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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Wessex Sailing Club COVID 19 Risk assessment** | | **Date** | March 14 2020 |
| **Committee Member (Name and Role)** | Ceci Wollmann- Commodore  Jamie Harris- Vice-Commodore  Alex Colquitt- Team Race Captain  James Rudd-Jones- Team Race Captain  Cat Hunt- Yachting Captain  Rebecca Coles- Yachting Captain  Sebastian Hascilowicz- Casual Rep  Matthew Beardshaw- Casual Rep | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** |  | |
|  |  | **Signed off** |  | |
| This risk assessment has been written with Government and RYA (governing body) guidance. RYA updates and guidance can be found at this web address:  <https://www.rya.org.uk/newsevents/e-newsletters/inbrief/Pages/RYA-Roadmap-for-the-return-of-recreational-boating.aspx?utm_campaign=RYA%20Up%20To%20Speed%20-%20March%202021&utm_source=emailCampaign&utm_content=&utm_medium=email> | | | | |

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

* *Read the latest Government updates and guidelines*
* *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*
* *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*
* *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*
* *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*
* *Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*
* *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*
* *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

| **Hazard** | **Action** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Covid-19 | 1. Hand washing | * All sailing members and water users | **1** | **5** | **5** | * Ensure each of the facilities we use have suitable hand washing areas with supplies and give warning to members when not available. * Providing hand sanitizer around the environment, in addition to washrooms * Frequently cleaning and disinfecting ropes, tiller extensions and high touch areas, especially equipment in-between use by different people - this will be done by the last person who sailed the boat with help and supervision given by the respective Captains and Representatives | **1** | **3** | **3** | Members to be sent the risk assessment and induction form and then sign a google form to confirm they have read both. Google form will be stored on the Vice-commodore google drive.  This will also be posted on the social media channels. The induction sheet will have the requirements each member must follow to be able to sail. |
| Covid-19 | 2. Social Distancing | * Wessex Members * Anyone else who physically comes in contact with you in relation to your activity | **2** | **5** | **10** | Social Distancing –  Where possible, maintain at least 2m from each other.  Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency  [https://www.publichealth.hscni.net/news/covid-19-coronavirus](about:blank)  [https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people](about:blank) | **2** | **3** | **6** | Follow guidelines set out by the RYA- limit number of households in each boat.  Use of a mask is required when 2m is not possible- such as face coverings and additional hand sanitizer and washing before and after. |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Sailing Members * Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission.  For smaller areas (such as the shed that holds the sails) only one member (or household if they live in the same house) will be allowed in at a time.  While sailing, group sailors with households and keeping sailing partners the same or similar.  Keep track of who sails with who and who is in contact with each other for tracking and tracing. We will follow the University and hold onto this data for at least 21 days, this will be mentioned to those giving their information. | **2** | **5** | **10** | * Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by: * Wearing masks * Using back-to-back or side-to-side sitting whenever possible * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * Wessex Sailing Members * Anyone else who physically comes in contact with you in relation to your activity * In case of emergency at sea; RNLI coastguard. |  |  |  | * Ensure the RA is uploaded on Groups Hub and request your members download and read it. * Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions. * Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them. We will create a list for the respective captains and representatives to go through with new participants and remind continuing participants. * Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) |  |  |  | We will be releasing (emailing and posting on social media) a Google form to sign to confirm each member has read the RA and induction sheet.  They must email back once they have read it to confirm so, the names of those who do will be recorded.  During coldest conditions, the risk of someone getting hypothermia is at it's highest. Weather conditions will be assessed before each session to ensure the risk of hypothermia/injury is minimal. Especially as showers and changing rooms are currently closed |
| Covid-19 | 6. Protecting people who are at higher risk You should think about | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category, depending on their risk the activity may be adapted, such as sailing single-handed or with someone in their bubble. This will be worked out with the individual. * Provide meaningful alternative activity for those who are shielding * Helping members at increased risk to engage from home, either in their current role or an alternative role * Planning for members who need to self-isolate. | **2** | **5** | **10** | * Option to take their personal transport to the venues and to sail alone if they have RYA level3 accreditation * Hosting both in person and online events so everyone is able to attend such as online learning events and watching parties when other sailing events are on |
| Covid-19 | 7. Symptoms of Covid-19 | * Wessex Sailing Members * Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | * Within the 24hours before sailing, a member must confirm they do not have any symptoms. * If member becomes unwell with a new continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance * Committee Members will maintain regular remote contact with members during this time. * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. [https://www.publichealth.hscni.net/](about:blank) | **3** | **5** | **15** | * Require members to not return until they have followed the government guidance on how long to quarantine (14 days) * Give warning and information to other members who have been in contact with that person found from the tracking and tracing   In regard to returning to Southampton;  If a student feels that they need to return to Southampton, they should follow the guidance laid out by the University and upon their return isolate until two negative COVID-19 tests have been received. Members will be encouraged to register for COVID-19 saliva testing  Government guidance states If students have already travelled back to university then they should remain on campus and not return home at this time.  Reference: [https://www.southampton.ac.uk/coronavirus/faq/student-travel.page](about:blank) |
| Covid-19 | 8. Face coverings | * Wessex Club Members |  |  |  | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-   Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  Wearers must be clean shaven. |  |  |  | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.   Reference [https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm](about:blank) |
| Covid-19 | 9. Mental Health | * Wessex Members | **3** | **5** | **15** | * Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE * Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services * Hosting events online and in person (restrictions allowing) and encouraging participation to help keep people connected | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support. * Hosting both in person and online events so everyone can attend such as online learning events and watching parties when other sailing events are on |
| Covid-19 | 10. Physical Activities | * Wessex Sailing Members * Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities * Many facilities associated with outdoor sports and physical activities can reopen on the 29th of March 2021, if those responsible for them feel ready to do so and if they can do so safely. * Distance must be kept to other club members and water users. * Boats kept at spinnaker are kept at the far end of the dinghy park separate from members boats. * For the use of yacht please use the RA for the Yacht.     \**Each specific sport should check the guideline of the Government and their Federation*  **We will continue to look at and follow the guidance provided by the RYA. This is updated often so we will monitor it regularly.** | **2** | **5** | **10** | * All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group, they should familiarise themselves with all the government guidance around social distancing and hygiene, in particular.   **Follow guidelines set out by the RYA- limit number of households, updated 29th March**   * Currently, it is recommended that when distance between people is less than 1m for more than 15minutes they are considered ‘close contact’ * Reducing time spent, increasing space and facial coverings with help minimize * Wessex sailing club members should respect other water users and follow the guidance set by the clubs themselves. |
| Covid-19 | 11. Travelling for physical activity | * Wessex Sailing Club Members |  |  |  | * You shouldn’t travel with someone from outside your household unless you can practise social distancing – for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport. Car sharing has been prohibited by SUSU until May 17th. * Continue to review guidelines prior to traveling |  |  |  | We will follow government guidance on car sharing:   * Car sharing is not permitted with someone from outside your household or your support bubble * When car sharing is allowed, opening car windows, and wearing face coverings is required * Individuals cycling is encouraged to Southampton Sailing Club as much as possible, make a detailed map for new members to follow * Wearing facemasks and using disinfectants such as hand sanitizer before and after close contact with others   [https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers?fbclid=IwAR1WIgVPXvhnJW\_jzPwaC1e0aruQ4G194QFFgCuiiDTiMRV6xJxckuBc28g](about:blank) |
| Covid-19 | **12. Sharing equipment (sport and non-sport)** | * Wessex Sailing Members |  |  |  | * We expect you to follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](about:blank) * For using the yacht (shared equipment) please use the RA for the Yacht |  |  |  | * Additionally, cleaning measures between equipment users will be implemented (water hoses and disinfectants- using soap approved by captains and representatives on boats) * Minimize sharing when possible, i.e. the same people use the same boat each week. The boats are numbered and will be recorded by the respective captains. |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Following and keeping up to date with RYA (Sailing’s National Sporting body) recommendations | Commodore, Captains, Casual Reps | Ongoing | | March 29th | Adjust policies according to RYA guidance | |
| 2 | Tracking and Tracing- We will keep a record of who attends each session and try as best as possible to keep the same people sailing with each other and when possible in the same household | Commodore, Captains, Casual Rep | Ongoing | | March 29th | Discard data after 21 days of it being taken, take action when needed. | |
| 3 | Follow Government Guidelines and restrictions. | Commodore, Captains, Casual Rep | Ongoing | | March 29th | Adjust policies according to Government guidance | |
| 4 | Follow Spinnaker/Southampton SC guidelines as they are published | Commodore, Captains,  Casual Rep | Ongoing | | March 29th | Update Wessex members on the latest from the clubs, specifically what facilities are open e.g. toilets/changing rooms | |
| 5 | For Wessex Yacht, follow government guidelines, RYA guidelines and the Yachts Risk Assessment | Yachting Captain, Commodore | Ongoing | | March  29th | Update Wessex members on the latest requirements for the usage of the yacht. | |
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| Responsible Committee members signature:  A picture containing text  Description automatically generated | | | | | Responsible Assessor signature: | | |
| Print name: JAMES HARRIS | | | | Date:  March 14 2021 | Print name: | | Date |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 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 |
| **IMPACT** | | | | |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |