

EASTBOURNE SOVEREIGN SAILING CLUB

RS AERO OPEN 2020 SHORE SIDE & GENERAL



RISK ASSESSMENT AND METHOD STATEMENT FOR COVID SAFE EVENT

Duration/Working Hours	27th August 2020 - 31st August 2020
Main Point of Contact	Rear Commodore - Andrew Hunt - 07715 922 957
Emergency Contact	Rear Commodore - Andrew Hunt - 07715 922 957
Number of Club member Helpers	29
Number of Attendees	120 in 4 groups of 30
First Aider Required	ESSC will provide first aider
Facilities	Provided by ESSC
Emergency Procedures	Rear Commodore - Andrew Hunt - 07715 922 957
Accident Reporting Procedure	Rear Commodore - Andrew Hunt - 07715 922 957
Personal Protection Equipment	Refer to risk assessment
Event Area	ESSC Premises and associated beach front
General	ALL ESSC MEMBERS ORGANISING AND HELPING AT THE EVENT WILL CARRY OUT ALL TASKS SAFELY WHILST BEING COVID SECURE AND FOLLOWING GOVERNMENT GUIDELINES. ALL ATTENDEES ARE TO CONFIRM THE ACCEPTANCE OF ESSC RULES AND RISK ASSESSMENTS.

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. Our team are trained and are competent at identifying any further hazards and risks that may arise while they are on site.

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

17-25 Unacceptable, stop the activity and make immediate improvement

10-16 tolerable, look to improve within specified time-scale

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

SHORE SIDE & GENERAL RISK ASSESSMENT FORM:

HAZARD/ HAZARDOUS EVENT	EXPECTED CONSEQUENCE	PEOPLE AFFECTED	ASSESSMENT OF RISK			ACCEPTANCE OF RISK LEVEL	ARE CONTROLS REQUIRED
			LIKELIHOOD LEVEL	CONSEQUENCE LEVEL	RISK LEVEL		
Receiving instructions from organiser	Contact with person who is infected with Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Moving around inside club building, beach and boat park	Contact with person who is infected with Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Using toilets	Contact with person who is infected with Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Receiving food, tea coffee etc from club building	Contact with person who is infected with Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Receiving alcoholic drink from club building	Contact with person who is infected with Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Touching surface that may have been contaminated with Covid 19	Catching Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Person attending event who is ill with Covid 19	Contact with person who is infected with Covid 19	Organiser, Participant and General Public	4	5	20	Unacceptable	Yes
Number of people attending event	Contact with person who is infected with Covid 19	Organiser, Participant and General Public	4	5	20	Unacceptable	Yes
Social distancing not being maintained	Contact with person who is infected with Covid 19	Organiser, Participant and General Public	4	5	20	Unacceptable	Yes
Organisers not being aware of event management system	Contact with person who is infected with Covid 19	Organiser, Participant and General Public	4	5	20	Unacceptable	Yes

Poor weather conditions	Contact with person who is infected with Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Competitors not aware of control measures in place	Contact with person who is infected with Covid 19	Organiser, Participant and General Public	4	5	20	Unacceptable	Yes
Competitors under the age of 18	Under 18 put at risk	Participant	2	5	10	Adequate	Yes
Normal event management	Injury from attending event	Organiser and Participant	2	5	10	Adequate	Yes
Subsequent transmission of Covid 19 after event	Contact with person who is infected with Covid 19	Organiser and Participant	4	5	20	Unacceptable	Yes
Problems during the day's activities	Contact with person who is infected with Covid 19. Safety of the event is at risk	Organiser and Participant	4	5	20	Unacceptable	Yes

SHORE SIDE & GENERAL RISK CONTROL FORM:

RISK ARISING FROM	EXISTING RISK LEVEL	CONTROL MEASURES	ADDITIONAL CONTROL MEASURES	RESIDUAL RISK LEVEL
Receiving instructions from organiser	20	Instructions will be posted on the club web site	Social distancing maintained	4
Moving around inside club building, beach and boat park	20	Do not enter club building unless ordering snack or receiving pre ordered food	Social distancing maintained and method statement followed	4
Using toilets	20	Outside toilets will be provided, do not use showers or toilets within club building unless you are an ESSC member	Social distancing maintained	4
Receiving food, tea coffee etc from club building	20	Follow the signed one-way system.	Social distancing maintained and method statement followed	4
Receiving alcoholic drink from club building	20	Follow the signed one-way system.	Social distancing maintained and method statement followed	4
Touching surface that may have been contaminated with Covid 19	20	Regular surface cleaning and positioning of hand sanitiser stations	Regular hand washing	4
Person attending event who is ill with Covid 19	20	No person is to attend the event that is showing any symptoms of Covid 19 or who have recently come into contact with Covid 19	Social distancing maintained and method statement followed	4
Number of people attending event	20	The people attending the event is limited, the sailors will be split into groups of 30, with an additional measure of closer potential contact limited to the 6 boats.	Social distancing maintained and method statement followed	4
Social distancing not being maintained	20	All competitors made aware of risk assessment, entry to the event is acceptance of these risks. Use of signage.	Social distancing maintained and method statement followed	4
Organisers not being aware of event management system	20	A briefing session will be conducted before the event for all organisers	Social distancing maintained and method statement followed	4

Poor weather conditions	20	In the event of poor weather conditions, the competition may be cancelled	Competitors asked to leave the site	4
Competitors not aware of control measures in place	20	All competitors are to be made aware that the risk and method statements are available on the club website	If a competitor does not follow the risk and method statements they may be asked to leave the site	4
Competitors under the age of 18	10	Competitors under the age of 18 must be accompanied by a guardian	Club Protection Officer on site	4
Normal event management	10	The clubs routine and event risk and method statements are in place		4
Subsequent transmission of Covid 19 after event	10	A record will be kept of all participants and organisers	Social distancing maintained and method statement followed	4
Problems during the day's activities		At the end of each day and if required during the day Andrew Hunt (Event Safety Officer) and Gary Smith (Race Officer) will review the day's activities	Social distancing maintained and method statement followed	

SHORE SIDE & GENERAL METHOD STATEMENT:

	EXPECTED CONSEQUENCE	PEOPLE AFFECTED	ARE CONTROLS REQUIRED
1	Receiving instructions from organiser	All instructions for the event including race instructions, risk assessments, method statements, results and general event information are made available on the ESSC web site. Organisers are identified by bright blue T Shirts with ESSC Aero Event printed on. If you have any questions, please approach the organiser whilst maintaining a 2-meter social distance and they will endeavour to answer your questions.	Social distancing maintained
2	Moving around inside club building, beach and boat park	Only enter the building to order snacks or pick up pre ordered food. Use hand sanitiser before entering the building and regularly throughout the day whilst moving around the event. When moving around in the building face coverings are to be worn	Social distancing maintained
3	Using toilets	Eight free standing toilets are located to the rear of the building. Access to the toilet will only be allowed if the person can show their coloured wrist band. The toilet will be unlocked by the attendant and cleaned with sanitiser after each use. The toilets will be cleaned regularly by a contract cleaning company. Toilets available between 12.00 – 21.00 27th Aug, 09.00 – 22.00 28th, 29th & 30th Aug and 09.00 – 16.00 31st Aug.	Social distancing maintained, Before and after using the toilets please use the hand sanitiser provided. competitors asked to use toilet facilities at accommodation if possible.
4	Receiving food, tea coffee etc from club building	There is a risk and method statement to follow for this task	Social distancing maintained
5	Receiving alcoholic drink from club building	There is a risk and method statement to follow for this task	Social distancing maintained
6	Touching surface that may have been contaminated with Covid 19	All competitors are to use the hand sanitiser stations provided at regular intervals moving around the site.	Regular cleaning of surfaces
7	Person attending event who is ill with Covid 19	No person is to attend the event that is showing any symptoms of Covid 19 or who have recently had contact with a person with Covid 19. If a person exhibits symptoms during the event, they will be asked immediately to leave the competition.	Social distancing maintained
8	Number of people attending event	The sailors are allocated into groups of 30 competitors before the event, this will determine the berth location and launching order. In addition, the sailors will form social bubbles of 6 sailors within the group of 30. The social bubbles is determined by the beach berthing position prior to arrival.	Social distancing maintained

9	Social distancing not being maintained	The organisers will make all competitor aware of the need for social distancing on all risk and method statements. Signage will be placed around the site to remind competitors of this. Organisers will monitor this during the event and politely remind competitors of the need for social distancing. Competitors who flagrantly disregard the need for social distancing will be asked to leave the event.	Social distancing maintained
10	Organisers not being aware of event management system	A pre event briefing session will be held for all organisers, making them aware of the risk assessments. The method statements will be run through during the briefing.	Social distancing maintained
11	Poor weather conditions	In the event of poor weather, the Safety Officer, Race Officer, Event Co-ordinator and Class Representative will meet to discuss the increased risks to competitors and organisers with the possibility the event may be cancelled	Social distancing maintained
12	Competitors not aware of control measures in place	All competitors via the web site, signage and organisers will be made aware of the risk and method statements in place during the event	Social distancing maintained
13	Competitors under the age of 18	Competitors under the age will only be allowed to enter the event if accompanied by a guardian is to be identified on the entry form. The guardian must be present on site at all times the competitor under the age of 18 is on site.	Protection officer on site
14	Normal event management	The clubs safety policy, normal and event risk and method statements will be used	Covid risk assessments in place. Positions for event management identified, recorded with a persons name
15	Subsequent transmission of Covid 19 after event	A spread sheet containing full contact details of all participants will be maintained and kept for 6 months. The spread sheet will also indicate colour group and social group to aid the Governments track and trace. The competitor or guardian will be responsible for providing track and trace information for people who attend the event with them.	
16	Problems during the day's activities	At the end of each day Andrew Hunt and Gary Smith with one other Executive member will review the days activities for any area of concern and minute any additional control measures necessary. Gary and Andrew will be able to communicate during the day by VHF or mobile telephone. In the event of a serious risk it will be up to Andrew Hunt and Gary Smith if the event is cancelled.	