



RYA Scotland Guidance for boating in the context of COVID-19
Scotland's Strategic Framework (Protection Levels)
3rd December 2020

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Introduction

The Scottish Government has introduced a new [strategic framework document](#) for managing COVID-19 which became effective from 2 November 2020. This provides a 5-Level approach to restrictions with each local authority area (or subarea) placed in a relevant protection level depending upon its COVID-19 status which will be reviewed weekly.

Whilst most boating activity can take place; our activity will look and feel different from 'normal' due to the extra measures that need to be put in place. Participants, clubs and centres should continue to operate in a considerate and conservative manner to determine how they can get the best experience possible whilst ensuring safety.

Before participating in any boating activity, for leisure, training or competition, please check the most up to date guidance and associated restrictions for your local area. Participants, clubs and centres should be prepared for restrictions to change at short notice and this may result in activity being adapted, postponed or cancelled.

To check what level of measures apply in your area or venue where you intend to participate in activity, please check the postcode on the [Government webpage](#).

The information within this document is tailored **towards RYA affiliated clubs and recognised training centres** but is applicable to all boating and is designed to aid your decision-making process and planning, not replace it.

All planning decisions should be made using this information as assistance and considering both the current advice and all the unique considerations in which you operate. In doing this, clubs and training centres should use risk assessment tools and processes to make the most effective decisions, individual participants should remain considerate and conservative in their boating choices.

Clubs and centres will also need to make sure that facility staff, volunteers and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Governments approach to managing Covid-19 is available at [Scottish Government: Coronavirus in Scotland](#). **It is recommended that clubs and training centres identify an individual as the [Covid-19 Officer](#) to oversee assessments for grounds, facilities and activity and implementation of mitigating actions and protocols. This is a mandatory requirement for any organised activity.**

sportscotland has produced the [Getting your Facilities Fit for Sport](#) guidance. This is **very pertinent to clubs and training centres** in planning for activity. The guidance is applicable to all levels of the Scottish Government strategic framework and can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations.

RYA Guiding Principles – applying across Scotland and the Home Countries

These are the RYA and RYA Scotland'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. **We will always follow Government advice** – [Scottish Government](#)

- The COVID-19 preventative measures are vital to protecting health and wellbeing and to minimising pressure on frontline services. We have a collective and individual role to play by following the Government guidelines.

2. **We will, as a boating community, take a considerate and conservative approach**

- **Considerate of others** 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 of risk:** help to minimise risk by taking an extra conservative approach to your boating.

The COVID-19 preventative measures are vital to protecting health and wellbeing and to minimising pressure on frontline services. We have a collective and individual role to play by following the Government guidelines.

Remember **FACTS** for a safer Scotland.

- Face covering
- Avoid crowded places
- Clean hands and surfaces regularly
- Two metre distance from other people
- Self-isolate and book a test if you have COVID-19 symptoms

People who are symptomatic should self-isolate for 10 days and household members for 14 days. No one who is self-isolating should attend a sports facility or activity.

Protection Levels

	Level 0	Level 1	Level 2	Level 3	Level 4
<p>Travel for boating activity, training, or events</p>	<p>Participants aged 18 years or over (adults) who live in a Level 0, 1 or 2 area should, where possible, minimise unnecessary travel between areas and not travel to a Level 3 or 4 area to take part in organised sport or physical activity.</p> <p>This travel guidance is also applicable to maintenance on boats or equipment.</p> <p>The Scottish Government travel Guidance can be found here</p>			<p>Participants aged 18 years or over (adults) living in a Level 3 or Level 4 area should only travel within their Local Authority Area to take part in organised physically distanced non-contact sport or exercise outdoors or for boat maintenance.</p> <p>You can also take part in local informal exercise such as walking, cycling, golf, running, including sailing, (up to 5 miles of their local authority boundary area) that starts and finishes at the same place but straddles the boundary of two local authority areas. This could include boundaries on the water as long as you depart and return to the same location and don't go ashore but cannot include any activity organised by a club/centre or National Governing Body</p>	<p>All participants both children (Under 18) and Adults (18 years or over) living in a Level 3 or Level 4 area should only travel within their Local Authority Area to take part in organised physically distanced non-contact sport or exercise outdoors or for boat maintenance.</p> <p>You can also take part in local informal exercise such as walking, cycling, golf, running or sailing (up to 5 miles of their local authority boundary area that starts and finishes at the same place but straddles the boundary of two local authority areas. This could include boundaries on the water as long as you depart and return to the same location and don't go ashore but cannot include any activity organised by a</p>

Participants under 18 years of age can travel to and from Level 0, 1, 2 and 3 areas (but not Level 4) to take part in organised sport and physical activity other than team sports.

club/centre or National Governing Body unless for essential training.

Participants should only travel with members of their own and extended households. Specific information on car sharing is available from [Transport Scotland: advice on how to travel safely](#).

RYA Training qualifications that are necessary training for work or to gain employment are exempt from the travel restrictions. Training providers should make this clear to all participants and respect that some participants or instructors may not feel comfortable being in a boat with someone from outside of their local authority. Coaches, Instructors and Examiners may travel for work purposes and if they use the exemption mitigating actions should be put in place to reduce risk to the coach, instructor, examiner and participants. This should be documented in the operator or deliverer risk assessment.

	Level 0	Level 1	Level 2	Level 3	Level 4
Informal Boating Dinghy, Windsurfing, powerboating, canal boating, sail cruising, motor cruising, personal watercraft	Maintain 2m physical distancing				
	Maximum 15 people from up to 5 households (15/5) outdoors. 8/3 indoor socialising permitted including overnight stays.	No In-home socialising, this will include socialising below deck. 8/3 Outdoors, 6/2 indoors in public place. Single household or extended household only overnight.	No in-home socialising, this will include socialising below deck No Indoor gatherings 6/2 Outdoors 6/2 indoors in public places Single Household or extended household only overnight.	No in-home socialising, this will include socialising below deck No Indoor gatherings. 6/2 Outdoors, 6/2 indoors in public places. Single Household / extended household only overnight.	No in-home socialising, this will include socialising below deck No Indoor gatherings. 6/2 Outdoors. Overnight not permitted.
Organised outdoor activity (Non-contact) Training, racing or Social sailing without contact	Club/Training Centre/Class Association Activity. All ages. An outdoor sporting 'field of play bubble' can consist of a maximum of 30 people including coaches, officials and other support staff at any one time. This can be non-contact or contact activity.			Field of play bubble can be applied for all ages in non-contact situations. Maintain 2m physical distancing	Field of play bubble can be applied for all ages in non-contact situations. Maintain 2m physical distancing
Organised outdoor activity (Contact) Training, Racing or Social Sailing with contact	Multiple bubbles, each with up to 30 people, can be used in training, competition or small-scale events if multiple bubble guidance * is followed (200 max per day unless with exemption).			Field of play bubble can be applied for under 18s in contact situations. Adult contact sport not permitted.	Contact sport prohibited for all ages.

	Level 0	Level 1	Level 2	Level 3	Level 4
<u>Indoor Tuition</u>	Adhere to physical distancing, good hygiene and face coverings should be worn if 2m cannot be maintained.			Adhere to physical distancing, good hygiene. <u>Face coverings</u> should be worn in the classroom.	Not permitted unless for Key workers. <u>Face coverings</u> should be worn in the classroom.
Indoor facilities – Changing, toilets and showers	Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website <u>Opening Public Toilets Guidelines</u> Changing rooms and showering facilities should remain closed where possible, although they should be made available for participants who require additional support such as disabled people or those with special needs. If they are to be opened then specific guidance relating to use of ‘Changing and Showers’ is available at <u>Getting Your Facilities Fit for Sport</u> . This is applicable at all levels where facilities remain open.				Indoor sports facilities and club houses; closed including changing rooms and showers. Toilets may be open if they follow guidelines outlined on the Scottish Government website <u>Opening Public Toilets Guidelines</u>
Hospitality	Food and Alcohol permitted indoors and outdoors. Time restrictions may apply. Further information is available here <u>Coronavirus (COVID-19): tourism and hospitality sector guidance</u> .		Food and alcohol are permitted outdoors and alcohol is only permitted with a main meal indoors. Time restrictions may apply.	No sale of alcohol indoors or outdoors. Food may be consumed on the premises. Time restrictions may apply.	Not permitted (Exception for Hotel for work related stays).

Definitions

Informal Boating is activity that you would do by yourself or with members of your household and may include friends or family when restrictions permit. This activity is not organised by a club or centre.

Organised activity should be organised by a club, class association, recognised training centre or RYA Scotland, have a COVID officer, take details for test and protect, completed risk assessments, and put mitigating factors in place.

This enables an outdoor sporting ‘field of play bubble’ to be formed that can consist of a maximum of 30 people including coaches, officials and other support staff at any one time. Multiple bubbles, each with up to 30 people, can be used in training, competition or small-scale sporting events if [all guidance](#)* is followed (200 max per day unless with exemption). Normal physical distancing guidelines and restrictions on social/public gatherings will still apply before and after the activity takes place.

For the avoidance of doubt – the option to apply a field of play bubble, only applies to:

- Organised outdoor activity for which all participant details are recorded
- Co-ordinated and managed by a club, class association or recognised training centre
- A maximum number of 30 people in a single bubble
- Activity should be delivered within RYA guidance and ratios
- People must not move into or out of a bubble once it has been established
- Participants must not move between more than one bubble during the day

Spectating is specifically not permitted other than where a parent/guardian is supervising a child or vulnerable adult. Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.

Organised Boating activity without contact/non-contact - Non-contact sport or activity is defined as “a sport or activity in which the participants are physically separated by playing rules such as to make it difficult for them to make physical contact during an activity”. This includes individual sailing or racing and can be extended to training where activities are adapted to allow for physical distancing.

Organised Boating activity with contact - Contact sport or activity is defined as “a sport or activity in which the participants necessarily come into bodily contact or as a matter of course encroach within 2m of one another” such as racing on a yacht, sailing a double hander dinghy (with another household) or being in a powerboat with someone else.

*Multiple outdoor sporting bubbles, each with up to 30 people, can be used in training, competition, or small-scale sporting events if all guidance is followed. In such cases operators and organisers should undertake comprehensive risk assessment to ensure that these bubbles do not mix at any time including before, during or after the activity and consult with relevant local authorities, environmental health, the police or other body responsible for the safety of the public. Agreement must be reached with these bodies before the training, event or competition takes place.

Total numbers taking part in training, competition or events, should not exceed 200 people in any one day, including organisers, officials and participants. Once an individual has completed their activity, they should immediately vacate the ‘field of play’ and are then subject to normal household rules.

Permanent outdoor sport, leisure and club facilities which are accessed on a regular basis by the general public and/or club members and have in place a designated COVID officer and appropriate risk assessments may exceed the limit of 200 people, in a single day, if mitigating measures are put in place to protect participants and staff. This may for instance include operating separate activity zones, implementing staggered time slots and putting in place other measures to ensure participation bubbles remain separate including consideration of parking and access/egress.

Essential training – Essential training is described by sportscotland as;

- a. An essential requirement for employment or deployment, paid and voluntary.
- b. The retention or completion of a formal qualification.
- c. The retention of a license or endorsement.

d. Safe delivery or supervision of sport and physical activity

Essential training can take place in all levels providing there are mitigations put in place for reducing contact, increasing separation and maintaining good hygiene measures. These should be documented in a risk assessment and adhered to by participants and deliverers.

Indoor Tuition – This refers to RYA Shorebased courses or classroom-based activities to support RYA Training. The classroom may also refer to the inside of a yacht. Where possible, we would encourage as much tuition to take place outside. Physical distancing of 2m must be maintained and face coverings should be worn if centre and or participants are in level 3 or 4. Centres and or participants living in levels 0, 1 or 2 may also choose to wear face coverings and should do if 2m cannot be maintained. Please be considerate of those who cannot wear face coverings.

Responsibilities

It is the responsibility of each club committee, training centre operator and/or deliverer (herein referred to as the operator) to appoint a responsible person/s, referred to as the COVID officer, to act as the point of contact on all things related to COVID-19. An [e-learning module](#) for COVID officers is available to support those undertaking the role.

The COVID officer must ensure that full risk assessments, processes and mitigating actions are in place before any boating activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.

Operators should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.

Operators should only open facilities when it is safe to do so, in accordance with Scottish Government guidance.

Operators must ensure that users are made aware of the requirement to adhere to the relevant approved RYA Scotland and RYA guidance prior to any sport or physical activity being undertaken at the venue and reserve the right to intervene where there are any clear and visible breaches of this guidance by participants. Where such breaches take place operators should notify the nominated club/activity COVID Officer overseeing the activity and they should in turn take appropriate action to mitigate future risk and protect participants and the wider public.

Clubs and centres should ensure that volunteers and members of staff are trained in the new way of working and time is put aside to review and update working practices, policies and procedures in line with restrictions and feedback from activity.

Recognised Training centres and clubs must ensure that Scottish Government guidance on [workforce planning in sport & leisure facilities](#) is followed for contractors, external instructors/examiners and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.

Training Considerations

Please visit the [Training Support Site](#) for up to date guidance from the RYA which includes scheme specific considerations for running RYA Courses and Temporary adjustments to RYA conditions of recognition

The RYA are recommending the maximum ratio of 1 to 5 in order to support physical distancing. You may wish to manage different training courses running at the same time as one bubble. This should have no more than 30 people including the instructors/coaches.

During RYA Training qualifications, it may not be possible to maintain 2m distance at all times. This can be permissible when it is a planned, momentary and incidental reduction of the 2m physical distancing during a specific task on the boat and part of the RYA teaching method. In such cases this will have been risk assessed in advance and mitigation measures will be in place. In a safety situation where it is necessary to break 2m distancing in order to ensure the physical safety of the participants, you should do so for as short a time as possible and return to physical distancing. Consider the use of PPE and ensure all surfaces and equipment are cleaned thoroughly afterwards. You should include safety considerations in your risk assessments, and it is useful to talk through scenarios with your instructors and participants.

Training inside Motor Cruisers, Sailing Yachts, Canal Boats or Powerboats would be classed as indoor training and physical distancing must be maintained and any mitigating measures put in place as well as using face coverings if the centre is in Level 3 or 4.

Indoor shorebased courses can still go ahead providing that the facilities have adequate ventilation and follow hygiene and physical distancing measures.

Coaches, instructors and or examiners operating within clubs and centres should liaise with the relevant COVID Officer before undertaking training and all activity must adhere to operator and relevant guidance.

Although a 'contact' field of play bubble can be applied when restrictions allow, participants should be encouraged to increase physical distance and decrease the face to face interactions. Coaches, instructors and examiners should consider this when planning and designing their sessions.

For Essential qualifications or training, deliverers should minimise & mitigate against close and prolonged interactions between individuals in order to minimise the risk of transmission of Covid-19. Organisations need to account for Scottish Government guidance, in particular: social distancing, hygiene measures, and face coverings.

Modifications and mitigations must be in place in both indoor and outdoor settings to ensure practical 'field of play' delivery is through non-contact activities for all learners.

- i. Non-contact activities are those where learners do not necessarily come into bodily contact.

Should modifications and mitigations not be possible as outlined above and completion of a qualification is contingent upon the delivery and / or assessment of a practical performance through a contact-based activity then the following should be considered:

- ii. Can we safely support individual, in-person delivery and / or assessment for learners within their environment?
- iii. If not; delivery of the programme should be postponed until such time as it is safe to do so.

Where there is likely to be proximity (within 2m) between learners or deliverers and learners as a matter of course within 'field of play', delivery mitigating actions must be put in place to minimise risk and keep learners and deliverers safe.

What this means for RYA Training activity for participants in and from Level 4

There are many aspects of the guidance which are ambiguous when applied to the broad and diverse range of RYA training activities. For this reason, the RYA has engaged with various Government departments to seek clarity. The RYA does not intend to regulate the Government advice but instead aims to support RTCs in making informed and appropriate decisions on whether or not operations should continue under the current restrictions.

As RYA Scotland, we believe the same rationale can be applied in Scotland for training centres based in level 4 areas or participants who reside in a level 4 area.

A number of exemptions have been set out, including people meeting for education and training. However, it is clear the Government's intention is to minimise interaction between individuals in order to minimise the risk of transmission of coronavirus, and the overarching principle remains that if an activity or interaction between people does not need to happen now, it should be postponed until the period of lockdown has ended.

Where training can be delivered online or by video conference, this should be the preferred method. Any centres wishing to deliver shorebased courses via video conference platforms should contact [RYA Training](#).

RYA training activity which is intended purely for personal enjoyment or benefit, and requires face-to-face contact, should not be conducted during the current period of lockdown.

Training undertaken for the purpose of gaining or revalidating a vocational qualification, whether an individual course or as part of an extended training programme, does appear to fall within the Government's permitted exemptions. However, wherever possible these courses should be postponed until after the period of lockdown has ended.

What RYA training should NOT be run?

No face-to-face recreational or leisure courses (either practical or shorebased) should occur. This principle should be applied across all the RYA training schemes. Where appropriate, online or video conference delivery may be used.

What MAY be deemed appropriate?

If a course candidate is undertaking a training course with the express intention of using those skills or qualifications for either vocational purposes or to revalidate a vocational qualification, it may be deemed appropriate.

Facilities

The Government guidance requires the closure of all indoor facilities and changing rooms in level 4 areas. Toilets may be opened if government guidelines are followed and should be accompanied by local risk assessments and control measures should be proactively monitored by operators. However, there is a lack of clarity with regards instructor training leading to vocational qualifications in this sector. A centre may deem it appropriate to deliver such training in the event it is a part of a larger course of training such as a Foundation degree or similar.

If this training can be postponed it should be.

Consideration should also be given to the impression this activity would give to observers, and the potential for reputational damage.

Examinations (Practical and Theory)

Where an examination is for someone intending it purely for personal satisfaction or enjoyment, it should be postponed. Where an examination is for a qualification intended for use in employment, a centre and examiner may deem it appropriate for it to go ahead.

I am thinking of delivering some training

Ultimately, the decision to deliver a course or not lies with the management of the individual training centre.

Centres that decide it is appropriate and necessary to continue operating must ensure that they have completed comprehensive risk assessments and implemented appropriate measures to mitigate against the transmission of COVID-19, as well as safeguarding themselves, their employees, volunteers and students.

All those involved in the training must confirm that they have not exhibited symptoms of the coronavirus and have not knowingly been in contact with anyone else who is exhibiting symptoms.

There are fines in place for those deemed to be in breach of the regulations and we recommend you keep a written record of how you reached your decision in case questioned by the enforcement authorities.

Finally, centres thinking of delivering RYA training activity should consider the following questions:

- Does this training need to happen now?
- Is visibility of this activity likely to cause reputational damage to the centre, to the sport or to RYA Training in general?
- Is this activity in keeping with the principles set down by government to help stop the spread of coronavirus

Test and Protect

It is now a mandatory requirement that facility operators collect and keep for 21 days, contact details for visitors to their premises. It is also now a mandatory requirement for organisers of boating activity, such as training, musters or regattas, to collect and retain the contact details for all participants. You should be prepared to give your details when requested.

In addition, the Scottish Government have launched the [Protect Scotland App](#) to reduce the spread of coronavirus and avoid further lockdowns.

Face Coverings

Club and centre operators should ensure participants and visitors wear face coverings in indoor places and where physical distancing is difficult and where there is a risk of contact within 2m with people who are not members of your household. This should include reception, classrooms, locker rooms and storage areas.

This is a **mandatory** requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering. For example, if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability.

Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Staff in facilities should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.

Those exempt under the guidance and regulations do not have to prove their exemption and should not be made to wear a face covering or denied access to public transport or shops. We ask for people to be aware of the exemptions and to treat each other with kindness.

Face coverings are a mandatory requirement for hospitality services such as cafes, bars and restaurants. For further information refer to Scottish Government [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).

The [Scottish Government](#) provides guidance on exemptions, general use and how you can be supportive whilst wearing a mask.

Safety

In a safety situation where it is necessary to break 2m distancing in order to ensure physical safety of participants, you should do so for as short a time as possible and return to physical distancing as soon as you can. Consider the use of PPE and ensure all surfaces and equipment are cleaned thoroughly afterwards. You should include safety considerations in your risk assessments, and it is useful to talk through scenarios with others in your club or centre.

For further information about safety and first aid can be found in our [considerations and controls](#) section.

Cleaning Information

We recommend you carry and use hand sanitiser which should be at least 60% alcohol based. Regularly washing of hands with soap and water is still preferable where there are the facilities to do so.

Detergent wipes need to be appropriate for the surface they are being used on.

Cleaning products should conform to EN14476 standard or any detergent will need to be followed by chlorine releasing agent. However, be wary of cleaning requirements for specialist boating equipment such as life jackets and always follow the manufacturer's instructions.

Be mindful of our fragile marine environment, do not release bleach products into the water and dispose of used wipes, gloves and masks responsibly. In addition, it may be worthwhile looking at best practice for general cleaning of equipment via - [The Green Blue](#).

Meeting Rooms

Although gym and leisure facilities can open, we would encourage providers to consider whether meetings and training must be completed in person or whether these can be completed online or via telephone. If it is essential that meetings and training takes place in person, [Scottish Government guidance for general workplaces](#) must be followed and a risk assessment should be completed.

Equality and Inclusion

Covid-19 is affecting everyone. But the impact of the pandemic is not being felt equally. Before the pandemic certain groups were less likely to participate in sport and physical activity. These groups are also the most at risk of worsening inequalities due to Covid-19:

- Older people
- Disabled people
- Ethnic minorities
- Women
- People from deprived communities

It is more important than ever to consider inclusive guidance for people who need extra support to be active and sports facility operators should consider this as part of their work to encourage people to return.

The evidence emerging has clear implications for how we design and deliver sport and physical activity. Some key areas for consideration include;

Communication – Digital exclusion is a key issue. With so many services and so much information moving online it risks worsening the health impacts of the pandemic. We have to think innovatively about the range of ways we can provide information to people about sport and physical activity.

Accessibility – Accessibility of our environments is another key issue emerging from the pandemic. As clubs and leisure centres re-open it's important to build understanding of people's specific accessibility needs around things like hygiene, physical distancing and face coverings so we can provide the best possible support to people to take part in sport and physical activity.

Anxiety, mental health and wellbeing – The pandemic is leading to an increased risk of anxiety and mental ill-health for people who share all characteristics. We know that sport and physical activity can have significant benefits for people's mental health so it's vital that we continue to promote those benefits, so people are encouraged to get involved.

Confidence - Confidence to return to sport is a big issue across all groups. We know that some groups are at higher risk from Covid-19 than others (including some ethnic minorities, disabled people and households experiencing poverty). These groups may be even more nervous about returning to sport or starting to participate. They are also less likely to participate in sport in the first place, so we'll need to give extra attention to their needs to help build their confidence.

Coaching

The guidance below is to support coaches, leaders, personal trainers, deliverers and instructors. In addition, please see [Getting Coaches Ready for Sport](#) which provides a 4-stage approach/checklist to help coaches get ready for delivering sport and physical activity. It can be used as it is or amended to reflect the sport or delivery activity.

Coaches and instructors operating within clubs and facilities should liaise with the relevant COVID Officer before undertaking coaching and all boating activity must adhere to operator and relevant [SGB Guidance](#).

Instructors, Coaches and others supporting organised sporting or physical activity should attempt to keep physically distant, but it is recognised that this will not always be possible to ensure the safety of participants. In such circumstances the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.

Coaches should be aware that local restrictions may be in place for sport and physical activity and this should be considered as part of risk assessment planning and will dictate what activity can be coached, indoors and outdoors and to whom.

Face coverings must be worn by coaches when indoors, except where an exemption applies. For instance;

- where an individual has a health condition or is disabled, including hidden disabilities, for example, autism, dementia or a learning disability.
- or if there is a reasonable excuse not to wear a face covering such as;
 - where there is difficulty in communicating with participants who may not be close by and safety is an issue i.e. in a swimming lesson. In such cases alternative measures should be considered such as use of a face visor.
 - being physically active or exercising as part of the coached session.

The priority should always be on ensuring the safety of the coach and participants and minimising the risk of virus transmission before, during and after activity.

At all times coaches should:

- Plan and risk assess appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session.
- ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
- check, in advance of delivery, that appropriate insurance policies are in place for all coached activities and that their insurance is valid for the activities they plan to deliver.
- find out about their direct and surrounding delivery environment in advance of the session and contact the centre or club, where relevant, to confirm any changes in processes and procedure.

- Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#).

Local outbreaks or clusters

Scottish Government travel advice and guidance relating to local outbreaks or clusters of coronavirus cases is available at [Coronavirus \(COVID-19\): local advice and measures](#).

Where a local outbreak has been reported, clubs and training centres within this locality should review Scottish Government 'local measures' guidance, their facility/operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions. Please do not hesitate to contact us to ask for further support in this situation.

Annex 1 – Considerations and controls

The following information and suggested approaches should be used to inform your risk assessment processes.

Areas	Controls
General	<ul style="list-style-type: none"> • Clubs and centres may always open grounds for access to boats but with notification to members of the need to maintain physical distancing. As guidance changes, group sizes and physical distancing may change, and signage will need to change to reflect this. • Consider how people’s movements, arriving on site, rigging, launching and recovery can be undertaken while maintaining physical distancing. Signage and a booking system may be appropriate and allow for Test & Protect information to be collected for all participants. • Ensure first aid equipment has been updated appropriately for the COVID pandemic and first aiders are aware of the additional guidance from the RYA. • Inform and train volunteers and staff on Covid-19, the symptoms, how it spreads and what people can do to stay safe. • Decide how you will manage a contact or suspected contact with Covid-19. • Decide how you will handle situations where club and centre 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. • Put in place a process to review the potential unintended consequences of any changes to your operating guidelines.
Reducing the risk of virus transmission	<ul style="list-style-type: none"> • Insist anyone who is unwell with the symptoms of Covid-19 to self-isolate for 10 days, avoid attending the club or centre and encourage them to contact NHS Inform to gain access to a test. • Insist anyone who has contact with a family or household member who is unwell with the symptoms of Covid-19 to avoid attending the club or centre for a minimum of 14 days. • Encourage everyone to: <ul style="list-style-type: none"> ▪ wash their hands after touching common surfaces– and always after coughing, sneezing and before and after arriving and leaving the club. Hand sanitizer may be used in place of hand washing however this should be done immediately on return to their own homes. ▪ to cover their mouth and nose when sneezing or coughing, and avoid touching their face, nose and eyes ▪ everyone must maintain physical distancing requirement for meeting people from out with their own household. ▪ use face coverings in enclosed spaces where social distancing is not possible and where there is contact between people who do not normally meet – this does not replace social distancing.

Areas	Controls
	<ul style="list-style-type: none"> ▪ Avoid crowded spaces
Grounds and external or site facilities.	<ul style="list-style-type: none"> • Preview likely flow of people around the grounds and identify where 2 metre distancing is not possible and consider alternative arrangements such as closing areas or restricting access. • Consider limiting capacity to ensure physical distancing can be maintained. • Decide on signage: <ul style="list-style-type: none"> ○ good physical distancing practice, one-way systems, 2 metre markings, entry and exit routes, closing off some areas, good hygiene practice • Liaise with other users of your site or facility to agree a common way of working to meet the government guidelines together • Advise members and customers to park cars in such a way as to facilitate physical distancing. • Consider measures needed to manage contact with members of the public who may share the space used for activities • Access to storage buildings (such as garages or sheds) for club or centre equipment must be managed and with hygiene measures applied in line with guidance above. • Access to shared equipment storage spaces should be on a one-off basis for people to retrieve personal equipment. Access should, be one person at a time and retrieved personal equipment should then be stored outdoors or taken home. • Cage stores that are open to the air should be accessed one person at a time and with hygiene measures applied in line with guidance above.
Launching and mooring services and support	<ul style="list-style-type: none"> • Decide how physical distancing can be maintained when loading / unloading, launching / recovering, and when waiting on pontoons or slipways. • Re-design the launching or mooring service so it can be carried out by members of the same household or by those in a bubble. • 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. • Assess how to minimise the number of people needed to maintain services.
Pontoons and slipways	<ul style="list-style-type: none"> • Review likely flow of people on pontoons and in launching areas and identify where 2 metre distancing is not possible.

Areas	Controls
	<ul style="list-style-type: none"> • Consider signage giving advice on passing people on pontoons, one-way systems; 2 metre markings; entry and exit routes; closing off some areas. • Consider zoning off rigging, final preparation, launching and cleaning / rinsing areas. • Limit assistance with berthing, trolleys, launching / recovery to household groups
Cleaning & Hygiene	<p>We strongly recommend you follow the guidance in the sportscotland documents: Getting your Facilities Fit for Sport</p> <ul style="list-style-type: none"> • Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles, handrails etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken. • Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. • It is understood that similar viruses are transferred to and by people's hands. Therefore, frequent hand hygiene and regular decontamination of frequently touched environmental and equipment surfaces will help to reduce the risk of infection transmission. • Plan a safe schedule of how your equipment can be cleaned, where, when and by whom and how this will be recorded. • Identify surfaces and shared equipment (including vessels) that are likely to be frequently touched and consider whether usage is appropriate. • Provide adequate facilities for members, participants, volunteers and staff to wash or sanitise their hands. • Review the location of these facilities in relation to the surfaces or equipment that is likely to be used or touched by different users. • Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these. Hand sanitiser should be at least 60% alcohol based and detergent wipes are appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent, followed by a chlorine releasing agent. Be mindful of how you dispose of products harmful to the marine environment. • Some equipment may need specific methods to cleaning such as lifejackets and other PFDDF's. In this case seek advice from your manufacture http://www.lifejacketassociation.org/life-jackets/covid-19-virus-cleaning-storing-your-pfd/ • Prepare a risk assessment with consideration for the person cleaning/ using the equipment and signage to manage your equipment. • Equipment should be cleaned as close as possible to its end of use and where possible stored outside.

Areas	Controls
	<p>Detailed guidance is available at:</p> <p>Getting your Facilities Fit for Sport</p> <p>Health Protection Scotland: General guidance for non-healthcare settings</p> <p>UK Government / HPE: Cleaning in a non-healthcare setting</p> <p>Health Protection Scotland: Hand hygiene techniques</p> <p>St. John's Ambulance: Covid-19 advice for first aiders</p>
Activities	<ul style="list-style-type: none"> • Organised activity may apply a field of play with bubbles for up to 30 people and where restrictions allow choose to deliver non-contact or contact activity. • The ability to run contact activity, suspends physical distancing for the duration of the activity. Although suspended, participants are encouraged to increase separation and decrease contact opportunities • Venues may apply more than one bubble at a time as long as they have agreement from local authority, local police, environmental health and other bodies involved in public safety. Careful consideration should go to the management of people ashore. • Assess the level of safety cover, support and supervision required for a considerate and conservative approach. • Consider a “dry run” of procedures to test measures put in place. • Consider creating a system so members can book time at the club or on the water (like you would book a golf tee time). • Introduce or update sign out / sign in procedures. Be sure to sanitise hands/pens after signing in. • Ask members and customers to arrive dressed for the activity. • Assess the weather conditions and participants ability before going afloat. • 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. • Put in place a communication system for all participants (return to shore, hailing support, dealing with incidents, end of session). Explore alternative formats for activities that may make it easier to implement physical distancing advice for staff, volunteers and participants.

Areas	Controls
	<ul style="list-style-type: none"> • Coaches and instructors may work outdoors, providing all activity is consistent with current Scottish Government Guidance on health, physical distancing and hygiene. You will also need to make sure that you can adapt to the changes in guidance at short notice. • If delivering RYA recognised training, you must adhere to the RYA guidance notes as per recognition requirements. • Where possible, training should take place using the participants own personal equipment. • If club/centre equipment is to be used, it should ideally equipment be allocated to an individual or a single household for their exclusive use during training. Where equipment is to be used by individuals from more than one household (such as shared / borrowed equipment at a club or centre), the equipment will require to be cleaned before, during and after use as per the Cleaning and Hygiene guidance above. • Ensure all equipment is well maintained and is in good working order before it goes afloat. • Ensure appropriate insurance policies are in place for all activities and checked for validity with the relevant insurance provider before undertaking club sessions/work with clients. • Bookings and payment should, where possible, be operated online or by phone. • Consider how to increase the distance between participants and how can you reduce the face to face interaction. • Participants should be allocated the same boat and equipment for the duration of a course. Consider how to store and identify the equipment to make it easy for the participant. • If using double handers, as much as possible, keep pairings for the duration of a course. • If playing games with participants, minimise opportunities for contact and avoid using balls, toys or streamers that are handled by multiple people. • Instructors are encouraged to carry hand sanitiser and a face covering if needed in exceptional circumstances. • Consider wearing face coverings and respect others decision to wear one if you choose not to. If you do choose to enforce the wearing of face coverings, ensure students are fully aware of this requirement and be mindful of those who are unable to wear one (e.g. young children, those with respiratory conditions or who may find it difficult to manage them correctly). • Consider the safeguarding implications of people changing outside. • Consider how to support those with a disability that require functional support to help them participate.

Areas	Controls
	<ul style="list-style-type: none"> • Ensure you involve the instructor/volunteer team in the discussion around risk assessments, considerations and controls
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; kedge anchor; boarding ladder; heaving lines / throw bags; life buoys. • Consider how this equipment can be sanitised effectively after and during use and consider carrying cleaning supplies on the boat. This should be stored safely and disposed of responsibly. <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) • The launching and recovery of safety boats could be included as part of the activity within a bubble of up to 30 people. <p>Safety boat crew</p> <ul style="list-style-type: none"> • Assess your craft, location, and other safety boats afloat. • Asses 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. ○ Balance the number of vessels afloat with manning levels. • Recruit safety cover from single households or include them within the field of play bubble if physical contact is likely. • Recruit experienced crew who are operating well within their competence and capabilities. • Face coverings may protect others in a recovery situation where physical distancing isn't possible – wash your hands before putting them on and taking them off (they do not replace physical distancing). • Avoid face to face contact in the rib as much as possible. • Hold briefings outside or in large, well ventilated areas with physical distancing guidelines in place.

Areas	Controls
	<ul style="list-style-type: none"> • Update safety crew on latest procedures and techniques. • Re-enforce briefings with key information through social media or online. <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. • Where possible tow astern rather than alongside • If recovering a person to a safety boat 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 • If a person requires further assistance to get onto the boat, then ensuring the safety of the individual and their recovery is paramount. Physical distancing should return to 2 metres as soon as possible after this. • If a person requires to be rescued onto the boat then consideration should be made for appropriate hand washing, cleaning of the boat and incident near miss reporting, post rescue. <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 and activities to make it easier for shore support and safety cover afloat. • 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. <p>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</p>

Areas	Controls
<p>Responding to a potential Covid-19 exposure at your club or centre</p>	<ul style="list-style-type: none"> • Follow public health advice – including FACTs and advice about Test and Protect • Make sure everyone’s contact numbers and emergency contact details are up to date • Clubs and centres will need to record participants details (safely and securely) for 21 days to be able to support the test and protect system. This should include when they were on site and what area they were in. • Anyone who displays or develops symptoms of Covid-19 should be sent home and should be encouraged to contact NHS Inform regarding the Test and Protect scheme for Scotland • For training centres or employers of staff, further guidance can be found here - https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-advice-for-employers/ • If there is a positive test linked to your training centre, you should treat it like an accident or incident and inform the RYA by completing the online form. • A training centre may be required to close for deep cleaning if a positive case is linked to the facility.

Tool: Covid-19 Secure Club and Centre Opening Checklist

Action	Check	Date	Comment
Do you have a Covid Officer 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, participants, staff and volunteers?			
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, participants staff and volunteers?			
Do you have a plan to review all the above weekly or immediately following a breach or incident?			