



PHASE 3 - 11th September 2020

Club and Training Centre guidance on managing facilities and grounds and restarting activities, training and racing under Covid-19 restrictions in Scotland.

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Introduction

This document reflects the updated position for **The Scottish Government's COVID-19 Routemap**.

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

All planning decisions should be made by the organisation's leadership, 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.

You will also need to make sure that your club, 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](#). **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.**

sportscotland has produced the [Getting your Facilities Fit for Sport](#) guidance. This is **very pertinent to clubs and training centres** to prepare for activity to resume. The guidance is applicable to all phases of the Scottish Government Covid-19 Routemap 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.

Key information sources that relate to this guidance:

[Scottish Government Coronavirus Phase 3: Scotland's Routemap update](#)

[Scottish Government Coronavirus Phase 3: Staying safe and protecting others](#)

[NHS Scotland Test & Protect – Protect Scotland App](#)

[Scottish Government Coronavirus: Business and physical distancing guidance](#)

[Scottish Government Guidance on Sport and Leisure Facilities](#).

[Scottish Government Coronavirus: Tourism and hospitality sector guidance \(operational guide and checklist\)](#)

[Scottish Government Coronavirus Covid19: Public Toilets](#)

[sportscotland document: Getting your Facilities Fit for Sport](#)

[sportscotland document: Getting Coaches ready for Sport](#)

[sportscotland Phase 3 return to sport and physical activity](#)

[sportscotland Phase 3 coaching guidance](#)

[Get Tourism Ready](#)

Key dates and expected impacts for clubs and training centres

From 14th September

Physical distancing requirements are still in place

As far as possible people must stay a minimum distance of 2m apart when meeting others from outside their household.

People can meet in groups inside and outside with physical distancing

Up to two households at a time and up to six people.

It is not required to count children under 12, from within those two households, within the 6 person limit.

Public gatherings beyond the numbers above are not permitted.

However physical distancing for participants and officials can be suspended during organised activity with a “field of play bubble” which does not include any social activity.

Overnight aboard

It is possible for up to two households to stay overnight aboard at the mooring or on the pontoon if physical distancing is maintained. Visitor berthing is permitted.

Advice and guidance relating to local outbreaks or clusters of coronavirus cases.

Please be aware of [local measures](#) that apply.

Clubs and centers may open toilets for public use

if they follow the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines](#). Changing and Showering facilities must remain closed.

Organised outdoor contact sports can resume for all ages.

This change enables organised racing, coaching and instructing activity for all ages, (including double handed dinghies and yachts with crews from mixed households) within a “field of play”. Activity must be formally organised and there are specific requirements to comply with.

[SEE THE SEPARATE SECTION ON ORGANISED SAILING ACTIVITY](#)

Indoor facilities can be opened

It is possible to open indoor areas of a club or centre facility with restricted numbers to ensure physical distancing. There are specific guidance figures to calculate the maximum number of people your facility can accommodate while allowing for physical distancing in [Scottish Government Guidance on Sport and Leisure Facilities](#).

Changing and showering facilities may be opened if felt essential

Subject to full compliance with [Scottish Government Guidance on Sport and Leisure Facilities and sportsotland Getting Facilities Fit for Sport Guidance](#), it is possible to open changing and showering facilities but it is recommended that the default position is for these facilities is to remain closed.

The guidance is complex and includes specific details on ventilation requirements and cleaning regimes relative to numbers of people passing through. These requirements will not suit all clubs or centres and it may be that these clubs and centres opt to leave such facilities closed.

Indoor hospitality continues with revised [guidance](#) from the Scottish Government

Indoor and outdoor hospitality, including club houses which provide catering and bar services, can open providing they adhere to Scottish Government guidance.

NB – Check with your Local Authority licencing requirements for your club or centre to ensure you are licenced to serve alcohol outdoors on your premises. Also check on your insurance position if changing your licencing arrangements.

Take it step by step

This process will support your club or centre with reviewing the range of activities (ashore and afloat) offered and the management of your facility as we progress through the Phases of the Scottish Government Routemap.



Form a Covid-19 team

- Create a Covid-19 task group and appoint a Covid-19 officer to co-ordinate this group.
- Agree who is going to make decisions related to activities, operations and implementing Covid-19 guidelines.
- Agree who do you need to include to help the decision-making process.
- An e-learning module for COVID officers is available [here](#).

Confirm what is permitted within any regulations

- Check the latest Government guidelines and advice.
- Consult with local authorities, harbour authorities, landlords and insurers.
- Reflect on what activity may be appropriate within given guidelines.
- Think ahead to future options as well as reflecting on what is currently possible.

Assess risk, decide controls

- Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected.
- Review the options on how you might alter club operating procedures to support activity in accordance with the RYA principles outlined above.
- Look out for what is being recommended for other sectors – for example: workplaces, schools, hospitality and tourism.
- Consider the preparations needed to open your building when restrictions are lifted.
[Getting your Facilities Fit for Sport](#)
- Follow the Health and Safety guides to risk assessments
<https://www.hse.gov.uk/risk/controlling-risks.htm>
 - What are the new hazards?
 - Who is at risk and how?
 - What is the level of risk and what controls can you put in place to reduce this?
 - Record your findings
 - Review regularly

See table below for examples of [considerations and controls](#) you may wish to implement

Policies and procedures

- Create clear policies that identify how the club or centre will operate under potential new Covid-19 restrictions.
- Review existing policies and ensure amended policies are based on what is working.
- Ensure amended policies are tested before finalising.
- Consider having a physical walk through of processes before finalising them.

Communicate

- Clubs and centres should communicate clearly and regularly with members and participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.
- Communicate your plan clearly and on multiple channels, provide updates as necessary, seek feedback, listen and respond.
- Emphasise the importance of the actions you are taking and the impact you know it will have on members, participants, staff and volunteers.
- Plan to use signage to provide a briefing as people arrive at the facility as well as around the building and grounds.
- Consider the need for a 'Covid-19' statement that encourages people to stay safe, recognise the risks, and asks people to follow new policies or procedures.
- Let members, customers, volunteers and staff know how the organisation will handle situations when rules and guidelines are not followed.

Review

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

Preparing to open Club or Training Centre grounds and facilities.

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

Clubs and training centres should take time to consider all the implications of opening facilities/grounds and restarting activity. The health and safety of members, volunteers, customers and staff should always be the number one priority. All necessary measures should be taken to be Covid-secure and reduce the risk of infection from Covid-19 to members, volunteers, customers and staff in accordance with current Scottish Government guidance.

You will need to put measures in place that ensure the safety of members, volunteers, customers and staff, bearing in mind that some people may find these measures more difficult to adhere to than others e.g. those with sight loss, autism, learning disabilities, dementia, or other communication or mobility need.

Likewise, in these times of increased strain on UK emergency services, a club or training centre will need to ensure that the risk of an incident leading to support from emergency services is minimised.

Not all facilities will be able to open immediately following guidance changes and there will often be time lags as plans are put in place to re-engage staff, set up operations and ensure safety of participants. You may wish to make this known to your members, volunteers, customers and staff and manage expectations as you re-open your grounds and facilities and remind them that this is a difficult time for everyone so please be patient.

People who are symptomatic should self-isolate for 10 days: household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

Planning your club or centre opening is key to ensuring you protect your members and your local community. Follow the process suggested above and take it [Step by Step](#). Consider the following in your planning and use the [checklist](#) at the end of this document:

- Consider possible changes to your club governance such as a Covid-19 Officer
- Prepare Covid-19 Risk assessment – The HSE has good templates for a risk assessment <https://www.hse.gov.uk/risk/controlling-risks.htm>
- Prepare Covid-19 Operational procedures
- Think about the venues readiness for launching, landing and public interaction.
- Think about what activities or training you hope to operate and appropriateness during this phase.
- Safety options to ensure your members have access to activity
- Think about the informal, local activities which engage membership.
- A booking system to ensure smoothing running and support the Test and Protect system. This could be a combination of online, telephone or in person to ensure access for all.
- Encourage the use of the Protect Scotland App

All these factors will help your committee's decision to whether you are able to restart your club or centre activities. Planning to make your club fun, safe and enjoyable is equally as important as planning to reduce the potential spread of Covid-19.

Test and Protect

It is a mandatory requirement that club and centre operators collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a ‘lead member’ – will be sufficient.

Club and centre operators should store information for 21 days and share it when requested to do so by public health officers.

A leaflet providing information on the [Test and Protect service](#) from NHS Scotland is also available.

The [Protect Scotland App](#) has been launched as a free mobile phone app to help protect each other, reduce the spread of coronavirus and avoid further lockdowns. The app is supported by a dedicated Protect Scotland website and is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland’s Test and Protect system. The app is supplementary and should not be solely used for recording details of participants.

Further information on the Protect Scotland app and how to download it is available at www.protect.scot.

Registration with the Information Commissioner's Office

In order to gather and store customer information securely, club and centre operators may need to be registered with the Information Commissioner’s Office (ICO). This will be the case if you are using an electronic system to gather and store data.

If you are unsure whether you need to register, please contact the ICO via their helpline on 0303 123 1113, or visit www.ico.org.uk.

Writing contact details in a book or register and destroying these safely when the 21 day retention period is over is acceptable, so long as the register is kept out of public sight and stored securely. Similarly, digital records must be securely deleted at the end of the 21 day retention period.

Changing rooms, showers and toilets

Use of changing rooms and showering facilities should be avoided where possible, although from the 31 August 2020 they may be made available for participants with disabilities or special needs or where required after an activity such as swimming.

Club and centre operators may open toilets for public use if they follow the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines](#).

For detailed facility guidance including a checklist that covers use of changing rooms, showers and toilets visit Scottish Government [Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#).

Storage spaces and Locker Rooms

Access to indoor locker rooms and storage areas is permitted for the dropping off and collection of sports equipment or clothing. Club and centre operators should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.

Meeting Rooms

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. Organisations should explore online or telephone options first.

Indoor and outdoor hospitality, including clubhouses and facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance which is available at [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).

Retail units operated by facility operators may reopen provided all specific Scottish Government guidance for retailers is in place and adhered to. Further information from the Scottish Government is available at [Retail Sector Guidance](#).

Limits on the number of participants accessing facilities should be risk assessed to ensure physical distancing can be maintained. This should take into consideration Scottish Government guidance on physical distancing and any exceptions highlighted within this document where sporting 'bubbles' are created for the duration of an activity – see section on [Organised Sailing Activity](#).

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, 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 [Coronavirus \(COVID-19\) Phase 3: staying safe and protecting others, face coverings](#) provides guidance on general use and exemptions.

Preparing for Club or Centre Activity

Clubs and centre will require time to put plans in place to ensure the safety of members, staff and volunteers. While the option to open indoor facilities is available, the requirements for physical distancing, cleaning and ventilation need to be carefully considered. Access to changing and showering facilities will be restricted and it may remain preferable to advise participants and members arrive ready to go afloat. Public gatherings of more than 2 households and 6 people are still not permitted so care needs to be taken to ensure this does not happen before/after activity has taken place.

Prepare - Your Activity Restart

- Have you checked the latest guidance from the Scottish Government, RYA Scotland, RYA and other National Governing Bodies if you offer other sporting activities?
- Have you checked your equipment is ready and appropriate for your activity?
- Have you checked your personal life saving equipment?
- Have you checked your communication systems?
- Have you updated, and where necessary trained, the staff/volunteers and club members of the new procedures?
- Do you have/need a shore contact?
- Have you spoken with key partners in your community to ensure transparency and understanding of your intentions?

Deliver - Your Activity

- Be considerate of others on and off the water.
- Be aware of the community impact your club/centre activity may have. (+/-)
- Be conservative in your approach to your activities and do not take any unnecessary risk.
- Avoid situations at your venue and within your community where social distancing cannot be maintained.

Review – Your Processes

- How did your members/customers find the experience?
- Would you change any elements of your activity?
- Make relevant changes to your operational procedures and risk assessments.

As a club/organisation ensure you play your part in reducing the spread of Covid-19. By considering your processes and impact you will be able to ensure your activity will be potentially easier, safer and more enjoyable for your customers, members and community.

Consider the impact of Covid on your members, volunteers and staff. 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](#)

Members, customers and those involved will have had varied experiences during Lockdown, it is important to consider how this may affect activity. Children 1st 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.](#)

Organised Boating Activity

Organised outdoor contact sport activity can be undertaken by all ages. Children aged 11 years and younger are not required to physically distance at any time, as set out in Scottish Government guidance. Those aged 12 and over (including adults) can take part in organised outdoor contact sport within a 'field of play.'

RYA and RYA Scotland have deemed any boating activity in the context of racing, training or instructing and having more than a single person aboard, to be a contact sport. It is inevitable that fleeting contact will happen at some point.

For organised sailing activity, a 'field of play' can be created that allows contact whilst the activity is taking place, in effect suspending physical distancing guidelines for participants for the duration of the activity. Normal physical distancing guidelines will still apply before and after the activity takes place and social/public gatherings of more than 6 people and 2 households are still not allowed.

For the avoidance of doubt – the option to effect a field of play and suspend physical distancing, only applies to organised outdoor activity for which all participant details are recorded and that is co-ordinated and managed by a club, class association or recognised training centre. A Covid Officer should be appointed, who has undertaken and documented an additional Covid-19 risk assessment for the activity and implemented all necessary mitigating actions to ensure the health, safety and welfare of participants, coaches and officials. For our sport, outdoor activity includes Dinghy Sailing, Windsurfing, Personal Watercraft, Yacht Racing, Cruising, Canal Boating and Powerboating. 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. Indoor shorebased courses can still go ahead providing that the facilities have adequate ventilation and follow hygiene and physical distancing measures.

For organised sailing activity, the overall field of play can contain a number of bubbles within it. For example, a regatta field of play may contain a bubble for each yacht, a bubble for the committee boat and a bubble for the mark layers. Similarly, a club regatta field of play bubble may contain a single bubble for dinghy racers and safety boat crew and a separate bubble for race officials.

For smaller organised sailing activity such as group coaching or training it is equally acceptable to have a single bubble cover all participants safety crew and instructional staff.

The maximum number of people in a single bubble is 30.

The purpose of the bubbles is to contain activity and restrict the potential of virus transmission. **People must not move into or out of a field of play once it has been established and must not move between bubbles created within the overall field of play.** For example; yacht or dinghy crews should not swap boats between races, officials, including safety boat crew, cannot officiate for the morning and then participate for the afternoon, parents cannot help launch boats unless they are already part of the team delivering the activity defined within a bubble.

It is the responsibility of the activity organisers to clearly define and communicate who falls within the overall field of play and the bubbles within it.

Other examples of organised 'fields of play' that allow you to mix households include (but are not limited to):- double hander boats, canal boats, powerboat training, motor cruising, club launch facilities, and safety boat crew. In all cases for 'fields of play' a risk assessment should be undertaken in order to mitigate transference, all opportunities to minimise transmission/close contact (e.g. cabin/below deck areas) should be taken and all those in a bubble should be happy to mix with another household, whilst being aware that they are then within 'close contact' for the Test and Protect system.

Spectating is specifically not permitted other than where a parent is supervising a child or vulnerable adult. Ideally, places for participating in organised sailing activity should be pre-booked. Contact details for all participants should be retained by the organisers for 21 days to comply with test and protect requirements. Those who do not provide contact details should not be allowed to participate.

Documented risk assessments should be based on the [Considerations and controls](#) section below.

Physical distancing and restrictions on meeting others still apply to all people at the venue who are not participating in the field of play bubble.

A full assessment of droplet and fomite transmission risks is contained in the [RYA's Guidance on sailing and racing with participants from different households \(Scotland\)](#). Although written with racing in mind, the contents and in particular the mitigations are relevant to all organised sailing activity involving mixed households. Organisers may wish to circulate this information to participants in advance of the activity session.

Activity may begin before going on the water, e.g. briefings, warm-ups, rigging boats, launching safety boats and therefore the field of play would begin at this time too (before going on the water).

Even though contact is permitted, participants should look to increase separation and decrease interaction time wherever possible.

A venue can host more than one activity in a field of play eg junior training alongside open racing as separate bubbles. Organisers should ensure no bubbles come into contact with each other at any time throughout the day, unless in an emergency rescue situation. This may be achieved with staggered starts/launching etc.

Organised sailing activity must be pre-planned with defined timescales for sessions. There are no limits on the number of sessions that can be run in a day but organisers will need to consider the capacity of the facility for arrivals and departures, ensuring gatherings do not take place outside the 'field of play' and the cleaning and sanitising of equipment and common touch points between sessions.

Where possible participants should use their own equipment. Shared equipment will require a documented cleaning and sanitising regime between each use.

Activity will continue to look different from normal activity due to the extra measures that need to be put in place at this time. Clubs and centres should continue to operate in a considerate and conservative manner to determine how participants can get the best experience possible.

Sailing activity should be delivered within existing RYA guidance and ratios.

The focus should be on delivering activity with as few participants as possible interacting with each other and for the minimum amount of time, whilst still allowing the activity to be run effectively.

Organisers should bear in mind that facility provision will vary and although toilets may be open, changing and showering facilities may remain closed (this is the decision of the facility operators).

In advance of any session, participants should be advised to:

- Arrive ready to go afloat or be prepared to change outdoors (depending on facility provision).
- Arrive as close as possible to their allotted time for activity.
- Allow others to leave before entering the facility.
- Bring their own hand sanitiser and carry this at all times.
- Avoid touching common surfaces such as gates or door handles.
- Bring their own food and drinks.
- Depart as soon as the activity is finished.

Coaches/Instructors and other adults supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the club 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.

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.

The club or centre 'Covid Officer' should consider processes for managing first aid treatment as part of the risk assessment. This could include but not be limited to;

- Provision of suitable PPE
- Training of coaches/supervising adults
- Presence of one parent/guardian being required at the activity

Where a disabled participant requires functional support to help them participate coaches or carers can provide this without maintaining physical distancing. In such circumstance the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.

There is useful information that may aid the planning for delivery of sailing activity in the guidance for training activity below and in the [Activities section](#) of the Considerations and Controls table.

Equality & 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.

Team Racing and Match Racing

Team Racing and Match Racing could take place as long as equipment is not shared. Teams would need to be allocated boats at the start of the competition or training event and keep the same boats for the duration of the event. Boats should not be swapped and equipment cleaning procedures must be followed.

Preparing for Training Activity

This section highlights the key considerations for delivering training in Scotland. More detailed advice for RYA Training Centres can be found on the [Training Support Site](#) The RYA has separated the guidance into sections and you should read each section carefully to ensure that you are delivering activity safely You should ensure that you keep up to date with the guidance from RYA, RYA Scotland and the Scottish Government.

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. There are links at the end of this section with useful tools.

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.

All participants should be advised that they can only travel to and from training activity with members of their own household or extended household.

Current Situation [The Scottish Government guidance](#) permits indoor gatherings to take place for training or education purposes. Due to the recognition of RYA Training as professional qualifications, RYA shorebased courses can resume as long as physical distancing and good hygiene is maintained. The RYA has produced some useful additional [advice](#) for delivering SRC courses, navigation and first aid.

You should consider the following;

- Spacing of participants in the classroom
- Access in and out of the building and to the toilet facilities
- If there is a risk of passing in a confined space, face coverings should be worn
- Ensure the room is well ventilated and you can open doors/windows. HSE have guidance on [ventilation](#)

The field of play could be applied within a training context for outdoor training. This would allow the participants on a course to form a bubble for up to 30 people and therefore suspend physical distancing. The instructor and safety boat crews should be included within the bubble. RYA training courses should follow the ratios in the Recognition Guidance notes but centres may want to reduce the ratios to increase separation or decrease interaction.

You may have more than one bubble for different courses being run at the same time. These bubbles should not have contact with each other which may mean that you need to use different areas or stagger start times and breaks.

With the change to restrictions for adult contact sport, it may be appropriate to allow an instructor to be on a boat with a student. This would need to be risk assessed and the appropriateness and necessity should be considered carefully. The risk assessment should include mitigations for being in close proximity for prolonged periods.

If instructors and participants will come into close contact, they must be aware of the implications of test and trace.

Whilst the recent RYA Guidance on a [RYA's Guidance on sailing and racing with participants from different households \(Scotland\)](#) was written for the competitive and racing elements of our sport, where the actual sailing activity and therefore contact with others is by definition relatively short lived, some of the principles can be applied in an RYA training environment.

When considering this framework centres should carefully read and familiarise themselves with the RYA Guidance, considering the current situation, ability to put the required mitigations in place, and most importantly risk versus benefit to individual students.

Ultimately, it will be the responsibility of the RYA recognised training centre to risk assess each and every activity it undertakes to determine whether or not the activity should go ahead and if so what additional mitigating measures may be needed in order to do so safely.

Dinghy sailing in Double Handers

We believe it may be possible for RYA training centres to use this guidance and method of risk assessment to restart improver (Stage 4/Level 3) and above training in double-handers.

Centres would need to risk assess the individual class of boat and courses they are looking to run in conjunction with the [RYA's Guidance on sailing and racing with participants from different households \(Scotland\)](#) especially in accordance with the RYA Flow Chart and Risk Assessment. Centres should pay careful consideration to areas such as the type of boats this may be possible in, the proximity of the students in the boat, possible mitigation required, timeframes in which students will find themselves in certain situations and the benefit over teaching in a single-handed craft.

Students must be provided with sufficient information to be able to make an informed decision regarding their participation on the course, including expectations when in the boat and what the course will entail.

RYA Dinghy Instructor training and RYA beginner courses (Youth Stage 1-3 and Level 1&2), are currently not included within this framework or guidance due to lack of knowledge and experience held by the individuals leading to an additional duty of care. The nature of this level of training requires prolonged periods of face-to-face contact, compromising the ability to maintain distance, as well as a high level of cross contact.

Participants are encouraged to use personal equipment but where shared equipment is used, this should be [cleaned appropriately](#) before another person. Consider all opportunities that may result in contact. Instructors should be aware that this additional cleaning will impact on timings. This will change the way that you deliver your activity and participants will need access to their own logbooks and resources.

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 1st 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](#).

Preparing for Racing Activity

This section has been superseded by the guidance on [Organised Boating Activity](#)

Race Organisers should also refer to;

[RYA Guidance for Major Events and Covid-19](#)

[RYA's Guidance on sailing and racing with participants from different households \(Scotland\)](#)

Considerations and Controls

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

Areas	Controls
<p>General</p>	<ul style="list-style-type: none"> • For organised sailing activity, a ‘field of play’ can be created that allows contact whilst the activity is taking place, in effect suspending physical distancing guidelines for participants for the duration of the activity. Normal physical distancing guidelines will still apply before and after the activity takes place. • At all other times (pre/post activity), participants and facility operators should adhere to the Scottish Government’s social distancing guidelines of staying at least 2m away from others. Scottish Government guidelines are available at www.gov.scot/coronavirus-covid-19/ . As sailing can be an adventurous outdoor activity, clubs and centres should take note of the recommended safety guidance that may need to be put into practice at this time. • 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.
<p>Reducing the risk of virus transmission</p>	<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.

Areas	Controls
	<ul style="list-style-type: none"> • 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.
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.

Areas	Controls
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. 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.

Areas	Controls
	<ul style="list-style-type: none"> • 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. <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 which suspends physical distancing for the duration of the activity. Although suspended, participants are encouraged to increase separation and decrease contact opportunities and social/public gathering of more than 6 people and 2 households are still not allowed. • Venues may apply more than one bubble at a time as long as there is no interaction between bubbles. 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.

Areas	Controls
	<ul style="list-style-type: none"> • 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. • 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. • Coaching of people who were shielding is now permitted. • 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. • Indoor tuition is for RYA Shorebased courses is permitted with physical distancing and hygiene measures in place. • 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.

Areas	Controls
	<ul style="list-style-type: none"> • 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). • Multiple sessions could take place as long as there is suitable spacing both ashore and on the water. You may want to consider staggered launching and recovering times and have separate space for briefing and debriefing • 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 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 use. <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.

Areas	Controls
	<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 • 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

Areas	Controls
	<ul style="list-style-type: none"> • 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>
Bar and Catering	<ul style="list-style-type: none"> • Clubhouses can re-open to provide indoor bar and restaurant services if following SG guidance. Further information is available at Scottish Government: Tourism and Hospitality Guidance .
Responding to a potential Covid-19 exposure at your club or centre	<ul style="list-style-type: none"> • Follow public health advice – including 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/

Areas	Controls
	<ul style="list-style-type: none"><li data-bbox="456 201 2087 272">• 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.<li data-bbox="456 280 1787 312">• 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?			
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