



Newburgh Sailing Club

Novel Coronavirus (COVID-19) Risk Assessment

Assessor

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Version

1.1

Date

2nd June 2020

1.0 Introduction.

Coronavirus is a large family of viruses that is common across the world. Some viruses cause illness in people; others infect animals. Typical symptoms in humans are 'flu like and include fever and a cough that may progress to severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus symptoms are more severe in people with a weakened immune system; older people and those with long-term pre-existing conditions like diabetes, cancer or chronic lung disease.

Novel coronavirus COVID-19 is a new strain, first identified in Wuhan City, China. Like other coronaviruses it presents with 'flu-like symptoms. Most cases are mild, but some have required hospitalisation. COVID-19 has caused fatalities. Most who have died appear to have had pre-existing health conditions. Medics are still not sure how it spreads, but similar viruses spread in cough and sneeze droplets that are airborne or on surfaces and spread by hand contact. The World Health Organization (WHO) has declared a Public Health Emergency of International Concern (PHEIC). This permits governments to plan for all eventualities. The WHO has also referred to the situation being a pandemic.

1.1 Risk Summary.

COVID-19 is now spreading within UK communities. This means that everyone in the community should take extra precautions such as good hand hygiene and social distancing. Those with symptoms or who share a household with someone who has symptoms should self-isolate. In summary:

- There is currently no vaccine, drugs, therapies or treatments which are effective against COVID-19. The general treatments being used aim to relieve disease symptoms while letting the patient's immune system fight the infection.
- Face masks play an important role in clinical settings such as hospitals. There is weak evidence of widespread benefit from their use outside of clinical settings.
- The best ways to protect from infection are to keep at least 2 metres away from people who are unwell; wash hands frequently with soap & water or use sanitiser gel; carry tissues, use them to catch coughs & sneezes. Bin used tissues.
- As with any seasonal outbreak such as influenza, we should monitor sickness absence rates, geographic resource availability and take appropriate actions to prevent cross-infection whilst continuing to do business and deliver services to our customers wherever possible; without compromising anyone's health or safety.
- We **strongly advise** social distancing for everyone and shielding for "Extremely Vulnerable" people.

1.2 Information for Club members.

Your health is our priority and at this time it is considered sensible to inform club members about the following revised precautions.

General Precautions.

Typical COVID 19 symptoms include fever and/or a new dry continuous cough. COVID-19 is spread by droplets, either:

1. **Directly** - From close contact with an infected person (Within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways.
2. **Indirectly** - By touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose, or eyes. Under most circumstances, the amount of infectious virus on any contaminated surface is likely to have decreased significantly by 72 hours.

The following measures should therefore be taken to help stop germs like coronavirus from spreading:

- **Always** cover your mouth and nose with a tissue or your sleeve (Not your hands) when you cough or sneeze.
- **Always** put used tissues in the bin straight away.
- **Always** wash your hands with soap and water often. Use hand sanitiser gel if soap and water are not available.
- **Always** avoid close contact with people outwith your own household i.e. within 2 metres, particularly those who are coughing and/or feverish.
- **Don't** touch your eyes, nose or mouth if your hands are not washed. The virus can live on surfaces for a short time.

Social Distancing.

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of COVID-19. They are:

- **Avoid** contact with anyone who is displaying symptoms of COVID-19.
- **Avoid** non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
- **Avoid** sharing a vehicle with more than 1 passenger outwith your own household i.e. have a maximum of 2 people per vehicle.

- **Always** wear disposable gloves when filling fuel tanks and outboard with fuel and oil.
- **Minimise** meetings or gatherings of more than 2 people including with friends and family that don't stay in the same house as you. Instead keep in touch using technology such as phone, internet, and social media. Comply with RYA guidelines in relation to Scotland. Be aware of and comply with Scottish Government advice and Covid restrictions.
- **Keep** 2 metres away from other people.
- **Use** telephone or online services to contact your GP or other essential services.

Everyone should follow these measures as much as is sensible. For those who are over 70, have an underlying health condition or are pregnant, we **strongly advise** you to follow the above measures as much as you can, work from home and to significantly limit your face-to-face interaction with friends and family if possible.

Shielding for “Extremely Vulnerable” People.

“Shielding” is used to protect extremely vulnerable people by minimising all interaction with others. If you are an extremely vulnerable person (See list below) it is your choice whether to follow the measures or not; however we **strongly advise** people with serious underlying health conditions such as listed below to rigorously follow shielding measures to keep themselves safe:

- Solid organ transplant recipients.
- People with specific cancers:
 - People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer.
 - Cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma at any stage of treatment.
 - People having immunotherapy or other continuing antibody treatments for cancer.
 - Targeted cancer treatments which can affect the immune system i.e. protein kinase inhibitors or PARP inhibitors.
 - People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs.
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

The NHS is directly contacting people with these conditions to provide further advice. If you fall into one of the categories listed above and you have not received a letter by Sunday 29 March 2020 or been contacted by your GP, you should phone your GP or hospital clinician to discuss your concerns.

What to do if you have Symptoms of COVID-19.

If you have COVID-19 symptoms, even if they are mild; you **must** self-isolate (See self-isolation guidelines below). This will help keep you well and prevent the disease from spreading further. If your symptoms worsen, seek prompt medical attention:

1. If it's **not** an emergency, contact NHS 24, 111 or your GP.
2. If **it is** an emergency and you need an ambulance, dial 999 and inform the call handler that you may have COVID-19.

Self-Isolation Guidelines.

If you have COVID-19 symptoms, **Do not** go to a GP surgery or hospital or your work. You **do not** now need to contact 111 or be tested for coronavirus. If you live alone you **must** self-isolate at home for at least 7 days from the onset of symptoms. If you live with other people, others who live in your household that do not have any symptoms **must also** self-isolate but for at least 14 days from the onset of the infected person's symptoms. If the other members of the household go on to develop symptoms, however mild, at any time during the 14 days, they **must not** leave the home for at least 7 days from when their symptoms started. Self-isolation means:

- **Do not** go to work or any public areas and do not use public transport or taxis.
- **Stay at home.** Whilst at home:
 - Separate yourself from other people, especially those in the groups listed in the “Working from home” section. If you live with someone who is in any of those groups, try to find somewhere else for them to stay for 14 days. Try not to be in the same room as other people at the same time.
 - Only allow people who live with you to stay in your home.
 - Stay in a well-ventilated room with a window that can be opened.
 - Clean toilets and bathrooms regularly. Use separate towels from anyone else in the household.



COVID-19 Risk Assessment

- Avoid sharing dishes, cups, eating utensils, towels, bedding etc with other people in your home and wash crockery, cutlery and utensils thoroughly after use.
- There is no evidence that companion animals/pets such as dogs and cats can be infected with coronavirus.
- Have friends, family or delivery services to do errands. Tell them to leave items outside for your collection.
- Avoid visitors to your home - It's OK for friends, family or delivery drivers to drop off food.
- Inform your line manager of your absence as per the usual absence reporting procedure (See section below).
- Remain contactable during working hours and work from home if you can.

Notes:

1. If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then dial your GP or 111. **If it is a medical emergency dial 999.**
2. After 7 days, if you no longer have a high temperature you can return to your normal routine.
3. If you still have a high temperature, stay at home until your temperature returns to normal.
4. If you still have a cough after 7 days, but your temperature is normal, you do not need to continue staying at home. A cough can last for several weeks after the infection has gone.

Operational Instructions.

- The Scottish government has issued sector specific guidelines to healthcare, educational establishments, leisure etc.
- RYA nationally and RYA Scotland have also issued guidance and procedures for undertaking on water and sailing activities safely. Newburgh Sailing Club has issued Covid 19 procedures for enabling sailing and club activities. This guidance and procedures should be adhered to at all times.
- Where sailing club business is to be discussed, committee meetings etc this should be carried out remotely via Skype , zoom etc
- Cancel or do not arrange visits to the club from external visitors unless business critical.
- Arrange routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc. Individuals are to sanitise their own telephones, keyboards & desks etc.
- Do NOT use any crockery and cutlery in shared kitchen areas.
- Do not enter any of the club buildings unless it is to carry out essential t, unavoidable tasks.
- Don't shake hands with people, avoid any kind of close contact and wash your hands thoroughly and regularly.
- Do not use shared equipment (boats, sails, clothing buoyancy aids etc). where club equipment is used it must be left for 72 hours prior to re-use.
- If you are unsure about anything, discuss the issue with a committee member.
- If you are self isolating , shielding or suffering any potential Covid 19 symptoms do not attend at the club premises.

Actions if Someone Becomes Unwell on Site.

- If you become ill - Inform a committee member/ first aider if you feel unwell. Tell them who you have spent time with and the areas of the site that you visited. If symptoms are mild, go home and self-isolate. Minimise contact with others. Catch coughs and sneezes in a tissue.
- If an ambulance is needed, call 999 and let the call handler know you are concerned about COVID-19. Try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. Ideally a room where they can be isolated behind a closed door. If it is possible, open a window for ventilation. The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin.

Environmental Decontamination (After a possible case has left a workplace).

- The minimum PPE is disposable gloves and an apron. If there is visible contamination with body fluids, additional PPE such as a full face visor and a respirator (Face mask) is needed to protect the cleaner's eyes, mouth and nose. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
 - Objects which are visibly contaminated with body fluids.
 - High-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below and the detergent or disinfectant chemical manufacturer's instructions for dilution, application and contact times:
 - a. A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. Or
 - b. A household detergent followed by disinfection (1000 ppm av.cl.).
- If an alternative disinfectant is used, this should be checked and ensure that it is effective against enveloped viruses.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned or laundered, for example, upholstered furniture, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

Waste.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag, tied and put in a suitable and secure place and marked for storage until the individual's test results are known.
- Waste should be stored safely and kept away from children. Do not put contaminated waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste so the waste can be sent for appropriate treatment.

Normal (Environmental) Cleaning.

Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. High contact areas such as door handles, banisters, handrails etc should be cleaned frequently. Follow manufacturer's instructions for dilution, application and contact times for products. All cloths and mop heads used must be disposed of immediately after use.

Foreign Travel.

Comply with the current UK government guidelines on any foreign travel (After 6 June – 14 days self isolation)

1.3 Monitor & Review.

We continue to monitor developments. We will review and if necessary, revise our risk assessment and the information that we give to club members as the outbreak progresses and further advice becomes available.

COVID-19 Risk Assessment

2.0 Risk Assessment.

2.1 Risk Matrix.

The risk ratings as described in the risk assessment table are calculated as per the following criteria:

Risk Rating	No Rating	Classification	Description
Severity	4	Major	Death, major illness. Inability to do business as usual
	3	Serious	Serious harm or illness. Major/long term business disruption
	2	Significant	Significant harm or illness. Inability to carry out defined activities in the short term
	1	Minor	Minor harm or mild illness. Minor short term business impacts

Likelihood of Occurrence	4	Certain	Where it is certain or near certain that an impact will occur
	3	Very Likely	Where it is very likely that an impact will occur
	2	Likely	Where an impact is likely to occur
	1	Unlikely	Where an impact is unlikely to occur

Risk Assessment & Priority Rating	14-16	Urgent	Area of concern requiring urgent/immediate action i.e. within 1 day
	12-14	High	Area of concern requiring action in the short term i.e. within 2 days
	6-11	Medium	Area of concern requiring action i.e. within 1 week
	3-5	Low	Monitor existing controls or action as required i.e. within 1 month
	1-2	Negligible	Monitor existing controls.

2.2 Risk Assessment Table.

Reference	Element/Hazard	Who Might be Harmed & Why	Controls Currently in Place	Risk Rating			Further Actions Required to Reduce Risk	Priority of Action
				Severity (S)	Likelihood (L)	Risk (SxL)		
COVID-19	General	<p>Club members – spread of coronavirus infection</p> <p>Health professionals are not exactly sure how coronavirus spreads from person to person. It is known that similar viruses spread in cough droplets.</p> <p>Typical COVID 19 symptoms include fever and a new dry continuous cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.</p> <p>Most patients suffer only mild symptoms. Coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. COVID-19 has caused fatalities, however the death rate is far lower than that for seasonal influenza.</p>	<p>Monitor club members well being and ensure that acceptable safety procedures/ safety cover is</p> <p>Provide information to club members about the general measures that can be taken to help stop germs like coronavirus from spreading and the actions to take if they have symptoms themselves (See section 1.2 for details).</p> <p>The UK government has issued sector specific guidelines for leisure. RYA and RYA Scotland have issued guidelines. We will follow such guidelines when organising and undertaking all club activity.</p> <p>Heeding government guidelines for social distancing for vulnerable groups and shielding for extremely vulnerable groups.</p>	4	2	8 (Medium)	Develop, issue and communicate Newburgh sailing club Covid procedures	Urgent.
	COVID 19 coronavirus infection	Lack of availability of suitably qualified and experienced safety boat cover	<p>Safety boat to be crewed by suitably qualified and competent crews from single households.</p> <p>Sailing activity is to be controlled and “conservative” taking account of sailors experience and the weather etc,</p> <p>If individuals sailing, or conditions are unsuitable then sailing will be restricted or cancelled.</p>	4	2	8 (Medium)	Develop, issue and communicate Newburgh sailing club Covid procedures	Urgent.

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				Severity (S)	Likelihood (L)	Risk (SxL)		
COVID-19	COVID 19 coronavirus infection	Club members, contact with coronavirus via club premises	Club premises are currently closed to all persons except for essential access-maintenance and safety equipment. Signage in place. Enhanced cleaning of frequently touched items/ glove wearing Instructions to club members to follow Scottish Government guidelines especially in relation to frequent thorough hand washing/ sanitising.	4	2	8 (Medium)	Develop, issue and communicate Newburgh sailing club Covid procedures	Urgent.
	First aid and resuscitation	Club members, first aiders and paramedics. Coming into contact with potential coronavirus carriers during first aid/ resuscitation	Suitable numbers of RYA qualified first aiders. First aid kit.	4	2	8 (Medium)	Develop, issue and communicate Newburgh sailing club Covid procedures. Procure a face shield to be carried in all active safety boats and in clubhouse first aid kit.	Urgent High
	Failure to comply with RYA national and RYA Scotland guidance	Club reputation. Potential for fine or reputational damage to club members and club.	NSC Covid procedures, display of RYA considerate return to boating posters, communication of procedures . club management of activity	4	2	8 (Medium)	Develop, issue and communicate Newburgh sailing club Covid procedures Ensure that club activities are closely monitored by responsible persons and continued activity and controls reviewed as necessary	Urgent. High

2.3 Risk Assessment Record of Review.

Date	Reviewed By	Comments
2 June 2020	B Cruickshank	<ul style="list-style-type: none">• Minor typos amended. Ambi bag consideration removed as deemed impractical.
		<ul style="list-style-type: none">•
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