



# Peterborough Sailability

## PERFORMANCE TRAINING MODULE

### PTM 01: Induction ~ Helper Training



#### Requirement

There is a requirement to inform newly recruited Helpers how Peterborough Sailability operates.

#### Aim

The aim of this procedure is to provide new Helpers with the basic information needed for them to work safely in our environment.

#### Objectives

The objectives of this procedure are to provide a Helper with the following information:

- a) To provide them with the basic Health and Safety aspects of our operation
- b) To appraise them of the Emergency and Accident procedures
- c) To describe and show them the layout of the site and location of Emergency equipment
- d) To meet key personnel and to give them an overview of our operation

#### Method

The method of the achieving the stated aim should be by a short series of briefings in and around the Peterborough Sailability work areas and delivered to new Helpers before commencing any specific roles at Peterborough Sailability.

#### Health and Safety (H&S) Brief

Introduce the Health and Safety Officer and describe Peterborough Sailability H & S Policies;

- Duty of Care by both Peterborough Sailability and individuals
- Reporting procedures
- RIDDOR – refer to SOP 05 Accidents and Emergencies
- Accident Book; To include reporting of near misses

#### Standard Operating Procedures (SOP)

Briefly cover the key SOP's in use, where kept in main office and that they are to be read and signed annually

- |                                       |   |
|---------------------------------------|---|
| • 01 Petrol Storage & Safety          | <i>Self explanatory</i>                 |
| • 02 Manual for Helpers               | <i>Overview of PS</i>                   |
| • 03 Health & Safety Appraisals       | <i>Main H &amp; S concerns</i>          |
| • 04 Risk Assessments                 | <i>Main risks for our operation</i>     |
| • 05 Accidents & Emergencies          | <i>Emergency procedures</i>             |
| • 06 Safety Boat: General Conditions  | <i>Self explanatory</i>                 |
| • 07 Shore Master's Role              | <i>A pivotal role</i>                   |
| • 08 Hoists; Shore & Pontoon          | <i>Precautions when using hoists</i>    |
| • 09 Radio Procedures                 | <i>Self explanatory</i>                 |
| • 10 Pontoon Safety                   | <i>Self explanatory</i>                 |
| • 11 Deben Lugger: General Conditions | <i>Self explanatory</i>                 |
| • 12 Safeguarding                     | <i>Children &amp; Vulnerable Adults</i> |

### **Location of Emergency Equipment** (use site map)

- Telephone (nearest landline Lakeside Café & Nene Outdoors, or use Mobile)
- Fire Extinguishers
- Mains Isolation switch
- Life Buoys
- Personal Flotation Devices (PFD) ~ Lifejackets & Buoyancy Aids

### **Brief explanation of SOP 02 Manual for Helpers**

- Contains all references and information required of a Helper
- Emphasize Sailor's Carers responsibility section
- External Training – Disability Awareness and First Aid
- Data Protection – use of databases
- Handout copy of Manual and joining form

### **Brief explanation of SOP 05 Accident and Emergency Procedures**

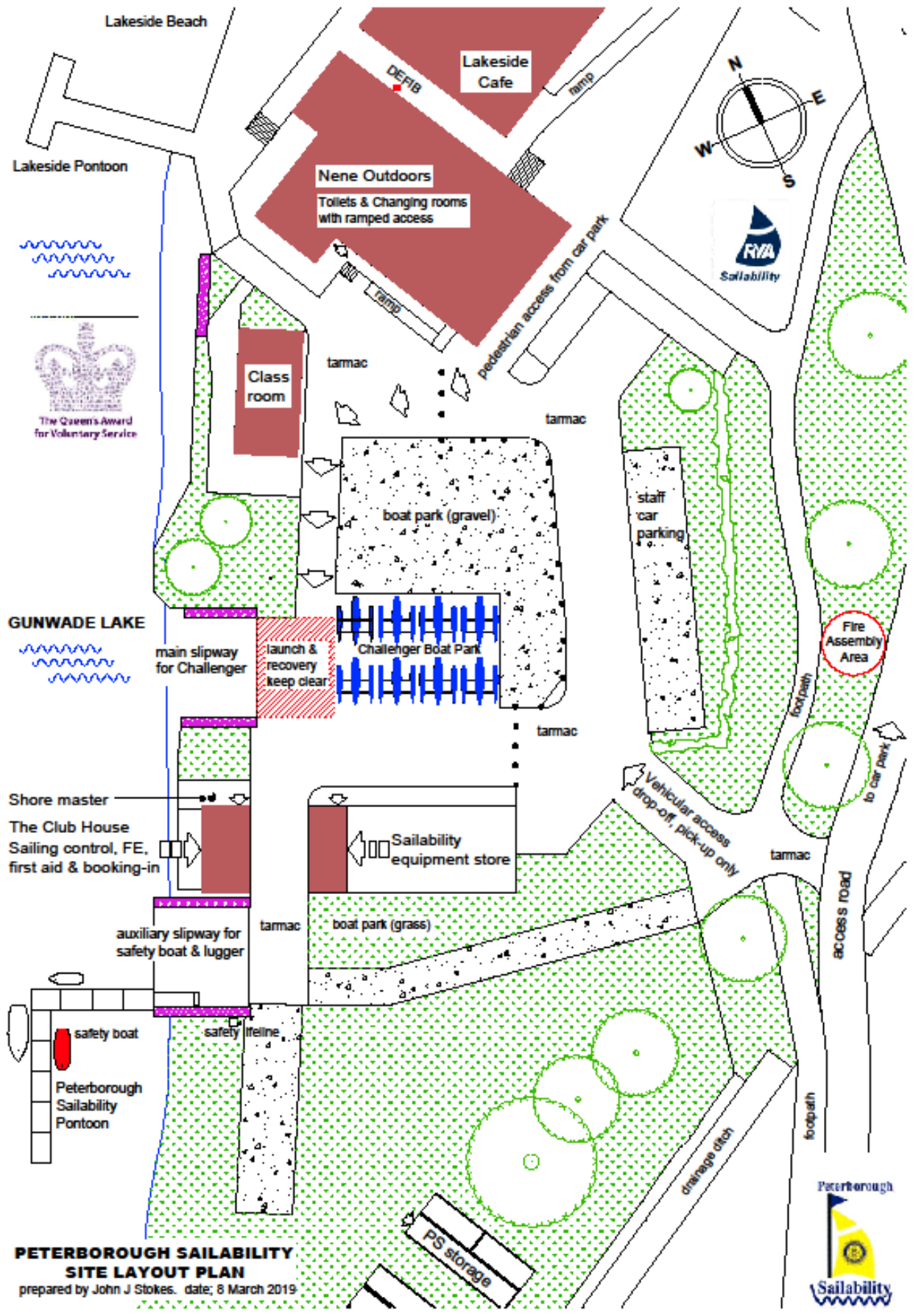
- Describe Emergency Action Plan
- First aid
  - The Duty First Aider will be recorded on the daily log. In the event of an incident report immediately to the Shore Master / sailing control office for the First Aider to be identified.
  - In the event of a serious incident dial 999 or 112 for the emergency services. Also call the Park Ranger mob 07860 308081
- Fire & evacuation
  - A fire extinguisher is situated in the Sailability Store and the Club House
  - In the event of a fire dial 999 or 112 for the emergency services
  - Inform the Shoremaster and all personnel will be evacuated to the Fire Assembly Point
  - Also call the Nene Park duty ranger on mobile 07860 308081 to advise him of the situation and request the barrier to be unlocked for emergency services access.
- Man overboard
  - In the event of an incident on the water the Shoremaster must be informed immediately
  - The Shoremaster will then summon the Peterborough Sailability Safety Boat and if required the Nene Outdoors Safety Boat
- General
  - All incidents and near misses must be reported to the Peterborough Sailability Duty Officer and logged

## Site Overview

- Peterborough Sailability operates at Ferry Meadows Watersports Centre, Nene Park, Ham Lane, Watersports Road, Gunwade Lake, Peterborough
- Walk around the site pointing out the following main areas:
  - The Main Office/Control Room
  - PS Storage Room
  - PS Storage Containers
  - Launch and recovery operations area and storage area of boats:
    - Challenger Trimaran
    - Deben Lugger & Whammel
    - Access Dinghy
    - Tow Vehicle
    - Safety Boat
  - Main and Auxiliary slipways
  - Pontoon
  - Location of nearest toilets
  - Location the restaurant

## Meet and Greet Personnel

- Peterborough Sailability has trained and qualified helpers in the following areas; Safety boat operators, Tow vehicle drivers, First Aiders, Shore Crew, Shore master, Sailing Buddies and Instructors
- Introduce the following personnel (if available):
  - Duty Officer
  - Senior Instructor(s)
  - Buddies (Instructor)
  - Shore Crew (Instructor)
  - Maintenance personnel
  - Administration
  - Shore master
  - Secretary
  - Sailor Coordinator
  - H & S Officer
  - Training Officer
  - Safeguarding Team



**PETERBOROUGH SAILABILITY SITE LAYOUT PLAN**  
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