



Loch Tummel Sailing Club
Novel Coronavirus (COVID-19)
Risk Assessment

Assessor	<u>Assessed and reviewed by LTSC Committee)</u>
Version	<u>3.0</u>
Date	<u>28th August 2020</u>



COVID-19 Risk

1.0 Introduction.

1.1 Information for Club members.

After further successful weekends of sailing we are delighted to see the enjoyment that members, and especially families, are having at being able to use the club again, and we are very grateful for the responsible behaviour of all those who have attended so far.

This means we are able to remain open and also increase the numbers that can come this season while continuing to meet our focus to ensure that members are able to enjoy physical activity through sailing and enjoying their own boats. This will continue to be actively managed as we deal with the ongoing impact that Coronavirus is having and keeping your health and safety are our priority.

This is the latest update to the Risk Assessment as we keep club members informed about the following revised precautions that have been considered so that we can remain open on a restricted but evolving basis and for social sailing.

The Scottish government has issued sector specific guidelines to healthcare, educational establishments, leisure etc. RYA nationally and RYA Scotland have also issued guidance and procedures for undertaking on water and sailing activities safely. The Sailing Club has issued Covid 19 procedures for enabling sailing and club activities. This guidance and procedures should always be adhered to.

Links:

- Scottish Government Coronavirus in Scotland: <https://www.gov.scot/coronavirus-covid-19/>
- RYA Scotland – Return back to Boating: <https://www.rya.org.uk/scotland/representation/Pages/Return-to-Boating.aspx>

In addition, to our risk assessment detailed below, there will be a Member Guidance document which will be reviewed regularly and sent directly to members so that along with the committee's responsibilities, as our members you are also aware of your responsibility to support a safe reopening on a restricted basis.

There will also be other documentation in place to meet track and trace requirements, hygiene, and cleaning guidance, etc.,

The committee is following the RYA Scotland approach of "Be Considerate, Be Conservative" and will take one step first, learn from this, revise and/or progress as appropriate.

In addition, following input from Jack, we will have at least one LTSC committee member join RYA Scotland calls where continued learnings are shared to keep us informed on latest government updates and Sport Scotland and RYA Scotland guidance based on these and practical implementation of these.

We also follow RYA Scotland guidance to follow 3 steps: "Confidence, Planning and Evaluation";

- **Confidence:** that the committee and members are following the correct guidance to minimise of the spread of Covid-19, including consideration of the local community to the LTSC.
- **Planning:** Using key information to think through what we want to do and the best way it should be implemented.
- **Evaluation:** Include regular reviews to keep aligned to changes from the government and also what we learn from our own experience while we are open.

The Covid-19 team remains in place to review this on a regular basis.

This team consists of Colin Scott, Jennifer MacIntyre, Ian Milford, and Helen Williamson and currently meets on a weekly basis after each week of opening, to take on learnings and adapt procedures as appropriate. The members of this and the frequency may change as we gain more confidence and experience.

1.2 Additional Information

Actions if Someone Becomes Unwell on Site.

If you become ill - Inform a committee member if you feel unwell. Tell them who you have spent time with and the areas of the site that you visited. If symptoms are mild, go home and self-isolate. Minimise contact with others. Catch coughs and sneezes in your elbow or a tissue.

Guidance for First Aid: (taken from HSE: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>)

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

- **Preserve life: CPR**
 - Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
 - Ask for help. If a portable defibrillator is available, ask for it
 - Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation



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- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **do not** do rescue breaths
- **Prevent worsening, promote recovery: all other injuries or illnesses**
 - If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
 - If giving first aid to someone, you should use the recommended equipment listed above if it is available
 - You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible
- **After delivering any first aid**
 - Ensure you safely discard disposable items and clean reusable ones thoroughly
 - Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

1.3 Monitor & Review.

We continue to monitor developments. We will review and if necessary, revise our risk assessment and the information that we give to club members as the outbreak progresses and further advice becomes available.

Version History Summary:

1.0 – Initial version – 18th July 2020

2.0 – 2nd version – 31st July 2020

- **1.1** updated to reflect input from Jack Mitchell and following RYA guidance of the 3 steps: Confidence, Planning and Evaluation. Also, the setup of a specific Covid-19 team
- **Risk Assessment – General;** updated to
Include the opening of the club during the week for maintenance and boat preparation and the disabled toilet will be available on Weds, ONLY.
Include “meeting” and “gathering” areas. For the Meeting area the current number of households must be applied and for the Gathering space the social distancing guidance must be applied.
For the 1st weekend the total number of individuals applied was 15, after that the successful weekend it has been agreed to extend this to 20. This number applies to individual over the age of 12 years old.
- **Risk Assessment - Contact with coronavirus via club premises;** updated to
Cleaning Regime: include additional clean due to opening club during the week – see above.
Number of members and Contact Information: reference back to General update for numbers of household and individuals.
A check in sheet will be available for those attending during the week to do maintenance and boat preparation, and for those who actually attend at the weekends.
Disabled Toilet: Updated for Saturday, Sunday, and Wednesday
Use of equipment and outside tables: Updated to include that the table benches have been used to form a “meeting” area where the number of household’s guidance must be followed
- **Risk Assessment - Safety Boat Cover:** Updated to “Safety and Safety Boat Cover” and included
If conditions change and are deemed unsuitable for sailing to continue the racing horn will be used to signal all sailors to return to shore.
The dory will be available with a grab bag for emergencies only. This is not to be seen as a Safety boat being available.

3.0 – 3rd version – 28th August 2020

- **1.1** updated to reflect the success of the weekends so far and the responsible behavior of members which means the club continues to remain open and allow an increase in numbers to enjoy sailing.
- **Risk Assessment – General:** updated to:
Any places still available on the Friday evening, leading to that corresponding weekend will also be open to guests.
After 2 further successful weekends, the second one included increasing the numbers from 20 to 30, it will now be increased from 30 to 40 (seen as a cap) as there is sufficient space to meet social distancing requirements.
When numbers exceed 30, the Ladies’ toilets will be available in addition to the disabled toilet.
The decision has been taken to cancel the rowing event this year due to the large numbers that attend and the space available.



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- **Risk Assessment - Contact with coronavirus via club premises;** updated to include the use of the Ladies' toilets when numbers exceed 30 and to use the same principles in place for the use of the Disabled toilet.
- **Risk Assessment - Safety Boat Cover:** Updated to "Safety Cover"
- **Risk Assessment - Comply with RYA Scotland guidance:** and included:
A responsible person who does not have to be a committee member will be allocated to be present when club is open to assist and monitored understanding and following of new procedures and guidance, as necessary.

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The risk ratings as described in the risk assessment table are calculated as per the following criteria:

Version A HSE Qualitative HRA Scoring Criteria					
FREQUENCY	Score 1	Score 2	Score 3	Score 4	Score 5
The probability that harm or loss will occur through exposure to a hazard or aspect taking account of controls in place. Always select the higher value if the frequency score is uncertain.	Harm / loss is improbable: exposure to the hazard or aspect would result in harm / loss only under extreme circumstances or harm/loss is impossible.	Harm / loss will occur rarely: exposure to the hazard or aspect would result in harm / loss only under unusual circumstances.	Harm / loss will occur occasionally: exposure to the hazard or aspect would result in harm / loss infrequently under normal circumstances.	Harm / loss will occur frequently: exposure to the hazard or aspect would result in harm / loss almost every time under most circumstances.	Harm / loss is certain or near certain: exposure to the hazard or aspect would result in harm / loss every time under any circumstances.
CONSEQUENCE	Score 1: MINIMAL	Score 2: MINOR	Score 3: SERIOUS	Score 4: MAJOR	Score 5: MASSIVE
The outcome severity of exposure to a hazard or impact, taking account of controls in place. This should be a realistic assessment of the worst credible outcome and not how likely that outcome is to occur. Always select the higher value if the consequence score is uncertain.	<ul style="list-style-type: none"> No foreseeable injury, no health risk. Minimal property or equipment damage below \$500. Negligible impact on the environment. On-site release of non-toxic material <208 L (<55 Gal). 	<ul style="list-style-type: none"> Personal injuries / illnesses involving first aid treatment, no health risk. Minor property or equipment damage from \$500 to \$10,000. Short-term environmental damage. On-site release of toxic material. Off-site release of non-toxic material <208 L (< 55 Gal). Single breach of regulations. 	<ul style="list-style-type: none"> Personal injuries / illnesses involving medical assistance beyond first aid, poses health risk and includes recordable cases. On-site release of toxic material presents an acute health risk. Business interruption, property loss or damage in the range of \$10,000 to \$250,000. Fire handled by local staff. Environmental damage affecting nearby community. Off-site release of toxic material impacts the environment. Off-site release of non-toxic material >208 L (>55 Gal). Repeated breach of regulations. 	<ul style="list-style-type: none"> Personal injuries / illnesses including loss of life, major injuries (broken limbs, head injuries, etc.). Off-site release of toxic material presents an acute health risk. Business interruption, property loss or damage in the range of \$250,000 to \$1,000,000. Explosions and / or fires requiring outside assistance. Radiation releases. Chronic environmental damage affecting nearby community. Extended breach of regulations. 	<ul style="list-style-type: none"> Multiple fatalities. Business interruption, property loss or damage exceeding \$1,000,000. Widespread environmental damage affects public areas. Major public concern.
RISK or IMPACT CONSEQUENCE SCORE MULTIPLIED BY FREQUENCY SCORE	Score 1 - 4	Score 5 - 9	Score 10 - 12	Score 15 & 16	Score 20 & 25
Uncontrolled when printed. Confirm the correct revision is used.	Follow established procedures and precautions.	Ensure measures to reduce risk or impact are in place.	Implement specific measures identified to reduce risk or impact. Only proceed after controls are in place.	Do not proceed with work. Additional assessment and controls are required to reduce the risk or impact. Verify that controls are in place every time prior to commencing work (e.g. work permits, interlock tests).	Do not proceed with work. Stop Work required.

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To minimise Spread of Coronavirus (COVID-19): Version 03

NOTE: C denotes Consequence. F denotes Frequency. CxF denotes Hazard & Risk Assessment score.

TASK (OR STEP)	HAZARD OR IMPACT	RAW SCORE			RISK AND IMPACT CONTROLS (When appropriate, include the timings and methods to ensure controls are routinely evaluated for effectiveness.)	CONTROLLED SCORE		
		C	F	CxF		C	F	CxF
General:	<p>Club members – spread of coronavirus infection Health professionals are not exactly sure how coronavirus spreads from person to person. It is known that similar viruses spread in cough droplets.</p> <p>Typical COVID 19 symptoms include fever and a new dry continuous cough, and/or loss or change in sense of taste or smell. It may progress to a severe pneumonia causing shortness of breath and breathing difficulties. They are still learning about the symptoms and health impact and these can change as new data is collected. The government website should always be referred to for latest information. https://www.gov.scot/coronavirus-covid-19/</p> <p>Most patients suffer only mild symptoms. Coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease. COVID-19 has caused fatalities.</p>	4	4	16	<p>Club to be open to members, and any places still available on the Friday evening, leading to that corresponding weekend will also be open to guests; to extend the use of the club while still meeting social distancing requirements.</p> <p>The club now includes a “meeting” area, where the number of household guidance must be applied, and what will be termed a “gathering” area to the rest of the external space where social distancing guidance must be applied. The numbers of individuals will apply to those over the age of 12 years old.</p> <p>From the 15th August the number of individuals was increased to 30 from 20. Following another successful weekend and still plenty of space to meet the social distancing requirements it was now been agreed to extend this to 40 from the 22nd August. The 40 is seen as a cap, although exceptions may be made e.g. if 1 place left and a couple want to come out which would take it to 41. This will continue to be reviewed regularly based on experience and demand.</p> <p>At LTSC we have a number of launching and landing areas and space to allow this.</p> <p>The club will be open on Saturday and Sunday. When numbers are 30 or below with only the Disabled toilet for use. If numbers are over 30 the ladies’ toilets will be open in addition to the disabled toilet. The central cubicle of the 3 available will be closed to maintain social distancing.</p> <p>At this stage continues to be for social sailing only. This will be reviewed on a regular basis.</p>	4	3	9

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				<p>The club will be open for maintenance, boat preparation during the week. The disabled toilet will be available for use on Wednesdays ONLY – to maintain and manage hygiene requirements more easily for the weekend social sailing.</p> <p>Events such as Tummel week, RYA ad rowing events, to be cancelled this year, this is due to being unable to maintain social distancing requirements due to the large numbers attending and space available. The decision has now been taken to cancel the rowing event for later this year due to the large numbers attending and space available.</p> <p>Ensure that acceptable procedures are in place and that members also understand their own responsibility to support the safe reopening of the club.</p> <p>Heed government Covid-19 guidelines and sector specific guidelines for leisure e.g. RYA Scotland and SportScotland have issued guidelines. We will follow such guidelines when organising and undertaking all club activity.</p>			
<p>Contact with coronavirus via club premises</p> <p>(Continued Page 2 of 5)</p>	<p>Possible infection of members and cleaning staff from contact with high-use touch areas including gates, padlocks, door handles, door locks, counter areas, hand rails, seats, tables, garden furniture (including picnic benches), toilets, sinks, taps, soap dispensers, window latches and light switches, etc.</p>	4	4	<p>16</p> <p>Members must bring and use their own hand sanitiser, wipes and tissues.</p> <p>Clear signage and procedures to be up at the club</p> <p>Cleaning Regime: Additional cleaning will be introduced in line with government guidelines. An appropriate cleaning schedule will be place and professional cleaners and recommended cleaning products will be used. A record will be kept. When club is open Saturday and Sunday a professional clean will be carried out before opening on the Sunday. An additional clean will be introduced following the decision to open the club for maintenance during the week.</p> <p>Entering and leaving the club: Wipes to be used to open and close and to unlock and lock gates</p>	3	3	9

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<p>(Continued Page 3 of 5)</p>				<p>Parking: Park to allow social distancing to be maintained</p> <p>Number of members and Contact Information:</p> <ul style="list-style-type: none"> •Members to observe current government restrictions on number of households and numbers of people – see General for more information. A booking system will be used initially until a better understanding of numbers attending is gained. •Members must follow government guidelines regarding social distancing. •Every person attending the club MUST leave contact details (telephone, email, and address) so that tracing can be undertaken if an outbreak of Covid-19 occurs. In addition to the booking system there will also be a check in sheet for those there during the week for maintenance and boat preparation, and those actually attend at the weekend. <p>Main club rooms to be closed off. These will be taped off and signage to inform members and request compliance i.e.</p> <ul style="list-style-type: none"> • kitchen, • main clubroom • training room and • changing rooms and main toilets <p>Disabled toilet will be available on Saturday, Sunday and Wednesday only – see later. The Ladies' toilets will be available if numbers booked exceed 30.</p> <p>Rubbish: Rubbish to be double bagged every day and stored in the cleaning cupboard for 72hours before disposal. Storage for 72 hours is required to meet requirements that if someone later notifies us that there is a possibility that they have Covid-19 we have met the stated requirements before disposing as normal</p>		

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				16	<p>Changing Rooms and Main toilets: Will not be in use. They will be taped off with clear signage and request for compliance. Their use will be reviewed as we get use to the new ways of operating. The club is taking a step by step approach with a review after each one.</p> <p>Disabled toilet to be in use (with the shower disabled).</p> <ul style="list-style-type: none"> • A one-way system will be put in place with social distancing while waiting. • Hand-sanitiser, antibacterial soap will be accessible. • There will be centrefeed towel for hand drying and flip top bin for disposal of towels. The toilet window will be open to allow air circulation. • Bin must be emptied daily or when full, whichever is soonest • A visual map will be available to explain procedure to be used. <p>Ladies Toilets: These will be in use when numbers exceed 30 and will follow same principles as the Disabled toilet usage with visual map.</p> <p>Use of equipment and outside tables:</p> <ul style="list-style-type: none"> • No use of club equipment at all. Members must only use own equipment. Do not borrow from other members • Other than boats and related equipment nothing to be stored at the club. • Only one household to use an outside table benches at any one time unless social distancing can be maintained. • The outside table benches have been formed into a "meeting area" where the number of household guidance must be followed. <p>Members to be responsible to wipe down before and after use. Signage to be placed on each table</p>			9
Safety Cover:	Lack of availability of suitably qualified and experienced safety boat cover	4	4	16	<ul style="list-style-type: none"> • Sailing activity is to be controlled and "conservative" taking account of sailors' experience and the weather etc., • If individuals sailing, or conditions are unsuitable then sailing will be restricted or cancelled by the responsible person on site. The Commodore can be contacted for further advice if required. • If conditions change and are deemed unsuitable for sailing to continue, the racing horn will be used to signal all sailors to return to shore. There are number of suitable landing points and sailors need to ensure where possible social distancing is maintained. 	4	3	9

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					<ul style="list-style-type: none"> The dory will be available for emergencies only. A grab bag will be available to allow appropriate hygiene measures, radio etc., 			
Comply with RYA Scotland guidance: (Completed Page 5 of 5)	Club reputation. Potential for fine or reputational damage to club members and club	4	4	16	Develop, issue, and communicate sailing club Covid procedures including display of RYA considerate return to boating posters. A responsible person will be allocated and be present when club is open to assist and monitored understanding and following of new procedures and guidance, as necessary.	4	3	9
Completed by Helen Williamson and Reviewed with LTSC Committee								
Date: 28/08/2020		Previous version: 02						

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