



## RYA Scotland Guidance for boating in the context of COVID-19 and the Timeline for the Easing of Restrictions in Scotland

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**Version Control**

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## Introduction

This document covers the essentials of the current restrictions as they affect boating in Local Authority areas in Level 3 and the timetable for easing coronavirus restrictions until late June 2021. It is important to note that we fully expect this guidance to be revised and probably at short notice.

**All of mainland Scotland moved to Level 3 on 26 April and join the other islands already in this Level, further alterations to Levels will be dependent on local suppression of the virus. It is possible for these levels to vary across Local Authorities and some may even return to higher level restrictions.** Please check the most up to date guidance and associated restrictions for your local area as well as the area that you are visiting. 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.

The information within this document is tailored towards RYA affiliated clubs and recognised training centres as well as individual members and the wider boating community across Scotland and is designed to aid your decision-making process and planning, not replace it.

We remind everyone that any activity should be conservative of risk. The overriding message for Scotland's boating community is to minimise risk wherever possible and we must all do our bit to stop the spread of the virus.

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, and 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 Government's approach to managing Covid-19 is available at [Scottish Government: Coronavirus in Scotland](#). **All clubs and training centres should 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.

If you have any queries about this most recent guidance, please do get in touch with the RYA Scotland Team.

James Allan  
CEO RYA Scotland

## 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 also for 10 days. No one who is self-isolating should attend a sports facility or activity.

Indicative Dates			No earlier than 17 <sup>th</sup> May	No earlier than Early June	No earlier than Late June
Protection Level	Level 4	Level 3	Level 2	Level 1	Level 0
<p><b>Travel for boating activity, training, or events</b></p>	<p>All participants both children (aged 17 and under) and Adults (18 years or over) can travel to take part in informal outdoor exercise, following the rules on meeting other households.</p> <p>Adults living in a Level 4 area must travel locally and cannot travel outside their local authority area for organised activity.</p> <p>Participants aged 17 and under can travel into and out of a Level 4 area for organised activity if for example, they belong to a club which is outside their own local government area, but they should travel no further than they need to.</p> <p>If they are attending a sport/activity in a Level 3 area or below, Level 4 guidance will apply to the whole activity e.g. 12 – 17 year-old outdoor activity should be restricted to</p>	<p>All participants both children (aged 17 and under) and Adults (18 years or over) can travel into and out of other Level 3 areas to take part in organised physically distanced non-contact sport or exercise outdoors or for boat maintenance.</p> <p>Participants age 17 and under may travel to and from Level 0, 1, 2 and 3 areas to take part in organised sport, training and competition.</p> <p>Travel across the border between Scotland and England is permitted.</p>			<p>Participants aged 17 years or under can travel to and from Level 0, 1 and 2 areas to take part in organised sport, training, and competition.</p> <p>Participants aged 18 years or over can travel to and from a Level 0, 1 and 2 area to take part in organised sport, physical activity, training and competition. They should not travel to a Level 3 or 4 area.</p> <p>The Scottish Government travel Guidance can be found <a href="#">here</a></p>
		<p>If you are travelling to the islands for leisure or work, it is encouraged to take 2 tests to reduce the risk of inadvertently carrying coronavirus into an Island community. <a href="#">Free tests</a> can be ordered online and delivered within 48 hours.</p>			

	non-contact and a include a maximum if 15 participants.	<p>Participants should only travel with members of their own and extended households. Specific information on car sharing is available from <a href="#">Transport Scotland: advice on how to travel safely</a>.</p> <p>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 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.</p>			
<p><b>Informal Boating</b>  <i>Dinghy, Windsurfing, powerboating, canal boating, sail cruising, motor cruising, personal watercraft</i></p>	<p>Sailing activity for informal exercise must start and finish at the same point and can go up to five miles into another local authority while afloat. Step ashore is not allowed. Overnights not allowed.</p> <p>No in-home socialising, this will include socialising below deck No Indoor gatherings. 6/6 Outdoor gatherings/groups Overnight not permitted.</p> <p>Maintain 2m physical distancing</p>	<p>No in-home socialising, this will include socialising below deck No Indoor gatherings. 6/6 Outdoor gatherings/groups, 4/2 indoor gatherings/groups in public places. Single Household / extended household only overnight.</p> <p>Maintain 2m physical distancing</p>	<p>8/8 Outdoors  4 people / 2 households can socialise indoors in a private home</p> <p>6 people / 3 households in a public place) which can be extended to being onboard a boat</p> <p>4 people from up to 2 households can stay overnight with a single household per room/cabin</p>	<p>12/12 Outdoors, 6/3 indoors in a home or a private dwelling such as a boat</p> <p>8/3 indoors in a public place.</p> <p>Maintain 2m physical distancing</p>	<p>Maximum 15 people from up to 15 households (15/15) outdoors</p> <p>8/4 indoor socialising in a private home or boat including staying overnight</p> <p>10/4 indoors in public place permitted</p> <p>Maintain 2m physical distancing</p>

			Maintain 2m physical distancing		
<p><b>Organised outdoor activity (Non-contact)</b> RYA Training, racing or Social sailing without contact</p>	<p>Organised club or centre sailing activity must start and finish at the same point and <u>cannot</u> leave the local authority area. Overnights not allowed.</p> <p>Field of play bubble can be applied for all ages in non-contact situations</p> <p>For 11yrs &amp; under = max of 30 people including coaches / volunteers / support staff.</p> <p>For 12yrs+ = max of 15 people including coaches / volunteers / support staff</p> <p>Maintain 2m physical distancing</p>	<p>Field of play bubble can be applied for all ages in non-contact situations.</p> <p>For 11yrs &amp; under = max of 30 people including coaches/volunteers/support staff.</p> <p>For 12yrs+ = max of 30 people including coaches / volunteers / support staff.</p> <p>Maintain 2m physical distancing</p>		<p>Club/Training Centre/Class Association Activity.</p> <p>All ages.</p> <p><b><i>The number of people in an outdoor sporting 'field of play bubble' including coaches, officials and other support staff at any one time is to be confirmed.</i></b></p>	
<p><b>Organised outdoor activity (Contact)</b> Including RYA Training, Racing or Social Sailing with contact</p>	<p>For 11yrs &amp; under = max of 30 people including coaches/volunteers/support staff.</p> <p>12-17yrs and Adult contact sport not permitted unless for Essential Training.</p>	<p>Field of play bubble can be applied for under 18s in contact situations.</p> <p>For 11yrs &amp; under = max of 30 people including coaches / volunteers / support staff.</p> <p>For 12-17yrs = max of 30 people including coaches / volunteers / support staff</p>		<p><b><i>The number of people in an outdoor sporting 'field of play bubble' including coaches, officials and other support staff at any one time is to be confirmed.</i></b></p> <p>Multiple bubbles can be used in training, competition or small-scale events <b>if <a href="#">multiple bubble guidance</a></b>* is followed (numbers are still to be confirmed). Adult Contact sport permitted Accommodation on Boats during training courses should follow hospitality guidance (This is currently being updated)</p>	

		Adult contact sport not permitted unless for Essential Training	
	<b>Essential</b> Training or examinations for work purposes or leading to qualifications for employment or volunteer roles will be able to continue, providing the appropriate measures are in place to mitigate against the risk of infection.		
<b>Events</b>	<p>Restricted to your normal venue, following the travel guidance restrictions</p> <p>Racing allowed for singlehanded or same household* using sporting bubbles with not more than max of 15 people and only for club members.</p> <p>Mixed Households for under 12 year olds only</p> <p>No organised shoreside or Social Activity allowed.</p>	<p>Racing allowed for singlehanded or same household using sporting bubbles with not more than 30 people.</p> <p>Potential inter-club / open competition for singlehanded classes or same household crews – (no stadia no spectators*), following travel guidance restrictions.</p> <p>Mixed Households for under 17 year olds allowed.</p> <p>18 +No Mixed household crews*</p> <p>Maximum participant numbers – 200. Over 150 and under 200 - advising local Authority and local Police is recommended, no permission required, just courtesy / good practice.</p> <p>200+ Scottish Government permission required – Contact RYA Scotland for assistance.</p> <p>No organised shoreside or Social Activity allowed</p>	<p>Adult Contact sport resumes .</p> <p><b><i>The number of people in an outdoor sporting ‘field of play bubble’ including coaches, officials and other support staff at any one time is to be confirmed.</i></b></p> <p><b><i>Current expectations are:</i></b>  <b><i>Max total number of participants could rise from 200 to about 300</i></b>  <b><i>Max number in a bubble will rise from 30 to about 50</i></b></p> <p>Multiple bubbles may be used in training, competition or small-scale events</p>

	* For Level 3 and Level 4 - RYA Scotland is of the opinion that 2m physical distancing cannot always be guaranteed on a vessel being actively raced. We recommend mixed household crews are only appropriate for organised non-contact activity when your vessel is large enough to enable 2m physical distancing at all times.				
<a href="#"><u>Indoor Tuition – shorebased courses</u></a>	<i>Not permitted unless for Essential training for key workers, essential purposes or to gain an instructor or Coaching qualification. <a href="#"><u>Face coverings</u></a> should be worn in the classroom.</i>	<i>Adhere to physical distancing, good hygiene. <a href="#"><u>Face coverings</u></a> should be worn in the classroom.</i>	<i>Adhere to physical distancing, good hygiene and face coverings should be worn if 2m cannot be maintained. Sea Survival courses could start to resume if the facility and provider are confident of the mitigations in place.</i>		
<b>Indoor facilities – Changing, toilets and showers</b>	<i>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 <a href="#"><u>Opening Public Toilets Guidelines</u></a></i>	<i>Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website <a href="#"><u>Opening Public Toilets Guidelines</u></a>  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 <a href="#"><u>Getting Your Facilities Fit for Sport</u></a>. This is applicable at all levels where facilities remain open.</i>			
<b>Hospitality</b>	<i>Not permitted (Exception for Hotel for work related stays).</i>	<i>No sale of alcohol indoors. Food may be consumed on the premises. Time restrictions may apply. Hospitality venues like cafes, pubs and restaurants can open until: 20:00 indoors (no alcohol) 22:00 outdoors (alcohol permitted).</i>  <i>Funerals and Weddings including post-funeral events and receptions can take place with up to 50 people.</i>	<i>Food and alcohol are permitted in and outdoors. Hospitality venues can open until: 22:30 indoors (alcohol permitted, 2 hour dwell time) 22:00 outdoors (alcohol permitted)</i>	<i>Food and Alcohol permitted indoors and outdoors. - Hospitality can remain open until 23:00.  Further information is available here <a href="#"><u>Coronavirus (COVID-19): tourism and hospitality sector guidance.</u></a></i>	<i>Increase of numbers at life events to 200</i>

				<i>Increase of numbers at life events to 100</i>	
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## 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, following physical distancing guidance. 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 and retain for 21 days details for every individual taking part in the activity for [test and protect](#), complete risk assessments, and put mitigating factors in place.

This enables an outdoor sporting 'field of play bubble' to be formed within which the numbers set on meeting others can be extended up to the maximum number in the guidance

Bubbles will include coaches, officials and other support staff directly involved in delivery and multiple bubbles, each with up to the maximum number permitted, can be used in training if appropriate mitigations are put in place. Once an individual has completed their activity, they should immediately vacate the 'field of play' and are then subject to normal household rules. Normal physical distancing guidelines and restrictions on social/public gatherings will still apply before and after the activity takes place. These bubbles need to include coaches, officials and other support staff. The numbers for bubbles in Levels 0, 1, and 2 are still being determined by the Scottish Government.

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 and kept for 21 days.
- Co-ordinated and managed by a club, class association or recognised training centre
- 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

Where there are multiple bubbles operating at the same venue, comprehensive risk assessments must be undertaken to ensure there can be no mixing of participants before, during or after the activity. Specific mitigations could include staggered start times, limiting car parking or controlling access / egress points and putting in place other measures to ensure participation bubbles remain separate. The key is to ensure there are no mixing of the bubbles and that the 'concrete' is managed as physical distancing generally takes place on the water anyway. There should be a COVID Officer on site to ensure that processes are being followed.

Multiple bubbles on the water are allowed as long as the management of the space is planned, risk-assessed, with mitigation put in place for pinch points etc. For smaller and enclosed areas of water the space includes the 'water', however for most the key concern is around the management of the concrete space (car parks, slipways etc.)

If the club/centre/organisation is based at a local authority/leisure trust operated facility then they need to check whether multiple bubbles are allowed as part of the overall risk assessment of all activity at that venue/site.

Clubs/centres/organisations should, at the moment, look to include the personnel within the 'safety boat' as part of the current bubble restrictions for Level 4 – and therefore the availability/number of club safety boats and drivers may limit the numbers on the water for those clubs who are able to offer club 'organised activity'. This may change in future 'Levels'.

Clubs/centres/organisations should look at system of ensuring a 'holding space' – potentially a buoy or space at the far side of the slipway – that the bubble will wait at, should the 'concrete area' not be accessible (as another bubble has not cleared it).

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, same household sailing and 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.

**Large scale training, racing or events, (over 200 people in any one day, including organisers, officials and participants) require specific Scottish Government approval – Contact RYA Scotland for detailed guidance on this.**

**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.

**Club Racing** is considered to be club or centre organised racing for members/participants at the club or centre facility.

**Open Events** include racing which invites competitors from out with the club or centre and any other activity which invites external participation in an activity organised by the club or centre such as an open regatta. This will include activity organised by Class Associations and hosting other sports at a club or centre facility for example. RYA have produced a useful guidance document around running major events. It can be found [here](#).

### **Both Club Racing and Open Events are Organised Activities**

**Essential Maintenance** - Essential maintenance is work which if not undertaken would cause failure or become an imminent safety issue. Some examples are;

- Repairs to prevent water ingress
- Winterising engines
- Pumping out bilges
- Maintaining/Replacing mooring and berth warps

Essential maintenance should be completed as quickly as possible. Travel for essential maintenance should not be used as a pretext to spend the day aboard 'pottering' or for a weekend away. You should not stay longer than the length of time required to check your boat and undertake the essential maintenance.

### **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](#).

### **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.

## 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

Training Centres will require time to consider all the implications of opening facilities/venues and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff and volunteers.

Training should only restart when the Principal and Instructors are confident that they can adhere to the Government Guidelines. The training centres and clubs should use risk assessment tools and processes to make the most effective decisions.

It is vital during restart for instructors to have confidence in the steps being taken by their club or training centre. Employers and club management teams should look to establish processes to allow feedback on physical distancing and safety protocols, enabling instructors to input on areas of concern and for employers and club management to act upon these concerns. Every club and centre should look and feel substantially different for instructors and volunteers. Physical distancing and enhanced hygiene will change how workplaces operate. Training will therefore be essential to build a common understanding of requirements within the new working norm, instilling confidence that changes put in place contribute to a safe workplace.

RYA Training for junior and Youth activity where the participants are under 17, may be able to follow the contact sport guidance. For adult training, clubs, centres and instructors need to treat the activity as non-contact and maintain 2m physical distancing at all times. You may wish to manage different training courses running at the same time as one bubble or separate bubbles. When using one bubble, this should be no more than 15 adults or 12-17rs in Level 4, or 30 for Under 12s at all levels and for everyone at Level 3 including the instructors/coaches. When using multiple bubbles, it is important to consider the shoreside space and you may want to allocate space to each group.

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.

Indoor shorebased courses should 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. 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. 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. The guidance for contact sport can be followed for essential training.

When delivering training, it is important to take a conservative approach to risk which may mean that ratios are decreased or there may be a lower upper wind limit for going afloat. We would recommend having a robust plan, with consideration for additional time needed for cleaning or bathroom breaks as well as ensuring that time has been allocated to a review the activity.

**Plan** - Consider what measures need to be in place to deliver safe, fun and engaging training.

**Prepare** – Ensure all equipment is in good working order and inform staff, volunteers and participants of any changes made. Consider a trial run to make sure the processes are appropriate. Staff should be trained in all new practices and procedures.

**Deliver** – Monitor the situation and respond to the needs of the participant. Safety is the number one priority and if you need to break physical distancing to help a participant, you should return to the recommended distance as soon as it is safe to do so.

**Review** - Training will not be delivered exactly like it has always been. Review the activity and update procedures as required.

Consider the customer experience and it is important to be clear with your expectations of the customer as well as what their expectations of the training.

Consider the impact of Covid on your Instructors, coaches and volunteers. They may require some additional support. This link to the Scottish Association for Mental Health (SAMH) has some useful advice for supporting others. [Mental Health and Wellbeing during Coronavirus from SAMH](#)

Participants will have had varied experiences during Lockdown and it is important to consider how this may affect training. Children 1<sup>st</sup> have produced some useful advice for supporting children and young people which is applicable for everyone. The link offers coaches guidance on how to approach their sessions to ensure that they are safe and enjoyable. - [Guidance from Children First about support in the return to sport](#) .

**sportscotland** have produced a guide for coaches which has a checklist to help with planning to get back to activity. The document also has useful links to checklists and risk assessment templates - <https://sportscotland.org.uk/covid-19/getting-coaches-ready-for-sport/>

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](#).

## Test and Protect

It is now a mandatory requirement that facility operators collect and keep for 21 days, contact details for all 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.

## 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.

## Annex 1 – Considerations and controls

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

Areas	Controls
<b>General</b>	<ul style="list-style-type: none"> <li>• Clubs and centres may 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.</li> <li>• 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 &amp; Protect information to be collected for all participants.</li> <li>• Ensure first aid equipment has been updated appropriately for the COVID pandemic and first aiders are aware of the additional guidance from the RYA.</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>• Decide how you will manage a contact or suspected contact with Covid-19.</li> <li>• Decide how you will handle situations where club and centre 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>• Put in place a process to review the potential unintended consequences of any changes to your operating guidelines.</li> </ul>

<p><b>Reducing the risk of virus transmission</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 10 days.</li> <li>• Consider placing hand sanitiser stations around the facility.</li> <li>• Encourage everyone to: <ul style="list-style-type: none"> <li>✦ 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.</li> <li>✦ to cover their mouth and nose when sneezing or coughing, and avoid touching their face, nose and eyes</li> <li>✦ everyone must maintain physical distancing requirement for meeting people from out with their own household.</li> <li>✦ 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.</li> <li>✦ Avoid crowded spaces</li> </ul> </li> </ul>
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Areas	Controls
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<b>Grounds and external or site facilities.</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Consider limiting capacity to ensure physical distancing can be maintained.</li> <li>• Decide on signage: <ul style="list-style-type: none"> <li>○ good physical distancing practice, one-way systems, 2 metre markings, entry and exit routes, closing off some areas, good hygiene practice</li> </ul> </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>• Advise members and customers to park cars in such a way as to facilitate physical distancing.</li> <li>• Consider measures needed to manage contact with members of the public who may share the space used for activities</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Launching and mooring services and support</b>	<ul style="list-style-type: none"> <li>• Decide how physical distancing can be maintained when loading / unloading, launching / recovering, and when waiting on pontoons or slipways.</li> <li>• 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.</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>• Assess how to minimise the number of people needed to maintain services.</li> </ul>
<b>Pontoons and slipways</b>	<ul style="list-style-type: none"> <li>• Review likely flow of people on pontoons and in launching areas and identify where 2 metre distancing is not possible.</li> </ul>

Areas	Controls
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	<ul style="list-style-type: none"> <li>• Consider signage giving advice on passing people on pontoons, one-way systems; 2 metre markings; entry and exit routes; closing off some areas.</li> <li>• Consider zoning off rigging, final preparation, launching and cleaning / rinsing areas.</li> <li>• Limit assistance with berthing, trolleys, launching / recovery to household groups</li> </ul>
<p><b>Cleaning &amp; Hygiene</b></p>	<p><b>We strongly recommend you follow the guidance in the sportscotland documents:</b> <a href="#">Getting your Facilities Fit for Sport</a></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.</li> <li>• 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.</li> <li>• Plan a safe schedule of how your equipment can be cleaned, where, when and by whom and how this will be recorded.</li> <li>• Identify surfaces and shared equipment (including vessels) that are likely to be frequently touched and consider whether usage is appropriate.</li> <li>• Provide adequate facilities for members, participants, volunteers and staff to wash or sanitise their hands.</li> <li>• Review the location of these facilities in relation to the surfaces or equipment that is likely to be used or touched by different users.</li> <li>• 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.</li> <li>• Some equipment may need specific methods to cleaning such as lifejackets and other PFDDF's. In this case seek advice from your manufacture <a href="http://www.lifejacketassociation.org/life-jackets/covid-19-virus-cleaning-storing-your-pfd/">http://www.lifejacketassociation.org/life-jackets/covid-19-virus-cleaning-storing-your-pfd/</a></li> <li>• Prepare a risk assessment with consideration for the person cleaning/ using the equipment and signage to manage your equipment.</li> <li>• Equipment should be cleaned as close as possible to its end of use and where possible stored outside.</li> </ul> <p>Detailed guidance is available at:</p>

	<p><a href="#">Getting your Facilities Fit for Sport</a></p> <p><a href="#">Health Protection Scotland: General guidance for non-healthcare settings</a></p> <p><a href="#">UK Government / HPE: Cleaning in a non-healthcare setting</a></p> <p><a href="#">Health Protection Scotland: Hand hygiene techniques</a></p> <p><a href="#">St. John's Ambulance: Covid-19 advice for first aiders</a></p>
<p><b>Activities</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Venues may apply more than one bubble at a time. Careful consideration should go to the management of people ashore.</li> <li>• Assess the level of safety cover, support and supervision required for a considerate and conservative approach.</li> <li>• Consider a “dry run” of procedures to test measures put in place.</li> <li>• Consider creating a system so members can book time at the club or on the water (like you would book a golf tee time).</li> <li>• Introduce or update sign out / sign in procedures. Be sure to sanitise hands/pens after signing in. This could also be an online form, using a link or QR code.</li> <li>• Ask members and customers to arrive dressed for the activity.</li> <li>• Assess the weather conditions and participants ability before going afloat.</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> <p>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.</p>

- 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 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.
- Consider how to store and identify the equipment to make it easy for the participant if it has been allocated to them only.
- 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.
- Ensure you involve the instructor / volunteer team in discussions around risk assessments, considerations and controls

Areas	Controls
<b>Responding to a potential Covid19 exposure at your club or centre</b>	<ul style="list-style-type: none"> <li>• Follow public health advice – including FACTs and advice about Test and Protect</li> <li>• Make sure everyone’s contact numbers and emergency contact details are up to date</li> <li>• 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.</li> <li>• Anyone who displays or develops symptoms of Covid-19 should be sent home and should be encouraged to contact <a href="#">NHS Inform</a> regarding the Test and Protect scheme for Scotland</li> <li>• For training centres or employers of staff, further guidance can be found here - <a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-advice-for-employers/">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-advice-for-employers/</a></li> <li>• 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 <a href="#">online form</a>.</li> <li>• A training centre may be required to close for deep cleaning if a positive case is linked to the facility.</li> </ul>

Tool: Covid-19 Secure Club and Centre Opening Checklist <b>Action</b>	<b>Check</b>	<b>Date</b>	<b>Comment</b>
Do you have a <a href="#">Covid Officer</a> 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?			