	<b>FS1000 RISK ASSESSMENT FORM</b>	Risk Assessment 1022, 2021 Step 2 Version 1.0 dated 07 April 2021 Approved by I Clark, Commodore
	A risk assessment is to be conducted by the person organising an event or activity, following the guidance in WSC document HS104	

<b>Number</b>	1022	<b>Assessment Title:</b>	WSC COVID-19 SECURE for Generic Club Operations, Step 2	<b>Assessed Overall Risk Rating</b>	LOW	MEDIUM	HIGH
<b>Date</b>	07/04/2021	<b>Assessor Name:</b>	Nick Hiscock, Rear Commodore House for Flag Officers				

Activity	What are the hazards	Who might be harmed and how?	Risk Score			What are you doing already?	Further action
			L	S	RF		

**Introduction:**

This generic risk assessment is required by law as a key part of the process by which WSC demonstrates that it is able to legally operate and provide sailing, training, bar and food facilities in a COVID-SECURE manner. This risk assessment is supported by the much more comprehensive WSC COVID-19 Recovery Plan which details the responsibilities and requirements for implementing COVID-19 measures at WSC. and also summarises Government and RYA guidance. Activity co-ordinators (e.g. for training, formal dinners, open events, cruises in company) are to provide supplementary risk assessments to identify and mitigate specific additional risks pertaining to their activities.

**It is understood that the licensing authority (i.e. Fareham Borough Council (FBC)) and the Police will carry out spot checks of licensed premises to ensure that they are operating in a COVID-19 Secure manner (e.g. have carried out a formal risk assessment to which they are adhering).**

The greatest health risk is of inhalation of COVID-19 droplets. Face to face interaction of >15 minutes is a major issue and must be managed. This is why this risk assessment requires low density, high ventilation, no-shouting, gatherings where permitted with members wearing face coverings whenever inside.

**Responsibilities:**

The Commodore (and in his absence the Vice Commodore) is responsible overall for the provision of bar and catering services to the membership in a COVID-19 Secure manner, and for the oversight of the “Front of House” services which are a key element of WSC’s operating in a COVID-19 Secure manner.

The Flag Officers are responsible for the day to day running of WSC, they publish the Club’s COVID-19 Recovery Plan which is coherent to this Risk Assessment.

The Training Centre Principal / Sailing Secretary is overall responsible, in conjunction with the sailing committee, for the sailing operations that take place at Lobster Quay and for racing and for ensuring that they align with the RYA guidance which is mandatory for organised afloat activities.

The Honorary Secretary is the nominated person who holds the Club’s Premises Certificate issued by Fareham Borough Council (FBC).

The Bar Committee is responsible at law for the purchase & sale of alcohol, including training of bar staff and the manning / operation of the Club’s bars.

Front of House and Table Waiting Staff (for details see WSC COVID Recovery Plan) are either provided by the Club’s caterers or by member volunteers.

**NOTICE: Government’s SPRING 2021 COVID 19 Response, the 4 Step roadmap, we are currently at Step 2 from 12 April 2021:**

On 22 February the Prime Minister announced the Government’s “COVID-19 RESPONSE – SPRING 2021” that provides a roadmap to return England back to “normal” following Lockdown 3. The roadmap comprises 4 steps for the phased opening up of “services”. The actual dates will depend on the four conditions that must be met at each phase of lockdown easing: Full details of the WSC policy and approach to COVID-19 measures in 2021 are contained in the WSC **COVID Recovery Plan 2021** which is a live document, currently at version 2.0.



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<b>Part 1 - Bar and Catering (including takeaway) Operations in Shore House</b> <b>Note: In Step 2, Food / Alcohol may be served outside and takeaway food is available</b>								
H1	Ensuring that members who feel unwell stay at home and do not attend Shore House	Catching COVID-19 spread by an infected person	Staff and members	2	3	6	a. Flag Officers require that all those feeling unwell or are self-isolating stay away from WSC. This is regularly published in Club newsletter, by email to all members and on the Club Web site,	1. Front of House be vigilant for anyone who appears to be exhibiting symptoms
H2	Minimising the press of numbers	Catching COVID-19 by density of persons breaching safe distancing guidelines (i.e. 2m separation or 1m plus mitigation if this cannot be achieved). See table capacities at Annex B.	Members, including volunteer front of house and bar operatives, and catering waiting staff	1	3	3	a. Calculate the maximum numbers of members permitted inside the Hall / Bar / River Room area based on tables 2m separation, this is 44 in Main Hall + 24 in River Room + 2 Front of House, 2 Bar, 2 kitchen and 1 waiter = <b>75 persons</b> . b. Calculate the maximum numbers of members permitted outside in the patio area based on tables 2m separation This is <b>42 persons</b> . c. Calculate the maximum numbers of members permitted in the upstairs dining room when it is opened by agreement of the Flag Officers' Committee. This is 30 persons. d. Ensure tables remain in the permitted locations assumed for the above calculations, to maintain social distancing guidelines. e. Queues for takeaway services are outside the North face of Shore House (In via gate, out via car park entrance) and managed at 2M person intervals, keeping those queuing away from the Shore Road traffic.	2. Front of House check that tables etc are not moved from their marked locations used for the calculation. 3. Front of House turn persons away if Club inside and patio areas have reached their maximum allocation or tables are otherwise full. 4. Front of House ensure that those outside do not "flee" inside should the weather deteriorate.



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H3	Managing any infections by using track and trace	A COVID-19 infectious person attending the WSC bar and catering services can infect others.	Staff and members	1	3	3	a. Keep a record of members and visitors and their contact telephone numbers attending WSC bar and catering services or otherwise entering Shore House. From 24 Sep this will use the NHS COVID-19 QR code with a manuscript record book which will remain available for a running 21 days for those who cannot use the QR code. b. Hon Sec / admin to manage the record (book, pens etc) which will be a mix of QR code and hard copy book – number in club could be required on inspection by FBC / Police,	5. Front of house to ensure that all those entering Shore House for toilets, bar and catering enter their details (a) on arrival (mandatory) and (b) list of those leaving (desirable).
H4	Increasing the Frequency of handwashing or failing that, hand sanitizer	Catching COVID-19 transferring contamination from hand to one's face	Staff and members	2	3	6	a. Flag officers have asked all staff and members wash hands frequently c. Soap and paper towels placed in each toilet, replenished twice a day by cleaner. d. Cleansing stations (e.g. disinfectant and hand sanitizer) placed around the building. e. Cleansing hand sanitizer stations on entrance to building. f. Members have been regularly reminded by email and by Web site of need to cleanse hands on arrival at WSC	6. Front of House check cleansing stations and toilets for replenishment



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H5	Increasing the Frequency of surface cleaning	Touching a contaminated surface, thus risk transferring to face etc	Staff and Members	2	3	6	<ul style="list-style-type: none"> <li>a. Flag officers have asked all staff and members to assume any surface is potentially contaminated.</li> <li>b. Club cleaner will disinfect / clean all toilets and in use areas twice a day.</li> <li>c. Disinfectant and hand sanitizer will be placed on each table.</li> <li>d. Table waiting staff (i.e. food and drink) to provide cutlery and serviettes on serving food. Not to be provided on table receptacles. Sauces in individual sachets with food delivery.</li> <li>e. Menus and price lists to be disposable.</li> <li>a. All payments by card, preferably contactless no cash payments except in an emergency when "touchless cash" measures to be used.</li> <li>f. Glasses not to be refilled, used glasses removed from tables by waiting staff to dirty glass trolley for washing by bar team.</li> </ul>	<ul style="list-style-type: none"> <li>7. Front of House to check that members do not leave their tables carrying dirty glasses.</li> </ul>
H6	Maintain social distancing (1), separate staff from members	Catching COVID-19 by inhaling droplets expired by infected persons or touching a contaminated surface (e.g. bannisters)	Staff and Members	1	3	3	<ul style="list-style-type: none"> <li>a. Limit interaction between staff and members, upstairs in shore house (including toilets) and race office are staff only areas unless exceptionally Flag Officers have opened the upstairs dining room.</li> <li>b. Separating upstairs vs downstairs designed to enable Club staff to operate even if downstairs closed for decontamination.</li> </ul>	<ul style="list-style-type: none"> <li>8. Flag Officers to make safe alternative arrangement if additional toilet capacity is needed in Shore House, requiring upstairs to be put in use for members.</li> </ul>



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H7	Maintain social distancing (2) – bar operatives	Catching COVID-19 by inhaling droplets expired by infected persons	Bar operatives	2	3	6	<ul style="list-style-type: none"> <li>a. Perspex screens to be fitted to bar.</li> <li>b. Card only, no cash payments. Except in an emergency when “touchless cash” measures to be used.</li> <li>c. Bar operatives to remain behind the bar and in servery areas, face coverings to be worn.</li> <li>d. Bar to be temporarily closed on changeover of bar staff to allow outgoing and incoming staff to clean the bar touching areas.</li> <li>e. Bar staff to cleanse touched areas on closing, Cleaner will clean next morning.</li> <li>f. Front of House / Waiting Staff should normally remove glasses from tables.</li> </ul>	
H8	Maintain Social Distancing (3) – kitchen operatives	Catching COVID-19 by inhaling droplets expired by infected persons	Catering Staff	2	3	6	<ul style="list-style-type: none"> <li>a. Kitchen staff to remain in kitchen, kitchen annex areas. Waiting staff in servery and customer areas, including car park for takeaways,</li> <li>b. Contact between table waiting staff and kitchen staff to be minimised.</li> <li>c. Handover point for food and dirty dishes for washing.</li> </ul>	
H9	Maintain Social Distancing (4) – preventing congregating	Catching COVID-19 by inhaling droplets expired by infected persons through congregating at points of service etc.	Front of House team, table waiting staff and members.	3	3	9	<ul style="list-style-type: none"> <li>a. Members are to sit at tables, inside or outside, in maximum groups of 6 persons from up to 6 households.</li> <li>b. Table service only, waiting staff are to take orders for drink and / or food and then serve these to the members who remain sitting at tables. From Step 2 members may consume non alcohol takeaways at patio tables.</li> <li>c. Members drinking are not to stand up in groups or hail their friends etc chatting on way to / from table.</li> <li>d. Limit contact between e.g. waiting staff and members when taking and receiving orders.</li> <li>e. No congregating at takeaway collection area in car park</li> </ul>	<ul style="list-style-type: none"> <li>9. Front of house to manage entry and exit of members / visitors so that all are seated with appropriate distancing (i.e. as calculated at item 2 above.</li> <li>10. Front of House to ensure that items are adhered to.</li> <li>11. Members are to respect the wishes of those who wish to limit those sitting at their table to e.g. a single household.</li> </ul>



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H10	Mitigate social distance <2m	Catching COVID-19 by inhaling droplets expired by infected persons	Members, front of house team, table waiting staff.	2	3	6	<ul style="list-style-type: none"> <li>a. Front of House Staff and table waiting staff to wear face coverings.</li> <li>b. Members and guests to wear face coverings from before entering Shore House until they have been seated at tables.</li> <li>c. Members and guests to wear face coverings whenever they leave their table (e.g. to visit the toilet or exit the building).</li> <li>d. Bifold doors to be opened whenever possible to promote maximum airflow though Main Hall.</li> <li>e. Windows and doors to be open in River Room to promote airflow.</li> <li>f. Encourage use of outdoor patio area whenever weather makes this feasible.</li> <li>g. No shouting, no singing at WSC to reduce the range of expired droplet projection.</li> </ul>	Note: Face coverings to be as specified by HMG, i.e. made of 3-layers of material, covering nose and mouth and be close fitting to both sides of the face. Plastic face shields are not acceptable.



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H11	Minimise unintentional face to face contact	People unconsciously coming into face to face contact will increase inhalation risk.	Anyone inside Shore House	2	3	6	<ul style="list-style-type: none"> <li>a. Reduce contact between persons by implementing a one-way system wherever feasible.</li> <li>b. Entrance to Shore House by front door (register), exit via rear patio door.</li> <li>c. Waiting staff to attend the bar or place dirty glasses on the trolley, members and guests to remain seated at their tables.</li> <li>d. For members using toilets, queuing (wearing face coverings) adjacent to River Room door, then straight back to table.</li> <li>e. Routes made clear by floor markings and by signage.</li> <li>f. Those at tables outside not to rush inside (when open) should it start to rain heavily. Managed migration to available tables via front door.</li> <li>g. If upstairs dining room is opened by Flag Officers, a one-way system will operate. Enter the dining room using via the main stairs, leave the dining room via the veranda door to the Garden. The mandatory table waiting service also applies in the upstairs dining room.</li> <li>h. One way system enforced for people using takeaways in Club car park.</li> </ul>	12. Front of House to manage migration of persons from outside tables to spare inside tables should it rain. If insufficient capacity then those without seats must leave Shore House.
H12	Minimise touch areas.	There is a risk that people become contaminated and touch their faces each time they touch e.g. a door handle.	Anyone inside Shore House	2	3	6	<ul style="list-style-type: none"> <li>a. Wedge open frequently used doors (e.g. cloakroom, reception to lower bar etc). Doors which form part of the upstairs / downstairs fire separation are not to be wedged open.</li> </ul>	13. Front of House to keep wedging of doors under close observation, fire doors to be shut in the event of an emergency.
H13	Managing understanding of complexity, communications	Members and staff who do not understand these arrangements will risk contamination of those following the procedures	Anyone inside Shore House	3	3	9	<ul style="list-style-type: none"> <li>a. Communicating these arrangements by email, web and signage.</li> </ul>	14. Front of House to keep an active overview and explain to those who do not seem to understand COVID-SECURE procedures



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H14	Managing those still not following the procedures	Members who are unwilling to follow these procedures will risk contaminating other members at the Club	Anyone inside Shore House	1	3	3	a. Front of House/ Waiting Staff, Bar volunteers and members present to contact a Flag Officer who may require said members to leave the premises and report the matter to the Executive with a view to disciplinary action (not behaving with courtesy and respect to others).	15. WSC is a member's Club owned by the membership. Club members are expected to pro-actively play their part in ensuring that their Club remains COVID-Secure. Members are reminded of this by the Commodore's regular updates.
<b>Part 2 - Afloat Activities (Sailing, Racing, Training etc) and Lobster Quay</b>								
S1	Ensuring that staff and members who feel unwell stay at home and do not undertake afloat activities	Catching COVID-19 spread by an infected person	Staff and members	2	3	6	a. Flag Officers require that all those feeling unwell or are self-isolating stay away from all Club afloat activities. This is regularly published in Club newsletter, by email to all members, on the Club Web site and in race instructions etc,	1. Activity co-ordinators to be vigilant for those who appear unwell.





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S2	Minimising the press of numbers	Catching COVID-19 by density of persons breaching safe distancing guidelines (i.e. 2m separation or 1m plus mitigation if this cannot be achieved).	Members proceeding afloat	2	3	6	a. Club temporary regulations limit the numbers of boats that may lie at Shore House jetty and prohibit rafting up. b. Club temporary regulations limit the numbers of vessels that may use Lobster Jetty at a time. c. Members are instructed not to press together when rigging, unrigging, launching and landing their vessels. d. Ask / encourage sailors to change at home and limit use of Club toilets. e. When the step in force permits use of indoor facilities, numbers who may use Lobster Building are limited: 12 in classroom for formal training -otherwise 6, and 6 in each of the ladies' and men's changing rooms (all following 1M Plus). For Step 2 numbers in changing rooms reduced to single person / household. f. Registration for racing will take place in the open. g. Deliver briefings remotely where possible. h. Use outdoor spaces wherever possible. i. Minimise waiting time prior to and during activities.	2. Lobster building kept locked unless organised sailing providing an activity marshal to ensure that persons involved in sailing activities: <ul style="list-style-type: none"> <li>Do not inadvertently form groupings;</li> <li>queue sensibly at pinch points.</li> <li>Only enter Lobster Building when permitted (i.e. open plus need plus permitted numbers).</li> </ul>
S3	Managing any infections by using track and trace	A COVID-19 infectious person attending Sailing activities may infect others.	Members involved in sailing operations	1	3	3	a. Keep a record of members and visitors and their contact telephone numbers attending Lobster Building or registering for racing. This is to help NHS "test and trace" manage any local infections. This record to be accessible by the administrator and remain available for a running 21 days. b. At Lobster Building use NHS COVID-19 QR code and back up to whiteboard photographed daily. Alternatively, activity co-ordinators may produce an attendance list for those undertaking training etc.	3. Activity marshals to ensure that all those entering Lobster Building enter their details on the white board. Activity co-ordinator to photograph the names recorded and retain for 4 weeks in case required by track and trace.



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S4	Increasing the Frequency of handwashing or failing that, hand sanitizer	Catching COVID-19 transferring contamination from hand to one's face	Staff and members	2	3	6	<ul style="list-style-type: none"> <li>a. Flag officers have asked all staff and members to wash hands after entering Lobster Building e.g. to use WC.</li> <li>b. Soap and paper towels placed in each changing room and replenished daily by cleaner.</li> <li>c. Cleansing stations (e.g. disinfectant and hand sanitizer) placed around Lobster Quay, on entrance to Lobster Building and in classroom.</li> </ul>	4. Administrator, activity marshals and bosuns regularly check that cleansing stations are adequately stocked.
S5	Increasing the Frequency of surface cleaning	Touching a contaminated surface, thus risk transferring to face etc	Staff and Members	2	3	6	<ul style="list-style-type: none"> <li>a. Flag officers have asked all staff and members to assume any surface in Lobster Building is potentially contaminated.</li> <li>b. Club cleaner will disinfect / clean all Lobster Building toilets at least once daily.</li> <li>c. Club cleaner will clean all Lobster Building accessible surfaces daily</li> </ul>	
S6	Maintain social distancing	Catching COVID-19 by inhaling droplets expired by infected persons	Staff and members involved in sailing operations	2	3	6	<ul style="list-style-type: none"> <li>a. Those rigging, unrigging, launching and landing reminded to maintain 1m plus social distancing.</li> <li>b. Members advised that for recreational use all sailing, motor and support boats to be crewed from single household. Where this is not possible then additional mitigation is required in accordance with RYA guidance contained in the WSC Recovery Plan.</li> <li>c. Crewing of boats for all Club organised afloat activities to be strictly in accordance with RYA guidance for sailing in mixed households, details in WSC COVID Plan.</li> <li>d. Race hut to be manned by single household.</li> <li>e. Limitations placed on numbers permitted to enter Lobster Building.</li> <li>f. Members are to wear face coverings before entering Lobster Building.</li> <li>g. Maximise ventilation in Lobster Building by keeping windows (and if possible doors) open in classroom and changing rooms.</li> <li>h. Use outdoor spaces as much as is possible.</li> </ul>	5. Activity marshals to keep a check on distancing achieved.  Note: Face coverings to be as specified by HMG, i.e. made of material, covering nose and mouth and be close fitting to both sides of the face. Plastic face shields are not acceptable.



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S7	Maintain Social Distancing – preventing congregating	Catching COVID-19 by inhaling droplets expired by infected persons through congregating at choke points etc	Members participating in sailing operations.	3	3	9	<ul style="list-style-type: none"> <li>a. Races are spread out to limit the press on boats launching and landing.</li> <li>b. Post-race socialising to be limited to avoid inadvertently congregating.</li> <li>c. Youth sailing and training activities are to be based on separated small groups, each no larger than 6 persons.</li> </ul>	6. Activity marshals to monitor pinch points and post-race banter etc.
S8	Minimise unintentional face to face contact	People unconsciously coming into face to face contact will increase inhalation risk.	Anyone inside Lobster Building and outboard store	2	3	6	<ul style="list-style-type: none"> <li>a. Those undertaking training in Lobster Classroom to enter and leave via balcony doors.</li> <li>b. Face coverings to be worn.</li> <li>c. Maximise through flow ventilation in classroom, windows &amp; doors to be open.</li> <li>d. Those entering Lobster Changing rooms to wait for those exiting.</li> <li>e. Once way system on Lobster Building steps.</li> <li>f. One-way system to wash down areas.</li> <li>g. One person at a time in outboard store.</li> </ul>	Note: Face coverings to be as specified by HMG, i.e. made of material, covering nose and mouth and be close fitting to both sides of the face. Plastic face shields are not acceptable.



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S9	Minimise touch areas.	There is a risk that people become contaminated and touch their faces each time they touch e.g. a launching trolley, boat tiller	Anyone undertaking afloat activities.	2	3	6	<ul style="list-style-type: none"> <li>a. Wedge open frequently used doors (e.g. Lobster building entrance, balcony doors, cloakroom doors).</li> <li>b. Hand sanitise on entering Lobster Building.</li> <li>c. All support boats and launches etc to carry cleaning stations, all boats to be cleaned on change of crews and touch surfaces cleaned by oncoming crew.</li> <li>d. Support boats etc to be manned by single household if at all possible. Where this is not possible then additional mitigation is required following the RYA guidance contained in the WSC Recovery Plan.</li> <li>e. Club sailing boats to be thoroughly washed down (e.g. using viricide) between changes of crews.</li> <li>f. Boat trolley handles etc to be assumed contaminated and cleaned before use.</li> <li>g. Any equipment thought to be contaminated to be cleaned, disinfected, dried or placed to one side to weather for 72 hours.</li> <li>h. Bosuns to carry out weekly deep cleaning.</li> </ul>	
S10	Minimise contact – safety boat	Safety boat operations place crews at risk of contamination	Safety boat crews and those rescued	1	3	3	<ul style="list-style-type: none"> <li>a. Maintain hailing distance beyond droplet range.</li> <li>b. Use RYA recommended minimum contact techniques during safety operations.</li> <li>c. Use face coverings if recovering a rescued person to safety boat.</li> </ul>	
S11	Minimise contact - on water participants	Inadvertent contact between those afloat	Anyone afloat including racing, training etc				<ul style="list-style-type: none"> <li>a. Sailors, coaches and instructors to stay in their own boats and maintain social distancing afloat.</li> <li>b. Allocate different sailing areas for different activities.</li> </ul>	7. Sailing committee to maintain oversight of planning and conduct of activities.
S12	Managing understanding of complexity, communications	Members and staff who do not understand these arrangements will risk contamination of those following the procedures	Anyone undertaking afloat operations	3	3	9	<ul style="list-style-type: none"> <li>a. Communicating these arrangements by email, web and signage and where appropriate in notices to race and sailing instructions.</li> </ul>	8. Activity marshals to keep an active overview and explain to those who do not seem to understand WSC COVID-SECURE procedures.




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S13	Managing those still not following the procedures	Members who are unwilling to follow these procedures will risk contaminating other members at the Club	Anyone undertaking afloat activities	1	3	3	a. Race Officer, Dinghy Chair, Kipper King, training centre principal etc to contact a Flag Officer who will require said members to leave the premises and report the matter to the Executive with a view to disciplinary action (not behaving with courtesy and respect to others).	
<b>Part 3 – Club Employees</b>								
E1	Ensuring that staff who feel unwell stay at home and do not attend Shore House	Catching COVID-19 spread by an infected person	Employed staff	2	3	6	a. Employing Officers require that all those feeling unwell or are self-isolating stay away from WSC.	
E2	Minimising the press of numbers	Catching COVID-19 by density of employees breaching safe distancing guidelines (i.e. 2m separation or 1m plus mitigation if this cannot be achieved)..	Staff may pass infections to each other	1	3	3	a. Each of the club's employees has their own work room (i.e. administrator in admin office, accounts in MSO, Senior Bosun in old accounts office and sailing bosun in the RHIB Shed). b. Upstairs in shore house is designated a staff only area (i.e. employees and duty volunteers and caterers) during the working week, to provide separation with members.	
E3	Managing any infections by using track and trace	A COVID-19 infectious employee passing COVID-19 to others	Other employees and members.	1	3	3	a. The Club administrator keeps a record of attendance of employees, this is made available to NHS test and trace on request.	
E4	Increasing the Frequency of handwashing or failing that, hand sanitizer	Catching COVID-19 transferring contamination from hand to one's face	Employees	2	3	6	a. Employing officers have asked their staff to wash hands frequently and use sanitising stations on entering buildings. b. Washing facilities are provided in each building.	



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E5	Maintain social distancing (1), separate employees from members	Catching COVID-19 by inhaling droplets expired by infected persons or touching a contaminated surface (e.g. bannisters)	Employees and Members	1	3	3	<ul style="list-style-type: none"> <li>a. Limit interaction between employees and members, upstairs in shore house (including toilets) and MSO and RHIB Shed are employee (and officer) only areas unless exceptionally Flag Officers have opened the upstairs dining room.</li> <li>b. Separating upstairs vs downstairs designed to enable employees / officers to operate even if downstairs closed for decontamination.</li> <li>c. Arrange for working from home where this is possible (e.g. accounts clerk).</li> </ul>	
E6	Mitigate social distance <2m	Catching COVID-19 by inhaling droplets expired by infected persons	Employees and members	2	3	6	<ul style="list-style-type: none"> <li>a. Employees to wear face coverings when present inside the Club in areas populated with members (e.g. downstairs in Shore House during opening hours).</li> <li>b. Members and guests to wear face coverings before entering a Club building.</li> <li>c. Maximum ventilation inside club areas used by employees.</li> <li>d. Employees to wear face coverings whilst working with club officers or contractors inside.</li> <li>e. Contractors to be requested to wear face coverings.</li> <li>f. Encourage use of outdoor areas for employee -to-member discussions.</li> <li>g. No shouting, no singing.</li> </ul>	
E7	Increasing the Frequency of surface cleaning	Touching a contaminated surface, thus risk transferring to face etc	Employees	2	3	6	<ul style="list-style-type: none"> <li>a. Offices have asked employees to assume any surface is potentially contaminated.</li> <li>b. Club cleaner will disinfect / clean all toilets daily, member use areas will be cleaned twice a day.</li> </ul>	
E8	Managing understanding of complexity, communications	Employees who do not understand these arrangements will risk contamination of those following the procedures	Anyone inside Shore House	3	3	9	<ul style="list-style-type: none"> <li>a. Employing officers will regularly discuss COVID-SECURE measures with their employees.</li> </ul>	

	<b>FS1000 RISK ASSESSMENT FORM</b>	<b>Risk Assessment 1022, 2021 Step 2 Version 1.0 dated 07 April 2021</b> <b>Approved by I Clark, Commodore</b>
	A risk assessment is to be conducted by the person organising an event or activity, following the guidance in WSC document HS104	

## Version Control

Version 1.0 dated 9 July 2020: Initial issue prior to commencing bar operations.

Version 2.0 dated 29 July 2020, updated on starting of food service and commissioning of River Room.

Version 3.0 dated 16 September 2020, updated on government measures introduced on 14 September 2020 and include S1-S12.

Version 4.0 dated 24 September 2020, updated on government measures announced on 22 September 2020.

Version 5.0 dated 4 November 2020, updated on government announcing “second lockdown” wef 5 November 2020.

Version 6.0 dated 1 December 2020, updated on government announcing the Three-Tier Winter COVID-19 Plan effective 3 December 20 until March 2021

Version 7.0 dated 26 December 2020, updated following Warsash being placed in the new Tier 4 from 26 December.

Version 8.0 dated 5 January 2021, updated following England being placed in a new national lockdown from 5 January 2021.

2021 Step 1 Version 1.0 dated 5 March 2021, updated following issue of Government’s Spring 2021 COVID-19 Response.

2021 Step 1 Version 1.1 dated 27 March 2021, minor changes to reflect changes to RYA guidance and Government legislation and the WSC Recovery Plan.

2021 Step 2 Version 1.0 dated 7 April 2021, minor update for Step 2 implementation on 12 April 2021.



## Annex A: Government Rules on Gatherings in COVID-19 secure venues

It is critical that everybody observes the following key behaviours:

- **HANDS** - Wash your hands regularly and for 20 seconds.
- **FACE** - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.
- **SPACE** - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).

When meeting friends and family, even in venues like restaurants, pubs, places of worship or community centres, you should follow the rules on gatherings and:

- follow the limits on the number of other people you should meet with as a group – e.g. in Step 1 and 2 outside and Step 3 inside no more than six people unless you all live together (or are in the same support bubble).
- avoid social interaction with anyone outside the group you are with, even if you see other people you know.
- provide your contact details to the organiser so that you can be contacted if needed by the NHS Test and Trace programme.

Venues following COVID-19 secure guidelines will be able to continue to host more people in total but no one should mix inside in a group of greater single households (or bubbles) in Steps 1 and 2 or 6 in Step 3.

Outdoor sporting activities can proceed from Step 1 if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. All sports should ensure that sessions comply with the relevant National Governing Body [*for sailing that is the RYA*] Safeguarding Policies and Procedures and conduct a thorough risk assessment (See WSC COVID Plan 2021 Version 2.0).

The following additional measures apply, these include:

- All orders for food and drink to be taken at Tables and served to tables, customers are to remain seated at tables.
- All persons entering buildings are to register their attendance, preferably using the NHS COVID19 test and trace.

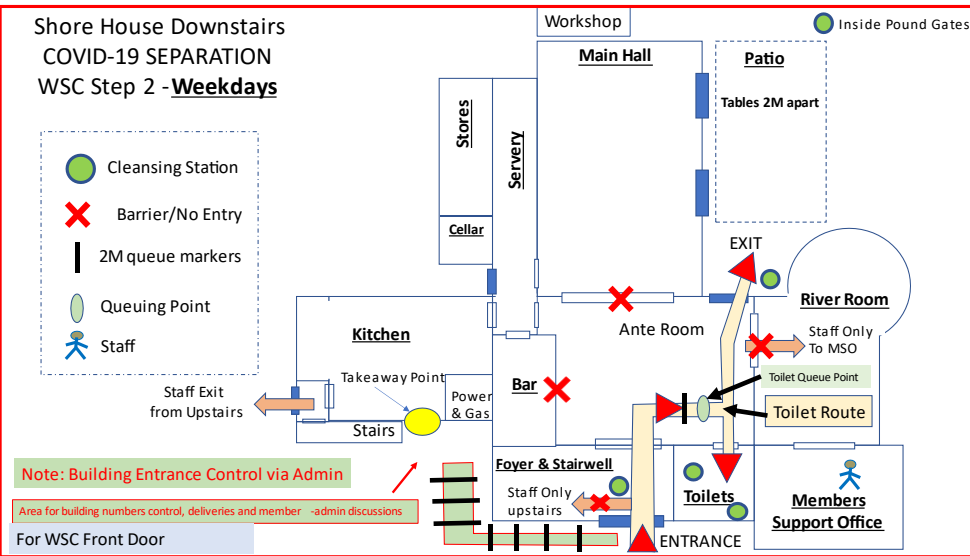
Government regulations have been issued related to England entering Step 2 of the Spring COVID Response from 12 April 2021. Where there is conflict, the extant Government regulations and guidance take precedence over the measures contained in this Risk Assessment (See also WSC COVID-19 Recovery Plan 2021, version 2.0 dated 7 April 2021).



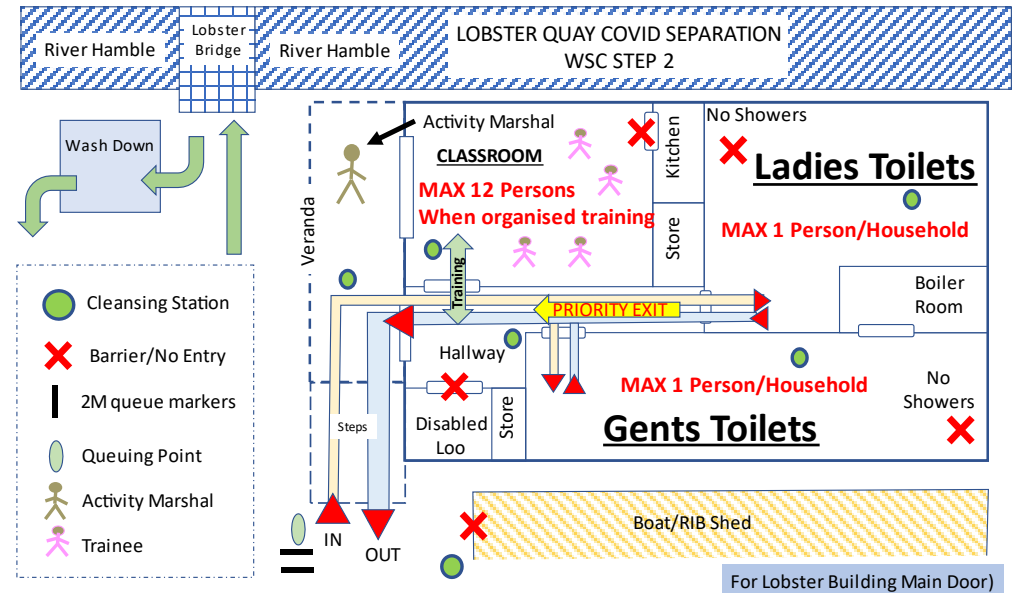


A risk assessment is to be conducted by the person organising an event or activity, following the guidance in WSC document HS104

**Annex B: Schematics of WSC arrangements for Shore House, 2021 Recovery Step 2**



**Annex C: Schematics of WSC Arrangements for Lobster Quay, 2021 Recovery Step 2**



Approved By	Signature: Approved by telecon IC/NH 7 April 2021	Name: Ian Clark	Date: 7/04/2021	Position: Commodore	Review 12/05/2021
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