

## Queen Mary Sailing Club: Risk Assessments - last updated: 2.2.18 by Vicki Thurston (Assistant Manager & Sailing Principal)

All risks are further minimised by the supervision structure within the daily running of Queen Mary, as per the *QM Standard Operating Procedures, QMSC Club Byelaws* and other policies. The term 'staff' below is a generic term for all levels of shore-based and on-water staff, volunteers and helpers. (Abbreviations used: AMS (Assistant Manager Sailing), SUP (stand-up paddleboarding), NGB (National Governing Body), Powerboat Level 2 (PBL2).

All the latest public documents can be found on the QMSC website – <http://www.queenmary.org.uk/club-documents.aspx>

All risks associated with the various types of abuse of children and vulnerable adults are controlled by the QM *'Safeguarding and Child Protection (and Vulnerable Adults) Policy'* and the Club Welfare Officer is the Assistant Manager Sailing, Vicki Thurston.

**Health and Safety Policy Statement: "It is the policy of Queen Mary Sailing Club that the health and safety of all staff and persons on site, including those afloat and undertaking RYA Training, is paramount and the content of the SOPs and other documents clearly demonstrates our commitment to this."**

### Risks Afloat

HAZARD	RISK TO	CONTROLLED BY.	FURTHER ACTION
Water (drowning)	All	Observation and Safety Boat response in line with Club Safety Policy	Display of policy in clubhouse and on QMSC website
	All	Personal floatation device (PFD) to be worn at all times whilst sailing or in a powerboat. PFD or harness to be worn at all times whilst windsurfing by those afloat (under-18s windsurfing may not wear a harness without a PFD). PFD to be worn at all times by those close to the water's edge or on pontoons	Signage on bank, visual monitoring of water users by QMSC staff. Included within club byelaws which all water users adhere by.
	Students	Safety cover provided by Instructors inline with NGB guidelines. All students to be a minimum of 'water confident'.	Radio communication between Lead Instructor and Duty Officer/QM office.
	Persons racing	Safety cover on the water during racing	Radio communication between Safety Helms/Crews, Duty Officer & Race Officer
	Under 18s	<b>QM POLICY:</b> Persons under 18 must be accompanied by a responsible adult onsite when not under direct instruction from QM staff. This means that parents cannot leave the premises whilst their under-18s are at QM unless they have appointed another responsible person (not a member of staff) over 18 to take loco parentis.	The Duty Officer has the authority to bring anyone off the water should they feel it unsafe for that person to be on the water
Entrapment	Users of QM dinghies	Observation and Safety Boat response in line with Club Safety Policy. Masthead floatation must be used (as detailed in "Masthead Floatation Policy and Entrapment Advice" document (aka MHF Policy) unless persons are specifically exempted to do so by the Assistant Manager Sailing)	QMSC quick-release harnesses to be available for use on trapeze boats. Display of latest MHF Policy on display in the clubhouse and available on QMSC website

	Students	All doublehander dinghies to be fitted with 40L masthead float. All singlehander dinghies on taster sessions, RYA Level 1-2 and RYA Stage 1-3 courses to be fitted with 9L masthead float	Observation and swift response to capsizes from RYA qualified instructor. Powerboats to carry a safety knife. When Instructor teaching from dinghy/windsurf – instructor to carry a safety knife on person.
	Club Members in own boats	Observation and Safety Boat response in line with Club Safety Policy	Masthead floatation available to borrow from QM
	All water users	Powerboat drivers, or their crew, are ready to enter the water to assist with the righting of an inverted boat in the event of an entrapment.	Powerboat drivers, or their crew must not put themselves at risk by going underneath, rather by standing on top of the boat and righting it promptly in the normal way,
	Sit on top kayakers	Entrapment is extremely unlikely with a sit on top kayak due to no ropes or cockpit. However all students briefed on what to do in the event of ending up underneath the kayak.	QM Kayak instructors to maintain a constant awareness of all kayakers and include in the session briefing the actions to be taken in the event of surfacing under a kayak: Simply to 'push up and to the side'
	Multihull sailors	Catamaran students to use MHF and the importance of carrying a safety knife (to be able to cut trampoline) to be reinforced by instructors. All cat sailors recommended to carry a safety knife as per "Masthead Floatation Policy and Entrapment Advice"	Staff trained to understand how to use the boat's safety knife to cut out the trampoline of an inverted catamaran if a person is believed to be entrapped
Injury From Propellers or being struck by a powerboat	All water users	KILL CORDS MUST BE WORN AT ALL TIMES, TIGHT AROUND THE TOP OF THE LEG BEFORE ENGAGING FORWARD OR REVERSE GEAR. THERE ARE NO EXCEPTIONS TO THIS RULE. Killcord lanyards (the red spirally bit) should be checked regularly for wear, with worn ones removed from use. Solid plastic killcords with no inner core may not be used. Helms to drive inline with Powerboat Level 2 guidelines.	Promotion of the powerboat driving standards in SOPs and staff training. Ongoing visual checks by Duty Officer. Any new staff to be fully briefed on these rules before operating a powerboat at QM
	All water users	Drivers to always switch off the engine [unless in an extreme emergency situation]: a) before recovering people who are in the water or who have any part of their body in the water; b) When going alongside any windsurfer. Keep the engine as far away as possible from people at all times	Promotion of the powerboat driving standards in SOPs and staff training. Ongoing visual checks by Duty Officer. Any new staff to be fully briefed on these rules before operating a powerboat at QM
	Dinghy sailors being towed	Whilst it is strongly advised not to perform alongside tows on dinghies with crew onboard, this may be necessary at times (so long as the crew are positioned inboard and it is safe to do so).	Keeping alongside tows restricted in this way should significantly reduce the risk of someone falling between the two boats and going into the propeller.

Risk of crew being ejected from a powerboat	Powerboat crew	Helms to communicate to crew when changing gears, speed or direction. Helm to ensure all crew are appropriately seated with 2 solid handholds	Anyone driving a powerboat at QM has been authorised by the Duty Officer and read/signed the appropriate documents inline with QM SOPs
Collision with barges and/or dredgers	All	Diagrams and simple written information on Daily Information Board in Foyer. Duty Officer and other Staff to watch for breaches of rules. Infringements to be notified to the Assistant Manager Sailing for referral to Council	Members, hirers and Day sailors should be advised on good practice and/or made aware of QMSC Bye-laws. Guidelines to be incorporated into Open SI's for Open Meeting sailors.
Cold and Hypothermia	Students	Adequate briefing and provision of wetsuit	Instructors to monitor group/individuals for signs of cold. Duty Officer to take into consideration water temperature and ability of students
	Staff	Use of qualified, experienced, trained staff	Senior Instructor supervision and monitoring of well being
	Hirers	Adequate briefing and provision of wetsuit	Observation and Safety Boat response in line with Club Safety Policy
	All	Wetsuit or dry suit to be worn by all dinghy sailors and windsurfers, from 1 October to 31 March, as per Club Bye Laws	Observation and Safety Boat response in line with Club Safety Policy. Water temperature to be monitored, with temperature displayed on Daily Information Board in Foyer. Foil blankets in Safety Barrels

Heat and Hyperthermia	Students and staff	Regular breaks for rehydration and shade. Encouragement from Instructors/Senior Instructors for groups to re-hydrate	Senior Instructor supervision
Sunburn	Students and staff	Instructors should 'recommend' to adults and 'strongly recommend' to children that they apply a high-factor sun cream before of sessions, and frequently throughout the day. Instructors to build in regular shade opportunities in periods of strong sunlight	Sun cream is provided by QM for those who do not have their own (especially Juniors) and is kept in the office. Information sent out within course confirmation letters of importance of providing own suncream/sunhats. Information & advice included in parents briefing at beginning of junior holiday courses.
Cut Feet	All	Suitable footwear should be worn by students and staff when operating ashore or afloat (some windsurfer, kayakers, SUPers may prefer bare feet when afloat). For participation in sailing, windsurfing & raft-building trainers, windsurf/dinghy shoes/boots are OK whereas Crocs, flip-flops, sandals etc. are not)	Instructor briefings for students
Trapped body parts between boat and pontoon	All	Students to be briefed by Instructors to prevent	Any trip hazards on pontoons (or damage to pontoons) to be dealt with as soon as they are discovered. Pontoons to be regularly swept of guano
Windsurfers, kayakers and SUPers injuring themselves by falling off the kit into shallow water	All	Students/hirers/other windsurfers to be cautioned, as far as is reasonably possible, by instructors/hire assistants/staff that the water by the shore is shallow very close to the shore	The discipline specific SOPs to highlight any specific hazards for Instructors to be made aware of and include in session briefings

Injury to student within a QM run session	Students	Instructors to be trained and assessed to run the activity (through formal NGB Instructor qualifications or inhouse Instructor qualifications, inductions and on going staff training). QM to ensure appropriate ratios are maintained. Instructor to maintain constant awareness and group control. QM code of conduct to be available to all students prior to coming to QM with expectations of student behaviour.	Qualifications and ratios inline with QM SOPs and NGB/AALA guidelines (where appropriate). Duty Officer to oversee all activities on the day and be available for back up. Duty Officer to remove anybody from a session that deems to be unsafe to themselves or any other user of the club
Head Injuries	Students and hirers	<b>QM POLICY:</b> All junior beginner dinghy sailing students and all those in the 8-11 group must wear helmets when the rig is in place on the boat. Instructors may require students to wear helmets at other times and the DO or a SI can enforce the wearing of helmets at any time. Helmets must be worn by juniors participating in raft building & kayaking. Helmets should always be made available to students as some may wish to wear one even when the instructor does not feel it to be necessary	
	Club Members	QM helmets available for use	Such boat owners typically: 1) have greater experience levels and; 2) are better positioned to avoid head injuries and make an informed choice as to whether or not to wear a helmet
	All	Diagnosis of serious head injury, either immediate or delayed	All head injuries reported to the Duty Officer. DO treats and assesses the head injury. All patients leave with the QM advice sheet for head injuries with symptoms to look out for should the condition deteriorate. Any doubt or abnormal symptoms, precaution is taken to recommend the patient seek medical advice, or emergency services called.
Reservoir Inlet/Outlet (irregular movement of surface water)	All	Diagrams and simple written information on Daily Information Board in foyer indicating all to keep out. Duty Officer and other staff to watch for breaches of rules. Infringements to be notified to the Assistant Manager Sailing for referral to Council.	Members, hirers and day sailors should be advised on good practice and/or made aware of QMSC Bye-laws. Guidelines to be incorporated into Open Sailing Instructions for open meeting sailors.
Being abandoned on the water when water has closed	All water users	All students counted in by instructor. Regular observation of water by DO and other staff, as per QM Safety Policy.	At water close, the DO to ensure that the water has been cleared of all persons and equipment with a visual and/or actual sweep of the water made (visual: using binoculars; actual: driving around the perimeter of the water in a powerboat)
Lightning strike	All water users	Students to be removed from the water (when an electrical storm appears to be in very close proximity) and taken inside the Clubhouse until the storm has passed	Free-sailors should be removed from the water (when an electrical storm appears to be in very close proximity) only if absolutely necessary and there is no risk to the staff going afloat to do it

Blue Green Algae	All	Staff/Instructors to look for and report any signs of algae.	Water users to be kept away from blue green algae and boats, equipment and people to be washed where any contact is made
Weil's Disease	All	Cuts to be covered by waterproof plasters	Students encouraged to wash hands and shower

### Risks Ashore

HAZARD	RISK TO	CONTROLLED BY	FURTHER ACTION
Slipping On Pontoons	All	Pontoons to be kept clean as far as is reasonably possible. Adequate control of students by instructors.	Caution advised within Club Bye Laws. Regular Inspection and maintenance of pontoons.
Slipping On Banks	All	Wet, sloping banks are inherently slippery when wet. Students to be cautioned by instructors/staff that the banks can be very slippery	Caution advised within Club Bye Laws. Appropriate shoes should be worn
Manual handling of boats and boards	Staff/ Students	Supervision/instruction in correct lifting techniques. Staff to stay uphill of dinghies being launching down the bank	No lifting of boards and boats without sufficient numbers of people available. Instructional team to advise on this. Drag winches and platform hoists available to all (prior training needed before use)
Slipping on Internal Stairs	All	Non-slip edging to stairs in place.	Dripping wet clothing not permitted upstairs. Staff to monitor puddles and clear up/put signs up where appropriate
Fire	All	Fire alarm fitted, inspected and serviced. Weekly testing of alarm Fire extinguishers inspected and serviced regularly	Staff trained in fire drills – procedure in SOPs
Bomb Alert	All	Alarm signal	Staff trained in bomb alert procedure - procedure in SOPs
Icing on external stairs	All	Gritting and salting when required	
Top box stairs	All	No access sign and gate kept closed	Only staff normally allowed access
Medical Ailments	Students	Refer to First aid trained staff	Completion of 'Health & Water-confidence Declaration' form for all QMSC students. All qualified Instructors to maintain a valid indate first aid qualification.

### Risks Associated with Use of Equipment

HAZARD	RISK TO	CONTROLLED BY.	FURTHER ACTION
Boat Hoists	All	Instruction in use and care of equipment given to users. Regular inspection and maintenance	Immediate reporting of faults with equipment isolation instructions to staff when faults reported. Procedure in SOPs
Drag Winch	All	Instruction in use and care of equipment given to users. Regular inspection and maintenance	Immediate reporting of faults with equipment isolation instructions to staff when faults reported. Procedure in SOPs
Boat Gantries	All	Instruction in use and care of equipment given to users. Regular inspection and maintenance.	Immediate reporting of faults with equipment isolation instructions to staff when faults reported.

Electrical equipment	All	Instruction in use and care of equipment given to users Annual PAT testing of equipment.	Regular maintenance of equipment and reporting of faults
Use of VDUs	Office Staff	Limiting usage, regular breaks and eye tests	Regular maintenance of equipment and reporting of faults
	Casual Office assistants	Limiting usage, regular breaks	Regular maintenance of equipment and reporting of faults
Staff workstations	Office Staff	Training and advice to staff on appropriate considerations in body posture. Investigation of any reports of injury attributable to workstation posture.	Inspection of staff at their workstations
Cleaning machinery	Staff	Instruction in use and care of equipment given to users.	Regular maintenance of equipment and reporting of faults

#### Staff Risks During Maintenance

HAZARD	RISK TO	CONTROLLED BY.	FURTHER ACTION
Manual Handling	Staff	TBC	Staff to only attempt lifts if adequate numbers present.
	Bosun	Training in use of lifting equipment for heavy engines	Staff to only attempt lifts if adequate numbers present.
	Staff	Only 6 and 9.9 HP engines to be lifted – and lifted by winch and trolley only. Procedure in SOPs	Training in use of engine trolleys and engine winch.
Chemicals	Staff	Trained or supervised use only	COSHH details to be provided to users
Repair Materials	Staff	Trained or supervised use only	COSHH details to be provided to users
Use of Power Tools	Staff	Trained or supervised use only	Staff training in use of tools by experienced member of staff

#### Additional Risks in Relation to the Instruction and site use by Disabled Persons

HAZARD	RISK TO	CONTROLLED BY.	FURTHER ACTION
All risks with Disabled sailors on and off the water	QM Helpers and Sailors	Adequate briefing and inspection before going afloat. Duty Officer to take decisions as to where and when to sail and co-ordinate supervised sailing. Sailability Ops Lead to be present and assess risks	All helpers to attend Disability Awareness Training.  All power boat drivers to attend First Aid Training
Drowning: falling off pontoon	Disabled sailors/ students	QM helpers and visiting carers must supervise at all times. Sweep pontoon and approach ramp clean before session. Personal Floatation Device (PFD) to be worn at all times when below the rim of reservoir (includes on pontoon)	All Sailability lifejackets to be inflated and checked annually. All PFDs to be inspected visually before use and fitted correctly. Each

			disabled participant to be assessed as to whether he/she should wear a buoyancy aid or lifejacket as per the QM Sailability SOPs.
Drowning: falling out of boat	Disabled sailors/ students	QM helpers to supervise disabled boat crews at all times from dedicated safety boat unless agreed that QM staff are providing cover	Observation of craft sailing from shore at all times, especially when QM staff are providing on water cover. PFDs or life jackets to be worn at all times in boat.
Drowning: swamping	Disabled sailors/ students	Adequate personal buoyancy to be worn. Helpers briefed to check bungs before launch. QM Helpers to supervise disabled boat crews at all times from dedicated safety boat.	Buoyancy of craft to be regularly checked (VT to investigate minimum requirement)
Drowning: inversion	Disabled sailors/ students	Sailability Ops Lead to ensure masthead floatation fitted at all times to boats without a weighted keel or centre-plate. Locking devices on lifting keels to remain securely fastened in the down position after launching.	Only dinghies not liable to inversion to be used for disabled students under RYA Level 2
Use of personal hoists	Non ambulant sailors	All hoist operations to be performed by a trained person	Hoists to be Inspected annually by insurer as part of site visit.
Lifting disabled sailors	QM Helpers	Instruction in correct lifting techniques and manual handling	Covered in Disability Awareness Training . NB: Need manual handling policy modeled on QM. VT to provide.
Becoming unstable or having fit	Disabled Students	Carer known to student to be in the boat. Helpers to be informed before going afloat of known risks. Helm to remain in charge of boat and return to shore, radioing ahead	Carer understands student needs.
Head injuries	Disabled	Decision as to whether each student should wear a helmet	



	Students	to be made by the carer.	
Wheelchair falling backwards	Wheelchair users	Helpers to be briefed on possibility and a suitable and safe number of helpers to move wheelchairs and supervise persons in wheelchairs	Wheelchairs to keep to concrete paths where possible