



Guidance for creating a Covid secure club environment in England

(Updated 27 November 2020)

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Introduction

The information within this document is designed to help you to create a Covid secure environment at your club and to support your decision making processes. Any decisions should take into account all of the unique considerations in which you operate. 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 venue in line with Government guidance and to remind their members, volunteers, staff and visitors of their individual responsibility.

The RYA is mindful that Home Country Governments have issued their own plans and measures and local restrictions may vary throughout England. Additionally local authorities, harbour authorities, landlords or marinas may also interpret guidance differently.

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 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.



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 policies

Confirm what is permitted within any regulations

- Check the latest Government legislation, guidelines and advice ([England](#), [Scotland](#), [Wales](#), [Northern Ireland](#))
- Check your local Covid tier level and consult with local authorities, harbour authorities, landlords and insurers
- Refer to [RYA FAQs \(pre-Dec 2\)](#), [RYA FAQs \(post-Dec 2\)](#) and [‘What is possible in each tier’](#) documents
- Reflect on what activity may be appropriate within given guidelines

Think ahead to future options and likely changes **Assess risk, decide controls**

- Review the options on how you might alter club operating procedures to support activity
- Consult any recommendations in 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
- 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 staff/volunteers/members
- You should display [the RYA poster](#) to show you have followed this guidance.

Review

- Ensure that all policies are reviewed regularly 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 to create a Covid secure environment in a club.

Considerations and steps usually needed to create a Covid secure club environment

Areas	Steps usually needed
General	<ul style="list-style-type: none"> • Encourage everyone to be conservative and considerate in their actions around the club • 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 • Decide how you will handle situations where club rules and guidance in relation to Covid-19 are not followed • Decide how activities can be inclusive and people who need support to be active are considered • Check that any alterations to facilities, services and operations do not remove accessible facilities or create new inaccessible features • Consider the potential unintended consequences of any changes to your operating guidelines • Review insurance policies before any activities of participants, staff or volunteers are resumed
Reducing the risk of virus transmission	<ul style="list-style-type: none"> • Insist on: <ul style="list-style-type: none"> ○ Pre attendance official symptom check / self-assessment ○ Anyone who is unwell with the symptoms of Covid-19 to avoid attending the club ○ Anyone who is a close contact of anyone else who is unwell with the symptoms of Covid-19 to avoid attending the club for a minimum of 14 days • Encourage social distancing and good personal hygiene: <ul style="list-style-type: none"> ○ Wash hands frequently ○ Cover mouth and nose when sneezing or coughing, and avoid touching their face, nose and eyes ○ Limit interactions and avoid being face to face with people outside of households ○ 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 ○ Avoid unduly raising voices • Provide hand washing facilities and hand sanitiser at strategic places e.g. entrances, walkways, work stations • Identify surfaces and shared equipment (including vessels) that are likely to be frequently touched and consider whether usage is appropriate

Areas	Steps usually needed
	<ul style="list-style-type: none"> • 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 • If shared equipment can't be cleaned consider withholding for 48 hours • Keep any indoor areas well ventilated • Avoid paper based admin – use electronic methods if possible
NHS Test and Trace	<ul style="list-style-type: none"> • Support test and trace by keeping a record of names, contact numbers and dates and times of those who attend the club for any purpose ¹ • Display an NHS Test and Trace QR Code • Request contact data from at least one member of every party (up to six people) either using the NHS QR code or recording name and phone number (email and postal address as alternatives), date, arrival and departure time • If recording just the lead member of a group up to six the number of people in the group should also be recorded • Keep a record of members, visitors and staff for 21 days • Provide data to NHS Test and Trace if requested • If using new systems or measures, ensure they are GDPR compliant. The Information Commissioners' Office has further information. • Refuse entry to individuals or groups who attend the premises to consume food or drink and who refuse to provide their data • You do not have to collect data from: people making a delivery; anyone under 16 and anyone who does not have the mental capacity to provide their contact details
Welcoming members back	<ul style="list-style-type: none"> • Be welcoming and positive • 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 • 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

¹ <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Areas	Steps usually needed
	<ul style="list-style-type: none"> • Allow time – people may arrive early to minimise stress around new arrangements, or need more time to change and get ready to go afloat • Allow members to familiarise themselves with new procedures and routes • Offer welcome back sessions
Workforce – paid staff and volunteers	<ul style="list-style-type: none"> • Consider who is essential to the running of the venue and facilities and plan for the minimum number of roles needed • Enable working from home where possible • Inform and train volunteers and staff on Covid-19, the symptoms, how it spreads and what people can do to stay safe • Assess whether roles, tasks and activities can be carried out with social distancing. If not: <ul style="list-style-type: none"> ○ Decide whether roles, tasks and activities can be done differently to be safe ○ Decide whether the role, task or activity needs to continue <ul style="list-style-type: none"> ▪ If so, decide additional mitigations that are needed, including: Increase frequency of hand-washing 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) • Assess roles that may be safe for people who are clinically vulnerable to Covid-19, including any new roles or tasks • Be sensitive, calm and reassuring in communicating with volunteers – some may feel nervous about returning • Don't assume all volunteers will be able or willing to return straight away • 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 • 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 • Consider how to keep people who are unable to return connected and engaged
Facilities – including club grounds,	<p>General</p> <ul style="list-style-type: none"> • Check the latest guidance:

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

Areas	Steps usually needed
	<ul style="list-style-type: none"> • Consider access to lockers and limit use to alternate lockers if they are needed and this is possible • Provide more waste facilities and more frequent rubbish collection • Replace hand dryers with paper towels in hand-washing facilities • Ensure any water fountains have signage that prevents direct to face drinking and are only used to refill personal bottles. • Consider the space needed for wheelchair users and users of other mobility aids and assistance dogs. • Allow for shorter routes for members who can only manage shorter distances – build in rest areas for people who need to take time out • Fix doors and gates open to avoid touch points where it is safe to do so • Deactivate touch-based entry systems • Reduce multiple touch points to access equipment • Implement signage and markings to encourage: <ul style="list-style-type: none"> ○ good social distancing practice - one way systems, 2 metre markings, entry and exit routes, closing off some areas ○ good hand-washing and hygiene practice ○ consider accessibility of Covid-19 signage – position, colour contrast, tactile markings and size
Changing rooms and toilets	<ul style="list-style-type: none"> • If necessary make available changing facilities for disabled people and for participants who are cold and need immediate assistance • Encourage participants, volunteers and staff to change and shower at home rather than in changing rooms where possible • Consider not opening communal showers (if possible) or limit the number of people permitted in communal showers / changing rooms at one time • 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. • Introduce enhanced cleaning during and at the end of the day • For additional reassurance, providing cleaning materials and hand sanitiser for use at touch points.

Areas	Steps usually needed
	<ul style="list-style-type: none"> • Providing additional signposting in these areas to maintain social distancing. • Schedule times available in changing areas for groups • Limit time in changing areas
Launching and mooring facilities, services and support	<ul style="list-style-type: none"> • 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"> ○ Additional mitigations may include: 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, face coverings², avoiding face to face contact, clear communication to avoid shouting and loud conversation, limiting the time spent at less than 2m. • Check any government regulations for ‘water taxis’ (public transport) • 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 • Re-design the launching or mooring service to limit interactions between people from different households • If a person usually requires physical support to launch, talk to them about how it might work and create a plan together. • Arrange seating in waiting areas
Supporting other people	<ul style="list-style-type: none"> • Check that all parties understand and accept the risk associated with taking part in the activity • Limit contact time participants have with any one person • Where space is limited ensure those not directly involved in offering or receiving support maintain social distancing and do not crowd the space available • Provide seating in waiting areas to enable social distancing • Sanitise any equipment • If possible, support offered and received to be between members of the same household or support bubble • Reduce the need for guiding and physical support by offering verbal instructions or providing equipment or adaptations to enable self-transfer or independent mobility

² 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"> • If you need to offer and receive support between people from different households you should: <ul style="list-style-type: none"> ○ Ask the parties involved whether they have symptoms of Covid-19 or have been advised to self-isolate ○ Wash your hands before offering or receiving support ○ Have a conversation about the needs the person receiving support has – come up with a plan ○ Limit the time spent at less than 2m apart and avoid face to face contact as much as possible ○ Keep any face-to-face contact that is needed, to as short a time as possible • Wear face coverings (unless you are exempt)
Pontoons and slipways	<ul style="list-style-type: none"> • Review likely flow of people in rigging, launching and berthing areas • Identify where social distancing is not possible, and consider additional mitigations • Consider the space needed for wheelchair users and users of other mobility aids to socially distance • Put in place signposting: one-way systems; 2 metre markings; entry and exit routes; closing off some areas • Zone rigging, final preparation, launching and cleaning / rinsing areas • Limit assistance with berthing, trolleys, launching / recovery to household or support bubble groups, or where social distancing and good hygiene is possible – consider sanitising trolley handles after use • Allocate a team to manage traffic on slipways and jetties • 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)
Activities	<p>General</p> <ul style="list-style-type: none"> • Review all activities against the legal limit on gatherings 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) and tiers • Consider the capacity your club has ashore, including for launching and recovery, for: <ul style="list-style-type: none"> ○ Sporting activity ○ Social activity that must be limited according to the guidance about social contact within different alert levels • When considering RYA Training Centre activity review the Restarting RYA Training guidelines document • When reviewing activities consider:

Areas	Steps usually needed
	<ul style="list-style-type: none"> ○ the likelihood of contact between members of different households ○ the needs of people who may have been asked to pay particular attention to minimising contact with others outside their household ○ the numbers of people likely to be involved ○ to what extent the activity is outdoors or inside ○ the impact on other users of shared facilities ○ the extent to which shared equipment will be used ○ any reputational risk from holding the activity ● Assess the level of safety cover, support and supervision required ● Put in place a communication system for all participants (return to shore, hailing support, dealing with incidents, end of session) <p>Capacity</p> <ul style="list-style-type: none"> ● Consider scheduling activities for groups at different times of the day or week and staggering the start and end times of activity ● Consider creating a system so members can book time at the club or on the water (like you would book a golf tee time) ● Consider offering priority booking for people who have been advised to take particular care ensuring minimising contact with others and maintaining social distancing <p>Participants</p> <ul style="list-style-type: none"> ● Post a notice of the risks involved in participating and members' responsibilities (in relation to Covid-19) on noticeboards and the club website ● Ask members to arrive dressed for the activity ● Encourage members to follow social distancing and personal hygiene measures whilst afloat

Areas	Steps usually needed
	<ul style="list-style-type: none"> • Where members choose to participate with members of different households, use the “RYA Guidance on sailing and racing with participants from different households” to help them understand the risks and decide the mitigations they need to adopt. Encourage members and participants to bring their own equipment (with reminders about requirements for both safety and hygiene) • Additional mitigations If parents or carers need to remain at the venue during participation, encourage use of outdoor spaces and social distancing • 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) • Assess whether the activity is likely to attract spectators or parents, the risks associated with this and the advice spectators / parents will need to stick to social distancing regulations and guidance. Consider having a named person to ensure guidelines around social distancing are adhered to <p>Adapt activities</p> <ul style="list-style-type: none"> • 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 • Use outdoor spaces as much as possible • If briefings are required, consider if these can be delivered remotely <p>Equipment</p> <ul style="list-style-type: none"> • Club owned wet weather gear, wetsuits or personal flotation devices should be cleaned and dried before and after use Follow this external link for further advice³ • If you think any equipment has been exposed to virus - either clean, disinfect and dry thoroughly or do not re-use for 48 hours⁴ • Implement cleaning and hygiene regime for club owned boats and equipment such as radios, marks, course boards etc. • Assign club boats to individuals or households for an extended period rather than lots of frequent turnover of equipment
Events	<ul style="list-style-type: none"> • Decide whether the event can be delivered within the current restrictions, including alert levels, and what capacity you have – use the RYA’s Guidance on Major Events and Covid-19 and the DCMS guidance on this topic.

Areas	Steps usually needed
	<ul style="list-style-type: none"> • Encourage best practice for travel (take account of tiers levels, minimise use of public transport and limit car sharing) • Limit time spent congregating at the venue before going afloat (unless needed for safety, safeguarding or accessibility requirements) • Use a code of behaviour to ensure commitment to Covid-19 adaptations • Ensure people can opt in to participate and have clear statement of risk and risk mitigation in relation to Covid-19 • Decide whether it is suitable to impose crew limitations/mask requirements or leave to skippers discretion • Consider whether crew limitations are required • Assess whether the event is likely to attract spectators or parents and follow the steps above
On the water safety	<p>Preparing safety boats</p> <ul style="list-style-type: none"> • Review the access to safety boats and storage / mooring options • Review maintenance and fuelling options • 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 <p>Safety boat launch and recovery</p> <ul style="list-style-type: none"> • 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) • Minimise number of households involved in launch and recovery <p>Safety boat crew</p> <ul style="list-style-type: none"> • Assess your craft, location, and other safety boats afloat • Assess the safety boat manning levels (see G16 RYA Safety Boat Handbook for more details) <ul style="list-style-type: none"> ○ 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

³ 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.

⁴It 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"> ○ Balance the number of vessels afloat with manning levels ● Utilise same household crews or single manning or face covering where >1m cannot be maintained ● Brief first aiders so they are confident they can help someone injured during the Covid-19 outbreak – make use of guidance from the Resuscitation Council (UK), and the St John Ambulance. If you are an employer also see Health And Safety Executive guidance ● Avoid face to face contact in the safety boat as much as possible ● Hold briefings outside or in large, well ventilated areas with physical distancing guidelines in place ● Update safety crew on latest procedures and techniques ● Re-enforce briefings with key information online and debrief online or using social media ● If mark laying, be aware of risks of entanglement and how to avoid <p>Safety boat techniques</p> <ul style="list-style-type: none"> ● Maintain hailing distance unless physical support is required ● Choose techniques in line with RYA Safety Boat Handbook that minimise physical contact – for example mast tip / use of centreboard, scoop method (see the recent Club Zone video) ● Where possible tow astern rather than alongside ● 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"> ○ If the person being rescued is conscious and able, they should wear a face covering once aboard safety boat <p>On the water participants</p> <ul style="list-style-type: none"> ● Be conservative – stay within the limits of your ability ● 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 ● Use righting lines, long painters and mast head floats ● Restrict your sailing area activities to make it easier for shore support and safety cover afloat

Areas	Steps usually needed
	<ul style="list-style-type: none"> • Allocate different sailing areas to different activities to make it easier for shore support and safety cover • If used, consider reducing maximum wind limits for different sailing areas • Remind members about the importance of having a plan, letting someone know what you are doing, and being in communication – use RYA SafeTrx, mobile phones, UHF or VHF radios • Sailors, coaches and instructors to stay in their own boats and maintain social distancing afloat
Bar and Catering	<ul style="list-style-type: none"> • If opening - <ul style="list-style-type: none"> ○ Consider burden on volunteers and cost of implementing against likely increased income ○ Assess whether it is possible for bar and catering services to be ‘Covid Safe’ – see Govt. Guidance • Plan for how staff and volunteers can stay safe • Brief and train staff and volunteers on how to stay safe • Provide clear guidance on arrival of social distancing and hygiene measures • Utilise contactless payment wherever possible and paperless ordering • Calculate the number of people it is safe to accommodate having considered social distancing requirements • Table service should be offered with a designated server wherever possible. <ul style="list-style-type: none"> ○ In instances where bar or counter services is unavoidable, customers need to be prevented from remaining at the bar after ordering • Review likely flow of people around the bar, food serving and seating areas and identify where appropriate social distancing is not possible • Introduce signage: one-way systems, 2 metre markings, entry and exit routes, closing off some areas • 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.
Responding to a potential Covid-19 exposure at your club	<ul style="list-style-type: none"> • Follow public health advice and support NHS Test and Trace • Make sure everyone’s contact numbers and emergency contact details are up to date • Anyone who displays or develops symptoms of Covid-19 should be sent home • Inform the RYA of a suspected or confirmed case of COVID-19 at your club by emailing sport.development@rya.org.uk so we can offer support and advice

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

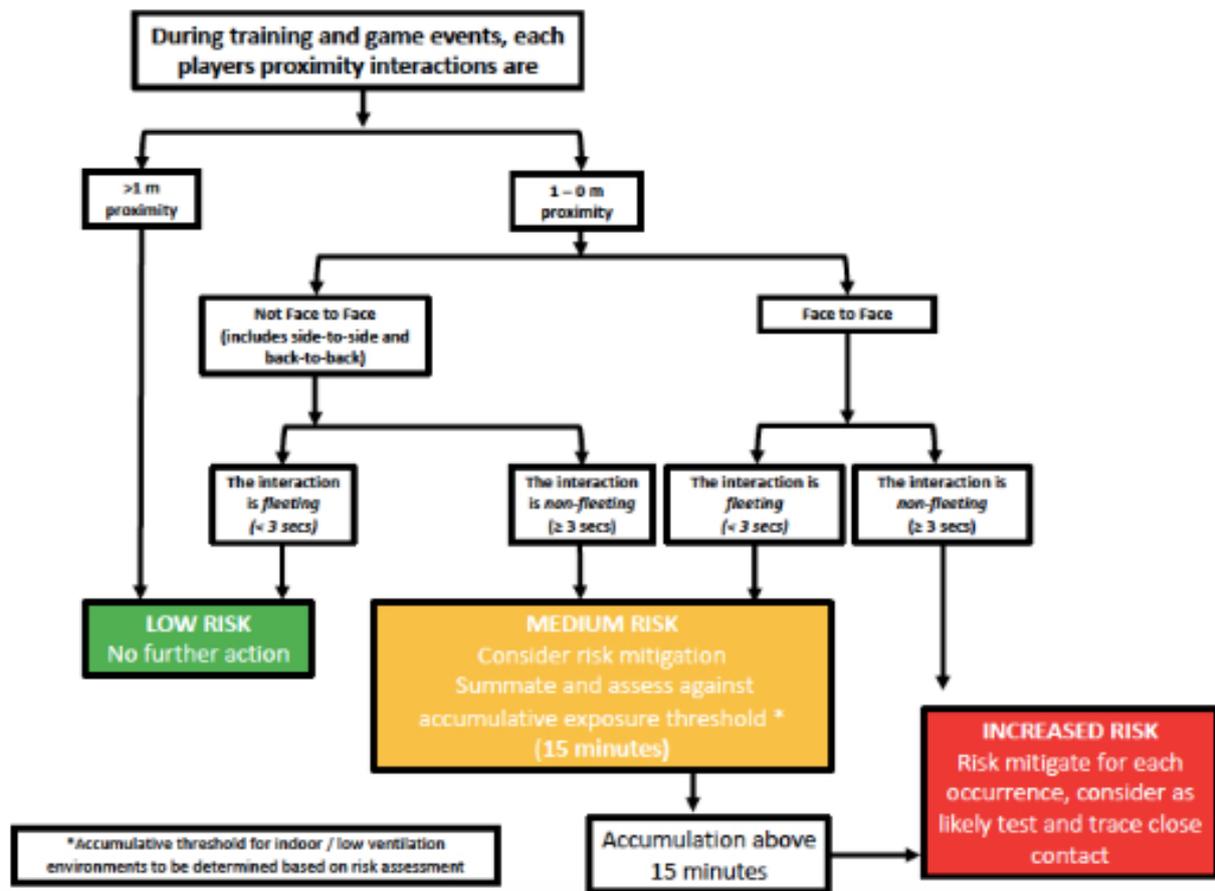
Area	Controls currently in place	Extra Controls Required	Review point
General	e.g. Club house closed, staff training, member communication	e.g. extra signage, policies & procedures	e.g. 15/05/20
Reducing the risk of the virus			
Facilities			
Launching and mooring			
Pontoon and slipway			
Activities			
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 implemented a test and trace plan?			
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

Legislation

[Coronavirus Legislation](#)

Governments

England

[Alert Levels - what you need to know](#)

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

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

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

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

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

[Meeting people from outside your home](#)

[The Health Protection \(Coronavirus, Collection of Contact Details etc and Related Requirements\) Regulations 2020](#)

RYA

[Coronavirus hub](#)

[Return to Boating](#)

Scotland

[RYA Scotland](#)

[Coronavirus in Scotland](#)

Wales

[RYA Cymru Wales](#)

[Coronavirus in Wales](#)

[Leaving home to exercise in Wales](#)

Northern Ireland

[RYA Northern Ireland](#)

[Coronavirus \(COVID-19\) restrictions from 27 November 2020](#)