



**Risk Assessment Roadmap in Transition from Covid-19 Level 4 (Severe) to Level 3 (Substantial) restrictions**

Date: 29/03/2021 Issue Ref: Rev.16 - This document might change from time to time. please check on a regular basis. recommended before visiting site Author : John Butler Update Schedule : Monthly

The following is a Summary of Risk Assessments required by SASC to allow us to come out of the current lockdown closed status .

**Note:**

Members are responsible for their own actions and visiting the club is the members decision and at the members own risk  
 Our overriding goal is to keep all members safe and protect those others around them including other members & the public  
 At all times the Government and RYA requirements/advice is to be adhered to or sought.  
 This document has been reviewed in line with government restrictions and RYA advice at the time of publication

Overview of HM Government Alert Status Categories	
Step 1	SASC Closed
Step 1A	SASC Organised Activities active. No Access to Clubhouse
Step 2	SASC Sailing Activities active. No Access to Clubhouse
Step 3	SASC Sailing Activities active. Gatherings of 30 max outdoors
Step 4	SASC Sailing Activities active. Social Distancing

Please contact the Commodore with any questions or feedback

Item	Activities	Risk Assessments & Operating Procedures Required		
When anticipated	HM Government restrictions at new Step 1A Restrictions (29/03/2021)	Risk of:	Mitigation	Actions
Visiting SASC	VISITING & SAILING	Virus contamination or accident on route to and from site	Members' choice to visit or not. Members' personal risk	No further action
		Contamination from contact with the barrier gate bolt and lock	Cleansing regime to be observed by all members accessing the compound. On designated sailing days, only the designated SASC Officer of The Day to open/lock the ADC Barrier & SASC Gates.	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
		Virus contamination or accident whilst on site	Members' choice to visit or not. Members' personal risk	First Aid Box in Changing Room Lobby Covid PPE on site only in Rescue Boat
		Virus spread due to number of people on site	Club open to members only, and within the started maximum safe number of members in the compound at any one time being 30 people	Members to ensure no visitors enter site Members must ensure access gate is monitored at all times
		Contamination in car / dinghy park	Members to park away from other vehicles allowing for the social distancing rules, and to follow Government recommendations on personal care, handwashing, face coverings to be used all times	Members to be vigilant and take sensible precautions
		Contamination from social groups, contact with surfaces and extended use of the club	No camping. Use of the benches & tables limited and requiring social distancing and cleansing protocols	Members to be vigilant and take sensible precautions
		Contamination from socialising in groups	Small gatherings only allowed in groups of 6 persons outside their household or someone in their "Social Bubble". Social distancing to be maintained at all times, to be monitored by the OOD & Assistant	<b>The club will not permit any gatherings of more than 6 persons outside in the compound, e.g. on the Patio, Grass, Dinghy Park or launching/recovery areas</b> <b>No spectators unless part of a Family group</b>



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When anticipated	HM Government restrictions at new Step 1A Restrictions (29/03/2021)	Risk of:	Mitigation	Actions
Officer of the Day (Committee Member)	<b>CASUAL SAILING &amp; RACING</b>	Contamination from social groups, contact with surfaces and extended use of the club	Single Point Authority of a Responsible Person to deal with issues as they arise on designated Sailing Days	Opening and closing access to the club and the sailing session Maintaining adequate safety & dealing with non-compliance
Cleaning of Surfaces	<b>CASUAL SAILING &amp; RACING CLUBHOUSE &amp; CHANGING ROOM CLOSED</b>	Controlling cross contamination	Toilet areas are to be cleaned thoroughly with an approved disinfectant by the cleaner on a weekly basis, OOD to check for cleanliness at the start and end of each designated Sailing Day	A cleaner/member wearing PPE (protective gloves, face mask, long arm gauntlets to undertake cleaning)
Dinghy Compound	<b>CASUAL SAILING &amp; RACING</b>	Contamination from contact with the access barrier and entrance gates bolt and lock	Cleansing regime to be observed by all members accessing the compound. On designated sailing days, only the designated SASC Officer of The Day to open/lock the ADC Barrier & SASC Gates. Members to treat these touch points as contaminated and take personal action to reduce potential for cross contamination.	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  Follow advice about regular hand washing
		Contamination from maintenance tools, i.e. Strimmers etc.	Members to treat touch point as contaminated and take personal action to reduce potential for cross contamination. Club provide Disinfectant surface cleaner for application to all touch points before and after use	Recommend use gloved hands and/or own hand sanitiser for personal protection Provide Disinfectant local to tools storage (Ladies Changing Room) already in place. Check availability on a regular basis
		Disinfectant's ineffectiveness	Has the disinfectant we use been indicated as effective for Corona style viruses by the manufacturer?. There is limited scientific proof and commitment. Therefore the disinfectant is not to be relied upon on its own and to be used in addition to members own personal protection	Advise members that the disinfectant is there for their use but not to be considered the only protective action they should use. Recommend members follow government advice on hand cleaning etc as if the surface they are touching is still contaminated
		Contamination directly from other individuals on site	Members to follow Government recommendations on personal care, i.e. Social Distancing, Hand hygiene etc. to be adhered to	Members to be vigilant
		Virus spread due to excessive number of people on site	Club open to members only If compound etc. is becoming crowded, not allowing for social distancing, ask some people to leave site or ultimately close the club for the day	<b>Rigging in compound to be in observance of 2 metre social distancing and Rule of Six.</b> Members to ensure no visitors enter site Members must ensure access gate is closed behind them at all times



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When anticipated	HM Government restrictions at new Step 1A Restrictions (29/03/2021)	Risk of:	Mitigation	Actions
Launching & Recovery	<b>CASUAL SAILING &amp; RACING</b>	Contamination directly from other individuals in the proximity and cross contamination from hard surfaces such as trolley handles	On site Committee Member to monitor 2 metre Social Distancing between members of the club, and also with the General Public in the vicinity Only Members to handle trollies	<b>Pro-active monitoring by an onsite Committee Member</b>
Clubhouse	<b>CLUB CLOSED FOR ALL EXCEPT OOD FOR ACCES TO RACING EQUIPMENT</b>	Contamination directly from other individuals in the proximity and cross contamination from hard surfaces	Only onsite Committee Member to open/close on designated sailing days	First Aid Box to be moved to Changing Room Access Lobby in an obvious location on the wall.  Onsite Committee Member to open/close Changing Room Toilet access on designated sailing days  No Entry Signage to be posted in highly visible locations near Clubhouse door.
Cleaner		Contamination from contact with handles and surfaces	Issue specific Risk Assessment and special PPE	Communicate procedures and induct in procedures to be undertaken
Changing Rooms		Controlling cross contamination and social distancing	Keep closed	Members to change off-site or in the car park in a considerate/discrete manner
Galley		Controlling cross contamination and social distancing	Closed	Clubhouse Closed
Bar		Controlling cross contamination and social distancing	Closed	Clubhouse Closed



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When anticipated	HM Government restrictions at new Step 1A Restrictions (29/03/2021)	Risk of:	Mitigation	Actions
Toilets (accessed through barriered off Changing Room Area) & Disabled WC off Main Clubhouse room	<b>CHANGING ROOMS CLOSED</b>	Cross contamination directly from other members	Members to follow recommendations on personal care, i.e. Social Distancing, Hand hygiene etc. Face covering to be worn whilst inside the toilets at all times <b>Minimise risk by 1 person in toilets at a time</b>	Members to be vigilant and observe established protocols for Hygiene & Cleanliness
		Contamination from contact with handles and surfaces	Members to treat all touch points as contaminated and take personal action to reduce potential for cross contamination.	Provide surface disinfectant in toilets and on outside of exit doors, (already in place) Check availability on a regular basis
		Disinfectant's ineffectiveness	The disinfectant we use has been indicated as effective for Corona style viruses by the manufacturer. However there is limited scientific proof and commitment. Therefore the disinfectant is not to be relied upon on its own and to be used in addition to members own personal protection	Advise members that the disinfectant is there for their use but not to be considered the only protective product and to be used in addition to members personal protective products. Recommend members follow government advice on hand cleaning etc as if the surface they are touching is still contaminated
Junior Sailing (in winds up to 15 knots)		Cross contamination from others in the boat park, on the water, and during launching and recovery. Need for close quarters safety boat rescue due to inexperience	All Junior to observe Social Sailing controls above and in addition :- A parent of the Junior Sailor must be in attendance at all times to Rig/De-Rig, and assist with launching and recovery Only sail when the average in wind speed is 10 knots or less. Use of a masthead float is compulsory for Juniors	Junior Sailors to be capable of sailing in the prevailing conditions Masthead Flotation device is a compulsory requirement A minimum 5 metre long painter to be attached to the bow of all boats sailing at all times for use in case of a "towed" recovery being needed



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When anticipated	HM Government restrictions at new Step 1A Restrictions (29/03/2021)	Risk of:	Mitigation	Actions
Social Sailing (in winds up 15 knots average)	<b>CASUAL SAILING &amp; RACING</b>	Cross contamination from others in the boat park, on the water, on the pontoons, and during launching & recovery.	Members' choice to go on the water at their own personal risk  Members to use own equipment and not allow anybody else to touch it  Members to follow requirement for 2 metre social distancing which is to be adhered to at all times when not using face coverings  Singlehanders must be capable of launching/recovery unaided. Doublehanders can only be sailed with both members being part of a co-habiting family or "defined social bubble"	Members to be vigilant and observe established protocols for Hygiene & Cleanliness
		Inadequate Safety Cover	On designated Social/Free sailing days there must be safety boat cover in place on the water which should only be driven by a qualified driver.  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. Use of a masthead float is recommended, and compulsory for Juniors	Members to be capable of sailing in the prevailing conditions A minimum 5 metre long painter to be attached to the bow of all boats sailing at all times for use in case of a "towed" recovery being needed
Racing (in winds up 15 knots average)	<b>CASUAL SAILING &amp; RACING</b>	Cross contamination from others in the boat park, on the water, on the pontoons, and during launching & recovery.	Members' choice to go on the water at their own personal risk  Members to use own equipment and not allow anybody else to touch it  Members to follow requirement for 2 metre social distancing which is to be adhered to at all times when not using face coverings  Singlehanders must be capable of launching/recovery unaided. Doublehanders can only be sailed with both members being part of a co-habiting family or "defined social bubble"	<p style="text-align: center;"><b>Organised activities are not allowed except for under-18s and disabled people</b></p> <p style="text-align: center;"><b>ALL NORMAL CLUB RACING IS CANCELLED</b></p>
Free Sailing without Safety Boat		Non-sanctioned Emergency Rescue response	Keep closed/unavailable	<p style="text-align: center;"><b>There will be no sailing permitted if safety boat cover is not available on the water</b></p>



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When anticipated	HM Government restrictions at new Step 1A Restrictions (29/03/2021)	Risk of:	Mitigation	Actions
Boat Launching & Recovery on Slipways		Controlling cross contamination and breaches of social distancing	Use of a minimum 5 metre long painter Doublehanders only allowed to launch if part of a co-habiting family or "defined social bubble"	Use of a minimum 5 metre long painter would allow a sailor to gain assistance if they found it impossible to recover their dinghy unaided
Use of Pontoons / Jetties		Controlling cross contamination and breaches of social distancing	Notice signs to be placed on the shore at the entrance onto of each Pontoon Only two sailors, or four if part of a co-habiting family or "defined social bubble" allowed onto each pontoon at a time	Notice Signs to be created and Displayed
Safety Boat (only on designated sailing days)		Controlling cross contamination and breaches of social distancing	On designated sailing days there will be safety boat cover on the water as long as a qualified driver is available. Members must only go on the water if they are comfortable with the conditions and capable of looking after themselves	. 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 if requiring to be rescued.
Use of Club Boats		Controlling cross contamination and breaches of social distancing	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	No further action
Club Racing		Controlling cross contamination and breaches of social distancing	Maintain Social Distancing	<b>ALL NORMAL CLUB RACING IS CANCELLED</b>
Junior Coaching & Racing		Controlling cross contamination and breaches of social distancing	No Training – but Juniors allowed to participate in racing as long as conditions allow	<b>Allowed if the Training Principal is present to assess their capability &amp; prevailing conditions and have the final say. Safety cover required.</b>
Social Meetings & Gatherings outside on the Patio Area		Controlling cross contamination and breaches of social distancing	Use of External Tables & Benches subject to persons using face coverings when sitting together unless part of the same co-habiting family or a "social bubble" Members to bring and take away their own folding chairs and tables if necessary	<b>The Rule of 6 persons Maximum applies in the Compound</b> Members to be vigilant A Committee Member is to monitor for compliance



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When anticipated	HM Government restrictions at new Step 1A Restrictions (29/03/2021)	Risk of:	Mitigation	Actions
Social Meetings & Gatherings inside the Clubhouse		Controlling cross contamination and breaches of social distancing	Under Tier 3 Restrictions, access to the Clubhouse is restricted to the OOD / Assistant only	<b>Not Permitted</b>
Start Hut & Platform area		Controlling cross contamination and breaches of social distancing	Only the designated OOD/Race Officer allowed in Start Box, on raised balcony or steps to minimise touch points.	<p><b>ALL NORMAL CLUB RACING IS CANCELLED</b></p> <p><i>When entering the box, wipe down computer before and after use. Wipe down all surfaces and equipment used – bench, starter hooter, chair, door and window handles, course board and course markers, plug sockets.</i></p> <p><i>Leave door open to minimise touch points and aid ventilation.</i></p> <p><i>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.</i></p> <p><i>Signing on sheet: Race Officer to register competitors and sign on their behalf, with verbal agreement.</i></p>
Rigging in Compound, Launching & Recovery, and Use of pontoons during periods of Racing		Controlling cross contamination and breaches of social distancing	Observation of Protocols by Participating Members reinforced by briefings (at a Social Distance) by the OOD near the Start Box	<p><b>Rigging in compound to be in observance of 2 metre social distancing and Rule of Six.</b></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). 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>



Item		Risk Assessments & Operating Procedures Required		
When anticipated	Activities	Risk of:	Mitigation	Actions
	HM Government restrictions at Level 5 "Total Lockdown" (from 05/01/2021)			
Safety Boat Cleansing Regime		Controlling cross contamination	Hard surfaces cleansing regime to be implemented by initial driver between change in drivers. Anti-bacterial cleaning kit to be kept in boat's locker.  Hard surfaces cleansing regime to be implemented when less than 36 hours has elapsed between use of safety boat	Cleansing by initial driver prior to handover Wearing of PPE such as gloves  Cleansing by initial driver prior to use  Cleansing by initial driver with any changes in crew
Temporary External Bar Facility		Controlling cross contamination and social distancing	No Bar or Galley Sales	<b>No access to Clubhouse for Bar or Galley Sales</b>
Over 70's – Vulnerable		Virus contamination whilst on site	Members' choice to visit or not. Members' personal risk	Members to be vigilant
Sea Cadets		Controlling cross contamination and breaches of social distancing	All SASC Protocols to be followed as outlined in this document and the SASC Risk Assessments	Sea Cadet Leaders to be advised
Training		Controlling cross contamination and breaches of social distancing	Keep closed/unavailable	<b>No Organised Training to take place unless led by the Training Principal</b>
Discover Sailing & Open Meetings		Controlling cross contamination and breaches of social distancing	Keep closed/unavailable	No further action
RYA Courses		Controlling cross contamination and breaches of social distancing	Keep closed/unavailable	No further action
Disposal of contaminated cleaning materials & paper towel waste		Controlling cross contamination	Double bag all accumulated waste and safely store in club waste container bin prior to waste collection	Mitigation controls to be observed
Ability to Trace persons at the premises who test positive to COVID-19	All persons accessing the premises	Virus contamination whilst on site	No traceability if details not provided	Mandatory entry in Test & Trace Register and advisory use of NHS Test & Trace App with club specific QR code





## Revision Control

Revision	Date	Amendment
01	29.05.20	Social Meeting Assessments added 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	08.06.20	Safety Boat Cleansing regime added Disposal of contaminated cleaning materials & paper towel waste added
03	13.06.20	Doublehanded use restrictions now redefined to include members of a nominated "Social Bubble"
04	14.06.20	Social gatherings limited to groups of 6 persons on shore. Launching/Recovery to be staggered. Risk assessment added for cleaner.
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 of all Risk Assessments due to relaxation of Social Distancing guidance and easing of other restrictions by HM Government
07	04.08.20	Review 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	Change to allow Clubhouse opening for shelter observing COVID secure procedures and guidelines
10	14.10.20	Revisions to 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 procedures after notification Tier 3 "Very High" category in Ashfield
12	02.11.20	Revisions to procedures after notification of England-wide "Total Lockdown"
13	04.12.20	Reversion to assessments & procedures for Tier 3 "Very High Risk" classification in Nottinghamshire
14	31.12.20	Revision of assessments & procedures for new Tier 4 "Ultra High Risk" classification in Nottinghamshire
15	04.01.21	Revisions to procedures after notification of England-wide "Total Lockdown"
<b>16</b>	<b>29.03.21</b>	<b>Revision of assessments &amp; procedures for new Step 1a National Classification</b>