

RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING					
Issue	Return to water-based activities and Re-opening of the Club	POTENTIAL OUTCOME		LIKELIHOOD			
Specifics	The safe resuming to water-based activities and access to the club	Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur		
Title of risk assessment	Thornton Steward Sailing Club - Coronavirus impact (Covid-19)	Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence	Likely			
Details of activity:	The return to water-based activities and the safe re-opening of the club facilities through a controlled and phased approach.	Moderate	RIDDOR reportable over 7 day injury	Possible			
Location of activity	Thornton Steward Sailing Reservoir	Minor	Minor injury (requiring first aid)	Unlikely			
Risk assessment log ref	TSSC-COVID Impact	Insignificant	Minor injury	Remote			Less likely to occur
Other risk assessments cross-referenced	TSSC Operation Policies and Risk Assessments. /CGSC Risk Assessment	POTENTIAL OUTCOME					
Date of assessment	23/05/20	Catastrophic					
Name of person carrying out assessment	Jonathan Stephenson – Health and Safety Officer	Major					
Person carrying out assessment's signature		Moderate					
Name of people consulted on activity	TSSC Commodore and committee members.	Minor					
Commodores signature		Insignificant					
Date							

Hazard and related activity	Persons at risk	Existing control measures <i>E.g. instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures <i>Potential Outcome x Likelihood = Risk (e.g. Minor x Unlikely = Low)</i>	If any additional control measures required – what are they? <i>E.g. documented observational monitoring</i>	Residual risk rating after additional control measures <i>Potential Outcome x Likelihood = Risk (e.g. Minor x Unlikely = Low)</i>
<p>A member of TSSC should not attend or undertake any activities if they are displaying any symptoms of (COVID-19)</p> <p>This is a dynamic risk assessment and will be constantly reviewed as the situation changes, therefor it is important that you refer back.</p>	<p>Members Public Yorkshire Water Employees</p>	<p>Written guidance from Public Health England, Yorkshire Water and the RYA has been supplied to all members and they have been advised not to attend the club if they are displaying any COVID symptoms.</p> <p>Written guidance from Public Health England, Yorkshire Water and RYA is displayed on the TSSC website and at the club facilities.</p> <p>Any member that experience symptoms or illness within a 72hr period of attendance at the club, are to inform the Commodore or Health and Safety Officer.</p> <p>Vulnerable Members must consider their individual risk. The Committee</p>	<p>Moderate x possible = Medium</p>	<p>On arrival at the club, members should use the provided disinfectant prior to opening and after closing the car park gate.</p> <p>All members to follow the government policy on “staying safe”. Social distancing policy “2 metre rule” to be strictly reinforced.</p> <p>If concerns relating to symptoms or illness are raised, they are to be acted upon immediately, ensuring track and trace measures are conducted.</p> <p>Should any concerns be raised, the Commodore and the Health and Safety Officer are to be informed.</p> <p>Should the provision of First Aid be required on site at any time, the assistance should</p>	<p>Moderate x unlikely = Medium</p>

		<p>recommends such individuals should take a precautionary approach and avoid the club in the current circumstances</p> <p>The Club will display clear signage as to the current phase.</p>		<p>Maintain social distancing where ever practicable Prioritise assisting the casualty where their condition would be worsened through lack of immediate first aid. To have readily available on site a pack of disposable medical gloves, goggles, and masks to use when administering first aid. Used PPE to be bagged and disposed off away from TSSC.</p>	
<p><u>Phase 1 –</u> Date: _____ Restricted water-based activities using <u>There will be no safety boat cover.</u> The club facilities will remain closed in The Robinson Building apart from access for the two TSSC Bosuns alone. With the club closed - First Aid equipment will be placed in the front of a safety boat.</p>	<p>Members Public Yorkshire Water Employees</p>	<p>Members are to register their intention for any water-based activity using the online membership booking procedure. <i>(This replaces the membership book at the club and will be used to track and trace, should any symptoms develop.)</i></p> <p>Only 12 members will be permitted to register and use the water at the same time.</p> <p>Sailing will be permitted seven days a week during daylight hours between 06.00 and 21.00 hrs</p> <p>Members may visit the boat park to deliver or remove boats, or to work on their boats.</p> <p>As a safety precaution the committee has agreed that water-based activities are only permitted if the Met forecast is for</p>	<p>Moderate x possible = Medium</p>	<p>Members are to be aware that there will be <u>no</u> safety boat cover during this phase. <i>(Following guidance on social distancing measures affecting occupancy of the boat, launching and recovery, and recovery of casualties)</i></p> <p>Members are to ensure they sail within the safe limits of their ability.</p> <p>Consideration should be carefully taken to the ability to safely launch and recover a boat unsupported, should conditions change. Members must use and be responsible for the use of their own trollies alone</p> <p>Double handed boats are only to be sailed by members of the same household.</p> <p>There will be no access to the club</p>	<p>Moderate x possible = Medium</p>

		<p>wind gust strengths below 20mph</p> <p>A masthead floatation device is recommended to be fitted to all double handed sailing boats, in view of the higher risk of inversion and entrapment and no safety boat being available.</p> <p>Only privately owned boats are to be used during this phase. Boats are not to be shared between individuals/households.</p> <p>All members to follow the government policy on “staying safe”. Social distancing policy “2 metre rule” to be strictly reinforced.</p>		<p>during this phase, members are to arrive prepared to sail, and change at home.</p> <p>No access will be permitted to the Robinson building, other than by nominated keyholders, and the use of any club equipment is not permitted.</p> <p>Note: <i>Access to the fisherman’s toilets will be available; however, this is entirely at your own risk and the club takes no responsibility for the use or keeping of the toilets. NO disinfectant is available at this time</i></p>	
<p>Phase 2 – Date: <u>TBC</u></p> <p>As per phase 1 with the addition of:</p> <p>*Restricted re-opening of the changing facilities and toilets in the Clubhouse</p> <p>The lounge and galley area remain out of bounds.</p> <p>Measures introduced to</p>	<p>Members</p> <p>Public</p> <p>Yorkshire Water Employees</p>	<p>COVID signage placed in toilets, changing rooms and above sinks.</p> <p>The COVID Officer of the day will be responsible for the opening and locking up of the club. Their precise duties will be confirmed before Phase 2 starts and when there is a clearer understanding of the requirements of disinfecting</p> <p>Separate cleaning materials are to be provided for the different areas.</p> <p>colour coding: Red: High risk–toilets/changing rooms</p>	<p>Moderate x possible = Medium</p>	<p>Members are to follow government advice on handwashing and social distancing.</p> <p>Under no circumstance is anyone to enter the club if they are displaying any symptoms of COVID-19</p> <p>All members to follow the government policy on “staying safe”. Social distancing policy “2 metre rule” to be strictly reinforced.</p> <p>The COVID Officer of the day will be responsible for ensuring all COVID-19 measures are safely being carried out,</p>	<p>Moderate x possible = Medium</p>

<p>limit the potential risk of virus spread.</p>		<p>Blue: General areas – doors / lights Green: Boats and equipment Yellow: Galley (<i>at a later stage</i>)</p> <p>Ventilation fans to be switched on, and where possible windows opened. Internal doors should be left open at all times to reduce contact points with handles and doors, and to avoid blind spots where close approach between individuals is possible</p> <p>Only <u>one</u> member at a time allowed to enter toilets or changing facilities. Members must call out to confirm occupancy in advance</p> <p>Access to the club is to be restricted to the following times and days: 10.00 to 17.00 hrs at weekends <i>(This is to allow infection prevention and control measures and to enable safe timeframes between use)</i></p> <p>Prior to and following the agreed opening times the club will be cleaned and disinfected to prevent the risk of cross contamination.</p> <p>Numbered changing spaces are clearly labelled with a 2-meter marked area. Members are to use the number that</p>		<p>as outlined in this risk assessment.</p> <p>Any concerns are to be immediately reported to the Health and Safety Officer and the Commodore. (Contact details at the bottom of this risk assessment, on the club website and club notice board.)</p> <p>Members are to bring their own food and drinks.</p> <p>All cleaning products to be safely stored away out of reach to reduce risk the risk of harm (Key cupboard).</p> <p>Coloured cleaning cloths to be bagged for removal and disposal off site by the COVID officer of the day.</p> <p>It is the members responsibility to disinfect their changing area prior to and after use.</p>	
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		correlates to their booking reference. (This is to enable track and trace measures)			
<p>Phase 3 – Date: <u>TBC</u></p> <p>As per phases 1&2 with the addition of:</p> <p>*The use of club equipment. (excluding safety boats)</p>	<p>Members</p> <p>Public</p> <p>Yorkshire Water Employees</p>	<p>Club equipment is only to be used if booked through the online membership booking procedure and only during times when the club is open. (Details of the boat identification number will be provided after booking and only the allocated boat should be used to ensure track and trace measures.)</p> <p>Prior to and after use, it is the responsibility of the member to disinfect the boat and all equipment. (Disinfectant and cleaning materials provided.)</p> <p>The borrowing of a club buoyancy aid or clothing must be logged online using its identification number and disinfected prior to use and after. (<i>The buoyancy aid/ clothing is not to be placed back on the rail, but instead in the designated area marked 'used' for a period of 72hrs</i>)</p>	<p>Moderate x possible = Medium</p>	<p>Members are to ensure they register for the boat, giving at least 12hrs notice.</p> <p>Members are responsible for their own safety as per phase 1 and to sail within their own abilities and experience.</p> <p>Members must be able to launch and recover the boat independently.</p> <p>Members are to ensure a mast head floatation is fitted.</p> <p>Members are not permitted to sail without a buddy present, as set out in the club rules.</p> <p>Members to ensure that keys, trolley handles and all equipment including masts, dagger boards, covers and rudders are disinfected.</p>	<p>Moderate x possible = Medium</p>
<p>Phase 4 – Date: TBC</p> <p>Return to:</p>	<p>Members</p> <p>Public</p> <p>Yorkshire</p>	<p>COVID Officer of the day to remain responsible for the opening and closing of the Club and for the infection control practices (in addition the disinfecting of</p>	<p>Moderate x possible = Medium</p>	<p>Members to maintain good personal hygiene and hand-washing culture throughout the day.</p>	<p>Moderate x possible = Medium</p>

<p>A revised schedule of activities including racing, safety boat cover and access to the club lounge.</p> <p>Note: Training, Schools and camping to be reviewed separately</p>	<p>Water Employees</p>	<p>chairs and tables)</p> <p>Safety boat cover to resume, with crew and helm advised to wear face masks (and goggles) for protection. Where possible the crew to sit facing forward to minimise risk of face to face contact with the helm.</p> <p>Club lounge to reopen apart from the galley area which will be taped off. (this is to prevent cross contamination in the use of communal items such as cups, spoons, plates etc.)</p> <p>Lounge patio doors to be opened to allow good ventilation and to also allow for a one-way system.</p> <p>Rigging, launching and recovery of boats at busy times, such as racing to be staggered to ensure social distancing measures.</p>		<p>Only those people deemed necessary to enter the club should do so, where possible members should make use of the space outside.</p> <p>The layout of the tables and chairs within the club will be adjusted to ensure social distance measures. Members are asked that they remain in position for everyone's safety.</p> <p>Carpeted areas and soft fabric furnishing will not be accessible</p> <p>All members to follow the government policy on "staying safe". Social distancing policy "2 metre rule" to be strictly reinforced.</p>	
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ACTION PLAN (insert additional rows if required)		To be actioned by:		Action completed:		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1	<i>All members to read this Coronavirus impact Risk assessment and provided COVID 19 guidance</i>	<i>All Members</i>	<i>all</i>	<i>Prior to attendance</i>		
2	<i>COVID Procedures and risk assessment to be shared with Yorkshire Water</i>	<i>Committee</i>	<i>Commodore</i>	<i>Prior to Phase 1</i>		
3	<i>All disinfecting & cleaning products to be in place, along with a colour coded cleaning procedure and cleaning records.</i>	<i>Committee</i>	<i>all</i>	<i>Prior to Phase 1</i>		

4	<i>Disinfectant spray to be placed at the gate</i>	<i>Committee</i>	<i>all</i>	<i>Prior to phase 1</i>		
5	<i>COVID signage, consistent with Yorkshire Water requirements, to be in place online and at the club</i>	<i>Committee</i>	<i>all</i>	<i>Prior to Phase 1</i>		
6	<i>First aid equipment to be stored in safety boats for quick access whilst the club remains closed</i>	<i>Committee</i>	<i>all</i>	<i>Prior to Phase 1</i>		
7	<i>Changing room areas to be numbered and sectioned off</i>	<i>Committee</i>	<i>all</i>	<i>Prior to Phase 2</i>		
8	<i>Designated equipment to be clearly numbered in sets to accompany online booking / Mast floatation devices to be fitted.</i>	<i>Committee</i>	<i>all</i>	<i>Prior to Phase 3</i>		
9	<i>Lounge table and chairs to be positioned to allow for social distancing, one-way system signs to be introduced.</i>	<i>Committee</i>	<i>all</i>	<i>Prior to Phase 4</i>		

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information

This Risk assessment has been developed using information provided by Public Health England, Yorkshire Water and the RYA

To stay safe and keep people safe in these difficult and testing times, it is important to reinforce the importance of being very vigilant. If at any time you or one of your close family become unwell and have a raised temperature or a persistent cough and other flu like symptoms: Do not go to the Sailing Club and remain home for a minimum period of 14 days.

The failure of any member to follow this risk assessment or who's actions have disregard for the safety and welfare of others will be asked to vacate the vicinity and action may be taken by the committee.

Commodore: Phil Gamlen: Tel:
Health and Safety Officer: Jonathan Stephenson – Tel: 07496 366237

Scheduled date of next review <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	Are there any changes to the activity since the last review? <i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>	Signature of manager	Date of review
<i>Weekly with staff working at Yatton House / during supervisions.</i>			