

**RIBBLE CRUISING CLUB  
COVID-19 SPECIAL ARRANGEMENTS**

**Considerations and controls RCC Clubhouse (Clubhouse Dinghy Sailing)**

Areas	Controls	Actions/comments	Who
<b>General</b>	Facilitate and encourage social distancing at all times – don't require anything that breaks this guidance		
	Encourage everyone to be conservative and considerate in their actions around the club.	Advice to attendees	OOD?
	Inform and train volunteers and staff on Covid-19, the symptoms, how it spreads and what people can do to stay safe.	Who does this? Key training personnel are self-isolating	Sailing Committee?
	Encourage members and participants to bring their own equipment (with reminders about requirements for both safety and hygiene).	Own Buoyancy Aids	
	Club owned wet weather gear, wetsuits or personal flotation devices should be cleaned and dried before and after use Follow this external link for further advice	Remove all wet weather gear to storage. Make members use their own personal floatation devices (PFD) -their responsibility. (if so, remove all club PFD's to storage)	Instructor Team
	If you think any equipment has been exposed to virus, clean thoroughly and do not re-use for 72 hours <sup>1</sup>	Who?	'Sailing Committee'
<b>Reducing the risk of virus transmission</b>	Encourage anyone who is unwell with the symptoms of Covid-19 to avoid attending the club.	Who does this?	OOD
	Encourage anyone who has contact with a family or household member who is unwell with the symptoms of Covid-19 to avoid attending the club for a minimum of 14 days.	Who does this?	OOD
	Encourage everyone to: <ul style="list-style-type: none"> <li>wash their hands after touching common surfaces– and always after coughing, sneezing and before and after arriving and leaving the club.</li> </ul>	Clubhouse toilets will need to be open Social Distancing issues Who does this?	Main clubhouse toilets remain closed. Use downstairs unisex toilet and hand

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1. The risk of infection following contamination decreases over time. It is not clear when there is no risk, but studies of other viruses in the same family suggest that in most instances, the risk is likely to be reduced significantly after 72 hours. Source: Cleaning in Non-healthcare Settings. Gov.uk

	<ul style="list-style-type: none"> <li>to cover their mouth and nose when sneezing or coughing, and avoid touching their face, nose and eyes</li> <li>keep your distance and avoid being face to face with people outside your household</li> </ul>		sanitation station at garage.
	Encourage people not to share water bottles or food, and discourage use of water fountains or shared filling stations.	OK	
	Identify surfaces and shared equipment (including vessels) that are likely to be frequently touched and consider whether usage is appropriate.	By inspection. Need to sanitise each club boat used (only single handers to be used). All double handers out of action, unless used by same family members.	OOD and team?
	Provide adequate facilities for members, volunteers and staff to wash or sanitise their hands.	Space is very tight. Would have to use the clubhouse toilets. One person at a time due to space available.	Main clubhouse toilets remain closed. Use downstairs toilet and sanitation station in garage?
	Review the location of these facilities in relation to the surfaces or equipment that is likely to be used or touched by different users.	By inspection	
	Provide products for members, volunteers and staff to clean their work areas before and after use.	Obtain hand gel and cleaner for club boats. Who cleans change rooms/toilets if used? - who?	Sailing Committee
	Review the cleaning schedule so that all common surfaces can be cleaned and disinfected before and after the club is used.	Create cleaning schedule, cleaning rota - who?	Main clubhouse remains closed. Work with 'House Committee'
	If shared equipment can't be cleaned, consider withholding for 72 hours.	OK	Sailing Committee
	Keep club house and other areas (if open) well ventilated	Close changing rooms	
<b>Facilities - including club grounds,</b>	Liaise with other users of your site or facility to agree a common way of working to meet the government guidelines together.	Liaise with RNLI. Access through space in front of the lifeboat house. Shared use of jetty.	<b>Manage public in front of RNLI garage</b>

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buildings, indoor facilities and changing rooms / toilets		Problem - <b>Interface with public at top of ramp and on the jetty</b> . Can we ban public from using jetty whilst RCC are using it? If Ice Cream van in position problem of queuing public blocking our route. Using the tractor on the jetty means that due to the width of the jetty the tractor driver cannot socially distance from the public who are also on the jetty. Need to be careful around public areas including the entrance gates -padlock. Sanitise after use.	
	Re-check latest Covid-19 Secure guidelines at least weekly.		
	Preview likely flow of people around the club (indoor and outside) and identify where 2 metre distancing is not possible and come up with alternatives.	Most areas of the lower ground floor club are not capable of achieving 2m separation and/or severely restricted. Could be managed but will require a lot of effort	Only safety boat team to use garage.
	Decide on signage: good social distancing practice - one-way systems, 2 metre markings, entry and exit routes, closing off some areas good hygiene practice	Who -The 'Covid Police'?	
	Limit capacity to ensure social distancing can be maintained.	How? pre-book everything and then police it.	Provide <b>booking system</b> for members to advise if they wish to sail as part of organised club sailing
	Limit access to changing rooms and toilets or restrict use of some facilities to ensure people can stay 2 metres apart.	Changing rooms and their access not capable of achieving 2m separation therefore either one in and one out or out of action	Changing Rooms remain closed

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	Limit access to shared lockers or have a cleaning schedule that is realistic for their use.	Not available	
	Increase ventilation wherever possible.	There is no ventilation in the lower ground floor!	
	Close the club house or parts of it where social distancing or cleanliness cannot be controlled.	Close bar area of clubhouse.	
<b>Launching facilities, Jetty and support</b>	Decide how social distancing can be maintained when loading / unloading, launching / recovering, and when waiting on jetty.	Appoint person to manage the public on the jetty and around the jetty launch area.	OOD
	Identify the equipment needed for launching including: face coverings; additional lines; boarding ladder; grab holds.	Use of tractor for towing safety boats and dinghies is as restricted list. Provide rota of who is available	Sailing Committee
	Assess how to minimise the number of people needed to launch and recover		
	Re-design the launching service so it can be carried out by members of the same household.	Very few options on 'same household'. Begley, Richardson	OOD
<b>Pontoons and slipways</b>	Review likely flow of people in rigging and launching areas	See comment regarding public on the jetty. Manage public on promenade and on jetty	OOD
	Identify where 2 metre distancing is not possible.	Most areas around the west dinghy tank, garage and walkways.	
	Put in place signposting: one-way systems; 2 metre markings; entry and exit routes; closing off some areas.	Areas too constrained to provide one-way system. Use mitigation? Face masks?	
	Zone rigging, final preparation, launching and cleaning / rinsing areas.	If using our dinghy tanks for rinse down, then need to sanitise the hose and reel after each user.	
	Limit assistance with berthing, trolleys, launching / recovery to household groups.	One at each end of boat	
<b>Activities</b>	Review the range of activity (ashore and afloat) at the club and whether it can fit with the current Government guidelines to decide which can proceed, and which need to remain on hold.	OK	

Map activities to the steps the Governments are considering: e.g. restarting school, expanding household groups or 'bubbles', opening some hospitality and leisure facilities.	Maintain 6 in a bubble within the dinghy tank areas. Launch 2 boats at a time with the safety boat crew max 6 people.	
Re-check the current advice of the emergency services and any local authorities / landlords responsible for the boating area.	De-risk activities to avoid likelihood of RNLI call out.	
When reviewing activities consider: <ul style="list-style-type: none"> <li>the likelihood of contact between members of different households</li> <li>the needs of people who may have been asked to pay particular attention to social distancing</li> <li>the numbers of people likely to be involved</li> <li>to what extent the activity is outdoors or inside</li> <li>the amount of travel participants will have to undertake to get to the club</li> <li>the extent to which shared equipment will be used</li> </ul>	OK	
If activities are re-designed check the new ways of working are realistic, safe, minimize impact on the emergency services, are considerate and conservative.	Revised SOP, Restrict sailing days to maximum wind gust strength of 18kts.	
Schedule activities for groups at different times of the day or week and staggering the start and end times of activity.	Not possible due to tide constraints.	
Create a system so members can book time at the club or on the water (like you would book a golf tee time).	Not possible due to tidal constraints.	
Introduce or update sign out / sign in procedures.	OK	
Ask members to arrive dressed for the activity.	Definitely! Although departing, if wet, in the same gear could be problematic.	
Put in place a communication system for all participants (return to shore, hailing support, dealing with incidents, end of session).	Standard practice whilst training, can adopt if on leisure sailing	

	Explore alternative formats for activities that may make it easier to implement social distancing advice for staff, volunteers and participants.	Reduce numbers sailing to reduce likelihood of problems with social distancing. Use booking system.	
	Assess the level of support and supervision required for a considerate and conservative approach.		
	When racing is considered a viable activity, consider adapting Sailing Instructions to make applying social distancing advice easier – see guidance from RYA Race Management Committee being issued in May. When considering RYA Training Centre activity review the Restarting RYA Training guidelines document.	Racing too logistically challenging. Would probably only involve single handed boats. No training being considered due to social distancing constraints.	
<b>On the water safety</b>	<b>Preparing safety boats</b>		
	Review the access to safety boats and storage	Logistically challenging to prepare, transport (tractor) and launch safety boats single handed. Very limited availability of family groups.	<b>Maintain social distancing.</b>
	Review maintenance and fuelling options.	OK	
	Identify the equipment needed to ease launch, recovery and rescue of people, including: face coverings; additional lines; kedge anchor; boarding ladder; heaving lines / throw bags; life buoys.	Problem of rescuing someone to the Safety Boat -How to achieve social distancing. Safety boat crew to be provided with PPE SB's to carry necessary sanitising equipment. Should not adopt any non-standard practices.	
	<b>Safety boat launch and recovery</b>		
	Review current launch and recovery methods to minimise risk of transmission of virus (consider using winches /vehicles to reduce people involved, long lines with 2 metre marks).	It is possible to launch a safety boat with social distancing, but requires care, training (and muscle). One man on bow (winching) one either side of rear (socially distanced) to steady against the tide.	<b>Safety Boat crew</b>
	Minimise number of households involved in launch and recovery.		
<b>Safety boat crew</b>			

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Assess your craft, location, and other safety boats afloat and consider single manning – it is often used when instructing and is perfectly in order in conjunction with colleagues in other boats (G16 RYA Safety Boat Handbook).	Always use two crew. Crew to sign form stating awareness of social distancing compromise. Same household safety crews: Begley Richardson	SOP
Recruit safety cover from single households.	See above	
Recruit experienced crew who are operating well within their competence and capabilities.	Most experienced crews are in the 'at risk' category or shielding, and not available.	
Face coverings may protect others – wash your hands before putting them on and taking them off.		
Hold briefings outside or in large, well ventilated areas with physical distancing guidelines in place.	OK	
Update safety crew on latest procedures and techniques.	OK	
Re-enforce briefings with key information online.		
Debrief online or using social media.	OK	
<b>Safety boat techniques</b>		
Maintain hailing distance unless physical support is required.	OK	
Choose techniques in line with RYA Safety Boat Handbook that minimise physical contact – for example mast tip / use of centreboard, scoop method.	Training of SB crews. Always use Experienced/Safety Boat qualified personnel	
Where possible tow astern rather than alongside.	OK	
If recovering a person to a safety boat consider methods to minimise physical and face to face contact: grab handles; using the engine as a step, deflate the sponson (ribs only) or using a hypo hoist / jason's cradle or ladder system.	Safety boats not large enough to achieve separation. Very physically demanding for one person. Have PPE available in SB	Safety Boat crew
<b>On the water participants</b>		
Be conservative – stay within the limits of your ability.		
Factors to consider when deciding to go afloat include: forecast, temperature, wind speed, direction, sea state,	We do anyway, dynamic risk assessments undertaken. Maximum 18kt gusts.	

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	tide, visibility, participants' competence; safety crew competence; and types of craft involved.		
	Use righting lines, long painters and mast head floats.	We do anyway when appropriate	
	Restrict your sailing area activities to make it easier for shore support and safety cover afloat.	yes	
	Allocate different sailing areas to different activities to make it easier for shore support and safety cover.	Definitely not advisable, need to keep boats together to reduce risks.	
	If used, consider reducing maximum wind limits for different sailing areas.	Not appropriate	
	Remind members about the importance of having a plan, letting someone know what you are doing, and being in communication – use RYA SafeTrx, mobile phones, UHF or VHF radios.	VHF radios available for use.	
	Sailors, coaches and instructors to stay in their own boats and maintain social distancing afloat	Yes	
<b>Bar and Catering</b>	Keep social distancing measures under review to assess when it is appropriate to open bar and catering facilities		
	Plan for how staff and volunteers can stay safe.		
	Brief and train staff and volunteers on how to stay safe.		
	Implement contactless payment and paperless ordering.		
	Review likely flow of people around the bar, food serving and seating areas and identify where 2 metre distancing is not possible.		
	Introduce signage: one-way systems, 2 metre markings, entry and exit routes, closing off some areas.		
	Provide a takeaway only service.		
<b>Responding to a potential Covid19 exposure at your club</b>	Follow public health advice – new phases may include advice about contact tracing.	OOD to maintain list of people on the water on that day.	
	Make sure everyone's contact numbers and emergency contact details are up to date.		
	Anyone who displays or develops symptoms of Covid-19 should be sent home.		

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## Appendices

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