

## Re-Opening Queen Mary Sailing Club: Coronavirus COVID-19 Operations Risk Assessments

**Updated 21.05.2020** (please note this document is being continually reviewed. Newest versions will be posted on the website)

A phased reopening plan only when appropriate, safe and following government guidance.

### Overview

Phase 0 – The government allows non-essential staff back to work but there is no sporting activity in UK, no other sailing clubs open.

Phase 1 – Community sports clubs re-start activities, QM reopens with a minimum viable product for members to go sailing, opening 3 days per week.

Phase 2 – Restarting services for members, including pay and play sailing, Open 5 days per week.

Phase 3 – RYA Sailing School Restarts, smaller events with social distancing restrictions in place. Open 7 days per week.

Phase 4 – Return to Standard Operating Plans with Large open meetings and event over 100 people, those over 70's back on the water.

### Summary Phase 0-4

INTERNAL	Phase 0	Phase 1	Phase 2	Phase 3	Phase 4
When is this anticipated?	Current	In line with Government advice (Maybe June)	In line with Government advice (Maybe July)	In line with RYA and/or Government advice (Maybe July/August)	In line with RYA and/or Government advice (Maybe July/August)
Open for sailing activity	Access to boat park only	3 days (Friday to Sunday)*Bank Holiday weekend only Sat, Sun and Mon	5 days (Wed to Sun)	7 days	Normal Opening
Clubhouse	Staff only	Ground Level	YES (With strict measures in place)	YES (With strict measures in place)	YES (With measures in place)
General Sailing - Members	NO	YES	YES	YES	YES
Non-members Sailing (Day Membership and Hire)	NO	NO	YES	YES	YES
Club Racing	NO	NO	YES	YES	YES
Canteen	NO	NO	MAYBE	YES (With strict measures in place)	YES
Saturday Club	NO	NO	YES	YES	YES

Sailability	NO	NO	NO	MAYBE	YES
RYA Courses	NO	NO	NO (Maybe some QM training + 1:1 tuition)	YES (see below for detail)	YES (With measures in place)
Open Training	NO	NO	NO	YES - Limited	YES
Open Meetings	NO	NO	NO	YES - Limited	YES
RTYC Members	NO	NO	YES	YES	YES
RTYC Events	NO	NO	NO	YES	YES
Returning Staffing (TBC)	NO	Full Time Only (See Staff Return Doc.)	Full Time and others (See Staff Return Doc.)	Full Time and others (See Staff Return Doc.)	YES

**Please note - Before any staff return to duties they must read the Social Distancing Policy and receive specific training where required.**

### Phase 0

Activities permitted in this phase	Who is at risk and activity details?	Control measures in place	Actions
Access to site	Staff, Members, third parties and deliveries	Members have access when staff are on site to check and maintain boats. Padlock = lockdown code	Sign on gate water is closed
Clubhouse	Only Staff, third parties and deliveries will have access to the club house.	Mark out 2m key areas i.e (caterers queue, reception, changing rooms)	Yellow tape with permanent marker (Please stay 2m apart)
Office	Spread of disease through personal contact.	Maximum 3 people in office at one time. No other persons	Allocate desks to 1 person only. Use of 1 computer, phone etc.
Deliveries	Office team - Spread of disease through personal contact.	Staff will not sign for deliveries, deliveries to be put on an assigned table.	Deliveries table 1 staff designated to open delivery package with gloves and clean.

Staff kitchen	Spread of disease through personal contact.	Maximum 1 person in kitchen at one time	
Council Meetings	Spread of disease through personal contact.	Conducted by Conference call or zoom meeting, until phase 3	

## Phase 1

Activities permitted in this phase	Who is at risk and activity details?	Control measures in place	Actions (To be actioned on Wed 20 <sup>th</sup> - Fri 22 <sup>rd</sup> )
General sailing and access to water	<p><b>3 days per week (Fri-Sun)</b> Members and staff only</p> <p>Limited to a 3 days week</p>	<p>Admission to grounds and on water activities will only be for Members of Queen Mary Sailing Club.</p> <p>Members must book online and have read guidelines on website</p> <p>Use of drag winches on slip ways. Cleaning on regular intervals. Follow directions on signage.</p> <p>Pontoons – Please follow signage. Where possible one user at a time.</p> <p>Slip ways and launching/recovering – Follow signage and members guidance document. Staff will be on hand as usual. Use drag winches to avoid close contact. Staff not to contact launch trolley unless unavoidable.</p> <p>All staff to have read Social Distancing policy and receive training.</p>	<p>DO (Duty Officer) to have more advanced PPE for emergency situations (I.e. Face mask N95 or FFP2 or FFP3 standard or equivalent, gloves and eye protection I.e. Sunglasses/goggles)</p> <p>Purchase more mouth to mouth face shields for reccucitation and other ppe as necessary.</p> <p>Signage</p>

Site and Grounds	<b>All</b> Spread of disease through personal contact.	Signage to enforce social distancing and minimal contact  Stairs to upper level – Give priority to those moving up the stairs  Boat wash station for all to use with member of staff stationed  Select and Cage	Boat wash station to be set up  Signage
Gates - Internal and external	<b>All</b> Spread of disease through personal contact.	Signage to enforce social distancing and minimal contact.  External gates. Padlocks and gates to be cleaned on entry and exit by staff.	Signage + suggest members bring gloves to press the buzzer for entry  Disinfectant spray and disposable cloths to be carried by staff on entry and exit
Clubhouse	Members + Staff Spread of disease through personal contact.	Ground floor access only for non-staff members  The changing rooms access to only toilets and wash basins Advice document and signage.  Contact points I.e. (door handles) Cleaning at beginning, end and throughout day.	All areas to be assessed with measures in place to reduce numbers and encourage social distancing.  Changing rooms closed, except toilet facility. Holding area for passing. Plus floor markings. Cordon off urinals to distance. Open fire exits for exit.
Office	Staff Spread of disease through personal contact.	Maximum 3 people in office at one time.  No desk sharing.  Cleaning at beginning, end and throughout day.	Bar area to be used as 2 <sup>nd</sup> office.  Allocate desks to 1 person only. Use of 1 computer, phone etc.

Safety Boat cover	Operation of safety boats on water, safety of staff and sailor(s).	<p>DO to assess numbers using water continually, limiting people going out if ratios of staff on site do not match numbers on water and conditions.</p> <p>Launching plan - 2 powerboats stationed at all times as a minimum (to be manned by 1 person unless appropriate and essential for 2 persons if needed)</p> <p>All staff to have read Social Distancing policy and receive specific training. Powerboat (console) Contact points I.e. (steering wheel and throttle) Cleaning at beginning, end and throughout day.</p>	DO to have more advanced PPE for emergency situations as above.
Deliveries to Club	Spread of disease through personal contact.	<p>Staff not signing for deliveries using finger, or their pen.</p> <p>Deliveries left on table</p>	<p>Deliveries table</p> <p>1 staff designated to open delivery package with gloves and clean.</p>
Staff kitchen and staff room	Spread of disease through personal contact.	Maximum 1 person in kitchen and staff room at a time	Signage
Council Meetings	Spread of disease through personal contact.	Conducted by Conference call	