

CHIPSTEAD SAILING CLUB

COVID-19 CLUBHOUSE AND OTHER BUILDINGS RISK ASSESSMENT

15th JULY 2020

You should not come in if you are Covid symptomatic.

All of these risks are considered 'low' but could quickly change to medium/high in the event of a positive covid19 testing.

Members should treat all surfaces as contaminated and should wear gloves and wash hands frequently.

CSC supplies sanitizer and wipes. Members should please supply their own face coverings and gloves.

CLUBHOUSE

Part of Building etc.	Risk	Actions to Control
Front door	Pinch point – social distancing	One way entrance only. Door to be pinned back by Unlocker. Patio door for exit. Door to be pinned back by Unlocker. ? Someone to manage numbers entering. Signage/markings for queuing/one way/face coverings for all entering
Front door handles	Infection	Only Unlocker/Locker to touch and wipe down
Power switches inside door	Infection	Only Unlocker/Locker to touch and wipe down
Main Clubroom	Social distancing – numbers permitted	Max. Number 30 (subject to measuring). Marking of a 3 metre (?) carriageway from front door to changing rooms and from changing rooms to patio doors with signage
Tables and chairs	Infection	Stored as much as possible in Snug . Taped off rest of chairs

		and tables. Max. no. of 7 Tables in Clubroom with 30 chairs
Light switches	Infection	Only Unlocker/Locker to touch and wipe down
Door handles on all internal doors	Infection	Keep such doors as possible open. Sanitiser bottles bracketed to walls by doors to changing rooms, committee room etc. Supply of wipes
Computer cabinet and computer inc. OODs equipment	Infection	OOD use only. Wipe down before and after use. Wash hands Signing on by different method e.g. names, class, sail nos. to OOD or AOD with clipboard
Keysafe inside front door	Infection	Unlocker/Locker use only and wipe down
Drinking water bottle	Infection	Taped off from use
Ladies toilet area inc. Handriers, towels etc.	Social distancing – numbers Infection	Entry only from Clubroom, exit through external door (Signage) Taped off Large stock of paper towels and round blue towel 3 Ladies at a time only in toilet area
External door to ladies, inside and out	Infection	Use sanitiser and wipes
Ladies changing room and showers and lockers	Social distancing – numbers Infection	No use of changing rooms/showers (come changed and go changed) Lockers taped off
First Aid Box		Disinfect after use

Mens toilets inc. Handdriers, towels etc.	Social distancing - numbers Infection	Entry only from Clubroom, exit through external door. Hand drier taped off. Large stock of paper towels and round blue towel 2/3 max. no. Of occupants at a time
Mens changing room and showers and lockers First Aid Box	Social distancing – numbers Infection	No use of changing rooms/showers (come and go changed) Lockers taped off Disinfect after use
External door to mens, inside and out	Infection	Use sanitiser and wipes
Door to disabled toilet vestibule and internal door to toilet	Infection	Prop open door between vestibule and Clubroom (Unlocker) Use sanitiser and wipes
Cupboards in vestibule	Infection	Use sanitiser and wipes
Disabled toilet First Aid Box	Social distancing – numbers Infection	One person only at a time Disinfect after use
External door to disabled toilet, inside and out	Infection	Use sanitiser and wipes
Snug and electrical appliances therein	Social distancing – numbers Infection	Snug not in use. Authorised persons only to use door to Lean To.

Curtains	Infection	Not to be touched/used
Bar area frontage	Social distancing - numbers	Probably delay opening for 2 weeks after opening Clubhouse to see how things go. Queuing area marked out for 2 metre social distancing with appropriate signage
Bar service area	Social distancing – numbers Infection	Only one hatch open for service. Tape off any other open hatch. Card payment only where possible. Only one barperson serving. Plastic screen.
Glasses and bottles and beer taps	Infection	Bottles/cans – one time use. Glasses allowed, as glass washer disinfects. Glasses not to be returned by members, but left out to be collected.
Kitchen and equipment e.g. plates/cutlery/mugs	Social distancing – numbers Infection	Probably delay opening for 2 weeks after opening Clubhouse to see how things go. Consider sandwiches as a preliminary step. Liaise with Chris Lucas and Carlene through Rob Trend to gain their views
Kitchen Hatch frontage	Social distancing – numbers	No kitchen use at all until above time period. Encourage members to bring their own tea/coffee etc. in flasks
Clubhouse cleaning	Infection	John Shannon dealing with new cleaners. Deep clean of Clubhouse due 17 th June
Lean to and shed	Infection	Access only for authorised persons
Committee Room inc. RIB keysafe, main keysafe, filing cabinets,	Infection	No entry for members not on Duty OOD or AOD to be in charge of getting out and putting away equipment, disinfecting etc.

equipment Radios First Aid Box		Unlocker/Locker to open/shut patrol boat shed, mast hut, petrol store and wipe down
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RACE HUT

Doors to Race Hut inc. Door handles	Infection	OOD or AOD only to enter. Doors to be fixed open Wipe down before locking up at end of day
Race Hut Tables and chairs	Social distancing – numbers Infection	Ideally one inside and other AOD/s outside Face coverings to be worn
Laptop/microphone/ Gong/binoculars/ Distance pole/timers/ clock	Infection	Race team to wear gloves OOD Wipe down at end of duty
Flags and halyards	Infection	Race team to wear gloves Wipe down at end of duty

OUTSIDE AREAS OF CLUBHOUSE AND SURROUNDS

Course board and pens	Infection Social distancing – pinch	If board used, warn members re: social distancing Pens only for OOD use. Wipe down after use
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	point/numbers	
Picnic tables and other seating	Infection	Authorise person to spray with disinfectant and wipe down regularly. Notices regarding numbers for each table. Hazard tape guidance for social distancing (3 persons per table).
Stairways – three to foreshore	Social distancing – pinchpoint/numbers Infection on rails	Each stairway to be up or down, one way only. Need to decide which.
Winch and rope	Social distancing – numbers Infection	Gloves to be used. Handwashing/sanitiser after use
Patrol Boat shed/Mast Hut/Training shed and others	Social distancing – numbers Infection	Gloves to be used. Sanitiser to be installed in patrol boat shed, mast hut and training shed. Portable wash stations on foreshore?
Petrol store cabinet and fuel containers/tanks	Infection	Gloves to be used. Wipe down petrol tanks after use.

OTHER AREAS NOT INCLUDED IN THE ABOVE

Car Park and barriers	Social distancing Infection	Unlocker/Locker only. Keep open during sailing hours
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		Wipe down at end of day
Pontoons	Social distancing	Number 3 pontoon (opposite winch) to be kept clear for patrol boats Control number of boats using other pontoons.
Patrol boats	Infection Social distancing	Crews to stay 2 metres apart. Gloves to be worn. Visors/facecoverings to be worn when effecting rescue. Face coverings for rescued sailors. Wipe down boats after use.
Launching/recovery of members' craft	Infection Social distancing	Sailors and other crafty users to only launch/recover own craft without assistance. Maintain 2 metre gaps on foreshore/dinghy park