


Annexure A: Risk Assessment : POINT YACHT CLUB

(Affiliated Institution name)

Area	Controls currently in place	Extra Controls Required	Review point
General	<ol style="list-style-type: none"> Access control by means of Tag Readers for club members Covid 19 Signage is in place at entry points Sanitising Stations are in place at entry points Non-Members that use the facility are required to sign a register prior to entry. Members to be instructed not to come to the club if they believe that they have any C-19 symptoms or believe that they have been in contact with someone displaying C-19 symptoms. When members arrive at the club they are to proceed to testing stations as follows: Keeler members – Register sited at the club entrance. Dinghy/Fishing/Paddlers – Register sited at the slipway. Only after this has been done may members proceed to their craft. Number restriction as per Operational Plan ie: Area 1: Club House – 50 persons. Area 2: Dinghy Park, Paddleski storage racks. Fishing vessel garages – 50 persons 	<p>Newsletter to members describing the details of the Operational Plan</p> <p>Operational plan to be posted on the clubs website and Facebook page.</p> <p>Club has appointed a Covid 19 Officer</p> <p>Club Manager and General Committee to oversee the implementation and day to day operation of the plan</p> <p>Refer members to SAS website for announcements: https://www.sailing.org.za/covid-19/</p> <p>Area 1 and Area 2 are separated by a fence, access gate and 20 m long bridge thereby providing natural segregation between disciplines.</p>	weekly
Reducing the risk of the virus	<ol style="list-style-type: none"> Pre-Clean & Sanitising was done on 1 July 2020 Face masks to be worn always Hands to be sanitised upon entry Social distancing of 2 meters, all tables and chairs are spaced out accordingly. Cleaning takes place 7 days between the hours of 07h30 till 16h00. Deep cleaning will be done on Mondays – ie: after weekend activity and after a public holiday if weather conditions resulted in sailing activity. Members will be instructed not to share any equipment – eg: tools / spare parts / consumables such as cans of oil, petrol or diesel or clothing other than lifejackets in an emergency. 	<p>All members and employees are compelled to wear face masks and sanitize on arrival and departure</p> <p>Club employees have been trained</p> <p>Only contractors performing essential works or services will be allowed entry. They will be appraised on safety requirements and will be required to complete a Contractors register</p>	daily
Facilities	<ol style="list-style-type: none"> Ablutions – minimum usage Restaurant – registered participants and members performing essential maintenance on moored craft Lounge – to be avoided Meeting Rooms Office Bar is closed as per National Regulations Swimming pools – access will be closed. 	<p>Members encouraged to arrive in their sailing clothes and shower at home where possible</p> <p>Meeting room seating plans configured to observe social distancing. Virtual meetings via Zoom or Teams to be scheduled where feasible.</p> <p>Office staff work from home where feasible</p> <p>Position of Lounge chairs arranged to observe social distancing</p>	At regular intervals taking into account anticipated usage (weekends and holidays) and admin functions.
Launching and mooring	<ol style="list-style-type: none"> All boats launching are required to fill out the relevant launch register. 	<p>Newsletter to members describing the details of the Operational Plan</p>	Weekends and holidays

	<ol style="list-style-type: none"> 2. Skippers are to test all crew and fill out the required Covid 19 paper work prior to launch. 3. Boats on moorings are to follow the Durban Marina's Covid 19 protocols. As this falls outside of the club's premises. 4. Different disciplines take place at different times ie: Fishing – launch early in the morning and return late morning. Paddlers – early morning till mid-morning or alternatively evenings. Dinghies – mid morning till mid-afternoon. 	Details of rules regarding sanitizing, wearing of PPE and completion of registers to be checked periodically to ensure that compliance is happening.	
Pontoon and slipway	<ol style="list-style-type: none"> 1. As above 2. Observe Marina Operational Plan Rules and SAMSA Marine Notices re Covid-19 	SAMSA website details http://www.samsa.org.za/Pages/Marine-Notices.aspx	Regularly
Activities	<ol style="list-style-type: none"> 1. Arrived dressed and ready to sail. 2. No groups larger than 5 sailors is permitted. 3. Boat park / rigging of boats 2m social distancing rules apply. B 4. Dinghy sailing – most vessels are crew by 1 or 2 people so social distancing is naturally observed 5. Keeler sailing - Skippers to crew their boats with family members when cruising. When racing commences skippers to minimize crew numbers. 	Whist National Level Stage 3 is in place the club will stage short handed racing to minimize crew on keelers	Weekends and holidays
On the water safety	<ol style="list-style-type: none"> 1. Face masks to be worn on vessels with more than 1 crew member 2. Keelers and motor craft - Hand sanitiser will be on board 3. Dinghies – hands to be sanitized prior to boarding 4. Support craft to be crewed with the minimum number to safely man the vessel 		Weekends and holidays
Bar and catering	<ol style="list-style-type: none"> 1. Staff all wear the required PPE. 2. Staff temperatures are taken daily. 3. Hand and surface sanitisers are in place in both front and back kitchens 4. Tables and chairs are sanitised after use. 5. Guests are registered and sanitised prior to entry into the club facility. 6. Mouth mask to be worn always 7. Walk up and Order rules apply, no menus will be handed out. 	Bar is closed Catering offers a limited menu that requires minimum kitchen staff	Daily
Responding to a potential Covid-19 exposure at your club	<ol style="list-style-type: none"> 1. The person affected shall advise the Covid officer immediately. 2. The person suspected to have Covid or presenting with symptoms shall be moved into the old (unused) managers office as the 'Isolation room' until such time as they can safely leave the premises. 3. A 2 meter distance will be kept between a suspected Covid case and all other persons. 4. We will organise for the affected person to contact their own health provider and arrange for them to be safely transferred to a facility advised by the health provider. 5. The club will be closed until a deep cleaning operation has been completed. 6. The Covid officer shall advise all participants that someone at the event/training is a suspected COVID-19 case. 7. Advise them to monitor themselves for symptoms for 14 days and take their temperature twice a day. 		Regularly Club Manager and Covid Officer to discuss on Fridays – prior to expected activity and hold a debrief meeting after weekend &

	<ol style="list-style-type: none"> 8. On the advice of a Medical practitioner, it may be deemed necessary to have a test done for Covid. 9. Should this be required, the person is to advise the Club Covid Officer once the test has been completed. 10. The Club Covid officer is to inform SA Sailing of the suspected case that has been progressed to Covid testing and the confirmation of the test and its subsequent result. 		holiday activity.
Restaurant	<ol style="list-style-type: none"> 1. Staff all wear the required PPE. 2. Staff temperatures are taken daily. 3. Hand and surface sanitisers are in place in both front and back kitchens 4. Tables and chairs are sanitised after use. 5. Guests are registered and sanitised prior to entry into the club facility. 6. Mouth mask to be worn always 7. Walk up and Order rules apply, no menus will be handed out. 	When the restaurant is full no patrons will be permitted to enter the premises.	Daily
Safety Survey Procedures	All statutory surveys will be carried out in accordance with the procedures published by SA Sailing, SADSAs and the Club's Safety Officer	Refer Appendix L	Regularly
Club equipment	Club training craft will be sanitized before and after usage. No equipment will be shared.	Prior to usage coaches are to ensure this has been done.	Weekends and holidays



M.R. WHITE



C.P.Sutton

Signature - Affiliated Institution Commodore/Chairman

Signature - Covid Compliance Officer