Queen Mary Sailing Club Risk Assessments

Ross Malloy (Sailing Principal & Assistant Manager) & Tony Bishop (Club Secretary)

Latest update: 29/8/2026

Next review due: 1/4/2027

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: DO (Duty Officer), CDI (Chief Dinghy Instructor), CWI (Chief Windsurf Instructor), CKI (Chief Keelboat Instructor), SP (Sailing Principal), SUP (stand-up paddleboarding), NGB (National Governing Body), PBL2 (Powerboat Level 2), SOP (Standard Operating Procedure)

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 Sailing Principal & Assistant Manager, Ross Malloy.

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 (Standard Operating Procedures) and other documents clearly demonstrates our commitment to this."

RISK CHART	Consequences				
Likelihood	**Negligible (1)**	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Catastrophic (5)**
Almost Certain (5)	**MODERATE (5)**	**HIGH (10)**	**HIGH (15)**	**EXTREME (20)**	**EXTREME (25)**
Likely (4)	**MODERATE (4)**	**HIGH (8)**	**HIGH (12)**	**EXTREME (16)**	**EXTREME (20)**
Possible (3)	**LOW (3)**	**MODERATE (6)**	**HIGH (9)**	**HIGH (12)**	**EXTREME (15)**
Unlikely (2)	**LOW (2)**	**MODERATE (4)**	**MODERATE (6)**	**HIGH (8)**	**HIGH (10)**
Rare (1)	**LOW (1)**	**LOW (2)**	**LOW (3)**	**MODERATE (4)**	**MODERATE (5)**

Risk Assessments by activity: Dinghy Sailing

last updated: 7/1/26

Ross Malloy (Assistant Manager & Sailing Principal) & Sam Walker (Chief Dinghy Instructor)

Dinghy/Multihull Sailing

Hazard	Consequence	Risk to	Risk score	Control measures	Reference SOPs
Drowning		All dinghy/multihull sailors	HIGH (10)	Safety boat on standby and Duty Officer appointed when water is open. 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 Personal floatation device (PFD) to be worn at all times whilst sailing or in a powerboat. PFD to be worn at all times by those close to the water's edge or on pontoons.	Safety Policy
		Students	HIGH (10)	Safety cover provided by Instructors in line with NGB guidelines/ratios. All students to be a minimum of 'water confident'.	Training School SOPs Activity Instruction SOPs
		Persons racing	HIGH (10)	Additional safety cover on the water during racing	Role of the Safety Helm & Crew SOPs
		Under 18s	HIGH (10)	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.	
Entrapment	Drowning	All dinghy sailors	HIGH (10)	Mast head flotation available for use, mandated on all club double handers unless exemption granted by SP/CDI. Knives fitted to all safety boats and DO keeps a watch on the water Quick release harnesses to be used on all QM trapezing dinghies	Safety Policy Masthead Flotation Policy
		Multihull sailors	HIGH (10)	Quick release harnesses to be used on all QM multihulls Mast head flotation mandated on all QM catamarans Knives fitted to all safety boats to cut corners of trampoline and DO keeps a watch on the water All catamaran sailors recommended to carry a safety knife	Dinghy Instruction SOPs Masthead Floatation Policy and Entrapment Advice
		Students/ instructors	HIGH (10)	Mast head flotation mandated for club single handed	

				dinghies until Stage 3/Level 2, and at all times on all club double handers unless exemption granted by SP/CDI. Students briefed not to hold onto the high side of a capsized dinghy Instructors made aware of how to handle an entrapment	Masthead Flotation Policy
Boom strike	Head injury	Free sailors	MODERATE (6)	Helmets available All water users watch safety briefing video before their first sail Decision to go afloat lies with the free sailor Safety cover when water is open First Aid trained staff member always present when water is open	Safety Policy Club Byelaws
		Students/instructors on session	HIGH (12)	Helmet policy: All youth (under 16) sailing students must wear helmets when sail is rigged on the boat up until Stage 3. Instructors must issue helmets to all adult students until they have achieved Dinghy Level 2 and explain the risk of head injury from the boom to any students who do not wish to wear one. Instructors, an SI or the DO	Training School SOPs Dinghy Instruction SOPs

				can enforce the wearing of helmets at any time. Helmets should always be made available. All head injuries on session 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. Instructor to discuss plan with DO/SI before going afloat. All instructors are RYA qualified. Course plans available for all RYA courses.	
Other head injuries		All water users	LOW (2)	Helmets available for all water users	
Head injury: delayed diagnosis	Delayed onset of concussion symptoms	All water users	MODERATE (5)	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	QMSC Head Injury Advice Slip

				abnormal symptoms, precaution is taken to recommend the patient seek medical advice, or emergency services called.	
Exposure: Cold	Cold water shock/hypothermia	All water users	HIGH (12)	Wetsuits appropriate to the conditions available for all water users. All water users must wear an appropriate wetsuit or drysuit from October-March. All windsurfers, wingers and paddleboarders must wear an appropriate wetsuit or drysuit throughout the year Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	QMSC Byelaws
		Students	HIGH (12)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Exposure: Heat	Sunburn, hyperthermia	All water users	MODERATE (6)	Wetsuit/drysuit rule relaxed in extreme temperatures	

				Suncream available from QMSC office Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	Role of the Duty Officer
		Students	MODERATE (6)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
High loads	Injuries to hands, fingers etc	All water users	MODERATE (4)	All free sailors to be a minimum of Dinghy Level 2 or equivalent experience and satisfied that their experience is suitable for weather conditions and the limitations of their craft	Safety Policy
Capsize	Injuries, exposure, drowning	Free sailors	HIGH (8)	All free sailors to be a minimum of Dinghy Level 2 or equivalent experience Red flag displayed in advanced conditions (usually 18kts) Safety boat on standby and Duty Officer appointed when water is open. The Duty Officer has the	Safety Policy

				authority to bring anyone off the water should they feel it unsafe for that person to be on the water	
		Persons racing	HIGH (8)	Additional safety cover on the water during racing	Role of the Safety Helm & Crew SOPs
		Students	HIGH (10)	Safety briefing to be given to beginners before going afloat Controlled capsize drills run as part of RYA beginner courses	Dinghy Level 1 Course Plan
Person Overboard	Exposure, drowning	All water users	HIGH (8)	Safety boat on standby and Duty Officer appointed when water is open. All free sailors must receive a safety briefing before going afloat at QM for the first time, including visual signal to attract attention	Safety Policy
		Students	HIGH (8)	Instructors to monitor group safety	
Collisions between craft	Head injury Other compression injuries	Free sailors	MODERATE (6)	All free sailors to be a minimum of Dinghy Level 2 or equivalent experience and follow relevant IRPCS at all times All free sailors must receive a safety briefing before going afloat at QM for the first time, including craft specific hazards	Safety Policy QMSC Safety Briefing
		Students	HIGH (10)	Instructors to monitor group safety	Dinghy Instruction SOPs

				Students to either obey IRPCS if they have knowledge or be briefed on collision avoidance	
Collisions with powerboats	Major lacerations Compression injuries Drowning	All water users	MODERATE (5)	All free sailors and powerboat drivers to follow relevant IRPCS at all times 'Box' created between two large white buoys and pontoons where sail powered craft should not pass directly in front of powerboats – all water users to be made aware either in an instructor led briefing or via the safety briefing video All powerboat drivers to be a minimum of RYA Powerboat Level 2 or in rare circumstances ICC Power to 10m	Overview of Operating at QM SOP
		Students/ instructors	HIGH (10)	All instructors to be RYA qualified – powerboat driving is assessed on instructor courses Instructors to be assessed on their powerboat driving on induction Instructors to attend powerboat training if working on the day it is run, unless exempted by the Duty Officer, Chief Instructor or Sailing Principal	
Collisions with objects eg bank, submerged hazards	Damage to equipment	All water users	LOW (3)	Exclusion zones to be marked with a ring of yellow	

	Compression injuries			buoys. Duty Officer to be made aware of any hazards, particularly when water levels are dropping and new hazards emerge. Matting provided at water's edge in key launching areas to protect people and equipment on the bank	
Trapped body parts between boat and pontoon	Compression injuries	Students	LOW (2)	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	Dinghy Instruction SOPs
Trapezing	Entrapment, drowning	Users of trapezing craft	HIGH (10)	Mast head flotation available for use, mandated on all club double handers unless exemption granted by SP/CDI. Knives fitted to all safety boats and DO keeps a watch on the water Quick release harnesses to be used on all QM trapezing dinghies	Safety Policy Masthead Flotation Policy
		Users of QM trapezing craft	HIGH (10)	Quick release harnesses to be used on all QM multihulls Mast head flotation mandated on all QM trapezing craft Knives fitted to all safety boats and DO keeps a watch on the water	Dinghy Instruction SOPs

Rigging: Stepping/lowering the mast	Head injuries, other injuries	Students/instructors	LOW (2)	Users to be aware of its length when moving masts and to ensure area to stern of dinghy is clear before dropping masts	Dinghy Instruction SOPs
Rigging: Other	Minor cuts/bruises	Students	LOW (2)	Students to receive a safety briefing or instruction on how to rig their craft	Dinghy Instruction SOPs
Launching/recovery: Getting boat to the water	Slips, falls	All water users	MODERATE (6)	Winches available for use and recommended for all dinghies, especially double handers. Communicated to all new members/day sailors in safety briefing Hoists available for large boats Help on hand from QM team to avoid needing to launch/recover solo Matting at water's edge to provide grip and protect people/equipment	Overview of operating at QMSC
Steep and slippery bank – deep water	Capsize, injuries, collisions, drowning	All water users	MODERATE (6)	Buoyancy Aids to be worn when afloat, on the bank or pontoons	QMSC Byelaws
Use of pontoons: entrapment	Drowning	All water users	MODERATE (5)	Pontoons inspected regularly Staff available to assist with launch/recovery when water is open	
Use of pontoons: Falls, slips etc	Slipping when boarding/alighting boats. Trapped body parts between	All water users	MODERATE (4)	Majority of cleats removed from the middle pontoon on west side and not present on	

	boat/pontoon. Fall injuries.			versadock pontoons Pontoons to be inspected for trip hazards regularly Staff available to assist with launch/recovery when water is open Boats to be pulled alongside pontoon before sailors board/alight the craft	
Use of hoists: larger dinghies/multihulls	Crush/fall injuries	All users of hoist	LOW (3)	Only those trained to use the hoists Hoist to be inspected regularly Trained staff available for hoist operating when water is open	Overview of Operating at QMSC SOPs
Minor knocks/cuts	Split rings, fibreglass splinters etc	Users of QM dinghies	LOW (2)	QMSC dinghies to be inspected regularly	
		All water users	LOW (2)	Sharps to be reported when discovered	
Collisions with/between foiling craft	Foil strike, catastrophic bleed	All water users	MODERATE (4)	Foil strike incident management covered in Duty Officer training	Duty Officer & Windy 1 Training
Loss of boat control	Head injury, capsize	All water users	LOW (3)	All free sailors to be a minimum of Dinghy Level 2 or equivalent experience All water users to sail in conditions suitable for their experience and craft	Safety Policy
		Students	HIGH (8)	Helmets available for all students Helmet to be given to all sailors not yet at Dinghy	Dinghy Instruction SOPs

				Level 2 and use mandated for those who have not yet achieved Youth Stage 3	
Loss of group control	Capsize, head injury, drowning	Students/instructors	MODERATE (4)	Instructors to be trained and assessed to run the activity (through formal NGB Instructor qualifications or inhouse Instructor qualifications, inductions and ongoing staff training). QM DO to ensure appropriate ratios are maintained. DO has a powerboat on standby near to session operating area Hire assistants are minimum Assistant Instructors who can help limit loss of group control	Dinghy Instruction SOPs
Misconduct	Abuse, assault, safeguarding concerns	Racing	LOW (1)	Rule 69 protest committee to hear incidents of misconduct	
		All site users	LOW (2)	QMSC code of conduct to be made available and followed at all times Misconduct to be reported	QMSC Code of Conduct
Leaving boats afloat	Loss of asset – sinking/lee shore	QMSC equipment	MODERATE (4)	All boats left afloat to be 'doubled up' - tied with multiple lines to different strong points, where possible, to reduce the risk of coming loose.	

Queen Mary Sailing Club

Risk Assessments by activity: Keelboat Sailing

last updated: 8/1/26

Ross Malloy (Assistant Manager & Sailing Principal) & Sam Walker (Chief Keelboat Instructor)

Hazard	Consequence	Risk to	Category	Control measures	Reference SOPs
Drowning	Fatality	All keelboat sailors	HIGH (10)	Safety boat on standby and Duty Officer appointed when water is open. 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 All keelboats free sailing to carry a VHF, unless a safety boat has been allocated to them Personal floatation device (PFD) to be worn at all times whilst sailing. PFD to be worn at all times by those close to the water's edge or on pontoons. All RS21s free sailing to have an approved skipper on board, assessed in their ability to keep their crew safe in usual sailing of the boat	Safety Policy
		Students	HIGH (10)	Safety cover provided by Instructors in line with NGB guidelines/ratios. All students to be a minimum of 'water confident'.	Training School SOPs Activity Instruction SOPs
		Persons racing	HIGH (10)	Additional safety cover on the water during racing	Role of the Safety Helm & Crew SOPs
		Under 18s	HIGH (10)	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.	

Entrapment	Drowning	All keelboat sailors	MODERATE (5)	Keel retaining straps to be rigged and checked by trained and competent people. Knives fitted to all safety boats and DO keeps a watch on the water	Safety Policy Masthead Flotation Policy
Boom strike	Head injury	Free sailors	MODERATE (4)	Helmets available All RS21s free sailing to have an approved skipper on board, assessed in their ability to keep their crew safe in usual sailing of the boat All water users watch safety briefing video before their first sail Decision to go afloat lies with the free sailor Safety cover when water is open First Aid trained staff member always present when water is open	Safety Policy Club Byelaws
		Students/instructors on session	HIGH (8)	Helmet policy: Helmets must be worn by under-16s sailing keelboats, if they do not have a demonstrated competency in keelboats specifically (to Stage 3 or equivalent). Instructors must issue helmets to all adult students until they have achieved Keelboat Level 2 and explain the risk of head injury from the boom to any students who do not wish to wear one. Instructors, an SI or the DO can enforce the wearing of helmets at any time. Helmets should always be made available. All head injuries on session 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. Instructor to discuss plan with DO/SI before going afloat. All instructors	Training School SOPs Keelboat Instruction SOPs

				are RYA qualified. Course plans available for all RYA courses. Instructor onboard with students until Level 2 achieved	
Other head injuries		All water users	LOW (2)	Helmets available for all water users	
Head injury: delayed diagnosis	Delayed onset of concussion symptoms	All water users	MODERATE (5)	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.	QMSC Head Injury Advice Slip
Exposure: Cold	Cold water shock/ hypothermia	All keelboat sailors	MODERATE (4)	Salopettes/jackets available DO to be notified of any instance where a keelboat sailor has entered the water Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	
		Students	MODERATE (4)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Exposure: Heat	Sunburn, hyperthermia	All water users	MODERATE (4)	Suncream available from QMSC office Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	Role of the Duty Officer
		Students	MODERATE (4)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
High loads	Injuries to hands, fingers etc	All water users	HIGH (6)	All free sailors to be a minimum of Keelboat Level 2 or equivalent experience and satisfied that their experience is suitable for weather conditions and the limitations of their craft	Safety Policy

				All RS21s free sailing to have an approved skipper on board, assessed in their ability to keep their crew safe in usual sailing of the boat	
		Students	HIGH (6)	Instructors to deliver a safety briefing on the loads expected aboard Instructor onboard with students until Level 2 achieved	Keelboat Instruction SOPs
Broach	Injuries, exposure, person in water	Free sailors	HIGH (8)	All free sailors to be a minimum of Keelboat Level 2 or equivalent experience Red flag displayed in advanced conditions (usually 18kts) All RS21s free sailing to have an approved skipper on board, assessed in their ability to keep their crew safe in usual sailing of the boat Safety boat on standby and Duty Officer appointed when water is open. 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	Safety Policy
		Persons racing	HIGH (8)	Additional safety cover on the water during racing	Role of the Safety Helm & Crew SOPs
		Students	MODERATE (4)	Safety briefing to be given to beginners before going afloat Instructor onboard with students until Level 2 achieved	Keelboat Instruction SOPs
Person Overboard	Exposure, drowning	All water users	HIGH (8)	Safety boat on standby and Duty Officer appointed when water is open. All free sailors must receive a safety briefing before going afloat at QM for the first time All RS21s free sailing to carry a VHF, unless a safety boat has been allocated to them All RS21s free sailing to have an approved skipper on board, assessed in their ability to keep	Safety Policy

				their crew safe in usual sailing of the boat DO to be notified of any instance where a keelboat sailor has entered the water	
		Students	HIGH (8)	Instructors to monitor group safety	
		Students/instructors	LOW (3)	Instructors to brief what students to do should the instructor fall overboard	Keelboat Instruction SOPs
Collisions between craft	Head injury Other compression injuries	Free sailors	MODERATE (6)	All keelboats free sailing to have a minimum of 3 competent sailors (minimum Dinghy L2 experience) onboard, two of which to be competent to Keelboat L2, one of which to be approved as a skipper. All boats to follow relevant IRPCS at all times All free sailors must receive a safety briefing before going afloat at QM for the first time, including craft specific hazards	Safety Policy
		Students	HIGH (10)	Instructors to monitor group safety Students to either obey IRPCS if they have knowledge or be briefed on collision avoidance	
Collisions with powerboats	Major lacerations Compression injuries Drowning	All water users	MODERATE (5)	All free sailors and powerboat drivers to follow relevant IRPCS at all times 'Box' created between two large white buoys and pontoons where sail powered craft should not pass directly in front of powerboats – all water users to be made aware either in an instructor led briefing or via the safety briefing video All powerboat drivers to be a minimum of RYA Powerboat Level 2 or in rare circumstances ICC Power to 10m	Overview of Operating at QM SOP
		Students/instructors	HIGH (10)	All instructors to be RYA qualified – powerboat driving is assessed on instructor courses Instructors to be assessed on their powerboat driving on induction Instructors to attend powerboat training if working on the day it is run, unless exempted by the Duty	

				Officer, Chief Instructor or Sailing Principal	
Collisions with objects eg bank, submerged hazards	Damage to equipment Compression injuries	All water users	LOW (3)	Exclusion zones to be marked with a ring of yellow buoys. Duty Officer to be made aware of any hazards, particularly when water levels are dropping and new hazards emerge.	
Rigging: Stepping/lowering the mast	Head injuries, other injuries	Staff	LOW (2)	Mast raising/lowering to only be done under supervision of an approved Senior Instructor	
Rigging: Other	Minor cuts/bruises	Students	LOW (2)	Students to receive a safety briefing or instruction on how to rig their craft	Keelboat Instruction SOPs
Launching/recovery: Getting boat to the water	Slips, falls	All water users	MODERATE (6)	RS21s to be launched/recovered with the hoist. All users to be trained in its use. Help on hand from QM team for members/untrained users	Overview of operating at QMSC
Steep and slippery bank – deep water	Capsize, injuries, collisions, drowning	All water users	MODERATE (6)	Buoyancy Aids to be worn when afloat, on the bank or pontoons	QMSC Byelaws
Use of pontoons: entrapment	Drowning	All water users	MODERATE (5)	Pontoons inspected regularly Staff available to assist with launch/recovery when water is open	
Use of pontoons: Falls, slips etc	Slipping when boarding/alighting boats. Trapped body parts between boat/pontoon. Fall injuries.	All water users	MODERATE (4)	Majority of cleats removed from the middle pontoon on west side and not present on versadock pontoons Pontoons to be inspected for trip hazards regularly Staff available to assist with launch/recovery when water is open	
Use of hoists	Crush/fall injuries	All users of hoist	LOW (3)	Only those trained to use the hoists Hoist to be inspected regularly Trained staff available for hoist operating when water is open	Overview of Operating at QMSC SOPs
Minor knocks/cuts	Split rings, fibreglass splinters etc	Users of QM keelboats	LOW (2)	QMSC keelboats to be inspected regularly	
		All water users	LOW (2)	Sharps to be reported when discovered	
Collisions with/between foiling craft	Foil strike, catastrophic bleed	All water users	MODERATE (4)	Foil strike incident management covered in Duty Officer training	Duty Officer & Windy 1 Training
Loss of boat control	Head injury, broach	All water users	LOW (3)	All keelboats free sailing to have a minimum of 3 competent sailors (minimum Dinghy L2/Day Skipper	Safety Policy

				experience) onboard, two of which to be competent to Keelboat L2, one of which to be approved as a skipper. All water users to sail in conditions suitable for their experience and craft	
		Students	HIGH (8)	Helmets available for all students Helmet to be given to all sailors not yet at Keelboat Level 2 and use mandated for those who have not yet achieved Youth Stage 3	Keelboat Instruction SOPs
Loss of group control	Capsize, head injury, drowning	Students/instructors	LOW (1)	Instructors to be trained and assessed to run the activity (through formal NGB Instructor qualifications or inhouse Instructor qualifications, inductions and ongoing staff training). QM DO to ensure appropriate ratios are maintained.	Keelboat Instruction SOPs
Misconduct	Abuse, assault, safeguarding concerns	Racing	LOW (1)	Rule 69 protest committee to hear incidents of misconduct	
		All site users	LOW (2)	QMSC code of conduct to be made available and followed at all times Misconduct to be reported	QMSC Code of Conduct
Leaving boats afloat	Loss of asset – sinking/lee shore	QMSC equipment	MODERATE (4)	All boats left afloat to be 'doubled up' - tied with multiple lines to different strong points, where possible, to reduce the risk of coming loose.	

Queen Mary Sailing Club

Risk Assessments by activity: Winging and other foilsports

last updated: 26/2/26

Ross Malloy (Assistant Manager & Sailing Principal) & Matt Bulbeck (Chief Wing Instructor)

Hazard	Consequence	Risk to	Category	Control measures	Reference SOPs
Drowning		All water users	HIGH (10)	Safety boat on standby and Duty Officer appointed when water is open. 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 Personal floatation device (PFD) to be worn at all times, unless substituted by a harness for competent windsurfers.	Safety Policy
		Students	HIGH (10)	Safety cover provided by Instructors in line with NGB guidelines/ratios. All students to be a minimum of 'water confident'. Beginner windsurfers and all U18 windsurfers to wear a buoyancy aid	Training School SOPs Activity Instruction SOPs
		Persons racing	HIGH (10)	Additional safety cover on the water during racing	Role of the Safety Helm & Crew SOPs
		Under 18s	HIGH (10)	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.	
Entrapment	Drowning	All windfoilers	HIGH (10)	Windsurfers using a harness to be self-rescue from snagged harnesses – covered on RYA intermediate windsurf courses	Windsurf Instruction SOPs

				Knives fitted to all safety boats and DO keeps a watch on busy days.	Safety Policy
		Wing-foilers/other foilers	MODERATE (6)	All wingfoil students to wear a buoyancy aid or impact vest	QMSC Safety Briefing
		Students/instructors	MODERATE (6)	All wingsurf students to wear a buoyancy aid or impact vest All wingfoil students to wear a buoyancy aid or impact vest Instructors made aware of how to handle an entrapment	Wing Instruction SOPs
Head injuries	Concussion, lacerations	All water users	LOW (3)	Helmets available for all water users	
		Students	MODERATE (6)	Helmets to be used when on windfoil tuition	Windsurf Instruction SOPs
Exposure: Cold	Cold water shock/hypothermia	All water users	HIGH (12)	Wetsuits appropriate to the conditions available for all water users. All windsurfers, wingers and paddleboarders must wear an appropriate wetsuit or drysuit throughout the year Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	QMSC Byelaws
		Students	HIGH (12)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Exposure: Heat	Sunburn, hyperthermia	All water users	MODERATE (6)	Wetsuit/drysuit rule relaxed in extreme temperatures Suncream available from QMSC office Daily risk assessment conducted by the DO on the rota, with	

				higher scores attributed to more extreme temperatures	
		Students	MODERATE (6)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Crash/catapult at speed	Injuries, exposure	All foilers	MODERATE (4)	Training in catapult avoidance and mitigation: safe catapaults training to be included in windfoil tuition – 'hold the boom at all times' to ensure that they impact the water rather than the foil. Submerged hazards to be marked by yellow exclusion zone markers when club is made aware Red flag displayed in advanced conditions (usually 18kts) Safety boat on standby and Duty Officer appointed when water is open. 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 Impact jackets recommended for all foilers	Windsurf Instruction SOPs Overview of Operating at QMSC SOP QMSC Safety Briefing
		Students	MODERATE (6)	Safety briefing to be given to beginners before going afloat Instructors to monitor group safety Instructors to monitor weather conditions and run appropriate sessions, using appropriate equipment	Windsurf Instruction SOPs
Collisions between craft	Head injury Other compression injuries	All water users	MODERATE (6)	All water users and follow relevant IRPCS at all times	Safety Policy

				All water users must receive a safety briefing before going afloat at QM for the first time, including craft specific hazards	
		Students	MODERATE (6)	Instructors to monitor group safety Students to either obey IRPCS if they have knowledge or be briefed on collision avoidance	
Collisions with powerboats	Major lacerations Compression injuries Drowning	All water users	MODERATE (5)	All free sailors and powerboat drivers to follow relevant IRPCS at all times 'Box' created between two large white buoys and pontoons where sail powered craft should not pass directly in front of powerboats – all water users to be made aware either in an instructor led briefing or via the safety briefing video All powerboat drivers to be a minimum of RYA Powerboat Level 2 or in rare circumstances ICC Power to 10m	Overview of Operating at QM SOPs
		Students/instructors	HIGH (10)	All instructors to be RYA qualified – powerboat driving is assessed on instructor courses Instructors to be assessed on their powerboat driving on induction Instructors to attend powerboat training if working on the day it is run, unless exempted by the Duty Officer, Chief Instructor or Sailing Principal	
Collisions with objects eg bank, submerged hazards	Damage to equipment Compression injuries	All water users	LOW (3)	Exclusion zones to be marked with a ring of yellow buoys. Duty Officer to be made aware of any hazards, particularly when water levels are dropping and new hazards emerge. Matting provided at water's edge in key launching areas to protect people and equipment on the bank	Overview of Operating at QMSC SOP
Rigging: Other	Minor cuts/bruises	Students	LOW (1)	Students to receive a safety briefing or instruction on how to rig their craft	Windsurf Instruction SOPs
Launching/recovery: Getting equipment to the water	Slips, falls	All water users	MODERATE (4)	All students advised on safe carriage of equipment to their ability level.	Overview of operating at QMSC

				All water users briefed on their first visit on site specific dangers, mentioning slippery banks and step at the top of the bank.	QMSC Safety Briefing
Steep and slippery bank – deep water	Slips, falls, drowning	All water users	MODERATE (6)	Buoyancy Aids/impact vests to be worn when afloat, on the bank or pontoons unless windsurfer is aged 18+, is an intermediate standard or higher and has a harness on.	QMSC Byelaws
Use of pontoons: entrapment	Drowning	All water users	MODERATE (5)	Foilers not permitted to launch from pontoons	QMSC Safety Briefing
Minor knocks/cuts	fibreglass splinters etc	Users of QM boards	LOW (2)	QMSC boards to be inspected regularly	
		All water users	LOW (2)	Sharps to be reported when discovered	
Collisions with/between foiling craft	Foil strike, catastrophic bleed	All water users	MODERATE (4)	Foil strike incident management covered in Duty Officer training Anti-collision advice given in safety briefing	Duty Officer & Windy 1 Training QMSC Safety Briefing
Foil strike	Lacerations	All foilers	MODERATE (4)	Impact vests recommended for all foilers Foil strike situation management added to Duty Officer training	QMSC Safety Briefing DO & Windy 1 Training
Loss of control	Head injury, drowning	All water users	LOW (3)	All water users to foil within the limitations of their experience, weather conditions and equipment	Safety Policy
		Students	HIGH (8)	Instructors to monitor group performance and adjust session plans accordingly	Windsurf Instruction SOPs Wing Instruction SOPs
Loss of group control	head injury, drowning	Students/instructors	MODERATE (4)	Instructors to be trained and assessed to run the activity (through formal NGB Instructor qualifications or inhouse Instructor qualifications, inductions and ongoing staff training). QM DO to ensure appropriate ratios are maintained.	Windsurf Instruction SOPs

Misconduct	Abuse, assault, safeguarding concerns	Racing	LOW (1)	Rule 69 protest committee to hear incidents of misconduct	
		All site users	LOW (2)	QMSC code of conduct to be made available and followed at all times Misconduct to be reported	QMSC Code of Conduct
Leaving equipment unattended	Damage to asset, crush injuries		MODERATE (4)	Users of QM equipment to be trained in how to leave equipment – minimising time left unattended, use of tie downs where possible, how to leave equipment on bank Tie downs made available in key rigging areas – equipment to be secured when left unattended	Windsurf Instruction SOPs QMSC Safety Briefing
Risks associated with new/uncommon foilsports	Lacerations, head injuries, drowning	All users	HIGH (8)	All new foilsports to first be trialled under direct safety cover, either through QMSC or SWM, before decision on free use is taken.	

Queen Mary Sailing Club

Risk Assessments by activity: Windsurfing

last updated: 19/2/26

Ross Malloy (Assistant Manager & Sailing Principal) & Matt Bulbeck (Chief Windsurf Instructor)

Hazard	Consequence	Risk to	Category	Control measures	Reference SOPs
Drowning		All windsurfers	HIGH (10)	Safety boat on standby and Duty Officer appointed when water is open. 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 Personal floatation device (PFD) to be worn at all times whilst windsurfing, unless substituted by a harness for competent windsurfers.	Safety Policy
		Students	HIGH (10)	Safety cover provided by Instructors in line with NGB guidelines/ratios. All students to be a minimum of 'water confident'. Beginner windsurfers and all U18 windsurfers to wear a buoyancy aid	Training School SOPs Activity Instruction SOPs
		Persons racing	HIGH (10)	Additional safety cover on the water during racing	Role of the Safety Helm & Crew SOPs
		Under 18s	HIGH (10)	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.	
Entrapment	Drowning	All windsurfers	HIGH (10)	Windsurfers using a harness to be self-rescue from snagged harnesses – covered on RYA intermediate windsurf courses	Intermediate Windsurf Course Plan Safety Policy

				Knives fitted to all safety boats and DO keeps a watch on the water	
		Students/instructors	HIGH (10)	Beginner windsurfers and all U18 windsurfers to wear a buoyancy aid Students briefed to hold onto the rig when falling in from the secure position Instructors made aware of how to handle an entrapment	Training School SOPs Windsurf Instruction SOPs
Head injuries		All water users	LOW (2)	Helmets available for all water users	
		Tandem windsurfers	MODERATE (4)	Tandem windsurfers only to be used with the permission of the Sailing Principal or Chief Windsurf Instructor and under the supervision of the Chief Windsurf Instructor	
Head injury: delayed diagnosis	Delayed onset of concussion symptoms	All water users	MODERATE (5)	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.	QMSC Head Injury Advice Slip
Exposure: Cold	Cold water shock/hypothermia	All water users	HIGH (12)	Wetsuits appropriate to the conditions available for all water users. All windsurfers, wingers and paddleboarders must wear an appropriate wetsuit or drysuit throughout the year Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	QMSC Byelaws
		Students	HIGH (12)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Exposure: Heat	Sunburn, hyperthermia	All water users	MODERATE (6)	Wetsuit/drysuit rule relaxed in extreme temperatures	Role of the Duty Officer

				Suncream available from QMSC office Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	
		Students	MODERATE (6)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Catapult	Injuries, exposure	All windsurfers	MODERATE (4)	Windsurfers at Start Windsurf experience only to use beginner windsurf equipment Training in avoiding catapults to be included on Intermediate Windsurfing courses Instructors to monitor weather conditions and run appropriate sessions, using appropriate equipment Red flag displayed in advanced conditions (usually 18kts) Safety boat on standby and Duty Officer appointed when water is open. 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	Safety Policy RYA Intermediate Windsurfing course plan
		Students	MODERATE (6)	Safety briefing to be given to beginners before going afloat Instructors to monitor group safety	Windsurf Instruction SOPs
Collisions between craft	Head injury Other compression injuries	All water users	MODERATE (6)	All free windsurfers to be minimum of Start Windsurfing experience and follow relevant IRPCS at all times All free windsurfers must receive a safety briefing before going afloat at QM for the first time, including craft specific hazards	Safety Policy
		Students	MODERATE (6)	Instructors to monitor group safety	

				Students to either obey IRPCS if they have knowledge or be briefed on collision avoidance	
Collisions with powerboats	Major lacerations Compression injuries Drowning	All water users	MODERATE (5)	All free sailors and powerboat drivers to follow relevant IRPCS at all times 'Box' created between two large white buoys and pontoons where sail powered craft should not pass directly in front of powerboats – all water users to be made aware either in an instructor led briefing or via the safety briefing video All powerboat drivers to be a minimum of RYA Powerboat Level 2 or in rare circumstances ICC Power to 10m	Overview of Operating at QM SOP
		Students/instructors	HIGH (10)	All instructors to be RYA qualified – powerboat driving is assessed on instructor courses Instructors to be assessed on their powerboat driving on induction Instructors to attend powerboat training if working on the day it is run, unless exempted by the Duty Officer, Chief Instructor or Sailing Principal	
Collisions with objects eg bank, submerged hazards	Damage to equipment Compression injuries	All water users	LOW (3)	Exclusion zones to be marked with a ring of yellow buoys. Duty Officer to be made aware of any hazards, particularly when water levels are dropping and new hazards emerge. Matting provided at water's edge in key launching areas to protect people and equipment on the bank	Overview of Operating at QMSC SOP
Falling in shallow water	Head injury, drowning	All windsurfers	LOW (3)	Safety Briefings outlining hazards to be given to all new members, day sailors and hire before going afloat. Instructors to brief students on kneeling when very close to shore	QMSC Safety Briefing Windsurf Instruction SOPs
Rigging: Other	Minor cuts/bruises	Students	LOW (1)	Students to receive a safety briefing or instruction on how to rig their craft	Windsurf Instruction SOPs

Launching/recovery: Getting equipment to the water	Slips, falls	All water users	MODERATE (4)	All windsurfers on tuition advised on safe carriage of equipment to their ability level. All windsurf hire/launch should be briefed on their first visit on site specific dangers, mentioning slippery banks and step at the top of the bank.	Overview of operating at QMSC
Steep and slippery bank – deep water	Slips, falls, drowning	All water users	MODERATE (6)	Buoyancy Aids to be worn when afloat, on the bank or pontoons unless windsurfer is aged 18+, is an intermediate standard or higher and has a harness on.	QMSC Byelaws
Use of pontoons: entrapment	Drowning	All water users	MODERATE (5)	Windsurfers not permitted to launch from pontoons	Windsurf Instruction SOP
Minor knocks/cuts	fibreglass splinters etc	Users of QM boards	LOW (2)	QMSC boards to be inspected regularly for damage	
		All water users	LOW (2)	Sharps to be reported when discovered	
Collisions with/between foiling craft	Foil strike, catastrophic bleed	All water users	MODERATE (4)	Foil strike incident management covered in Duty Officer training Basic foil safety awareness covered in safety briefing	Duty Officer & Windy 1 Training
Loss of control	Head injury, drowning	All water users	LOW (3)	All windsurfers to be a minimum of Start Windsurf or equivalent experience and to windsurf within the limitations of their experience, weather conditions and equipment	Safety Policy
		Students	MODERATE (6)	Instructors to monitor group performance and adjust session plans accordingly	Windsurf Instruction SOPs
Loss of group control	head injury, drowning	Students/instructors	MODERATE (4)	Instructors to be trained and assessed to run the activity (through formal NGB Instructor qualifications or inhouse Instructor qualifications, inductions and ongoing staff training). QM DO to ensure appropriate ratios are maintained. DO has a powerboat on standby near to session operating area Hire assistants are minimum Assistant Instructors who can help limit loss of group control	Windsurf Instruction SOPs

Misconduct	Abuse, assault, safeguarding concerns	Racing	LOW (1)	Rule 69 protest committee to hear incidents of misconduct	
		All site users	LOW (2)	QMSC code of conduct to be made available and followed at all times Misconduct to be reported	QMSC Code of Conduct
Leaving equipment unattended	Damage to asset, crush injuries	QMSC equipment	MODERATE (4)	Users of QM equipment to be trained in how to leave equipment – minimising time left unattended, use of tie downs where possible, how to leave equipment on bank	Windsurf Instruction SOPs
Use of simulators	Fall injuries	Students	LOW (2)	Instructors trained in how to set up a simulator on RYA instructor courses Simulators to be inspected regularly for wear Nobody to use a simulator unsupervised unless on an instructor course	

Queen Mary Sailing Club

Risk Assessments by activity: Paddlesport

last updated: 28/2/26

Ross Malloy (Assistant Manager & Sailing Principal) & Matt Bulbeck (Head of Paddlesport)

Hazard	Consequence	Risk to	Category	Control measures	Reference SOPs
Drowning		All paddlers	HIGH (10)	Safety boat on standby and Duty Officer appointed when water is open. 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 Personal floatation device (PFD) to be worn at all times whilst paddling. DO to conduct a daily risk assessment and allocate paddling specific operating areas as appropriate	Safety Policy QMSC Safe Paddle Plan Role of the Duty Officer
		Students	HIGH (10)	Safety cover provided by Instructors in line with instructor:student ratios. All students to be a minimum of 'water confident'. Instructors to brief operating areas and group control measures before going afloat Students under instruction to stay within 25m (approx) of the shore	Activity Instruction SOPs Activity Instruction SOPs
		Persons racing	HIGH (10)	Paddle racing to be run by request as a bespoke event, with dedicated safety cover.	Role of the Safety Helm & Crew SOPs
		Under 18s	HIGH (10)	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.	
Entrapment	Drowning	Closed Cockpit kayakers	HIGH (12)	All paddlers to be confident in a wet exit of their vessel when capsized. All kayakers using spray decks to be confident in safe practice when paddling, including checking pull tab for damage and in exiting their boat with the spray deck on. No closed cockpit boats to be used by any students – strictly used by either competent paddlers using the reservoir on their own, or by suitably qualified and experienced BCAB instructors using their own kit.	QMSC Safe Paddle Plan
		SUP and Mega SUP - students	HIGH (8)	Students need to be briefed on what to do in the event of a capsize. Staff should also have read relevant SOP's to know what actions to be taken.	SUP Instruction SOPs
		Kayaks – students	HIGH (8)	Students briefed on what to do in the event of ending up underneath the kayak.	Kayak Instruction SOPs
		Other paddlers	HIGH (8)	All paddlers using their own kit to be aware of how to avoid and how to deal with entrapment. Instructors to brief groups on how to avoid entrapment. All instructors should avoid playing games that are likely to cause entrapment.	QMSC Safe Paddle Plan Activity Instruction SOPs
Head injuries		All water users	LOW (2)	Helmets available for all water users	
Head injury: delayed diagnosis	Delayed onset of concussion symptoms	All water users	MODERATE (5)	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.	QMSC Head Injury Advice Slip

Exposure: Cold	Cold water shock/hypothermia	All water users	HIGH (12)	Clothing suitable for the conditions to be worn by all paddlers at all times. Paddlers should dress for immersion, as capsize/falling in is always a risk.	QMSC Byelaws
		Students	HIGH (12)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Exposure: Heat	Sunburn, hyperthermia	All water users	MODERATE (6)	Clothing suitable for the conditions to be worn by all paddlers Suncream available from QMSC office Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	Role of the Duty Officer
		Students	MODERATE (6)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Collisions between craft	Head injury Other compression injuries	All water users	MODERATE (6)	All Paddlers on their own kit to be PaddleUK Explore or BSUPA Level 2 standard and be informed of their responsibility to keep clear of other craft All paddlers must receive a safety briefing before going afloat at QM for the first time, including craft specific hazards Duty Officer to restrict paddling areas as necessary on busier days Users of QM SUPs to remain within the marked area close to shore	QMSC Safe Paddle Plan QMSC Safety Briefing
		Students	MODERATE (6)	Instructors to monitor group safety Group briefed to avoid collisions where possible and to avoid trapping fingers between boats.	Kayak Instruction SOPs

Collisions with powerboats	Major lacerations Compression injuries Drowning	All water users	MODERATE (5)	All paddlers and powerboat drivers to follow relevant IRPCS at all times 'Box' created between two large white buoys and pontoons where sail powered craft should not pass directly in front of powerboats – all water users to be made aware either in an instructor led briefing or via the safety briefing video All powerboat drivers to be a minimum of RYA Powerboat Level 2 or in rare circumstances ICC Power to 10m	QMSC Safety Briefing Powerboat SOPs
		Students/instructors	HIGH (10)	All powerboat drivers to be RYA Powerboat Level 2 qualified, or students under the instruction of an RYA Powerboat Instructor Instructors to be assessed on their powerboat driving on induction Instructors to attend powerboat training if working on the day it is run, unless exempted by the Duty Officer, Chief Instructor or Sailing Principal	Powerboat SOPs QMSC Instructor Induction
Collisions with objects eg bank, submerged hazards	Damage to equipment Compression injuries	All water users	LOW (3)	Exclusion zones to be marked with a ring of yellow buoys. Duty Officer to be made aware of any hazards, particularly when water levels are dropping and new hazards emerge. Matting provided at water's edge in key launching areas to protect people and equipment on the bank	Overview of Operating at QMSC SOPs
Rigging: Other	Minor cuts/bruises	Students	LOW (1)	Students to receive a safety briefing or instruction on how to rig their craft	Activity Instruction SOPs
Paddle strike	Head Injury	Free paddlers	LOW (1)	Paddlers to keep safe distance between craft. Tandem paddlers to be vigilant of their paddle positioning	
		Students	MODERATE (5)	Instructors to brief students on how to hold the paddle Instructors to run sessions within group ability maintain group control at all times	Kayak Instruction SOPs
Launching/recovery: Getting equipment to the water	Slips, falls	All water users	MODERATE (4)	All paddlers on tuition advised on safe carriage of equipment to their ability level.	Activity Instruction SOPs

				All paddlers on their own kit should be briefed on their first visit on site specific dangers	QMSC Safety Briefing
Steep and slippery bank – deep water	Slips, falls, drowning	All water users	MODERATE (6)	Buoyancy Aids to be worn when afloat, on the bank or pontoons	QMSC Byelaws
Use of pontoons: entrapment	Drowning	All water users	MODERATE (5)	Paddlers not permitted to launch from pontoons	
Collisions with/between foiling craft	Foil strike, catastrophic bleed	All water users	MODERATE (4)	Foil strike incident management covered in Duty Officer training Basic foil safety awareness covered in safety briefing Paddling areas to be managed to minimise overlap with key foiling areas	Duty Officer Training
Loss of group control	head injury, drowning	Students/instructors	MODERATE (4)	Instructors to be trained and assessed to run the activity (through formal NGB Instructor qualifications or inhouse Instructor qualifications, inductions and ongoing staff training). QM DO to ensure appropriate ratios are maintained. DO to conduct daily risk assessment to ensure paddling sessions are set up for success DO has a powerboat on standby near to session operating area Hire assistants are minimum Assistant Instructors who can help limit loss of group control	Activity Instruction SOPs
Misconduct	Abuse	All site users	LOW (2)	QMSC code of conduct to be made available and followed at all times Misconduct to be reported	QMSC Code of Conduct
Leaving equipment unattended	Damage to asset, crush injuries	QMSC equipment	MODERATE (4)	Users of QM equipment to be trained in how to leave equipment – minimising time left unattended, use of tie downs where possible, how to leave equipment on bank	Activity Instruction SOPs
Being abandoned on the water when water has closed	Drowning, hypothermia	All paddlers	LOW (2)	Free paddlers to be aware that they have a responsibility to sign in and out with the Duty Officer or Reception staff without exception on every visit, and also to be aware of	QMSC Safe Paddle Plan

				their responsibility to be off of the water before it closes. Tally system to be used in reception to ensure that paddlers are all signed out before the water closes, and on days when paddling is popular, a sweep to be completed by the Duty Officer or other competent powerboat driver before leaving site. Off water time displayed on the Daily Information Board	

Queen Mary Sailing Club

Risk Assessments by activity: Powerboating

last updated: 26/2/26

Ross Malloy (Assistant Manager & Sailing Principal) & Matt Bulbeck (Chief Powerboat Instructor)

Hazard	Consequence	Risk to	Category	Control measures	Reference SOPs
Ejection from powerboat	Drowning	All powerboat users	MODERATE (5)	Safety boat on standby and Duty Officer appointed when water is open. 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 Personal floatation device (PFD) to be worn at all times whilst sailing or in a powerboat. PFD to be worn at all times by those close to the water's edge or on pontoons. VHF to be carried by powerboat helm/instructor whenever powerboat in use Helm to communicate to any crew when changing speed or direction. Crew to sit with feet on the deck and holding onto solid fixtures when moving at speed.	Safety Policy Powerboat SOPs
		Instructors	MODERATE (5)	Students to be briefed on how to alert DO their instructor should fall overboard	Powerboat Instruction SOPs
Exposure: Cold	Cold water shock/hypothermia	All water users	MODERATE (5)	Any powerboat crew to be brought ashore if they fall overboard Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	Powerboat SOPs Role of the Duty Officer
		Students	MODERATE (5)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	

				Salopettes and jackets to be made available for students on powerboat tuition	
Exposure: Heat	Sunburn, hyperthermia	All water users	LOW (3)	Suncream available from QMSC office Daily risk assessment conducted by the DO on the rota, with higher scores attributed to more extreme temperatures	Role of the Duty Officer
		Students	LOW (3)	Welfare of students monitored by instructors and session times adjusted as appropriate to conditions Pre course information sent to customers advising on appropriate clothing	
Capsize	Injuries, exposure, drowning	Powerboat crew	MODERATE (4)	Safe planing to be taught on powerboat courses and in staff training DO to remove anyone from the water deemed to be driving in an unsafe manner	Safety Policy
Collisions between craft	Head injury Other compression injuries	Powerboat crew	MODERATE (6)	Powerboat drivers to observe all relevant IRPCS at all times 'Box' created between two large white buoys and pontoons where sail powered craft should not pass directly in front of powerboats – all water users to be made aware either in an instructor led briefing or via the safety briefing video All powerboat drivers to be a minimum of RYA Powerboat Level 2 or in rare circumstances ICC Power to 10m All instructors to be RYA qualified – powerboat driving is assessed on instructor courses All visiting powerboat drivers to self declare qualifications and insurance, and receive a safety briefing before going afloat	Safety Policy
Propellor strike	Major lacerations	All water users	MODERATE (6)	Killcords to be used at all times when the powerboat is in gear Killcords to be checked regularly for wear and those with damage/too stretched to be removed from use	Powerboat SOPs

				'Box' created between two large white buoys and pontoons where sail powered craft should not pass directly in front of powerboats – all water users to be made aware either in an instructor led briefing or via the safety briefing video All powerboat drivers to be a minimum of RYA Powerboat Level 2 or in rare circumstances ICC Power to 10m All instructors to be RYA qualified – powerboat driving is assessed on instructor courses All visiting powerboat drivers to self-declare qualifications and insurance, and receive a safety briefing before going afloat Instructors to attend powerboat training regularly to practice safe manoeuvring in close quarters/rescues Propellor strike scenario simulation added to Duty Officer training	
		Students	MODERATE (6)	Drivers to always switch off the engine (unless the boat/driver is itself in danger) before recovering people who are in the water or who have any part of their body in the water. Keep the engine as far away as possible from people at all times. QMSC to run powerboat training regularly and observe new instructors' handling on induction	Powerboat SOPs
Collisions with powerboats	Major lacerations Compression injuries Drowning	All water users	MODERATE (5)	All free sailors and powerboat drivers to follow relevant IRPCS at all times	Overview of Operating at QM SOP
		Students/instructors	HIGH (10)	All instructors to be RYA qualified – powerboat driving is assessed on instructor courses Instructors to be assessed on their powerboat driving on induction	

				Instructors to attend powerboat training if working on the day it is run, unless exempted by the Duty Officer, Chief Instructor or Sailing Principal	
Collisions with objects eg bank, submerged hazards	Damage to equipment Compression injuries	All water users	LOW (3)	Exclusion zones to be marked with a ring of yellow buoys. Duty Officer to be made aware of any hazards, particularly when water levels are dropping and new hazards emerge.	
Steep and slippery bank – deep water	Capsize, injuries, collisions, drowning	All water users	MODERATE (6)	Buoyancy Aids to be worn when afloat, on the bank or pontoons	QMSC Byelaws
Use of pontoons: entrapment	Drowning	All water users	MODERATE (5)	Pontoons inspected regularly Staff available to assist with launch/recovery when water is open	
Use of pontoons: Falls, slips etc	Slipping when boarding/alighting boats. Trapped body parts between boat/pontoon. Fall injuries.	All water users	MODERATE (4)	Majority of cleats removed from the middle pontoon on west side and not present on versadock pontoons Pontoons to be inspected for trip hazards regularly	
Use of hoists: larger dinghies/multihulls	Crush/fall injuries	All users of hoist	LOW (3)	Only those trained to use the hoists Hoist to be inspected regularly Trained staff available for hoist operating when water is open	Overview of Operating at QMSC SOPs
Minor knocks/cuts	Split rings, fibreglass splinters etc	Users of QM powerboats	LOW (2)	QMSC powerboats to be inspected regularly	
		All water users	LOW (2)	Sharps to be reported when discovered	
Loss of boat control	Head injury, drowning, major lacerations	All water users	HIGH (8)	Killcords to be worn at all times when the engine is in gear. Killswitch functionality to be checked on powerboat setup Powerboats to be regularly serviced and maintained	Powerboat SOPs
		Students	HIGH (8)	Instructors to sit by controls, ready to take control/pull killcord if necessary	Powerboat Instruction SOPs
Leaving boats afloat	Loss of asset – sinking/lee shore	QMSC equipment	MODERATE (4)	All boats left afloat to be 'doubled up' - tied with multiple lines to different strong points, where possible, to reduce the risk of coming loose.	
Fuel ignition	Burns	All powerboat users	MODERATE (4)	Fuel handling and refueling to only be done by those trained to do so	Fuel handling &

					refueling standards SOP
Head injury: delayed diagnosis	Delayed onset of concussion symptoms	All water users	MODERATE (5)	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.	QMSC Head Injury Advice Slip

Queen Mary Sailing Club

Risk Assessment: Site operations

last updated: 29/8/2026

Ross Malloy (Assistant Manager & Sailing Principal) & Tony Bishop (Club Secretary)

Hazard	Consequence	Risk to	Category	Control measures	Reference SOPs
Deep water	Drowning	All water users	HIGH (10)	Well fitted PFDs must be worn by all water users, with the exception of competent windsurfers wearing a harness	QMSC Byelaws
		Students	HIGH (10)	Water users must be water confident Instructors to review session plan with DO/ICJC and keep group control as much as possible	Training School SOPs
		Under 18s	HIGH (10)	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.	
Collisions with objects eg bank, submerged hazards	Damage to equipment Compression injuries	All water users	LOW (3)	Exclusion zones to be marked with a ring of yellow buoys. Duty Officer to be made aware of any hazards, particularly when water levels are dropping and new hazards emerge. Matting provided at water's edge in key launching areas to protect people and equipment on the bank	Overview of Operating at QMSC
Lightning strike	Damage to equipment Burns, internal injury	All water users	MODERATE (4)	Students to be removed from the water (when an electrical storm is in close proximity) and taken inside the Clubhouse until the storm has passed. Sailability to be brought ashore as soon as it is clear an electrical storm is forecast to pass over QMSC. Free sailors to be informed if the QM flag is lowered to come ashore, with a powerboat giving them notice if safe to do so.	Overview of Operating at QMSC

Reservoir inlet (surface currents)	Loss of boat control	All water users	LOW (3)	Inlet to be covered by an exclusion zone, marked with yellow buoys and displayed on the Daily Information Board. Safety Briefings outlining hazards to be given to all new members, day sailors and hire before going afloat.	Overview of Operating at QMSC
Reservoir outlet (subsurface currents)	Loss of boat control. Drowning	All water users	(MODERATE (4)	Outlet to be covered by an exclusion zone, marked with yellow buoys and displayed on the Daily Information Board. Safety Briefings outlining hazards to be given to all new members, day sailors and hire before going afloat. Instructors to be aware of any students capsized near the outlet and to attend quickly. Session plans involving significant chance of immersion near the outlet to be reviewed by the instructor and DO	Overview of Operating at QMSC
Being abandoned on the water when water has closed	Hypothermia, drowning	All water users	(MODERATE (4)	Duty Officer to ensure a sweep (either visual with binoculars or actual with a powerboat) of the water is conducted before packing up the last powerboat	Role of the Duty Officer
Being locked in	Hypothermia	All site users	LOW (2)	Keyholders to check common blind spots in the club before leaving (car park, boat park, changing rooms)	
Blue Green Algae	Sickness	All water users	LOW (2)	DO to visually check the banks for signs of algal bloom and amend operating areas to avoid necessary immersion in these areas. All water users to be reminded to wash hands before eating/drinking, and wetsuits to be thoroughly cleaned after each use	Role of the Duty Officer. Environment health sheet
Weil's Disease	Sickness	All water users	LOW (1)	Advice given to water users to wash hands before eating/drinking	Environment health sheet
Dinghy park: trips/slips	Trips, slips	All site users	LOW (2)	Groundskeeper to monitor site and mark/remove hazards as needed – weekly site checks Hazard report form available	
Ice	Slips, cuts	All site users	LOW (2)	Grit to be placed on key locations (steps to car park) Groundskeeper to monitor conditions on site and advise if more grit needed	
Theft/vandalism	Loss of equipment	QMSC and club members	LOW (1)	Valuable items to be stored in locked locations Outer gates to be locked by last person leaving site	

				Out of hours access given to members on request, log of individuals with access kept	
Environmental hazards eg guano	Slips, sickness		LOW (2)	Pontoons to be cleared of guano at the start of each day that pontoon is expected to be used All water users advised to wash hands after sailing before eating/drinking	
Sharp shell fragments/other sharp hazards	Cuts		LOW (1)	Avoid areas with shell build up if possible, wash kit after use Suitable footwear should be worn by students and staff when operating ashore or afloat	
Steep and slippery bank – deep water	Sprains, compression injuries	All water users	MODERATE (6)	Footwear with a fixed heel (no crocs, flip flops) to be worn	QMSC Byelaws
Low water: collision with submerged hazards	Damage to equipment, crush injuries	All water users	(MODERATE (4)	On water hazards to be marked by exclusion zone markers and displayed on the Daily Information Board	
Blown over boats/boards	Damage to equipment, crush injuries	All site users	LOW (2)	Tie downs to be available on windsurf rigging areas and in boat park	
Slippery and uneven bank	Slips, trips	All site users	MODERATE (4)	Matting made available at the water's edge in key areas. Winches and hoists available to launch/recover boats	
		Staff	MODERATE (4)	Staff to wear closed heeled shoes (sandals, trainers, boots), avoiding crocs and flip flops	
Fire				See fire risk assessment	
Hot water – taps/showers	Scalds/burns		LOW (3)	Water temperature tested weekly	
Legionairres diseas	Sickness	All water users	LOW (2)	Water temperature tested weekly	
Use of kitchen equipment	Burns, cuts	Staff	LOW (2)	Only staff to use the staff kitchen. Staff to use kitchen equipment with due care and attention.	
Use of electrical equipment	Electric shocks	All site users	LOW (1)	Portable electric equipment to be PAT tested, or used from brand new	
Fuel storage & handling	Burns	Staff, all site users	MODERATE (4)	Fuels to be stored in the Fuel Palace, locked. Fuel Palace to be appropriate for fuel storage Eye wash to be stored at the Fuel Palace	Fuel Handling & Refueling Standards SOPs
Use of hoists	Slips, falls, compression injuries	All users	LOW (3)	All users of hoist to be trained in its use. Railing in place to mitigate falls on one side, avoid standing close to edge on other side. Hoist to be inspected regularly.	Overview of Operating at QMSC
Use of winches	Compression injuries	All users	LOW (2)	All users of winches to be trained in their use. Winches to be inspected regularly	Overview of Operating at QMSC

Swinging container doors/window covers	Crush/compression	All users	LOW (1)	Container doors and window covers to be secured when open if in a windy location	
Use of lifting equipment	Fall injuries, crush injuries	All users	LOW (2)	Equipment to be inspected at regular intervals and users trained in their safe operation	
Gate fault – locked open/shut	Tresspassing/theft	All users	LOW (2)	Training in manual operation of gates to be made available	EAP - Gates
Lift fault	Stuck in lift	Users	(LOW 1)	Training in manual lift operation to be made available	EAP - Lift
Collision with buoys	Damage to equipment, crush injuries	All water users	LOW (1)	Buoys to be checked to ensure they are clearly visible	
Sharp surfaces - pontoons	Cuts	All users	LOW (2)	Hazards to be reported. Condition of pontoons to be checked regularly	
Workshop risks				See separate workshop risk assessment	
Boarding/alighting boats ashore	Falls	Staff	LOW (1)	Ladders to be made available	
Use of ladders	Falls	Staff	LOW (3)	Ladders to be checked regularly. Only approved ladders to be used.	
Steps to lower car park – slips/trips	Falls	All users	LOW (2)	Steps to be well illuminated and checked regularly	
Overgrowth of vegetation - Obscured hazards	Cuts	Groundskeeper	LOW (1)	Groundskeeper to take care when performing maintenance	
EAP - Blockage of key routes	Delay in emergency rescue	All users	MODERATE (4)	Ramp and key routes to be kept clear at all times	
Slipping on Internal Stairs/flooring	Head injuries, compressions	All	LOW (2)	Non-slip edging to stairs in place. Wet floor signs to be displayed when excess water pooling	
Slipping on ramps/external stairs	Head injuries, compressions	All	LOW (2)	Grip tape applied to all metal ramps and checked regularly	
Bomb Alert	Burns, severe injuries	All	LOW (1)	Bomb evacuation point designated and all staff trained in evacuation procedure	Overview of Operating at QMSC
Icing on external stairs	Slips, falls	All	LOW (2)	Gritting and salting when required	
Top box stairs	Falls	All	LOW (1)	No access sign and gate kept closed – staff access only unless permission granted by senior staff	
Medical Ailments	Sickness/injuries, drowning	Students	MODERATE (5)	Completion of 'Health & Water-confidence Declaration' form for all QMSC students. Instructors to be made aware of any relevant medical conditions and management plan	Training School SOPs
Electrical equipment	Shocks, burns, internal injuries	Staff	(MODERATE (4)	Instruction in use and care of equipment given to users Annual PAT testing of equipment.	Workshop SOPs
Use of VDUs	Eyesight degradation	Office Staff	LOW (2)	Limiting usage, regular breaks and eye tests	

Staff workstations	Muscular/skeletal degradation	Office Staff	LOW (1)	Training and advice to staff on appropriate considerations in body posture. Investigation of any reports of injury attributable to workstation posture.	
Cleaning machinery		Staff	LOW (1)	Instruction in use and care of equipment given to users. Regular maintenance of equipment and reporting of faults	
Manual Handling	Muscular/skeletal injuries	Staff	MODERATE (4)	Staff to only attempt lifts if adequate numbers present. Training in use of lifting equipment for heavy engines	
Chemicals	Burns, injuries to eyes	Staff	LOW (2)	COSHH details to be stored online, DOs trained in FA procedures. Chemicals stored in a secure location	
Repair Materials		Staff	LOW (2)	Trained or supervised use only	
Use of Power Tools		Staff	LOW (2)	Trained or supervised use only	

Queen Mary Sailing Club

Risk Assessments by activity: Sailability

last updated: 20/3/26

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

HAZARD	RISK TO	CONTROLLED BY.	FURTHER ACTION	Risk Category
All risks with Disabled sailors on and off the water	QM Support Team and Sailors	Adequate briefing and inspection before going afloat. QM 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 QMS Support Team to attend QMS Ops Refresher training annually and Disability Awareness Training bi-annually.	All QMS powerboat drivers to attend QMS Powerboat Refresher training annually. All Powerboat drivers and crews, Ops Leads and Shore Leads, and Longboat & Yeoman helms, to hold a current First Aid Certificate. All Ops Leads, Shore Leads, Longboat, Yeoman and Hansa helms to hold a current Enhanced DBS certificate.	**LOW**
Drowning: falling off pontoon	Disabled sailors/ students	QMS Support Team and visiting carers must supervise at all times. Ensure pontoon & approach are clean and clear before use. 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 Personal Flotation Devices (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 Standard Operating Procedures (SOPs).	**HIGH**
Drowning: falling out of boat	Disabled sailors / students	PFDs or life jackets to be worn at all times in boat. QMS Support Team to supervise disabled boat crews at all times from dedicated safety boat.	Observation from shore of craft sailing at all times.	
Drowning: swamping	Disabled sailors / students	PFDs or life jackets to be worn at all times in boat. QMS Support Team to supervise	QMS Support Team briefed to check bungs before launch.	

		disabled boat crews at all times from dedicated safety boat.		
Drowning: inversion	Disabled sailors / students	QMS Support Team briefed to engage locking devices on lifting / swinging keels & centreboards after launching. Sailability Ops Lead to confirm before first use.	Only dinghies not liable to inversion to be used for disabled sailors.	
Lifting disabled sailors: Injuries or complaints	QM Support Team	Lifting disabled sailors manually is strongly discouraged. Any sailor who cannot self-transfer to a boat is requested to use a hoist.	Covered at QMS Support Team Ops Refresher and in Disability Awareness Training.	**MODERATE**
Use of personal hoists: General	Non ambulant sailors	Hoists to be Inspected every six months by insurer as part of site visit. Personal hoist to be operated by a trained hoist operator, with supervised assistance from helpers. All assistance received to be checked by the hoist operator before raising the client.	Training to provided for QMS volunteers by a trainer who has attended the Manual Handling Trainers Course (through RYA Sailability). Update course to be attended annually.	**MODERATE**
Use of personal hoists: General	Non ambulant sailors	Hoists to be Inspected every six months by insurer as part of site visit. Personal hoist to be operated by a trained hoist operator, with supervised assistance from helpers. All assistance received to be checked by the hoist operator before raising the client.	Training to be provided for QMS Ops Leads by a trainer who has attended the RYA Sailability Train-the-Trainer personal hoisting course. QMS Ops Leads then to train selected QMS Support Team members.	**MODERATE**
Use of personal hoists: Slipping out of sling, or sling detaching from hoist.	Non-ambulant sailors	All slings have a visual/functional check at the beginning of the season and are checked again before each use. Sling sizes marked up and selected correctly. Slings fitted correctly each	Sailors' personal sling loops/straps to be visually inspected (for wear and tear) before use. Slings to be visually inspected for signs of wear and tear - e.g. cuts, tears, stitching damage, legibility of label etc. Slings to be removed from service if there is any doubt.	**HIGH**

		use, all loops securely attached. Slings to be inspected every six months by insurer as part of site visit.		
Use of personal hoists: being hit by spreader bar.	Support Team & Sailors	Sling correctly adjusted to give head clearance.	Spreader bar fitted with foam padding, and restrained while being prepared for use.	**MODERATE**
Becoming unstable or having e.g. seizure.Tendency to run or jump.	Disabled Students / Adults with learning difficulties	Registration forms completed before sailing with any need-to-know information. QMS Ops Lead and Support Team helms to be informed before going afloat of known risks. Carer / School Staff known to sailor to be in the boat. In the event of an incident, helm to remain in charge of boat and return to shore, radioing ahead.	Known runners/jumpers to be supervised at all times by their carer / school staff.	**MODERATE**
Head injuries	Disabled Students / Adults with learning difficulties	Decision as to whether each student should wear a helmet to be made by the carer.		**MODERATE**
Wheelchair falling backwards, running away down the sloping bank or falling off the pontoon.	Wheelchair users	QMS Support Team to be briefed on possibility and a suitable number of helpers to move and supervise persons in wheelchairs	Wheelchairs to keep to concrete paths where possible on upper level. Support team to hold wheelchairs or apply brakes at all times below the reservoir lip. Lap belts to be unclipped before reaching any unfenced part of pontoon.	**HIGH**