

Royal Solent Yacht Club
Yarmouth
Isle of Wight

Procedure for Operational Practices at the Royal Solent Yacht Club in Response to COVID 19

PHASE 4 of Reopening
(12th April – 16th May 2021)

Next Review 11th May 2021

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1. EXECUTIVE SUMMARY

With the UK Government's announcement that the third Lockdown in response to Covid 19 is to be eased by following the 4 steps in its current roadmap out of lockdown, the Covid 19 Group and General Committee of the Royal Solent Yacht Club have taken a strategic approach to the reopening of the Club to ensure we balance the benefits our club has to offer with the safety and protection of our membership, visitors and staff.

Returning the Club to its core purpose and values is key to ensure its future existence. However, we must achieve this in a way that not only ensures our members and staff are protected from potential harm, but we must also ensure we use the opportunities for the remainder of 2021 to maximise the Club's use and take any new ways of working with us into future years.

Failure to follow this procedural document will result in an Officer of the Club asking you to leave. We are reliant on each other to remain safe.

PURPOSE OF THIS DOCUMENT

To achieve this, a revised operational plan has been developed with Committee, Staff and Members. It is hoped this Procedural Document will support the safe working practices of the Club and underpin the very high standards we have always maintained.

The Procedural Document builds on a number of Principles with the aim that during our exit from lockdown we will;

Optimise every opportunity to *reduce touch points and prevent breaches in social distancing.*

In addition, the General Committee is committed to the following key areas to ensure everyone's safety.

- PERSONAL SAFETY

- Restrict and reduce mobility in the Clubhouse and club grounds. This will be the case for members and staff. Reducing opportunities for individuals to make physical contact or breach social distancing measures will help to keep us all safe.
- Reduce the capacity of the Club until we are confident our systems and processes can respond to the needs of members and staff. This will mean we use less of the Club's estate in the coming weeks. This will mean fewer people will be able to access the Clubhouse and grounds until there are further relaxations on the current restrictions.
- Ensure we offer members and staff every opportunity to decontaminate their hands and support an approach to social distancing and wearing face coverings.

- **DIGITAL OPTIMISATION**
 - Where possible we will support interacting using Digital Technology. This may be meetings over Zoom for those who would rather not come to the Club or taking your bookings and orders and processing them electronically reducing the need for staff to mobilise around the Club as much as they have previously.
- **IDENTIFY, ESCALATE AND MITIGATE RISK.**
 - Undertake risk assessments when the Government guidance changes.
 - Evaluate our learning with a focus on what has worked well and that we may need to change.
 - Open the Club as part of a planned reopening process from outside spaces only to full use of the Club's assets.

PLANNED PHASES OF RE-OPENING AFTER LOCKDOWN 3

	Dates	Club Opening Times	Who is the Club open to?	Which Zones will be open?	Notes
Phase 4	12 th April – 16 th May 2021	Bar open lunchtimes every day + evenings, except Sundays. Kitchen open lunchtimes every day plus Wed, Sat & Sun evenings.	The Club will open Members and Visiting Yachts People. Members will have priority where possible due to limited capacity outside.	Outside spaces only (lawn, balconies, colonnade) + cloakroom access for 3 people at a time. Outlined in section 3. Showers not in use.	Limited to groups of up to 6 people from 6 different households or any number from two households meeting outdoors only . Face coverings must be worn by members, visitors & staff in all communal areas both inside and outside. They can be removed when seated at your allocated table. Hands should be regularly sanitised.
Phase 5	17 th May – 20 th June 2021	Open full time from Mon – Sun lunch & eve (no food Sun eve) - TBC	Members and Visiting Yachts People	All areas, except showers.	<p>Dates and regulations subject to review by the Government.</p> <p>Limited to groups of up to 6 people from 6 different households or any number from two households meeting indoors, 30 person limit outdoors. Maximum table size of 6 will apply inside.</p> <p>Face coverings must be worn by members, visitors & staff in all communal areas both</p>

					inside and outside. They can be removed when seated at your allocated table. Hands should be regularly sanitised.
Phase 6	From 21 st June 2021	Open full time from Mon – Sun lunch & eve (no food Sun eve) - TBC	Members and Visiting Yachts People	All areas .	Dates and regulations subject to review by the Government.

NOTE FROM THE COMMODORE

A cautious review of social restrictions has meant we can begin to look at re-opening our outside spaces from 12th April in line with the Government's roadmap out of lockdown 3. The General Committee and I have taken a risk based approach to establishing safe operating practices for members, visitors and staff in the spirit of protecting both, whilst ensuring we try to enjoy the upcoming spring and summer months, initially outside then inside the Club.

The easing of restrictions means we have an opportunity to reopen but not without caution. Social distancing, hand sanitising and the wearing of face coverings will continue to be required.

The new rules in Step 2 of the Government's roadmap mean that groups of up to six or 2 households of any number of people can meet at a time **outside**, if they observe social distancing rules.

This is an ideal opportunity to bring everyone together at the Club. However, this has to be done to with the following in mind;

- a. Remain alert to potential risks
- b. Control the spread of the virus
- c. Stay safe

I would like to welcome you back to the Club and ask you bear with us as we once again adapt to another set of processes and procedures. Your patience will be required as we move to a different way of working.

We look forward to you being able to enjoy the Club, keeping Members, Staff and Visitors safe is our priority. Please help us by adhering to these procedures.

Mrs Anne Kyle
Commodore

2. ZONES

The Club will be sectioned into the following zones.

Areas Covered	Table Numbers	Exit Points	When will this area open?	Staffing Requirement
Lawn	40 - 47	Access & exit through dinghy park entrance	Phase 4	1-2 x Bar Tenders 1-2 x Chefs 1 x KP 1 x In Sink 1-4 x Servers
Main Balcony	30 - 33	Access & exit through dinghy park entrance. Then via outside steps at far east end of the colonnade & balcony.	Phase 4	
Members' Balcony	36 - 38	Access & exit through dinghy park entrance. Then via spiral staircase [main balcony staircase through bar if raining]	Phase 4	
Colonnade	48 - 49	Access & exit through dinghy park entrance	Phase 4	
Dinghy Park, Slipway & Jetty	n/a	Access & exit through dinghy park entrance	Phase 4	
Solent Room	1-7	Solent Room Fire Escape	Phase 5	
Bar Area to the East of the Bar	8-10	Spiral Staircase accessed via bar fire exit door to west. [Main Balcony Staircase if Raining]	Phase 5	
Bar Area to the West of the Bar	11-13	Spiral Staircase accessed via bar fire exit door to west. [Main Balcony Staircase if Raining]	Phase 5	
Members' Dining Room	14-18	Spiral Staircase accessed via side door in dining room. [Main Balcony Staircase if Raining]	Phase 5	
Hudleston Bar		Fire exit to colonnade	Phase 5	
Members' Lounge		Spiral Staircase [main Balcony Staircase if Raining]	Phase 5	

3. INTERACTING WITH THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Contacting the Club	HOT	Members/Visitors can contact the Club by phone, email or members can go to the front desk during office opening hours.	Use of Hand Sanitiser and/or Hand Washing before and after visiting front desk. Access to Club via colonnade doors.

			<p>Social distancing of 1m + must be maintained with the Perspex screen in place on the front desk.</p> <p>Face coverings must be worn by members/visitors.</p> <p>Only 1 person should enter the front office at a time.</p> <p>All equipment for communicating with members will need to be cleaned after individual use. This includes Telephones, Keypads and Computer devices. A 70% alcohol wipe should be made available. Use of stylus for tills & PDQ machines that can then be wiped down to avoid damage to equipment due to excessive use of sanitising products.</p>
Members or staff requesting face to face meetings	HOT	<p>All face to face meetings should ideally be replaced be replaced with Telephone calls or Video Calls when possible. Where this is not possible a socially distanced meeting could be held outside maintaining a social distance of 2 metres.</p>	<p>Where a 2m distance cannot be achieved parties should wear a face covering.</p> <p>All parties must wash their hands prior to and following the meetings.</p> <p>70% Alcohol hand gel should be made available</p>

4. VISITING THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Welcoming members & visitors to the Royal Solent Yacht Club	HOT	<p>Do not visit Royal Solent Yacht Club grounds if you or anyone you have been in close contact with are displaying any of the symptoms of Covid or have received a positive test in the last 10 days.</p> <ol style="list-style-type: none"> 1. [INSIDE] No entry inside except to use the cloakrooms. 2. [OUTSIDE] Maximum of 6 people from up to 6 households or more than 6 from 2 households. 3. Maintain 2m Social distancing or 1m+ 	<p>Face coverings to be worn by Members/Visitors at all times except when seated at their allocated tables spaced 2m apart.</p> <p>Staff to wear face coverings in communal areas and when serving tables.</p> <p>Voices should be maintained at a low level with no shouting to lessen projection of spit droplets.</p> <p>Regular use of Hand Sanitiser and/or Hand Washing</p> <p>When allocating tables we will endeavour to support social distancing.</p> <p>A clean Tympanic Thermometer may be used on a member, visitor or staff if required.</p> <p>All touch points must be cleaned at least every 2 hours and at the end of the day. This includes chairs, door handles and frequent touch points.</p>

		<p>Members/Visitors arrive and are greeted at entrance to dinghy park by the Officers of the Day or staff before being shown to their allocated table.</p> <p>Members/Visitors should stand well back and wait if people are already queuing to be seated.</p> <p>Contact details for all members in party to be recorded.</p> <p>Covid declaration to be agreed to by lead member of party on behalf of all in party.</p> <p>Children should be supervised at all times.</p> <p>An individual's temperature may be recorded on arrival.</p> <p>Anyone displaying Covid symptoms or having tested positive in the last 10 days will be refused entry.</p>	<p>Hand Hygiene points to be provided at key areas including reception area, outside the cloakrooms and at every exit point.</p>
Members/Visitors providing contact details for Track & Trace	HOT	<p>It is not currently possible for you to sign in using the signing in book.</p> <p>At the point you book a table or arrive at the Club you will be asked to provide the names and telephone numbers of all those in your group for Track & Trace records. Those without bookings will be asked to complete a contact form on arrival.</p> <p>Covid declaration to be agreed to by lead member of party on behalf of all in party.</p>	

5. BEING SHOWN TO YOUR SEAT

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS

Members/visitors will need clear directions / escorting to the table they will remain at for the duration of their stay at the Club, except to use the cloakrooms.	HOT	New arrivals will be shown to their table and advised how to order food and drinks and how to leave the Club. Advice will also be given on when to wear and remove face coverings, accessing the toilets and hand washing facilities.	Hand Hygiene Station. Face coverings should be used in the Clubhouse except when seated at your allocated table.
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6. BAR SERVICE

MEMBER REQUIREMENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors request a beverage	HOT	Table buzzer can be used to request service. Provide printed disposable single use wine list/drinks menu. Server takes order at table wearing face covering and maintaining as much distance as possible (can be done on paper pad with personal pen). Take order to bar verbally requesting to bar tender.	Face covering for servers. Dedicated Pen & Pad for shift. Hands decontaminated in line with approved hand hygiene technique. Dedicated stylus for till/PDQ and table buzzers wiped down after use. 2 servers using 1 of the 2 tills each.
Server delivers drink(s)	HOT	Drinks should be removed from tray by recipients not server.	Face covering, 1m+ social distancing as far as possible.
Drinking with others	HOT	If you are planning to attend the Club just for drinks you will be required to take a table.	There should be no intermixing between separate tables.

STAFF REQUIREMENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Running the Bars	COLD	One bar tender working behind bar pouring drinks and operating one of the tills due to restricted space, second member of	Bar tender to wear face covering behind bar and serving/clearing tables.

		<p>waiting staff using the other till outside of the bar. Practices include chemicals used to clean the bar prior to opening.</p> <p>Removal of beer mats - Cleaning pump handles and cordon off the bar area.</p>	<p>If hands are cleaned in line with hand hygiene technique no additional PPE is required.</p> <p>Perspex screen in front of the main till.</p>
Logging Drinks Order	COLD	Bar tender will enter the drinks order directly into the computerised till.	Thoroughly clean hands using the approved technique, use dedicated stylus on till buttons.
Preparing Drink	COLD	Bar tender to provide drink required for server to collect from bar on trays so server doesn't touch the drinks.	However approved hand hygiene should be completed if contaminated areas touched.
Supplying a Drink	HOT	<p>Server will deliver drinks to the table wearing a face covering and maintaining as much distance as possible.</p> <p>If delivered on Tray, Tray must be cleaned in-between tables with >70% Alcohol wipe.</p> <p>If delivered on trolley, Trolley surface must be cleaned between each table.</p> <p>Customer removes drinks from tray so server doesn't touch them.</p>	<p>Face covering.</p> <p>>70% Alcohol wipes</p>
Clearing away Glassware	HOT	Once the table is vacated, it will be cleared by a server wearing face covering then cleaned with an approved cleaning product. Touch points (tops of chairs and side arms) will be decontaminated.	<p>Face covering, gloves should be worn whilst crockery, cutlery and glass wear are removed from the table. The paper table covering, and napkins will be disposed of in a black bag attached to the trolley. Whilst cleaning the table and chairs, a face covering, apron and gloves should be worn.</p> <p>Upholstery on furniture sprayed with antibac fabric spray.</p>
Closing the Bar	COLD	When emptying the bin please wear gloves and a disposable apron. Complete approved hand hygiene pre and post bin emptying.	<p>Face covering</p> <p>Apron</p> <p>Gloves</p> <p>>70% alcohol spray</p>

7. TABLE SET UP

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS

Table Cruet	COLD	Disposable salt & pepper & vinegar sachets. Sauces will be served in individual pots per table, either disposable cardboard pots or china pots that are put through the dishwasher after use.	
Table Numbering	COLD	Each table will be provided with a Table Number. Booking a table will be done on a case by case basis. Members with difficulty walking can be positioned on the lawn which is also accessible to wheelchairs via a ramp.	Handy Hygiene will be provided at dedicated stations.
Water jug and glasses	HOT	Water glasses and jugs will be provided upon request	Follow procedure for the delivery and removal of glassware.
Cutlery	HOT	Chef or KP will wrap cutlery in the kitchen whilst wearing gloves and a mask. This will be provided to each person when the meal is served. Cutlery will be washed and sanitised by dish washer then covered to avoid contamination.	Standard Kitchen Hygiene requirements.
Clearing Tables		See Above.	

8. ORDERING FOOD

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Member/visitor orders food on arrival.	HOT	Table buzzer can be used to request service. Provide printed disposable single use menu.	Server will take orders at the table wearing a face covering and maintaining as much distance as possible. Order pad allocated to a single member of staff. Meal orders to be processed using staff member's individually allocated till – electronic information prints to the kitchen. Pen to remain with individual member of staff. All paper, serviettes and tablecloths will be disposed of.
Safe Working Practices in the Kitchen	HOT	2m distancing will be maintained. Where this is not possible staff will wear face coverings.	PPE in line with good food hygiene standards will be maintained.

Preparation of food.	HOT	The kitchen staff will plate up the food placing it on a tray. They will maintain hand hygiene in line with HSE standards for kitchen working.	PPE in line with good food hygiene standards will be maintained.
How will the member/visitor receive their food	HOT	<p>The server will be buzzed by the Chef to collect food from the kitchen.</p> <p>They will collect the tray wearing a face covering and maintaining 1m+ distancing and delivers the food to the table.</p> <p>The recipient should remove the plates from the tray themselves.</p> <p>Dirty plates etc will be returned to the kitchen where the items and trays will be decontaminated.</p> <p>This will reduce the touch points on the crockery, cutlery and glassware.</p>	Server will take orders to the table wearing a face covering and maintaining as much distance as possible

9. PAYING FOR FOOD AND DRINKS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members using account cards	COLD	Members will be asked to ideally ensure there is sufficient credit available on their account card prior to arriving at the Club. This will be done at the point of booking. A top up payment to the club card will be taken over the telephone in advance or after visiting.	
Payment by credit/debit card	HOT	<p>A single member of the party will be asked to settle the bill using the wireless PDQ at the table or wired PDQ at the till.</p> <p>Server will wear face covering at the table.</p> <p>Perspex screen as well as face coverings protect both parties at till.</p> <p>Wireless Payment Device must be wiped with 70% Alcohol Wipe in-between each transaction.</p> <p>Server must complete hand hygiene following completion of the transaction.</p>	Face coverings. Cleaning Wipes 70% alcohol. Hand sanitiser 70% alcohol. Stylus for tills wiped down after use by customer or different member of staff.

		Each server has direct access to a till point whether by moving the current tills or establishing them at key points for access i.e. turning the one at the western end of the bar round, or establishing one for outside (in the Hudleston Bar).	
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10.USING THE CLOAKROOMS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Access and using cloakrooms by members/visitors	HOT	<p>The main cloakrooms will be open for use of the toilets and wash basins only, the showers will remain closed and locked.</p> <p>Face coverings must be worn in the cloakrooms with a maximum of 3 people at a time allowed in.</p> <p>Members/visitors must ensure the corridor is clear before proceeding to the cloakrooms. If there are more than 3 people therein, members/visitors must wait socially distancing in the foyer or use the disabled facilities.</p> <p>Members are asked to wipe the facilities once used with an Alcohol 70% wipe. This includes the toilet seat, toilet flush handle, wash hand basin and taps. Members and staff must then wash their hands using the advice on the information leaflet on the toilet wall. Hands must be dried on hand dryer or paper towels with the towels disposed in a closed top bin. Upon leaving the toilet we ask the member to decontaminate their hands using alcohol gel.</p> <p>2m tape outside the toilet and lift area will be used to aid maintain social distancing.</p>	<p>Face coverings.</p> <p>Cleaning Wipes 70% alcohol.</p> <p>Hand towels</p> <p>Sealed closing bin.</p> <p>Hand sanitiser 70% alcohol.</p> <p>Staff to check on a regular basis throughout the day.</p>

Members/visitors may wish to leave personal items including coats and jackets.	HOT	Members/visitors are asked to leave coats and jackets in their cars where possible or on the backs of their chairs.	
STAFF Toilets		Toilets - Staff are asked to wipe the facilities once used with an Alcohol 70% wipe or Anti Bac Spray and blue paper towel. This includes wash basin and taps, the toilet and toilet flush button. Dirty paper towels must be placed in a closed topped bin. Staff member must then wash their hands using the advice on the information leaflet on the wall. Hands to be dried on hand dryer or paper towel and disposed of in a closed top bin. Upon leaving the toilet we ask the staff member to use alcohol gel outside the toilet.	Alcohol Wipes 70%, Blue Roll, Antibac spray.

11. SMOKING

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors wishing to smoke	HOT	The usual designated smoking areas of the lawn and colonnade will be non-smoking as the colonnade will be occupied by additional tables for eating & drinking and the lawn will be covered by a marquee. Smokers are therefore requested to smoke offsite while service is restricted to outside (12 th April – 16 th May 2021).	

12.LEAVING THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQIREMENTS
Members/visitors exiting the Club.	HOT	<p>When leaving their tables, members/visitors should put on face coverings again.</p> <p>Where possible members/visitors should leave through the nearest route/exit, which will be external stairs if on the first floor, then via the dinghy park.</p> <p>Main Balcony – concrete steps to the easterly part of the club and then under the colonnade and through the dinghy park.</p> <p>Members Balcony – Spiral staircase (if wet the Main Balcony stairs via the bar should be used).</p> <p>Lawn & colonnade – via the dinghy park.</p>	<p>Face coverings.</p> <p>Hand Hygiene station with decontamination opportunities.</p> <p>70% alcohol gel.</p>

13.PPE FOR INTERACTING WITH THE MEMBERS and VISITORS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQIREMENTS
Staff may need to interact with members at less than 2 Metres	HOT	Staff will have ready access to PPE. Staff will be aware where this is and how to use it.	Staff will have access to PPE including Face Masks, Gloves, and Aprons and training in how to put on and remove safely, plus access to hand sanitiser and moisturiser.
Staff may be required to administer First Aid to members and visitors	HOT	All first aiders will follow guidance outlined by the NHS & RYA.	Apron, Gloves and a Face mask. They should also consider the use of a face visor.
Trained First Aiders may be required to administer Basic Life Support	HOT	First Aiders will need to follow the enclosed guidance; https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19	Apron, Gloves and a Facemask. They should also consider the use of a face visor.

		<p>Confirm BLS is required without checking for breathing by listening near the causalities mouth or nose.</p> <p>Cover the causalities face with a towel or cover.</p> <p>Perform only Chest Compression CPR</p>	
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14. PPE & CLEANING MATERIALS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Wearing PPE when cleaning the club	HOT	As a general rule good hand hygiene using Soap and Water should be sufficient. However the following requirements may help	When cleaning the Club, gloves and Aprons should be worn and disposed of.

15. TRAINING AND EDUCATION

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
We will provide the following training to our staff	COLD	<p>Each member of staff will receive training on;</p> <ol style="list-style-type: none"> 1. Hand Hygiene 2. How to apply PPE (face mask and apron) 3. How to decontaminate surfaces. 4. Touch point cleaning. 5. Touch points checklist. 6. How to safely remove PPE 	Maintain social distancing whilst undertaking training.

16. ON THE WATER

The Royal Solent Yacht Club (the 'Club') has carried out this risk assessment of the Club's sailing activities to satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999. It has been carried out in direct response to the requirements of organisations to Covid 19 some of which is outlined in law.

The Club's sailing activities involve competitors, RIB drivers and crew, Race Officers, Club staff and helpers. Separate Risk Assessments have been carried out for the particular issues presented in Grants due to the COVID-19 pandemic.

With effect from 4th April 2021 the Club will be running a Spring Series for Cruisers, Folk Boats and Day Boats. Racing will be run from Grants, not from the Committee vessel.

Government COVID-19 advice must be followed, particularly with regard to social distancing. This guidance changes and it is the responsibility of each individual to ensure that they are familiar with it, over-riding this risk assessment if necessary. Competitors, rib drivers and crew and helpers must be conservative and be mindful of others. The risk assessment will be reviewed and updated as guidance or requirements change.

No one may participate in racing unless they have completed fully the Condition of Entry forms and they have read and understood this Risk Assessment. Competitors may have their temperatures taken electronically prior to sailing. Sailing is by its nature an unpredictable sport and

therefore inherently involves an element of risk. This activity is for competent people capable of making their own decisions and sailing without support from others. The responsibility for a boat's decision to participate in the activity is hers alone.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Assurance Provided
Social Distancing difficult to achieve when launching and recovering dinghies	Beach crew and sailors if social distancing not observed	<ul style="list-style-type: none"> - Limit overall numbers and allocate sufficient time to avoid crowding. - Allocate space for each class in dinghy park - Move any dinghies not sailing to make as much space available as possible - Sailors to arrive changed ready to sail. Changing room facilities closed. - Timed and staggered shifts for launching different classes - Signage - alcohol gel to be used on arrival and prior to touching any shared surfaces and on departure - Good communication 	<p>Identify congestion and pinch points providing distance markers or signage requesting social distancing.</p> <p>Event co-ordinators who will take overall responsibility ns ability for ensuring the Club's procedural document has been implemented.</p>	Club, Sailors and Helpers Event coordinator.	Immediate	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Assurance Provided
Social distancing whilst working on Committee vessel.	Race Officer Group if social distancing not observed	<ul style="list-style-type: none"> - See Risk Assessment for Countdown - Team limited to PRO, flag person, timekeeper and results recorder. There must be no more than 5 People at any one time on the race committee boat. - Only one person in cabin. Wheel, buttons etc to be sanitised before and after racing. Others members of the committee boat stay in open air and socially distance to extent practicable. Avoid face to face - Use hand sanitiser, gloves and masks when in close proximity - Race officers use dedicated VHF radios and binoculars. - Timers' flags, course boards, anchors and other equipment to be wiped with alcohol sanitiser before and after racing - ROs to bring own refreshments - Follow protocols for access to and use of Committee Vessel 	Review daily Crew of the committee boat should have access to a face mask where social distancing can not be maintained.	Club, Rear Commodore Sailing/Sailing Secretary Boatman	No racing using the Committee Vessel	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Assurance Provided
Social Distancing difficult to achieve for RIB Drivers and crew	Rib drivers and crew and sailors if social distancing not observed	<ul style="list-style-type: none"> - Driver and crew to be from same household where possible. Where the crew are not from the same household facial coverings are being used to maintain 1m+ social distancing. - Use own radios, binoculars and other equipment - Follow protocols for communication and race management - Follow existing RSYC protocols for recovery and assistance - Assess competence of sailors for conditions. Maintain hailing distance unless physical support is required. Seek to limit provision of assistance to where absolutely necessary for safety - Avoid face – to – face contact in the rib as much as possible. Use masks, gloves and sanitise any points on rib touched by sailors - If involved in mark laying or mark moving wear gloves and sanitise surfaces - Choose recovery methods that minimise physical contact, e.g. self-rescue, mast tip/use of centre board 	<p>Review daily Crew or Sailors on the Rib will maintain 1m+ distancing which includes sitting side by side be side or 2m if sat opposite one another.</p> <p>The rib should be cleaned with soapy water following transportation of crew.</p> <p>The controls of the rib should be cleaned after each use.</p>	Club, PRO, Rib drivers and crew. Boatman	Immediate	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Assurance Provided
		<ul style="list-style-type: none"> - Use grab handles and carry boarding ladder or other device to assist in self-recovery from water and have spare masks available - Tow astern rather than alongside. Have long towing lines available in rib. 				
Social Distancing difficult to achieve with members of the public using the beach and slip	Members of the public, sailors, beach team if social distancing not observed	<ul style="list-style-type: none"> - Signage - Sailors to request that members of public socially distance. - Ensure sailors are made aware of and have consideration for other users of the beach 	Monitor on day of sailing	Sailors	During launching and recovery	
Communication system not clear	All participants if race management is affected or safety issue arises	<ul style="list-style-type: none"> - VHF radio protocols to be followed by Race Offices and RIBs - Courses to be communicated as per Sailing Instructions including WhatsApp and repeating at regular intervals over VHF radio. - Results to be issued by email or WhatsApp, or on Club website not on paper lists in the Club 	Review daily	PRO and Race Officers.		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Assurance Provided
Competitor gets into difficulty and requires urgent assistance with their boat	Sailors and RIBs if social distancing not observed	<ul style="list-style-type: none"> - Following standard sailing protocols, social distancing, cleaning of equipment. - Buoyancy aids/floatation devices must be worn on the water. - Wind and sea conditions to be considered to assess hazards for sailors and RIBs. - Race Officers to assess adequacy of RIB safety cover given numbers, experience and wind/tide conditions - Upper wind speed limit to apply. - Radios to be used on RIBs for communication with shore team and PRO with protocols followed to summon rescue. 	All racing to be closely monitored by Race Officers and Boatman and immediately cancelled/abandoned if the wind/sea conditions are becoming more than acceptable. Any attempt at a rescue involving close contact with sailors should include the wearing of facial covering and disposable gloves.	Race Officers, RIB drivers	On day of sailing	
Competitor gets into difficulty in the water and requires	Sailors and RIBs coming too close to the sailors	<ul style="list-style-type: none"> - As above - Standard RSYC Protocol - RIBs to carry steps/ladder devices to enable self-recovery from water 	Any attempt at a rescue of sailors should include the wearing of facial	Sailors and RIB drivers and crew	Immediate	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Assurance Provided
assistance getting out of the water		<ul style="list-style-type: none"> - Radio communications and protocols to summon external assistance if required RIB driver and crew to wear masks to maximise protection 	covering and disposable gloves.			
First Aid including Basic Life Support	RIBs and sailors if social distancing not observed	<ul style="list-style-type: none"> - As above - Endeavouring to minimise the actual risks of sailing - Wear masks & gloves and hand sanitise - Perform only Chest Compression BLS. - Follow UK Resuscitation Council Guidance +/- RYA recommendations 	Any attempt at a rescue should include the wearing of facial covering and disposable gloves.	RIBs, other sailors,	On day of sailing	
Competitors may not be able to maintain 2m distance walking and waiting in Dinghy Park and beach.	Sailors and Beach Team if social distancing not observed	<ul style="list-style-type: none"> - Control access. Groups of maximum 6 sailors to have separate rigging areas. - Signage outlining National Guidance on Social Distancing. - Sailors to move swiftly on the beach and into dinghies to prevent crowding. - Ensure all trolleys are marked and easily identifiable from a distance - Good communication between RIBs and PRO 	Review daily	Sailors	On day of sailing	
Competitors may not be able to maintain 2m	Sailors and Staff	Control access to the Jetty Signage outlining National Guidance on Social Distancing.	Limit numbers Mark out 2m distances on Jetty	Boatman, sailors and Sailing Secretary	Immediate	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is needed by?	Date Assurance Provided
distance walking and waiting on the jetty and pontoon.		Limit number of sailors on the jetty Reduce number of sailors on the pontoon to 2 Sailors to move swiftly on the Pontoon and Jetty to prevent standing around.	Additional signage. Stagger start times.			
Competitor may wish to access the changing rooms and loos	Loos changing facilities and showers are not available	Notify all competitors prior to attending. Arrive changed ready to sail. Signage	Cloakrooms remain out of use as changing facilities.	Club staff	Immediate	
First Aid including Basic Life Support	Staff and sailors	As above Endeavour to minimise the actual risks of sailing	Wear masks & gloves Perform only Chest Compression BLS. Follow UK Resuscitation Council Guidance +/- RYA recommendations.	Boatman, other sailors, Race Officers and Sailing Secretary if on duty	Immediate	
Competitor may have a cough or display signs of Covid 19	All sailors and staff	Ask competitor to leave Club area immediately. Follow Government Guidance. Encourage wearing of facemasks and handwashing. Maintain minimum 2m distance. If person symptomatic, those who have come into contact should self-isolate for 14 days.	Follow latest government guidance	Class Captains, Sailing Sec RC Sailing RSYC General Committee	Immediate	

a) GRANTS RACE HUT

Assumptions: Informal Racing organised by households that can crew boats.

Only one course for all classes except dinghy

Course set before race & VHF communication only.

Condition of entry form completed by all competitors

RYA Guidelines have been read and understood by the Race Officers.

Competitors to confirm they will abide by Government Guidelines

Sailing Instructions have been updated to reflect social racing

RSYC's standard Health & Safety Risk Assessment for racing is carried out.

Racing run by a limited number of experienced Race Officers only until restrictions eased. Adapt actions if ROs are within a single bubble.

Item	Hazard	Risk	Action	Additional Notes
1	Building	Lack of space for social distancing – no 2m markings Poor ventilation	SRO opens up both doors of the building and all windows. 2m marking tape is installed. Designated spot for SRO – access to radio, start line vision & hooter. A 2m distance space to be marked east.	SRO officer to arrive 10 minutes before second Race Officer and 3 rd Race Officer arrives 5 mins later and stays outside. Make ROs aware that if they arrive early that social distancing is to be observed.
2	Flag Pole	Need to enter building to collect & return flags	Flags and course boards not to be used	Avoid movement in and out of the building where possible.
3	Electric Cable	Need to come into building to connect cable	SRO connects lead before 2 nd RO enters building	SRO disconnects on conclusion.

				All surfaces touched - wiped down with disinfectant spray using disposable paper towel.
4	Course Boards	Need to enter building to collect & return boards	As 2 above	
5	Timers	Possibility of contamination on clock surface	Need to wipe timers before and after race. Club to supply disinfectant and paper towels	Clock to be kept permanently in Grants. Race Officers may bring their own clock (needs to be accurate Radio Controlled)
6	Binoculars	Possibility of contamination on binocular surface and contact with face & eyes	Race Officers should not share binoculars and shall only use their own equipment	Remove all sets of club binoculars from Grants. Recommendation to Race Officers to disinfect their equipment after use.
7	Coffee/tea facilities	Possibility of contamination from shared refreshment facilities	Race Officers notified that they need to bring their own refreshments and not to be shared with others	Remove kettle and shared refreshment facilities
8	Access in/Out	Lack of Social Distancing and possible contact in doorways.	SRO to open up both doors of the building on arrival. SRO to use west door only during race to give access to steps and designated space. Assistant to use main door.	If more than one person using the same door appropriate distancing to be observed. All surfaces touched - wiped down with

				disinfectant spray using disposable paper towel.
9	VHF	Sharing of a VHF or using one provided increases exposure	Bring own VHF And wipe fixed Grants VHF	Use of club handheld radios to be discouraged
10	Washing Facilities	There are no washing facilities	Bring own hand sanitiser	Explore possibility of fixed hand sanitiser dispenser in Grants.
11	One Entrance to area only from side lane	Possible collision – multiple use close proximity on entering/exiting	SRO opens gate and leaves open. Last RO in pushes closed. SRO opens gate for other RO's departure. He/she closes on departure	2 nd & 3 rd ROs leave first at separate intervals prior to SRO SRO wipes gate handles before and after use.
12	Access to keys	Sailing Office is not open to provide access to keys for Grants	Designated person holds set of keys for SRO to collect. Disinfected before and after use.	
13.	Access to Grants area via gate	Possible entry by others.	. Gate to be locked to prevent entry by others. Notice placed on gate stating "NO ENTRY – DUTY RACE OFFICERS ONLY"	

General Notes

- The Course can be communicated to the dingy sailors by the RIB driver or Marker Layer if needed.
- In the short term it is recommended we use the same teams. Grants is very easy to operate with 3, especially if two of the team are house partners.

b) COMMITTEE BOAT

TASK	HOT or COLD	ACTION REQUIRED	PPE REQIREMENTS
Social Distancing difficult to achieve ROs and Boatmen when being ferried to the Committee Boat	HOT	<ol style="list-style-type: none"> 1. Limit overall numbers to no more than 5 people and allocate sufficient time to avoid crowding in harbour, on Jetty and RIB. 2. Masks to be worn on RIB. Avoid face-to face 3. Signage in place and alcohol gel to be used on arrival and before touching any shared surface. Rails to be disinfectant wiped. 4. If RO needs to leave Committee Boat by RIB, face coverings to be used. Avoid face to face contact. 5. Good communication 6. Identify congestion and any pinch points and deal with 	Face Masks 70% alcohol hand sanitiser

Social distancing between Race Officers whilst working on Committee Boat	HOT	<ol style="list-style-type: none"> 1. Race Officer Team limited to PRO, flag person, timekeeper and results recorder, maximum five people if necessary. Not possible to have Race Officers team all from same household. 2. Only one person to drive or be in cabin at any one time. Keep windows open. 3. Wheel, buttons etc to be disinfectant wiped between different drivers and before and after racing. Others stay in open air and socially distance to maximum extent practicable. 4. Race Officers to bring and use own hand sanitiser, gloves and masks 5. Race officers to use their own VHF radios where possible and their own 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - Face Masks - Gloves - 70% alcohol hand sanitiser
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		<p>binoculars. If main radio on Committee Boat is used disinfectant wipe between users and after racing.</p> <ol style="list-style-type: none"> 6. Loo on Committee Boat to be disinfectant wiped before and after each use 7. ROs to bring own refreshments 8. Follow protocols for access to Committee Vessel 	
Race management activities - Rib drivers and crew and Race Officers if social distancing not observed	HOT	<ol style="list-style-type: none"> 1. Use own radios, binoculars and other equipment. Keep separate from other Race Officers' kit. 2. Minimise use of Course Boards 3. Timers' flags, clocks, course boards, anchor brake device and other equipment to be disinfectant wiped before and after racing 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - Face Masks - Gloves - 70% alcohol hand sanitiser

		<ol style="list-style-type: none">4. Each flag and halyard to be dedicated to an individual and not to be used by anyone else unless cleaned5. Follow existing RSYC protocols for communication and race management6. Follow existing RSYC protocols for recovery and assistance7. Only experienced Race Officers to be used8. Use electronic means to record results where possible.9. Assess competence of sailors for conditions.10. Maintain hailing distance unless physical support is required. Seek to limit provision of assistance to where absolutely necessary for safety11. Avoid face - to - face contact as much as possible. Use masks,	
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		<p>gloves and sanitise/disinfectant wipe all equipment and surfaces before and after racing</p> <p>12. In unlikely event of being involved in mark laying or mark moving wear gloves and sanitise surfaces. Once put in water mark is considered cleaned.</p> <p>13. Use grab handles and carry boarding ladder or other device to assist in recovery from water and have spare masks available</p> <p>14. In unlikely event of needing to provide assistance to sailors, tow astern rather than alongside. Have long towing lines available in Committee Boat.</p>	
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Communication system not clear between Race Officers, Boatmen and Sailors	COLD	<ol style="list-style-type: none"> 1. VHF radio protocols to be followed by Race Officers and RIBs 2. WhatsApp communication limited to shore based. Sailors may not have phones with them. 3. Courses to be communicated as per Sailing Instructions. 4. Minimise use of course boards and flags 5. Results to be issued by email or WhatsApp, not on paper lists in the Club 6. Wind and sea conditions to be considered to assess hazards for sailors and RIBs. 7. Race Officers to assess adequacy of RIB safety cover given numbers, experience and wind/tide conditions 8. Upper wind speed limit to apply. 	
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Maintaining social distancing if a sailor gets into difficulty and requires urgent assistance with their boat	HOT	<ol style="list-style-type: none"> 1. Following standard sailing protocols, social distancing, cleaning of equipment. 2. Buoyancy aids/floatation devices must be worn on the water. 3. Radios to be used on Committee Boat and RIBs for communication with shore team and Race Officers with protocols followed to summon rescue. 4. All racing to be closely monitored by Race Officers and Boatmen and immediately cancelled/abandoned if the wind/sea conditions are becoming more than acceptable. 	
Other users of the Club being impacted by presence of sailors and other participants during	HOT	<ol style="list-style-type: none"> 1. Advise Club members and staff of sailing dates and that arrangements may be different to normal access 	

racing if socially distancing is not observed		<ol style="list-style-type: none"> 2. Ensure that other routes into the Club premises are made available for other users 3. Review daily 4. Identify any pinch points and manage 	
Competitor, Race Officer, RIB driver or crew may have a cough or display signs of Covid 19	HOT	<ol style="list-style-type: none"> 1. Suspend racing activities. Transfer ashore immediately. Ask person to leave club area immediately. 2. Follow Government Guidance. 3. Encourage wearing of facemasks and use of hand sanitiser. 4. Maintain 2m distance. 5. If person symptomatic, those who have come into contact should self-isolate for 14 days. 	<ul style="list-style-type: none"> - Face Masks - 70% alcohol hand sanitiser
Race Officers may wish to access the changing rooms and loos		<ol style="list-style-type: none"> 1. Loos are open, changing facilities and showers are not available 2. 3 people at any one time 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - Face Masks

		<ul style="list-style-type: none"> 3. Face masks must be worn 4. Notify all Race Officers prior to attending. Arrive changed ready to transfer to Committee Boat. 5. Disinfect surfaces after use and wash hands thoroughly. 6. One way system at Club to be followed. 	- 70% alcohol hand sanitiser
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c) SAILING EVENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQIREMENTS
Social Distancing difficult for the beach crew and sailors to achieve when launching and recovering dinghies	HOT	<ul style="list-style-type: none"> 1. Limit overall numbers and allocate sufficient time to avoid crowding. 2. Allocate space for each class in dinghy park 3. Move any dinghies not sailing to make as much space available as possible 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - 70% alcohol hand sanitiser

		<ol style="list-style-type: none"> 4. Sailors to arrive changed ready to sail. Changing room facilities closed. 5. Timed and staggered shifts for launching different classes 6. Signage 7. alcohol gel to be used on arrival and prior to touching any shared surfaces and on departure 8. Good communication 9. Identify congestion and pinch points providing distance markers or signage requesting social distancing. 10. Event coordinators who will take overall responsibility ns ability for ensuring the Club's procedural document has been implemented. 	
Social distancing whilst working on Committee vessel.	HOT	<ol style="list-style-type: none"> 1. See Risk Assessment for Countdown 2. Team limited to PRO, flag person, timekeeper and results recorder. There must be no more than 5 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - 70% alcohol hand sanitiser - Face covering

		<p>People at any one time on the race committee boat.</p> <ol style="list-style-type: none"> 3. Only one person in cabin. Wheel, buttons etc to be sanitised before and after racing. Others members of the committee boat stay in open air and socially distance to extent practicable. Avoid face to face 4. Use hand sanitiser, gloves and masks when in close proximity 5. Race officers use dedicated VHF radios and binoculars. 6. Timers' flags, course boards, anchors and other equipment to be wiped with alcohol sanitiser before and after racing 7. ROs to bring own refreshments 8. Follow protocols for access to and use of Committee Vessel 	- Gloves
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Social Distancing difficult to achieve for RIB Drivers and crew	HOT	<ol style="list-style-type: none"> 1. Driver and crew to be from same household where possible. Where the crew are not from the same household facial coverings are being used to maintain 1m+ social distancing. 2. Use own radios, binoculars and other equipment 3. Follow protocols for communication and race management 4. Follow existing RSYC protocols for recovery and assistance 5. Assess competence of sailors for conditions. Maintain hailing distance unless physical support is required. Seek to limit provision of assistance to where absolutely necessary for safety 6. Avoid face - to - face contact in the rib as much as possible. Use masks, gloves and sanitise any 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - 70% alcohol hand sanitiser - Face covering - Gloves
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		<p>points on rib touched by sailors</p> <ol style="list-style-type: none"> 7. If involved in mark laying or mark moving wear gloves and sanitise surfaces 8. Choose recovery methods that minimise physical contact, e.g. self-rescue, mast tip/use of centre board 9. Use grab handles and carry boarding ladder or other device to assist in self-recovery from water and have spare masks available 10. Tow astern rather than alongside. Have long towing lines available in rib. 	
Social Distancing difficult to achieve with members of the public using the beach and slip for launch and recovery	HOT	<ol style="list-style-type: none"> 1. Signage 2. Sailors to request that members of public socially distance. 3. Ensure sailors are made aware of and have consideration for other users of the beach 	

		4. Monitor on day of sailing	
Communication system not clear – would impact on all participants if race management is affected or safety issue arises	COLD	<ol style="list-style-type: none"> 1. VHF radio protocols to be followed by Race Offices and RIBs 2. Courses to be communicated as per Sailing Instructions including WhatsApp and repeating at regular intervals over VHF radio. 3. Results to be issued by email or WhatsApp or on Club website, not on paper lists in the Club 4. Review daily 	
Competitor gets into difficulty and requires urgent assistance with their boat	HOT	<ol style="list-style-type: none"> 1. Following standard sailing protocols, social distancing, cleaning of equipment. 2. Buoyancy aids/floating devices must be worn on the water. 3. Wind and sea conditions to be considered to assess hazards for sailors and RIBs. 4. Race Officers to assess adequacy of RIB safety cover 	<ul style="list-style-type: none"> - Face covering - Gloves

		<p>given numbers, experience and wind/tide conditions</p> <ol style="list-style-type: none"> 5. Upper wind speed limit to apply. 6. Radios to be used on RIBs for communication with shore team and PRO with protocols followed to summon rescue. 7. All racing to be closely monitored by Race Officers and Boatman and immediately cancelled/abandoned if the wind/sea conditions are becoming more than acceptable. 8. Any attempt at a rescue involving close contact with sailors should include the wearing of facial covering and disposable gloves. 	
Competitor gets into difficulty in the water and requires assistance getting out of the water	HOT	<ol style="list-style-type: none"> 1. As above 2. Standard RSYC Protocol 3. RIBs to carry steps/ladder devices to enable self-recovery from water 	<ul style="list-style-type: none"> - Face covering - Gloves

		<ol style="list-style-type: none"> 4. Radio communications and protocols to summon external assistance if required 5. RIB driver and crew to wear masks and gloves to maximise protection 	
First Aid including Basic Life Support	HOT	<ol style="list-style-type: none"> 1. As above 2. Endeavouring to minimise the actual risks of sailing 3. Wear masks & gloves and hand sanitise 4. Perform only Chest Compression BLS. 5. Follow UK Resuscitation Council Guidance +/- RYA recommendations 	<ul style="list-style-type: none"> - 70% alcohol hand sanitiser - Face covering - Gloves
Competitors may not be able to maintain 2m distance walking and waiting in Dinghy Park and beach.	HOT	<ol style="list-style-type: none"> 1. Control access. Groups of maximum 6 sailors to have separate rigging areas. 2. Signage outlining National Guidance on Social Distancing. 3. Sailors to move swiftly on the beach and into dinghies to prevent crowding. 	

		<ol style="list-style-type: none"> 4. Ensure all trolleys are marked and easily identifiable from a distance 5. Good communication between RIBs and PRO 6. Review daily 	
Competitors may not be able to maintain 2m distance walking and waiting on the jetty and pontoon.	HOT	<ol style="list-style-type: none"> 1. Control access to the Jetty 2. Signage outlining National Guidance on Social Distancing. 3. Limit numbers 4. Mark out 2m distances on Jetty 5. Limit number of sailors on the jetty 6. Reduce number of sailors on the pontoon to 2 7. Sailors to move swiftly on the Pontoon and Jetty to prevent standing around. 8. Additional signage. 9. Stagger start times. 	
Competitor may wish to access the changing rooms and loos	HOT	<ol style="list-style-type: none"> 1. Cloakrooms remain out of use as changing facilities. 2. Toilet and hand washing facilities are available for a 	- Face covering

		<p>max. of 3 people at any one time.</p> <ol style="list-style-type: none"> 3. Showers remain closed. 4. Notify all competitors prior to attending. Arrive changed ready to sail. 5. Signage 	
Competitor may have a cough or display signs of Covid 19	HOT	<ol style="list-style-type: none"> 1. Ask competitor to leave Club area immediately. Follow latest Government Guidance. 2. Encourage wearing of facemasks and handwashing. 3. Maintain minimum 2m distance. 4. If person symptomatic, those who have come into contact should self-isolate for 14 days. 	<ul style="list-style-type: none"> - 70% alcohol hand sanitiser - Face covering - Gloves

20. WHAT WE DO IF A MEMBER OR VISITOR CONTACTS THE CLUB TO SAY THEY HAVE COVID

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
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<p>Member or visitor contacts the club remotely to say they may have Covid and have been in contact with people at the club.</p>	<p>HOT</p>	<ol style="list-style-type: none"> 1. Call from a club member or visitor should be directed to the membership secretary. 2. Anyone who has symptoms of coronavirus (COVID-19) can get a free test to check if they have the virus. Some people without symptoms can have the test too. 3. You need to get the test done in the first 5 days of having symptoms. 4. If you do not have symptoms, you can only get a test if your hospital has told you to. 5. The membership secretary will guide the member to obtain a test. 6. Link to the test booking site is here - https://www.nhs.uk/ask-for-a-coronavirus-test 7. If the test is positive the member or visitor will be 	<p>No PPE requirement.</p>
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		<p>contacted by the Track and Test Team.</p> <p>8. The Test and Track team will make contact the club to gather information on who the individual came into contact with.</p> <p>9. Should T&T contact the club to notify that a member has tested positive. The House manager and Membership should undertake an assessment of cleaning to the affected areas. However, it is likely significant time will have passed.</p> <p>10. Review daily</p> <p>11. Crew or Sailors on the Rib will maintain 1m+ distancing which includes sitting side by side beside or 2m if sat opposite one another.</p> <p>12. The rib should be cleaned with soapy</p>	
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		water following transportation of crew. 13. The controls of the rib should be cleaned after each use.	
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21. REFERENCES

- https://www.rya.org.uk/SiteCollectionDocuments/clubs/Club_Guidance_Covid19_v1.2.pdf
- <https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/Keeping-workers-and-customers-safe-during-covid-19-restaurants-pubs-bars-takeaways-230620.pdf>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#food-hygiene-guidance>
- <https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>