

COVID19 Strategy and Procedures

13 May 2020

See RYA and UK.Gov guidelines

<https://www.rya.org.uk/training-support/Pages/covid-19-return-to-boating-guidance.aspx>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

Introduction

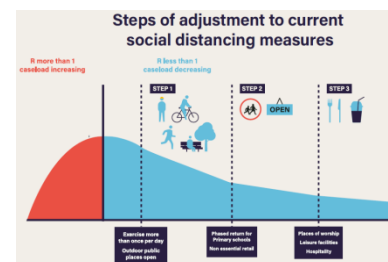
This pack reviews Bartley Sailing club against published guidance and sets out our operating strategy and procedures.

Guidelines

The UK Government and RYA have published guidelines via the internet links above. These guidelines inform that from 13th May 2020, the Government will inform the UK population of the COVID19 risk via a COVID status / alert system graded 1 to 5 where 5 is a return to lock-down.

We have interpreted this advice that where COVID risk level is 4 or below, the sailing club may open for use. Central to all guidance is the matter of social distancing and an enhanced cleaning regime . The following table outlines activities and operations possible at each alert level.

Level	Description
5	As level 4 and there is a material risk of healthcare services being overwhelmed
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially
3	A COVID-19 epidemic is in general circulation
2	COVID-19 is present in the UK, but the number of cases and transmission is low
1	COVID-19 is not known to be present in the UK



COVID Alert	Club Status
5	Closed
4	Water open to members and affiliates Limited rescue cover. Competent sailing only. No racing Building closed except accessible WC Cafe closed Internal seating areas closed
3	As level 4: Limited racing programme Changing and toilets open. Showers closed. Enhanced cleaning Cafe open - restricted to self serve / takeaway
2	Full operation with social distancing Internal seating at social distancing enhanced cleaning
1	Business as usual

Operating Procedures

Please refer to our Risk Assessments at Appendix A, which drive the following operating guidelines

The Government have clarified that social distancing is about **reducing RISK**. Observe Social distancing and stay 2m from other persons, unless from your household as much as possible. There are moments where close proximity is unavoidable (passing in a confined corridor, assisting in moving a boat). Simply **BE AWARE** and **REDUCE RISK** at all times.

If you or members of your household suspect you may have COVID19, **Don't put others at risk** by visiting the club.

For all activities at the club, a responsible person should be nominated. Government Guidelines do not cover every eventuality. This person takes responsibility to assess prevailing conditions and risk (weather, number of sailors, duty crew capability etc) and should relax / enhance measures as necessary.

Putting in place these guidelines and observing social distancing reduces the risk of catching COVID19. Members will have differing perceptions of personal risk. These opinions should be respected as far as possible. **Safety is our priority.**

This document and advice therein is a response to the COVID19 pandemic. The Club Constitution, Rules and Procedures take precedent over this document where there is contradiction or conflict.

Activity	Alert Level – Guidance
<p style="text-align: center;">ALERT LEVEL 5 – CLUB CLOSED</p> <p style="text-align: center;">ALERT LEVEL 1 – Business as Usual</p>	
Travel to the Club:	4 to 2 - Avoid public transport
Parking:.	4 to 2 - Park in alternate spaces where possible (social distancing)
Circulation:	4 to 2 – Observe Social distancing and stay 2m from other persons, unless from your household.
Clubhouse	
Toilet Facilities:	4 to 2 – Observe Social distancing and stay 2m from other persons, unless from your household.
Cafe: Note – the cafe operates as tenant and at their own discretion.	4 – May be open for takeaway only: Restricted menu and service 3 – Full Menu, possibly restricted service 2 – Full service and menu
Internal Seating:	4 - Closed 3 – Restricted space (social distancing) 2 - Restricted space (social distancing)

Activity	Alert Level – Guidance
Access to Water:	
Club Sailing Affiliates and other users	An OD should be identified and is the Responsible Person. The responsible person should make themselves known to the OD
Safety Boats and duty crew	Reduce risk where possible e.g. use a car to launch. Minimise labour force as much as possible. Extend launch ropes as necessary, launch further boats as sailing numbers and conditions require or close the water if unable to provide satisfactory safety cover. 4 – Prepare two boats. Launch one. Stay alongside as much as possible. Crew to socially distance as much as possible. 3 - Prepare and launch two boats. Stay alongside as much as possible. Crew to socially distance as much as possible. 2 - Prepare and launch two boats. Stay alongside as much as possible. Crew to socially distance as much as possible.
OOD Hut	4 – Avoid using the hut as much as possible. Only one person inside at any time, preferably the same person. Clean contact surfaces at regular intervals particularly start and end of day. 3 – One person inside at any time as much as possible. This is a confined space; consider wearing a mask if other persons present. Keep door open. 2 - Keep door open. Observe social distancing as much as possible.
Slipways	4 to 2 – Observe Social distancing and stay 2m from other persons, unless from your household.
Sailing	4 to 2 – Observe Social distancing and stay 2m from other persons, unless from your household.-
Other Water Users/Activities	Other users will be subject to their own policies and procedures and operating constraints. They should produce their own operating risk assessment and guidelines for COVID19 and demonstrate they are able to operate safely.

Rescue

4 to 2 – Putting in place these guidelines and observing social distancing reduces the risk of catching COVID19. All members have a duty of care to protect and assist others if life is at risk or there is a risk of injury. Any incident will be unpredictable in circumstance and need.

The club will only be open where the government advise a decreasing risk of COVID in the general population, therefore reducing risk of infection. Members should not attend the club if infection is suspected and the frequency of actual rescue is very low.

BE AWARE and REDUCE RISK

Appendix A – Risk Assessment

Bartley SC: COVID19 Risk Assessment

Ref.	Open / Closed	Activity / Risk	Risk Owner	Before Mitigation			Mitigation Measure	After Mitigation						
				Likelihood (1 to 5)	Consequence (1 to 5)	Risk Level		Likelihood (1 to 5)	Consequence (1 to 5)	Risk Level	Residual Contingency Provision			
			20 risks			3 Average	3 Average	9 Overall Status			1 Average	3 Average	5 Overall Status	
1.00		Club premises as a high risk COVID environment (number of infected persons present, periods of occupancy, indoors / outdoors activity base)	All	1	4	4	Change operating procedures in line with COVID alert level. 5 close club, 4 to 2 appropriate restrictions to reduce risk. 1 business as usual	1	4	4	COVID19 is a virulent infection with high infection and death rate, therefore consequence remains high for all risks.			
2.00		Infection by contact COVID is primarily transferred by direct contact or indirectly via surfaces.	All	4	4	16	Reduce the number of contact surfaces (prop common doors open). Enhanced cleaning of contact surfaces	2	4	8				
3.00		Infection by inhalation Commentry to date is that COVID is not an airborne infection, however, symptoms include coughing, therefore it is reasonable to assume a risk exists.	Individual	3	4	12	Follow official guidance. Avoid multi occupancy of confined spaces for prolonged periods. If necessary wear face covering. Maintain social distancing as far as possible.	1	4	4				
4.00		Travel to the Club Arrival by Public Transport	Individual	1	4	4	Members generally arrive by personal transport as a family group.	1	4	4				
5.00		Travel to the Club Arrival by personal transport	Individual	5	0	0	Members generally arrive by personal transport as a family group.	5	0	0	Travel only with members of own household			
6.00		Parking Breach of social distancing guidelines if parking in adjacent spaces	Individual	4	4	16	Park in alternate spaces	1	4	4				
7.00		Circulation Breach of social distancing at pinch points or in confined space	BGSC	4	4	16	Control access to facilities in line with COVID alert level. Do not dwell in these areas.	2	4	8	Review and restrict access if breaches increase risk of infection to unacceptable level			
8.00		Toilet Facilities Breach of social distancing at pinch points or in confined space	BGSC	4	4	16	Control access to facilities in line with COVID alert level. Do not dwell in these areas. One person only at urinals and hand wash. Cubicles provide a physical barrier.	2	4	8	Review and restrict access if breaches increase risk of infection to unacceptable level			
9.00		Café Risk to staff in kitchen	BGSC	2	4	8	Tilly's Café is a family run business. Staff should restrict to same household in line with Government guidelines	1	4	4	Café operator to review own risk. It is not a requirement of BGSC that they open. Additional measures acceptable where they see fit			
10.00		Café Risk to staff serving	BGSC	3	4	12	Install temporary physical barrier across servery. Encourage customer self-serve. Enhanced cleaning	1	4	4	Café operator to review own risk. It is not a requirement of BGSC that they open. Additional measures acceptable where they see fit			
11.00		Café Risk to staff clearing dining space	BGSC	3	4	12	Space only open at alert level 3 and below. Close space to customers during cleaning activities. Staff where appropriate PPE Limit dwell time for diners (no loitering)	1	4	4	Café operator to review own risk. It is not a requirement of BGSC that they open. Additional measures acceptable where they see fit			
12.00		Internal Seating Breach of social distancing at pinch points or in confined space	BGSC	4	4	16	Remove and adjust seating layout to guidelines	2	4	8	Signage to remind the need to social distance.			

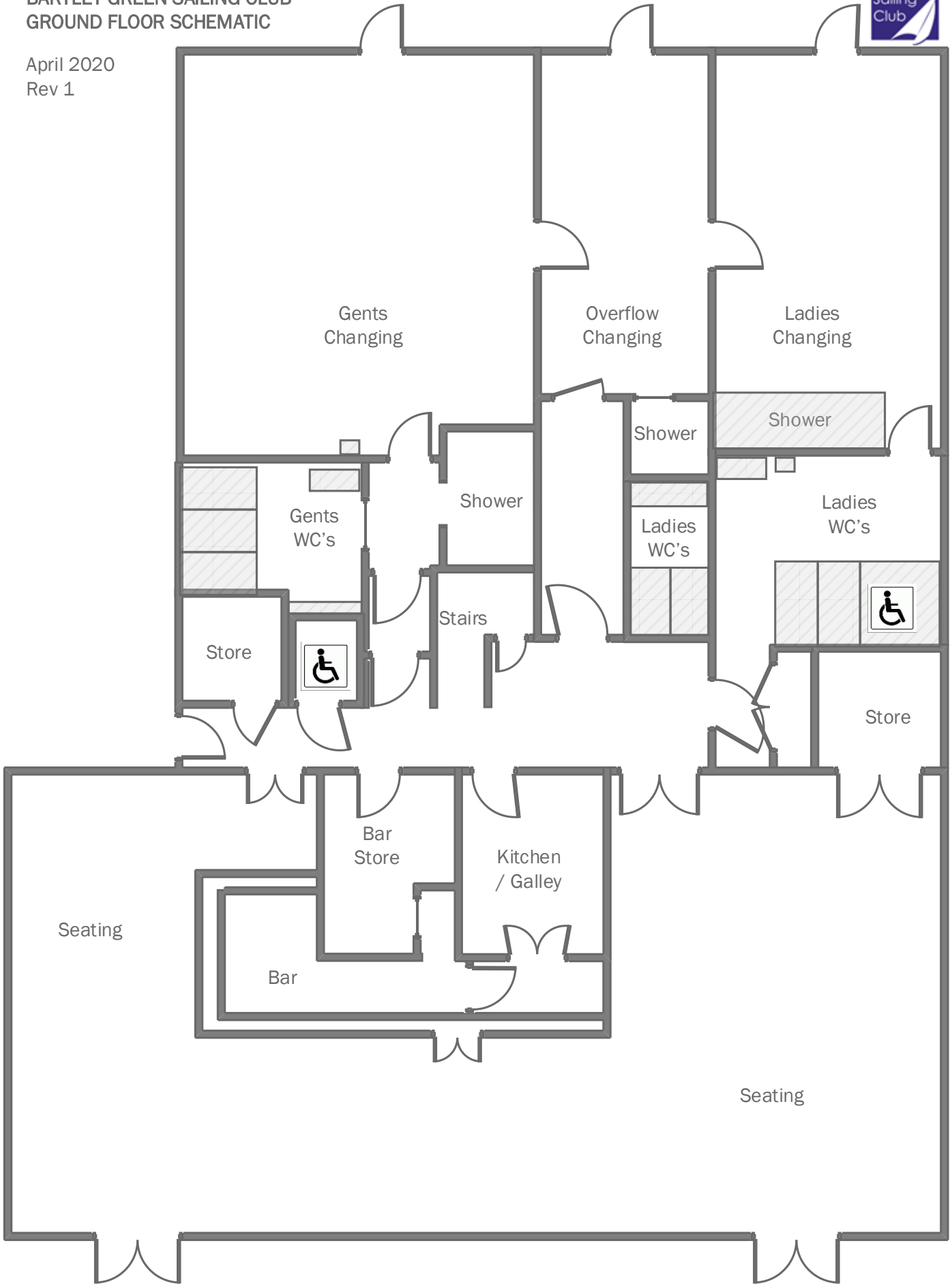
Project Risk Register

13.00	Safety Boats and duty crew Breach of social distancing during preparation, launch and recovery	BGSC / OD	4	4	16	Reduce risk where possible e.g. use a car to launch. Minimise labour force as much as possible. Extend launch ropes as necessary, launch further boats as sailing numbers and conditions require or close the water if unable to provide satisfactory safety cover. 4 – Prepare two boats. Launch one. Stay alongside as much as possible. Crew to socially distance as much as possible. 3 - Prepare and launch two boats. Stay alongside as much as possible. Crew to socially distance as much as possible. 2 - Prepare and launch two boats. Stay alongside as much as possible. Crew to socially distance as much as possible.	2	4	8	Duty team to review team risk profile and available equipment (e.g. car with tow bar) to derive safe working practice
14.00	OOD Hut Breach of social distancing at pinch points or in confined space	OD	4	4	16	4 – Avoid using the hut as much as possible. Only one person inside at any time, preferably the same person. Clean contact surfaces at regular intervals particularly start and end of day. 3 – One person inside at any time as much as possible. This is a confined space; consider wearing a mask if other persons present. Keep door open. 2 - Keep door open. Observe social distancing as much as possible.	2	4	8	
15.00	Slipways Breach of social distancing at pinch points or in confined space	OD	3	4	12	4 to 2 – Observe Social distancing and stay 2m from other persons, unless from your household Consider using longer painters for launch / recover assistance	2	4	8	
16.00	Sailing Breach of social distancing during launch and recovery. Larger boats have more than one occupant	OD	2	4	8	4 to 2 – Observe Social distancing and stay 2m from other persons as far as possible, unless from your household	1	4	4	
17.00	Racing Encourages greater risk taking and sailing in closer proximity to other boats. Many boats using water at the same time.	OD	3	4	12	Formal racing programme cancelled. Add-hock racing permitted for small groups who will self-manage the race. OD continues to have responsibility for the club overall, which members should respect. OD may assume race officer activity if comfortable.	2	4	8	
18.00	Rescue Breach of social distancing at pinch points or in confined space	OD	1	4	4	The club will only be open where the government advise a decreasing risk of COVID in the general population, therefore reducing risk of infection. Members should not attend the club if infection is suspected and the frequency of actual rescue is very low. Members should only use the water if competent in prevailing conditions 4 to 2 – Putting in place these guidelines and observing social distancing reduces the risk of catching COVID19. All members have a duty of care to protect and assist others if life is at risk or there is a risk of injury. Any incident will be unpredictable in circumstance and need.	1	4	4	
19.00	Risk of COVID contamination on outdoor surfaces	BGSC	1	4	4	The COVID virus is unstable in UV light and exposed environments. Consider enhanced cleaning if a known COVID exposure is suspected.	1	4	4	
20.00	Other Water Users/Activities SUP, Canoe, Windsurf have active membership. Each sport having more self-help capability. Risks generally as above.	Individual	3	4	12	Other craft often arrive by car. These craft should be moved to lawns for rig / de-rig activities as soon as practicable to support and maintain social distancing in the car park area. Smaller craft users should be made aware to OD prior to and when leaving the water.	1	4	4	Active groups such as Bartley SUP may supplement operating guidelines to facilitate their requirements. Subject to approval of Main Committee
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Appendix B – Building Plans

BARTLEY GREEN SAILING CLUB
GROUND FLOOR SCHEMATIC

April 2020
Rev 1



BARTLEY GREEN SAILING CLUB
FIRST FLOOR SCHEMATIC



April 2020
Rev 1

