



**LEIGH-ON-SEA SAILING CLUB**  
**COVID 19/ CORONAVIRUS CLUB HOUSE**  
**RISK ASSESSMENT**

LSC/CH/RA/C  
19/001  
Issue: 01  
Revision 4  
25.09.2020

## 1 INTRODUCTION

This risk assessment is intended to cover risks associated with the use of the Leigh on Sea Sailing Club, Club House while COVID 19 exists.

The risks associated with COVID 19 shall be assessed to enable a clear set of control measures to be communicated to the LSC members and any contractors that may require access for emergency repairs and statutory inspections. The risk assessment is quantitative to facilitate giving the most serious risks the most attention.

The guidance from the government and RYA is constantly changing and this risk assessment shall be reviewed by the committee, following further guidance or regulations.

The following documents shall be read in conjunction with this risk assessment

## 2 References

The following documents were used in the preparation of this protocol.

- RYA Club Guidance on re-starting boating activity and managing COVID 19
- UK Government- Coronavirus (COVID 19): Guidance on phased return of sport and recreation
- Leigh on Sea Sailing Club Handbook/ Rules and Sailing Instructions

## 3 RISK ASSESSMENT PROCESS


### 3.1 Definitions.

Hazard:	The potential for something to cause harm.
Risk:	The probability that harm will occur from the hazard and the severity of its consequence.
Risk Factor/ Rating:	The product of the likelihood and the severity/impact of the Risk being realised.
Control Measure:	The method used to minimise the Risk Factor. The guiding principle should be to implement strategies that reduce risk factors to as low as reasonably practical.

### 3.2 Process.

The risk assessment has been prepared by members of a sub-committee and approved by the Leigh on Sea Sailing Club committee. This shall be monitored and reviewed.

The hazard of COVID 19 shall be assessed with respect to the typical activities associated with the club house. Using simple judgement, for each activity the likelihood that the risks will

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occur, and the severity/ impact shall be assessed. The Risk Factor/ Rating is the product of the values assigned for likelihood and severity/ impact as shown in the following table.

	<b>SEVERITY/IMPACT</b>		
<b>LIKELIHOOD</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>3</b>	3	6	9
<b>2</b>	2	4	6
<b>1</b>	1	2	3

Risk Factors for each hazard will have values 1, 2, 3, 4, 6 or 9. Then use the following table to assess the importance of implementing the control measures.

<b>RISK FACTOR</b>	<b>FURTHER ACTION REQUIRED</b>
<b>1 or 2</b>	Low risk factor, consider improvements
<b>3 or 4</b>	Medium risk factor, control measures shall be implemented
<b>6 or 9</b>	High risk factor, control measures <i>must</i> be implemented.

### **3.3 Implementation of this protocol**

The risk assessment shall be implemented by the LSC committee and reviewed on a regular basis. In addition, the sub-committee shall monitor the implementation of the control measures.

This risk assessment shall be displayed on the notice board within the LSC clubhouse, communicated via email and the club website.



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Revision 04  
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<b>PREPARED BY:</b>	LSC Sub Committee	<b>DATE:</b>	12.07.2020	<b>AGREED BY:</b>	LSC Committee
<b>REVIEW DATE:</b>	24.08.2021-Upon further guidance				

HAZARD	ACTIVITY	PERSONS AT RISK	LIKELIHOOD	SEVERITY /IMPACT	RISK FACTOR	CONTROL MEASURES	RISK FACTOR (POST CONTROL MEASURES)
COVID 19	General use of LSC Club House and surrounding grounds/ birdcage	LSC Members, The Public, Emergency Services	2	3	6	<p>Anyone who has the following symptoms shall not be allowed to enter the club house or surrounding grounds:</p> <ul style="list-style-type: none"> <li>• A high temperature- (hot to the touch on the chest or back)</li> <li>• A new continuous cough.</li> <li>• A loss of, or change in, their normal sense of taste and smell (anosmia)</li> <li>• An extremely vulnerable person (by virtue of their age, underlying health condition as detailed in government guidance) will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.</li> </ul> <p>If a member develops the above symptoms while at the club house, they shall not touch anything and return home. The government advice on self-isolating shall be followed. In addition, they shall inform a committee member.</p> <p>Members shall "pre book" when visiting the bar area within designated times to ensure the maximum specified number of 30 places within the clubhouse is not exceeded. (Pre booking shall be done via the "Shlott" system or via a register managed by the bar staff). The capacity shall be detailed on the seating plan/ booking</p>	3



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						<p>register and will be subject to change, authorised by the committee. The contact details shall be available to support test and trace.</p> <p><del>No visitors/ guests are allowed, unless authorised by a committee member.</del></p> <p>Government guidance shall be followed with regards to social distancing:</p> <p><del>Only socialise indoors with members of up to two households (anyone in your support bubble counts as one household).</del></p> <p><del>Only socialise outdoors in a group of up to six people. from different households, or in larger groups if everyone is exclusively from one or two households</del></p> <p>A seating area is designated for the members who wish to maintain 2m social distancing.</p> <p>The seating shall be arranged within the clubhouse to enable social distancing and shall not be moved. <del>Those within the same household can sit together. while those from different households shall sit / stand 2m apart.</del></p> <p>Should social distancing at 2m not be viable, 1m plus additional control measures shall be in place such as increased ventilation, wearing a face covering, providing a barrier, not facing each other and minimising the time together. <b>All windows in the upper saloon should remain at least partially open. If the lower saloon is in use for over-spill seating the fan-light windows and the doors through to the platform shall remain open. The door at the east end of the platform or the platform windows should also be open to allow air circulation. Seating and tables in the lower saloon shall be deployed by bar staff or a general committee member to maintain social distancing and a maximum of 6 people per table.</b></p> <p><del>A perspex screen shall be installed at the bar area to prevent airborne droplet affecting others. In addition, only one person can stand at the</del></p>	



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						<p><del>designated position, to order from the bar. The queue for the bar shall maintain social distancing, but no queue shall be allowed on the staircase. Members are not allowed behind the bar unless authorised by the committee eg bar staff, committee members. Only one person behind the bar. Only table service is permitted, please wave or otherwise draw the attention of the bar staff to be served. Do not shout or call out loudly.</del></p> <p>Members shall pay by card/ contactless payment. Cash will only be accepted under exceptional circumstances.</p> <p><del>Should members choose to</del> <b>Members shall wear a face covering when not seated at their table. The following advice shall apply to the use of face coverings be followed:</b></p> <ul style="list-style-type: none"><li>• Put the face covering on in a "clean" environment. Use hand sanitiser before putting a face covering on and after removing it.</li><li>• When wearing a face covering avoid touching the face or face covering as this could contaminate them with germs from the hands.</li><li>• Change the face covering if it becomes damp or if it's been touched.</li><li>• Continue to wash hands regularly.</li><li>• Change and wash the face covering daily or more often as necessary.</li><li>• If the material is washable, wash in line with the manufacturer's instructions. If it's not washable, dispose of it carefully as usual waste.</li><li>• Remove the covering with clean hands in a "clean environment".</li></ul> <p>Members shall avoid speaking loudly, shouting, singing etc that would increase the risk of airborne droplets affecting others.</p> <p>Members shall walk slowly around the clubhouse and be particularly cautious at blind corners and when approaching closed doors.</p>	



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						<p>Where designated, members shall use the one-way pedestrian routes, however this can be waived provided social distancing can be maintained eg 1m plus additional controls. Where a two-way system is in place, two metres or 1m plus shall be maintained where possible, while crossing, with persons "giving way" to each other.</p> <p><del>When conditions allow, windows shall be opened to provide additional ventilation.</del></p> <p>The changing rooms, showers and kitchen shall not be used.</p> <p>All members shall ensure the risk of an incident leading to support from the emergency services is minimised. Members shall take a considerate and conservative approach with all activities and bear in mind the control measures are to protect them, their fellow members, the NHS and the UK population.</p> <p>All members shall wash hands regularly with hot/warm water and soap for at least 20 seconds. If this is not available sanitise hands using their own sanitiser or the sanitiser within the club. Wash hands after touching surfaces, coughing/ sneezing, before and after entering the club etc.</p> <p>All persons shall practice social distancing of 2m or 1m plus with LSC members and members of the public.</p> <p>Persons shall cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough/ sneeze in the crook of their elbow.</p> <p>All persons shall avoid touching property/ equipment unless necessary and clean surfaces that have been touched. Wash/ sanitise hands before and after.</p> <p>Members shall avoid touching the face area.</p> <p>Floor markings and signage shall be positioned to remind members of social distancing and the general rules.</p>	



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						<p>Members shall wait outside the club should the capacity increase and social distancing becomes difficult.</p> <p><del>The entrance doors shall be kept closed when the bar is open and locked when the bar is closed to prevent unauthorised entry.</del></p> <p>Any member that does not follow social distancing will be asked to leave and this may result in further action from the General Committee in accordance with Rule 8 of the Club Rules.</p> <p>Should the local level of infection increase, or government guidance change the committee shall review the control measures which may include closing the club house.</p> <p>The Club House shall be cleaned regularly with particular attention to frequently used touch points such as doors and handles. The club shall be cleaned following a session when the bar has been opened eg following Friday night. Members are encouraged to clean the area where they have been seated (before and after) using disinfectant wipes or similar and particular attention to the areas that have been touched.</p> <p>The numbers in the toilets shall be restricted to two and social distancing shall be maintained. Persons shall wash hands for 20s before and after use. Washing hands posters shall be displayed to encourage thorough hand washing.</p> <p>All contractors, bar staff etc shall follow the principles detailed above. In the event of an emergency such as fire, all persons shall evacuate to the nearest available exit without the requirement to social distance.</p>	
COVID 19	First Aid	First Aiders and persons requiring first aid	2	3	6	<p>First Aider shall view the latest guidance on the St Johns Ambulance or Red Cross web site. In particular, the CPR process.</p> <p>Where possible the First Aider shall provide instructions at 2m so the person can self-administer first aid.</p>	3



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						Disposable gloves shall be available in the first aid kit.	

**Conclusion**

The highest risk with regard to COVID 19 is associated with the inability to maintain social distancing, in particular in the event of an emergency. In addition, those that do not wash hands/ sanitise hands regularly and put hands near their face.

The control measures detailed above shall be implemented and reduce our risks to an acceptable level.