



## Club Guidance on restarting boating activity and managing Covid-19

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## Version Control

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	<p><b>Updated 13<sup>th</sup> June – version 1.3</b>  Overall: added references to ‘support bubbles’ as per changes to Government guidance on 13<sup>th</sup> June</p>

	<p>Sections update:</p> <ul style="list-style-type: none"> <li>Reducing the risk of transmission of the virus</li> <li>Pontoons and slipways</li> <li>Activities</li> <li>On-the-water safety</li> <li>Useful links</li> </ul>
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	<p><b>Update 14<sup>th</sup> July – version 2.0</b></p> <p>First issue of version 2. Significant changes throughout the document, either removing controls that are no longer relevant, re-ordering content or reflecting Government guidance updated since 9<sup>th</sup> July. Red lines in the left margin are not used to indicate changes.</p> <p>Sections added:</p> <ul style="list-style-type: none"> <li>Changing room and toilets</li> <li>Events</li> </ul>

	<p><b>Update 29<sup>th</sup> July – version 2.1</b>  Changes to reflect publication of RYA guidance on sailing and racing with participants from different households<sup>1</sup></p> <p>Significant changes indicated by a red line in the left margin.</p>
	<p><b>Update 7<sup>th</sup> August – version 2.2</b>  Section updated -  Responding to a potential Covid-19 exposure at your club</p>
	<p><b>Update 28<sup>th</sup> August – version 2.3</b>  Sections updated:  Confirm what is permitted within any regulations  Activities   Equipment</p>

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<https://www.rya.org.uk/SiteCollectionDocuments/clubs/RYA%20Sailing%20%26%20Racing%20in%20Mixed%20Households.pdf> (Last accessed July 29<sup>th</sup>)

## Introduction

The Covid-19 outbreak continues to be a rapidly evolving situation that presents a number of complex challenges and decisions for all service-based organisations. The information within this document is designed to aid your decision making process, not replace it. All decisions should be made by the organisation's leadership, using this information as assistance, but taking into account all of the unique considerations in which you operate. In doing this, the club should use risk assessment tools and processes to make the most effective decisions.

The health and safety of a club's members, volunteers, staff and visitors should be the number one priority at all times. All necessary measures should be taken to be Covid-secure and reduce the risk of infection from Covid-19 to members, volunteers, staff and visitors in accordance with current Government guidance. Likewise, in these times of increased strain on UK emergency services, a club should try to ensure that the risk of an incident leading to support from emergency services is minimised.

The effective control of Covid-19 relies on people taking individual and collective responsibility. It is the club's role to facilitate safe activity from their premises in line with Government guidance and to remind their members, volunteers, staff and visitors of their individual responsibility so they can make informed choices.

The RYA is mindful that Home Country Governments may issue their own phased plans and measures and local restrictions may be in place. Additionally, as we have seen to date, local authorities, harbour authorities, landlords or marinas may also interpret guidance differently. We will carefully review any industry specific guidance that impacts on boating activities, such as advice for the sport and hospitality sectors, as well as paying particular attention to any guidance for specific sections of our community.

The RYA will continually review all the advice we provide as we learn from clubs and other organisations throughout this process. By sharing best practice and learning from mistakes we will find ways to adapt and strengthen boating.

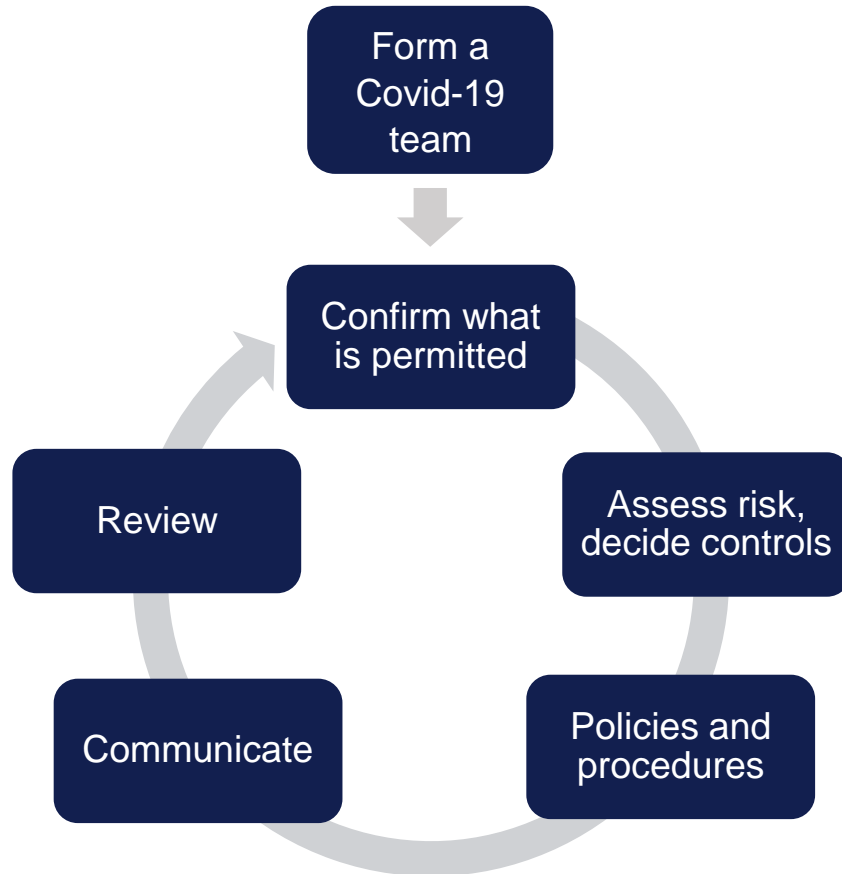
## RYA Guiding Principles

These are the RYA's guiding principles that will underpin all guidance across the boating community. We would encourage decision makers to use these principles to inform their own decisions during the Covid-19 period.

1. Covid-19 preventative measures are vital in keeping you, your family and others safe and to minimise pressure on frontline services. The RYA will continue to support the national effort to control the spread of Covid-19 and assist members of the RYA family with any variations that might develop at a local level. We support the Government's desire to return to normality in a measured way and we recognise that we have a role to play by providing guidance to the RYA community on the application of the 2020 Regulations
2. We will, as a boating community, take a **considerate** and **conservative** approach
  - **Considerate:** be mindful of the potential impact that you could have on other water users and local communities. Do not place unnecessary extra strain on the RNLI and emergency services
  - **Conservative:** help to minimise risk by taking an extra conservative approach to your boating.

## Take it step by step

This process will support your club with reviewing the range of activities (ashore and afloat) offered and the management of your facility. It is clear governments have a roadmap and there will be phases to coming out of lockdown and lifting restrictions will happen step by step, allowing new activity along the way.



### Form a Covid-19 team

- Create a Covid-19 task group and consider the appointment of a Covid-19 officer to co-ordinate this group
- Make decisions related to activities, operations, and implementing Covid-19

### Confirm what is permitted within any regulations

- Check the latest Government guidelines and advice ([England](#), [Scotland](#), [Wales](#), [Northern Ireland](#))
- Check if any local lockdowns are in place and consult with local authorities, harbour authorities, landlords and insurers
- Reflect on what activity may be appropriate within given guidelines
- Think ahead to future options as well as reflecting on what is currently possible

### Assess risk, decide controls

- Review the options on how you might alter club operating procedures to support activity in accordance with the RYA principles outlined above.

- Look out for what is being recommended for other sectors – for example: workplaces, schools, hospitality
- Follow the Health and Safety guides to completing a risk assessment ([HSE](#), [HSENI](#)):
  - What are the new hazards?
  - Who is at risk and how?
  - What is the level of risk and what controls can you put in place to reduce this?
  - Record your findings
  - Review regularly
- Risk assess staff and volunteer roles considering their tasks, the physical and social environment and individual circumstances

*[See table](#) below for examples of considerations and the steps usually needed*

### **Policies and procedures**

- Create clear policies and procedures that identify how the club will operate under new Covid-19 restrictions
- Don't impose additional or conditional barriers for disabled people, people with long term health conditions, or people considered at higher risk of serious illness from Covid-19

### **Communicate**

- Communicate your plan clearly and on multiple channels, provide updates as necessary, seek feedback, listen and respond
- Emphasise the importance of the actions you are taking and the impact you know it will have on members, staff and volunteers
- Provide guidance to minimise contact, on social distancing and on personal hygiene
- Consider including 'Covid-19' in a [code of conduct](#) (Club Zone log in required) that encourages people to stay safe, recognise the risks, and asks people to follow the club's new policies or procedures
- Let members, volunteers and staff know how the club will handle situations when rules and guidelines are not followed
- You should share the details of your risk assessment with your workforce
- You should display [the RYA poster](#) to show you have followed this guidance.

### **Review**

- Ensure that all policies are reviewed regularly (at least weekly) and particularly in light of changes to government guidance, lessons learned and any other examples of best practice elsewhere

The table that follows outlines the areas of club activity and/or facilities which may require COVID-19 considerations and some of the steps usually needed.

## Considerations and steps usually needed

Areas	Steps usually needed
<b>General</b>	<ul style="list-style-type: none"> <li>• Encourage everyone to be conservative and considerate in their actions around the club</li> <li>• Facilitate and encourage social distancing, and good personal hygiene at all times – decide how you will manage a contact or suspected contact with Covid-19</li> <li>• Decide how you will handle situations where club rules and guidance in relation to Covid-19 are not followed</li> <li>• Decide how activities can be inclusive and people who need support to be active are considered</li> <li>• Check that any alterations to facilities, services and operations do not remove accessible facilities or create new inaccessible features</li> <li>• Put in place a process to review the potential unintended consequences of any changes to your operating guidelines</li> <li>• Review insurance policies before any activities of participants, staff or volunteers are resumed</li> </ul>
<b>Reducing the risk of virus transmission</b>	<ul style="list-style-type: none"> <li>• Put in place measures to:               <ul style="list-style-type: none"> <li>○ Minimise contact with surfaces, between people within the venue / facilities and while participating in activity</li> <li>○ Ensure social distancing is possible</li> <li>○ Support test and trace by keeping a record of names, contact numbers and dates and times of those who attend the club<sup>2</sup></li> </ul> </li> <li>• Insist on:               <ul style="list-style-type: none"> <li>○ Pre attendance official symptom check / self-assessment</li> <li>○ Anyone who is unwell with the symptoms of Covid-19 to avoid attending the club</li> </ul> </li> </ul>

<sup>2</sup> <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace> Accessed August 2020.



Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>○ Anyone who has contact with a family, household member or support bubble member who is unwell with the symptoms of Covid-19 to avoid attending the club for a minimum of 14 days</li> <li>● Encourage social distancing and good personal hygiene: <ul style="list-style-type: none"> <li>○ Wash hands frequently</li> <li>○ Cover mouth and nose when sneezing or coughing, and avoid touching their face, nose and eyes</li> <li>○ Limit interactions and avoid being face to face with people outside of households</li> <li>○ Use face coverings in enclosed spaces where social distancing isn't possible and where there is contact between people who don't normally meet – this does not replace social distancing</li> <li>○ Avoid unduly raising voices</li> </ul> </li> <li>● Provide hand washing facilities and hand sanitiser at strategic places e.g. entrances, walkways, work stations</li> <li>● Identify surfaces and shared equipment (including vessels) that are likely to be frequently touched and consider whether usage is appropriate</li> <li>● Review the cleaning schedule and protocol so that all common surfaces and touch points (including accessibility features) can be cleaned and disinfected more frequently, using your usual cleaning products</li> <li>● If shared equipment can't be cleaned consider withholding for 72 hours</li> <li>● Keep any indoor areas well ventilated</li> <li>● Avoid paper based admin – use electronic methods if possible</li> </ul>
<b>Welcoming members back</b>	<ul style="list-style-type: none"> <li>● Tell members about new safety measures, cleaning processes and routes around the venue – including what have you have done to make these inclusive and accessible</li> <li>● Be welcoming and positive</li> <li>● Consider personal messages – text / email / phone, catch ups with volunteers; video tours of new arrangements; meet and greeters; a named contact to respond to queries</li> <li>● Allow time – people may arrive early to minimise stress around new arrangements, or need more time to change and get ready to go afloat</li> <li>● Allow members to familiarise themselves with new procedures and routes</li> </ul>

Areas	Steps usually needed
<b>Workforce – paid staff and volunteers</b>	<ul style="list-style-type: none"> <li>• Offer welcome back sessions</li> <li>• Consider who is essential to the running of the venue and facilities and plan for the minimum number of roles needed</li> <li>• Enable working from home where possible</li> <li>• Inform and train volunteers and staff on Covid-19, the symptoms, how it spreads and what people can do to stay safe</li> <li>• Assess whether roles, tasks and activities can be carried out with social distancing. If not: <ul style="list-style-type: none"> <li>○ Decide whether roles, tasks and activities can be done differently to be safe</li> <li>○ Decide whether the role, task or activity needs to continue <ul style="list-style-type: none"> <li>▪ If, so decide additional mitigations that are needed, including: Increase frequency of handwashing and surface cleaning; Keep the activity time involved as short as possible; Use screens or barriers to separate; Instigate back to back or side to side working practices; Reduce the number of people each person has contact with (fixed teams or partnering)</li> </ul> </li> </ul> </li> <li>• Assess roles that may be safe for people who are clinically vulnerable to Covid-19, including any new roles or tasks</li> <li>• Be sensitive, calm and reassuring in communicating with volunteers – some may feel nervous about returning</li> <li>• Don't assume all volunteers will be able or willing to return straight away</li> <li>• Talk to volunteers about their roles, the physical and social environment and their individual circumstances – identify barriers to their participation and identify any tailored support that might be needed</li> <li>• Assess how many of your existing volunteers would be willing and able to return and offer support and whether you need to recruit new volunteers or draw on other support</li> <li>• Consider how to keep people who are unable to return connected and engaged</li> </ul>
<b>Facilities – including club grounds, buildings, indoor facilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Check the <a href="#">latest guidance</a> at least weekly: <ul style="list-style-type: none"> <li>○ <a href="#">‘Guidance for providers of outdoor facilities on the phased return of sport and recreation’</a></li> <li>○ <a href="#">Working safely – providers of grassroots sport and gym / leisure facilities</a></li> </ul> </li> </ul>

Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>• If opening a bar, restaurant or catering facility, ensure you carefully read and implement Government guidance: <a href="#">Working Safely...Restuarants, pubs, bars and takeaway services</a> and see <a href="#">designated section below</a></li> <li>• Liaise with other users of your site or facility to agree a common way of working to meet the Government guidelines together</li> <li>• Maintain access for disabled people</li> <li>• Consider remedial action to address risk of legionella in water supplies that have been dormant – see separate <a href="#">RYA guidance document</a>. Accessed July 2020.</li> </ul> <p><b>Review and assess</b></p> <ul style="list-style-type: none"> <li>• Assess maximum capacity based on social distancing requirement, nature of activity at the venue and the layout of facilities</li> <li>• Assess impact on public spaces (e.g. car parks)</li> <li>• Preview likely flow of people around the club (indoor and outside) and identify where 2 metre distancing is not possible and come up with alternatives and mitigations</li> </ul> <p><b>Manage the space</b></p> <ul style="list-style-type: none"> <li>• Close the club house or parts of it where the law requires or social distancing or cleanliness cannot be controlled</li> <li>• See separate section for <a href="#">toilets and changing rooms</a></li> <li>• Use booking systems or other ways of controlling demand</li> <li>• Reduce congestion by having more entry points to the club or venue if possible</li> <li>• Consider allocating doors for entry / exit only and control the flow through buildings with one way routes</li> <li>• Place equipment or tables at an appropriate distance apart (move screens, remove tables)</li> <li>• Identify whether a ‘supervisor’ is needed to encourage social distancing (particularly at key congestion points)</li> <li>• Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>• Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved</li> <li>• Consider access to lockers and limit use to alternate lockers if they are needed and this is possible</li> <li>• Provide more waste facilities and more frequent rubbish collection</li> </ul>

Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>• Replace hand dryers with paper towels in handwashing facilities</li> <li>• Ensure any water fountains have signage that prevents face direct to face drinking and are only used to refill personal bottles.</li> <li>• Consider the space needed for wheelchair users and users of other mobility aids and assistance dogs.</li> <li>• Allow for shorter routes for members who can only manage shorter distances – build in rest areas for people who need to take time out</li> <li>• Fix doors and gates open to avoid touch points</li> <li>• Deactivate touch-based entry systems</li> <li>• Reduce multiple touch points to access equipment</li> <li>• Decide on signage and markings: <ul style="list-style-type: none"> <li>○ good social distancing practice - one way systems, 2 metre markings, entry and exit routes, closing off some areas</li> <li>○ good handwashing and hygiene practice</li> <li>○ consider accessibility of Covid-19 signage – position, colour contrast, tactile markings and size</li> </ul> </li> </ul>
<b>Changing rooms and toilets</b>	<ul style="list-style-type: none"> <li>• Consider not opening communal showers (if possible) or limit the number of people permitted in communal showers / changing rooms at one time</li> <li>• Encourage participants, volunteers and staff to change and shower at home rather than in changing rooms where possible</li> <li>• Limit to essential use only, including making available changing facilities for disabled people and for participants who are cold and need immediate assistance</li> <li>• Where shower and changing facilities are required, set clear use and cleaning guidance to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.</li> <li>• Introduce enhanced cleaning during and at the end of the day</li> <li>• For additional reassurance, providing cleaning materials and hand sanitiser for use at touch points.</li> <li>• Providing additional signposting in these areas to maintain social distancing.</li> </ul>

Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>• Schedule times available in changing areas for groups</li> <li>• Limit time in changing areas</li> </ul>
<b>Launching and mooring facilities, services and support</b>	<ul style="list-style-type: none"> <li>• Decide how social distancing can be maintained when loading / unloading, launching / recovering, providing mooring services and when waiting on pontoons or slipways and add mitigations if it is not possible <ul style="list-style-type: none"> <li>○ Additional mitigations may include: pre attendance self assessment of symptoms; frequent hand washing and good personal hygiene, cleaning and drying of sailing clothes before each use; regular cleaning and drying of equipment with a focus on touch points, <a href="#">face coverings</a><sup>3</sup>, avoiding face to face contact, clear communication to avoid shouting and loud conversation, limiting the time spent at less than 2m.</li> </ul> </li> <li>• Identify the equipment needed for any vessel or crew involved in launching or mooring facilities / services, including: face coverings; additional lines; boarding ladder; grab holds</li> <li>• Re-design the launching or mooring service to limit interactions between people from different households</li> <li>• If a person usually requires physical support to launch, talk to them about how it might work and create a plan together.</li> </ul>
<b>Pontoons and slipways</b>	<ul style="list-style-type: none"> <li>• Review likely flow of people in rigging, launching and berthing areas</li> <li>• Identify where social distancing is not possible, and consider additional mitigations</li> <li>• Consider the space needed for wheelchair users and users of other mobility aids to socially distance</li> <li>• Put in place signposting: one-way systems; 2 metre markings; entry and exit routes; closing off some areas</li> <li>• Zone rigging, final preparation, launching and cleaning / rinsing areas</li> <li>• Limit assistance with berthing, trolleys, launching / recovery to household or support bubble groups, or where social distancing and good hygiene is possible</li> </ul>

<sup>3</sup> Face coverings may not be appropriate for high intensity activities and a wet face covering may need changing and may make it difficult to breathe. There is currently no universal guidance on face coverings.

Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>• Allocate a team to manage traffic on slipways and jetties</li> <li>• Enable a person's usual carer or members of their own household / support bubble to provide support getting in and out of boats (including use of a hoist)</li> </ul>
<b>Activities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Review all activities against the <a href="#">legal limit on gatherings</a><sup>4</sup> ashore and the Government's guidance on meeting with others (the restriction on a gathering does not apply to the number of boats on the water)</li> <li>• Consider whether your club has sufficient space ashore, including launching and recovery, to host multiple groups (of up to 6 people from different households, unlimited numbers from the same household) of activities taking place at the same time. These groups could be coordinated but should not mix or socially interact</li> <li>• When considering RYA Training Centre activity review <a href="#">the Restarting RYA Training</a> guidelines document</li> <li>• When reviewing activities consider: <ul style="list-style-type: none"> <li>○ the likelihood of contact between members of different households</li> <li>○ the needs of people who may have been asked to pay particular attention to minimising contact with others outside their household</li> <li>○ the numbers of people likely to be involved</li> <li>○ to what extent the activity is outdoors or inside</li> <li>○ the impact on other users of shared facilities</li> <li>○ the extent to which shared equipment will be used</li> </ul> </li> <li>• Assess the level of safety cover, support and supervision required for a considerate and conservative approach</li> <li>• Put in place a communication system for all participants (return to shore, hailing support, dealing with incidents, end of session)</li> </ul> <p><b>Capacity</b></p>

<sup>4</sup> [The Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(England\) Regulations 2020](#). Accessed July 3rd

Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>• Schedule activities for groups at different times of the day or week and staggering the start and end times of activity</li> <li>• Create a system so members can book time at the club or on the water (like you would book a golf tee time)</li> <li>• Offer priority booking for people who have been advised to take particular care ensuring minimising contact with others and maintaining social distancing</li> </ul> <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>• Post a notice of the risks involved in participating and members' responsibilities (in relation to Covid-19) on noticeboards and the club website</li> <li>• Ask members to arrive dressed for the activity</li> <li>• Encourage members to follow social distancing and personal hygiene measures whilst afloat</li> <li>• Where members choose to participate with members of different households, use the <a href="#">"RYA Guidance on sailing and racing with participants from different households"</a> to help them understand the risks and decide the mitigations they need to adopt, including: <ul style="list-style-type: none"> <li>○ If they are unable to maintain more than 1m separation, then maintain at least 0.5m separation between crew with other non-face to face mitigation(s)</li> <li>○ To organise manoeuvres to maximise social distancing and avoid face to face where this would normally occur</li> <li>○ For 2-person winches use with 1 person or wear a face covering</li> <li>○ When &gt;1 person below deck, limit duration to less than 5 minutes &amp; regularly clean shared surfaces</li> <li>○ For races of a duration to require sleeping onboard crew should not sleep in communal areas. Separate &amp; dedicated cabins to be available for those from different households (no hot bunking).</li> </ul> </li> <li>• Encourage members and participants to bring their own equipment (with reminders about requirements for both safety and hygiene)</li> <li>• Additional mitigations If parents or carers need to remain at the venue during participation, encourage use of outdoor spaces and social distancing</li> <li>• If a child or young person needs specific support, encourage only one parent to get involved – while following social distancing (with other participants and coaches / instructors)</li> </ul>

Areas	Steps usually needed
	<p><b>Adapt activities</b></p> <ul style="list-style-type: none"> <li>• Explore alternative formats for activities that may make it easier to implement social distancing advice for staff, volunteers and participants – check new ways of working are realistic and safe</li> <li>• Use outdoor spaces as much as possible</li> <li>• If briefings are required consider if these can be delivered remotely</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Club owned wet weather gear, wetsuits or personal flotation devices should be cleaned and dried before and after use <a href="#">Follow this external link for further advice</a><sup>5</sup></li> <li>• If you think any equipment has been exposed to virus - either clean, disinfect and dry thoroughly or do not re-use for 48 hours<sup>6</sup></li> <li>• Implement cleaning and hygiene regime for club owned boats and equipment such as radios, marks, course boards etc.</li> <li>• Assign club boats to individuals or households for an extended period rather than lots of frequent turnover of equipment</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Decide whether the event can be delivered within the current restrictions and what capacity you have – use the <a href="#">RYA's Guidance on Major Events and Covid-19</a>. Accessed July 2020</li> <li>• Encourage best practice for travel (minimise use of public transport and limit car sharing)</li> <li>• Limit time spent congregating at the venue before going afloat (unless needed for safety, safeguarding or accessibility requirements)</li> </ul>

<sup>5</sup> The external link is to a US organisation. The cleaning advice is valid, but the reference to shared garments is not consistent with current Sport England and DCMS advice, as of May14th.

<sup>6</sup>It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.. Source: [Cleaning in Non-healthcare Settings](#). Gov.uk. Accessed August 2020



Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>• Use <a href="#">a code of behaviour</a> to ensure commitment to Covid-19 adaptations</li> <li>• Ensure people can opt in to participate and have clear statement of risk and risk mitigation in relation to Covid-19</li> <li>• Decide whether it is suitable to impose crew limitations or leave to skippers discretion</li> <li>• Decide whether to permit multiple households sailing on same boat in accordance with return to team sports framework – <a href="#">DCMS Guidance</a> &amp; <a href="#">RYA Guidance</a></li> </ul>
<b>On the water safety</b>	<p><b>Preparing safety boats</b></p> <ul style="list-style-type: none"> <li>• Review the access to safety boats and storage / mooring options</li> <li>• Review maintenance and fuelling options</li> <li>• Identify the equipment needed to ease launch, recovery and rescue of people, including: face coverings; additional lines; kedg anchor; boarding ladder; heaving lines / throw bags; life buoys</li> </ul> <p><b>Safety boat launch and recovery</b></p> <ul style="list-style-type: none"> <li>• Review current launch and recovery methods to minimise risk of transmission of virus (consider using winches / vehicles to reduce people involved, long lines with 2 metre marks)</li> <li>• Minimise number of households involved in launch and recovery</li> </ul> <p><b>Safety boat crew</b></p> <ul style="list-style-type: none"> <li>• Assess your craft, location, and other safety boats afloat</li> <li>• Assess the safety boat manning levels (see <a href="#">G16 RYA Safety Boat Handbook</a> for more details) <ul style="list-style-type: none"> <li>○ Balance the risk posed by potential transmission of the virus from your current operating procedures vs the risk posed by a potentially lower level of operability with different manning levels</li> <li>○ Balance the number of vessels afloat with manning levels</li> </ul> </li> <li>• Utilise same household crews or single manning or face covering where &gt;1m cannot be maintained</li> <li>• Recruit experienced crew who are operating well within their competence and capabilities</li> <li>• Brief first aiders so they are confident they can help someone injured during the Covid-19 outbreak – make use of guidance from the <a href="#">Resuscitation Council (UK)</a>, and the <a href="#">St John Ambulance</a>. If you are an employer also see <a href="#">Health And Safety Executive</a> guidance</li> </ul>

Areas	Steps usually needed
	<ul style="list-style-type: none"> <li>• Avoid face to face contact in the safety boat as much as possible</li> <li>• Hold briefings outside or in large, well ventilated areas with physical distancing guidelines in place</li> <li>• Update safety crew on latest procedures and techniques</li> <li>• Re-enforce briefings with key information online and debrief online or using social media</li> <li>• If mark laying, be aware of risks of entanglement and how to avoid</li> </ul> <p><b>Safety boat techniques</b></p> <ul style="list-style-type: none"> <li>• Maintain hailing distance unless physical support is required</li> <li>• Choose techniques in line with RYA Safety Boat Handbook that minimise physical contact – for example mast tip / use of centreboard, scoop method (<a href="#">see the recent Club Zone video</a>)</li> <li>• Where possible tow astern rather than alongside</li> <li>• If recovering a person to a safety boat wear a face covering and consider methods to minimise physical and face to face contact: grab handles; using the engine as a step, deflate the sponson (ribs only) or using a hypo hoist / jason’s cradle or ladder system <ul style="list-style-type: none"> <li>○ If the person being rescued is conscious and able they should wear face covering once aboard safety boat</li> </ul> </li> </ul> <p><b>On the water participants</b></p> <ul style="list-style-type: none"> <li>• Be conservative – stay within the limits of your ability</li> <li>• Factors to consider when deciding to go afloat include: forecast, temperature, wind speed, direction, sea state, tide, visibility, participants’ competence; safety crew competence; and types of craft involved</li> <li>• Use righting lines, long painters and mast head floats</li> <li>• Restrict your sailing area activities to make it easier for shore support and safety cover afloat</li> <li>• Allocate different sailing areas to different activities to make it easier for shore support and safety cover</li> <li>• If used, consider reducing maximum wind limits for different sailing areas</li> <li>• Remind members about the importance of having a plan, letting someone know what you are doing, and being in communication – use <a href="#">RYA SafeTrx</a>, mobile phones, UHF or VHF radios</li> </ul>

Areas	Steps usually needed
<b>Bar and Catering</b>	<ul style="list-style-type: none"> <li>• Sailors, coaches and instructors to stay in their own boats and maintain social distancing afloat</li> <li>• Bars, restaurants and catering facilities can open but there is a need to: <ul style="list-style-type: none"> <li>○ Consider burden on volunteers and cost of implementing against likely increased income</li> <li>○ Assess whether it is possible for bar and catering services to be 'Covid Safe' – see <a href="#">Govt. Guidance</a></li> </ul> </li> <li>• Plan for how staff and volunteers can stay safe</li> <li>• Brief and train staff and volunteers on how to stay safe</li> <li>• Keep a temporary record of customers for 21 days to assist with NHS Test and Trace Requests. Further information is available from the <a href="#">gov.uk website</a> and <a href="#">Information Commissioner's Office</a></li> <li>• Provide clear guidance on arrival of social distancing and hygiene measures</li> <li>• Utilise contactless payment wherever possible and paperless ordering</li> <li>• Calculate the number of people it is safe to accommodate having considered social distancing requirements</li> <li>• Table service should be offered with a designated server wherever possible. <ul style="list-style-type: none"> <li>○ In instances where bar or counter services is unavoidable, customers need to be prevented from remaining at the bar after ordering</li> </ul> </li> <li>• Review likely flow of people around the bar, food serving and seating areas and identify where appropriate social distancing is not possible</li> <li>• Introduce signage: one-way systems, 2 metre markings, entry and exit routes, closing off some areas</li> <li>• If in doubt as to how Government Guidance affects your club or organisation, contact local Trading Standards or Environmental Health, who have responsibility for enforcement.</li> </ul>
<b>Responding to a potential Covid-19 exposure at your club</b>	<ul style="list-style-type: none"> <li>• Follow public health advice and support test and trace</li> <li>• Make sure everyone's contact numbers and emergency contact details are up to date</li> <li>• Anyone who displays or develops symptoms of Covid-19 should be sent home</li> <li>• Inform the RYA of a suspected or confirmed case of COVID-19 at your club by emailing <a href="mailto:sport.development@rya.org.uk">sport.development@rya.org.uk</a> so we can offer support and advice</li> </ul>

## Appendices

### Tool: Activities – Planning for the future

Use this matrix to record what is possible at your club as social distancing measures change following your review. Add/remove activities / areas that are relevant for your club.

Government Guidelines	Stay home, save lives – only leave home if it is essential	Stay alert, control the virus, save lives – unlimited exercise outside (England)	Phased return for Primary schools, outdoor gatherings of up to 6 people Outdoor retail	Places of worship Leisure facilities Hospitality	Restrictions lifted
Date	01/03/20 – 13/05/20	13/05/20 – 31/05/20	1/6/20 –xx/xx/xx	04/07/20 -	
Activity / Area					
Limited opening for members	(Yes/No/Possibly)	(Yes/No/Possibly)	(Yes/No/Possibly)	(Yes/No/Possibly)	(Yes/No/Possibly)
Restricted sailing					
General sailing					
Simple racing					
Club racing					
Formal training					
Club house fully open					
Indoor sessions / events					
Open events					
Larger national events					

## Tool: Clarifying controls

Use this tool whilst reviewing the considerations and controls within the table to list the likely controls required within each phase of the roadmap

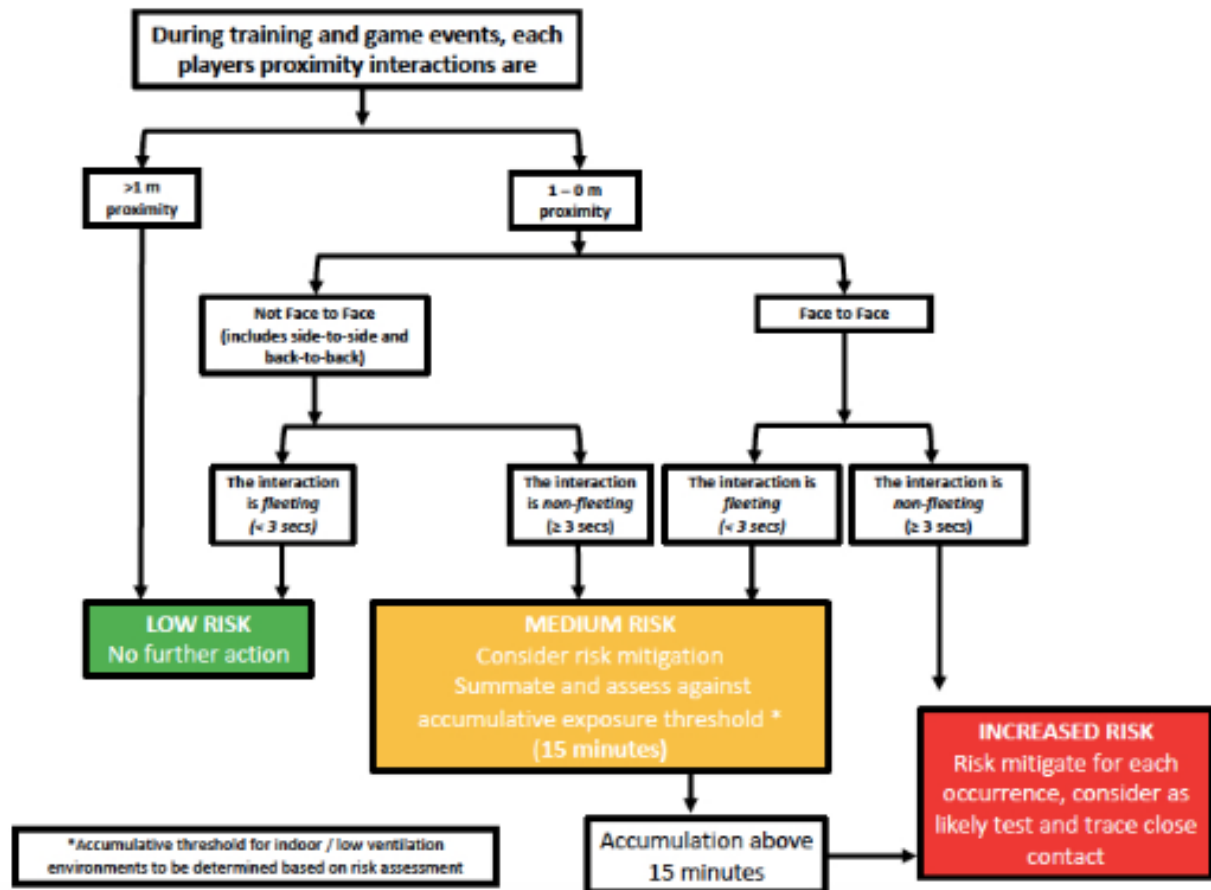
Area	Controls currently in place	Extra Controls Required	Review point
General	e.g. Club house closed, staff training, member communication	e.g. extra signage, policies & procedures	e.g. 15/05/20
Reducing the risk of the virus			
Facilities			
Launching and mooring			
Pontoon and slipway			
Activities			
On the water safety			
Bar and catering			
Responding to a potential Covid-19 exposure at your club			
(insert area relevant to club)			
(insert area relevant to club)			
(insert area relevant to club)			
(insert area relevant to club)			

## Tool: Covid-19 Secure Club Opening check-list

Action	Check	Date	Comment
Do you have an individual or team who are responsible for reviewing and implementing your policies and procedures?			
Are you aware of all relevant, current Government guidance, statutory requirements and checked with your insurers?			
Have you carried out a satisfactory risk assessment for any proposed activities?			
Have you taken appropriate steps to mitigate against the risk of infection amongst staff, volunteers and members?			
Have you taken appropriate actions to mitigate against the risk of requiring the emergency services?			
Are you confident you can offer an appropriately 'Covid secure' environment for your members?			
Do you know how you will manage a contact or suspected contact with Covid-19?			
Do you know how you will handle situations where club rules and guidance in relation to Covid-19 are not followed?			
Have you effectively communicated any new operating procedures with your members, staff and volunteers?			
Do you have a plan to review all of the above weekly?			

**Tool: Droplet transmission risk assessment flow chart (Department for Culture Media and Sport 2020)**

Use this tool to identify the level of risk when sailing with members from different households. To be used in conjunction with the [RYA Guidance on sailing and racing with participants from different households during COVID-19 in England](#)



## Useful links

### Governments

England

[The Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(England\) Regulations 2020](#)

[Coronavirus in England and the UK Government](#)

[Guidance on the phased return of sport and recreation](#)

[Guidance for the public on the phased return of outdoor sport and recreation](#)

[Guidance for personal trainers and coaches on the phased return of sport and recreation](#)

[Guidance for providers of outdoor facilities on the phased return of sport and recreation](#)

[Face coverings: when to wear one and how to make your own.](#)

[Elite sport returns to training guidance: step one](#)

[Coronavirus: guidance for health professionals and other organisations](#)

[Working Safely – Restaurants, pubs, bars and takeaway services](#)

[Meeting people from outside your home](#)

Scotland

[Coronavirus in Scotland](#)

Wales

[Coronavirus in Wales](#)

[Leaving home to exercise in Wales](#)

### RYA

[Coronavirus hub](#)

[Return to Boating](#)

[RYA Cymru Wales](#)

[RYA Scotland](#)

[RYA Northern Ireland](#)