

Title: COVID-19 Radio Sailing Risk Assessment and Control Measures	Ref: EKRSC01	Issue No: 4	Effective Date: 25-Mar-21
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Table A

Assessor: Alan Hounsell (Chairman)		Assessment Date: 23-Mar-21
Area Assessed: Conningbrook Lakes Country Park, Ashford	Activities: Radio Sailing	Review Frequency: As Required
Review Team: Ralph Wilkinson, John Nash & Peter Blatchford (Committee)		Review Date: 25-Mar-21

Table B

THOSE AFFECTED						
A. Club Members	B. Members of The Public	C. Freedom Leisure Staff	D.	E.	F.	G.

Table C

Potential Hazard Areas	Existing Control Measures	Additional Control Measures	Affected
Accessing Country Park / Sailing Area	Enter Country Park via new approach road, off A2070 Willesborough Road, opposite Premier Foods.	None	A & B
	Parking for Sailing Event Competitors Only - Lakeside in designated parking spaces on the left approaching the storage containers. Via new access road, enter park via restricted entrance for "Residents & Emergency Services" on righthand side (removing & replacing temporary barriers immediately on entry / exit).	There is limited parking in this area. Ensure you park considerately, not obstructing the turning area in front of the storage containers or the gates to the park. Avoid handling anybody else's yacht or equipment	A & B

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	Cars to be clearly identified as East Kent Radio Sailing Club Member.	Members should be prepared to carry or have a small trolley to transport their personnel equipment to the sailing area.	
	Single vehicular access to club stored equipment, other than at a Sailing Event (Lakeside Container 1). Via new access road, through restricted entrance for Residents & Emergency Services (removing & replacing temporary barriers). Car to be clearly identified as East Kent Radio Sailing Club and be parked in front of Container 1 doors.	All areas being accessed have adequate space to maintain 2m Social Distancing. Storage container / equipment should only be accessed by a single person. Gloves should be worn and/or Hand Sanitiser used after accessing container and club equipment	A
	Access into park via pedestrian gate. The catch has been removed to allow push / pull entry but is an identified contact / pinch point.	Members should wear gloves and/or use Hand Sanitiser after handling gate. Always maintain minimum 2m Social Distancing during entry / exit.	A & B
	Movement of club equipment from storage container to sailing area is via above pedestrian gate	To avoid making multiple contacts with gate during the sailing period, the gate will be tied back and closed again at the end of the sailing event	A & B

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Lake & Environment	Blue Green Algae. High levels can be found in the Lake during the Summer months. Monitor Warning Notices posted around lake	Always Sanitize or wash hands before eating, smoking and at end of each event Swimming in the Lake is strictly prohibited at any time	A & B
	Personal Rubbish & Litter should whenever possible be taken home for safe disposal.	Use rubbish bins provided around the park as a last resort	A
Sailing Control Area (SCA)	A Members Only Sailing Control Area (SCA) will be setup for the duration of each event to separate members sailing and their equipment from the public in the park.	The SCA boundary will be established using Fencing Pins & Barrier Tape. Signage will be attached to the barrier indicating who we are and that it is a "Members Only Area". The boundary will run from the top of the ramp entry to the pontoon, across to the boat storage area. This will completely encompass the pontoon and slipway access to the lake.	A & B
	All club equipment to support the Radio Sailing event will be held in the SCA for the duration of the event.	None	A
	Check SCA for trip hazards or slippery surfaces and remove where possible (Race Officer)	Advise competitors of identified trip hazards & slippery surfaces	A

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Yacht Launching & Recovery	<p>Launching and recovery of members yachts will be via the pontoon. This is an identified contact / pinch point.</p> <p>Only one skipper will be allowed to access the pontoon bridge at any time i.e., no meeting or passing on the bridge.</p> <p>A maximum of two skippers may be launching or recovering yachts from the pontoon at the same time. One skipper in each of the areas, left & right of the bridge connection, maintaining social distancing.</p> <p>Time spent on the pontoon should be minimized and be limited to launching and recovery only.</p>	<p>Members should wear gloves and/or use Hand Sanitiser if they touch any railings in this area.</p> <p>Support signage shall be placed at pontoon entrance.</p>	A
Race Management	Each event will be limited to a minimum of 3 competitors	A minimum of 3 members are needed for effective racing, set up, safety and compliance monitoring.	A
	Each event will be limited to a maximum of 15 competitors + 2 race officials, to meet Model Yacht Association UK (MYA) & Government Guidelines on organised outdoor sports	<p>Sailing Control Area (SCA) will allow adequate area for maximum number of allowed competitors to move around safely, whilst maintaining 2m Social Distancing requirements.</p> <p>SCA will ensure competitors are not approached unseen from behind by members of</p>	A

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		the public, breaking Social Distancing requirements when their attention is on sailing and the positions of the other competitors within the SCA area.	
	<p>All members will be invited to attend each event, 2 days prior to the event taking place, via email. Members must register their intent to attend by 8pm the night before the event via return email (Reply All), text, or telephone.</p> <p>If less than 3 people indicate an intent to attend, the event will be Cancelled.</p> <p>If there are more than 15 members wanting to attend, places will be allocated in the order positive attendance responses are received. Those who cannot be accommodated will be notified by email.</p>	<p>A record of all members / guests attending each event will be maintained by the club and made available to both Freedom Leisure and NHS Test & Trace, on request.</p> <p>Event cancellation will be informed to Freedom Leisure, Julie Rose Stadium at the time of Cancellation</p>	A & C
	Only one organised water user activity should be taking place at Conningbrook Lakes at any one time i.e. Radio Sailing, Dinghy Sailing, Canoeing, Kent Scouts etc.	Water usage to be controlled / managed via Freedom Leisure to ensure only one group or club is active at any time.	A & C

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	The race results, whenever possible, will be recorded via a voice recorder (Race Officer) to avoid use of pen and paper.	Single person equipment contact throughout event	A
	Race Start System once setup will be controlled via the system remote (Race Officer).	Single person equipment contact throughout event	A
	Course board will be completed by Race Officer and hung on the wooden post to left of slipway	Single person equipment contact throughout event	A
	If at any time during the event the Race Officer feels that we are unable to maintain our planned operating procedures and / or meet MYA & Government Guideline requirements the event will be immediately Cancelled.	If any event is cancelled for this reason a full review must be carried out by the club committee and any identified remedial action taken prior to further events being held. All changes and updates to this Risk Assessment must be submitted to Freedom Leisure before being implemented	A & C
	Maximum event duration shall be 4hrs to limit social interaction time.	None	A
	Race start Countdowns shall be limited to 1 minute to keep close social interaction times to a minimum.	Members should all be facing the water during the race start period “countdown”, when social distancing is more difficult to maintain	A

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	Infringement Calls / Shouts during racing should be kept to a minimum.	None	A
Handling / Use of Club Equipment	Each piece of Club equipment will only be handled (setup/put away) by one person at each event.	Members must wear gloves and/or use Hand Sanitiser after handling any club equipment Club equipment will not be reused after an event for a minimum of 72hrs, typically it will only be used once a week	A
	Support / Rescue Dinghy must only be used by a single member wearing a buoyancy aid.	There must be at least one other member present ashore whilst the dinghy is in use to monitor activity, and to obtain / provide emergency support if required	A
Storage Container	Only one member should access storage container at a time. Both container doors should be open while the container is being accessed.	Club equipment is located immediately behind the left-hand door in a cupboard (Oars against outside of cupboard). Members must not go further into the container or touch any of the Kent Scout equipment stored in there.	A
	Storage container must only be left open (unlocked) when equipment is being actively removed or replaced to avoid public contact	Members must wear gloves and/or use Hand Sanitiser after handling any club equipment or accessing the storage container.	A & B
Members	Do not attend any event under any circumstances if you or any of your household		A

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	are displaying symptoms of COVID-19. Please stay at home and follow the Government Guidelines on self-isolation		
	Do not attend any event if you have been asked to isolate by NHS Test and Trace		A
	Members are reminded that their personal health and hygiene are their own responsibility.	Personal hygiene measures, such as hand washing, must be carried out at home before and after sailing activity as well as at the event.	A
	Members should ensure they have disposable gloves and hand sanitizer with them	Access to Hand Sanitiser will be available if you do not have your own personal supply	A
	Avoid handling anybody else's boats or equipment		A
	Always maintain minimum 2m Social Distancing, and always be aware and considerate of other competitors and members of the public in the park		A
	Ensure all your equipment and boats are in good working order and batteries fully charged before attending an event to reduce the risk of break down and need for recovery from the lake		A

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Emergency's	When Julie Rose Stadium is closed (Freedom Leisure), first point of contact should be the Emergency Services (999)	Freedom Leisure should be contacted to make them aware that an Emergency has occurred as a secondary call. An appropriate contact number shall be available at each event.	A & C
	When Freedom Leisure, Julie Rose Stadium is open, first point of contact should be the Emergency Services (999), followed by Julie Rose Reception (01233 613131)	Julie Rose Reception telephone number is displayed on the rear of club membership cards	A & C
Reference Information	Government COVID-19 Response – Spring 2021 – Roadmap out of Lockdown www.gov.uk/coronavirus	Model Yacht Association (MYA) “Steps for MYA Clubs Return to Sailing (England only) – March 2021 V0.5 – Issued 21-03-21	

Last Change	
	<ul style="list-style-type: none"> Maximum event attendees increased from 13 to 15 + 2 Race Officials
	<ul style="list-style-type: none"> All references to Ashford Leisure Trust (ALT) changed to Freedom Leisure
	<ul style="list-style-type: none"> Emergency contact information update to include procedure for when Julie Rose is open
	<ul style="list-style-type: none"> Notification of members and guests attending events changed from “after each event” to “on request” from “Freedom Leisure” or “NHS Test & Trace”
	<ul style="list-style-type: none"> “Yacht Launching & Recovery”, procedure amended to allow two skippers on pontoon, but only one at a time accessing via the “bridge” area
	<ul style="list-style-type: none"> Changes to this document to be “submitted to Freedom Leisure before they are implemented”, rather than for “Agreement”
	<ul style="list-style-type: none"> Reference information from Government & MYA updated