



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Index:

Description	Page	Original Issue	Last Update	Changes
Scoring Criteria	2			
Risk Assessment: Access to Boat Park	3	28-May-20	18-Aug-20	Removed members only detail
Risk Assessment: Casual Sailing (Use of personal watercraft)	6	28-May-20	18-Aug-20	Removed members only detail
Risk Assessment: Use of Club Boats & Equipment	8	02-July-20	10-July-20	New document format
Risk Assessment: Use of Tractor	10	13-July-20	28-July-20	New document format
Risk Assessment: Use of Club Windsurf Equipment	11	10-July-20	18-Aug-20	Removed members only detail
Risk Assessment: Overnight Stays	13	02-July-20	28-July-20	New document format
Risk Assessment: Access to Club House & Disabled Toilet	16	28-July-20	18-Aug-20	Removed members only detail
Risk Assessment: Use of RIB's	21	11-August-20		
Risk Assessment: Use of Radio's	24	11-August-20		



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Section A:	Risk Assessment
<p><i>When identifying hazards & determining controls the Assessor shall consider routine and non-routine elements of the activity, access to the area, liaison with other members, capabilities of persons, hazards associated to the specific task, equipment, materials, environment, emergency arrangements and legal obligations. In all cases the residual risk shall be reduced to as low as reasonably practical</i></p>	

This risk assessment considers COVID-19 risks only

Likelihood	Severity / Consequence
1 = very unlikely	1 = very minor consequences with little or no harm
2 = small chance of happening	2 = notable consequences with small amount of harm
3 = reasonable chance of happening	3 = moderate consequences with notable harm
4 = good chance of happening	4 = severe consequences with significant harm
5 = almost certain chance of happening	5 = very severe consequences with devastating harm

Risk Evaluation = likelihood x severity		
1 – 2	No action needed	Risk is low - There is little or no chance of harm occurring and if it does the consequences are minor.
3 – 6	Monitor	Risk is relatively low – monitor the situation, reviewing if new mitigations become reasonably practicable to further reduce risk
7 – 12	Action	Risk is moderate – take action, within a reasonable timescale to mitigate the risk
13 – 16	Urgent Action	Risk is high – take immediate action to mitigate the risk or to stop work if no immediate action is practicable
17 – 25	Stop Immediately	Risk is extremely high – stop activities immediately

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	6	6	8	10
	1	1	2	3	4	5
	1	2	3	4	Likelihood	



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Access to the Boat Park
---------------------------------	--------------------------------

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 , while entering, being in or leaving the boat park	Member Guests Visitors	Someone who is infectious enters the boat park leading to the potential for other members to become infected	3	5	15	<p>KWSC clearly enforces UK Government guidelines that anyone with any new symptoms (no matter how mild) or has been in contact with another person who is displaying symptoms, must not attend the club for any reason</p> <p>Actions:</p> <ul style="list-style-type: none"> - Advice for visiting the club and managing risks issued to all members via email/newsletter and displayed on the club website. - Additional measures to reduce the risk of transmission, as follows: 	COVID Task Group	1	5	5
Contracting COVID-19 , while entering, being in or leaving the boat park as a result of transmission via contact with an infected surface	Members Guests Visitors	Someone who may be infectious that has entered the boat park; transmission may occur via contact with an infected surface – most likely via contact with an individual’s hands then via touching their face (eyes, mouth, nose) with contaminated hands. The virus can live on hard surfaces for some time. The risk is lower when outside.	3	5	15	<p>KWSC enforces UK Government guidelines on hand hygiene</p> <ul style="list-style-type: none"> - Members, guests & visitors are encouraged to wash/sanitise hands regularly (especially before and after accessing the main gate and/or touching items used by others such as outdoor taps, surfaces door handles and locks), and avoid touching face (eyes, nose, mouth). Advice delivered to all members in guidance regarding visiting the club and managing risks, issued via email/newsletter and on club website. - Members are asked to wear gloves when opening the main gate and operating outdoor taps & hoses. (additional signage in place). - Members, guests & visitors are asked to bring their own personal hand sanitisers. <p>Actions:</p> <ul style="list-style-type: none"> - Advice to members for risk management when visiting the club to be communicated to all members via email/newsletter & club website. Guests & visitors are directed to view the documents on the club website - Additional signage to be displayed around the boat park (common touch areas – e.g. gate & hose) 	<p>COVID Task Group</p> <p>KWSC Committee</p>	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

<p>Contracting COVID-19 while entering, being in or leaving boat park as a result of transmission via bodily fluids</p>	<p>Members Guests Visitors</p>	<p>Someone who may be infectious that has entered the boat park; transmission may occur via water droplets / aerosol that are exhaled, coughed, or sneezed. Contact with infected water droplets can lead to infection. The risk is lower when outside.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>KWSC reinforces UK Government guidelines on social distancing and personal hygiene.</p> <ul style="list-style-type: none"> - Members, guests & visitors are advised to always maintain social distancing in line with government guidelines (applies to individuals of different households). - When coughing or sneezing, individuals should use a paper tissue or the crook of the elbow to stop the spread of bodily fluid - Individuals should turn to face away from others should they need to have to pass by them - Members must book their time on-site in advance using the club's online booking system. - Visitors, who will attend the club for windsurfing taster sessions must book their attendance in advance via the windsurf instructor. Visitors are required to read the COVID guidance as per the website and complete a visitor information sheet to be passed to the instructor on arrival at the club - The number of members permitted on site (per day) will be limited to 30 (to be reviewed and updated in line with government advice). <p>Actions:</p> <ul style="list-style-type: none"> - Advice for risk management when visiting the club to be communicated to all members via email/newsletter & club website. Guests and visitors are referred to documents on the website. - Attendance at the club must be booked in advance with restrictions placed on number of people allowed on-site at any one time. - Additional signage regarding social distancing placed within the clubhouse and around the boat park 	<p>COVID Task Group</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Contracting COVID-19 while entering, being inside or leaving the boat park</p>	<p>Public</p>	<p>Member of the public enters the boat park and becomes infected with COVID-19, as a result of one of the above transmission methods</p>	<p>2</p>	<p>5</p>	<p>15</p>	<p>Members of the public can access the boat park along the shoreline when the water level is low or via the main gate.</p> <p>There are no services providing food or drinks so the risk of members of the public accessing the club house remain very minimal.</p>	<p>COVID Task Group Members</p>	<p>1</p>	<p>5</p>	<p>5</p>



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

						<p>Action:</p> <ul style="list-style-type: none"> - Members reminded to close the club house door after they enter or exit to prevent access by members of the public 				
<p>Spreading COVID-19 having contracted the virus and visited the club</p>	<p>Members / Public</p>	<p>If a member, guest or visitor has visited the club and subsequently develops symptoms of COVID-19, there is an increased risk that other members may have come into contact with the virus and could spread it further</p>	2	5	10	<p>Members, guests or visitors who have accessed the boat park are asked to inform the club if they subsequently show any symptoms of COVID-19.</p> <p>Should this circumstance arise, the club attendance booking system and visitor information form can be used for contact tracing.</p> <p>The committee would also inform all members of the increased risk, whilst maintaining the anonymity of any individuals reporting a suspected case.</p> <p>The committee would follow RYA & UK government guidance on how to respond, but we understand it is unlikely we would need to close or perform a deep clean</p> <p>Action:</p> <ul style="list-style-type: none"> - Visiting the Club – Risk Management document to be updated and re-issued to members advising on the above. In such cases the member should advise via the club membership secretary. - Visitors information form to be completed and handed to the instructor on arrival at the club 	<p>COVID Task Group</p> <p>KWSC Committee</p> <p>Members</p> <p>Guests / visitors</p>	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Casual Sailing (Use of Personal Watercraft)
---------------------------------	--

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 , while entering, being in or leaving the boat park	Members	Someone who is infectious enters the boat park leading to the potential for other members to become infected	3	5	15	<p>KWSC clearly enforces UK Government guidelines that anyone with any new symptoms (no matter how mild) or has been in contact with another person who is displaying symptoms, must not attend the club for any reason.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Advice for visiting the club and managing risk, and ground rules for dinghy sailing issued to all members via email/newsletter and displayed on the club website. - Additional measures to reduce the risk of transmission, as follows: 	COVID Task Group	1	5	5
Contracting COVID-19 , while sailing a double handed dinghy, from the helm or crew	Members (Helm / Crew)	Helm or crew may be in the incubation stages and/or be infectious	3	5	15	<p>Recent RYA guidance now allows sailing double handed dinghies with members from different households with correct mitigation in place.</p> <p>This follows the UK Government guidelines from 4th July where social distancing remains at 2 metres unless mitigating measures are used which allows a reduction to 1 metre plus. In a dinghy, these mitigations can include (in addition to being outdoors) 1 metre separation marks on the deck, wearing face coverings, avoiding face to face contact, no shouting, cleaning procedures etc. The risk should be assessed case by case and with the correct mitigation in place. It is the responsibility of the members concerned to decide if they can sail their dinghy whilst maintaining adequate hygiene and social distancing measures when sailing together.</p> <p>Kielder Water Sailing Club encourages safe sailing but is not responsible for enforcing social distancing measures between members on the water sailing together in the same boat.</p>	<p>COVID Task Group</p> <p>Members</p>	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

<p>Contracting COVID-19 while rigging a dinghy</p>	<p>Members</p>	<p>Persons may contract Covid-19 from others while rigging their dinghy in the boat park or on the shore</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Members are advised to always maintain social distancing in line with government guidelines (applies to members of different households). The number of members, guests & visitors permitted on site (per day) will be limited to 30 (to be reviewed and updated in line with government advice). If member's boats are adjacent in the dinghy park, they are to take it in turn to remove and relocate to the rigging area Actions:</p> <ul style="list-style-type: none"> - Ground rules for casual sailing to be communicated to all members via email/newsletter & club website - Attendance at the club must be booked in advance with restrictions placed on number of people allowed on-site at any one time. - Additional signage regarding social distancing placed within the clubhouse and around the boat park 	<p>COVID Task Group</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Contracting Covid-19 while launching and recovering</p>	<p>Members</p>	<p>Persons may contract Covid-19 from others when launching and recovering craft, or when accessing the pontoon</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Participants should be competent to launch and recover without assistance or with a member of their household. Participants are advised only to touch their own trolley/trailer When using the pontoon, social distancing is to be maintained. Members from other households should not pass each other</p>	<p>Members</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Other hazards as a result of not accessing the club house</p>	<p>Members</p>	<p>Additional hazards identified as a result of not being able to access the club house</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>No access to club house whiteboard for signing out: Members should leave a note on their car wind shields advising their name, craft date and time of going afloat Gear Failure: Members should spend additional time ensuring to check failure points during rigging of their craft. Adverse weather: Members should ensure to check forecasts before attending and before sailing. Each member is responsible to self-assess competency in prevailing conditions both on and off the water Sheltering after immersion: Members can use their vehicles to shelter in on returning to shore Telecommunications: Public phone box is available at Tower Knowe Actions: Ground rules for casual sailing to be issued to members via newsletter and club website</p>	<p>Covid Task Group Members</p>	<p>1</p>	<p>3</p>	<p>3</p>



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Use of Club Boats & Equipment
---------------------------------	--

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 while using club boats	Members	Someone who is infectious with COVID-19 has previously used one of the club boats, leading a member to come into contact with contaminated equipment	3	5	15	<ul style="list-style-type: none"> Use of club boats will initially be limited to weekends. 1 x person / family may book a club boat for the entire weekend. Virus is contagious for 72 hours; boats are stored outdoors so will be 'washed' by the elements 	Members Covid Team	1	5	5
Contracting COVID-19 while accessing the storage location for sails and foils	Members	The storage location has limited space for accessing rigs and equipment. Transmission could occur if multiple people access at any one time. Transmission could occur via aerosol exhaled by an infectious person or by coming into contact (touching) an infectious person or common touch surfaces (e.g., door lock). The storage location is outdoors and well vented where the risks are lower	3	5	15	<ul style="list-style-type: none"> Members must wear gloves when opening the storage door locks. Members encouraged to follow personal hand hygiene / hand sanitising regimes before and after coming into contact with common touch surfaces (refer to document: Visiting the club – risk management) Only one person is allowed access to the storage container per time (one in, one out). Members (from other households) waiting for access must ensure social distancing is maintained. Additional signage to be displayed on the door and inside the container. 	Members Covid Team	1	5	5
Contracting COVID-19 while using club kit: wetsuits, buoyancy aids & life jackets	Members	Someone who is infectious with COVID-19 has previously used club kit (clothing), leading to another member to come into contact with contaminated kit	3	5	15	<ul style="list-style-type: none"> Club kit consisting of wetsuits and buoyancy aids will not be permitted to be used. 	Members	1	5	5
Contracting COVID-19 when handling cash donations for use of equipment	Members	Someone who is infectious with COVID-19 but may not have symptoms or is in the incubation period transmits the virus through touch or equipment	3	4	12	<ul style="list-style-type: none"> Online payments to be set up via gocardless 	Members	1	1	1



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

		bodily fluids on cash donations for use of the equipment								
Contracting COVID-19 when sailing with a member from outside of their household	Members	Someone who is infectious with COVID-19 but may not have symptoms or is in the incubation period transmits the virus to another member	3	5	15	<ul style="list-style-type: none"> Double handed boats (Hartley 12 & 15's) will only be available for members of the same household (despite change in RYA guidelines) Members to be advised in ground rules for use of club boats and reminded on booking form. 	Members	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Use of Tractor
---------------------------------	-----------------------

Hazard	Who affected	How might they be affected	Initial Likelihood	Initial Severity	Initial Level of Risk	Control Measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 while using the tractor	Tractor Driver	Someone who is infectious but may not be displaying symptoms of COVID-19 has used the tractor. The tractor is used outdoors and is open to the elements where risks are lower.	3	5	15	<ul style="list-style-type: none"> Limit: 1 x person can use the tractor per day (the tractor can only be used by a trained operator). Use of the tractor must be pre-booked via the club's online attendance booking system. Members must sanitise their hands with alcohol gel before and after using the tractor Members must ensure to clean down the steering wheel, gear sticks, seat, and other common touch points before and after use, using a disinfectant spray or wipe. Members are asked to bring their own alcohol gel hand sanitiser and disinfectant spray/wipes however spare disinfectant wipes are available on site (located under the committee boat cover – at the stern) Tractor drivers to be briefed on control measures. 	Tractor Driver	1	5	5
Contracting COVID-19, while using the tractor	Tractor Driver Members	Someone who is infectious assists the tractor driver, the driver may become infected as a result of water aerosol that is exhaled by the other person. For example, in a situation where the tractor does not start, and social distancing may not be possible (The risk is lower when outside.)	3	5	15	<ul style="list-style-type: none"> In situations where social distancing of 2m cannot be maintained, then both parties should ensure to wear gloves and face coverings. 	Tractor Driver Members	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity: Use of Club Windsurf Equipment

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 while using club windsurf boards, rigs and harnesses	Members Visitors	Someone who is infectious with COVID-19 has previously used one of the windsurf boards, rigs and harnesses, leading the member to come into contact with contaminated equipment	3	5	15	<ul style="list-style-type: none"> Boards, rigs, UJ's & harnesses to be tagged following use and marked to advise the date of use. Equipment may not then be used for 72 hours. UJ's & harness (if used) to be stored together with the rig. Virus is contagious for 72 hours; boards are stored outdoors so will be 'washed' by the elements. Ground rules for use of equipment to be issued to members via email/newsletter and via the club website. Ground rules will include guidance on how the tagging system will work Visitors, attending the club for taster sessions are advised to read the COVID related guidance, ground rules and risk assessments located on the club website 	Members Visitors Covid Team	1	5	5
Contracting COVID-19 while accessing the storage location for windsurf rigs	Members	The storage location has limited space for accessing rigs and equipment. Transmission could occur if multiple people access at any one time. Transmission could occur via aerosol exhaled by an infectious person or by coming into contact (touching) an infectious person or common touch surfaces (e.g., door lock). The storage location is outdoors and well vented where the risks are lower	3	5	15	<ul style="list-style-type: none"> Members must wear gloves when opening the storage door locks. Members, visitors & guests are encouraged to follow personal hand hygiene / hand sanitising regimes before and after coming into contact with common touch surfaces (refer to document: Visiting the club – risk management) Only one person is allowed access to the storage location per time (one in, one out). Members (from other households) waiting for access must ensure social distancing is maintained. Additional signage to be displayed on the door and inside the store. 	Members Visitors / Guests	1	5	5
Contracting COVID-19 while using club kit:	Members	Someone who is infectious with COVID-19 has previously used club kit (clothing),	3	5	15	<ul style="list-style-type: none"> Club kit consisting of wetsuits and buoyancy aids will not be permitted to be used. 	Members	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

wetsuits, buoyancy aids & harnesses		leading to another member to come into contact with contaminated kit					<ul style="list-style-type: none">• Club windsurf harnesses must be stored with the rig and tagged with the last date of use. Harnesses must then not be used for a period of 72 hours, allowing any residual virus to die naturally.				
---	--	--	--	--	--	--	---	--	--	--	--



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Overnight Stays
---------------------------------	------------------------

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 , while staying overnight at the club; transmission via contact with an infected surface	Members	Someone who may be infectious that has stayed overnight within the club grounds; transmission may occur via contact with an infected surface – most likely via contact with an individual’s hands then via touching their face (eyes, mouth, nose) with contaminated hands. The virus can live on hard surfaces for some time. The risk is lower when outside.	3	5	15	<ul style="list-style-type: none"> - Members are encouraged to wash/sanitise hands regularly (especially before and after entering the club house and/or touching items used by others such as door handles, taps, surfaces and locks), and avoid touching face (eyes, nose, mouth). Advice delivered to all members in guidance regarding visiting the club and managing risks, issued via email/newsletter and on club website. Additional signage to be displayed in club house. - Members are asked to wear gloves when opening the main gate and operating outdoor taps & hoses. (additional signage in place). - Members are asked to bring their own personal hand sanitisers, although provision will be made within club house - Access to the clubhouse will be granted from 01-August-20, for use of the disabled toilet only. Members must ensure to follow cleaning guidelines before and after using the toilet, cleaning products will be provided - Anti-bacterial soap hand wash will be made available for use within the club house. - There will be no access to the galley, seating area or changing rooms within the club house. <p>Actions:</p> <ul style="list-style-type: none"> - Advice to members for risk management when visiting the club to be communicated to all members via email/newsletter & club website. - Ground rules for overnight stays to be issued via newsletter and displayed on the club website and within the club house. - Additional signage regarding washing of hands to be displayed in the club house. 	COVID Task Group Members	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

<p>Contracting COVID-19 while staying overnight as a result of transmission via bodily fluids</p>	<p>Members</p>	<p>Someone who may be stayed overnight within the club grounds either in a tent, campervan or caravan; transmission may occur via water droplets / aerosol that are exhaled, coughed, or sneezed. Contact with infected water droplets can lead to infection. The risk is lower when outside.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>KWSC reinforces UK Government guidelines on social distancing and personal hygiene.</p> <ul style="list-style-type: none"> - Members are advised to always maintain social distancing in line with government guidelines (applies to members of different households). - When coughing or sneezing, members should use a paper tissue or the crook of the elbow to stop the spread of bodily fluid - Members should turn to face away from others should they need to have to pass by them - Members must book their time on-site in advance using the club's online booking system. - The number of members permitted on site (per day) will be limited to 30 (to be reviewed and updated in line with government advice). - Members must ensure to pitch their tent, campervan or caravan ensuring a gap of at least 2m between those of members of different households. Also, ensure that access can be made whilst maintaining social distancing <p>Actions:</p> <ul style="list-style-type: none"> - Ground rules for overnight stays to be communicated to all members via email/newsletter & club website - Overnight stays must be booked in advance using the club's online booking system. 	<p>COVID Task Group Members</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Spreading COVID-19 having contracted the virus and visited the club</p>	<p>Members</p>	<p>If a member has stayed at the club and subsequently develops symptoms of COVID-19, there is an increased risk that other members may have come into contact with the virus and could spread it further</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Members who have visited and stayed at the club are asked to inform the club if they subsequently show any symptoms of COVID-19.</p> <p>Should this circumstance arise, the club attendance booking system can be used for contact tracing.</p> <p>The committee would also inform all members of the increased risk, whilst maintaining the anonymity of any individuals reporting a suspected case.</p>	<p>COVID Task Group KWSC Committee Members</p>	<p>1</p>	<p>5</p>	<p>5</p>



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

						<p>The committee would follow PHE guidance on how to respond, but we understand it is unlikely we would need to close or perform a deep clean</p> <p>Action:</p> <ul style="list-style-type: none">- Visiting the Club – Risk Management document to be updated re-issued to members advising on the above.- In such cases the member should advise via the club membership secretary.				
--	--	--	--	--	--	--	--	--	--	--



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Access for members to enter the club house and use the disabled toilet
---------------------------------	---

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 , while entering, being inside or exiting the clubhouse	Members Guests Visitors	Someone who is infectious enters the club house, leading to potential for members becoming infected	3	5	15	<p>KWSC clearly enforces UK Government guidelines that anyone with any new symptoms (no matter how mild) or has been in contact with another person who is displaying symptoms, must not attend the club for any reason.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Advice for visiting the club and managing risks issued to all members via email/newsletter and displayed on the club website. - Guests & visitors advised to refer to the club website for COVID related guidance, ground rules and risk assessments, prior to visiting the club. - Additional measures to reduce the risk of transmission, as follows: 	COVID Task Group	1	5	5
Contracting COVID-19 , while entering, being inside or leaving the clubhouse, as a result of transmission via contact with an infected surface	Members Guests Visitors	Someone who may be infectious that has entered the club house; transmission may occur via contact with an infected surface – most likely via contact with an individual’s hands then via touching their face (eyes, mouth, nose) with contaminated hands. The virus can live on hard surfaces for some time. The risk is lower when outside.	3	5	15	<p>KWSC enforces UK Government guidelines on hand hygiene</p> <ul style="list-style-type: none"> - Members, guests & visitors are encouraged to wash/sanitise hands regularly (especially before and after entering the club house and/or touching items used by others such as door handles, taps, surfaces and locks), and avoid touching face (eyes, nose, mouth). - Advice delivered to all members in guidance regarding visiting the club and managing risks, issued via email/newsletter and on club website. Additional signage to be displayed in club house. - Guests & visitors are advised to read COVID related guidance, ground rules & risk assessments available on the club website, prior to attending the club. - Members are asked to wear gloves when opening the main gate and operating outdoor taps & hoses. (additional signage in place). - Members, guests & visitors are asked to bring their own personal hand sanitisers, although provisions will be made available for use within the club house. 	<p>COVID Task Group</p> <p>KWSC Committee</p>	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

						<ul style="list-style-type: none"> - Anti-bacterial soap hand wash will be made available for use within the club house - Disinfectant spray to be provided in toilet cubicle for individual's use before and after using toilet. - All furniture (tables and chairs) are temporarily removed or made unusable. - Access to areas such as members galley and changing rooms are blocked with furniture. - Cleaning to be monitored on an on-going basis, with option to employ an external cleaner (if required) to be agreed via the committee. <p>Actions:</p> <ul style="list-style-type: none"> - Advice to members for risk management when visiting the club, ground rules and risk assessment for accessing the club house to be communicated to all members via email/newsletter & club website - Guests and visitors are advised to refer to the club website to read COVID related guidance, ground rules and risk assessments prior to visiting the club. - Visitors, who attend alone (not accompanied by a member) are required to complete an information document that can be used as a means of track and trace (document to be handed to the instructor on arrival at the club) - Additional signage regarding hand hygiene, cleaning instructions for use of toilet to be displayed. - Provision of hand sanitisers within clubhouse - Arrangement for replenishing hand sanitisers and soap within clubhouse. - Inaccessible areas blocked off (e.g. members galley & changing rooms) - Tables and seating within the club house temporarily removed. - Monitor cleaning by members within the club; option to employ an external cleaner to be reviewed on an on-going basis, via the committee. 				
Contracting COVID-19 while entering, being inside or	Members Guests Visitors	Someone who may be infectious that has entered the	3	5	15	KWSC reinforces UK Government guidelines on social distancing and personal hygiene.	COVID Task Group	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

<p>leaving the club house – as a result of transmission via bodily fluids</p>		<p>clubhouse; transmission may occur via water droplets / aerosol that are exhaled, coughed, or sneezed. Contact with infected water droplets can lead to infection. The risk is high when indoors</p>				<ul style="list-style-type: none"> - Members, guests & visitors are advised to always maintain social distancing in line with government guidelines (applies to members of different households). - When coughing or sneezing, individuals should use a paper tissue or the crook of the elbow to stop the spread of bodily fluid - Members, guests & visitors should follow the Government guidance on the use of face coverings – although currently not mandatory - Members, guests & visitors should turn to face away from others should they need to have to pass by them <p>Actions:</p> <ul style="list-style-type: none"> - Advice to members for risk management when visiting the club, ground rules and risk assessment for accessing the club house to be communicated to all members via email/newsletter & club website - Attendance at the club must be booked in advance with restrictions placed on number of people allowed on-site at any one time. - Guests and visitors are advised to refer to the club website to read COVID related guidance, ground rules and risk assessments prior to visiting the club. - Visitors, who attend alone (not accompanied by a member) are required to complete an information document that can be used as a means of track and trace (document to be handed to the instructor on arrival at the club - Additional signage regarding social distancing placed within the clubhouse and around the boat park - Whiteboard removed from the front door so that it is clear to see how many people are in the club house and provides clear access through a restricted / confined space <p><u>Note:</u></p>				
---	--	--	--	--	--	--	--	--	--	--



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

						A booking system is in place with a limit on attendance at any one time. Consideration has been given to limiting the number of people allowed inside the clubhouse at any one time however as the doors are glass and it is also possible to see into the main area through the windows social distancing should easily be able to be maintained. Access route to and from the toilet is clearly marked out with barrier tape. Ultimately it is the responsibility of the members not to enter until it is safe to do so				
Contracting COVID-19 while entering, being inside or leaving the club house / boat park	Public	Member of the public enters the club house and becomes infected with COVID-19, as a result of one of the above transmission methods	2	5	15	<p>Members of the public may access the boat park along the shoreline when the water level is low or via the main gate.</p> <p>There are no services providing food or drinks so the risk of members of the public accessing the club house remain very minimal.</p> <p>Action:</p> <ul style="list-style-type: none"> - Members, guests & visitors are reminded to close the club house door after they enter or exit to prevent access by members of the public 	COVID Task Group Members			
Spreading COVID-19 having contracted the virus and visited the club	Members / Guests / Visitors / Public	If a member, a guest or a visitor has visited the club and develops symptoms of COVID-19, there is an increased risk that other members may have come into contact with the virus and could spread it further	2	5	10	<p>Members, guests or visitors who have accessed the club house or boat park are asked to inform the club if they subsequently show any symptoms of COVID-19.</p> <p>Should this circumstance arise, the club attendance booking system can be used for contact tracing (members and their guests).</p> <p>Visitors who will attend the club for a windsurf taster session are required to complete a visitor information form that will be used as a means of track and trace if required. Visitors must complete the form and hand it to the instructor on arrival at the club.</p> <p>The committee would also inform all members or visitors of the increased risk, whilst maintaining the anonymity of any individuals reporting a suspected case.</p>	<p>COVID Task Group</p> <p>KWSC Committee</p>	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

						<p>The committee would follow RYA & UK government guidance on how to respond, but we understand it is unlikely we would need to close or perform a deep clean</p> <p>Action:</p> <ul style="list-style-type: none">- Visiting the Club – Risk Management document to be updated and re-issued to members advising on the above. In such cases the member should advise via the club membership secretary.- Guests & visitors are advised to read COVID related guidance, ground rules and risk assessments available from the club website					
--	--	--	--	--	--	--	--	--	--	--	--



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Use of RIB's
---------------------------------	---------------------

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 , while using the RIB(s)	Members (Helm & Crew)	Someone who is infectious with COVID-19 has previously used or assisted with launching the RIB, leading the helm / crew becoming infected. Transmission may occur if the safety boat helm or crew comes into contact with contaminated surfaces or equipment or via aerosol exhaled by an infectious person	3	5	15	<ul style="list-style-type: none"> Each RIB must be left unused for 72 hours following and between use by members of different households (to allow potential virus contamination to die naturally). Alternatively, a RIB may be used for consecutive days (or within the 72-hour period of self-cleansing) only when the crew remains the same on all days of use. Only one person may access the container to prepare the RIB (e.g. raise engine, hook up to tractor). One person (helm or crew) will be nominated to conduct pre-launch checks refuel, etc RIB crews are to follow personal hygiene practices ensuring to wash or sanitise their hands before and after touching common surfaces (e.g. sponsons, steering wheel and gear stick). Members are asked either to wear gloves or sanitise their hands before (and after) handling RIB's. 	Members (Helm & Crew)	1	5	5
Contracting COVID-19 , while using the RIB from Helm or Crew	Members (Helm or Crew)	Helm or crew member may be infectious with COVID-19, but are in the incubation stages	3	5	15	<ul style="list-style-type: none"> As social distancing rules cannot be adhered to, the RIB should be operated either by a suitably qualified and experienced helm only or with a crew from the same household Helm and crew should either wear gloves whilst aboard the RIB. or ensure to sanitise their hands 	Members (Helm & Crew)	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

						with an alcohol gel before and after accessing the RIB				
Contracting COVID-19 while using the RIB as a result of transmission via bodily fluids	Members (Helm or Crew)	During an emergency rescue of person(s) from the water, the helm, crew, or sailor (who may be infectious) could contaminate each other if in close contact. Transmission could occur via aerosol exhaled by an infectious person or by touching an infectious person	3	5	15	<ul style="list-style-type: none"> The safety boat should not assist unless life is in danger The safety boat should stand off maintaining hailing distance, unless help is requested or required Social distancing must be maintained wherever possible Should person(s) need assistance into the RIB, due to danger or death, consider RYA current guidance on helping them into the boat while they are facing away from you. A rope strop should be fitted to the rear sponson to enable people to step up into the RIB If assistance is needed, PPE; face covering and gloves, should be worn by the RIB helm and crew. The rescued sailor should also be given a face covering and gloves to wear in the RIB. Face coverings and gloves are to be stored in the RIB and added to the pre-launch check list. RIB crews to ensure to update their knowledge on the latest procedures and techniques for performing safe rescues during COVID conditions, (for example as per: https://youtu.be/Xny40ijRMnI). An electronic briefing including details will be issued and posted on the club website The Helm and crew should also be aware of the small risk of contracting Covid-19 when performing rescues within 1 metre plus. It will be a requirement for all RIB helms and crews to read and sign this risk assessment. 	Members (Helm & Crew)	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

<p>Contracting COVID-19 while preparing the RIB for launch</p>	<p>Tractor Driver, Helm or Crew</p>	<p>Someone who may be infectious that is helping to launch the RIBS; transmission may occur as a result of members from different households coming into contact with each other because of not following social distancing measures</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • Where possible, members from the same household will perform safety duties or the RIB will be operated by a single suitably qualified and experienced helm. • If the helm or crew is not trained to drive the tractor and another member is involved in launching the RIB, then social distancing of up to 2m must be observed. If a distance of 2m cannot be maintained, then other measures must be used (e.g. face coverings) 	<p>Members (Tractor Driver, Helm & Crew)</p>	<p>1</p>	<p>5</p>	<p>5</p>
---	-------------------------------------	--	----------	----------	-----------	---	--	----------	----------	----------



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Description of Activity:	Use of Radios
---------------------------------	----------------------

Hazard	Who affected	How might they be harmed	Initial Likelihood	Initial Severity	Initial risk	Control measures	Action by	Residual likelihood	Residual Severity	Residual risk level
Contracting COVID-19 , while using the radio(s)	Members (Helm & Crew)	Someone who is infectious with COVID-19 has previously used a radio, leading the helm / crew becoming infected. Transmission may occur if the safety boat helm or crew comes into contact with contaminated surfaces or equipment or via aerosol exhaled by an infectious person	3	5	15	<ul style="list-style-type: none"> Handheld VHF radio equipment to be cleaned with an anti-bacterial wipe or spray before and after use (cleaning products will be stored in the race office) Only one person (or members from the same household) should access the race office to retrieve radios. One person from the crew (unless the crew consists of members of the same household) and one person ashore (if applicable) will be responsible to use the radio. Each Radio must be left unused for 72 hours following and between use by members of different households (to allow potential virus contamination to die naturally). Alternatively, a radio may be used for consecutive days (or within the 72-hour period of self-cleansing) only when the crew remains the same on all days of use. After use, the radio(s) must be tagged identifying the date of last use. Tags will be stored in the race office. RIB crews and / or members ashore are asked either to wear gloves or sanitise their hands before (and after) touching common surfaces for example when entering the club to access radio equipment (door handles, key box, keys, etc) 	Members (Helm & Crew)	1	5	5



**Kielder Water Sailing Club
COVID-19 Risk Assessment**

Section B:		Records of Review of Risk Assessment						
I confirm that the general principles of prevention have been considered when preparing this risk assessment - the following hierarchy of control has been used (1) Eliminate, (2) Reduce, (3) Isolate, (4) Control, (5) Personal Protective Equipment								
Assessed by:	Richard Purdy	Date:	28-July-20	Date of Next Review:	11-August-20			
Reviewed By:	Richard Purdy	Date:	18-August-20	Further Control required	Yes*	No	Date of next review	18-Sept-20
Reviewed By:		Date:		Further Control required	Yes	No	Date	
Reviewed By:		Date:		Further Control required	Yes	No	Date	
Reviewed By:		Date:		Further Control required	Yes	No	Date	

*For changes see page 1