

Bough Beech SC – Covid recovery Road Map: Risk assessment for Stage 3 (from 18/08/20)

Date: 05/07/20

Version: 3

Subject to revision from time to time

**Key Points**

- **Bring own gloves, soap/sanitiser when visiting club**
- **Observe social distancing**
- **Sail only if conditions are well within your capabilities**
- **Follow Club bylaw E5 on Buddy Sailing**

Item	Stage 3 activity	Assessed Risk	Mitigation	Action
Visiting Club Site	Open	Contamination when entering/leaving site	Members to treat padlock/gate as potential contamination point and take personal action to avoid cross contamination.	Members to use gloves when opening padlock when both arriving and leaving, and clean lock with sanitiser after use.
		Virus spread due to large number of people on site, including fishermen	Visits limited to club members only – no visitors permitted  If the number of club members on site leads to potential congestion at any point, new arrangements to be considered to stagger visits.  Fisherman who are legitimately on site, have own set of rules to prevent spread of virus  Club to support Government “Track and Trace” requirements	Members to ensure no visitors enter site and gate is locked on entering and leaving.  Committee members to monitor activity as and when possible, and propose remedies  Club members to respect fishermen’s concerns about catching virus through negligence of club members  Members asked to record visits to club by sending email to <a href="mailto:visitedbbbc@gmail.com">visitedbbbc@gmail.com</a>
		Virus contamination while on site	Members who feel unwell and who could be suffering from Covid 19 should not to come to site  Members who are well have choice to visit or not. Members in vulnerable categories to pay particular heed to Government advice on social contact and distancing. In all events, visit to club is at members personal risk.	Reminder in communications from Commodore  NFA
		Contamination from socialising in groups	Members to follow guidelines on social distancing.	Club advises against visiting for social reasons. Government rules to be followed at all times.
		Contamination from contact with surfaces and extended use of the club	Members to follow guidelines on social distancing.	No shared BBQs or picnics. Trestle tables removed.
The car/boat park	Open	Contamination in car park	Members to park 2 metres away from other vehicles. Observe social distancing at all times.	Members to be vigilant

		Contamination from maintenance tools, strimmers etc.	Members to bring/use own DIY and garden tools.  If using club tools/equipment, members should sanitise the items where they touch them before and after use.	Disinfectant cleaner to be stored with tools.
<b>Clubhouse</b>	Open only to access Safety Boat and Race Office by duty officials	Contamination from contact points within club by those using it on duty	The Club will not have been entered for a week, allowing time for any contamination to die.	Only OOD and assistant have access to club: they obtain radios, open fire escape door to Race Office and open boatshed for RIB. They put everything away at end of day They wipe all surfaces and door handle with the disinfectant when leaving. Material and equipment to be provided by club.
<b>Galley and Bar</b>	Closed	None while closed	NFA	NFA
<b>Changing Rooms</b>	Closed	None while closed	NFA	NFA
<b>Internal toilets</b>	Closed	None while closed	NFA	NFA
<b>Fishermen's toilet</b>	Open	Contamination from contact with handles and surfaces in toilet cubicle	Members to treat all touch points as contaminated and take precautions.  Members to wipe all surfaces and door handle with the disinfectant when leaving	Disinfectant to be provided.  Wipes to be disposed of in bin provided. Contents of bin to be double bagged when emptied.
<b>Social sailing</b>	Yes, at members own risk	Cross contamination from others in the boat park and on launching and recovery	Members choice to go on the water – members own risk.  Members to use own equipment and should not let others touch it – or ensure it has been first sanitised.  Members to follow government guidelines on social distancing	Members to be vigilant  Launching trolleys to be left well separated when launching so that there is no need to move another trolley to get at yours.  Maximum of two boats/boards launching/being recovered at a time and if necessary, queue with good spacing to launch or come ashore
		No safety cover (except Sundays if crew available)	Members must only go on the water if they are comfortable with the conditions and are capable of looking after themselves. Their personal risk.  Members should make a point of checking soundness of all equipment before going afloat	Members must be capable of sailing in prevailing conditions and follow requirements of Club Byelaw E5 on buddy sailing  Try to keep upwind of the clubhouse if at all possible so you can drift home if something breaks. Take a tow rope and if the wind is light, a paddle.
<b>Windsurfing and SUPS</b>	Yes, at members own risk	Cross contamination from others in the boat park and on launching and recovery	Members choice to go on the water – members own risk.  Members to use own equipment and should not let others touch it – or ensure it has been first sanitised.  Members to follow government guidelines on social distancing,	Members to be vigilant  Boards and sails to be left on the foreshore well separated when launching so that there is no need to move somebody else's equipment to get at yours.  Maximum of two boats/boards launching/being recovered at a time and if necessary queue to go afloat or come ashore.

		No safety cover (except Sundays if crew available)	Members must only go on the water if they are comfortable with the conditions and are capable of looking after themselves. Their personal risk.  Members should make a point of checking soundness of all equipment before going afloat	Members must be capable of sailing in prevailing conditions and follow requirements of Club Byelaw E5 on buddy sailing
RC Yachts	Yes	Cross contamination from others using RC Yachts, especially on foreshore	Members to follow government guidelines on social distancing.	Members to be vigilant
		Risk of loss of control of RC yacht and inability to recover it	Members to make allowance for wind strength and direction.  Risk of cross contamination if stray RC Yacht is recovered by another lake user	Members using RC boats at own risk.  All parties to follow government guidelines, cleaning equipment and hands at earliest opportunity.
Club Boats	Qubas used for fixed sessions under supervision of volunteer instructor	Contamination when using equipment	Group leader has full risk assessment and mitigation plan	
		Cross contamination from others in the boat park and on launching and recovery	Group leader has full risk assessment and mitigation plan	
		Cross contamination when accessing Club compound (gates/locks) to retrieve boats.	Qubas to be stored in the main dinghy park	
		Equipment failure	Group leader has full risk assessment and mitigation plan	
	Limited hire of club boats on Sundays only	Contamination when using equipment	One boat allocated to family/bubble for whole day.  Members must be able to rig, launch and sail boat without assistance.	After use boat is not used for 6 days to ensure it is naturally sanitised. Members must be capable of finding gear themselves (written guidance from OOD)
		Cross contamination when accessing Club compound (gates/locks) to retrieve boats.	The OOD to open up the boat park & container. Only one person in the container at a time, (signs fixed in the container) Hirers only to handle the boats & equipment they intend to hire Hand sanitizer in the container for use before & after. OOD to close & lock container & gate at the end of the day.	Members to be vigilant
		Equipment failure	Safety boat available operating as best possible in Covid safe mode	Bosun Sail will regularly check equipment
Club Organised Racing	Yes, starting initially on a shore-based format.	Proximity contamination between RO and ARO	Maintain social distancing on foreshore.	Use separate cars parked together on foreshore for shelter if needed
		Cross contamination between race crews not from same household	Crews not from same household to follow RYA mitigation guidance on best behaviours on water for mixed household crews	Crews to be familiar with RYA guidance and evaluate personal risk involved in this.

				<a href="https://www.rya.org.uk/SiteCollectionDocuments/clubs/RYA%20Sailing%20%26%20Racing%20in%20Mixed%20House%20holds.pdf">https://www.rya.org.uk/SiteCollectionDocuments/clubs/RYA%20Sailing%20%26%20Racing%20in%20Mixed%20House%20holds.pdf</a>
		Competitors get into difficulty on the water	Competitors encouraged to self-help as far as possible before intervention of safety boat using best possible Covid-safe procedures.  Race officer to act conservatively and cancel racing if conditions become challenging for competitors	Competitors to carry towing lines  Competitors also to act conservatively and continue racing only when well within their limits
		Cross contamination affecting ROs from starting equipment	Decontaminate/wipe down equipment before use. One to use Accusail, one to do flags to avoid equipment sharing.	Equipment to be cleaned after use but will not be used again for a week allowing contamination to die.
		Proximity contamination of racers at briefing	Maintain social distancing	Course board with instructions to be placed in the open, e.g. on benches at front of clubhouse. No sign-on and sign-off
<b>Junior coaching</b>	Limited informal coaching from September 20 on Sunday afternoons	Cross contamination when using equipment	One boat per student per day. Child's parent helps child to rig, launch, recover and de-rig boat without involvement of instructor Students use own boat for drills rather than taking turns on a training boat.	After use boat is not used for 6 days to ensure it is naturally sanitised.
		Contamination from socialising in groups	Training group to be limited to six for on-shore instruction; instruction to be carried out outdoors, observing social distancing	
		Students may get into trouble on water	Coaching only to take place when Club safety boat is in operation and conditions are benign.	
		Contamination risk from close contact assisting students in trouble on the water.	Students encouraged to self-help where possible.  Safety boat available using best possible Covid-safe procedures.	
<b>Adult coaching</b>	Only informal practise by "Improver" group led by self-volunteering instructor	Cross contamination from others in the boat park and on launching and recovery	Group leader has full risk assessment and mitigation plan in place	
		If no safety cover on the water	Group leader has full risk assessment and mitigation plan	
<b>RYA Courses</b>	No	None while suspended	NFA	Amend Club Calendar
<b>Open Meetings</b>	No	None while suspended	NFA	Amend Club Calendar
<b>Schools/Scouts</b>	Schools from September.	Contamination risk associated with visiting groups of children associating and sailing together	Risk assessments for school activity and mitigating measures are the responsibility of school staff.	No issue for the club
	Scouts later?	Club members risk cross-contamination from visiting school groups	School groups exclusively use their own boats and equipment.  School groups keep clear of club members as far as possible	Responsible school staff to be familiar with all the Club's anti-Covid procedures and ensure that all children follow them.

<b>OOD</b>	Yes, Sundays only	Contamination from contact points within club.	Clubhouse will not have been used for a week before OOD opens it.	OOD to have access to PPE, cleaning/decontamination materials and to wipe down contact points inside and outside during and at end of day as appropriate
		Proximity cross contamination between OOD and any assistant	Social distancing to be maintained. Should not be a problem.	
<b>Safety Boat</b>	Yes, Sundays only	Proximity cross contamination between Safety Boat skipper and assistant	If not from same household, to remain as far apart as possible (min 1 metre) and wear PPE	(August) Volunteers used who are asked to sign a disclaimer. (September) Return to rostered duties with opt-out permissible for medical reasons.
		Proximity contamination between Safety Boat crew and others when launching and recovery	Social distance to be maintained while lunching/recovery Hand washing after any contact with possibly contaminated surfaces.	
		Contamination from equipment	Boat and buoys will have been stored for a week before use.	Boat and equipment including buoys to be decontaminated before launching.
		Cross contamination from anybody who has to be rescued from water and recovered to safety boat	Safety Boat coxswain has drawn up full mitigating procedures for safety boat crew including use of PPE.	
<b>Committee Boat</b>	Not at present	None while suspended	NFA	
<b>Race Office</b>	Yes	Cross contamination from clubhouse fixtures/computer	Race Office and Computer will not have been used previously for a week.	Race Office accessed by outside staircase. Wipe computer before and after use. Only one member of race team to use PC on a given day.