

Norfolk Broads Yacht Club

Covid Security Advice and Instructions.

Dated: 1 April 2021

The purpose of NBYC is to provide a safe and social place for members and visitors to enjoy themselves. It is hoped this advice and instructions will ensure all feel they are able to enjoy the club as freely as is possible in the current circumstances. It is incumbent on us all to be fully considerate of all others and this document is only in place to provide guidance on how this may be achieved. The document is to be considered in the light of the current Covid guidance and regulations in force and consequent advice from HMG, also any guidance pertaining from the RYA and the Broads Authority.

This advice and instructions will be regularly reviewed and the latest version will be authoritative.

Any breach of the guidance in this document, by a member or staff, may be considered in the light of the NBYC Disciplinary Policies pertaining and if considered appropriate action permitted within those policies will be taken.

References:

1. <https://www.gov.uk/coronavirus>
2. https://www.rya.org.uk/training-support/Pages/coronavirus_guidance.aspx

The term “**RED Covid risk**” is used within this document to denote areas that will potentially contain contaminated surfaces.

Introduction:

The Health & Safety of the members, staff, volunteers and visitors to NBYC is of prime concern. The measures outlined are taken to ensure Covid security and to minimise risk of the transmission of infection. Implementation of this advice and instructions is the responsibility of all.

All are required to be considerate of the requirements, the needs and the concerns of others. All should be mindful of the need for a conservative approach to their own activities and be aware of the impact they may have on others.

The UK is on what is described as being a cautious, managed, but irreversible path but the precise timescales of easing will be determined by the efforts of every individual to minimise the risks of transmission. Every effort will be made to restore full activity but only when it is safe and prudent and much will depend upon demand and proper adherence to this guidance.

A considered approach:

1. The Covid Security Team NBYC will take lead responsibility for the ongoing review and implementation of this document.
2. They will use reasonable endeavours to ensure all who need to be are aware of what is identified as being the requirements.
3. They will assess risk and decide upon controls, reviewing this document as and when required.
4. They will seek feedback and evaluations from all involved and modify this document in the light of that feedback.
5. They will use their best endeavours to ensure that any necessary equipment or facilities and signage is available to meet the requirements of this document.

6. It must not be assumed from the content of this document that a particular activity or facility is available. For example motor watercraft or racing. Only that when they are available there will be protocols in place for proper use.

General Controls:

A member or visitor who is unwell, who has any symptoms of Covid-19, or has been in contact within the last 14 days with a person who has shown symptoms, must not attend the club.

All members and visitors must record their attendance by using the NHS Covid 19 app and scanning the QR code to be found at the clubhouse. Those without the necessary technology should ensure that they record their attendance on the list to be found in the office.

Whereas it is preferable that members kindly moderate family and friends, the Duty Flag Officer, Club Manager or a member of the Management Committee will ask any persons believed to be breaching this guidance to leave the premises immediately. Serious breaches may result in disciplinary action in line with the club rules.

Sailing can be hazardous and it is incumbent upon all members to decide when and how they may sail safely. Rescue and recovery, when available, may require others to hazard themselves when assisting and all should take every precaution and make prudent decisions so as not to require the assistance of others.

Whilst at the club, all persons not in the same household group, will observe guidance for social distancing at all times.

Guidance on the size of groups and mixing of households will change and all must ensure they adhere fully with the guidance in place at that time. It is recognised that members may wish to converse with others they see about the grounds from time to time. In this case they will be required to observe social distancing.

All are required to observe relevant signage and conform to any stated expectations, especially regarding routes within the clubhouse when it is open.

All should give consideration to the use of face coverings whilst on land and/or when preparing boats in close proximity to others.

A suitable face covering must be worn when approaching and within any building. The only exception to this is persons under 12 years of age or with medical exemption, (denoted by the sunflower lanyard).

It is now recognised that surface contact contamination is not a major route to cross infection. However it is in the best interests of all they everybody washes their hands after touching common surfaces and always after coughing or sneezing.

Members must provide their own hygiene materials for use on their own craft, when preparing to sail or returning from sailing.

NBYC will provide materials necessary only for the use of common facilities such as toilets.

NBYC sailboats will be available for use and hire with Covid safety protocols in place. These will be made known to users.

Advice and Guidance for users of NBYC motorised watercraft, I.E. Teal and rescue boats etc will be issued as an addendum to this document.

NBYC are obliged to follow very restrictive guidance on the provision of catering and will deliver as extensive a service as possible as soon as possible. This however will be less than we may

wish before June. In the interim all must consider bringing enough refreshment to meet their own requirements.

Controls Specific:

Office.

The office is at present temporarily located within the clubhouse and can be contacted within the normal stated hours by phone or email.

Should the office be manned only one visitor will be permitted within the partitioned area at any time.

Members are requested to use the WebCollect service to book and pay for entry to racing, training and social events.

Any payments within the office will only be made through the use of contactless cards or NFC equipment.

Toilets.

Toilets will be open and it is the responsibility of those using them to observe social distance and to clean any and all surfaces they touch after use - including door handles and taps.

Some facilities will be closed for use, such as showers, one urinal in the male toilets and lockers to discourage unnecessary contact.

When the clubhouse is closed entry and exit for the toilets must be from the rear of the building. When the clubhouse is open, not just when the office is open, entrance will be from the rear and exit through the clubhouse forming a defined one way system.

Launching and recovery or leaving and returning to a berth or mooring.

It is incumbent on each boat owner to plan how and when they may safely prepare or secure their boat in a safe and proper manner within these guidelines.

Consider that you may only be able to call upon the close assistance of members of your own household when leaving or returning to a berth or mooring.

Moving along narrow walkways must be planned and your intentions made clear to other users.

Be considerate and patient whilst others are moving.

The Crane, Cradle/winch and power washer.

These areas must be considered a **RED** Covid risk.

Surfaces to be touched, such as buttons and handles must be cleaned by the user before and after use.

Race Control.

Only one person will be permitted within the timekeeper/recorder area of the Box at any time other than when two persons are of the same household.

The occupant of the Box will clean any surfaces and hard surface equipment before and after use.

Records and forms and soft single use materials should be disposed of before the end of any session.

Only one person may serve as 'flag puller' at any time and only they will handle signal flags and boards other than when two persons are of the same household.

Only the 'flag puller' may enter the signal storage area, other than the occupant of the box passing through in which case social distancing will be observed.

The 'flag puller' will clean any hard surfaces and hard surface equipment in the signal storage area before and after use.

After use flags must not be rolled but hung in the storage area to air.

The Starting Platform will only be used in controlled situations when it can be reached and manned using all necessary protocols. Decisions on its use will only be made by agreement between the Race Officer and the Timekeeper and with the authority of the Duty Flag Officer.

Communication - consider that radios may not be available. If used these should be considered a **RED** Covid risk.

Courses.

Racing buoys will only be moved by, or with the direct instruction of, the Race Officer. Racing buoys must be considered **RED** Covid risk areas at all times.

Race Officers should use their best endeavours to achieve a coherent course without moving buoys whenever possible.

The Start Line Pole may be moved only when absolutely essential and by, or under the direction of, the Race Officer. The Start Line Pole must be considered to be a **RED** Covid Risk area at all times.

Addendum 1.

NBYC Motorised Watercraft.

NB. This guidance includes the use of Teal, any rib, dory or work boat.

Boats may only be used with the expressed consent of the Duty Flag Officer or the Club Manager who will ensure the user is aware of these provisions.

The user is responsible for ensuring contact surfaces within the boat are cleaned before and after use.

Volunteers manning a rescue boat must be from the same household until the Covid guidance in force at the time permits.

Persons using Teal, when not from the same household, must maintain social distance, no more than two being in the boat at any time and wearing face coverings.

Face coverings must be worn when approaching persons or craft needing assistance.

On approach a rescue boat should assess the urgency of the situation and how it may be recovered with minimal contact. Consider:

- Maintain hailing distance unless physical support is required.
- Choose techniques in line with the RYA safety boat handbook that minimise physical contact: e.g. mast tip, use of centreboard, scoop method.
- Where possible tow astern rather than alongside.
- When recovering a person from the water minimise physical and face to face contact: e.g. use a ladder, engine as a step, deflate a sponson.
- Take any person who has entered the water, and is unable to recover the boat, ashore immediately and recover the boat when safe to do so.