

# **RRS Sir David Attenborough Cabin Safety and Information Booklet**



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**Welcome aboard the Royal Research Ship Sir David Attenborough**



**I. An Introduction by the Ship's Masters**

We endeavour to give you the fullest support to make your time onboard both fruitful and pleasant. It is our intention that you will find competent, friendly and courteous support from all ship's personnel. We hope that everyone sailing on SDA will leave the ship with a high opinion of our standard of operation and co-operation.

This booklet contains the basic information you need to know about life onboard. Everyone staying aboard the ship, even for a short time, should read this booklet, whether in port only or at sea. Please leave this booklet in the cabin, in a prominent place, for the next occupant(s).

Have a pleasant voyage.

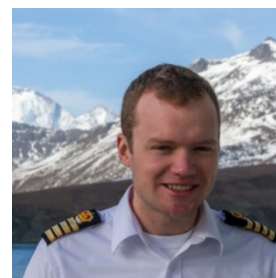
**Remember: IF IN DOUBT... ASK!**



Captain Matthew Neill



Captain Ralph A. Stevens



Captain William Whatley

## **Section I – Safety onboard**

Instructions in this booklet form part of Master's Standing Orders for both Marine and Non-Marine Personnel.

Ships can be dangerous places to those unaware of the hazards – please take care and consult an Officer or Crewmember with any concerns or questions.

### **2. Muster List**

As soon as you have embarked, make yourself familiar with the Muster List and Emergency Signals posters on each of the following decks: 2, 3, 5, 6 & 9. Locate where your lifejacket, survival suit and smoke hoods are stored in the cabin or at your Muster Station.

However please note that in port on hearing any emergency signal (if you are NOT marine crew) you should muster at the foot of the gangway where you will be accounted for by a member of ship's staff.

### **3. Safety Brief and familiarisation**

Prior to the ship's departure; everyone will be required to attend a Safety Briefing where the ship's emergency procedures will be explained. Please familiarise yourself with the notices in cabins & accommodation alleyways. Make sure you understand fully what different alarm signals signify and what action is required of you. If you are in the slightest doubt, ask any of the ship's staff.

Take practice emergency drills seriously.

Officers and Crew must complete and sign the appropriate familiarisation forms when joining for the first time or re-joining.

### **4. Fire**

Make yourself aware of available fire extinguishers and means of raising the alarm, particularly near your cabin and place of work.

Familiarise yourself with escape routes from your cabin and place of work.

**If you are the first to discover a fire** use all available means, including a lot of shouting (regardless of the time of day), to raise the alarm. If you are able to, without endangering yourself, tackle the fire. If it becomes apparent that your efforts are having, or will have little effect, evacuate the area, closing as many doors and windows as possible as you go.

Do not place yourself in a position of danger from which you cannot escape.

### **5. Safety Awareness**

Safety is everybody's responsibility. If you notice an unsafe practice, witness a "near miss" or an incident or have any other general comments concerning safety, speak to your Safety Representative or the Ship's Safety Officer. Reporting a "near miss", even minor, could prevent an accident in the future. **"Big or Small, Report them all"**

There is a Safety Management System (SMS) operating onboard, which expands many of the subjects in this booklet. The manuals that make up the system are kept in the Lounge/Bar on deck 5. The SMS may also be viewed online via Maximo using your BAS log in. Manuals should not be removed from locations without an Officer's permission.

If you are asked to do something unsafe, or part of the ship appears to be dangerous, you should report it as soon as possible. Each Department has a Safety Representative; such matters must be reported to the rep. who will then refer to the Safety Officer.

Familiarise yourself with the following documents that you will find on the Safety Bookshelf located in the Lounge/Bar.

- Marine Standing Instructions
- Risk Assessments (Be sure to read all the General Risk Assessments and any applicable to your work)
- Code of Safe Working Practice for Merchant Seamen
- SOLAS Manuals - Information on the ship's lifesaving appliances & Fire Fighting Equipment.

In addition, if you are a participant in a scientific cruise you should make yourself familiar with additional safety literature to be found in the laboratories as follows:

In the Main Laboratory & the Lounge/Bar

- Laboratory Code of Practice
- COSHH data sheets and information
- Risk Assessments specific to work on deck and in laboratories for your science cruise.

In the Winch Control Room & the Lounge/Bar

- Science Deployment Information File (Records of all equipment deployed from the ship with the general requirements and measures)
- SEA-SD-FORM-SCI-01 - Scientific or Charterers Oversight Equipment Guidance Notes is the blank form for any new science equipment, ask any officer for a copy to fill out.

## **6. Electrical Appliances**

The ship's domestic electricity supply is single phase 240v 60hz but may not be suitable for certain equipment. Most domestic appliances are allowed but the cabin sockets have low amperage, and high load items e.g. kettles, heaters, extension leads or multi-socket adapters are not to be used.

All electrical devices must be PAT tested before being plugged in if not supplied with a manufacturer's moulded plug. Faulty or incorrect electrical equipment is the cause of many fires on ships, contact the Electro Technical Officer (ETO) or Electronics Officer (EO) for any query or to have your devices tested.

A clean electrical supply (50hz) is available for scientific equipment, consult the ETO for further information.

## **7. Smoking**

Smoking and Vaping are **NOT** allowed in any internal space on the ship. Failure to abide by this rule will result in disciplinary action.

The only smoking areas are the forward end of both port and starboard lifeboat bays accessible from deck 5 via the Lounge/Bar or stairwell E.

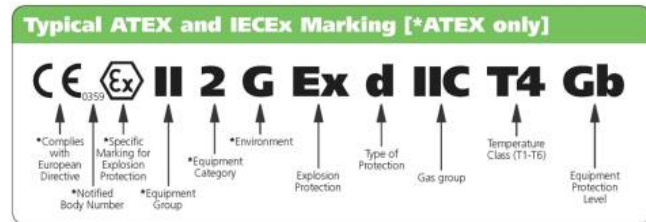
Smoking and Vaping is **NOT** permitted at all during bunkering or hazardous cargo loading, announcements will be made over the ship's PA system and warning signs will be placed at the designated smoking areas during these operations.

Cigarettes etc. must be completely extinguished and disposed of in the containers in the smoking areas, which smokers are responsible for emptying daily. On no account should cigarettes be thrown over the side or stubbed out on the deck.

## 8. ATEX Zones

Due to the highly volatile aviation fuel the vessel carries, the vessel has to comply with strict tanker regulations. There are certain areas of the ship which are designated ATEX zones on decks 3, 4, 6, 8 & 9. This means no tools, cameras, radios or any other electrical equipment may enter these zones. You will be shown these areas in the Purser's safety brief.

Only equipment bearing an ATEX Rated label can be used in these areas. An example of ATEX rated equipment label:



## 9. Alcohol and Drugs Policy

BAS operates a strict Alcohol and Drug policy for your health, safety and the social wellbeing of everyone onboard. You will find a copy of the current policy in the Bar/Lounge. It applies to ALL onboard (BAS/NERC staff and Supernumeraries of any organisation), failure to comply with the policy will result in disciplinary action.

No alcohol is to be brought onto the vessel without the Master's express permission, anyone doing so will face disciplinary action. Drugs other than those prescribed by a Medical Practitioner are strictly forbidden. Any person who is found to be in possession of illegal or non-prescribed drugs will be dismissed immediately, repatriated and reported to the authorities.

## 10. Safety Committee

Safety Committee meetings are held at least every six weeks and more frequently if required. Notices before the meeting and minutes of the meeting are posted on the Safety Notice board. The names of the Safety Officer and the members of the Safety Committee are posted on the Safety Noticeboard in the lobby outside the Mess. During scientific cruises one member of the scientific party is elected as Safety Representative for the science and technical support team. Anyone is welcome to attend the Safety Committee meetings.

## 11. Access to Decks in Heavy Weather

In heavy weather, access to decks 3 & 6 (and other open decks) may be restricted. Weathertight doors leading out of the accommodation and laboratories may be closed with warning notices posted.

## 12. Movement Around the ship

Movement around the ship can be dangerous due to wet and slippery decks and the rolling and pitching of the ship.

- Never run in alleyways or on deck.
- Hold handrails provided, especially in rough weather.
- Ask for help if carrying large or heavy items.
- NEVER face outward when using ladders.
- If unsure about descending a stairway, turn to face the stairs, hold the handrails and proceed backwards.
- Never walk, stand or sit on the bulwarks (rail around ship).
- ALWAYS wear sensible footwear, especially on the external decks – Footwear with ankle support is strongly recommended. No sandals, slippers, flip-flops, crocs etc. outside of the accommodation.
- Always secure doors, hatches and loose equipment
- Remember the seafarer's motto - "One hand for yourself, one hand for the ship".

For further information, see SEA-SD-MSI-GEN-09 & SEA-SD-MRA-GEN-09 in the Ship's Safety Management System.

### **13. Watertight & Weathertight Doors**

The ship is fitted with hydraulically operated watertight doors. **These doors can kill.** You must not attempt to pass through these doors until you have been instructed in their use by a member of ship's staff as part of the Safety Brief that is given prior to or immediately after sailing, and to new joining Marine Personnel. If you need to pass through a watertight door **ALWAYS** observe the safe practice that you have been taught. Never try to pass through a door while the alarm is sounding.

These doors remain closed at all times whilst the ship is at sea, except to allow through passage, after which they must be immediately closed. Read and follow the safety signs posted on each door.

Be warned that the doors can be set to close automatically from the Bridge, in which mode as soon as the local control lever is released the doors will immediately close.

### **WHEN PASSING THROUGH WATERTIGHT DOORS, HOLD THE HANDLE IN THE OPEN POSITION UNTIL YOU ARE THROUGH AND CLEAR OF THE DOOR.**

Unlike lift doors in buildings ashore, the watertight doors will not cease to close for soft obstructions like your body.

Weathertight doors are essential for protecting internal spaces from the elements, ensure they are closed properly after passing through them. These doors can be very heavy and hard to control, particularly if the ship is rolling. Be mindful of the doors banging shut in close proximity to watchkeepers' cabins as this will disturb their sleep.

### **14. Working on Open Decks**

Remember:

- Wear appropriate protective clothing (hi-viz, hard hat & safety boots at a minimum).
- Keep an eye on what is going on around the rest of the deck and possibly over your head.
- Identify and be aware of the hazards.
- Keep out of people's way if you are not involved in the task and do not distract them.
- Be aware of the danger of loose clothing, long hair, rings and other jewellery.
- Be aware of the effect the ship's movement on lifting and other manual handling jobs.
- Keep clear of working machinery, wires and ropes (under tension and slack).

### **15. Accommodation Lift.**

During rough weather the accommodation lift will be out of service and locked out from the Bridge. Do not use the accommodation lift during emergencies or emergency drills.

### **16. Emergency Accesses**

The vessel has a number of emergency escapes and accesses. These are clearly marked. Do not obstruct these accesses with equipment or baggage. Do not use them as a shortcut.

### **17. Use of Knives**

Knives are a common tool aboard ship but extra care should be taken in their use. Sudden movement of the ship, wet, or slippery ropes/surfaces and uncontrolled direction and pressure must be avoided. Clasp knives should be lockable. **Always cut away from yourself.**

### **18. Responsibility of Individuals**

It is the responsibility of everyone aboard to:

- Take care of their own health and safety and that of their colleagues.
- To follow the health and safety procedures set out by BAS.
- Use the safety clothing and equipment issued or available for use.
- Keep their living and working areas in a clean and safe condition.

## **Section 2 – General Domestic Issues**

### **19. Special Purpose Personnel**

All non-crewmembers are considered Special Purpose Personnel (SPP), also referred to as FIDs. The PSO (or Lead FID nominated by BAS Cambridge) will represent all the FIDs onboard. FIDs are subject to the same disciplinary regulations as the Officers and Crew, and therefore must obey any reasonable instruction given by an Officer or Petty Officer in the course of their duties.

### **20. Noise in corridors & Anti-Social Behaviour**

Due to the confined nature of shipboard life, tolerance and respect for other people is essential. Many of the crew are on “watches” whilst at sea, a routine of 4 hours on 8 off (or 12 hours on 12 hours off during science), which means that at all times of the day and night someone will be sleeping and loud/rowdy behaviour will disturb them. Watchkeepers need proper rest to ensure everyone’s safety.

As a general rule a closed cabin door means the occupant does not want to be disturbed and a door with a curtain drawn indicates the occupant is off duty but can be approached.

Antisocial behaviour onboard constitutes an act of misconduct, which could lead to disciplinary action being taken.

### **21. Ship’s Time**

The ship won’t always adhere to geographical time-zones, the local time relative to GMT is set at the Master’s discretion and may change during your voyage. Remember to synchronise your watch and/or electrical devices to one of the ship’s clocks to ensure you are not very early or very late to meetings & meals.

### **22. Medical**

The ship normally carries a Doctor and if you need any medical care or supplies please ask (if you are taking prescription medications, you must ensure that you have a stock sufficient to last the duration of your time onboard. If your prescribed medication is classed as a controlled drug, you must declare this to the Master or Doctor, when you join the ship).

Surgery hours are advertised on the Hospital door on deck 6 but medical assistance is generally available at other times if required by calling the Doctor (2568). If there is no Doctor or Paramedic onboard, then report to the Purser (2571) for any medical issues that may arise.

### **23. Garbage Disposal**

Your attention is drawn to the Garbage Disposal placard at the back of this booklet concerning waste separation and disposal. Everyone should sort their own personal and work waste into the different categories and dispose of it in the correct receptacles

Incorrectly segregated garbage can endanger the ship’s crew who process it using hazardous machinery. Please do not jeopardise their safety and take the time to correctly separate garbage.

For more detail on BAS waste policy either ask the Chief Officer or refer to the BAS Waste Management Handbook.

**24. Sanitary Waste**

All sanitary waste must be placed in a yellow bag for incineration (available from the Purser, Stewards and in the cleaning lockers for use in cabins) and placed in the labelled bins in the Scientist's Laundry (Deck 3) and Crew Laundry (Deck 6). Sanitary waste **MUST NOT** be disposed of through the toilet system. There is a supply of female sanitary items onboard, available from the Doctor or Purser.

**25. Cabin Cleanliness & Personal Effects**

Ship's staff will maintain a high standard of cleanliness in all public areas of the ship. You are responsible for maintaining your own cabin in a clean and orderly condition. A vacuum cleaner and cleaning materials can be found on each deck in a locker marked "Cleaning Locker". If you have any queries, ask the Purser or a Steward. By law the Master has to inspect accommodation areas weekly, and normally makes "Rounds" on a Sunday morning.

When sharing cabins remember there is not a great deal of space. Please respect your cabin mate's space and possessions.

At the end of your cruise/voyage you will be required to completely clean your cabin and bathroom ready for the next occupant. Please leave your cabin as you would expect to find it.

If you are not re-joining for any reason, personal effects from your cabin may be moved into secure storage onboard to allow the relief crewmember to use the cabin. Personnel whose possessions need to be moved should be notified of this in writing via email to their BAS email account.

Personal effects will be boxed up with two officers in attendance, a written inventory and photo evidence will be recorded (SEA-SD-FORM-SEC-06). The boxed personal effects will be stored in the locked baggage locker until the owner's return or will be sent to their home address.

**26. Laboratory & Work Space Cleanliness**

The Principal Scientist & Lab Manager must ensure that the laboratories & communal science spaces are maintained in a clean and orderly condition. The ship's crew will have scrubbed out the laboratories before the start of a cruise. During a cruise, scientific and technical support staff should maintain their own work areas in a clean condition, ensuring all loose items are appropriately lashed and secure for sea.

Waste in the laboratories should be separated in accordance with Para 23 (Garbage Disposal) and put into bins

During a cruise your work area should be cleaned and managed in accordance with the "Code of Practice for Safety in Laboratories on SDA".

**27. Recreational Facilities**

The gymnasium and sauna on deck 3 are open to all onboard, please read the safety notices displayed before use. It is your responsibility to ensure that you know how to use the gym equipment properly and to do so when conditions are safe. Remember the ship is always moving, allow for this.

Always wipe clean and re-secure equipment after use. Build up your exercise routine gradually to avoid injury. For your safety you should avoid using the gym in rough weather.

The Bar/Lounge and Day Room have communal seating, games, musical instruments, large television screens etc. for anyone to use as they wish. Please ensure you leave communal areas clean and tidy.

All cabins have televisions, bring a long HDMI cable if you wish to connect your laptop to the screen.

## 28. Meals, Diet and Dress Code

The galley provides a choice of options at meal times, however any dietary requirements and allergies should be communicated to BAS POST team as early as possible, and confirmed with the Purser when arriving onboard.

Please be prompt at meal times. If you are unable to take your meal at the allocated time, please inform a member of the Catering department who will arrange a meal to be put aside for you. When the vessel is in port and you intend to eat ashore please inform the galley or the Purser so food does not go to waste.

A communal system of messing is operated onboard:

	<b>All</b>	<b>Watchkeepers Priority</b>
<b>Breakfast</b>	0730 - 0800	- 0815
<b>Lunch</b>	1130 - 1230	1130 - 1210
<b>Dinner</b>	1730 - 1830	1730 - 1810

Revised times may be displayed outside the Mess when in port or for cargo/science work.

Dress code in the Mess and Lounge/Bar is to be clean casual at all times. No working gear or bare feet. For approved formal events it is requested that smart-casual clothing is worn in the Mess e.g. collared shirt & trousers or equivalent.

The Mess room may be used during smoko periods. At all other times it will be kept clear except for making tea and coffee etc.

All meals, hot drinks, soft drinks and snacks are provided free of charge.

## 29. Laundry Facilities & Linen Change

The Crew Laundry is situated on deck 6, the Officer's laundry is located on deck 7 and the Scientist's Laundry (for all FIDs) is located on deck 3. Please remove your washing & drying from the machines promptly to allow others to use them. Tumble driers should not be used for longer than necessary to dry clothes. **The filter must be cleaned of fluff before and after using the drier.** Ensure irons are switched off and cool before stowing.

Linen will normally be changed weekly. A clean set of linen will be left outside your cabin. Please place your dirty linen in a pillow slip and leave outside your cabin from where it will be collected.

If the ship is short of water, the linen change may be reduced to once a fortnight. In this case, DO NOT wash your own linen.

## 30. Fresh Water

Fresh water is a finite resource onboard. The amount the ship can make is limited and usually lower than demand. When using the washing machines always do a full load, if necessary share with someone else. Conserve water when possible, report dripping taps etc.

If water consumption is too high, rationing may be introduced.

## 31. Toilets

There is a fresh water vacuum flushing system for the toilets, this is efficient and clean if used correctly. Do not put anything other than human waste and a small amount of toilet paper into the bowl. Toilets should be cleaned **every day** but only using Bio-Vac enzyme cleaner supplied in each cabin. Extra supplies are kept in the cleaning lockers on each deck.

### **32. Library**

There is a collection of scientific textbooks, reports, journals and reference books available in the Conference Room on deck 4. There are also general interest books supplied by the Marine Society (distinguishable by their stamp inside the front cover). Please borrow them but ensure that they are returned when you have finished with them and certainly before you disembark.

### **33. Machinery Spaces**

The ship's engineering spaces (including the Scientific Winch Room and Science Sensors Room) contain many hazards and are therefore out of bounds to non-ship's staff. If you are interested in looking around these spaces, conducted tours can be arranged - please speak to one of the Engineer Officers for information.

### **34. Bridge Visits**

You are welcome to visit the Bridge. Each time you visit it is a courtesy to check with the Officer of the Watch that it is convenient to do so. Please avoid change of watch times i.e. 0800, 1200, 1600, hours of darkness, and other busy times unless visiting on science/ship's business. Please do not crowd the Bridge or engage in noisy conversation as this will distract the OOW and the Watchkeeper from their duties.

If the ship is under navigation, pilotage or being conned by the Master or at other busy times, you are welcome to view from the Met Lounge on deck 10 rather than the Bridge itself. Please do not take offence if you are asked to leave the Bridge or you are not granted permission to visit as this will normally be due to the demands of the current situation or operation.

### **35. Bar and Bond Supplies**

The bar will serve alcohol for consumption in the Bar/Lounge or Day Room on a limited basis at the discretion of the Master, with agreement from BAS Cambridge.

The Bond (situated on deck 5) has a range of items to purchase; clothing, memorabilia, toiletries, tobacco products. Alcohol cannot be purchased from the Bond. The Bond is open at times advertised by the Purser and you are welcome to go and view what is on offer.

A cashless system of accounting operates both in the bar and the Bond, the amount spent will be deducted from your salary for BAS/NERC employees, or it will be settled as previously arranged at the end of your voyage for non-BAS/NERC staff.

### **36. Conference Room**

The Conference Room on deck 4 is equipped with a large television screen. It can be used for meetings, watching films or as a quiet room when not required for ship's business.

### **37. Personal Problems**

If you have a concern of any kind, such as problems at home or onboard etc. it is often best to discuss it with someone. You may seek advice from anyone you choose, but it is recommended that you talk to your Head of Department (for Marine Personnel), the Principal Scientist or Lead FID (for non-marine personnel), or the Master. You can be assured that any such matters will be treated in the strictest confidence. Welfare Officers at BAS & NERC, or a third-party specialist can be contacted using the details displayed in the Lounge/Bar & Day Room.

### **38. Complaints/Appeals/Suggestions**

Non-Marine Personnel - If you have any complaints/appeals or suggestions concerning the service provided or safety onboard, please raise them with the Principal Scientist or the Master. It is important that you raise any issue while onboard, where it can be dealt with at an early stage rather than waiting until you return home. This can very often prevent small problems magnifying out of proportion for the rest of your time onboard.

Marine Personnel - SEA-SD-MSI-GEN-14 gives guidance to any member of the marine staff who might have a grievance or complaint. Hard copies of this MSI can be found in training folders and in the Marine Standing Instructions files, stowed in the Lounge/Bar.

### **39. Going Ashore**

Whenever possible, shore leave will be granted at the Master's discretion. However operational requirements, local circumstances, security & safety concerns may prevent this. Please be understanding that shore leave may not be possible and the decision has been made for the protection of all onboard.

Cabins should be locked when unoccupied during port calls. When you go ashore it is imperative that you move the indicator next to your name on the cabin board at the head of the gangway to show you are not on the ship. Likewise, on returning to the ship please indicate that you are onboard. This board is used in the event of an emergency onboard in port to account for all personnel and it is therefore extremely important to do this.

Whilst ashore, take sensible and appropriate precautions for your safety and security. Be mindful that you are a representative of the SDA, BAS & any associated organisations, behaviour ashore does get reported to the vessel or BAS Cambridge by members of the public.

You must return to the vessel in a fit state to respond to an emergency.

### **40. Station Visits/Going Ashore in Antarctica**

- Notices are posted prior to arrival advising of any special instructions or restrictions.
- Prior to or on arrival at a station or landing site there will be a station and biosecurity briefings that all who are going ashore will need to attend.
- You must be suitably clothed for going ashore. Always assume the weather will become unpleasant.
- On entering a station please leave your boots and outside gear in the entrance lobby.
- Obtain permission to look round or ask to be shown round by a Station member.

If you plan to leave the vicinity of the station, ensure that you:

- Are not restricted to the station area only.
- Have checked with the Station Leader that your route is allowed. Advice is generally available on the station noticeboard.
- Never go alone.
- Enter your time of departure, estimated time of return, and route in the ships "Walks Book", which will be located on the Bridge. If you don't know where it is, ask.
- Stick to your intended route, so you can be traced in an emergency.
- Listen for the ships whistle and if you hear it, return **immediately** to the ship or embarkation point.

Relief time on station is a busy period and work must always take priority over recreation.

### **41. Banned Items or Persons**

It is forbidden for anyone onboard to have in their possession or to bring aboard any of the following:

- Firearms, ammunition or explosive devices
- Offensive weapons
- Illegal drugs
- Alcohol
- Unauthorised persons

**42. Outward Mail from the Ship**

If time allows, you are responsible for posting your own mail in port. If a very quick call is being made at a port, small items of mail (Post cards & Letters) will be collected and the cost of mailing will, in these circumstances, be met by BAS. Post boxes are located outside the Purser's office on deck 5.

**43. Ship Security**

All personnel are requested to be vigilant, both onboard and in port areas, to assist in keeping the ship secure. Security covers everything from terrorism to minor pilferage.

A member of the crew (normally the 2<sup>nd</sup> Officer) will be designated the Ship's Security Officer, you are welcome to ask them about any security arrangements; such as personal safety ashore and searches upon boarding the vessel.

Immediately alert a crewmember if:

- You think there is an unauthorised person onboard
- You notice any suspicious activity on or near the ship
- You notice a suspicious package/item on or near the ship - Do not investigate it, keep yourself and other people as far away as possible until help arrives

If you need to summon assistance urgently onboard, use the phone or in the extreme case of imminent or actual danger use of one of the "break glass" Fire Alarm buttons.

Be aware that the ship security system exists for your protection, please co-operate fully with gangway checks and photo identity card rules. Notices about specific security issues will be posted on the ship's notice boards.

Please obey restricted area signs and keep cabin doors locked in port. If you have responsibility for work areas, please secure them when not in use.

SPP/FIDs may be asked to assist the crew in ship searches and patrols. Please carry out these duties diligently and with caution.

**44. Cargo Duties**

During cargo operations, you may be requested to assist. This might be in the holds, on deck or ashore. It is expected that you will carry out these duties under instruction from the Officers and Crew willingly. Should you feel that a task is beyond your ability or safety level you should inform the Chief Officer.

**45. Information (lack of)**

Information on the ship's programme may be sporadic due to the operational demands placed on the Master. Information may be available via the Intranet or on the display screens around the ship. If you feel you need detailed information, then ask via the Principle Scientist, Lead FID or your Line Manager.

**46. Communications**

Telephone calls:

The ship's phone system is an extension of the BAS Office telephone exchange. To make calls to extensions onboard, BAS Cambridge or on stations, just dial the four-digit extension number. For external numbers dial 9 then the full STD code and number (e.g. 9 01223 456789, replace the 0 with the country code for non-UK numbers). To receive calls to your cabin the number is 01223 27xxxx (where xxxx is your cabin's extension number).

Calls are free to UK Landline and Mobile numbers. Any foreign or premium rate numbers (e.g. 0870) must be paid for with a pre-paid phone calling card (these are not available onboard and must be purchased prior to joining the vessel). When purchasing a calling card you need to select the UK as the location that you are making the call from as all calls are routed via Cambridge.

#### Internet Access & WiFi:

The internet can be accessed using the ship's computers or on laptops brought onboard (see below). All internet use is subject to the BAS IT Satellite Bandwidth & Network Usage Policy. Note that bandwidth is very limited and speeds are much lower than you will be used to ashore, especially with a large science party onboard.

Access is prohibited to websites containing:

- Gambling
- Weapons
- Violent material
- Alcohol
- Pornography

#### Laptops:

All Windows laptops should have the most recent updates applied and current anti-virus software installed prior to joining the ship and before being allowed to connect to the ship's network. Any laptop that is running Windows 7 or earlier Operating Systems will not be allowed to connect to the network. Network connection is via Cat-5 ethernet cable in cabins and work areas. Laptops should be inspected and approved by the Electronics Officer or IT staff before being connected to the network, even if used on a previous visit to the ship.

#### WhatsApp and Social Media:

You will be able to use WhatsApp and similar messaging apps via the ship's Wi-Fi network when satellite coverage allows, please note that it can be intermittent and refrain from sending/receiving large videos which will consume the ship's bandwidth. Social Media, such as Facebook and Twitter, will work but the low bandwidth versions should always be used (disable auto-loading of media such as photos and videos if possible).

#### Video/Voice Calls & Streaming Services:

It is prohibited to stream or download radio, video, audio etc. on the ship's network, or use voice/video calling services such as FaceTime, WhatsApp Video, Zoom etc.

#### Satellite Coverage:

There are occasions, especially in high latitude regions when the ship operates outside of satellite coverage and consequently phone/internet communications are lost. The Electronics Officer will be able to advise regarding these limitations if this occurs.

### **47. Light Pollution**

As sunset approaches; ensure all curtains & blinds are drawn and lights are switched off in empty compartments. This is to aid visibility for Bridge watchkeepers and prevent birds striking the ship as they are drawn towards light.

**48. Crossing the Line Ceremony**

This is a traditional ceremony carried out when crossing the Equator. It is to be carried out in a manner that is safe and enjoyable for all personnel. The wishes of anyone not wanting to participate in part or all of the activities must be respected.

The following points are among those to be taken into account in the detailed arrangements:

- The Master will sanction the arrangements before any activities take place
- All taking part must be volunteers, coercion of any kind is strictly forbidden
- Participants may withdraw at any time without reprisal
- All activities to take place in one area
- Mock weapons are to be protected and checked
- Food or drink will be approved by the Purser
- Any activity outside the approved ceremony is strictly forbidden

**49. Designated Person Ashore (DPA)**

If you have raised a safety, security or environmental concern onboard and feel it requires further attention, the Designated Person Ashore / Company Security Officer can be contacted. Further information regarding the DPA's role & responsibilities can be found in the Ship's Safety Management System: SEA-MPM-GEN-01 & SEA-SD-MJD-CAM-05 (available in hard copy in the Lounge/Bar). The DPA contact details are as follows:

**[dpacso@bas.ac.uk](mailto:dpacso@bas.ac.uk)**

**Primary contact**

Randolph Sliester  
DPA & CSO  
Email - [ranies@bas.ac.uk](mailto:ranies@bas.ac.uk)  
Telephone - +44 (0) 1223 221 456  
Mobile - +44 (0) 7904 263 334

**Secondary contact**

Julia Webb  
Deputy DPA & CSO  
Email - [jufe@bas.ac.uk](mailto:jufe@bas.ac.uk)  
Telephone - +44 (0) 1223 221 344  
Mobile - +44 (0) 7740 537 792

**Tertiary contact**

Joe Hooper  
Deputy DPA  
Email - [joooper@bas.ac.uk](mailto:joooper@bas.ac.uk)  
Telephone - +44 (0) 1223 221 513  
Mobile - +44 (0) 7542 226 127



## 50. Other Information

Other information about the ship, BAS and the Antarctic can be found on the Intranet (the default page on all networked PCs)

In the safety cupboard in the Lounge/Bar there are additional safety and information notices as follows:

- COSWP
- Fire on Ships
- Personal Survival
- BAS Welfare Guidance
- HSE Sun Protection, Advice for Employers of Outdoor Workers

**The Shipboard Garbage Disposal placard is displayed around the ship must be followed.**

British  
Antarctic Survey  
NATURAL ENVIRONMENT RESEARCH COUNCIL

RRS Sir David Attenborough

## Shipboard Garbage Disposal

ALL GARBAGE IS TO BE COLLECTED AND DISPOSED OF AS FOLLOWS

DISCHARGE OF GARBAGE OR ANY OTHER WASTE OVERBOARD IS STRICTLY PROHIBITED  
UNLESS AUTHORISED BY THE CHIEF OFFICER AND IN ACCORDANCE WITH MARPOL ANNEX V

Garbage Type	Collection	Processing / Disposal of garbage generated at sea	Disposal of garbage generated in port
Glass	Wheely bin in bar	Retained until suitable shore facility	Recycling skip
Drinks Cans (aluminium)	Can bank in bar	Compacted and retained until suitable shore facility	Recycling skip
Metal cans (steel/tin)	Storage box in galley/scullery	Compacted and retained until suitable shore facility	Recycling skip
Paper & Cardboard (shredder paper direct to incinerator)	Paper sack	Baling press. Retained until suitable shore facility or incinerated	Recycling skip
Recyclable plastic	Green bag	Retained until suitable shore facility or incinerated	Recycling skip
Tetrapaks (milk cartons etc.)	White bag (in Scullery)	Retained until suitable shore facility or incinerated	Recycling skip
Non-recyclable plastic, Contaminated food containers, domestic waste (tea bags, non-recyclable cabin garbage)	Black bag	Retained until suitable shore facility or incinerated	General waste skip
Galley food waste (excluding poultry waste & egg shells)	Macerator (at sea) Red bag (in port) (Use port arrangements if macerator is unavailable at sea)	Macerated & discharged overboard or incinerated	General waste skip
Sanitary waste, condoms, clinical waste (dressings, swabs etc.) Oily Rags, Non-macerator food waste (including poultry waste and egg shells)	Yellow bag	Incinerated	Retained for incineration at sea
Controlled Drugs	Yellow bag (Locked in pharmacy)	Incinerated (Witnessed by Doctor & Senior Officer)	Retained for incineration at sea
Aerosols	White bag (in laundries)	Retained until suitable shore facility	Shore Facility
Pharmaceuticals	Blue bag (in hospital)	Retained until suitable shore facility	Shore facility
Sharps (including disposable razors, razor blades)	Sharps bins	Retained until suitable shore facility	Shore facility
Cooking oil	Suitable empty container	Retained until suitable shore facility	Shore facility
Batteries	EO Bin	Retained until suitable shore facility	Shore facility
Lighters	EO Bin	Retained until suitable shore facility	Shore facility
Bulbs/Lamps	EO Box	Retained until suitable shore facility	Shore facility
Waste electrical & electronic equipment (including ink cartridges)	EO Box	Retained until suitable shore facility	Shore facility

All laboratory waste should be referred to the Lab Manager.

All miscellaneous waste should be referred to the Chief Officer.

Reference SEA-SD-MSI-GEN-32 "Garbage Management" for further details.

SEA-SD-ECO-ANIX-01

Issue Status: 3.0 (14/10/2022)

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