

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

This document will be subject to review

Version 9 – 20th August

The following is a risk assessment of the key items Northampton Sailing Club has considered to allow the club to come out of the current lockdown 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 (no 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 or guests 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		
When anticipated	Gov relaxes restrictions with RYA advice	Risk of:	Mitigation	Actions
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 must remain shut and members must check that they are not being "tail gated" when entering the site

		Members guests on site	Members guests may visit the site but not camp over. The member must register the guest via NSC website in advance of the guests arriving , with the names and contact details of the guests. This is for: <ul style="list-style-type: none"> Track and trace purposes Limiting the total number of guests, on a particular day to thirty The data will be retained for twenty one days. The host is responsible for ensuring that the guests are fully aware of the Covid procedures and club rules.	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/takeaway own containers, cutlery, drinks etc.	
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.	
	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 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. BBQ is allowed to be used members should provide their own cooking utensils, clean before and after use with cleaning equipment provided, paying particular attention to handles and controls. Wooden benches to be placed on the grass. Galley tables to be used on veranda to make cleaning easier.	Covid-19 Task Group, Committees, and members to be vigilant Cleaning equipment will be provided for members to clean tables before and after use.
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	

Take away service at bar	Open	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>Seating and tables on veranda not to be moved, to maintain social distancing.</p> <p>Customers to use hand sanitiser before entering building.</p> <p>Reduce pinch points by following one-way and queuing system to the bar.</p> <p>Follow signs on the floor to maintain SD and direction of flow.</p> <p>Only one person to serve behind bar during a shift or members of the same household.</p> <p>Clean bar prior to opening, during the day and at the end of the day.</p> <p>Customers are requested to step back from the bar until drinks are ready for picking up, then follow one-way system out to veranda.</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>Empty glasses to be placed in baskets ready for machine washing above 60 degrees C.</p> <p>Recommendation: When handling glasses, for bar staff to hold the glass at the bottom and customers to hold the glass further up.</p> <p>Recommendation: Customers to only hold their own drink.</p>	<p>Covid-19 Task Group, Committees and members to be vigilant</p> <p>RA to be review at each Covid team meeting or if the activity changes or an incident occurs.</p> <p>Reviewed 19/8/20 screens to be installed as an additional control measure.</p>
Club Lounge from 25 th July	Open	Control cross contamination and social distancing	<p>This risk assessment section is to be followed in conjunction with the section above for bar takeaway service.</p> <p>Seating and tables in lounge not to be moved, to maintain social distancing.</p> <p>Doors to be wedged open to reduce touch points and aid ventilation.</p> <p>Some chairs to be removed to maintain social distancing measures.</p> <p>Customers to use hand sanitiser before entering building.</p> <p>Reduce pinch points by following queuing system for bar lounge service.</p> <p>Customers are requested to step back from the bar until drinks are ready for picking up and then return to their table, no drinking at the bar please.</p> <p>Customers to clean their tables and chairs with alcoholic wipes provided before leaving.</p>	<p>Covid-19 Task Group, Committee and members to be vigilant</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>

Galley	Food provision	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. Reduce pinch points by following one-way and queuing system.</p> <p>Follow signs on the floor to maintain SD and direction of flow. 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 completed</p> <p>Staff to be resourced (Martin K)</p> <p>One-way system organised</p> <p>Reviewed 19/8/20 screens to be installed as an additional control measure.</p>
Camping, caravanning and motorhomes.		Control cross contamination and social distancing	<p>Members only</p> <p>Government guidelines on social distancing to apply.</p> <p>Club rules to apply.</p> <p>No two households can share a single tent.</p> <p>Accommodation to be distanced apart to allow for social distancing and access.</p>	<p>Currently there is no use of changing rooms or showers.</p> <p>Electrical hook up point cover to be wiped down after being touched.</p>

August Bank holiday family camp weekend 28/8/20 to 31/8/20	Authorised to run	Contamination from social groups, contact with surfaces etc... Virus spread due to number of people on site	Members will continue to observing government guidelines, club rules and camping risk assessment. All members to take personal responsibility to ensure social distancing is maintained and continue with regular hand washing/sanitising. To limit social gathering the club house and veranda is limited to 30 people, please spread out on the grass in front of the club house if they become too busy. Organisers of the event (social committee) to have a contingency plan in place for inclement weather. (e.g. addition shelter on the grass in front of club house) Members are required to follow existing risk assessment for all activities over the weekend.	Organisers to complete dynamic RA during each activity to ensure SD can be maintained by implementing control measures and being prepared to cancel the event if these cannot be met.
Downstairs unisex Toilets in men's changing room.	Open for one person at a time. All surfaces/handles etc to be cleaned on leaving the facilities	Contamination from contact with handles and surfaces	Members to treat all touch points as contaminated and take personal action to reduce potential for cross contamination.	Club to provide cleaning solutions to clean all touch points i.e. toilet, sink, door handles after use. Supplies to be checked regularly by Covid-19 Task Group
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 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			No further action will review
Ladies changing Room & toilet	Closed			No further action will review

<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>	<p>Covid-19 Task Group, Committees, and members to be vigilant</p>
		<p>Organised Safety Cover will not be provided given Social Distancing requirements.</p>	<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 (recommend no sailing down the arm)</p> <p>Double handers for only members of same household.</p> <p>Paddleboarders are recommended to carry a tow line to effect rescue, if required.</p>	<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>

<p>Sailing double handed for members' of different households from 25th July</p>	<p>Yes – adhering to social distancing and hygiene requirements – at members own risk</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 25th July the RYA guidance is as follows: 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. From the 4th July 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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<p>Sailing & SUP - Club Boat and Club SUP hire</p>	<p>Limited to a booking system for use of club kit.</p>	<p>Spreading and contracting COVID 19 when using shared club equipment</p>	<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>
<p>Sup Fridays</p>	<p>Limited to members only during July.</p>	<p>Spreading and contracting COVID 19 when using shared club equipment</p>	<p>The use of club SUP equipment is limited by evening organiser on a first come first serve basis. Between each use the equipment must be sprayed down with cleaning agent and rinsed off. 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. Access to non members and guests to be reviewed before August.</p>
<p>Open Meetings</p>	<p>No</p>	<p>Controlling cross contamination and social distancing</p>	<p>Keep closed/unavailable Booking system to limit to 25 racers</p>	<p>No further action, will review</p>

Training	Club training and courses for members of the public.	Spreading and contracting COVID 19 when training is taking place.	<p>Sailing risk assessment section applies in general.</p> <p>No experience level requirement if under instruction.</p> <p>Land Drills – Social distancing to be observed, only one person at a time on the kit. Kit to be cleaned before and after.</p> <p>Booking system to manage numbers.</p> <p>Group ratios to meet government social distancing and RYA recommendations. At time of issue, this is 5/1.</p> <p>More than one group may operate providing instructors keep groups apart.</p> <p>Hand cleaning is required before and after. Especially when handling documents etc.</p>	<p>Radio – management</p> <p>Booking system, advanced notice of participation</p> <p>Safety boat management –</p> <p>WhatsApp group to continue to be used to communicate what kit is used and when.</p>
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<p>Safety Boat Crew</p>	<p>Resourcing of the safety boat crew</p>	<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 may require them to self-isolate for fourteen 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. 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 to 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. 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 WhatsApp 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>
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<p>Safety Boat Crew</p>	<p>Operation of the safety boats</p>	<p>Spreading and contracting COVID 19 when operating safety boats</p>	<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. Safety Boat Launch and Recovery should be done by two people, following social distancing rules around using PPE and 2m distancing. Roster to include Primary Coxswain and Assistant. Assistant to help with launch and recovery and be available via VHF radio during the operating window. Radio usage – Radios to be labelled to the individual safety boat coxswain, their responsibility to Clean, Use, Charge. Safety cover will be provided for organised activity sessions (training, paddle boarding, racing) including Thursdays 18:30 – 20:30, Sundays 10:30 – 16:30.</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. The boat will be tagged afterwards with the usage and cleaning dates to ensure that the boats are not used again within 72hrs.</p> <p>Assistance in putting the boat away may be asked for however social distancing guidelines must be observed.</p> <p>Tagging system to be delivered. Monitoring to ensure Tagging, cleaning, WhatsApp process are followed.</p>
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<p>Safety Boat</p>	<p>Operation of the safety boats</p>	<p>Spreading and contracting COVID 19 when rescuing.</p>	<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>
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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 one race officer on the committee boat at any one time unless they are from the same household.</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>Steve - Fuel and maintenance to be performed by safety boat crew. Kingfisher – Fuel to be provided to pontoon by safety boat staff or left on board.</p> <p>Keys to be stored in the key safe.</p> <p>Boat cleaning and quarantine protocols as per the safety boats.</p>	Confirm access to bottom of stairs.
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>Format of racing to be initially Pursuit races, racers to record boat in front and behind at finish and report back to the OOD.</p> <p>Sequence to start from datum boat (Tera) before 7pm (18:48), so that Solo fleet start at 7pm. Pursuit handicap to be shown in clubhouse window.</p>

