

RYA Wales guidance can be seen Here

[COVID--19-Welsh-advice \(rya.org.uk\)](https://www.rya.org.uk/COVID-19-Welsh-advice)

For DYC the key guidance as of 21 July 2021 is....

- Individuals should only take part on their own or with others if social distancing and good hygiene can be maintained.
- Participants are encouraged to use their own personal equipment during this phase, or to have equipment allocated to them for exclusive use during a set period. This equipment should be cleaned appropriately before being allocated to another user.
- Participants must only take to the water in conditions well within their ability and which assume a self-sufficient approach to their activity.
- Check your equipment thoroughly, particularly engines and fuel, as they may not have been used for some time.

Level 1 - from 17th July 2021

Summary

- All forms of boating activity can take place
- The clubs/ organisations have a legal duty to undertake a Covid specific risk assessments and [take reasonable measures](#) to minimise the risk of exposure to and spread of coronavirus
- The wearing of face coverings and social distancing is mandatory in indoor public spaces in Wales.
- All facilities can open – there are still indoor capacity limits, large indoor organised gatherings and events are permitted up to a maximum of 1000 seated to 200 standing subject to risk assessment and taking reasonable measures. 200 maximum if there is a mixture of standing and sitting.

- Organised activity can take place outdoors with no capacity caps for participants or spectators

- Toilet facilities can be made available, as long as social distancing and cleaning measures are in place to mitigate any transfer of the virus.
- Changing rooms and showers are an area of increased risk of transmission and their use should be avoided, where possible. All venues should encourage participants to arrive already changed and, where possible, to travel home to change/shower. If changing rooms and showers are to be used during inclement weather, measures should be put in place to limit numbers, appropriate cleaning protocols.
- regulations around self-isolation are still in force and clubs/organisations should keep a record of people attending their facility to support the NHS Wales Test, Trace protect.

COVID-19 RISK ASSESSMENT FOR DOVEY YACHT CLUB July 2021

ROADMAP FOR REOPENING

Before starting the “By Whom / When” boxes will filled in

Reopening Phases as planed summer 2020

Phase	Description / Restrictions
Phase 1 – Social Sailing	Club remains closed apart from toilets and briefing room. Social sailing limited to single households / extended households. Limited safety boat cover.

Phase 2 – Limited Racing	Racing restarted for single households. Changing rooms reopened. Safety boat cover increased.
Phase 3 – Bar & Food	Bar, balcony and galley reopened for socially distanced use.
Phase 4 – Fully Open	All sailing activities operating as normal. Clubhouse fully open on pre-Covid basis.

As of 20 July 2021 we are in revised Phase 3

Revised Phase 3	Racing and social sailing all operating nearly as normal Bar is open wait on service booking in advance 6 to a table Balcony open to booked on sailors and members signed in.
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As of the 17th July, some restrictions relating to Coronavirus in Wales have been eased. In particular, restrictions around the number of people from different households that you can meet indoors; now 6, outdoor premises and events will have greater flexibility around social/physical distancing, and the limits on the number of people who can gather outdoors socially have also been eased. As of the 7th August, it is proposed that the following restrictions relating to Coronavirus in Wales will be further eased. In particular, restrictions around the number of people who can meet indoors including private homes- no limit, and masks will not need to be worn in hospitality settings but will continue to be required by law in most indoor public places and on public transport.

Mask wearing is still mandatory in Wales. Risk assessments on any organised activity will be compulsory to support the easing of the restrictions.

As a club DYC is adopting a cautious approach. Inside the changing rooms will remain essentially closed. No formal catering and waiting on to tables of maximum 6 seated adults.

Anticipated Timescales and Areas for Reopening by Phase

Item / Area	Phase 1	Phase 2	Phase 3	Phase 4
Anticipated date	1 August 2020			
Visiting DYC	Yes – Booking System	Yes – Booking System	Yes – Signing In primarily via web collect	Yes
Hygiene / Social Distancing	Maintain at all times	Maintain at all times	Maintain at all times	Maintain at all times
Boat Park	Open	Open	Open	Open
Slipway / Launch Area	Open	Open	Open	Open
Toilets	Open – one way system	Open – one way system	Open – one way system	Open
Briefing Room	Open – one way system	Open – one way system	Open – one way system	Open
OOD Box	Open	Open	Open	Open
Changing rooms	Closed	Open – limited use	Open – Very limited use	Open
External areas	Do not gather	Open	Open	Open
Safety Boats	Limited operation	Limited operation	Unrestricted operation	Unrestricted operation
Beach	Open for launching	Open for launching	Open for launching	Open for launching
Social Sailing	Yes	Yes	Yes	Yes

Club Boats	Yes	Yes	Yes	Yes
Club Racing	No	Yes – single household	Yes –	Yes
Windsurfing, Kayak and SUP	No	Yes	Yes	Yes
Committee Boat	No	No	Yes	Yes
Training	No	No	Yes Under covid rules as recommended by RYA	Yes
Open Events	No	No	Yes all signed on in advance	Yes
Duties	Yes – as required	Yes – as required	Yes	Yes
First Aid	Yes	Yes	Yes	Yes
Contractors / Working Parties	Essential only	Essential only	Yes	Yes
Galley	No	No	not operational but members welcome to bring food	Yes
Bar	No	No	Limited operation Book in advance open after sailing to signed on sailors .Other members details taken	Yes
Balcony	No	Limited operation	Yes	Yes
Junior Sailing	No	No	Yes	Yes

PHASE 3 RISK ASSESSMENT – SOCIAL SAILING and Racing

Risk	Who might be harmed	General Action	By Whom / When
Covid-19 – transmission of virus	Any member, visitor, employee, contractor or person entering the building	To reduce the transmission of the virus as much as possible by following the key principles outlined in the government guidance on Covid-19 including: <ul style="list-style-type: none"> • social distancing • regular handwashing and hand sanitising • regular cleaning of surfaces • ventilation 	All members, visitors, employees, contractors or persons entering the building

NB This is a living document and will need to evolve and change as circumstances do throughout the summer

RISK – MEMBERS, COMMUNICATION AND GENERAL ISSUES

Action	By Whom / When
Create formal Club Covid 19 policy and protocols including governance structure, weekly review and communications / feedback loop (what / who / when / where)	Directors / Weekly
Covid 19 designated officer to be appointed to act as main point of contact for members, visitors, employees, contractors, and other people visiting the club. Need to have officer or delegated representative on site whenever club open.	Des / Ongoing

No-one displaying symptoms of Covid-19 should attend the Club	All / Ongoing
Members must inform Covid 19 designated officer if they or any of their [household] test positive for Covid-19 and avoid attending the Club for 14 days	Members / Ongoing
Members to be asked to provide information on anticipated use of club including number of people attending and time frames.	Members / Prior to club opening
Signage to be installed throughout club and external areas as appropriate (see individual risk areas for more detail)	KLC & Des / Prior to opening
Protocol to be put in place if any member or person visiting / using the club: <ul style="list-style-type: none"> • displays symptoms • self isolates; and / or • tests positive for Covid 19 	KLC & Ashley Woodcock / Prior to opening
Protocols to be communicated to contractors and other key stakeholders / neighbours (eg RNLI, harbourmaster)	Des / Prior to opening
Simple Covid-19 briefing note explaining the protocols developed through this risk assessment to be given to members for onwards transmission to friend and families	KLC & Des / Prior to opening
Formal and informal briefings / encouragement of basic principles to be given to members including encouraging considerate and conservative behaviour	All / Ongoing
Consider how to deal with non-compliance with Club rules and Covid protocols	Directors / Prior to opening
Ensure feedback and review of unforeseen issues and unintended consequences of changes to normal operating procedures	All / Ongoing
Review RYA and government guidelines weekly	Des & KLC / Weekly
Insurance needs checking	Des

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RISK – FIRE AND GENERAL HAS

Action	By Whom / When
Normal fire procedures apply. If the building catches fire everyone gets out as quickly as possible without worrying about social distancing and hand washing.	Fire officer / Ongoing
If non-emergency HAS procedures conflict with Covid specific protocols, then common sense needs to be applied to the specific situation.	Fire officer / Ongoing
These facts need to be communicated to members and visitors via the Covid briefing note.	Des / Before opening

RISK – ENTRANCES AND CIRCULATION SPACE

Action	By Whom / When
Covid 'Officer of the Day' to be on duty around club / beach / on water whenever open	
One way system / Do Not Pass system to be implemented with restrictions on doors and at entry points	
Hand sanitiser to be installed	
Ventilation Toilet areas all mechanically vented	2607/20 Des
Cleaning – daily cleaning to be implemented (details below)	
Signage to explain processes put up	
Signing in procedure to be implemented	

Steps and porches to be kept clear	
Access by members of the public should be strictly prevented – signage required.	

RISK – EXTERNAL AREAS AROUND CLUBHOUSE

Action	By Whom / When
Shed and bins – keep locked, signage put up	
Safety boat area and fuel store – cone off, signage put up	
Gangway to RNLI – protocol for moving safety boats required	

RISK – CLEANING CONTRACT

Action	By Whom / When
One off deep clean of building before opening	
Cleaner to be provided with full details of contract specification including Covid-19 RAMS and protocols	
Barrier to be provided to cordon off areas when cleaning underway	
High contact points to be cleaned daily including: <ul style="list-style-type: none"> • doors and door handles • light switches • bins • soap dispensers / sanitisers • taps 	

<ul style="list-style-type: none"> • access systems / alarms • toilets • kitchen areas • showers • handrails 	
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RISK – BINS & WASTE

Action	By Whom / When
Bins regularly emptied	

RISK – CHANGING ROOMS AND TOILETS

Action	By Whom / When
Toilets open, changing rooms remain locked	
Hand washing & drying to be encouraged by signage	
Hand sanitisers to be put outside in corridors	
Maintain guided social distancing	
Signage to be put up	
Toilet windows to be kept open to ensure ventilation No windows mechanically vented	
Toilets to be cleaned thoroughly each day, particularly high contact points	
Strictly no unauthorised use by members of public – signage to be put up	

Use booking system in conjunction with sailing rota / booking system? Established through Web collect	25/07 /20 Des

RISK – BRIEFING / WET ROOM

Action	By Whom / When
Signage to be put up for one way system / no loitering	
Training equipment to be kept locked away	
Limited seating for concierge	
No eating or drinking allowed inside except by concierge	
Daily cleaning	
Keep doors and windows open for ventilation	

RISK – SAILING & WATERSPORTS / DINGHY PARK / SLIPWAY / BEACH

Action	By Whom / When
Booking system with signing in / out procedures using Web collect	
Responsible club person in charge at all times This is the concierge role	
Social distancing to be maintained at all times including rigging and launching – rigging to take place on beach	
Single household groups / household bubbles only now more relaxed in phase 3	

Club owned gear should be cleaned and dried before and after use	
If any equipment has been exposed to the virus, clean and do not use for 72 hours	
Maintain social distancing as much as possible when loading / unloading, launching / recovering and waiting on the slipway / beach	
Maintain social distancing in dinghy park. Install signage to remind people. Now more relaxed in phase 3	
Ensure compatibility with local authority / harbourmaster rules and regulations.	
Briefing session with RNLI / harbourmaster at key points to communicate protocols.	
Boats to be washed off following use with high contact areas cleaned with soapy water	
Ask members to arrive and leave dressed for the activity and shower at home. Limited changing for members who do not live locally	
Ensure communications procedures updated to cover return to shore, hail support, incidents, end of session	

RISK – SAFETY BOATS AND SAFETY (NB Ashley to review / comment)

Action	By Whom / When
Responsible club person in charge at all times	
Do not compromise normal safety procedures if there is a risk to life – drowning will kill more quickly than Covid	
Sailors and safety boats to maintain social distancing afloat as much as possible without compromising sailing safely	

Ensure normal safety procedures including communication protocols are checked, updated and communicated to all safety boat crews and officers	
Ensure people sail conservatively and within the limits of their abilities, considering forecast, temperature, wind speed, direction, sea state, tide, visibility, competence, sailing area, safety crew and types of craft	
Launch and recovery – maintain social distance, avoid members of public	
Assess safety boat manning levels balancing number of people involved with maintaining operational safety and maintaining single household operation as much as possible	
Provide hand sanitiser for safety boat crews? Facemasks? In safety packs	
Avoid face to face contact in safety boats as much as possible	
Hold briefings and debriefings outside	
Ensure safety crew are briefed on Covid protocols	
Where possible tow astern rather than alongside	
Maintain hailing distance unless physical support is required	
Boats to use righting lines, long painters and mast head floats where available	
Wash off after use with high contact areas cleaned with soapy water	

RISK – OOD BOX

Action	By Whom / When
Closed to general membership but open for safety crew	

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RISK – BAR AND BALCONY

Action	By Whom / When
Open now in phase 3. Socially distanced tables where possible . Do not block exit route from the bar	

RISK – STOCK ROOM, OFFICE, CELLAR

Action	By Whom / When
Key personnel only. Closed to members.	

RISK – CHILDREN

Action	By Whom / When
Ensure parents brief them on Covid protocols and take responsibility for their own children’s actions	

RISK – GALLEY

Action	By Whom / When
Closed	

RISK – WATER HYGIENE

Action	By Whom / When

Before building fully reopens, all toilets must be flushed three times and all taps must be run continually for at least 20 minutes	
One off temperature test to be carried out across entire building to ensure water supplies at correct temperatures	
Updated water risk assessment to be carried out	

RISK – REPAIRS AND MAINTENANCE, CONTRACTORS, WORKING PARTIES

Action	By Whom / When
All contractors visiting site must be booked in prior to arrival – essential repairs and maintenance only	
Sign contractors in and out by name and given copy of building protocol as part of Permit To Work system	
Contractors must supply Covid-19 RAMS and ensure working areas cleaned down after use	
Informal repairs and maintenance work to be carried out ensuring social distancing and cleaning work areas on completion	

RISK – CATERING AND EVENTS

Action	By Whom / When
None	

RISK – DISABLED MEMBERS AND VISITORS

Action	By Whom / When
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Disabled tenants / visitors – specific briefings and protocols to be provided as required	
Ensure inclusivity maintained as much as possible	