

LEIGH & LOWTON SAILING CLUB
(A Royal Yachting Association Training Centre)
COVID-19 Procedures and Risk Assessment



LEIGH & LOWTON SAILING CLUB
(RYA Training Centre)

GREEN LANE
(off SANDY LANE)
LOWTON
WARRINGTON
WA3 1BQ

COVID-19 PROCEDURES AND RISK ASSESSMENT

**(supplemental to existing health and safety and operating
procedures)**

LEIGH & LOWTON SAILING CLUB
 (A Royal Yachting Association Training Centre)
 COVID-19 Procedures and Risk Assessment

Version Control

Version	Author	Date
0.1	Richard Catchpole	05 May 2020
0.2	Dave Kelsall	13 May 2020
0.3	Richard Catchpole	14 May 2020
1.0	Dave Kelsall	15 May 2020
1.1	Dave Kelsall	19 May 2020
2.0	Dave Kelsall	22 May 2020

Change Control – Summary Table

Date of Change	Changed By	Summary
19 May 2020	Dave Kelsall	Changed tense from proposals to policy – the limit of 25 clarified as only people on/in the water
22 May 2020	Dave Kelsall	Limited use of club boats added

LEIGH & LOWTON SAILING CLUB
(A Royal Yachting Association Training Centre)
COVID-19 Procedures and Risk Assessment

Contents

Contents

Version Control.....	2
Change Control – Summary Table	2
Contents	3
COVID-19 Policy Statement	4
Modification to Existing Operating Procedures for COVID-19.....	5
Independent Sailing and Canoeing (including boat maintenance, SUP boarding, model yachting – i.e. all club water-based activity)	5
Risk Assessment	8

COVID-19 Policy Statement

The objective of the Management Committee of the Club in formulating this policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our club members and employees and to provide such information, training and supervision, as they need for the purpose. We also accept our responsibilities for the health and safety of club members and other people who may be affected by our activities.

This document specifically addresses the COVID-19 pandemic and its impact on the safe operation of the Sailing Club and its facilities. All club members and employees (hereinafter referred to as all members) have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should also bring to the attention of the Management Committee any suspected hazards that they consider are not covered by Club safety procedures.

It is important to be aware that this is a members' club with a management committee elected annually by the members. It follows therefore, that each member has a duty and responsibility to ensure that their own actions do not constitute a danger to themselves or others, and to bring to the attention of the Management Committee (or their nominees) any hazards or risks which could adversely affect health or safety, to ensure that the above objective can be achieved and maintained.

All members are required to follow the club rules, guidance, and all supplementary COVID-19 procedures in this document.

LEIGH & LOWTON SAILING CLUB
(A Royal Yachting Association Training Centre)
COVID-19 Procedures and Risk Assessment

Date last amended: 15 May 2020	V1.0
--------------------------------	------

Modification to Existing Operating Procedures for COVID-19

In setting out these rules we have followed guidance from the government and the RYA (our sport's national governing body) to consider how to facilitate activity which minimises the risk of transmitting infection, including operating within any necessary social restrictions, adequate cleaning and hygiene measures, deciding which communal areas of the club will need to remain closed and how to reduce the likelihood of a call out of the emergency services.

Our club's strategy for the restarting of activities will be to follow a phased approach, each phase corresponding to the government's own phase of restarting the economy.

This version of the policy describes Phase One of the club's strategy and is aligned with government policy announced during the week ending 16th May 2020.

It is the responsibility of individual members to ensure their own adherence to government restrictions on travel and social distancing at all times. This includes the need for people in high risk categories to follow guidance for these groups; over 70s, underlying conditions etc.

Members should only attend the club when feeling fully fit. If an individual is displaying any cold or flu-like symptoms that may be related to COVID-19 they must stay at home and self-isolate. No member classified as vulnerable or sheltering under the COVID-19 guidance and regulations will be permitted on site.

Independent Sailing and Canoeing (including boat maintenance, SUP boarding, model yachting – i.e. all club water-based activity)

Summary of Phase 1 Independent Sailing and Canoeing rules:

1. Book access online - no more than 25 people on site per session.
2. Park leaving sufficient space to socially distance - one bay between cars.
3. Access to the club grounds only with a contactless fob - available via web collect.
4. No access to changing rooms and toilets (members should come down changed or change in their vehicles).
5. No use of communal facilities and RIBs
6. Only limited use of club boats is permitted
7. Members must observe travel restrictions, social distancing and good hand hygiene - per government rules and RYA guidelines.

Detailed description:

Entry to the Club Grounds:

Entry to the LLSC grounds will only be for fully paid up members of the club, plus known neighbours for security purposes. The vehicle gate will be locked at all times, the only access will be by contactless key fob as use of keypad could cause transmission and keeping the gate locked prevents unauthorised access.

Cars must be parked with a clear bay between cars, the "long-ways" parking along the dinghy park fence will be out of use to avoid interactions.

Access to clubhouse and training building.:

LEIGH & LOWTON SAILING CLUB
(A Royal Yachting Association Training Centre)
COVID-19 Procedures and Risk Assessment

There will be no access to members to the clubhouse or training building.

No use of changing and toilet facilities:

No access to or use of changing facilities or toilets is permitted during Phase One. Members will be required to turn up at the club changed ready for sailing or change inside their vehicle, sail and return home in the same condition. The club grounds are not a suitable alternative to toilets!

Members must ensure any rubbish, drinks, or food waste is taken away with them at the end of a session.

Boathouse access

Access to the boathouse and RIBs is only permitted in an emergency situation and any access and use of equipment must be reported to the Executive Committee.

Limited use of club boats

A limited number of club boats are available to reserve, for use by those who don't own a boat or are unable to sail a double-hander because of social distancing.

The normal hire fee is not being charged at this time.

Each club boat has a number which is clearly displayed by the boats in front of the club house. Only use the boat you have reserved.

You must book time slot(s) as above in addition to booking the boat. e.g tick Saturday afternoon, Sunday afternoon and Boat #1

The boats can only be used on Saturday and Sunday. This ensures there is no infection risk.

Each boat can only be used by one person each weekend.

The rigs and foils etc are all under the boat cover, so there is no need to access the container.

Other club boats must not be used. Get in touch if none of the available boats are suitable. If you reserve a boat and then change your mind, contact Martin Tubb our Sailing Manager and he will cancel your reservation.

Let Martin know of any issues with the boats.

Rigging of boats:

Once covers have been removed from boats, they must be moved to the foreshore for rigging, and distanced from each other appropriate to maintain 2m between people.

When de-rigging the same process should be applied in reverse. Members should not move anyone else's trolley or help them launch.

Please avoid entering any coned off areas of the foreshore where ground nesting birds are reported to be nesting.

Interaction of members:

As in any setting in the UK, the government minimum distancing measures will be maintained between individuals when on site. The Committee retains the right to suspend or revoke the membership of any individual flouting these rules.

No hand sanitiser will be provided by the club during Phase One as we do not expect any member to touch club equipment, but we recommend the individual carries hand sanitiser in the vehicle.

Only single-handed sailing and double-handed or group sailing with members of the same household is permitted during Phase One.

LEIGH & LOWTON SAILING CLUB
(A Royal Yachting Association Training Centre)
COVID-19 Procedures and Risk Assessment

For the duration of the Covid-19 crisis, the club rule of removing launching trollies from the water whilst sailing to avoid congestion will be lifted. This is to mitigate the risk of other people handling the trollies. Restricting the number of people allowed on site will facilitate this.

On the water boats must maintain a safe distance of at least one boat length (3m to 5m) at all times.

Restriction of the number of people coming on site to sail, canoe, SUP board, maintain their boat

Any member wishing to come onto site for any reason other than picking up/dropping off and maintaining boats must sign on through Webcollect to state their intention to sail or attend to for any of the reason list above – the Committee will limit numbers through Webcollect. This will initially be set at a maximum of 25 at any one time, subject to review by the Committee.

Members must be booked in via WebCollect in advance to be allowed to sail or canoe.

Sailing at your own risk:

As usual for non-racing sailing or canoeing at the club there will be no rescue provided, children must be supervised at all times by an appropriate adult and members participate at their own risk.

Note this is no different to normal procedures (club by-laws, operational, and health and safety procedures) and is just a reminder that individual activity occurs without rescue cover.

During Phase One only fully competent sailors regardless of age should take to the water. Members (and their parents or guardians if appropriate) should take careful note of the prevailing conditions relative to their competence. If there is any doubt about their ability to sail independently without endangering themselves or anyone else then they must not go sailing.

We strongly recommend in any case a maximum wind speed of 15 knots with at least one adult on the water to reduce the risk of involving the emergency services. The club reserves the right to close the water to members if forecasted winds are above this level.

Risk Assessment

	Hazard (injury/contamination)	Who is at risk?	When is the risk?	How long is the risk?	How often is the risk?	Why is there a risk?	Control Measures in place	Further Action Required
1	Touching the keypad at entrance to grounds	All members	When entering the Club Facilities	A few seconds	Once per visit to the club, on exit the gate open automatically	Multiple users of the keypad so potential for transmission	All entry will be by members' key fobs only, no use of keypad	
2	Close contact in the car park	All members	Any time when accessing car/van	For the duration of visit to the club	Each time car is visited during time at the club, could be 2-10 times dependent on activity	Members parking too close so distancing measures cannot be maintained	Members will be instructed not to park in adjacent spaces, long-ways parking will be out of bounds	Monitor need for signage and coning off to highlight issue
3	Close contact anywhere on site	All members	At all times	N/A	All the time members are at the club	COVID-19 transmits when people are in close proximity	Members are required to maintain social distancing at all times, 1m length separation on the water, no double handed sailing except with members in the same household	
4	Drowning	Sailors	When sailing	1-2 hours at a time	When carrying out individual sailing	Sailor gets into difficulty and there is no manned safety boat on the water	Sailors are required to wear buoyancy aids, maximum advisory wind speed set for social sailing, members are expected to assist others if it is safe to do so	
5	Contact with communal equipment	All members	When in contact with club equipment or facilities	Ever present	Ever present	Some equipment on site is used by many members – club dinghies, safety ribs, door handles, toilets, changing rooms	Only a limited number of club boats are available with a week between use by any individual. All other club equipment is out of bounds and clubhouse/facilities will remain locked except for emergencies	Monitor use of club boats, ensuring a minimum of 72 hours before handling by a second person.
6	Contact with other people's equipment including launching trollies	All members	When in contact with club equipment or facilities	Ever present	Ever present	Members are normally required to remove their trollies from the water once launched to avoid	The requirement has been lifted for the duration of the C-19 crisis and members	

						blocking entry. Others often help by moving trolleys out of the way and bringing them back after sailing.	told not to handle other people's trolleys.	
7	Numbers on site too high to maintain social distancing	All members	At all times	N/A	All the time members are at the club	COVID-19 transmits when people are in close proximity	To participate, all members have to sign up in advance to book a time slot and the system limits number of bookings and hence numbers on site	Set up booking system on WebCollect

Date last amended: May 2020

Risk Assessment

	Hazard (the injury)	Who is at risk?	When is the risk?	How long is the risk?	How often is the risk?	Why is there a risk?	Control Measures in place	Further action required
8	Exposure of vulnerable categories to COVID-19	Members classified as vulnerable by the government (including over 70s, people with underlying health conditions etc)	At all time	At all times on site	When on the shore	Added risk to people who are vulnerable and sheltering under government guidelines	No member classified as vulnerable or sheltering under the COVID-19 guidance and regulations will be permitted on site	Committee to monitor attendees
9	Members attending club when feeling unwell	All members	At all time	At all times on site	When on the shore	Risk of transmission of COVID-19 is clearly higher when someone is displaying symptoms	Members instructed to remain at home if feeling less than 100% well	
10	Members unaware of this policy may breach the guidelines	All members	At all time	At all times on site	At all times on site	Members unaware of this policy might fail to amend their behaviour leading to a breach of guidelines	Once approved, this policy must be circulated to all members via email, with copies placed on	Members of the Committee and their appointees will be on site to communicate with any members not

							the club's website and displayed on the premises.	complying and to bring this policy to their attention.
--	--	--	--	--	--	--	---	--

Date last amended: 15 May 2020 v1.0