

## **Covid-19 Risk Assessment – Taittinger RSYC Regatta, Onshore**

**Company name: Royal Solent Yacht Club**

**Assessment carried out by: Club Secretary**

**Date of next review: N/A**

**Date assessment was carried out: 14<sup>th</sup> July 2021**

### KEY COVID REGULATIONS

Please help the Club's staff to make this prestigious regatta as enjoyable and safe as possible by adhering to the Covid regulations still in force and risk controls detailed below.

- All attendees must be seated when drinking or eating inside or outside (it is not permitted to stand up or walk around with a glass or food in hand).
- Face coverings must be worn inside the Club and inside the marquees if the sides are down due to bad weather. Except by anyone exempt from wearing a face covering.
- Mingling with others from outside your group is not permitted.
- Please maintain social distancing from those outside your group, staff and volunteer members.
- There is a maximum limit of 3 persons in the cloakrooms at any one time.
- Please queue socially distanced at 1m+ where required, e.g. for registration and the cloakrooms.
- Table service is in operation for both drinks and food, with no bar service.
- Payment via credit/debit cards rather than cash please.
- Please keep voices at a moderate level with no shouting or singing.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Catching or spreading virus through poor hand hygiene</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ Staff trained in Covid-19 hygiene procedures &amp; PPE useage.</li> <li>➤ Covid-19 risk assessments shared via website.</li> <li>➤ Signs requesting everyone sanitises hands on arrival.</li> <li>➤ Hand sanitising stations in key locations (e.g. welcoming point, corridor outside cloakrooms)</li> <li>➤ Soap &amp; hot water available in cloakrooms.</li> <li>➤ Posters showing how to wash &amp; sanitise hands properly.</li> <li>➤ Wiping down touch points e.g. door</li> </ul>	<p>Staff refresher training.</p> <p>Monitoring on a daily/weekly basis, note and resolve any weaknesses in procedures.</p> <p>Check and top up hand sanitiser.</p> <p>Provide moisturiser to help combat effects of hand sanitiser.</p> <p>Use signage to reinforce message.</p>	<p>Initially Service Manager and Club Steward.</p> <p>Regular monitoring by all staff.</p>	<p>From start of event until close.</p>	<p>Shared via website and via email to entrants. Signage at welcoming point.</p>

		handles, handrails, lift buttons.				
<b>Catching or spreading virus through poor hygiene or lack of social distancing in cloakrooms/ disabled loos.</b>	Staff Members Non-members	<ul style="list-style-type: none"> <li>➤ Cloakrooms and disabled loos are open.</li> <li>➤ Face coverings must be worn at all times in the cloakrooms, (except by anyone exempt).</li> <li>➤ Useage is limited to 3 people at any one time.</li> <li>➤ If there are more than 3 people in the cloakroom others should wait socially distanced with face coverings in the foyer or use the disabled facility.</li> <li>➤ Intensively cleaned at start of each day.</li> <li>➤ Antibac spray and paper towels are available for users to wipe down surfaces after use.</li> <li>➤ Used paper towels to be disposed of in flip top pedal bins.</li> </ul>	<p>Monitoring standards of cleanliness throughout day.</p> <p>Use signage to reinforce message.</p>	Staff and all users of cloakroom facilities.	From start of event until close.	<p>Shared via website and via email to entrants.</p> <p>Signage on back of loo doors advising users to sanitise surfaces after use.</p>

		<ul style="list-style-type: none"> <li>➤ Hand gel dispenser in corridor outside.</li> <li>➤ Windows will be opened to provide ventilation.</li> </ul>				
<p><b>Catching or spreading virus due to lack of social distancing (Especially at pinch points and in enclosed spaces).</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ No bar service, table service only.</li> <li>➤ Lay out of tables ensures all tables are spaced at 1m apart.</li> <li>➤ Designated bar tenders wearing face covering pour all drinks and place them on trays.</li> <li>➤ Food and drink are served to the table by servers wearing face covering.</li> <li>➤ Used glasses and plates are removed by servers wearing face covering.</li> <li>➤ 50% of marquee sides will be open to provide adequate ventilation, unless the weather is bad, in which case some side will be lowered and the marquee will be classed as "inside",</li> </ul>	<p>Monitor use of face coverings by those inside.</p> <p>Ensure correct social distancing and no mingling are observed – use signage to reinforce message. Signage to remind members &amp; non-members of requirements to wear face coverings and observe 1m+ or 2m social distancing.</p>	<p>Staff and all users of the Clubhouse / enclosed Marquee which is classed as "inside".</p>	<p>From start of event until close.</p>	<p>Shared via website and via email to entrants.</p> <p>Signage throughout clubhouse.</p>

		<p>requiring face coverings to be worn except when eating and drinking (except by anyone exempt).</p> <ul style="list-style-type: none"> <li>➤ Queueing kept to 1m apart where relevant e.g. for Registration, purchasing take-away Champagne.</li> <li>➤ Social distancing to be maintained when prizes are awarded by recipients and prize giver. Face coverings to be worn if takes place inside.</li> </ul>				
<p><b>Catching or spreading virus through shared touch points.</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ Designated tables reserved for each boat. Max. 6 inside.</li> <li>➤ Bills should ideally be paid at the table using contactless card payment on a wifi card machine. Cash should only be accepted as a last resort and staff should sanitise their hands afterwards.</li> <li>➤ Tables, chairs, condiments, table buzzers and any</li> </ul>	<p>Constant monitoring of tables for further drink orders and ensure sufficient hand sanitiser or anti-bac wipes available.</p>	<p>Service Manager, Club Steward, Servers &amp; Attendees</p>	<p>From start of event until close.</p>	<p>Shared via website and via email to registrants.</p>

		<p>laminated signs are wiped down using antibac spray after each sitting.</p> <ul style="list-style-type: none"> <li>➤ Single use menus and wine lists are disposed of after use.</li> <li>➤ No sharing of glasses, cutlery etc. Name tags for Champagne flutes to help prevent attendees drinking from the wrong glass.</li> </ul>				
<p><b>Catching or spreading virus due to lack of social distancing or aerosol transmission.</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ Face coverings to be worn inside (except by those exempt).</li> <li>➤ No mingling between different groups.</li> <li>➤ All drinks and food must be consumed sitting down at a table.</li> <li>➤ PA system in place for speeches and announcements.</li> <li>➤ Reduced noise volume of any music.</li> <li>➤ Voices to be kept moderate – no shouting or singing.</li> <li>➤ No dancing permitted.</li> </ul>	<p>Monitor attendees' behaviour throughout event &amp; advise where necessary.</p>	<p>Service Manager, Club Steward, Servers</p>	<p>From start of event until close.</p>	<p>Shared via website and via email to registrants.</p>

<p><b>Asymptomatic staff spreading COVID 19 to each other or Members &amp; Visitors</b></p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>➤ Support NHS Track &amp; Trace:</li> <li>➤ Many staff will have received their first vaccination, but all staff working at the Club will be required to take a Rapid Flow Test at least once a week and to log the results online via the NHS Track &amp; Trace website.</li> </ul>	<p>Remind staff not to come to work and to notify the Club if they or any of their household is displaying any symptoms of COVID or have tested positive for COVID in the last 10 days.</p>	<p>All Staff.</p>	<p>With immediate effect and ongoing</p>	<p>Implemented from 30/3/21.</p>
<p><b>Asymptomatic Members &amp; Visitors spreading COVID 19 to each other &amp; Staff</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ Encourage all staff and those attending regatta to test they are negative for Covid by taking a Rapid Flow Test before attending event.</li> <li>➤ Support NHS Track &amp; Trace:</li> <li>➤ Members &amp; Visitors are required to provide the names and contact details of all individuals in their group either in advance or on arrival.</li> <li>➤ Prompt Members &amp; Visitors to scan the QR code using the</li> </ul>	<p>Records of all staff, members and visitors are kept for 21 days to support NHS Track &amp; Trace.</p> <p>Put up posters of the NHS QR code for the Club in multiple locations.</p>	<p>All Staff.</p>	<p>In lead up to event until close. Notify wedding party of regulations in advance.</p>	

		NHS app each time they visit the Club.				
<b>Persons displaying signs and symptoms of COVID 19</b>	Staff Members Non-members	<ul style="list-style-type: none"> <li>➤ The individual's details must be taken on arrival.</li> <li>➤ If signs and symptoms are displayed entry must be refused in line with Rule 23.</li> <li>➤ Any area and surfaces they have come into contact with must be thoroughly cleaned.</li> <li>➤ If a positive test result has been confirmed Track &amp; Trace will contact the Club and request records.</li> </ul>	<p>Remind attendees not to come to the Club if they or any of their household is displaying any symptoms of COVID or have tested positive for COVID in the last 10 days.</p> <p>Monitor and implement and new regulations and procedures.</p> <p>Use signage at arrival point to reinforce message.</p>	Senior Staff, Flag Officers	Ongoing.	