



1. Overview of Operating at QM

Latest update: 06.01.2022

A line in the right-hand margin indicates where current year UPDATES have been made. When this handbook has been read, the sheet in the Signatures Book must be signed at QM, which is also the place to sign when you have read any other documents. Those who have read an earlier version of this handbook must sign in the current year to indicate they have EITHER read the latest version OR that they have 'read the UPDATES and are satisfied that they have refreshed themselves with all points within the handbook'.

INTRODUCTION TO ALL THE STANDARD OPERATING PROCEDURES (SOPs)

Terms used:

- ‘member of staff’, ‘staff’ or ‘instructor’: may apply equally to all staff (employed or freelance), volunteers, visiting coaches and helpers including those participating in work experience and induction training
- ‘students’: may apply equally to persons under instruction, hirers, any other water-user including Club Members.

All the QM documents have been written to explain clearly: 1) how to operate at QM in a safe and effective way; 2) the standards expected from staff at different levels. The information will be required on an ongoing basis.

Any members of staff who have difficulties in reading or understanding any of the information in this document must inform the AMS who will provide assistance.

GENERAL INFORMATION

Queen Mary Sailing Club is an organisation owned by its Membership overseen by the QM Council (elected members). It is open all year round running an active racing calendar to include open events, training programme, and groups/clubs. QM is a RYA Recognised Training Centre, Team 15 Club, Sailability Club, RYA High Performance Centre, RYA Affiliated Club, OnBoard Club. QM hold an Adventure Activities Licensing Authority (AALA) license, permitting it to deliver dinghy sailing, windsurfing, kayaking, stand-up paddleboarding and ‘improvised raft building’ to under-18s in a commercial manner. Additionally QM provides facilities for events and training for Royal Thames Yacht Club (RTYC), Surrey Youth Services, IBM and others groups.

Abbreviations used throughout:

- | | |
|--|-----------------------------------|
| • QM: Queen Mary Sailing Club | • LI: Lead Instructor |
| • RYA: Royal Yachting Association | • CPI: Chief Powerboat Instructor |
| • DO: Duty Officer | • CIs: Chief Instructors |
| • AMS: Assistant Manager & Sailing Principal | • CS: Club Secretary |
| • CDI: Chief Dinghy Instructor | • AMH: Assistant Manager House |
| • CWI: Chief Windsurf Instructor | • SI: RYA Senior Instructor |

STAFF

QM employs a small team of full time staff with the majority of the Team being seasonal and zero hours contracted.

A full, current list of the full time team, along with the technical advisors for each discipline is found in the separate 'Meet the Team' document.

At any given time the water is open, there will be a **QM DUTY OFFICER** (named on the Daily Information Board in the foyer or on the weekend sheets available on the staff website) who is often a RYA Senior Instructor taking charge of all water-based activity for that time. The Duty Officer instructions must be followed at all times, as per the Club Bye-Laws.

All staff, visitors, members and students of QM should adhere at all times to the QMSC Club Bye-Laws, QM Code of Conduct, relevant QM Standard Operating Procedures and QM Safeguarding & Child Protection Policy. All are available at request or on the Club Website (with the exception of the QM Standard Operating Procedures, which are available on the secured Staff website)

HEALTH & SAFETY

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 those undertaking RYA Training, is paramount and the content of the SOPs and other documents clearly demonstrates our commitment to this."

QM Safety Policy

The QM Safety Policy should be understood, complied with and promoted by all.

Risk Assessments

Risk assessments, which are updated when necessary, are on the main website.

Public and Employers' Liability Insurance

QM has, and will maintain at all times, employers' and public liability cover for all staff operating on behalf of QM.

Visiting Coaches / Powerboat Drivers Insurance

Private Coaches and visiting Class Coaches should ensure they are covered by an appropriate insurance policy (either personally or through the organisation they are representing) covering their coaching activity at QM and is likely to need to include Personal Public Liability and Personal Professional Indemnity insurance. QM is not in a position to offer guidance on adequate insurance, please liaise with the RYA Legal Department for further guidance.

Access to QM and its grounds

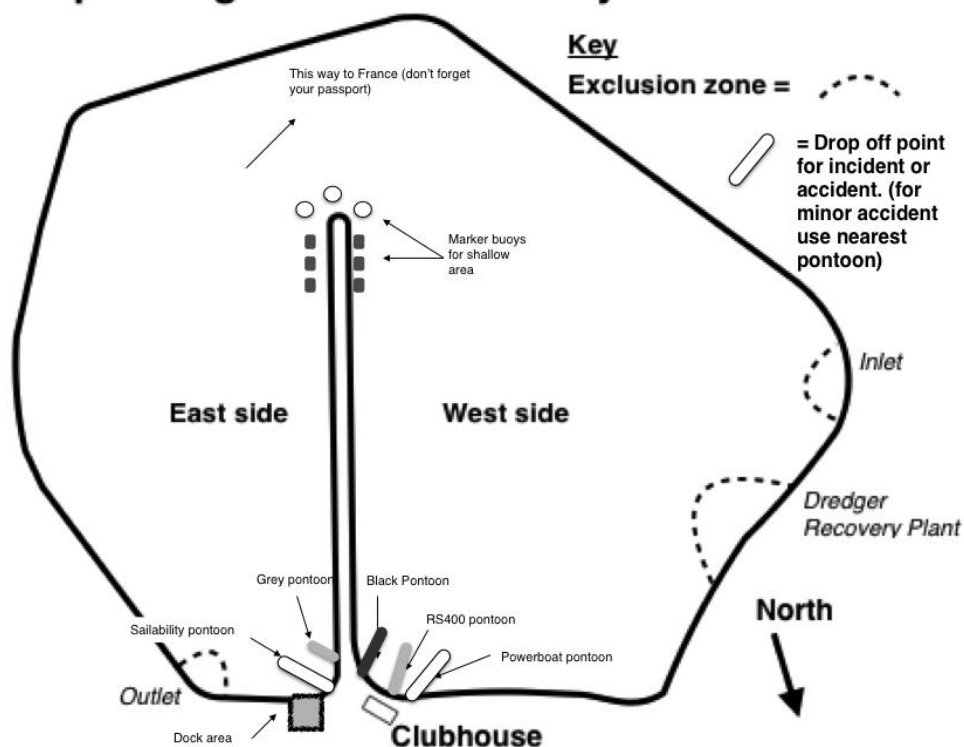
QM is a Club Members' club that is only open to persons enquiring about, purchasing or participating in its services. QM is a tenant of Thames Water under a long-term lease.

Only the water and the grounds of the boat park are accessible, therefore walking around the reservoir is strictly not permitted. With the exception of guide dogs, dogs are not allowed on site. Staff must pass on their concerns to the DO if a person on site is acting suspiciously.

OPERATING AREA & LOCAL HAZARDS AT QM

Generally QM have very few hazards – no tides, shallow areas, fisherman etc, however we do have a few outlined below that all staff & visitors should be made aware of. On any given day the Duty Officer will liaise over specific operating areas for groups and general sailors.

Operating Area - Queen Mary Reservoir



(A copy of this is available in the staff room and in all the QM powerboat safety barrels)

Dredger Exclusion Zones

Dredgers on the reservoir have a large 'Exclusion Zone' around them marked by metal-framed or large yellow spherical buoys. It is forbidden to enter Exclusion Zones (except to remove persons or equipment in that area). All staff should do their best to promote this to all water-users.

Outlet

All persons should avoid this area. It is advised that no-one enters the water within around 20 meters of the Outlet. If this is unavoidable, you must stay with your vessel and call for help. All staff should do their best to promote this to all water-users.

Barges

Barges operating on the reservoir have the right of way over all other craft. A loaded barge may weigh 350 tonnes, making it difficult to manoeuvre. It is not permitted for any staff or water-users to manoeuvre too closely or pass directly in front of a barge. Staff should endeavour to promote this to all water-users.

Bund

The bund is currently being excavated, resulting in an underwater hazard protruding further along the bund than what you can visually see. It is marked with regular buoys, and within this area there is a very high chance of grounding. Caution must be taken for craft upwind of this area.

VHF COMMUNICATIONS



VHF radios or walkie-talkies should be carried by all staff, coaches and powerboat drivers in accordance with the guidance here. Radios must not be left lying around and must be looked after carefully, kept as dry as possible and secured onto person or boat.

RADIOS SHOULD NEVER BE CARRIED BY THE THE ANTENNA AND SHOULD BE SECURELY FASTENED TO THE PERSON

Any lost, damaged or faulty radios must be reported to the DO and removed from service. Anyone found to have lost or be neglecting VHF radios may be charged for a replacement.

The main operating channel is P4 (or P3) with alternative channels occasionally used in addition. Please adhere to the following general rules for VHF etiquette at QM:

- Identify who you are calling twice, followed by identifying yourself i.e. *'Duty Officer, Duty Officer, this is Safety 1. Over.'*
- Press the PTT button and wait a second or 2 before starting your communication
- No general chit chat or banter – concise communication only
- No swearing or bad language

CARE MUST BE TAKEN TO AVOID LEANING ON THE PRESS-TO-TALK (PTT) BUTTON AS THIS CAN CANCEL-OUT ALL OTHER COMMUNICATIONS.

This is a public channel, so please bear in mind other staff and students can hear what you say.

Call-signs

- Queen Mary office: “QM”
- Duty Officer: “Duty Officer”
- Individual names and/or group names will be used to identify individuals on the water

WEATHER

The DO will pull anyone off the water if concerned about the welfare of the individual/group. The main flag pole will fly a red flag when conditions are F5 or above to warn water users of strong winds.

QM POLICY FOR AVOIDING THE RISK OF A LIGHTNING STRIKE AFLOAT



“Remove students from the water when an electrical storm appears to be in very close proximity, and take them inside the Clubhouse until the storm has passed. Removing those free-sailing from the water should only be done if absolutely necessary and there is no risk to the staff going afloat to do it. The decision to postpone or abandon racing due to the risk of a lightning strike rests with the Race Officer in charge, in consultation with the Duty Officer and the main safety boat helm.”

FIRE PROCEDURES

The Assistant Manager (House) or the next most senior member of the office will be the Fire Marshall in the event of a fire alarm and direct the clearing of the building, calling of the emergency services etc.

FIRE EVACUATION POINT (FEP): JUST ALONG THE ROAD FROM THE TOP OF THE STEPS TO THE LOWER CAR PARK – BY THE GREEN MUSTER POINT SIGN

If you discover a fire, sound the fire alarm by breaking the glass on any alarm box and shout ‘FIRE FIRE FIRE’. Make your way to the FEP and inform the DO or Fire Marshall as soon as possible.

On hearing the fire alarm, if on land please make your way (with your students if applicable) to the FEP and await further instructions. If you are water based then please listen out on the VHF for directions from the DO and get all students safe by either:

- Sailing to the pontoon & awaiting further instructions
- Sailing to mooring bouys & awaiting further instructions
- Abandoning boats and making way to the pontoon/bank & awaiting further instructions

Fire evacuation tests may be practiced from time to time, it is important to treat ALL fire alarms genuine alarms.

EXPLOSIVE DEVICE PROCEDURES

Very occasionally, in the past, an object has been extracted from the reservoir that was suspected to be an unexploded World War 2 bomb. These procedures should apply equally to such a device and any other object or package suspected to be an explosive device. In the event of discovery, make no attempt to approach or touch the suspected explosive device, and inform the DO.

BOMB EVACUATION POINT: AT THE BOTTOM OF THE STEPS TO THE LOWER CAR PARK

FIRST AID, ACCIDENT & INCIDENT REPORTING

All qualified RYA Instructors and some other staff are trained first-aiders. First Aid kits/boxes are located in the office, the workshop and in powerboat safety barrels. A defibrillator is located in the office. Eye baths are located in the workshop, the fuel store and the engine store. A nominated full-time member of staff is responsible for the checking and replenishment of all first aid supplies.

QM HELMET POLICY



“All youth (under 16) beginner sailing students must wear helmets when the rig is in place on the boat up until Dinghy/Keelboat Stage 3. Helmets must be worn by under-18s sailing keelboats, regardless of ability, if a keelboat instructor is not onboard”. Helmets are recommended for all adults until they have achieved Dinghy/Keelboat Level 2, and when sailing in red flag conditions, regardless of ability. 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 youths participating in paddlesports. Helmets should always be made available to students as some may wish to wear one, even when the instructor does not feel it necessary.

(see head injury policy)

QM HEAD INJURY POLICY



“ALL KNOCKS TO THE HEAD MUST BE TREATED SERIOUSLY WITH THE DUTY OFFICER INFORMED IMMEDIATELY.

A major head injury needs to be treated in accordance with the Emergency Operating Procedures for a Major Accident. All other head injuries need to be treated in line with these two documents, which can be found on the main notice board in the office and in the Black Book:

- *Information and advice for minor head injury: Adults*
- *Information and advice for minor head injury: Children”*

All accidents where FA has been administered to be recorded in the QM Accident Book in the office.

All other accidents, incidents (anything beyond the ordinary) & near misses to be recorded in the QM Incident, Accidents and Near-misses book in office and the Duty Officer informed.

Actions to be taken by QM staff/volunteer who come across an incident

A De-Fib is kept outside the OFFICE by the FRONT DESK and primary First Aid kit is kept in the OFFICE within the instructor resource area

Minor: Stabilise, treat, report

Major: Follow next steps...

- CALL for backup/Duty Officer using the following codes if appropriate:
 - **CODE RED** on the radio means there is an imminent danger to life & CPR could be required
 - **CODE PURPLE** on the radio means **no** imminent danger to life but I need assistance now
- The Duty Officer will need to know...
 - **Where you are**
 - On the water?
 - East side / west side?
 - What PB you are in
 - **Type of situation**
 - Are the emergency services needed?
 - If you need any additional help (i.e. to pull someone out of the water)
 - Whether the DE-FIB is needed
 - **Safety situation of other students/group around you**

- Stabilise/treat the situation as best you can
- As soon as the DO arrives they will take over the incident
- Follow instructions of the DO
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If you hear a **CODE RED** or a **CODE PURPLE** and you are not directly involved in the incident please avoid all unnecessary radio communications and maintain the safety of your group/environment. The Duty Officer will oversee the allocation of staff to assist the incident should it be necessary. Your priority is to maintain the safety of those under your care. To avoid confusion in the response, a Code Red/Purple, once issued, should not be downgraded.

[end]