

Stage 3 Plan: Continuing to sail; protecting what we have achieved.

Version1 dated 4th August 2020

A request from the Flag Officers

- All parts of the club are now operating in some form with the exception of the RYA training. This is therefore a **new plan** designed to protect what has been achieved which may be as far as we can go for some time.
- It is important that everyone follows the rules if we are not to go backwards. The General Committee members are under a lot of pressure interpreting the various issues and the least we can expect is that all members support us by applying these rules in full. In particular we note that some members are not recording their visits to the club for racing or casual sailing- **Please do comply by signing on the appropriate sheet**
- Please assist us in helping other members understand if you see any non-compliance. It is in everyone`s interests if we are all to stay sailing and keep the club safe so as many members can come down and enjoy what the club has to offer. We want every member to feel they can come to the club at a time of their choosing and that they will be safe.
- On the water there is still a lot of shouting and too many close boat interactions that should preferably be avoided. From now on you may have two handed boats on the water with crews from different family groups **who are unable to hail**. You may also have single handed GP14`s with reduced visibility with their large genoas so please – tack away, slow down or duck and sort it out when back on dry land
- Social distancing is now vital in all our daily lives and the club is no different. We think its as safe as we can reasonably make it but its not in some kind of pre Covid bubble! Be careful and don`t hesitate to wear a mask. We are all wearing them now in shops so why not wear them at the club if it makes you or others feel more comfortable. **You will now need to carry one while on a safety boat and wear it if recovering sailors out of the water**. If you forget your own spare masks will be found in first aid kits on the safety boats with spares in Humber shed
- If you are a parent please remember that you are totally responsible for your child`s behaviour and compliance with Covid-19 requirements. You must remain on site while your children are at the club. Children must wear buoyancy at all times while on or near the water
- No member is expected to do any duty or even attend the club if their personal circumstances or wishes dictate that they cannot sail. But if you are sailing but have not yet volunteered to assist with the racing or other activities please do so to share the burden. You will get average points for any raci
- Observance of the Stage 1 and Stage 2 plan has been excellent and our thanks to you all. We need to reinforce and extend this now as we move to Stage 3

Basic Premise

- The Stage 3 Plan retains all the elements of Stage 2 and now introduces regular racing on Saturday, Sunday and Wednesday as well as Youth training on Saturday, MYG on Tuesdays and hopefully Sailability on Thursdays. It also includes limited catering and bar facilities on Saturday, Sunday and Wednesday night
- All duties are to be carried out by volunteers. This Plan is also informed by updated RYA advice dated 10th June 2020 defining the permitted size of gatherings and clarifying that these rules do not apply to those participating in boating activity **on the water**.
- That sailing and racing is permitted by the landlord Waverley Borough Council and that a consultation has taken place with WBC on this Stage 3 plan.
- This proposal relates only to FPSC Stage 3 as defined below. There is no intention to open the changing rooms, shower`s or clubhouse and no organized RYA training until Stage 4 at the earliest.

Government Guidelines					All restrictions lifted
Dates	13/05/20-23/06/20	24/06/20-31/07/20	04/08/20-tbc	tbc	tbc
FPSC Plan Stage	1	2	3	4	5
Activity/Area					
Controlled opening of dinghy park	Yes	Yes	Yes	Yes	Yes
General/casual sailing	Yes	Yes	Yes	Yes	Yes
Club racing as this plan	No	Limited	Yes	Yes	n/a
Full club racing	No	No	No	No	Yes
FP Sailability	No	No	Limited restart	Yes	Yes
Youth training	No	From 25 July	Yes	Yes	Yes
RYA training	No	No	No	tbc	Yes
Club house open	No	No	Open for keyholders and bar	Yes	Yes
Changing rooms open	No	No	Toilets open	Yes	Yes
Bar and Galley open	No	No	Bar only	Yes	Yes
Indoor events	No	No	No	tbc	Yes
Open meetings	No	No	No	tbc	Yes
Club Intermediate training	No	No	tbc	Yes	Yes

- Based on RYA “club guidance on restarting racing and covid-19 – Version 3.1 100620”

Fundamentals of the Stage 3 Plan

- 1) That members will follow all government guidelines and will **not** come to the club if they are unwell, shielding, waiting for a test under track and trace, self-isolating and/or any other members of their family are similarly affected. If in doubt please stay home
- 2) That all members record their attendance at the club for any reason either by noting attendance on the General Sailing or Racing Spreadsheets or by booking in the alternative Youth Training, MYG and Sailability management systems. For any members with IT challenges please contact the Commodore or any GC member.

To explain the reason for this should any member contact Covid 19 or suspect that they have contracted Covid 19 the member must report this to the Commodore who will consult with the Flag Officers and decide the appropriate action based on the records of club attendance. As a minimum this is likely to include advising all members who have attended the club within 7 to 10 days of attendance by an infected person and closure of the club for at least 7 days. If we do not know you have been at the club we cannot warn you.

- 3) The decision to attend on site, use the club facilities and/or go sailing and/or racing is solely at the risk of the individual members as set out in the temporarily amended By-Laws which have been further amended in Stage 3 by GC to include additional risks related to crewing with different family members. This is included in Annex A. Please read this in full.
- 4) There are no restrictions on the age or ability of those who chose to come to the club and sail and/or use the facilities subject to full compliance with Item 1 above. It is for the individual member to decide whether they or their children are able to sail.

What you can do in Stage 3 at the club

- 1) Non sailing members are welcome to attend the club in family groups not exceeding six to enjoy the pond, fettle boats, picnic, see friends and get exercise. All attendees must record their attendance
- 2) With advance booking single handed casual sailing/racing, or double handed casual sailing/racing where both crew members are from the same household or are in a support bubble (See RYA guidance- COVID-19: using a boat inland and on the coast”).
- 3) With advance booking double handed casual sailing/racing with **crew members from different households is now permitted with mitigation and if members have read the RYA guidance** on “Sailing and racing with participants from different households during Covid-19 in England” dated 29 July 2020. This is in Annex F to this Plan.
- 4) With advance booking youth training, MYG and Sailability in accordance with the relevant plans.
- 5) Use of main toilets (Disabled if appropriate) but not for changing or showering

- 6) Transient access to clubhouse to purchase limited range of drinks and snacks from the bar on Saturday, Sunday after racing and Wednesday. Opening hours subject to volunteer availability. One-way system must be used. All purchases are now cashless and are only available when the bar is manned. The bar can only be accessed and manned by a member of GC or allocated personnel.
- 7) Socially distanced gatherings on terrace for drinks and picnics in groups not exceeding 6 and with a maximum limit of 30 allowed. The terrace canopy has been erected.
- 8) You may meet contractors/ boat repairers etc on club business or in relation to your own boats and/or invite a single guest to the club provided they are signed into one of our recording systems.
- 9) Access any building as a Duty Officer and/or key holder on bona fide club business

What you cannot do in Stage 3 at the club

- 1) Sail or race if you have not booked in.
- 2) Use any club Safety boat without carrying a personal face mask.
- 3) Invite more than one non-member to come to the club unless they are resident with you as part of extended family groups.
- 4) Congregate in groups of 6 or attend a gathering of more than 30 at the club
- 5) Crew a two-handed dinghy or safety boat with two non- family members unless you can stay at least 0.5 metre apart and follow RYA risk guidance
- 6) Individual coaching and/or training without specific Flag Officer permission
- 7) Use any club safety boat except for a club organized activity. The "Ali" boat is available for emergency use.
- 8) Use the changing rooms, showers, galley or office.
- 9) Use the clubhouse except as noted above
- 10) Use the training rooms, workshops, race-hut or safety boats without specific permission
- 11) Hire club boats except through long-term hire arranged through a Flag Officer
- 12) Use paddle boards, canoes, kayaks or any other banned craft as By-Law 2 b)

Weekly schedule

	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Saturday	Youth Training Session 9:00 – 13:00 (on-line signing on) <u>Start Times</u> As advertised (circa 10:30)				Racing 13:00 – 16:30 (on-line signing on) <u>Start Times</u> As advertised (circa 14:00)			General Sailing 16:30 – 18:30 (on-line booking)		General Sailing 18:30 – 21:00 (on-line booking)		
Sunday	General Sailing 09:00 – 13:00 (on-line booking)				Racing 13:00 – 16:30 (on-line signing on) <u>Start Times</u> As advertised (circa 14:00)			General Sailing 16:30 – 18:30 (on-line booking)		General Sailing 18:30 – 21:00 (on-line booking)		
Monday	General Sailing 09:00 – 12:00 (on-line booking)		General Sailing 12:00 – 15:00 (on-line booking)		General Sailing 15:00 – 18:00 (on-line booking)			General Sailing 18:00 – 21:00 (on-line booking)				
Tuesday	Model Yacht Group 09:00 – 15:00 (MYG only) (on-line booking)							General Maintenance 15:00 – 18:00 (NO SAILING)		General Sailing 18:00 – 21:00 (on-line booking)		
Wednesday	General Sailing 09:00 – 12:00 (on-line booking)		General Sailing 12:00 – 15:00 (on-line booking)		General Sailing 15:00 – 18:00 (on-line booking)			Racing 18:00 – 21:00 (on-line signing on) <u>Start Times</u> As advertised (circa 18:45)				
Thursday	Sailability 09:00 – 15:00 (on-line booking)							General Sailing 15:00 – 18:00 (on-line booking)		General Sailing 18:00 – 21:00 (on-line booking)		
Friday	General Sailing 09:00 – 12:00 (on-line booking)		General Sailing 12:00 – 15:00 (on-line booking)		General Sailing 15:00 – 18:00 (on-line booking)			General Sailing 18:00 – 21:00 (on-line booking)				

How to take part safely

General attendance at the club

You are welcome to come to the club even if you are not sailing. Any member who has been shielding and concerned about the club being too busy can check who is at the club on the Casual Sailing page on the website. (Scroll to the right) or Racing Log in sheets (Separate tab- Additional attendance). Please remember to record your own attendance

You are welcome to picnic or use the limited bar and galley services or carry out maintenance of boats with suitable management of COVID-19 risks including boats borrowed from personal friends or hired from the club.

The clubhouse foyer is accessible for access to the toilets in the changing rooms and the disabled toilet including hot water for hand washing but not showers or hand dryers. The shower in the disabled toilet is for emergency use only. Emergency blankets, medical equipment and phone are available in foyer. The outside toilet is also available.

Racing and coaching

The organised racing during specific sessions during the week is on an interim basis for those willing to participate and where volunteers are available to run the racing. The membership requirement for all to undertake duties continues to be waived during Phase 3. It is essential that no member feels pressure to come to the club if they do not wish to and this is particularly important for youth sailors. Parents, coaches and members generally should carefully monitor activities to check for peer pressure on youths to sail when they may be uncomfortable in doing so.

The overall intent is to provide enjoyable racing in a safe environment, and we expect competitors to **embrace a more relaxed approach rather than engaging in highly competitive racing**. Social distancing is easier to achieve in non-family crewed boats in lighter winds. Racing will be cancelled much sooner than we traditionally have due to the prevailing conditions (wind strength, temperature etc), or more frequently if volunteers to run the racing are not available.

Two handed boats crewed from different families.

The new guidance from the RYA and revised By-Law 3 require that all participants (Or their parents, guardians or carers) take personal responsibility for evaluating any potential risks to both themselves and others. This is a clear and important factor in the club allowing non-family members to sail together and this is reflected in the further temporary revision to By-Law 3 agreed by GC on 4th August 2020. This revision further enhances your own personal responsibility for making a decision to sail with a non-family member and for deciding the appropriate mitigation needed by you both

The guidance identifies three areas of higher risk which require mitigation with all other activities considered to be low risk.

1) Sailing straight line; not face to face with an accumulation time of more than 15 minutes. MEDIUM to HIGH risk; Minimum mitigation required is as follows

1. No shouting
2. Minimum 0.5 metre separation
3. Face coverings where conditions permit

2) Manoeuvring; Less than 1 metre apart possibly face to face with fleeting contact but accumulation less than 15 minutes; MEDIUM RISK; Minimum mitigation required is as follows

1. Face to face to be avoided
2. Organise manoeuvres to maximise social distancing

3) Risk of handling equipment (Fomite transmission): Risks if crews are changed within 72 hours (i.e. sailing on Wednesday evening and Saturday afternoon with different crew and/or helms).

FPSC Recommendation.

- That all non-family member crews should wear masks or buffs to reduce risk
- That crews should wear gloves at all times with regular hand cleaning before sailing.
- That crews should not be changed unless at least 72 hours from previous use.

Bar and galley

A Limited carry out service may be provided on Saturdays, Sundays and Wednesdays subject to members complying with the instructions set out in Phase 1 of “ Re-opening the Bar and galley- V3 dated 04 August 2020 “and the availability of volunteers to man the bar.

Food will be limited to pre-packaged sandwiches and snacks with cold and hot drinks. A bar service will be available in accordance with the Club`s Licencing Policy.

All food and drinks supplied are to be consumed outside the clubhouse which remains closed apart from access to the bar using a one-way system entering through the front door.

All payments will be via a **cashless payment system** which is now in operation. Only GC members or allocated personnel are to man the bar.

Safety Boat Cover

Safety Boat cover will be provided during sessions of organised racing and coaching, by a single Safety Boat helmed by an approved safety boat driver and crewed by a member of the same household (14 years or older) or by crews from different families where a distance of more than 1 metre can be maintained. Control measures, detailed in FPSC Operation of Safety Boats and Race Hut during COVID-19 Restrictions, are to be put in place to manage contamination risks (e.g. over 72 hours between re-use and cleaning protocols).

However, it is likely that to provide emergency assistance to someone (e.g. to avoid a drowning incident rather than just lifting the mast when capsized or towing back to shore) then direct contact with them will be required. In this instance a face covering is required regardless of the family status of the safety boat crew. **All safety crew should bring a face covering with them although masks are now stored in the First Aid kits on all safety boats. If you use one of these then please replace it from the spares stored in Humber's shed (to right of door as you enter).**

Weekly Cleaning

- Cleaning of the club foyer, bar, changing room toilets, race hut, disabled toilet and external toilet will be carried out at least three times a week but the club cannot guarantee that at the time of any particular use it will be free of Covid-19.
- Cleaning is also being carried out on regularly used areas of the entrance gate, key box and padlock and the starting hut.
- Cleaning is not being carried out of tables and chairs on the terrace
- NO safety boats are being regularly cleaned

Facilities provided and race entry process

General Sailing & Model Yacht Group Sessions

On-line booking systems to record attendance for track and trace

- The Model Yacht Group and Sailability have **exclusive access** on their allocated sessions on **Tuesdays** and **Thursdays** respectively so no booking will be available for general sailing in these time slots.

Racing Sessions

- On-line signing on system to reserve an entry for each Fleet start time for each person as set out on the Website.
- Entries to be opened approx. 48 hours before racing provided volunteers are in-place to run the racing;
- Volunteers will be able to pre-book a racing entry for the weekend that they enable racing to take place;

Boat Hire

Hire of club boats is currently only available on a long-term basis until further notice through the Commodore. The Club Manager remains on furlough

Responsibilities

Key changes to responsibilities as part of this plan are set out in Annex E

Risk assessment and controls

RYA Guiding Principles These are the RYA's guiding principles that will underpin all guidance across the boating community. We would encourage decision makers to use these principles to inform their own decisions during the Covid-19 period. 1. We will always follow Government advice □ The COVID-19 preventative measures are vital to protecting health and wellbeing and to minimising pressure on frontline services. We all have a role to play by following the Government guidelines. 2. We will, as a boating community, take a considerate and conservative approach □ **Considerate:** be mindful of the potential impact that you could have on other water users and do not place unnecessary extra strain on the RNLI and emergency services. □ **Conservative:** help to minimise risk by taking an extra conservative approach to your boating.

Source: RYA Club Guidance covid 19 Version 1 15 May 2020

At least 24 hours in advance

- Book in on-line identifying member name and boat to be sailed.
- Member are requested to record in the booking system when they visit the club even if they are not sailing This is to support track and trace. You may record your visit before, during or immediately after your visit.
- Youth sailors must be accompanied with at least one responsible, experienced and sail trained parent.
- All visits must comply with government guidance on groups of no more than 6 and gatherings of no more than 30 persons in any one area of the club.

Before arrival

- Check the weather forecast and prevailing conditions. All members must take a **considerate and conservative approach** (see RYA guidance above).
- If in doubt ring a Flag Officer or the Sailing Secretary.
- Check club website for any changes to arrangements and approvals.
- Do not come to the club if you or your family members feel unwell.
- Ensure that you and your children are fully aware with all aspects of this Plan and social distancing requirements.
- Ensure you have all safety equipment including gloves. We advise you arrive fully dressed for sailing. If you change in the car park please do so discreetly. Youths should not change in the car park.
- Consider the purchase/improvisation of masthead floats to assist in any capsized recovery. This is good seamanship.
- Ensure that you have hand sanitizer and wipes/tissues as necessary to reduce the management needs of those managing the club.

On arrival

- Close front gate behind you. Beware someone else may have contaminated the gate, so use gloves or sanitise once you have touched it. Only lock the gate if you are the only person at the club. Sanitizer is provided at the gate
- Sailability will put alternative procedures in place for arrival and departure during any Thursday afternoon sessions due to accessibility issues.
- Park well away from other cars and users to help maintain social distancing.
- A critical defence against COVID-19 is for members to wash /sanitise hands on arrival at the club and before touching anything and at regular intervals thereafter. Sanitisers have been installed but please bring your own.
- Bring personal water bottles for use and any necessary food necessary for the sailing activities. (There is no guarantee that the bar will be open as set out above)

- Make personal assessment of conditions and change plans as necessary. It is the members obligation not to sail in extreme conditions when gear failure or serious/difficult capsize could occur or in conditions beyond their competence. Only experienced youth sailors should sail unsupervised and parents are wholly responsible as by amended By-Law 3b (See Annex A).
- Racing safety cover is limited as set out in “Return to Racing: Competitors Guide”. Please do not take risks that could overload the single safety boat available.
- Buoyancy should be used by all members at all times regardless of whether the Y Flag is flying, weather conditions etc. This temporarily supersedes By-Law 2) a) (i) paragraph 2. Additionally By-Law 2) a) (i) paragraph 1 requires that “All children are required to wear buoyancy aids at all times **whilst near or on the water**”.

Rigging, launching and recovery

- Move dinghies away from adjacent rigging boats to avoid any risk of breaching social distancing regulations. Be prepared to move you boat from your berth or change location in the boat park to allow others to maintain social distancing.
- The Ali boat is available for emergency use only but all members should be aware that the club cannot guarantee that it and its equipment are clean. Report any use to a Flag officer.
- Please be accommodating to give others access to launch, avoid congestion on the jetties, use all of the available jetties, don't loiter unnecessarily on the jetties, and please do not tie your boat up on the jetty and leave it unattended. If jetties are congested either wait or launch/recover from an alternative jetty.
- During a racing session, please be considerate to others starting in Fleets before you when launching.
- When returning to shore please be patient and avoid congestion on the jetties.

Reporting

- Report any incidents to the Flag Officers :-use of the Ali boat, significant gear failure, interface with third parties or any other event that might impact on the clubs carefully designed approach to act with consideration and avoid conflict with other users of the pond or area.
- Should you or any member of your family become aware of Covid-19 symptoms for up to 14 days after sailing you must inform the Commodore by phone and email. The booking sheets will be retained so that appropriate tracking can be carried out if such an incident occurs.

Governance

- This Plan has been created by the General Committee, reviewed and checked by the Safety Committee, and is supported by a detailed Risk assessment (Issued separately). The GC will keep the plan under regular review and any amendments will be published, as a minimum in hard copy in the club foyer.
- At all times the Club and its members must use our best endeavours to follow all relevant government guidance and take note of guidance from the Royal Yachting Association.
- Waverley Borough Council: As our Landlord we must comply with any restrictions from the Council on use of the Pond.
- This plan has been generated by the Flag Officers, reviewed and approved by the General Committee and signed off by Safety Committee as an independent check.
- The Plan will be maintained under review by the General Committee and any changes to the Plan or circumstances will be advised to all Members and necessary third parties.
- It may be necessary to treat abuse of the government restrictions and restrictions imposed by the club as set out in this Plan as “conduct unworthy of a member or prejudicial to the interests of the Club” (Rule 9i)”; It is in all members interest to follow the provisions set out in this Plan.
- Any comments and proposed amendments on the Plan should be sent to a Flag Officer copied to the Sailing Secretary.
- By-Law3 has been temporarily amended on the 4th August 2020 as set out in this plan by General Committee Meeting as set out in Rule 3(ii) of the Rules of Frensham Pond sailing Club as revised on 1 January 2018.

Version 3 Dated 04/08/20

Authors: DI/RA/MP

Approved by GC on 04/08/20

Approved by SC on 04/08/20

Annex A: Stage 3 Further Amendment to By-Law 3

Adopted 04th August 2020

3. GENERAL

- a) *Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in sailing, each member agrees and acknowledges that:*
- I. they are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk, including the risks of contracting Covid-19, whilst taking part;*
 - II. they are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;*
 - III. they accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;*
 - IV. their boat is in good order, equipped to sail and they are fit to participate and that there has been no known contact or potential contact with Covid-19 to the best of their knowledge*
 - V. the provision of a race management team, training organizer`s, patrol boats and other officials and volunteers by the organizer does not relieve them of their own responsibilities;*
 - VI. the provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provide in the circumstances;*
 - VII. it is their responsibility to familiarize themselves with any risks specific to this venue, to read the relevant plans and risk assessments and to attend any safety briefing held at the venue*
- b)
- I. Each Member accepts full responsibility for any of their children permitted by them to sail or be on the Club premises and shall be fully responsible for ensuring that their children follow all social distancing and other Covid-19 safety requirements;*
 - II. The Club provides some safety facilities during the hours of Club organized sailing. On other occasions each Member accepts that such facilities are not provided*
- c)
- I. Each Member accepts responsibility for any decision to sail and/or carry out safety duties with a member not in their family group and have reviewed the specific risks and the RYA guidance entitled "RYA guidance on sailing and racing with participants from different households during COVID-19 in England".*

Annex B: Stage 3 Supporting Documentation

The Stage 3 plan has been generated by the Flag Officers based on the Stage 2 plan produced by the Return to Racing Sub-Committee: Ian Gregory (Sailing Secretary / Sub-Committee Chairman), Megan Pascoe (Vice Commodore), Rob Anstey (Rear Commodore), Alastair McEwan (Youth Coordinator) and Jonathan Dakin (FPSC Member and Consultant in Respiratory Medicine, Royal Surrey County Hospital).

Supporting documentation:

- FPSC Safe Operation of Safety Boats and Race Hut during COVID-19 restrictions.docx;
- Return to Racing - Race Officer Guide;
- Return to Racing – Sailing Instructions
- Return to Racing - Competitors Guide.
- Detailed Risk Assessment Stage 3 for FPSC
- Re-opening the Bar and Galley V3
- RYA guidance on sailing and racing with participants from different households during COVID-19

Annex C: FPSC Stage 3 Clarifying controls

Area of FPSC activity	Controls currently in place	Extra Controls	Required by
General	Bring Back Safe Sailing Plan – Stage 3 dated 04/08/2020	As set out in detailed Stage 3 Risk assessment version V4 dated 04/08/20 and as follows	
Reducing the risk of the virus	All buildings closed apart from lobby area, bar, changing room toilets, disabled toilet etc. Transient use of clubhouse to access bar Stage 3 plan sent to all members. Plan reviewed by Safety Committee and maintained under review by GC	Signage/communications GC “drop in” checks. GC to maintain overwatch	Commencement
Facilities in use	Cleaned regularly at least three times a week on Monday, Wednesday and Friday.	Weekly checks for handwash, towels etc	Actioned
Launching and recovery	Stage 3 Plan highlights need to be careful and considerate; Return to Racing : Competitors Advice on launching and recovery	GC to maintain overwatch	Actioned
Pontoon and slipway	As above	As above	As above
Activities	Appropriate to Government Stage	GC to monitor	Commencement
On the water safety	Member responsibility as amended By-Law3 further amended for 2 handed non-family sailing Limited Safety boat cover as FPSC Operation of safety Boats-	Signage/communications GC “drop in” checks	Actioned
Bar and catering	Limited opening as take away facility in accordance with bar and galley policy Phase 1.	GC to monitor	Actioned
Responding to a potential Covid-19 exposure at your club	GC reviews of public health advice to be regularly carried out as detailed Risk assessment. All sailors and visiting members recorded on booking in sheet All contacts maintained on SCM and in updated handbook in clubhouse.	Communications to members using multiple channels. No guests or visitors	Actioned
Third party interfaces	Liaison with Waverley Borough Council, WBC ranger and Frensham Pond User group	Communications	Ongoing

Annex D: FPSC Stage 3 Opening checklist

Action	Check	Date	Comment
Are you aware of all relevant, current Government guidance, statutory requirements and checked with your insurers?	Yes	04/08/20	
Are you confident you can offer an appropriately 'Covid secure' environment for your members?	Yes	04/08/20	Provided members follow advice and requirements of the Plan
Have you carried out a satisfactory risk assessment for any proposed activities?	Yes	04/08/20	Detailed risk assessment supports Clarifying controls
Have you taken appropriate steps to mitigate against the risk of infection amongst staff, volunteers and members?	Yes	04/08/20	
Have you taken appropriate actions to mitigate against the risk of requiring the emergency services?	Yes	04/08/20	Provided members follow advice and requirements of the Plan
Have you effectively communicated any new operating procedures with your members, staff and volunteers?	Yes	04/08/20	
How will you manage a contact or suspected contact with Covid-19?	As procedures	04/08/20	Isolate in Office
How will you handle situations where club rules and guidance in relation to Covid -19 are not followed?	Rule 9i	04/08/20	GC decision

Annex E: General Committee & Race Committee Specific Aspects

Duty Officer Role

The Duty Officer role was re-introduced under Stage 2 in a reduced form and is retained in Stage 3: in essence it is a key holder role to provide access to the Safety Boat Huts, VHF radios and Race Box and a general over watch role. Please read and familiarise yourself with “FPSC Safe Operation of Safety Boats and Race Hut during COVID-19 restrictions.docx” which details the main tasks expected of the Duty Officer.

A Duty Officer can pre-book and guarantee a race entry for the weekend they undertake the Duty Officer role.

Other Roles

- Alastair McEwan has volunteered to take on responsibility for ensuring the fuel cans in the fuel store are replenished regularly;
- John Haines has volunteered to compile Handicap and Pursuit race results; Class Captains to deal with Class results
- VHF & Safety Boat rotation (generation of signs, and changes to the allocation rota): Rob Anstey
- Rubbish removal (Flag Room, Humber’s Shed, Race Hut): David Innes;
- Acquisition and re-stocking of cleaning materials, plastic bags etc: Rob Anstey, Megan Pascoe and Neil Holden;
- Duty Allocations:
 - To use the DutyMan system with admin support from Graham Howlett;
 - Use of the multiple allocation function to assign duties from the volunteer pool(s);
 - Transfer of data to the on-line signing on system: Alastair McEwan & Graham Howlett;
 - Oversight by Ian Gregory.
- On-line booking and signing on: Alastair McEwan, Tessa Masterton, with guidance from Ian Gregory.
- Bar rota. Rob Anstey

Annex F: RYA Guidance on sailing & racing with participants from different households during COVID-19 in England



Introduction

This document provides measures for participants when sailing and racing with other households. It should be read alongside the latest Government regulations. Clubs and event organising authorities should refer to the RYA Guidance on Restarting Boating Activity and Managing COVID-19 in England and RYA Guidance for Major Events and COVID-19 on the [RYA Return to Boating hub](#). This document is designed for participants only.

Wherever possible, the relevant UK Government social distancing guidance should be adhered to. In circumstances afloat where social distancing is not feasible, mitigations should be implemented in line with the advice within this document. This document has been prepared as part of the RYA's guidance in conjunction with the UK Government Return to Team Sports Framework. This document refers to current UK Government guidance for England only and is subject to change in response to the current COVID-19 Alert Level, community prevalence of COVID-19 and/or updated UK Government guidance.

Essential first steps

All participants prior to sailing with people from other households

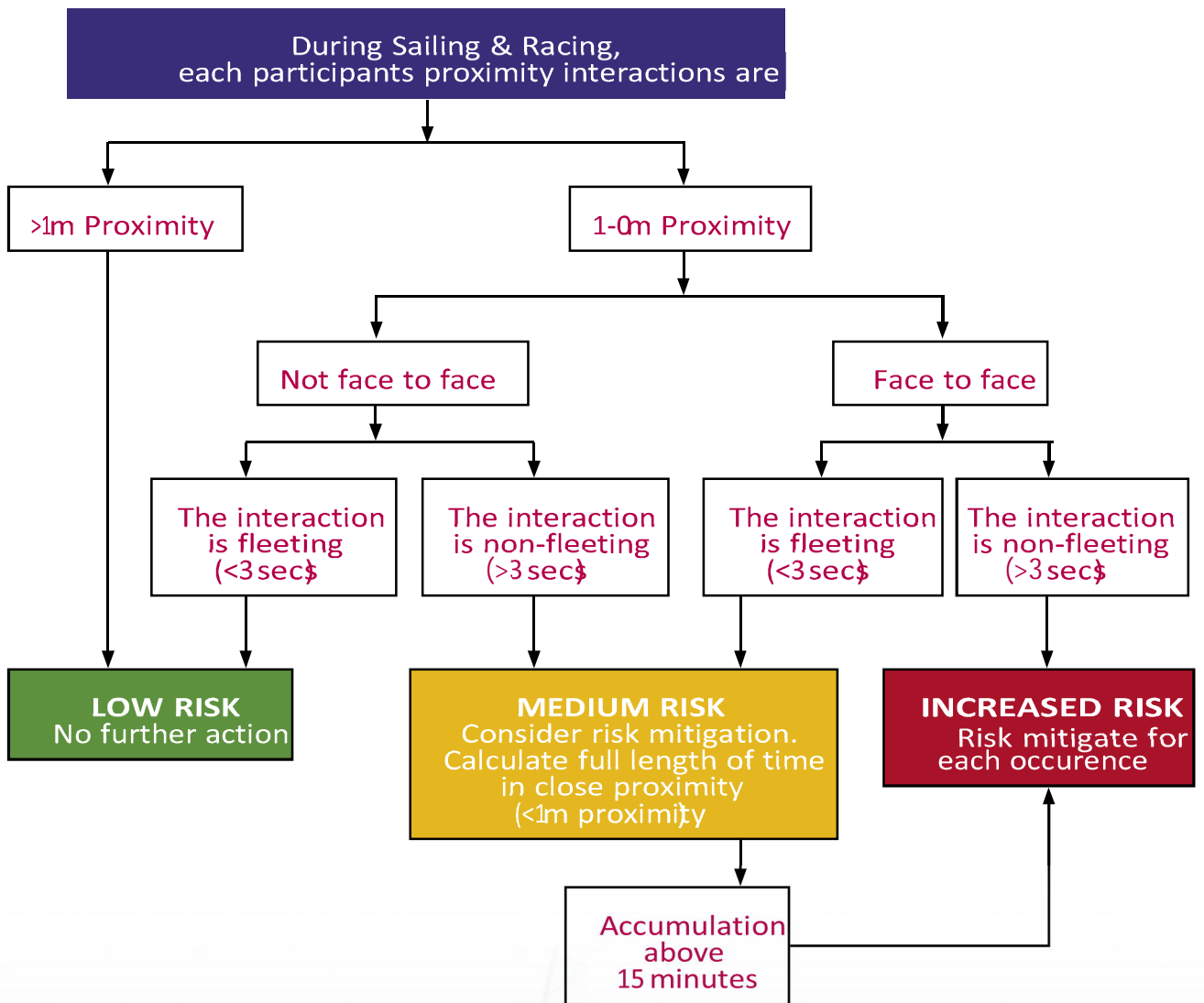
- Self symptom check before leaving home
- Assess personal risk and that of your team
- Limit car sharing
- Register your attendance with the host club for test and trace
- Arrive in sailing kit where possible
- Sanitise hands on arrival and prior to touching any shared surface
- Maintain social distancing at all times whilst ashore before launching and after recovery

Understanding the risk

Whilst sailing, there will be particular times where you will likely come into closer contact with those you are sailing with. This may be for a relatively short period of time or it may be for longer. If the interaction is relatively fleeting or short-term, the risk is relatively low. However, if the interaction is for a longer period of time and face to face, the risk is much higher and mitigations will need to be considered to lower the risk of transmission of Coronavirus.

It is important that all participants take personal responsibility for evaluating any potential risks to themselves or others. Skippers or those with responsibility for multiple crew may want more detailed guidance on any risks and associated mitigations. They should view Appendix 1: RYA's Risk Assessment for Sailing & Racing in with participants from different households at the end of this document.

Here is a flow diagram to help you to understand and mitigate the risk:-



If you are within the medium or increased risk category, you will need to introduce mitigations to control the risk. Here are some mitigations we advise you follow:-

No.	Mitigation	Applies To	Conducted By
1	Pre-attendance Symptom Check	All participants	All participants
2	Maintain record of participant contact details for 21 days	All participants	Organising Authority (may be delegated to skippers)
3	Normal social distancing protocols to be followed onshore	All participants	All participants
4	When sailing, if unable to maintain more than 1m separation then maintain at least 0.5m separation between crew with other non-face to face mitigation	Competitors	Competitors
5	Organise manoeuvres to maximise social distancing and avoid face to face where this would normally occur	Competitors	Competitors
6	For 2-person winches use with 1 person or wear a face covering	Competitors	Competitors
7	When >1 person below deck, limit duration to less than 5 minutes & regularly clean shared surfaces	Yacht racers	Yacht racers
8	For races of a duration to require sleeping onboard crew should not sleep in communal areas. Separate & dedicated cabins to be available for those from different households (no hot bunking).	Yacht racers	Organising Authority to impose crew limit via NoR
9	Ensure numbers onboard Committee Boats are limited dependent on size of boat to allow minimum 1m spacing	Race Management team	Organising Authority
10	At end of day or before use by another person clean down equipment	All participants	All participants
11	At end of each race and more frequently where practicable, practice hand hygiene	All participants	All participants

Face coverings

If you do choose to use a face covering as mitigation, please ensure you understand the [Government guidance](#) on face coverings. We appreciate face coverings may not be suitable for all boats and in all situations.

Test & Trace Contacts

Based on our risk assessments, the RYA believe that the following should be considered as close contacts for the purpose of test & trace in the context of sailboat racing.

1. Those who have sat within 1m of each other on the side deck for more than 15 minutes;
2. Those who have been below deck at the same time for a total of more than 5 minutes;
3. Those who have recovered someone or been recovered from the water;
4. Those who have had a non-fleeting face to face interaction within 1m of another crew member

Appendix 1: RYA Risk Assessment for sailing and racing with participants from different households

Table 1: Droplet transmission

The risk associated with each action in an activity based on duration and proximity of participants.

Activity	Proximity between sailors	Face to Face?	Interaction time	Risk Level	Accumulation time (if medium risk)	Cumulative Risk Level	Additional Mitigations Required	Final Risk Level
Small Sailboats								
Rigging	>1m	No	N/A	Low Risk	N/A	Low Risk	None	Low Risk
Pre-start & post race	>1m	No	N/A	Low Risk	N/A	Low Risk	None	Low Risk
Sailing straight line – sitting on the deck – not face to face	<1m	No	Non-fleeting	Medium Risk	>15 mins	Increased Risk	No shouting. Min 0.5m separation Face coverings considered when conditions permit	Medium Risk
Sailing straight line – trapezing	>1m	No	N/A	Low Risk	N/A	Low Risk	None	Low Risk
Manoeuvring	<1m	Possibly	Fleeting	Medium Risk	<15 mins	Medium Risk	Face to face to be avoided. Organise manoeuvres to maximise social distancing	Low Risk
Mark Rounding (Spinnaker hoist & drop)	>1m	No	N/A	Low Risk	N/A	Low Risk	None	Low Risk
Yachts (section removed for FPSC Stage 3 Plan)								
Official Boats – RIBs (2 persons onboard)								
Normal operation – driving at speed	Dependent on size of RIB may be <1m	No	Non-fleeting	Medium Risk	>15 mins	Increased Risk	Utilise same household crews OR Single Manning OR Face covering where >1m cannot be maintained	Low Risk
Mark Laying	>1m	No	N/A	Low Risk	N/A	Low Risk	None	Low Risk
Rescue of person in water	<1m	No	Non-fleeting	Medium Risk	<15 mins	Medium Risk	Wear face covering. Ensure casualty is facing away from safety boat. If able casualty to self-rescue using strop or ladder. If casualty conscious and able they should wear face covering once aboard safety boat	Medium Risk
Official Boats – Committee Vessel (CV)								
Transit to / from race area	>1m	N/A	N/A	Low Risk	N/A	Low Risk	None	Low Risk
Normal operation – start & finishing	Varies dependent on size of CV	No	Non-fleeting	Medium Risk	>15 mins	Increased Risk	Ensure numbers are limited dependent on size of CV to allow >1m spacing at all times	Low Risk

Note: proximity is taken as distance between heads

Table 2: Fomite Transmission

The risk associated with the handling and transfer of equipment in the sport.

There are various items of equipment which may be used onboard a sailboat which have been identified below. Many items of equipment, such as ropes, may be manufactured from specialist materials which would be degraded by using bleach or other harsh chemicals. Therefore the manufacturer's recommendations for cleaning of specialist fabrics, fibres and materials should be followed. For materials that are not liable to degradation then either warm soapy water being sponged down and then flushed with fresh water prior to being allowed to dry is recommended or being sprayed with a 60 – 90% alcohol based solution.

Item	Material	When	Use	Other Mitigations	RAG Rating
Competitor Equipment					
Sheets, guys and running rigging	Rope – various types	End of day	Potentially all crew	Regular hand cleaning	Medium Risk
Wheel or tiller	Metal, composite or plastic	End of day	Helm only	If necessary to change helm clean first	Low Risk
Winch Handles	Metal & plastic	Between races	Trimmers & pitman	Ensure each trimmer has their own winch handle	Low Risk
Clutches	Metal & plastic	End of day	Pitman only	If necessary to change pitman clean first	Low Risk
Sails	Various	End of day	Foredeck crew	Regular hand cleaning	Low Risk
Officials Equipment					
Flags, poles & halyards	Fabric; wood metal or plastic; rope	End of day	Dedicated individual	Each flag to be dedicated to an individual and not used by anyone else unless cleaned	Low Risk
Radios	Plastic	End of day	Dedicated individual	Except in emergency if radio to be used by someone else handset to be wiped down first	Low Risk
Sound Signals	Plastic or metal	Between races	Dedicated individual	Manual air trumpets not to be used. Whistles and gas canister or electric type air horns acceptable	Low Risk
Race Marks & associated tackle	Fabric	When recovered ashore	Mark Layers	Marks & tackle to be handled by dedicated individual when loaded into mark laying boat. Once put in the water then considered to have been washed	Low Risk

It is expected that where there is a change of crew on a vessel then either all fomites listed above will be cleaned or a period of 72 hours will be left before a new crew boards the vessel.

