

CVLSC Coronavirus OOD, RBH and Training Guidance



CVLSC Coronavirus Return to sailing Phase 3 - September 2020

Addendum to the CVLSC Duty book- **it is expected that you have read the Duties book**

<https://www.chewvalleysailing.org.uk/wp-content/uploads/documents/CVLSC-Duties-Book.pdf>
and Members Instructions

<https://www.chewvalleysailing.org.uk/wp-content/uploads/documents/CVLSC-Coronavirus-Members-Instructions.pdf>

in good time before your duty - if there is anything you are unsure about do not hesitate to contact one of the following:

John Smalley	07817 025139	vice-commodore@chewvalleysailing.org.uk
Helen Martin	07711 160790	commodore@chewvalleysailing.org.uk
Andrew Jones	07720 412505	andrew@creativerewards.co.uk

Thank you for volunteering to support fellow members to go sailing.
At all times *your* personal safety with respect to infection from Covid 19 coronavirus is paramount.

Keep yourself safe.

The OOD / rescue helm role is different from before. This addendum aims to highlight what is different (apologies that there are 3 things to read: this, the Duties Book and Members' Instructions. Procedures have evolved rapidly as we learn and as government guidelines change.

Although you have defined roles, please support each other – for example, to avoid too big a gathering of sailors signing in with you, rescue helms can do some of the sailor briefings.

If your previous duty has been RO or ARO you will be unfamiliar with some of the standard procedures - please pay particular attention to parts of the Duties book that you will not have needed to read before.

It has been made clear to members that they sail at their own risk; they should be able to recover from capsizes themselves and get back to shore. **There is NO normal safety cover** - the RIBs are **for emergencies only** and to prevent people and boats ending up on the shores of the lake.

CVLSC Coronavirus OOD, RBH and Training Guidance



What is different:

- The outer gate **must** be kept locked, do not remove the padlock. (Bristol Water requirement)
- Do not open the signing in hut (see below for revised signing in procedure).
- Use hand sanitiser or gloves where there is a chance someone else has touched surfaces- available for you in "THE BOX" (at the moment 2 cardboard boxes in Sec's office, one marked [Wednesday/Saturday](#) and one marked [Sunday](#)).
- One person only is key holder for the session, no-one else, do not hand the keys to others.
- **The whole clubhouse is closed including changing rooms and showers except for limited access to toilets (see below).**
- OOD/rescue helms only may go into the clubhouse and race hut for access to the tannoy, duty desk, first aid, defib etc. You will want to use the balcony to keep a look out and / or shelter from the elements
- Radios: handheld will be covered with a sandwich bag, rib microphones and tannoy microphone also covered in this way
- One tractor driver only per session
- Each rib allocated to one driver only (not a problem if from the same household!!)
- Sailing area, southern limit to be decided on the day dependent on conditions (see below).
- Maximum wind speed - average above 15 knots means no sailing (see below).
- Do not patrol the lake as normal but keep watch from the balcony
- Keep an eye on the slipways, a potential pinch point and hazard with trolleys.
- Members only except for, on a trial basis, from august 18th members may pre-book one occasional sailing guest to sail with them in their boat.
- From Wednesday 8th July club boats may be pre-booked. You will be asked to open the sail store *and* training room (see section on club boats below).

CVLSC Coronavirus OOD, RBH and Training Guidance



What to do:

Before you travel:

- Aim to arrive in good time to set up, 45-60 minutes, before the start of the sessions.
- Bring kit as for rescue duty, food, water and other drinks for the day. NO facilities at the club. we hope the galley will be open but don't rely on it yet.
- If you have symptoms of the virus or have been in contact with someone who has do not come to the club - ring John Smalley or Andrew Jones.
- Bring your own gloves, hand sanitiser and liquid soap if you can.

At the club:

- Outer gate: use your own hand sanitiser or gloves. It MUST be locked do not remove the padlock. Hand sanitiser and dilute bleach spray now available.
- Do not open signing in hut (see below).
- Collect keys from the cabinet (key holder only).
- Carry out unlocking procedure but only: -
 - Back door to undercover boat store, prop it open.
 - Up and over doors.
 - Main door (hook it and RH inner door open), race hut (for tannoy), central balcony door only.
- Get 2 handheld radios from Secretary's office, fit sandwich bags over them - to be found in THE BOX.
- Take either [Wed/Sat BOX](#) or [Sunday BOX](#) with you. (it has soap, hand sanitiser, sandwich bags, nitrile gloves, washing up liquid, single use face masks)
- Re-lock Secretary' office.
- Locate the yellow first aid PPE grab bags (OOD desk). These contain PPE if a First Aider or rescue helm require it.

Carry out Preparation for Sailing procedures as described in Duties Book section 3: Suggest the OOD does clubhouse stuff and the rib helms deal with RIBs.

RIBs:

- Decide the designated tractor driver for the day
- Clean rib and tractor steering wheels and controls with anti-viral wipes (in a tub by the tractor)
- Each rescue helm to fit sandwich bags to RIB microphones.
- Fuel and launch 2 RIBs, this can be done at social distance with 2 people-guidance in the Duty Book.
- Ensure only one of you drives each rib, as above.
- If tractor is not working use long rope.

CVLSC Coronavirus OOD, RBH and Training Guidance



- Reminder: As in Duties Book, section 3, if wind has west and /or north in it, go out and measure average wind speed and gusts by mark 4 - Anemometer in drawers of duty desk.
You may need to do this several times in the session.

Hand washing / sanitising prep:

- Toilets- 3 available only: outer ladies, accessible toilet upstairs, accessible toilet in undercover boat store.
- Put out signs for toilet access: one at bottom of main stairs, one outside back door of undercover boat store (you will find the signs just inside main door and back door of undercover store).
- Put out hand sanitiser- now in automatic dispensers mounted on stands:
One outside back door of undercover boat store, one at **top** of main stairs,
One hand sanitiser dispenser should already be in undercover boat store by the tractor parking spot and one at the lakeside entrance to the club room.
- Put out liquid soap (on chair) and a bucket by each of the 2 outdoor taps for handwashing (the bucket is to collect the water - it'll need emptying from time to time).

Carry out risk assessment as in Duty Book section 3 and agree sailing area:

This can now be the whole area.

When conditions require the sailing area to be limited, the southern limit could be a line between 8 B and 5 or the area could be defined by 8 B 4 (i.e. not beyond Denny island) or 9 to 4

John or Helen will have phoned you before the day to discuss the forecast and sailing area with you.

When racing is scheduled the RO may wish to discuss with the duty teams the possibility of racing taking place beyond the sailing area if the risk assessment and conditions permit.

Signing in: sailors and other members visiting the club MUST sign in with you:

- You will have been sent the list of booked members for each session. Let us know if you can't print it.
- Check name and tick off
- No-one else is permitted to sail.
- Other members on site for maintenance etc. are expected to sign in too, add their names and membership number to the list
- Use of club boats - see separate section below

CVLSC Coronavirus OOD, RBH and Training Guidance



- Give the following short briefing:

- Sail at their own risk, RIBs for emergencies only.
- Remind them to check their boat carefully before going afloat
- Explain limits of the sailing area (see above)
- Ask them to remove trolleys from the water after launching, suggest they “buddy up”
- Look out for each other on the water
- They must be ashore, by the end of the sailing time.
- Describe location of toilets and remind them to use hand sanitiser/ wash hands before entering the building
- Remind those using the winch to ensure the winch rope is put away and the walk ashore brought to top of slope at the end of each session

Sailing commences only when **club burgee is raised**.

During sailing session:

- Keep an eye on the slipways, a potential pinch point and hazard with trolleys.
- Keep a watch from the balcony, call people in if you believe they are getting themselves into a potential emergency situation.
- If wind is consistently above 15 knots stop sailing – tell sailors they must come ashore.
- You may need to sound the klaxon 45 minutes before the end of the time slot to remind sailors of the time and you may need to go afloat to round up stragglers.
- On Wednesday and Saturday take club boat kit from the training room back to the correct sail store – see section on club boats below
-

As the end of each time slot approaches:

- Keep an eye on the slipways and car park.
- Use tannoy to remind sailors not to linger.
- Socialising in groups is not what is intended by gradual lifting of ‘lockdown’.

Change over if required, now less likely

Departing team:

- Lower club burgee
- Take bags off all radios and microphones and place in the bin
- Clean tractor steering wheel and controls, RIB wheel and controls, Anti-viral wipes now available by tractor parking bay
- Clean big bunch of keys - bucket of soapy water /detergent.
- Alert arriving team to any issues, explain sailing area.

CVLSC Coronavirus OOD, RBH and Training Guidance



Arriving team:

- Fit new sandwich bags on radios and rib and tanoy microphones
- Check risk assessment and sailing area- does it need to change?
- Raise club burgee when you are ready.

End of day: Reverse of opening up.

- Lower club burgee and put away
- Sandwich bags off radios into bin.
- RIBs – clean steering wheel and controls with anti-viral wipes
- Tractor – clean steering wheel and controls with anti-viral wipes
- Refill Liquid soap and put into THE BOX, put away in Secretary's office
- Put radios back on charge
- Buckets inside undercover boat store
- Put toilet signs and automatic dispensers away inside main door/ undercover boat store
- Refill automatic dispensers if needed from 5l container in Secretary's office
- **Complete duty register, file risk assessment and sign in sheets in duty register file (it is important the sign in sheets are filed in case we need to assist with "track and trace")**
- Comments / feedback to John Smalley.
- Lock up procedure: take a lock up check sheet and check all doors are locked.
- Check the winch rope has been put away and locked in the green bin and that the walk ashore is at the top of the slope
- Put Keys away as usual, lock Inner gate and outer gate.
- On Wednesday evenings- lock everything except balcony doors and main door and hand the bunch of keys to Rob Hatherell

What if:

- A member turns up to sail who hasn't booked- remind them they should not be on site.
- Someone comes ashore early and the above person (still there) asks if they can go sailing- the answer is no.
- A non-renewer turns up – they should not be on site.
- In the unlikely event of a member giving you grief, do not get into confrontation- tell them you will be informing the General Committee.
- Members of the public walk through the site - politely remind them that the site is private, not a public footpath and that during the pandemic we must control numbers of people on site so we regret no visitors or guests. Hopefully they will leave. Do not get into a confrontation.
If necessary, try phoning Woodford Lodge, their limited staff may be on patrol 01275 332339
Bristol Water emergency line if people are swimming or launching craft 01275 332481.

CVLSC Coronavirus OOD, RBH and Training Guidance



CVLSC Coronavirus OOD, RBH and Training Guidance



Emergency Procedure Covid 19

An emergency is an emergency.

This risk assessment, and measures to reduce risk, are intended to further reduce the risk of an emergency or a call out of the emergency services. CVLSC emergency procedure as outlined in the OOD duty book (section 5.3) is current and has the following temporary addendum:

Serious incident (e.g. entrapment, serious injury, heart attack, stroke) on the water will most likely require 2 people in one boat: the low risk of virus transmission is balanced by risk to the individual of not responding (we will have asked you about this before you agree to your duty)

There are now two grab bags with PPE (masks, gloves, aprons, dry cloths) for First Aid, most likely to be used dealing with first aid on shore. Both are on the OOD desk. If they are used please include that in your feedback to John Smalley.

Once ashore if you are concerned about administering first aid, make sure the casualty is comfortable, the on shore OOD should have called the emergency services.

If CPR is required and you are prepared to do it follow these guidelines from St Johns Ambulance:

- Put a dry cloth over the mouth of the casualty.
- Do not give mouth to mouth.
- Administer chest compressions only.
- Club defibrillator is available to the appointed OODs.

Note: Cloths used to cover mouths in CPR must be thrown away.

CVLSC Coronavirus OOD, RBH and Training Guidance



Specific instructions for training coaches / safety.

It is assumed that coaches and training coordinators have read and understood and will follow CVLSC SOPs and have read all of this document.

All training participants to conform with the Return to Sailing Member Instructions, <https://www.chewvalleysailing.org.uk/wp-content/uploads/documents/CVLSC-Coronavirus-Members-Instructions.pdf>

- particularly wind strength limits, reduced safety cover and ability to self-rescue. Training is not to take place with sailors of a skill level below that outlined earlier in the document.
- Group sizes to be limited to 5 participants from different households plus a coach/instructor
-
- A list of the coaches names and contact details, on shore coordinator and sailors and their membership numbers should be given to the OOD to file with the other lists of people on site.
-
- Single-handers, double handers only if sailors and their parents have assessed the risk and taken risk management measure as outlined in the latest RYA guidance

<https://www.rya.org.uk/SiteCollectionDocuments/clubs/RYA%20Sailing%20%26%20Racing%20in%20Mixed%20Households.pdf>

- Sessions to take place when the lake is open for recreational sailing, with a preference for Saturdays where possible.
- *(If agreed). The training area can be outside of the recreational sailing area prescribed by the OOD.*

• Use of ribs for training

- If you have sailed or done a duty since we returned to sailing you will understand the background to this guidance. Albeit the risk is low – outside etc. but the virus remains active in the population so we continue to aim to reduce the risk of transmission and keep YOU safe.
- **Rib steering wheel and controls should also be cleaned *before and after* use**, assuming one driver only for the training session. If the driver changes you will need to clean again and change sandwich bags on radio microphone.
- All **handheld radios and the rib microphones** should be covered with sandwich bags and disposed of at the end of the training session. You can ask the OOD to give you sandwich bags from the OOD BOX
- **Launching-** hopefully the designated **tractor** driver for the day will be able to help you.
- If not, **clean the tractor steering wheel and all hand controls** with anti-viral wipes.

CVLSC Coronavirus OOD, RBH and Training Guidance



Use of club boats

Member's instructions for use of club boats can be found here.

<https://www.chewvalleysailing.org.uk/wp-content/uploads/documents/CVLSC-Coronavirus-Club-Boats.pdf>

What does OOD/ rescue have to do?

On Wednesday morning and Saturday morning kit from the training room needs to be returned to the sail store or optibat store.

Members should have written for example "club topper," "club optibat" on the booking form.

They will ask you to open the sail store and / or optibat store

If it's a Topper, Tera or Optibat, once they have their kit and boat they need to tell you which boat number they have taken- PLEASE RECORD THIS NUMBER ON THE OOD REGISTER ON THE OOD DESK (this is so that the same boat and kit is not used twice on the same day or on consecutive days.

When you arrive please look at the duty register so you know which boats have been used and tell sailors to take a different number boat.

Remind them at the end of their sailing slot to return all kit neatly to the training room NOT to the sail store.

There may be a different arrangement for the Fevas and Quests, which the sailors will have been told by the fleet co-ordinator when they booked the boat.