WEALDEN SAILABILITY

COVID-19

RISK ASSESSMENT APRIL 2021

**Background**

This document aims to provide a detailed Risk Assessment that can be used by the Trustees to support the safe running of a Wealden Sailability sailing session whilst the Covid-19 Pandemic is still present during the 2021 season.

In this document, account is taken of the latest Government Covid-19 Regulations, RYA Guidance on Covid-19, Chipstead Sailing Club Coronavirus Protocol, Guidance from the AALA, and in addition to the current WS Generic Risk Assessment and Operating Procedures documents.

This document will be revised in line with the anticipated and hoped for ongoing relaxation of HM Government’s “Roadmap” for the relaxation of the restrictions issued in February 2021.

**Assumptions**

In drawing together this assessment, the following assumptions have been made:

1. Following the easing of the current Lock Down restrictions announced by HM Government on 22nd February 2021, it is assumed that the policy of Social Distancing, the Rule of 6, and sanitising will remain in force for the remainder of 2021, or until the end of the pandemic and the Government announces it is no longer required.
2. Account is taken in this document of the ongoing HM Government Vaccination Programme started in January 2021. However, it is taken into consideration that as the vaccination programme is ongoing, that the vaccination is not guaranteed 100% effective against contracting the virus, and that not all of those who intend to attend the sailing sessions have had at least the 1st vaccination or the 2nd vaccinations, and as some may only have had one or none at all, that all the above restrictions will remain in place.
3. Social Distancing will be at a minimum distance set by the UK government (HMG), currently two metres for persons not from the same household. (N.B. Care Homes and Day Centres may have their own guidelines for their charges). Given the age of most Volunteers and the fact that many Volunteers and participants are in the “at risk” category, the minimum distance will remain at 2m wherever possible.
4. There will be a session manager in overall charge of each session, and as dictated by the number of Volunteers and clients attending, there will be maximum groups of 6 at each briefing, including one hoist operator and a further 5 volunteers. Each briefing will be separated by sufficient time (expected to be a minimum of a quarter of an hour) to ensure separation of the groups is maintained whilst they are attending separate training groups or until they are out in the boats on the water.
5. Some volunteers and participating Clients may require or request a longer distance; this will need to be agreed in advance with the Trustees.
6. Some people attending sessions may be ‘Asymptomatic’, i.e., not showing any signs of having contracted COVID-19.
7. Anyone with any Coronavirus symptoms MUST stay away from the Club for the appropriate period of self-isolation.
8. If anyone develops Covid symptoms after having been present at a WS session, they must advise the WS Session Manager.
9. People who may already have recovered from COVID-19 may still be vulnerable to a second infection and so should follow the same Social Distancing guidelines. Also, others on site may not know who these people are and could feel threatened if approached too closely.
10. These Social Distancing requirements mean that it will not be possible for any two people not from the same household or in the same “bubble” to sail together in the same sailing boat if 2m social distancing cannot be achieved.
11. All Volunteers, participants and/or their Carers attending will have been issued with this Risk Assessment and will have signalled their willingness to comply with the resulting guidelines.
12. The WS Hoisting Policy states that the hoist may only be operated by a trained WS Volunteer. Given the Social Distancing rules, the Hoist will be in use to rig the boats, but care must be taken to always maintain social distancing and sanitising. When those clients requiring the use of the hoist are invited to the sailing sessions, there will be a WS trained Volunteer hoist operator, but the carer for the client will supervise the lift for their client, taking into account their particular special needs. Care will be taken to ensure social distancing and sanitising are maintained at all times.
13. PPE. Currently we are suggesting that as we are in the open air, the wearing of face masks is not mandatory, although some may prefer to wear them. The wearing of protective gloves is also not necessary, although all Volunteers and Participants and their carers must regularly sanitise their hands. It is recommended that Volunteers and participants and/or their carers/guardians should bring their own sanitisers, preferably that of the liquid form that can be carried on their person for ease of regular use, although hand wipes are permissible, but must be disposed of sensibly.
14. Sessions will not be run if the weather forecast is for rain, as the club facilities, in particular the changing rooms and shower facilities (apart from the toilets) are currently closed. Similarly, if the forecast is for the mean wind to be above 15mph and gusting above 20mph then a decision will be made by at least 2 Trustees whether or not to hold the session. If the weather deteriorates whilst a session is being run, then a decision will be taken by the Session Manager and the person in charge of safety on the water, in consultation with the other Trustees present, whether or not to continue with session.

**Setting Up a Session**

| **Item** | **Possible Hazard** | **Risk Level** | **Control Measure** |
| --- | --- | --- | --- |
| SU0. | Travelling in to CSC | High | All Volunteers, clients and their Carers must recognise the potential risk of infection that could be result from Car-Sharing and make the appropriate personal decision, considering HMG guidance. |
| SU1. | Early morning Trustee Session Planning | High | Trustees meeting inside the Clubhouse significantly increases the risk of infection from an asymptomatic person. The meeting should take place outside where it will be easier to maintain a 2m separation. Only one person should be in the building at any given time. Refreshments are not currently available from the canteen. The doors and toilet facilities should only be unlocked by one person, and door handles sanitised after unlocking. There is a one-way in-out system in operation. There will be a group of maximum 6 people to carry out the early morning set up for the day prior to the main group of Volunteers arriving. |
| SU2. | Collecting Radios, RIB Key, Fuel Store Key etc. | Medium | Only one person should be in the Clubhouse at any given time. All equipment should be wiped down before removal from the clubhouse.The toilets should only be used by one person at a time, and each person should wash their hands and sanitise door handles after exiting. |
| SU3. | Preparing Power Boats, jet washer and hoist | Medium | A single knowledgeable person should be assigned to unlocking the PB Shed and preparing the boats required for the session. When the boats are ready, he/she will need to summon assistance to move the boats to the launching area. Access will also be required to the petrol store, and access is required to the storage cupboard in the powerboat shed to collect the keys and engine cover to the Pioner, jet washer, and the hoist. |
| SU4. | Moving Power Boats to the launch area | Low | This will have to be done by only two people, one at the bow and one at the stern, in order to maintain a 2m separation. Great care will be needed when threading a way through the sailboats being readied on the foreshore. Note should be made that the boat covers, sail covers, trailers, and boats are all in numbered sets in order to minimise the risk of cross-contamination from other users.  |
| SU 5. | Launching Power Boats | Low | One person at the bow holding the painter and one manning the winch rope is all that is required to launch the boat and recover the trailer. Not applicable currently |
| SU 6. | Collecting Equipment from the WS Storage Shed | High | Only one person to enter the shed, load up the wheelbarrow boat and collect buoyancy aids. Note the possible need for sanitisation! There is a sanitising station in the storage shed |
| SU 7. | Collecting the Heron Hoist from the PB Shed | Low | Only one person should take the hoist from the power boat shed and erect it on the pontoon. T should then be sanitised ready for other appointed users. The Hoist will not be made available for lifting people initially, although it will be available to raise and lower the keels of the Hansa 303 and Hansa Liberty boats.  |
| SU 8. | Pressure Washing Pontoons | Low | Nobody else allowed on Pontoon during pressure washing. The pressure washer will be sanitised once it has finished being used and put away. |
| SU 9. | Movement around the external areas | Low | CSC have set up one-way routes in strategic areas, particularly the main steps down to the foreshore nearest the clubhouse entrance, which will be down only, whilst the other 2 sets of steps at either end will be up only. The path to the side of the ramp will be up only. |
| SU 10. | Maximum number of People in each group | Medium | Currently HM Government Guidelines state that there should be a maximum of 6 in a group gathering. Therefore, there will be a session manager in overall charge for the session, and volunteers will be split into groups of 5 plus a hoist operator (who will also be a pontoon manager), and they will have separately timed Briefings to ensure separation is maintained. |
| SU 11. | Training for new method of launching, rigging, de-rigging and recovery.  | Low | Briefing groups will be allocated prior to the session day and the new procedures will be gone through to ensure all Volunteers who attend are conversant with the new operating procedures, as well as the Clients and their Carers/Guardians are invited. |
| SU 12. |  |  |  |

**Preparing the Sailing Fleet. (Choice of boats to be used will be published on the blackboard)**

| **Item**  | **Possible Hazard** | **Risk Level** | **Control Measure** |
| --- | --- | --- | --- |
| SF 0. | Moving Lugger & Longboat to gain access to the Libertys’ | Low | All people involved must adhere to the 2m separation rule. These boats are currently not to be used. |
| SF 1. | Moving Hansa Fleet to rigging / launching areas | Medium | The boat lengths involved make it difficult to observe the 2m rule. Boats may have to be moved stern first with a rope attached to the stern if necessary to allow the person pulling to keep at least 2m away from the person handling the trolley. The boats should be parked so that one person on their own can pull it out of the parking area and onto the foreshore ready for initial rigging preparation (see Operating Procedures Document 09.04.21) |
| SF 2. | Rigging Sail Boats | Medium | Each boat to be rigged by a single person without other assistance, except for the use of the hoist when lowering/raising the keel. Please note it is important NOT to step into the boat until the hoist is lowered, and to step out of the boat before the keel is raised when de-rigging.  |
| SF 3. | Launching Sailing Boats | Medium | Additional long ropes with large loops to be made available to be looped over the trolley handle to allow a second person to act as a ‘Brake’ as the boat descends the slipway if required. Ideally Volunteers should be trained into launching the Hansa 303 and Hansa Liberty boats single-handed. |
| SF 4. | On the Pontoons | Medium | Maximum of two persons allowed on a pontoon during rigging to receive the boat from the launcher, make fast and complete rigging. |
| SF 5. | Checking Rigging before sailing | Medium | One Trustee per Pontoon once all other volunteers have finished rigging and left the pontoon.  |
| SF 6. | Returning to the pontoon | Medium | Those sailors out in their boats will be advised which pontoon and side of pontoon that they must return their boat to.  |
| SF 7. |  |  |  |
| SF 8. |  |  |  |
| SF 9. |  |  |  |
| SF 10. |  |  |  |
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**Clubhouse (following instructions from the CSC General Committee)**

| **Item**  | **Possible Hazard** | **Risk Level** | **Control Measure** |
| --- | --- | --- | --- |
| CH0. | Kitchen area hazards | High | The 2m separation rule cannot be safely observed in the kitchen. Kitchen not currently in use. |
| CH1. | Use of Toilets | High | Only one person at a time to be allowed to use the toilet facilities. Door handles etc. to be constantly sanitised, currently accessed only via an outside door until the CSC Committee advise otherwise.NB. This may need a dedicated resource to control usage (also see Item SU1 above) |
| CH2. | Use of Changing Rooms | High | Not currently available |
| CH3. | Access during wet weather | High | This will not be permissible initially, until the CSC General Committee advise that the rules can be relaxed. Even then, it is generally recognised that transmission of COVID-19 is much greater in an Indoor environment, so this needs to be strongly discouraged. The Clubhouse currently not in use except for toilets. If it rains, then sailing will not take place. |
| CH 4. |  |  |  |
| CH 5. |  |  |  |
| CH 6. |  |  |  |
| CH 7. |  |  |  |
| CH 8. |  |  |  |
| CH 9. |  |  |  |
| CH 10. |  |  |  |

**During a Session**

| **Item**  | **Possible Hazard** | **Risk Level** | **Control Measure** |
| --- | --- | --- | --- |
| DS 0. | Assisting Sailors into Buoyancy Aids | High | Can only be carried out by Carers or people from the same household as the sailor. Additional training may be required. |
| DS 1. | Assisting Sailors into boats | High | Can only be carried out by Carers or people from the same household as the sailor. Additional training may be required. |
| DS 2. | Hoisting Sailors (In and Out of boats) | High | Can only be done by Carers/Guardians or people from the same household or “bubble” as the sailor. There will be a trained WS Hoist Operator, and the Carer/Guardian will be required to act as the supervisor of the list. Additional training may be required. |
| DS 3. | Manning the RIB | High | The confines of the RIBs make it impossible to observe the 2m rule for the helm and crew However, every effort should be made by the RIB crew to sit away in the forepeak of the RIB if they are not from the same household or in the same “bubble”. The sailing area may be restricted to allow the RIB and a Commando to provide sufficient cover. The RIB and Commando safety boats may be assisted by the Pioner for a rescue if required.  |
| DS 4. | Manning the Commandos | Medium | Using these 4m boats, it should be possible for helm and crew to remain 2m apart, but constant attention to distance must be maintained.  |
| DS 5. | Use of Pontoons | High | Pontoons 1 & 2 are not wide enough to enable 2m distancing so should not be used by sailing boats. |
| DS 6. | Catching Boats coming alongside | Low | One Volunteer assigned for each side of Pontoons 3 & 4, strict rotation of craft to be observed. Currently only Pontoon 3 is in use for use by HANSA 303’s |
| DS 7. | Assisting Sailors out of boats | High | Can only be done by Carers or people from the same household as the sailor. Additional training may be required.Currently all Volunteers are expected to be able to get in and out of the boats unaided. |
| DS 8. | Assisting Sailors on and off of Buoyancy Aids | High | Can only be done by Carers or people from the same household or in the same bubble as the sailor. Additional training may be required.Buoyancy aids will be issued to Volunteers to keep and take home to clean if desired, and use the same ones on their return.When Clients and their Carers/Guardians are invited, they are encouraged to bring their own buoyancy aids. However, if this is not possible, then the buoyancy aids must be put aside or cleaned prior to the next user wearing them on the same day. |
| DS 9. |  |  |  |
| DS 10. |  |  |  |

**Stowing Away**

| **Item**  | **Possible Hazard** | **Risk Level** | **Control Measure** |
| --- | --- | --- | --- |
| SA 0. | Recovering Sailing Boats to the foreshore | Low | Long ropes required if the winch is not being used, or in the case of the 303, brought out of the water single-handed if possible.The 2nd winch has not yet been installed. |
| SA 1. | De-rigging Sailing Boats and parking | Low | Only one person to de-rig, care to be taken to ensure distancing when moving and parking. There will also be a hoist operator to raise the keel. The person in the Boat must get out of the boat before the keel is raised |
| SA 2. | Recovering Power Boats to the foreshore | Low | One person on the Pontoon, one in the water attaching winch rope and one on the winch control. |
| SA 3. | Moving Power Boats to the PB Shed | Low | This will have to be done using two long ropes at the bow with another volunteer pushing at the stern if required, in order to maintain a 2m separation. Great care will be needed when threading a way through the sailboats being stowed on the foreshore. |
| SA 4. | Moving Equipment to the WS Storage Shed |  | The shared WS storage shed will be accessed by only one person, and all necessary equipment put in a “wheelbarrow” 303 for transport from the foreshore. The 2 wheeled buoyancy aid racks will also be transported to the foreshore. Equipment should be sanitised once used using the spray pump sanitiser. |
| SA 5. | Stowing away the Heron Hoist | Low | Not Applicable, see Assumptions Note 8.The heron hoist and the Oxford Dipper hoist will be used for raising and lowering the Hansa 303 keels, but they are NOT currently certificated to enable people to be lifted in them. |
| SA 6. | Returning Radios, Keys etc. to the Clubhouse | Low | One person to attend to this and to also sanitise radios and keys prior to stowage. |
| SA 7. | Cleaning Buoyancy Aids |  | To be discussed as it will depend on how frequently we operate. If only one session per week, then there may be no need for cleaning provided that each PFD is only used by one person per session. Currently there are 3 groups of Volunteers attending, so each person will be allocated their own buoyancy aid (unless they have their own) and will take it home with them to clean to prevent cross-contamination when being put back on the rack, or someone else inadvertently picking it up (see Item DS 8 above). |
| SA 8. |  |  |  |
| SA 9. |  |  |  |
| SA 10. |  |  |  |