

## Risk assessment for Covid-19 secure workplace readiness

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Scenario relating to Staff	Current Control Measures <b>THESE APPLY TO ALL SCENARIOS</b>	Risk (Current Controls)			Proposed Extra Control Measures <b>linked to scenarios</b>	Risk (After Extra Controls)		
		S	L	R		S	L	R
Member of staff displays symptoms of Coronavirus at work (unconfirmed)	The UK government continues to advise that the best protection against Covid-19 is to wash your hands for 20 seconds as often as possible, to avoid touching your face and to catch coughs and sneezes in tissues.				If the staff member is at work they should be sent home immediately			
or	Face coverings can be worn.				Deep clean the areas where the member of staff has been			
Member of staff displays symptoms of coronavirus (unconfirmed) whilst at home and has been at work in the last 3 days	Social distancing guidelines. One-way system for members and visitors in place through open areas of the clubhouse to help reduce the risk of person to person contamination.	4	4	16	Member of staff to follow Government/NHS guidance on isolation and track and trace system	4	2	8
					Identify other staff members who have worked or come in contact with the staff member so they can follow Government/NHS guidance on isolation and track and trace system			
		4	3	12	Club Manager/Commodore to contact the member of staff for an update	4	2	8
Member of staff displays symptoms of coronavirus whilst at home and has NOT been at work within the last 14 days	Other areas (e.g. Coxswain's shed) are not open to non-staff or approved volunteers.	4	1	4	Club Manager/Commodore to contact the member of staff for an update	4	1	4

Scenario relating to Staff	Current Control Measures <b>THESE APPLY TO ALL SCENARIOS</b>	Risk (Current Controls)			Proposed Extra Control Measures <b>linked to scenarios</b>	Risk (After Extra Controls)		
		S	L	R		S	L	R
<p>Member of staff is diagnosed with coronavirus and has been at work in the last 3 days</p> <p>Or</p> <p>Member of staff is diagnosed with coronavirus and has been at work in the last 3-14 days</p>	<p>Heightened staff awareness regarding handwashing and personal hygiene in place throughout both buildings to help prevent person to person contamination</p> <p>Members of staff to work from home where possible to help stop the spread of the virus</p> <p>Social distancing / hygiene posters across the facility reminding employees of the requirements</p> <p>One-way routes where 2 metres distancing is hard to achieve.</p> <p>Mechanism to be introduced to record all people who come onsite using the government Covid-19 app or paper sheets. This will assist with track and trace.</p>	5	4	20	<p>Send member of staff home if at work</p> <p>Deep clean areas possibly affected</p> <p>Identify other staff members who have worked or come in contact with the staff member so they can follow Government/NHS guidance on isolation and track and trace system</p> <p>Club Manager/Commodore to contact the member of staff for an update</p>	5	2	10

Scenario relating to Staff	Current Control Measures <b>THESE APPLY TO ALL SCENARIOS</b>	Risk (Current Controls)			Proposed Extra Control Measures <b>linked to scenarios</b>	Risk (After Extra Controls)		
		S	L	R		S	L	R
Member of staff is diagnosed with coronavirus and has not been at work within the past 14 days	Continue to maintain the current high standard of cleaning throughout all communal areas and staff aware to help maintain the spread of the virus	5	1	5	No additional cleaning required Member of staff to follow Government/NHS guidance on isolation and track and trace system	5	1	5
Member of staff has been in close contact with another person within their household or outside of their household that has been confirmed positive with the coronavirus within the past 14 days and attending work	Heightened staff awareness regarding handwashing and personal hygiene in place throughout the club to help prevent person to person contamination	5	4	20	Send member of staff home if at work Deep clean areas possibly affected Identify other staff members who have worked or come in contact with the staff member so they can follow Government/NHS guidance on isolation and track and trace system Club Manager/Commodore to contact the member of staff for an update	5	2	10
Member of staff has been in close contact with another person within their household or outside of their household that has been confirmed positive with the coronavirus over 14 days ago and attending work	Launching Tractor & Land Rover to be driven by Coxswain ONLY. Cleaning of Tractor on change of Coxswain.	1	1	1	No further action	1	1	1

Scenario relating to Club Members/Visitors	Current Control Measures <b>THESE APPLY TO ALL SCENARIOS</b>	Risk (Current Controls)			Proposed Extra Control Measures <b>linked to scenarios</b>	Risk (After Extra Controls)		
		S	L	R		S	L	R
<p>Club member or visitor displays symptoms of coronavirus (unconfirmed) while at the Club</p> <p>or</p> <p>Club member or visitor notifies the club that they have symptoms of coronavirus (unconfirmed), or have received a positive Covid-19 test result, and visited the club in the last 3 days</p> <p>or</p> <p>Club is contacted by the track and trace service about a member/visitor who has been at the club</p>	<p>The UK government continues to advise that the best protection against Covid-19 is to wash your hands for 20 seconds as often as possible, to avoid touching your face and to catch coughs and sneezes in tissues.</p> <p>Face coverings can be worn.</p> <p>Social distancing guidelines. One-way system for members and visitors in place through the open areas of the clubhouse to help reduce the risk of person to person contamination.</p> <p>All club members and visitors are required by Covid-19 Operating Procedures not to attend the club if they have symptoms of Covid-19 or have been in contact with anyone with symptoms in the past 14 days</p>	4	4	16	<p>If the club member/visitor remains onsite they should be asked to leave immediately/</p> <p>Deep clean the areas where the affected person has been</p> <p>Affected person to follow Government/NHS guidance on isolation and track and trace system</p> <p>Identify staff members, club members and visitors who have come in contact with the affected person so they can follow Government/NHS guidance on isolation and track and trace system</p>	4	2	8
4		3	12	4		2	8	
4		1	4	4		1	4	

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Spreading of the coronavirus by person to person contact	Members of staff, club members and visitors	<p>A physical assessment of all working areas in the club has been conducted to ensure all areas comply with the Government's social distancing guidelines and recommendations. This is to ensure when staff are at work, they are able to work safely within the guidelines.</p> <p>A perspex screen has been erected between the two desks in the office.</p> <p>Face coverings are available for staff who wish to wear them who do not have their own.</p> <p><b><u>Home working continues for members of staff when appropriate</u></b></p> <p>As far as possible a maximum of two people are in the office at one time.</p> <p>Introduction of one-way pedestrian routes within the clubhouse:</p> <ul style="list-style-type: none"> <li>• Toilets: enter via the front outside doors and leave via the fire exit. Inside doors to front and rear stairwells to remain locked.</li> <li>• Showers and changing rooms are out of use.</li> <li>• One-way system through the café and restriction on the number of people inside</li> <li>• All café doors and windows to be kept open as far as possible when in use</li> <li>• One-way system in the front stairwell for member/visitor access to the office</li> <li>• Physical access to the office by non-staff is prevented by the installation of a half-door with counter. Hand sanitiser and a bell to attract attention are provided</li> </ul> <p>The remainder of the clubhouse is closed to non-staff.</p> <p>Only staff members and approved volunteers are allowed in the coxswain's shed.</p> <p>All club members and visitors are required to comply with the law on groups of no more than six people or two households when on shore.</p> <p>Two metre separation to be maintained on the slipways, with signage and distance marking in place</p> <p>Rescue will be in extremis, for life-saving operations only. Face coverings to be used for safety crew and casualty (if conscious) during rescue. Coxswain is equipped and trained for PPE use when resuscitating a casualty</p>	Y		

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Spreading of the coronavirus by person to surface	Members of staff, club members and visitors	<p>Daily cleaning of all communal areas and surfaces within the clubhouse. Twice daily cleaning of the toilets and wash basin areas at weekends and during events.</p> <p>Implementation of hand sanitisers in the following locations:</p> <ul style="list-style-type: none"> <li>• wash basin areas</li> <li>• cafe entrance and exit doors</li> <li>• bottom of front steps</li> <li>• entrance to coxswain's shed</li> <li>• office entrance and inside office</li> </ul> <p>Members and visitors are discouraged from handling other people's trollies</p> <p>Anti-bacteria wipes are available in the coxswain's shed and cafe</p>	Y		
Danger of drowning or other injuries while sailing	Club members and visitors	<p>Experienced sailors only (Red &amp; White chequered flag)</p> <ul style="list-style-type: none"> <li>○ Defined as capable of self-righting a capsized and returning to shore unaided</li> </ul> <p>Sail conservatively</p> <ul style="list-style-type: none"> <li>○ Sailing limits will be set conservatively by Coxswain, based on weather conditions</li> </ul> <p>Reactive Safety cover (as per normal weekday operations)</p> <ul style="list-style-type: none"> <li>○ Coxswain on-site, but no permanently manned safety boat on water</li> <li>○ Rescue will be in extremis, for life-saving operations only</li> <li>○ Coxswain is equipped and trained for PPE use when resuscitating a casualty</li> </ul>	Y		
Risk of hypothermia	Club members and visitors	<p>Wet suit rule (between 1<sup>st</sup> November and 31<sup>st</sup> March or when water temperature is below 5° centigrade)</p> <p>Temperature increasing as moving into summer</p> <p>Showers to be used in extremis to treat hypothermia</p>	Y		

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Spreading of the coronavirus by air circulation by the air conditioner in the office	Members of staff	Staff are discouraged from running the air conditioner when more than one person is in the office	Y		
Staff concerns	Members of staff, club members and visitors	Members of staff and club members are encouraged to suggest areas for improvement directly to the club manager. If staff have concerns in relation to insufficient measures being taken or measures not being adhered to they can raise concerns directly to the Club Safety Advisor.	Y		

Action plan for additional control measures				
Hazard	Further control measure	By whom	To be in place by	Date completed

Have changes been made to this risk assessment?	<input type="checkbox"/>	Yes
What changes have been made?		
Updates to reflect new government regulations and guidance relating to Step 1 of the roadmap issued March 2021.		

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1		Very Unlikely = 1

Risk Ratings =

Risk Ratings (R)	
20-25	Very High Risk
12-20	High Risk
8-11	Medium Risk
1-7	Low Risk