

OOD and other responsibilities summer 2021

OOD Concierge rolecan be split Can be combined

Be aware of and abide by the outcomes of the DYC Covid 19 Risk assessment Overall document is on website but needs updating to acknowledge rule changes announced (awaiting RYA GUIDANCE).

With the relaxation of the rules but rising infection rates the pandemic is by no means over.

OOD & Concierge...Both Have overall control of safety on the day. Indoors and Out. Both need to have read the standard operating procedures and RA and signed that they have done so.

OOD

- Print off or be given sign on sheet from webcollect This is the sign on sheet for racing and our record who is in the club
- Identify number of safety boats needed to match conditions and number and skill of participants (Always one safety boat driver and preferably one PB2 per boat. Be prepared to say no to participants)
- Monitor safety during the day as conditions and participants change
- Have contingencies to cope with non show of safety boat or race officers
- OOD Can also be race officer
- If all bases covered with a good team in place, can race. Default being hold back if any concerns
- Make sure race results are being recorded correctly
- Get a check of fuel levels and arrange fuel run. Note this is one of the potentially hazardous jobs and we cannot instruct employees to collect. We need to review the process.
- End of the day check radios are returned Safety boxes back and generally all things ship shape and Bristol fashion
- OOD where appropriate, contact the next day's crew and ensure they have remembered they are on duty.
- **Concierge**
 - There needs to be the presence of a responsible member whilst the club is open.
 - Under covid rules be around the club during the day to monitor compliance and be a friendly face to the numerous visitors . Be a gatekeeper to prevent the public coming in to use the toilets (A regular problem)
 - Be available if any sailors return early and need assistance
 - Point prospective members to the website if they are considering joining
 - When /If bar opens after sailing be prepared to help out serving drinks if there is a sudden rush at the start

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- Have a radio and operate as “DYC base” so a link is there between activity on the water and the club
- Be aware of the disaster plan (on the wall top of the stairs) and who to delegate to should the worst happen.

Bar opening

During The fortnight between 23rd July and 7th of August we are under the existing indoor protocols. After the 7th the rules might change a bit

- Tables are booked preferably in advance by emailing first come first served basis Not through webcollect)
- Tables of six all named with a contact number from different households allowed. Those racing and signed on are already registered . Those that just pop in need to be recorded on a clipboard. List left in Office buy the computer at end of day.
- Arrive preferably via the main entrance sanitise hands, wear mask till seated and go to allocated seating.
- Drinks served to the table preferably paying by card.
- Tables will be sanitised between sittings.
- Only go to toilets via the main stairs if the way is clear (no passing) One way system don fire escape preferred.
- Bar staff masked when serving
- On the balcony(which is outside) there is no legal limit. However some members might prefer to keep social distancing . Seated only