

Re-Opening Hythe & Saltwood Sailing Club: Coronavirus COVID-19 (V2) Phased Return and Operations Risk Assessments

Updated 03-06-20

A phased re-opening plan only when appropriate, safe and following government guidance.

Overview

Phase 0 - The government allows non-essential staff back to work but there is minimal sporting activity in UK, no other sailing clubs open.

Phase 1 - Community sports clubs re-start activities subject to strict social distancing , HSSC reopens subject to review with minimal social sailing opening initially 1 day a week, extending to 3 when appropriate .

Phase 2 - Small group gatherings with social distancing, social sailing continues, racing restarts

Phase 3 - Sailing and racing continues with some limited training opportunities

Phase 4 - Increased sailing activities and some limited social events

Summary Phase 0-4

INTERNAL	Phase 0	Phase 1	Phase 2	Phase 3	Phase 4
When is this anticipated?	Current	In line with Government advice (Maybe June)	In line with Government advice (Maybe July)	In line with RYA and/or Government advice (Maybe July/August)	In line with RYA and/or Government advice (Maybe September)
Open for sailing activity	Access to boat park only	Sailors own Discretion	3 days a week	Normal sailing times	Normal sailing times
Clubhouse	No	No	Limited (With strict measures in place)	Limited (With strict measures in place)	Limited (With measures in place)
General Sailing	Limited social	Limited social	Social	social	YES
Club Racing	NO	No	Maybe	Yes	YES
Toilet access	YES	YES	YES	Unisex toilet in gents changing room one in one out policy	Unisex toilet in gents changing room one in one out policy
Changing room access	NO	NO	No	Possibly	Yes
Shower access	NO	NO	NO	No	No
Training	NO	NO	No	Limited Strict measures in place	Maybe (With measures in place)
Open Meetings	NO	NO	NO	No	No
Social Events	NO	NO	NO	Maybe	YES
Over 70s Sailing	NO	Sailors own discretion	Sailors own discretion	Sailors own discretion	YES
EXTERNAL What does the rest of the UK look like?	GOV - Non-essential staff back to work. No sport or organised leisure activity in UK. (Nobody is Sailing)	Community sports and organised leisure activities start to re-opening with social distancing measures.	Small Groups and gatherings - Leisure activities with relaxed social distancing measures.	RYA starts training Grass roots Football Pubs and Clubs Gatherings up to 100+	Football league Stadium events Music concerts No restrictions on those over 70's

Please note - Before any members return to sailing they must read the Covid operational policy and launching and abide by the restrictions in place

Phase 0

Activities permitted in this phase	Who is at risk and activity details?	Control measures in place	Actions
Access to site	Club members and members of the public	Club members only to have access to their own boats for maintenance Notice to members of public advising them that no visitors allowed on site	Sign on gate
Clubhouse	Only Exec approved key holders to have access	No access to club house except for exec approved reasons Hand sanitizer provided Cleaning rota maintained Only 1 person at a time on bridge	Hand sanitizers provided
Galley		Galley/ bar Closed (except Loaf)	
Exec and committee Meetings	Spread of disease through personal contact.	Conducted by Conference call or zoom meeting, until phase 3	

Phase 1

Activities permitted in this phase	Who is at risk and activity details?	Control measures in place	Actions
General sailing and access to water	Sailing 1 day a week initially extended as appropriate Members due to possibility of closer contact	Admission to grounds and on water activities will only be for Members of HSSC. All members to have read relevant policies Exec to remind members of restrictions to enable them to go afloat each session Any distance marking necessary will be put in place Sailing only in optimal wind and surf conditions	Exec officer or first aider to have more advanced PPE for emergency situations (I.e. face shield, mask and gloves) Operational policy and launching and safety on the water guidance to be re-drawn up Communicate plan and instructions to all club members Signs on outside boards informing public of club covid secure measures
Clubhouse	Members	No Access except for exec office or OOD (only one in the race box unless from same household) No access to changing rooms or toilets Cleaning sprays to be available for anyone using toilet facilities Members change at home, or in own cars, before and after sailing	All areas to be assessed with measures in place to reduce numbers and encourage social distancing. Extra cleaning in place as appropriate

Galley and Bar	Members Spread of disease through personal contact.	The galley and bar will be closed until further notice - we suggest that members use Loaf who offer club discounts	
Safety Boat cover	Operation of safety boats on water, safety of staff and sailor(s).	See launching and safety policy for detailed measures on operating whilst social distancing Sailing only in optimal wind and surf conditions	launching and safety policy to be drawn up and shared with those going afloat
Equipment hire	Member without their own boat	Only one person to use boat or members from same house hold Only the person/people using boat to rig / derig boat No cash, boat must be paid for before sailing via BACs	inform members of the requirement to pay for equipment via BACs
Exec and committee Meetings	Spread of disease through personal contact.	Conducted by Conference call	

Phase 2

Activities permitted in this phase	Who is at risk and activity details?	Control measures in place	Actions
General Sailing And racing	3 times a week Racing Sunday, Tuesday and Thursday	Admission to grounds and on water activities will only be for Members of HSSC All members to have read relevant policies Exec to remind members of restrictions to enable them to go afloat each session Any distance marking necessary will be put in place Sailing only in optimal wind and surf conditions Designated person to remind members of rules as they enter the club	As above Ensure all club members are kept fully informed of relevant policies and guidance and are kept up to date with changes as they may arise.
Clubhouse	Members	No Access except for exec office or OOD (only one in race box unless from same household) No access to changing rooms No access to toilets Cleaning sprays to be available for anyone using toilet facilities Members change at home, or in own cars, before and after sailing	All areas to be assessed with measures in place to reduce numbers and encourage social distancing.
Equipment Hire	Spread of disease through personal contact. Member without boats	Only one person to use boat or members from same house hold Only the person/people using boat to rig / derig boat	members of the requirement to pay for equipment via BACs

		No cash, boat must be paid for before sailing via BACs	
Club Racing	Limited Racing for members	See launching and safety guidance for detailed measures on operating whilst social distancing Sailing only in optimal wind and surf conditions	Safety and launching policy to be written and shared with club members Reviewed regularly when changes of government instructions are renewed Devise list of possible pairs for safety boat from same family
Race officer/ Safety Coordinator	OOD/Safety Coordinator in the race box	only 1 person in race box (excluding members of same household)	
Galley and bar		The bar will be closed we suggest that members continue to use Loaf	Inform member of new rules

Phase 3

Activities permitted in this phase	Who is at risk and activity details?	Control measures in place	Actions
Club racing	As programme with extra on Saturdays if appropriate	Club members only No visitors or member of public Updated launching and safety policy Designated person to inform members of rules as they enter club	
Equipment hire	Spread of disease through personal contact. Members without their own boats	Only one person to use boat or members from same house hold Only the person/people using boat to rig / derig boat No cash, boat must be paid for before sailing via BACs	
Clubhouse	Members Only	Club house may be re-opened Clear signage and routes to ensure social distance as required Alternative changing facilities implemented to allow for adequate space in changing rooms No showers	All areas to be assessed with measures in place to reduce numbers and encourage social distancing. Signage and control measures.
Courses	Instructors and course members	None	review as regulations change

Bar		Drinks served outside of club house on the decking area Social distance queuing Payment via card only	Inform members of changes Paper cups may be needed Bar staff to have necessary PPE Ensure card reader is up and running minimal contact
		No sailing due to high need for contact within this group	Inform members Review if requirements change
Race officer/ Safety Coordinator	OOD/Safety Coordinator in the race box	only 1 person in the race box (excluding members of same household)	

Phase 4

Activities permitted in this phase	Who is at risk and activity details?	Control measures in place	Actions
Club racing	Full club racing programme in place for all members	Social distancing measure to continue as required Regular cleaning after every club use Extra cleaning material available Reviewed and updated safety and launching policy reflecting current guidance	Sufficient cleaning materials available for cleaner and members to use
Courses	Course members and instructors	Social distancing as appropriate Limit numbers if needed	Ensure members are informed
Galley and Bar	Galley and bar staff Members	Galley and bar open Adequate PPE as appropriate no cash all payments via card social distancing measures as required	
Club house		Club house will be opened Clear signage and routes to ensure social distance as required Alternative changing facilities implemented to allow for adequate space in changing rooms No showers	

Race officer/ Safety Coordinator	OOD/Safety Coordinator in the race box	only 1 person in race box (excluding members of same household)	
-------------------------------------	---	--	--

Other operations and service factors:

CONCERN	RISK TO	Outcome	ACTION
Insufficient information and planning for opening	All members	Club is not Covid secure	Draw up an operational plan for each aspect of a club session and communicate the key points to club members
Insufficient safety boat cover Or PPE Or safety measures in place	Opening and operating safety	Sailing does not take place	Exec committee to ensure that all safety procedures as detailed in Risk assessment above and in the policy and guidance put into place Delegating to other club members as appropriate Exec officer of the day will liaise with other committee members to decide if it is safe to proceed with sailing on a given day
Ability to communicate with members	Members that are not informed of changes to operating procedures or updated with safety information Risk to all members if safety procedures not followed	Operating procedures and safety measures would not be followed risking safety of members	The following methods of communication to be used <ul style="list-style-type: none"> • Website • Facebook • E mail /whatsapp groups • Letter (people known to not use internet) • Club notice board
Club Hygiene	All members	Risk of transmission of virus to members Members not using the club	<ul style="list-style-type: none"> • Installing hand sanitiser dispensers, purchased, to be placed at entrance Ladies changing room, Gents changing rooms, queue to serving hatch and club. • Posters and guidance to be displayed, from a recognised authority, as become available. • Prepare a statement to members about measures being taken, consider how we communicate to members. • Stock up on supplies for both cleaner and club members to use as needed • Regular contact with club cleaner with extra cleaning requested as needed
Members of public do not understand how sailing can return	Club reputation	Negative publicity and support form community	Ensure signage is up asking members of public not to enter the site Communicate the plan to members of public through notice board

Not respecting the no access rules			
------------------------------------	--	--	--