape still fully functional |
| 6 x red distress flares 2 x orange buoyant smoke floats | In clear box in forward port hand locker | 6x red flares - March 2020 2x orange floats - April 2020 |
| Category C First Aid Kit | In forward starboard locker under the seat | October 2019 |
| Marine VHF receiver | On dash of console | Daily: Check receiving and transmitting |
| Portable weather broadcaster | On dash of console | Daily: Ensure charged fully |
| Compass | Mounted on top of console | Annually - March: Check deviation |
| Charts of operating areas | Forward central locker at the bow | N/A |
| Main and emergency anchor | Forward central locker under the seat | Monthly: Check all shackles are tight Check for damage to rope |
| Tow line | Forward starboard locker under the seat | N/A |
| Buoyant heaving line | Forward starboard locker under the seat in orange bag | Monthly: Ensure it hasn't been tampered with and rope can freely disburse when required |
| Boat Hook | Under port hand gunnel | N/A |
| Emergency Steering | Forward starboard locker under the seat | N/A |
| Tool kit | Forward port hand locker under the seat | N/A |
| Bucket with Lanyard | Under port hand gunnel | Monthly: Check rope isn't brittle |

| | | |
|--|--|---|
| 2kg dry powder fire extinguisher | Forward port hand locker under seat | Annually - April: April - Inspection by DPL |
| Radar reflector | Mounted on mast | N/A |
| Water resistant torch | Forward port hand locker under the seat in clear box with flares | Annually - March: Check battery not flat |
| Navigation lights and sounds | All round white, tri colour light, search light, deck light and horn mounted at the top of the mast | Monthly: Check all working |
| Bilge pump | Automatic pump fitted in engine room bilge Hand pump fitted in back locker under seat Bilge alarm fitted under forward decks | Daily: Check all pumps working Monthly: Check bilge alarm working |
| Engine spares kit, impeller, oil and fuel filters, anodes, belts | Forward port hand locker | N/A |