

**HAWLEY LAKE SAIL TRAINING CENTRE**  
**PROCEDURES FOR ALLOWING SAFE USE OF THE CLUB**  
**WHILST MANAGING THE RISKS OF COVID-19**

These procedures will apply to all members wishing to use the club for sailing, kayaking, wakeboarding or model-yacht sailing. They are based on the principle of allowing members to enjoy boating activities in a safe environment that follows Government regulations and advice on preventing the spread of Covid-19.

We, as a Club, must take a **considerate** and **conservative** approach:

- **Considerate:** be mindful of the potential impact that we might have on others and not do anything that might place an unnecessary extra strain on the emergency and health services.
- **Conservative:** help to minimise risk by taking an extra conservative approach to our boating.

All of the following will apply until further notice and will be subject to change as the Government advice develops.

**By signing-in as attending at the club, Members are confirming that they have read and accept these procedures, and will abide by them. Signing-in provides 'Track & Trace' information.**

**GENERAL:**

- Anyone using the Club facilities or taking part in any activity is doing so at their own risk.
- If you or a family member has Covid-19 symptoms or you have come into contact with someone displaying symptoms, don't come to the Club. Follow Government advice on self-isolation. Seek help from NHS 111 if required.
- If you are in a 'vulnerable' group, follow the Government guidance on what you should/should not do.
- If you develop symptoms of Covid-19 within 14 days of being at the club, please inform us by e-mail.
- The Club will only be open for members, solely to take part in Sailing, Kayaking, Paddleboarding, Wakeboarding or Model-Yacht Sailing. Members can also come to the Club to check their property or remove and return it from/to the Club.
- Any Member coming to the Club must sign in by e-mail to [hlstcsignin@gmail.com](mailto:hlstcsignin@gmail.com) If you are coming with other members of your household, who share your contact details, list them in your e-mail. If you are coming with another Club Member, they must sign in separately. **By signing in you are confirming that you have read these procedures and will abide by them.**
- Guests from within a member's household bubble are allowed to take part in activities.
- No guests from outside a member's household bubble are permitted on-site.
- Members may participate as individuals or as family groups from the same household. In line with guidance issued by the RYA on 29 July 2020, club members from different households can also sail together, provided they act on the measures contained in the RYA document:

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

- Although two individuals from separate households can sail together in accordance with RYA Guidance on sailing & racing with participants from different households, you should think very carefully about the risks to yourself and others caused by the new variant of the virus
- Much of the RYA guidance is aimed at Yacht Sailing but reading it carefully will make clear the key points that apply to you.
- There is no limit on the number of boats that can be afloat but you must not socialise on-shore, except for members from the same household. Rigging, launching and recovery are not classed as 'socialising' so these can be done by all participants, maintaining 2m distance.
- The OOD will decide if conditions are not suitable for an activity to take place, i.e. too great a risk of participants needing assistance. As a guideline this would be a base of Force 4, gusting Force 5. Members must follow the conservative approach with regard to their own ability in any given conditions.
- Youth sailors must have RYA Stage 3 or above to sail by themselves. Anyone under the age of 16 must have a parent or responsible carer on site whilst they are at the Club.
- Youth sailors must only use boats that are suitable for their abilities and be approved by the OOD, whose decision is final.
- Non-participant members from the same household bubble, (e.g. children of a parent who is sailing), are permitted on site, but children must be supervised at all times. Members are responsible for any guests and, in particular, parents must ensure that children follow social distancing rules and adhere to any hygiene procedures in place.
- As of 26<sup>th</sup> December and until further notice, we will be in Tier 4 of the Corona Virus Restrictions. This prohibits socialising indoors (except 'household' groups), therefore all indoor areas, with the exception of toilets, are closed to members.
- The office will be closed to members at the club. Please e-mail queries to [info@hawleylake.org.uk](mailto:info@hawleylake.org.uk)
- OOD's will have access to the back office where all keys, radios etc will be kept. No-one else is to enter the back office.
- No Club PPE (Buoyancy Aids, Wetsuits etc.) will be available, members must provide their own.
- It is impractical to clean every surface that might be touched. Please wash your hands or use hand sanitiser whenever you have been in contact with common touch-points.

#### ACCESS:

- Members arriving by car can park in the usual area. Car parking permits must be displayed in a clearly visible way.
- There may be a higher number of the public walking and cycling on the approach road. Please drive slowly and show consideration to others.
- Observe social distancing of 2m with regard to anyone walking through the Car Park area.
- You must have your membership card available to show the OOD.
- Maintain social distancing from non-family members whilst moving around the Club site.

#### TOILET & CHANGING FACILITIES:

- Please use the toilets in the new changing room units. Do not use the toilets in the Clubhouse building (with the exception of Wakeboard participants).
- Only one person or household group at a time is to enter the changing room to use the toilets. Check before entering.
- Changing facilities are closed.

- Do not leave any personal clothing or items in the changing area at any time.
- Young children must be supervised by a parent or carer.
- The outer door to the changing rooms will be open when possible, please don't touch the door. However, in bad weather the door may be closed. Wash or sanitise your hands if you have to touch the door handle.
- In the Gents toilet, one cubicle will have the seat and lid removed from the W.C. so it can be used as a urinal. Flush after use using toilet tissue as a barrier, which can be dropped in the bowl. If you need to use the other cubicle, don't touch the seat or lid. Flush using toilet tissue. After use spray the seat with the disinfectant provided, no need to wipe this afterwards.
- Wash your hands using the hand wash provided and correctly dispose of paper towels.
- Periodically, the designated toilets will swap to the other changing room and a thorough clean will be performed.

#### USING YOUR OWN BOAT:

- In general, you can assume that there is a low risk associated with preparing your own boat. However, some precautions can be taken if you wish.
  - Wear gloves when removing your boat cover.
  - Wipe trolley handles before touching them.
- Prepare as much as possible away from other people.

#### USING CLUB BOATS:

- Check with the OOD before taking a Club boat.
- After use, follow the appropriate cleaning regime for the type of boat
- Boats with covers may have those covers replaced after the appropriate cleaning regime has been followed

#### RIGGING, LAUNCHING & RECOVERY:

- Follow any designated one-way system in place.
- Stop at the edge of the rigging/de-rigging area until it is clear to enter. Rig quickly and launch when it's safe to do so. Leave your trolley in the designated area. Avoid handling someone else's trolley or wear gloves if it has to be done.
- Move dinghies well along the dockside and leave at least 2m between boats when mooring alongside. Finish rigging and depart as soon as possible.
- Before returning to shore, check there is adequate space to come alongside. Prepare so you can achieve the manoeuvre without needing assistance.
- Recover your boat promptly, but wait until the slipway and immediate area are clear and that you can go to the rigging/de-rigging area.
- If you need assistance, let the OOD know before trying to recover it. Anyone assisting must use the rope provided and position themselves at the marked 2m points on the rope. Hands must be washed or sanitised after assisting someone.
- Vacate the rigging/de-rigging area as soon as practical. Follow any designated one-way system in place.

#### ON THE WATER:

- Have a plan and don't take risks.
- Avoid anything likely to mean you need assistance.
- Be prepared to return to shore if you are not comfortable with the conditions.
- Give other boats a wide berth and adhere to the 'Rules of the Road'.
- Stay away from the banks of the lake and islands, particularly if they are a lee-shore.
- Show consideration for anglers and keep clear of their lines.
- Be aware of other users and react if they are in difficulty by summoning help.
- Signal if you need assistance. Follow the instructions given by the Safety Boat driver.
- Look out for signals from the OOD on shore.

#### COMMUNICATION:

- If the OOD decides that all participants need to return to shore, they will display the "X" flag signal in front of the Clubhouse (Blue Cross on White background, usually used as the 'Individual Recall' when racing). They will draw attention to this with repeated sound signals.
- Individual participants may be communicated with by loud-hailer or from the Safety-Boat.

#### KAYAKING:

- You can use a sit-on-top kayak by yourself or shared with someone from your family household.
- Follow social distancing whilst launching and recovery. If you need assistance carrying a kayak, do so from the ends as this will place you 2m apart.
- On the water, keep at least 2m from other people. Be aware of the effect of wind on the boat causing it to drift. Stay away from the banks of the lake.
- Do not interact with members of the public using the lake, stay well clear.
- After use, follow the cleaning regime of rinsing equipment and spraying with disinfectant provided.

#### WAKEBOARDING:

- On shore, maintain social distancing whilst waiting for your ride.
- Clean tow-line handle before each use.
- The 'Spotter' on the boat must sit diagonally across the boat from the driver, facing away from each other. If this is less than 2m, face coverings will be worn by both driver and spotter. This doesn't apply if both are from the same household.
- If the rider has to be recovered from the water, they should do this without assistance unless unavoidable. Both driver and spotter to wear face coverings in this situation.
- After use, the boat is to be cleaned appropriately.

#### MODEL-YACHT SAILING:

- Model-yacht sailors must maintain social distancing of at least 2m, particularly when distracted by concentrating on controlling their boats.

## SAFETY BOATS:

- The normal safety equipment on board the Safety Boat should be sufficient to deal with any situation. Plus the addition of disposable face masks.
- If a boat is stranded on a lee-shore, consider anchoring the Safety Boat to keep it off the shore and using the throwline to assist the stranded sailor. They can tie their painter to the throwline. This will avoid compromising the 2m distancing.
- If a boat requires a tow, do this astern of the Safety Boat, rather than alongside.
- If a capsized dinghy needs assistance, consider giving verbal help before physically intervening. If physical help is needed, try doing so from the mast tip or forestay. Only go to the sailor as a last resort. If it is necessary to recover them to the Safety Boat and they can't get over the side, try getting them to use the anti-cavitation plate on the engine (just above the propeller) as a step... engine STOPPED! Driver to wear a face mask before getting them on board.
- Safety Boats are to be cleaned after use.

## FIRST AID:

- The basic principles of first aid still apply despite the need for protection against Covid-19.
- Where possible get the injured person to deal with minor injuries themselves, using first aid supplies provided, e.g. clean cut and apply plaster or apply ice-pack to bruising.
- If the First-Aider has to intervene, they should wear a face mask, gloves and apron (included in first aid kits).
- In the case of an adult casualty unconscious and not breathing, external chest compressions alone can be administered as continuous compression, having first called 999.
- If the casualty is a child, cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one (e.g. Drowning), making ventilations crucial to the child's chances of survival. The most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.
- For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, the following statement should be used.
- "We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action, as this will result in certain cardiac arrest and the death of the child." All children under 16 will have a parent/carer on site, who may be able to help give rescue breaths.
- Any contaminated material must be double bagged and left for 72 hours before disposal in the normal refuse bin.
- Any area that has been contaminated must be thoroughly cleaned and disinfected. Mask, gloves and apron to be worn.
- First-Aiders must wash hands after administering any form of first aid.

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Author: Paul Rivington

Authorised by: HLSTC Trustees