

**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)**

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## Version Control

<b>Version</b>	<b>Author</b>	<b>Date</b>
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
2.1	Richard Catchpole	16 June 2020
3.1	Richard Catchpole	01 July 2020
4.1	Richard Catchpole	30 July 2020

## Change Control – Summary Table

<b>Date of Change</b>	<b>Changed By</b>	<b>Summary</b>
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
16 June 2020	Richard Catchpole	Take-out catering and toilets added, unlimited canoeing/SUP
01 July 2020	Richard Catchpole	RIB usage and trial racing
30 July 2020	Richard Catchpole	Double handed sailing mixed household, RIBs mixed household

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## 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.

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**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 the club's strategy and is aligned with government policy.

It is the responsibility of individual members to ensure their own adherence to government restrictions on social distancing at all times. This includes the need for people in high risk categories to follow guidance for 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, get a test and self-isolate.

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

**Summary of Phase 4 Independent Sailing, Racing and Canoeing rules:**

1. Book access online – spaces limited by Webcollect booking system to avoid overcrowding.
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 Webcollect.
4. No access to changing rooms (members should come down changed or change in their vehicles).
5. All toilets available for use, follow instructions on whiteboard
6. Access to cafeteria for food and drink collection and inside eating at distanced tables, no use of lounge, follow one-way systems.
7. Use of club boats is permitted with full clean-down afterwards
8. Members must observe any travel restrictions, social distancing and good hand hygiene
9. RIBs/Boathouse/Training Bldg to be accessed only by coxes and assistants – Weds and Sun use ribs from boathouse, Sat use training building, clean after use
10. Racing only when RIB cover available, separate households may man the RIBs if using face coverings. OOD Box can be accessed only by OOD and household assistants.
11. Double-handed sailing with different households now permitted with use of face covering by both helm and crew.

**Detailed description:**

Entry to the Club Grounds:

Entry to the LLSC grounds will only be for members of the club and their guests, plus known neighbours for security purposes. The vehicle gate will be locked at all times, the only access will be by contactless key fob unless determined by committee.

Cars must be parked with a clear bay between cars.

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Access to clubhouse:

The clubhouse will be accessible for members for the collection of food and drink, distanced eating inside with doors open, and access to toilets (see below). Please sanitise hands before entry, the bar will be available for take away, bar staff to sanitise hands before serving, no congregating at the bar.

Access to Toilets:

Toilets can be accessed through the front club door via fob. Follow the instructions on the white board. Hand sanitise using the bottle provided, go to the toilet touching as little as possible, wash your hands with the soap provided. Be courteous in using the narrow corridor and only have one person at a time in the corridor. The toilet needs to be left in a clean state after use, wipes available in toilet, do not use the taped off central urinals in the men's side.

No use of changing facilities:

Changing rooms remain out of bounds.

Boathouse & Training Building access

The Boathouse will be accessed by Coxes (and their assistant) to launch a boat for Wednesday and Sunday sessions. If two different coxes are using the boat on a Sunday then the boat must be either thoroughly cleaned between use or the rib switched over to the second RIB. For Saturdays, the Training Building will be accessed to launch a RIB, a new winch is being installed at the training building to assist launching. If training is taking place then other ribs can be used but touch points must be fully cleaned down before and after use using the cleaning materials provided. RIBs can be used by teams from different households with face coverings used, people can be physically recovered from water if face covering used.

Access to OOD Box

Access to OOD Box will only be granted to the OOD and same household assistants, no other people may enter. Races will be organised in fleets to ensure that no more than 30 participate in a single start, at discretion of OOD. The surfaces will be wiped down before and after each use, including the course numbers and computer equipment.

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 – no fee charged currently. 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 rigs and foils etc are all under the boat cover, so there is no need to access the container, all club boats must be cleaned down before and after use using materials provided. 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 and launching

Distance from each other appropriately when rigging and launching to maintain social distancing between people. Members should not move anyone else's trolley or help them launch unless from same household.

Catering

Catering will be provided. Food will be served from counter at the galley, accessed through the front door and exiting through the double doors via one way system, do not enter unnecessarily and maintain social distancing at all times. Electronic payment **only**. Shelter now available under gazebo.

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.

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Per RYA guidance, double-handed sailing with members of another household is now permitted; face covering should be used at times when afloat and social distancing maintained while rigging and launching as far as practical.

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.

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

There is no need to book on if you are doing anything except sailing – so maintaining/collecting boats, SUP and paddleboarding, canoeing can be done unrestricted and not taking up sailing slots on Webcollect. Members must be booked in via WebCollect in advance to be allowed to sail.

Sailing at your own risk:

As usual for any activity at the club, whether rib is manned or not members sail at their own risk and children must be supervised at all times by an appropriate adult.

**Note this is no different to normal procedures (club by-laws, operational, and health and safety procedures) and is just a reminder.**

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 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. When racing with RIB cover, sailing at higher wind levels may be permitted by a decision of the OOD as per the normal protocol.

## 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	
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, <b>excepting double-handed sailing and RIBs with face coverings</b>	<b>Ensure compliance with face coverings for RIBs and double-handed sailing</b>
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	<b>Club boats to be fully cleaned down between uses using materials provided</b>	
6	Contamination through catering	All members	When serving	10 minutes	Once or twice per visit	Potential for transmission via food/drink	Good sanitisation practice in kitchen	
7	<b>Use of clubhouse to pick up food and drink, use of tables inside</b>	<b>All members</b>	<b>When picking up food</b>	<b>5 minutes</b>	<b>Once or twice per visit</b>	<b>Potential touch points</b>	<b>Doors to remain open at all times, electronic payment, good hygiene, clean tables after use</b>	

Date last amended: 30 July 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	Contact with other people's equipment & 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 blocking entry. Others often help.	Requirement has been lifted and members told not to handle other people's trollies.	
9	Contact with virus during use of toilets	All members	When using the toilet facilities	3 minutes	1-2 times while on site	Potential contact on handles, sink, multiple members using the same facility	Minimise contact by having doors open, using handsanitiser, washing hands	
10	Use of RIBs, handling, use and storage	Coxes and assistants	When using RIBs	Ever present	Ever present	Cross-contamination	Clean-down of RIBs and rotation of equipment to reduce contamination potential	Brief and educate coxes and assistants on requirements, use of facecovering for recovery and crews from different households
11	Recovery of sailors using RIBs	Coxes, assistants, sailors	When recovering sailors from water	On capsize	1-2 times per session maximum	If sailors get into difficulty and have to be rescued	Use Safety Boat procedures. Use donut for distanced sailor recovery to shore or face covering	
12	Access to OOD Box	OOD and assistants	During informal racing	3 hrs	When in the OOD Box	Surface contamination can occur between users	Same household teams, full wipe down after use and before next use	
13	Numbers on site too high to maintain 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	All members have to sign up in advance to book a time slot, system limits number of bookings	
14	Exposure of vulnerable categories to COVID-19	Members classified as vulnerable by the government	At all time	At all times on site	When on the shore	Added risk to people who are vulnerable and shielding under government guidelines	No vulnerable or shielding member under the COVID-19 regulations is permitted on site	
15	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	
16	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	This policy must be circulated to all members via webcollect booking and email	Members of the Committee and their appointees will be on site to reinforce the policy.

Date last amended: 30 July 2020