

Northampton Sailing Club – Risk Assessment – Corona Virus (Covid-19) restrictions

This document will be subject to review

Version 17 – 13th April 2021

The following is a risk assessment of the key items Northampton Sailing Club has considered to allow in accordance with the UK Government, Anglian Water and RYA guidelines.

Only paid up members of Northampton Sailing Club and Northampton Sailability may visit the site for the purpose of recreational and organised racing, sailing, windsurfing and SUP. Visitors and spectators are not permitted. Members are responsible for their own actions and visiting the club is the member's decision and at the member's own risk

At all times the UK Government, Anglian Water and RYA requirements/advice is to be followed

Members must not visit the club if they have or are showing signs of Covid-19 or have been in contact with anyone who has or is showing signs of Covid-19.

In the unlikely event that a member becomes symptomatic having visited the Club, the Club Office must be advised at info@northamptonsailingclub.org or by telephone - 01604 880248.

If anything is unclear, please contact one of the following who make up the Northampton Sailing Club Covid-19 Task Group

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Item	Activities	Covid-19 Risk Assessment		
		Risk of:	Mitigation	Actions
When anticipated	Gov relaxes restrictions with RYA advice			
Members visiting Northampton Sailing Club	Open with social distancing and hygiene restrictions	Virus contamination or accident on route to and from site	Members choice to visit or not. Members personal risk use card only (not keypad)	No further action
		Virus contamination or accident whilst on site	Members choice to visit or not. Members personal risk	No further action
		Virus spread due to number of people on site	Club open to members. Gate data to be used for test and trace If you have downloaded the NHS app please scan QR codes displayed around the club	Gate must remain shut and members must check that they are not being "tail gated" when entering the site

		Members guests on site Closed	The club is currently not open to guests	Office to ensure data is deleted after twenty one days.
		Contamination on site	Members to park away from other vehicles thereby allowing for social distancing rules.	Covid-19 Task Group, Committee, and members to be vigilant and stay alert
		Contamination from socialising in groups	Members to follow Government recommendations on gatherings and social distancing to be always followed	The club does not recommend any gatherings in social groups, on the foreshore or boat launch areas
		Contamination from social groups, contact with surfaces and extended use of the club	Packed lunches and picnics with members of the same households allowed. Bring & take away own containers, cutlery, drinks etc from site.	
Over 70's – Vulnerable Persons	Maybe (dependent on Government advice) at members own risk	Virus contamination whilst on site	Members' choice to visit or not at members' personal risk. Social distancing applies.	
Site/boat park	Open with social distancing and hygiene restrictions	Contamination from maintenance tools, i.e. strimmer's, mower, weed cutter etc	Members to treat these touch points as contaminated and take personal action to reduce potential for cross contamination	The club will provide hand sanitizer and sponge for cleansing of equipment
		Disinfectant's ineffectiveness	Disinfectant alone is not to be relied upon and is to be used in addition to members own personal protection in line with Government guidelines. Regular hand washing and hand sanitising recommended.	Recommend members follow the Governments advice on hand cleansing etc as if the surface they are touching is still contaminated
		Contamination directly from other individuals on site	Members to follow Government recommendations on personal care, i.e. social distancing, hand hygiene and face masks etc	Covid-19 Task Group, Committees, and members to be vigilant
		Virus spread due to number of people on site	If the foreshore, launch area or car park is busy making social distancing impossible, then wait until space becomes available (unlikely to be a problem given the size of the site)	Members to ensure no visitors enter the site. Ensure the gate is shut when entering the site to prevent "tailgating".

Veranda.	Open	Control cross contamination and social distancing	Benches to remain on the veranda. Only one member to sit at each bench, unless from the same household/bubble, to maintain social distancing measures. Some wooden benches to be placed on the grass.	Covid-19 Task Group, Committees, and members to be vigilant Cleaning equipment will be provided for members to clean tables before and after use.
Social Events	Closed			To be reviewed regularly
Kids Play Area	Open	Control cross contamination and social distancing	Play equipment by the club is available for children to use, providing: <ul style="list-style-type: none"> • Parents ensure social distancing is adhered to • Parents to wipe down equipment prior to and after use. • Children sanitise their hands before and after use 	Notice for use at risk Hand sanitiser Regular cleaning schedule to be in operation
Sailability	Sailability sessions	Control cross contamination and social distancing	Sailability are operating under their own risk assessment First Aid training approved under additional risk assessment, provided by Jenny Jeff	
<u>Bar</u>	Open Table service only	Control cross contamination and social distancing	Table service only	Covid-19 Task Group, Committees and members to be vigilant RA to be review at each Covid team meeting or if the activity changes or an incident occurs. Bar closed
Club Lounge	Closed	Control cross contamination and social distancing		Covid-19 Task Group, Committee and members to be vigilant

Galley	Open Outside table service only	Control cross contamination and social distancing	<p>When receiving deliveries ensure social distancing can be maintained and clean frequent hand contact surfaces after deliveries e.g.: door handles, barrel handles etc...</p> <p>Customers to use hand sanitiser before entering building.</p> <p>Reduce pinch points by following one-way and queuing system.</p> <p>Follow signs on the floor to maintain SD and direction of flow.</p> <p>Only one person to cook and one to serve behind galley, maintaining social distancing of 1m, during a shift ideally members of the same household.</p> <p>Galley staff to use masks and gloves.</p> <p>Clean prior to opening, during the day and at the end of the day.</p> <p>Customers are requested to step back from the counter until items are ready for picking up, then follow one-way system outside.</p> <p>Frequent emptying of bins and appropriate disposal.</p> <p>Staff/volunteers to use regular sanitising and at the end of the shift clean all frequent hand contact surfaces one more time before closing.</p> <p>Payment for goods to be contactless wherever possible.</p> <p>Used crockery to be placed by customers in baskets ready for machine washing above 60 degrees C.</p>	<p>Deep cleaning tbc</p> <p>Martin Knights to approve access</p> <p>Authorised staff only</p> <p>One-way system organised</p> <p>Reviewed 19/8/20 screens to be installed as an additional control measure.</p> <p>Galley staff to wear a mask when working in the galley</p>
Watersports Building Foyer	Closed Emergency use only	Control cross contamination and social distancing	<p>Foyer area may be used by members to use the radio and first aid.</p> <p>No more than one person at a time may use the foyer</p> <p>Face masks to be worn</p> <p>Room to be ventilated</p> <p>Members are encouraged to clean foyer area contact points before use and <u>must</u> cleaned after use.</p>	<p>Deep cleaning to be completed</p> <p>Regular cleaning required</p> <p>Hand sanitiser dispensers to be provided along with cleaning equipment.</p>
Watersports Building Classroom	Closed	Control cross contamination and social distancing		<p>Deep cleaning to be completed</p> <p>Regular cleaning required</p> <p>Hand sanitiser dispensers to be provided along with cleaning equipment.</p>
Watersports Building Workshop	Only accessible to persons authorised by flag officers	Control cross contamination and social distancing	<p>No more than one person.</p> <p>Face masks must be worn</p> <p>Room to be ventilated</p> <p>Members must clean area contact points before use and <u>MUST</u> clean after use.</p>	<p>Deep cleaning to be completed</p> <p>Regular cleaning required</p> <p>Hand sanitiser dispensers to be provided along with cleaning equipment.</p>

Overnight camping, caravanning and motorhomes.	Closed	Control cross contamination and social distancing	Closed due to no scheduled cleaning of the toilet facilities during weekends or overnight.	Review at next government milestone.
Disabled toilet	To be opened on request	Cross contamination directly from other members	Members to follow Government recommendations on personal care, i.e. social distancing, hand hygiene, face mask etc Minimise risk by one person in toilets at a time, outside doors will be wedged open.	Covid-19 Task Group, Committees, and members to be vigilant
Men's changing area closed Men's toilet open	Open for essential use	Virus spread due to number of people using facilities Cross contamination contact from surfaces	Enter toilets via card entry system, wear a facemask and sanitise hands before entering and leaving. Clean touch points with equipment provided. It is recommended that members arrive on site ready to take to the water or continue to change discreetly in the car park. Use of changing rooms and showers are permitted if essential. Windows will be left open to aid ventilation Doors will be wedged open on a Sunday to reduce touch points.	Covid-19 Risk Group, Committees and members to be vigilant RA to be review at each Covid team meeting or if the activity changes or an incident occurs. All water systems have been flushed to minimise the risk of legionella and other diseases associated with water. An enhanced cleaning regime of the facilities has been introduced.
Ladies' changing Room closed Ladies' toilet open	Open for essential/emergency use only.	Virus spread due to number of people using facilities Cross contamination contact from surfaces	Enter toilets via card entry system, wear a facemask and sanitise hands before entering and leaving. Clean touch points with equipment provided. It is recommended that members arrive on site ready to take to the water or continue to change discreetly in the car park. Use of changing rooms and showers are permitted if essential. Give way to people on the stairs and follow social distancing guidance and signs displayed. Windows will be left open to aid ventilation Doors will be wedged open on a Sunday to reduce touch points.	Covid-19 Risk Group, Committees and members to be vigilant RA to be review at each Covid team meeting or if the activity changes or an incident occurs. All water systems have been flushed to minimise the risk of legionella and other diseases associated with water. An enhanced cleaning regime of the facilities has been introduced.

<p>Recreational/ Free Sailing, windsurfing, Stand Up Paddle boarding & canoeing</p>	<p>Yes – adhering to social distancing and hygiene requirements – at members own risk</p>	<p>Cross contamination from others on the foreshore, on the water, launch and recovery</p>	<p>Members’ choice to go on the water at their own risk. Members recommended to use own equipment and not allow anybody else to touch it. Members to follow Government recommendations on social distancing</p> <hr/> <p>Members must only take to the water if they are comfortable with the conditions and capable of looking after themselves within the restrictions of social distancing and can rig, launch, retrieve and re-right a boat when capsized.</p> <p>Activities to be enjoyed in a conservative and considerate manner.</p> <p>Recommended max wind speed 21 knots (force 5) A good indication white horses visible.</p> <p>Sailing area restricted (recommended no sailing down the arm)</p> <p>Paddleboarders are recommended to carry a tow line to effect rescue, if required.</p>	<p>Covid-19 Task Group, Committees, and members to be vigilant</p> <hr/> <p>Members must be vigilant of all others on the water and sail, windsurf or SUP appropriately and be able to assist as reasonably practicable when needed to do so.</p> <p>Recommend all sailors and paddle boarders carry a whistle and all sailors carry a retractable knife and a line / painter.</p>
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<p>Sailing double handers for members of different households</p>	<p>Yes – adhering to social distancing and hygiene requirements – at members own risk RYA Guidance on sailing & racing with participants from different households</p>	<p>Spreading and contracting COVID 19 whilst sailing.</p>	<p>NSC risk assessment will follow current RYA guidance for double handed sailing, with recommendations indicated. For reference, as of 31st Dec the RYA guidance is as follows: Crews should be:</p> <ul style="list-style-type: none"> • From the same household or support bubble, or • Individuals from separate households in accordance with RYA Guidance on sailing & racing with participants from different households, however, you should think very carefully about the risks to yourself and others caused by the new variant of the virus. RYA Guidance on sailing & racing with participants from different households <p>The Government is trusting people to continue to act responsibly and follow the guidance on what they should and should not do. Therefore, participants will have to make their own decisions on whether they can sail their dinghy, keelboat or yacht whilst maintaining adequate social distancing. Social distancing remains at 2 metres unless you use mitigating measures which will allow a reduction to 1 metre plus. On a boat, these mitigations could include (in addition to being outdoors)</p> <ul style="list-style-type: none"> • 1m separation marks on the deck (NSC recommended) • wearing face coverings, • avoiding face to face contact, • cleaning procedures, • modify sailing technique • no shouting etc. <p>The risk should be assessed case by case and with the correct mitigation in place, it may now be possible for up to 6 people from different households to sail certain boats. It is the responsibility of the members concerned to ensure they adhere to social distancing measures when sailing together. Clubs should encourage safe sailing, but are not responsible for enforcing social distancing measures between members on the water sailing together in the same boat.</p>	<p>Review will take place: at every Covid risk team meeting. when RYA advice is updated, if there is an incident, if the activity changes</p>
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Sailing & SUP - Club Boat and Club SUP hire	Limited to a booking system for use of club kit.	Spreading and contracting COVID 19 when using shared club equipment	<p>The use of club equipment is limited by using a booking system. Kit can only be used once it has been made available on the booking system.</p> <p>Club wetsuits, helmets and life jackets need cleaning using Milton (or similar) after use, then quarantined for 72hrs.</p> <p>Equipment requires cleaning before and after using appropriate product (Ecover or similar): Club boats, sails, trolleys Windsurfers, sails and booms SUP's and paddles etc</p> <p>Club equipment can only be used in conservative and considerate manner.</p> <p>Social distancing should be adhered to at the cleaning stations, boat park and on the water. Cleaning equipment/areas should be treated as a shared area.</p> <p>Hand cleaning is required before and after use.</p>	<p>Booking process to be used, see website or contact Alex. Kit Bosun to identify hirers competence meets required level for conditions and equipment used. Hire charges to be considered. Clear identification of equipment for bookings. Tags/Rails to identify last use and cleaning time for Wetsuits, Helmets and Buoyancy Aids. Cleaning equipment needs to be provided. Access to the Club Boats and Paddleboards provided so that they can be easily cleaned. Windsurfers may be cleaned and hosed off on windsurfing beach area.</p>
Sup Fridays	Limited to members only.	Spreading and contracting COVID 19 when using shared club equipment	<p>The use of club SUP equipment is limited by evening organiser on a first come first serve basis.</p> <p>Between each use the equipment must be sprayed down with cleaning agent and rinsed off.</p> <p>Wetsuits and buoyancy aids to be washed using Milton then rinsed in the tubs provided.</p>	<p>Tubs are provided by the kit container. Cleaning spray by container too, containing Ecover all purpose cleaner.</p>
Open Meetings	Permitted, participation may be impacted by travel restrictions	Controlling cross contamination and social distancing	Sailing events are to be individually risk assessed and ran in accordance with the RYA and government regulations.	All participants and organisers to be vigilant in maintaining social distancing
Training	Club training and courses	Spreading and contracting COVID 19 when training is taking place.	<p>Sailing risk assessment section applies in general. No experience level requirement if under instruction. Land Drills – Social distancing to be observed, only one person at a time on the kit. Kit to be cleaned before and after. Booking system to manage numbers. Group ratios to meet government social distancing and RYA recommendations. At time of issue, this is 5/1. More than one group may operate providing instructors keep groups apart. Hand cleaning is required before and after. Especially when handling documents etc.</p>	<p>Radio – management Booking system, advanced notice of participation Safety boat management – WhatsApp group to continue to be used to communicate what kit is used and when. Sessions to be prearranged to avoid any large group congregations</p>

Safety Boat Crew	Resourcing of the safety boat crew	<p>Spreading and contracting COVID 19 within safety boat crews</p> <p>The volunteers will need to accept that in the event of being involved with a serious incident, government guidelines around first responders apply. This is mitigated by serious incidents being rare at the club.</p> <p>Additionally, volunteers need to be aware of the additional risk of catching Covid19 that they are exposed too. Which will require them to self-isolate for ten days in the event of, rescuing someone who goes on to be symptomatic within a week of that rescue.</p>	<p>Minimising safety cover to limit exposure to safety boat crew. Rescue will only be performed if there is a perceived risk to a serious injury or life.</p> <p>It is the choice of the safety boat coxswain to provide cover. If conditions, equipment issues, poor behaviours or other concerns put additional risk to the coxswain, then it is acceptable for them postpone that safety cover. This will be suitably indicated to the sailors on the water. There will only be one coxswain on the safety boat at any one time unless the two coxswains are from the same household bubble. If it is deemed necessary that two boats are required, neither boat will have more than one coxswain on each boat. Only one person will be responsible for maintaining the engines and/or fuel store.</p>	<p>A rota has been put together which will include a limited amount of volunteer authorized safety boat crew, who are not symptomatic.</p> <p>Comms within the rota to be done via a log book in the safety boat hut for Safety boat crew to share what kit was used and when.</p> <p>Coxswains to follow government guideline for first responders. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aidcertificate-coronavirus.htm</p>
Safety Boat Crew	Operation of the safety boats	Spreading and contracting COVID 19 when operating safety boats	<p>Access to the Boat Shed - The boat shed will be cordoned off to non-authorized members, use hand gel and wipes when accessing site, keys, fuel store.</p> <p>Safety Boat Launch and Recovery when done by two or more people, they must follow social distancing rules around using PPE and 1+m distancing.</p> <p>Assistant to help with launch and recovery and be available via VHF radio during the operating window.</p> <p>Radio usage – Radios safety boat coxswain responsibility to Clean, Use, Charge.</p> <p>Safety cover will be provided for organised activity sessions (training, paddle boarding, racing)</p>	<p>The driver of the safety boat or the person putting the boat on the pontoon is responsible for cleansing all parts of the boat he/she has touched before using and putting the boat away.</p> <p>Assistance in putting the boat away may be asked for however social distancing guidelines must be observed.</p> <p>Monitoring to ensure Tagging, cleaning, logging process are followed.</p>

Safety Boat	Operation of the safety boats	Spreading and contracting COVID 19 when rescuing.	<p>Maintain social distancing where possible.</p> <p>If a member requires to be rescued, then PPE will be available for the coxswain and this will be stored in a dry bag on board the safety boat. If the PPE is used by the coxswain then it must be removed from site at the end of the day to prevent its reuse by another member, any use of the PPE must be reported to the Rear Commodore Sailing. To enable further PPE to be made available for further sessions.</p> <p>NOTE: Members must only go on the water if they are non-symptomatic, comfortable with the conditions and capable of looking after themselves within the restrictions of social distancing and can rig, launch, retrieve and re-right a boat when capsized or get on a SUP board if they fall off.</p>	<p>Only perform a rescue if there is a high risk/occurrence of serious injury</p> <p>Hail vessels prior to rescue to check if they don't want to be rescued.</p> <p>Use tow ropes and life rings to aid at a distance</p> <p>If someone is to be brought into the safety boat, PPE is to be used for both the coxswain and the rescued person.</p> <p>Avoid face to face positioning (side by side when driving)</p> <p>Log any rescue activity with the Chief Coxswain and / or the Rear Commodore Sailing.</p> <p>Coxswains to follow government guideline for first responders. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aidcertificate-coronavirus.htm</p>
Committee boat	Club racing	Spreading and contracting COVID 19 when more than one member (from non-family groups) are on the committee boat together	<p>Only persons of the same household or bubble to be on the committee boat together or two people from different households following the same measures as a doublehander.</p> <p>Race Box to stay on board during the summer months.</p> <p>Results to be posted in the box at the bottom of the stairs and processed in the usual way.</p> <p>Kingfisher – Safety boat crew to supply committee boat with keys and fuel, clean before handover</p> <p>Boat cleaning and quarantine protocols as per the safety boats.</p>	<p>No access to stairs required as all equipment will be in committee boat ready.</p>

Club Racing	Club racing only	Spreading and contracting COVID 19 when racing is taking place.	<p>Members race at their own risk.</p> <p>Racing measures are in addition to the measures for recreational sailing.</p> <p>Social distancing must be adhered to in the boat park, on the slipways, at the water's edge, in the boats and on the water.</p> <p>Racing sailors to sail in a conservative and considerate manner. The purpose of this is to reduce the risk of incidents for members and which could involve safety boat crew.</p> <p>Safety cover is for all members using the lake. It will only affect a rescue in the event of a serious incident.</p> <p>Safety boat coxswains may request racing sailors to come off the water and/or racing to be cancelled via the Race Officer, at any time.</p> <p>All racing members must be supportive of such a decision, as these are voluntary coxswains. Any concerns to be addressed the Sailing Rear Commodore.</p> <p>Crossing the start will be taken as signing on.</p> <p>Recommendation that long start lines with port bias will be used to reduce congestion on the line.</p>	<p>Whilst OOD will make every effort to set good courses, racers will need to appreciate that the club is operating using limited resources at present.</p> <p>One pin buoy and anchor to be set aside for club racing (Thurs, Sun) purposes only.</p> <p>Pursuit handicap to be shown in clubhouse window.</p>
Office	Open to authorised personal only	Control cross contamination and social distancing	<p>You can only leave home for work purposes where it is unreasonable for you to do your job from home.</p> <p>Hand sanitise before entering and leaving office</p> <p>Maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable</p> <p>Stagger times staff/volunteers spend in the office, with no hot-desking, keep office well ventilated.</p> <p>Frequent cleaning of work areas and equipment between uses, using usual cleaning products.</p>	<p>Review will take place: at every Covid risk team meeting. when advice is updated, if there is an incident, if the activity changes</p>