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Pagham Yacht Club

Est. 1964



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Pagham Yacht Club (PYC) Coronavirus Policy

Coronavirus Update for 13th September 2020

Introduction

On the 23rd March 2020 in response to the Coronavirus global pandemic the Government ordered the closure of pubs and clubs to combat the spread of this awful virus. The club remained closed to prevent the spread of the virus and protect our members.

Government started to lift the lockdown laws, this includes the reopening of licenced premises from the 4th July 2020.

Since this date the expectation from Government is the responsible opening of premises that will include all social distancing laws, safety and sanitisation of our club facilities, to include the bar area, outside facilities, toilets, changing rooms, galley facilities.

Priority will be given to disabled members for toilet facilities, please be mindful of this.

It is still against the law to gather in groups of more than 30 people, except for limited circumstances set out in law. The club house will be subject to restricted numbers permitted to remain inside. As the risk is to the older generation and those with underlying conditions, should numbers within the clubhouse reach those critical levels members and guests under the age of 60 will be asked to use the outside facilities until the numbers reach the permitted by law. The outdoor space is safer and can accommodate more persons. The outdoor space will be arranged so that club seating can be used, members are encouraged to bring their own portable seating where appropriate.

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Hand cleansers will be on hand at sanitisation stations, please ensure you use them regularly particularly if you have been in contact with surfaces used in a communal setting.

The policy and guidance, linking into the risk assessment will cover volunteers working behind the bar, and those members using the facilities.

PYC Policy Statement

PYC **will** comply with the guidance provided by Government medical experts to prevent a second wave and spike in the Coronavirus. This is protect our volunteers and members at all costs.

The committee will oversee the opening of the club facilities in a responsible manner, providing the required sanitisation stations in the outside areas, the bar area, toilet facilities, changing facilities & shower facilities.

The outside facilities will be arranged in such a way to observe social distancing, they must not be rearranged without the express permissions of the committee.

Inside the bar area, the tables and chairs will be arranged, again to observe social distancing. They must not be rearranged without the express permissions of the committee. We must maintain social distancing guidelines at 2 metres, or 1 metre with risk guidelines in place where 2 metres is not viable, this is acceptable in law between customers of different households, or support bubbles.

We will where possible reduce the need for members to queue, where this is unavoidable members should queue outside of the premises where available and safe to do so. Members must remember our teams are volunteers, this is unprecedented times and restraint is required.

Use of the toilet facilities must be managed in a responsible way, along with the sanitisation of the facilities, personal hygiene and the permitted numbers at any one time.

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Parents or responsible persons will be required to manage children under the age of sixteen (16). Children can be asymptomatic and not realise they have symptoms, social distancing is a crucial element particularly with regards to our elder members in attendance.

In the event of bad weather members must remember they cannot move into the club premises on mass without maintaining social distancing and that we cannot allow more than 30 people to gather inside. As previously stated preference will be given to the over sixties and those with underlying conditions and you may be asked to step outside.

What we do want is a return, safely to enjoying and using our amazing facilities. A full risk assessment will continue to be completed and circulated on a regular basis.

Risk Assessments



Coronavirus Risk Assessment Clubs Bar Facilities Reopening 04/07/2020

What hazards	Who might be harmed	Controls Required	Additional controls	Action by who	Action by when	Done
Spread of Coronavirus	Volunteer Staff Members Visitors Cleaners Contractors Vulnerable groups Elderly Those with existing	Hand Washing Hand washing facilities with Soap and water in place. Stringent hand washing taking Place. See hand washing guidance.	Employees / Volunteers / Members and anyone who visits the club must on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.	All	Ongoing process during this Pandemic	Yes

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	<p>underlying health conditions Anyone else who physically comes in contact with PYC</p>	<p>https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/</p> <p>Effective Drying of hands. https://www.nursingtimes.net/news/research-andinnovation/paper-towelsmuch-more-effective-atremoving-viruses-than-handdryers-17-04-2020/</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, bar area using appropriate Cleaning products and methods.</p> <p>Social Distancing</p> <p>Social Distancing - Reducing the number of persons in any area to Comply with the 2-metre (6.5 foot) gap, reduced to 1 metre as of the 4/7/2020 where 2 – metres cannot be maintained. Additional measures to be used, increased ventilation, face masks where necessary, additional cleansing with sanitiser. recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-aboutcovid-19</p> <p>The bar area, toilets and general area including all outside areas. Storage areas, individual areas, after use checks will be carried out to ensure that the necessary procedures are being followed. Schedule to be kept and signed.</p> <p>Employees / Volunteers / Members and anyone who visits the club to be reminded regularly of the importance of social distancing in all areas of the club grounds and beach area. This will be monitored. If social distancing is not possible due to the number of people present when you arrive on club grounds, members need to be aware they may have to leave and return at a later time.</p> <p>Where social distancing cannot be maintained at all times, particularly for volunteers working face masks and gloves will be provided.</p>	<p>Committee/all members</p> <p>All</p>	<p>Ongoing during pandemic</p> <p>Ongoing during pandemic</p>	<p>Yes</p> <p>Yes</p>
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		<p>onsocialdistancing-and-for-vulnerable-people</p> <p>Taking steps to review work / maintenance schedules including start & finish times, working from home etc. opening times and events to reduce number of Employees / volunteers /Members and anyone who visits the club.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Gloves when removed must be disposed of sensibly and may need to be stored separately for 72 hours before put into general rubbish facilities.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with any flu or cold like symptoms, a new continuous cough, a high temperature, or any symptom that may indicate possible Coronavirus infection in the club, they should leave the premises immediately and follow government guidelines advise call 111</p>	<p>All will be reminded that wearing of gloves is not a substitute for good hand washing</p> <p>The cascading of information through the PYC website will be carried out regularly to reassure and support members in a fast-changing situation.</p> <p>The Committee will notify the members and staff if a suspected case of Coronavirus is in the club and give advice to follow the government guidelines. If anyone has</p>	<p>Committee/All</p> <p>Committee/All</p> <p>Committee/all</p> <p>Committee</p>	<p>Ongoing during pandemic</p> <p>Ongoing during pandemic</p> <p>Ongoing during pandemic</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>https://111.nhs.uk/covid-19</p> <p>They will be sent home and advised to follow the stay at home guidance. If advised that a member of staff or member has developed Covid-19 and were recently on our premises. A representative of the Committee will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken following the track and trace strategy.</p> <p>https://www.publichealth.hscni.net/</p>	<p>suspected coronavirus symptoms they should not attend the club and follow government guidelines.</p>		<p>Ongoing during pandemic</p>	
What hazards	Who might be harmed	Controls Required	Additional controls	Action by who	Action by when	Done
Booking in for service	All members and visitors	<p>The track and trace guidance is clear, members using the bar must book in on each day. As of Monday 13th September 2020 it is now a criminal offence to fail to comply with track and trace. You will be required to provide;</p> <ul style="list-style-type: none"> • Your name, first name and surname. • Your contact telephone number. • The date you entered the club. <p>This is now not negotiable, refusal to comply will result in you being required to leave the premises.</p>	<p>Records to be maintained and register kept. Members must support this action, and will be responsible for any guests who attend.</p> <p>Guest details are a requirement of club rules and the following data is required;</p> <ul style="list-style-type: none"> • Name, first name and surname. • Address required. • Contact telephone number • Date you entered the club. 	Committee/All	13/9/2020	13/9/2020

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<p>Re-opening rules to be observed for serving alcohol inside</p>	<p>All members and visitors</p>	<p>The guidance is very specific, if you are inside the club bar area the risk of infection is much higher. There for the following will apply.</p> <ul style="list-style-type: none"> • Social distancing will apply at all times, 2 metres preferably, but where that is not possible 1 metre with caution. • You must be patient and queue at the bar, once you have purchased your drinks move away from the bar. • The preferred method of payment is contactless payments, cash should not be used as a routine. • Return your glass to the bar, a fresh glass policy will be in place. • Do not sit at the bar, this is not permitted to preserve social distancing. • Ensure that there is a free flow of air within the club, open windows, front and rear doors to be propped open to create that free flow of air. 	<p>Additional bar staff will be required to comply with social distancing, please volunteer. A briefing will be given with a speed sheet for ease.</p> <p>Signs will be put up for members.</p> <p>There will be sanitisation stations in the bar area.</p>	<p>All</p>	<p>4/7/2020</p>	<p>Yes</p>
<p>observed for serving alcohol outside</p>	<p>All members and visitors</p>	<p>Sitting outside is confirmed as less of a risk of infection. The outside seating areas will be arranged for social distancing. We will use barriers to define the area for club members, and to deter non club members.</p>	<p>There will be sanitisation stations in the outside area.</p>	<p>All</p>	<p>4/7/2020</p>	<p>Yes</p>

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<p>Social distancing change in law from 13/9/20</p>	<p>All members and visitors</p>	<p>Members are encouraged to bring their own portable garden type chairs for use.</p> <p>To order drinks members sat outside can enter the bar area to order drinks at the bar maintaining social distancing. Once purchased the drinks can be taken outside.</p> <p>The preferred payment method is by contactless, cash should not be the normal process during the pandemic.</p> <p>Drinks once consumed outside, glasses must be returned to the designated bar area.</p> <p>Due to the exponential rise in in Coronavirus cases nationally the Government has introduced new restrictions from 13/9/2020.</p> <ul style="list-style-type: none"> • No more than six persons can meet in or outdoors from two different households. • There are exceptions for those who live in the same household or designated social bubble. • Arranged Sporting events are exempt, but social distancing laws should be applied where possible. 	<p>Seating will be suitably arranged to comply with the new laws. It is your personal responsibility to ensure the law is not broken, if you are asked to move to comply with the new law it is expected that you will comply.</p> <p>You can now be fined for not complying with the six person law.</p> <p>Do not put the clubs licence in jeopardy.</p>	<p>All</p>	<p>13/9/2020</p>	<p>Yes</p>
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<p>Use of toilet facilities</p>	<p>All members and visitors</p>	<p>The toilet facilities will be in use, however members and guests must be responsible and maintain social distancing at all times. Parents or designated adults must take responsibility for children under the age of 16 years.</p> <p>Female Toilets</p> <p>Only two persons in the facilities at any one time, responsible queuing at busy times is required.</p> <p>Male Toilets</p> <p>Only two urinals will be in operation, along with the two cubicles to maintain social distancing.</p>	<p>Hand washing and hygiene is absolutely critical to risk manage the virus.</p> <p>Toilets will be checked and sanitised at regular intervals and an inspection sheet completed.</p> <p>The toilets are cleaned and disinfected prior to any session the club and bar is open.</p> <p>The recommendation is that at least one other disinfection is completed towards the end of the session, areas like door handles, taps, sinks etc. are sanitised.</p>	<p>All</p>	<p>13/9/2020</p>	<p>Yes</p>
<p>Changing Shower facilities</p>	<p>All members and visitors</p>	<p>Changing and shower facilities can be used, however guidance from Government and the RYA is to encourage those turning up for sporting events, for us sailing dressed and prepared, and should return home to shower and change.</p> <p>The changing rooms and showers should be reserved for disabled persons and those with special needs.</p> <p>If the changing rooms and showers are used, they should be used quickly and with social distancing at all times.</p>	<p>Family groups can change/shower together, this must be done quickly.</p> <p>All clothing must be removed by the owners and not left in the changing room for safety reasons.</p>	<p>All</p>	<p>19/9/2020</p>	<p>Yes</p>

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Bad Weather Contingency		<p>In the event of bad weather members must not congregate on mass within the indoors club area without maintaining social distancing and the minimum one metre rules.</p>	<p>It is the responsibility of all members to ensure that social distancing is maintained, the committee members should adopt a proactive stance encouraging distancing at all times.</p> <p>The club committee are looking to provide extra cover outside and patio heaters with the colder weather and darker nights approaching</p>	All	19/9/2020	Yes
Complaints procedure	<p>Should a member consider a breach of social distancing has occurred they should report the matter to a committee member at the time of the suspected breach?</p>	<p>PYC has an established complaints procedure to follow.</p> <p>These are unprecedented times, the culture must be one of learning.</p> <p>A debrief will be conducted, where possible at the end of a bar opening period to assess whether controls are correct, require amendments or changes to control measures.</p>		All	19/9/2020	Yes
This risk assessment	PYC Committee	<p>The risk assessment is a living document and can and will be updated when required.</p>	<p>The risk assessment will be reviewed as part of the agenda for PYC committee meetings for the foreseeable future.</p>	Committee	Updated on 13/9/20	Yes

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Thank you all for your co-operation and assistance, to date the process has worked because of your compliance with the guidance. A great deal of the guidance is now law and you are personally responsible and can be fined, please ensure you support the club and observe social distancing.

It is essential you all stay safe and fully support those volunteers who are working around the club to make your visit enjoyable.

Regards

**Paul Palmer
Commodore**