

# RISK ASSESSMENT - COVID19 - 2020



By using the 5 x 5 matrix below Eastbourne Sovereign Sailing Club assess all the hazards and risks involved in the required task. We allocate each task a consequence ranking and a likelihood ranking, from those two scores we calculate the level of risk that the task carries to our staff and any others that may be affected by our actions. From this risk level we compile a risk control form which accompanies our risk assessments clearly showing how we intend to manage the risks involved, some further control measures which potentially could be implied may result in the risk level being reduced even further.

CONSEQUENCE	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

LIKELIHOOD

- 17 -25 **Unacceptable, stop the activity and make immediate improvement**
- 10-16 **Tolerable, look to improve within specified timescale**
- 5-9 **Adequate, look to improve if possible**
- 1-4 **Acceptable, no further action but ensure controls are maintained**

### CONSEQUENCE RANKING

1. Insignificant, no injury
2. Minor, minor injuries requiring first aid
3. Moderate, up to 3 days absence
4. Major, over 3 day absence
5. Catastrophic, death / disablement

### LIKELIHOOD RANKING

1. Very unlikely, 1 in a million chance
2. Unlikely, 1 in 100,000 chance
3. Fairly likely, 1 in 10,000 chance
4. Likely, 1 in 1000 chance
5. Very likely, 1 in 100 chance

## RISK ASSESSMENT FOR RESUMPTION OF SAILING

HAZARD/ HAZARDOUS EVENT	EXPECTED CONSEQUENCES	PEOPLE AFFECTED	ASSESSMENT OF CURRENT RISK			ACCEPTANCE OF RISK LEVEL	ARE CONTROLS REQUIRED
			LIKELIHOOD LEVEL	CONSEQUENCE LEVEL	TOTAL RISK LEVEL		
Use of Club Changing Rooms / Toilets	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	yes
Provision of food and drink	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	yes
Rescue Boat Crew	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	yes
Race Administration	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	Yes
Boat storage removal	Contact with person with is infected with Covid 19	Members	5	5	25	Unacceptable	yes
Preparing boats / storing boats	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	Yes
Sailing / launching boats / recovering boats	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	Yes
Members not accepting above risks	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	Yes
Members not accepting above risks	Contact with person who is infected with Covid 19	Members	5	5	25	Unacceptable	Yes

## RISK CONTROL FORM

RISK ARISING FROM	RISK WITHOUT CONTROL	CONTROL MEASURES	ADDITIONAL CONTROL MEASURES	RISK WITH CONTROL IN PLACE
Use of Club Changing Rooms	25	The changing room will not be in use by club members	Members will either change before arrival at the club or whilst on the beach, keeping 2 meters away from other beach users, apart from family members within a single household.	8
Use of Club Toilets	25	Hand sanitiser will be present at club entrance and in the toilet cubicle. Alcohol wipes will also be in the cubicle.	Access to the toilets will be via the front patio entrance, with only one member allowed at a time, regardless of gender. Before entering the clubroom the member must speak to the RO/OC to confirm no one else is using the toilets. They will then go directly to the toilets. All doors leading to the toilets shall be pinned open, including cubical doors. On finishing their use of the toilet, they are to wipe the toilet handle using the alcohol wipes provided and then use hand sanitiser. They are to then leave via the front patio entrance, ensuring the RO/OC knows they are out.	8
Use of club showers	25	In case of a person who has become very cold whilst in the sea only.	Access to showers will be restricted in the same way as club toilets. This is only to be used for someone who has become very cold as a result of being in the sea. A person who needs a hot shower will inform the RO/OC and will be the only person in the changing rooms whilst using the shower.	8
Boat storage removal	25	A limited number of members will be required to move boats.	Boat moving will be done with 6-8 members in teams of two, separated into a rear green team, club ramp team, beach placement team and securing team. These teams will be same household where possible and will not interact with any other team, by walking away from a boat once in place for the next team to move. A catamaran will be moved by holding and pulling the outside of each bow, and a dinghy will be moved by one pulling on the front trolley handle and the other pushing on the rear transom. For cat big wheels placing on and off those teams must be same household. All must use PPE gloves and must keep to social distancing.	8
Provision of food from Galley	25	The Galley will not be opened	Members are to provide their own food and drink and to only consume these by following social distancing rules outside of the club building.	8
Provision of drinks from Bar	25	The Bar will not be opened	Members are to provide their own drink and to only consume this by following social distancing rules outside of the club building.	8
Preparing dinghies prior to use	25	Crew responsibility for dinghy and trolley	All boats are to be prepared on the beach, whilst maintaining social distancing. Boats stored at the rear of the club must be moved to the beach for preparation to sail. Club Boats will not be available.	8
Social members	25	Social members will only be allowed onto the beach.	Social members will only be allowed on the beach and must always maintain social distancing rules. If they require the use of the toilets, they must see the RO/OC and follow the guidance stated above.	8
Launching and recovery of dinghies	25	Crew responsibility for dinghy and trolley	Only members of the same household are to launch and recover a boat. Only one boat may launch or recover at any time. The crew of that boat must be responsible for the placing & collection of their own launching trolley.	8
Bosuns Locker	25	No entry by club members	Access will be restricted to Gary Smith and Sarah Whitmore only. Any orders for stock must go through Gary, and will be supplied on a collection only service, defined by Gary or Sarah.	8

Rescue Boat Crew	25	The rescue boat can only be crewed by members who live in the same household.	Only boats based in the marina are to be used. The crew is to be briefed by the RO/OC whilst maintaining social distance rules prior to departure from the club. The RO/OC will be the only person to collect keys from the bridge, and then must leave them for the safety boat team in a safe designated place. The same applies for returning the keys to the club. On arrival the crew are to wipe the boats controls including the VHF with alcohol wipes. If a person needs rescuing from the water, the rescue boat crew must wear face masks, gloves and eye protection. The person is to be returned to their boat or beach as soon as practical. On completion of the rescue boat duty, the boat is to be washed down with fresh water and all controls cleaned with alcohol wipes. The RO/OC must remain at the club until the safety boat team are back safely and have returned the keys.	8
Race Administration	25	Free Sailing and/or racing	Free sailing will require one member, or two members from the same household as OC(s) & winch person(s). Racing will require two members from the same household on the bridge. They must always remain at least 2 meters from all other members. Upon entering the bridge, they must use the cleaning station provided and wipe down the bridge desk, control panel, computer keyboard, mouse & computer itself, hooter, flag boards, key cupboard handle, and bridge door handles. They must repeat this process upon leaving the bridge. They must remain on the bridge during their duty, only coming down to prepare the course board, winch house and hoses. Sign on/off will be verbal, from the sailor on the patio, calling up to the bridge team on the bridge deck.	8
Sailing	25	Crew responsibility for deciding to sail subject to guidance	Weather conditions are to be monitored. If wave height exceeds 0.5m or wind force exceeds 12 knots, then the RO/OC will not allow sailing. Only those who feel comfortable managing themselves on the water should go afloat. A limit of 15 boats on the water at any one time, children (RYA L2 or higher) must be supervised at all times by a parent/guardian.	8
Placing dinghies in storage after use	25	Crew responsibility for dinghy and trolley	All boats are to be packed away on the beach whilst maintain social distancing rules. Boats stored to the rear of the club are to be placed in the correct position when the area is clear of other members or when social distancing can be maintained. On putting the boat in the correct space and securing it they are to leave the area and then leave the club asap.	8
Washing down boats	25	Hose to be laid out by RO/OC	Hose to be laid out by RO/OC. The hoses from the sail shed and winch house shall be made available by the RO/OC and must only be used whilst wearing sailing gloves.	8
Members not accepting above risks	25	Members will not be allowed to participate in group sailing or be allowed on club premises	Prior to sailing members must agree in writing to the guidance detailed above. Member showing symptoms, or not abiding to the guidelines set will be asked to leave the club immediately.	8

**THE RO/OC WILL BE THE OVERALL AUTHORITY FOR THAT SAILING SESSION, AND THEIR DECISIONS ARE FINAL. IF THEY HAVE ANY CONCERNS, THEY MUST CONSULT EITHER THE COMMODORE, VICE OR REAR.**

**ANY MEMBER NOT ABIDING THESE GUIDELINES WILL BE ASKED TO LEAVE THE PREMISES. ANYONE WITH SYMPTOMS OF COVID19, OR ANYONE THAT HAS MEMBERS OF THE SAME HOUSEHOLD WITH SYMPTOMS OF COVID19 SHOULD NOT VISIT THE CLUB. ANYONE WHO DOES WILL BE ASKED TO LEAVE.**

**PLEASE SIGN BELOW TO CONFIRM YOU AGREE TO THESE TERMS - YOU MUST RETURN YOUR SIGNED FORM BEFORE YOU WILL BE ALLOWED TO SAIL AT ESSC AT THIS TIME.**