

## Elite Sailing – Operations During Covid 19 – Risk Assessment and Mitigating Measures

This assessment concerns only risks to the company, its employees, customers and 3<sup>rd</sup> parties arising from the Coronavirus epidemic.

The assessment is to be reviewed at fortnightly intervals. Last Review: 16 October 2020. Reviewed by: David Allan

### References

### RISKS OF INFECTION

1. The company core team and its site at Chatham Marina are at risk of infection arriving in 3 possible ways:
  - a. By a team member becoming infected during contact in their household or by random contact outside.  
Mitigating Measures:
    - (1) Every team member must exercise extreme care in their conduct outside work to minimise risk of contact AND COMPLY WITH GOVERNMENT REGULATION AND GUIDANCE AT ALL TIMES.
    - (2) If a team member develops symptoms, they must self-isolate immediately, carry out actions required by government test and trace procedures and report the fact to the school Principal and to the Office Manager.
    - (3) If a team member is contacted by the NHS Test and Trace organisation and asked to self isolate they must comply and report the fact to the School Principal and to the Office Manager.
    - (4) If a team member becomes aware for any reason that they may have been in contact with an infected person they must report this fact to the NHS Test and Trace organisation and to David Allan and Nicole Danton.
    - (5) Team members are to take their temperature daily on arrival at the marina site.
  - b. By a customer attending a course.  
Mitigating Measures:
    - (1) Throughout the booking process Customers will be advised of our risk assessments and mitigating measures so that they should be clear about their responsibilities to assist in maintaining Covid Safety.
    - (2) Prior to arrival during the booking process Customers will be asked to declare that to the best of their knowledge they and all known recent contacts do not have symptoms of Coronavirus, are not under an order to self isolate and that, if at any time prior to arrival for the course or during the course they develop symptoms of the virus or become aware of a recent contact that creates a requirement to isolate they will immediately inform Elite Sailing and withdraw from the course.
    - (3) On arrival at Chatham Marina, customers will be met at the pontoon security gate, checked in, temperature checked, asked to complete the safety declaration and directed immediately to their yacht or classroom where they will be met by an instructor. This will avoid congregations of people from different boats.
    - (4) On arrival on site each customer will be asked to repeat this declaration verbally after reading a card.
    - (5) On arrival on site each customer will be asked to allow their temperature to be taken by infrared thermometer.
    - (6) Customers will not be allowed to come below decks on the barge.

- (7) Elite Sailing staff will maintain strict social distancing during all contact with customers. See 'Risk of Internal Transmission'.
- c. By a 3<sup>rd</sup> party visitor.  
Mitigating Measures:
  - (1) Visitors arriving on site should be asked to wait at the door and complete any transaction without entering the barge below deck. If a visitor has an appointment for a meeting the meeting shall, if at all possible, be conducted in the open air outside the barge. If the meeting must be conducted under shelter maximum social distancing must be maintained.
  - (2) Visitors are not to be offered drinks on site.
- 2. Risk of Internal Transmission between Elite Sailing Staff.
  - a. Direct airborne transmission.  
Mitigating Measures:
    - (1) All staff and in particular the office manager should work at home whenever possible.
    - (2) Strict Social Distancing is to be maintained between staff as far as possible. This means avoiding passing in narrow areas of the barge or aboard vessels, only having one person at a time inside any small space such as the office, galley and store room and if meeting in the classroom, sitting with at least 2 metres space between any 2 people. Action all staff
  - b. Transmission via Surfaces Touched.
  - c. Mitigating Measures:
    - (1) Barge: Door knobs, key pad, handrails and galley surfaces to be disinfected twice per day: first thing in the morning and in the evening at the end of work. This task to be supervised by the office manager and may be delegated to the trainee bosun's mate. (Oliver Boosey). Each check to be signed for on a sheet to be displayed in a prominent place on the barge. Action ND
- 3. Risk of Internal Transmission between Staff and Customers on Boats.
  - a. Direct airborne transmission.  
Mitigating Measures:
    - (1) Masks to be worn at all times unless weather conditions make this impossible.
    - (2) Crew numbers on training courses to be restricted to max 5 people plus skipper.
    - (3) Crew numbers on milebuilder trips and adventure sailing to be limited to 6 people plus skipper.
    - (4) Customers maintain 2 metres distance from people in other household groups whenever possible.
    - (5) Instructors to brief customers on optimum spacing around the yachts and organise deckwork so as to minimise proximity and risk of transmission. Action Instructors
    - (6) During training courses, only one person below deck at one time.
    - (7) No overnight stays except in cabins reserved individually in advance. Cabins not to be shared except by people in the same household. Exceptionally, on adventure sailing on TONIC, fwd cabins with bunks may be shared by two individuals by agreement of both parties.
  - b. Transmission via Surfaces Touched on Boats.  
Mitigating Measures:
    - (1) Staff and students wash hands on arrival at the marina pontoon gate.
    - (2) Full surface clean at the end of every day of following surfaces:  
External handholds used to access the boat including shrouds, guard rail, pushpit, .

Steering wheel, winch handles, clutches, coachroof grab handles, companionway surfaces.

Internal handholds and fiddles around the galley and chart table

Heads door handle

Heads toilet bowl, toilet seat, toilet pump, locker knobs.

This schedule and a record of cleans to be held in the boat's documents and initialled by the skipper each day.

Cleaning process and products to be specified and supplies to boats arranged by the office manager.

- (3) Additional deep cleaning of boats once a week by contract cleaner (Iliyana) once per week on Friday evening/Early Saturday morning.
- (4) Lifejackets to be quarantined at the end of each course by the instructor by removal from the boat and storage on the barge for 2 days minimum before re-use. Lifejackets to be issued to individuals on the boat at the beginning of each course and kept by those individuals separate from other lifejackets until the end of the course.
- (5) Students and instructors to bring their own lunches and drinks. No drinks to be made aboard the yachts. Water may be taken from the ship's tanks for drinking or for cleaning.
- (6) Consideration of Use of Gloves. Government advice does not encourage use of gloves in non-clinical settings and indeed their use could exacerbate the spread of virus. We conclude that the best policy is not to use gloves except when essential on deck and instead to rely on frequent hand washing to intercept any virus that is present.
- (7) Instructors and students to wash hands in soap and water for at least 20 seconds in the galley at least every 2 hours and before and after using the WC or preparing or eating food. If its impossible to wash hands below deck the hand sanitiser dispensers provided may be used.

#### 4. Risk of Internal Transmission between Staff and Customers in the Classroom.

##### a. Direct Airborne Transmission.

Mitigating Measures:

- (1) Student numbers in the classroom to be limited as follows: VHF - 4 ; First Aid – 2; Diesel Engine – 4; Radar – 3.
- (2) Desk seating to be re-arranged to achieve 2 metres separation.
- (3) Students to be asked/briefed to enter or leave the barge one at a time.
- (4) Students to be briefed on arrival to maximise social distancing (minimum 2 metres).
- (5) Masks to be worn in transit between the pontoon and the classroom and vice versa.

##### b. Transmission via Surfaces Touched in the Classroom.

Mitigating Measures:

- (1) Daily cleaning of barge entrance and internal surfaces as detailed in 2. C. (1).
- (2) Customers and staff to wash hands or hand sanitise.
- (3) Additional deep cleaning of the classroom and galley on a Friday evening/Saturday morning prior to any classroom courses.

## RESPONSIBILITIES

5. The office manager is to:

- A. Coordinate and supervise hygiene arrangements at the Elite Sailing Facilities at or near the barge.
- B. Formulate and publish detailed procedures for barge and yacht cleaning including what exactly to clean, how, and using what materials.

#### STORES AND EQUIPMENT REQUIREMENTS

Disposable masks/Type, Pt NO, source.

Handwashing liquid soap in dispensers for boats and barge wash station.

Hand cleaning gel for boats and barge

Disinfectant liquid for dilution with water for routine cleaning of all hard surfaces. (Specify type and name).