

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

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
2.1	Richard Catchpole	16 June 2020
3.1	Richard Catchpole	01 July 2020
4.1	Richard Catchpole	30 July 2020
4.2	Richard Catchpole	07 October 2020
5.1	Richard Catchpole	17 May 2021
6.0	Richard Catchpole	02 December 2021

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
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
07 October 2020	Richard Catchpole	Updating of face masks inside club
17 May 2021	Richard Catchpole	Releasing from lockdown, changing rooms available, inside eating
02 Dec 2021	Richard Catchpole	Winter update

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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 5 Opening up clubhouse and changing rooms:

1. Book access online – spaces limited by Webcollect booking system to avoid overcrowding.
2. Access to the club grounds at standard club hours or with a contactless fob.
3. Full access to changing rooms – members to change outside still for preference but facility available.
4. Toilets and showers available for use.
5. Access to cafeteria for food and drink collection and inside eating at tables. Advisory to wear face masks inside club when not sitting and eating/drinking. Bar fully open.
6. Use of club boats is permitted.
7. Members must observe any travel restrictions, social distancing and good hand hygiene.
8. OOD Box can be used by multiple households – face mask advisory in operation.

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. Specific groups will be permitted access for open events and open training under controlled conditions.

Access to clubhouse:

The clubhouse will be accessible for members for the collection of food and drink, eating/drinking inside and access to toilets/changing rooms/showers. Please sanitise hands before entry, the bar will be available for full service, bar staff to sanitise hands before serving. Face mask wearing is advisory only, not a requirement.

Use of changing facilities:

Changing rooms are now open. Members are encouraged to still change outdoors when conditions allow and if they are comfortable with doing so.

Boathouse & Training Building access

The Boathouse & Training Building are fully accessible. RIBs can be used by teams from different households, people can be physically recovered from water as usual.

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Access to OOD Box

Access to OOD Box will only be granted to the OOD and assistants, no other people may enter. The surfaces will be wiped down before and after each use, including the course numbers and computer equipment. **Face masks can be used at discretion of occupants.**

Catering & Bar

Catering is back to normal service and will be served from the counter at the galley.

Electronic payment **only**. **Face mask wearing is at members' discretion.**

Interaction of members:

As in any setting in the UK, the government minimum distancing measures should be maintained where practical when on site. The Committee retains the right to suspend or revoke the membership of any individual flouting these rules. **Please respect other people's space.**

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. **Members and visitors must be booked in via WebCollect for the relevant series** 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.

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	No measures required, touch not primary factor	
2	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, excepting double-handed sailing and RIBs	
3	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	
4	Use of clubhouse to pick up food and drink	All members	When picking up food and drink	5 minutes	Once or twice per visit	Potential touch points	Electronic payment, face masks optional when in clubhouse.	
5	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	
6	Access to OOD Box	OOD and assistants	During informal racing	3 hrs	When in the OOD Box	Surface contamination can occur between users	Mixed household teams allowed, face masks optional. full wipe down after use	
7	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	Respect people distancing comfort level	
8	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	
9	Members 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 and visitors via webcollect booking	Members of the Committee and their appointees will be on site to reinforce policy

Date last amended: 02 Dec 2021