

CCSC Boat Park Set up 27 June 2020
Task plan and Safety Statement for Covid-19 Mitigation

1. Project/ Task:

Project/ Task lead(s): Jo Young / Barry Grant / Ian Green

Contact details:

Safety Statement prepared by: Ian Green

Contact details:

Date of statement: 26/06/20

Review date if applicable: Not applicable

Brief description of task:

At the start of the sailing season, usually in April, volunteers are requested from amongst club members to help set up the Boat Park and changeover from use by keelboats. In 2020 the majority of keelboats remain ashore, the main tasks are therefore:

Task 1

Rearrange dinghies into their allocated spaces

Task 2

Rubbish collection and loading skip

Task 3

a) Reposition Tender racks

b) Reposition Sonata keelboat

Task 4

Clean contacts on VHF Radio multi charger and handsets

Safety Risk Assessment

A Risk Assessment is already in place for this project/ area of work: No – usually this is a low risk activity. A risk assessment is in place for the general use of the Boat Park and Pontoons.

Volunteers will be told to stay away from stored keelboats and not to touch any items in the keelboat area, in particular not to touch handle or attempt to adjust cradle or trailer equipment with the exception of Task 3a.

Covid 19 Risk Assessment

Part1: Relevant restrictions due to Covid 19 (at 27/06/20)

- The Club house remains closed and may be accessed only with permission from the GC and a safe way of working as detailed in a method statement. Toilet access is provided – Covid19 compliant systems are in place.
- A physical distance of 2m must be maintained between people not living in the same household.
- Surfaces that have been touched and therefore might provide a source of transmission of the virus need to be wiped after use.
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I have read the Covid 19 Risk Assessment provided by the GC and noted the risks and mitigations relevant to this task. YES

Part 2. List of Risks and method to be used to Mitigate:

Items relevant to this activity extracted from the Club Covid 19 Risk Assessment.

No	Identified Hazzard	People at risk and how	Group A - Increased Risk				Group B - Not Increased Risk			
			Mitigation actions	Likeli-hood	Imp-act	Risk	Mitigation actions	Likeli-hood	Imp-act	Risk
1	Use of car park, balcony, garden & boat park .	People at risk of contact during parking, loading, unloading and moving around the site.	Basic infection control measures. 2m social distancing.	L	H	M	Basic infection control measures. 2m social distancing.	L	M	L
8	Interaction on boat park	1. Sailors at risk of contamination when in close proximity with others	Basic infection control measures. 2m social distancing.	L	H	M	Basic infection control measures. 2m social distancing.	L	M	L

Potential volunteers have been told to stay away if they are feeling unwell.

Volunteers have been asked to pre-register for this activity, or bring their own pen to sign in on the day.

The Boat Park set up takes place entirely in the open air.

Part 3: Tasks

Task 1

Rearrange dinghies into their allocated spaces

- Activity to be achieved through small teams of no more than 6 people
- 5 teams will be required: W1/W2, W3/W4, Topper/Oppie, D4, Lasers, according to geographical area on the Boat Park.
- People in teams are required to maintain 2m physical distance (unless they are from the same household). In practice this means positioning themselves either side, at the front or rear of a dinghy to move it,
- Interaction between teams is to be kept to a minimum, Teams will remove misplaced boats in their area and leave it adjacent to the area where it should be located. The receiving team will collect and correctly locate the dinghy.
- Wear gloves (normal practice)
- Teams to be briefed on this safe way of working prior to work starting.
- Lists of boat locations to be provided to each team.

Task 2

Rubbish collection and loading skip

- To be achieved by one team of no more than 6 people
- Normal PPE will provide some protection against transmission/ contraction of the virus
- Physical distance of 2m to be maintained – this is the only team that may roam the site.
- At least one same household couple to be allocated to this team to assist with moving larger items.

Task 3

a) Reposition Tender racks

b) Reposition Sonata keelboat

- Single team of no more than 6 people (allocate those with specialist knowledge)
- Covid-19 risks are similar for tasks a and b. Task b is a less stable load and requires greater H&S care.
- Task requires lifting – maintain physical distance, use alternative means to move items where possible.
- Think through how a task is to be achieved before attempting
- Minimise distance needed to move items to achieve successful goals.

Task 4

Clean contacts on VHF Radio multi charger and handsets

- This may be achieved by a single person or same household team, it is a small item so it is not practicable to maintain social distancing on this task
- Multi charger to be moved outdoors for cleaning.

Part 4: Prerequisites

- Task Lead must take a register of volunteers on 27/06/20 for use should CCSC track and trace be needed. The record must be kept for one month and then destroyed.
- Lists of correct boat locations to be provided (or boats marked with correct location)
- Multi charger to be moved to outside location – emery cloth and anti viral cleansing spray/ wipes to be provided.
- Notice to be put up emphasising Keelboats must not be touched
- Briefing – cones with team names on the balcony, but teams likely to be briefed separately.

4. Planned timescales

Scheduled for Saturday 27/06/20 09.00 to 11.00 approximately

Date of statement/ version: 26/6/20 v1

Signatories:

Project Lead:*

PRINT: Jo Young Boat Park Coordinator Sign: -----J Young----- Date: --26/6/20-

e-acknowledgment (in lieu of signature):

I have read and agree to this document

Project Lead:*

PRINT: Barry Grant Grounds Manager Sign: ----- Date: --26 june 20-----

e-acknowledgment (in lieu of signature):

I have read and agree to this document

Safety Statement author (if different to project lead):

PRINT: Ian Green RC Sailing Sign: ----- Date: 27/06/20-----

e-acknowledgment (in lieu of signature):

I have read and agree to this document

CCSC Covid-19 Response Coordinator:*

PRINT: Grace Martin RC Shore Sign: grace Martin----- Date: 25/06/20-----

e-acknowledgment (in lieu of signature):

I have read and agree to this document

GC Committee Member:*

PRINT: Andy Adler Vice Commodore Sign: ----- Date: -----

e-acknowledgment (in lieu of signature):

I have read and agree to this document

*Required to sign/ e-acknowledge (click on checkbox in Word)