

**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, paddleboarding, windsurfing, 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.

While all legal restrictions around Covid-19 have been removed, the RYA advise that we continue to act carefully and remain cautious.

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 healthservices.
- **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 with Government advice.

**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. In line with Government advice, we will continue to display a QR code outside the Clubhouse for use by members or visitors who wish to continue to use the app.**

**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 10 days of being at the club, please inform us by e-mail.
- The Club will be open for members to take part in Sailing, Kayaking, Paddleboarding, Windsurfing, 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 and to meet with other Members and their guests.
- 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 are allowed on site to take part in activities under our normal Club rules and may come on site as spectators. Members are responsible for ensuring their guests understand and comply with our procedures.
- Members may participate in activity on the water as individuals or as groups from either the same or separate households. The RYA have now removed the Guidance for sailing & racing with participants from different households in line with the relaxation on restrictions. However, you should continue to think carefully about the risks to yourself and others caused by any new variant of the virus.

- There is no limit on the number of boats that can be afloat but if socialising on-shore, you should still respect social distancing within groups, except for members from the same household. Although Rigging, launching and recovery are not classed as 'socialising' we should try to respect social distancing where possible.
- 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. 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 12 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 (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 respect social distancing guidelines and adhere to any hygiene procedures in place.
- Indoor areas are open as required but we will continue to use the space carefully and prevent overcrowding.
- The Clubhouse will be open to members. The bar is now open for drinks on an ad hoc basis. Until notified, members should continue to bring anything else they need with them.
- The office is open and does have some protective measures in place. However, unless it is urgent, please continue to 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.
- Respect social distancing with regard to anyone walking through the Car Park area.
- You must have your membership card available to show the OOD.
- Consider 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).
- Don't overcrowd the changing rooms and limit the number of different households at one time. Check before entering.
- Consider arriving at the Club kitted up ready for your activity
- Do not leave any personal clothing or items in the toilet cubicle. You may leave personal items in the change area, but these should be in a closed bag.
- Young children must be supervised by a parent or carer.
- The outer door to the changing room will now be kept closed in colder weather to allow the heaters to work efficiently. Wash or sanitise your hands if you have to touch the door handle or light switch. Windows may be kept open for ventilation.
- 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.
- Wipe the hand basin with a paper towel and dispose of towel.
- Periodically, the designated toilets will swap to the other changing room and a thorough clean will be performed.
- Showers are available if required. Clean excess mud etc from the shower tray after use and use a spare towel or paper towel to wipe round after use. To aid with cleaning and disinfecting avoid brushing/leaving hair in the shower tray which accumulates in the waste filter

#### 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.
- Club Boats are not disinfected between use. If you wish to disinfect a Club Boat prior to using it, basic disinfectant and PPE is stored in the facility next to the office. Check with the OOD and follow the posted guidance. Alternatively, consider bringing your own wipes to wipe down touch surfaces before use.

#### RIGGING, LAUNCHING & RECOVERY:

- There is no legal requirement to socially distance while rigging, launching and recovering. However, you should continue to respect individuals' space.
- Anyone assisting in launch/recovery should consider using the rope provided. Hands should be washed or sanitised after assisting someone.
- Vacate the rigging/de-rigging area as soon as practical.

#### 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 another person, giving due regard to avoiding very close contact.
- Equipment is not disinfected between use. If you wish to disinfect club equipment prior to use, basic disinfectant and PPE is stored in the facility next to the office. Check with the OOD and follow the posted guidance. Alternatively, consider bringing your own wipes to wipe down touch surfaces before use.
- Try to respect social distancing whilst launching and recovery. If you need assistance carrying a kayak, do so from the ends as this will place you further apart.
- On the water, keep a distance 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, replace your equipment on the racks/store

#### WAKEBOARDING:

- On shore, continue to respect social distancing whilst waiting for your ride.
- The 'Spotter' on the boat should sit diagonally across the boat from the driver, facing away from each other.
- If the rider has to be recovered from the water, they should do this without assistance unless unavoidable. Both driver and spotter should consider face coverings in this situation.
- After use, the boat is to be cleaned appropriately.

#### MODEL-YACHT SAILING:

- Model-yacht sailors should respect social distancing where possible, particularly when distracted by concentrating on controlling their boats.

#### SAFETY BOATS:

- OODs should consider the use of measures put in place under previous restrictions to continue to protect themselves and other users of the Club:
- 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.
- If a boat requires a tow, try to 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 consider wearing 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 13 will have a parent/carer on site, who may be able to help give rescue breaths.
- Any contaminated material must be double bagged 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.

Version: 15

Date: 19 Nov 2021

Author: Paul Rivington

Authorised by: HLSTC Trustees