

## Waldringfield Sailing Club Covid-19 Risk Assessments

Based on RYA Club Guidance on Restarting Boating Activity and COVID-19, <https://www.rya.org.uk/programmes/Pages/return-to-boating.aspx#forClubs> including RYA Guidance on Restarting Racing, and FAQs, and referenced gov.uk legislation and guidance as of 14 September 2020, applicable to Suffolk

Risk Assessments are reviewed weekly

### Risk Assessment for racing

| Hazard / Activity   | Who might be harmed and why         | Actions   |
|---|-------------------------------------|---|
| Member arrives with symptoms  | Members                             | <ul style="list-style-type: none"> <li>Continue to remind members in weekly newsletters not to attend if they, or any member of their household or bubble, has symptoms, has been contacted by test and trace, or is still self-isolating.</li> </ul>   |
| Preparing to race – signing on, getting the course – with possible pinch points where people gather               | Sailors, members, volunteers        | <ul style="list-style-type: none"> <li>Signing on sheets will be spaced to allow for 2m separation.</li> <li>Course will be on whiteboard away from signing-on area and visible from pathway.</li> <li>Sanitiser available in signing-on area.</li> </ul>   |
| Changing into sailing clothing  | Sailors and members                 | <ul style="list-style-type: none"> <li>Sailors and members are advised members to change and shower at home. (Club changing rooms closed and showers not in use.)</li> <li>Members asked to allow sufficient space between cars in car park for people changing.</li> </ul>                                 |
| Rigging and launching dinghies from club dinghy park.<br>This is an activity in the open air and well-ventilated. | Sailors, persons in the dinghy park | <ul style="list-style-type: none"> <li>Classes have allocated launch times on Saturday: Cadet/Toppers 14:00. RS/Wayfarer 14:10, Laser 14:20</li> <li>Notices advise social distancing in the dinghy park.</li> <li>Beachmaster to monitor numbers on launch ramps to maintain social distancing.</li> </ul> |

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|  |                              | <ul style="list-style-type: none"> <li>Guidelines for beachmaster and sailors is to avoid gathering at the water's edge, stay distanced in the dinghy park and do not proceed to the water's edge until there is a space for the sailor to launch.</li> </ul>   |
| Sailing and Racing   | Sailors                      | <ul style="list-style-type: none"> <li>Competitors are single handers, same household crews, or must follow RYA guidance for participants from different households.</li> </ul>   |
| Toilets (available on race days, and for members at other times) | Members and visitors         | <ul style="list-style-type: none"> <li>Signs have been placed reminding members to wash hands before and after using the toilets, and to remind about social distancing (including max 3 in gents and 2 ladies + 1 in accessible toilet).</li> <li>Sanitiser is available outside the toilets.</li> <li>Avoid passing on the steps to the Men's toilets</li> <li>Soap is provided, and thorough cleaning takes place on Mondays and Thursdays.</li> <li>Before racing, a Beachmaster/Club Officer will ensure ventilation by checking windows are open. [Please wash feet before entering, to help cleanliness of toilets.]</li> <li>At end of racing, a Club Officer will ensure that surfaces have been cleaned and wiped down (flush, taps, handles etc.)</li> </ul> |
| Race Officers in Crow's Nest                                     | Race Officers and volunteers | <ul style="list-style-type: none"> <li>Only 2 people inside and 1 outside. Masks to be worn inside if two people from different households in the Crow's nest.</li> <li>Sanitise hands before entry. Clean surfaces and equipment between shared use with equipment provided.</li> <li>If a one-way system is operating in the clubhouse, entry to the Crow's Nest is through the club main door, and out onto the balcony.</li> </ul>  |
| Race Officers on Fynnlass  | Race Officers and volunteers | <ul style="list-style-type: none"> <li>Race Officers and driver must maintain social distance, if not from the same household.</li> <li>Ferry to boat using club dinghy or, at a RIB-driver's discretion, socially distanced with a mask and sanitised hands in a RIB.</li> <li>Clean shared equipment before use, if less than 48 hours since last use.</li> </ul>   |

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|   |                              | <ul style="list-style-type: none"> <li>• Clean shared equipment between use by members of different households.</li> </ul>   |
| Race Officers on Boadicea                             | Race Officers and volunteers | <ul style="list-style-type: none"> <li>• Race Officers and driver must maintain social distance, if not from the same household.</li> <li>• Ferry to Boadicea using club dinghy or, at a RIB-driver's discretion, socially distanced with a mask and sanitised hands in a RIB.</li> <li>• Clean shared equipment before use, if less than 48 hours since last use.</li> <li>• Clean shared equipment between use by members of different households.</li> </ul>  |
| Rescue and support boats                              | Volunteers                   | <ul style="list-style-type: none"> <li>• Volunteers must maintain social distance, if not from the same household. Volunteers to bring their own masks, if wished. Masks are available, if needed for a casualty.</li> <li>• Clean equipment before use, if less than 48 hours since last use.</li> <li>• Crews are briefed on correct techniques, e.g. towing behind where possible, and cleaning poles for coloured flags if handled by different households.</li> <li>• The Safety Officer (or other designated patrol boat driver) and the Race Officer will decide when the conditions are unsuitable for racing with only patrol boat cover. They may also advise an individual to go ashore if they are seen not to be coping.</li> </ul> |
| Overcrowding in and around clubhouse and on club land | Members and visitors         | <ul style="list-style-type: none"> <li>• Signs and other reminders are in place for members about social distancing rules.</li> <li>• Fewer tables are on the patio and veranda, re-orientated to facilitate social distancing, and not sitting face-to-face.</li> <li>• Those working inside the clubhouse must wear a mask.</li> <li>• Specific risk assessments are required for any event other than club sailing.</li> </ul>  |

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| First Aid / Emergency                        | Volunteers | <ul style="list-style-type: none"> <li>Gloves, masks and sanitiser are available with First Aid boxes in the Clubhouse and on safety craft.</li> <li>Children needing first aid should be attended to by one of their parents</li> <li>COVID specific guidance on first aid, and resuscitations are next to the first aid box</li> </ul> |
| Member or visitor develops symptoms of COVID | Members    | <ul style="list-style-type: none"> <li>For test and trace purposes, signing-on sheets are kept for at least 21 days, and records are kept of volunteers.</li> </ul>  |

### Risk Assessment for premises

| <b>Hazard/Activity</b>                              | <b>Who might be harmed and why</b> | <b>Actions</b>   | <b>Action by organiser</b>   |
|---|------------------------------------|--|--|
| Member or visitor arrives with symptoms of Covid-19 | Members and other visitors         | <ul style="list-style-type: none"> <li>All invitations and instructions to remind people not to come if they have symptoms or if, within 14 days, have had contact with someone who is has symptoms or a positive test.</li> <li>Put up sign at entrance with this reminder.</li> </ul>  | <ul style="list-style-type: none"> <li>Remind people in the invitation / information about the event about not coming is symptoms or contact with Covid-19 positive test.</li> </ul>   |
| Entry and exit: possible pinch points               | Members and visitors               | <ul style="list-style-type: none"> <li>Instructions must be provided beforehand on which door for entry and which for exit (normally in main door and out patio door).</li> <li>Tape outside will separate entry and exit paths.</li> <li>Doors sanitised by organiser before others arrive.</li> <li>Doors propped open if feasible.</li> </ul> | <ul style="list-style-type: none"> <li>Agree entry and exit with Flag Officer.</li> <li>Provide information beforehand on entry and exit.</li> <li>Sanitise and open doors.</li> </ul> |
| Crowding inside clubhouse                           | Members and visitors               | <ul style="list-style-type: none"> <li>Face coverings are now required inside so should be put on before entry. Instructions given to bring your own but some are available in the club lobby.</li> </ul>  | <ul style="list-style-type: none"> <li>Instruct people to bring their own face covering and put on before entry.</li> </ul>  |

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|   |                                  | <ul style="list-style-type: none"> <li>• One way system marked with signs and furniture.</li> <li>• 2m spacing lines marked on floor.</li> <li>• Up to 6 people socialising in any group or at a single table, keeping as much distance between people as possible. A sign up as a reminder.</li> <li>• Maximum of 15 people in main club room + lobby.</li> <li>• Internal doors propped open, unless locked.</li> <li>• Room cleaned after event, especially if used again less than 72 hours later.</li> </ul>  | <ul style="list-style-type: none"> <li>• Agree layout with Flag Officer for Covid-security, and who does the cleaning.</li> <li>• Monitor numbers in the club room.</li> </ul>  |
| Crowding outside on club premises               | Members and visitors             | <ul style="list-style-type: none"> <li>• Signs and other reminders are in place about social distancing rules.</li> <li>• Signs on the patio and veranda reminding about socialising only in one group of 6 people.</li> <li>• Fewer tables are on the patio and veranda, orientated to facilitate social distancing, not sitting face-to-face, and allowing socially-distanced through traffic to entrance and toilets.</li> </ul>  | <ul style="list-style-type: none"> <li>• Agree with Flag Officer layout outside.</li> </ul>   |
| Preparing, serving and consuming food and drink | Volunteers, members and visitors | <ul style="list-style-type: none"> <li>• Maximum of 3 people in the galley, keeping social distance as much as possible, if not from the same household / bubble.</li> <li>• Galley volunteers to wear face coverings.</li> <li>• Prices to be advertised beforehand.</li> <li>• Payment by cash into a box (no change) or by card (contactless).</li> <li>• Drinks to be poured by galley volunteers, including milk and sugar into hot drinks.</li> <li>• While eating, social distancing to be maintained, inside and out: up to 6 people in any group, and no</li> </ul> | <ul style="list-style-type: none"> <li>• Agree with Flag Officer how the galley will be used, collection of crockery / rubbish, method of payment, and who does cleaning.</li> <li>• Advertise prices and payment method.</li> <li>• Prepare galley volunteers – e.g. face coverings, serving drinks / food, payments,</li> </ul> |

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|                                |                      | <p>interaction between different groups. Signs up to remind of this.</p> <ul style="list-style-type: none"> <li>• Locate tray(s) for dirty mugs, glasses, plates etc. so as not to impede one-way flow. Likewise bins for rubbish and recyclable items.</li> <li>• All used crockery and glasses to be washed in dishwasher / glasswasher.</li> <li>• Thorough clean of the galley afterwards.</li> </ul>   | <p>collecting and washing up crockery and glasses.</p>  |
| Toilets                        | Members and visitors | <ul style="list-style-type: none"> <li>• Normally entry and exit through outer doors by code (sanitiser outside; reminders to wash hands inside).</li> <li>• Otherwise one-way system, in through outside door, out through club room and patio doors. This will be signed and doors propped open.</li> <li>• Signs to say max 3 in gents and 2 ladies + 1 in accessible toilet.</li> <li>• Avoid passing on the steps to the men's toilets.</li> <li>• Windows opened beforehand to improve ventilation.</li> <li>• Showers and changing areas remain closed.</li> <li>• Soap is provided.</li> <li>• Thorough cleaning after the event, including flush, taps, handles etc. Normal club cleaning takes place on Mondays.</li> </ul> | <ul style="list-style-type: none"> <li>• Agree with Flag Officer one-way system or whether not using one.</li> <li>• Agree / organise cleaning.</li> <li>• Put up one-way signs, if needed.</li> <li>• Organise opening windows and doors, and closing at end.</li> </ul> |
| Member develops symptoms later | Members and visitors | <ul style="list-style-type: none"> <li>• Everyone entering must be recorded with names of club members, and name and contact telephone number for everyone else.</li> <li>• This contact information will be kept for 21 days in case needed for test and trace.</li> </ul>   | <ul style="list-style-type: none"> <li>• Agree with Flag Officer method of recording, and who holds the contact information.</li> </ul>   |

16 September 2020