

Hornsea Sailing Club



2020

Risk Assessment

COVID-19

12/07/2020

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



| | |
|--------------|----------------|
| Date: | 12th July 2020 |
|--------------|----------------|

| | | | | | |
|------------------------|------------|--------------------------|-------|---------------------|--|
| Assessors Name: | Pip Warner | Reference Number: | Rev 1 | Review Date: | Ongoing – as per government guidance updates |
|------------------------|------------|--------------------------|-------|---------------------|--|

| | | | | | | | |
|---------------------|--|-------------------|--|------------------|--|--------------|--|
| Endorsed By: | | Signature: | | Position: | | Date: | |
|---------------------|--|-------------------|--|------------------|--|--------------|--|

| | |
|----------------------------------|------------------------|
| Description of assessment | Coronavirus (COVID-19) |
|----------------------------------|------------------------|

| | |
|-------------------------|----------------------|
| Location Details | Hornsea Sailing Club |
|-------------------------|----------------------|

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|------------------------------|-------------------------|---|---|---|----|---|---|-------------------|----------------------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| Guiding Principles | Club Membership, public | | | | | <p>Stay alert We can all help control the virus if we all stay alert. This means you must:</p> | Continual review of government guidance | The Committee | Daily Weekly Monthly | | | | |
| Guiding Principles Continued | Club Membership, public | | | | | <p>stay at home as much as possible work from home if you can limit contact with other people keep your distance from people not in your household (2 metres apart where possible) wash your hands regularly</p> | Continual review of government guidance | The Committee | Daily Weekly Monthly | | | | |
| Special considerations | | | | | | <p>Clinically vulnerable people (such as people aged 70 and over)</p> <p>The advice for clinically vulnerable groups has changed. If you are in this group you could be at higher risk of severe illness from coronavirus. Although you can meet people outdoors and, from 4 July, indoors, you should be especially careful and be diligent about social distancing and hand hygiene.</p> | | | | | | | |

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



| | | | | | | | | | | | | | |
|------------------------------------|--------------------------------|----------|----------|-----------|----------|---|--|----------------------|-------------------------|----------|----------|----------|----------|
| <p>Catching / Spreading</p> | <p>Club Membership, public</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>H</p> | <p>If you are classified as clinically extremely vulnerable you should follow the guidance for those shielding. This has been updated to advise that you can now consider taking safe exercise outdoors and meeting up with one person outside your household, always maintaining social distancing and robust hand and respiratory hygiene.</p> <ul style="list-style-type: none"> • The Hornsea Sailing Club facilities and clubhouse are to remain closed when sailing is not taking place. There is to be no loitering. • To support the Governments' ability to 'track and trace' the DO must record the details of anyone who attends the club and retain this information for 21 days. • The Clubhouse will contain suitable levels of hand sanitiser gel and sanitising wipes for general use. • Welfare facilities will contain suitable levels of soap and antibacterial gel. • Club Member's will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds, when not on the water. • Member's should use their own tissues when coughing or sneezing and take away with them for disposal before washing hands. • Indoor facilities, apart from toilets and through-ways should be kept closed. When accessing and leaving toilets you should wipe down areas of contact, wash hands thoroughly | <p>Continual review of government guidance</p> | <p>The Committee</p> | <p>Daily Weekly</p> | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |
|------------------------------------|--------------------------------|----------|----------|-----------|----------|---|--|----------------------|-------------------------|----------|----------|----------|----------|

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



| | | | | | | | | | | | | | |
|------------------------------------|--------------------------------|----------|----------|-----------|----------|---|--|----------------------|-------------------------|----------|----------|----------|----------|
| <p>Catching / Spreading</p> | <p>Club Membership, public</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>H</p> | <p>and use paper towels where possible and avoid touching any surfaces in transit.</p> <ul style="list-style-type: none"> • Use of the toilet block is to be strictly controlled by the Duty Officer and is to be kept locked at all times. A key will be available from the DO for use by one person at a time. The person using the toilet is required to clean ALL surfaces when finished. • Contact with personnel suspected of having caught COVID-19 will be avoided. • Club Members must self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature and or any other recognised COVID 19 Symptom and not attend the club under any circumstances.. • Should Club Members disclose that persons living with them are self-isolating, they should do the same for 14 days as per Government guidance. • Club Members are reminded to not touch their eyes, nose or mouth if their hands are not clean • A cleaning schedule will be implemented throughout the site, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance/wipes. • Use of the club house, changing rooms etc by club members will be | <p>Continual review of government guidance</p> | <p>The Committee</p> | <p>Daily Weekly</p> | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |
|------------------------------------|--------------------------------|----------|----------|-----------|----------|---|--|----------------------|-------------------------|----------|----------|----------|----------|

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|--|-------------------------|---|---|----|----|---|--|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| Catching / Spreading (continued) | Club Membership, public | 5 | 3 | 15 | H | <ul style="list-style-type: none"> The Duty Officer will be required to sanitise all areas touched during their use of the clubroom, this includes work surfaces, door handles, keys for safety boats, toilet key, etc. Should a second person, ie safety boat driver, enter and use the club room, both parties must wear a suitable face mask to stop transmission of fluids produced through conversation, avoid face to face contact and a more thorough sanitising process must be carried out to ensure ALL surfaces are cleaned and sanitised prior to use by others and at the end of each day. | <p>The Duty Officer will control all activities as detailed in the list of duties document provided by HSC Committee.</p> <p>Continual review of government guidance</p> | The Committee | Daily Weekly | 5 | 1 | 5 | M |



Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|--|-------------------------|---|---|----|----|---|--|--|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| Members travel plans | Club Members, public | 5 | 3 | 15 | H | <ul style="list-style-type: none"> We will ask Club Members to inform us if they are leaving the country. It is important that any person leaving the country obtains relevant government guidance in line with the area / country that they are visiting. Self-isolation must be undertaken in line with the area / country guidance. | Continual review of government guidance | The Committee | Daily Weekly | 5 | 1 | 5 | M |
| Lack of awareness and understanding of the threat. | Club Membership, Public | 5 | 3 | 15 | H | <ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. This information is designed to inform all Club Members of the Risks and ways to reduce the risks associated with the Covid-19 virus. Information will be available for all Club Members on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Members are required to check the latest government website for the latest known symptoms. We will continually adopt and review new government / WHO guidance as and when it is available. | <p>Members of the general public may require guidance from the DO or any Club Members should they be seen to have disregard for Government guidance which would affect/increase the risks associated with COVID-19 to Club Members.</p> <p>Continual review of government guidance</p> | The Duty Officer and Club Members The Committee | Daily Weekly | 5 | 1 | 5 | M |

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|---|-------------------------|---|---|----|----|--|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| Lack of awareness and understanding of the threat. Continued | Club Membership, Public | 5 | 3 | 15 | H | <p>Club Members are expected to ensure they are fully aware of the risks associated with the Covid-19 virus and how to protect themselves, their families and those around them including other Club Members.</p> <p>ALL Club Members will be expected to take all precautions to reduce the risk to themselves, their families and those around them including other Club Members.</p> | Continual review of government guidance | The Committee | Daily Weekly | 5 | 1 | 5 | M |
| Access to the HSC Site | Club Members. | 5 | 3 | 15 | H | <p>Strict controls will be in place for access to the Kirkholme Point site operated by the Café/Boathouse. The gates will be open between 9.00am and 5.00pm. All Club Members are to ensure they leave the site before 5.00pm as the gates will be locked at that time. This will prevent the need for any Club Member to touch the gates thereby reducing the risks associated with touching potentially infected surfaces.</p> <p>Access for sailing will be strictly by booking a time slot only to limit the numbers of members in attendance and thereby limiting the transmission to others in line with current government guidance. This can be done online through the HSC website.</p> | Continual review of government guidance | The Committee | Daily Weekly | 5 | 1 | 5 | M |

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| | | | | | | | | | | | | | |
|--|---------------------------------|----------|----------|-----------|----------|--|--|----------------------|---------------------|----------|----------|----------|----------|
| <p>Access to the HSC Site Continued</p> | <p>Club Members.</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>H</p> | <p>For future use.</p> | <p>Continual review of government guidance</p> | <p>The Committee</p> | <p>Daily Weekly</p> | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |
| <p>Social Distancing</p> | <p>Club Members, Public</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>H</p> | <p>Upon entering the Club parking area, all vehicles are to be parked facing the water's edge.</p> <p>Adequate space is to be left between vehicles to allow social distancing to be practised by all leaving and entering their vehicles.</p> <p>Groups of people congregating for social purposes at any one time must be in open air and limited to 6 persons from one or more different households with a minimum 2 meter distance between those from different households.</p> <p>Boat launching and recovery will be strictly controlled by the Duty Officer to ensure the 2 meter distancing rule can be adhered to. This may require restriction of access to and from the water to one boat at a time.</p> <p>If assistance is required at any time, this must be undertaken in such a way to maintain social distancing rules.</p> | <p>Continual review of government guidance</p> | <p>The Committee</p> | <p>Daily Weekly</p> | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|------------------------------------|----------------------|---|---|----|----|---|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| Social Distancing Continued | Club Members, Public | 5 | 3 | 15 | H | <p>Kirkholme point is accessible to persons other than HSC Club Members, general Public. Care must be taken by Club Members to not break current social distancing rules with members of the public and or other workers at the site.</p> <p>Club jetties are strictly for club members only. Anyone approaching or using the club jetties should be asked politely to leave.</p> | Continual review of government guidance | The Committee | Daily Weekly | 5 | 1 | 5 | M |
| Safety Boat usage. | Club Members | 5 | 3 | 15 | H | <p>The risks associated with sailing and water usage are still present. Therefore to operate, we require a safety boat and driver to be available should any Club Member require assistance. During sailing operations there will be a designated safety boat driver available to lend assistance.</p> <p>Access to fuel cans in the club house will be by the Duty Officer only. These when required will be issued to the safety boat driver to add fuel to each safety boat in use. Cans must be handled using gloves and wiped down with antibacterial wipes or spray and cleaning towels.</p> <p>The Safety boat keys will be issued to and retrieved to/from the driver each day.</p> | Continual review of government guidance | The Committee | Daily Weekly | 5 | 1 | 5 | M |

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| | | | | | | | | | | | | | |
|--|--|----------|----------|-----------|----------|---|--|----------------------|-------------------------|----------|----------|----------|----------|
| <p>Safety Boat usage Continued</p> | <p>Club Members</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>H</p> | <p>All surfaces are to be cleaned before and after use/touching at the beginning and end of each day with the appropriate anti-bacterial wipes or gel/spray</p> <p>Safety boats are to be operated by one person or more if from the same household only.</p> <p>Safety boat drivers are to wear gloves at all times. Face coverings at this time are optional for the individual unless the boat is to be occupied by another person from outside the drivers household such as a sailor requiring extreme assistance.</p> <p>Safety boats are to be used to right capsized dinghies should the occupant not be able to do so. Should the sailor not be physically able to return to the shore without further assistance, the dinghy should be towed with its occupant on board to the shore where it would be possible to walk back to the launch/recovery area near the clubhouse.</p> <p>The safety boat should only be entered by the sailor in extreme cases only where he is not able to return to shore without such assistance.</p> | <p>Continual review of government guidance</p> | <p>The Committee</p> | <p>Daily Weekly</p> | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |
| <p>Safety Boat Maintenance</p> | <p>Person responsible for boat maintenance</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>H</p> | <p>Where safety boat maintenance is require, the relevant parts are to be sanitised by the use of gloves with antibacterial wipes/sprays and cleansing towels.</p> | <p>Continual review of government guidance</p> | <p>The Committee</p> | <p>Daily Weekly</p> | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |



Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|-------------------------------------|----------------------|---|---|----|----|---|--|---|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| Vehicle Access & Parking | Club Members, Public | 5 | 3 | 15 | H | <p>Club members are required to only use the dedicated HSC parking area.</p> <p>All vehicles are to be parked facing the Mere tarmac road with adequate distance between.</p> <p>Space must be given to those entering and exiting their vehicle using the minimum 2mtr social distance as advised by government guidance.</p> <p>Care must be observed with the introduction of a one way walking and vehicular access system introduced by the Mere Café/boathouse. If traffic proves to be of a high risk with potential injury to members rigging and launching boats, appropriate action must be taken by either members stopping their rigging and launching or temporarily stopping traffic until the risk has passed.</p> | <p>Members of the general public may require guidance from the DO or any Club Members should they be seen to have disregard for Government guidance which would affect/increase the risks associated with COVID-19 to Club Members.</p> <p>Continual review of government guidance</p> | <p>The Duty Officer and Club Members</p> <p>The Committee</p> | Daily Weekly | 5 | 1 | 5 | M |

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|--|------------------------|---|---|----|----|--|---|--|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| Mere Visitors Spreading the Virus | Club Members, Visitors | 5 | 3 | 15 | H | Club members must keep social distances between them and any member of the public loitering in the Sailing club areas such as outside the club house, car parking area, slipway and club jetty. Members of the public found in these areas should be respectfully asked to leave the area to a more appropriate area away for club facilities. | Members of the general public may require guidance from the DO or any Club Members should they be seen to have disregard for Government guidance which would affect/increase the risks associated with COVID-19 to Club Members. Continual review of government guidance | The Duty Officer and Club Members The Committee | Daily Weekly | 5 | 1 | 5 | M |
| Racing | Club Members | 5 | 3 | 5 | H | Racing at present is under review. | Continual review of government guidance | The Committee | Weekly | 5 | 1 | 5 | M |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|--------------------|---------------------|---|---|---|----|---------------------------|--------------------------------------|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



Guidance Notes

| | | | | | | |
|-----------------|-------------------|---|----|----|----|----|
| SEVERITY | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | LIKELIHOOD | | | | | |

| LIKELIHOOD | |
|------------|---------------------------------|
| 5 | Almost Certain – Very High Risk |
| 4 | Probable – High Risk |
| 3 | 50/50 – Medium Risk |
| 2 | Improbable – Low Risk |
| 1 | Almost impossible – Low Risk |

| SEVERITY | |
|----------|-----------------------------------|
| 5 | Fatality – Very High Risk |
| 4 | Severe incapacity – High Risk |
| 3 | Absent 3 weeks – Medium Risk |
| 2 | Absent less than 1 day – Low Risk |
| 1 | Insignificant – Low Risk |

| 1–4 LOW | 5–9 MEDIUM | 10–15 HIGH | 16–25 VERY HIGH |
|--|--|---|---|
| Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment. | Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment. | Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level. | Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible. |

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Additional comments:

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

| | | | | | |
|-------------------------|--|-------------------|--|--------------|--|
| Assessor 1 name: | | Signature: | | Date: | |
|-------------------------|--|-------------------|--|--------------|--|

| | | | | | |
|-------------------------|--|-------------------|--|--------------|--|
| Assessor 2 name: | | Signature: | | Date: | |
|-------------------------|--|-------------------|--|--------------|--|

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level.
I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.

| Employee name | Job description | Date | Employee comments/recommendations | Signature |
|---------------|-----------------|------|-----------------------------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |