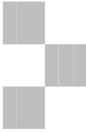




Loch Tummel Sailing Club
Novel Coronavirus (COVID-19)
Risk Assessment

Assessor Assessed and reviewed by LTSC Committee)
Version 5.0
07th April 2021



COVID-19 Risk

1.0 Introduction.

1.1 Information for Club members.

We are delighted to be opening again and welcoming members back to enjoy the sailing and being outside in the amazing environment that our club is in. We will be taking a similar approach to last year which enabled us to open successfully last year following the relevant Scottish Government Coronavirus requirements and the RYA Scotland.

The Scottish government continues to issue sector specific guidelines to healthcare, educational establishments, leisure etc. RYA nationally and RYA Scotland also continues to issue guidance and procedures for undertaking on water and sailing activities safely. The Sailing Club also has 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>

Initially for LTSC:

- For those who are in the same local authority area we are open for maintenance and boat delivery and preparation, allowed from 2nd April, and for those outside the local authority area from April 26th.
- Then social sailing will start from 1st May with only toilet facilities available. This must be single hander, or with members of your own household/extended household.
- If all goes well, we have planned to start racing from 23rd May.

Note: Scottish Government Coronavirus requirements and RYS Scotland guidance along with any LTSC local requirements must be followed. Also see the risk assessment for further details e.g., numbers allowed, safety, etc.

At the LTSC committee meeting on 22nd March 2021 it was decided to reconvene the Covid-19 team, and to maintain continuity and the knowledge gained from last year the Covid-19 team remains the same as last year. Their 1st meeting for this season was held on 1st April and input will still be sought from others to ensure we meet what is required. The Covid-19 team is Colin Scott, Jennifer MacIntyre (Club's Covid-19 Officer), Ian Milford, and Helen Williamson.

We will continue to actively manage the situation as we deal with the ongoing impact that Coronavirus is having and keeping your health and safety as our priority.

We are also incredibly grateful to our members, whose responsible behaviour allowed us to have a successful, although shortened season last year, and that this continues as we start the 2021 season.

The members guidance document will continue to be used to keep members informed of revised restrictions/precautions that will occur as the Covid-19 situation continues to evolve. This is sent directly to members so that along with the committee's responsibilities, you are also aware of your members' responsibility to support a safe opening on a restricted basis. It is a key document, along with other documentation in place to meet track and trace requirements, hygiene, and cleaning guidance, etc.,

The committee will continue to follow the RYA Scotland approach of "Be Considerate, Be Conservative" and continued to learn from this, revise and/or progress as appropriate.

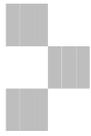
- **Considerate of others:** be mindful of the potential impact that you could have on other water users and local communities. Do not place unnecessary extra strain on the RNLI and emergency services.
- **Conservative of risk:** help to minimise risk by taking an extra conservative approach to your boating.

A member of the LTSC committee member joins the 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 will continue to follow RYA Scotland previous guidance of "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.

This was strengthened with Plan (your activity), Prepare (your craft), Deliver (your activity) and Review (your activity).



COVID-19 Risk

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
- 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) – **don't** do rescue breaths (for CPR in paediatric settings see specific [guidance from the Resuscitation Council UK](#)).

➤ **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.

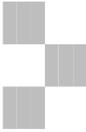
Version History Summary:

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





COVID-19 Risk

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.
- **Risk Assessment - Contact with coronavirus via club premises;** updated to
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.

4.0 – 4th version – 19th October 2020

- **1.1** updated to reflect decision taken for 17th/18th October to be the last weekend of the season. That the Members Guidance document was used to keep members regularly updated of changes to latest requirements. That after the 31st August the Covid-19 team meeting become part of the LTSC committee again. That Jennifer Macintyre was assigned as the club’s Covid 19 officer.
- **Risk Assessment – General;** updated to
Include that no spectators allowed.
Due to the frequency of changes to requirements and advice the Members for the remainder of the season were kept informed of requirements e.g. numbers, numbers of households etc., via the Members Guidance document.

4.1 – minor amendment – 20th October 2020

- **1.1** Correction to reflect that Saturday, 24th October will be the last day of sailing for this season, with the working party on the 25th.

5.0 – 5th version – 7th April 2021

- **1.1** updated to reflect decisions taken at LTSC Committee on 22nd March and LTSC Covid-19 team meeting on 1st April 2021.
- **1.2** updated to reflect minor amendments on HSE Guidance for First Aid.
- **Risk Assessment**
General; updated to include initial open to members only. Open from 2nd April for boat maintenance, delivery, and preparation if you are in the local authority area, and from April 26th for those outside local authority area. To open for social sailing from the 1st May including the use of field of play bubble guidance. All being well the racing calendar to commence from 26th May and provisional dates added for some events later in the year.
Cleaning Regime: Updated to reflect Saturday and Sunday cleans.
Number of members and Contact Information: updated to include additional details required, on site check in if not done online, a reminder not to travel if any covid-19 symptoms, self-isolating etc.
Use of equipment and outside tables: updated to include that club boats may be used but must be booked in advance using the check in email address and wiped down before and after use. The check in system will ensure there is 72 hours between use of each club boat.
Safety Cover: updated that either the dory and/or rib will be available. That hand sanitiser and wipes will be placed in the fuel store. Once racing commences safety cover will be provided.

WORK/ ACTIVITY: COVID-19 HAZARD
 LOCATION: Loch Tummel Sailing Club
 Approved By: LTSC Committee and minuted

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 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.	Score 1 Harm / loss is improbable: exposure to the hazard or aspect would result in harm / loss only under extreme circumstances or harm/loss is impossible.	Score 2 Harm / loss will occur rarely: exposure to the hazard or aspect would result in harm / loss only under unusual circumstances.	Score 3 Harm / loss will occur occasionally: exposure to the hazard or aspect would result in harm / loss infrequently under normal circumstances.	Score 4 Harm / loss will occur frequently: exposure to the hazard or aspect would result in harm / loss almost every time under most circumstances.	Score 5 Harm / loss is certain or near certain: exposure to the hazard or aspect would result in harm / loss every time under any circumstances.
	Score 1: MINIMAL <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). 	Score 2: MINOR <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. 	Score 3: SERIOUS <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. 	Score 4: MAJOR <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. 	Score 5: MASSIVE <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 Uncontrolled when printed. Confirm the correct revision is used.	Score 1 - 4 Follow established procedures and precautions.	Score 5 - 9 Ensure measures to reduce risk or impact are in place.	Score 10 - 12 Implement specific measures identified to reduce risk or impact. Only proceed after controls are in place.	Score 15 & 16 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).	Score 20 & 25 Do not proceed with work. Stop Work required.

WORK/ ACTIVITY: COVID-19 HAZARD
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To minimise Spread of Coronavirus (COVID-19): Version 05
 (See version history for amendments.)

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 continue to learn about the exact method(s) that 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>Initially while there is a restriction on the numbers the Club is to be open to members only. This will be reviewed as restrictions ease.</p> <p>From 2nd April the club could/can be used for maintenance, boat delivery and preparation during the week for those in the local authority area. From April 26th members will be able to travel from outside the local authority area to this.</p> <p>The club will open for social sailing from 1st May 2021. This must be single hander, or with members of your own household/extended household. The numbers of individuals are based on the current field of play bubble; this is 15 individuals and includes children.</p> <p>If current guidance remains, then the racing calendar will commence from 23rd May.</p> <p>Providing restrictions allow we have provisional key events for the diary: 05th June: Discover Sailing Event (<i>Push the Boat Out</i>) 09th to 11th July: Kids Camp 25th to 30th July: Tummel week 18th to 19th Sept.: Regatta 24th October: Coastal Rowing Inland Championships</p> <p>The club 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</p>	4	3	9

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WORK/ ACTIVITY: COVID-19 HAZARD
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					<p>space where social distancing guidance must be applied.</p> <p>At LTSC we have a number of launching and landing areas and space to allow this. No spectators are allowed.</p> <p>Due to the frequency of changing to the requirements and guidance the Members Guidance document will be used as the means to keep members informed.</p> <p>The club will be open on Saturday and Sunday and initially only the Disabled toilet will be open for use and will be reviewed on a regular basis.</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. 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>			
Contact with coronavirus via club premises.	Possible infection of members and cleaning staff from contact with high-use touch areas including gates, padlocks, door handles, door locks, counter areas, handrails, seats, tables, garden furniture (including picnic benches), toilets, sinks, taps, soap dispensers, window latches and light switches, etc.	4	4	16	<p>Members must bring and use their own hand sanitiser, wipes and tissues. 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 each of the days.</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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WORK/ ACTIVITY: COVID-19 HAZARD
 LOCATION: Loch Tummel Sailing Club
 Approved By: LTSC Committee and minuted

<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 in line with track and trace requirements and to ensure the number of people on site does not exceed the maximum permitted. •Members must follow government guidelines regarding social distancing. •Every person attending the club MUST leave contact details (date, time, name, telephone, email address and confirmation that they have no symptoms) 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 who attend the club, but have not checked in online, prior to attending. • Members are advised not to travel to the club if they are feeling unwell, have any symptoms of Covid-19, are self-isolating or have had any contact with any such person. <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 and Sunday. As restrictions ease and an increase in numbers is allowed use of the other toilets will be introduced following relevant requirements.</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</p>			
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				16	<p>is a possibility that they have Cobid-19 we have met the stated requirements before disposing as normal.</p> <p>Changing Rooms and Main toilets: Initially will not be in use. There will be clear signage and request for compliance. Their use will be reviewed as restrictions ease and as the club continues to take 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 and spray 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>Use of equipment and outside tables:</p> <ul style="list-style-type: none"> • Club boats may be used but must be booked in advance using the check in email address and wiped down before and after use. The check in system will ensure there is 72 hours between use of each club boat. • Do not borrow equipment 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

(Continued Page 4 of 5)

HSE QUALITATIVE HRA FORM

Version A

HSE-LTSC-2021-001

WORK/ ACTIVITY: COVID-19 HAZARD
 LOCATION: Loch Tummel Sailing Club
 Approved By: LTSC Committee and minuted

					<ul style="list-style-type: none"> • The Dory and/ or a Rib will be available for emergencies only. A grab bag will be available to allow appropriate hygiene measures, radio etc., • Additional hand sanitiser and wipes will be placed in the fuel store. • Once racing commences safety cover will be provided. 			
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	Continue to develop, issue, and communicate sailing club Covid procedures including relevant RYA boating posters. A responsible person will be allocated and be present when club is open at weekends to assist and monitor understanding and following of new procedures and guidance, as necessary.	4	3	9
Completed by Helen Williamson and Reviewed with LTSC Committee								
Date: 07/04/2021		Previous version: 05						

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