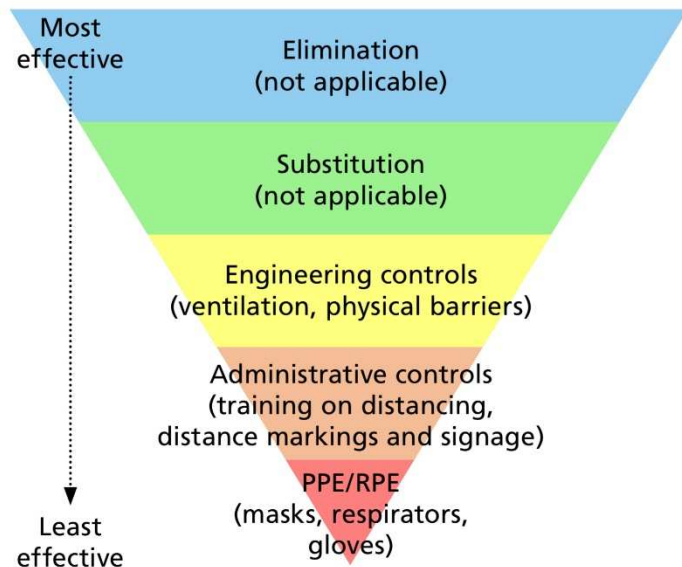




Clarifying Controls & Risk Assessments

- ✓ We have carried out **COVID-19 risk assessments** and shared the results with our Members, and will share with other Persons such as Contractors who may be called to visit the premises
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **maintain a 2m distance** at the premises
- ✓ Where people are likely to breach the 2m social distancing, we have done everything practical to **manage transmission risk**

Covid-19 hierarchy of control



ALARP RISK MATRIX

(Risk Result = Severity x Likelihood)

S	Severity	X	5	4	3	2	1
L	Likelihood	5	25	20	15	10	5
R	Result	4	20	16	12	8	4
	RISK LEVEL	3	15	12	9	6	3
1-6	Low Risk	2	10	8	6	4	2
7-12	Medium Risk	1	5	4	3	2	1
13-25	High Risk						



Clarifying Controls – Risk Assessments

ALARP RISK MATRIX

(Risk Result = Severity x Likelihood)

S	Severity	X	5	4	3	2	1
L	Likelihood						
R	Result						
RISK LEVEL		5	25	20	15	10	5
1-6 Low Risk		4	20	16	12	8	4
7-12 Medium Risk		3	15	12	9	6	3
13-25 High Risk		2	10	8	6	4	2
		1	5	4	3	2	1

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
General	<p>Clubhouse opened to members on designated Sailing Days with strict COVID Secure protocols in place</p> <p>Mandatory entry in Test & Trace Register and advisory use of NHS Test & Trace App</p> <p>Compound Access</p> <p>Member Communication required to inform of change of limited access permissions</p>		5	1	5	<p>Virus Infection by touching infected surfaces</p> <p>Inhalation of Virus Droplets in Air</p> <p>Transmission of Virus by Personal Physical Contact</p>	<p>Access to the Sailing Club is not permitted under "Total Lockdown"</p> <p>Clear communication of the new policy to members with a displayed Notice at the compound gates, and by Snipe, Facebook & Website</p>	5	1	5	Monthly
Visiting SASC	<p>No General Visitors to be allowed – OOD to enforce. Invited Guests to be escorted at all times</p> <p>Contractors effecting repairs to be met by a Committee Member who is to remain on site at all times and is to be responsible for facilitating access</p> <p>Members & OOD to clean down padlocks & gate/barrier components immediately after with anti-bacterial spray with paper towels or anti-bacterial wipes and immediately use hand sanitizer afterwards</p>	Visitors Contractors Members	5	1	5		<p>Normal access to the Sailing Club is not permitted under "Total Lockdown"</p> <p>No General Visitors to be allowed.</p> <p>Contractors effecting emergency repairs to be met by a Committee Member who is to remain on site at all times and is to be responsible for facilitating access</p> <p>In such a scenario, a Committee Member is to clean down padlocks & gate/barrier components immediately after with anti-bacterial spray with paper towels or anti-bacterial wipes and immediately use hand sanitizer afterwards</p>	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Officer of the Day (Committee Member)	Single Point Authority of a SASC Responsible Person to deal with issues as they arise on designated sailing days	OOD	5	1	5	Refusal of Member(s) to comply with the SASC Protocols Virus Infection by touching infected surfaces Inhalation of Virus Droplets in Air Transmission of Virus by Personal Physical Contact	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
Compound & Toilet Access	Members, Cleaner & OOD to clean down padlocks & gate/barrier components immediately after with anti-bacterial spray with paper towels or anti-bacterial wipes and immediately use hand sanitiser afterwards	OOD Visitors Contractors Members Cleaner	5	1	5	Contamination from contact with the SASC Entrance gates, bolt and combination lock, Changing Room Shutter & Padlock	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
	Only appointed OOD to open/close ADC access barrier & compound gates, Changing Room Shutter & Padlocks on designated sailing days, taking necessary protective measures to avoid infection by surface contact transmission		5	1	5	Changing Room Shutter & Padlock					
	Members to park away from other vehicles allowing for the social distancing rules, and to follow the 2m Social Distancing requirement at all times. OOD to monitor & deal with any issues <i>(continued/ ...)</i>		5	1	5						



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Compound & Toilet Access <i>(continued/ ...)</i>	OOD to deal with any emergency contact by asking uninvolved members to leave the compound, calling the emergency services if appropriate, and recommend that involved persons undertake a Covid test at the earliest opportunity	OOD Visitors Contractors Members Cleaner	5	2	10	Virus spread by air transmission, touching surfaces and physical contact caused by breaching the 2m rule or responding to an accident whilst on site	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
	OOD to have final say on what is deemed to be excessive density of people in the compound which is limited to 30 people		5	1	5	Virus spread by air transmission and physical contact due to excessive number of people on site prejudicing social distancing					
	Members are advised to wear coverings such as masks whilst in the compound, and observe social distancing & handwashing practices		5	1	5	Virus spread by air transmission and physical contact, and contamination by touching infected surfaces in car / dinghy park					
	OOD to deal with breaches of social distancing by asking involved members to cease being irresponsible, or ultimately asking them to leave the compound for the remainder of the day		5	1	5	Virus spread by air transmission and physical contact by close contact from unauthorized socialising in groups					
Reducing the Risk of the Virus – Cleaning Regimes	Only the common entrance lobby, re-designated Unisex toilet and the wash hand basin in the Female Changing Room will be made available for the welfare needs of members. These are to be cleaned thoroughly with an approved disinfectant at the start and end of each designated Sailing Day, by a member wearing PPE (minimum protective gauntlet gloves, polythene apron & face mask) See Cleaner's Risk assessment for procedures to be followed	Volunteer Cleaner	5	1	5	Virus spread by touching surfaces	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Basic Toilet Facilities	<p>The Unisex Toilet is to be accessed through the barriered off Female Changing Room Area, and the internal Disabled WC by the Clubhouse Room</p> <p>Members to follow recommendations on personal hygiene, i.e. Hand Washing & Hand Sanitisation at the station provided in the Entrance Lobby.</p> <p>Anti-bacterial soap and disposable paper hand towels to be provided in the toilet area with polythene sack lined non-contact waste bin</p> <p>Face covering to be worn whilst inside the toilets at all times</p> <p>Minimise risk by 1 person in toilets at a time</p>	Members OOD Contractors	5	2	10	<p>Virus spread by touching surfaces such as door handles, toilet seats, toilet cistern handle, washbasin & taps and waste bin</p> <p>Virus spread by air transmission, infecting surfaces</p> <p>Virus spread by physical contact & proximity caused by breaching the 2m rule</p>	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
On the water safety - preparing for recovery	All boats going afloat to have a 5 metre (minimum) long painter securely fixed to the bow or mast area to facilitate towing by the safety boat driver (operating without a safety boat crew and observing 2m social distancing)	Members	3	1	3	Sailors in distress requiring rescue	Access to the Sailing Club is not permitted under "Total Lockdown" No Sailing Permitted	1	1	1	Monthly
Launching and Recovery on Slipway	<p>Use of a minimum 5 metre long painter to gain assistance if needed</p> <p>Sailors must be capable of launching and recovery unaided</p> <p>Doublehandlers only allowed to launch if part of a co-habiting family group or a dedicated nominated "social bubble" group</p>	Members Safety Crew	5	2	5	Virus spread by air transmission and physical contact, and contamination by touching surfaces such as dinghy trolleys	Access to the Sailing Club is not permitted under "Total Lockdown" No Sailing Permitted	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Use of Pontoons / Jetties	<p>Notice signs to be placed on the shore</p> <p>Only six sailors, socially distancing, to be allowed onto each pontoon at a time</p> <p>Use sailing gloves recommended to minimise virus transmission caused by touching surfaces on the pontoon deck</p>	Members Safety Crew OOD	5	1	5	Virus spread by air transmission and physical contact, and contamination by touching surfaces such as the pontoon deck and mooring rings	<p>Access to the Sailing Club is not permitted under "Total Lockdown"</p> <p>No Sailing Permitted</p>	5	1	5	Weekly
Free Sailing without a safety boat present	Free Sailing Prohibited without safety boat on the water	Members	3	1	3	Virus spread by air transmission and physical contact if non-sanctioned emergency rescue response is attempted requiring breaching of the 2m social distancing rule	<p>Access to the Sailing Club is not permitted under "Total Lockdown"</p> <p>Free Sailing is Prohibited</p>	3	1	3	Monthly
Social Sailing and Racing on Designated Sailing Days	<p>On designated sailing days there will be safety boat cover on site as long as a qualified driver is available.</p> <p>Members to use their own equipment and not allow anybody else to touch it</p> <p>Members must only go on the water if they are comfortable with the conditions and capable of looking after themselves within the restrictions of social distancing. Members are strongly advised to use a masthead float at all times</p> <p>OOD is to postpone sailing if the average wind speed consistently exceeds 15 knots measured by the handheld anemometer</p>	Members OOD Safety Crew	5	1	5	<p>Virus spread by air transmission and physical contact, and contamination by touching infected surfaces</p> <p>Sailors in distress requiring immediate rescue in a life threatening emergency situation involving close contact</p> <p>Inexperienced or Sailors or those with gear failure requiring assistance in recovering their boat</p> <p>Conditions become unmanageable for safe rescue in case of difficulty</p>	<p>Access to the Sailing Club is not permitted under "Total Lockdown"</p> <p>No Sailing Permitted</p>	5	1	5	Monthly
Ability to Trace persons at the premises who test positive to COVID-19	Mandatory entry in Test & Trace Register and advisory use of NHS Test & Trace App	OOD Members Safety Crew Visitors	5	3	15	No traceability if details not provided	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly

Clarifying Controls – Risk Assessments



Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Rigging in Compound, Competitor Briefing, Launching & Recovery, and Use of Pontoons during periods of Racing	<p>Rigging in compound to be in observance of 2 metre social distancing.</p> <p>Encourage members to use foreshore as well as pontoons for leaving and returning points (reduces pinch point on pontoons) where weather conditions allow.</p> <p>Stagger launching depending on start times, (slowest boat first).</p> <p>Competitors should launch and leave jetty/foreshore as quickly as possible and proceed to starting area, (between 9 and start box) while maintaining social distancing.</p> <p>Participating Members to be briefed (at a Social Distance) by the OOD near the Start Box by giving verbal or written instructions (to be posted alongside course board) for start times.</p> <p>No more than one member to view board at any one time, all other competitors to maintain 2 metre social distancing.</p> <p>Signing on sheet: Race Officer to register competitors and sign on their behalf, with verbal agreement.</p>	Members OOD Safety Crew	5	1	15	<p>Virus spread by air transmission and physical contact, and contamination by touching infected surfaces</p> <p>Breaches of social distancing and gathering in groups exceeding 6 persons</p>	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
Junior Free Sailing & Participation in Racing	<p>A parent of the Junior Sailor must be in attendance at all times to Rig/De-Rig, and assist with launching and recovery</p> <p>Masthead Flotation device is a compulsory requirement</p> <p>Only sail when the average wind speed is 10 knots or less</p>	Members Juniors	5	1	5	Additional Risks over Adults due to age and inexperience	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Safety Boat Cover (designated sailing days only)	<p>Safety Crew to wear a sailing coverall as a minimum so no exposed skin is visible and sailing gloves in case of offering towed recovery</p> <p>Sailing can only be allowed if a qualified volunteer driver is available to crew the safety boat.</p> <p>Double crewing of the safety boat is only possible when both members are wearing appropriate PPE such as face coverings and observing 1 metre distancing in the boat.</p> <p>Appropriate PPE with visors to be worn if close contact is required in an emergency, which is to be provided and kept in a waterproof container on board the boat. To comprise a face mask/visor and protective gloves as a minimum</p> <p>In the case of an emergency, involving close contact, the OOD should be contacted by walkie-talkie radio, relevant authorities must be informed, emergency services called, and all involved in contact to be tested for exposure to Covid-19 and self-isolate for 14 days</p> <p><i>(continued/ ...)</i></p>	OOD Members Safety Crew	5	1	5	<p>Virus spread by air transmission, touching surfaces and physical contact caused by breaching the 2m rule</p> <p>Inexperienced or Sailors or those with gear failure requiring assistance in recovering their boat</p> <p>Sailors in distress requiring immediate rescue in a life threatening emergency situation involving close contact</p>	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Safety Boat Cover (designated sailing days only) <i>continued/ ...</i>	<p>Launching on trailer involving manhandling out of the garage should only be done with the minimum of volunteers keeping a 2m social distance, or 1 metre with face coverings.</p> <p>Launch using a towing vehicle with the driver on board the boat and a long line or winch attached to the towball. The crew is to remain on board during the recovery operation after the boat is secured to the trailer, and only dismount on dry land when safe to do so.</p>	OOD Members Safety Crew	5	1	5	Launching & Recovery of Rescue Boat via the steep slipway breaching the 2m social distancing	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
Use of Safety Boat (designated sailing days only)	<p>Anti-bacterial spray and disposable paper hand towels to be provided for the comprehensive cleansing of hard surfaces on the rescue boat by the first driver prior to handover to the second, or subsequent driver.</p> <p>Polythene sack to be provided for collection of paper towel waste.</p> <p>Drivers are recommended to wear gloves to reduce contact transmission risk and disinfect/wash thoroughly after use</p>	OOD Members Safety Crew	5	1	5	Virus spread by touching infected hard surfaces on the rescue boat such as seats, decks, steering & throttle controls, outboard motor & mooring anchors, etc. (Virus can remain active for up to 36 hours on hard surfaces)	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
Use of Club Boats	Boats to be used by only one person/co-habiting family/Social Bubble members per Sailing Day and only on Sundays & Wednesday evenings to allow 36 hours between uses to mitigate surface transmission of the virus	OOD Safety Crew Members	5	1	5	Virus spread by touching infected surfaces	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
Use of Changing Room Facilities	<p>Access to changing benches to be barrier taped off to discourage access.</p> <p>Changing Rooms, apart from toilet areas are to be kept closed until further review</p>	OOD Members Contractors Visitors	5	1	5	<p>Virus spread by air transmission, and physical contact caused by breaching the 2m rule</p> <p>Virus spread by touching surfaces such as door handles, toilet seats, toilet cistern handle, washbasins & taps, waste bin, showers and changing benches and rails</p>	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Bar and Kitchen Catering	Clubhouse Closed to all except OOD & Assistant for purposes of conducting sailing Bar & Kitchen/Galley Closed	OOD Members Contractors Visitors	5	1	5	Virus spread by air transmission, touching surfaces and physical contact caused by breaching the 2m rule	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly
First Aid Provision	The First Aid Box is to be relocated to the Changing Room Lobby area to be accessible to all Only the OOD is allowed special access into the clubhouse in order to deal with an emergency situation and make entries into the Accident Book	OOD Members Contractors Visitors	1	1	1	Lack of record keeping and availability of first aid supplies	Access to the Sailing Club is not permitted under "Total Lockdown"	1	1	1	Monthly
Responding to a potential Covid-19 exposure	The OOD is to secure the area and ask all persons not associated with the incident to leave the premises as fast as is practicable, but leave contact details with him in case required by emergency responders and for Track & Trace contact tracing The OOD should ensure re-distancing immediately, call emergency services, if there is a person involved with known infection All persons exposed are required to self-isolate for 14 days, seek a test The OOD is subsequently required to provide a written Incident Report to the Commodore & Committee	OOD Members Safety Crew Visitors	5	2	10	Virus spread by air transmission, touching surfaces and physical contact caused by breaching the 2m rule	Access to the Sailing Club is not permitted under "Total Lockdown"	5	2	10	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Socialising on the raised Patio area (Summer)	<p>Benches & Tables to be spaced further apart (at least 2 metres)</p> <p>Use of External Tables & Benches subject to persons using face coverings when sitting together at least 1 metre apart, unless part of the same co-habiting family or a "social bubble" and a maximum of 6 persons</p> <p>Advise members in advance to bring their own folding chairs and tables and anti-bacterial wipes to cleanse the tables/benches after use</p> <p>All members to maintain the maximum of groups of 6 people in one area with appropriate social distancing and use of face coverings..</p> <p>Personal Barbeques to be allowed but NO access to kitchen for cleaning of equipment, use of crockery, cutlery or condiments, or use of fridge.</p> <p>Affix laminated guidance on tables</p>	OOD Safety Crew Members	5	2	10	<p>Virus spread by air transmission, touching surfaces and physical contact caused by breaching the 2m rule</p> <p>Breaking of the 6 person gathering guidance</p>	Access to the Sailing Club is not permitted under "Total Lockdown"	5	2	10	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Temporary External Table on the Patio for selling of Bar Stock outside of the Clubhouse (Summer)	<p>Only the designated OOD/Assistant to be allowed inside the Clubhouse to obtain cans/bottles/confectionery</p> <p>Table/Bar surfaces to be thoroughly cleansed before and after use. On entry and leaving, all touch points should be wiped down, door handles, bar, etc.</p> <p>Only the OOD or Assistant serving to touch bottles and cans brought to the table & cleansed prior to serving.</p> <p>Contents to be poured into glasses</p> <p>Clubhouse door should be left open.</p> <p>No use of Kitchen area for making of hot drinks or cooking/washing up</p> <p>Glasses from the Bar to be used for bottled beer & soft drinks from cans, re-used during the day by each member and placed by user in the basket tray for re-washing afterwards in the bar dishwasher on the 70C setting</p> <p>Bar tab with subsequent online payment, or contactless payment facility to be implemented.</p> <p>No cash payment to avoid contact transmission of virus</p>	OOD Members Contractors Visitors	5	1	5	Virus spread by air transmission, touching surfaces and physical contact caused by breaching the 2m rule	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Use of Clubhouse for shelter & limited catering	Clubhouse Closed to all except OOD & Assistant for purposes of conducting sailing Bar & Kitchen/Galley Closed	OOD Safety Crew Members	5	2	10	Virus spread by air transmission, touching surfaces and physical contact caused by breaching the 2m rule Breaking of the banned multi-household mixing & gathering guidance under Tier 3 "Very High" Alert Level	Access to the Sailing Club is not permitted under "Total Lockdown"	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Race Management & Use of the Start Hut & Platform area	<p>Only the designated OOD/Race Officer allowed in Start Box, on raised balcony or steps to minimise touch points.</p> <p>Wipe down computer before and after use.</p> <p>Wipe down all surfaces and equipment used – bench, starter hooter, chair, door and window handles, course board and course markers, plug sockets.</p> <p>Leave door open to minimise touch points and aid ventilation.</p> <p>Sound signals only to be used, no flags.</p> <p>Give verbal or written instructions (to be posted alongside course board) for start times. No more than one member to view board at any one time, all other competitors to maintain 2 metre social distancing.</p> <p>Signing on sheet: Race Officer to register competitors and sign on their behalf, with verbal agreement.</p>	OOD Members	5	1	5	<p>Virus spread by air transmission, touching surfaces and physical contact</p> <p>Breaching the 2 metre and other Government guidance in a “mass gathering” scenario at briefing and sign-on</p>	Access to the Sailing Club is not permitted under “Total Lockdown”	5	1	5	Monthly
Over 70's - Vulnerable	Members who are in either of these groups are welcome to attend the club but should make the decision based on their own personal circumstances, taking into account the safety measures currently in place at the time	OOD Safety Crew Members	5	2	10	Government & Medical advice that Elderly Persons are more at risk of death by Covid-19 than the younger generations and should avoid the potential to contract the virus	Access to the Sailing Club is not permitted under “Total Lockdown”	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Cleaning Toilet Facilities	<p>Cleaner to be aware of all risk assessments currently in place and to adhere to them when accessing the compound and other buildings when sailing is not in progress.</p> <p>Carefully planned aseptic work instructions do not need to be changed according to these instructions.</p> <p>However, it is essential to note that viruses spread through faeces and that cleaning a toilet bowl may create small droplets.</p> <ul style="list-style-type: none"> • Wear disposable polythene apron • Wear re-usable long gauntlet protective gloves that go up to your elbows and clean the long gloves with a disinfectant afterwards. The long gloves must have a designated cleaning tray container from which the gloves can be put on easily without touching the outer surface of the gloves, except for the opening. • Clean the door handles, taps, countertops, basins, mirrors, walls behind the basins and the paper and soap dispensers in the toilet with a wet cloth and a disinfecting multi-purpose cleaner. <p>Pay special attention to cleaning contact surfaces.</p> <ul style="list-style-type: none"> • Apply a small dose of the detergent on the toilet bowl, on both sides of the lid and on the seat. Close the lid of the toilet and flush the toilet. <p><i>(Continued on next page)</i></p>	Cleaner OOD Assistant	5	2	10	<p>Virus spread by touching infected surfaces such as door handles, toilet bowl, toilet seats, toilet cistern handle, washbasin & taps, mirrors, hand drier, towel dispenser and waste bin.</p> <p>Also to be aware when opening up that the Gate bolt, padlocks & Changing Rooms Shutter are possible contact risks.</p>	<p>Access to the Sailing Club is not permitted under "Total Lockdown"</p> <p>All cleaning activities suspended.</p>	5	1	5	Monthly



Clarifying Controls – Risk Assessments

Area / Concern	Controls currently in place	Persons Affected	ALARP Risk Level (1-25) Before Controls			Anticipated Risks	Extra Mitigation Controls Required	ALARP Risk Level (1-25) After Controls			Review Date
			S	L	R			S	L	R	
Cleaning Toilet Facilities <i>(continued)</i>	<p><i>(... continued)</i></p> <ul style="list-style-type: none"> Apply the toilet bowl cleaner on the bowl and its vertical surfaces while paying special attention to stains. Put on the long cleaning gloves. Clean the bowl with a toilet brush. Wash the brush when you flush the toilet and close the lid. Clean the outer surfaces of the bowl and any stains on the wall with a cloth. Recommended operating order on the toilet bowl: <ul style="list-style-type: none"> 1. Water tank and its knob, and swivel of cleaning cloth; 2. top cover and swivel of cloth; 3. seat ring and swivel of cloth; 4. Lower toilet seat. When you exit the toilet, do not touch the door handle or use a paper towel to open the door. Use only wipes, or a disposable cloth. Disinfect the long gloves and put them in their designated container. Wipe the floor with the floor cleaning equipment and the multi-purpose cleaner. Rinse mop in clean water after use and leave to soak in water to which disinfectant has been added between uses. 	Cleaner OOD Assistant	5	2	10	Virus spread by touching infected surfaces such as door handles, toilet bowl, toilet seats, toilet cistern handle, washbasin & taps, mirrors, hand drier, towel dispenser and waste bin	Access to the Sailing Club is not permitted under "Total Lockdown" All cleaning activities suspended.	5	1	5	Monthly
Disposal of Waste from Toilet Facilities / Cleaning	Waste from use and cleaning of areas (including disposable cloths, paper towels and tissues): <ol style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. Waste should be stored safely and kept away from children prior to waste collection. 		5	1	5	Virus spread by touching infected waste materials such a sanitary towels, paper towels & cloths	Access to the Sailing Club is not permitted under "Total Lockdown" All cleaning activities suspended.	5	1	5	Monthly



Revision Control

Revision	Date	Amendment
01	29.05.20	Advise members in advance to bring their own folding chairs and tables. All members to maintain the maximum of groups of 6 people with appropriate social distancing (as announced by HM Government applicable from 01/06/2020)
02	06.06.20	Review period changed from weekly to fortnightly Hierarchy of Control graphic added Risk Assessment for Cleaning the Toilet Facilities added for regular anti-COVID19 cleansing of nominated Unisex Toilet facility and for Disposal of Waste
03	08.06.20	Cleaner, Compound Access & Cleaning Regimes Risk Assessments updated after feedback from JWr. Safety Boat Risk Assessment updated to introduce controls for disinfecting the boat when multiple drivers are using the boat in the course of a one-day session.
04	13.06.20	Compound & Toilet Access Risk Assessments updated after feedback from JWr. Shutter, Padlocks and Gate bolt to be wiped with an anti-viral wipe after touching Two handed sailing restriction now defined as co-habiting persons and those in a nominated "social bubble" group
05	19.06.20	Member Access requirements for compound access eased after change in Covert Alert to Level 3 Junior Sailing allowed with additional controls
06	04.07.20	Review & Amendment of all Risk Assessments due to relaxation of Social Distancing guidance and easing of other restrictions by HM Government Review period changed from fortnightly to monthly Risk Assessments added for use of Start Box, Simple Pursuit Racing and External Bar/Catering
07	04.08.20	Review & Amendment of all Risk Assessments due to further relaxation of Social Distancing guidance and easing of other restrictions by HM Government
08	04.09.20	Reviewed – No change
09	04.10.20	Reviewed – Access to Clubhouse allowed for Shelter and table service from Bar & Galley with strict COVID Secure protocols in place
10	14.10.20	Revisions to assessments & procedures after introduction of the new 3 Tier system of classification with the club located in Tier 2 "High" category
11	27.10.20	Revisions to assessments & procedures after notification of Tier 3 "Very High Risk classification in Ashfield
12	02.11.20	Revisions to assessments & procedures after notification of "England-wide" "Total Lockdown"