

Risk Assessment Stage 3 racing; Frensham Pond SC- Version V4

Date of next review: Next GC meeting- 01/09/2020

Assessment carried out by DPMI

Date assessment was carried out: 04 August 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Actioned
Developing Covid-19 symptoms outside of FPSC	Members and staff	Individual should make a Flag Officer aware and self-isolate following government guidelines	On-going review by Flag Officers	All	Immediate on occurrence	Ongoing
Developing Covid- 19 symptoms whilst at FPSC	Members and staff	Individual should make the Commodore or another Flag Officer aware, and go home immediately and self-isolate	Implement cleaning protocol. Isolate in Club Managers office if waiting for transport to leave the club	All	Immediate on occurrence	Ongoing

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		following government guidelines				
Hand washing & surface cleaning	Members and staff, if not adhered to	Provision of hand wash, sanitisers, cleaning products & paper towels	Flag Officers to update signage when required. General Committee members to review use regularly	All	All visits	Actioned
Coming to and leaving the club	Members and staff	Reducing number of attendees and staggering boat usage times	Regular review	All	All visits	Actioned
Entry into club and buildings	Members and staff	Hand sanitisers at entry point to club, safety boats and buildings	Flag Officers to monitor provision. Access only to essential buildings	All	All visits	Actioned
Moving around club grounds & common areas	Members and staff	Maintain social distancing whenever possible	Avoid using pinch points	All	All visits	Actioned
Safe Workplace for employees	Club Manager	Only one Member of staff. No access to buildings by others	All to maintain social distancing whenever possible. Provision of cleaning materials and regular cleaning.	Club Manager and General Committee	During attendance at club	Actioned

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Workspaces	GC and Club Members	Limiting access and providing cleaning equipment	Maintain social distancing whenever possible	All	On-going	Actioned
Workstation	GC and Club Manager	Limited access and use	Regularly clean work surfaces and equipment with products provided	Users	On-going	In hand
Club Safety Boats	All	See safety boat Policy	Monitor implementation and assess against developing requirements for use (Training , ailability)	All	On-going	Actioned
Meetings	All	Maintain social distancing	Use ZOOM for all meetings or meet outside	Club Manager and all committees	On-going	Actioned
Common areas (Kitchen/Bbar/Galley)	All	Galley closed . Bar opened for take-out service only. Restricted access	Maintain closures. Bar manned in accordance with "Re-opening bar and galley-V3 dated 04 August 2020"	Rear commodore	Continuous	Actioned
Common areas (Printer)	All	Maintain hygiene & social distancing	Regularly clean with wipes provided	All	On-going	Actioned

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Gatherings for race and coach briefings	All attendees of racing and coaching	All briefings to be minimized (E.g. no post coaching briefings) . All briefings to be held outside and are not to exceed 30 persons suitably socially distanced	Need for coaching briefings (Albeit limited to minimum) to be advised to parents and guardians. Minimum 2 metre distancing. NO requirement for race briefings.	Duty Officers and race officers	On-going	In hand
Visitors	All including visitors	Stage 3 Plan allows one visitor per member	Communications to members. Maintain gate control	General Committee	On-going	Actioned
Deliveries	All including delivery drivers	Deliveries to be left in lobby or outside.	All packages to be wiped down and sanitized. Wash hands. Sanitizer in lobby	All	On-going	Actioned
Cleaning the workplace	All	Offices and toilets cleaned by external contractors three times each week	On-going review	General Committee	On-going	Actioned
Hygiene	All	Encourage staff and members to wash hands regularly throughout the day and use hand	Regular checks to check compliance. Communications through multiple channels. Hand sanitisers provided	General Committee	On-going	Actioned

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		sanitisers provided, as well as cleaning their workstation and equipment				
Risk of virus spreading	All	Majority of buildings closed to general use. Toilets have been provided with floor markings and social distance barriers. Communications on social distancing	Where possible, open windows to ensure well ventilated spaces. Limit access to buildings.	General Committee	Ongoing	Actioned