



## West Mersea Yacht Club Keelboat, Social sailing & Dinghy Racing Risk Assessment for Covid 19

### Document Control

Scope	West Mersea Yacht Club and Dabchicks Sailing Club on water risk assessment for Covid 19
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Document Name	Combined Clubs restart racing Covid 19 Assessment
Author	Covid 19 committee (sailing) both clubs
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#### Changes (12/6/20)

- Changed document title
- Corrected spelling error
- Changed DSC Burgee
- Added Likelihood/severity table

#### (23/6/20)

- RYA Guidance on major events and Covid 19 reference added
- Scenario planning schedule added.

#### (30/6/20)

- Modification to crew limitations notes including reference in SI's
- Highlighted member responsibility

#### (9/9/20)

- Assessment of any changes to planning and content following the revision of regulation.

#### (22/9/20)

- National Alert level increased to 4

#### (14/10/20)

- Introduction of the Covid National Alert level



## Introduction

The club is following the process as shown below to develop this document



The Covid-19 outbreak continues to be a rapidly evolving situation that presents a number of complex challenges and decisions for both West Mersea clubs. The information within this document is designed to inform members, their guests, staff of actions which will be put in place to prevent the spread of Covid 19. All decisions have been made by the organisation's leadership, using this information as assistance, but taking into account all of the unique considerations in which the clubs operate. In doing this, the club has used risk assessment tools and processes to make the most effective decisions. The health and safety of a club's members, volunteers and staff are the number one priority at all times.

A number of sources of guidance have been used as detailed below. As advice changes this Risk Assessment will change. The effective eradication of Covid-19 relies on people taking individual and collective responsibility. It is the club's role to facilitate activity from their premises in line with guidance, regulation and Club rules and byelaws to a safe level of as low as reasonably practicable (ALARP) **We remind members of their individual responsibility so they can make informed choices.** The WMYC/DSC will continually review all the advice we provide as we learn from clubs and other organisations throughout this process.

The RYA's guiding principles are.

1. We will always follow Government advice
2. We will, as a boating community, take a considerate and conservative approach



### Sources of Information

DCMS Guidance for the public on the phased return of outdoor sport and recreation Published 13 May 2020

COVID-19: infection prevention and control guidance Public Health England Published 24<sup>th</sup> April 2020

Club Guidance on restarting boating activity and managing Covid-19 THE RYA Published 12<sup>th</sup> May 2020 and updates

Coronavirus (COVID-19) Guidance for Event Organizers for the Protection of the Health of Sailing Communities World Sailing Published 24<sup>th</sup> March 2020

World Sailing Personal Location Form (PLF)

RYA Guidance on major events and Covid 19 (19/6/20) and updates

Infection at work: Controlling the risks HMSO First published 2003

### Sources of Infection

The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact. Particles are diluted in fresh air and water, destroyed by UV light and desiccation.

The science as put forward by SAGE states that being outside in sunlight with good ventilation are both highly protective against transmission of the Virus, and judges that using outside spaces is one of the lowest risk forms of activity.

The ONS data shows that there is a significantly higher risk of a poor outcome from catching Covid 19 if you are 65 or over. The risk for young people is very low

The incubation period is from 1 to 14 days (median 5 days).

### Risk Analysis process

The process used is based upon the Risk Assessment process of the HSE

- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

Following an assessment, the risk rating will be calculated using the table (1) and any mitigating actions required implemented through procedure



Table one

### Risk Rating = Likelihood x Severity

<b>S e v e r i t y</b>	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			<b>Likelihood</b>				

- Catastrophic **STOP**
- Unacceptable **URGENT ACTION**
- Undesirable **ACTION**
- Acceptable **MONITOR**
- Desirable **NO ACTION**

Likelihood/Severity Table

Score	Severity		Likelihood	
1	Negligible	No symptoms	Improbable	Household
2	Low	illness	Remote	Outdoors
3	Moderate	Hospitalised	Occasional	Indoors
4	Significant	Hospitalised plus long term after effects	Probable	Hospital setting Care Home setting
5	Catastrophic	Death	Frequent	Critical care settings

### Timing



#restartsailing

Lockdown Social Distancing      Closed



Moderate Social Distancing	Closed
Reduced Social Distancing	From 4 <sup>th</sup> July
Reintroduction/ social distancing changes	From 9/9/20
Introduction Covid National Alert level	14/10/20

### Scenario Planning

Whilst we cannot know for sure what restrictions are going to be eased and when, event organising committees can review the road maps outlined by the various governments to understand what possible restrictions may be lifted during each phase. It is suggested that the event be mapped against each step or phase, and the alert levels from the Joint Biosecurity Centre, to see at which point the event is possible to run and how it may be scaled up or down dependent on the alert level.

National Alert Level Description	Detail	Event Planning level	Detail
Low	Covid-19 is not known to be present in the UK	1	Event can be run as normal
Medium	Covid-19 is present in the UK, but the number of cases and transmission is low	2	Event uses light touch control
High	a Covid-19 epidemic is in general circulation	3	Event uses Covid 19 Risk Assessment and protocols including restriction of entry from very high
Very High	a Covid-19 epidemic is in general circulation; transmission is high or rising exponentially	4	Event cannot run

### Combined Racing planning levels

Date	Covid Local alert level	Event planning level
23/6/20	High	3

### Risk Assessment and mitigation



Possible Hazard	Risk level before counter measures	Primary Countermeasures	Risk Level after counter measures	Notes
Travelling to the Club	2	1.1, 4.1, 4.4, 5.1, 5.4,	2	Everyone should comply with Government travel restrictions when applicable and National alert level regulation
Reducing net infection to the venue/event	(4*2) =8 Undesirable	5.2	(4*1) =4 Acceptable	Implement PLF in order to minimize the possibility of infection on the venue for all events for both competitors and volunteers
Congregation in Car Park, Bike Parks	(4*3) =12 Action	5.4	(4*1) =4 Acceptable	Signs reminding members of their obligations under social distancing rules, Intermingling with households/bubble
Congregation in dinghy park	(4*3) =12 Action	5.4	(4*1) =4 Acceptable	Signs reminding members of their obligations under social distancing rules, Intermingling with households/bubble
Too many people in changing rooms				To be covered by the Club Risk Assessment
Decision to Race	(4*3) =12 Action	1.1, 1.2, 1.3, 1.5, 1.7, 1.8, 2.1, 2.7, 2.8, 4.9	(4*1) =4 Acceptable	The Race Management team to make a conservative decision to race based upon conditions/classes and crew levels
Keel boat Racing	(4*2) =8 Undesirable	1.3, 1.5, 2.5, 2.6, 2.7, 2.10, 4.2, 4.9, 5.0, 5.2, 5.3,	(4*1) =4 Acceptable	All participants to have completed a PLF. Vessel SD and mitigation measures to be fully implemented. Crew level limitation in SI's.
After Racing	(4*2) =8 Undesirable	4.3	(4*1) =4 Acceptable	Mitigation and social distancing to apply
Travel to and from a vessel		4.3		Travel in the launch to be covered by the Club Risk Assessment. Travel by own boat then please consider applying the countermeasures advised
Briefings and hearings	(4*4) =16 Stop	4.5, 4.6	(4*1) =4 Acceptable	Implement online briefings and hearings



Congregating to view results	(4*4) =16 Stop	4.5, 4.6	(4*1) =4 Acceptable	Implement online briefings and hearings
Congregating in an internal Race office	(4*2) =8 Undesirable	4.4, 4.9	(4*1) =4 Acceptable	Consider an outside Race office if not, employ an entry system allowing for social distancing and provide protection to volunteers
Volunteers on Committee boats	(4*3) =12 Undesirable	4.1, 4.2, 4.3, 4.4, 4.9, 5.2, 2.2	(4*1) =4 Acceptable	All volunteers to have completed a PLF. Vessel SD and mitigation measures to be fully implemented. Crew level limitation to be considered
Volunteers on Mark Laying and safety boats	(4*3) =12 Undesirable	4.1, 4.2, 4.3, 4.4, 4.9, 5.2, 2.2	(4*1) =4 Acceptable	All volunteers to have completed a PLF. Vessel SD and mitigation measures to be fully implemented. Crew level limitation to be considered. Standard operating procedures to be followed
Prizegiving	(4*4) =16 Stop	4.5, 4.6	(4*1) =4 Acceptable	Online Prizegiving and collection of prizes
Competitor /volunteer notifies they are unwell	Apply Isolation protocols WMYC		Implement review procedures	Prepare a location where we can isolate for a short term. Identify their bubble and inform. Review the risk assessment



### Additional Actions for dinghy events

Possible Hazard	Risk level before counter measures	Primary Countermeasures	Risk Level after counter measures	Notes
Entry and Registration	(4*2) =8 Undesirable	1.1, 5.2	(4*1) =4 Acceptable	Implement PLF in order to minimize the possibility of infection on the venue for all events for both competitors and volunteers
Tally Operations for launching and recovery	(2*3) = 6 Monitor	2.1, 2.3, 4.2, 4.3, 4.4, 4.8, 5.3, 5.4	(2*2) = 4 Monitor	Consider the introduction of an electronic tally using a QR code or similar
Dinghy Racing	(2*3) = 6 Monitor	1.3, 2.1, 2.3, 2.5, 2.6, 2.7, 3.1, 3.2, 4.1, 4.2, 4.3, 4.8, 4.9, 5.0, 5.2,	(2*2) = 4 Monitor	Be cautious and sail within your ability.
Safety and Rescue	(4*3) =12 Undesirable	4.1, 4.2, 4.3, 4.4, 4.9, 5.2, 2.2	(4*1) =4 Acceptable	All volunteers to have completed a PLF. Vessel SD and mitigation measures to be fully implemented. Crew level limitation to be considered. Standard operating procedures to be followed
Cleaning of boats	(2*3) = 6 Monitor	5.3	(4*1) =4 Acceptable	





## Mitigating Actions

1.1	Limit competitor numbers.	Organising Authority (OA) may limit entry numbers to those car park and slipway can safely accommodate. OA to limit boat numbers to safety boat availability.	May need to require pre-entry with cap on entries. When there are large numbers entered slipway and channel congestion should be avoided by batched launching and escorting down or up any narrow channel. Dinghies should be kept out of narrow channels as much as possible. Good Marshalling ashore required to minimise interference to other slipway users and manage safety on the slipway. Need co-operation to manage launching, recovery and berthing of large numbers of safety boats.
1.2	Tidal prediction.	Assessment to be made regarding strength of current, height of tide and other associated conditions.	Congestion may be much greater at low water. The racing/event programme should be arranged to manage congestion.
1.3	Identify danger points on course and access route	Zone sailing area and routes to/from so that different control measures will apply depending on the risk.	Marks and Gates may be specified in Sailing Instructions where races can be shortened. Shallow draft sailboats can be required to keep out of narrow channels. Access routes can be zoned according to risks in each area. Sailboats without engines can be required to be towed. Sailing Instructions can require that spinnakers may not be flown in certain zones. Safety Boats can be stationed at identified danger points.
1.4	Vessel traffic information.	Contact local harbour authorities/coastguard.	Racing programmes should be organised to avoid excessive congestion.
1.5	Weather monitoring.	Use of weather forecast information and monitoring of the present weather to vary race management to control risk.	Sailboats without engines have difficulty manoeuvring in light winds and many are prone to broaching and capsize in high winds, especially if flying spinnakers. Races can be postponed, abandoned or shortened to suit the conditions.
1.6	Briefing of race management personnel.	OA to agree Policies and Guidelines and provide suitable training of key personnel.	Suitably experienced, trained and approved Race Officers must apply OA Policies and Guidelines.
1.7	Safety Boats - Manning.	Safety boats are normally manned by a minimum of 2 people, one of whom should be suitably trained and qualified. Occasionally	The safety boat helm should be suitably experienced, trained, qualified, well briefed and fully understand their responsibilities.



		single manning by suitable individuals may be acceptable in light of the Risk Assessment. In case of emergency Safety Boats should be able to accommodate at least 5 extra people.	
1.8	Emergency and contingency procedures.	Establish and maintain an action plan.	Race management personnel should be trained in how to deal with an emergency.
2.1	Signing on/off for race	Agreed procedure for accounting for all personnel involved laid down in the OA Policies and Guidelines.	The procedure will vary depending on the type of craft, where based, and the age and experience of the people involved.
2.2	Safety Briefing.	Safety briefing to competitors and safety boat crews as per OA Policies and Guidelines.	Briefings need to take into account variations between events, types of boats, the age and experience of competitors and their familiarity with the area.
2.3	Landside Management to include records of competitors' details.	Policies and Guidelines need to ensure that the OA requires a declaration that all craft are suitably equipped, seaworthy, and insured.	Wording of Notice of Race, Entry Form and Sailing Instructions to comply with current RYA Best Practice Guidelines concerning Safety and Insurance. Records should be available to Race Officer if required. For dinghy events OA needs details of NOK and medical problems.
2.4	Communications with other water users.	Vessel movements. Identified special risks.	Communication channels need organising with Coastguard, harbour Authorities, Local Clubs, Race Teams and Safety Boats. This may be by mobile phone and/or VHF radio.
2.5	Right of way between racing and none racing traffic.	IRPCS. Vessels confined by their draft and manoeuvrability.	Sailing Instructions may refer to IRPCS although they are built into the Racing Rules of Sailing. Race Committee should protest offending boats.
2.6	Right of way between racing boats	Racing Rules of Sailing (RRS) apply	Race Committee may protest offending boats under RRS 2 if no other protests.
2.7	Limiting Spinnaker use.	Some classes of sailboat are in some conditions much easier to control when sailing without a spinnaker. Sailboats without spinnakers need less room and are less likely to collide with other boats or static objects.	Spinnaker use can be limited by sailing instructions either for all races or when signalled. Limits can be easily zoned.
2.8			



	Communications with competitors	Competitors briefings, notices to competitors, Sailing Instructions	Local factors can be brought to competitors' attention.
2.9	Post-Race Report	Allows lessons learnt to be passed to others	Report to OA for consideration and possibly adding to policy documents and guidelines.
3.1	Abandonment.	In the event of adverse weather or other factors.	Decision made by Race Officer to comply with RRS or the OA Policies and Guidelines.
3.2	Shortening course.	In the event of adverse weather or other factors.	Decision made by Race Officer to comply with RRS or the OA Policies and Guidelines.
3.3	Monitoring of weather and sea conditions.	By observation and communications with safety vessels, competitors and Organiser.	In light winds sailboats without engines have difficulty manoeuvring and in high winds many are prone to broaching and capsize especially if flying spinnakers. Races should be postponed, abandoned or shortened to suit the conditions.
4.1	Advise of distancing guidelines and handwashing	All personnel should follow the in-force Government guidelines on both social distancing and handwashing	Facilities to handwash or sanitise hands to be available. Social Distancing -Reducing the number of persons in the bubble any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency
4.2	Volunteers and sailors to wear gloves	Where possible when passing one item of equipment to another person wear either sailing gloves or latex gloves for protection	Some Latex gloves to be available. When tallying it should be possible for the tally to be placed on the vessel when passing the tally board and picked up from the vessel by the sailor
4.3	Area/Equipment cleaned regularly	Where possible and as frequently as able clean the equipment or area with warm soapy water, seawater or sanitiser	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.
4.4	Limit access	Set a maximum number of people allowed to be in one place allowing for social distancing and following regulation	
4.5	Congregation at the official Noticeboard/Registration/Briefings/ and similar such locations	Move all organisation of the event on to a suitable web platform, with the possibility of running webinars and conferencing	Place ONB, JNB, scoring documents, Protest forms, Registration and all associated documentation online with the facility to complete them online. Webinars may be used for briefings, Teleconference for protest hearings in conjunction with social distancing
4.6	Congregation at the results board	Avoid putting the results on a notice board	Post online
4.7	Social events	Club or location of event Covid regulations to apply	Government or local advice to be followed



4.8	Launching and recovery	Introduce a two-person buddy system for launching of dinghy classes	Competitors to form two person teams for the event to buddy when launching and recovery
4.9	Boat manning	Numbers on board to be within congregation sizes of Government guidelines	Keep the number of people to a minimum preferably from the same household or bubble. Crew limitations to be presented in the event Sailing Instructions. Where possible the same volunteers work together. Where it is not possible to socially distance 1+ mitigation shall include, sit side by side. Or one behind the other
5	Notification by anyone that they feel unwell and are exhibiting symptoms	Person involved should self-isolate and follow the current medical advice. The organisers to track and trace other competitors who may have been in continuous contact with the effected person	Whilst medical advice must be sought it would be expected that some effort has been made to find any other people who may be affected. Follow club Ria, 4.9, 5.0k assessment procedures
5.1	Compliance with Government travel regulations	Read and understand the travel guidelines	
5.2	Declaration form prior to Registration	Complete a Personal location form prior to the event as per WS guidelines	
5.3	Equipment used	All Boats, electronic equipment, clipboard, pencils/pens, paperwork and similar should be identified to a person for the event Do not pass items between crew members and volunteers such as personal radios	Clean and sanitise on a regular basis especially hard surface
5.4	Signs	Informing members and visitors	All appropriate signs to be displayed in accordance with Club Risk Assessment